

Broadway United Church By-laws

Mission Statement

“Broadway United Church is a worshipping community proclaiming the good news of Jesus Christ and being a living example of love and fellowship in a broken, divided world.”

Unified Board Mission Statement

1. To maintain an awareness of the Mission Statement of Broadway United Church.
2. To facilitate the ongoing operation of Broadway United Church on behalf of the congregation.
3. To encourage programs that foster fellowship and build a strong community within the congregation.

By-Laws

Article 1

The Unified Board will consist of a Chair, Vice-Chair, Secretary, Treasurer and the Committee Chair from each of the following committees: Outreach, Property, Membership and Nomination, Fellowship and Fundraising, Christian Development, Finance, Worship, Memorial, Ministry and Personnel; two members at large and the Minister (Minister is an ex-officio member).

Article 2

The Unified Board will meet quarterly excluding July and August. Additional meetings may be called at the chairperson’s discretion. A quorum shall consist of fifty percent plus one of all members of the unified board. For bylaw changes a quorum of two - thirds plus one must be present. Meetings will be conducted in accordance with the most recent Robert’s Rules of Order.

Article 3

The Unified Board will have an Executive Committee that will meet on a monthly basis. The quorum for these meetings must be fifty percent plus one of executive committee members. Meetings will be conducted in accordance with the most recent Robert’s Rules of Order.

Article 4

All congregational members/adherence are entitled to attend, speak and make submissions to all committee and Unified Board meetings. Individuals wishing to make a presentation must notify the Chair of the committee or the Chair of the Unified Board one week prior to the scheduled meeting.

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Article 5

It is incumbent on the chairperson of each committee to call a meeting every two months, or at his/her discretion, except July and August, at a time that will not conflict with the regularly scheduled Executive Committee or Unified Board meetings.

Article 6

At the Annual General Meeting of the congregation, the Chairperson, Vice-Chairperson, Secretary, Treasurer, Committee Chairpersons and two Members at Large will be elected. It is the responsibility of the Membership and Nomination Committee to ensure that there are persons available for the vacant positions.

Article 7

If vacancies exist on the Unified Board, the board has the authority to appoint members on an interim basis until ratification at the next Annual General Meeting of the congregation.

Article 8

Committee Chairpersons, along with the Membership and Nominating Committee, are responsible for populating the various committees.

Article 9

The Committee Chairpersons shall be responsible to conduct regular meetings, and ensure that a member (in the Chairperson's absence) attends the regular meeting of the Unified Board to provide a report and bring back any suggestions for committee consideration and action. The Chairperson is also responsible for reviewing attendance of committee members at meetings to ensure that good communication/continuity is being maintained with the group. Any concerns and /or problems should be referred to the Executive Committee.

Article 10

Committee chairpersons will bring to the Unified Board meetings an up-to- date report on activities with his/her respective group regarding ongoing activities with the committee, any unfinished business that requires attention, and any action or policy directions which need to be referred to the Unified Board.

Article 11

Each committee will be allocated a yearly budget with the approval of the Unified Board, and will be expected to respect the limit of that budget. While the Unified Board approves the budget amount, the committee has full control over the funds which may be utilized for the purposes intended under its respective mandate. Any increases in the original budgeted amount will be at the discretion and approval of the Unified Board.

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Article 12

The normal term on the Unified Board is three years. A term may be reappointed at the end of the three year term. The Membership/Nominating Committee is responsible for maintaining records of membership and terms of service for board members.

Article 13

The Chair of the Ministry and Personnel Committee shall be expected to attend all Unified Board, Executive Committee and Committee meetings as requested. In addition, the Chair of the Ministry and Personnel Committee will ensure that the appropriate congregational representative for a staff member is present at any meeting where an issue concerning that staff member is being discussed.

Article 14

Every year the Unified Board will appoint the following signing officers for the Unified Board: the Chairperson, Vice-Chairperson, Chairperson of the Finance Committee and the Treasurer. Any two of the above will be authorized to sign cheques and carry out the normal day-to-day financial activities of Broadway United Church. This authority will not apply to documents pertaining to the duties of the Trustees and Memorial Committee.

Article 15

The Board of Trustees is elected at the Annual Meeting of the Congregation and meets as necessary.

Article 16

The Unified Board shall have overall responsibility for coordinating congregational policies and reporting to the congregation.

Article 17

The purpose and the duties of the Executive Committee and each of the Committees are detailed in the following organizational descriptions unless subsequent changes are made and approved at a congregational meeting.

Article 18

Presbytery delegates shall represent the Unified Board and the congregation on the Wascana Presbytery. Presbytery delegates are elected at the Annual Congregational Meeting for a three-year term and are eligible for re-election. (Delegates to presbytery are based on one delegate for every 250 family members in the congregation). The Membership/Nominating Committee is responsible for maintaining records of membership and terms of service for board members.

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Article 19

Conference representatives or delegates may be nominated by the congregation, but are elected by the Wascana Presbytery to Saskatchewan.

Article 20

The Ministry and Personnel Committee will include congregational members that have been selected by a staff member to act as their representative. These members must be ratified by the Unified Board. The Committee duties/responsibilities will be outlined in the organization descriptions.

Duties and Membership of Committees and Board

Trustees:

1. Purpose: To act as financial agents for the congregation.
2. Members: A minimum of three members from the congregation and the Treasurer of the Unified Board. Trustees are appointed at every annual meeting.
3. Duties:
 - i. Sell, mortgage, lease or change the real property of the congregation, in accordance with the United Church of Canada policies.

Executive Committee:

1. Purpose: To manage/supervise the day to day operations of Broadway United Church on behalf of the Unified Board.
2. Members: Chair, Vice-Chair, Treasurer, Secretary of the Unified Board and the Property Committee Chair. The Minister is invited to participate as an ex-officio member.
3. Duties:
 - i. Act as a policy advisory group and make recommendations for consideration by the committees and/or Unified Board in order to ensure a constant flow of ideas between the committees and the Unified Board.
 - ii. Act in a judicial role; that is, the group would decide upon the initiative of either the committees or the Unified Board, the areas of responsibility for any particular issue.
 - iii. Make day-to-day decisions regarding church business which is of urgent nature when it is not practical or possible to call a Unified Board or a committee meeting. In emergency situations, decision may be made by the Chairperson, Vice-Chairperson and Treasurer.

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- iv. Act as resource people to the committees and attend other committee meetings in a strictly advisory role upon request of the committee.
- v. Assist with recruiting new church staff with the Ministry and Personnel Committee.
- vi. Review annual salaries and benefits for staff members as recommended by the Ministry and Personnel Committee and to submit the recommendation to the Unified Board for approval.
- vii. The executive committee has the authority to authorize expenditures for one project at a time, up to a maximum of \$5,000.

Finance Committee:

- 1. Purpose: Supervise all financial matters of the congregation.
- 2. Members: Committee must have a minimum of three members plus the treasurer.
- 3. Duties:
 - i. Process all financial entries and recommend for approval any exceptional transactions, if necessary, to the Unified Board
 - ii. Maintain proper financial records and provide financial reports to the Unified Board at the regular quarterly meeting, the monthly Executive Committee meeting and the Annual Congregational Meeting.
 - iii. Develop a roster of volunteers to count the Sunday offerings.
 - iv. Provide the necessary support to the Treasurer.
 - v. Share responsibility with the Outreach Committee for the Stewardship Commitment program.
 - vi. Prepare annual budget from information provided by each Committee, for presentation and recommendation to the Unified Board.

Outreach Committee:

- 1. Purpose: To oversee, assess and initiate programs whereby the church can “reach out” more effectively into the community, within the total mission of the church.
- 2. Members: A minimum of three congregational members. Committee must be comprised of an odd number of members.
- 3. Duties:
 - i. Endeavour to encourage and promote programs of outreach visitation.

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- ii. Encourage awareness of community needs such as seniors, the disabled, native persons, and to encourage participation in programs, either church or community, which deal with those needs and to recommend budget levels.
- iii. Provide, in cooperation with the staff, information on mission work for bulletins, bulletin boards and newsletters.
- iv. Assist with the administration of the Observer with the secretary.
- v. Encourage mission programming in all church groups.
- vi. Share responsibility with the Finance Committee for the Stewardship Commitment Program.
- vii. Promote the Mission and Service Fund and recommend an annual objective.
- viii. Be responsible for communication within the congregation through activities such as visitation, newsletter delivery, etc.
- ix. Arrange transportation for those in need for church activities and Sunday services.
- x. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed budgeted amount.
- xi. Ensure that there is adequate representation from existing groups such as, but not limited to, the Men's Club, Social Club, Chit-Chat Coffee, UCW, and visitations

Property Committee:

1. Purpose: Oversee all matters concerning property maintenance and renovations.
2. Members: Minimum of three congregational members. Committee must be comprised of an odd number of members.
3. Duties:
 - i. Supervise maintenance of all church property including routine repairs, supplies and equipment.
 - ii. Supervise use of the church building, including administration of rental agreements.
 - iii. In conjunction with the Finance Committee, review church rental rates on an annual basis and to recommend any increase to the Unified Board.
 - iv. Plan and arrange contracts for any significant renovations.
 - v. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

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Worship Committee:

1. Purpose: Attend to all matters pertaining to church worship.
2. Members: Minimum of three congregational members. Committee must be comprised of an odd number of members.
3. Duties:
 - i. Be responsible for the Order of Worship for regular worship, as well as for baptism and communion.
 - ii. Prepare for baptism, communion and special events.
 - iii. Evaluate and supervise the whole worship service.
 - iv. Arrange for pulpit supply as necessary.
 - v. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

Christian Development:

1. Purpose: Oversee all matters pertaining to the Christian nurture and education of the whole congregation.
2. Members: Minimum of three congregational members. Committee must be comprised of an odd number of members.
3. Duties:
 - i. Review the quarterly information Pac from the United Church of Canada to assist in the development of programs for nurture and growth of adults, youths and children.
 - ii. Co-ordinate all Christian education work related to the Sunday school, youth programs and adult education programs.
 - iii. Recruit leaders and teachers and provide an opportunity for their training.
 - iv. Be responsible for the development of the library and to encourage members to use it.
 - v. Provide information to the Finance Committee for preparation of the annual budget and ensure that expenses do not exceed the budgeted amount.

Membership and Nominating Committee:

1. Purpose: Attend to all matters pertaining to church membership and to act as a nominating committee for the Official Board and Committees of Broadway United Church.
2. Members: Minimum of three congregational members including the Vice-Chairperson of the Unified Board and one other board member. Committee must be comprised of an odd number of members.

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3. Duties:
 - i. Arrange for reception of new members and to encourage people to become full members of the church.
 - ii. Encourage recruitment of suitable candidates for the Order of Ministry and to recommend them for candidacy.
 - iii. Recruit volunteers and identify people with skills and gifts that can enhance the congregational life and work of Broadway United Church, its Unified Board or committees.
 - iv. Maintain records of membership and the term of service for Unified Board members.
 - v. Maintain the membership records of congregational members alongside the church administrator.
 - vi. Co-ordinate the long-term service awards recognition program.
 - vii. Co-ordinate the monthly house groups.
 - viii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

Ministry and Personnel Committee:

1. Purpose: To provide the confidential setting for consultation, support and assessment of all church staff.
2. Members: Members to be established as per the MNP manual.
3. Duties:
 - i. Provide consultation and support for church staff members and for the people of the pastoral charge.
 - ii. Review working conditions and salary levels and benefits of staff members and to recommend salary levels to the Executive Committee.
 - iii. Monitor the relationship of church staff to members of the Pastoral Charge and/or others.
 - iv. Assess the responsibilities and authority of the church staff.
 - v. Support and monitor the inter-relations of all church staff.
 - vi. Promote and recommend staff continuing education.
 - vii. Review annually and to evaluate the effectiveness of all church staff as they relate to the church's programs, activities and needs.

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Fellowship and Fundraising:

1. Purpose: Oversee all matters pertaining to fellowship and fundraising activities within Broadway United Church.
2. Members: Minimum of three congregational members. Committee must be comprised of an odd number of members.
3. Duties:
 - i. Propose and organize fellowship activities that encourage membership unity.
 - ii. Propose and organize fundraising activities.
 - iii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

Memorial Committee:

1. Purpose: To administer the memorial donations and the Memorial Fund for the congregation.
2. Members: Minimum of three congregational members. Committee must be comprised of an odd number of members.
3. Duties:
 - i. To manage the church's Memorial Fund
 - ii. To recommend expenditures from the Memorial Fund to the Unified Board.
 - iii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

Presbytery Delegates:

1. Purpose: To represent Broadway United Church and the Unified Board on Wascana Presbytery.
2. Members: The number of delegates depends on the size of the congregation and is determined by Presbytery.
3. Duties:
 - i. To develop as wide a knowledge as possible of all activities and programs in the Broadway United Church congregation and to be informed about official policies of the Unified Board.
 - ii. To attend Presbytery meetings.
 - iii. To represent the Broadway Pastoral charge at Presbytery meetings and to transmit to Presbytery officials actions and policies of the Unified Board or congregation, as is necessary.

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- iv. To report regularly to the Unified Board regarding Presbytery actions, policies and events, particularly as they relate to the Broadway Pastoral charge.

Conference Representatives:

1. Purpose: To represent Broadway United Church and Wascana Presbytery at Saskatchewan Conference.
2. Members: Will be selected by Presbytery
3. Duties:
 - i. To develop as wide a knowledge as possible of all activities and programs in the Broadway United Church congregation and to be informed about official policies of the Unified Board.
 - vi. To attend the annual meeting of conference
 - vii. To represent presbytery and, through presbytery, the congregation at the conference meeting.
 - viii. To report to the Unified Board and the congregation about the annual meeting of conference.