

Mountain View United Church Pastoral Charge

The United Church of Canada

Corporate Governance

February 2018

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Introduction

The Mountain View United Church pastoral charge of the United Church of Canada shall be governed by an Executive Team supported by Standing Committees. This document lists those committees and their terms of reference.

The Pastoral Charge

There shall be an annual meeting of **the Mountain View Pastoral Charge** as early as possible in the calendar year, for all full members and active adherents. This meeting shall be convened by the incumbent chairperson of the Executive Team and recorded by the incumbent secretary of the Executive Team.

At this meeting, the gathering shall

- a. receive the annual reports from The Executive Team, each Standing Committee, and groups or individuals associated with the work and life of the Pastoral Charge;
- b. receive audited financial reports for all operating and capital accounts held in trust by the Pastoral Charge for The United Church of Canada;
- c. approve an annual operating and capital budget for the ensuing calendar year;
- d. elect a full slate of members for the Executive Team and the Standing Committees for the upcoming calendar year.
- e. in concert with the Nominations Committee, elect a team of Trustees which must include at least four persons who are full members of the congregation;
- f. elect a representative to Presbytery who is a full member of the congregation

The quorum for a meeting of the Pastoral Charge shall be one-third of those eligible to be present.

The Executive Team

- a. The Executive Team shall serve as the governing body for the Pastoral Charge. The members of the Executive Team shall be elected by the Mountain View Pastoral Charge from the full members and active adherents.
- b. The Executive Team shall be the official court of the Pastoral Charge.
- c. The Executive Team shall meet monthly, including four (4) times each year with the Chairpersons of the Standing Committees to oversee and co-ordinate the life and work of the Pastoral Charge; and, in its routine decision-making, the Executive Team shall not be bound by the opinions of the body that elected them.
- d. In addition to a regular, recurring schedule, meetings of the Executive Team or any of its working teams, may be convened at any time by the respective chairperson.
- e. The quorum for any meeting of the Executive Team shall be '50% + 1' including the settled or appointed clergy, the pastoral charge supervisor or another person appointed by Chignecto Presbytery.

- f. The Executive Team shall be supported by the following:
 - 1. Worship Committee
 - 2. Christian Education Committee
 - 3. Ministry and Personnel Committee
 - 4. Communications Committee
 - 5. Trustees Committee
 - 6. Finance and Stewardship Committee
 - 7. Nominations Committee
 - 8. Hospitality Committee
 - 9. Outreach/Social Justice Committee
 - 10. Property Committee
 - 11. United Church Women
 - 12. Choir
- g. The members of the Executive Team shall be elected annually and shall include the chairperson, secretary, treasurer, the settled clergy, ex-officio without a vote, and other members of the congregation.
- h. Reporting to the Executive Team will be the Presbytery representative, appointed by the congregation. Refer to Appendix C for details regarding the Presbytery Representative position.
- i. The Executive Team shall delegate to each Standing Committee the authority to
 - a. act within prescribed parameters, policies and financial budgets to be determined by the Executive Team or the congregation; and
 - b. receive regular written reports from each working committee at the regular meetings of the Executive Team;
 - c. provide direction and advice to each working team, as required; and
 - d. maintain accurate and timely minutes of all meetings to include topics discussed, motions declared, consensus achieved and action required.
- j. The Executive Team is charged with ensuring that Mountain View Pastoral Charge is always looking forward to new possibilities, sensitive to cultural changes that impacts what we do as a church, and how Mountain View can continuously make connections with people and connections with God.
- k. The Executive Team will maintain a general understanding of what the church is doing and, how through the committees and projects, it is impacting the lives of people in our community.
- l. The Executive Team is charged with developing the future direction of the church. Its function is to understand the role of Mountain View within Metro Moncton and inspire a vision of spiritual and physical growth within the congregation and the greater community. Working together with the other committees and congregation, the Executive Team will endeavour to not only maintain, but strengthen our voice through imagination, faith and creativity as we work to broaden the message and embolden the spiritual life of those attending Mountain View.

- m. Working hand in hand with the Minister, this group provides oversight to the Finance & Stewardship, Ministry and Personnel, Hospitality, Outreach/Social Justice, Christian Education, Property, Trustees, and Communication Committees. (*Will carry out the role of session as required by the manual.*)
- n. The Executive Team (Vision, Oversight, Dreamers Committee) is multifaceted in where they function. They may be creating new ways to bring God's message into the worship service, while working on an endeavour with the Outreach/Social Justice Committee.

Standing Committees

- a. In addition to the Executive Team there shall be twelve Standing Committees or Support Groups elected by the Pastoral Charge to fulfill all responsibilities related to the life and work of the Pastoral Charge, including Worship, Hospitality, Communications, Finance/Stewardship, Christian Education, Outreach/Social Justice, Property, Ministry and Personnel, and Nomination Committees as well as, a Presbytery Rep, UCW reps, and Adult Choir.
- b. In their decision-making, each Standing Committee shall have full authority within its area of responsibility, governed only by the parameters, policies and financial budgets set by the Executive Team or the congregation.
- c. Each Standing Committee shall report in writing to the Executive Team quarterly and shall receive direction on any matter brought before the Executive Team.
- d. The settled or appointed clergy shall attend all meetings of the Worship and Christian Education Committees as resource support only, ex-officio, without a vote. The settled or appointed clergy shall attend meetings of the Finance/Stewardship, Ministry and Personnel Committee, Nominations and Trustee Committees, only when requested.

Worship Committee

Mandate

The Worship Committee shall:

1. meet on a regular basis to oversee a consistent liturgical role and worship format
2. recognize and schedule all special services of worship as they arise throughout the calendar year;
3. promote a ministry of music within the Pastoral Charge in collaboration with the Choir and Organist/ choir director,
4. receive and settle all requests for the Covenant of Marriage and Sacrament of Baptism within the Pastoral Charge;
5. establish a suitable schedule for Services of Word and Table and coordinate the recruitment of all communion servers;
6. oversee a monthly roster of greeters and offering bearers for each of the worshipping congregations; and
7. maintain the official register of funerals, marriages and baptisms.
8. decorate the sanctuary as appropriate

Membership

Chairperson, plus at least three members of the congregation.

Terms of Appointment

Chairperson: Recruited by the Nomination Committee for a one year term, not to exceed four successive years.

Members: Appointed for a one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities

1. To call and chair committee meetings as needed to carry out the Mandate of the Committee.
2. To prepare agendas for all committee meetings.
3. To ensure mandate of committee is carried out.
4. To provide an activity report to the quarterly meeting of the Executive Team.

Member Responsibilities

1. To support the Chairperson in the accomplishment / attainment of the Committee's mandate.

Christian Education Committee

Mandate:

Working hand in hand with the Minister this group provides spiritual growth both within and outside the Sunday Service. The efforts of this group assist in the spiritual development of the members of Mountain View.

The primary areas of concentration for this committee are Joyland, Vacation Bible School, Messy Church, Study Groups, Confirmation, Marriage Preparation, Communion, Worship and Stewardship.

The primary function of this committee is to study and evaluate educational needs at all levels and ages, in order to plan, implement, oversee and provide resources for educational programs within the congregation.

To address the scope of the Mandate of this Committee, separate mandates for the Joyland Superintendent and the Christian Life Team are attached in Appendices A and B respectively.

Membership:

Five members including the Chairperson.

Terms of Appointment:

Chairperson: Appointed by the Executive Team each year for approval by the Congregation at the annual meeting.

Members: Appointed for a one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities:

1. To chair and call meetings at least quarterly and more often if necessary.
2. To prepare agendas for meetings.
3. To ensure Mandate of Committee is carried out.
4. To provide an activity report at least quarterly to the Executive Team.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend all meetings of the committee.
- 3 A member of this committee is appointed to serve on the Nomination Committee.
- 4 To study available curriculum and program materials in consultation with teachers, Leaders and ministry personnel, and choose the materials for use within all programs.
- 5 To give leadership in planning for the recruitment and counseling of teachers of classes and leaders of groups within the Education Program of the congregation.
- 6 To endeavor to direct and unify the educational programs of the congregation, including Joyland (Sunday School) and all mid-week programs by:
 - a. Recruiting Sunday School Superintendent, teachers, librarian, youth- group Leaders, and Group Subcommittee members and Chairperson (Scouts when active).
 - b. Planning for meetings of teaching staff, training events, and conferences.
 - c. Developing a budget to support approved educational programs.
 - d. Arranging for special events, in consultation with the Minister, deemed necessary to promote the educational programs (i.e. Congregational Picnic, Graduates' luncheon, Orientation Night, and other similar events).
- 7 To arrange for volunteer coverage in the nursery and Sunday School during the summer recess.
- 8 The administration and supervision of the Karl Drew Memorial Library, including audio-visual resources and equipment.

Other

1. Please refer to Appendix A for the Joyland Superintendent Mandate.
2. Please refer to Appendix B for the Christian Life Team Mandate.

Ministry and Personnel Committee

Mandate:

A confidential, consultative body that conducts assessments and provides support to those employed within the Pastoral Charge on a full-time or part-time basis.

The Ministry and Personnel Committee shall:

1. meet on a regular basis to provide a consultative and supportive agency for both the pastoral relationship and the overall ministry of the Pastoral Charge, in accordance with the expectations and objectives set out in the most recent joint needs assessment report for the Pastoral Charge;
2. oversee all working conditions and benefits for the clergy in concert with the budget process for the Pastoral Charge and in accordance with the terms outlined in the most recent joint needs assessment report;
3. maintain a list of persons available for pulpit and pastoral supply and arrange for replacement coverage for all leaves approved for the resident clergy;
4. meet with the clergy to conduct and document an annual performance review to include, but not limited to,
 - i> compliance with expectations set out in the most recent joint needs assessment report,
 - ii> objectives for continuing education and
 - iii> regular vulnerable sector checks; (police check)
5. maintain a current job description for the clergy position, in concert with the ongoing work of the joint needs assessment committee;
6. to develop position descriptions for any functions with a paid honorarium, and
7. manage sick leave, vacation, and overtime of employees.

Membership:

The suggested membership is a Chairperson together with a membership representative of the Pastoral Charge and consistent in number with the members of the Ministry and Personnel. Membership should not be less than three (3) and not more than seven (7) in keeping with the guidelines established by the UCC.

Terms of Appointment:

Chairperson: Recruited by the Nomination Committee for a one Year term, not to exceed four successive terms.

Members: Recruited by the Nomination Committee for one year appointments with a three year limit.

Chairperson Responsibilities:

- 1 To call and chair committee meetings as needed to carry out the Mandate of the Committee.
- 2 To prepare agendas for all committee meetings.
- 3 To ensure mandate of committee is carried out.
- 4 To provide an activity report to the quarterly meeting of the Executive Team.
- 5 To ensure minutes are recorded at each meeting and maintained.
- 6 Together with members, engage in an annual performance review process with each member of the Ministry and Personnel.
- 7 In consultation with the membership, prepare recommendations for submission to the Finance and Stewardship Committee pertaining to annual salary reviews.
- 8 To provide a report for the Annual Congregational Meeting.
- 9 Along with one additional member of the Ministry and Personnel Committee, serve on all staff search committees.
- 10 To ensure personnel are in agreement with the annual reappointment of liaison persons.
- 11 Receive from each Ministry Personnel member in the Pastoral Charge, a current police records check, at the beginning of their term of employment and renewed no later than the completion of each three year period of the pastoral relationship.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend meetings of M&P Committee.
- 3 To oversee the relationship and interaction between Ministry and Personnel and members of the congregation.
- 4 To consult with all staff members about plans for continuing education and to ensure that those eligible avail themselves of the provisions for continuing education and that the time and money are made available.
- 5 To review working conditions and salaries annually and make appropriate recommendations to the Executive Team through the budget process.
- 6 To review and evaluate annually the effectiveness of Staff in relation to the program defined for them by the Executive Team.
- 7 To review regularly the responsibilities of the Minister and all staff in consultation, and revise the position descriptions as required or requested.
- 8 To liaise personnel and the congregation on general administrative matters and relationships.
- 9 One member, in addition to Chairperson, to serve on all staff search committees.
- 10 Encouraged to attend the four full Executive Team Council meetings.

Communications Committee

This is a new committee for Mountain View but its importance is at the forefront of the Church. This committee provides one of the primary ways our message gets delivered.

We see this group handling our Public Relations through, media, advertising, website, newsletters and handouts.

Mandate

The Mandate of this Committee is to be developed by the Committee and presented to the Executive Team for ratification.

Membership

Two members.

Terms of Appointment

Appointed annually with no limit to the number of successive appointments.

Chairperson Responsibilities

1. To call and chair committee meetings as needed to carry out the Mandate of the Committee.
2. To prepare agendas for all committee meetings.
3. To ensure mandate of committee is carried out.
4. To provide an activity report to the quarterly meeting of the Executive Team.

Member Responsibilities

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.

Trustees

Mandate:

To administer all Trusts and memorial funds, act as signing authority in all matters of a legal nature and oversee the physical property of the congregation.

Membership:

A chairperson, a secretary and two other members. A representative of the Trustees Committee must also attend meetings of the Finance and Stewardship Committee.

Terms of Appointment:

Chairperson: Recruited by the Nomination Committee, appointment for a one year term not to exceed five consecutive years.

Members: Appointments for a five year term, with no limit to the number of successive appointments.

Chairperson Responsibilities:

1. To chair and call Trustee Committee meetings at least quarterly and more often if necessary.
2. To prepare agendas for meetings.
3. To ensure Mandate of Committee is carried out.
4. To provide an activity report at least quarterly to the Executive Team.
5. To provide a report to the annual congregational meeting
6. To comply with all decisions issued by the Executive Team, Presbytery or Conference concerning congregational property

Member Responsibilities:

1. To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
2. To attend all meetings of the Trustees.
3. Encouraged to attend four full Executive Team meetings each year.
4. To maintain an overview of the property and grounds and to notify the Property Committee of any special concerns.
5. To serve as legal signing authorities in the event that the congregations decides to sell, mortgage, lease or exchange property of the congregation.
6. To enter all contracts or agreements other than personnel.
7. To attend to the insurance requirements of all congregational property with appraisals at established intervals as established by the Trustees;
8. To hold all congregational assets in legal trust for The United Church of Canada;
9. To maintain accurate records of all Trust Funds received and disbursed by the Team in pursuance of their duties and in support of the life and work of the Pastoral Charge;
10. To comply with all decisions issued by the Pastoral Council, Presbytery or Conference concerning congregational property; and
11. To maintain accurate records of all meetings including all decisions or motions for action.

Finance and Stewardship Committee

Mandate

1. To administer the financial resources, as entrusted to the Finance & Stewardship Committee by the Congregation.
2. To promote Stewardship awareness within the congregation
3. To promote and manage fund raising activities.
4. The Finance and Stewardship Committee shall ensure funds are administered as prescribed by the congregation through the annual budget.
5. To manage all fundraising activities and have in place chairs of the following significant fundraisers, PAR, grocery cards, lobster take-out, fall fun fair, spaghetti supper, Shrove Tuesday pancake dinner, UCW yard sale.

Membership

Five members plus the Treasurer

A chairperson, treasurer, at least (5) members of the congregation, and a representative of the Trustees.

Terms of Appointment

Chairperson: Recruited by the Nomination Committee for a one year term, not to exceed four successive years.

Members: Recruited by the Nomination Committee for three year term, with no limit to the number of successive appointments

Treasurer: Recruited by the Nomination Committee for a (1) one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities

1. To call and chair committee meetings as needed to carry out the Mandate of the Committee.
2. To prepare agendas for all committee meetings.
3. To ensure mandate of committee is carried out.
4. To provide an activity report to the quarterly meeting of the Executive Team.
5. To provide a report on the church's financial condition to the quarterly meeting of the Executive Team.
6. To inform committee Chairs of the date by which budget forms must be submitted for the following year.
7. To provide updates to the Congregation of the financial position of the church.
8. To provide a report to the annual Congregational Meeting.

Member Responsibilities

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend all meetings of the Finance and Stewardship Committee.
- 3 Encouraged to attend the four full Executive Team meetings.
- 4 To set financial objectives and priorities for the congregation and to review these annually.
- 5 To prepare the annual budget for presentation to, and approval of, the Annual Congregational Meeting.
- 6 To control the expenditure of funds in accordance with the budget.
- 7 To make arrangements for the counting and depositing of all weekly offerings and financial donations.
- 8 To be responsible for the work of the envelope secretary.
- 9 A member of this Committee is appointed to serve on the nomination committee.
- 10 To distribute or make available stewardship materials.
- 11 In consultation with the Executive Team, oversee an annual Stewardship focus campaign with the possibility of a visitation program.
- 12 Meet on a regular basis to monitor the financial health of the Pastoral Charge;
- 13 Oversee the accounting of weekly offerings and shall ensure a process that offers protection to all participants;
- 14 Present to the annual meeting of the Pastoral Charge each year a complete budget of revenue and expenditures for operating and capital funds for the subsequent year.
- 15 Report to each meeting of the Executive Committee an update on year-to-date budget comparisons, with proposed corrective action, as required;
- 16 Oversee all fundraising activities, as required within the Pastoral Charge to achieve the financial objectives of the Pastoral Charge,

- 17 Ensure that all statistical returns are filled in accordance with statutory regulations
- 18 Ensure that a treasurer is appointed to work on a consistent basis with the Budget, and.
- 19 Encourage members and adherents to participate in PAR

Treasurer Responsibilities

- 1 To attend all meetings of the Finance and Stewardship Committee.
- 2 To attend and present a detailed financial report to the monthly meeting of the Executive Team
- 3 To communicate the necessary details of all employee salaries to the firm being used to process the payroll
- 4 To pay all approved bills, required payments to pension funds, employee benefit plans, Presbytery and Conference allocations.
- 5 To ensure the approved portion of envelope receipts and other donations specifically designated to M&S be forwarded to the M&S Fund, in a timely manner.
- 6 To maintain books of account in accordance with accepted accounting practice.
- 7 To conduct all banking transactions and arrange for bank loans as deemed necessary and authorized by the Executive Team.
- 8 To make arrangements for the Church's signing officers to complete financial institution required forms.
- 9 To provide an audited financial statement to the Annual Congregational Meeting.

Envelope Secretary Responsibilities

At present this is a paid position, with the responsibility coming under the Finance Committee.

It is the responsibility of the Envelope Secretary to:

- 1 Keep accurate records of the donations made to the church, in order that an official receipt may be issued. All official receipts must conform to the regulations set out by Revenue Canada.
- 2 To be proficient in using the computer system(s) provided, to perform the following tasks and produce the following necessary records:
 - Reports from software being used and statistics for the year, on request of the Finance Committee.
 - Mailing labels.
 - Official receipts for envelope and non-envelope donors, one time donors and visitors.
 - Up-date changes in data base to reflect: new addresses, deaths, transfers, new families and move names to an inactive list, on request of Session.
- 3 To order and provide (for pick-up and delivery) the packaged envelopes in time for use in the new year, and provide new envelopes to those requesting them.
- 4 To maintain records of all envelopes issued and remaining on hand.

- 5 To check the accuracy of the teller's report balance with envelope # givings.
- 6 To post into the data base, all donations to each envelope #, and designate funds currently being used but which may vary from time to time.
- 7 To maintain supply of envelopes for sanctuary pews, which have labels to accommodate visitors and special givings.

Nominations Committee

Mandate:

To obtain and submit to the Annual Congregational Meeting, names of recommended persons who have agreed to serve as Executive Team and Committee members, according to specified terms of each Committee.

To recruit appropriate individuals to fill vacancies as they occur through the year.

Membership:

A chairperson plus two additional members with support from the Worship, Finance and Stewardship, Property, Christian Education, and Outreach/Social Justice Committees as well as U.C.W. and Men's Club. Other appointments may be made if recommended by the Executive Team.

Terms of Appointment:

Chairperson: Appointed by the Executive Team each year for approval by the Congregation at the annual meeting with successive appointments not to exceed four years.

Members: Appointed for a one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities:

- 1 To call and chair committee meetings as needed to carry out the Mandate of the Committee.
- 2 To prepare agendas for all committee meetings.
- 3 To ensure mandate of committee is carried out.
- 4 To provide an activity report to the quarterly meeting of the Executive Team Council.
- 5 To maintain updated descriptions of Executive Team and Committee positions.
- 6 To develop a working knowledge of the gifts and abilities of individuals in the congregation.
- 7 To present a recommended slate of members for each committee at the Annual Congregational Meeting.
- 8 To review in November of each year, the personnel needs of the Executive Team and supporting Committees.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend all meetings of the committee.
- 3 To attend four full Congregational Board meetings.
- 4 To assist the chairperson by developing a working knowledge of the gifts and abilities of individuals in the congregation.
- 5 To make every effort to consider the best candidate for each position, according to the needs of the position and talents of individuals.
- 6 To consider youth and new members of the congregation during the recruiting process.
- 7 To become familiar with contents of the Committee mandates.
- 8 To make personal contact with possible appointees for the purpose of determining their suitability for the position and their willingness to serve.
- 9 Encouraged to attend the four full Executive Team meetings.

Committee Responsibilities:

1. To meet on an 'as-needed' basis to recruit candidates, through an open and accepting process, for all vacancies on the approved chart of organization for the Pastoral Charge and its working teams, including chairpersons, secretaries and treasurers where required;
2. To ensure that all candidates for election understand the terms of reference for their respective positions; and
3. To submit a comprehensive report to the annual meeting of the Pastoral Charge with nominations for all vacancies on the approved chart of organization of the Executive Team and its Standing Committees.

Hospitality Committee

Mandate:

This committee is the group that puts out the welcome mat, brings a smile to people's faces, and provides a caring hand to the congregation.

This Committee has a wide range of duties, including:

- baskets,
- coffee and conversation,
- weddings,
- baptisms,
- ordering cakes for special events,
- cards for get well
- anniversary organizing
- training greeters,
- flowers,
- visitation,
- decorating,
- prayer chain,
- and other ideas to welcome new people & foster community in the congregation. (Hall – after church, narthex – welcome before church, outreach to community – baskets, cards, etc.).

Membership:

Five members including the Chairperson.

Terms of Appointment:

Chairperson: Appointed by the Congregational Board or its Executive Team each year for approval by the Congregation at the annual meeting.

Members: Appointed for a one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities:

- 1 To chair and call meetings at least quarterly and more often if necessary.
- 2 To prepare agendas for meetings.
- 3 To ensure Mandate of Committee is carried out.
- 4 To provide an activity report at least quarterly to the Executive Team.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend all meetings of the committee.

Outreach/Social Justice Committee

Mandate:

The Outreach/Social Justice Committee is our hand reaching out into the broader community. Their work includes the Micah Project, QE Breakfast program, financial aid to agencies such as YMCA Reconnect. Support is also provided to the Community Dinner initiative which is outside the responsibilities of the Pastoral Charge.

It is recommended the committee solicit Chairs for each of these projects.

Membership:

Four members including the Chairperson.

Terms of Appointment:

Chairperson: Appointed by the Executive Team each year for approval by the Congregation at the annual meeting.

Members: Appointed for a one year term, with no limit to the number of successive appointments.

Chairperson Responsibilities:

- 1 To ensure Mandate of Committee is carried out.
- 2 To call and chair committee meetings as necessary.
- 3 To prepare agenda for meetings.
- 4 To provide an activity report to the quarterly meeting of the Executive Team Council.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
 - 2 To attend all meetings of the committee.
 - 3 Encouraged to attend full Executive Team meetings.
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Property Committee

Mandate:

Responsible for the upkeep, administration and control of the physical premises of the Congregation.

Membership:

A chairperson, one representative of the Trustees, a representative of the U.C.W., the Ministry and Personnel Committee and at least three other members.

Terms of Appointment:

Chairperson: Recruited by Nomination Committee for a one year term, not to exceed four successive years.

Members: Appointments one year, no limit to number of successive years.

Chairperson Responsibilities:

1. To ensure Mandate of Committee is carried out.
2. To call and chair committee meetings as necessary.
3. To prepare agenda for meetings.
4. To provide an activity report to the monthly meeting of the Executive Team.
5. To submit an approved budget to the Finance and Stewardship Committee for review and approval.
6. To provide a report to the Annual Congregational meeting.
7. To provide an alternate chairperson to conduct meetings and to attend Team meetings.

Member Responsibilities:

- 1 To support the Chairperson in the accomplishment / attainment of the Committee's mandate.
- 2 To attend all meetings of the committee.
- 3 Encouraged to attend full Executive Team meetings.
- 4 To carry out the management of the grounds, the manse and all church facilities, together with the repair, maintenance and servicing required, and to protect and maintain all equipment not specifically detailed to other ministries.

- 5 To handle requests for the use of church facilities, excluding sanctuary, by non-church related groups and establish an appropriate fee schedule for same.
- 6 To work with church caretaker to establishing work priorities and maintenance to all facilities.
- 7 To make all necessary arrangements for insurance and service and warranties on equipment.
- 8 One representative to serve on Nomination Committee.

United Church Women

To be developed when deemed necessary.

Mandate:

Membership:

Terms of Appointment:

Chairperson Responsibilities:

Member Responsibilities:

Choir

To be developed when deemed necessary.

Mandate:

Membership:

Terms of Appointment:

Chairperson Responsibilities:

Member Responsibilities:

Joyland Superintendent Mandate

Mandate:

To provide leadership and training for Joyland teachers and assistants.

Reports:

Reports to Christian Education Committee

Responsibilities:

1. To train new and inexperienced teachers by assisting them with organizing their lesson plans and familiarizing them with the teaching curriculum.
2. To help keep teaching staff organized and thinking ahead to upcoming Sundays by regular correspondence addressed to each individual teacher.
3. To organize supplies and resources for the teachers.
4. To assist in recruiting new teachers.
5. To assist in the planning of intergenerational services.
6. To lead occasional Sunday School classes involving a broad spectrum of ages.
7. To create a master list of children enrolled in Sunday School based on registration forms .
8. To provide an activity report to the monthly meeting of the Christian Education Committee.
9. To provide a report to the Annual Congregational Meeting.

Christian Life Team Mandate

Note: This Subcommittee is currently non active, and mandate is to remain on file.

Mandate:

To provide for the operation of programs in accordance with the aims, principles, operating policies, etc. of Scouts Canada, as well as the goals and ideals of the Church. This committee is necessary in order for an opening charter to be granted by Scouts Canada.

The Christian Life Team shall:

1. meet on a regular basis to sustain an active caring Christian community within the boundaries of Mountain View Pastoral Charge;
2. deepen community awareness for the educational tasks of the ministry through training events for all ages, including, but not limited to, church school classes, adult study groups and ad hoc forums;
3. deepen community awareness for the pastoral needs of the ministry through a friendly visitation program with preference assigned to those who are elderly, infirmed, bereaved or confined to home, hospital or centres for special care;
4. deepen community awareness for the hospitality needs of the ministry through avenues of regular communication and ongoing social events that energize or celebrate the life and spirit of humankind; and
5. deepen community awareness for the outreach needs of the ministry through program support to local, national and international agencies.

Membership

A Chairperson, Vice-Chairperson, Secretary, Treasurer, and at least one other person, not necessarily members of the Congregation.

Terms of Appointment

Chairperson: Recruited by the Christian Education committee for a one year term, not to exceed four successive years.

Members: Appointments normally for a three year term with no limits to the number of successive appointments.

Chairperson Responsibilities

1. To call and chair committee meetings on a regularly scheduled basis.
2. To prepare a meaningful agenda, which evokes the active participation of all committee members.
3. To apply annually for renewal of the Scouts/Section Charter.
4. To provide a periodic activity report to the Christian Education committee for their furtherance to the Executive Team.
5. To develop, in conjunction with committee members, a budget reflecting anticipated financial income and requirements.
6. To recruit sufficient Beaver, Cub, Scout leadership personnel to properly administer the various programs.
7. To counsel youth leaders on problems encountered and encourage them in their further development.
8. To ensure the availability of space, equipment and other resources in accordance with policies of Scouts Canada and the Congregation.

Member Responsibilities

1. To attend all regular and special meetings of the committee.
2. To efficiently carry out the functions to which delegated (i.e. Secretary, Treasurer, transportation, calling, etc.
3. To assist in recruiting and monitoring activities of Beavers, Cub and Scout leaders and their assistants.
4. To assist in the planning and functioning of special activities (i.e. camp, special appeals, awards, etc.)

Presbytery Representatives

Mandate:

Presbytery is a court of the United Church of Canada. It covers a specific geographical area. Mountain View Pastoral Charge is a member of Chignecto presbytery which covers the area from Parrsboro, N.S. to Rexton, N.B. and from Port Elgin, N.B. to Alma, N.B. and all points in between.

It serves to receive petitions as well as oversee all pastoral relationships. It is responsible for business transactions regarding the sale of church property.

ALL MEMBERS OF THE ORDER OF MINISTRY ARE ACCOUNTABLE TO PRESBYTERY

Membership:

Two representatives and an alternate from each pastoral charge or mission with between 251 and 500 resident members.

Terms of Appointment:

Recruited by the Nomination Committee for a one year term, with no limit to the number of successive appointments.

Responsibilities:

- 1 To attend all scheduled meetings of Chignecto Presbytery on behalf of Mountain View Pastoral Charge.
- 2 Each delegate is expected to attend and participate in one of the Divisions. Descriptions of these are available through Presbytery.
- 3 To attend Annual Meeting of Maritime Conference held over a four day period at Mount Allison University in Sackville, N.B.
- 4 To take turns reporting the events and business of both Presbytery and Conference to the Congregational Board or its Executive.
- 5 Ensure that relevant archives are placed with Maritime Conference Archives at regular intervals.

Currently Inactive – February 2018

Moncton and Area Council of Churches

Mandate:

The purpose of this organization is to foster and promote unity of the Christian Churches in the Greater Moncton Area, who profess their faith in Jesus Christ, their common Master, Lord and Saviour. To provide an agency for planning and the facilitation of common action, witness and service for the community, as determined by the members.

Membership:

Each member church may send, one clergy, or his/her designate, two (2) lay members of the church and two (2) youth members of the church.

Terms of Appointment:

Yearly appointments recruited by the Nomination Committee.

Responsibilities:

- 1 To attend all scheduled meetings (Spring, Fall and Winter Assemblies) and other Council sponsored events (Week of Prayer for Christianity Service, Pentecost Service and the annual Advent Service).
- 2 To report to the Executive Team after each Assembly meeting.
- 3 To prepare a report for the annual Congregational Meeting.
- 4 To be aware of, and promote activities under the sponsorship of the Council.