

Manotick United Church Council
Chairs of Committees Handbook
Roles and Responsibilities
Revised January 23,2022

The purpose of this document is to provide useful information regarding the work that is carried out by the Chairs of the committees of Manotick United Church.

Chair of Christian Outreach

Acts as a catalyst for the purpose of awakening the social consciousness of our congregation.

- 1. Develops plans and strategies to meet the needs of those who are disadvantages locally, nationally and internationally.**

Identifies needs locally, nationally and internationally and provides Council with proposals that our congregation could consider to address these needs.

- 2. Represent our congregation in working with other churches in our community as well as our Presbytery.**

For example, this Chair works with other local church representatives to manage the Food Cupboard.

- 3. Oversees the annual Outreach initiatives designed to serve those in need at Christmas, Easter and Thanksgiving.**

The Chair of Outreach may also bring to Council other needs that may occur due to an unforeseen or emergency situation.

Chair of Discipleship

Encourages and supports people of all ages to grow in their understanding of our Christian faith.

1. Plan and oversee the total Christian Education program for all ages.

Remains informed about developments in curriculum, policy and program resources for the Christian education of persons for whom the Congregation is responsible.

2. Sunday School:

Organizes, supports, and provides resources to the Sunday School staff. This includes selecting appropriate curricula as well as teaching aids such as library and audio-visual materials.

3. Inter-generational Learning:

Provides opportunity for inter-generational learning and sharing through such activities as Mid-week and community activities, Bible Study, Prayer Groups, Youth Groups, Camp Awesome and other activities/events designed to bring members of the congregation into a closer relationship with God.

4. Confirmation Classes:

Work with ministry personnel and the Membership Committee to provide confirmation classes as required.

5. Candidates for the Ministry:

Encourages and recommends suitable candidates for the Ministry.

Chair of Fellowship

Promotes the welcoming of all persons, caring for one another, and helping individuals.

1. Pastoral Care and Oversight:

In collaboration with the minister, arranges for pastoral care visitation on a regular basis, including the oversight of our Friendly Visitor program. This includes providing “Christmas Cheer Baskets” and other niceties as required throughout the year.

2. Reaching out to people in the community who have no church connection or are new to the area.

This Chair oversees advertising in the local newspapers, the church website, the church sign and other media.

3. Maintains the Rolls of Manotick United Church:

This includes the Family File, Membership List, recording of Baptisms, Marriages, Burials and admission of persons into full membership by transfer or profession of faith.

4. Opportunities for Fellowship:

This Chair oversees the organization of Coffee Time as well as other social events designed to provide an opportunity for members to socialize.

Chair of Ministry and Personnel

Consults and provides support for all staff of our Pastoral Charge.

1. Reviews the working conditions and remuneration for the staff and makes appropriate recommendations to Council as required.
2. Manages the relationship between and among staff with respect to their responsibilities and authority.
3. Consults with staff regarding plans for holidays and continuing education.
4. Reviews and evaluates the effectiveness of staff as those persons and positions relate to our mission.
5. Reviews regularly the responsibilities of staff and recommends revisions to position descriptions as required.
6. Receives from Ministry Personnel a current vulnerable sector (level 2) police record, at the expense of the Ministry Personnel, no later than the completion of each 6 year period.

Chair of Music

Works with the minister and Music Director to provide support and direction to the music ministry.

1. Ensures that procedures are in place so that there is appropriate music that blends with worship services.
2. Arranges for music supply when the Music Director is not available.
3. Provides the resources required to support the music ministry.

Chair of Property

Oversees the care and maintenance of church property to ensure that the building and grounds are safe, clean and well maintained.

- 1. Custodial Care:** The Chair of Property oversees the work of the custodians on behalf of the Council.

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Approximate times for working in the building:

Sunday

Early evening put chairs away, check washroom upstairs. Put children's tables away vacuum downstairs rug and check washrooms and garbage. If there is a real mess or spill will clean or wash wooden floor. If there has been a meal would wash kitchen floors.

Monday

Early afternoon downstairs check after the rentals, clean rug and washrooms. Put out any food garbage. Wash kitchen floor as needed. If in winter there is a wet mess in the entrance from the rentals will wash floors. Usually check in office for garbage. Building is now ready for the AA group rental in the evening.

Tuesday

Usually come in around 2:00 pm to clean upstairs including vacuum, wash floors, do washroom, clean pew area. Vacuum downstairs area, put out any garbage, check washroom. Check for garbage in office.

Wednesday

Check office garbage.

Thursday

Sometimes around 10:00 am to get garbage ready to go outside. If I don't make it then I will be in around 3:00 pm to get all the garbage and recycle material outside to the road. I will check the office for garbage and the washrooms, but don't usually do any cleaning unless something needed it.

Friday

Don't do much cleaning unless needed. Will collect the garbage containers from outside mid afternoon and put things away.

Saturday

Full cleaning of the building up and down, all washrooms restocked and cleaned including washing of floors as needed. Cleaning of Brass, dusting of areas in sanctuary. Cleaning and garbage in offices. Also makes self available for any extras from various rentals or other church functions like the craft fair or church suppers like at Thanksgiving and try to accommodate the different times as needed. I will always do an extra cleaning of the building for funerals and be back after the funeral is over.

2. **Overseeing occupational health and safety:** The most recent checklist was prepared in 2013.
3. **Overseeing rental contracts:** The Office Administrator, handles the day-to-day work. The Chair of Property may be asked for advice from time to time regarding our rentals.
4. **5 Year Plan:** The most recent report was prepared in April 2014. Most of the items have been attended to. As far as we can ascertain there are no items that require immediate attention.

Chair of Stewardship

Works with the Treasurer and Stewardship Committee to encourage commitment – the giving of one’s time and talents in whatever way possible – on the part of our members.

Stewardship Roles and Duties

1. The giving of one’s time and talents in whatever way possible will be encouraged by the Stewardship Committee.
2. To ensure the effective ongoing management of Church finances and administrative operations on behalf of the Church Council and the congregation in accordance with the requirements of the United Church of Canada who owns the church property which is beneficially managed by the MUC Trustees.
3. To nominate a Treasurer and Members of Stewardship Committee for ratification by Council.
4. To meet **at least quarterly** to review finances and administration and report back to Council on any issues that may require Council or congregation approval.

5. To identify opportunities for educating the congregation about stewardship and its importance in the life of our church. Stewardship is more than just financial issues; it includes all the activities that are carried out to support the mission of the church. Its goal is to make the church viable and growing.
6. To identify opportunities for improving overall church revenue through givings, rentals, fundraising and bequests. A special Stewardship campaign may be initiated periodically (i.e. **every few years**).
7. To establish office procedures and work schedules for the church Administrator.
8. To ensure that counting teams are appointed and trained and that there is a schedule for counters for **each Sunday**.
9. To ensure that procedures for counting and deposit of givings to the church bank account are current and effective.
10. To ensure that each Fall, **no later than December** the *envelopes* are updated according to the current listing of members and new envelopes are assigned for distribution before the first Sunday in January. (Envelopes are normally ordered in **March or April**). This work is currently being done by the Church Administrator.
11. To ensure that the church bank account(s) is in place and that there is an approved list of persons authorized to sign checks on behalf of the church. Two signatures are required for checks except for a Trustee account which is managed separately by the church Trustees
12. To ensure that **by the end of February** *Charitable Donation Receipts* are generated in duplicate from the CDM system and mailed to all donors for the previous calendar year. This task is currently being done by the Church Administrator.

13. To ensure preparation of the *Annual Charity Information Return T3010* is completed by the Treasurer in **May** and submitted no later than the end of **June**. The previous year's return is posted on the CRA web site at <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>. CRA has the required forms to be completed on their web site. **Failure to submit this return on time could result in a loss of our charitable status.**

Note: The Financial Handbook for Congregations is available on The United Church of Canada website (<http://www.united-church.ca/files/handbooks/financial.pdf>) and through the charities information pages on the Canada Revenue Agency (CRA) website (<http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>)

Treasurer

1. Reports the financial situation of the church to Council on a **monthly** basis and to the congregation at least once annually with periodic updates (**normally June and September as a minimum**).
2. Ensures that the church bank account(s) is in place and that there is an approved list of persons authorized to sign checks on behalf of the church. Two signatures are required for checks except for a Trustee account which is managed separately by the church Trustees.
3. Ensures that the bank statements are reconciled with the accounting system monthly. The work is currently being done by the Church Administrator.
4. Ensures that there is a system in place for entering all revenue and expenses into the general ledger on a **weekly basis** (Simply Accounting is used for this purpose.) The work is currently being done by the Church Administrator but might also be done by the Treasurer.

5. Ensures that all givings are entered and, if receivable, assigned to a number where applicable in the **CDM system on a weekly basis. Monthly** there should be a spot check to ensure that envelope numbers are being correctly recorded by counters and entered in the system. The work is currently being done by the Church Administrator.

6. Ensures that the **Regional Assessment** is paid (**normally in ten monthly instalments January to October**). **Mission and Service contributions** are paid to the United Church of Canada normally on a **quarterly basis**. All other bills should be paid monthly. Preparation of all payment cheques is currently being done by the Church Administrator

7. Identifies a person or persons not directly involved with the Stewardship Committee or with any handling of church finances to act as the reviewer/**auditor** for the financial statements.

8. Ensures that **by the end of February** *Charitable Donation Receipts* are generated in duplicate from the CDM system and mailed to all donors for the previous calendar year. This task is currently being done by the Church Administrator.

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Chair of Worship

Ensures that everything is in place for worship services for the minister to lead us in a reverent and engaging atmosphere.

1. **Worship Services:** Ensure that there is a Minister in place. Arranges for pulpit supply as required.
2. **Communion:** Communion is usually every third Sunday. The Chair is responsible for ensuring that the elements are in place and arranging servers.
3. **Church Décor:** Arranges for the sanctuary to be decorated as appropriate for the time of the church calendar. Ensures that the sanctuary and pews are tidied and that envelopes and visitor cards are in place.
4. **Funerals:** At present we have no one to assume the role of Funeral Coordinator.
5. **Weddings:** The Chair of Worship is responsible for the brochure as well as the one for funerals.
6. **Greeting Roster:** Schedule for greeting which includes taking up the offering.
7. **Outdoor signage:** Ensures outdoor sign is kept up to date.
8. **Technical Support for Worship:** Provides support to the volunteer technicians as required.