

# St. Andrew's United Church Handbook



**Lacombe, Alberta**

# St. Andrew's United Church, Lacombe, Alberta

*Together on the Journey, Loving God and Neighbour*



## **VISION**

*Inspired by the Spirit of Christ, St. Andrew's United Church is to be an inviting, welcoming, and engaging community of faith.*

## **MISSION.**

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

# Table of Contents

<b>Vison, Mission, Values, Philosophy, Outcomes .....</b>	<b>4</b>
<b>Trustees .....</b>	<b>5</b>
<b>Nominating Committee .....</b>	<b>6</b>
<b>Board .....</b>	<b>6</b>
<b>Executive.....</b>	<b>6</b>
<b>Christian Development.....</b>	<b>7</b>
<b>Congregational Life.....</b>	<b>8</b>
<b>Finance &amp; Stewardship .....</b>	<b>9</b>
<b>Ministry &amp; Personnel.....</b>	<b>11</b>
<b>Outreach .....</b>	<b>11</b>
<b>Property .....</b>	<b>12</b>
<b>Worship .....</b>	<b>13</b>
<b>United Church Women (UCW) .....</b>	<b>14</b>
<b>Staffing.....</b>	<b>14</b>
<b>United Church Structure.....</b>	<b>15</b>

# ST. ANDREW'S UNITED CHURCH

## Vision

Inspired by the Spirit of Christ, St. Andrew's United Church is to be an inviting, welcoming, and engaging community of faith.

## Mission

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

## Values

- Affirming
- Caring
- Engaging
- Welcoming
- Inclusiveness
- Humour
- Music

## Philosophy

St. Andrew's has a dream that the Holy Spirit will come as a gentle breeze to embrace our community of faith to live life in fullness with love and forgiveness. When the people in our community of faith feel the Spirit of Christ within them, they will feel welcomed, a sense of belonging, open to receive and offer hospitality. When the people of our community of faith feel the Spirit of Christ within them, they will feel inspired to reach out with compassion to help those in need, locally and globally. As we worship with song, scripture and prayer, we feel God's spirit all around us and within us, and our hearts are opened. *Be still and know I am God.* "The purpose of the Christian life, of life in Christ, is to become more and more compassionate beings." (Heart of Christianity – Marcus Borg).

St. Andrew's has a dream that the Holy Spirit will blow through St. Andrew's and inspire us to build a Kingdom of God on earth (heaven is in good shape, earth is where the problems are), and a community of faith seeking to embody grace (seeing ourselves and others as precious) and seek justice. When the people of our community of faith feel the Spirit of Christ within them, they will be engaged with open and compassionate hearts participating in the passion for peace and justice for all. Our social system is defined by hierarchies of status, wealth, power, and even faith, in which the esteem of some is built on the shame of others; racism and prejudices are a disgrace to the human spirit.

We need to turn around and relate to creation with deep respect by asking the ethical question – are we willing to exchange our lifestyles for the repair of the planet earth? St. Andrew's feels that the Holy Spirit is touching us on the shoulder and asking: "To whom does the earth belong?" The

earth is the Lord's and the fullness thereof. (Psalm 24) We are asked to relate to the whole of creation as sacred, to stand in awe and amazement for God's wondrous creation.

## Outcomes

- St. Andrew's United Church encourages freedom of *worship*, spiritual challenge, intellectual enrichment, and caring concern for each other through words, music, and physical symbols.
- St. Andrew's United Church is committed to the way of Jesus, who offered God's unconditional acceptance and transforming love to all people. He calls us to live in ways that reflects God's love for all. The true strength of the congregation at St. Andrew's is the *hospitality and passion* in caring for one another the way Jesus commanded us to do. The congregation at St. Andrew's is called to act on God's love for all by reaching out to people in need both locally and globally.
- St. Andrew's United Church is a place where we *seek justice* for all. St. Andrew's congregants and those who know about St. Andrew's know it is a church that assists individuals/groups both locally and internationally in areas of social injustice – giving a voice to others so that they may be heard.
- St. Andrew's is a place where we seek and promote *respect in creation*. We find beauty in this life and the ever after.
- St. Andrew's United Church building is a warm, inviting place for all who wish to gather for worship and community activities. This *heritage building is a "ministry"* to the whole community as a gathering place where community life lives unto itself.

## TRUSTEES

The Trustees for St. Andrew's United Church consists of a member of the Finance Committee, the Property Committee, Chair of the Official Board, the Chinook Winds Region Representative, and a minister. The trustees are voted on at the Annual General meeting.

**RESPONSIBILITIES** – All lands, premises, Real Property and Personal Property held or acquired in trust for or for the use of a congregation are to be held, used, and administered by the Board of Trustees in accordance with the Trusts of Model Deed.

The trustees are responsible to see that the following are taken care of:

1. Develop a policy for terms of office for a trustee.
2. Develop a position paper on the use of church property.
3. Review rental agreements.
4. Develop a policy regarding gifts to the church.
5. Develop and review investment policies.
6. Update new signing officers at financial institutions for trustee accounts.

## **NOMINATING COMMITTEE**

The Nominating Committee is an ad hoc committee that meets as needed to search for suitable candidates to serve on the Board and committees of the Board. Members of the nominating committee consist of volunteers from the existing Board - often the Chair and one or two others.

## **BOARD**

The Board leads the congregation in ensuring that it understands and carries out its Mission as a Community of Faith in Jesus Christ.

The Board consists of the following elected members who will be elected at the Annual General Meeting and be given voting privileges at the Board level. Each member will serve a 3-year term with the option for re-election for a second 3-year term.

- a. Worship
- b. Congregational Life
- c. Christian Development
- d. Property
- e. Finance and Stewardship
- f. Outreach
- g. UCW

The Chinook Winds Region Representative is voted in yearly at the Annual General Meeting.

The Board Chairperson is elected annually for a 1-year term and is permitted to vote at the Board level only in the case of a tie. The Chairperson serves as an ex-officio on all teams.

The Board consists of 8 elected members, the Chair of M&P, a Chinook Winds representative and the Ministers as voting members. The Past Chair sits on the Board as a non-voting member for one year and is available for consultation and a resource for the current Chair of the Board.

Board meetings will be held at least once per month from September to June.

Quorum for the Board is 5 of the 10 elected members and 1 minister.

## **Executive Committee**

The Executive Committee consists of the Chair, Vice-Chair, a minister, and one board member.

The Executive Committee will have the power to act on non-controversial matters that cannot wait for the next Board meeting, and such other issues as assigned by the Board.

The quorum for the Executive Committee is 1 of the ministers, and 2 other members of the Executive Committee (75%).

Secretary for the Executive Committee will be named at the meeting.

## **CHRISTIAN DEVELOPMENT**

### **GOALS**

To provide leadership, represent and report to the board on the activities of the Christian Development committee including Camp Kasota East, Naramata, library, nursery, children's ministry programs, and adult education programs. The purpose of the CD committee is to organize and implement Christian educational programs for all ages of the congregation of St. Andrew's United Church to assist them to grow in love of God and neighbour.

### **RESPONSIBILITIES**

One member attends church board meetings monthly to report highlights and also attend special board meetings on the call of the chairperson. A copy of the minutes will be sent electronically to the office as soon as possible so that these minutes can be passed on to the other board members prior to the board meeting.

Schedule CD meetings monthly. Committee consists of a minister, two CD board members, Sunday School Coordinator, Youth Group representative and other volunteers doing youth ministry or members at large from the congregation as designated.

Chair is responsible to provide a written agenda ahead of time, chair CD committee meetings, and see that the secretary records and submits monthly minutes.

Responsible to communicate via phone or invite to CD meetings the church's representatives to Messy Church, Camp Kasota East, Naramata, church library, and nursery in order to obtain information, give information or discuss problems or concerns.

Insure that the CD Annual Report includes all activities and is submitted to the Board by the end of December of each year. This would include Sunday School, Messy Church, Youth Group, Camp Kasota, Naramata, Adult Education, and any other youth and children's ministries that the committee is responsible for.

Establish a budget in November of each year.

In January/February establish specific, measureable goals for the year. Share goals at the board meeting.

Attend the annual meeting to answer questions on behalf of CD.

Find child care for the Annual Meeting.

Provide bibles for Grade 4 class – work with Sunday School Coordinator.

Purchase and present gifts to the Coordinators of the children and youth programs in the spring – at the completion of Sunday School.

Assist minister and Sunday School Coordinator in obtaining a coordinator for the Vacation Bible School program.

Assist the Vacation Bible School coordinator in planning the program if needed.

Be in dialogue with the ministerial team regarding adult education programming.

## **CONGREGATIONAL LIFE**

### **GOALS**

To provide leadership to Congregational Life (CL) Committee, represent and report to the Board on activities of the CL. The purpose of the CL committee is to provide opportunities for fellowship and encourage an atmosphere of open communication in order to build a warm and caring church community.

In other words, our purpose is threefold:

- a) Provide tools to foster open communication within the congregation
- b) Provide opportunities for fellowship
- c) Provide training, support and encouragement to help members of the congregation to care for each other

### **RESPONSIBILITIES**

- Attend Board meetings monthly, e-mail the CL minutes to the church office the week before the Board meeting, and be prepared to highlight the activities of the CL at the meeting.
- Attend special board meetings on the call of the Board Chair
- CL meets approximately once per month. Meetings may be attended by at least 2 CL members, additional volunteers, and a minister as needed. Arrange for a written agenda, a chair for the meeting, and a person to record the minutes.
- Ensure that a budget is prepared outlining anticipated expenses for the coming year, to be submitted to the Chair of the Finance Committee no later than the November Board meeting of the previous year.
- Ensure an annual report is prepared, outlining the accomplishments of the committee during the year, and goals for the coming year, to be submitted to the church office no later than the December board meeting of that year.
- Attend the annual general meeting, and be prepared to answer questions on behalf of the CL.



- Provide leadership to help the CL committee establish specific, measurable goals for the year.

### **Committee responsibilities**

#### **a. Communications**

- Review vehicles of communication within the church, such as the newsletter, Facebook page, Keeping-in-Touch, bulletins, informational brochures, and pamphlets. Liaise with people coordinating the communication.
- Identify and encourage other opportunities to enhance communication among church members.
- Organize the church photo directories approximately every 5 years.

#### **b. Fellowship**

- Recruit volunteers for Sunday morning coffee
- Make sure that provision is made for a lunch and coffee for the annual meeting
- Organize the annual harvest potluck supper
- With the church school leaders, organize or assist with the spring congregational picnic
- Organize or assist with events which will nurture fellowship. Events could include: potluck suppers, games night, activities at coffee time to encourage mingling and interaction, members camping weekend

#### **c. Caring Community**

- Organize events and gifts that will recognize grade 12 graduates, mothers on Mother's Day, and fathers on Father's Day
- Recognize milestone birthdays (90 and 95) and anniversaries (50 and 60)
- With the ministers' help, assess the ways our church community cares for its members. This will include identifying people who have stopped coming to church, identifying and welcoming newcomers, and supporting people dealing with illness, grief, or other needs.
- Prayer Line, Keeping in Touch, Circles of Care, and Healing Pathway come under the purview of this committee.

## **FINANCE and STEWARDSHIP**

### **GOALS**

To provide leadership on FC, report and advise the board on the finances of the church.

### **RESPONSIBILITIES**

Attend church board meetings monthly with a printed financial statement outlining the church's income and expenses of the past month and year to date.

Report only highlights.

Attend special board meetings on the call of the chairperson.

Schedule FC meetings as needed, chair meetings and record minutes.

Prepare yearly church budget

Prepare a monthly financial report for printing in Morning Messenger.

Attend the annual meeting to answer questions on behalf of the FC.

Sign cheques (Cheques must have two signatures).

Collect the offering each Sunday following the service and put in safe.

Review church rental schedule yearly, make changes and present to board for approval.

In January/February provide leadership to help the FC committee establish specific, measurable goals for the year. Share goals at board meeting.

**Skills, Experience, qualifications and/or personal qualities and traits needed**

Ability to work with numbers and interpret financial statements.

Commitment to administering church finances.

Leadership skills; especially organizational, presentation, communication and listening skills.

Energetic

Personable

Able to work cooperatively with others.

**Orientation and Training available**

Orientation from previous FC board representative.

Training and support from clergy.

**Support, accountability, and evaluation includes**

Support is from the chairman of the board

Accountability is to the church board, clergy & congregation.

Evaluation is by church board, clergy and the entire congregation

## **MINISTRY AND PERSONNEL**

The Ministry and Personnel Committee is a Committee of trust and confidentiality that provides for the support, assessment, and consultation of all Ministry Personnel and Non-ministerial Staff of the Congregation of St. Andrew's United Church.

The M&P Committee shall consist of 6 members (Members) who are appointed by the Board. Appointments shall be for a 3 year term with appointments made on a rotational basis such that 2 Members join the M&P Committee each year and 2 Members retire each year.

### **Generally, the M&P Committee shall be responsible to:**

- Serve as a liaison between and among the Congregation and Ministry Personnel and Non-ministerial Staff establishing and maintaining a respectful and supportive environment.
- Listen and receive feedback from the Congregation and share such with staff.
- Ensure that each Ministry Personnel and Non-ministerial Staff member is assigned an individual Member of the M&P Committee through whom regular and open communication is initiated and maintained.
- Reviews salaries, allowances, benefits, Honoraria, and working conditions, makes recommendations to the Board during Budget planning.
- Maintain appropriate confidentiality and control of all written information and materials of the M&P Committee.
- Track vacation schedules and ensure supports are in place during vacation absences.
- Become and remain familiar with resources available through Presbytery, Conference, and General Council of the UCC to enhance the Committee's effectiveness.

## **OUTREACH**

***Mission Statement:*** *'To co-ordinate, support and promote the congregation's outreach activities at a local, national and international level.'* *We are concerned about many kinds of needs: spiritual, emotional, physical and social.*

### **GOALS**

1. To celebrate the work of various outreach projects and thank those involved.
2. To facilitate communication between outreach ministries, board and congregation.
3. To assess the need for new activities and ministries.
4. To choose a study topic each year to educate the congregation, the community and ourselves.
5. Help promote the M&S fund with the board and congregation.

6. To complement financial support with hands-on, practical experience in mission and development projects.
7. To recommend annual goals for education, service and financial support for local, national and international outreach.

Committees and/or programs that fall within the purview of Outreach include Central Alberta Foodgrains Growing Project, Friends of Guatemala (F.R.O.G.), Lacombe & District Volunteer Link, Living in Right Relationships (LIRR), Lacombe FCSS Meals on Wheels, and Mission and Service Fund.

## **PROPERTY**

### **GOALS**

The Property Committee is responsible to ensure that our building and grounds are kept to a standard that facilitates the mission of our congregation.

Monitor function of building utilities (lighting, heating, emergency systems).

Implement routine repairs and minor improvements.

Participate in implementation and oversight of major repairs and upgrades.

Establish and implement periodic preventive maintenance programs (e.g. annual refinishing of oak doors).

Work with janitors, custodians and groundskeepers with respect to responsibilities and terms of contract (formal contracts and salaries are M&P responsibility).

### **RESPONSIBILITIES**

- Attend church board meetings monthly. Submit a Property Committee report to the Board highlighting activities, achievements and concerns.
- Attend special board meetings on the call of the chairperson.
- Conduct Property Committee meetings as required to plan activities, including preventative maintenance and upgrades. Keep minutes.
- Prepare a Property Committee report for the church's annual report.
- Attend annual congregational meeting to answer questions on behalf of the Property Committee.
- Develop and manage an annual plan and budget for the Property Committee.
- Ensure adequate and cost-effective property and liability insurance.
- Monitor and maintain utility systems (heat, electrical power and water), the building structure (interior and exterior), and emergency systems.
- Ensure that professional inspection and testing of fire protection systems, burglar alarm, and elevator is kept up-to-date, and that legally required licensing is up-to-date.
- Implement energy conservation upgrades where feasible.
- Develop and implement a schedule of important periodic work (e.g. annual refinishing of oak doors).
- Maintain equipment information and service schedules.

- Provide supplementary lawn care – aeration, dethatching, fertilizing and weed control as required.
- Identify major maintenance and upgrade projects needed. Work with the Board to develop implementation strategies.
- Organize and manage volunteers and contractors as required to achieve PC objectives.
- Plan and implement minor remodeling or upgrading projects using volunteers or contractors as required.
- Supervise work included in janitorial/custodial/groundskeeper contracts.
- Work cooperatively with M & P committee to develop janitorial/custodial/groundskeeper job descriptions and contracts.

## **WORSHIP**

The purpose of the Worship Committee is to encourage spiritual challenge, intellectual enrichment and caring concern for each other, our community and the world through words, music and physical symbols.

The Worship Committee assists the Minister in planning and evaluating the worship life of the congregation, to make people of all ages feel invited and welcomed into a joyful and warm worshipping community.

The Worship Committee consists of one minister, one member of the church board and volunteers from the congregation. It meets monthly except July. A Chairperson and secretary are appointed. A written agenda is prepared and minutes kept.

Time commitment consists of a monthly meeting of approximately 2 hours, preparation of communion in turn with other committee members and about 5 hours a year for different projects.

## **RESPONSIBILITIES**

- ❖ Plan and evaluate worship services.
- ❖ Plan and revise policies and procedures about worship.
- ❖ Plan and prepare for communion.
- ❖ Establish specific measurable goals yearly.
- ❖ Prepare an annual report and budget.
- ❖ Recruit choir director(s).
- ❖ Arrange organist/pianist every Sunday
- ❖ Arrange Audio Visual people every Sunday.
- ❖ Arrange Special Music, Hymn Leaders, and Gathering Music.
- ❖ Set honoraria for organist, pianist, accompanist, and choir director(s).
- ❖ Decorate sanctuary for special occasions like Christmas or Easter.
- ❖ Arrange pulpit supply during ministerial absence.
- ❖ Recruit usher/server, driving and banner coordinators.
- ❖ Introducing pulpit supply or new ministers
- ❖ Keep worship handbook current and ensure all members have a copy.

In addition the **church board members** will:

- ❖ Attend church board meeting monthly with a written summary or minutes of the activities of the committee.
- ❖ Attend special board meetings on the call of the chairman.
- ❖ Attend annual meeting to answer questions on behalf of the Worship Committee.

Volunteer benefits are an opportunity to serve others and with others as well as an opportunity for personal and spiritual growth.

Qualifications-Interest in and commitment to effective worship, ability to work cooperatively with others, ability to conduct a business meeting, leadership skills, is personable and energetic.

Orientation and training in information booklet and from other Worship Committee members.

The Worship Committee is accountable to the clergy, the congregation and the church board.

## **UNITED CHURCH WOMEN (UCW)**

### **PURPOSE**

*To unite all women of the congregation for the total mission of the Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship, and service.*

St. Andrew's currently has two UCW groups. The groups each hold meetings once a month from September to June.

### **STAFFING**

Ministers: Reverend Dave Holmes

Reverend Barbara Lieurance, Bob Settle, Honorary Associate Minister

Duty of Care Co-ordinator: often filled by one of the ministers.

Office Administration: Jana Figursky

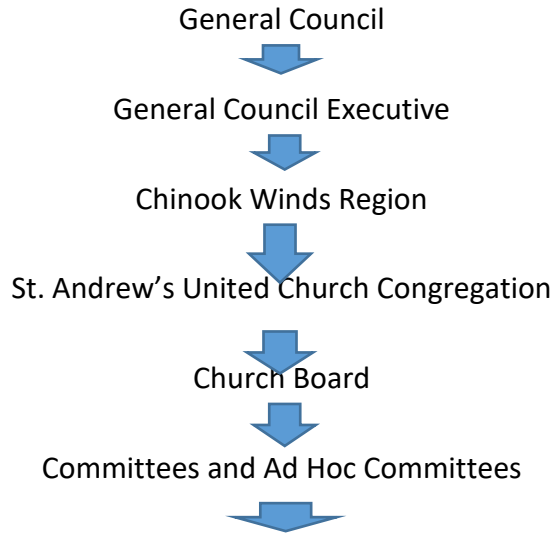
Church School Co-ordinator: volunteer position.

Custodial staff: Jill Hair. Covers the inside of the church.

Groundskeeper: Terry Souveny

Security staff: Diane Hayduk - opening and closing and setup for functions.

# UNITED CHURCH STRUCTURE



Christian Development (Sunday School, Camp Kasota, Messy Church, VBS, SAUCY (Youth Group), Confirmation, Book Study, Adult Education), Affirm, Congregational Life (Keeping in Touch, Circles of Care, Prayer Line, Healing Pathway), Finance & Stewardship, Ministry & Personnel, Outreach (Canadian Food Grains, Friends of Guatemala, Volunteer Link, Living in Right Relations, FCSS-Meals on Wheels, Mission and Service), Property, Worship, UCW, and Ad Hoc committees such as the Nominating Committee and other committees as determined by the Church Board.

