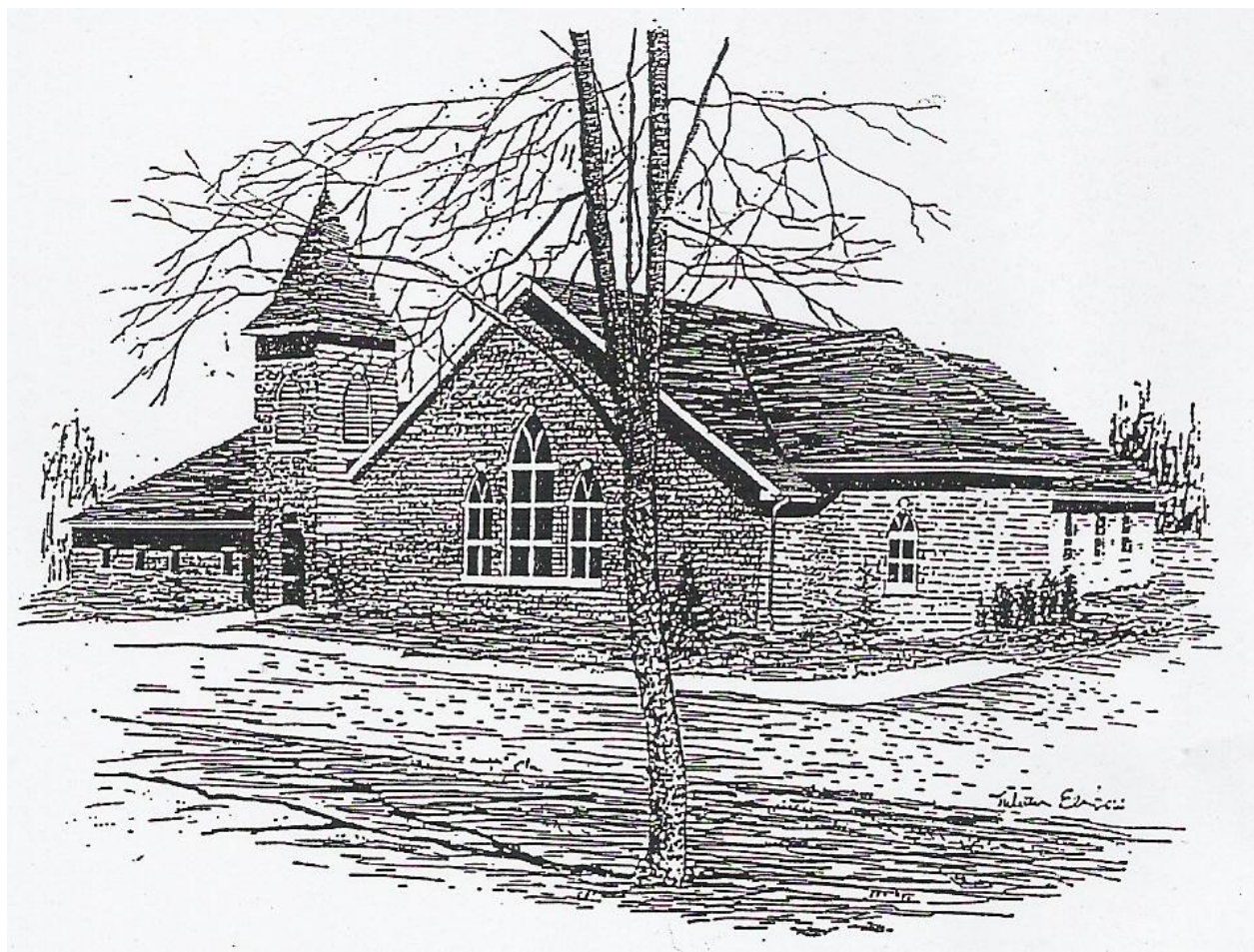


# *Glenburnie United Church*



*A Guide to Church Governance*

General: Glenburnie uses the Session/Stewards/Official Board organizational model. This Guide on the governance structure of the church is followed by a list of the names of the Chair of the Official Board, the Chairpersons of the Committees and other important contacts. This summary is based on information contained in Sections 101 to 295 of the United Church Manual (2010). A copy of the Manual can be found on the Glenburnie United Church website <http://www.kingston.org/guc/>.

Session: Session is composed of the Minister and eligible members of the Congregation elected by the Congregation to serve as members. Session is responsible for overseeing the spiritual needs of the Congregation. Its primary responsibilities are to provide oversight of membership, (admission, removal or transfer); conduct of members, with the power to exercise discipline; the administration of sacraments; the religious training of the young, and the organization of meetings for Christian fellowship, instruction and work; the order of public worship; use of the sanctuary; the care of the poor and the visiting of the sick; and the outreach of the Congregation in evangelism and social action. Session also has a number of other duties, including keeping the roll of the Congregation; keeping the record of children and adherents; and keeping the register of baptisms, marriages and burials.

Session members are referred to as Elders. Each Elder has an assigned district and should keep a list of the Communicants and Adherents residing within the assigned district and cultivate special acquaintance with them, visiting, counseling, and encouraging as may be required. The Elder should give special attention to any who become irregular in attendance at Sunday services or otherwise manifest declining concern for the duties of church membership, and so encourage their return to active participation in the life and work of the Congregation.

Session has a Chairperson elected by the Elders. The Secretary, referred to as the Clerk of Session, is responsible for maintaining the Session Records and ensuring that the appropriate records are submitted to Presbytery. The Christian Education Committee is a sub-committee of Session formed to address the faith formation and Christian education needs of the congregation.

The Committee of Stewards: The Committee of Stewards (Stewards) are elected by the Congregation and are responsible for the management of temporal and financial affairs. Specific duties are: to secure the financial contributions to support the church's operation, preferably by regular contributions on an every-person basis; to disburse the money received in accordance with the approved budget and, in priority, to pay ministry personnel and their related employment expenses, to pay the salaries of other staff of the congregation, to pay Presbytery assessments, other capital and current expenses of the church. The Stewards have a Chairperson, a Secretary and a Treasurer, all elected annually from amongst the members. In Glenburnie, Stewards assume the responsibility for the supervision of ongoing maintenance of the Church and the manse. Glenburnie does not have a separate Stewardship Committee. The functions that would normally be executed by a Stewardship Committee are the responsibility of Stewards.

The Official Board: The Official Board serves the Congregation and is accountable to it. It has a broad range of duties and responsibilities, but essentially acts as the coordinating body through which Session, the Committee of Stewards and other Official Board Committees formally interact with the Congregation and with Presbytery. The Official Board consists of the Chairperson of the Official Board, the Minister, the members of Session, the members of the Committee of Stewards, the Chairperson of the Ministry and Personnel Committee, the lay Presbytery representative and one member from each of the Board of Trustees, the Christian

Education Committee, the Sunday School and the United Church Women. The Official Board, as a body, generally meets three times per year for routine business; however, it may meet more often if there are issues that require the Official Board's attention. In between meetings, the Chairperson of the Official Board will direct matters to the appropriate committees for consideration or action and should regularly consult with Committee Chairpersons to facilitate the sharing of and passage of information.

The Chairperson of the Official Board is elected at the annual meeting and serves until the next meeting. The Secretary of the Official Board is elected in the same manner and is responsible to keep record of all proceedings and correspondence. The Manse Committee and the Ministry and Personnel Committee are normally elected from the members of the Official Board and report to it.

The Manse Committee: The Manse Committee should have representatives from the United Church Women, the Committee of Stewards and the Board of Trustees. The spouse of the appointed minister will be a corresponding member. The Manse Committee is responsible for the care and maintenance of the manse and should conduct annual inspections in consultation with the settled minister.

Ministry and Personnel Committee: The Committee shall consist of at least three, but not more than seven members. The Committee provides a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation. M&P prepares position descriptions for approval by the Official Board and is responsible for reviewing working conditions and remuneration for all staff and for providing oversight over the relationships between staff members as well as between staff members and the Congregation. The Ministry and Personnel Committee should meet at least quarterly.

Other Committees at Glenburnie: Glenburnie has a number of other Committees, not mandated by the Manual, that assist in the functioning of church programs.

The Mission and Service Committee strives to keep the congregation engaged in supporting the United Church Mission and Service Fund by providing a "Minute for Mission" story each Sunday, conducting an annual Mission and Service Sunday Worship each May and providing Mandate magazines in the pews for the members of the Congregation to read.

The Outreach Committee conducts a number of programs to help those in the community around us. These programs include the Annual Food Drive in October; Sox Sunday in January when socks are collected to be distributed to people in need at Martha's Table; and Fairmount Home visitation. The Outreach Committee also maintains a donation box for the food bank in the hallway of the church and tries to stay in touch with families in the congregation affected by ill health or other problems. The Heritage Committee maintains the historical record of Glenburnie.

Not all the work of the church is conducted by committee. Glenburnie has a Newsletter Staff that compiles and produces the Goodnews Letter that is distributed by the Elders three or four times per year. We have individuals who have assumed responsibility for advertising and public relations, maintaining our website, keeping our Church Library up to date and in good order, acting as Wedding Hosts, assisting in the Sunday School and leading youth group activities.

**Glenburnie United Church  
Committees and Chairpersons  
2011**

The names of the chairs of committees, of the points of contact for other groups and of the people who fill other positions and functions are available in the copy of this document kept in the church office.

The following is a list of committees.

Official Board

Session (Session has both a chair and a Secretary. The Secretary is called the Clerk of Session.)

Committee of Stewards

Treasurer

Board of Trustees

Ministry and Personnel Committee

Mission and Service Committee

Outreach Committee

Heritage Committee

The following is a list of all other positions, functions and groups.

Presbytery Representative

Interim Ministry Transition Committee

Decorating

GOODNEWS Letter

Advertising and Public Relations

Web Mistress

Library

Wedding Host Coordinator

Sunday School

Choir

Bible Study

United Church Women (UCW)

Envelope Secretary

Youth Group