

**Langley United Church**  
**Governance Policies and Constitution**  
**January 31, 2010**

# What We Believe

## Identity: Who We Are

We are a part of the Body of Christ, endeavoring as Christ's disciples to continue his mission and ministry in Langley and the world.

## Values: What we are committed to

We value:

- An openness to diversity and difference; the welcoming of all.
- The vitality that children and youth bring to our church family.
- Scripture as a central source in guiding and shaping us as followers of Jesus.
- The centrality of Christ's commandment to reach out in service to the world.
- The importance of supporting and caring for one another within the Christian community.
- The place of music in the worship and fellowship life of our congregation.

## Mission: What we believe God is calling us to become

Guided by the Holy Spirit, we are called together by Jesus:

- to **worship** God;
- to **grow** as disciples of Christ;
- to **serve** the world and each other; and
- to offer hospitality and welcome to all.

### "NON PROFIT" CLAUSE

Langley United Church shall be carried on without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives.

# Langley United Church Board

## Theological Premise

“O come, let us sing to the Lord;  
let us make a joyful noise to the rock of our salvation!  
Let us come into his presence with thanksgiving;  
let us make a joyful noise to him with songs of praise!  
For the Lord is a great God, and a great King above all gods.  
In his hand are the depths of the earth;  
the heights of the mountains are his also.  
The sea is his, for he made it; for his hands formed the dry land.

O come, let us worship and bow down,  
let us kneel before the Lord, our Maker!  
For he is our God, and we are the people of his pasture,  
and the sheep of his hand.” Psalm 95: 1-7

## Spiritual Responsibilities

The spiritual responsibilities of this committee are:

- To engage in inspired, insightful decision making.
- To model servant leadership.
- To provide vision for the congregation.
- To engage in discernment of the congregation’s direction.
- To show reverence and empathy for all members of the congregation.
- To be open, consultative and broad based in our approach to leadership.
- To be accountable to the congregation through the annual meeting.

## Specific Tasks

- To communicate regularly with the congregation.
- To solicit feedback and information regularly from the congregation.
- To initiate and plan new directions for the congregation.
- To make timely and clear decisions in response to requests from the community and congregation.
- To identify and quantify long and short term goals for LUC in communication with the whole congregation.
- To formulate an action plan to achieve LUC’s goals.
- To follow up on the action plan, adjust it when necessary, and to ensure it remains consistent with LUC’s mission and vision.

- To set priorities and goals in the 3<sup>rd</sup> quarter of each year in order to enable the Finance/Stewardship Committee to establish a budget.
- To prepare minutes of the Board meetings, which will be held a minimum of 6 times per year.
- To rule on matters pertaining to Langley United Church including general ethics and decorum.
- To receive and review petitions and other representations from church members and adherents.
- To appoint members of the Finance/Stewardship and M&P committees, to ensure they are fulfilling their roles and responsibilities and to ensure their continuity.
- To prepare the Annual Report.
- To prepare the Agenda for the Annual Congregational Meeting.
- To attend to matters affecting Langley United Church not otherwise assigned.
- To have oversight (supervision, watchful care) of:
  1. the admission of persons into membership, transfers, and removal of inactive members;
  2. keeping the roll of Langley United Church, clearly recording the date of admission, demission, suspension, removal, or other action concerning each member;
  3. keeping the register of baptisms, marriages and burials. The Minister(s) shall make a report of all entries in the register to the executive committee. The Secretary shall copy the same into the section of the record of proceedings provided for such purpose;
  4. the conduct of members with power to exercise discipline;
  5. the pastoral care of the congregation of Langley United Church and the community of Langley as a whole.
- To transmit motions, petitions, appeals etc. to Fraser Presbytery.
- To ensure that each committee and chairperson is fulfilling the duties for which they are responsible.
- To ensure the timeliness of the Constitution.

### **Relationship to the Minister**

The Minister is a member of the LUC Board and will participate fully in assisting the Board in meetings its spiritual responsibilities and tasks. The Minister is also an employee of LUC and this relationship is managed through the M&P committee.

### **Board Structure**

A quorum shall consist of more than 50% of the LUC Board. A presbytery representative must be present for quorum to be met.

The Board will consist of the following members, all of whom will be members of LUC:

## Chairperson

The chairperson is responsible for chairing all meetings of the congregation and Board, ensuring minutes of meetings are properly recorded, accepted and signed, casting a deciding vote where necessary and signing certificates of transfer, baptism and like documents.

## Vice Chairperson

The vice-chairperson is to learn the duties of the chairperson, assist the chairperson as required and assume the duties of the chairperson as required when the chairperson is unable to carry them out.

## Secretary

The secretary is to act as recording secretary for all Congregational and Board meetings and keep accurate and complete minutes. The secretary ensures the minutes are distributed as required, preserves records and documents and transmits those documents to Fraser Presbytery as required.

## Treasurer

The treasurer is required to keep full and accurate records of the financial affairs of Langley United Church. The treasurer must attend meetings of the congregation, Board and Finance/Stewardship Committee and to assume the duties of the Treasurer as listed the Manual of the United Church of Canada. The treasurer must complete and submit the Registered Charity information, and to return it to the Revenue Canada Charities Division no later than six (6) months after the end of the fiscal period.

## Presbytery Representative

The presbytery representative is to expected to attend Presbytery meetings, participate in the work of Presbytery and participate in Presbytery's decision making. The presbytery representative will bring reports of the work of Presbytery to the LUC Board and congregation.

Chairperson of Finance/Stewardship Committee

Chairperson of M&P Committee

Congregational Representative

Member at Large

Minister

Each board member will hold his/her position for a two year term after being elected at the Annual Congregational Meeting. No member should hold a Board position for more than six consecutive years.

## **Ministry and Personnel Committee**

### **Theological Premise**

“Where two or three are gathered in my name, there am I in the midst of them.”  
Matthew 18: 20

### **Spiritual Responsibilities**

- To encourage good communication between staff members, the Board and congregation.
- To maintain absolute confidentiality.
- To maintain neutrality, support conflict resolution and follow up on any issues that may arise.

### **Specific Tasks**

- To submit a written summary of activities, as required, to the LUC Board.
- To submit a written annual report to be included in the Annual Report of Langley United Church.
- To submit budget requests to the chairperson of the Finance committee in November of each year.
- To consult with all church staff members about their plans for Continuing Education and ensure that those eligible avail themselves of the provision for education and that money and time are made available.
- To review and evaluate annually, according to their signed contract, the effectiveness of church staff, as those persons and positions relate to the mission of Langley United Church.
- To maintain close liaison with Fraser Presbytery Pastoral Relations Committee;
- To review regularly the responsibilities of all staff and revise position descriptions when required or requested.

Further direction for this committee will be found in publication MPE 439 of the United Church of Canada (A Pastoral Charge's Ministry and Personnel Committee Handbook) which shall be considered to be part of this Constitution and Bylaws document. Members of the committee shall become familiar with the handbook.

## **Relationship with Board and Congregation**

The M&P Committee is a subcommittee of the Board and responsible to the Board for its actions. The M&P Committee will communicate its activities to the congregation as necessary.

## **M& P Committee Structure**

The M&P Committee shall be headed by a Chairperson who is elected at an Annual Congregational Meeting for a two (2) year term.

The committee shall be appointed by the Board and shall have not less than three, nor more than seven members. All members of the committee shall be members of Langley United Church.

Members of the church staff, including members of the Order of Ministry, shall not be members of this committee.

## **Stewardship/Finance Committee**

### **Theological Premise**

“As he went ashore he saw a great throng; and he had compassion on them, and healed their sick. When it was evening, the disciples came to him and said, “This is a lonely place, and the day is now over; send the crowds away to go into the villages and buy food for themselves.” Jesus said, “They need not go away; you give them something to eat.” They said to him, “We have only five loaves here and two fish.” And he said, “Bring them here to me.” Then he ordered the crowds to sit down on the grass; and taking the five loaves and the two fish he looked up to heaven, and blessed, and broke and gave the loaves to the disciples, and the disciples gave them to the crowds. And they all ate and were satisfied. And they took up twelve baskets full of the broken pieces left over.” (Matthew 14: 14-20)

### **Responsibilities** (see Section 245 of *The Manual*)

The spiritual responsibilities of this committee are:

- To realize the full financial potential of Langley United
- To communicate why funds are needed and how they will be expended to the congregation
- To cultivate knowledge and conviction concerning the mission of the church among all age groups and by all media available
- To encourage contributions to the Mission and Service Fund

The Finance/Stewardship Committee will speak with “one voice” while recognizing that its authority is corporate. It will take care not to present conflicting messages regarding its decisions to the congregation.

### **Specific Tasks**

The specific tasks of this Committee are:

- To gather and make available educational material regarding wills, bequests and the stewardship of accumulated wealth.
- To make recommendations to the Executive Committee regarding an annual plan for encouraging the stewardship of time, talent and money among the congregation; in particular regarding approaches to stewardship visitation of the whole or part of the congregation.
- To receive reports from the Envelope Secretary regarding the names of persons who have significantly changed their pattern of giving, and to arrange for appropriate follow-up.
- To consider and to make recommendations to the Executive Committee in October of each year, the congregation’s appropriate objective for the Mission and Service Fund for the ensuing year; and to submit the “Standard for Giving” form to the Fraser Presbytery Stewardship convener.
- To advise the congregation in November of each year, of the current income tax credits available for charitable donations.
- To maintain contact as appropriate with Fraser Presbytery and B.C. Conference Stewardship Committees and the National Stewardship Department.
- To consult with the Minister(s) and the other committees on matters pertaining to the vision of Langley United Church’s future.
- To participate in Stewardship training provided by the UCC.
- To review annually the total financial objective of Langley United and develop a Stewardship program for delivery to the congregation in September and October.
- To prepare an annual budget, with input from the active committees and groups within the congregation, and submit it to the Board for approval
- To arrange for preparation of periodic Financial Statements as required by the Board.
- To report at each Board meeting, and to the congregation as required, the financial position of the church.
- To draft financial policy.
- To prepare long-term financial plans for the church with input from the other committees of the Unified Board.
- To maintain adequate insurance, in cooperation with the board of Trustees, on all property owned or held by Langley United Church.
- To have oversight of the Treasurer.

- To appoint an Envelope Secretary.
- To appoint a Counting Team Co-ordinator.
- To supervise the record keeping and other actions related to finance.
- To maintain a professional relationship with Langley United's bank.
- To prepare long-term financial plans for the church with input from the other committees of the Board.
- To submit a written annual report to be included in the Annual Report of Langley United Church.

### **Relationship with the Minister and Board**

The Finance/Stewardship Committee is appointed by the Langley United Board. The minister is available to advise the Finance/Stewardship Committee in the areas of theological reflection and training.

### **Finance/Stewardship Committee Structure**

The Finance/Stewardship Committee shall be headed by a Chairperson who is elected at an Annual Congregational Meeting for a two (2) year term. Others members of the committee shall include the following:

- Treasurer of the Unified Board
  - See Board policy for details of the duties of the Treasurer
- Envelope Secretary, whose duties include:
  - To establish and maintain a list of all contributors to Langley United Church whose givings are identifiable through their use of Offering Envelopes, cheques, Pre-Authorized Remittance (PAR) or other means.
  - To issue Offering Envelopes to those requesting them, and to issue identifying numbers to users of PAR and anyone else whose use of a number will facilitate the recording of contributions.
  - To maintain a system for handling post-dated cheques.
  - To provide statements of weekly offerings to the Treasurer.
  - To issue Statements of Contributions every four months commencing in April.
  - To issue a year-end Statement and Receipt for Income Tax purposes to all identifiable contributors.
  - To order Offering Envelopes for the following year as early as is practicable, but not later than August.
  - To attend Finance Committee meetings.
- Counting Team Coordinator, whose duties include:
  - To organize the counters into teams of two or three and appoint team leaders.

- To provide the counting teams with a list of dates when they are scheduled to count and post a copy of the schedule in the counting room.
  - To arrange alternate counters when regular counters are unable to attend.
  - To train new counters to count the offering.
  - To ensure that any special offerings are counted (e.g. Easter and Christmas).
  - To attend meetings of the Finance Committee.
- Such other members as is considered desirable

## **Christian Formation Team**

### **Theological Premise**

“Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of working, but it is the same God who inspires them all in every one. To each is given the manifestation of the Spirit for the common good. To one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, to another faith by the same Spirit, to another gifts of healing by the one Spirit, to another the working of miracles, to another prophecy, to another the ability to distinguish between spirits, to another various kinds of tongues, to another the interpretation of tongues. All these are inspired by one and the same Spirit, who apportions to each one individually as he wills.” (1Cor 12: 4-11)

### **Responsibilities** (see Section 208 of *The Manual*)

The spiritual responsibilities of this group are:

- To invite persons of all ages and stages to explore and grow in their relationship with God as revealed through Jesus Christ with the community of faith and with the world.
- To provide members of Langley United opportunities to experience;
  1. dynamic life long learning
  2. growth in their transforming relationship with God
  3. active engagement with the Christina story, past and present, and the formation of new stories of “God with us”
  4. intentional reflection upon God’s presence in creation
  5. discovery and celebration of their gifts
  6. engagement in endeavors that are mutual, holistic and justice seeking
  7. formation of community relationships that are mutual, holistic, justice-seeking and cross generational.

These opportunities can be delivered directly (through paid employees) and indirectly (through financial support of programs delivered outside Langley United). The opportunities can be informal (church picnic) and formal (Lenten Bible Study).

- To access a wide variety of people to support Christian education throughout the congregation, especially the youth and children.
- To work together with the paid employees involved in Children and Youth ministry to approve programs and provide concrete support for their work.

### **Relationship with the Board and Minister**

The Christian Formation team will be accountable to the Minister for their work. The Board, along with the Minister, has responsibility for all Christian Formation activities at Langley United Church. If there is any disagreement between the Minister and any of the members of the Christian Formation Team or the Minister and the Congregation on affairs concerning Christian Formation, the Board will help to resolve those differences and make a final decision that is based on the vision and mission of LUC.

## **The Trustees**

### **Theological Premise**

“So then you are no longer strangers, and sojourners, but you are fellow citizens with the saints and members of the household of God, built upon the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone, in whom the whole structure is joined together and grows into a holy temple in the Lord; in whom you also are built into it for a dwelling place of God in the Spirit.” (Ephesians 2: 19-22)

### **Responsibilities**

The spiritual responsibilities of this committee are:

- To ensure that the physical context in which the congregation’s life, ministry and mission is lived out is:
  - safe, clean and beautiful – reflective of the glory of God
  - hospitable and welcoming to all
  - free from chaos and confusion; well managed
  - respectful of God’s creation (the planet)
  - in accordance with the mission and goals of Langley United Church

- To abide by Sections 250 – 262 and Appendix 2 of *The Manual* and ensure the United Church of Canada's official requirements are met.

### **Specific Tasks**

The specific tasks of this committee are:

- To establish a Property Team
- To hold title to all Langley United Church property, both real and personal, and to deal with all matters pertaining to such property.
- To ensure that all taxes against church property are duly paid.
- To maintain adequate insurance on all property owned or held by Langley United Church.
- To attend a conference workshop on Trustee responsibilities as soon as possible.
- To be responsible for the administration of all bequests to Langley United Church.
- To sell, mortgage, exchange or lease real or personal property of Langley United Church only with the consent in writing of Fraser Presbytery, and approval of the Executive Committee as evidenced by the minute of a Motion duly carried at a meeting thereof.
- To arrange for the routine maintenance and repair of the church premises, equipment and grounds.
- To process suggestions for alterations to the premises and equipment.
- To coordinate the use of all parts of the church premises by church and outside groups.
- To review in May of each year rental rates for church premises.
- To coordinate the use of church equipment.
- To maintain an inventory list of equipment, reviewing it in November of each year.
- To have a representative attend meetings of the Finance Committee.
- To provide a semi-annual (June and December) report to the Board as to the current condition of LUC properties and expected expenditures over the next five years

### **Relationship with the Board and Minister**

The Minister acts as the Chair of the Board of Trustees. The Trustees are a subcommittee of the LUC Board.

### **Structure of the Trustees**

Each member of the Board of Trustees shall be a member of Langley United Church and shall be elected at a Congregational Meeting for an indefinite term.

There shall be a minimum of three (3) members.

Members of the Board of Trustees shall elect one of their number to be Chairperson. They will also establish a Property Team.

The Property Team has the following duties:

- To be responsible for administration of all properties held by Langley United Church, other than the main church property.
- To ensure that routine repair and maintenance of those properties is carried out.
- To act as liaison between the Board of Trustees and any tenants and to periodically review rental or lease rates charged to tenants, and recommend any adjustments deemed necessary to the Board of Trustees.
- To advise the Board of Trustees of any need for major repairs, improvements or alterations to all property held by Langley United Church, other than the main church property.
- To attend meetings of the Board of Trustees.

## **Outreach Team**

### **Theological Premise**

“Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are those who mourn, for they shall be comforted.

Blessed are the meek, for they shall inherit the earth.

Blessed are those who hunger and thirst for righteousness, for they shall be filled.

Blessed are the merciful, for they shall obtain mercy.

Blessed are the pure in heart, for they shall see God

Blessed are the peacemakers, for they shall be called the sons of God

Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven.”

### **Responsibilities**

- To reach out in service to the world through social action in the community.
- To create awareness through study, discussion and action within our congregation, of social issues, stressing the importance of support and care for all.
- To provide a liaison to organizations and institutions in our community who reach out and serve the community.
- To receive and review requests for special appeals and contributions from Langley United Church and act upon them within approval of the Finance Committee.

## **Relationship with the Board and Minister**

The outreach team will initiate activities that are consistent with the theology and policies of the United Church of Canada. They will ensure that their activities are communicated to the Board and Minister before they are enacted.

## **Pastoral Care Team**

### **Theological Premise:**

“Come, you that are blessed by my Father, inherit the kingdom prepared for you from the foundation of the world; for I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.” Then the righteous will answer him, “Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?” And the king will answer them, “Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.” Matthew 25: 34-40

### **Responsibilities**

- To provide a ministry of compassion which means, literally, “suffer with”; hence the ministry is mainly a ministry of “being there”.
- To pray both for and with others.
- To address isolation, provide hope and good cheer to listen empathically and provide information and referrals for people to find physical, emotional and spiritual help (both from the Minister and the community).
- To facilitate by every means possible the inclusion of newcomers, and participation by members and adherents in the fellowship of the congregation.

### **Specific Tasks**

- To assist the Minister(s) in pastoral visits of the congregation.
- To undertake education to assist in providing effective, compassionate pastoral care.
- To recruit greeters for worship services and to instruct them in their duties.
- To ensure assimilation of persons new to our congregation.
- To follow up with people whose absence in worship is unexplained.
- To assist in the promotion and organization of social events, such as the congregational picnic, welcomes, farewells and intergenerational affairs.
- To send a card to individuals in our congregation in times of joy or sorrow.

- To coordinate the Sunday coffee hour.
- In times of joy or sorrow, to send a card to individuals in our congregation.
- To be responsible for cleaning and restocking the pews.
- To maintain and update the Historical Role and incorporate this information into our database.

### **Relationship with the Board and Minister**

The Pastoral Care team will be accountable to the Minister for their work. The Board, along with the Minister, has responsibility for all Pastoral Care activities at Langley United Church.

## **Worship Team**

### **Theological premise**

“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:12-17

### **Responsibilities**

- To provide assistance to the Minister in discerning, creating, and carrying out worship liturgies for all services at Langley United Church and ensure that worship practices uphold the policies and values of Langley United enabling the congregation to grow in their faith and life.
- To provide assistance to the music director in providing music in the worship and fellowship of our congregation.
- To encourage the involvement of children and youth in worship.
- To ensure the worship space enhances the congregation's worship experience and reflects the liturgical traditions of the United Church of Canada.

**Duties:** can include but are not limited to:

- To plan for regular and special worship services including the celebration of the Sacraments of Baptism and Communion.

- To arrange for the preparation and distribution of Communion elements and ensure that Communion is available to those not able to be present at corporate worship.
- To arrange for supplies for worship such as candles, flowers etc.
- To arrange for Scripture readers, candle lighters and other participants.
- To arrange for guests ministers, including pulpit supply when necessary.
- To recruit and train lay readers for participation in worship services.
- To be responsible for worship aids (e.g. bibles, hymn books, psalm books, projection and amplified head sets tec.)
- To be responsible for the condition of the Sanctuary in cooperation with the Property Team.
- To record attendance at Worship services.
- To arrange for Music supply when necessary.
- To advise the Property Team on maintenance for musical instruments and sound systems.
- To coordinated special events that require music.

### **Reporting to the Board and Minister**

The worship team will be accountable to the Minister for their work. The Minister and the Board have responsibility for all worship activities at Langley United Church. If there is any disagreement between the Minister and the Worship Team or the Minister and the Congregation on affairs concerning worship, the Board will help to resolve those differences and make a final decision that is based on the vision and mission of LUC.