

A Guide To Our Council System

Overview and Terms of Reference

Portland United Church Mission Statement

**To promote the Gospel of Jesus Christ our Lord
by Thought, Word and Deed**

Introduction

Portland United Church adopted the Official Board model of Governance when it joined the United Church in 1925 and has used it since that time. At a congregational meeting held on Sunday June 11, 2006, the Congregation approved a change in governance to the Church Council model to take effect in January of 2007

This document is a guide to the Council system, and is intended to help new and continuing Church members better understand our organizational structure and philosophy. An understanding of how our system works, combined with the talent and commitment of our members, will enhance the strengths and accomplishments within Portland and encourage a vibrant and growing community of faith.

This document should be viewed as a living document that will change with the Church as it grows and changes.

Table of Contents:

	Page
1. Overview of our Council Model of Governance	3
2. Council Structure	3
3. Council Philosophy	4
4. Portland United Church Council Terms of Reference	5
5. General Terms of Reference for Committees and Groups	12
6. Committee Terms of Reference	
6.1. Christian Family Life	13
6.2. Outreach and Mission Service	14
6.3. Finance and Long Range Planning	15
6.4. Membership	18
6.5. Ministry and Personnel	20
6.6. Pastoral Care	22
6.7. Property	23
6.8. Worship & Music	24
6.9. Trustees	25
6.10. Nominating	27
6.11. Communications	28
Groups:	
6.12. Senior Choir	29
6.13. Scouting	29
6.14. Prayer Group	29
6.15. Quilters	29
6.16. United Church Women	29
6.17. Portland Men's Group	29
Appendices	
Appendix A - Sample Meeting Agenda Format	30
Appendix B - Sample Format for Proposals To Council	31

1) Overview of Our Council Model of Governance

Under our Council model of governance, the Congregation delegates its decision-making authority To the Church Council, which meets regularly throughout the Church year.

2) Council Structure

Under our Council system, there are currently 12 committees and xx groups; and they each have a representative on the Church Council. Over time, new groups and committees may be formed and existing ones disbanded, according to the changing needs of the Church. The Portland committees and groups are very active

The Council currently comprises 17 members:

The elected members are:

**The Chair,
Vice-Chair
Secretary
Treasurer
Two Presbytery representatives
Three members-at-large from the Congregation.**

The ex officio members are:

**The two ministry personnel (non-voting)
Chair of Trustees
Past-Chair of Council
a representative from each of the 12 committees**

The number of Council members will fluctuate over time as the number of clergy, committees and groups change. The Council meets at least eight times each year. The Council meetings are open to any interested member of Portland, but voting is limited To the Council members.

3) Council Philosophy

Understanding the Council philosophy, and the way we work and interact within our Council system, is as important as understanding the organizational structure itself.

There are three key attributes of Council that highlight the philosophical underpinnings of our system of governance:

- Council sets the fulfillment of the Mission as its principal purpose:**
- The Council model integrates the spiritual and temporal dimensions of the Church.**
- To ensure this focus on the Mission at each meeting Council aims to devote a substantial portion of its agenda to addressing new initiatives, policies and spiritual issues.**

Time is preserved for these spiritually oriented theme discussions by relying on written reports from committees as the norm for routine reporting. Oral reporting is reserved for matters on which committees may be seeking guidance, direction or decisions from Council's broader perspective.

Similarly, the spiritual dimension of our church life is also reflected by our committees and groups who are encouraged to begin and/or end their meetings with prayer. Also, to help the focus on the Mission, committees are asked to consider the theological, biblical or Mission Statement rationale for any motion presented To Council.

Council includes elected members from the congregation-at-large, the clergy, and representatives from each of the Church committees and groups. To ensure that this broad range of interests is represented at each Council meeting, all committees and groups are encouraged to send one member to each Council meeting.

Since Council generally meets monthly, and since one representative from each committee and group attends each Council meeting, that representative is the principal communication link between Council and the particular committee or group.

4) Terms of Reference - Portland United Church Council

Purpose

Responsible To the Congregation, the Portland United Church Council is the final decision-making authority of the Church. The purpose of the Church Council is to oversee all activities and to fulfill the Mission of Portland United Church. For the purposes of this document, the term Congregation refers to the Congregation of Portland United Church.

The Church Council is responsible, along with the committees and groups of the Church, for the spiritual well-being of the Congregation, the management of the Church's financial affairs, and the administration of the Church's property. All of the committees and groups of the Church are responsible To the Church Council for their activities.

Duty and Responsibilities

- To oversee the spiritual life and stewardship of the Church.**
- To oversee the outreach of the Congregation in evangelism and social action.**
- To act as the Court of the Pastoral Charge, receiving and judging proposals from the Congregation and submitting them To the Presbytery as appropriate.**
- To oversee the work of the Congregation's committees and groups:**
 - **by providing guidance and assistance as required;**
 - **by fostering communication between the Council's committees and groups and the Congregation;**
 - **by ensuring that all committees and groups are adequately staffed and are fulfilling their mandates;**
 - **by receiving, reviewing, and acting upon reports and decisions from committees and groups.**

- To review, modify as appropriate, or develop policy as required in accordance with the current Manual of the United Church of Canada.**
- To keep a record of proceedings and to transmit the records as required to the Presbytery for review.**
- To report formally each year at the Annual meeting to the Congregation on the activities of the Council.**
- To oversee the finances of the Congregation through the Finance Committee and To ensure that financial statements are produced and presented at the Annual General Meeting.**
- To authorize borrowing of funds when necessary, on the recommendation of the Finance Committee and in consultation with the Board of Trustees.**
- To give directions To the Board of Trustees on property matters.**
- To oversee the hiring of lay staff for the Congregation.**
- To recognize suitable lay members of the Congregation for the Discernment process for Ministry and in the United Church of Canada and work with Presbytery Education and Students Committee.**
- To recommend to the Presbytery suitable lay members of the Pastoral Charge who may be licensed as lay preachers.**
- To receive reports from Presbytery, Conference, and General Council, and make them available to the Congregation.**
- To evaluate the effectiveness of the Council by including an agenda item for reviewing procedural/process issues at the beginning of each meeting and at periodic Council retreats.**
- To review and approve proposed adjustments To their Terms of Reference submitted by committees and groups and To report approved changes at the Annual General Meeting.**
- To present proposed adjustments To Council's Terms of Reference To a congregational meeting or the Annual General Meeting, for approval.**
- To strike ad hoc committees for specific matters affecting the Congregation as required.**

Membership

The Church Council shall comprise:

- Chair (votes in the event of a tie)**
- Vice Chair**
- Secretary**
- Treasurer, who shall become a de facto member of the Finance & Long Range Planning Committee**
- Three members elected at large**
- Two lay representatives To Presbytery**
- Ex officio voting Council members confirmed by the Congregation:**
 - **Past Chair**
 - **One representative of each Committee of the Council, chosen by that Committee**
 - **The Clergy and other Ministry Personal (non-voting)**

Committees

- Christian Family Life**
- Outreach and Mission & Service**
- Finance and Long Range Planning**
- Membership**
- Ministry and Personnel**
- Pastoral Care**
- Property**
- Worship & Music**
- Trustees**
- Nominating**
- Communications**

Groups

- Senior Choir
- Scouting
- Prayer Group
- Quilters
- United Church Women
- Portland Men's Group

Term of Office

Election to the Council shall be for a term of two years. If an elected member of Council resigns in mid-term, the Council will appoint a replacement To serve until the next annual general meeting.

Responsibilities of the Chair

- To call and preside over meetings of the Council.
- To coordinate the activities of the Council, To coordinate the conduct of the Council's business.
- To review upcoming items of business and prepare the agenda for the meetings in consultation with the Vice-Chair.
- To follow-up on the work of the Council To ensure effectiveness in collaboration with the vice-chair.
- To represent the Council To other groups inside and outside the Church.
- To facilitate communication amongst Council members.
- To encourage inter-committee communications, as appropriate.
- To serve as a signing officer for the Church.
- To preside over meetings of the Congregation.
- To perform the duties of the members-at-large.
- To perform other duties as required by the Council.

Responsibilities of the Vice Chair

- To conduct the duties of the Chair in the absence of the Chair.**
- To assist the Chair in reviewing upcoming items of business and preparing the agenda for the meetings.**
- To assist the Chair in encouraging inter-committee communications, as appropriate.**
- To serve as a signing officer for the Church.**
- To perform the duties of the members-at-large.**
- To perform other duties as requested by the Council.**

Responsibilities of the Secretary

- To ensure that all business of the Council is duly recorded.**
- To receive and distribute correspondence To the Council.**
- To ensure that correspondence is duly executed.**
- To ensure timely notice of meetings and circulation of minutes.**
- To perform all the duties of a member-at-large.**
- To perform other duties as requested by the Council.**
- To ensure preparation of the Church's annual report.**

Responsibilities of the Past Chair

- To advise the Chair and Council on past matters and decisions of the Council.**
- To perform all duties of the members-at-large.**
- To perform other duties as requested by the Council.**
- To chair the Nominating committee**

Responsibilities of the Members-At-Large

- To attend the meetings of the Council.**
- To represent the views of the Congregation at the Council.**
- To facilitate communication between the Congregation and the Council.**

- To participate from time-to-time on ad hoc committees established by the Council.**
- To represent the Church as requested at official functions and on Church business.**
- To participate in all the duties of the Council.**

Responsibilities of the Treasurer

- To maintain a record of receipts, disbursements, bank balances and investments of accounts administered by the Finance Committee.**
- To ensure payment of bills and other disbursements.**
- To prepare monthly financial statements for the Council and for the benefit of the Finance Committee.**
- To prepare financial reports for audit purposes as defined by the current United Church of Canada (UCC) Handbook for Church Treasurers. To present financial reports To the Annual General Meeting.**
- To prepare and submit annual financial reports To the national office of the United Church of Canada and the Registered Charity Information Return (T3010E) To Canada Customs & Revenue (CCRA).**
- To arrange for monthly reports To CCRA on income tax and other employer deductions and prepare T4 slips annually.**
- To attend To such other duties as the Finance Committee or Congregation may direct.**

Responsibilities of the Lay Representatives To Presbytery

- To attend meetings of the Presbytery**
- To report back to the pastoral charge the decisions and concerns of the Presbytery.**
- To let Presbytery know of the decisions and concerns of the pastoral charge.**
- To assure action on the requests and proposals from the pastoral charge and report back decisions to the pastoral charge.**
- To encourage participation of members of the Congregation in workshops, meetings, or events planned by Presbytery.**

- To foster a sense of partnership between the pastoral charge, Presbytery, Conference, and General Council.**
- To attend covenanting services which are constituted meetings of Presbytery.**
- To read minutes and be familiar with the subjects To be discussed at regular meetings.**
- To participate in the discussion and decision making process at committee and Presbytery meetings.**
- To share in the leadership of the Presbytery by serving on committees and/or accepting election to office.**
- To attend the Annual Meetings of Conference.**
- To participate in decision making process at the Annual Meeting of Conference.**
- To inform the Pastoral charge of actions taken and requests made at the Annual Meeting of Conference.**

Meetings

- The Church Council shall conduct a minimum of 8 meetings each year.**
- Quorum - Quorum shall be 50% + 1 of Council members, including either a member of the Church's clergy or, when the Church is without a permanent minister, an appointee from the Presbytery.**

Amendments:

- The terms of reference may be amended at any duly called meeting of the Congregation where thirty (30) days prior notice has been given in the Worship bulletin, and two-thirds of the eligible voters in attendance at the meeting approve.**

5) General Terms of Reference for Committees and Groups

Duties and Responsibilities:

- The Committees and Groups are responsible To the Council for their activities.**
- Each Committee must elect a chair.**
- Each Committee must elect a representative To the Church Council.**
- Each Group must elect or appoint a representative To the Church Council.**
- The Committee or Group Representatives shall be the link between the Council and the Committee or Group.**
- The Committees and Groups shall make recommendations on new initiatives related to their mandates, as appropriate, for approval by Council.**
- Each Committee shall prepare a preliminary budget setting out the finances necessary for the subsequent fiscal year. This budget information is forwarded To the Finance Committee.**
- Each Committee and Group shall report To the Council. The frequency and format of report to be decided by the Council.**

6) Committee Terms of Reference

6.1) Christian Family Life Committee

Purpose

- The purpose of the Christian Family Life Committee is to help all persons in the Congregation To know God's love as it is revealed in Jesus Christ,
- To grow in their understanding of the Christian faith,
- To be involved in the Mission of the Church.

Membership

- Members and adherents of the Congregation
- Representatives of the Church School and Scouting
- Staff Associate
- Clergy

Duties and Responsibilities

- The Christian Family Life Committee shall study the educational needs of the Congregation and provide leadership in setting goals for the program.
- The Committee shall study the curriculum and program materials for Christian Development recommended for use within the United Church of Canada, and shall keep itself informed regarding developments in curriculum, policy and program resources for the Christian education for all persons for whom the Congregation has responsibility.
- To plan and coordinate activities that promote a healthy community.

6.2) Outreach and Mission & Service

Purpose

- The Outreach and Mission & Service Committee is responsible for informing the Congregation about social and justice issues and promoting action, caring for those in need outside the Pastoral Charge.**
- Assists the Pastoral Charge to understand the role and objectives of the Mission and Service Fund and to exercise good stewardship in fulfilling the obligation of members of the Congregation to support the Fund. The M&S Fund enables individual congregations to share in the wider fellowship of the United Church of Canada, and to benefit from the many essential services the national church provides.**
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Membership

- Members and adherents of the Congregation.**

Duties and Responsibilities

- To be aware of social problems and trends in the wider community.**
- To stimulate congregational awareness and reflection on faith and current social issues.**
- To identify forums or projects for action such as work with refugees and other social issues designated by Council.**
- To encourage individual and congregational responses.**
- To enable our Portland community:**
 - **To discover the compelling Biblical basis for understanding God's mission To be one of wholeness, love and justice for all people and all of creation.**
 - **To be aware of the many facets of Mission including justice, peace and development.**
 - **To recognize the many opportunities Christians have To be active disciples in Mission as part of our faithfulness To the Gospel of Jesus Christ.**

- **To participate, through the M&S Fund, in the support of struggling congregations and of services To those in need in Canada.**
- **To respond, through the M&S Fund, To the needs of overseas partners and To be enriched by their faith and courage.**
- **To identify with the ecumenical and world-wide church of Jesus Christ.**
- **To cooperate with our sisters and brothers of other faith communities and other people of goodwill.**

These tasks are accomplished in a variety of ways, among them:

- **Recommending the annual objective of Portland's share of the Mission and Service Fund.**
- **Distributing Mandate, the United Church's Mission Magazine.**
- **Minutes for Mission from the pulpit.**
- **Bulletin board displays.**
- **Films, videos and discussions.**
- **Articles in the Portland Light**
- **Publicizing Mission events**
- **Cooperating with other groups in Portland, such as the Sunday School.**
- **Providing assistance To the Council and members of Portland in writing advocacy letters.**

6.3) Finance and Long Range Planning

Purpose

- The Finance Committee is responsible for the oversight of the financial affairs of the Congregation including the preparation of a budget, regular reports To the Church Council, and the receipt and disbursement of funds on a day-To-day basis on behalf of the Church Council and the Congregation.**
- The committee is responsible for coordinating and helping to prioritize the spending plans of the congregation and to identify the sources of funding for Capital Projects.**

Membership

- The Chair**
- Treasurer**
- The Chair or an alternate representative will be a member of the Church Council.**
- The Treasurer will also be a member of Council.**
- Members and adherents of the Congregation as elected**
- Envelope Steward – responsible for maintaining accurate records of givings through Clavis software. Computer equipment and training to be provided.**

Duties and Responsibilities

- To be responsible for the administration of the Operating Account and Church Funds.**
- To arrange for the counting and depositing of offerings and all other funds received by the Church.**
- To maintain a record of each person's givings through the year, provide periodic "To- date" statements of givings and income tax receipts To each person.**
- To report on the current financial situation every quarter in the Church bulletin.**
- To prepare a budget in consultation with all Committees and Groups for approval at the Annual General Meeting.**
- To assist the Council in the co-ordination of stewardship campaigns and other methods for securing the necessary funds.**

- To recommend at the Annual General Meeting an independent experienced individual to perform an accounting review and make recommendations.**
- To present To the Congregation at the Annual General Meeting detailed statements of operating receipts and disbursements for the preceding church year, and the budget for the ensuing year showing the estimated amounts required To carry on the work of the Church.**
- To provide the following services through the Treasurer:**
 - To maintain a record of receipts, disbursements, bank balances and investments of all accounts administered by the Committee.**
 - To ensure payment of bills and other disbursements.**
 - To prepare monthly financial statements for the Council and for the benefit of the Committee.**
- To recommend an independent experienced individual To review the church financial reports for audit purposes as defined by the current UCC Handbook for Church Treasurers.**
- To prepare and submit annual financial reports To the national office of the United Church of Canada.**
- To attend To such other duties as the Committee or Congregation may direct.**
- The signing authority for all disbursements, bank accounts and related documents administered by Finance shall be any two of the following designated persons: the Treasurer, the Chair of the Finance and Long Range Planning committee, the Church Secretary, The Council Chair and the Past Chair.**

6.4) Membership

Purpose

- To care for one another and to welcome all persons and help them To participate and give leadership in the worship, the ministry and the activities of the Church.

Membership

- Members and adherents of the Congregation

Duties and Responsibilities

- Keep the Membership Roll of the Congregation, recording the date of admission, transfer, removal, suspension, or other action concerning each member. (Historical Rolls);
- revise the Membership Roll annually;
- prepare an annual Church Directory of Members, Children and Adherents;
- prepare submissions for the Annual Report. (Membership Roll, In Memoriam, Baptisms, and New Family Members); and
- prepare volunteer involvement data sheets.
- Overseeing the admission of persons into full membership, their removal and the granting of certificates of transfer of membership.
- Ensuring the maintenance of the register of baptisms, marriages and burials.
- Ensuring that the membership and baptismal statistics are submitted annually to Presbytery and to United Church national headquarters.
- Appointing an Archivist, who shall be a member of the committee
 - To ensure that Minutes of Church Council and committee meetings are properly recorded;
 - ensure that Minutes and other important church records are preserved; and

- research the records as needed, and make them available, as appropriate, to others who wish To use them for research within the provisions pf the Privacty Act.**
- Arranging advertising and promotion of weekly and special church services.**
- Preparing, printing and distributing the congregational Newsletter "Portland Light".**

6.5) Ministry and Personnel Committee

Purpose:

- The Ministry and Personnel Committee is primarily responsible for the support and oversight of full or part-time members of the staff of the Pastoral charge.**

Membership

- The Ministry and Personnel Committee shall consist of not less than three members nor more than seven members who shall be representative of the members of the Congregation, and may include one of the lay representatives To presbytery.**
- No members of the church staff, including members of the Order of Ministry, shall be members of this committee.**

Duties and Responsibilities

- Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the Pastoral Charge.**
- Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations To the Church Council.**
- Oversee the relationship of the staff of the Pastoral Charge to members of the Pastoral Charge and others.**
- Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect To their responsibilities and authority.**
- Consult with all members of the staff of the Pastoral Charge about their plans for continuing education, and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available.**
- Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate To the mission of the Pastoral Charge, as defined by the Church Council. Maintain close liaison with the Presbytery Pastoral Relation Committee.**

- Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested, in consultation with relevant committees and/or groups. Participate in the development of job descriptions and contract details for the new staff of the Pastoral Charge.**
- Carry out other duties as outlined in the current Handbook for Ministry and Personnel Committees of the UCC.**

6.6) Pastoral Care

Purpose

- To ensure, Together with ministerial staff, that Pastoral care is provided To all members/adherents of Portland United Church on an ongoing basis.**

Membership

- Members and adherents of the Congregation**
- Ministerial Staff (ex-officio)**

Duties and Responsibilities

- Responsible, with ministerial staff, for over-seeing the ministry of care-giving.**
- Responsible for providing visitation as required.**
- Responsible for providing audio tapes of Church services for shut-ins.**
- Responsible for providing short term and focused Pastoral care.**

6.7) Property Committee

Purpose:

The Property Committee is responsible for:

- The Church building and surrounding property; the building cleaning and caretaking service; the office facilities and supplies; the equipment required by other groups and committees; the allocation of space for church and outside activities.**

Membership:

- Members and adherents of the Congregation.**

Duties and Responsibilities:

- Maintain the Church building and its facilities, utilizing volunteers where possible and contracting To outside contractors where required.**
- Maintain the property surrounding the Church, including the parking area, utilizing volunteers where possible and contracting to outside contractors where required.**
- Maintain the Church land and building, including the heating, electrical, plumbing, furnishings, security and similar matters.**
- Take an active role in the hiring process for caretaking staff.**
- Provide and maintain office equipment.**
- Provide office supplies.**
- Purchase and maintenance of equipment for other groups and committees such as: sanctuary audio system and Sunday school audio visual equipment.**
- Assign space for Church functions.**
- Assign space and determine shared expense rates for non-church functions.**

6.8) Worship & Music

Purpose

- The Worship and Music Committee is responsible for the ministry of worship and the ministry of music To meet the needs of all ages within the Congregation.**

Membership

- Members and adherents of the Congregation.**
- Members of ministerial staff.**
- Organist and/or Choir Director.**
- Choir Representative.**

Duties and Responsibilities

- Provides a supportive role To the Ministers, Organist/Choir Director, Choir members and others who give leadership in:**
 - **Regular Sunday worship**
 - **Seasonal services of the Christian calendar**
 - **Sacramental and Doctrinal Services: Communion, Baptism, Confirmation, Reception, Marriage, Funerals, Special services, Speakers, etc.**
- Discusses worship plans and engages in dialogue regarding matters pertaining to services of worship with those involved.**
- Is responsible for coordinating ushers and greeters, lay readers, and Communion Servers.**
- Arranges for substitutes in the event of absence (regular or emergency) in the pulpit or at the organ.**
- Is responsible for materials used in worship:**
- Choir and Music supplies**
- Maintenance and care of Organ and Pianos**
- Flowers, Banners, Symbols and Decorations in the Sanctuary**
- Miscellaneous Liturgical items**
- Is responsible for alternate uses of the sanctuary.**

6.9) Trustees

Purpose

- To hold title to all real and personal property of the Congregation. (Real property includes the Congregation's land and buildings, and personal property represents all its other assets).
- To hold title to administer the Endowments Funds and all other trust funds of the Congregation.

Membership

- The Trustees shall comprise six members elected by the Congregation for (x) year terms. The terms of members shall be staggered with some of the members retiring each year. Retiring trustees are eligible for re-election. Council may appoint a replacement to complete the term of a trustee who retires prior to the completion of his/her term.
- The Minister shall be an ex-officio member of the Trustees.
- To be eligible for membership on the Trustees, a person must be a member of Portland United Church.
- The officers of the Trustees, who shall be elected annually by the members of the Trustees, shall be a Chair, a Secretary and a Treasurer.
- A majority of the Trustees, including the Minister, shall constitute a quorum.

Duties and Responsibilities

- To hold the real and personal property of Portland United Church in trust for the use of the Congregation and for purposes that are approved by the Congregation in carrying out the Mission of the Church.
- To acquire, enlarge, rebuild, sell mortgage, exchange, lease or demolish the real property of the Congregation after having received written Presbytery permission.
- To keep proper books of account and proper minutes of all meetings.

- To administer the Endowment Funds, and all other trust funds as are donated to the Congregation in accordance with the written wishes of the donors.**
- The investment of all trust funds shall be carried out in accordance with the "prudent investor" standard and be consistent with the policies and practices adopted by the Board of Trustees.**
- The board shall turn over all income from trust funds to the Finance Committee annually to disburse in accordance with the terms of the individual trusts.**
- Trustees shall be given seven days written notice of any special meeting as defined in the current United Church Manual. Such notice shall specify the reasons for calling the special meeting. Meetings dealing with regular business may be called at any time on at least one day's notice.**
- The Board of Trustees shall report yearly To the Congregation, through submission To the Council for inclusion in its annual report, proper financial statements for each trust fund setting forth assets and liabilities and cash receipts and disbursements, with a written presentation on any matters of significance or requiring further explanation.**

6.10) Nominating Committee

Purpose

Membership

Duties and Responsibilities

6.11) Communications Committee

Purpose

Membership

Duties and Responsibilities

Description of Groups

6.12) Senior Choir

The Choir provides musical leadership for the Congregation and an opportunity for development of musical talent.

The Senior Choir is considered to be a part of the Worship Committee and as such would have a representative appointed to that Committee.

6.13) Scouting

The Scouts are considered to be a part of the Christian Family Life Committee.

6.14) Prayer Group

The Prayer Group is considered to be a part of the Pastoral Care Committee and as such would have a representative appointed to that Committee.

6.15) Quilters

The Quilters are considered to be a part of the Christian Family Life Committee.

6.16) United Church Women

The UCW provides opportunities for fellowship and mutual support to all women of the congregation and encourages growth in Christian understanding, faith, and experience through worship, Bible study, and involvement in other activities.

6.17) Portland United Men's Group

The Men's group provides an opportunity for the men of the Congregation to gather for fellowship and Christian Development through worship, devotions, and involvement in other activities.

Appendix A

Sample Council Meeting Agenda General Format

- **We Come Together**
- **Welcome**
- **Agreement on the agenda**
- **We Consider Our Mission**
- **Devotions and theme discussion**
- **Review of the last meeting**
- **Acceptance of the minutes of the last meeting**
- **Comments on the last meeting**
- **Highlights and questions on written reports**
- **Committee reports**
- **Treasurer's report**
- **Old business**
- **New business**
- **Correspondence**
- **We Look Ahead**
- **Theme for the next meeting**
- **Reflection (Clergy)**
- **Adjournment**
- **Benediction**

Appendix B

Sample Format for Presentation of Proposals to Council

- **Title/Subject of Proposal:**
- **Submitted by:**
- **Date:**
- **Theological/Biblical/Mission Statement
Rationale/Justification:**
- **Financial Implications:**
- **Source of Funding:**
- **Staffing Implications:**
- **Implications for other committees/groups:
Which other committees or groups might be affected by
this proposal? What is the outcome of consultation with
these committees/groups?**