

# Orchard Valley United Church

## Council Handbook

2017

### Our Mission Statement

*Inspired by the grace of God,  
we are a welcoming faith family  
called to love ourselves, others and the world.  
We seek to deepen our spiritual understanding  
and reach out to others  
through worship and socially just action.*



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# Orchard Valley United Church

## Information

### Orchard Valley United Church

### A Congregation of The United Church of Canada

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Orchard Valley United Church is located in Valley Presbytery and Maritime Conference.

### Sunday Worship Services

#### September – June

9:00 am Informal worship  
11:00 am Worship with Sunday School

#### July – August

9:30 am At OVUC, New Minas  
11:00 am At Covenanter Church, Grand Pré

# Orchard Valley United Church

## Governance

Orchard Valley United Church operates with a Church Council and Committee structure. Council meets on the last Wednesday of each month (September to June) and receives and approves reports and business from the committees.

Council is made up of members of the Executive of Council, Chairs (or representatives) of standing committees, a representative from each of: The Trustees; the UCW and the UCM; and the congregation's representatives to Presbytery.

The Executive of Council consists of the Chair, Vice-Chair, Secretary and Treasurer.

### Chair

Chair of Council is the head of the governing body for the church. He/she is responsible to chair the monthly meetings of the Council. This position also chairs the Executive meetings which are called as necessary. He/she is called upon to be involved in other decision-making situations such as the cancellation of church due to inclement weather. He/she works closely with the Vice-Chair to ensure the smooth running of the organization.

## *Vice-Chair*

The job of the Vice-Chair is to share the Chair's responsibilities with the Chair in a case where the Chair is unable to fulfil his/her duties, has to be away, or needs help with some of the responsibilities because of the amount of work required or areas of expertise.

## *Secretary*

The responsibilities of the Secretary are to:

- collect and format monthly Committee reports, financial sheets, and correspondence into an information packet;
- distribute the information packet to Council members prior to Council meetings. The packet includes Committee summaries, financial reports, minutes from the previous meeting, the agenda for the upcoming meeting, and correspondence received;
- document meeting minutes for all Council meetings and Executive meetings;
- maintain and forward all records to church secretary for archival records; and
- sign certificates for baptism, membership, and transfer of membership.

## *Treasurer*

The responsibilities of the Treasurer are as follows:

- to pay the bills;
- to record financial transactions for operating;
- to report to Finance Committee;
- to prepare financial statements; and
- to report monthly to Council.

# Congregational Meeting

Each congregation of The United Church of Canada must meet at least annually. The Annual Meeting elects a chair and secretary who will serve at that meeting and at subsequent congregational meetings in that calendar year. The Annual Meeting receives annual reports of the congregation and its groups and Committees, including the financial reports, and receives and approves the budget for the coming year. The Annual Meeting also elects officers and Presbytery representatives.

Certain items of business cannot be carried out by Council. They must be presented to the congregation as a whole at a congregational meeting. These include decisions about the Trustees and Council, and Pastoral Relations matters. For complete information see *The Manual* B.5.4

# Committee Mandates

## Christian Development Committee

(formerly Faith Formation)

The mandate of the Christian Development Committee is to provide stewardship of the Christian Development programs of the congregation. It is also to determine the educational and developmental needs of the congregation and initiate programs to meet these needs for all persons, at each stage of their lives. It provides monthly reports to Council, an annual budget to the Finance Committee and a report for the OVUC Annual Report.

Programs currently offered as part of committee's mandate include:

- Sunday School and other children's and youth ministries;
- adult study groups, including Lectionary Group;
- programming for congregational events (working with the Congregational Life Committee) such as the Fall Family Camp and Y'all Come Suppers; and
- encouraging and supporting individuals and families to attend Christian events and camps beyond the congregation, particularly Berwick Camp, and engage in programs for "life-long learning".

## Communications Committee

The mandate of the Communications Committee is to:

- share, within the congregation, information about the life of the church, using tools such as the Church Directory, website, *Stories from the Orchard* (pre-service slide-shows) and newsletters;
- support the work of OVUC's committees and groups by assisting them with advertising for their fundraisers and events; and
- provide monthly reports to Council, an annual budget to the Finance Committee and a report for the OVUC Annual Report.

# Congregational Life Committee

Congregational Life Committee's mandate is the nurturing, maintaining, and enhancing of the Pastoral Charge by the wide and inclusive participation of its people. Its primary function is to promote a strong sense of community life by planning, organizing, and arranging activities to meet the social and fellowship needs of the Pastoral Charge.

Responsibilities related to the mandate include to:

- plan a program of social events to strengthen our community life;
- coordinate and schedule these events with various groups, committees, organizations, and other interested parties;
- coordinate and schedule the Sunday Morning Worship coffee and conversation time;
- make contact with new members offering them a warm welcome and friendship, providing them information about the Pastoral Charge activities, and helping them feel a sense of belonging; and
- provide monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

The Congregational Life Committee is also responsible for activities including: Y'all Come Suppers (formerly Families on the Run), the Midwinter Mondays in Freezing February!, bus trips, the Car Rally and the Fall Family Camp. The Friday Morning Women's Breakfast Group is under the umbrella of the Committee.

## *Covenanter Committee*

The mandate of Covenanter Committee is to:

- approve the operating budget and five-year repair budget;
- accept other expenditures not on budgets and refer them to Council for approval;
- oversee the work of the Building Coordinator and any Ad Hoc committees;
- oversee the work of the Secretary and Treasurer;
- choose a representative to serve on Council, preferably the Chair;
- choose the signing officers for the Covenanter Heritage Fund;
- inform and update the OVUC Trustees of plans regarding major repair projects;
- confer with Worship Committee regarding worship services at the Covenanter Church;
- determine lawn care and janitor honoraria; and
- provide monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

# *Finance Committee*

The mandate of the Finance Committee is to:

- look after Teller lists and Tally Sheets;
- approve invoices to be paid;
- be involved with the choosing of the Auditor and making a recommendation to Council;
- receive budgets from Committees;
- oversee the overall budget process and make recommendations to Council;
- oversee the Operating Financial activity of the Congregation;
- set up accounts with local merchants;
- supply a representative from the Committee to serve on the Scholarship Committee;
- encourage PAR;
- assist M&P with the personnel contracts;
- assist with donations to worthy causes;
- approve finances of the Covenanter Heritage Fund; and
- provide monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

## *Ministry & Personnel Committee*

“All congregations or pastoral charges must have a committee, which may be called the Ministry and Personnel Committee, with the following responsibilities: being available for consultation and support for matters involving the pastoral charge staff; overseeing the relationship of the pastoral charge staff to each other and to people in the congregation; regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff; making any recommendations needed as a result of these reviews to the governing body; revising position descriptions of pastoral charge staff as needed; conducting annual performance reviews of the pastoral charge staff; ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and maintaining close contact with the presbytery Pastoral Relations Committee.”

Responsibilities related to the mandate include:

- staff contracts;
- salaries;
- staff support;
- keeping employee records;
- engage in the hiring process as requested by Council;
- offer confidential support to volunteers who seem vulnerable regarding roles and relationships;
- liaise with Pastoral Relations Committee of Presbytery as needed; and
- provide monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

## *Nominating Committee*

The mandate of the Nominating Committee is to recommend people who are eligible, suitable and willing to serve in positions in the congregation or pastoral charge.

Prior to year-end, the Committee chairs will meet or be asked to review their members' status (staying, leaving, extending term) and ask the members for suggestions of people of interest to serve a term for the coming year.

In January, the committee chairs will meet with the Nominating Committee to review the lists and suggestions of new members for committees. It will be a shared effort to contact people for a follow-up meeting, with hopefully one or two more meetings to be able to compile a report for the Annual Meeting.

# *Outreach Committee*

The Outreach Committee works as an Outreach Team to reflect our values of teamwork and equality. Leadership is shared by team members taking on projects they are interested in. We depend on volunteers from the congregation and community to help carry out our projects. New members and ideas are always welcome!

The Outreach Committee also actively supports projects undertaken by the inter-church councils. We keep the congregation informed of our work by providing monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

Our current projects include:

- the administration of the Benevolent Fund;
- Glooscap Elementary School Breakfast Program;
- twice a year Canucopia Food Drives in support of the three area Foodbanks: Wolfville & Area Foodbank, Canning & Area Foodbank, Fundy Food Bank (Kentville);
- Christmas Hamper Program;
- Meet Your Feet Foot Care program held once a month in three locations;
- “Collect and Help” projects: stamps and pop tabs;
- providing the supper at Open Arms in every month that has a five Saturdays; and

- under the umbrella of the Committee is the Scholarship Committee which awards two scholarships, one for \$1,000 and the other for \$500, available to graduating students of Central Kings Rural High School, Horton High School and Northeast Kings Education Centre.

## *Pastoral Care Committee*

The mandate of the Pastoral Care Committee, in partnership with the Ministry Team, is to coordinate pastoral care visitation to members of the congregation (and other United Church of Canada people living in our communities). The Committee encourages and supports home, hospital, and institution visitations, while providing a nurturing environment for both the visiting volunteers and those being visited.

Its core values are: confidentiality, and being supportive, responsive and nurturing.

Activities and groups supported by the Committee include:

- the Prayer Circle;
- delivery/ mailing of bulletins and other church communications;
- “You’ve Got a Friend” calling tree;
- Spirit Yoga;
- Prayer Shawl Group; and
- providing monthly reports to Council, an annual budget to the Finance Committee and a report for the OVUC Annual Report.

## *Property Committee*

The mandate of the Property Committee is to be responsible for the maintenance, repair and upkeep of all church property.

The Committee shall be responsible for:

- the development of a five-year plan for maintenance and capital replacements (with costs). This plan is to be submitted to Council annually for review;
- the general upkeep and maintenance of the church building (inside and out) including the grounds to ensure they are ready and safe for use. Much of the work will be assigned to the care contractor;
- recommendations to Ministry & Personnel/Council regarding terms of the care contract;
- in c-operation with the Board of Trustees, updating the inventory of all church equipment and furnishings annually;
- annually reviewing all external service and maintenance contracts, i.e. extinguishers, alarms, emergency procedures, and make recommendations to Council on same;
- approval and sign-off on rental agreements;
- acting as contact persons for Valley Alarms along with care contractor;
- overseeing the distribution and copying of all keys pertaining to the building; and
- providing monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

## *Stewardship Committee*

The mandate of the Stewardship Committee is to educate the congregation on the mission of our church, locally and abroad, and to inform them regarding the funds needed and the importance of commitment and participation (time, talents and treasures) in carrying out that mission.

The Committee also reports on the total givings and where the funds are used. They provide monthly reports to Council, an annual budget to the Finance Committee, and a report for the OVUC Annual Report.

The Committee sponsors:

- a soup luncheon on the first Tuesday of each month (September–June);
- Memorial Hymn sings;
- a Giving Tree (donations are made in memory of or in celebration of someone) during the Advent season;
- Christmas talent shows;
- Farmer's golf;
- Picnics; and
- other social and fundraising events.

# Worship Committee

The Worship Committee is comprised of the clergy and lay representatives from the congregation. Its mandate is to:

- develop policies and guidelines regarding marriages, funerals, and baptisms;
- share in the planning of worship for the Church year, in consultation with the clergy;
- receive feedback about worship;
- provide worship and communion for those unable to be present at regular Sunday worship services, and to arrange services in nursing homes;
- recruit greeters and readers for Sunday services;
- recruit communion servers;
- prepare the communion elements;
- decorate the sanctuary in accordance with the Church year;
- promote ecumenical or community worship services such as World Day of Prayer, Week of Prayer for Christian Unity, Remembrance Day, Advent, and Good Friday;
- explore and initiate new forms of worship;
- prepare the annual worship and music budget for the finance committee;
- arrange for supply ministers and musicians;
- prepare a written annual report and written monthly reports for Council; and
- keep the roll of membership for the congregation.

# *Trustees of Orchard Valley United Church*

The Trustees are not a committee of Council, but they do have representation on Council.

Orchard Valley United Church has 11 Trustees representing the congregation when dealing with property matters.

OVUC Trustees:

- abide by the mandate of the UCC Manual, and are responsible for the prudent investment of all funds held in trust for the benefit of the congregation and its work and for the prudent upkeep/preservation of the value of the Church building, of the Covenanter Church and its cemetery;
- select from within their members a chair secretary and treasurer;
- have two standing “subcommittees”: An Affairs of the Covenanter Church and an Investment Committee. From time to time Trustees appoint ad hoc committees, most notably when dealing with impactful property matters including the sale of buildings and other real property;
- work most closely with Finance Committee and Property Committee, sharing professional audit services;
- accept regular direction from Church Council for the regular allocation of Trustees funds to OVUC operating;
- do not make independent expenditure decisions. Trustees hold all funds in trust for the decision of the congregation, usually expressed through Church Council;

- administer funds held in trust according to the instruction of the estate or the terms under which the donations were made;
- business and actions of the Trustees are open and accountable for all actions to the congregation and any member of the congregation is invited to attend meetings as an observer; and
- issue an annual report to the congregation.

## *Representatives to Valley Presbytery*

Each congregation within the United Church of Canada names at least one layperson (or more, depending on the number of members of the congregation) as its representative to the Presbytery. The lay representative must be a “full member” of the congregation.

It is the responsibility of the lay representative to Presbytery to:

- attend Presbytery meetings, including Covenanting services;
- participate in the work of Presbytery;
- report to Presbytery regarding their home congregation;
- report to their congregations regarding Presbytery discussions and decisions; and
- attend the annual meeting of Maritime Conference, if at all possible.

## UCW

United Church Women are women of the congregation who follow their purpose, "To unite 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". This is accomplished through service and activities in church and community.

There are two UCW units: the Orchard Valley Unit and the Wolfville Unit. Their members take part in the UCW Valley Presbytery Rally, the UCW afternoon at Berwick Camp, and World Day of Prayer services.

## UCM

The Men's Group meets monthly at The Big Stop Restaurant for breakfast and fellowship. Fundraising projects include the bi-monthly Fundscrip Gift Card and annual "Guys' Cans" programs. The Group helps to set up, serve and occasionally provide entertainment at the monthly Church Soup Luncheons. They are also available to help the Property Committee with any special projects or maintenance.

As well, the Men's Group are responsible for putting up and taking down the Christmas Trees; for any other task which comes up, they endeavour to be of assistance. Men's Group members attend Maritime Conference United Church retreats every two years.



