

a place to be

a place to belong

a place to become

CONSTITUTION OF KNOX UNITED CHURCH, KENORA

1. A New Creed

1.1 This statement of faith, adopted by the 1968 General Council of the United Church of Canada reflects the faith base of Knox United Church and guides our direction.

We are not alone,
we live in God's world.

We believe in God:
who has created and is creating,
who has come in Jesus, the Word made flesh,
to reconcile and make new,
who works in us and others by the Spirit.

We trust in God.

We are called to be the church:
to celebrate God's presence,
to live with respect in Creation,
to love and serve others,
to seek justice and resist evil,
to proclaim Jesus, crucified and risen,
our judge and our hope.

In life, in death, in life beyond death,
God is with us.

We are not alone.
Thanks be to God.

2. Name

2.1 The name of the congregation is Knox United Church, Kenora.

3. Preamble

3.1 The Constitution of Knox United Church, Kenora, adopted January 29, 2017, describes and organizes the ministries of the congregation so that they can best be the church: celebrating God's presence, loving and serving others, respecting creation, seeking justice, resisting evil and proclaiming Jesus.

4. Leadership Team

4.1 The Leadership Team is mandated by the congregation to oversee the life and work of Knox United Church, Kenora, in accordance with The Manual of the United Church of Canada, with particular reference to the responsibilities of The Official Board and The Church Council.

The ministries of Knox United Church, Kenora are expressed through the faith-guided efforts of Committees, Interest Groups and House Groups that shall be accountable to the Leadership Team.

- 4.2 The Leadership Team consists of 7-9 members or adherents of the congregation who shall serve in the following roles:
- Chair;
 - Representative from the Ministry and Personnel Committee;
 - Church Treasurer or a representative from the Finance Interest Group, and;
 - at least four Members-at-large

The person who will assume the Chair will be invited to Leadership Team meetings for at least three meetings prior to change of Chair so as to become familiar with the role. This person will not be a voting member until assuming the Chair.

At Leadership Team meetings, the Congregation's Called or Appointed Minister or Pastoral Charge Supervisor shall be present. A secretary with non-voting privileges also is present. In her/his absence, a member of the Leadership Team will record the minutes.

If the Chair is not available, he/she will appoint a designate who may be a LT member or the minister.

4.2.1

Each Leadership Team member will have a written position description to be reviewed annually. Each Leadership Team member will be responsible for liaison with Committees and Interest Groups, including the Property, Design and Building Interest Group, the House Group Coordinator, and The Trustees in order to establish goal-setting, reporting and accountability, and to offer support.

- 4.3 The terms of office for Leadership Team members is three years with the exception of the Chair who will fill a two year term. All Leadership Team members have the possibility of additional one-year renewals up to a total of six consecutive years after which there must be at least a one-year break. The Minister and LT Chair will consult on the wisdom of renewal and present extended terms to the congregation.
- 4.4 The Leadership Team holds meetings monthly or at such times as necessary, but not fewer than nine times between consecutive Annual Meetings.
- 4.5 Decisions are made by consensus except when a majority vote is deemed appropriate by the Chair. A quorum shall be five exclusive of the Minister or Minister Representative.
- 4.6 In the case of an emergency during the summer months of staff holidays and Church closure when a Leadership Team quorum may not be possible or Ministry staff is absent, a decision on temporal matters is made by no fewer than three people, including at least two Leadership Team members and one Trustee. If the emergency involves a staff member, the decision also requires at least one Ministry Personnel member and perhaps a member from the oversight regional court.
- 4.7. The Leadership Team sets and reviews short and long-term goals for Knox United Church, Kenora, annually.

4.7.1 The Leadership Team keeps the Constitution prominent as a guide to its work and conducts a review of the Constitution annually.

4.7.2 The Leadership Team receives the goals of the Committees and Interest Groups once each year. These goals support the Vision and Mission Statement of Knox United Church. The Leadership Team receives Committee and Interest Group budget requests in December and a reporting of their year's work in January, prior to the Annual Meeting.

4.7.3 At each monthly meeting, the Leadership Team receives a financial report, a report from Ministry and Personnel and a report from the Ministry staff.

4.7.4

A member of Leadership Team will consult with 2 or more former Chairs to fulfill the role of Nominations to secure positions as identified by the Leadership Team.

- 4.8 The meetings of the Leadership Team are open to the congregation. Visitors shall not join in the decision-making process.
- 4.9 Draft minutes of Leadership Team meetings will be available to the congregation as soon as possible following the meeting. Once approved, 'DRAFT' will be removed to indicate approved minutes. These minutes may be posted on the webpage or posted in the church office, or both. (The Manual 2016, 6.1-5) The Minister or LT Chair will convey highlights of meetings to the congregation through powerpoint or printed notice or verbal announcement.
- 4.10 The Chair of the Leadership Team presents a report of the past year's decisions and motions at the Annual Meeting.
- 4.11 The Leadership Team may call upon members / adherents to form a focus group as required.
- 4.12 Two Presbytery Representatives are elected by the congregation. Their term of office will be determined by the changing role of Presbytery / Conference and may extend through the time of Remits and General Council decisions in 2018 regarding Regional Council. Should Regional Councils be established, the term of current Presbytery Reps would end. Presbytery Reps will liaise with Leadership Team to keep current with Knox life and work and report to Leadership Team or to the congregation if necessary, following meetings of Presbytery and Conference.
- 4.13 Leadership Team will offer thanks to members/adherents who have offered leadership and service within the congregation.

5. The Annual Meeting and Congregational Meetings

- 5.1 The members and adherents of the congregation will be called to attend an Annual Meeting as soon as possible in the new year. They may meet more frequently as required. Notice of meetings will be given as required by The Manual.
- 5.2 The Leadership Team arranges for the preparation of the Annual Report. The Annual Report reflects the activities of the Leadership Team, Committees, Interest Groups

and House Groups for the year immediately preceding the Annual Meeting. Copies of the Report are made available to the congregation not later than one week prior to the Annual Meeting.

- 5.3 Members (those people whose names are on the Historic Roll of Knox United Church, Kenora) in attendance at the meeting vote on all matters. With the consent of these members, adherents who are active in the congregation vote on temporal matters as described in The Manual of the United Church of Canada. Voting is taken on the basis of a simple majority established by a show of hands or otherwise, as determined by the congregation.

5.3.1 A quorum for the Annual Meeting or for any Congregational Meeting shall follow the number indicated in The Manual.

(The Manual 2016, 5.5. indicates 20 for Knox's current Membership)

- 5.4 The current Chair of the Leadership Team presides over the Annual Meeting and Congregational Meetings. The Secretary of the Leadership Team records the minutes. In the absence of the Chair or Secretary, the Leadership Team may name a replacement.

5.4.1 The Annual and Congregational Meetings are conducted in accordance with "The Rules of Debate and Order" as found in The Manual of The United Church of Canada.

5.4.2 The congregation's Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee from the oversight Court of the Church is present whenever the congregation meets.

- 5.5 At the Annual Meeting, the congregation:
- receives the annual report;
 - receives and votes on Nominations presented;
 - receives the financial statement and votes on the proposed budget;
 - receives information and votes on motions presented by the Leadership Team (ie: Memorial Fund, Bequest allocation, policy changes)

- 5.6 The agenda of the Annual Meeting includes:
- extension of voting privileges;
 - approval of the agenda;
 - approval of the minutes of the previous Annual Meeting;
 - motion to receive the Annual Report;
 - business arising from the previous Annual Meeting;
 - approval of the budget;
 - reports of the Committees, Interest Groups, House Group Coordinator; and
 - nominations.

- 5.7 Newly elected members of the Leadership Team and other appointed leaders begin their responsibilities on the date of the May Leadership Team meeting.

6. Committees and Interest Groups

- 6.1 There are two committees - Trustees and Ministry and Personnel. They shall follow their mandate as outlines in The Manual of the United Church of Canada.
- 6.1.1 The term of office for the Trustees and members of the Ministry and Personnel Committee is three years with the possibility of additional one-year renewals up to a total of six consecutive years after which there must be at least a one-year break.
- 6.2 The Leadership Team may appoint ad hoc committees as necessary to carry out the work of the church.
- 6.3 All other activities of church life may be formed out of interest into Interest Groups. Each Interest Group must be approved by the Leadership Team based on alignment with the Vision and Mission Statement of Knox Unite Church.
- 6.3.1 Each Interest Group generates its own membership and names a Chair or Secretary if deemed necessary by the membership.
- 6.3.2 There is no outside nominations process for these Interest Groups; however, if an Interest Group vital to the ongoing life and ministry of the congregation ceases to function, the Leadership Team may take the responsibility of nominating new members or may make alternate recommendations to the congregation to ensure that the organization and activity of a ministry continues.
- 6.3.3 Service within Interest Groups may be on-going. There is no 'term of office'.
- 6.4.3 Interest Groups are accountable to the Leadership Team through an assigned Leadership Team member.
- 6.3.5 An Interest Group may request time on the Leadership Team's agenda to present a concern or idea, to request action or to seek direction.

7. House Groups

- 7.1 All households identified through the Neighbourhood Contact list are assigned to a House Group. Each House Group is assigned to a month of service and is responsible for short-term tasks that enhance the life and work of the congregation. Detailed responsibilities and opportunities for service are described and updated by the House Group Co-ordinator.
- 7.2 The House Group's Leaders (two are desirable for each House Group) are selected from the membership of each House Group. Each House Group will generate their own change in leadership but may call upon the House Group Coordinator to do so.
- 7.3 A House Group Coordinator oversees the organization of the House Groups. This individual is elected to serve a three-year term with a possible one year extension after which a one year break is taken before accepting further election or appointment.
- 7.3.1 The responsibilities of a House Group Coordinator include:
-review and update of job descriptions by September;
-coordination with the Church Office to ensure that House Group lists are kept up

to date, and;
-on-going contact with the House Group Leaders for purpose of encouragement and review.

7.3.2 The House Group Coordinator is linked with a member of the Leadership Team for the purpose of reporting support, and accountability.

8. Amendments

8.1 The congregation of Knox United Church shall amend this Constitution at a duly called Annual Meeting or Congregational Meeting.

8.2 Members and adherents of the congregation may propose changes to the Constitution. Any such changes, including written explanatory reasons, shall be presented to the Chair of the Leadership Team.

8.3 The Leadership Team shall review all proposed changes and, if the changes are deemed appropriate, shall call a Congregational Meeting to present a motion.

8.3.1 These proposed changes shall be included in the following Annual Report.