



# GOVERNANCE DOCUMENT



**KNOX UNITED CHURCH, KENORA, ON  
2021**

## **GOVERNANCE DOCUMENT 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 Governance Document of Knox United Church, Kenora, adopted January 29, 2017 and amended in 2021 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** 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, Ad Hoc Committees, Interest Groups, Task Groups, Focus Groups and House Groups and shall be accountable to Leadership Team.

- 4.2** Leadership Team consists of seven to nine full members 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 and Stewardship Interest Group;
  - at least four Members at Large;
  - Secretary, and;
  - Called or Appointed Minister or appointed Pastoral Charge Supervisor.

The person who will assume the Chair will be mentored into the position in the manner best determined by Leadership Team.

At all Leadership Team meetings, the Congregation's Called or Appointed Minister or appointed Pastoral Charge Supervisor shall be present. No meetings are granted quorum if the Called or Appointed Minister or appointed Pastoral Charge Supervisor is not present.

If the Chair is not available for a meeting, they will appoint a designate who may be a Leadership Team member or the minister.

**4.2.1**

Each Leadership Team member shall have a written position description to be reviewed annually. Each Leadership Team member will be assigned liaison responsibility with specific Committees, Ad Hoc Task Groups, Focus Groups and Interest Groups, and including the House Group Coordinator, the Youth and Young Families Worker and the Trustees in order to establish goal setting, reporting and accountability, and to offer support. If an Ad Hoc Task/Focus Group is put in place, a representative from it will liaise directly with Leadership Team.

- 4.3** The terms of office for Leadership Team members is three years with the exception of the Chair who may fulfill 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.
- 4.4** Leadership Team holds meetings monthly or at such times as necessary, but not fewer than nine times between consecutive Annual Meetings.

- 4.4.1** At each monthly meeting, Leadership Team shall receive a financial report, a report from Ministry and Personnel, Worship Interest Group and a report from the Ministry staff.
- 4.4.2** A quorum shall be five voting members. Decisions may be made either by consensus agreement or by majority vote as deemed appropriate by the chair. The Chair shall vote only in the event of a tied decision.
- 4.4.3** The Minister or appointed Pastoral Charge Supervisor shall attend all Leadership Team Meetings.
- 4.4.4** In case of an emergent need for a Leadership Team meeting when the ministry personnel is not available, Prairie to Pine Regional Council shall be contacted for advice or appointment of an appropriate person to attend a meeting called to address this specific concern.
- 4.5** Leadership Team sets and reviews short- and long-term goals for Knox United Church, Kenora, annually.
- 4.5.1** Leadership Team keeps the Governance Document prominent as a guide to its work and conducts a review of the Governance Document annually.
- 4.6** The meetings of Leadership Team are open to the congregation . Visitors may present proposals but shall not join in the decision-making or voting process.
- 4.7** Draft minutes of Leadership Team meetings will be available to the congregation within the week 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 chair or Leadership Team appointee will convey highlights of meetings to the congregation through powerpoint, printed notice, verbal announcement and/or e-mail.
- 4.8** Leadership Team may call upon members and adherents to form a focus group or ad hoc task group as the need arises.
- 4.9** Two Representatives and one alternate to Prairie to Pine Regional Council shall be elected by the congregation. Their term of office shall be 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. Regional representatives will liaise with Leadership Team and report to Leadership Team and to the congregation following regional meetings and as further required.

- 4.10** Leadership Team will offer thanks to members and 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* of the United Church of Canada.

- 5.2** Leadership Team arranges for the preparation of the Annual Report. The Annual Report reflects the activities of the Leadership Team, Committees, Interest Groups, Ad Hoc Task Groups, Focus Groups and House Groups for the year immediately preceding the Annual Meeting. Copies of the Report shall be made available to the congregation not later than one week prior to the Annual Meeting.

**5.2.1** The Chair of Leadership Team shall present a report of the past year's decisions and motions at the Annual Meeting.

**5.2.2** Leadership Team receives the goals of the Committees and Interest Groups once each year. These goals support the Vision and Mission Statements of Knox United Church. 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.

- 5.3** Members (those people whose names are on the Historic Roll of Knox United Church, Kenora) in attendance at the meeting may vote on all matters. With the consent of these members, adherents who are active in the congregation may vote on all matters as well. Voting is taken on the basis of a simple majority established by a show of hands or otherwise, as determined by the congregation. Proxy voting or voting by mail-in ballots is not permitted.

**5.3.1** A quorum for the Annual Meeting or for any Congregational Meeting shall follow the number indicated in *The Manual* of the United Church of Canada.

- 5.4** The current Chair of Leadership Team presides over the Annual Meeting and all Congregational Meetings except those called by Prairie to Pine Regional Council. The Secretary of Leadership Team records the minutes. The congregation may, at its discretion, elect an alternative chair and/or secretary.

**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*.

- 5.5** At the Annual Meeting, the congregation shall elect at least three diverse representatives of the congregation to fulfill the role of Nominations in order to secure positions as identified by Leadership Team.
- 5.6** The congregation’s Called or Appointed Minister or appointed Pastoral Charge Supervisor must be present whenever the congregation meets.
- 5.7** 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, and;
  - receives information and votes on motions presented by 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, Ad Hoc Task/Focus Groups, House Group Coordinator, and;
  - nominations.
- 5.7** Newly elected members of 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 mandated committees - Trustees and Ministry and Personnel - elected by the congregation. They shall follow their mandates as outlined 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** All other activities of church life may be formed out of interest into Interest Groups. Each Interest Group will complete documentation and must be approved by Leadership Team based on its alignment with the Vision and Mission Statements of Knox United Church.

**6.2.1** Each Interest Group generates its own membership and names a Chair or Secretary if deemed necessary by the membership.

**6.2.2** There is no nomination process for these Interest Groups; however, if an Interest Group vital to the ongoing life and ministry of the congregation ceases to function, Leadership Team may take the responsibility of appointing new members or may make alternate recommendations to the congregation to ensure that the organization and activity of a ministry continues.

**6.2.3** Service within Interest Groups may be on going. There is no term of office.

**6.2.4** Interest Groups are accountable to Leadership Team through an assigned Leadership Team liaison.

**6.2.5** An Interest Group may request time on 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 Congregational 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 its 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;  
-coordinate with the Church Office to ensure that House Group lists are kept up to date, and;  
-maintain ongoing 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 Leadership Team for the purpose of reporting support, and accountability.

## **8. Amendments**

**8.1** The congregation of Knox United Church shall amend this Governance Document at a duly-called Annual Meeting or Congregational Meeting.

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

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

**8.3.1** These proposed changes shall be included in the following Annual Report and a revised, approved copy be sent to Prairie to Pine Regional Council.



**MEMBERSHIP ROLES OF LEADERSHIP TEAM**

Chair	Secretary	Leadership Team Members
Calls meetings.	Accurately records the business of each meeting.	Attend all meetings called by the Chair.
Establishes the agenda and distribute in advance of meeting time.	Posts a draft copy of the minutes within a week following the meeting and again once approved by Leadership Team.	Notify the Chair in advance of a meeting if planning on being absent.
Conducts monthly meetings, The Annual Meeting, Congregational Meetings.	Keeps a hard copy of all minutes and attachments in a binder.	Respond to Leadership Team e-mails.
Preserves order and decorum; interprets the Rules of Order; encourages Holy Manners at all meetings.	Corresponds accordingly as directed by the congregation or Leadership Team.	Take an active part in discussions and decisions making.
Votes only to break a tie at meetings.	Provides Leadership Team and Congregational Meetings minutes for the Annual Report.	Honour decisions made by the Leadership Team.
Ensures the Mission of Knox is followed.		Take an interest in the life of Knox by attending worship and events.
Ensures the Governance Document is known and followed.		Be willing to work on a task outside of meeting time.
Communicates LT decisions to the congregation or appoints someone to do so.		Act as a liaison to selected committees, task or focus groups and interest groups and report to Leadership Team.

a place to be

a place to belong

a place to become

Is available for consultation with the congregation.		If needing to step down prior to end of term, submit a letter of resignation to the Chair.
Writes a report for the Annual Meeting including a listing of motions and consensus decisions made.		If a member misses three meetings in a row, the LT chair will initiate a discussion with that person if there has been no communication.
Signs forms or write letters pertinent to Knox actions as directed by the congregation or Leadership Team.		
Represents Knox publicly as directed by the congregation or Leadership Team.		