

Community of Faith

Governance Support & Planning

Fundy St. Lawrence Dawning Waters Regional Council

BACKGROUND

Greetings and peace.

As we seek new ways to provide care for our faith communities, we are reminded that we are, at the same time, part of the broader church. We are connected through our common history, our commitment to serve the communities in which we live, and by the legislation which formally constituted our denomination. Each of those connections carries with it an element of support and caring. As we grow into our new ways of relating one to the other, we are reminded of the need to offer assurances one to another.

Part of this process is to be as open, honest, and forward-looking as possible with one another. The Fundy St. Lawrence Dawning Waters Regional Council offers the attached check-points (See Appendix A) as a way to both ensure our visioning and our legal responsibilities.

The Manual of The United Church of Canada is the guide to our living together. It offers both guidance and direction as well as responsibilities to ensure the fiduciary role is fulfilled.

The Manual, Section G.1.2.2 sets out the following responsibilities for communities of faith/pastoral charges.

G.1.2.2 Regular Self-Assessments

“Congregations and other communities of faith are responsible for doing self-assessments of their ministry regularly. They must reflect on their understanding of their identity and their community context.

They may consider:

- a) their accomplishments.*
- b) their present opportunities and challenges; and*
- c) their resources required for meeting those opportunities and challenges.*

They must file a report of the self-assessment with the regional council.

The regional council participates as a partner in this review, offering resources and support from the wider church.” (Guidelines for Self-Assessments of Communities of Faith, 2019)

Purpose:

The Pastoral Relations committee of the Fundy St. Lawrence Dawning Waters Regional Council has developed a two-part process for both the mandated annual reporting and the setting of mission/ministry goals. This document addresses the mandated/management portion.

The Pastoral Relations Committee will make the mission/ministry setting document available. We are hoping that the use of either of these processes will inspire faith communities to explore more deeply what God is saying about ministry in your community.

In keeping with this responsibility, Fundy St. Lawrence Dawning Waters regional council offers a checklist (**SEE APPENDIX A**) to assist communities of faith with their ministry assessment. This is a tool to assist in the fulfillment of The Manual requirement. You may find that not all things are current. You may feel some do not apply to your situation. If this is the case, please use this assessment as a reminder of those items you may work toward and set goals to complete and to remind yourselves of the requirements of the broader church.

If you need assistance with completing any of these items please contact your Regional Minister, Rev. Kendall Harrison at kharrison@united-church.ca or 800-268-3781, Ext. 6153.

Responsibility:

The governing body of the Community of Faith is responsible for overseeing that the items on this list are reviewed and submitted to the Region. They may also add items which are important to their context and ministry. Various boards and committees may be asked to review portions relating most directly to their ministry. But it remains the responsibility of the governing body to submit the self-assessment to the Regional Council.

ChurchHub Profile:

“**ChurchHub.ca** is part of a significant shift in the life of our church and how we live out our call to ministry and discipleship. It is both a policy that was passed by General Council to be “regularized as the required process for ministry personnel and communities of faith to search for calls and appointments” and the support structure for communication between the denomination, ministry personnel, communities of faith and members who participate in regional and denominational ministry. To date, many groups have been invited to join ChurchHub, including:

- all active ministry personnel
- pastoral charge community of faith administrators
- candidates for ministry who recently began the Candidacy Pathway
- various committees and task groups (both lay and ministry members), with more joining each month”

Every community of faith is encouraged to review the information on church hub. **IF YOUR FAITH COMMUNITY HAS NOT YET DEVELOPED A CHURCH HUB PROFILE, PLEASE DO SO.**
<https://united-church.ca/leadership/supporting-ministry/churchhub>

Policies Required by Law

Personal Information Policy (previously Privacy Policy) <https://united-church.ca/sites/default/files/personal-information-policy.pdf>

The United Church of Canada is committed to protecting the privacy of your personal information. Personal information is collected, used, maintained, and disclosed in compliance with the principles of The United Church of Canada Privacy Statement, the Personal Information Protection and Electronic Documents Act (PIPEDA), and other applicable federal and provincial privacy legislation.

Sexual Misconduct Prevention and Response

The Sexual Misconduct Prevention and Response Policy <https://united-church.ca/sites/default/files/2020-10/harassment-policy-2020.pdf>

Formerly called the Sexual Abuse Prevention and Response Policy, this policy responds to complaints of abuse of power by those in leadership within the church. *The United Church will not tolerate, and will seek to eradicate, any behaviour by its members, lay and order of ministry, adherents, or employees that constitutes sexual abuse or child abuse. Complaints of sexual abuse or child abuse will be taken seriously and will be dealt with in a spirit of compassion and justice.*

Copyright Policy

Christian communities recognize copyright as the law of the land but often lack adequate resources to trace copyright owners, obtain permission, and make the requested acknowledgement between the time when they plan worship and when the service takes place. Solutions to this issue include purchasing sets of worship resources such as hymn books, and subscribing to a licensing scheme - see "Annual Licenses - https://united-church.ca/sites/default/files/handbook_copyright-guide-congregations.pdf . Even then, when a new congregational resource is developed (e.g., a choral or instrumental CD, a congregational outreach video, Facebook Live or YouTube Channel, a Web presence), questions arise about how to satisfy moral and legal obligations.

Community of Faith

**Tool Kit for Preparation and Completion of the
Self-Assessment Check-List**

Name of Community of Faith: _____

Date: _____

Contact person: _____ **Email:** _____

Community of Faith Profile (ChurchHub)

- ☐ Financial viability, demographic, manse and real property profiles updated
- ☐ Living Faith Story reviewed and amended to reflect any changes in your ministry or vision
- ☐ A copy of your annual report uploaded

Annual Regional Information Form

- ☐ Completion of Annual Pastoral Charge Information Form online or in written form(mailed)

Section A: Policies Required by Law

Personal Information Policy: <https://united-church.ca/sites/default/files/personal-information-policy.pdf>

- ☐ Privacy Policy (date reviewed/approved) _____
Name of Privacy Officer: _____

The Sexual Misconduct Prevention and Response Policy (Discrimination, Harassment and Violence Prevention and Response Policy Handbook <https://united-church.ca/sites/default/files/2020-10/harassment-policy-2020.pdf>)

- ☐ Date approved/revised: _____

Copyright Policy:

- ☐ (date reviewed/approved)_____
- ☐ Copyright License Numbers (if required)_____

Additional Checkpoints (for Governance, Treasurers)

- ☐ Employment and contractor status is properly differentiated and administered according to Revenue Canada guidelines
- ☐ T4's and T4A's are issued as per Revenue Canada guidelines
- ☐ Charitable Status Returns are filed annually
- ☐ Wedding records are complete
- ☐ Rental Policy: All fees (weddings, funerals, rentals, other services) are the same amount for members and non-members as per Canada Revenue Agency rules.

SECTION B

United Church of Canada Polity:

- ☐ The Community of Faith meets at least annually
- ☐ The Annual Report is published each year and uploaded to ChurchHub
- ☐ The Governing Body for the Community of Faith meets at least quarterly
- ☐ If the Governing Body is different than the models described in the Manual 2019, it has been reviewed and approved by the Region

Mission and Ministry of the Community of Faith

- ☐ The Community of Faith profile and mission goals are reviewed annually with particular attention to the goals set as part of the plan, including pastoral care
- ☐ Participates in the life and work of Fundy St. Lawrence Dawning Waters Regional Council and the wider developing partnerships with other organizations or faith groups
- ☐ Creates, reviews, and updates policies regarding requests for weddings, funerals, baptisms, and membership in keeping with the Manual.
- ☐ Considered forming a cluster with neighbouring United Church communities of faith
- ☐ Considered becoming an Affirming congregation

- ☐ Considered developing partnerships with other organizations or faith groups.
- ☐ Review ways to increase the scope of the Ministry/Mission of the Community of Faith, e.g., online presence, etc.

Trustees: https://united-church.ca/sites/default/files/handbook_trustees.pdf

- ☐ There are at least 3 active trustees for each community of faith in the pastoral charge, and their appointment is confirmed at the annual meeting
- ☐ Land Title has been reviewed and is up to date
- ☐ Church Deed is kept in a secure place, known to the trustees and governing body
- ☐ The Governing Body has established an investment policy that guides the Board of Trustees in investing
- ☐ All investment information is kept in a safe location, known to the trustees and treasurer
- ☐ Liability/property insurance is in place.

<https://united-church.ca/sites/default/files/2021-04/trustees-handbook.pdf>

(Pages 18-20)

If the congregation has a cemetery:

- ☐ There are one or more Cemetery Boards
- ☐ Perpetual Care Funds are administered by the Cemetery Board
- ☐ Liability insurance is in place.

<https://united-church.ca/sites/default/files/cemetery-guidelines.pdf> (Page 2)

If the congregation has a manse:

- ☐ Liability/property insurance is in place
- ☐ What are the plans for the future of the manse over the next three to five years

Finances

- ☐ Yearly budget is approved at the annual meeting
 - ☐ Annual financial statement is approved
 - ☐ Receipts are issued following Revenue Canada Agency guidelines
 - ☐ Restrictions on bequests are recorded and monitored
 - ☐ Restrictions on funds are recorded and monitored

- ☐ The treasurer has a copy of the most recent UCC Financial Handbook for Congregations <https://united-church.ca/sites/default/files/financial-resources-handbook-abbreviated-edition-2019.pdf> and is encouraged to attend workshops related to their position
- ☐ At least 2 unrelated people count and deposit the weekly offering
- ☐ Signing authorities are reviewed and updated

Ministry and Personnel Committee

- ☐ Fulfills the requirements set out in the UCC Manual
- ☐ Has a confidentiality agreement (see M & P Handbook)
- ☐ Meets with staff for annual reviews
- ☐ Maintains and reviews annually the position descriptions for each employee
- ☐ Proper contracts exist for each lay employee
- ☐ Copies of the most recent UCC handbooks for M and P Committees at <https://united-church.ca/sites/default/files/resources-for-mandp-committees.pdf> are available and members are encouraged to attend workshops related to their position
- ☐ Police Record checks <https://united-church.ca/sites/default/files/police-records-checks.pdf> and screening procedures are followed for staff members
- ☐ A copy of the Workplace Discrimination, Harassment and Violence Prevention and Response Policy Handbook <https://united-church.ca/sites/default/files/2020-10/harassment-policy-2020.pdf> is available to all staff
- ☐ Familiar with the Ethical Standards for Ministry Personnel <https://united-church.ca/sites/default/files/ethical-standards-practice-ministry-personnel.pdf> and (guiding) Standards of Practice for Ministry Personnel

Stewardship

- ☐ The community of faith sets a goal for Mission and Service donations each year
- ☐ Contributions to Mission and Service are forwarded to the General Council Office monthly
- ☐ The Stewardship Committee receives information and resources provided by the United Church of Canada
- ☐ Stewardship is promoted as part of faithful participation in the ministry of the community of faith

Record Keeping

- ☐ The membership roll is regularly reviewed and updated by the governing body

- ☐ The governing body has set the criteria for the membership list review
- ☐ The Governing Body has defined what it means to be an adherent and maintains a record of adherents
- ☐ Minutes of meetings are kept and available to the community of faith
- ☐ Registers (Baptism, Burial, Wedding, Historic Roll) are kept up to date and in a secure location
- ☐ All people with access to personal information are aware of the Personal Information Policy <https://united-church.ca/sites/default/files/personal-information-policy.pdf>

Justice, Right Relations, Inter-culturalism, and Mission:

- ☐ The traditional Indigenous territory that the ministry sits on is researched and acknowledged
- ☐ Familiar with The United Church of Canada 1986 Apology to First Nations Peoples and the 1998 Apology To Former Students of United Church Indian Residential Schools, and to their Families and Communities, and aware that the United Church ran Indian Residential Schools
- ☐ Engage in decolonized learning of how to be in good relations with Indigenous peoples <https://united-church.ca/sites/default/files/undrip-workshop.pdf>
- ☐ Study and respond to injustices and inequities beyond the community of faith membership
- ☐ Work at intentionally welcoming, accepting, and learning from all peoples and cultures with a goal of creating safe and faithful community without judgment of differences of any kind

COMPLETION

All items on this list have been reviewed and any necessary updating or changes have been made.

_____ Chair of the Governing Body

_____ Secretary of the Governing Body

_____ Date of Completion

For use of the Pastoral Relations Committee, Fundy St. Lawrence Dawning Waters

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