

ALBERNI VALLEY UNITED CHURCH



COUNCIL GOVERNANCE
STRUCTURE 2017



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1. Missional Direction

ALBERNI VALLEY UNITED CHURCH
AN AFFIRMING MINISTRY
WITHIN THE UNITED CHURCH OF CANADA

Our Mission: We are a caring community of faith that celebrates God's blessings through service with our neighbours.



Our Purpose: Make a life giving difference

Our Vision:

We the people of Alberni Valley United Church declare publicly our commitment to creating a caring community where all people belong regardless of age, gender, race, sexual orientation, gender identity, differing abilities, ethnic background or social and economic circumstance. We make a life giving difference as we accept, connect and emerge with all people. All persons are welcome to take part in every aspect of church life including, but not limited to, baptism, communion, membership, leadership, and the celebration of life's milestones such as birth, marriage, and death. We celebrate the richness that diversity brings to our church, even as it challenges us. We pray for God's spirit to guide us as we work for peaceful reconciliation and justice for all persons in both church and society

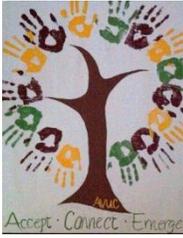
Congregational Covenant:

We are Christ-centered.
We keep respect at the center of all that we do
We welcome one another to our community
We empower one another to serve our purpose and mission
We maintain mutual accountability in times of conflict



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Alberni Valley United Church

Mission Statement: We are a caring community of faith that celebrates God's blessings through service with our neighbours.

Purpose: We make a life-giving difference.

Vision: We are an Affirming Congregation.

Covenant: Accept, Connect, Emerge

AVUC Faithful Ministry Proposal

January 2016

We at Alberni Valley United Church, with the help of the Spirit, will be a 21st Century Community of Faith, open to be inspiring and inspired. We are called to live simply, seek justice and love and serve others.

At AVUC, to realize God's work and ministry, we:

Commit to a plan of action by being involved, naming leaders, and being open to new ideas and ways of doing things.

Connect by valuing and strengthening connections and relationships.

Communicate who we are and market our 21st Century Church.

Commit

We, at AVUC, commit to a plan of action by being involved, naming leaders, and being open to new ideas and ways of doing things.

We commit to:

- Discovering and experimenting with what it means to be a 21st Century Church
Lead: Council and all teams
- Simplifying AVUC Governance structure and decision making process
Lead: Council
- Knowing, understanding and carrying out our purpose and mission statement
Lead: everyone
- Marketing ourselves
Lead: Minnie, Brenda, Dewayne, Mike...
- Changing in order to foster connections
Lead: Leaders and Congregation

Connect

We, at AVUC, value and strengthen connections and relationships.

We will:



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1. Plan, host and offer space for events to create a place for people to come and connect
Activities: dinners, concerts, user groups, renters, on-line presence, health & wellness, Family Date Night, Children's Tea, Games night, hymn sing of traditional hymns for seniors and shut-ins.
Lead: Pastoral Care, Greeters, Choir/Worship
2. Continue to develop a cross-generational (Intergenerational) ministry.
Activity: Recommend that Council see ProVision and new ministry grants to establish a short term contract with a family/youth and cross-general (Intergenerational) specialist.
Lead: Council
3. Connect with a variety of Community individuals and groups.
Groups: Bread of Life, Port Alberni Shelter and the Friendship Center, Homebound and infirm, Health & Wellness organizations.
Lead: Everyone, Outreach
Activities: Host an intergeneration or children's Aboriginal summer camp.
Lead: Dana
Host First Nations elders/leaders for conversations about what we could do to walk together in a new future.
Lead: Minnie & Outreach
4. Connect with Lesbian Gay Bisexual Transgender Queer and Questioning (LGBTQ) Community as we follow through on the AVUC Affirm United Plan
Lead: Affirm United Action Plan (Appendix 2)
5. We will connect through worship opportunities by:
Continuing to offer tradition Sunday morning worship using a blend of traditional and contemporary worship.
Activities: Experimenting with worship styles to connect with youth and families e.g. Worship in circle, interactive reflections...
Lead: Worship

Communicate

We, at AVUC, will communicate who we are and market our 21st Century Church

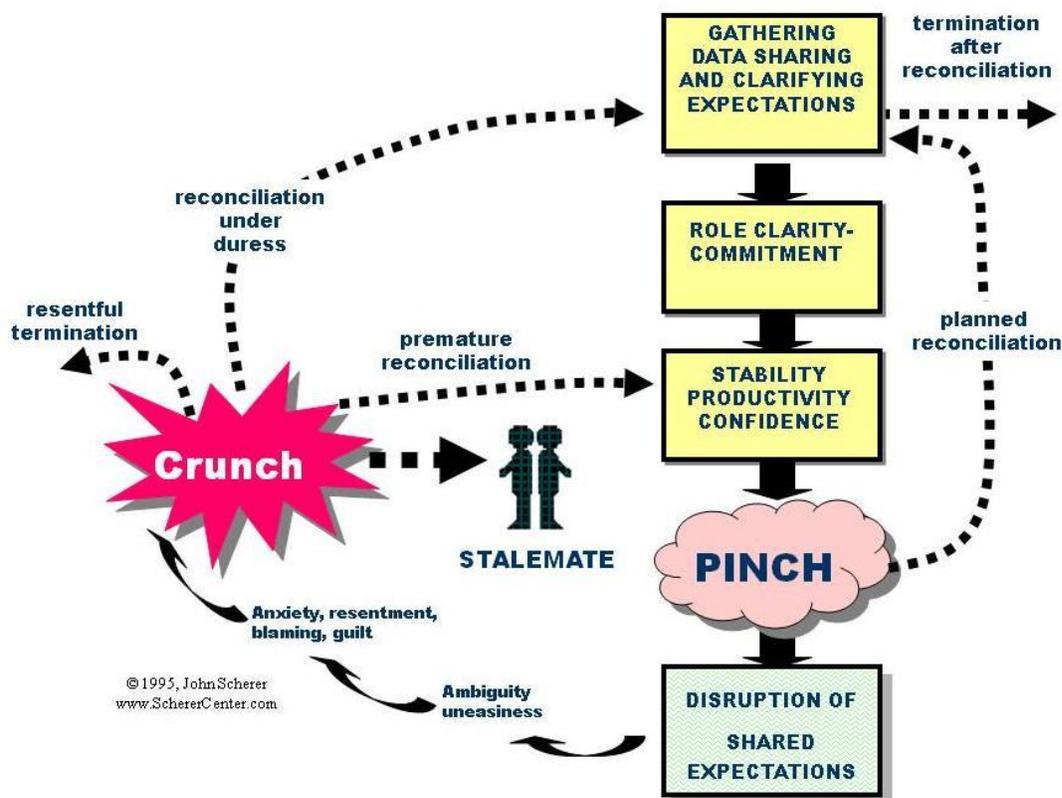
We commit to

1. Knowing the mission and purpose statements and be able to communicate them among ourselves and to the wider community. (When a Property Development BC Conference Staff person asked a gathering of 22 AVUC people "What is the mission of your church?" no one answered)
Lead: Teams, Congregation
2. Developing and AVUC Marketing Ourselves plan will be developed
Activities: Apply to the Provision Fund to establish a short term contract with a communications specialist to market ourselves
Lead: Dewayne, Stewardship Team
3. Conveying our purpose and identity throughout all aspects of our building
Activities: changing the way we look at our image, simplifying the displays,
Lead: Crystal, Kit, Danna, Ann, Doreen...
4. Videoing worship services and moving towards live-streaming Lead: Dewayne



Pinch Crunch Theory

Conflict in community relationships is a reality, and it is important to have a shared language to facilitate conversations. Understand that every relationship has its set of parameters, rules, values, and expectations. There will be times when relationships experience a pinch, something that seems outside the rules. Relationships are going to experience pinches. If we don't discuss the pinch and become clear about what happened, and why it happened, if there is no discussion or planned re-negotiation of the pinch, then you end up in a crunch. Often several unattended to pinches leads to a crunch (see diagram below). Crunches are a symptom of several unattended to or unrecognized pinches. If there is a crunch self-regulation is a challenge. The crunch becomes the last straw. The crunch, then, is what gets the focus when what is needed is attention to the pinches. Pinches frequently occur in relationships. Process the pinches quickly. Talk to the person face to face saying I have experienced a pinch and when could we discuss the pinch. Offer a quick overview of what happened. Say why it was a pinch. Discuss the expectations and the values that are in conflict. Decide what would be valuable in the future. What are the shared expectations, goals, and understandings? If we want to hold every person in positive regard and respect, what will that look like?



2. Terms of Reference

The AVUC recognizes the authority and polity of the United Church of Canada. The AVUC adopts the Church Council Model as outlined in the United Church Manual. The Governance Structure as a whole should be reviewed, revised and approved by AVUC Council every five years or as appropriate.

AVUC Council motion Feb. 21, 2017 to adopt the use of the draft Governance Structure for a trail period of one year.

Updated June 15, 2017



3. AVUC Council Structure and Responsibilities

The AVUC Council leads, supports, and nurtures the congregation, community of faith. As such, it is the decision-making body of AVUC, and as such it conducts all business of AVUC on behalf of the congregation, is guided by AVUC Vision, Mission, Purpose, Covenant Action Plans, AVUC policies, and the United Church of Canada Manual. AVUC uses **Bourinot's** Parliamentary Procedures. More specifically, the role of AVUC Council is to:

1. Establish and implement Vision and Missional direction
2. Establish at least annual goals (a 20 year plan would be awesome)
3. Design the AVUC strategic action plan and monitor its performance;
4. Provide Spiritual Leadership and;
5. Plan for leadership succession and sustainability
6. The AVUC Council provides guidance and assigns accountability to the AVUC Ministry Teams to undertake their defined responsibilities and to achieve their goals. The AVUC Council, or an AVUC congregational meeting, may designate additional goals for Teams and short-term working for groups. All AVUC Ministry Teams and working groups in the congregation are accountable to AVUC Council.

At the AVUC Annual Congregational Meeting, the congregation elect's individuals who are full members of the congregation to fill AVUC Council officers' positions and approve the slate of names for AVUC Ministry Teams as presented by the Nominating Team.

AVUC Council meeting requires a quorum of at least one-half plus 1 of its members and a member of the order of ministry or recognized designated lay minister, or a pastoral charge supervisor must be present at all meetings of the AVUC Council for the quorum.

AVUC Council Positions (one year terms)

AVUC Council Chair
Past Chair
Secretary
Treasurer

AVUC Ministry Teams Representatives (three year terms)

Property and Maintenance
Board of Trustees
Ministry & Personnel
Outreach Team
Stewardship team
Pastoral Care & Catering Team
Worship Team
Affirm Team



3.1 AVUC Council Meetings and Decision Making Process

The AVUC Council fulfills its responsibilities as it balances visioning, business, and strategic planning in a spirit of care and justice.

- Quorum is ½ members + 1 + Ministry Personnel
- The AVUC Council meetings use a consent agenda (items for the consent agenda are Team Minutes/Reports, Ministers Report, and correspondence) the agenda is designed collaboratively
- AVUC Ministry Teams will send agenda items to the Chair of Council at least one week before the scheduled meeting.
- AVUC Ministry Teams report monthly to Council
- The Stewardship team approves the monthly Financial Reports and sends a copy to Council for information
- The AVUC Council meets monthly in all months except July and August.
- AVUC Council may hold additional meetings for specific purposes as required
- AVUC Council conducts its meetings in the spirit of discernment, collaboration, cooperation, openness, and the UCC Rules of Debate and Order Guide, UCC Manual, and Bourinot Rules of Order.
- AVUC Council agenda items, discernment and decisions happen through discussion and listening to understand. When a motion is put on the table AVUC Council moves into the United Church Rules of Debate and Order UCC Manual 2016 pg 211

3.2 AVUC Ministry Team Annual Goals

All teams are encouraged to develop annual goals and share those goals with Council before that last Sunday of January.

Annual AVUC Ministry Team Work Plan

AVUC Ministry Team:

Team Chair:

Goals/Plans for year _____

Budget required to meet the goals: Itemize if possible

Human Resources

- a) Who is on your team?
- b) How many additional people do you need?
- c) What skills/gifts do they require?

3.3. Annual Budget Process

Historically, the process of producing a financial budget for the following AVUC Council calendar year has been started in the late fall and has consisted of the following steps.

September – The AVUC Treasurer/Stewardship Team representative provides to each AVUC Ministry Teams a report showing actual vs. budget expenses for the present AVUC Council year.



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October –AVUC Ministry Teams submit draft budgets to the Treasurer/Stewardship Team Rep.,

November – The Treasurer/Stewardship team representative Chair gives budget figures and its recommendations related to them to Council.

December - following any necessary modifications to individual Team budgets, the Treasurer/Stewardship team rep presents a final draft budget to AVUC Council for approval.

January - The AVUC Council approved budget is submitted to the Office Administrator for inclusion in the Annual Report.

February/March- the proposed financial budget for the calendar year as approved by AVUC Council is presented for approval at the Annual Congregational Meeting.

4. AVUC Ministry Teams

All Ministry Personnel are automatically members of all AVUC Ministry Teams with the exception the Ministry and Personnel Team. AVUC Ministry Teams meet regularly to carry out their particular ministries. All Ministry Personnel are automatically members of all AVUC Ministry Teams with the exception the Ministry and Personnel Team. The AVUC Ministry Teams are encouraged to carry out their roles and responsibilities to help fulfill AVUC's vision, mission, and purpose.

All AVUC Ministry Teams

- Ministry Team members are elected to serve for a three-year term which expires at the third Annual General Meeting following the meeting at which the Team member is elected. Ministry Team members are encouraged to serve up to two terms and then take a year of sabbatical time or offer their gifts to another Ministry Team.
- Quorum is ½ members + 1 + Ministry Personnel
- Will establish a chair and a secretary at the inaugural meeting after the AGM (1-year term)
- Are accountable to the AVUC Council
- Submit an annual report to the Office Administrator and Chair of AVUC Council in preparation for the Annual Congregational Meeting (3 weeks before AGM). The AGM reports are a means of accountability. They answer these questions: what goals were met, what goals need more time and or what ones became redundant during the year and what did we accomplish this year.
- Use Rules of Debate as stated in 2:1

4.1 Property and Maintenance Team

Purpose of Team: Oversees the cleaning, repair, maintenance, security and use of AVUC buildings and property.

Frequency of Meetings: As Necessary

Responsibilities and Terms of Reference of Team:

- i. Obtains appropriate administrative and property services including snow removal, grass cutting, and



other services as necessary.

- ii. Supervises building custodian
- iii. Provides maintenance for buildings and furnishings and grounds services as required.
- iv. Coordinates the purchase of major items such as paving, repairs, furniture or equipment, as requested and approved by the Council.
- v. Prepares the annual goals and budget for AVUC Council approval for normal building and grounds operations.
- vi. Identifies and advises the AVUC Council on 5-year plan for maintenance needs.

4.2 Ministry and Personnel (M&P) Team

Purpose of Team: Provide a confidential setting for consultation and support for all matters involving Ministry personnel, staff members, and contract personnel.

Membership of Team:

A team of three to five members, people must be members' of the United Church of Canada, is approved by Council. Individual members of M&P are identified by the AVUC Council in consultation with the Nominating Team. The nominating team will present a slate of names of people who have been approved by AVUC Council to the Congregation at the AGM. There are no nominations from the floor(court).

The Frequency of Meetings: At least one meeting per quarter, with other meetings as required

Responsibilities and Terms of Reference of Team:

- i. Establishes and follows standards or rules for confidentiality regarding the Team's work and decisions.
- ii. Oversees the relationship of the staff to each other and to people in the congregation, in matters directly related to the staff member's position description, job performance, areas of accountability.
- iii. Supports and clarifies the relationship of AVUC's Ministry personnel, staff and contract personnel regarding their responsibilities and the lines of authority and accountability and makes recommendations to AVUC Council regarding any revisions to position descriptions and contracts.
- iv. Reviews with all Ministry personnel, staff and contract personnel their salaries/wages, allowances, benefits, honoraria and working conditions at AVUC and makes appropriate recommendations to the Council.
- v. Conducts an annual performance review of Ministry personnel and staff.
- vi. Consults with Ministry personnel and staff regarding continuing educational plans and needs and annual leave plans, and recommends such plans within existing guidelines and budgets to Council.
- vii. Works to assist as a "non-anxious" presence in resolving conflict by hearing and testing the legitimacy of concerns raised about staff related to their particular position description, job performance and areas of accountability.

4.3 Outreach Team

Purpose of Team: Encourage and support the growing relationship of AVUC to the community, the nation and the world.

Frequency of Meetings: Monthly



Responsibilities and Terms of Reference of Team:

- i. Reflect on AVUC's approach to outreach and provide recommendations to AVUC Council and the congregation on AVUC's outreach strategy as well as annual recommendations
- ii. Identifies areas of social action and concern on a local, national and international level and raises the conscience of church members to these issues.
- iii. Develops an AVUC response to local concerns that we, individually or collectively, can influence.
- iv. Communicates to the AVUC congregation how Outreach, Mission and Service and members of the congregation are helping meet the needs of our neighbours locally, nationally and internationally.
- v. Manages all aspects of AVUC Bursary
- vi. Provides a discreet channel for aid to local families and individuals

4.4 Stewardship Team:

Purpose of Team: To be responsible for the overall financial stewardship of the AVUC by: Connecting with individuals and identifying their God-given talents and helping to engage in their life and work of the church that provide respectful understanding, while sustaining the vision and mission of the church.

Membership of Team: Treasurer, and Members at Large

Frequency of Meetings: Monthly

Responsibilities and Terms of Reference of Team:

- i. Elects/appoints a Chair/Secretary
- ii. Elects/appoints an active representative to AVUC Council who provides timely financial updates to AVUC Council and the congregation
- iii. Supporting the treasurer, reviews monthly financial reports and recommends to AVUC Council for approval reviews the annual budget while providing oversight on income and expenses
- iv. Supports and approves new fundraising proposals, while encouraging those individuals in grant writing/application.
- v. Educates the congregation on the mission and purpose of the church and a vision of stewardship that celebrates and acknowledges groups, individuals and donors for their efforts and contribution to the vision of AVUC. (including Memorial donations)
- vi. Review and negotiate facility use donation rates (as contracts arise or yearly) and policy
- vii. Receive reports from and consult with the Giving's Management Team

4.5 Pastoral Care & Catering Team

Purpose of Team: Offers pastoral care to the congregation through the helpful concern shown by those who seek to minister in the name of Jesus the Christ, and the love of neighbours expressed through the skills of listening, affirmation, prayer and referral.

Membership of Team: Minister, and others who are committed to pastoral care

Frequency of Meetings: Monthly

Responsibilities and Terms of Reference of Team:



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- i. Provides pastoral care work of a continuing nature
- ii. Sends cards to those:
 - a. Who are ill or grieving;
 - b. Who are celebrating a baptism and
- iii. Conducts monthly visits if possible or phone calls to shut-ins or those hospitalized, in care homes etc.
- iv. Assist members who may need transportation to church or medical appointments.
- v. Organize short-term meals for members if needed

4.6 Worship Team

Purpose of Team: work with and support the Ministerial Team to ensure worship services are in alignment with the Vision, Purpose, and Mission of AVUC.

Membership of Team: The Ministry Personnel, the Music Director (**ex officio** members) and members of the congregation with interest and passion for worship.

Responsibilities and Terms of Reference of Team:

- i. Approves names for baptism, marriage and membership on behalf of the AVUC Council and the congregation.
- ii. Ensures the church roll and records for the above are maintained.
- iii. Supports relevant, inspiring and affirming worship liturgy
- iv. Encourages lay involvement in worship by people of all ages.
- v. Ensures there are communion services at appropriate times in the liturgical year and coordinates these with the Clerk of Sacraments.
- vi. Ensures there are ushers, greeters, readers and sound/tech volunteers at each service.
- vii. Ensures the sanctuary is decorated in an appropriate manner for each season of the Christian calendar (including worship symbols such as candles, candle holders, flowers and banners).
- viii. Establishes an annual budget to ensure the above responsibilities can be met as well as the needs of the music program.
- ix. Organizes Pulpit Supply as required

4.7 Trustees

Purpose of Team: Hold the AVUC property for the use and benefit of the congregation as part of the United Church of Canada.

Expected Term of elected team members: Three years

Frequency of Meeting: At least annually

Membership of Team: Ministry Personnel functions as the Chair, 3 to 5 additional members each of which serves a three-year term

Responsibilities and Terms of Reference of Team:

Responsible for acquiring, selling, mortgaging, exchanging, renovating, leasing, investing and monitoring the real or personal property of AVUC according to the Manual and the Congregational Trustees Handbook. Details of these responsibilities are as follows:



- i. Ensure that the congregation carries adequate property and liability insurance at all times;
- ii. Maintain an inventory of contents;
- iii. Ensure that an up-to-date appraisal for replacement costs of the building and significant contents is obtained;
- iv. After direction from the Council, make a formal request to the C-N Presbytery for their consent to proceed with major renovations and modifications to the building or property;
- v. Sign any contracts or agreements entered into by the congregation and;
- vi. Provide an Annual Report to the congregation.

4.8 Affirm Team

Purpose of the Team: (from Affirm United):

- **Education** – to promote greater awareness of *SOGI and other social justice issues within our congregation and Port Alberni community.
- **Action** – to work toward the end of discrimination against the **LGBTQ and other marginalized people.
- **Support** – to help people of all sexual orientations and gender identities find support and community within the United Church.

Membership of Team: A team of 6-9 people will be elected by the congregation at their AGM

Frequency of Meeting: Monthly

Responsibilities and Terms of Reference:

The Affirm Team will annually create and carry out an Affirm Action Plan, which falls within the parameters set out by the Affirm United Mandate, and the Vision Statement of Alberni Valley United Church.

Membership:

The Affirm Team will consist of no fewer than three Members: Chair, Secretary and Member at large.

Meetings:

The Affirm Team will meet monthly from September to June, and possibly more as determined by the team.

Accountability:

The Affirm Team is accountable to the AVUC Council and Affirm United.

*LGBTQ: Lesbian Gay Bisexual Transgender Queer and Questioning

**SOGI: Sexuels Orientation & Gander Identity

4.9 Nominating Team (without representation on AVUC Council)

Purpose of Team: For each AVUC Council position where the person is presently serving is coming to the end of his/her/their term identifies candidates and presents recommendations to the congregation at the Annual Congregational Meeting. For each team recruits a number of members as indicated by the current chair.

Membership of Team: Three people

Frequency of Meetings: Three meetings annually in Nov. Dec. & Jan.



Responsibilities and Terms of Reference of Team:

- i. Works to fill AVUC Council positions and AVUC Ministry Team positions that are coming open
- ii. Chair of the Nominating Team presents the slate of nominees to the congregation at the Annual Congregational Meeting.

5. Strategic and Action Plans (These documents are updated annually)

5.1 Faithful Ministry Proposal

*see "1. Missional Direction" heading document

5.2 Affirm United Action Plan

AVUC Affirm United Action Plan

All action taken by the AVUC Affirm United Team will honour and respect the individual journeys of acceptance for all people.

i. Promote and Sustain Affirm United at AVUC

- a. Establish a permanent representative person or body for Affirm United in our Council Structure
- b. Create a news release describing our Affirm United journey and vision
- c. Advertise the opportunities we provide for support in the above sources
- d. Raise Affirm United signage out side and inside the church
- e. Post "This is a safe place for LGBTTQ people" signs outside the church and in the media.
- f. Display rainbows in our sanctuary
- g. Raise our Pride Flag in a prominent position in front of church
- h. Create an Acceptance Banner for events like the Alberni Valley Pride BBQ

ii. Supportive programing

- a. Provide free meeting space for groups with a health and wellness focus
- b. Invest in Social Justice resource Library containing literacy and media regarding Poverty issues, First Nations issues, LGBTQ issues, etc.
- c. Continue our participation in the First Nation Truth and Reconciliation Project
- d. Continue to address our local and world poverty concerns
- e. Incorporate acceptance (anti bullying) education in our children and youth programs

iii. Partnerships

- a. Maintain our membership in Affirm United
- b. Encourage participation in Affirm United events
- c. Provide space for our local PFLAG representative
- d. Provide space for Port Alberni Pride, PFLAG, Wilde Youth etc. to meet

iv. Celebration



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- a. Support Port Alberni Pride events such as the annual BBQ
- b. Plan an annual AVUC Affirm United Community Celebration
- c. Plan a "Rainbow Sunday" Theme service for Rally Sunday on September 13th 2015
- d. Plan a "Coming Out as an Affirming Ministry Community Celebration" – possibly sponsor a night of ice-skating at the Multiplex Winter Wonderland event.

v. **Misc.**

- a. Explore the feasibility of creating a gender-neutral washroom
- b. Update our forms to include "Other" in gender identification section.

5.3 Next Steps on the Journey of Reconciliation Action Plan



- i. Alberni Valley United Church's response to the TRC Calls for Action in particular the calls for Action to the churches parties to the Settlement Agreement. The following actions are in response to the calls to action # 49 and 59.
- ii. In 2016 AVUC will:
- iii. Cohost with the Christian Reform Church the interactive worship "The Blanket Exercise." (A brief introduction to the KAIROS Blanket Exercise follows. The Blanket Exercise is one to one and a half hour participatory workshop to help participants understand and or remember how colonization of the land we now know as Canada has impacted the people who live here long before settlers arrived. Through this exercise participants will explore the relationship between indigenous peoples in Canada, how this relationship has been damaged over the years and how they can work toward Reconciliation.) The Outreach team will host
- iv. Include an acknowledgement of the traditional territory of the in AVUC Worship Services beginning Lent 2016---"We will begin today by acknowledging the Hupacasath and Tse-shaht First Nations for allowing us to worship on their traditional territories. Hishuk ish tsawalk."
- v. Learn a prayer in Nuu-chah-nulth
- vi. Acknowledge the traditional territory of the Hupacasath and Tse-shaht First Nations on AVUC letter head(see Minnie's email signature for an example) and exterior signage. Andrea to create a letter head document sample with Affirm and AVUC Logo(two separate docs)
- vii. Meet with members of Nuu-chah-nulth Tribal Council



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viii. Host a First Nations Intergenerational Cultural Camp Summer of 2016: Lead Dana Walter and Deb Masso to continue to contribute to education about the story of colonization, to walk together in respect and understanding, to add books to increase the AVUC library with resources about Aboriginal Culture, and to have resources in the Church building which affirm that there is a place at AVUC for Aboriginal Spirituality .

ix. Accepted by Council Feb. 2016

x. Further Action steps:

1. Include Miss Jean's Nuu-chah-nulth Welcome Prayer in Sunday worship services
2. Host the film " The Parenting Path-Youth Teen Parenting" which is focused towards traditional /cultural Aboriginal parenting. May 2016
3. Explore the possibility of having a flag made with TRC Logo (permission to use logo granted)

5.4 Stewardship Plan (no current plan)

6. Guiding Policies & Position Descriptions:

6.1 AVUC Communication Guidelines

Celebrations, gratitude and concerns are to be addressed in person directly to leadership through the Ministry Team that is responsible for that work.

o Council:

oAffirm:

oOutreach:

oPastoral Care &Catering

oProperty and Maintenance:

oWorship:

oMinistry and Personnel (M&P) :

- When the need to follow up arises, a signed, written note can be submitted to that team.
- Ultimatums and anonymous letters undermine accountability, jeopardize our relationships, diminish the possibility of resolution, and will not be received.
- We understand that checking your perceptions with a friend is natural. If the need to pursue a concern beyond a check in arises, we encourage you to talk to a leader in the appropriate ministry team.
- Familiarize yourself with the Pinch Crunch Theory as this supports resolving issues as they arise. A hand out on the Pinch Crunch Theory is available from the Church Office, Narthex and AVUC website.
- Understand our AVUC Congregational Covenant to stay in relationship especially during times of disagreement. The AVUC Congregational Covenant is posted on the blue bulletin board in the main entrance hall.
- **M&P is to receive concerns about job descriptions, performance, conduct and evaluation of staff.**



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The AVUC Communication Guideline was developed by the Alberni Valley United Church Council on January 26, 2017 in consultation with Gail Miller, Conference Minister for Vancouver Island.

6.2 Facility Use Policy

1.0 PURPOSE: To provide the AVUC with clear direction on the procedure for facility use and equipment use requests.

2.0 FUNCTION: To provide AVUC and those using the facility with specific information relating to the 'cost recovery' donations of the church facility and equipment.

2.1 The Mandate of the Facility Use Policy - is to offer a service to the community at large in the Spirit of the Church - use of space in aid and support of community efforts.

3.0 GENERAL: The following general rules apply to the using of the facility and associated equipment. All requests will be made through the church office.

3.1 Facilities Use Request: Upon receiving a facility use request Office Administrator will check the availability of the space or equipment. If available, the space or equipment will be booked tentatively until all related agreements and costs have been considered, the appropriate documents, e.g. facility use contract, have been signed and the damage deposit received. Should children be a part of the facility use party, the Office Administrator must ensure that the facility user understands that the children need to be supervised at all times, and that the children need to remain in the spaces as per facility use contract. The Church Council authorizes the Office Administrator to make decisions regarding facility use in consultation with AVUC body as is necessary. All those using the church facility will be willing to respect the buildings, property and people. The Office Administrator will submit a monthly facilities use report to council. Users must provide their own Third Party Liability Insurance, and present the certificate of such a day prior to the event.

3.2 Facility use categories:

- i. Monthly users are those individuals or groups who rent on a monthly basis 3 to 5 days a week for 2 - 4 hours or by the day. This tenant would require a negotiated lease and Council approval (the day care falls into this category).
- ii. A frequent user would be an individual or group that uses the facility once or twice a week. A discount could be considered, at the discretion of the Council (the Barclay Sounds fall into this category).
- iii. Special discounts could be awarded at the discretion of the Council
- iv. Charitable or Not-For-Profit organizations will receive 25% discount off the facility use fee (if there is doubt, the Office Administrator is hereby authorized to ask for verification of status).

3.3 Communication: The Office Administrator will be transparent in communicating with the Minister, Staff, Council, & Team Chairpersons about new facilities use contracts. As necessary the Office Administrator may consult with:



- i. **For non-worship spaces**- the Chair of the Stewardship Team or for the kitchen contacts the Chair of the Catering Team.
- ii. **For worship spaces**- the Minister and/or the chair of the Worship Team and/or the chair of the Music Team.
- iii. **All other requests**- or unresolved issues will be brought to the Stewardship Team Chair for resolution.
- iv. **Weddings and Funeral**- bookings will be in accordance with the AVUC Weddings and Funeral Policy, when booking weddings and funerals.

3.4 Liquor: The serving of liquor within the church facility will conform to Council policy – AVUC Pol (C) 007- March 4th, 2010.

3.5 Property Damage: The Office Administrator will inspect the building for damage, and will contact the facility user in order to return the damage deposit in whole or in part depending on the condition of the facility used space(s).

3.6 Building Supervisor: AVUC will provide a paid supervisor for all facility uses outside of business hours the cost of which will be borne by the facility user. The supervisor will provide access to building and ensure that all rules are adhered to. The Supervisor will ensure that the facility users are using only the facility space which they have designated in their facility use contract, and that the rules of good conduct are followed. Should the facility user/s unwilling to abide by the guidelines their damage deposit may be forfeited

3.7 Conduct: All activities within the confines of the AVUC facility will be conducted in accordance with the overall policies of the Alberni Valley United Church. All facility uses of A.V.U.C. facilities must be concluded by 12 midnight.

4.0 NON-WORSHIP SPACES AND EQUIPMENT:

4.1 Should a request be received for the of equipment for use elsewhere (e.g. chairs and tables) see the AVUC fee Facility Use Policy.

4.2 Normally furnishings and seasonal decorations in the sanctuary will not be moved. However; in special situations, the facility user may negotiate with the Office Administrator moving of furnishings and decorations. AVUC personnel will control the removal/moving/adding of any equipment, furnishings or decorations at the facility user's expense. (Suggested \$20.00 per hour paid to personnel)

5.0 WORSHIP SPACES (SANCTUARY & CHAPEL) AND EQUIPMENT:

5.1 Should a request be received for the use of the sanctuary, the facility use donation will include the sound equipment and technician. The sound system will not be used without an AVUC sound tech available (5.2 any furniture, equipment, or decorations will be negotiated with the Office Administrator; the facility user will bear any incurred moving costs, and will replace items to their original location.

6.0 ACCOUNTABILITY:

6.1 The Stewardship Team will provide an up-to-date facility cost recovery schedule and will provide a facility use agreement document for the church office. **Annually**, the Stewardship Team will review the



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AVUC cost recovery facility use policy and cost schedule. The Stewardship Team will recommend changes to the facility use rates to council annually. Council will vote on the recommended cost recovery facility use fees.

6.2 The Council will ensure that the Facility Use Policy is relevant and consistent with the current operating practices of the church.

6.3 The Council will has oversight to ensure that the Policy is being implemented.

Approved by the Alberni Valley United Church Council

Motion by Council 2015

AVUC will donate space to all Health and Wellness focused groups/events as requested.

6.3 Weddings and Funeral Policy

AVUC Inclusive Marriage Policy

Marriage is a covenant between two people with God (known to some as All the Love in the Universe). In marriage two people offer one another the promise of lifelong companionship, love and rich expressions of human affections and sexuality. Alberni Valley United Church is an open and inclusive community of faith. Alberni Valley United Church welcomes same gender couples and we are pleased to perform same gender marriages. The minister is prepared to discuss alternatives to the conventional marriage ceremony. The minister is committed to helping you make your ceremony meaningful, fun and relevant for you and your partner.

- Motion by AVUC Congregational Meeting March 6th 2016.

1.0 - PURPOSE: To provide the AVUC with clear direction for the use of the facility, and a procedure for dealing with wedding and funeral requests. Consistency in administering and facility usage is essential.

2.0 - FUNCTION: To provide those using the facility and those implementing this policy with a working document which covers all information relating to weddings and funerals.

3.0 - GENERAL: The following general rules apply to weddings and funerals with all initial requests being made through the church office - 723-8332;

NOTE:- An internal AVUC Wedding and Funeral Process Policy will direct the flow of staff contact with the parties' concerned from this point onward.

3.1 All related costs; e.g., minister, pianist/organist, use of facility (includes usage and cleanup), coordinator, etc., will be taken into consideration when suggesting the appropriate donation.

3.2 Should a request be received for the minister or musician to perform at a wedding or funeral off the premises, those arrangements will be made directly through the minister and/or musician. Our policy will not govern these situations. However, should such a request conflict with an event scheduled for the church, our needs will take precedence.

3.3 All services within the confines of the AVUC facility will be conducted in accordance with the overall policy of the United Church of Canada.

3.4 Should a family request that another minister perform a ceremony, he/she will do so in consultation with the incumbent Minister (see 3.3 above).



NOTE: The suggested donation for weddings and funerals may be subject to change. The current suggested donation list is to be available to the church office and staff

4.0 - WEDDINGS:

- 4.1 The church should receive all monies prior to the service and disperse the funds (minister, musician(s), etc.) as determined by the rate schedule.
- 4.2 No confetti, rice, birdseed etc. will be thrown anywhere on church property. Bubbles are acceptable.
- 4.3 The ceremony will be conducted in a manner that indicates clearly a Christian Service. However, the minister is encouraged to be sensitive to the broad spiritual spectrum from which couples originate.
- 4.4 Musical selections are to be arranged in advance with the pianist/organist. If a guest pianist/organist is requested, it must be made clear at the time of booking. The Wedding Coordinator will notify our pianist/organist. In this case, the selection of music is subject to the approval of the Minister.
- 4.5 All couples should be encouraged to avail themselves of marriage preparation either locally or in their community of residence.
- 4.6 Wedding parties will be allowed to have a rehearsal the day before the wedding. Other rehearsals using the church facility will result in additional costs
- 4.7 Should the sanctuary be set up for a special church function, the removal and replacement of the furniture/equipment will result in additional cost.

5.0 - FUNERALS:

- 5.1 Cost recovery donations will be received by the church treasurer and will be dispersed appropriately.
- 5.2 The ceremony will be conducted in a manner that indicates clearly a Christian Service. However, the minister is encouraged to be sensitive to the broad spiritual spectrum from which the deceased's family may originate.
- 5.3 Musical selections are to be arranged in advance with the pianist/organist. If a guest pianist/organist is requested, it must be made clear at the time of booking. The Minister (or office staff) will notify our pianist/organist. In this case, the selection of music is subject to the approval of the Minister.
- 5.4 If a family books the use of the Fellowship Hall for a tea/luncheon **only**, the Administrative Assistant will **tentatively** confirm the booking if the facility is available. She will then consult with the Minister for approval of the event and then forward all information to the Funeral Coordinator. The coordinator will request the services of the Catering Team and only then will confirm the booking with the family.

6.0 - ACCOUNTABILITY:

- 6.1 The Stewards/Stewardship Team, ensure that an up-to-date suggested donation list is always appended to the church office copy of this document.
- 6.2 The Council, to ensure that this document is relevant and consistent with the current operating practices of the church.
- 6.3 The Administrative Team, to ensure that the policy is being implemented.

Approved by the Alberni Valley United Church Council - Dated May 10th, 2005



6.4 Alcohol Use Policy

SERVING OF LIQUOR IN AND ON CHURCH PROPERTY

1.0 - PURPOSE: To provide the AVUC with clear direction for the serving of liquor within the church and on the grounds. Consistency in the administering of this policy is essential.

2.0 - FUNCTION: To provide those using the facility and those implementing this policy with a working document which covers all information relating to the serving of liquor in and on AVUC property.

3.0 - GENERAL: The following general rules will apply to the serving of liquor at special functions as dictated by the terms of this document. All requests are to be made through the church office - 723-8332. The decision to allow alcohol during an event is made by the Office Administrator. Once all of the arrangements have been made, the office will advise the Property and Maintenance Team Chair (for information only);

The request for approval to serve liquor in or on the AVUC premises must be made at least 1 week prior to the event in question.

The requesting body must obtain a BC government permit to serve liquor and the server(s) must possess a 'Serve-it-Right' certification. Copies of the permit and the certificates must be provided to the church office prior to the event.

The serving and consuming of liquor may only take place in the gymnasium/hall; in addition, the serving of liquor must be accompanied by the serving of food.

Any rental group serving spirits must remove all bottles and glasses immediately upon the conclusion of the event.

All non-AVUC groups serving spirits will be required to leave a deposit. This deposit will be refunded when the church is satisfied that all aspects of the agreement have been fulfilled. If the Property and Maintenance Team determines that any damage has occurred, the deposit will be withheld and any additional costs will be billed.

6.5 Memorial Gifts Policy

Policy Governing Gifts to the Church

1.0 - PURPOSE: To provide the AVUC with clear and consistent direction for the receiving of monetary or tangible gifts.

2.0 - FUNCTION: To provide the staff and Council with a reference document when approached by a person, an organization, an estate, etc with a gift, bequest or donation.

3.0 – MONETARY GIFTS:

3.1 - The donation of money from recognized sources, without any conditions will be accepted outright and will go towards general operation.

3.2 - The donation of money designated 'in memory of' without any specific designation will go directly to general operation.

3.3 - The donation of money to the 'Memorial Fund' will be placed in the AVUC Memorial Fund and will remain there until the Council decides the best use for said funds.

3.4 - Bequests from individuals, estates, organizations, etc., with conditions attached for the use of the funds, must first receive approval from the Council.



4.0 – GIFTS OF MATERIAL GOODS:

4.1 - Gifts of physical objects; e.g., furniture, TV's, computers, musical instruments, etc. should be referred to the appropriate Team.

Revised by Alberni Valley United Church Council – November 19, 2013

6.6 Giving Management Team Roles and Responsibilities

Proposed Breakdown of the Givings Management Team (GMT) responsibilities:

- GMT is accountable to the Stewardship Team
- All Counters must sign confidentiality agreements to keep AVUC supporter information private.

| Counters (4- 6 teams of 2) | Depositor & Co-Depositor (from Counters) | Givings Reporter (1) |
|--|---|---|
| <ul style="list-style-type: none"> • Count givings after Church service. • Prepare givings Report sheet • For a cheque that is not in an envelope, write the giver's name, the date, the amount given on the back of the Givings Report • Put Money with givings report in Ziploc bag and give to the depositor or when depositor is not available put the Givings in the Office Safe. (See Minister to open safe) | <ul style="list-style-type: none"> • Recount the givings and prepare the deposit & deposit slip. • Deposit money • Counts and deposits money from special events, regular events & book sales • Put Final Givings Report Sheet in a sealed envelope in the Givings Reporter's file. | <ul style="list-style-type: none"> • Retrieve Givings Report Sheet from file • Enter into the Church Watch Program • Communicate with Treasurer monthly weekly via email • Prepare quarterly reports for council/stewardship & as requested • Prepare at least 2 congregational givings report to update members about their givings • Prepare Tax Receipts (Jan) • Order Envelopes (Jan) • Support Stewardship drives, publicize PAR |

Givings Report Sheet –allows quick notation of givings on a Sunday morning – *to be given to the Depositor, only.*

The monthly PAR givings report is put directly into the Givings Reporter File in Office