

Bylaws

St. Paul's United Church

Midland 2013 - Final

Proposed By-law for St. Paul's United Church 2013

The Official Board approved the following motion at its November 2012 meeting:

Motion: *That the Official Board of St. Paul's United Church, Midland approves submitting the attached bylaw to the congregation for its approval at the annual congregational meeting to be held in February 2013.*

This bylaw replaces the previous version of the by-law last reviewed in 1984. The purpose of this version of the by-law is to bring it into line with current practices at St. Paul's and to align it with the United Church Manual. It is not intended that this bylaw be cast in stone. There is a review period of 5 years built into it. The United Church Manual is also now undergoing major re-writes that will impact wording in our own by-law, which will then need to be changed. Having said this, we are now satisfied that the by-law for which we seek your approval, will indeed meet the organizational needs of St. Paul's for the immediate future

I would like to thank members of the by-law committee for their dedication and patience in completing our task. The committee members were: John Capstick, Fred Earl, Brenda Fleming, Colin Whiteside, George Leck and Louise Leck (Ex-officio).

I would also like to thank the members of the final review team who vetted the "final" version of the product and gave their helpful feedback to us, resulting in a much tighter version of the by-law. Members of the review team were: Byron Metzgar, Cathy Metzgar, Keith Stam, Antje Clark, Milne Dick, Ken Wood, Joan Lavin, Ron Bellamy, Ilene Bellamy, Tom Hazel, Sharon Whiteside, Wayne Morrison, Sheila Thompson and Susan McNeil.

Upon congregational approval of this Bylaw document, it will be sent to Northern Waters Presbytery for its review/approval as required by United Church Policy.

Motion: That the congregation approves the Bylaw document as printed and sends it to Northern Waters Presbytery for Presbytery approval as required. George Leck (Bylaw Committee Chair)

George Leck
(Chair, Ad Hoc Bylaw Review Committee)

Bylaws, St. Paul's United Church, Midland 2013

Preamble

St. Paul's United Church, 308 King St., Midland, is a pastoral charge of the United Church of Canada.

The members, the Official Board and the committees of St. Paul's United Church, Midland (here-in referred to as "St. Paul's) exercise their authority within the context of the Basis of Union of the United Church of Canada which came into force by virtue of the United Church of Canada Act in 1925, and the Bylaws of the United Church. The Basis of Union and the Bylaws form the core of the United Church Manual, first released in 1928, which provides guidance and direction to local congregations on matters of governance and operation.

Whenever there is conflict perceived between St. Paul's Bylaws and those of United Church of Canada, or where St. Paul's Bylaws are silent on a subject covered in the Bylaws of the United Church, or where the United Church has adopted changes not yet incorporated locally, the Bylaws of the United Church of Canada, as stated in the most current publication of The Manual, shall prevail.

The governing bodies or Courts of the United Church are: the Pastoral Charge (St. Paul's), the Presbytery (Northern Waters Presbytery), the Conference (Toronto Conference) and the General Council (*Basis of Union 4.3*).

St. Paul's Mission

Our Prime Purpose as a people of God is:

*To have fellowship motivated by the Holy Spirit
And to express our Christian Faith in word and deed.*

We are:

*To be a friendly, positive, nurturing and caring
congregation enjoying each other in a spirit of openness.*

*To be a hospitable congregation where everyone
is made to feel welcome regardless of difference.*

*To care for people of all ages and be
openly responsive to their needs
within the congregation, the community and the world.*

Membership in St. Paul's

Lay Members

The lay members of St. Paul's entitled to all church privileges are those who are admitted to **full** membership of St. Paul's either

- ❖ by baptism and confirmation; or
- ❖ by certificate of transfer of membership in good standing from other United Church Congregations or other denominations; or
- ❖ by profession or reaffirmation of faith, in which case the order of initiation into the United Church shall be: baptism, confirmation and first communion.

The children of such persons and all baptized children are members of the Church. It is their duty and privilege, when they reach the age of discretion, to enter into **full** membership through the means listed above (*Basis 5.8.1 and 2010 Manual, s 010-a, p 45*).

The Worship Committee is responsible for membership decisions.

Adherents

Adherents are persons who are attached to St. Paul's congregation, contributing regularly to its life and work, while **not** being members as defined above.

Members of the Order of Ministry

A member of the Order of Ministry who has been settled in or appointed to St. Paul's United **Church is not a member of St. Paul's. All members of the Order of Ministry are members of a Presbytery**, in this case Northern Waters Presbytery (*2010 Manual, s 011-a, p 46*).

Any other member of the Order of Ministry shall have the right to be placed on the roll of St. Paul's by submitting a request in writing to the Worship Committee and shall enjoy all the rights and privileges of a member of St. Paul's.

In matters of discipline, a member of the Order of Ministry shall be under the oversight and discipline of the Northern Waters Presbytery (*2010 Manual, s 011-b, p 46*).

Revision of the Historic Roll

The Official Board of St. Paul's shall keep an Historic Roll of Members and will oversee annual revisions to that Historic Roll, **adding** persons who have become full members of St. Paul's during the past year; and **removing** persons who have died, transferred membership, moved away, been disciplined by the Official Board, or for other reasons completely absented themselves from St. Paul's for three years. Persons who have been removed from the Historic Roll who later wish to be restored to full membership may be asked to reaffirm their faith (*2010 Manual, s 015, p 47*).

St. Paul's Organizational Structure

Those who share a common life encounter with God in Christ enter into a covenant relationship with God and with one another. Together they seek to understand Jesus' life and ministry among them, and to live out its implications by Christian stewardship of all gifts

given by God, continually depending on grace, and affirming one another.

Church structures, both physical and organizational, should be designed to liberate and to enable the people of God to exercise their ministry in building up the body of Christ through worship, reconciliation, evangelism and outreach, service, and the seeking of justice (*2010 Manual, s 101-103, p 98*).

The United Church of Canada provides five models for organizing churches and congregations as a means to meet the administrative requirements of church structure. Variations of these models are acceptable as long as there is at least a Board of Trustees and a Ministry and Personnel Committee and that the five administrative functions of a Pastoral Charge are covered within the model in use. The five administrative functions which must be covered are: Policy Development and Accountability; Ministry and Personnel Support; Trusteeship of Property and Investments; Spiritual Leadership; Stewardship of Facilities, Property and Current Finances.

St. Paul's governance model shall address all the requirements for governance models outlined in the United Church Manual (*2010 Manual, s 140-190*). In the St. Paul's Midland model, the governance of the church and the congregation shall be under the overall leadership of the Official Board acting on behalf of the congregation. The Official Board is accountable for addressing the five administrative functions required by the United Church. The Official Board addresses the first of these five (5) administrative functions and delegates the remaining four (4) to its Standing Committees (see this bylaw, page 12).

The Basic Unit of Organization – The Pastoral Charge

The basic unit of organization in the United Church is the pastoral charge; in this case, it is one congregation – the people of St. Paul's United Church, Midland (*2010 Manual, s 104, p 98*). The congregation is the ultimate decision-making body of St. Paul's United Church.

Meetings of the Pastoral Charge

The members of the Congregation shall meet annually and more frequently if they deem it advisable. The Annual Congregational meeting shall be held as early as possible after the last day of December (*2010 Manual, s 110, p 99*).

Calling: All meetings of the Congregation shall be called:

- a) by the Chairperson of the annual meeting who at St. Paul's is also the Chair of the Official Board
- b) by a member of the Order of Ministry who has been settled in or appointed to the Congregation
- c) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Congregation or
- d) by the Pastoral Charge Supervisor:
 - a) either on the initiative of that individual or upon the written request of
 - b) the Official Board, or
 - c) ten (10) persons in full membership of the Congregation concerned

- d)** or on the authority of a higher Court (*2010 Manual, S 111, p 99*). within fifteen (15) days of the presentation of the written request

Notice:

Notice shall be given for every meeting of the Congregation. The notice for any such meeting shall specify the purpose of the meeting.

When the purpose of the meeting is to address purposes (a) to (g) listed below, notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship.

Purposes:

- a) to elect representatives of the Congregation to a Joint Needs Assessment Committee
- b) to receive and act upon a report of the Joint Needs Assessment Committee
- c) to elect representatives in full membership of the Congregation to a Joint Search Committee
- d) to establish a pastoral relationship, by call, settlement, or appointment
- e) to consider making a decision whereby the Congregation requests ending of a pastoral relationship without cause
- f) to consider any other matter dealing with the pastoral relationship
- g) to elect or to remove members of the Official Board

Before notice of a meeting called for the purposes specified above is made public – *except (g), election or removal of a member of the Official Board* -- written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

When the purpose of the meeting is to deal with matters referred to in section 9 of the Model Trust Deed, notice of the meeting shall be read from the pulpit by the minister or person officiating as minister during public worship and may also be inserted in the printed order of worship of the Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship.

When the purpose of the meeting is to deal with matters not contemplated by subsections (1) or (2), notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Congregation, at least once before the meeting.

Voting:

Persons in full membership whose names are on the congregation's Historic Roll are entitled to vote at all congregational meetings. With the consent of those in full membership, adherents may vote on temporal matters.

Duties and Powers:

The annual meeting or some other meeting of the Congregation shall

- a) Receive the annual reports, including financial reports which have been reviewed by an auditor or an independent reviewer. These reports should be printed and circulated among members of the congregation one week prior to the Annual meeting (*2010 Manual, s 114, p 100*).
- b) Approve plans and related budgets for the coming year
- c) Hold elections for

1. Presbytery representation It shall be the duty of the congregation to elect to Presbytery three representatives (as a congregation of 201 – 300 resident members) in full church membership.

2. Congregational Chairperson The Congregation at its annual meeting shall elect a Chairperson who shall hold office until the next annual meeting. A member of the Order of Ministry who has been settled in or appointed to the Congregation, a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Congregation, the Pastoral Charge Supervisor, or any person in full membership and in good standing in that Congregation is eligible for election.

At St. Paul's the Chairperson of the Congregation shall also be the Chairperson of the Official Board.

3. Congregational Secretary The Congregation at its annual meeting shall elect a Secretary who shall hold office until the next annual meeting (*2010 Manual, s 117, p 101*).

At St. Paul's the Secretary of the Congregation shall also be the Secretary of the Official Board.

- d) Approve a slate of Officers and Board members for the coming year brought to it by the Nominating Committee.
- e) Transact any other business regularly brought before it

Note: The question of a change in pastoral relationship **cannot** be addressed at a congregational meeting **unless** it has been duly specified in the notice calling the meeting and Presbytery has been notified.

In the case of a meeting called to discuss the pastoral relationship, the Chairperson of that meeting shall be the Convenor of the Presbytery Pastoral Relations Committee or their appointee (*2010 Manual, s 116, p 101*).

Governance Model: The Official Board

St. Paul's governance model shall address all the requirements for governance models

outlined in the United Church Manual

While the Congregation is the ultimate decision making body of St. Paul's United Church, the Official Board manages its affairs with decisions by way of majority vote. The Board, through a well defined Committee system, oversees the spiritual, temporal and financial interests of St. Paul's.

The Official Board meets at least quarterly and more frequently if indicated.

The Official Board shall be composed of a maximum of 30 members in good standing.

The Nominating Committee presents annually a proposed slate of board members (reflecting the composition of the board outlined below) for election at the Annual Meeting of the Congregation.

Membership:

Official Board members as proposed by the Nominating Committee shall include:

- a) The Chairperson, Vice-Chairperson, Secretary and Treasurer, elected from among the members of St. Paul's congregation.
- b) Ministry Personnel settled in or appointed to the Pastoral Charge
- c) The person appointed by the Presbytery as the Pastoral Charge Supervisor where there is no member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge, or a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge (*2010 Manual, s 183, p 112*)
- d) Chairpersons of Standing Committees: Board of Trustees, Ministry and Personnel, Worship, Faith Formation and Christian Education, Communication, Stewardship, Outreach, Property, Nominations
- e) A representative of each of the following groups: United Church Women, The Circle, The Fellowship Club, The Choir and others who may from time to time be approved by the Board.
- f) Project committee chairpersons (Up to two)
- g) Lay representatives to Presbytery (up to three)
- h) Members at large chosen from the Congregation to bring the total up to 30
- i) Honorary Members (not a part of the 30 members on which the quorum is based)

Term of Office for Official Board Members:

A normal term of office is three (3) years. Members may be elected to one further term of three (3) years. Additional terms may be served at the discretion of the Official Board.

Duties of the Official Board:

The primary function of the Official Board is managing the affairs of St. Paul's on an ongoing

basis, with particular responsibility for Policy Development and Accountability (*2010 Manual, s 184, p 113*). Its responsibilities include the following:

1. Visitations and communications within the congregation as assigned to the Communications Committee
2. Long range planning, ensuring that the process is adequately explained to and understood by the Congregation. Congregational decisions arising from this process will be channeled through the appropriate Committee of the Official Board
3. Receiving and responding to directives of the Higher Courts of The United Church of Canada (Presbytery, Conference, General Council) on behalf of the congregation
4. Holding, using and administering all land, premises and property acquired for the use of St. Paul's United Church under the Trusts of The United Church of Canada (*2010 Manual, s 5-13, p 21*)
5. Ensuring that its by-laws and policies are reviewed and updated on a five-year cycle to reflect changes to the United Church Manual and the wishes of the Board. This review should take place more frequently if the United Church has made significant changes to the Manual since the last review
6. Attending to any matters that are not assigned to another body

Executive Positions

Chairperson of the Official Board: The Chairperson is elected annually by the congregation and shall be a member of the Order of Ministry or any person in full membership and in good standing in the congregation.

The duty of the Chairperson shall be to preside at Official Board and Congregational meetings, preserve order, call for the vote, and declare the decisions of the Official Board and the Congregation. The Chairperson shall vote only in the event of a tie.

The Chairperson is an ex officio member of all the Committees except the Ministry and Personnel Committee.

The Chairperson, while elected annually, is generally expected to serve a two-year term as both Chair of the Congregation and Chair of the Official Board.

Vice Chairperson of the Official Board: The Vice Chairperson is elected annually by the congregation and shall be a member of the Order of Ministry or any person in full membership and in good standing in the congregation.

The duty of the Vice Chairperson shall be to act in the absence of the Chairperson and to participate on the Ministry and Personnel Committee as the congregational representative.

The Vice Chairperson, while elected annually, is generally expected to serve a two-year term.

Secretary of the Official Board: The Secretary is elected annually from among the members of the Official Board; and it will be St. Paul's practice to name to this position the person who

has been elected as Secretary to the Congregation.

The Secretary's duty is to ensure the keeping of the records of proceedings (*2010 Manual, s 186, p 115*), conducting the correspondence, and preserving all documents. In addition the Secretary will, upon request, make available official records of St. Paul's United Church as approved and directed by the Official Board.

Treasurer of the Official Board: The Treasurer is elected annually by the Stewardship Committee (*2007 Manual, s 170*) and confirmed by the congregation at its Annual Meeting. The Treasurer should serve for a minimum of two years. The Treasurer may also serve as Chair of the Stewardship Committee.

Duties of the Treasurer, assisted by the Stewardship Committee, include:

1. Working with the Official Board, the Trustees, the Ministry and Personnel Committee, the Minister, the Administrator and the various committees to ensure the financial success of St. Paul's United Church, Midland
2. Overseeing receipt of all monies for the support of the congregation from envelopes, collections, and other sources; disbursing them under the direction of the Stewardship Committee; ensuring that records are kept for all receipts and expenditures
3. Supervising preparation of the annual budget to be approved by the Board and then brought to the congregation for approval
4. Supervising preparation of a five-year plan and budget, subject to revision on an annual basis, and recommended by the Stewardship Committee for approval by the Official Board and then the congregation
5. Proposing policies and procedures for ratification by the Official Board re purchasing, the flow and disbursement of income and the financing of various projects
6. Ensuring that reasonable checks and balances are in place and followed to protect the financial affairs of St. Paul's
7. Studying the Profit and Loss and balance Sheets on a monthly basis to monitor adherence to the budget and the health of St. Paul's cash flow
8. Supervising the preparation of monthly financial statements for review by the Stewardship Committee and the Official Board
9. Presenting to the Official Board and the congregation at the end of the financial year, an Annual Financial Report and a financial statement for which an audit or an independent review has been performed
0. Attending to other duties of Treasurers and Stewardship Committees as outlined in the United Church Manual and the Financial Handbook for Congregations

Meetings of the Official Board:

Timing:

The Official Board shall meet quarterly or more frequently if deemed advisable. (*2010*

Manual, s181, p 112).

Calling:

Meetings of the Official Board may be called by the Chairperson (*2010 Manual, s 182, p 112*); OR

- a) by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge
- b) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge
- c) by the Pastoral Charge Supervisor
- d) upon the written request of five (5) members of the Official Board. Such meetings shall be held within fourteen (14) days of the presentation of the written request, and only the business named in the notice to members of the Official Board shall be transacted; or
- e) on the authority of the Presbytery

Quorum for Official Board Meetings:

A Quorum for the Official Board shall require the attendance **one** of the following four:

- 1) a member of the Order of Ministry who has been settled in or appointed to the Congregation; OR
- 2) a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge; OR
- 3) the Pastoral Charge Supervisor; OR
- 4) an appointee of the Presbytery and

The lesser of twenty (20) persons or one-third (1/3) of the board's members (10) who are entitled to vote (*2011 Manual, s 001, p 40*).

Open Meetings of the Official Board:

Meetings of the Official Board shall be open to staff, congregational members, volunteers and invited guests - unless the meeting or a portion of the meeting has been specified for board members only because of the sensitive and confidential nature of the subject of the meeting (*for example, issues related to personnel*). These persons may not vote at the meeting.

Standing Committees of the Official Board

Committee Formation:

Prior to the Annual Congregational Meeting, the Nominating Committee shall review the membership in all Standing Committees and propose membership changes where necessary to ensure the effective functioning of each committee, ensuring that there are appropriate numbers of members (not fewer than five and not more than 10 members) with the skills and interests required to address each committee's particular responsibilities.

The Nominating Committee will assign one person the responsibility of coordinating the first meeting at which time a Chairperson, Vice Chairperson and Secretary will be chosen. The names of all committee members and the names of the Chairperson, Vice Chairperson and Secretary will be forwarded to the Chairperson of the Official Board.

Following the Annual Congregational Meeting the Official Board will meet to approve Standing Committees and their Officers chosen by committee members.

Standing Committee Process Requirements:

The following are process requirements common to all Standing Committees, designed to ensure effective functioning, and the proper recording and reporting of their activities and recommendations:

1. Committees (with the exception of the Board of Trustees which are expected to hold meetings as necessary) are expected to meet at least quarterly or more often as necessary at the call of the chair or ministry personnel appointed to the pastoral charge or by agreement of the committee members.

0. Committees select their own Chairperson, Vice Chairperson and Secretary at their first meeting of each year and report on these choices in writing to the Chair of the Official Board. The Committee Chairperson shall preside at meetings, promote consensus, facilitate decisions and attend to the usual duties of a chairperson, and shall vote only in the event of a tie.

1. Committees are expected to monitor expenditures against their approved budgets; keep written records of all meetings; and report on these quarterly to the Official Board. Reports to the Official Board shall include motions prepared by the committees for decision by the board, with background information to assist the board in making informed decisions.

4. Committees shall prepare an annual operating budget and an up-dated Five Year Plan and submit them to the Stewardship Committee prior to each Annual Congregational Meeting.

Standing Committees of the Official Board Purpose

The United Church Congregational Handbook defines five administrative functions which must be addressed by the board and its standing committees in every governance model: Policy and Accountability, Ministry and Personnel Support, Trusteeship of Property and Investments, Spiritual Leadership, and Stewardship of Facilities, Property and Current

Finances. The first function – Policy and Accountability – is the direct responsibility of the Official Board. The other four functions are assigned by the Official Board to its Standing Committees.

The first four standing committees listed below are required under various sections of the United Church Manual, 2007 and 2010: **Ministry and Personnel, Stewardship, Trustees, and Faith Formation and Christian Education.**

Responsibility for other functions of ministry incumbent upon the Official Board may be fulfilled through a variety of Committees. The number, nature and duties of these committees shall be determined and defined by the Official Board in accordance with the mission strategy of the Pastoral Charge. The members of these committees shall be elected by the Official Board (*2010 Manual, s 191, p115, 116*).

Accordingly, St. Paul's United Church, Midland has identified five standing committees in addition to the four required in the United Church Manual to ensure that all mandatory administrative functions are addressed: **Worship, Outreach, Property, Communications and Nominations.**

The Official Board may also from time to time form time limited ad hoc committees to address specific projects on behalf of the Board as defined in project committees' terms of reference.

St. Paul's Standing Committees

Ministry and Personnel Committee: The Official Board shall establish a Ministry and Personnel Committee (*2007 Manual, s 189, p 115*) whose purpose is to address ministry and personnel support needs as detailed in the United Church Manual (*2007 Manual, s 244, p 123*) and the committees' terms of reference.

Stewardship Committee: The Official Board shall establish a Stewardship Committee (*2007 Manual, s 190, p 115*) to manage the temporal and financial affairs of the congregation as detailed in the United Church Manual (*2007 Manual, s 245, p 124*) and the committee's terms of reference. The Stewardship Committee will also promote an appreciation of stewardship as a Christian responsibility and provide leadership in the organization and delivery of campaigns designed to obtain financial and personal commitments to the total life and work of the church.

Board of Trustees: There shall be one Board of Trustees for each congregation (*2010 Manual, s 250, p 124*), whose purpose is the trusteeship of the congregation's property and investments, as detailed in the United Church Manual (*2010 Manual, s 251-272, p125-131*) and the committee's terms of reference.

Faith Formation and Christian Education Committee: This committee is a requirement in all governance models, and its purpose is to address the faith formation and Christian education needs of the congregation within United Church recommended guidelines and principles, as detailed in the Manual (*2001 Manual, s 242, p 122*) and in the committee's terms of reference.

Worship Committee: This committee's purpose is to oversee the spiritual interests of the congregation, and the spiritual health and well being of every person for whom the congregation has pastoral care. This committee provides spiritual leadership to the

congregation in collaboration with the Faith Formation and Christian Education Committee, and pastoral care in collaboration with the Communications Committee as detailed in the "Session" section of the Official Board Model, United Church Manual (*2012 Manual, s 153 and 154, p 107, 108*) and the committee's terms of reference.

Outreach Committee: This committee's purpose is to give leadership to the congregation's social action mission and service activities in local, national and international communities, as detailed in the committee's terms of reference.

The Property Committee: This committee's purpose is the stewardship of St. Paul's facilities and property, keeping the property and facilities in good condition for the use of the congregation, as detailed in the committee's terms of reference.

Communications Committee: This committee's purpose is to facilitate and coordinate communications with, and pastoral care services to, members and adherents of St. Paul's United Church, Midland in collaboration with Ministry staff and other church committees and groups, as detailed in the committee's terms of reference.

An ongoing Accessibility and Disability sub-committee will report to the Communications Committee to meet compliance requirements under the Accessibility for Ontarians With Disabilities Act 2005.

Nominations Committee: This committee's purpose is to assume responsibility for proposing the names of persons who are eligible, suitable and willing to serve in those positions for which the Official Board requests nominations (*2007 Manual, s 118, p 101*) - to ensure that all Official Board positions are filled, and that each standing committee and board-initiated ad hoc committee has the appropriate number of persons with suitable qualifications to carry out its mandate effectively, as detailed in the each committee's terms of reference.

Other Church Committees and Groups

Ad Hoc (Project) Committees: From time to time the Official Board may appoint members to ad hoc or project committees and charge them to accomplish specific tasks on behalf of, and within parameters and time lines defined by, the Official Board. These committees are formed and terminated by motions of the Official Board.

During their operation, Ad Hoc/Project Committees are expected to function according to the same process requirements as Standing Committees.

The Official Board reserves a maximum of two (2) Board positions for Chairpersons of Ad Hoc/Project Committees who are not already members of the Board. Their Board term begins with formation of the committee by the Official Board and ends with the committee's termination by the Board.

Church Groups: St. Paul's has church-related groups from the congregation, approved by the Official Board, whose chairs have been given (and/or may in future be given) a seat on the Official Board. These groups include, but are not limited to:

- 1) The Women's Ministry Network: UCW and the Circle (sections 290-295, p 134-135)

- 2) United Church Men's Organization (*sections 280-287, p 133-134*)
- 3) Youth Group(s) (*section 278,c ii, p 133*)
- 4) The Fellowship Club
- 5) The Choir

Church groups are expected to function according to the same requirements of St. Paul's Standing and Ad Hoc/Project Committees.

Non-Church Groups Permitted to Use St. Paul's Facilities

St. Paul's Official Board may approve the use of its facilities by various community groups whose purposes and operations are generally considered congruent with St. Paul's Christian values.

These user groups are required to demonstrate proof of insurance each year and to assure the Official Board that their leaders (if dealing with children or other vulnerable persons) have obtained the necessary vulnerable person record checks as required by United Church policy.

Representatives of these groups may be invited to attend Official Board meetings as guests from time to time, but have no voting privileges.

Bylaw Review and Revision

The Official Board is responsible for reviewing and revising these bylaws every five years from the date of the approval of this version by the congregation; or more frequently if the United Church of Canada has approved changes to the United Church Manual which may affect the bylaws of St. Paul's Midland.

Each major bylaw revision must be submitted to Northern Waters Presbytery for its review