

Deer Lake
United Church



Council Policies

February 2024

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Statement of Identity

Approved February 2023

We are a Christian community that explores and expresses our spirituality through
Congregational Life, Spiritual Growth, and Faithful Action.

The foundation of the church is its ministries.

Congregational Life which focuses on strengthening our Christian community and looking after each other.

Core Value: **Community**

- We value the importance of living in dynamic relationships by being a faith-based fellowship, believing “we are not alone.”

Spiritual Growth which focuses on faith-based education and experiences for all ages.

Core Value: **Growth**

- We value individual and spiritual growth and maturity, which transforms our understanding of God, the Bible, and what we are called to be and do.

Faithful Action which focuses on outreach and social justice.

Core Value: **Service**

- We value Jesus’ call to give generously of ourselves to the world around us and to advocate for equal rights of all people.

In all we say and do, in how we live in this world,
we lead with **spirituality, integrity, and love.**

Overview of Governance Structure

Deer Lake United Church has three divisions of work: Governance, Ministry, and Administration.

Governance is delegated to our Church Council by the congregation. The Council serves as our governing body. This Council is focused on discerning the long-term future of Deer Lake United and its impact on the world. It also ensures that decisions reflect the mission and values of Deer Lake. The Council delegates to the Minister full responsibility for supporting the spiritual life of the congregation, for leading ministries, and for overseeing staff and day-to-day administration. The Minister is accountable to the Council.

The Council works with three permanent committees: Ministry & Personnel, Trustees, and Nominations & Governance. Ministry & Personnel provides oversight to the church's employment relationships, primarily through the creation of employment policy and the support for the Minister regarding employment procedures and issues. Trustees oversee all assets in trust of the congregation as part of the United Church of Canada. Nominations and Governance is responsible for identifying spiritually mature individuals to serve on the Council, the Trustees, and the Ministry and Personnel Committee. [The Council is responsible for identifying spiritually mature individuals to serve on the Nominations and Governance Committee.] They also serve as a resource to ensure that the Council is maintaining our governance structure. The Council may create working groups, task forces, and other ad hoc groups as needed.

The foundation of the church is its ministries. The ministries of the church will be divided into three categories: Spiritual Growth which focuses on faith-based education and experiences for all ages. Congregational Life which focuses on strengthening our Christian community and looking after each other. Faithful Action which focuses on outreach and social justice. These categories allow for projects, programs, and activities to ebb and flow throughout the year. The Minister oversees the ministries of the church. All are encouraged, either individually or as a small group, to talk to the Minister who will provide resources, assistance, and encouragement.

Lastly, the church needs administration for its day-to-day functions. The areas of finances, rentals, building maintenance, communication, technology, and office tasks are managed directly by the Minister with the support of staff and congregation members. The work will be delegated out by the Minister who will call on individuals or host work parties as needed.

This governance structure recognizes that the Minister is not only our spiritual leader but also our institutional leader and Head of Staff. This structure respects that ministers have expertise beyond the theological and helps to deepen and strengthen community by having it led by a paid accountable ministry personnel. In the spirit of servant leadership, the Minister will be responsible for prioritizing ministries and tasks. This will fulfill our mission and vision ensuring that the congregation is focused on living out its purpose.

The policies contained in this document are paramount for the success of this governance structure. The structure has been inspired by policy governance model, though it is not a complete adoption of the model. The Council writes, maintains, and governs through policy. The policies clearly define and provide limitations to those who are responsible. These policies are supplemental to *The Manual of the United Church of Canada* (our denominational policies), which will be followed without exception.

A. Policies that Govern the Council

See *The Manual*, section B.7, p. 65, for our denominational policies.

Guiding Principles:

- The Council prayerfully participates in discerning, monitoring, and ensuring that the Vision of Deer Lake United (DLUC) is embodied, enabled, and lived out in all of the life and work of the congregation.
- The Council follows and implements all policies as found in *The Manual of the United Church of Canada (The Manual)* and DLUC policies in this document.
- The Council will govern through:
 - Theological reflection
 - Outward vision rather than internal preoccupation
 - Future, rather than past or present
 - Pro-activity rather than reactivity
 - Democracy as a means of decision-making
 - Good leadership, rather than administrative detail

Composition:

A.1 The Council shall be comprised of the following members:

- Chair
- Assistant Chair
- Secretary
- Treasurer
- Ministry & Personnel (M&P) Representative
- Nominations & Governance Representative
- 2 Members-At-Large
- Minister/Trustees Representative

A.1.1 The M&P Committee shall select its own representative to the Council.

A.1.2 The Nominations & Governance Committee shall select its own representative to the Council.

A.1.3 The Minister serves to represent the Trustees on the Council.

Term Limits and Elections:

- A.2 The Council members serve a 3-year term with an option to add up to 2 years with Council approval each year. Exceptions beyond 5 years may be approved with a vote in favour from the Nominations & Governance committee, the Council, and the Minister.
- A.3 The Nominations & Governance Committee is responsible for nominating individuals to serve on the Council. See "Policies that Govern the Nominations and Governance Committee," sections 4 & 5 for more information on process.

General Council Meeting:

See The Manual, section B.7.7, p. 70, for our denominational policies.

- A.4 Council meetings are public.
 - A.4.1 Notice is given to the congregation at least 72 hours before a Council meeting.
- A.5 Extraordinary meetings of the Council may be called at the sole discretion of the Chairperson for matters that require a motion or cannot wait until the next Council meeting.
 - A.5.1 If time permits, notice is given to the congregation at least 72 hours before an extraordinary Council meeting.
- A.6 The Council reserves the right to meet *in camera* (all Council members only) at any time.
 - A.6.1 All personnel matters, pastoral care, legal, and all sensitive matters, such as disciplining members, will be discussed solely *in camera* to protect privacy.
- A.7 Representatives from the Ministry & Personnel Committee and the Nominations & Governance Committee are expected to attend every Council meeting. If the representative is unable to attend, another committee member is expected to attend to ensure there is representation by voice (this would be a non-voting role).

Officer Roles:

See The Manual, section B.7.6, p. 69, for our denominational policies.

- A.8 The Assistant Chair will preside as needed to substitute for the Council chair. All rules listed in *The Manual* regarding chairing the meeting apply when the Assistant Chair serves in this role.
- A.9 The secretary is responsible for taking accurate minutes for each Council meeting.

- A.9.1 The secretary will ensure that the minutes (draft and final) have been sent to the church office by the Council in a timely manner.
- A.9.2 Personnel reports are primarily confidential except when a final decision affecting the employment relationship is made by the Council. These final decisions shall be reported in the minutes while excluding all other personal information. The minutes will not be released before the staff member is notified of the decision.
- A.9.3 All supplemental and confidential documents will be stored securely.
- A.10 The treasurer is responsible for presenting detailed quarterly financial statements and commentary to the Council indicating the financial status of the church.
 - A.10.1 Bank and bank reconciliations are to be available at all Council meetings.
 - A.10.2 Financial statements (balance sheet and income statement comparing actual to budget) are to be available at all Council meetings.

Code of Conduct:

- A.11 The Council commits itself to ethical, respectful and lawful conduct, including proper use of authority and appropriate decorum when acting as a Council.
 - A.11.1 The Council adheres to the Behavioural Covenant of Deer Lake United Church.
 - A.11.2 The Council will cultivate a sense of group responsibility where the gifts and expertise of individuals enhance the ability of the Council as a body to govern with excellence.
 - A.11.3 The Council will engage in discussions that encourage diverse points of view to be expressed.
 - A.11.4 The Council will exercise whatever approach is needed to govern with excellence through reflective practice, learning opportunities, member orientation, and self-monitoring of the governing process.
- A.12 Council members commit to maintain confidentiality as needed, especially in matters of paid personnel.
 - A.12.1 Members will respect the confidentiality appropriate to issues of a sensitive or personal nature (such as pastoral care). Members will not disclose personal information without the consent of those persons except when mandated or allowed to do so by law.
- A.13 The Council does not strictly follow Bourinot's Rules of Order; however, every meeting has an agenda with formal minutes taken, distributed, and filed.
 - A.13.1 All significant decisions made by the Council will be by motion duly made and seconded and carried with a simple majority.
 - A.13.2 Each Council member may vote or abstain on every motion unless recused.

- A.13.3 Council members commit to accept and promote the majority decision of the Council, even if it is contrary to their personal opinion.
- A.13.4 The Council will speak with “one voice” taking care not to present conflicting messages regarding its decisions to the congregation. Council members will exercise discipline by representing the decisions of the Council accurately.
- A.14 Council members shall be mindful of conflict of interests.
 - A.14.1 There must be no self-dealing or any conduct of private or personal services between any Council member and the Church except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
 - A.14.2 When the Council is to decide upon an issue about which a member has an unavoidable conflict of interest, the Council will decide if it will be necessary to ask the member to absent themselves without comment from both the deliberation and the vote.
 - A.14.3 Members shall not use their position to obtain employment for themselves or family members within the Church. Should a member desire employment, they must resign from the Council.

Responsibilities:

See The Manual, section B.7.4, p. 67, for our denominational policies.

- A.15 The Council maintains its major focus on the intended long-term broad goals of the congregation, not on the administrative or programmatic means of attaining those goals.
- A.16 The Council directs, oversees, and inspires the work of the congregation by establishing written objectives expressing the Ministry goals to be achieved and the means to be avoided. These objectives will reflect the values and priorities discerned by listening to the congregation.
 - A.16.1 The broad goals are formulated on an annual basis and shared with the congregation at the Annual Congregational Meeting.
 - A.16.1.1 The Minister is responsible for meeting these goals with the Council monitoring progress throughout the year.
 - A.16.2 Written policies articulate how authority is delegated to the Minister and its proper use monitored through boundaries set forth by policy
 - A.16.2.1 The Council shall direct the Minister only through written policies and Council decisions.
 - A.16.3 Written processes specify how the Council conceives, carries out, and monitors its own work.

- A.17 The Council delegates the congregational organization, operation, and work to the Minister, unless otherwise stated by *The Manual*.
- A.17.1 The Council monitors and holds to account the Minister in their performance in complying with policies and accountability agreements while supporting the vision of DLUC and advancing the annual goals.
- A.17.2 Purview of the ministries of the church is considered under the authority and accountability of the Minister.
- A.17.3 As long as the Minister uses *any reasonable interpretation* of the Statement of Identity, policies, and other guiding documents, the Minister is authorized to make decisions, take actions, establish practices, and develop day-to-day activities (see A.18.2 below for further explanation).
- A.17.4 The Minister is responsible to:
 - A.17.4.1 Achieve broadly stated annual goals in alignment with the vision of the church.
 - A.17.4.2 Carry out the policies of the Council.
 - A.17.4.3 Report on compliance with Council policies.
 - A.17.4.4 Provide appropriate information for Council decision-making.
 - A.17.4.5 Ensure the requirements of *The Manual* and published policies of the higher church courts are met.
 - A.17.4.6 Regularly inform the congregation of their activity and focus in the life of the church.
- A.17.5 Accordingly, the Minister must:
 - A.17.5.1 Provide timely, complete and accurate information and advice to the Council.
 - A.17.5.2 Advise the Council of relevant trends, significant policy changes of higher church courts, anticipated adverse congregation reactions, or significant changes among the congregation, particularly changes in the assumptions upon which any Council policy has previously been established.
 - A.17.5.3 Provide as many Staff and external points of view, issues, and options as needed for fully informed Council decisions.
 - A.17.5.4 Submit monitoring data required by the Council in a timely, accurate, and understandable fashion, directly addressing provisions of Council policies and goals being monitored.
 - A.17.5.5 Advise the Council if, in the opinion of the Minister, the Council is not in compliance with its own policies.
 - A.17.5.6 Report in a timely manner any actual or anticipated non-compliance with any policy of the Council.
 - A.17.5.7 Supply for the Council's agenda any item required by law or *The Manual* to be approved by the Council.

- A.17.5.8 Report all received correspondence directly addressed to the Council or its officers, and present for consideration any correspondence on matters falling within the job description of the Council.
- A.17.5.9 Provide adequate financial and personnel information for the work of the Council in collaboration with the treasurer and/or M&P committee respectively.
- A.18 The Council shall monitor the Minister's performance by:
 - A.18.1 Ensuring all policies are followed and the annual goals are being addressed.
 - A.18.1.1 This is confirmed by:
 - a) Internal report by the Minister,
 - b) External report by a third party selected by the Council (such as the Nominations & Governance Committee), or
 - c) By direct Council inspection, in which a designated member or members of the Council assesses compliance with the Council policies.
 - A.18.2 The standard for compliance shall be any reasonable interpretation by the Council.
 - A.18.3 The Minister will be supervised by the M&P committee at a frequency and by a method chosen by the Council.
- A.19 The Council listens to the congregation.
 - A.19.1 The Council shall consult the congregation on the yearly goals and direction of the church at least three times during the calendar year.
 - A.19.2 It will use a variety of creative means to listen to the voice of God (Bible study, prayer, theological reflection)
 - A.19.3 It will identify groups and individuals within the congregation and beyond, through whom the voice of Christ may be heard, and arrange appropriate methods to hear those voices.
- A.20 Other committees, working groups, task forces, etc. may be struck by the Council as needs arise. The Council is responsible for their membership and mandate.
- A.21 The Council holds responsibility for all long-term and/or big-picture items that arise in the life of the congregation whether explicitly stated within these policies or not.

Accountability:

A.22 The Council is accountable to the congregation.

A.22.1 The Council will report to the congregation at the annual congregational meeting.

A.22.2 The Council will frequently inform the congregation of its work through formal and informal communications throughout the year.

A.22.3 The Council will report on its own work, which is not to be confused with the work of the Minister.

A.22.4 The Council will consider all written appeals of any actions of the Minister.

Policies that Govern the Ministry & Personnel Committee (M&P)

See The Manual, section B.7.8.5, p. 72, for our denominational policies and the United Church's handbooks as additional resources.

Guiding Principles:

- The M&P Committee provides oversight to the church's employment relationships, primarily through the recommendations of employment policy and the support for the Minister regarding employment procedures and issues. The committee functions around three roles: 1) the consultative and supportive role 2) the healthy relationships role, and 3) the supervisory role.

Composition:

- B.1 The M&P Committee shall include no fewer than 3 members and no more than 5.
- B.1.1 Nominations & Governance Committee is responsible for nominating individuals to serve on M&P. See "Policies that Govern the Nominations and Governance Committee," section 4 for more information on process.

Functioning Policies for Consultative and Supportive Role:

- B.2 The M&P committee shall:
- B.2.1 Model respectful, supportive relationships with all staff.
- B.2.2 Create an environment of trust and compassion with advocacy at the forefront for all.
- B.2.3 Serve as an advisory group to the Minister on personnel-related issues, as requested.
- B.2.4 Maintain close contact with the Regional Minister to be familiar with resources, including handbooks, available for supporting employment relations.

Functioning Policies for Healthy Relationships Role:

- B.3 The M&P committee shall:
- B.3.1 Ensure the congregation and staff are informed of the way to provide constructive feedback or raise concerns.

- B.3.1.1 Help to ensure a climate where constructive feedback can be offered and received in a positive way while honouring privacy, confidentiality, and transparency.
- B.3.2 Be in open communication with other groups, especially those who relate to staff, while exercising appropriate confidentiality.
- B.3.3 The Minister or a member of the M&P will seek to resolve any difference of opinion through meaningful, respectful discussion and communication seeking positive, constructive solutions without confrontation or hostility. Compromise may be required.
- B.3.4 If the concern involves issues of harassment, including sexual harassment, the Regional Minister will be contacted immediately as well as the Minister or any M&P committee member.

Functioning Policies for Supervisory Role:

B.4 The M&P Committee shall:

- B.4.1 Make any and all policy recommendations regarding employment, working conditions, risk assessment, compensation, and benefits to the Council.
- B.4.2 Ensure screening measures are conducted as appropriately defined by the Council.
- B.4.3 Ensure that the Council specifies the process for the selection and hiring of personnel for DLUC.
- B.4.4 Provide oversight to the overall annual performance review process for all non-clergy staff, to ensure that the process is conducted in a timely manner and with integrity.
 - B.4.4.1 Delegate the performance reviews of the staff to the Minister.
- B.4.5 Initiate and prepare the annual performance review of the Minister in consultation with the Council.
- B.4.6 Maintain a confidential personnel file for each staff member that contains all relevant employment related documents in collaboration with Minister as Head of Staff.
- B.4.7 Ensure that DLUC workplace meets BC Employment Standards and Occupational Health and Safety Standards.
- B.4.8 Ensure compliance with *The Manual* and applicable laws of the provincial government of BC and the federal government of Canada with respect to staff.
- B.4.9 Inform treasurer about all financial matters related to payroll in a timely manner.
- B.4.10 Track paid and unpaid leave/vacation/sick days for all employees.
- B.4.11 Give the Council prior notice if there is a need to contact the Regional Minister in cases of concern.

- B.4.11.1 Contact the Regional Minister in a timely manner if there are any serious concerns regarding the Minister.
- B.4.12 Serve as a witness during disciplinary employment conversations, when requested to do so by the minister.
- B.5 The Minister as Head of Staff will:
 - B.5.1 Oversee all staff (paid and volunteer) as Head of Staff in humane, fair, and respectful ways.
 - B.5.2 Provide clear expectations of job duties and responsibilities.
 - B.5.3 Work collaboratively with the M&P Committee sharing information when staff issues arise.
 - B.5.4 Receive requests from employees regarding leaves.
 - B.5.5 Approve leave requests.
 - B.5.6 Be responsible for securing temporary replacement when necessary.

Policies that Govern the Trustees

See *The Manual*, section G.2, p. 117, & G.3, p. 120, for our denominational policies.

Guiding Principles:

- The Trustees provide oversight to the church's assets, particularly regarding the property, insurance, and investments.
- The Trustees operate under the provisions found within the Model Trust Deed found in the United Church of Canada Act (1925).

Composition:

- C.1 The Trustee shall include no fewer than 3 members and no more than 5. The Nominations & Governance Committee is responsible for nominating individuals to serve on Trustees. See "Policies that Govern the Nominations and Governance Committee," section 4 for more information on process.

Meeting frequency:

- C.2 The Trustees shall meet at least once annually and as needed.

Insurance:

- C.3 The Trustees shall review the DLUC insurance program annually to ensure appropriate insurance coverages are being maintained and DLUC physical assets are insured to their replacement value.
- C.4 Any recommendations for placement of insurance coverage not contained in existing insurance policies will be brought to the Council for consideration and decision-making.

Inventory

- C.5 The Trustees review inventory annually and arrange for appraisal if indicated.
- C.6 Ensure that an inventory of DLUC contents valued over \$1,000 is maintained by the Treasurer and kept in a secure location.
- C.7 Replacement cost estimates of these items (to the best knowledge of the Trustees) along with any new asset purchases, will also be recorded and taken into consideration in setting the replacement cost limits for insurance purposes.

Investments Accounts:

- C.8 The Trustees invest funds in accordance with “Prudent Investor” standards.
- C.9 Funds not required for operations are held in fee-based ‘managed’ accounts with the firm Connor, Clark and Lunn.
- C.10 DLUC holds two investment accounts.
 - C.10.1 The account named ‘**Deer Lake United Church**’ holds proceeds from the sale of a manse held on behalf of the Pacific Mountain Region (PMR). These proceeds can only be used with PMR approval.
 - C.10.2 The account named ‘**Deer Lake United Church Congregational Account**’ holds funds to be used at the discretion of DLUC Council. This congregational account receives an annual draw from the account named ‘Deer Lake United Church.’ The Deer Lake United Congregational Account should have sufficient liquidity to meet periodic cash needs.
- C.11 All investment decisions are governed by a portfolio *Investment Policy Statement* approved by DLUC Council. This statement sets out the investment objectives, risk tolerance and asset mix for the accounts.
- C.12 Investment accounts are to be reviewed with the portfolio manager at least annually.
- C.13 Council must authorize all cash transfers out of the investment accounts with the exception of the 4% region approved annual transfer.
- C.14 Signing Authority and Cash Transfers
 - C.14.1 All Trustees except the Minister have authority to sign for the Trustees.
 - C.14.2 Instructions to the portfolio manager require verbal instruction from a Trustee followed by written/electronic authorization of two Trustees.
 - C.14.3 All transfers of cash in or out of DLUC investment accounts must flow through the DLUC bank account.

Maintenance and Repairs

- C.15 Ensure the buildings and other congregational property are maintained and repaired in consultation with the Minister.

Use of Church Property:

- C.16 DLUC property is primarily intended to be used by the congregants and staff within DLUC building or on its land for events, worship, business, or maintenance.
 - C.16.1 Congregants may use DLUC property for off-site church and non-church events with approval from the Minister.
- C.17 The Minister is responsible for ensuring all reasonable measures are taken to ensure the safety of the congregation using the church’s building or contents either for the congregation’s own ministry or other use.
 - C.17.1 The Minister shall protect, maintain, and limit risks of damage and destruction of physical property.

C.17.2 The Minister shall protect the Council from claims of liability to the best of their ability.

Policies that Govern the Nominations & Governance Committee

Guiding Principles:

- The Nominations & Governance Committee has two primary responsibilities: 1) Nominate congregants to serve on the Council and committees, and 2) Serve as governance and policy experts to the service of the church. This is not to monitor compliance (ensuring the policy is being carried out), but rather aid in interpreting and educating.

Composition:

D.1 The Nominations & Governance Committee shall include no fewer than 3 members and no more than 5.

Election:

D.2 The Council is responsible for nominating individuals for the Nominations & Governance Committee at the Annual Congregational Meeting.

D.2.1 Temporary members to the Nominations & Governance Committee may be appointed by the Council.

D.2.2 Term-based members to the committee must be approved by the congregation.

Term Limits:

D.3 The Council, M&P, and Nominations & Governance have a 3-year term for all individuals with an option for an additional 2 with the annual approval of the Council.

D.3.1 Exceptions beyond 5 years may be approved with a vote in favour from the Nominations & Governance committee, the Council, and the Minister.

D.3.2 The Trustee membership will be reviewed annually.

Nominations and Election Process:

D.4 The Nominations & Governance Committee is responsible for nominating individuals to serve on the Council, M&P Committee, and Trustees. These nominations will be sent to the Council for their approval.

D.4.1 Upon approval from the Council, the nominees for the Council, M&P, and Trustees (along with Nomination & Governance Committee) will then be

presented to the congregation at the Annual Congregational Meeting (ACM) for final approval by the congregation.

D.4.2 Nominations from the floor at the ACM are prohibited.

D.5 The Nominations & Governance Committee will endeavor to renew 1/3 of the Council membership every year.

Nominations Criteria:

D.6 The Nominations & Governance Committee will consider the following attributes for individuals serving on the Council and/or committees.

D.6.1 Valued Attributes:

- Be committed to the vision of the church as set forth by the congregation
- Support and embody the Deer Lake United Behavioural Covenant
- Engage in one's own personal spiritual journey
- Attend church regularly
- Be actively involved in the ongoing life of the church
- Feel a "Call" to serve
- Have the capacity for theological reflection and engagement
- Demonstrate healthy interpersonal relationships with church members at large
- Commit to regular attendance at meetings
- Commit to accept and promote the majority decision
- Commit to maintain confidentiality as appropriate.

D.6.2 Valued Spiritual Gifts for Council Members (not exclusive):

- Visionary
- Faith & Risk-taking
- Wisdom
- Leadership
- Discernment

D.6.3 Valued Spiritual Gifts for M&P Members (not exclusive):

- Relational
- Balanced
- Encouraging
- Collaborative
- Empathic & Compassionate

D.6.4 Valued Spiritual Gifts for Trustees Members (not exclusive):

- Discernment
- Wisdom
- Prudent
- Generous

- Rational
- D.6.5 Valued Spiritual Gifts for Nominations & Governance Members (not exclusive):
 - Relational
 - Discerning
 - Wise
 - Prayerful

Review of Policies:

- D.7 The Nominations and Governance Committee shall review the policies annually. This review may consist of:
 - Collecting and reviewing feedback on current policies and missing policies
 - Identifying policies that require modification
 - Recommending to the Council any addition, deletions, or modifications
 - Communicating new and revised policies
- D.8 Ensure the church office has a complete set of approved policies and make copies available to the congregation.

Policies that Govern Ministries

Guiding Principles:

- The vision of the church is lived out through its ministries. The ministries can take many forms, include many different individuals, and exist for different amounts of time.
- The three categories are: Spiritual Growth, which focuses on faith-based education and experiences for all ages; Congregational Life, which focuses on strengthening our Christian community and looking after each other; and Faithful Action, which focuses on outreach and social justice.

Oversight:

- E.1 The Minister has oversight over the ministries of the church.
 - E.1.1 No one individual(s) from the Council nor committees direct the work of the Minister regarding ministries.

Policies Pertaining to Ministries of the Church:

- E.2 The Minister will promote a positive public image and credibility of the church, particularly in ways that support the accomplishment of its vision.
 - E.2.1 Establish adequate communications to inform the congregation of what services and ministries are available from the church.
- E.3 Sacraments are part of regular worship at DLUC.
 - E.3.1 Baptism: Admission to baptism is offered at the discretion of the Minister in consultation with the Council.
 - E.3.2 Communion: Communion is offered at the discretion of the Minister.
- E.4 Worship services may be cancelled at the discretion of the minister due to inclement weather, health, safety, etc.
- E.5 Privacy is important to DLUC.
 - E.5.1 The Minister will comply with privacy policies of the church and personal information protection laws of the provincial government of BC and the federal government of Canada
 - E.5.1.1 If disclosure of personal data is desired, written consent from those persons is needed. This consent is to be retained for at least 3 years.
- E.6 Childcare is an essential component of ministry with the young.

- E.6.1 There shall be at least one Nursery Caregiver present for every four or fewer children (birth-4 years) in the nursery unless the child(ren)'s guardian is present.
- E.6.2 A maximum ratio of one adult to 10 children (ages 5-12) will be maintained in all settings and approved activities.
- E.6.3 A cleared Criminal Record Check is required for any congregant working with children or youth at DLUC in any role. Completed Criminal Record Checks are to be kept on file in the church office. Checks are to be renewed every 3 years.
- E.7 Weddings shall be performed at the discretion of the Minister.
 - E.7.1 Outside officiants may preside with, or in the absence of, the Minister when approved by the Minister. The normal wedding fee for the church applies. The couple is responsible for any additional costs incurred due to the use of requested outside officiants.
 - E.7.2 Our musician is normally available to play at the ceremony, however, arrangements may be made for outside musicians. The regular wedding fee still applies for the church.
- E.8 Fees for weddings and funerals are set annually by the Minister in collaboration with treasurer.
 - E.8.1 The full fee is charged to members and non-members alike. Fees will be communicated at the time of booking.
 - E.8.2 The normal rental fees and conditions apply for any reception to be held on-site after the service.
 - E.8.3 For wedding, a 30% deposit is due at the time of booking, with payment in full due one month prior the wedding. The wedding will not proceed if funds are not paid in full by the due date.
 - E.8.4 For funerals, families are invoiced after the funeral has occurred.
- E.9 Allowances for serving/consuming alcohol on church premises is a sensitive mater, which falls under day-to-day operations, and will be overseen by the minister.
 - E.9.1 All requests for serving alcohol outside of religious ceremonies require a Private Special Event license and those involved must have met the requirements set out by the Government of B.C. Liquor Control & Licensing Branch of the Ministry of Public Safety and Solicitor General.

Policies that Govern Administration

Guiding Principles:

- The administration of the church is led by our paid accountable staff including the Minister and Administrative Assistant. Congregants will be called upon as needed to carry out necessary tasks.

Oversight:

- F.1 The Minister has oversight of the administration of the church.
- F.1.1 No one individual(s) from the Council nor committees direct the work of the Minister regarding administration.

Policies Pertaining to Administration of the Church:

- F.2 The Minister is responsible for the physical stewardship of the DLUC land, buildings, and property. The Minister shall:
- F.2.1 Ensure all fixtures, furniture and equipment are maintained in good working order.
- F.2.2 Keep accurate records relating to the DLUC building: building plans, appraisals, maintenance and repair records, renovation records, etc.
- F.2.3 Advise the Trustees of asset purchases exceeding \$1,000, for insurance purposes.
- F.2.4 Oversee any project involving maintenance and repair or seek professional help to do so.
- F.2.5 Solicit help from qualified DLUC congregants to ensure that work is completed in a satisfactory manner at a reasonable cost.
- F.2.6 Liaise with the DLUC cleaner to identify items needing attention.
- F.2.7 Communicate to the DLUC Council recommendations concerning the on-going operation of the DLUC building.
- F.3 The Minister is responsible for overseeing the rental relationships on behalf of the church.
- F.3.1 The Minister is responsible for setting the rental fees for use of the church in collaboration with the treasurer.
- F.3.1.1 The rental fees shall be reviewed annually.

- F.3.2 The Minister is responsible for implementing and maintaining accurate rental agreements with all tenants.
 - F.3.2.1 The rental policies and practices promote ministries of the church within reasonable revenue and expense limitations.
- F.3.3 Short-term rentals include those using the church once or during a specific period lasting no more than 10 business days.
 - F.3.3.1 A short-term rental lease shall be signed agreeing to the terms of the rental. This lease shall be on file in the church office.
 - F.3.3.2 Keys shall not be issued to short-term tenants.
- F.3.4 Long-term rentals include those using the church beyond a 10-day period.
 - F.3.4.1 A long-term rental lease shall be signed agreeing to the terms of rental. This lease shall be on file in the church office.
 - F.3.4.2 The Minister shall communicate to the Council and congregation when any long-term rental begins and ends.
- F.4 The Minister oversees all technology of the church.
 - F.4.1 Privacy of individuals is important to consider when creating and reviewing any content that is published in either print or digital form. Reasonable effort will be made to obtain written consent if an individual's name or image is used.
 - F.4.1.1 Written consent is necessary when sharing an individual's contact or other personal information.
 - F.4.2 All DLUC computer files shall be backed up in case of emergency. All intellectual property, information and files are protected from loss, theft, significant damage, or unauthorized access or duplication.
- F.5 DLUC office closures may occur at the discretion of the Minister as head of staff.

Finance:

- F.6 The Minister works closely with the treasurers on the financial aspect of the life of the congregation.
 - See The Manual, section G.4, p. 125, for our denominational policies.*
 - F.6.1 No one person is in complete control of any one accounting function.
 - F.6.1.1 The treasurer shall not interact with cash at any time for any purpose with the exception of petty cash.

- F.6.1.2 All DLUC credit cards and credit card information may only be shared with or used by the church administrator, the minister, or the treasurer.
- F.6.1.3 Cheques require the signature of two signing officers who are at arm's length and supporting documentation must be reviewed by each signing officer before signing the cheque.
- F.6.1.4 All financial documents are to be reviewed by a minimum of two individuals.
- F.6.1.5 Cash is to be counted and recorded under dual custody by members at arm's length if possible.
 - F.6.1.5.1 All offerings received, no matter who the beneficiary, must be counted and recorded by members of our congregation.
- F.6.1.6 Signing officers are to be approved by the Trustees.
 - F.6.1.6.1 Signing officers include the administrative assistant, the treasurer, the Council Chair, and the Assistant Chair.
 - F.6.1.6.2 The personal information of signing officers is to remain private and is under no circumstances to be released to any party without written consent.
- F.6.1.7 Any and all financial activity of DLUC must be included in all financial records and reports, including the Annual Report and the Registered Charity Information Return.
- F.6.2 All bank accounts are with institutions insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.
- F.6.3 There shall be no perceived or actual conflicts of interest in awarding purchases, contracts or in making other decisions related to commercial transactions. All conflicts of interest shall be declared to the Council for consideration prior to approval.
- F.6.4 All requisitions for payment must be supported by invoices or receipts showing proof of payment.
- F.6.5 The Minister in collaboration with the treasurer is responsible for ensuring the church's charitable tax receipt status of the Church.
- F.6.6 All donations are considered to have been given to further the general charitable purpose of DLUC.
 - F.6.6.1 Charitable tax receipts for donations over \$20.00 of value in money and gifts-in-kind will be mailed annually.

- F.6.6.2 Donations must have been received by December 31 of the current year or the envelope postmarked on or before December 31 to be recorded for the year ending December 31 so that a charitable tax receipt can be issued for that calendar year.
- F.6.7 A separate receipt book must be used to issue receipts for non-charitable income such as rent.
- F.6.8 As required by CRA, the Registered Charity Information Return must be filed with the Charities Directorate each year by the prescribed deadline.
- F.6.9 For the purposes of audit by CRA, all books, records, vouchers, and offering envelopes must be kept organized and accessible for a period of six calendar years after the year in which the records originated. Duplicate donation receipts must be retained for a period of two years from the end of the calendar year in which the receipts are issued. Records of donations of property which must be held on the books for more than ten years must be retained indefinitely.
- F.6.10 All members of DLUC are free to review the church's statements. Supporting documentation for all statements must be made available upon request with the exception of personal employee information.
- F.6.11 The Minister must:
 - F.6.11.1 Avoid commercial relationships or transactions that clearly contradicts the Council's policies or church's vision.
 - F.6.11.2 Not make any purchase from a vendor which does not represent the best value.
 - F.6.11.3 Not exceed \$2,000 on any one purchase without the prior approval from the Council unless designated in the budget.
 - F.6.11.4 Not treat any commercial relationship or transaction in an unfair or inequitable manner, nor give any preference based on any criterion other than the delivery of best value.
 - F.6.11.5 Not violate the terms of any purchase or contract agreement.
 - F.6.11.6 Not cause, participate in, or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, contrary to the requirements of *The Manual* or the United Church of Canada, or in violation of commonly accepted business and professional ethics.

- F.6.11.7 Ensure that the actual financial conditions at any time do not incur fiscal jeopardy or compromise the Council's priorities.
 - F.6.11.7.1 The congregation's budget for a specified year may not be exceeded without Council approval.
 - F.6.11.7.2 Use designated gifts and restricted funds for the purposes for which they were established in a timely way.
 - F.6.11.7.3 Pay all liabilities for payroll, suppliers, and taxes as due.
 - F.6.11.7.4 Ensure expenditures are consistent with priorities as established by the Council.
 - F.6.11.7.5 Report and explain any significant budget variance to Council.
 - F.6.11.7.6 Notify the Council when revenues from any source fall significantly.
 - F.6.11.7.7 Advise the Council about any concerns raised by the external auditor or reviewer and how the Minister proposes to answer those concerns.
- F.6.12 An annual budget must be prepared for each fiscal year.
 - F.6.12.1 This draft budget is created collaboratively by the Minister and the Treasurer. It is then presented to the Council for approval. Once approved, the draft budget is sent to the Annual Congregational Meeting for congregational approval.
 - F.6.12.1.1 Within the budget, variances between expense categories may occur.
 - F.6.12.2 The budget format will follow the United Church of Canada's requirements and best practices as outlined in their Financial Handbook.
 - F.6.12.3 The budget shall reflect and prioritize the goals and vision set forth by the Council.
 - F.6.12.3.1 The budget shall be consistent with the Council's priorities, planned programs and goals, prudent risk management and show a generally acceptable level of foresight.
 - F.6.12.4 Revenues and expenditures are not to be budgeted without reference to past experience and to realistic projections.
 - F.6.12.5 The Council shall be provided sufficient detail to enable the Council to assess the viability of the budget and any assumptions made in its creation.

F.7 The Minister holds responsibility for all day-to-day, operational items that arise in the life of the congregation which are not explicitly stated within these policies.

Behavioural Covenant

Introduced 2019

“For where two or three are gathered in my name, there among them am I.”

- Matthew 18:20

As a member of the Deer Lake United Church Council,

- I will use this covenant as a guide in doing God’s work, using Jesus Christ as a model for my behaviour.
- I will treat this covenant as a living document and will refer to it often, base my demeaner within its parameters, and review it regularly to keep it pertinent and reflective of the values of Deer Lake United Church.
- I will acknowledge the importance of the Holy work each member of the Council engages in and the positive outcomes that result when consistent participation, full involvement and accountability is practiced by that member.
- I will fulfill the responsibilities of my position to the best of my ability and complete the tasks I agree to in a timely manner.
- I will be respectful to all others and will listen patiently and respectfully to any feedback or complaints they may offer. I will direct them to the appropriate person or group, as needed.
- I will have an open, non-judgemental mind and show interest in learning from those with opposing points of view.
- I will accept that differences of opinion are healthy and expected and I will discuss, debate and disagree openly and respectfully, assuming that others have the best intentions and the good of the Whole Church Body in mind.
- I will accept and support final Council decisions reached by consensus even if they do not reflect my personal point of view.
- I will be respectful and care for all other church members, avoiding gossip and divisive interactions.
- I will fully support our Clergy and Staff and strive to enable them to do their job without hinderance or second-guessing.
- I promise to treat my time on the Council as an opportunity to offer an important gift to our church.

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