

STRATHROY UNITED CHURCH
Strathroy, Ontario

CONSTITUTION

Approved by Antler River Watershed Regional Council
April 6, 2022

MISSION STATEMENT

As disciples of Jesus, we live out our love of God within a welcoming community of faith, strengthening one another and our world through worship, education, compassionate service, and proclaiming the Good News.

CONSTITUTION AND AMENDMENTS

1. This Constitution shall be the constitution and administrative structure of the Strathroy United Church community of faith in Strathroy, Ontario in the Antler River Watershed Region.
2. Any new form of organization shall be approved by the Congregation at a meeting duly called for that specific purpose. Any proposed, new or revised structural form shall then be forwarded to the Regional Council to be approved.
3. This constitution may be amended by a motion carried by a two thirds majority of voting members present at a regular convened annual or special meeting of the Congregation and subject to the consent of Regional Council. A notice of motion must accompany the notice of Congregational Meeting at which changes are to be considered.
4. Amendments requested by the Regional Council or to provide consistency with or additional detail from The Manual may be implemented by Council with notice to the Regional Council and to the Congregation.
5. All provisions of these bylaws and decisions made under them are subject to legal limits as defined in the most recent edition of The Manual of the United Church of Canada.
6. The appendices are provided for information and do not form part of the Constitution. Changes to the appendices may be made with the approval of the Council (or Council Executive when necessary).

CONGREGATION

PURPOSE

The Congregation of Strathroy United joins the hearts, voices, and resources of the community to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world.

ACCOUNTABILITY

The Congregation of Strathroy United Church lives in covenant with the Regional Council with mutual responsibilities for the life and mission of the community of faith, and for fulfilling its responsibilities under the covenant.

RESPONSIBILITIES

1. Meet at least annually, not later than the second Sunday in March.
2. Appoint a Chairperson and Secretary.
3. Receive and approve annual reports.
4. Approve an annual budget, including a Mission & Service Fund objective.
5. Ensure an annual financial review.
6. Approve requests for unrestricted bequest funds.
7. Elect officers and representatives of Council and its Teams.
8. Elect representatives of the congregation to the Regional Council.
9. Approve calls and appointments of ministry personnel and staff.
10. Any other duties required by The Manual.

MEMBERSHIP

The congregation consists of members (non-voting), full members (voting), adherents, and members of the Order of Ministry whose names have been added to the congregation's membership roll.

- Members include a) children of full members and b) children who have been baptized but have not yet become full members.
- Full members are entitled to vote at Congregational meetings and may decide to allow adherents to vote on all matters or only specific matters.
- An Adherent is a person who contributes regularly to the life and work of the congregation but is not a member or full member.

MEETINGS

Meetings of the Congregation must be called by Chairperson the annual meeting, Minister, or pastoral charge supervisor on their own initiative at any time or when they have received a request from other bodies or persons as outline in and in accordance with The Manual.

- Notice of the meeting a) of the annual Congregational meeting or b) to deal with pastoral relations or trustee membership must be read during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that.
- Notice of the meeting to consider requests to the unrestricted bequests fund must be read during public worship at least once before the meeting. After notice has been read, the meeting may take place the same day or on any day after that.

A meeting of the congregation may take place only if at least 20 full members are present.

CHURCH COUNCIL

PURPOSE

The Council is the governing body of Strathroy United Church and is a Court within the conciliar structure of The United Church of Canada to oversee the mission and ministry of Congregation. The Council has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation.

ACCOUNTABILITY

Council members are appointed by the Congregation (and/or by the Regional Council where required) and are accountable to the Congregation and the Regional Council through a covenantal relationship.

RESPONSIBILITIES

1. Meet at least quarterly.
2. Receive and approve reports of Teams and members.
3. Educate, support, and encourage Teams to fulfill their mandates.
4. Establish define mandate of ad hoc teams to address any issue as necessary.
5. Develop strategic plans and objectives for congregational mission and ministry.
6. Define and approve policies governing congregational ministry and administration.
7. Admit, remove, transfer, and discipline people as full members.
8. Approve requests for marriages and baptisms as recommended by Congregational Life Team.
9. Recommend to the Congregation an annual budget, including a Mission & Service Fund objective.
10. Report annually to the Congregation its life, work, and finances.
11. Recommend to the Congregation requests for unrestricted bequest funds.
12. Authorize the borrowing of funds.
13. Give orders and direction to the trustees.
14. Provide annual reports and self-assessments as required by the Regional Council.
15. Receive, make decision on, and transmit proposals to the Regional Council.
16. All other responsibilities required in The Manual.

MEMBERSHIP

The Council shall consist of the following voting members:

- Chairperson (officer)
- Vice-Chair (officer)
- Treasurer (officer)
- Past-Chair (chair of Nominations Team)
- Congregational Life Team Chair (or designate)
- Community Life Team Chair (or designate)
- Chair of Board of Trustees (or designate)
- Ministry & Personnel Team Chair (or designate)
- Finance Team Chair (or designate)

- Property Team Chair (or designate)
- Regional Council Representative
- Member at Large
- Ministry Personnel or pastoral charge supervisor (ex officio, officer)

Corresponding (non-voting) member:

- Recording Secretary (filled by Office Administrator)
- All staff

MEETINGS

Meetings of the Council must be called by Council Chairperson, Minister, or pastoral charge supervisor on their own initiative at any time or when they have received a written request from at least five Council members other bodies or persons as outline in and in accordance with The Manual.

Notice of the meeting must be given in person or in writing to Council members OR must be printed in the Sunday bulletin OR read during public worship on the Sunday prior to the meeting.

A meeting of Council may take place only if the Minister or pastoral charge supervisor AND a minimum of 1/3 (i.e., four) of the Council voting members are present.

EXECUTIVE

The Council Executive may meet when the following are present: i) Chairperson or Vice-Chair, ii) Minister or pastoral charge supervisor, iii) and two of the following: Vice-Chair, Past-Chair, Ministry & Personnel Team Chair, and Finance Team Chair for a minimum of four members.

The Executive may act in place of Council between scheduled Council meetings on time-sensitive matters. The Executive must report its activities and decisions at the next meeting of Council to be recorded in Council minutes. Decisions of Executive may be reconsidered by Council.

The Executive may gather informally to consult on emergent and important matters as required.

TERMS OF OFFICE

The term of office shall be two years, with a limit of three consecutive terms (total of 6 years). One may take a one year sabbatical and return to active service.

COUNCIL CHAIRPERSON

PURPOSE

The Council Chairperson coordinates the overall activities of the Council.

ACCOUNTABILITY

The Council Chairperson is accountable to the Council and the Congregation.

RESPONSIBILITIES

1. Serve as an Officer of Strathroy United Church
2. Preside and keep order at Council and Executive meetings.
3. Arrange for Vice-Chair or Past-Chair to preside when unable to attend.
4. Serve as Chairperson of Congregational meetings.
5. Prepare meeting agendas and signing approved meeting minutes.
6. Take votes and announce the results, voting only if there is a tie.
7. Oversee the preparation of an annual report on the activities of Council and its teams.
8. Assist the Vice-Chair in preparation for progression to the position of Council Chairperson.
9. Sign documents (legal documents, etc.) as an authorized Officer.
10. Be familiar with denominational policies and sections of The Manual related to congregational governance.
11. Progress to roll of Past-Chair of Council.

PROFILE

The Council Chairperson is a full member of Strathroy United Church, enthusiastic for the congregation's mission and ministries and committed to the time and responsibilities required. The Council Chairperson is consultative and collaborative, encouraging communication with and among the Minister, staff, Council, and Team members.

RECORDING SECRETARY

PURPOSE

The Recording Secretary is responsible for taking minutes at all meetings of the Council and (if elected) Congregational meetings.

ACCOUNTABILITY

The Recording Secretary is accountable to the Council through the Council Chairperson. The Recording Secretary is a non-voting, corresponding role usually fulfilled by the Office Administrator, who is accountable also to the Ministry & Personnel Team.

RESPONSIBILITIES

1. Act as Recording Secretary of all Council and Executive meetings.
2. Serve as Recording Secretary of Congregational meetings.
3. Distribute and post meeting agendas, minutes, and notice of meetings.
4. Receive and send correspondence for Council.
5. Ensure the minutes, the membership roll, registers, records, and all other documents of the Council are kept safe.
6. Send the minutes, membership roll, and other records to the Regional Council annually for review, if required by the Regional Council.
7. Be familiar with denominational policies and sections of The Manual related to records and communication of notice, minutes, and decisions.

PROFILE

The Recording Secretary is a member, adherent, or staff of Strathroy United Church, enthusiastic for the congregation's mission and ministries and committed to the time and responsibilities required. The Recording Secretary possesses good writing, note taking, summarizing, and basic computer skills. The Recording Secretary supports and communicates with the Council Chair, Minister, staff, and Council, and Team members.

TREASURER

PURPOSE

The Treasurer is responsible for providing the treasury function for the congregation and Board of Trustees.

ACCOUNTABILITY

The Treasurer is accountable to the Council through the Finance Team Chairperson. The Treasurer is paid staff position and accountable also to the Ministry & Personnel Team.

RESPONSIBILITIES

1. Serve as an Officer of Strathroy United Church
2. Attend Council and Executive meetings.
3. Serve as a member of the Finance Team and attend meetings.
4. Serve as the Treasurer of the Board of Trustees (corresponding member not required to attend meetings)
5. Serve as a member of the Investment Team and attend meetings.
6. Sign documents (legal documents, etc.) as an authorized Officer.
7. Manage the treasury function as directed by the Finance Team.

DURATION OF TERM

The Treasurer is not limited in duration of term and may be re-elected or appointed to successive terms.

PROFILE

As an Officer of the congregation, the Treasurer is a member of Strathroy United Church. The Treasurer is enthusiastic for the congregation's mission and ministries and committed to the time and responsibilities required. The Treasurer is competent in financial accounting and software skills. The Treasurer supports and communicates with the Council Chair, Minister, staff, Council, and Team members.

COUNCIL VICE-CHAIRPERSON

PURPOSE

The Council Vice-Chairperson provides continuity of leadership and ensure the duties of the Council Chairperson are carried out in the absence of the Chair.

ACCOUNTABILITY

The Council Vice-Chairperson is accountable to the Council.

RESPONSIBILITIES

1. Serve as an Officer of Strathroy United Church
2. Attend Council and Executive meetings.
3. In the absence of the Chair, manage activities of the Council
4. Serve as a member of the Nominating Team
5. Prepare for the progression to the Chair by assisting the Chair in oversight of teams and projects.
6. Sign documents (legal documents, etc.) as an authorized Officer.
7. Review the Constitution and policies of the congregation.
8. Be familiar with denominational policies and sections of The Manual related to congregational governance.

PROFILE

The Council Vice-Chairperson is a full member of Strathroy United Church, enthusiastic for the congregation's mission and ministries and committed to the time and responsibilities required. Previous experience with Council or Teams is desirable. The Council Vice-Chairperson is consultative and collaborative, encouraging communication with and among the Council Chairperson, Minister, staff, Council, and Team members.

COUNCIL PAST-CHAIRPERSON

PURPOSE

The Council Past-Chairperson provides continuity of leadership.

ACCOUNTABILITY

The Council Past-Chairperson is accountable to the Council.

RESPONSIBILITIES

1. Chair and recruit 2-3 people to serve on the Nominating Team
2. Encourage and recruit people to serve Council and Team positions.
3. In the absence of the Chair and Vice-Chair, manage activities of the Council
4. Provide advice to the Chair regarding procedure or protocol.
5. Be familiar with denominational policies and sections of The Manual related to congregational governance.

PROFILE

The Council Past-Chairperson is a full member of Strathroy United Church, enthusiastic for the congregation's mission and ministries and committed to the time and responsibilities required. The Council Vice-Chairperson is consultative and collaborative, encouraging communication with and among the Council Chairperson, Minister, staff, Council, and Team members.

NOMINATIONS TEAM

PURPOSE

The Nominations Team supports the mission of the Congregation and Council through succession planning and recruitment of lay leaders.

ACCOUNTABILITY

The Nominations Team members are recruited by the appointed by the Past-Chairperson and are accountable to the Council

RESPONSIBILITIES

1. Gather at the call of the Past-Chairperson.
2. Survey Council and Standing Team leadership needs
3. Discern and recruit leadership for Standing Teams
4. Report to Council and Congregation a slate of candidates

MEMBERSHIP

- Past-Chair and 2-3 others with power to add
- The Minister is not permitted by The Manual to be a member but may be consulted

ROLES AND EXPECTATIONS FOR ALL TEAMS OF COUNCIL

PURPOSE

Teams and their members provide leadership to enable the mission and ministry of Strathroy United Church and in the evaluation of their effectiveness.

ACCOUNTABILITY

Each Team is accountable to the Church Council, through the Team Chair or delegate.

RESPONSIBILITIES

1. Demonstrate a spirit of cooperation and compromise for collective growth. View conflict as an opportunity to constructively evaluate and reinforce basic values and goals.
2. Support/reinforce policies and procedures approved by Council.
3. Participate in the annual review process for Minister and staff organized by the Ministry & Personnel Team.
4. Develop and monitor policies and procedures for team-related activities.
5. Review annually the team membership, considering wider participation, new perspectives, regular rotation, a time to break from the area in which one is interested, and opportunities for new members. Recruit new members and seek a diverse membership where appropriate (e.g. gender, age, experience, gifts, interests, etc.).
6. Sponsor as needed ad hoc teams to accomplish the work of the team, maximizing opportunity for participation of all congregational members based on their personal interests and available time.
7. Submit annual budget requests to the Finance Team and manage expenditures related to budget during the year.
8. Provide a report for inclusion in the Annual Report to the congregation. The report will include a description of the team activities in the past year and a list of members who have indicated a desire to serve on the committee for the succeeding year.
9. Review annually committee performance and report future year(s) objectives/intentions.

MEMBERSHIP

Each Team should have a minimum of 5 members. The Ministry & Personnel Team must have minimum of 3 members, but no more than 7 members. In the event of a vacancy, Council may appoint members to the team. Serving on a team does not denote election to Council. Quorum is not applicable to team meetings as teams are not courts of the congregation.

MEETINGS

Each Team will meet as appropriate and necessary to conduct the business of the Team.

TEAM STRUCTURE

In keeping with the needs of the Congregation at Strathroy United Church, we have 5 Standing Teams responsible for various aspects of the church: Congregational Life, Community Life, Finance, Property, and Ministry and Personnel. These Teams and their

mandates are outlined in specific detail below. We have limited sub-teams (e.g., Nominations, Investment) and ad hoc teams as necessary.

Chairperson

- Responsible for keeping team activities within the approved duties and terms of reference.
- Accountable for the presentation of an annual budget to the Finance Team to cover the costs of projected activities and commitments for the following year.
- Secure the specific approval of Council before any new activity is undertaken outside its terms of reference or when the activity affects the work of another team, group, Minister, or staff.
- Attend Council meetings or designate an alternate when unable to attend.
- Provide a brief report to the Council.
- Provide a brief report to team members of Council activity.

Secretary

- Keep the records of proceedings and conduct correspondence.
- Draft minutes of Committee meetings will be distributed to committee members, Council Chair and the Ministry Personnel within 14 days.
- Communicate announcements to the Office Administrator for posting online, on bulletin boards, and newsletters.

Minister

- The Minister is an ex-officio member of all Teams, except for the Ministry & Personnel Team, Nominations Team, and Pastoral Search Team when formed.

Staff

- Staff are corresponding members of Teams they are assigned to support.

CONGREGATIONAL LIFE TEAM

MISSION

To be the leaders who create worship and teaching ministry opportunities for the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

Worship Ministry:

- Sunday worship, music, choir, communion, baptism, weddings, funerals, special services, including style, content, bulletins, announcements, signage, etc.
- Staff support: Music Director
 1. Prepare communion elements.
 2. Provide communion to members unable to attend regular communion services.
 3. Support music ministry, including choirs, soloists, and musicians.
 5. Organize liturgical banners, antependia, flowers, and other sanctuary decorations.
 6. Provide online access to worship services.
 7. Provide pre- and post-service refreshments and fellowship.
 8. Organize post-service receptions for new members and baptismal candidates.
 9. Supply and encourage the wearing of name tags.
 10. Arrange pulpit supply in consultation with Minister and Ministry & Personnel Team.
 11. Recruit and organize lay readers, ushers, greeters, elevator operators, AV operators.
 12. Organize transportation (e.g., taxi service) for members and adherents to attend worship-related events.
 13. Oversee wedding policies and recommend requests for Council approval.

Teaching Ministry:

- Children and youth programs, adult education, study groups, confirmation program, nursery, and library.
- Staff support: Children and Youth Leader
 1. Support the faith development, spirituality, and Christian education of members and adherents of all ages.
 2. Oversee groups organizing children and youth programs (children's worship, summer VBS)
 3. Develop curriculum and ensure program resources and supplies for children, youth, and adult Christian education.
 4. Recruit and support children's worship teachers, leaders, and nursery caregivers.
 5. Consult with the Property Team to ensure adequate space for teaching ministry activities.
 6. Operate and maintain the resource library.
 7. Oversee Christian education for baptism, confirmation, new members, and weddings.

Additional responsibilities related to worship and teaching ministries may be added in consultation with Council as necessary.

COMMUNITY LIFE TEAM

MISSION

To be the leaders who create care, outreach, and proclamation ministry opportunities for the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

Congregational Care Ministry:

- Pastoral care and counselling, hospital visitation, senior home visitation, small groups, membership and records.
 1. Oversee and support pastoral care and counselling by Minister, including crisis, bereavement, and other services.
 2. Oversee and support lay pastoral care (visitation, prayer).
 3. Oversee groups organizing social activities (young families, movies, trivia night).
 4. Support social groups (Friendship Club, Parlour Group, other clubs).
 5. Manage the membership process, including admission, removal, and certificates of transfer.
 6. Maintain the membership and adherent roll/records.
 7. Oversee the Compassionate Fund managed by the Minister.
 8. Organize funeral luncheons.

Outreach Ministry:

- Outreach projects, Mission & Service Fund, and related fundraising.
 1. Organize outreach projects for congregational support on a local, national and international level.
 2. Recommend annual Mission and Service financial objective to the Council for consideration.
 3. Oversee groups organizing outreach projects (Hospitality meal, food bank drives).

Proclamation Ministry:

- Special events and related fundraiser, community partnerships, evangelism, new member recruitment, communication, and social media.
- Support staff: Office Administrator
 1. Oversee communication strategies and resources.
 2. Promote Strathroy United Church in the community through social media and other publications.
 3. Engage the community through informal and ad hoc community partnerships.
 4. Oversee groups organizing special events (BBQs, pot lucks, picnics, dinners, and fundraisers)

Additional responsibilities related to congregational care, outreach, and proclamation ministries may be added in consultation with Council as necessary.

FINANCE TEAM

MISSION

To be the leaders who manage church finances to support the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

- Church finances, monitoring of cash flow including income and expenditures, Envelope Steward, Counters, Treasurer.
 - Support staff: Treasurer, Office Administrator
1. Regularly analyze and report trends in income and expenses to the Council and congregation, giving special attention to unanticipated fluctuations and performance against the annual budget.
 2. Work with Council and Teams to develop the Annual Budget and ensuring the process allows opportunities for staff, teams and groups to request financial support for their programs.
 3. Ensure confidentiality of records on members' givings.
 4. Challenge members to grow in their givings.
 5. Ensure statutory reporting requirements are met on a yearly basis.
 6. Encourage and facilitate planned givings as well as the use of PAR.
 7. Develop stewardship programs, as needed, in conjunction with the ministerial team, Council and others as appropriate.
 8. Recruit Counters for weekly offering.
 9. Recruit Treasurer.
 10. Recruit person(s) to conduct Financial Reviewer (if required and approved by Council).
 11. Assign Chair of Finance to serve on Investment Team.
 12. Assign additional members to Investment Team.
 13. Create annual budget.
 14. Create monthly/annual financial reports.

Additional responsibilities related to financial management and support for core ministries may be added in consultation with Council as necessary.

PROPERTY TEAM

MISSION

To be the leaders who manage church property to support the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

- Building and grounds maintenance, maintenance-related budget.
 - Support staff: Custodian.
1. Oversee and support teams and individuals who assist in the maintenance of the church building and property.
 2. Recruit groups and individuals, as required, to act as helpers for odd jobs as they arise.
 3. Recruit individuals and work teams for larger-scale jobs such as painting, and seasonal grounds clean-up.
 4. Consider general ideas developed from the other committees and members of the congregation for maintenance and keeping costs down.

Additional responsibilities related to property management and support for core ministries may be added in consultation with Council as necessary.

MINISTRY AND PERSONNEL TEAM

MISSION

To be the leaders who create and maintain a safe and healthy workplace to support the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

- Ministry personnel, administrative staff, custodial staff, organist and/or Choir Director.
 1. Oversee and support teams and individuals who assist in the maintenance of church building and property.
 2. Ensure our compliance with all United Church policies and procedures.
 3. Manage contracts for all staff in a paid, accountable position.
 4. Conduct annual reviews of ministry personnel and staff.
 5. Oversee relationship between ministry personnel, staff and the congregation.
 6. Ensure suitable working conditions for all ministry personnel and staff
 7. Schedule pulpit supply in conjunction with Congregational Life Team.
 8. Arrange special recognition programs, gifts, etc. for staff and ministry personnel as appropriate.

Additional responsibilities related to workplace issues and support for core ministries may be added in consultation with Council as necessary.

BOARD OF TRUSTEES

PURPOSE

Trustees oversee Strathroy United Church's legal obligations to the community and to The United Church of Canada to support the congregation to be on mission for God.

ACCOUNTABILITY

Trustees are accountable to the Council and the Regional Council. Trustees are legal agents who act according to the directions of the Council.

RESPONSIBILITIES

Board of Trustee responsibilities are described in the *Congregational Board of Trustees Handbook* and the *Model Trust Deed* available from the General Council Office. Trustees responsibilities include:

1. Attend meetings of the Board of Trustees.
2. Comply with and enact decisions and directives of Council.
3. Ensure adequate insurance for property, liability, and errors and omissions is in place. provided for the buildings and other assets of the church.
4. Maintain contact with the insurance agent, periodically reviewing coverage and notifying the insurance company of any changes that could affect the policies.
5. Manage all legal transactions (acquire, sell, borrow, exchange, renovate, rebuild or lease property) on behalf of the Strathroy United Church in accordance with the United Church policies and procedures.
6. Hold the deeds of the church property in trust.
7. Monitor church tax assessments and represent the church in appealing any assessment decisions.
8. Represent the church in all legal matters related to Regional Council.
9. Educate Council and Teams regarding policies and legal requirements related congregational activities.
10. Ensure safe storage and archiving of documents.
11. Oversee work of Investment Team

MEMBERSHIP

The Board of Trustees shall consist of four trustees elected by the Congregation. The majority of trustees must be members of The United Church of Canada. Trustees must have no conflict of interest connected to insurance advisors.

The Minister (or pastoral charge supervisor) may decide to be the Chair of the Board of Trustees, or the Minister may appoint another trustee as deputy chair.

The Trustees will elect a Secretary who is responsible for keeping records at all their meetings, which clearly indicate any decisions made at those meetings.

MEETINGS

Meetings of the Board of Trustees must be called by the Minister (or pastoral charge supervisor) or two or more trustees.

Notice of regular meetings may be given by announcement at a public worship service at least one day before the meeting.

Notice of special meetings must a) be in writing, b) specify the date, time, place, and purpose of the meeting, and c) mailed or delivered to each trustee at their home or work address.

Notice must be seven days before the meeting if the meeting's purpose is to consider a sale, mortgage, building alteration, or other congregational property transactions or any legal action involving the trustees.

A meeting of Council may take place only if the Minister or pastoral charge supervisor AND a majority of trustees are present.

The trustees make all decisions by the majority of the trustees present at a meeting. The chair votes only if there is a tie in the voting.

DURATION OF TERM

Trustees are not limited in duration of term. The Manual and *Congregational Board of Trustees Handbook* prescribe specific procedures to appoint, remove, or accept the resignation of a trustee.

PROFILE

Trustees are wise and responsible people committed to the congregation's mission and ministries. Experience with insurance, municipal affairs, investments, or property management is desirable.

INVESTMENT TEAM

MISSION

To be the leaders who manage church investments to support the congregation to be on mission for God.

OVERSIGHT AND RESPONSIBILITIES

- The Investment Team is a sub-team of the Board of Trustees and is accountable to Council and Congregation through the Board of Trustees
- Staff Support: Treasurer
 1. Ensure that the terms and conditions of the Investment Policy are adhered to.
 2. Ensure that none of the capital is spent without approval of the congregation.
 3. Within the parameters of the Investment Policy determine appropriate investments for the growth component of the portfolio.
 4. Meet at least annually with the Investment Advisors to review portfolio performance and assess the current investment strategy.
 5. Report at least annually to the Board of Trustees, Church Council and the congregation.
 6. Receive periodic reports from the Investment Advisors.
 7. Recommend, in conjunction with the Finance Committee, the amount of annual income that can be made available for use by the congregation.

MEMBERSHIP

The Investment Team will include: two Trustees, Finance Team Chair, and Treasurer (corresponding). Investment Team members must have no conflict of interest connected to financial advisors.