**Report to Board from the Governance Committee: for the Nov. 5th retreat**

We were tasked by the Board to consider the best governance structure for Westworth.

**Governance Committee Mandate:** (from Board minutes) Governance exists to carry out the

purpose and vision of the congregation. Presbytery must approve any change to the

governance structure. Jan. 25, 2016 Board tasked the Governance committee – to consider the

best governance structure for Westworth to help:

a) improve efficiency and improve lines of communication;

b) make volunteer opportunities more attractive;

c) reduce meetings - to conserve energy.

**Note:**

Presbytery has informed us that we are expected to put our new model of governance in place

for a trial period before it is presented to Presbytery for approval.

We also note that currently, policy is a Board function/responsibility and day-to-day operations

are the responsibilities of Committees. One of the keys to the success of any new working

relationship is communication. For this reason, we emphasize redundancy of communication.

**After consideration of;**

 the Carver and Kenora models,

 our conversation at the 2015 retreat

 what we have currently for Governance at WWUC,

 our consultation with Committees, where they were to consider the descriptions of

their Committee’s responsibilities as presented in the Manual versus what they are

currently doing (or what they see as their responsibilities)

 additional research, including Dan Hotchkiss, *Governance and Ministry.*

**We offer the following recommendations:**

 **that our present Board, Executive and committee structure be replaced by a Council, 2**

**Committees (Ministry & Personnel and Finance), Ministry Teams, Presbytery reps,**

**Trustees and UCW rep;**

 **that we change the name of the Finance Committee Chair to Treasurer and that the**

**person paid to look after the book-keeping functions be named Church Bookkeeper;**

 **that these changes be implemented in March, 2017, following the AGM.**

**DEFINATIONS/PURPOSE:**

**MINISTRY TEAMS**

Ministry Teams are responsible for the day-to-day direction and operation of the

congregation’s ministry in a particular area, within the Mission, Vision, Values and Goals of the

congregation. Ministry Team Leaders are not members of Council; they will be appointed by

Council. Members should be people who have a genuine commitment to and interest in the

work of their particular Ministry Team.

**COMMITTEES (Finance and Ministry & Personnel)**

Committees are responsible for a particular area that involves broader oversight for the overall

ministry of the entire church, within the Mission, Vision, Values and Goals of the congregation.

For example, the Finance Committee oversees the budget of all areas of church ministry and

the Ministry and Personnel Committee oversees paid staff in various areas of church work. As

members of Council, Committee Chairs will be approved by the Annual General Meeting.

**COUNCIL**

Council is responsible for developing, articulating and keeping the Mission, Vision, Values and

Goals of the congregation in accordance with the Manual of the United Church of Canada.

Council members will be approved at the Annual General Meeting.

**Council Membership** (8 members at any one time)

 Chair (who is a full member of the United Church) (two year term)

 Past Chair (1 year on Council as Past Chair), or Vice Chair ( 1 year on Council before

becoming Chair) **Note:** (2 year Chair, 1 year Vice-Chair, 1 year Past Chair),

 Ministry & Personnel Committee Chair

 Secretary

 Treasurer (who is the Chair of the Finance Committee)

 Minister

 2 members-at-large

**LEADERSHIP TEAM**

The Leadership Team is comprised of Council, Committee Chairs, Ministry Team Leaders,

Presbytery reps, Trustees and UCW rep. It will meet at least annually at the call of Council to

help set and review annual congregational goals.

**WORKING RELATIONSHIP AMONGST LEADERSHIP TEAM**

**Council Parameters**

Council will:

 oversee and help Committees and Ministry Teams to fulfill their goals and plan their

programs within their own mandate and budget and in accordance with the vision and

mission of Westworth UC.

 facilitate an annual Leadership Team retreat to set and review congregational goals

 keep the goals set at the Leadership Team retreat before the congregation and review

where necessary

 set policy

 accept the Annual Budget, through input from all Committees and Ministry Teams,

before presentation to the Annual General Meeting

 provide a yearly orientation for all new Council members and Ministry Team Leaders

 ensure that people and property are protected from harm

 communicate with Ministry Team Leaders, Presbytery reps, Trustees and UCW before

each Council meeting.

 meet monthly Sept-June for the first year of the new governance structure, and

consider an appropriate schedule of meetings in a year following this first year.

 invite Ministry Teams to Council meetings if the Council requires more information on a

particular subject or if the Ministry Team requests Council deliberation.

 engage in succession planning of church governance, including consideration of the

restructuring or merging of Ministry Teams

 replace outgoing Committee Chairs and Ministry Team Leaders

 set up ad hoc committees/working groups as required

**Council Liaisons**

Using the present 14 committee structure, Council will liaise with the following groupings of

Committees and Ministry Teams:

2 Members at large – 3 Ministry Teams each

 CE, Worship & Outreach

 Pastoral Care, Membership & Fellowship

Treasurer (Chair of Finance Committee): Faith and Future Fund

Vice Chair or Past Chair: Property, Archives, Trustees

Secretary: Communications, Presbytery, UCW

At this time, we are hoping that this grouping of Ministry Teams will encourage coordination

and flexibility. Restructuring and merger of Ministry Teams may be recommended as we

consider how to meet the evolving needs of the congregation.

Members at large will need the following skill set:

 have the overall interests of the congregation as their primary responsibility

 have been part of Westworth long enough to have a strong relationship with the

congregation and a record of activity within the congregation

 be able to hold the mission and vision statements before the Council and congregation

**Committee and Ministry Team Parameters**

Committees and Ministry Teams will:

 work within their budget.

 operate within the policies as set out by Council; recommend policies for the Council's

consideration.

 communicate with those impacted by their actions; communicate with those whose

actions impact their work.

 communicate with their liaison on Council.

 develop a ministry budget to be delivered to the Finance Committee before October

31.

 participate in Council Leadership consultations as requested.

 replace members and task-specific volunteers of Committee/Team as needed. Chairs

and Leaders will mentor someone who may be willing to become a new Chair/Leader

and make recommendations for leadership succession to Council.

 send monthly reports to all of the Leadership Team to assist with communication

 attend annual Leadership Team Retreat with Council to set congregational goals

 set goals as a Committee/Ministry Team to assist with meeting the goals set at the

Leadership Team Retreat and communicate those Committee/Team goals to their

Council liaison

**Relation to Paid Staff**

Council will hold a full staff meeting following the annual Leadership Team Retreat to outline

and discuss the goals and priorities for the coming year.

Committees and Ministry Teams will:

 request the input of ministry staff for programming purposes as required

 request the assistance of staff needed to support specific activities or program

**Respectfully Submitted by:** Gerald Davis, Dan Wiwchar, Barb Magarrell, Shirley Watts and

Loraine MacKenzie Shepherd