

## **Report to Board from the Governance Committee**

November, 2016

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. 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:**

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 the official change over to the Trial Westworth Governance Model be implemented following the 2017 AGM. Nominating work will be done for the new model upon the acceptance of this report.**
- **that the Governance ad-hoc committee facilitate information sessions for the congregation before the 2017 AGM.**
- **that the Governance ad-hoc committee provide a structure around roles and responsibilities for the Leadership team members to help them write/create their Ministry descriptions. This would eventually become part of the new WWUC manual.**

## DESCRIPTIONS

### Ministry

Ministry is not just the work of the minister. John Calvin, our Presbyterian forefather, uses the word ministry to describe the service offered by both laity and clergy. The Greek word for ministry is *diakonia*, meaning service. It embodies a type of servant leadership for followers of the risen Christ. Everyone in the church is given spiritual gifts for the uplifting of the body of Christ and service to the wider community. When the word “ministry” is used to describe the work of various teams, it stresses the nature of servant leadership. We offer our various skills and interests as the hands and feet of Christ.

**Ministry Teams** (currently, these correspond to the following existing committees: Christian Education, Worship, Outreach, Pastoral Care, Membership, Fellowship, Property, Archives, Communications, UCW and Faith & Future Fund.

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.

### Other (Trustees and Presbytery Reps)

These positions are mandated by the United Church of Canada.

Trustees are responsible for the property, funds and risk management of the congregation on behalf of the United Church of Canada.

Presbytery Reps are liaisons between presbytery and the congregation. As such, they contribute to the wider ministry of the United Church.

### 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 to 9 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 or 3 as need arises

## **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
- ratify 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 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

Note - Trial Westworth Leadership Model illustration attached

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. New Ministry Teams may also be created such as Music Ministry.

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

## **PROCESS OF APPROVAL**

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. After the trial period and subsequent revisions, it must be approved by the congregation and by Presbytery, according to the following sections from The 2016 Manual of The United Church of Canada:

### **Section B. 7.2 Requirements for the Governing Body**

The governing body may be any structure that

- (a) fulfills all of the responsibilities of a governing body in these bylaws;
- (b) fulfills the membership and other requirements for a governing body in these bylaws;
- (c) is approved by the congregation or pastoral charge; and
- (d) is approved by the presbytery.

*The governing body may take any shape the congregation or pastoral charge chooses, with the approval of the presbytery.*

### **Section B.7.2.1 Changes to Governing Body Structure**

The congregation or pastoral charge may take changes to the structure of its governing body as long as

- (a) the new structure meets the requirements of paragraphs (a), (b), and (c) of section B.7.2 above;
- (b) the congregation or pastoral charge informs the presbytery of each change promptly; and
- (c) the congregation or pastoral charge makes any adjustments to the new structure that the presbytery may direct.

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

# Trial Westworth Leadership Model

Congregation

