FIRST UNITED CHURCH
POLICY AND PROCEDURES

FIRST UNITED CHURCH
223 – 3RD AVENUE NORTH EAST
SWIFT CURRENT, SASKATCHEWAN

First Published 1970

Revised 1980, 1994, 2002, 2003, 2008, 2009, 2011, 2016, 2017, 2020

Approved by the Leadership Team January 22, 2026

To be reviewed annually and revised as necessary.

Preamble 4
First United Church Mission Statement 4
First United Church Affirming Vision Statement 5
First United Church Land Acknowledgement 5
Definitions 6
Leadership Team 8
Chair of Leadership Team 10
Vice-Chair of Leadership Team 10
Leadership Team Secretary 10
Treasurer/Chair of Stewardship Committee 11
Church Committees 12
Building and Property Committee 13
Faith Formation Committee 14
Sunday School Coordinator 15
Ministry and Personnel Committee 16
Nominations Committee 17
Outreach Committee 18
Pastoral Care and Membership Committee 19
Regional Council Representatives 20
Stewardship Committee 20
Board of Trustees 22
Worship and Music Committee 24
Choir 25
House Groups 25
Interest Groups 26
3rd Ave Boutique 26
Affirming Ministry 27
Archives 27

Creation Station 28
Decorations 29
Earthcare Partners 29
Fowl Supper 30
Fundraising 30
Garage, Toy and Christmas Room Sales 31
Prayer Group 32
Prayer Shawl Group 32
Refugee Sponsorship 33
Social Convenors and Funeral Convenors 33
Catering Policies 34
Appendix I - Holy Manners 35
Appendix II - Conflict Resolution between Members or Adherents 36
Appendix III - Group Norms for Upholding Decisions 36
Appendix IV - Privacy Protocol 37
Appendix V - Keys Policy 38
Appendix VI - Request for Information 39
Appendix VII - Fundraising Policy 40
Appendix VIII - Cheque Writing Policy 40
Appendix IX - Cheque Requisition Policy 40
Appendix X - Cheque Requisition Form 41
Appendix XI - Depository Safe Policy 42
Appendix XIII - Rental Policy 43
Appendix XIV – Rental Agreement – Internal Policy – Facilities and Equipment 43
Appendix XV – Rental Agreement – Facilities and Equipment 44
Appendix XVI - Benevolent Fund 46
Appendix XVII - Information Form 47
Appendix XVIII - External Funeral Policy 48
Appendix XIX - Internal Funeral Policy 49

Appendix XX - External Marriage Policy 50
Appendix XXI – Wedding Information form 53
Appendix XXII - Internal Marriage Policy 55
Appendix XXIII- Investment Policy 56
Appendix XXIV - Planned Giving Policy 57
Appendix XXV- Pet Policy 57
Appendix XXVI - Identity Statement 58
Appendix XXVII – Life Elders Policy 58
Appendix XXVIII – Process for Hiring for New Positions 59
Appendix XXIX – Freewill Collection 59
Appendix XXX – Scent Policy 61
Organizational Chart 62
References 63

Preamble

In the body of Christ, the interests and gifts of each member work together for the good of the whole and the whole church is equipped to praise and serve God. Congregational leadership is a shared responsibility valuing the opinions and participation of all members.

Our System, first introduced in 1970 and revised in 2012, provides a broad base for participation in the organization and in the life and work of the congregation of First United Church. This 2025 revision of our Policy and Procedures Manual reflects our current practice and the new governance model that was adopted at the October 30, 2022 Congregational meeting. It is consistent with The Manual 2025 of the United Church of Canada.

The Leadership Team nurtures, coordinates, and gives direction to congregational life and work. The Committees and Interest Groups focus on particular subject areas. Within their subject areas committees are responsible to keep the Leadership Team informed, to ensure the congregation is well served, to provide those who do the work with the resources and mandate they need, and to set goals and new direction.

First United Church Mission Statement

We, at First United Church

guided by the spirit,

are striving to be an

Open and Diverse Community of Faith.
Through words and action

we pursue the values of

Spiritual Growth,

Compassionate Outreach,
Social Justice and Care of the Earth.

First United Church Affirming Vision Statement

We, the congregation of First United Church, declare publicly our commitment to creating a community that welcomes and values all people—people of all ages, abilities, genders, racial identities, sexual orientations, economic circumstances, and people who have had any other experiences that have led to exclusion, marginalization, or oppression within church or society.

We invite and honour the participation of all in every aspect of church life. We acknowledge the challenges diversity brings and embrace them fully because we also celebrate the richness of its gifts. We pray for God's grace to guide us as we work for equity and justice for all persons in both church and society.

First United Church Land Acknowledgement

We, at First United Church, are grateful for the privilege of living and worshipping in this place with its vast skies and rolling plains, ever changing from moment to moment and through the seasons. We commit to honouring and responsibly sustaining the web of life in this land—land that was the traditional territory of the Cree, Saulteaux, Dakota, Nakoda, and Lakota, referred to as Treaty 4 Territory, and that is also the homeland of the Metis Nation. We commit to educating ourselves about the history of this land, systemic racism, and colonialism and its ongoing impacts, and to following the guidance of Indigenous people as we engage in intentional action on the path of Truth Reconciliation.

Definitions

Adherent	A person who contributes regularly to the life and work of the congregation but is not a member or full member.
Annual Meeting	Annual Congregational Meeting, Annual General Meeting, AGM
Chair	Leader of Leadership Team, Committees, and Interest Groups.
Church	The United Church of Canada
Congregation	A congregation is a group of people that meets for public worship, and that ~~it~~ has been formed as a congregation of the United Church. The Manual 2025.
Congregational Chair	The person elected by the congregation or by the Leadership Team to chair congregational meetings. Term – 3 years. The Manual 2025 B.6.1.
Congregational Secretary	The person elected by the congregation or by the Leadership Team to perform secretarial duties at the Annual Meeting or other congregational meetings. The Manual 2025 B.6.2.
Leadership Team Secretary	The person elected by the congregation to perform all secretarial duties at Leadership Team meetings, the Annual meeting, and congregational meetings.
Full Member	A person becomes a full member of the congregation through adult baptism and profession of faith or confirmation or reaffirmation or transfer of membership, with the approval of Pastoral Care and Membership Committee.
Leadership Team	The governing body of First United Church. (Keepers of the Vision)
Member	Children of full members and children who have been baptized but have not yet become full members. The Manual 2025.
Minister(s)	One or more ministry personnel who have been settled, called and/or appointed to First United Church – members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, or ordained supply. The Manual 2025.
Office Manager(s)	The person(s) hired by the congregation to perform all Office Manager's duties as described in the position description for this position.
Pastoral Charge	A pastoral charge is a unit of organization of the United Church, consists of one or more congregations. The Manual 2025.

The Manual	The Manual 2025 is the book of order and polity for the United Church of Canada. It contains: 1. The Declarations which signaled the formation of the United Church. 2. The Basis of Union. 3. Governance. 4. Bylaws. 5. Definitions. 6. Appendix: The Rules of Debate and Order.

Leadership Team

Statement of Purpose

The Leadership Team is the governing body of the congregation.

Composition

The Leadership Team is comprised of the Chair, Vice Chair, Secretary, Treasurer, four Members-at-large, and Minister (or Pastoral Charge Supervisor if there is no Minister present).

The members of the Leadership Team must be full members of First United Church. The Manual 2025, B.7.3.1.

People who are not full members may be elected in special circumstances with Regional Council's approval. The Manual 2025, B.7.3.1.

Terms

- Members are elected by the congregation.
- Chair – 3 years, with the option of 1 additional term.
- Secretary – 3 years, with the option of 1 additional term.
- Treasurer – 3 years, with the option of 1 additional term.
- Vice Chair – 1 year prior to assuming role of Chair.
- Members-at-large – 3 years, with the option of 1 additional term.

Leadership Team members may be elected for shorter terms than three years to fill vacancies caused by death or resignation.

Leadership Team may appoint persons to fill any vacancies that occur in office for a period of one year or less.

Duties

The Leadership Team is responsible for short-term and long-term planning aligned with the:

- Vision and Mission Statement of First United Church
- Spiritual Matters
- Financial Matters
- Pastoral Relations Matters
- Proposals
- Recommending Members for Ministerial Leadership
- Property Matters
- Representing First United Church to the Living Skies Regional Council
- Reporting

- Records
- Sharing Reports from the Wider Church
- Completing Statistical Forms

The Leadership Team has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation or pastoral charge as outlined in The Manual 2025, B.7.4.

Procedures

- A meeting of the Leadership Team may take place only if at least 1/3 of the members are present. Also, a Minister or Pastoral Charge Supervisor must be present. The Manual 2025, B.7.7.4.
- The Leadership Team must meet at least once quarterly. It may decide to meet more often. The Manual 2025, B.7.7.1.
- The Chair of Leadership Team, a Minister, or the Pastoral Charge Supervisor may call a Leadership Team meeting. They must call a Leadership Team meeting when they have received a written request from at least 5 members of the Leadership Team. The meeting must be held within 14 days of receiving the request. They must call a meeting when requested to do so by the Regional Council. The Manual 2025, B.7.7.2.
- All members and adherents of the congregation are eligible to attend the Leadership Team meetings.
- There will be at least one “Holy Manner” identified at each Leadership Team meeting.
- The Leadership Team must adhere to “Group Norms for Upholding Decisions”.

Policies

- Holy Manners, See Appendix I
- Conflict Resolution Between Members or Adherents, See Appendix II
- Group Norms for Upholding Decisions, See Appendix III
- Privacy Protocol, See Appendix IV
- Information Form, See Appendix XVI
- Pet Policy, See Appendix XXIV
- Identity Statement, See Appendix XXV
- Scent Policy, See Appendix XXVIII

Chair of Leadership Team

The Chair must be a full member of First United Church or the Minister or the Pastoral Charge Supervisor. The Manual 2025, B.7.6.1.

Duties

- Preside and keep order at all Leadership Team meetings. The Manual 2025, B,7.6.1.
- Take votes and announce the results.
- Submit a summary report in January on the Leadership Team's work for the Annual Report.
- Represent First United Church at community functions, when required, or perform other duties as requested by the Leadership Team.

Procedures

- Vote only if there is a tie. The Manual 2025, B7.6.1.
- Review "Group Norms for Upholding Decisions" at the end of each Leadership Team meeting. See Appendix III.

Vice-Chair of Leadership Team

Duties

- Perform all duties of the Chair in the absence of that person.
- Perform special duties as requested by the Chair of Leadership Team.
- Vice-Chair shall assume the position of Chair of Leadership Team when current Chair leaves position.

Leadership Team Secretary

Duties

- Take minutes at all meetings of the Leadership Team.
- Receive and send correspondence for the Leadership Team.
- Ensure the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe. Note: The Office Manager/Roll Clerk has taken on these tasks.
- Acts as congregational secretary at the Annual Meeting and other congregational meetings.

Procedures

- Keeps records of Leadership Team meetings in accordance with the "Guidelines for Minutes and Notes of Meetings".
- Takes minutes at Leadership Team meetings. Emails minutes to Minister and Chair of the Leadership Team for any suggested revisions and makes changes if required.

- Takes minutes at Leadership Team meetings. Emails minutes to Minister and Chair of the Leadership Team for any suggested revisions and makes changes if required.
- Emails the Leadership Team minutes to Church Office within 1 week of the meeting.
- Ensures that the minutes from the Leadership Team are posted on the website and hardcopies made available.

Reference

Guidelines for Minutes and Notes of Meetings, June 1994, United Church of Canada.

Treasurer/Chair of Stewardship Committee

Duties

- Treasurer for the church. The Manual 2025, B.7.6.3.
- Treasurer for the Mission and Service Fund and other funds for the mission of the wider church.
- Provide liaison between the Financial Clerk (Office Manager) and the Stewardship Committee.
- Coordinate the counting and recording of offerings with the Financial Clerk and/or Office Manager(s). This duty can be filled by someone approved by the Stewardship Committee.
- Be responsible, with the Financial Clerk (Office Manager(s)), for the confidentiality of personal giving's.
- Report and interpret financial statements and financial position to the Stewardship Committee, the Leadership Team and the congregation.
- Act as one of the signing officers for the church.
- Provide guidance to the people who handle money on behalf of the congregation.

Reference

Financial Handbook for Congregations, 2010, United Church of Canada.

Privacy Officer

One of the Members-at-Large on the Leadership Team is the Privacy Officer.

Duties

- Ensure that staff, Leadership Team members, Committee members, and Interest Group members adhere to the Privacy Protocol. See Appendix IV.
- Be responsible for ensuring that Requests for Information are handled in accordance with the Privacy Protocol. See Appendix IV and Appendix VI.
- Other tasks as assigned by Leadership Team.

Church Committees

Statement of Purpose

The Church Committees are the essential unit of our governance model. They provide liaison between the Leadership Team and the congregation. They are accountable to the Leadership Team for the fulfillment of the respective functions described in each Committee's duties.

Composition

- Chair & Recorder may be selected by the Committee members (If there is a rotating Chair, a contact person must be named).
- Members elected by the congregation.
- The Minister is automatically a member of all committees of the congregation, except for a Search Committee, the Ministry and Personnel Committee, and the Nominations Committee. The Manual 2025, B.7.8.4.

Terms

- Chair – 3 years, with the option of 1 additional term
- Members – 3 years wth the option of 1 additional term.
- The quorum for a Committee meeting shall be at least three voting members including the chair of the meeting.
- In cases where a committee Chair is incapacitated by his/her own health or a family situation the committee will appoint someone from that committee to act in the Chair's place in order to carry on with church business without having to disturb the committee Chair.

Duties

- Committees shall be responsible for advertising the work of their Committee utilizing the most appropriate medium. i.e. letters, website, newspaper, radio, Sunday bulletins.
- Committees shall submit a budget to the Stewardship Committee on or before a date set by the Stewardship Committee for the following year.
- Each Committee Chair should be prepared to present a brief report to the congregation regarding Committee activity on a Sunday as the need arises.
- In January, each Committee shall compile a summary of the Committee's activities for the Annual Report.

Procedures

- Each Committee shall meet a minimum of 3 times per year or as necessary, and at other times upon the call of the respective Chair. Each Committee is urged to advise the Office Manager(s) for the purpose of the church bulletin and church calendar.

- All meetings of Committees will begin with Holy Manners. See Appendix I.
- Each Committee shall appoint a Chair & Recording Secretary who shall keep minutes and data on file and attend to all correspondence. (If there is rotating Chair, a contact person must be named.) Committees should submit a report to the Office Manager(s) and Leadership Team three times per year.
- Non-elected persons from the congregation may attend Committee meetings because of interest or expertise. They are considered corresponding members.
- In Committees, with respect to motions, the full name of the mover and the full name of the seconder is required as well as the outcome of the vote.
- In order to develop the Leadership Team agenda, Committees need to have motions and important discussion points forwarded to the Chair of the Leadership Team prior to the Leadership Team meeting.
- Ensure that all volunteers associated with the work of the Committee read and follow the Volunteer Manual approved by Church Council January 23, 2020.

Building and Property Committee

Statement of Purpose

Be responsible for the use and care of church property.

Composition

Chair plus 4 - 6 members.

Duties

- Plan for any major improvements to the church facilities.
- Developing and maintain the Rental Policy.
- Work in conjunction with the Board of Trustees on any matters pertaining to a change in title of any church property.
- Be responsible, in consultation with the Stewardship Committee, for structuring rental fees for use of Church property. A meeting is to be at the call of the Stewardship Chair.
- See that insurance coverage is adequate.
- Keep a record of all major repairs and alterations to all church property.
- Organize one fire drill per year and keep leaders informed of fire procedures.
- Update the inventory of all church properties annually.
- Supervise the caretaking and maintenance of church property and arrange for routine repairs and supplies.

- Have direct responsibility over the church custodian, and any assistants, and be represented on the Ministry and Personnel Committee when dismissing or hiring of custodian or assistants; or be responsible for contracting out janitorial services.
- Receive and consider requests from staff or Committees regarding equipment needs and repairs, furniture requirements, alterations to premises.
- Receive and consider requests for the use of the church premises from groups both within and beyond the local congregation.
- Be responsible for opening and closing building and checking and turning off lights during closing.
- Put out and take in the Restricted Parking signs.
- Maintain fire safety procedures – keep hallways clear and control the flow of Garage and Rummage Room sale items, especially to the garage for pick-up by an appropriate non-profit organization.

Policies

- Keys Policy, See Appendix V.
- Rental Policy, See Appendix XII.

Faith Formation Committee

Statement of Purpose

To invite persons of all ages and stages to explore and grow in their relationship with God as revealed through Jesus Christ, with the community of faith and with the world.

This work will be based on the following guiding principles:

- Dynamic life-long learning.
- Growth in a transforming relationship with God.
- Active engagement with the Christian story.

Composition

Chair plus 3-5 members, Sunday School Coordinator, and Minister(s).

Duties

- Discovering and celebrating of gifts of the members of the congregation.
- Equipping persons for tasks that are holistic and justice-seeking.
- Forming community relationships that are mutual, holistic, justice-seeking, and cross-generational.
- Engaging in and advocating for programs such as:
    - Faith formation opportunities for children, youth, adults, and families,

  - Sunday school,
  - Nursery and toddler programs and support (i.e. Sunday nursery room),
  - Mid-week groups for children and adults,
  - Adult study groups,
  - Children Sunday worship,
  - Confirmation classes for youth,
  - Adult membership classes,
  - Intergenerational services.
- Encouraging those interested from our congregation to attend educational events.
- Respond to expressed interests and needs of the congregation.
- Providing educational, training, and leadership opportunities to our congregation and those interested from other churches or the community.
- Responsible for advertising their work utilizing the most appropriate medium.

Policies

- Youth under age 18 providing child care are expected to complete the St. John's Ambulance Baby Sitter Course.

Sunday School Coordinator

Statement of Purpose

We aim to sustain and strengthen the Sunday School Program of First United Church. To guide, educate, and nurture young people towards their growth in the knowledge of God's love and truth. Living it out every day by learning and following Christ's example.

Composition

Chair, a minimum of 2 parents and grandparents of the Sunday school children.

Duties

- Collaborate with the Sunday School Coordinator in implementing the Sunday School program of the church and nurturing the growth of faith.

Procedures

- Accountable to Faith Formation Committee.

Ministry and Personnel Committee

Statement of Purpose

The M&P Committee oversees relationships within the pastoral charge ministry, particularly the roles and functions of paid employees. The M&P Committee may also be involved in setting expectations for work carried out by volunteers.

Terms

3 years, with the option of 1 additional term

Composition

Chair plus 3 - 5 members.

Roles

The Consultative and Supportive Role:

The committee's primary responsibility is to be a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation.

The Human Relations Role:

The M&P Committee helps ministry personnel, staff, congregation members, and adherents build and maintain healthy relationships. The committee regularly meets with ministry personnel and staff to foster positive work relationships and an effective ministry team.

Policies

- Process for Hiring for New Positions, Appendix XXVII

The Conflict Resolution Role:

The M&P Committee encourages conflict resolution through face-to-face communication. A series of steps has been established to facilitate a positive process. The Manual 2025, J.8.

If this process is not successful, mediation may be required.

In a situation of serious conflict, it is recommended that the M&P Committee consult with the regional council. The Manual 2025, J.8.

Duties

- Being available for consultation and support for matters involving the pastoral charge staff.
- Overseeing the relationship of the pastoral charge staff to each other and to people in the congregation.
- Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff.

- Making any recommendations needed as a result of these reviews to the governing body.
- Revising position descriptions of pastoral charge staff as needed.
- Conducting annual performance reviews of the pastoral charge staff.
- Ensuring pastoral charge staff make use of opportunities for continuing education that they have been given.
- Maintaining close contact with the regional council Pastoral Relations commission. The Manual 2025, B.7.8.5.

Procedures

- Ministry and Personnel Committee members are expected to take training for their role, when such training is offered.
- Provide consultation to the Stewardship Committee for the setting of fees for funerals and weddings every three years.

References

- Ministry and Personnel (M&P) Committee Guidelines, Jan. 2010, United Church of Canada.
- Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada.
- Human Resources Policies and Procedures, United Church of Canada.
- Police Records Checks, United Church of Canada.
- Privacy Issues and Use of Photos United Church of Canada.
- Privacy Issues: Recordkeeping and Archives United Church of Canada.
- Sexual Abuse Prevention and Response Policy and Procedures, United Church of Canada.
- Booklet of Staff Position Descriptions.
- First United Church Lay Employee Handbook, January 2024.
- Ethical Standards and Standards of Practice for Ministry Personnel, United Church of Canada.

Nominations Committee

Statement of Purpose

The Nominations Committee will recruit people for the Church's Leadership Team and Committees and report directly to the Leadership Team. Interest groups are responsible for their own membership and report directly to the Leadership Team.

Terms

2 years minimum, with the option of 1 additional term

Composition

Chair plus 1 – 2 members

Duties

- Recruit new people to the Leadership Team and Committees.
- Ensure that all of the individuals understand the length of their terms as found in the Nominations Report in the Annual Report and to advise the Chair of Nominations if they are unable to continue with their commitment.

Procedures

- Meet when necessary or at the call of the Chair of the Leadership Team.
- The majority of the recruitment activity will occur during the fall and winter in order to ensure that a complete slate of members/nominees are in place prior to the Annual Meeting.
- In the Fall of the year, determine, with the help of the Chairs of the Leadership Team and Committees, if the present volunteer composition will remain or if new volunteer members are required.
- The Leadership Team and Committees may recruit on their own if they are aware of potential volunteers. If this occurs, they are to advise the Nominations Committee.

Outreach Committee

Statement of Purpose

To advocate for the Mission and Service Fund (M & S) and actively support local and international Outreach projects.

Composition

Chair plus 4 - 6 members.

Duties

- To keep the congregation of First United Church informed of the mission of the United Church of Canada, both locally and worldwide.
- To support Outreach projects, both locally and globally.
- To recommend financial allocation for the National M & S Fund.
- Encourage Outreach education.
- Arrange for special mission projects i.e. Lenten M & S collection for children and youth, Christmas in July, Suppers, Silent Auctions, Christmas hampers, etc. and respond to outside appeals such as Southwest Crisis Services, Salvation Army in Swift Current, Canadian Mental Health Association Swift Current branch.
- Support other outreach projects in the community.
- To oversee/administer the Benevolent Fund.

- Ensure "Minute for Mission" is read during worship services.

Policies

- Benevolent Fund, See Appendix XV – Benevolent Fund.

Pastoral Care and Membership Committee

Statement of Purpose

- To provide pastoral care for the congregation.
- In cooperation with the Roll Clerk to keep current the membership roster of the church.
- To actively support and work with the Minister(s) in pastoral care of the congregation.

Composition

Chair, 4 - 5 members, Roll Clerk (ex officio member).

Duties

- Approve baptisms and changes to the membership/historic roll.
- As required by United Church policy (see Manual 2025, B.3.6) the Pastoral Care and Membership Committee will forward all decisions relating to baptisms and membership to the Leadership Team for inclusion in their minutes.
- Decide who is an adherent
- Church Roll – The Roll Clerk will maintain an up-to-date roll of members and adherents. S/he will compile a data base of information gathered from the Information Forms.
- Visit newcomers, sick, shut in, hospitalized and bereaved.
- Keep a list of those who are in care homes and senior buildings.
- Assist the Minister(s) with baptisms.
- Outreach Communion to Care Homes and individuals.
- Assisting Minister(s) with services as part of the Ministerial Association care home rotation.

Procedures

- Maintain a list of Life Elders.
- Prepare instructions for Sunday Morning Greeters.

Policies

- Request for Information Form, See Appendix VI.
- Life Elders Policy, See Appendix XXVII

Regional Council Representatives

Statement of Purpose

Provide a liaison between Leadership Team and Living Skies Regional Council.

Composition

- Elected by the congregation at the Annual Meeting on the following basis: 1 representative per 100 resident members (e.g. 3 representatives for a congregation with 201-300 resident members). The Manual 2025 B.2.1.6.
- Must be full members of First United Church.

Terms

3 years with an option to renew for an additional 1 year.

Duties

- Attend the meetings of the regional council. In-person gatherings will happen at most annually.
- The representatives will be included in the mailing lists for the Regional Council and will receive regular emails. The representatives are expected to share that information with the Leadership Team.
- May be asked to be members of the Committees of Regional Council.
- Other duties as requested by the Leadership Team. The Manual 2025 B.2.1

Procedures

- Report to Leadership Team after Regional Council meetings.

Stewardship Committee

Statement of Purpose

The Stewardship Committee is responsible for the temporal and financial affairs of the congregation, and for the promotion of the principles and practice of Christian Stewardship.

Composition

Chair plus 3 - 5 members.

Duties

- Prepare the annual budget for presentation to the congregation upon receipt of the Committee and Interest Group budget proposals (including anticipated income and expenditures).

- Supervise the budget for the Leadership Team and expend funds in accordance with disbursement authorization and budgetary procedure, or as directed by the Leadership Team.
- Be responsible for the coordination and organization of the financial appeal.
- Be responsible for the Planned Giving Program.
- Be responsible for the submission of documents to the Canada Revenue Agency (CRA) as required.
- Be responsible for funds received by the church as memorial gifts. Administer and allocate those funds and keep a record of the names of deceased who are honored by memorials. Acknowledge gifts of donors.
- Ensure that First United Church financial policies and procedures have been developed and reviewed as required by the Leadership Team.

Procedures

- Establish procedures for and adjudicate the care and the recording of all monies handled by this congregation.
- Report monthly, or as directed by the Leadership Team, on the budget and the financial condition of the congregation.
- The Chair of the Stewardship Committee will call an annual joint meeting with the Building and Property Committee for the purpose of structuring rental fees for use of the Church property.
- Recommend annually, a qualified person or persons to the Leadership Team for appointment to independently review the accounts of the church.
- Arrange for full and complete financial reporting of all church accounts for the Annual Report. Our congregational fiscal year is January 1 to December 31st.
- Planned Giving Program
    - Promote Planned Giving.
    - Act as a resource for potential donors to explore planned gift options.
    - Send 'Thank You' letters to donors to the Planned Giving Fund or through donor's lawyer or through the executor of the donor's estate.
    - Receive requests for expenditures from Planned Giving Funds and make recommendations to the Leadership Team and the congregation, when required.
    - Oversee disbursements from the Planned Giving Fund.
    - Make recommendations for revisions to the Planned Giving disbursement policy to the Leadership Team.
- Record names of deceased who are honored by memorials in the Memorial book.
- Keep a record of purchases made with the Memorial Fund.

- Arrange with the Worship and Music committee for the dedications of memorials at the appropriate service during the church year. Be responsible for notifying the immediate family of those being honored at this service of dedication.
- Plan and execute an Annual Stewardship Campaign.

Policies

- Fundraising Policy, See Appendix VII.
- Cheque Writing Policy, See Appendix VIII.
- Cheque Requisition Policy, See Appendix IX.
- Cheque Requisition Form, See Appendix X.
- Depository Safe Policy, See Appendix XI.
- Planned Giving, See Appendix XXIII.

References

- Financial Handbook for Congregations 2017, United Church of Canada.

Board of Trustees

Statement of Purpose

All congregational property is held by the congregation's Trustees. This includes land, buildings, funds and investments, and any other kind of property. The Manual 2025, G.2.2.1.

Composition

5 lay members appointed by the congregation at a Congregational meeting. Trustees will choose a Chair.

The number of members is to be determined from time to time by the congregation. That number cannot be less than 3 or more than 15. The Manual 2025, G.3.3.4.

- The Chair must be a full member of First United Church.
- The majority of Trustees must be full members of First United Church.
- The Minister(s) (or Pastoral Charge Supervisor) is automatically a Trustee.
- At the Annual Meeting, a motion to appoint Trustees (separate from the motion to accept the slate of Leadership Team and Committee members) is needed. The Manual 2025, G.3.3.

Duties

- Holding congregational property.

- Give the same care and attention to congregational property as a reasonable person would give to their own property.
- Keep records of all funds that are received and disbursed by them.
- Keep records of all their meetings, which clearly indicate any decisions made at those meetings.
- Make those records available upon request by Leadership Team, the Minister(s), or the Pastoral Charge supervisor. The Manual 2025, G.3.4.3.
- Investments of any church funds.
- The Chair of the Board of Trustees will know the manager code to the depository safe.
- Act as non-voting member of the Building & Property Committee on any matters pertaining to a change in title of any church property.

Procedures

- In the case of a property transaction, the Trustees, the Leadership Team, and the Regional Council are each responsible for completing the steps of the process assigned to them. The Manual 2025, G.2.3.2.
- In the case of other transactions, the Trustees are responsible for following the direction of the Leadership Team and proceeding with the transaction. The Manual 2025, G.2.3.3.
- The Trustees hold the congregational property for the congregation as part of the United Church. They must comply with the United Church's requirements for Trustees and congregational property. The Manual 2025, G.2.2.1.
- The Trustees must comply with all decisions that are made by Leadership Team and the Regional Council. The Manual 2025, G.3.4.2.
- A Trustee is not personally responsible for any loss or damage to any congregational property unless it was caused by the Trustee's own action, the action was intentional or negligent, and the Trustee was not meeting the requirements of the United Church or of secular law for Trustees. The Manual 2025, G.3.4.4.
- Signatures of two Trustees are required for investment accounts.
- Volunteers handling money are expected to follow the guidelines in the United Church of Canada's Financial Handbook for Congregations 2017, Chapter 6: Good Management Practices.

Policies

- Investment Policy, See Appendix XXIII.

References

- Congregational Board of Trustees Handbook (2021),United Church of Canada.

Worship and Music Committee

Statement of Purpose

To plan all public services, administer the sacraments, and ensure pulpit supply, in consultation with the Minister(s) and the Music Director.

Composition

Chair plus 4 - 6 members, Music Director.

Duties

- Worship services.
- Special services and ceremonies.
- Oversee the Music Directory and the Choir

Procedures

- Share with the Minister(s) and Music Director the responsibility of planning the services of worship including the hours of worship, the order of service and themes.
- Arrange, in consultation with the Minister(s) and respective Committees or organizations or Interest groups, for special services.
- Approve funeral officiants.
- Issue invitations through the Minister(s) to special speakers.
- Arrange with the Minister(s) the administration of the Sacraments of Baptism and Communion.
- Coordinate with the Music Director, the musical program of the church, with the exception of weddings.
- Communicate with the Music Director and the Accompanist regarding holidays to ensure qualified substitutes are available.
- Encourage relationship and joint action between First United Church and other communities of faith.
- Work in cooperation with the Ministry and Personnel Committee with regard to staffing for worship and music.

Policies

- That no religious service i.e. worship services, funerals and weddings will be conducted from the chancel pulpit; but cultural events i.e. Melodies of Christmas may be granted permission by Leadership Team via written request in advance.
- External Funeral Policy, See Appendix XVIII.
- Internal Funeral Policy, See Appendix XIX.

- External Marriage Policy, See Appendix XX.
- Internal Marriage Policy, See Appendix XXII.

Choir

Statement of Purpose

To enhance the spiritual life of the congregation through musical leadership and performance.

Duties

- To provide musical leadership during Sunday worship.
- Accountable to Worship and Music Committee.

House Groups

- All households identified through the Congregational Contact list are assigned to one of 10 House Groups.
- One House Group Coordinator is elected by the congregation
  - Terms of office - 3 years, with the option of 1 additional term
  - Oversees the organization of the House Groups
  - Reviews and updates job descriptions by Sept.
  - Coordinates with the Church Office to ensure House Group lists are kept up to date
  - Maintains ongoing contact with the House Group leaders for the purpose of encouragement and review
- Each House Group is assigned to one month (Sept. - June) and rotated annually.
  - Responsible for short-term tasks that enhance the life and work of the congregation.
  - Detailed responsibilities and opportunities for service are described and updated by the House Group Coordinator.
  - Has 2 leaders who are selected from the membership of the House Group.
    - Ushers
    - Coffee after church
    - Communion
    - Greeters
    - Loose Change Supper helpers
    - Readers
    - Initiate community-building event
    - Invitation to participate in interest groups
    - Create a new Interest Group

Interest Groups

Statement of Purpose

Interest Groups are responsible to the Leadership Team. They can be continuous or have a set term or goal.

Composition

- Not elected by the congregation
- Must be approved by the Leadership Team based on its alignment with the Vision and Mission Statement.
- Contact person or Chair must be named
- May request time on Leadership Team's agenda to present a concern or idea, to request action, or to seek direction.
- Each Interest group is composed of any number of people. One person in any interest group will be named chair.

Terms

There are no fixed terms.

Duties

- As defined by the Interest Group members.
- May be responsible for a budget.
- Will prepare a Statement of Purpose for the Policy Manual
- Written report required for the Annual Report

3rd Ave Boutique

Purpose

- To help address the needs of the wider community for clothing or household items.
- To raise funds for the church.

Procedures

- Holiday or special circumstance may cancel sale day.
- If there is a funeral, 3rd Ave Boutique sale signs are not set out until the funeral is over.
- 3rd Ave Boutique Sale Coordinators check hallways regularly to address items dropped off for the sales.
- No sale item can be purchased prior to pricing by the Sale Coordinators. All volunteers working at sales must pay for items they wish to have.

- Items donated are stored in appropriate rooms until needed.
- Periodically, items displayed for quite some time and not sold are packed up and given where needed
- Men from the congregation volunteer to load outgoing material.
- Sale days also provide much needed social interaction.

Policies

- All volunteers are amiable, cooperative and dependable.
- All volunteers are expected to follow the First United Church Volunteer Manual.
- If a problem arises, the concern is directed to the Leadership Team

Affirming Ministry

Statement of Purpose

To encourage the people of First United Church in embracing that being an Affirming Ministry is an ongoing, ever-changing, transformative process, not a destination that we someday reach, and to support that transformative process by offering ongoing education and fostering actions that support us to fully live into our Affirming Vision Statement.

Composition

Chair plus 3 – 5 members.

Procedures

- Offer educational opportunities with the goal of continually increasing awareness about anti-oppression work, equity and social justice.
- Foster and encourage actions that flow from the above awareness.
- Explore ways to increase the sense of welcome and value felt by all who attend our church.
- Forge relationships and co-create actions with groups representing marginalized people within our community.

Archives

Statement of Purpose

Archives is responsible for keeping the past records of the church.

Composition

Chair plus 1-2 members.

Duties

- Keep the records of the past activities of the church.
- Submit records to the United Church of Canada Living Skies Archives on a regular basis.

Procedures

- Personal information which is not of Archival value and no longer needed will be shredded, as per Privacy Protocol.
- Accountable to the Stewardship Committee.

References

- Privacy Issues and Use of Photos, United Church of Canada.
- Privacy Issues: Recordkeeping and Archives, United Church of Canada.
- What Do Archives Want? A Basic Guide for Congregations, United Church of Canada.

Creation Station

Statement of Purpose

To encourage and enable people both in the church and wider community to explore their creativity. Often creative pursuits become spiritual practices that bring one closer to the Holy and a place of peace and centeredness.

Composition

Convenor and one or more members.

Procedures

- Set up and care for the space in the former Quilting room from January to the end of October or until the space is needed by the Garage Sale and becomes the Christmas Room.
- Provide space for Sunday school and Youth to do creative activities.
- Provide space for adults and children to come and explore their creativity and try out different forms of artistic expression.
- Remain open on Wednesdays during Garage Sale and 3rd Ave Boutique hours.
- Reach out to the community to invite groups in on Wednesdays or other mutually convenient times.
- Offer workshops/playshops by local or other artists.
- Invite folk to come and explore particular forms of artistic expression.
- Provide an opportunity for participants to make monetary donations or donations of art supplies to help support activities.

Decorations

Statement of Purpose

To decorate the church, as appropriate, for various seasons of the church year.

Composition

Chair, 2 or more members.

Duties

- Setup and take down decorations (including banners, flowers, etc.) as church seasons change.
- Obtain and store decorations as needed.

Procedures

- Work with the Minister to determine what is appropriate for each church season.

Earthcare Partners

Statement of Purpose

- To raise awareness of climate change and other environmental issues.
- To encourage care for the earth as individuals and as a church. Create less waste. Reduce, reuse, recycle.
- To collaborate with individuals, committees, and groups within the church and from the wider community.

Composition

Two Co-Chairs and members

Duties

- To lobby elected officials
- To encourage production of food
- To create beauty
- To encourage stewardship of the earth
- To volunteer to clean up our spaces
- To raise environmental consciousness
- To educate the congregation
- To encourage reducing, reusing, recycling, xeriscaping, composting
- To encourage “greening” of the planet
- To reduce our carbon footprint

Procedures

- Presentations to the congregation
- Written information in church bulletins
- Letter-writing to elected officials
- In-person meetings with elected officials
- Explore alternate means of producing energy
- Improve energy efficiency in our church building
- Grow vegetables in community garden and share with others
- Encourage other gardeners to share as well

Fowl Supper

Statement of Purpose

To organize and coordinate the Annual Fowl Supper to raise funds for, and foster community in the Church.

Composition

Chair plus 4 to 5 members

Duties

- Call or email the congregation for food donations
- Call or email the congregation for volunteers to help at the supper
- Purchase groceries needed for the supper and purchase the turkeys
- Deliver turkeys to the turkey cookers
- Set up the gym for the supper the day before
- Organize takeout meals and deliver
- Supervise workers, troubleshoot and cleanup on Fowl Supper Day

Procedures

- Meet as needed to arrange to arrange Fowl supper

Fundraising

Statement of Purpose

To choose and help plan fundraising events that build community within the congregation.

Composition

Chair plus 3-5 members.

Duties

- Look for fundraising opportunities.
- Let the congregation know that we are open to all suggestions.
- Receive and investigate fundraising ideas. i.e. number of volunteers, space needed, cost, how much it is likely to net.
- Recommend fundraisers to the Leadership Team
- Seek volunteers to organize fundraisers

Procedures

- Meet when necessary or at the call of the Chair of the Leadership Team.
- Keep a record of smaller fundraising ideas. If appropriate, pass along to another Committee or Interest Group.
- Thank the person who made the suggestion and inform them on the reason for the decision.
- Be mindful not to duplicate or infringe on fundraisers by other groups in the church. i.e. 3rd Ave Boutique or Garage Sale, Outreach, Sunday school.
- Check dates on church calendar before proposing a fundraiser.
- Recruit Interest Group members, but keep the Nominations Committee informed.
- In the fall of each year, inform the Nominations Committee of any additions or deletions so they can help to fill any vacancies.

Garage, Toy and Christmas Room Sales

Purpose

- To help address the needs of the wider community for household items or children's toys and games.
- To raise funds for the church.

Procedures

- Holiday or special circumstance may cancel sale day.
- If there is a funeral , Garage Sale signs are not set out until the funeral is over.
- Sale rooms are locked except for sale day or staff preparing for sale.
- Sale Coordinators check hallways regularly to address items dropped off for the sales.
- No sale item can be purchased prior to pricing by the Sale Coordinators. All volunteers working at sales must pay for items they wish to have.
- Items donated are stored in appropriate rooms until needed.
- Periodically, items displayed for quite some time and not sold are packed up and given where needed

- Men from the congregation volunteer to load outgoing material.
- Sale days also provide much needed social interaction.

Policies

- All volunteers are amiable, cooperative and dependable.
- All volunteers are expected to follow the First United Church Volunteer Manual.
- If a problem arises, the concern is directed to the Leadership Team.

Prayer Group
Statement of Purpose

To offer prayers, at their request or family or friends request, for anyone with special concerns.

Composition

3-4 persons who meet once a week all year

Duties

- Conduct a short prayer service, naming names of concerned persons.
- Scripture passage & prayers as part of the service.

Prayer Shawl Group
Statement of Purpose

To make and present prayer shawls to persons that are going through a difficult time in their life's journey, illness, death of a loved one, move or time of celebration such as baptism, confirmation and graduation. We give these shawls to remind the recipient of our continuing love & support during these sad or happy times.

Composition

Three or four persons who keep records of shawls made & given out, accept donations of yarn, sort yarn and bundle in manageable amounts. Any person who knits or crochets are welcome to participate.

Duties & Procedures

- To collect names of possible recipients
- Contact list of possible recipients to see if they are willing to receive a shawl and explain the significance of the shawl
- Make a card to accompany the shawl

- Attach a label with the recipient's name to the shawl
- Arrange a delivery date & notify other group members to present the shawl and often stay for a short visit.
- If the recipient is willing, a photo is taken & placed in scrapbooks that are on display in the church foyer. This is all about the recipient and their wishes, not ours.

Refugee Sponsorship

Statement of Purpose

This group is responsible for all activities associated with bringing refugee families to the Swift Current community.

Composition

Chair, 5 or members, additional volunteers as needed.

Duties

- Handle all paperwork
- Fundraise as required
- Support family when they arrive (food, accommodation, education, orientation, transportation)
- Recruit volunteer helpers

Procedures

- Follow the guidelines as outlined by the United Church of Canada and the Government of Canada.

Social Convenors and Funeral Convenors

Procedures:

- Workers are encouraged to take Safe Food Handling course.
- Social and Funeral Convenors meet together monthly, except July & August.
- Convenors review past & discuss future catering commitments.
- Chair of Social Convenors records the minutes.
- Office Manager(s) notifies chair of Social Convenors of event requested.
- Social Convenor Chair discusses with individual desiring the event, the food requirements, prices, number attending and any special diets.
- Social Convenor Chair discusses with Social Convenors, the menu, food requirements, price, numbers expected and special diets.

- Convenor for event is named and responsibilities allocated.
- Office Manager(s) is notified of table arrangement. She notifies janitor.
- Building & Property is notified if P.A. System is to be set up.

Catering Policies

- Social Convenors and Funeral Convenors have a set price list for catering.
- Kitchen facilities are rented only on condition that there is a person with their Safe Food Handling certificate present at the function to supervise their use, and on the understanding that these kitchen facilities are not to be rented to licensed professional caterers.
- One person with a current Safe Food Handling course must be present at all catering functions.
- Room rent is required for all catered functions

Appendix I - Holy Manners

Our holy manners create an environment where we are freed and empowered:

- To take risks
- To think creatively
- To be fully ourselves knowing that we are valued, loved and upheld in community.

Statement of Holy Manners

We commit ourselves and will hold each other accountable to:

1. Keep God at the center of everything we do;
2. Respect the worth of each individual;
3. Affirm people's right to hold and express differing opinions, assume best intentions, listen carefully to each other, without interrupting;
4. Strive for equal opportunity and encouragement of participation of all;
5. Affirm the wisdom of silence, pausing from time to time to ponder what others have said and to discern the Spirit's movement;
6. Seek to understand what others are saying;
7. Be open to new ideas;
8. Respect the confidentiality of individual members and their stories;
9. Uphold and honor decisions that have been made;
10. Keep life in perspective by preserving a sense of humour; and
11. Hold one another in prayer.

Appendix II - Conflict Resolution between Members or Adherents

Purpose

As a church, we are responsible for addressing concerns in a constructive manner so that we will grow in faith together, while loving and caring for each other.

Policy

To follow a systematic procedure of conflict resolution to ensure all voices are heard; with the hope that resolution can be achieved.

Procedure

1. Should an individual member or adherent find themselves in conflict with another, they are encouraged to speak to that person directly to see if there can be some resolution.
2. Should they feel that they cannot do that by themselves, they should seek support from a neutral party (i.e. the Minister). In the case of volunteers working on the same project, the matter may be referred to the Chair or contact person of the Interest Group or Committee.
3. If resolution to the satisfaction of all parties cannot be achieved it is recommended that referral to the Leadership Team be made. The Dispute Resolution Policy Handbook 2008, United Church of Canada, will be followed.

Appendix III - Group Norms for Upholding Decisions

1. At the end of each Leadership Team meeting, members will be reminded of their tasks.
2. When a decision is made, the following questions will be answered: Who? How? When? What budget line?
3. If we are absent from a meeting, we will trust fellow Leadership Team members to make good decisions.
4. We will verbalize support for decisions by Leadership Team even if we do not personally agree with some of them.
5. If questions come from the congregation, we will support one another and our decisions.
6. A decision can be revisited only after it has been tried or if there is new information. A decision can be revisited only one time.
7. At the end of each Leadership Team meeting, “Group Norms for Upholding Decisions” will be reviewed.

Appendix IV - Privacy Protocol

1. Private information will be collected for church-related mailing lists, ministerial and membership visitation, stewardship, children and youth-oriented programs, recognition of baptisms, weddings, funerals, birthdays, and anniversaries, General Council statistics, and archives.
2. All private information will be kept in strict confidence.
3. The Minister(s) shall have access to such files as are required for him/her to conduct his/her ministry.
4. The Privacy Officer will be the Leadership Team Member-at-Large.
5. Personal information which is not of Archival value and no longer needed will be shredded.
6. Persons seeking information must complete and sign the Request for Information Form and submit it to the Office Manager.
7. Complaints regarding the response to a request for information may be taken to the Privacy Officer.

The following schedule sets out the confidential files, their storage and access:

File	Storage	Access
Ministry & Personnel	Locked cabinet	Access: M & P Committee chair
Stewardship	Minutes: unlocked cabinets (office) Investment information, bank statements, deposit books: locked cabinet (office) Record of Congregational giving: locked cabinet (office)	 Treasurer, Office Manager(s) Treasurer, Office Manager(s)
Archives	Locked room	upon request to Archives
Historical Roll	Locked room	
Current Membership List	On office PC (ChurchWatch)	Office manager(s), others through Request for Information Form
Weddings, Baptisms and Funerals	Locked cabinet	Office Manager(s), Minister(s)
Past Weddings, Baptisms and Funerals	Locked closet	Office Manager(s), Minister(s)

File	Storage	Access
Greeting Cards Lists	On office PC	Office Manager(s), Pastoral Care and Membership Committee
Roll Clerk Report	Locked closet (office)	Office Manager(s), Membership and Pastoral Care Committee
Information Forms	Locked closet (office)	Office Manager(s), Minister(s)
Sunday School Forms	Sunday School Coordinator	Sunday School Coordinator

Policy

- That the role of Privacy Officer falls to the Member at Large position.
- Request for Information Form, See Appendix VI.

References

- Privacy Issues and Use of Photos United Church of Canada.
- Privacy Issues: Recordkeeping and Archives United Church of Canada.

Appendix V - Keys Policy

A master set of keys will be stored such that they are available to anyone of the congregation. Please be considerate of all users – replace the keys as soon as you have used them, do not carry them around for any extended period of time. Duplicates of the master key set will be maintained in a secure location. The minister's office and the main office keys will not be included on the master set, but duplicates of these will be kept in a secure location.

Appendix VI - Request for Information

I/We request the following information with respect to:

Full Name _____ (maiden name, if applicable)

Address _____

INFORMATION REQUIRED _____

_____

_____

REASON _____

_____

_____

_____

SIGNATURE DATE

PRINT NAME _____

RELATIONSHIP _____

ADDRESS _____

PHONE/CELL # _____

EMAIL ADDRESS _____

Information Provided

_____

_____

OFFICE MANAGER _____DATE _____

Appendix VII - Fundraising Policy

First United Church may raise funds through the sale, auction or free will giving of funds for donated or purchased items. If a free will offering draw is chosen, any person who wishes to be included in a draw should have an equal opportunity to win, regardless of the amount donated.

Appendix VIII - Cheque Writing Policy

Cheques will not be completed unless requested with a completed cheque requisition form, unless not required as per the Cheque Requisition Policy.

Signatures of two persons with signing authority are required for cheques. Persons to be chosen by Leadership Team each time the bank signing authority is changed.

All cheques require the signature of an Office Manager.

Signatories may never sign a cheque that has not been fully completed and signed by an Office Manager and, if required, reviewed the completed cheque requisition form.

Appendix IX - Cheque Requisition Policy

A Cheque Requisition form is mandatory for all cheque requests except for standard, recurring payments i.e. utilities, staff, wedding and funeral cheques.

The requisition must be completed in full and authorized by the committee responsible for the request.

Cheques will not be issued unless a completed cheque requisition form is submitted with associated receipts or paperwork.

Appendix X - Cheque Requisition Form

First United Church Cheque Requisition Form

Note: Use this form for all cheque requests, attaching supporting invoices/documents. Cheques will not be issued unless this form is approved the individual or committee responsible for the budget category. A list of these individuals or committee members is available in the church office.

Cheque Payable to _____ **Date Requested** _____

Cheque Amount $ - _____ **By** _____

DETAILS

Description of Expenditure	Amount	Budget Line #
TOTAL	**$ -**	

Comments or notes: (such as motion & date of motion)

Approved By _____ **Signature** _____

Date of Approval _____ **Committee** _____

Cheque Prepared by _____ **Cheque #** _____

Appendix XI - Depository Safe Policy

The safe is located in the photocopy room just inside the outer door in the cupboard on the east wall. It is equipped with a depository door so does not need to be unlocked to make a deposit. Any time money is collected at the church and is not taken immediately to the bank for deposit, it should be placed in the safe. This includes regular Sunday Service offerings and 3rd Avenue Boutique and Garage Sale revenue as well as special events such as fundraiser suppers, auctions and Bake Sales, Fruit and Veggie Table donations. Under no circumstances should collected money not be deposited in the safe regardless of what group is hosting an event. Money should never be brought to any individual's home.

All deposits and withdrawals will be recorded in the provided binder indicating the date, the event or source of the money and the depositor or withdrawer.

All deposits will be bagged and a note should be included indicating the event or source of the money in case multiple deposits are made.

The office staff will ensure that any deposits are retrieved from the safe in a timely manner, counted and deposited to the bank.

The Treasurer will be responsible for the Manager Code of the safe and setting the User code of the safe. When a new Treasurer is installed, they will change the existing Manager and User codes. The User code will only be known by the office staff and the Treasurer. The manager code will only be known by the Treasurer and the chair of Trustees.

Money collected at regular services will be collected by at least one member of the Stewardship committee or designate plus a second person. The collection will be bagged, locked, documented in the provided ledger and deposited in the safe immediately after services.

Appendix XIII - Rental Policy

The Rental Agreement is to be approved by Leadership Team on a case by case basis as well as general agreement.

All bookings shall be confirmed by the payment of a deposit in an amount to be determined by Leadership Team and its appointed Committees, and with the approval of one or more Minister(s).

Appendix XIV – Rental Agreement – Internal Policy – Facilities and Equipment

FIRST UNITED CHURCH
RENTAL AGREEMENT – Internal Policy
FACILITIES AND EQUIPMENT

1. Rental times are from 9:00 a.m. to 9:00 p.m. unless agreed on an individual basis.
2. Half Day Rate is for up to six hours in any day as agreed in advance.
3. Set up/decorating time outside of rental window must be paid at hourly rate.
4. A room Setup/Take down fee applies to all rentals where required regardless of length of rental.
5. One Time rentals require a 50% deposit.
6. Scouts/Beavers/Girl Guides/Pathfinders/Sparks/Embers are no charge for facilities.
7. Self-help groups like AA, NA, OA etc. are charged a nominal rate agreed with the group.
8. Lessons and counselling are also charged on an individual basis.

Appendix XV – Rental Agreement – Facilities and Equipment

FIRST UNITED CHURCH

RENTAL AGREEMENT – FACILITIES AND EQUIPMENT

USER (group name):		
Contact Person:		**Phone:**
Email Address:		
Nature of Activity:		
Room(s) Requested:		
Equipment Requested:		
Date(s):	**Start Time:**	**End Time:**
Rental Fee (due at the beginning of each month)		
Signature of Applicant:		Date:
Print Applicant Name:		
Address:		Phone:

REMEMBER:

- Renter shall be liable for any damage or injury to property or persons.
- There are others using the church facilities. Noise level should not be disruptive to others in the building. **Please limit your use of space to the area rented.**
- Please leave the rooms as you found them when you leave. Clean up after yourself.
- Please turn off all lights in your area when you are leaving (including washrooms).
- The outer doors of the church must NOT be propped open to allow admittance to late comers.
- The user group will be responsible for any damage to the facility/equipment being used. Such damage is to be reported promptly to the Building and Property Committee.
- **Long-term rentals must be renewed yearly.**
- **The church office manager must be advised immediately if there is a change in the name and telephone number of the user group's contact person.**
- Failure to comply with any of the above requests may result in the cancellation of this agreement.

Signature of Office Manager: _____ Date: _____

Signature of Building & Property Committee: _____ Date: _____

(Rental Prices effective September 1, 2025)

One Time Rental Rates - Individuals or groups renting space for a single event				
	Hourly Rate	**Half Day Rate**	**Full Day Rate**	**Setup/Takedown**
Gymnasium	$55	$275	$440	$35
Waldeck Room	$33	$165	$264	$35
Cypress Lounge	$33	$165	$264	$10
Chapel	$33	$165	$264	N/A
Burnham Room	$38.50	$192.50	$308	$20
Sanctuary	N/A	$385	$550	N/A
Chinook Room	$33	$165	$264	N/A
Kitchen (upstairs)	$27.50	$137.50	$220	N/A
Foyer	$30	$165	$264	$20
Counselling Room	$11			N/A
Library	$11			N/A
Long Term Rental Rates - Individuals or groups renting space on an ongoing basis				
	Hourly Rate	**Half Day Rate**	**Full Day Rate**	**Setup/Takedown**
Gymnasium	$44	$220	$352	$25
Waldeck Room	$27.50	$137.50	$220	$25
Cypress Lounge	$27.50	$137.50	$220	$5
Chapel	$33	$165	$264	N/A
Burnham Room	$33	$165	$264	$20
Sanctuary	N/A	$385	$550	N/A
Chinook Room	$33	$165	$264	N/A
Kitchen (Upstairs)	$27.50	$137.50	$220	N/A
Foyer	$27.50	$137.50	$240	$20
Counselling Room	$11			
Library	$11			

1. Rental times are from 9:00 a.m. to 9:00 p.m. unless agreed on an individual basis.
2. Half Day Rate is for up to six hours in any day as agreed in advance.
3. Set up/decorating time outside of rental window must be paid at hourly rate.
4. A room Setup/Take down fee applies to all rentals.
5. One Time rentals require a 50% deposit.

FEES	
Room:	**Fee:**
Room:	**Fee:**
Misc:	**Fee:**
TOTAL	

Copy 1 – Church Office File
Copy 2 – User's Group

Rec. # _____

Appendix XVI - Benevolent Fund

Purpose

- For individuals or families in need who come to First United Church requesting assistance.

Procedures

- An amount is included in the church's annual budget, upon recommendation of the Outreach Committee. If this amount is depleted, the Minister(s) may request an additional amount from Leadership Team.
- The Minister(s) may charge hotel rooms to an account set up in advance by the church.
- If the Minister(s) is unavailable and cannot be reached by telephone, the Office Manager may refer the person to the Salvation Army, SW Crisis Services, Social Services or the RCMP.

Policies

- Accountable to the Outreach Committee.
- Administered by the Minister(s), at her/his discretion.
- If the amount requested by an individual or family is greater than $150, then, if possible, the minister should request permission from the Outreach Committee via email vote.
- That the preferred method of Benevolent Fund disbursement be Gift Cards. i.e. food, gas, taxi, accommodation.

Appendix XVII - Information Form

FIRST UNITED CHURCH INFORMATION FORM			
GENERAL INFORMATION			
Household Name			
Household Mailing Address			
City		Postal Code	
Household Phone Number			
Name		Preferred Gender Pronoun	
Birthdate	Baptism Date	Confirmation Date/Place	
Email	Cell #	Occupation	
Name		Preferred Gender Pronoun	
Birthdate	Baptism Date	Confirmation Date/Place	
Email	Cell #	Occupation	

FAMILY INFORMATION			
Marriage Date	Emergency Contact/Number		
Children's Information			
1. Name		Birth Date	Grade
Baptism Date	Confirmation Date		Cell #
2. Name		Birth Date	Grade
Baptism Date	Confirmation Date		Cell #
3. Name		Birth Date	Grade
Baptism Date	Confirmation Date		Cell #
4. Name		Birth Date	Grade
Baptism Date	Confirmation Date		Cell #
Please list any information that may be helpful concerning special circumstances involved with your family ie step-children, children with a different address than yours, disabilities, illnesses, etc.			
Do you wish to transfer to First United Church?		Yes	No
Do you wish to use envelopes for Church offering?		Yes	No
or, if you prefer, forms are available for Preauthorized Remittance (PAR) instead of envelopes		Yes	No
The information you have provided will be kept confidential. It may be used for church-related mailing lists, ministerial and membership visitation, stewardship, U.C.W. functions, children and youth-oriented programs, recognition of baptisms, weddings, funerals, birthdays, anniversaries, Church House statistics and Archives.			
Signature		Date	

Appendix XVIII - External Funeral Policy

The First United Church building and our resident minister are available for United Church funerals upon request. The sanctuary seats approximately 450 people and our chapel seats 56 people. The resident minister of First United Church may also be contacted to perform a funeral or memorial service at a location other than at First United Church.

Preparing for a funeral and dealing with the death of a loved one is a difficult time. A variety of feelings are expressed and the community of faith can be an important support in the grieving process and in planning the funeral service. A funeral or memorial service is a service of worship to give thanks for the life even as the loss is grieved.

Resident Minister

If a United Church funeral or memorial service is requested to be held at First United Church, the resident minister of First United Church will officiate at the service, if available. If the wish is for another minister, or lay person to participate in the service, please discuss this with the resident minister before making any arrangements. The resident minister may assign a portion of the service to another minister or lay person; but the liturgy, in all cases, will be shaped, lead and approved by the resident minister.

If the resident minister is unavailable, First United Church will find an authorized funeral officiant, or another United Church minister, to conduct the service. This person will have the same responsibility as the resident minister in shaping, leading and approving the liturgy.

Music

The minister will be pleased to work with the pianist and/or organist to provide music for the service and will help select music/hymns appropriate for the service.

If the wish is to bring in a musician from outside the church, the minister is to be consulted. The pipe organ and sound system in the sanctuary are handled only by personnel authorized by First United.

The First United Choir will be pleased to lead in the singing of hymns and/or provide an anthem if required.

Reception

Following the funeral service or the committal service, a reception may be helpful in terms of establishing contact with the community of support. Such a reception may be held here at First United in either Knox Hall Gym or one of the larger meeting rooms.

The United Church Caterers will be pleased to assist the family by providing a light lunch following the funeral service. Menu choices and the related fee schedules are attached to this

document. Leftover food can be taken by the family or will be donated to a local non-profit organization.

Arrangements can be made for other groups to use our church facilities and provide a lunch if that is the wish of the family. These arrangements can also be made through our Office Manager.

Fees

The policy of First United Church is to charge a fee for all funerals conducted in the church. If this fee will cause undue hardship, please let the minister know. On the recommendation of the minister, the fee may be reduced.

Officiant fees for funerals held at graveside or a location other than the church shall be the same as for funerals at the church. There will also be an additional fee for committal services held at a time separate from the funeral service.

For onsite funerals, the total fee is to be paid to First United Church. The office manager will make out cheques to the individuals taking part.

Fee for catering to be paid to First United Church.

A soloist provided by the church receives an honorarium according to the fee schedule.

If accompanying a soloist, the musician will receive an additional amount according to the fee schedule.

Appendix XIX - Internal Funeral Policy

Requests from Other Congregations

When other congregations of the city and area require larger facilities for a funeral service, requests will be received from the Minister(s) of that congregation to the resident minister of First United Church for consideration. In the preparation and conduct of such a service, the resident minister need not be involved.

Resident Minister

If a lay person is asked to do a United Church funeral, the lay person is to go directly to the resident minister before any arrangements are made to determine how the service will be conducted. The resident minister has the right of first refusal.

In the event that the resident minister is unavailable, the Office Manager(s) shall be obliged to locate and confirm the attendance of non-staff clergy or trained lay personnel to perform the funeral. The trained lay personnel must be on a list approved by the Leadership Team. When

locating an officiant, the Office Manager will take into account first the preference of the family and then equitable dispersion of funerals amongst those who are on the approved list.

Funeral Register

All funerals held at First United Church and officiated by the resident minister or an authorized replacement (lay or clergy) shall be recorded in the funeral register of the church. Such entries shall be signed by the officiant who has responsibility for the service.

When First United Church rents their facility to another congregation the funeral will be recorded in the other congregation's register.

Fees

Fees for funerals will be set by the Leadership Team upon recommendation from the Stewardship Committee after consultation with the Building and Property Committee and the Ministry and Personnel Committee. These fees should be reviewed every three years.

In the event that our fee may cause undue hardship to a family, on the recommendation of the minister, Leadership Team may subsidize the fee.

Non-staff clergy and lay people will be paid at the rates set by Leadership Team for the resident minister.

Policy Review

The Worship & Music Committee, in consultation with the Building and Property Committee and the Ministry & Personnel Committee, shall review all funeral policies at least once every three years.

Appendix XX - External Marriage Policy

The First United Church building and our resident minister are available for United Church weddings upon request. The sanctuary seats approximately 450 people and our chapel seats 56 people. The resident minister of First United Church may also be contacted to perform a wedding at a location other than First United Church.

In accordance with the congregation's core values of acceptance and inclusiveness, all couples who share a loving, mutual, and life-giving relationship, regardless of gender, are welcome to marry at First United Church.

Resident Minister

If a wedding is requested to be held at First United Church, the resident minister of First United Church will officiate at the service, if available. If the wish is to have another minister, or lay person participate in the service, please discuss this with the resident minister before making any arrangements. The resident minister may assign a portion of the service to another minister or lay person; but the liturgy, in all cases, will be shaped, lead and approved by the resident minister.

If the resident minister is unavailable, First United Church will find another United Church minister to conduct the service. This person will have the same responsibility as the resident minister in shaping, leading and approving the liturgy.

Marriage Preparation

All couples are required to participate in an approved marriage preparation course. The church office will have information about local courses and out of town couples may find similar courses closer to where you live. Proof of attendance must be forwarded to the church office before the wedding date.

Wedding Service

Couples will meet with the minister at least once before the wedding date to plan the wedding service. The wedding will be based on a United Church order of service, but the couple will be given lots of flexibility in the planning process.

Music

The minister will be pleased to work with the pianist and/or organist to provide music for the service and will help you select music/hymns appropriate for the service.

If the wish is to bring in a musician from outside the church, the minister is to be consulted. The pipe organ and sound system in the sanctuary are handled only by personnel authorized by the church.

Rehearsal

The date and time for the rehearsal will be decided by the minister and the couple. It is very important that all participants in the ceremony attend the rehearsal: the couple, parents, minister, attendants, musicians, ushers, readers, etc.

Photography & Recording Devices

Flash photography is permitted only during the procession, signing of the register and the recession. Video recording is permitted only from a stationary point which must be determined before the start of the ceremony.

Booking/Fees

The policy of First United Church is to charge a fee for all weddings conducted in the church (see attached schedule).

A $100 deposit (non-refundable) is required to book your date and time. In the event that more than one wedding is booked for the same date, choice of times is on a first come, first served basis. Getting your deposit in early secures your date and time.

Wedding fees must be paid 2 weeks prior to the wedding date. Your deposit will be applied to the wedding fees.

Officiant fees for weddings held at a location other than the church shall be the same as for weddings at the church.

Appendix XXI – Wedding Information form

FIRST UNITED CHURCH
WEDDING INFORMATION FORM

Wedding Date:		**Rehearsal Date:**	
Time:		Time:	
Place:	☐Sanctuary ☐Chapel ☐Other *(Specify)*:		
Presiding Minister:		**Guest Minister:**	
Phone #:		Phone #:	

SPOUSE:		
Surname:	Given Names:	
Name called by:		
Marital Status:		If Divorced, Suit No.:
Religious Affiliation:		
Date of Birth:		Place of Birth:
(If Registered under The Indian Act) Name of Band:		Registry #:
Residential Address:		Home Phone #:
		Cell Phone #:
Email:		Work Phone #:
Parent Surname:	Given Names:	
Place of birth:		Phone #:
Birth Surname (if different than current):		
Parent Surname:	Given Names:	
Place of birth:		Phone #:
Birth Surname (if different than current):		
SPOUSE:		
Surname:	Given Names:	
Name called by:		
Marital Status:		If Divorced, Suit No.:
Religious Affiliation:		
Date of Birth:		Place of Birth:
(If Registered under The Indian Act) Name of Band:		Registry #:
Residential Address:		Home Phone #:
		Cell Phone #:
Email:		Work Phone #:
Parent Surname:		Given Names:

Place of birth:		Phone #:
Birth Surname (if different from current):		
Parent Surname:		Given Names:
Place of birth:		Phone#:
Birth Surname (if different from current):		
WEDDING PARTY		
Number in the wedding party:		
Attendants (First Spouse):	Attendants (Second Spouse):	Ushers:
Flower Girls:	Ring Bearers:	Candle Lighters:
Other*(describe):*		
Witness:		
Mailing Address:		Phone #:
Witness:		
Mailing Address:		Phone #:
Color Scheme:		
ARRANGEMENTS:		
Total fees assessed:	*(based on the fee schedule when booking)*	
Wedding preparation course:	**Date taken:**	
First meeting with minister:		
Second meeting with minister (if needed):		
Name of Organist/Pianist:		
Mailing Address:		Phone #:
		Email:
Name of Soloist:		
Mailing Address:		Phone #:
		Email:
☐**Single ring ceremony** ☐**Double ring ceremony**		
Approximate number of guests attending:		
Place of reception:		**Time:**
Your permanent address:		Phone #:
DATE OF BOOKING:		
SIGNATURES:		

SPOUSE:		
SPOUSE:		
MINISTER:		
FEES PAID		
Deposit:	**Date:**	**Receipt No.**
Final Payment:	**Date:**	**Receipt No.**
TOTAL:		

Appendix XXII - Internal Marriage Policy

Requests from Other Congregations

When other congregations of the city and area require larger facilities for a wedding service, requests will be received from the Minister(s) of that congregation to the resident minister of First United Church for consideration. In the preparation and conduct of such a service, the resident minister need not be involved.

Resident Minister

In the event that the resident minister is unavailable, the Office Manager shall be obliged to locate and confirm the attendance of non-staff United Church clergy to officiate at the wedding.

Marriage Register

All weddings held at First United Church and officiated by the resident minister or an authorized replacement shall be recorded in the marriage register of the church. Such entries shall be signed by the officiant who has responsibility for the service.

When First United Church rents their facility to another congregation the wedding will be recorded in the other congregation's register.

Fees

Fees for weddings will be set by the Leadership Team upon recommendation from the Stewardship Committee after consultation with the Building and Property Committee and the Ministry and Personnel Committee. These fees should be reviewed every three years.

Non-staff clergy will be paid at the rates set by Leadership Team for the resident minister.

Policy Review

The Worship & Music Committee, in consultation with the Building and Property Committee and the Ministry & Personnel Committee, shall review all marriage policies at least once every three years.

Appendix XXIII- Investment Policy

- All church funds, when invested, are to be invested in a way to maximize income generated by the invested capital, so long as this does not jeopardize the safety and security of the principal. (Being a prudent investor – Sec. 44 of the Trustees' Manual).
- Investments may be made in:
    - Federal, provincial, municipal, or corporate bonds with a credit rating of 'A' or higher.
    - High Interest Savings Accounts, Term deposits and Guaranteed Investment Certificates insured by the Credit Union Guarantee Corporation and/or Canadian Deposit Insurance Corporation.
    - Other investment in its gifted form until beneficial to convert to cash.
- When and if First United Church ceases to exist, the disposition of the funds will be determined by the congregation at that time. (Refer to Church Property Matters, Sask. Conference, Section7).
- The governing body, the Leadership Team is responsible for deciding on the investment of funds (The Manual 2025, Section G4.2.3).
- The Trustees will review performance of investments periodically at scheduled meetings of the Trustees. (Section 45.8, Trustees' Manual).
- Review of investment policies and goals should be done, at least annually by Trustees during a scheduled meeting. (Section 45.9, Trustees' Manual).
- The Board of Trustees is represented at the Leadership Team meetings by the Chair of Trustees or substitute to report on issues pertaining to investments. (Section 45.10 Trustees' Manual).
- Revisions to the Investment Policy are to be made by the Trustees and approved by Leadership Team.

Appendix XXIV - Planned Giving Policy

A planned gift is a gift made from the accumulated assets of the donor rather than regular income. This may include bequest from an estate or gifts of property such as real estate, insurance or money.

The purpose of the Planned Giving Fund is to build a financial reserve for future years when our congregation may experience difficulties meeting its financial commitments.

The fund is intended to be separate and distinct from all other Church funds.

When a donor designates a specific purpose for a gift, such gifts may be exempt from the Planned Giving Fund.

There will be no disbursement of principal from this account unless approved by a Congregational meeting. Interest or capital gains earned may be spent annually.

In the event that earnings in any year are greater than expenditures, the earnings will remain in the account and be available for future years. However, unused earnings may be deemed to be principal if directed by a Congregational meeting.

Disbursements may be used to:

- Enable members or adherents to grow in faith though courses, training or conferences
- Award scholarships or grants for the purpose of attending theological or music training
- Make capital improvements or major building maintenance
- Undertake outreach into community programs and projects of the United Church of Canada
- Initiate other expenditures as approved by a Congregational meeting

Appendix XXV- Pet Policy

Pets are not allowed on church property, except for special occasions. This policy does not apply to service animals.

Appendix XXVI - Identity Statement

MISSION STATEMENT

We, at First United Church, are called by the Spirit

to be a caring community of faith

actively pursuing spiritual growth and compassionate outreach

CORE VALUES

- Acceptance
- Inclusiveness
- Spirituality
- Hospitality
- Respect
- Social Justice

IDENTITY STATEMENT

Guided by the Spirit, we:

- Embrace all forms of human diversity;
- Explore new paths to being a Christian community in today's world;
- Engage in a variety of ways of experiencing God;
- Strive to be compassionate and caring;
- Reach out locally and globally to enhance the lives of all.

In Wisdom, this is our journey.

Identity Statement approved by Church Council April 28, 2016, with the intent to review every three years to revise as necessary.

Appendix XXVII – Life Elders Policy

The following criteria will be used in consideration of this recognition:

- 25 years of service beyond attending worship with involvement in the life and work of First United and/or other United Churches.
- Membership in First United Church.
- The congregation is invited to submit names and rationale to Leadership Team for consideration of Life Elder.

Appendix XXVIII – Process for Hiring for New Positions

1. The relevant Church Committee will draft the job description for the proposed position, including duties of the employee, proposed wage, hours of employment, and term of contract.
2. a) This draft will then be forwarded to the Ministry and Personnel Committee for review and recommendations re: conditions outlined in the contract, possible worker benefits for the employee, and information on the overall staffing arrangements within the church, if relevant to the purposed position. A revised draft with recommendations from Ministry and Personnel will be given to the referring Committee.

   b) When necessary, the Pastoral Relations Committee will be consulted (see Congregational Designated Minister, October 2016).

3. The Church Committee can then recommend the creation of the new position to the Executive, to be presented to the Leadership Team.
4. The position should be posted internally in the Church Bulletin for 2 weeks. If a candidate cannot be found, then the position can be posted externally.
5. Once the appropriate committee has made a decision about an applicant, it will bring a recommendation to the Leadership Team for a decision, after which the committee can make an offer of employment.

Appendix XXIX – Freewill Collection

First United Church freewill collection policy **2017-11-30**

Principles

First United Church believes in fairness and transparency regarding management of funds collected for any activity associated with the Church. This includes activities that it permits to take place on its property through space-use agreements.

Policy

The free-will collection policy varies depending on the nature of association of the activity with the Church. In particular, the Church wants to prevent, as far as practical, any perception that 1) freewill collections are going to the Church when they are not and, 2) that donations to the Church are handled improperly.

A. Activities for which First United Church is wholly or partly responsible:
   i. Free-will collections during and/or for these activities are donations to the Church. The donations are managed by the Church and the total of donations for activities will be available to the Church congregation. The exception is that the Leadership Team may decide that donations are collected for other charitable purposes other than for the Church. For the latter case when the donations are

not going to the Church directly, the destination of the funds collected will be clearly indicated to givers.

ii. No individual involved in a Church activity shall solicit any sort of private freewill collection (tip, gift) from activity participants for provision of the activity. This includes explicit solicitation by direct request or implicit solicitation by suggestive means such as having an open container for collections by the activity provider.

B. Activities of groups/individuals that are not First United Church responsibility. This includes activities that the church sponsors by providing free or subsidized meeting space. It also includes activities that simply take place on space rented from the Church at normal rate.

i. Freewill collections are entirely to the space users and become their property and responsibility.

ii. The Church asks that space users are transparent with potential givers regarding the purpose of their freewill collections.

Additional guidance to help use the policy

Pre-set participation fee is not included in this policy but will often avoid potential misunderstandings if used instead of freewill collection requests

It is well understood by payers that a pre-set participation fee is not a donation and that it will become the property of whoever is responsible for the activity. Therefore, the Church prefers pre-set participation fees over freewill collections as a means for space users to collect funds from participants whenever the Church is concerned about potential misunderstandings about the responsibility and/or destination for freewill collections.

Church-sponsored space

Sponsorship of Category B activities indicates that these could be perceived as Church activities. Potential problems of responsibility or destination of freewill collections is probably not a problem for recurring activities that are done by recognized not-for-profit groups. However, for sporadic activities by space user whose affiliation the participant may not understand, the participate may assume the freewill collection is going to the Church. Where potential understanding is deemed great, the Church may want to take part responsibility for activity (converting it to Category A) and collect the freewill collections and then pay that activity providers through agreed fee, honorarium, or donation to the not-for-profit group.

Freewill collection requests by space users who indicate intent to give some to the Church

Confusion is inevitable for category B activity if there is a freewill collection and the space user identifies that it will be giving some to the Church, especially if the amount notionally intended for the Church is collected separately. By the policy, the space user owns all freewill collections. They can certainly indicate their plans to give some to the Church but they cannot imply that they are, in any way, authorized by the Church to collect on behalf of the Church or that the

Church has any responsibility for proper handling of the collections including checking that any funds are, in fact, given to the Church.

Space users who are staff or members of Congregation

Special care is needed to avoid confusion regarding destination and handling of freewill collections for activities falling into category B for which the space users are staff and/or members of the Congregation. Because of association with the Church, potential issues with perceived impropriety may exist even if efforts are made to inform participants that the collection is for a non-Church charity or the activity is simply income to a non-Church enterprise operating in space rented from the Church. The issues are greatest for staff but also real for those recognized as part of the Congregation. If freewill collections under category B activities being done by staff or recognized congregation member is to a charity, there are two options to avoid potential issues 1) have someone present who is authorized by that charity to collect donations and who provides receipts from the charity for those donations, or 2) if the aims of the charity closely align with those of the Church and Leadership Team agrees, have the donations to go to the Church but indicate that the Church will then donate that amount to that Charity (i.e. convert activity to category A). For freewill collections for non-charity enterprises by staff or members of the Congregation, the potential for reputation-damaging issues arising is large and so the collection of freewill collections needs to be carefully considered and pre-authorized by Leadership Team; insisting the activity take place off Church property is generally preferred.

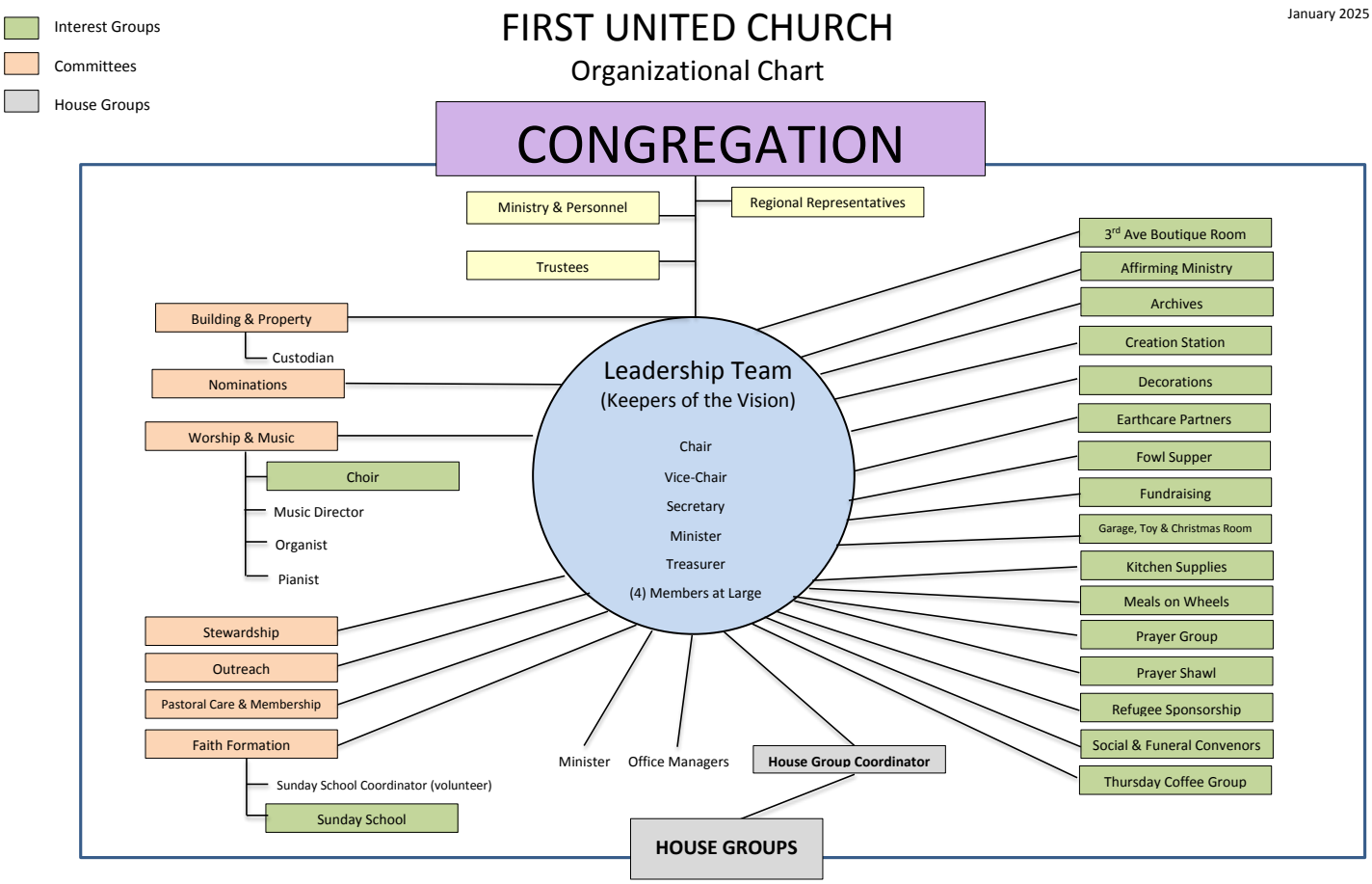
Appendix XXX – Scent Policy

First United Church Scent Policy **2019-11-28**

Scent Free Policy for First United (Worship & Music committee)

A fragrance free environment helps create a safe and healthy building. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath and difficulty with concentration. People with allergies and asthma report that certain odours, even in small amounts, can cause asthma symptoms. For this reason, First United Church is a Scent Free environment. Staff, congregation and visitors are asked to not use scented products when entering the building.

Organizational Chart



References

First United Church Volunteer Manual, 2017

First United Church Lay Employee Handbook,

Congregational Board of Trustees Handbook 2004, with Aug. 2013 Concordance, United Church of Canada

Copyright Guide for Congregations, United Church of Canada

Dispute Resolution Policy Handbook 2008, United Church of Canada

Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada

Financial Handbook for Congregations 2010, United Church of Canada

Guidelines for Minutes and Notes of Meetings, United Church of Canada

Human Resources Policies and Procedures, United Church of Canada

Ministry and Personnel (M&P) Committee Guidelines, Jan. 2010, United Church of Canada

Police Records Checks, General Council Office, United Church of Canada

Privacy Issues and Use of Photos, United Church of Canada

Privacy Issues: Recordkeeping and Archives, United Church of Canada

Sexual Abuse Prevention and Response Policy and Procedures, United Church of Canada

The Manual, United Church of Canada, 2025 United Church Women Guidelines 2006

What Do Archives Want? A Basic Guide for Congregations, United Church of Canada