



# **Runnymede United Church Annual General Meeting Information Package**

**11 February 2024**

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## MINUTES OF THE ANNUAL GENERAL MEETING RUNNYMEDE UNITED CHURCH

Sunday 12 February 2023  
12:00 PM

Hybrid Meeting: In-person and by Zoom

With 69 people in attendance in person and 10 devices connected online by Zoom, the participants were called to gather at 12:00 pm. Rev. Ted Grady opened the meeting with a prayer. Robin Pilkey noted that the meeting would be a hybrid meeting, both in person and by Zoom and gave a brief summary of the instructions for voting for the meeting. The Annual Report, Agenda slides, and all other relevant reports and motions were circulated to the congregation by email prior to the meeting.

Attendance: 79

A quorum was present.

### Election of Chair and Secretary for the 2023 AGM:

**Motion:** (Brenda Lien/Ann Dewees) that Robin Pilkey be appointed Chair and Lynne Salt and Susan Galea be appointed co-secretaries for this meeting. Carried

Robin read the Land Acknowledgement.

### Agenda for the 2023 AGM:

**Motion:** (Stuart MacDonald/Jennifer Cruikshank) that the Agenda for the 2023 AGM be approved as circulated. Carried

### Voting:

**Motion:** (Cheryl Farrow/Julie Lee) that Adherents in attendance be entitled to vote along with Members on all matters coming before the meeting unless otherwise noted in advance. Carried

### Minutes:

**Motion:** (Jocelyn McLean-Tharp, Cathy Boyd-Withers) that the Minutes of the February 13, 2022 AGM be approved as circulated. Carried

It was also noted that a large surplus in 2021 was carried over into 2022. In addition, some members last year asked if we had capacity to make a donation to a neighbourhood food bank, particularly as we are not holding a community meal regularly. At the February Board meeting it was decided that we would donate \$2,500 to The STOP, and \$2,500 to the Four Villages Community Health Centre.

**Motion:** (Melissa Milkie/Karren Phair-Harvey) that the Minutes of a special congregational meeting on Apr 24, 2022 to approve the Supervised Ministry Education of Laura-Gallagher Doucette be approved as circulated. Carried.

Annual Report:

**Motion:** (Don Dewees/Stuart MacDonald) that the RUC 2022 Annual Report be approved as circulated. Carried

Robin thanked Eva Havill in the office for all her hard work on the Annual Report

A Year in Review: Board Chair Reflections 2022

Robin Pilkey noted that overall 2022 was a better year in the life of the church than 2021, especially in last quarter as things started moving back to normal after Covid-19. We were able to hold events such as the Welcome Back BBQ, the craft fair, and all the various services for advent, including the pageant. Robin thanked everyone who was involved in those activities.

The Ridha family will be arriving in mid-March, and Robin expressed gratitude that we will be able to help them with their transition to Canada.

We have learned that Windermere United Church will be closing and wants to amalgamate with another church. RUC has been approached, and Brian and Robin have met with them as a first step. They are also meeting with other churches to determine interest and fit and may come back and ask to discuss further. In this case, the RUC congregation would need to be consulted to determine if we would like to move forward.

Robin noted that the budget will be discussed in more detail later in the meeting but it is clear that there will be a need for fundraising activities this year. As we move into this year's budget we will need to commit to fundraising. This will require volunteers, etc. and we will need to think about this.

Last year an adjustment was made to the by-laws to add the Affirm Committee.

Regarding the closing of Windermere United Church, David Whitfield noted that this may put pressure on RUC as 'reigning' United church in the neighbourhood regardless of where Windermere decides to go. He urged the Board to put this on its minutes and consider the added pressure this might put on RUC.

Board Nominations and Elections:

Robin presented the current Board Officers:

- Robin Pilkey (first year of a 2<sup>nd</sup> 2-year term, to Feb 2025)
- Vice-Chair: Vacant
- Past Chair: Derrick Hempel
- Secretary: Lynne Salt (first year of 6<sup>th</sup> 2-year term, to February 2025, no limit on terms)
- Treasurer: Brian Traquair (first year of 16<sup>th</sup> 2-year term, to February 2025, no limit on terms)
- Motion: (Don Tripe, Ann Dewees) that the nominees above be elected as Officers.

Robin expressed thanks to Susan Galea (3 years), Melissa Milkie (4 years), Paul Stewart (6 years), and Monica Stewart (6 years) who are stepping down from the Board. She also thanked Susan for her work on the Covid-19 Reopening Guidelines Committee.

Robin presented the nominated Members-at-Large for re-election: Jennifer Cruickshank, Alex Cruickshank, Bart Leung, Debra Horsfield, Elizabeth Mohler, Dwayne Benjamin.

**Motion:** (Colleen Yonder/Julie Lee) that the nominees above be elected to the Board as Member-at-Large. Carried

Committee Chairs and Summary of Board Members and Ex-Officio Members:

Committee Chairs:

Ministry and Personnel: Co-Chairs Tara Yelle and Jocelyn McLean-Tharp (renew for 2-year term to February 2024)

Stewardship: Chair Jeff Horbal (renew for 3rd 2-year term to February 2024)

Pastoral Care: Chair Karren Phair-Harvey (renew for 2-year term to February 2024)

Faith Formation and Christian Education: Co-Chairs Stephanie Fischer and Brenda Lien (renew for 1-year term to February 2023)

Affirm Committee: Chair Walter Donovan (2 year term to Feb 2025)

Finance and Property: Chair Don Dewees (renew for 15<sup>th</sup> 2-year term to February 2024)

Regional Representative: Robin Pilkey (in middle of 10th 2-year term to February 2024)

Board of Trustees: Jeff Horbal (in middle of 1<sup>st</sup> 2-year term to February 2024)

**Motion:** (Bill Tharp/Laurie Tripe) that the nominees above be elected as Committee Chairs and Trustees Chair. Carried

The Communications Committee is not reporting to Board but Robin thanked them for their work.

Financial Report: (attachment):

Auditor's Report:

Stuart MacDonald, acting as church auditor, presented the annual financial reviews for 2020, 2021 and 2022. Stuart pointed out that he is not a trained auditor and does not do an official audit but rather a financial review to give clarity and assurance that the church finances are in order. Thanked Brian Traquair for his work as Treasurer for the past 30 years.

Stuart noted that he is confident that the financials he reviewed are an accurate reflection of the financial transactions over the past three years, and the congregation is in good shape financially, which he pointed out, is a remarkable feat as we go into the third year of a global pandemic. Financial results as reported are indicative of

what is actually happening. The financial reviews are now fully caught up, and in future years only the prior year will be reported.

**Motion:** (Alex Cruikshank/Barry Gregory) that the congregation accept the Financial Reviews for 2020, 2021 and 2022 as presented. Carried

2022 Financial Result – Operations:

Don Dewees

Slides were circulated beforehand so that everyone can follow. The annual financial report for 2022 and budget for 2023 was presented. We returned to in-person services in 2022 and that improved our results. We ended 2022 with a deficit of only about \$1,000 thanks to congregation support. Givings were up \$20K from 2021 and \$23K above budget. Thanks to the congregation for responding to the deficit appeal.

Loose offering had been small during the pandemic, but was up \$984 and \$516 above budget.

Rent was up because people are returning. Carried over \$20K from last year. Total income up \$47K from 2021, but quite a bit was one off. Expenses were up from 2021. Main increase was because of SME minister role – decided as a church to make that investment as being part of United Church. Did not get wage subsidies from the province this year and had higher property costs. Good to have such a small deficit after turmoil of the year. See slides. Don thanked everyone for their contributions.

Office costs were \$2,569 higher than last year but \$253 below budget; Property was up \$23,444 from last year and \$18,245 over budget; Insurance costs were up \$15,137 from 2022 due to payment timing; Gas costs were up \$7,304 due to price increases; Regional Assessment increased \$5,743; Programs were \$2,397 lower than last year and \$1,219 below budget.

There was a reduction in rental income because Angelgate shut down for a while in 2021, but it has climbed back up in 2022. Salaries are up. Everything else is steady. We saved some on property and some on gas when no one was coming into the building.

Managed to do lot of projects – Lenten Project: Water First raised \$7,040, Christmas: Angel tree and shoeboxes raised \$685 and \$1,645 respectively, North Country Meats: \$1,344 and Craft Show: \$12,500. All of this happens because of the energy of volunteers. Thanks to Judy and David Whitfield for organising the Christmas projects and craft show, and to Sandy Dunn for the meat fundraiser.

Ongoing initiatives: Our congregation continues to support a variety of ongoing initiatives with specific donations.

- Kenya AIDS Orphans Fund: \$27,811
- Community Meal Fund: \$3,106
- Refugee Fund: \$9,695

- Mission and Service: \$66,641 (more on this later)
- Memorial Fund: \$640 in donations

Thank you to the leaders of each initiative and to everyone for their financial support and volunteer time.

**Motion:** (Stuart MacDonald/Katrina Hall) that the congregation approve the 2022 Operating Statement. Carried.

2022 Deficit Disposition:

Bill Tharp – asked about 20K that was carried forward whether that is counted in 2022. It was noted that there would have been a deficit without it.

Stewart Macdonald clarified that of that \$20K, \$5K moved to support The Stop and Four Villages Community Health Centre.

Don noted that Brian does a huge amount of work paying bills, financials etc. He does a fabulous job and we owe him a great debt for all the work he does.

**Motion:** (Don Dewees/Paul Stewart) Approve the transfer of \$1,032 from the GI&C Fund into Operating to cover the deficit. Carried.

Don explained the Contingency fund

Stewardship Report:

Jeff Horbal reported on the Annual Giving Program for 2022. The theme was “Faith Now and Faith in the Future”. There was a goal of 85 pledge cards with 35 online. There was excellent response, with 84 pledges received with 37 online. Extra \$5,000 in givings spread across current operations and M&S. This was considered good especially in an environment where we weren’t fully engaged. Lost about 6-7 PAR donors but are up in the 84 cards returned. Expect increased givings for next year. Thanks to Eva and David Wilcox both in terms of data and getting out the packages. Will at least maintain and possibly do better

2022 Budget Presentation (see slides):

Don Dewees noted that the Budget assumes that most of our regular activities will be returning to in-person. Decision to engage Laura in a full-time position will require Trustee investment in 2023-24. We will need growth in donations, a major fundraiser and \$35,000 funding from the Trustees to balance the budget. Total income budget for 2023 is \$534,250, up \$25,874 from last year actual, and \$55,750 above last year’s budget of \$478,500.

Hoping that congregation will come up with an event to raise that amount of money (\$435K).

Three year plan: Brian looks ahead 3 years with input from the Finance Committee with these assumptions. With fundraising and the ending of the SME position we can be in balanced position in 2025, with 1% increase in current giving and rent increases, substantial fundraising, stable staffing.

Page 32 of the Annual Report shows summary of budget.

The 2023 Budget is supported by the Treasurer, the Finance Committee and by the Church Board.

**Motion:** (Gary Norris/Cheryl Farrow) that the congregation adopt the 2023 Operating Budget. Carried.

Question – Laura is full-time now but we had her part-time before this. Does this assume that she goes back to part-time afterward? Yes, the assumption is that at the end of the two year period she would continue (or the position would continue).

Katrina Hall asked about the 6-7 PAR donors that we lost and wondered if anyone has followed up to find out why that happened. If someone withdraws from PAR, Don informs stewardship and follows up. Rev. Ted also clarified that they have plans to follow up.

There was an inquiry as to the amount that was raised at the last deficit dinner. Response: \$10-15K.

Judy Whitfield asked what the Board is proposing with respect to fundraising and noted that we need to have a plan. Robin said we will pull together a meeting to discuss. We don't have fundraising committee but will meet with a group of interested people. Judy has had interest from several people about a spring craft show. She is not willing to run this alone but would help.

Stuart Macdonald – We have decided to take \$35K from the Trustees as a one-time event. It is not something we usually do but we need to cover our deficit.

Gary Norris recognised Don Dewees for the huge amount of work he does around the church.

## Board of Trustees Report:

Jeff Horbal described the role of the Board of Trustees. The Trustees hold all of the Runnymede church property in trust for the congregation, and also look after financial investments and administer the Trust Funds of RUC.

- Asset Allocation:
  - Cash – 10% (RBC money market fund)
  - Fixed Income – 20% (GICs, Bonds)
  - Stocks – 70%
- Top 5 stock holdings:
  - Brookfield Asset Management
  - Bank of Montreal
  - Telus Corp.
  - Thomson Reuters
  - Intact Financial

2022 was a tough year. Our portfolio was down about 4%. Last year bonds were down about 12 %. GICs and cash were top performers. For 2023 we are going to stick with current allocations. The value of the Manse Fund was down by \$29K to \$402,000. The Trustees Estates Fund was down by about \$100K at the end of 2022.

**Motion:** (Bill Tharp/Julie Lee) that congregation approve the 2022 Trustees Financial Statements. Carried.

Judy Whitfield noted that last year she had questioned where the Souster estate funds were at and how they were being accessed. While a process was set up, she noted that we have only approved one project. What is blocking us from using these funds?

Jeff responded that the committee has set up three funds and have reached out to congregation about they would like to spend the money. There are ideas but they need someone to run those projects. Have set up mechanism but people need to come forward. Jeff also noted that they had hosted a webinar about the funds which was well attended but only had one project come out of that - the Affirm project which went very well.

Robin asked if there would be a replay of webinar. Jeff said there were no plans for that, but they are continuing to process of communicating and educating.

Judy was not able to attend the webinar but did send a letter recommending that we send a cheque in the absence of a project. Judy has also talked to people about the idea to set up garden to grow our own food for community meal. She did not fill in application as she found it very long and complicated.

David Whitfield noted that if, as Jeff suggested, it is really for the congregation to advise the Trustees to spend the money, this was not clear. In any case, he felt the ball was being dropped by the Trustees and asked if we need a motion to spend the money.

Jeff clarified again that the congregation needs to make the recommendations and proposals, whereas it is up to the Trustees to set up a process to access the money.

Robin was reluctant to put a motion forward today to spend the money. She suggested that the Trustees take this feedback and consider whether the process needs to be revisited.

David did not support this suggestion and said that he didn't want us to sit around for another year without spending the money when there is clearly need in the community. He expressed frustration that we are sitting on this money when the need is out there. Intent was to make those funds active.

Robin asked if David was making a motion that \$10K be spent. David agreed that he was and Robert Nobel said that he would second that motion.

Don Dewees noted that he is sympathetic to the idea of giving funds to an organization.

Robert Nobel noted that the church had received \$180K, but said that we had about \$50K in each fund. Since we have spent about \$10K so far we have about \$140K left. We have capacity.

Stuart noted that the Trustees and the Board came up with the idea of how to disperse these funds in support of congregational initiatives. This was set up to be responsive to what the congregation wanted to do. Perhaps that energy has not materialized.

Cheryl Farrow pointed out that the mandate of the funds was more about building capacity and a legacy. Otherwise when the funds are gone, they're gone.

Gary Norris recognised that there is infinite need for giving to food banks, but these do nothing to address food insecurity and poverty. There is no lasting impact. He was not sure that throwing \$10K to a food bank is productive.

Chris Henderson reported the community meal team has set up a Hospitality Committee to look at what other steps can be taken to address food insecurity besides donating to food banks. There is other grant money that we can access to do things.

Jeff Horbal agreed with Cheryl and Stuart. The Trustees wanted to look for projects that the congregation wanted to set up in a lasting way. He suggested that they take this under advisement and decide whether to just write a cheque or look at other longer lasting options.

Paul Fischer noted that the original idea of Trustees' grant was a good one because it was looking for ideas from congregation. Grant maybe didn't work. Maybe we can cover both of these ideas. We could put \$10K toward a food bank, as well as going to places like The Stop to ask what we can do beyond a donation.

Robin noted that is not the role of the Trustees to decide how to spend the money, but could send to the Hospitality group.

**Motion** – (David Whitfield/Robert Nobel) that the congregation approve a donation of \$10,000 from the Outreach and Justice Fund of the Souster Trustee funds towards a food insecurity organization, such as the food bank at St. Pius Church or one of the Toronto food banks. The Board will give instructions to the Trustees. Carried 25 in favour and 10 opposed. Carried.

The Hospitality Committee can come back with ideas for other projects..

Mission and Service:

Rev. Ted reported in Janis Traquair's absence. The M&S goal for 2022 was \$65,000; and the final 2022 contribution exceeded that goal at \$66,641.

The target for 2023 is \$65,000. RUC continues to be a generous supporter of M&S.

**Motion:** (Paul Stewart/Ann Dewees) that the Congregation adopt the proposed 2022 M&S target of \$65,000, consisting of a Congregation donation of \$60,000 + Craft Show proceeds of \$5,000. Carried.

Stuart Macdonald asked if it is appropriate that we give so much to M&S when we are struggling as a congregation.

Rev. Ted noted that this money also goes to seminaries and much is used on M&S projects in Canada. Very little goes to overseas.

Robin thanked the congregation for attending, and thanked Jeff and the Finance Committee, Don Dewees and Jim Lien for all the done work for the meeting

Colleen also thanked Robin for running an excellent meeting.

Closing:

Rev. Ted offered a prayer to close the meeting.

**Motion:** (Don Tripe/Jocelyn Tharp) that the 2022 Annual General Meeting of Runnymede United Church be adjourned. Carried

The meeting ended at 2:38 PM.

Robin Pilkey, Chair

Lynne Salt, Co-Secretary  
Susan Galea, Co-Secretary

Date approved:

There are 3 attachments to these Minutes:

1. Presentation Slides for RUC AGM on 12 February 2023



Feb 2023 RUC AGM  
presentation (final - 9

2. RUC Financial Report 2022



RUC Church Board  
Treasurer Report - Dk

3. RUC 2023 Budget and 3-year Plan



RUC 2023 Budget  
and 3-Year Plan (prop



## **By-Laws Amendment**

The Board is bringing forward by-law amendments to the AGM for approval. The main changes are:

- Wording change on referencing UCC policy.
- Removal of sub-committee structure in Faith Formation and Christian Education Committee.
- Addition of the Community Outreach Development and Engagement Committee.
- Addition of property responsibility to the Finance Committee.

The amendments showing both revision marks (changes) and clean (new version) are attached.

**By-Laws of Runnymede United Church**  
**Adopted: June 24, 2007**  
**Amended: ~~April 27, 2022~~ 11 February 2024**

## 0 Preamble

As a congregation of The United Church of Canada, Runnymede United Church abides by all United Church requirements as described in *The Manual* and other guideline documents found on the United Church's website ([www.united-church.ca](http://www.united-church.ca)). In aggregate, this is referred to as "United Church Policy" in this by-law.

## 01 Mission Statement

The mission statement of Runnymede United Church was adopted by the Executive Committee and approved by the Congregation on 23 May 2006. It states:

*So that Christ's healing grace may reach a hurting world,  
We are committed to seeing that all who seek are:*

- *Welcomed into community,*
- *Equipped with faith, and*
- *Supported in finding and following God's call on their lives.*

## 12 Conduct of the Annual Meeting

Notice for the Annual Meeting of the congregation shall be given in accordance ~~with~~ with the *Manual* United Church Policy. The Chair of the Church Board shall call the meeting to order and ask for nominations for the position of Chair and Secretary of the meeting. The elected Chair and Secretary shall serve until the next Annual Meeting. After being elected, the Chair of the meeting shall present the proposed agenda, including those items indicated in the notice of meeting, invite amendments to the agenda, and then conduct the meeting in accordance with the agenda and the Rules of Debate and Order found in ~~The Manual~~ United Church Policy. The appointed Secretary shall keep minutes of the meeting, recording all motions and their disposition.

~~The Manual~~ United Church Policy specifies who may be entitled to vote at a congregational meeting. ~~As of January, 2007, section 113 provides that A~~ all members of Runnymede United Church shall be entitled to vote. With the consent of those members, adherents who regularly contribute to the support of RUC may vote on temporal matters. A quorum shall be 20 persons entitled to vote.

## **23 Nomination of Board Members and Officers**

Nominations for membership of the Church Board and for Officers of the Board may be made by any five members of the congregation in advance of the Annual Meeting, in writing or by email, and submitted to the Church Office or to the Chair or Secretary of the Church Board. The names of the five nominators must accompany the nomination.

Nominations from the floor at the Annual Meeting, in the case of a position for which no written nominations have been received, may be made by any individual member or adherent.

## **34 Ministry and Personnel Committee**

### **3-14.1 Membership**

The Ministry and Personnel Committee shall consist of a Chair and between three and five other members all of whom shall be members of Runnymede United Church and none of whom are paid staff or chair of any other committee. Members are appointed by the Church Board.

### **3-24.2 Duties**

The duties are as defined by ~~the Manual~~United Church Policy. They include:

- To oversee the workload and working relationships of the ministers and other paid staff;
- To provide support for paid staff members in their work;
- To prepare and maintain job descriptions for paid staff;
- To employ and dismiss non-ministerial paid staff with the approval of the Church Board;
- To review performance of the paid staff at least annually and to recommend to the Church Board the salary, benefits and any other compensation.

### **3-34.3 Procedure**

The M&P Committee shall operate in accordance with ~~the Manual~~United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Report on its activities to the Church Board monthly or as requested.

## **45 Board of Trustees**

### **4-15.1 Membership**

The Board of Trustees shall consist of between three and fifteen members, the number to be set by the Congregation from time to time, appointed as specified in ~~the Manual~~United Church Policy. Adherents may serve on the Board of Trustees, but a majority of the members must be full members of the United Church.

### **4-25.2 Duties**

The duties are as defined ~~by the Manual~~ by United Church Policy. They include:

- Hold property in trust for the congregation and purchase, lease or sell property;
- Oversee use of the church buildings;
- Receive and administer trust funds;
- Invest funds on behalf of the church;
- Maintain records of all property and financial assets and report to the Church Board.

### **4-35.3 Procedure**

The Board of Trustees shall meet annually or more frequently as needed. It shall report relevant financial information to the Church Board quarterly and annually to the Congregation. Its internal procedures shall be in accordance with ~~the Manual~~ United Church Policy.

## **56 Stewardship Committee**

### **5-16.1 Membership**

The Stewardship Committee shall consist of a Chair and between two and five other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **5-26.2 Duties**

The duties are as defined in ~~the Manual~~ United Church Policy. They include but are not limited to:

- the creation and management of annual stewardship campaigns;
- the collection of pledges;
- the provision of tax receipts;
- reporting to the Church Board and the congregation on these matters at least annually.

### **5-36.3 Procedure**

The Stewardship Committee shall operate in accordance with ~~the Manual~~ United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Consult with the Finance Committee regarding stewardship needs.

## **67 Faith Formation and Christian Education Committee**

### **6-17.1 Membership**

The Faith Formation and Christian Education Committee ~~shall operate as two sub-committees: the Sunday School Committee and the Adult Growth and Action Committee. Each sub-committee~~ shall consist of a Chair and between two and five other members as specified by the Board from time to time. Members are appointed by the Church Board.

## **6-27.2 Duties**

The duties are as specified in ~~the Manual~~United Church Policy.

~~The Committee shall be responsible for Christian education and growth opportunities for adults, children and youth with duties including but not limited to:~~

- Planning and managing spiritual growth programs for adults;
- Discovery and support of spiritual gifts within the congregation;

~~The Sunday School Committee shall be responsible for the Christian education and growth opportunities for children and youth of the church, with duties including but not limited to:~~

- Planning and managing the Sunday School program and the Youth program;
- Supervising the appointment and training of Sunday School teachers;
- Reporting to the Church Board and the congregation on these matters at least annually.

~~The Adult Growth and Action Committee shall be responsible for Christian education and growth opportunities for adults, with duties including but not limited to:~~

- ~~Planning and managing spiritual growth programs for adults;~~
- ~~Discovery and support of spiritual gifts within the congregation~~
- ~~Reporting to the Church Board and the congregation on these matters at least annually.~~

## **6-37.3 Procedure**

The Faith Formation and Christian Education Committee shall report to the Church Board through the chair ~~of either the subcommittees as determined jointly by those subcommittee chairs.~~ The ~~subcommittees~~Committee shall operate in accordance with ~~the Manual~~United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Report on its activities to the Church Board monthly or as requested.
- ~~Consult with the other subcommittee to facilitate reporting to the Church Board.~~

## **78 Finance Committee**

### **7-18.1 Membership**

The Finance Committee shall consist of a Chair, the Treasurer, and two to four other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **7-28.2 Duties**

The Finance Committee is responsible for overseeing and managing the financial affairs and the property of the church. Its duties include but are not limited to:

- Review the monthly financial statements of the Church;
- Review and approve all payments made on behalf of the Church;
- Supervise the preparation of budgets and financial forecasts;

- Supervise counting and recording of donations;
- Administer funds of the Church;
- Supervise the administration and maintenance of church property, buildings and equipment;
- Review and recommend for approval major capital property projects of the Church.

### **7-38.3 Procedure**

The Finance Committee shall:

- Meet monthly except in the summer;
- Keep minutes of all meetings;
- Keep copies of financial records as required;
- Report on the finances and its activities to the Church Board monthly or as requested.

## **89 Affirm Committee**

### **8-19.1 Membership**

The Affirm Committee shall consist of a Chair and two to nine other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **8-29.2 Duties**

The Affirm Community will create and implement an action plan of activities, events and initiatives designed to promote inclusion within the Runnymede United Church community and to make connections in the broader community. The Affirm Committee will encourage other committee initiatives designed to promote social and economic equality.

### **8-39.3 Procedure**

The Affirm Committee shall report to the Church Board through the chair. The committee will:

- Meet monthly or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee.
- Report on its activities to the Church Board monthly or as requested.

## **10 Community Outreach Development and Engagement (CODE) Committee**

### **10.1 Membership**

The CODE Committee shall consist of a Chair and between four and seven other members as specified by the Board from time to time. Quorum is three (3) members. All ministry personnel are members of this committee. Members are appointed by the Church Board.

### **10.2 Duties**

•The CODE Committee will lead the identification, creation and growth of impactful Community Outreach Development and Engagement initiatives through teams of church and community members in conjunction with community organizations, other faith communities, partners and volunteers. They include but are not limited to:

- Building community, combatting social isolation and advancing social justice.
- Serving our neighbours through our faith.
- Fostering volunteerism and creating new leaders.
- Addressing community needs and desires by working with community stakeholders including other faith communities.
- Seeking out reciprocal giving (Asset Based Community Development).

### **10.3 Procedure**

CODEC shall meet regularly as a working body and will set a schedule of meetings to undertake the responsibilities of the committee. Meetings may be in-person, hybrid or virtual. There will be written minutes of all meetings. The committee may meet as often as required, at the call of the Chair. The Committee will report on its activities to the Board monthly or as requested.

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**Amended: 11 February 2024**

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## **2 Conduct of the Annual Meeting**

Notice for the Annual Meeting of the congregation shall be given in accordance with United Church Policy. The Chair of the Church Board shall call the meeting to order and ask for nominations for the position of Chair and Secretary of the meeting. The elected Chair and Secretary shall serve until the next Annual Meeting. After being elected, the Chair of the meeting shall present the proposed agenda, including those items indicated in the notice of meeting, invite amendments to the agenda, and then conduct the meeting in accordance with the agenda and the Rules of Debate and Order found in United Church Policy. The appointed Secretary shall keep minutes of the meeting, recording all motions and their disposition.

United Church Policy specifies who may be entitled to vote at a congregational meeting. All members of Runnymede United Church shall be entitled to vote. With the consent of those members, adherents who regularly contribute to the support of RUC may vote on temporal matters. A quorum shall be 20 persons entitled to vote.

## **3 Nomination of Board Members and Officers**

Nominations for membership of the Church Board and for Officers of the Board may be made by any five members of the congregation in advance of the Annual Meeting, in writing or by email,

and submitted to the Church Office or to the Chair or Secretary of the Church Board. The names of the five nominators must accompany the nomination.

Nominations from the floor at the Annual Meeting, in the case of a position for which no written nominations have been received, may be made by any individual member or adherent.

## **4 Ministry and Personnel Committee**

### **4.1 Membership**

The Ministry and Personnel Committee shall consist of a Chair and between three and five other members all of whom shall be members of Runnymede United Church and none of whom are paid staff or chair of any other committee. Members are appointed by the Church Board.

### **4.2 Duties**

The duties are as defined by United Church Policy. They include:

- To oversee the workload and working relationships of the ministers and other paid staff;
- To provide support for paid staff members in their work;
- To prepare and maintain job descriptions for paid staff;
- To employ and dismiss non-ministerial paid staff with the approval of the Church Board;
- To review performance of the paid staff at least annually and to recommend to the Church Board the salary, benefits and any other compensation.

### **4.3 Procedure**

The M&P Committee shall operate in accordance with United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Report on its activities to the Church Board monthly or as requested.

## **5 Board of Trustees**

### **5.1 Membership**

The Board of Trustees shall consist of between three and fifteen members, the number to be set by the Congregation from time to time, appointed as specified in United Church Policy.

Adherents may serve on the Board of Trustees, but a majority of the members must be full members of the United Church.

### **5.2 Duties**

The duties are as defined by United Church Policy. They include:

- Hold property in trust for the congregation and purchase, lease or sell property;
- Oversee use of the church buildings;
- Receive and administer trust funds;
- Invest funds on behalf of the church;
- Maintain records of all property and financial assets and report to the Church Board.

### **5.3 Procedure**

The Board of Trustees shall meet annually or more frequently as needed. It shall report relevant financial information to the Church Board quarterly and annually to the Congregation. Its internal procedures shall be in accordance with United Church Policy.

## **6 Stewardship Committee**

### **6.1 Membership**

The Stewardship Committee shall consist of a Chair and between two and five other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **6.2 Duties**

The duties are as defined in United Church Policy. They include but are not limited to:

- the creation and management of annual stewardship campaigns;
- the collection of pledges;
- the provision of tax receipts;
- reporting to the Church Board and the congregation on these matters at least annually.

### **6.3 Procedure**

The Stewardship Committee shall operate in accordance with United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Consult with the Finance Committee regarding stewardship needs.

## **7 Faith Formation and Christian Education Committee**

### **7.1 Membership**

The Faith Formation and Christian Education Committee shall consist of a Chair and between two and five other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **7.2 Duties**

The duties are as specified in United Church Policy.

The Committee shall be responsible for Christian education and growth opportunities for adults, children and youth with duties including but not limited to:

- Planning and managing spiritual growth programs for adults;
- Discovery and support of spiritual gifts within the congregation;
- Planning and managing the Sunday School program and the Youth program;
- Supervising the appointment and training of Sunday School teachers;
- Reporting to the Church Board and the congregation on these matters at least annually.

### **7.3 Procedure**

The Faith Formation and Christian Education Committee shall report to the Church Board through the chair. The Committee shall operate in accordance with United Church Policy, including:

- Meet four times per year or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee;
- Report on its activities to the Church Board monthly or as requested.

## **8 Finance Committee**

### **8.1 Membership**

The Finance Committee shall consist of a Chair, the Treasurer, and two to four other members as specified by the Board from time to time. Members are appointed by the Church Board.

### **8.2 Duties**

The Finance Committee is responsible for overseeing and managing the financial affairs and the property of the church. Its duties include but are not limited to:

- Review the monthly financial statements of the Church;
- Review and approve all payments made on behalf of the Church;
- Supervise the preparation of budgets and financial forecasts;
- Supervise counting and recording of donations;
- Administer funds of the Church;
- Supervise the administration and maintenance of church property, buildings and equipment;
- Review and recommend for approval major capital property projects of the Church.

### **8.3 Procedure**

The Finance Committee shall:

- Meet monthly except in the summer;
- Keep minutes of all meetings;
- Keep copies of financial records as required;
- Report on the finances and its activities to the Church Board monthly or as requested.

## **9 Affirm Committee**

### **9.1 Membership**

The Affirm Committee shall consist of a Chair and two to nine other members as specified by the Board from time to time. Members are appointed by the Church Board.

## **9.2 Duties**

The Affirm Community will create and implement an action plan of activities, events and initiatives designed to promote inclusion within the Runnymede United Church community and to make connections in the broader community. The Affirm Committee will encourage other committee initiatives designed to promote social and economic equality.

## **9.3 Procedure**

The Affirm Committee shall report to the Church Board through the chair. The committee will:

- Meet monthly or as required;
- Keep minutes of all meetings;
- Propose a budget to the Finance Committee.
- Report on its activities to the Church Board monthly or as requested.

# **10 Community Outreach Development and Engagement (CODE) Committee**

## **10.1 Membership**

The CODE Committee shall consist of a Chair and between four and seven other members as specified by the Board from time to time. Quorum is three (3) members. All ministry personnel are members of this committee. Members are appointed by the Church Board.

## **10.2 Duties**

•The CODE Committee will lead the identification, creation and growth of impactful Community Outreach Development and Engagement initiatives through teams of church and community members in conjunction with community organizations, other faith communities, partners and volunteers. They include but are not limited to:

- Building community, combatting social isolation and advancing social justice.
- Serving our neighbours through our faith.
- Fostering volunteerism and creating new leaders.
- Addressing community needs and desires by working with community stakeholders including other faith communities.
- Seeking out reciprocal giving (Asset Based Community Development).

## **10.3 Procedure**

CODEC shall meet regularly as a working body and will set a schedule of meetings to undertake the responsibilities of the committee. Meetings may be in-person, hybrid or virtual. There will be written minutes of all meetings. The committee may meet as often as required, at the call of the Chair. The Committee will report on its activities to the Board monthly or as requested.