

**Augustine United Church  
Mandates & Parameters**

**The following Mandates and Parameters are subject to *The Manual* (referenced below) and to the Mission Statement, values and budget of Augustine United Church**

revised by Church Council June 2, 2010

**Church Council**

Mandate: to discern God’s vision for the church [207 (a)]; to establish parameters for the teams; to monitor the teams [184 (k)]; to ensure good communication; to develop the processes for the Church Council’s work; to oversee conduct of members and adherents [153 (a) ii; 207 (b)]; to attend to matters outside the parameters of other committees and teams [184 (l)]; to create new teams as needed; to be the liaison with Presbytery on matters of petitions and appeals, lay ministry, pastoral relations and constitution of Pastoral Charge [153 (b) i—vi; 184 (g); 184 (i)—(j); 207 (c—e, h)]; to organize and call congregational meetings at least annually [184 (a); 207 (f)]; to give direction to the Board of Trustees concerning matters of property [184 (h); 207 (g)]; periodically review the constitution

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not lose focus of the Mission Statement of Augustine
- may not contravene *The Manual* of the United Church in carrying out its work

**Social Justice Team**

Mandate: to promote active congregational participation in meeting needs of humanity and creation in the village, the wider community and the world [153 (a) vii]

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not exclude the congregation’s input when setting direction
- may not make decisions that affect other teams without first consulting with them

**Congregational Life Team**

Mandate: to provide social opportunities for the congregation to meet and get to know one another

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with them

### **Faith Development Team**

Mandate: to provide opportunities for faith development and study for all ages [242]

Parameters [153 (a) iv]:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with them

### **Finance Team**

Mandate: to record financial givings and provide quarterly updates to identifiable givers; to provide, in consultation with the Board of Trustees, regular financial information to the congregation [167; 184 (a)]; to ensure timely payment of salaries and benefits, bills, Presbytery allocations and financial commitments [166 (b)]; to authorize borrowing funds [184 (f)]; to ensure that the church ministry will have adequate financial resources to meet its financial commitments and needs including the Mission & Service Fund [184 (e)]; to have oversight of fundraising activities; to encourage individual contributions [166 (a)]

Parameters:

- may not put finances at risk
- may not violate designated givings
- may not use memorials for the daily operation of the church
- may not violate the United Church and government privacy policies
- may not contravene congregational policies and core values
- may not pay extraordinary or unusual bills without seeking the approval of the team concerned
- may not sign a cheque made out to him/herself or to any immediate family member
- may not ignore sound Christian ethics in making investments
- may not make decisions that affect other teams without first consulting with Church Council
- may not contravene fundraising policies of the United Church of Canada
- may not exceed approved budget
- may not ignore sound Christian ethics or contravene Augustine's core values in planning stewardship programmes
- may not approve of or engage in fundraising activities without providing a budget and a full financial accounting
- may not approve of or engage in fundraising activities that incur over \$500 in overhead costs without consulting the Church Council

### **Ministry & Personnel Committee**

Mandate: to support staff and oversee the relation of staff amongst themselves and with the congregation; to review working conditions, remuneration, holidays, continuing education and

position descriptions; to annually review and evaluate effectiveness of the staff; to liaise with Presbytery Pastoral Relations Committee [244]

Parameters:

- may not contravene *The Manual* of the United Church in carrying out its work
- may not ignore the salary and benefits requirements of the General Council
- may not exceed approved budget
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with them

### **Newcomers Team**

Mandate: to develop and implement strategies for welcoming and following up with newcomers

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with them

### **Pastoral Care Team**

Mandate: to work with the ministers to update pastoral care list and to ensure that members and adherents receive adequate care and support [153 (a) vi; (b) x]

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with them

### **Property Team**

Mandate: to have well maintained buildings and grounds; to ensure appropriate use of church property; to coordinate technology and communication equipment for the church

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene United Church policies or congregational policies and core values regarding the use of church property
- may not make decisions that affect other teams without first consulting with them

### **Worship Team**

Mandate: to provide meaningful and regular worship [153 (a) v]; to develop policies for weddings, baptisms and funerals; to oversee administration of the sacraments [153 (a) iii]; to oversee membership admission, removal and transfer [153 (a) i]; to work with the Office Administrator to update membership and adherent list and roll book [153 (a) vii—viii]

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not exclude consideration of congregations' input/feedback/suggestions in planning worship
- may not contravene membership requirements of *The Manual* of the United Church
- may not make decisions that affect other teams without first consulting with them

### **Board of Trustees**

Mandate: to ensure that the real property of the congregation is legally secured and legally maintained; to oversee rental of the property; to assist the Finance Team in providing regular financial information to the congregation

Parameters:

- no trustee may act unilaterally
- may not act contrary to *The Manual* of the United Church
- may not legally jeopardize Augustine United Church by any actions taken on behalf of the church
- may not contravene the advice of our legal counsel without consulting the Church Council
- may not make decisions that affect other teams without first consulting with the Church Council

### **Presbytery Representative**

Mandate: to participate in Presbytery responsibilities; to receive and make available reports from the wider courts of the church [184 (d)]

Parameters:

- may not contravene congregational policies and core values
- may not neglect regular attendance at Presbytery meetings

### **Treasurer**

Mandate: to keep the financial books of the Church up to date; to provide timely information on the financial status of the Church to the congregation and to teams on request; to fulfill the reporting requirements of the governments and the United Church.

Parameters:

- may not put finances at risk
- may not violate designated givings

- may not use the memorial fund for the operating expenses of the church
- may not violate the United Church and government privacy policies
- may not contravene congregational policies and core values
- may not make decisions that affect other teams without first consulting with the Church Council

### **Communications Team**

Mandate: to assist with internal and external communication, including development and maintenance of the website, regular production of a newsletter, liaison with the wider community, and media relations.

Parameters:

- may not exceed approved budget
- may not undertake fund raising activities without consultation with the Finance Team
- may not contravene congregational policies and core values
- may not exclude the congregation's input when setting direction
- may not make decisions that affect other teams without first consulting with them