

ROSEDALE UNITED CHURCH  
CONSTITUTION

## THE ROSEDALE CHURCH MISSION STATEMENT

“We are not alone. Living in God’s world, and as followers of Jesus Christ, we gather in community to worship God, to serve others, and to strengthen our faith together.”

## MEMBERSHIP OF ROSEDALE CHURCH

Persons desiring to become members of Rosedale United Church, or those seeking baptism, shall be required to indicate their intention to one of the ministers, who shall have primary responsibility for recommending these individuals to the board. The final responsibility for the granting of membership and for administering the sacrament of baptism shall be with the board.

## THE CONGREGATION OF ROSEDALE CHURCH

1. The members of the congregation shall meet each year, (the “Annual Meeting”) or more frequently if the board considers it necessary. The calling of any meeting, the notice given for the meeting, the organization of the meeting and the voting at the meeting shall be consistent with the provisions of sections 110 to 112 of the 2010 Manual of the United Church of Canada (“the Manual”). See Schedule A.
2. In accordance with section 139 of the Manual, the organizational model for Rosedale United Church is a “unified board structure, called the church board” [section 139 (b)]. The church board of the Rosedale congregation shall be known as “the board”.
3. The annual meeting shall receive such reports (including reports proposing to amend the constitution of the congregation), and decide such issues, as are brought before it by the board or by any group of not less than ten persons, each of whom is a member of the congregation. The meeting shall also hold such elections as are necessary each year including:
  - a. The election of the chairperson of the board, who shall be referred to as the “clerk of session” and who shall serve as such for a term of two years, and as immediate past clerk of session for one subsequent year;
  - b. The election, every other year, of a deputy chairperson who shall be referred to as the “deputy clerk of session” and who shall serve for the second year of the clerk of session’s two year term;
  - c. The election of the members of the board, (other than members serving “ex officio”) for three year terms of office subject to the requirement that the number of members of the board shall not be less than 15 or more than 30; and

- d. The election of the members of the board of trustees (the “trustees”), the number of which shall also be determined by the Congregation, subject to the requirements of section 256 of the Manual that the number of such members be not less than three or more than fifteen.
4. The nominating committee of the board may put before the congregation at the annual meeting a slate of nominees for any or all of the positions to be filled at the meeting. In listing nominees for membership to the board, the nominating committee may designate certain of such nominees to be standing as potential chairpersons of various committees of the board.

### THE BOARD

1. The board’s responsibilities shall include both the spiritual and temporal concerns of the congregation. The board shall have as its chairperson the clerk of session, and shall consist of the ministerial staff of the church (non-voting), the deputy clerk of session, the immediate past clerk of session, the church administrator (non-voting), the secretary of the board, the chairperson of the Women’s Steering Committee (the executive of the United Church Women), the chairperson of the board of trustees, the representative to the presbytery, the chairpersons of the standing committees, and the members who have been elected by the congregation. The board shall be so constituted that the term of office of approximately one-third of its membership shall expire each year. The normal term of office is three years, renewable for a second three-year term. Persons may be elected to the board for shorter terms to fill vacancies.
2. The board shall meet at least five times in each year, and at such times as may be required by the call of the chairperson. The meetings of the board shall be presided over by the clerk of session, or the clerk’s appointee (such as the deputy clerk of session or the immediate past clerk of session).
3. The board, either directly or through committees of the board, shall fulfill its functions, bearing in mind the functions specified in sections 205, 206 and 207 of the Manual (Schedule B).
4. The board shall determine the policy and projects to be followed by Rosedale United Church, and shall assign or approve responsibility for action on these policies or projects to specific committees. At the beginning of each year a budget shall be approved for each committee (based on its plan of action) and its responsibilities must be carried out within that budget. If a committee should find that it cannot carry out its responsibilities within that budget, it must go back to the board. If any committee finds that it must make some major change in its policies or projects, it must go back to the board, for endorsement.
5. The board shall appoint signing officers.

6. The quorum for any meeting of the board shall be a majority of its members. A chairperson of a standing committee shall name a voting substitute from that standing committee to attend meetings of the board when that chairperson cannot attend.
7. The quorum for any meeting of the board may appoint such ad hoc committees as may be required to deal with emergent issues or to carry out special projects.
8. In addition to the aforementioned responsibilities, the board shall serve as a forum for the examination and discussion of theological issues or other matters of significance both for the church and our Christian faith.

#### THE STEERING COMMITTEE OF THE BOARD

1. A steering committee shall be established consisting of the minister who serves as team leader, the clerk of session, the deputy clerk (or past clerk), the chair of the Administration and Finance Committee (the treasurer), and one standing committee chair, selected by the clerk, who will serve one year.
2. The steering committee shall meet at least five times each year and at the call of the clerk or the team leader. The steering committee will prepare the agenda for the board meetings, prepare questions for consideration by the board, and discuss day-to-day issues of the church,

## STANDING COMMITTEES OF THE BOARD

1. A Christian Development Committee shall be appointed and shall operate, bearing in mind the provisions of sections 242 of the Manual (Schedule C).
2. A Property Committee shall be appointed and shall operate, bearing in mind the provisions of section 243 of the Manual (Schedule C).
3. A Ministry and Personnel Committee shall be appointed and shall operate, bearing in mind the provisions of section 244 of the Manual (Schedule C). On any significant issue affecting any member of the ministerial staff of the church, that member may appoint one or more persons (each of whom is a member of the congregation and preferably a member of the Ministry and Personnel Committee) to act on his or her behalf in discussions with the Ministry and Personnel Committee, the steering committee, The board or the congregation, as the case may be. At the option of the member of the ministerial staff, all such discussions shall be held in confidence, and not divulged to anyone not present at the relevant meeting.
4. An Administration and Finance Committee shall be appointed and shall operate, bearing in mind the provisions of section 245 of the Manual (Schedule C). The chair of the Administration and Finance Committee shall be the treasurer.
5. The Board shall appoint all of the following standing committees: Outreach, Pastoral Care, and Worship and Music.
6. In addition to the above-named standing committees, the board may appoint any or all of the following standing committees: Membership, Refugee Sponsorship and Immigration, and Special Events.
7. The minister and the ministerial staff shall be ex-officio members of each committee other than the Ministry and Personnel Committee. Members of the board are encouraged to join one (or more) standing committee(s). The standing committees may appoint other persons to their committees who are members or adherents of the church if their interest, competence, and experience qualify them to serve the needs of the church.
8. The standing committees shall meet on a regular basis (minimum three times a year) upon the call of their respective chairpersons. Each committee shall appoint a secretary to keep minutes of all meetings and to attend to the correspondence to and from the committee. The quorum for a meeting of the standing committee shall be one-third of the members of the committee.
9. Each standing committee shall present to the Administration and Finance Committee a budget based on its plan of action in time for the budgeting process of the board, and shall be responsible to the board for carrying out its goals within its budget for the year.

### OTHER COMMITTEES OF THE BOARD

1. The nominating committee of the board shall consist of the ministerial staff, the clerk of session, the immediate past clerk of session and the deputy clerk of session, if that office is currently filled.
2. Special ad hoc committees may be formed from time to time to give advice or to take initiative on certain specific issues, problems, or projects, as the board should see fit.

### THE TRUSTEES

1. There shall be a board of trustees, consisting of not fewer than three or more than fifteen members, including ex-officio one of the settled members of the order of ministry and the clerk of session (neither of whom has a vote at trustee meetings). The number of members of the board of trustees shall be determined from time to time by the congregation at its annual meeting. Trustees shall be replaced by a vote of the congregation at its annual meeting.
2. The duty of the trustees shall be to hold and administer the property of Rosedale United Church in trust for the congregation of Rosedale United Church.
3. With respect to the calling of meetings, notice of meetings, membership, organization of meetings and other administrative matters relating to the trustees, the congregation and the trustees shall be guided by sections 250 to 262 of the Manual. (Schedule D).
4. The trustees shall meet a minimum of four times a calendar year to review the funds under management, any capital expenditure spending referred by the board, the investment policy as set by the trustees and any other business that comes before the trustees.

### THE UNITED CHURCH WOMEN OF THE CONGREGATION

1. Guidelines with respect to all matters relating to the United Church Women including its executive, the Women's Steering Committee, are set out in sections 290 to 295 of The Manual (Schedule E).

### PRESBYTERY REPRESENTATIVES

1. The board shall name persons to represent the congregation at presbytery. One of the members of the congregation named to represent the

congregation at presbytery shall serve on the board as the presbytery representative.

#### Schedule A

110 Timing. The members of a Pastoral Charge or Congregation shall meet annually, and more frequently if they deem it advisable. (Basis 5.8.3) This meeting shall be held as early as possible after the last day of December.

111 Calling. All meetings of the Pastoral Charge or Congregation shall be called:

- (a) by the Chairperson of the annual meeting;
- (b) by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge;
- (c) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge; or
- (d) by the Pastoral Charge Supervisor; either on the initiative of that individual or upon the written request:
  - (e) of the Official Board or Church Board or Church Council;
  - (f) of the Session;
  - (g) of the Committee of Stewards; or
  - (h) of ten (10) persons in full membership of the Pastoral Charge or Congregation concerned; within fifteen (15) days of the presentation of the written request; or
  - (i) on the authority of a higher Court.

112 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

- (a) When the object of the meeting is:
  - i. to elect representatives of the Pastoral Charge to a Joint Needs Assessment Committee;
  - ii. to receive and act upon a report of the Joint Needs Assessment Committee;
  - iii. to elect representatives in full membership of the Pastoral Charge to a Joint Search Committee;
  - iv. to establish a pastoral relationship, by call, settlement, or appointment;
  - v. to consider making a decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause;
  - vi. to consider any other matter dealing with the pastoral relationship; or
  - vii. to elect or to remove members of the Session or Church Board or Church Council;

notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or

Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i., ii., iii., iv., v., or vi. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

(b) When the object of the meeting is:

i. to deal with matters referred to in section 9 of the Model Trust Deed;

notice of the meeting shall be read from the pulpit by the minister or person officiating as minister during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship.

(c) When the object of the meeting is to deal with matters not contemplated by subsections (a) or (b), notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, at least once before the meeting.

## SCHEDULE B

205 The Church Board shall be the Court of the Pastoral Charge and shall fulfil the functions specified in sections 153, 154, 155, 165, 166, 167, and 184.)

206 In order for the total ministry of the Pastoral Charge to be addressed, the responsibilities of the Session, the Stewards, and the Official Board, as outlined in sections 153, 154, 155, 165, 166, 167, and 184, must be clearly assigned either to the Church Board as a whole or to Committees of the Church Board. The responsibilities of the Board of Trustees may not be assigned or delegated.

207 As the Court of the Pastoral Charge, the Church Board shall be generally responsible for exercising leadership in the care and oversight of the spiritual life and interests of the Pastoral Charge. Responsibilities appropriate for the Church Board meeting as a Court shall include:

- (a) the general responsibility for the spiritual interests of the Pastoral Charge;
- (b) the discipline of members;
- (c) the receipt and transmission of Proposals and appeals;
- (d) the ordering of formal hearings;
- (e) liaison with the Presbytery;
- (f) reporting at least annually to the Pastoral Charge;
- (g) giving directives to the Board of Trustees; and
- (h) matters of pastoral relations when appropriately directed by the Pastoral Charge.

## Schedule C

### **COMMITTEES FOR ALL MODELS**

#### 242 Faith Formation and Christian Education.

The Session or Pastoral Charge shall have the responsibility to establish a Committee, task group, or other form of mandated assignment suitable to the structure of the Pastoral Charge and accountable to the Session or Church Board or Church Council, for the purpose of addressing the faith formation and Christian education needs of the Pastoral Charge or Congregation, within United Church recommended guidelines and principles that include the following:

- (a) dynamic life-long learning;
- (b) growth in a transforming relationship with God;
- (c) active engagement with the Christian story, past and present, and the formation of new stories of “God with us”;
- (d) intentional reflection upon God’s presence in creation, and working in partnership with God to reconcile and make new;
- (e) discovery and celebration of gifts;
- (f) equipping persons for tasks that are holistic and justice-seeking;
- (g) formation of community relationships that are mutual, holistic, justice-seeking, and cross-generational;
- (h) engagement in endeavours that are mutual, holistic, and justice-seeking; and
- (i) an invitation for 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.

#### 243 Manse Committee.

(a) Membership. The Committee shall include in its membership representation from the Women’s Ministries Network, the Committee of Stewards, and the Board of Trustees. The spouse of the settled or appointed Ministry Personnel shall be a Corresponding Member of the Committee.

(b) Duties. The Committee shall be responsible for:

- i. the care and maintenance of the manse and equipment. The Committee shall inspect the manse, equipment, and grounds annually, shall consult with the settled or appointed Ministry Personnel in regard thereto, and shall report to the Official Board or Church Board or Church Council with recommendations. A stated amount should be made available each year for manse purposes and the Manse Committee empowered to spend such funds (excepting major capital expenditures) without further reference to the Official Board or Church Board or Church Council; and

- ii. seeing that the Pastoral Charge provides the settled or appointed Ministry Personnel with accommodation that is in every way suitable.

#### 244 Ministry and Personnel Committee.

- (a) Meetings. The Committee shall meet and shall report to the Official Board or Church Board or Church Council quarterly or more often as circumstances warrant.
- (b) Membership. The Committee shall consist of not less than three (3) and not more than seven (7) members representative of the Pastoral Charge. Members of the staff of the Pastoral Charge, including the settled or appointed Ministry Personnel, shall not be members of this Committee. The Committee shall not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy.
- (c) Duties. The Committee shall:
  - i. provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation(s);
  - ii. review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Official Board or Church Board or Church Council;
  - iii. oversee the relationship of the staff of the Pastoral Charge to members of the Congregation(s) and others;
  - iv. oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
  - v. consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
  - vi. review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board or Church Board or Church Council;
  - vii. maintain close liaison with the Presbytery Pastoral Relations Committee;
  - viii. review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested; and
  - ix. receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six- (6) year period of the pastoral relationship.

#### 245 Stewardship Committee.

- (a) Membership. The size of the Committee will be governed by the size of the Pastoral Charge. In view of the importance of the Committee to the Pastoral Charge, it is suggested that the minimum number of

members should be six (6). The membership should be generally representative of the life and work of the Pastoral Charge, and include the Chairperson of the Committee of Stewards or equivalent, or his or her delegate.

- (b) Duties. The Stewardship Committee shall have the following duties:
- i. to be responsible for the overall stewardship level of the Pastoral Charge so that its full potential may be realized. To this end the Committee shall review annually the total stewardship objective of the Pastoral Charge;
  - ii. to interpret to the Pastoral Charge why the resources are needed and how they will be used;
  - iii. to keep in perspective and under review the proportions of resources used locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund;
  - iv. to cultivate knowledge and conviction concerning the mission of the church in all its aspects;
  - v. through the use of approved methods of church stewardship, to secure commitment and participation in the mission of the church by the Pastoral Charge. To this end the Committee shall organize periodic visitations for stewardship purposes; and
  - vi. to report regularly to the Official Board or Church Board or Church Council and to prepare an annual report for the Pastoral Charge.

(c) Assumption of Duties by Stewards. When the duties of the Stewardship Committee are assumed by the Committee(s) of Stewards or equivalent, the Committee(s) of Stewards or equivalent should for this purpose be enlarged to be generally representative of the life and work of the Pastoral Charge.

## Schedule D

### **BOARD OF TRUSTEES**

#### **General**

250 There shall be one (1) Board of Trustees for each Congregation. Where Congregations in a multiple-point Pastoral Charge agree at individual congregational meetings, there may be an additional Board of Trustees for the Pastoral Charge, with representation from each Congregation.

#### **Meetings**

251 Calling. Meetings may be called:

- (a) by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge;
- (b) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge;
- (c) by the Pastoral Charge Supervisor; or
- (d) by at least two (2) of the Trustees.

252 Notice.

- (a) Notice of meetings in writing, whether of ordinary meetings or of special meetings, shall specify the time, place, and purpose of such meeting. Such notice shall be either personally delivered to each Trustee, or mailed to or delivered to each Trustee at their usual place of abode or business.
- (b) Ordinary meetings may be called at any time by giving at least one (1) day's notice in writing to each Trustee in the manner aforesaid, or by public announcement at a service for public worship at least one (1) day prior to such meeting.
- (c) Every meeting of the Board of Trustees for considering the making of any alteration of or addition to any building on the lands, or any part thereof, or for considering the sale, mortgage, hypothecation, lease, or exchange of the lands, or any part thereof, except the letting or sale of pews, seats, vaults, tombs, or burial plots, or for considering any litigation or legal proceedings in connection with the trust estate, shall be deemed a special meeting, and each member shall be entitled to seven (7) days' notice in writing.
- (d) Notwithstanding anything hereinbefore contained, no meeting or any business transacted thereat shall be invalid by reason of any lack or defect of service of notice arising from inability to ascertain the usual place of abode or business of any Trustee.
- (e) No Trustee who is personally liable for payment of any indebtedness in respect of the property of a Congregation shall be removed without their consent unless at least eight (8) days' notice in writing of such meeting shall have been mailed to each Trustee at their last known

address, which notice shall state the business to be transacted at such meeting.

253 Quorum. A majority of the Trustees shall form a quorum, save when the number of Trustees exceeds nine (9), in which case five (5) shall form a quorum.

254 Voting. All questions shall be determined by the majority vote of the Trustees present at a meeting, and the Chairperson shall have a casting vote in the event of a tie.

### **Membership**

255 Eligibility. A majority of the members of the Board of Trustees shall be members of the United Church.

256 Number of Trustees. The Board of Trustees shall consist of not fewer than three (3) or more than fifteen (15) members, including ex officio:

(a) one (1) of the members of the Order of Ministry who have been settled in or appointed to the Pastoral Charge;

(b) the Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge; or

(c) the Pastoral Charge Supervisor.

The number of members of the Board of Trustees shall be determined from time to time by the Congregation. During any vacancy in the office of Trustee, the remaining Trustees, not being fewer than three (3) in number, shall have all the powers of the full Board. Where the number of existing Trustees is more than fifteen (15), all such Trustees shall remain in office but no vacancy in the office of Trustee shall be filled until the number of Trustees is reduced below fifteen (15), in which case the number shall not again exceed fifteen (15).

257 Resignation or Removal. In case any of the said Trustees or any Trustee appointed under this provision shall, during their term of office, die, resign, or, having been, cease to be a member of the United Church in full communion, or remove to such a distance, or fail to attend meetings for such period not less than one (1) year, as shall in the opinion of their co-Trustees, expressed by a two-thirds (2/3) vote of said co-Trustees, render it inexpedient for them to remain a Trustee, or in case the said Congregation shall think it proper to remove a Trustee from their office as Trustee, it shall be lawful for the said Congregation, at any meeting called by notice that shall be read from the pulpit by the minister or person officiating as minister during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation on each of the two (2) preceding Sundays on which public worship is held, to declare by the votes of two-thirds (2/3) of the members then present that such Trustee has ceased to be a Trustee of the said Congregation, and such person shall thereupon cease to be a Trustee, and at the same meeting it shall be lawful for the said Congregation by a like vote to appoint a successor to

such Trustee, provided, however, that no Trustee who is personally liable for payment of any indebtedness in respect of the property of a Congregation shall be removed without their consent unless indemnified to their satisfaction in respect of any such liability.

#### 258 Vacancies.

(a) Meeting for Appointment. If no successor shall be appointed at such meeting, a meeting may be called in like manner for the purpose of filling such vacancy, and at such meeting a new Trustee or new Trustees, as the case may require, shall be appointed by the votes of the majority of the members then present.

(b) Calling of Meeting and Notice. At the request of any Trustee or of any seven (7) members of the Congregation, the notice calling a meeting for the purpose of declaring or filling a vacancy or vacancies in the office of Trustee shall be read from the pulpit by the minister or person officiating as minister during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship.

(c) Adjournment of Meeting. Every meeting called for the purpose of declaring or filling a vacancy or vacancies in the office of Trustee may be adjourned from time to time by the vote of the majority of the members present.

(d) Appointment by Presbytery. In case there shall be at any time fewer than three (3) Trustees, the Presiding Officer or Secretary of the Presbytery under the jurisdiction of which the said Congregation shall be, shall, with the remaining Trustee or Trustees, be the Trustees under these presents until the full Board is duly appointed, and at any time thereafter the Presbytery may cause notice to be read from the pulpit by the minister or person officiating as minister during public worship on two (2) consecutive Sundays requiring the said Congregation to proceed with the appointment of new Trustees. And if the said Congregation shall not in the meantime have appointed new Trustees in the manner hereinbefore provided, it shall be lawful for the said Presbytery, at any time after four (4) weeks from the last giving of such notice, by resolution duly entered in the minutes of the Presbytery, to appoint new Trustees. Such appointment shall be communicated to the Congregation by notice read during public worship as soon as conveniently may be thereafter, and from the time of such communication the Trustee or Trustees so appointed shall be a Trustee or Trustees hereunder.

#### **Duties and Powers**

259 The Board of Trustees shall discharge such duties and exercise such

powers as are set out in the Model Trust Deed (see Appendix II). The Board of Trustees shall obey all lawful orders and directions respectively of the Official Board or Church Board or Church Council of the Pastoral Charge, the Presbytery, or the Conference.

### **Organization**

260 The Board of Trustees should be properly organized.

261 Chairperson. The member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge, the Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge, or the Pastoral Charge Supervisor shall have the right to preside as Chairperson at all meetings of the Board of Trustees and may appoint a deputy to act as the Chairperson. In the absence of the member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge, the Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge, or the Pastoral Charge Supervisor, and of any such deputy, the Trustees present may elect a Chairperson from among themselves. The Chairperson shall have a casting vote in the event of a tie.

262 Minutes. A minute of every appointment of a Trustee shall be entered in a book to be kept for the purpose, and signed by the person presiding at the meeting, and such minute so signed shall be sufficient evidence of the fact that the person or persons therein named was or were appointed and elected at such meeting, but any omission or neglect to make or to sign such minute shall not invalidate such appointment or election.

Schedule E

**WOMEN OF THE UNITED CHURCH OF CANADA PASTORAL CHARGE**

290 All women's groups in the United Church, including United Church Women groups, are collectively referred to as the Women's Ministries Network.

291 Name. All women's groups within the Pastoral Charge are free to name themselves according to their history and vision.)

292 All women's groups within the Pastoral Charge are free to determine their own size, structure, and manner of leadership.)

293 Purposes. All women's groups within the Pastoral Charge are free to determine their own purposes, which may include personal support, friendship, spiritual nurture and growth, mission education, service, exploring faith in Jesus, outreach, fundraising, fun, prayer, healing, or education for life.

294 Representation. The Women's Ministries Network shall have the right to a representative on the Official Board or Church Board or Church Council and Committees thereof. Where there is more than one (1) organization of women in the Pastoral Charge, the appointment shall be made by the organizations acting jointly.

295 Organization.

(a) All women's groups are free to develop their own organizational structures in relation to the Courts of the United Church as they deem appropriate.

(b) United Church Women maintains its current organizational structure in relation to the Courts of the United Church, and develops its own organizational guidelines within that structure.

November 1, 2010