



CONSTITUTION OF FIRST UNITED CHURCH

(including the Memorial Fund Constitution)

OUR VISION

Creating an open and welcoming community, led by the Love of God.

OUR MISSION

Sharing the life of Jesus, through story, music, prayer and action, we will be changed by Love, healed by the Spirit, and strengthened by each other for our work in all of Creation.

OUR CORE VALUES

Hospitality
Seeking spiritual growth
Kindness
Meaningful relationships

Forgiveness
Gratitude
Worship
Roots

Date of Last Amendment: February 24, 2013 - Article 4.13.g., at the Annual Meeting.
February 21, 2016 - Memorial Fund Article 14.15, at the Annual Meeting.

Article

1.0 Definitions

In this document, the terms “church”, “congregation”, “Council”, “Committee” and “Team” apply to First United Church unless otherwise stated.

2.0 General

- 2.1 There shall be one governing body called the Council. In the interval between Congregational meetings, the Council shall have all the powers of the congregation except in the event of a change in the pastoral relationship.
- 2.2 Members of Council shall be elected, during the Annual Congregational Meeting.
- 2.3 Appointed members to Council shall be announced at the Annual Congregational Meeting.
- 2.4 The persons elected and appointed will have all of the privileges and responsibilities assigned by the Manual of the United Church of Canada.
- 2.5 Any person who is a member in full communion in the United Church of Canada shall be eligible for election or appointment to the Council.
- 2.6 Paid church staff shall not be eligible to be elected or appointed to Council.
- 2.7 Council meetings, and Executive meetings will be convened at First United Church. Committee and Team meetings may be held “off-site” with committee members, including Ministry Personnel being informed.
- 2.8 All Meetings of the Council, the Council Committees, their respective teams, and the Trustees shall be open to members and adherents of First United Church. They may speak at meetings at the invitation of the chair, but only members of the Council or committees may make motions and vote.

- 2.9 Meetings of the Ministry and Personnel Committee will not be open.
- 2.10 A quorum shall be 51% of the voting members and the Minister(s) or an appointee of Presbytery.
- 2.11 A motion can be made for in camera meetings when deemed appropriate for personnel issues.

3.0 Council Elections, Appointments and Terms of Office

- 3.1 The Nominating Committee will encourage church members to allow their names to stand for election/appointment to Council. Committees will also seek nominees. The Nominating Committee will present a final slate of nominees to the Annual Congregational Meeting. Nominations from the floor are welcome. All nominees must have agreed in advance to serve if elected or appointed.
- 3.2 The congregation will annually elect a minimum of two members of Council for each Committee to serve a specified term of three years renewable once.
- 3.3 Appointments from Church groups to Council Committees will be for a specified term of one year (two years for UCW).
- 3.4 Appointments from Church groups cannot be filled by elected members to Council, as that would diminish to full roster of Council.
- 3.5 The chairperson will serve a term of three years non-renewable.
- 3.6 The vice-chairperson will serve a term of three years, then become chair.
- 3.7 The secretary will serve a term of three years, renewable once.
- 3.8 The treasurer will serve an appointment without time limit. This appointment is to be reviewed every three-year term.
- *3.9 Committee members: Property and Finance, Stewardship, Communications & Membership, Christian Action, Congregational Life and Worship & Christian Development will serve a minimum term of two years, a maximum term of three years.
- 3.10 Delegates to Grey Presbytery will serve three years, renewable once.
- 3.11 The delegate(s) to Toronto Conference will be sought from Council membership.
- 3.12 Representatives of the United Church Women as determined by the UCW.
- 3.13 It will be mandatory to take a sabbatical of one year after serving six years on any one Committee of Council. Such a member shall then be eligible for election or appointment.
- 3.14 Ministry and Personnel Committee - three years, renewable.
- 3.15 Board of Trustees - in accordance with the Manual of the United Church of Canada
- 3.16 Memorial Fund - three year term renewable once.

4.0 Responsibilities of Council

- 4.1 To fulfill its duties and obligations in accordance with the current United Church Manual.
- 4.2 To meet monthly with the exception of July and August. A special meeting of the Council may be requested by any Council member or by the chair of any Committee. All Council members must be informed of the meeting and it must be held within 15 days of the request.
- 4.3 To keep appropriate records of meetings.
- 4.4 To co-ordinate the work of the committees.
- 4.5 To ensure communications among committees.
- 4.6 To establish standing committees as required.
- 4.7 To ensure that each committee is accountable and functioning within its mandate.
- 4.8 To engage in short term and strategic planning.
- 4.9 To make policy decisions beyond or between committee mandates.

- 4.10 To recommend the annual budget to the Congregational Meeting.
- 4.11 To ensure that an annual report is prepared.
- 4.12 To be responsible for the administration of the Memorial Fund.
- *4.13 The Council of First United Church is authorized from time to time, as needed, to:
 - a. borrow money upon the credit of First United Church, from any bank, credit union, firm or person, upon such terms, covenants and conditions, at such times, in such sums, to such extent and in such manner as the Council of First United Church deems appropriate.
 - b. Limit or increase the amount to be borrowed.
 - c. Establish and maintain a Line of Credit and/or overdraft protection.
 - d. Issue debentures, bonds or other securities for such sums.
 - e. Pledge or sell debentures, bonds and covenants at such prices deemed expedient.
 - f. Secure such debentures, bonds, or other securities, or any other present or future borrowing or liability of First United Church, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of First United Church, and the undertaking and rights of First United Church.
[amendment approved during 2010 AGM]
 - g. Congregational approval shall be sought for any intent to borrow upon credit, or to access other forms of credit listed above (4.13.f.), in excess of \$5000.00. [amendment approved during 2012 AGM]

5.0 Council Executive

- *5.1 Members of the Executive shall consist of:
 - Minister(s) (non-voting)
 - Staff Associate (non-voting)
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer (non-voting)
 - Chairpersons from: Property & Finance, Stewardship, Communications & Membership, Christian Action, Congregational Life, Worship & Christian Development, Ministry & Personnel and a Trustee.

5.2 Responsibilities of the Chair

- 5.3 To chair meetings of the executive and council.
- 5.4 To ensure the preparation of the agenda for council and executive.
- 5.5 To contact council members who have been absent without regret for two consecutive meeting, on the advisement of the secretary.
- 5.6 To meet regularly with the minister(s).
- 5.7 To ensure the annual meeting has a chair and secretary.
- 5.8 To ensure the sound system is set up for the annual meeting.
- 5.9 To prepare a written "review of the year" for the annual report.
- 5.9a To report Council meetings to Congregation by pulpit messages once a month.
- 5.9b To prepare a report of Council meetings for the Newsletter as required.

5.10 Responsibilities of the Vice Chair

- 5.11 To ensure the nominations are filled for council positions with the support of the Executive Committee.
- 5.12 To chair executive and council meetings in the absence of the chair.

5.13 Responsibilities of Secretary

- 5.14 To record minutes of executive and council meetings according to Presbytery standards.
- 5.15 To submit minutes to the Office Manager of First, in a timely manner.
- 5.16 To receive and respond to correspondence as directed by the council.
- 5.17 To keep a roll of those who attend each executive and council meeting.
- 5.18 To contact the chair regarding council members who have been absent without regret, for two consecutive meetings.
- 5.19 To maintain the council roster system of rotation to ensure there is continuity and experience as well as new members joining council annually.

5.20 Responsibilities of Treasurer

- 5.21 To enable the Property and Finance Committee to fulfill its mandate.
- 5.22 To enable council to fulfill its mandate.
- 5.23 To ensure the paid accountable staff are remunerated on a regular schedule.
- 5.24 To ensure honorariums are fulfilled as scheduled.
- 5.25 To ensure Mission and Service Funds are remitted.
- 5.26 To ensure all contributions are made for employee benefits as required.
- *5.27 To ensure HST is accounted for and submitted for refund.
- 5.28 To ensure bills owing by First United are paid within the 30 day period.
- 5.29 To prepare and present a financial statement at each council meeting, using accepted financial formats.
- 5.30 To submit revenues, expenses, reserves and M&S remittances of the monthly budget to the office secretary for publication in the Thursday and Sunday bulletins following approval at the Council Meeting.

6.0 Responsibilities of the Executive Committee

- 6.1 To meet monthly with the exception of July and August. To act upon any special or emergency situations that may arise between regular meetings of Council.
- 6.2 To prepare the Annual Meeting agenda.
- 6.3 To act as the Nominating Committee for the Annual elections.
- 6.7 To appoint the standing committees.
- 6.8 To ensure each Council committee has assigned a chairperson.
- 6.9 To care for the structure and organization of First United Church by reviewing the Constitution every three years.
- 6.10 To provide orientation for new Council and committee members.
- 6.11 To fill any Council or Committee vacancies during the year.
- 6.12 To prepare the agenda for each Council meeting.
- 6.13 To announce all meetings of Council in the weekly worship folder.
- 6.14 To post all minutes of Council and Congregational meetings.
- 6.15 To oversee changes in décor.

7.0 Council Committees, Sub Committees and Teams

- *7.1 Non-executive members of Council shall be appointed to the six committees: Property & Finance, Stewardship, Communications & Membership, Christian Action, Congregational Life and Worship & Christian Development.
- *7.2 Church groups may appoint representatives to the six committees of Council, to be presented at the Annual Congregational Meeting. One individual cannot represent more than one group, since that would diminish the full roster of Council membership.
Property & Finance: Trustees.

- * Stewardship: 55+ Club.
- * Christian Action: Mission & Service Enthusiast.
Communications & Membership:
- * Congregational Life: 55+ Club, UCW.
- * Worship & Christian Development: Sunday School, Music Director (non-voting), Choir, Pastoral Care & Visitation Team.

- 7.3 Changes in the committee structures and appointment of other representatives may be made by the Council but shall be subject to ratification by the congregation at its Annual meeting.
- 7.4 Each Committee shall consist of 4 -6 members, elected and appointed by the congregation at the Annual Meeting.
- 7.5 Ministry personnel and Chairperson of Council are ex officio members of all Council Committees.
- 7.6 Committees are empowered to establish sub-committees and/or working groups, and to assign specific tasks to individuals as deemed necessary.
- 7.7 Each Committee shall elect a Chairperson from among its members.
- 7.8 Council committees are encouraged to establish resource Teams. Individuals with specific gifts to offer towards fulfilling the work of the committee.
- 8.0 Responsibilities of Each Council Committee**
- 8.1 To keep minutes of each meeting and forward information and motions to the Council Secretary.
- 8.2 To submit an annual budget by the last Sunday in November to Council that is adequate to support the committee's mandate and ministry.
- 8.3 To function within its approved budget, seeking Council approval for any additional unforeseen expenditures.
- 8.4 To establish and submit to Council annual objectives within the mandate established by Council.
- 8.5 To determine the methods for achieving objectives.
- 8.6 To evaluate annually its effectiveness and report to Council.
- 8.7 To attend bimonthly meetings of the Council as a whole – with the exception of July and August.

***9.0 CHRISTIAN ACTION COMMITTEE**

The Christian Action Committee of the Council shall be responsible for the total outreach program of the congregation. The duties of the Christian Action Committee shall be:

- 9.1 To educate the congregation about the total mission of both the United Church of Canada and the local congregation.
- 9.2 To promote and oversee donations to the Mission & Service Fund and present a Mission and Service Goal each year and take this amount to Council for recommendation and present at the Annual General Meeting for approval.
- 9.3 To recruit and support a member to be a Mission & Service enthusiast who is a member of Council, who will report monthly to the Committee and promote Mission & Service through "Minute for Mission" etc.
- *9.4 To consider and make recommendations to Council about any special appeals that might be received from organizations such as the Canadian Foodgrains Bank, SCAW, Mental Health, Habitat for Humanity, Sandwich Makers, etc.
- *9.5 To assist other council committees with projects and programs as might be approved by Council.
- 9.6 To provide a working relationship with the Scout and Guide Movements.
- 9.8 To prepare and submit a budget request to Council, through Property and Finance each year by November.
- 9.9 To prepare and submit Mission and Service Annual Report to Council by

January

- 9.10 To prepare and submit Christian Action Committee Annual Report to Council by January.
- 9.11 To be responsible for the promotion, collection and delivery of Food Stuffs for the Owen Sound Food Bank.

***10.0 WORSHIP & CHRISTIAN DEVELOPMENT COMMITTEE**

The Worship & Christian Development Committee of the Council shall be responsible for assisting the Minister(s) with planning for worship services and to oversee matters relating to the Christian development and spiritual needs of the congregation.

WORSHIP

- 10.1 To work with the Minister(s) to determine the service of worship such as the frequency, time and order.
- 10.2 To assist the Minister(s) to set the dates and administer Holy Communion including delivery to members in hospital and shut-ins, preparation and clean up of the elements.
- 10.3 To assist the Minister(s) to arrange annual Confirmation classes.
- 10.4 To assist the Minister(s) to arrange and assist at Baptisms.
- 10.5 To be responsible for ushers, the offering and the coordination of lay readers.
- 10.6 To assist Minister(s) in any emergency situations.
- 10.7 To arrange pulpit supply for vacations, study periods, anniversary and special services.
- 10.8 To arrange for the distribution of the Upper room.
- 10.9 To arrange for the Benevolent envelopes to be available at each service of Communion and promote their use.

* Christian Development

*10.10 Sunday School

- To ensure Sunday School leadership positions are filled.
- To approve curriculum choice by Sunday School leadership annually.

*10.11 Confirmation Class

- To confirm with Minister the program and plans annually.
- To provide Bibles for confirmation candidates.

*10.12 Children/Youth at Conference

- To search out and support candidates for children and youths at conference.
- To be advocates of programming for youth and children.

*10.13 Adult Study Groups for Both Women and Men

- To ensure that programmes have been initiated and have adequate leadership from within the congregation or from the wider community.

*10.14 To ensure that Christian Development facilities and equipment are adequate and make recommendations for maintenance and renovation to appropriate Council Committees.

*10.15 To appoint a liaison to maintain communication with any member of First United Church who is preparing for ministry. To request an annual report of the progress and needs of the student. To inform the congregation on a regular basis of the student's studies.

*10.16 To receive the reports of the Pastoral Care & Visitation Team, the Music Sub-Committee and the Chancel Sub-Committee.

11.0 MUSIC SUB-COMMITTEE/TEAM

- 11.1 To assist and support the Music Director.

- 11.2 To provide a communication link between the Music Director and musical groups and individuals when necessary.
- 11.3 To assist with special musical events by providing a core group for initial planning.
- 11.4 To oversee requests for new music, musical instruments and equipment from all groups within the Church.
- 11.5 In the absence of a Music Director, assist in seeking Music Supply for the interim period.
- *11.6 The Music Sub-Committee/Team should consist of representatives from Church music groups.
- 11.7 The Music Sub-Committee/Team should report semi-annually to Worship & Christian Development.

12.0 CHANCEL SUB-COMMITTEE/TEAM

- 12.1 Coordinate and oversee the decoration of the sanctuary for special worship occasions such as Easter, Thanksgiving, Anniversary, Remembrance Day and Christmas.
- 12.2 To provide flowers/plants for the lobby, narthex and chancel on an ongoing basis.
- 12.3 To care for plants and the fresh and artificial arrangements.
- 12.4 To change the antependia colours in accordance with the Church calendar.
- 12.5 To care for and clean the communion cloths, serving trays, pitcher and chalice.
- 12.6 To order and care for the Christ Candle, Lenten and Advent candles.
- 12.7 To care for the funeral pall and piano cover.
- 12.8 The Chancel Sub-Committee/Team should report annually to Worship & Christian Development.

***13.0 PASTORAL CARE & VISITATION TEAM**

- 13.1 To maintain a current list of members and adherents of First United who are unable to attend worship.
- 13.2 To visit the hospital twice weekly.
- 13.3 To visit those unable to attend worship: before Christmas, before Easter and on any other occasion.
- *13.4 To assist in the distribution of Christmas gifts.
- *13.5 To assist in the distribution of benevolent gifts to the bereaved and others following the White Gift Service.
- 13.6 To ensure memorial flowers are sent.
- 13.7 To coordinate cards to be sent to those in hospital or bereaved.
- 13.8 To attend training events for visitation and pastoral care as able.
- 13.9 To maintain communication with the Minister(s).
- 13.10 To visit with "new comers" to worship.
- 13.11 To be available for "friendly visits".
- *13.12 To report regularly to the Worship & Christian Development Committee.

14.0 PROPERTY & FINANCE COMMITTEE

To oversee and direct the temporal and financial affairs for the congregation in accordance with the United Church of Canada.

Finance

- 14.1 To maintain financial records, ledgers, for, contributions received and issuance of receipts.
- 14.2 To distribute monies to pay current expenses, salaries, pensions and other group benefits, presbytery and conference allotments and other expenses as

approved budget and/or as directed by Council or Executive.

- 14.3 To prepare and present monthly to Council, a statement of receipts and expenses.
- 14.4 To prepare and present to the congregation at the annual meeting a detailed statement of receipts and expenses, duly reviewed and a budget of proposed expenditures (operational and capital) based on estimates previously presented to the Council, required for the working of the congregation for the ensuing year.
- 14.5 To forward congregational contributions monthly to Mission & Service Fund.
- 14.6 To deposit congregational contributions to the Benevolent Fund.
- 14.7 To communicate on an annual basis, the contributions to Presbytery and Conference made on behalf of the individual members of First United.

Property

- 14.8 To oversee and direct the care, maintenance and cleaning of the properties and buildings of the church (including supervision of the church's caretaker) and with major items of improvement and capital to be done in consultation with the Board of Trustees.
- 14.9 To oversee and provide direction for the use of the church buildings and property on a usage basis and that fees for such use, be set and collected as approved by the Council and that such fees shall be reviewed and confirmed annually.
- 14.10 To request and receive estimates for annual budget preparation from Council Committees and other church organizations and groups for the ensuing year, then summarize and a proposed budget of expenditures and present same to Council at it's December meeting.
- 14.11 To oversee and provide direction of any furnishings, decorating and yard/gardening committees of the church.

15.0 Stewardship Committee

- 15.1 To collect information concerning talent and interests of the people of First United Church, and to use this information when particular human resources are required to meet the needs of the life and work at First United Church.
- 15.2 To plan, execute and evaluate an Every Person Visitation for the First United Church community. These visitations will attempt to tell the story of First United in terms of its history, present reality and future hopes and dreams, as well as Mission & Service needs and objective worldwide. These visitations will happen at least once every three years. The visitation may happen more often at the direction of the congregation or the Council.
- 15.3 To promote Stewardship of time, talent and money through regular education in worship.
- 15.4 To promote Pre Authorized Remittance of offerings.
- *15.5 To co-ordinate the provision of counting teams for the offering.

Memorial Fund Sub-Committee/Team

- 15.5 Memorial Fund – note mandate of Memorial Fund outlined in Memorial Fund Constitution (attached).

***16.0 Congregational Life Committee**

- *16.1 To coordinate and support congregational events that enhance community-building at First United.
- *16.2 To coordinate coffee hour.
- 16.3 To arrange for transport to Sunday worship and special events for seniors.
- *16.4 To work with other church organizations to coordinate the Annual Christmas Party.

- 16.5 To provide a means of recognizing special events in the life of the congregation and in the lives of its members.
- 16.6 To maintain communication with the Wednesday Card Group.
- *16.7 To host the Sunday School Appreciation Event in Spring, with support from the Christian Action Committee and the Worship & Christian Development Committee.

17.0 Communications & Membership Committee

- 17.1 To be responsible for presenting candidates to Council for admission into membership at First United Church and the United Church of Canada by baptism, profession of faith and transfer.
- 17.2 To be responsible for the maintenance of the Church roll.
- 17.3 To be responsible for greeting the congregation prior to church services.
- 17.4 To ensure that the membership and adherent rolls are updated annually.
- *17.5 To be responsible for the creation and distribution of the church newsletter and new member's folders
- 17.6 To promote the OBSERVER and MANDATE publications of the United Church of Canada.
- 17.7 To be responsible for the Church Bulletin Boards.
- 17.8 To coordinate the care for the Church Library.
- 17.9 To create and maintain a church web page
- 17.10 To be responsible for outdoor signage.
- *17.11 To be responsible for the operation and upkeep of the church audio/visual equipment.

18.0 MINISTRY & PERSONNEL COMMITTEE

- At the Annual Congregational Meeting, the congregation shall appoint a Standing Committee of the Council, called the Ministry & Personnel Committee, to 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 members of the Order of Ministry, shall not be members of this committee, and this restriction should also apply to immediate family of Ministry Personnel and staff.
- The Ministry & Personnel Committee shall not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy.
- The Chair or representative of the Ministry & Personnel Committee will attend every meeting of Council and the Executive with the ability to exercise the full rights and privileges of membership. Unlike other committees of Council, the remaining members of the Ministry & Personnel Committee are not expected to attend meetings of Council, and should they attend they are not granted the right to vote.
- The Committee shall meet and report to the Council quarterly or more often in circumstances warrant to make recommendations to the Council.

The responsibilities of the Ministry and Personnel Committee will be:

- 18.1 To provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the Congregation.
- 18.2 To review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Council.
- 18.3 To oversee the relationship of the staff of the Pastoral Charge to the members of the Congregation and others.
- 18.4 To oversee the relationship between and among different members of the staff of

the Pastoral Charge with respect to their responsibilities and authority.

- 18.5 To consult with all members of the staff of the Pastoral Charge about their plans for continuing education and to ensure that those eligible avail themselves of the provisions for continuing education; to ensure that money and time are made available to pursue continuing education that contributes to the mission goals of the Pastoral Charge and the United Church.
- 18.6 To 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 Council.
- 18.7 To review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions and annual contracts when required or requested.
- 18.8 To maintain close liaison with the Presbytery Pastoral Relations Committee.

19.0 BOARD OF TRUSTEES

- The Trustees shall have all the privileges and responsibilities assigned by the Manual of the United Church of Canada.
- New members elected as required to maintain a Board of at least seven.
- The term of office shall be without limit.
- Meetings may be called by the settled member of the Order of Ministry or Pastoral Charge Supervisor, or by at least two of the Trustees.
- Trustees shall have seven days notice of all special meetings and one day's notice of other meetings. Notice of meetings must be given in accordance with the provisions of The Manual.
- A majority of Trustees shall form a quorum, save when the number of Trustees exceeds seven (7) in which case three (3) shall form a quorum.
- 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.

Responsibilities of Trustees

- 19.1 The Trustees shall obey all lawful orders and directions, respectively of the Council of the Congregation, the Presbytery, or the Conference in the discharge of the following duties and exercising the following powers as provided in The Manual.
- 19.2 Upon trust to use the trust property for purposes directed by the congregation and maintenance of public worship.
- 19.3 To erect and repair buildings.
- 19.4 To obey all lawful orders and directions with respect to lands and buildings.
- 19.5 To permit use of the trust property for church, manse and Sunday School purposes.
- 19.6 To sell, mortgage exchange or lease the trust property with the consent of the Presbytery.
- 19.7 To keep proper accounts and minutes.
- 19.8 Trustees shall not be liable for involuntary loss.
- 19.9 To oversee the rental lease and insurance for the Day Care space.
- 19.10 To present quarterly to the Council a report of the Church investments and prepare a yearly summary of investments for the Annual Meeting.

FIRST UNITED CHURCH
OWEN SOUND, ONTARIO
MEMORIAL FUND CONSTITUTION

accepted a name change at Congregational Meeting, February 11, 2007

BACKGROUND

- 14.11 WHEREAS Christian Stewardship involves the faithful management of all the gifts God has given in time, talents, the created world, and money, including accumulated, inherited and appreciated resources; and
- 14.12 WHEREAS Christians can give to the work of the church through bequests in wills, charitable gift annuities, assignment of life insurance and transfers of property; and
- 14.13 WHEREAS it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and faith commitment expressed by donors and in accordance with the policies of the United Church of Canada and of this congregation.

RESOLUTION

- 14.14 THEREFORE BE IT RESOLVED that this congregation at its annual meeting assembled on February 4th, 2008, approve to change the name of THE SPECIAL GIFTS FUND to the MEMORIAL FUND of First United Church, Owen Sound, Congregation of the United Church of Canada at 435 Twenty-First Street West, Owen Sound, Ontario, N4K 4E5.
- 14.15² BE IT FURTHER RESOLVED that the purpose of this Fund shall be to enhance the ministry and mission of First United Church apart from the general operation of the congregation and therefore no portion of the capital or income from the Fund shall be used for the annual operating budget of the congregation. Fund may be used for such purposes as capital improvements, outreach, scholarship funds, lay education programs, promotion of ministry and programs to the wider community or other special projects.

MEMORIAL FUND COMMITTEE

- 14.16¹ The Memorial Fund Committee shall be a sub-committee of the Stewardship Committee and shall be responsible for the promotion, investment and administration of the Fund.
- 14.17 The Committee shall consist of 3 members of the congregation, one of whom shall be a member of the Stewardship Committee
- 14.18 Each member of the Committee shall serve a term of 5 years. A member may be reappointed once, but may not thereafter be reappointed until he or she has been absent from the Committee for at least one year. Initial terms may be staggered so that one member has his or her term expire each year.
- 14.19¹ The Committee shall meet and report through the Stewardship Committee to the Council on a quarterly basis. At the Annual Meeting of the congregation, the Committee shall render audited financial statements including a statement of assets, liabilities, revenue and expenses for the previous year.

¹ Amended by Notice of Motion, February 6, 2011 at the Annual Meeting, by 2/3 majority vote of members present.

² Amended by Notice of Motion, February 21, 2016, at the Annual Meeting, by 2/3 majority vote of members present.

RESTRICTED GIFTS

- 14.20 Any gift to the Fund which specifies the use to which the gift is to be put shall be known as a Restricted Gift. In most cases the money for a Restricted Gift will be used for the purpose intended within one year.
- 14.21 When a Restricted Gift is received, the Committee shall recommend to the Council within 30 days (July and August excepted) whether to accept the gift. The Council shall decide within 30 days (July and August excepted) whether or not to accept the gift.
- 14.22 Should the Council determine not to accept a Restricted Gift, the donor shall be advised where possible of the reasons for declining the gift, with suggestion that the restriction be reconsidered.

UNRESTRICTED GIFTS

- 14.23 Any gift which is not a Restricted Gift shall be known as an Unrestricted Gift.
- 14.24¹ Unrestricted Gifts and income earned thereon shall be accumulated. Council is authorized to disperse money from the Fund up to a maximum of \$2000.00 per expenditure, without prior congregational approval. For any expenditure in excess of \$2000.00 Council will seek congregational approval at the Annual Meeting or at a Congregational Meeting called for this purpose.

GENERAL

- 14.25 The terms of this resolution may be changed only by a two-thirds vote of the members present and voting at an Annual Meeting of the congregation for which notice of intent to amend these resolutions had be given or at a special meeting called for the purpose of amending these resolutions.
- 14.26 In the event that First Untied Church ceases to exist, disposition or transfer of the Fund shall be in accordance with the Manual of the United Church of Canada.
- 14.27 The Council may pass such resolutions as it may deem necessary to give effect to this Resolution.
- 14.28 Any money in the Special Gifts Fund is hereby transferred as an Unrestricted Gift to the Memorial Fund.
- 14.29 The Special Gifts Fund is hereby terminated.
- 14.30 Any future donations designated to the Special Gifts Fund shall be deemed as given to the Memorial Fund.