

Nominations Team Handbook for Bridgenorth United Church



Will you answer the call?

Where Is God Calling You To Be?

The Nominating Committee would like to thank you for taking the time to consider sharing your gifts with our congregation. We recognize that there are many demands on your time and many causes that are in need of the gifts that volunteers bring. We also recognize that your time is valuable and we want to honour your commitment to our church family by providing opportunities for growth and learning that enhance your spiritual journey while you share your time and talents with others. It is our church's goal to provide a supportive, caring and fun committee environment that runs effectively and does not overburden any one individual. We believe a shared commitment to any given project allows for the work to be divided equitably and the rewards of accomplishment to be a blessing for everyone involved.

In order to ensure that we meet your needs in giving of yourself to the work of the church, we must first assess what you feel your gifts are and what areas of interest you would consider exploring. On the following pages, we invite you to complete the self-assessment questionnaire in order to help you discern where your gifts and talents would be best utilized. We have also included a brief summary of each of the committees to provide you with an understanding of the role and responsibilities that each one plays in the life and work of our community of faith.

We hope this exercise will help you in determining how you might best answer God's call to love and serve others within our community of faith and the wider world.

You Are A Gift!

The following list of questions is a tool to help you discern where your gifts might be best utilized in the life and work of the church...

1. What skills and abilities do you possess?
2. What do you enjoy doing? (hobbies, interests)
3. What are you tired of doing?
4. What would you like to learn more about?
5. Where do you believe God is calling you to grow?
6. My volunteer experience includes:
7. What activities make you feel engaged and connected to others and to God?

Our Pastoral Charge

Our governance structure is based on the model outlined in The United Church of Canada Manual for Church Councils:

The Church Council Model (The Manual 215–228) The Church Council develops policy and plans that are implemented by various committees and groups of the congregation. The pastoral charge determines the organization and duties of Council committees and elects from among the members and adherents of the pastoral charge people to serve on the committees. Council committees elect from their members individuals to represent them on Council. The members of Council are called elders. A quorum for the Council requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.

Church Council

Each of the committees make up the membership of the Council along with Ministry Personnel, Chairperson and Vice-Chair. The Board meets monthly except for July and August to discuss issues with regard to the management, life and work of the faith community.

The following descriptions are provided to give an understanding of the roles and responsibilities, along with some of the other opportunities to serve within our community of faith.

Worship Committee

The responsibility for the spiritual leadership in the congregation rests with the Worship Committee. This committee is responsible for worship and Christian education/faith formation for all ages. The Worship Committee plays a key role in fulfilling our Mission Statement and oversees how the congregation as a whole works to answer God's call for our community of faith. Their role includes:

- Oversees Christian education for all ages
- Oversees the admission and removal of members
- Oversees the administration of the sacraments
- Oversees the order of public worship
- Keeps the register of baptisms, marriages, and burials
- Oversees the duty of care to children and youth

Spiritual leaders will help the congregation and its people to be led by the Holy Spirit to participate in God's mission to bless all Creation.

Membership & Pastoral Care Committee

This committee focuses on the pastoral care needs of our members and adherents by reaching out in a variety of ways throughout the year to ensure their well-being. They support the ongoing work of the Prayer Chain in holding those with health challenges in intentional prayer. They also look for ways to build relationships and connections within the congregation and the wider community through social activities, including coffee hour and fundraising projects.

- Research and develop initiatives to recruit new members
- In cooperation with the minister, plan times of the year to greet new members during worship
- Ensures the support of seniors in the pastoral charge
- Keeps the roll of the congregation
- Offer fellowship opportunities for the Congregation

Outreach & Social Justice Committee

The Outreach and Justice Committee identifies and increases awareness of local, regional and global justice issues in which BUC is, or potentially could be, recommending or undertaking a response.

This busy group's main focus is the weekly food bank that operates out of the church and provides groceries to a growing number of individuals and families in our community.

More than 20 volunteers assist with this outreach project along with the members of the Committee. They also promote the Mission & Service Fund of The United Church of Canada through the Minute for Mission and other appeals throughout the year.

- Oversees the outreach of the congregation to the community
- Promotes issues of justice and reconciliation to the congregation
- Coordinates food bank activities – including volunteer recruitment

Finance Committee

The responsibility for church management in the congregation rests with the Finance Committee. This committee is responsible for maintaining and deploying the assets of the congregation to fulfill the mission of the congregation to the highest standards of excellence possible. Their role includes:

- Secures contributions for the current expenses of the congregation
- Disburses money received according to a congregationally approved budget
- Provide support and monitor the work of the treasurer in keeping records for all receipts and disbursements
- Linking to the Board of Trustees regarding investment strategies and proposed major capital expenditures

Stewardship Committee

Stewardship is an integral part of our discipleship! In order to fulfill our mission as a faith community, it is vital that the resources necessary for our work and witness are sustained. The Stewardship Committee is responsible for cultivating generosity within our congregation and creating a culture of gratitude for the gifts that are offered.

- Integrate Stewardship into worship on a regular basis
- Offer an annual giving program
- Support the ongoing training of committee members for this work
- Work with the Outreach & Justice Committee to further the mission of the church

Property Committee

Are you handy? Like a project? Then the Property Committee may be the place to share your gifts with the church! This group is responsible for the repairs and maintenance of the church building, as well as the manse across the street. There is a custodian that has been hired to do weekly cleaning and a variety of other responsibilities have been contracted out on a seasonal basis. Coordinating these jobs to ensure the safe and healthy environment for those utilizing our facilities is part of the role of the Property Committee.

- Maintains the property for effective day-to-day use
- Ensure that church property provides a healthy place for personal and spiritual growth and for carrying out the congregation's mission
- Repairs and maintenance to the church manse

Trustees

In the context of The United Church of Canada, a Trustee is an individual who, along with the other members of the Board of Trustees for a congregation, holds all of the property of that congregation for the use and benefit of the congregation as part of The United Church. These include investments, capital indebtedness, property acquisition and major renovation or capital improvements. For more detailed information, please refer to the Congregational Board of Trustees Handbook which can be accessed at

www.united-church.ca/.../handbooks/congregational-board-trustees.pdf

Ministry & Personnel

The M&P Committee is a confidential, consultative body that supports the pastoral relationship. This committee is responsible for overseeing the Pastoral Charge ministry, particularly in the roles and functions of paid and volunteer leaders.

Their responsibilities include:

- Conduct an annual review of the effectiveness of all church Ministry Personnel and Staff as their work relates to the ministry of the Pastoral Charge
- Assist Ministry Personnel, Staff and members of the congregation in building and maintaining healthy relationships
- Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Church Council
- Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested

Further information can be found in the Ministry & Personnel Handbook. www.united-church.ca/files/handbooks/mandpguidelines.pdf

Other Opportunities:

ECORC Representative

Each congregation needs to provide one volunteer to serve the wider church at the Regional level. These responsibilities include attending semi-annual meetings of the East Central Ontario Regional Council and reporting monthly to our Church Council on any news or information that is relevant to our faith community. You may also wish to serve on a committee/team for the Region, but this is at your discretion.

Prayer Shawl Ministry

Do you love to knit or crochet? Would you like to take those skills and bless those in need of the warmth of God's love to be surrounded by the comfort of a shawl that has been lovingly created? There are a variety of patterns and styles that can be used to make a shawl that will be prayed over as it is created and once it is completed, too. Join this friendly group and you will be a blessing for so many others!

Sunday School

Our Sunday School always welcomes energetic and enthusiastic people who want to grow their own faith along with our children. A curriculum is provided that has activities for children at different ages. Responsibilities are shared and the time commitment is flexible.

Library Team

Love books? Why not volunteer to help out with our library team?

Responsibilities include sorting and culling books, keeping records up to date and ensuring that books are returned and reshelfed appropriately.

Prayer Chain

Do you enjoy sitting in daily prayer and contemplation? Are you compassionate and caring?

The Prayer Chain is a group of people who hold others in prayer when they have a health/life/family concern. The list of names/situations is confidential and people are simply asked to hold each person in prayer as part of their regular spiritual practice.