

2. WHO DOES WHAT?

2.1 PROGRAM STAFF

The **Minister** is the religious leader of the Congregation. The Minister's primary role is to provide spiritual leadership and animation to the life and outreach of the Congregation. The Minister is also accountable for the overall effectiveness of both the Program and Support Services groups.

The **Director of Religious Exploration** is responsible for the Religious Exploration program for children and youth in the Congregation.

The **Music Director** contributes to worship, lifelong learning and fellowship through direct leadership of music programs.

The **Spiritual Care Visitor** provides lay spiritual care services, trains and supervises the Lay Spiritual Care Visitors, and chairs the Spiritual Care Council.

2.2 ADMIN AND SUPPORT STAFF

The **Operations Manager** is responsible for the management of all day-to-day Congregational and church operations that are not of a spiritual or program nature. The OMR supervises and enables the work of administrative staff and contractors, and the Facility Manager (who in turn supervises Assistant Custodians). She/he has the authority to exercise appropriate control of all office and custodial work including requests from the Board, Minister, staff, committees, volunteers, and Members.

The **Finance and Human Resources Manager** maintains the membership database; issues tax receipts; and manages all room bookings and rentals, and any associated chaplaincy services. They provide logistics support for rites of passage services and perform reception & administrative duties. They also support various committees and programs including: the Stewardship Committee, the Membership Committee, the Welcome & Integration Committee and the Religious Education, Youth and Adult Lifespan Programs.

The **Volunteer Office Assistant** manages internal room bookings. She/he performs reception & administrative duties. The OAS offers back-up support to the staff. The OAS manages the weekly publications.

The **Facility Manager and Custodian(s)** ensure that there is a safe, comfortable and welcoming environment for all those who attend the church; ensure that the facility equipment is maintained in safe and proper working order; and carry out maintenance work as needed. A custodian must be present for all rental activities and ensures the security of the building at all times when other staff members are not present.

The **Sound and Light Coordinator** takes care of the sound system, lighting and schedules the sound operators.

2.3 THE BOARD OF DIRECTORS

THE BOARD is a policy and governance board: it makes policies and delegates the implementation of these policies to the staff and committees. The Board decides what we will do and empowers the staff and committees to figure out how to do it.

2.4 COMMITTEES, TEAMS AND FELLOWSHIP GROUPS

2.4.1 Committees

Committees are established by the Board to help carry out its responsibilities for discernment, strategy, developing policies, and oversight. At the Board's direction, Committees may operate as **standing** or **time-limited** bodies.

As of 2021, the Board has the following **Standing Committees**:

- Governance
- Personnel
- Finance
- Campus Planning
- Communications and Outreach
- Stewardship

The Committee on Shared Ministry coordinates the congregation's various ministries for greatest effectiveness. It reports to the Board and provides advice to the Board, Minister and the congregation.

The Board approves Committee charters (found in the [Governance Manual](#)) and also approves the chair and, in most cases, committee members.

There are two committees which report to, and whose members are elected by, the Congregation: the Nominating Committee and the Search Committee (when required).

2.4.2 Teams, Action/Working Groups and Fellowship Groups

Teams: with guidance and/or support from staff, teams support the operations and ministry of the congregation. Teams may be **permanent** or **ad hoc**. They include teams such as:

- Property
- The Caring Network
- Worship
- The Social Responsibility Coordinating Team (SRCT)

For teams that are permanent (i.e., likely to function for more than a year), terms of reference will be developed using the standard form as a model with modifications as appropriate to the team. The terms of reference will be agreed to by the team and the staff person responsible for providing guidance and/or support to the team.

Action or Working Groups: These groups carry out the social responsibility commitments of the congregation and include:

- The Poverty Action Group
- Environmental Action Group
- Embracing Diversity Action Group
- Mental Health Working Group
- The Child Haven Action Group
- The GoGo Grannies

Fellowship Groups: These groups serve a range of purposes, including self-growth, enriching spirituality and building social connections (e.g. Women's Personal Growth Group, Men's Fellowship Group, 55+

Group, Bridge Group). Fellowship Groups are coordinated through the Adult Learning Team. Brief descriptions of the purpose of the group and contact information are to be provided for the Getting Connected and Lifespan Learning Brochures.

2.4.3 Teams and Action/Working Groups Terms of Reference

Teams that are permanent (i.e., likely to function for more than a year) are to develop terms of reference using the [standard template](#) as a model with modifications as appropriate to the team. Terms of reference assist teams to function effectively and assist staff, team members, congregants and other teams to understand their mandates, boundaries and relationships. The terms of reference will be agreed to by the team and the staff person responsible for providing guidance and/or support to the team. Fellowship Groups may find it useful to prepare terms of reference, but are not required to do so.

Terms of reference should be reviewed on a periodic basis (every three to five years) to ensure that the team's mandate is in keeping with the strategic directions and priorities of the congregation.

More information on the requirements for Terms of Reference can be found in the [Policy on Teams](#).

2.4.4 Teams or Action/Working Groups Responsibilities

In order to operate effectively, all groups should have a designated chairperson (or team leader) and a minute or note taker. In some cases, co-chairs/leaders may be identified, or the chair and/or minute taker may rotate among team/group members.

The Chair is normally responsible for:

- Drafting the agenda
- Obtaining input from members in advance of the meeting
- Prioritizing the items
- Allotting time for each item
- Helping the committee stay on track within this timeframe

Minute Taker: Minutes or notes are to be taken at every meeting. Draft minutes should be shared with all members for review, any changes incorporated and the final version approved at a subsequent meeting. A copy of the approved minutes is to be provided to the office for retention.

All Team Members: At meetings, all committee members are responsible for listening well, staying on topic and participating fully in discussions. The chair will use their facilitation skills to support the committee in participating, listening, handling conflict, and decision making. (For more information on meetings see Section 5.)

Communications Team Member: Each team/group is also encouraged to designate a team member responsible for communications. This person will liaise with the office on any internal communications such as notices in the weekly bulletin, the eUU, or articles in the quarterly newsletter, The Parkway Spire.

Finance Team Member: Where the team or group has an annual budget allocation, a team/group member should be designated to be responsible for dealing with the group's budget and expenses. For some groups, this may be the chair or team leader. The responsibilities include:

- Preparing a draft budget for the team/group's review and approval and
- Submitting it to the finance manager as part of the annual budget process.
- Keeping track of expenditures against budget
- Ensuring that the congregation's financial processes are followed:
 - ensuring any revenue is appropriately deposited and submitting expense forms for expenditures

Congregation's [Annual Report](#): All committees, team/action groups are expected to provide input to the Congregation's Annual Report. This input includes a list of members and a summary of activities completed as well as funds spent, and should be given to the office or designated person. The Annual Report is approved by the congregation at the Annual General Meeting, normally held at the end of April.

Presentations to the Board: A team or action/working group may want to submit, or be asked to present an issue to the Board. The presentation should include a brief written summary of the issue, highlight any decisions which need to be made, and include background notes (in bullet form) to assist the Board in understanding the issue before them. The Board asks that written reports be submitted 5 days in advance of the meeting, so the Board can prepare.