

Policy 11: Committees of Parish Council

Overview

- 11.1. The committee structure at Christ Church follows the outline provided in Canon 35 (see Appendix I).
- 11.2. Each committee is accountable to the Parish Council.
- 11.3. Each committee has a mandate and conducts business in accordance with Canon 35 and the following:
 - a. Christ Church believes in a decision-making by consensus process,
 - i. In the case of a stalemate, a majority vote (50% plus 1) by the members present will suffice provided a quorum is present (50% plus 1 of the total membership of the committee).
 - b. Each committee will elect a Chairperson, Secretary, and Treasurer, whose terms of office will be decided by committee members unless directed otherwise by Parish Council.
 - c. Each committee will hold at least one monthly meeting at a date and time agreed upon by the members.
 - d. At their December meeting, each committee is to elect one representative to attend Parish Council meetings for the following year; the name of this representative is to be made known to the Nominating Committee.
 - e. Each committee will keep minutes of the business conducted at these regular monthly meetings
 - i. One copy of these minutes is to be placed in the binder designated for that committee and kept in the Parish Office.
 - ii. Each committee is responsible for removing the previous year's minutes from the binders and archiving these prior to the annual meeting of the Parish each year, and to keep a current list of committee members and several contact numbers in each binder.
 - f. Develop an annual budget in support of the above which is to be submitted to the Finance Committee by the end of November for approval.
 - g. The Treasure is to monitor the expenditure of funds from the approved budget and update the committee at the monthly meetings.

Pastoral Ministry Committee

- 11.4. The Pastoral Ministry Committee shall be the body responsible under the Parish Council to work to further the development of an awareness of social and educational needs of the Parishioners; their personal ministry of mutual help and support to one another, and their relationship with all God's people in the wider community.
- 11.5. The Pastoral Ministry Committee shall be comprised of the following:
 - a. Council member representation 4
 - b. Membership at large 6
 - c. Clergy 1

- 11.6. The Committee is responsible for the following ministries:
- a. Family Ministry:
 - i. Seniors High Tea & Evensong
 - ii. Celebration of Family Life Luncheon
 - b. Pastoral Needs:
 - i. Intercessory prayer letters & scheduling
 - ii. Parish visitation to seniors, bereaved, sick, newcomers, in consultation with the Rector
 - iii. Correspondence - letters of sympathy, thinking of you and congratulations
 - iv. Christmas stocking program
 - c. Wider world:
 - i. PWRDF education, promotion
 - ii. Eco justice concerns
 - d. Education and Leadership Development:
 - i. Encouragement of persons to participate in courses – pastoral visiting, ALPHA & LOGOS, sponsoring of programs i.e. parenting, care for caregivers, family violence

Property Committee

- 11.7. The Property Committee shall be comprised of the following:
- a. Two members of Parish Council
 - b. One warden
 - c. several more members-at-large
 - d. The Sexton,
- 11.8. The mandate for the Property Committee includes:
- a. support of Parish Council by provision of the physical plant necessary to allowing Parish Council to fulfill its mandate
 - b. Initiates under the authority of Parish Council action to maintain the existing physical plant and provide direction for its future use.

Stewardship Committee

- 11.9. The mandate for the Stewardship Committee includes:
- a. Identifying issues around the concept of the stewardship of Parish and global resources as these relate to Parish members' time, talents, and treasure, promoting the value of programming and leadership development around these issues to encourage a deeper understanding and wiser use of all God's creation.
 - b. Oversee the "Planned Giving" program.

Historical Committee

- 11.10. Came into being as a result of the work done for the 175th anniversary of Christ Church in 1992.
- 11.11. Any member of the parish may join.
- 11.12. One member of this committee sits on the Parish Council.
- 11.13. Mandate includes
 - a. provision of short articles on the history of Christ Church for each edition of *The Pews Report*.
 - b. Oral presentations by members when requested for various functions.

Nominating Committee

- 11.14. The Nominating Committee shall be comprised of the following:
 - a. One clergy member
 - b. The out-going warden
 - c. Two members of Parish Council.
- 11.15. The Nominating Committee shall be created in November of each year and complete their mandate in January of the following year.
- 11.16. The mandate includes
 - a. To identify and recruit capable persons willing to serve on Parish Council
 - b. To identify and recruit capable persons willing to serve on committees
 - c. To pass these names to the Executive Committee prior to the AGM.

Policy Review Committee

- 11.17. The Policy Review Committee shall be comprised of the following
 - a. A Warden
 - b. Parish Council Secretary
 - c. 1-2 members of Parish Council
- 11.18. The mandate of the committee is to
 - a. Review the Christ Church Policy Handbook
 - b. The updates for the review must be submitted by the November Parish Council meeting.

Perpetual Care Committee

- 11.19. The Corporation of Christ Church has responsibility for both the Christ Church Cemetery (including the former Quaker cemetery) and the Christ Church Columbarium and Memorial Garden.
- 11.20. The Perpetual Care Committee shall be comprised of the following:
 - a. A Warden
 - b. Two members appointed annually by the Parish Council
 - c. One member of the Finance Committee
 - d. The Parish Administrator (ex officio)

- e. The Sexton (ex officio)
- 11.21. Meetings of the committee will be called from time to time at least once every six months.
- 11.22. A quorum shall be a majority of the members of the committee
- 11.23. The mandate of the committee includes:
 - a. Maintenance of the grounds of both the Cemetery and the Memorial Garden
 - b. Maintenance of the Columbarium building
 - c. Operation of the Columbarium, Memorial Garden and Cemetery
 - d. Promotion of sales of niches in the Columbarium
 - e. Collection of all prices determined by the Parish and charged for niches in the Columbarium and burial lots in the Cemetery and all other charges in relation to interment in the Cemetery, Columbarium and Memorial Garden
 - f. The financial affairs of the Cemetery, Columbarium and Memorial Garden.
 - g. Keeping statistics on full and cremation interments and the sale of lots and niches
 - h. All arrangements for the sale of lots and niches and for interment
 - i. In cooperation with the Rector and the Parish Council, supervision of the staff of the Parish assigned to carry out any of the responsibilities that fall within the mandate of the Cemetery including the hiring and supervision of summer staff.

SafeRChurch Committee

- 11.24. The SAfeRChurch Committee shall be comprised of the following:
 - a. A Warden
 - b. A member of the Clergy
 - c. Parish Administrator/ SafeR Church Liaison
 - d. 2 members of Parish Council
- 11.25. The mandate of the committee includes:
 - a. Development, review, and update of the SafeRChurch Plan which outlines the specific abuse response and prevention measures in relation to its Ministries, Governance, and Intangibles.
 - b. Provide abuse response and prevention awareness-raising education, and/or training opportunities
 - c. Development, review, and update the Disaster Recovery Plan
 - d. Development, review, and update all Emergency Evacuation Plans
 - e. Will establish and enforce the measures outlined in each of the plans,
 - f. Will regularly monitor, evaluate, and adjust the Plans ensuring that they are prudent, reasonable, appropriate, and effective.

Food and Clothing Ministry Committee

- 11.26. The Food and Clothing Ministry Committee shall be comprised of the following:
- a. Committee Directors - currently 3, appointed by Parish Council
- 11.27. The mandate of the committee includes:
- a. recruit and train volunteers to work at the weekly Food Bank
 - i. training should focus on creating a safe, unbiased, supportive space for Food Bank clients
 - b. ensure food supplies are stored safely and securely in the Parish Hall
 - c. to research, identify, and connect with possible support services and resources which may be needed by the Food Bank clients (mental health, medical, housing, emotional, etc.)
 - d. to research, identify, and connect with possible supports and resources which may support the overall management of the Food Bank.
 - e. to manage the Food Bank budget, and report to the Finance Committee
 - f. to create and update a record of client attendance at the weekly Food Bank and share with all relevant stakeholders
 - g. to create and update an inventory of Food Bank supplies
 - h. to create and update a list of rules and regulations regarding the operation of the Food Bank
 - i. report quarterly to the Executive Committee