

St. Andrew's United Church Policy Manual



Lacombe, Alberta

St. Andrew's United Church, Lacombe, Alberta

Together on the Journey, Loving God and Neighbour



VISION

Inspired by the Spirit of Christ, St. Andrew's United Church is to be an inviting, welcoming, and engaging community of faith.

MISSION.

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

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ADMINISTRATION

Policy 55/2004

An accident report form must be completed in the event that an incident occurs.

Policy 60/2004

The Board will designate a Privacy Officer for St. Andrew's United Church.

Policy 4/2/2019

All cheques are to have two signatures. Only one Office Administrator can sign and the other must be a signor from the Finance Committee.

Policy 003/06/2022

St. Andrew's will have a credit card for church business. The office personnel will be responsible for the use of the church Business No-Fee Mastercard. The expenditures for this credit card require approval from the board. Examples of expected uses are: Ongoing or repetitive expenses such as subscriptions for technological services or platforms (ZOOM, CANVA, Microsoft 365, music licenses, etc.): one-time large expenditures from a vendor where we do not have an account: On-line purchases that require payment at time of ordering (eg. book orders for programs). *Expenditure Tracking and Accountability* – The bookkeeper will monitor usage and ensure timely payment (auto payment to be set up to avoid late payment and interest fees). The finance committee will review the monthly statements. *Procedure* – Any proposed expenditures that have not been pre-approved through the budget process are to be approved by the board. Following approval, the Bookkeeper will be notified of the upcoming expenditure, and the expenditure information will be sent to the designated staff member to complete the purchase. Receipts are to be sent to the Bookkeeper for review, reconciliation, and payment.

AFFIRMING CONGREGATION

Policy 27/2011

St. Andrew's United Church is an Affirming Ministry as defined by the Affirming Ministries program of the United Church of Canada.

BAPTISM

The Baptism of Infants and Young Children at St. Andrew's United Church
Policy Statement 1995, revised 2004, 03/2008

Board Approval: Except in emergency situations, all candidates for baptism will be approved by the board.

Baptism or Blessing: Families will be offered a choice between a service of blessing without expectation, or a service of baptism where parents are prepared to make the commitments of baptism.

Membership Requirement:

1. At least one parent will normally be a baptized and confirmed member of this congregation, in good standing. "In good standing" means that the person should be an active participant in the life and work of the congregation.
2. Exceptions to the membership requirement may be made, with the consent of the board, in the case of active adherents. However, since baptism involves a commitment to encourage their own children to achieve full membership, it would be more consistent for active adherents to become members of the congregation before or at the same time as the baptism of their child(ren).

Encouraging Commitment to Christian Community:

1. In the case of those who have not recently participated in the life of the congregation, then the request for baptism will be seen as an opportunity to invite the family to participate actively in the life of the congregation. Parents should be strongly encouraged not to wait until their children are old enough before beginning this active participation. Such a delay models the idea that spiritual growth is completed in childhood, and that the church as a community of faith and service is optional for adult Christians.
2. The parents should demonstrate some evidence of their intention to become active before the board is asked to approve the baptism. Such evidence should include at least one of the following: participation in Sunday worship, study or fellowship groups or UCW, leadership in Sunday School or some other activity of the congregation, leadership or support of the outreach activities of the congregation (support of refugees, collective kitchens, etc.).
3. Parents will be asked to develop a plan for the Christian Education of their children. The plan will normally include home activities (e.g. graces at meals, Bible reading), church participation (e.g. Sunday morning, youth groups) and age-appropriate service to the community.

Families from Out of Town:

1. Families who do not live in Lacombe, but wish to have children baptized at St. Andrew's because of family or historic connections will be encouraged to have the baptism performed in their local congregation, but the baptism may be performed in St. Andrew's provided that the couple has demonstrated a commitment to their local congregation, such commitment to be certified by a letter of recommendation from the minister or other official of the church.

Instruction and preparation for baptism may be held in that other congregation provided that it covers similar ground as the program offered at St. Andrew's.

2. One of the ministers of St. Andrew's will read the letter of recommendation or a part of it, as appropriate, as part of the baptismal service, and will request that prayers for the family be offered as part of the service in the other congregation on that Sunday.
3. Parents will be asked to develop a plan for the Christian Education of their children. The plan will normally include home activities (e.g. graces at meals, Bible reading), church participation (e.g. Sunday morning, youth groups) and age-appropriate service to the community. In circumstances where there is no United Church or other suitable congregation, this plan may be accepted as an alternative to participation in a local congregation.

Church Programming for Baptism:

1. A program of preparation for members presenting children for baptism will be scheduled at a mutually convenient time. This program will normally involve one or two two-hour seminars, reviewing the theology of baptism, the vows to be taken, and offering the opportunity to discuss and explore how the parents intend to fulfill the commitment to "show [their] children the Christian life and to grow with them in faith."
2. A program of preparation for teenagers and adults seeking baptism and / or confirmation for themselves and/or their children will be offered at least once a year. These programs may be individually designed to meet special needs, but normally will be group programs involving six to ten two-hour meetings.
3. To fulfill its obligations to parents who present children for baptism, the board will host gatherings at least once a year for all parents who have had children baptized recently, possibly in conjunction with a gathering of newcomers. This gathering will be the responsibility of the Congregational Life committee.
4. While it remains the responsibility of the family to honour the commitments that they make, the minister will contact families who have had children baptized recently, but are not participating regularly, to inquire, in a gentle and supportive way, about any problems they are having in honouring their vows.

BOARD

Policy A11/2018, 10/2018 (February 2018), 5/3/2019, A6/2022

This new policy replaces some of the earlier policy brought forth in Motions A9/97, A10/97, 20/2005, 56/2015, A10/2018

The Board leads the congregation in ensuring that it understands and carries out its Mission as a Community of Faith in Jesus Christ.

The Board consists of the following elected members who will be elected at the Annual General Meeting and be given voting privileges at the Board level. Each member will serve a 3-year term with the option for re-election for a second 3-year term (not inclusive of partial terms). After one year, members can again be elected to the board.

- a. Worship
- b. Congregational Life
- c. Christian Development
- d. Property
- e. Finance and Stewardship (as of motion 5/3/2019)
- f. Outreach
- g. UCW
- h. Affirm

The Regional Representative is elected yearly at the Annual General Meeting.

The Board Chairperson is elected annually for a 1-year term and is permitted to vote at the Board level only in the case of a tie. The Chairperson serves as an ex-officio on all teams.

The Board consists of the elected members, the M&P Chair, and the Ministers as voting members. The Past Chairperson is not elected, does not contribute to quorum, does not have voting privileges, and serves as ex-officio on the Board as an advisor for a 1-year term.

Board meetings will be held at least once per month from September to June. The Board can choose to modify the schedule as it deems necessary.

Quorum for the Board is 5 of the elected members and 1 minister.

CHURCH USE POLICY

Policy 29/2009, Revised A5/2016, Revised 7/11/2020

THE CHURCH BUILDING is the home of an open and diverse congregation that is committed to worship and service as expressions of God's love. The congregation willingly shares the use of the building with many groups, but we do request that groups using the church do so with respect for the congregation that meets here. The sanctuary in particular is a special place for which we ask user groups show deep respect. If you have questions about whether your use of the sanctuary may be considered disrespectful please consult with the church staff.

Beverages in enclosed containers are welcome

The rental fee charged includes:

1. Use of spaces booked, plus washrooms
2. Opening and closing the church
3. Cleaning before and after

4. Sound System operator provided for funerals, weddings and rehearsals

SOUND SYSTEM: The sound system in the sanctuary is only available if one of the operators trained by the church is present to run it. The fee for such an operator is included in the fee charged for funerals and weddings. For all other uses, an extra fee will be charged. It is not always possible to arrange for an operator to be present, so if the sound system is needed, the request must be made at the time of booking.

DAMAGES: All users are responsible for any damages to or loss of property

The church is not responsible for any accident or injury incurred while using the facility

The use of the facility shall be authorized for a specific area and time. The group using the facility shall be responsible to see that only requested sections of the facility are used.

The group is responsible for proper restoration of the facility and replacement of equipment etc.

No tape will be used for pew markers, or on walls

SET UP / CLEAN UP: Set up of tables and chairs are the responsibility of the Custodian. The facility must be left in the same condition as it was found. If any decorations were removed, they must be replaced, and the kitchen must be left clean.

BOOKING: Booking forms are available at the office and must be completed.

ALCOHOL AND SMOKING POLICY: Alcohol is not allowed in the building without the express prior written permission of the church board. Smoking is not permitted in the building, no exceptions.

Please note that the sanctuary may be decorated for special events (Christmas, Easter etc.). Therefore, the day of your event, the sanctuary may not be exactly as it was when you first booked. The sanctuary MUST be left as you found it.

INSURANCE: St. Andrew's United Church **recommends** that renters obtain event liability insurance for their own protection, in case they are liable for injury or property damage. Insurance is available from local agents and brokers, and also at reasonable rates from the United Church of Canada's insurer, HUB International. The HUB event liability insurance web page is currently located at

http://www.hkmb.com/industry/sportsent/HKMBUCC_TPEL.asp and the location code for St. Andrew's United Church is 1657. HUB's phone number is 1-888-550-5458

COMMUNITY

Policy 03/42021

In the event of an emergency during inclement weather and the buildings need to be evacuated, St. Andrew's United Church and the Lacombe Memorial Centre agree to the use of each other's buildings. Contact information should be made available to all Board members.

DUTY OF CARE POLICY FOR VOLUNTEERS

Policy 68/16

MISSION STATEMENT

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

1. Introduction

The United Church of Canada (UCC) has a legal, moral, and spiritual obligation to care for and protect participants and volunteers/staff in our church programs. This is a legal principle called "Duty of Care", and church groups have been, and will be, held legally responsible for ensuring reasonable measures are taken to ensure safety. (Faithful Footsteps, United Church of Canada)

It is a central moral and spiritual obligation to ensure our most vulnerable participants are protected from danger.

The St. Andrew's community will continue to be a place that is welcome to everyone and is safe for people of all walks of life. At the same time, it is prudent that the church be vigilant in its efforts to create and maintain safe environments and safe services for all participants. These efforts will include paying attention to physical space, the types of participants, appropriate recruitment, screening, training and support of leaders, as well as protection of leaders from difficult or threatening situations.

2. Terminology

Duty of care

Duty of care is the obligation that one owes the other, especially the obligations to exercise reasonable care with respect to the interests of the other. This obligation includes protection from harm.

Position of trust

1. Situations in which someone has a significant degree of authority or decision-making power over another; and/or unsupervised access to another person and to his/her property.
2. Situations where the success of the service depends on the development of a close, personal relationship between the individuals as in mentoring or friendly visiting programs.

Volunteers

A volunteer is an individual:

- who chooses to undertake a service or activity – someone who is not coerced or compelled to do this activity;
- who does this activity in service for an individual or an organization, or to assist the community-at-large;
- who does not receive a salary or wage for this service or activity.

Vulnerable person

One who has difficulty protecting him/herself from harm temporarily or permanently and is at risk because of age, disability, handicap or situation.

- Children/youth – participating in Sunday School, (Nursery, if a program), Youth Programs, on-or-off-site camps, and/or counselling and other programs.
- Seniors – at the Church, in a public location, or in a private location such as home or vehicle.
- Persons with Disabilities – as above.
- Persons who are experiencing difficult life transitions and are emotionally susceptible.

3. Statement of Commitment

St. Andrew's United Church is committed to providing a safe environment for all congregational activities: worship, work, study and fellowship. In addition, all activities that take place with other institutions, agencies, and organisations and are in any way under the St. Andrew's name are included. St. Andrew's seeks to ensure that all staff, volunteers and ministry personnel share this commitment.

4. Theological Statement

Jesus came into the world to bring life in all its fullness. As followers of Jesus we are called to show love to one another, and to the world (John 13:34-35), to share our gifts and resources, and to build a community of mutuality and respect (Acts 3: 44-47). As a church, we have a primary duty to care for those who are marginalized, less powerful or more vulnerable in our community. (Deuteronomy 10:17-19, Isaiah 61:1&2)

Jesus teaches us that we must love one another. Love does not insist upon its own way. (Corinthians 13:5). Jesus reminds us that as we do to the most vulnerable among us we do unto him (Matthew 25: 35-40).

St. Andrew's is blessed with the gifts of many people who offer their leadership, time, and talents as volunteers.

5. Elements of “Duty of Care”

The primary elements involved in exercising “Duty of Care” are:

- Position Descriptions
- Assessing Risk
- Screening

It is through the assessing of risk for the various activities that take place and undertaking the appropriate screening that the “Duty of Care” is exercised.

Assessing Risk considers a number of factors:

- Vulnerability of participants – age, dependencies, group situations or one-on-one
- The setting of the activity – rooms with windows in the door, off-site public or private locations
- The activity – group or one on one, physically active or passive, demanding of privacy
- Supervision provided – documentation kept, spot checks conducted
- Relationship between participant and volunteer/staff– power differential between volunteer or staff and participant, level of trust, activity dependent upon fostering a close and personal relationship

Risk will be assessed into one of three levels:

- **Low Risk:** minimal or no contact with vulnerable people and programs take place in large groups
- **Medium Risk:** activities with vulnerable people, but no private or one-on-one settings.
- **High Risk:** position presents opportunities to be alone with vulnerable persons, or opportunities to exert influence over them.

Defining meaningful screening:

Appropriate screening requirements relate to the position or function that may occur and has no relationship to an individual. It is about creating and maintaining a safe environment for participants, leadership, volunteer or staff, through understood matching of skills and tasks.

Activities may include:

- Defining the nature of the position and writing a job description
- Recruiting based on job description and required skills
- Using application forms to record defined required information
- Interviewing candidates either formally or informally
- Checking references
- Requesting police records checks for positions classed as medium or high risk
- Providing orientation and training as required
- Providing supervision and regular evaluation feedback

- Checking with program participants on how the ministry is operating

*** While all of the above aspects are important, information received through the application form, interviews, and reference checks are key in the initial set up. Example: Application forms for Sunday School teachers and the supporting documents need to be kept in a locked filing cabinet in the office. Supervision would be important throughout the year.

6. Duty of Care Coordinator.

Generally, a staff member will be designated to be the Duty of Care Coordinator. The Board can also designate a lay person to this position. This person will hold the application forms, keep track of references, police checks, and generally ensures that the policy is followed.

7. Procedures for Duty of Care

The following Steps will be put in place to maintain and enhance a safe environment:

- The “Duty of Care” procedures apply to all activities conducted by volunteers.
- All activities must be listed and kept current by standing committees
- A consolidated master list of activities shall be maintained in the church office.
- All activities will be risk assessed and categorised as **Low, Medium or High** by the relevant committee chair.
- For all activities assessed as **Low**, no further action need be taken
- For activities/functions assessed as **Medium or High**, a Position Description or Activity Description shall be prepared that outlines the key elements of the position/activity as it relates to risk assessment. The documents need not be detailed for each position or activity but may be general in nature and may cover activities or positions in many areas. (Example: Sunday School teachers, one position description for Junior and one for Senior may suffice.)
- For activities assessed as **Medium or High**, a “Risk Assessment Form” (Appendix B) shall be filled in defining the area of risk and defining any actions that need to be taken to mitigate or communicate the assessed risks.
- Committee Chairs will, at least once per year, review the safety of the environment encompassed by the activity and keep records of that review. The review may be detailed or simple depending on the nature of the activity. Guidelines in Appendix A, and the Appendix B form should be considered. If the risk has changed, the assessment needs to reflect this.

8. Police Record Checks

All volunteers involved in Medium or High Risk activities will be required to submit a current Police Record Check (PRC) to the Duty of Care Coordinator. The Police Record Check will be renewed every 3 years. An additional screen called a “vulnerable sector check” is available if further information is needed. Some volunteer organizations also require a further screen through Child and Family Services called the “Child and Youth Intervention Module” where the name is searched through the Child Protection database.

Where a PRC is required it must be submitted to the Duty of Care Coordinator for review before the volunteer begins involvement in the activity. A photocopy will be kept on file. Where a PRC identifies information that may contravene the acceptable standards of risk then a decision by the Relevant Committee Chair (with consultation of the Board Chair) will be made as to whether or not the person involved is in a position to begin or continue the defined or relevant activities.

If the volunteer is declined for a position, she or he has an option to appeal to reassess the decision. The appeal will go to the Relevant Committee Chair and Board Chair, who would jointly review the PRC or the situation, and decide if the situation should be brought to the Board. The volunteer may request in writing to the Board Chair to have his situation taken directly to the Board. In all cases, emphasis will be placed on confidentiality in order to protect the rights of the individual and the situation.

9. UCC Manual

If anything within this document is found to be in conflict with the UCC Manual, the requirements of the Manual shall take precedence.

Appendix A: Duty of Care Visual Tool of Assessment - Examples

Some **activities** are of higher risk in some factors than others. This tool can be used by a group to visually represent their assessment of the risk level of various activities which may be part of a position's job description.

Example: “The junior high youth group leader, a single man aged 19, wants to take a co-ed group of nine teens to a weekend retreat at a member's lakeside cottage. He has asked one of the mothers to attend the event as the on-site cook. There are no other adults attending. Two vans can accommodate all the passengers, so no additional drivers are required.”

The following chart offers some additional examples.

Risk	Low	Medium	High
Participant	*Able-bodied adult	*15-year old	*Disabled teen *Infirm Senior *Child or infant
Setting	*Meeting room or hall *Worship space *Off-site public space	*Classroom with windows in doors	*Tents or cabins *Participant's home *Off-site home *Meetings with youth or children *Car
Activity	*Bible study *Greeting	*Youth group *Sunday school class with two teachers *Hospital visiting *Nursing home visiting	*Youth sleepover *Sunday school class one-teacher *One-on-one home visits *One-on-one music or religious instruction *Counselling
Supervision	*Supervisor present *Always in large groups	*Occasional *Some documentation of meetings/events	*Little to none *No documentation of meetings/events
Relationship	*Equality/peers	*Instructor *Group leader	*Support person *Mentor, personal counsellor, spiritual advisor

- This chart adapted from “Screening in Faith,” a Volunteer Canada Resource.

Appendix B: Duty of Care Risk Assessment Form

Responsible Committee:													
Activity:													
Positions Involved:													
Risk Factor	Assessment						Risk Level						
	Low	2	3	4	5	6		7	8	9	10		
Participant (Who)	1	2	3	4	5	6	7	8	9	10	L	M	H
Setting (Where)	1	2	3	4	5	6	7	8	9	10	L	M	H
Activity (What)	1	2	3	4	5	6	7	8	9	10	L	M	H
Supervision (How)	1	2	3	4	5	6	7	8	9	10	L	M	H
Relationship (What is)	1	2	3	4	5	6	7	8	9	10	L	M	H
For each risk factor, circle the number which best describes your assessment of the level of risk for this position. 1 = lowest, 10 = highest													
Actions taken to mitigate/communicate risk:													

References: United Church of Canada: Faithful Footsteps, A Tender Trust, Trustworthy Care.

EMERGENCY/SAFETY POLICY

Policy 03/04/2021

St. Andrew's United Church will work with the Lacombe Memorial Center (LMC) in supporting one another in using the inside of the buildings if the situation requires evacuation in inclement weather. In order to keep this current, contact information should be shared yearly.

ENVIRONMENTAL POLICY

Policy 003/03/2023

St. Andrew's United Church will commit to Reducing Carbon Emissions by 80% by 2050. St. Andrew's has enrolled as one of the 500 United Church congregations so committed. A 10-year plan has been developed towards meeting this goal.

EXECUTIVE

Policy 16/2007

The Executive Committee consists of the Chair, Vice-Chair, a minister, and one board member.

Policy 35/2007

The Executive Committee will have the power to act on non-controversial matters that cannot wait for the next Board meeting, and such other issues as assigned by the Board.

Policy 45/2007

The quorum for the Executive Committee is 1 of the ministers, and 2 other members of the Executive Committee (75%).

FINANCE

Policy 10/2005, 4/12/2019

Rental rates and the Rental Agreement will be reviewed annually by the Finance Committee. All cheques are to have 2 signatures. Only one Office Administrator can sign and the other must be a signor from the Finance Committee. See Administration Policy for use of church credit card.

FUND RAISING

Policy 41/2015 October 13, 2015

Fundraising Guidelines

Fundraising is an important source of revenue for the Church; it also extends our outreach of care to other organizations and initiatives. These guidelines will ensure co-ordination of

fundraising efforts by groups and individuals within the Church and assist us to meet our annual fundraising budget target.

1.0 A brief written proposal will be submitted to the Board by individuals or committees planning a fundraising activity. Details to include are the *name of the event, date, time, facilities required, and suggested ticket price (if applicable)*. It should also include the name of the designated recipient (ie. Camp Kasota). The proposal should be received at least *one month prior* to the event, or two months if a major event is planned, in order for the Board to ratify at a regular meeting of the Board. Following the event, the group will submit a short report to the Board.

Rationale: The Board members represent and are responsible to the congregation of St. Andrew's United Church. It is important that this body be aware of all fundraising for St. Andrew's so that if and when questions arise, the members of the Board are able to address any questions or concerns. Committees representing aspects of St. Andrew's come under the purview of the Board.

2.0 It is recommended that a portion of the net profit be designated to General Revenue; each group will determine the portion.

Rationale: Groups using the church create costs pertaining to water, power, gas and general wear and tear of the building and equipment. It has been the practice of St. Andrew's to have the congregation pick up these costs. However, with finances being what they are, it would be helpful if groups using the facility assisted in some small matter with these on-going costs.

3.0 UCW units are exempt from point 2.0 as they contribute generously to the needs of the Church.

FUNERAL POLICY

Policy 61/2011, A7/2018

St. Andrew's United Church has an agreement with Wilson's Funeral Home with regards to funerals within our building.

On an annual basis, the rental policy for funerals will be reviewed with Wilson's Funeral Home to ensure that they are aware of any changes.

The funeral home will take care of all associated planning and costs for the service and luncheon (if one) and will pay St. Andrew's for the agreed costs. It is encouraged that all funerals go through the funeral home.

Church personnel will book the Sound System and Operator if one is needed.

Any funeral conducted in the St. Andrew's United Church building will be conducted by one of the ministers from St. Andrew's.

Exceptions could be made on application to the Board, or in an emergency such as an illness or accident which prevents the minister who had planned to do the service from participating.

Any change in the fee schedule for funerals is determined at the Annual General Meeting.

LEGACY POLICY

Policy A6/2006, Revised 42/2011, 51/2011(October 23, 2011)

St. Andrew's United Church Mission Statement:

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbor through worship, teaching, fellowship and service.

Christian stewardship involves faithful management of all the gifts God has given in time, abilities, the created world, and money. For many people the stewardship of money means current income and its use. Stewardship is also concerned equally with planned giving.

Planned gifts ~~which~~ are funded out of a donor's Estate or current accumulated financial assets, not income, and require some planning before fulfillment. Gift planning represents an important part of the donor's legacy.

Annuities, securities, bequests, real estate, and other opportunities exist to enable people to support their Church in this way.

St. Andrew's United Church encourages its people to support the life and work of the Church by making planned gifts.

Such gifts should be encouraged, received, and administered in such a way that they do not diminish the responsible current support and involvement of church members.

Planned gift funds allow St. Andrew's United Church to expand its established stewardship, not only within our congregation, but within our local community and the larger world community. This ongoing stewardship can enhance the legacy of St. Andrew's United Church.

Moved by: _____ Seconded by: _____

WHEREAS Christians can give to the work of the church through bequest in wills, charitable gift annuities, assignments of life insurance, and transfers of property (cash, stocks, bonds, real estate) and:

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 the donors and in accordance with the policies of The United Church of Canada and of this congregation;

THEREFORE IT BE RESOLVED that this congregation approve and establish a fund to be known as THE LEGACY FUND, hereinafter called 'The Fund' of St. Andrew's United Church at 5226 – 51 Avenue, Lacombe, AB, T4L 1J6.

BE IT FURTHER RESOLVED that the purpose of The Fund shall be to enhance the ministry and mission outreach of St. Andrew's United Church and The United Church of Canada;

BE IT FURTHER RESOLVED that The Legacy Fund Committee of St. Andrew's United Church be the investment manager of The Fund and shall report annually to the congregation of St. Andrew's United Church;

BE IT FURTHER RESOLVED that the attached PLAN OF OPERATION is set forth for The Fund.

Disposition or Transfer of The Fund

In the event that St. Andrew's United Church ceases to exist through amalgamation or dissolution, disposition or transfer of The Fund shall be in accordance with the Manual of the United Church of Canada.

Adoption of Resolution

This resolution (establishing The Legacy Fund), as recommended by the governing body of St. Andrew's United Church, and accepted by the congregation at a duly called congregational meeting, is hereby adopted.

Resolution adopted this _____ day of _____, 2006

ST. ANDREW'S UNITED CHURCH

Chairperson

Secretary

PLAN OF OPERATION
(For managing The Legacy Fund)

The Legacy Fund shall be called The Fund throughout this document.

GIFT ACCEPTANCE TO THE FUND

1. The Fund shall accept planned gifts such as bequests through wills or other significant fits of money or property which do not fall into the category of regular giving.
2. Only **undesignated gifts** will be accepted into The Fund. Gifts with designated conditions or purpose attached to them will be referred to St. Andrew's United Church Board to determine if they can be accepted by St. Andrew's United Church and how they will be managed.
3. Both current and deferred special giving shall be accepted into The Fund. The type of special giving (e.g. life insurance, real estate) shall be carefully evaluated by The Legacy Fund Committee to determine if it is acceptable, and The Committee shall seek professional, legal and/or financial advice when appropriate. If a gift is considered not acceptable, a recommendation shall be made to St. Andrew's United Church Board and The Board shall have the final decision.
4. The Fund may be used to merge other undesignated funds (i.e. The Manse Fund and/or The Memorial Fund) at the discretion of The Board and approved by a vote of the congregation.

MANAGEMENT OF THE FUND

The Legacy Fund shall be managed by The Legacy Fund Committee. The Legacy Fund Committee shall consist of appropriately qualified persons appointed by The Board. At least one members should be a St. Andrew's Trustee to provide a liaison with the Board of the Church. Longevity of commitment shall be understood as the goal for members of this Committee.

Members of the committee must exercise caution to avoid any real or perceived conflict of interest with respect to investments, allocations or donors.

The **Legacy Fund Committee** is responsible for promotion of the Legacy Fund program and for managing the investments and disbursements of monies in accordance with the following guidelines:

General

1. Keeping the Regional United Church Gift Planner informed about any finalized planned gifts, and referring donors who wish to meet with the Regional Planner to discuss or arrange a planned gift. ~~Working with regional and national Gift Planners to ensure up to date practices and information, and to coordinate donor inquiries to other levels of the Church.~~
2. Providing resource material, dialogue and learning events to the congregation, the broader community, and potential donors.
3. Being available to potential donors for confidential discussion of gift giving options.
4. Providing appropriate thanks and recognition to donors.
5. Periodically reviewing these guidelines so that any recommended changes may be presented to The Board, and then the congregation, for approval.
6. Receiving and assessing grant requests.
7. Evaluating and receiving planned gifts donated to The Fund. Deferring to The Board those that do not fit the acceptance criteria for The Fund.
8. Providing a written annual report of The Fund to the congregation.

Investment

The Legacy Fund Committee is responsible for holding and investing the monies in The Fund, in accordance with The Investment Policy as detailed below. They shall be responsible for:

1. Maintenance and safekeeping of all required financial records.
2. Providing all records for an annual review by an independent auditor appointed by The Board.
3. Presenting a financial statement for The Fund along with the annual audit report, at each annual congregational meeting.

Disbursements

1. Allocating funds to the various missions and projects annually, in accordance with guidelines provided herein, and subject to Board and congregation approval.
2. Keeping a permanent record of donations to The Fund and distributions from The Fund.

The Investment Policy

The Legacy Fund Committee are authorized and permitted to engage the services of investment managers and to set the direction for the investments. The overall investment direction is to maximize the return consistent with the risks that the Trustees are willing to accept as detailed in an Investment Policy Statement (IPS) to be developed and reviewed annually. The IPS is to be developed based on the investment policies outlined in the document entitled “Guidelines for the Investment of Personal Property of United Church Congregations”.

The Guidelines and Conditions adopted are to provide consideration of the following:

1. The careful management of the assets is designed to ensure a return necessary at least to preserve and, it is hoped, enhance (in real dollar terms) the principal of The Fund, and at the same time provide a source of income for current operations.
2. The management philosophy of the plan should be disciplined and consistent, taking into consideration all those events and occurrences considered reasonable and probable.
3. Extreme positions and opportunistic styles do not fit the general philosophy and tone of these fund are not acceptable. To this end it is recognized that risk (i.e. the potential for variability of asset values), and the potential of loss in purchasing power (due to inflation) are present to some degree with all types of investment vehicles. Therefore, the IPS is to provide guidelines and constraints to ensure the portfolio should be diversified so as to provide reasonable assurance that no single class of investment will have a disproportionate impact on the total portfolio.
4. The committee should take into account any investment policies or guidelines regarding social responsibility and ethics in investment adopted by The United Church of Canada. In practice, the church’s investments have excluded armaments. Other exclusions would include companies whose policies and practices have flagrant disregard for the preservation of a suitable standard for the human environment and the social system.

Disbursement Guidelines

Disbursements must be in accordance with guidelines provided herein.

Principal and earnings from planned gifts shall be invested and accumulate in The Fund until a value of \$50,000 is achieved.

After The Fund reaches \$50,000, then half of the new planned gifts and all of the earnings realized annually, will be available for disbursement unless, the donor requests an amount greater than 50% of his/her individual gift be retained in the Fund. As per current Disbursement Policy, all income realized on the full gift will be available for disbursement.

Disbursements from The Fund will be determined annually as part of the budget process. They shall be approved first by The Board and then vote of members present at a duly constituted meeting of the congregation, usually the annual meeting.

The disbursement of monies from The Fund shall be in support of the following types of initiatives and in approximately the proportions specified:

1. “At Home” Projects – 40% of total allocations
 “At Home” Projects are initiatives within the congregation. Initiatives supporting Christian growth and education of members, clergy and staff, projects to enhance Church life for youth and children, developing aspects of worship, property projects, and debt management are examples of the At Home Category.
2. “Community” Projects – 30% of total allocations
 “Community” Projects are those which we normally call “outreach” initiatives. These are in support of activities, programs, institutions and agencies in the local community and area to which the congregation chooses to make a commitment of support.
3. “World” Projects – 30% of total allocations
 “World” Projects support the work of The United Church of Canada and in the world, through the Mission and Service Fund, the World Development and Relief Fund or other Christian-based aid organizations the congregation chooses to support.

If monies allocated to a specific category (e.g. At Home Projects) are not used in a given year, they shall be carried over to years following, but shall always remain allocated to the same category, unless the deviation procedure is followed.

Disbursement deviations to meet emerging needs, emergencies or new opportunities may be approved at a duly constituted meeting of the congregation.

Disbursements from The Fund shall NOT be used to cover regular and/or ongoing operational requirements of the Church. Rather, they shall be used to support the growth and enhancement of the ministry of St. Andrew’s Church in Lacombe.

Program Review and Change

The Plan of Operation (including the investment policies and the disbursement guidelines) for The Legacy Fund program may be amended with 30 days notice of motion by approval at the annual congregational meeting or other duly constituted meeting of the congregation.

Amendments to the Plan of Operation or the enabling resolution require a two-thirds vote of the members present and entitled to vote an annual meeting of the congregation for which notice of intent to amend the Plan of Operation or resolution has been given, or at a meeting called for the purpose of amending the Plan of Operation or enabling resolution.

MEMBERSHIP POLICY

007/09/2021

The following procedure will be followed when moving members from active to non-active: A list will be created of active members and adherents that have not contributed financially for the past two years. The Membership Registrar will review the list and move to inactive any members that they know are not involved in church activities in other ways such as volunteering and attendance. The remaining names will be reviewed by the Board, and the Board will decide if the member needs to be moved to inactive.

MEMORIAL FUND

Policy A6/2003, 30/2009, A8/2017, 48/17

The purpose of the Memorial Board is to recognize individuals who have passed away. Funds are donated by individuals or by families on behalf of their loved ones to the Memorial Fund.

Names are automatically added to the Memorial Board from donations made to the Memorial Fund.

Names can also be brought forth to the Church Board for approval to be added to the Memorial Board. There may be instances where an individual (upon their passing) requests funds to go directly to a specific area in St. Andrew's such as the renovations of a room downstairs for Sunday school or to go to the M&S fund. As such, these funds may not have gone directly to the Memorial Fund. The Board can then designate that these names should also be on the Memorial Board.

As per the wishes of the Congregation at the Annual meeting of February 5, 2017, the Board will have the authority to make the decisions as to where the Memorial Funds are spent.

48/17 *Memorial Items that congregants wish to donate for hanging, placement in the church building shall initially be presented to the Worship team for consideration.*

Items must be of spiritual significance to St. Andrew's United Church. The location, placement and duration will be determined by the Worship Team.

Items deemed appropriate by the Worship team shall be taken to The Board for final approval.

MISSION, VISION, VALUES, PHILOSOPHY, OUTCOMES

Policy A5/97, A5/2018

Mission Statement: St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

Vision

Inspired by the Spirit of Christ, St. Andrew's United Church is to be an inviting, welcoming, and engaging community of faith.

Mission

St. Andrew's United Church strives to be a caring Christian community which nurtures love of God and neighbour through worship, teaching, fellowship, and service.

Values

- Affirming
- Caring
- Engaging
- Welcoming
- Inclusiveness
- Humour
- Music

Philosophy

St. Andrew's has a dream that the Holy Spirit will come as a gentle breeze to embrace our community of faith to live life in fullness with love and forgiveness. When the people in our community of faith feel the Spirit of Christ within them, they will feel welcomed, a sense of belonging, open to receive and offer hospitality. When the people of our community of faith feel the Spirit of Christ within them, they will feel inspired to reach out with compassion to help those in need, locally and globally. As we worship with song, scripture and prayer, we feel God's spirit all around us and within us, and our hearts are opened. *Be still and know I am God.* "The purpose of the Christian life, of life in Christ, is to become more and more compassionate beings." (Heart of Christianity – Marcus Borg).

St. Andrew's has a dream that the Holy Spirit will blow through St. Andrew's and inspire us to build a Kingdom of God on earth (heaven is in good shape, earth is where the problems are), and a community of faith seeking to embody grace (seeing ourselves and others as precious) and seek justice. When the people of our community of faith feel the Spirit of Christ within them, they will be engaged with open and compassionate hearts participating in the passion for peace and justice for all. Our social system is defined by hierarchies of status, wealth, power, and even faith, in which the esteem of some is built on the shame of others; racism and prejudices are a disgrace to the human spirit.

We need to turn around and relate to creation with deep respect by asking the ethical question – are we willing to exchange our lifestyles for the repair of the planet earth? St. Andrew's feels that the Holy Spirit is touching us on the shoulder and asking: "To whom does the earth belong?" The

earth is the Lord's and the fullness thereof. (Psalm 24) We are asked to relate to the whole of creation as sacred, to stand in awe and amazement for God's wondrous creation.

Outcomes

- St. Andrew's United Church encourages freedom of *worship*, spiritual challenge, intellectual enrichment, and caring concern for each other through words, music, and physical symbols.
- St. Andrew's United Church is committed to the way of Jesus, who offered God's unconditional acceptance and transforming love to all people. He calls us to live in ways that reflects God's love for all. The true strength of the congregation at St. Andrew's is the *hospitality and passion* in caring for one another the way Jesus commanded us to do. The congregation at St. Andrew's is called to act on God's love for all by reaching out to people in need both locally and globally.
- St. Andrew's United Church is a place where we *seek justice* for all. St. Andrew's congregants and those who know about St. Andrew's know it is a church that assists individuals/groups both locally and internationally in areas of social injustice – giving a voice to others so that they may be heard.
- St. Andrew's is a place where we seek and promote *respect in creation*. We find beauty in this life and the ever after.
- St. Andrew's United Church building is a warm, inviting place for all who wish to gather for worship and community activities. This *heritage building is a "ministry"* to the whole community as a gathering place where community life lives unto itself.

PASTORAL HOSTED TRIP RECOMMENDATIONS

Policy 48/2010

A group of Saint Andrew's United Church (St. Andrew's) Board members (Ken Ditzler and Carol Cornwell), the two Minister's (Mervin and Ross) and the Chair of the M And P committee (Bryant Burnard) met and discussed some guidelines for the Minsters hosting a Guided Tour.

- 1) The Minsters will continue to be able to invite individual members of St. Andrew's to be part of their group. There have been no general mailings to the St. Andrew's contact list and it was agreed that such mailings would not be appropriate.
- 2) Advertising within St. Andrew's would be limited to one (1) poster on the bulletin board.

3) There would be a rotation of trips, over three (3) years in the following manner:

	Minister A	Minister B
Year One	Would plan and advertise a trip	Would have a 'rest' year
Year Two	Would host a trip	Would plan and advertise a trip
Year Three	Would have a 'rest' year	Would host a trip

PROPERTY

Policy A15/91, 44/2004

A building maintenance fund is maintained for the expressed purpose of providing monies for emergency repairs and replacement costs.

Tables and chairs of St. Andrew's are not to be lent out of St. Andrew's United Church. (Rationale- in the past groups have asked to borrow our tables and chairs, risking damage to our furniture.)

RENTAL POLICY (2024)

The rental fee includes:

- Use of spaces booked, plus washrooms
- Opening and closing the church
- Regular janitorial cleaning before and after event
- Providing a sound system operator for weddings and funerals

The rental fee does not include

- **Set up** – Excluding weddings and funerals, private bookings that require setup/take down of tables and chairs will be charged extra. A diagram (for the custodian) must be provided at the time of the booking.
- **Clean up** - The facility must be left in the same condition as it was found. The kitchen must be left clean, including appliances, utensils, dishes, etc. All garbage and recyclables removed. Any decorations used must be removed. If church decorations are removed for the function, they must be put back. Furniture that was moved, to be returned. Turn off all lights.
- **In the Sanctuary:** The piano or pulpit is not to be moved unless AV or church personnel are involved.

- **Sound System** - The sound system in the sanctuary is only available if one of the operators trained by the church is present to run it. The fee for the operator is included in the fee charged for weddings and funerals. For all other uses, an extra fee will be charged. If a sound system operator is required, the request must be made at the time of booking to ensure someone is available. See fee schedule under AV-Sound System Operator for rate.
- **Damage** - All users are responsible for any damage to or loss of property. The use of the facility shall be authorized for a specific area and time. The group using the church shall be responsible for ensuring that only the requested rooms of the facility are used. No tape to be used for pew markers, walls or on floors.

Alcohol and Smoking Policy

Alcohol is not allowed in the building without prior written permission of the church board. Smoking is not permitted in the building.

Use of Facility Agreement

All bookings require a signed **Use of Facility Agreement**. The rental agreement will state that **any sale of tickets in advance** of the church for a private function must be approved by the staff.

Annual Review – Wilson’s Funeral Home

On an annual basis, the rental policy with rental rates will be reviewed with Wilson’s Funeral Home.

Insurance

St. Andrew’s United Church recommends that renters obtain event liability insurance for their own protection, in case they are liable for injury or property damage. Insurance is available from local agents and brokers and, at a reasonable rate, from the United Church of Canada’s insurer, HUB International. The HUB event location code for St. Andrew’s United Church is 1657. HUB is available online, and the phone number is 1-888-550-5458.

Bookings

The user groups will be reviewed each year by the board. The Office Administrator will bring forth to the board the groups who have used the church. Groups who have followed the rules of the church, and would like to book again the following year, will be accommodated by the Office Administrator, and will not need another approval of the board. New groups wishing to use the facilities of St. Andrew’s will need to be approved by the Board. In the event a group wishes to rent the church for a one-time event, and the Board will not be meeting before the rental, an email will be sent to Board members looking for approval.

The fees schedule will be reviewed annually, and changes made will be taken to the Annual General Meeting for ratification.

1. The Fee Schedule applies to all rentals with the following exceptions.
 - a) Fee schedule does not apply to groups directly affiliated with St. Andrew's United Church. (E.g. Healing Pathway, UCW, FRoG, etc.)
 - b) Community Non-Profit Youth groups should contact the office for more information. Established rates for the following groups are written in the rental agreement set at the Annual General Meeting.
 - Non-profit youth groups
 - Music Festival
 - Pause Musicale (grandfathered 44/2015)
 - c) Anyone may submit a written request for a fee reduction outlining the details for consideration by the church board.
2. Minister/person who officiates the funeral or wedding service, is responsible to contact and book the Audio Visual (AV)- Sound System Operator from the most current list available from the Church office.
3. Fees do not include setup of tables and chairs. This is an additional cost and will be determined at the time of signing the Use of Facility Agreement.

SEE THE FACILITY USE AGREEMENT ATTACHED TO RENTAL POLICY FOR PROCEDURES AND RATES.

SUNDAY SCHOOL

Policy 25/2003

The Sunday School age is restricted to children and youth age 18 and under (at the time of registration).

Policy 23/2016 See Youth Volunteer Age Policy

TRUSTEES

Policy A8/2002, Revised A9/2002

The Trustees for St. Andrew's United Church consist of a member of the Finance Committee, Chair of the Official Board, the Chinook Region Representative, a member of the Property Committee, and a minister. The trustees are voted on at the Annual General meeting.

January 2024

The trustees hold all congregational property as the legal owners, which means that they are listed as the owners on title documents for land and other kinds of congregational property. Trustees must be familiar with the latest Trustees Handbook (currently April 2021).

Trustees will meet a minimum of once a year and minutes must be taken and made available upon request to the board and to the AGM.

WEDDING POLICY

Policy 50/2014, A7/2018, 007/02/2022

Weddings conducted in the St. Andrew's United Church building must be conducted by one of the ministers from St. Andrew's.

Exceptions could be made on application to the Board, or in an emergency such as an illness or accident which prevents the minister who had planned to do the service from participating.

The minister will bring the names of people who wish to be married at St. Andrew's to the Board.

A Facility Use Agreement (Rental Agreement) must be filled out and signed. Rental Agreements are through the office.

Any change in the fee schedule for weddings is determined at the Annual General Meeting.

See the Facility Use Agreement for additional information including fees and procedures to follow.

YOUTH VOLUNTEER AGE POLICY

Policy 23/2016

This policy applies only to those volunteers under the age of 18 years wishing to volunteer in leadership positions within St. Andrew's United Church of Lacombe.

Sunday School – A minimum age of 16 years and in Grade 10 is required to teach Sunday School from preschool age to Grade 6. Adult leadership is required for Jr High and Sr High Sunday School classes.

Nursery – A minimum age of 14 years and possession of the Babysitting Certificate is required to provide leadership in the nursery. Youth 12 years of age or those without a babysitting certificate require mentorship of a leader who is aged 16 years or older to volunteer in the nursery.

Messy Church – A minimum age of 14 years is required to be a Messy Church leader. Junior Helpers can assist with leadership starting at age 12 under the mentorship of a leader who is aged 16 years or older.

Vacation Bible School – A minimum age of 14 years is required to be a VBS leader. Junior Helpers can assist with leadership starting at age 12 under the mentorship of a leader who is aged 16 years or older