

# Grace United Church Gananoque Handbook

A Guide for All Boards and Committees  
To help manage the Life & Work of our Church

<http://graceunitedgananoque.com/>

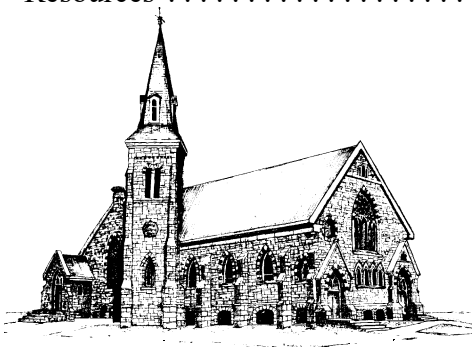


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# Grace United Church Handbook

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# Behavioural Covenant of Grace United Church

We, the members of the Grace United Church Community of Faith, as disciples of Christ, covenant to put into practice the following behavioural principles, which are based on the teachings of Jesus Christ:

We will recognize and celebrate the contribution of each member of our church community.

We, as an inclusive community of faith, welcome and support all individuals with love and dignity regardless of gender identity, orientation, race, physical ability, age, or social economic status.

We pledge to respectfully listen to one another, always keeping in mind that the Holy Spirit works through each and any of us.

We will honour our commitments in carrying out the life and work of our church.

We will take ownership of our individual feelings and refrain from being critical or blaming others.

We will seek to reach consensus as much as possible on significant congregational decisions, but where it is not possible, we will seek to be loyal to the decision of the majority.

As an inclusive church community, we shall strive to create a safe atmosphere for openly expressing our own opinions, questions and feelings.

We will promote open, respectful communication in all aspects of the work of our church community.

In acknowledging that conflict is natural and inevitable, we will strive to deal with differences in the most direct way possible (as guided by Matthew 18:15-17).

In dealing with matters of concern, which are unresolved, we covenant to work through the leadership of the church community in seeking an appropriate solution.

Grace United Church  
Gananoque, Ontario  
(Approved January 22, 2019)

## About This Handbook

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.*

*1 Corinthians 12:4-7*

Why?

This handbook addresses the many issues that are related to efficient and excellent organization in our congregation at Grace United Church, Gananoque.

Every congregation needs structures and practices that enable it to pursue its mission to the fullest. Buildings and property need to be maintained. Decision-making processes need to be clear, accountable, and appropriate to the size and context of the congregation. Vulnerable people need to be given safety and security.

The congregation's resources need to be marshalled thoughtfully to enable the many ministry activities to flourish.

Lack of attention to these and other aspects of organization can seriously compromise our ability to fulfill our mission as the Church.

For Whom?

Whether you are ministry personnel, volunteer or paid staff, a newly elected member of the Board, Committee or Group in our Grace United Church, or a seasoned veteran of church administration, this book has been written for you. We hope it will help you understand your specific responsibilities regarding organization, and how they relate to the life and effective mission of our congregation.

The United Church of Canada is organized as a three-council structure, consisting of communities of faith, regional councils and a Denominational Council, which support one another in ministry. The work of this church depends on the efforts that you, and people like you in every sphere of church governance, are willing to make so that God's purposes will be achieved. We thank God for your calling into this shared ministry.

May God be with you and strengthen you in your work and witness.

### ***Grace United Church Mission Statement:***

*"As a community of faith, we seek to be rooted in the garden of God's love, nurtured by Christian worship, study and fellowship, and blossoming into service by the transforming power of God's Spirit."*

*The Official Board and the Congregation of Grace United Church - May 2005*

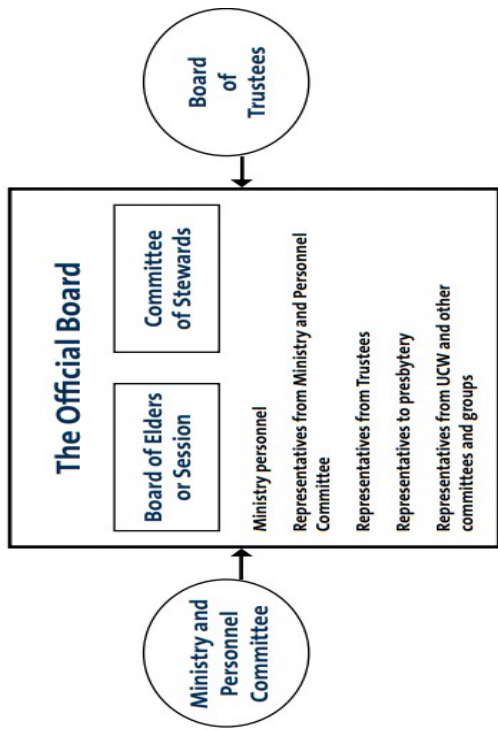
**B.7.2.1 Governing Body Structure**  
 The governing body may be any structure that

- fulfills all of the responsibilities of a governing body in these bylaws;
- fulfills the membership and other requirements for a governing body in these bylaws;
- is approved by the congregation or pastoral charge; and
- is approved by the regional council.

The governing body may take any shape the congregation or pastoral charge chooses, with the approval of the regional council. For example, a very small congregation may have the entire membership of the congregation serve as the governing body.

The following three structures are common:

- the Session/Stewards/Official Board model;**
- a unified board model, called the Church Board; and
- a council structure, called the Church Council.

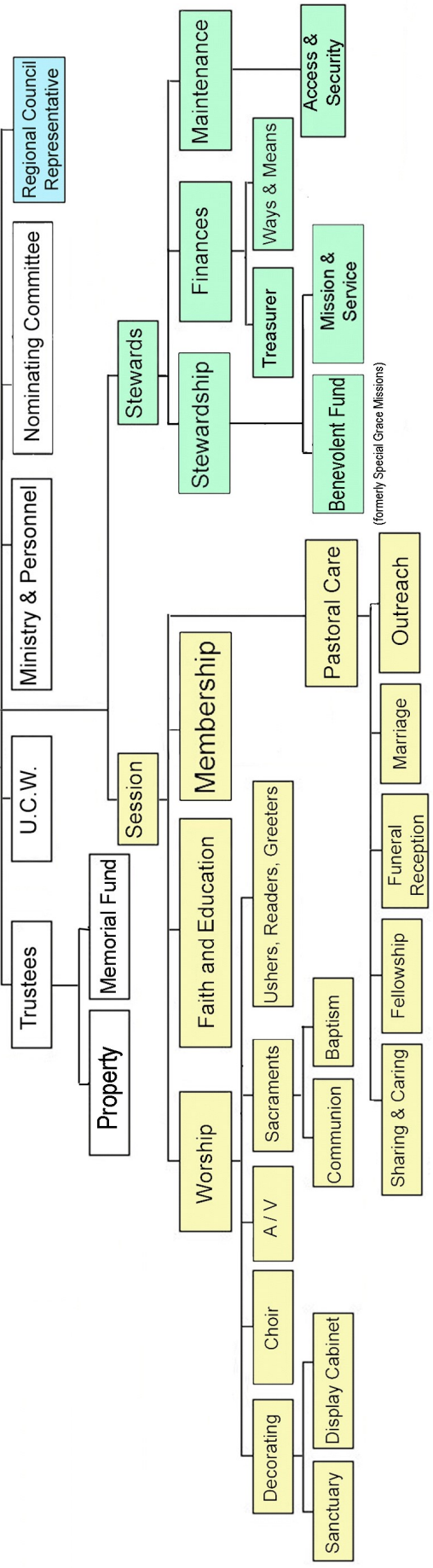


**United Church of Canada**  
 (National)

**E.O.O.R.C.**  
 (Regional Council)

**Congregation**  
 of Grace United Church Gananoque

**Official Board**



## Congregation (Community of Faith)

Makes final decisions on major issues about the life and mission of the Congregation

### Annual General Congregational Meeting (AGM)

- meets annually and held as early as possible in calendar year (usually the first Sunday in February)
- elects Chair and Secretary of the Annual Meeting at the first (AGM) (B.5.2.a)
- receives the annual reports from the Governing Body (Official Board), committees, and other groups in the congregation
- considers and makes decisions on Draft Annual Budget

#### At AGM

- elects the Governing Body (Official Board) (B.5.2.c)
  - elects Chair of Official Board, (B.7.6.1.a) Vice-chair and Secretary
- elects Regional Council Representatives (B.5.2.c)
- elects members of Session, Stewards (B.5.2.c)
- elects Nominating Committee for the following year (B.5.2.c)
- elects Ministry & Personnel Committee (B.7.8.5)
- appoints Trustees; accepts Trustee resignations (G.3.3.1)
- **Eligibility** to vote: ALL FULL MEMBERS (on Membership Roll) may vote at all congregational meetings: FULL MEMBERS decide if Adherents may also vote (B.3.7)
- **Quorum:** for congregations or pastoral charges with 100 or more full members, at least 20 full members must be present (B.5.5.a)

*Other Congregational meetings may be held throughout the year. Procedures for calling a congregational meeting outside of the AGM are outlined in section B.5.3 of the United Church Manual 2022. The regional council may also call a meeting of the congregation or pastoral charge at any time. If it calls a meeting, it must decide who will chair the meeting.* (B.5.3.5)

#### Chair (B.6.1)

- must be a full member of the congregation
- holds office until the next AGM
- chairs any congregational meetings, unless called by Regional Council.
  - If Regional Council calls a meeting, it decides who will chair the meeting. (B.5.3.5)
- takes votes and announces results
- votes only if there is a tie

#### Secretary (B.6.2)

- takes minutes at all meetings of the congregation
- holds office until the next AGM



# Governing Body - Official Board

(hereafter referred to as the Official Board)

Although the congregational meeting is the final decision-making body for a pastoral charge, authority is delegated to the Official Board to develop policy, make decisions and maintain accountability.

The most important work of the board is to keep the congregation members focussed on their mission statement. All policy development and accountability is based on the mission approved by the congregation. **Quorum** of 1/3 voting members. (B.7.7.4)

- Chair of the Official Board\*
- Vice Chair of the Official Board\*
- Secretary of the Official Board\*
- Church Treasurer (elected by the Official Board (B.7.6.3) and also serves on Stewards)
- Session - All Members
- Stewards - All Members
- and a representative of each:
  - Trustees - Chair or Designate
  - Maintenance Committee - Chair or Designate
  - Mission & Service - 1 person
  - Representatives to regional council - 1 person
  - U.C.W. - 1 person
  - Other reps - as designated \*elected at the AGM by the congregation

The Official Board must meet on a minimum quarterly basis. At the call of the OB chair, an interim meeting of officers, committee heads, etc. may also be called.

## Chair (B.7.6) (Vice Chair in absence of Chair)

- must be a full member of the congregation
- is elected at the annual Congregational meeting. (B.7.6.1.a)
- term of one year (but may be returned at Annual Congregational Meeting)
- prepares report for Annual Congregational Meeting
- convenes, prepares agenda and chairs **quarterly meetings** of the Official Board (B.7.7.1)
- votes only if there is a tie

## Secretary (B.7.6.2)

- records Minutes of the Official Board meetings
- receives and sends correspondence of the Official Board
- ensures the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe
- sends the minutes, membership roll, and other records to the regional council annually for review, (if required by the regional council)

the Official Board is responsible for electing

## Treasurer (B.7.6.3)

- a treasurer for the pastoral charge (must be a member of the governing body)
- the treasurer for the pastoral charge (Church) is a member of Stewards
- a treasurer for the Mission & Service fund and other funds for the mission of the wider church

The same person may serve as treasurer of both.

Treasurers' responsibilities are set out in more detail in Congregational Life G.4

## Corresponding Members (A.7.2)

*These are people who have been given one or more of the following privileges: a) receiving notice of a meeting; b) attending a meeting; c) taking part in some or all discussion at a meeting; or d) receiving minutes of a meeting. Corresponding members may not vote.*

## Session

*The Board of Elders, or Session, is responsible for the spiritual leadership of the congregation, including worship, education, pastoral care, and outreach.*

*United Church of Canada Models of Board Governance/Manual 2013*

Session consists of up to 12 members, elected by the Congregation, plus three **ex-officio** (- the Minister, Music Director and E.O.O.R.C. regional representative).

- The Term of a Session member is 3 years. Ideally the **terms** are staggered to turn over 1/3 per year. Term begins after the Annual Congregational meeting in February. Upon leaving Session, there will be a one year waiting period before being eligible for re-election to Session. Wherever practicable, they should be full members of the Congregation.
- A **quorum** for Session requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor and 1/3 of elected members.

At February meeting Session elects Chair, Vice-Chair and Clerk

### Chair of Session - or Co-Chairs

- must be a full member of the congregation
- prepares a monthly agenda for Session with input of the minister and members. Send agenda 3-4 days before meeting. Direct the monthly meeting
- coordinates the life and work of Grace Church with assistance of the Session
- assists the minister with baptisms and membership related services
- is responsible for monitoring the Session budget
- signs official minutes

#### (B.7.4.1) Spiritual Matters

The governing body oversees the spiritual interests of the congregation or pastoral charge, including

- a) admitting people as full members;
- b) removing people as full members;
- c) granting certificates of transfer of membership;
- d) the discipline of members;
- e) the administration of the sacraments;
- f) Christian education;
- g) public worship;
- h) the use of the church building;
- i) pastoral care and visiting; and
- j) outreach in evangelism and social action.

### Clerk of Session

- takes the minutes of the Session meeting - within 10 days prepares and delivers copies to each Session member, the minister, the office administrator, chairs of other church committees. All minutes are placed in the Official Minutes binder in church office and posted on bulletin board
- receives and sends correspondence
- makes sure that Office Administrator has all notices of upcoming events and activities
- in February, forwards name and contact information to Office Administrator for Church Directory
- advises Office Administrator of current terms of office for directory
- in February sends new Session members copy of Handbook
- prepares baptism certificates and orders candles through Office Administrator
- signs official minutes

### Worship Planning Team

Members are: ordained minister, director of music, lay leader, representative from Session, representative from congregation at large. This team supports the minister and works on the details of Worship. Working under the umbrella of Session, the committee will:

- determines Order of public worship\*

- provides worship experiences that enhance our Faith Journey, ensuring that all views are respected.
- be a bridge between the community of faith and the Session.
- determines dates for Communion and Baptisms.
- makes arrangements for Pulpit Supply when the minister is away, in consultation with the minister and Ministry and Personnel Committee and Session.
- makes arrangements for Music Supply when the director of music is away, in consultation with the director of music and Ministry and Personnel Committee and Session
- meets once a month or as required.

**Duties & Responsibilities for Session Members and Lay Persons involved in the Life & Work of the Grace United Church.** (B.7.4.1.)

**Worship**

- Preparing Sanctuary for Worship; changing liturgical colours\*
- Greeters/Ushers/Bible Readers/ Welcome and Announcements/Communion\*
- Decorations - seasonal décor for the sanctuary/bulletin boards/display window\*
- Guidelines for Baptisms/Marriages/Funerals & receptions\*
- Support for the Choir; Sound system
- Administration of the sacraments (Baptism and Holy Communion)\*
- Preparing & serving sacraments\*

**Faith Formation and Christian Education**

- Religious training of the young; Christian Fellowship, Instruction and Work
- Sunday School, Youth Work, Confirmation classes, Bible Study, etc

**Pastoral Care**

- Membership - Church Archives
- Admission into full membership
- Transfer/Removal from membership
- Keeping the Membership Roll of the church - with an annual review
- Keeping records of Baptisms, Marriages and Funerals
- Sunday morning Fellowship Hour & coordinate special fellowship events
- Sharing and Caring Team
- Organize pastoral visitation for the sick and shut-ins
- Appoint one or two members to the nominating committee

**Outreach**

- Care of the poor; Visiting the sick
- Assist Minister with special services
- Evangelism and Social Action
- Programs to share the Gospel
- Raise awareness about ethical and social issues
- Address local, national and international needs
- Support for community organization

**Use of the church building\*** (B.7.4.1.i)

\*These items have detailed notes in Appendix (pages 17-40)  
 (The **Stewards** review and set the Fee Schedule, on an annual basis, for the use of the church facilities e.g. weddings, meetings, events. **Session** may waive or alter those fees.)

## Board of Stewards

*The Committee of Stewards is responsible for the temporal matters of the congregation, including stewardship development, remuneration of personnel, capital expenditures, property maintenance, and day-to-day administration of finances.*

*United Church of Canada Models of Board Governance/Manual 2013*

The management of the temporal and financial affairs of the Congregation is entrusted to the Stewards. Stewards consists of up to 10 members, elected by the Congregation. The membership of the Stewards shall also include the Church Treasurer, and meetings should have reports from the Stewardship Committee (M&S/L&SN) and the Maintenance Committee.<sup>(B.7.4.2)</sup>

- The Term of a Steward member is 3 years. Ideally the **terms** are staggered to turn over 1/3 per year. Term begins after the Annual Congregational meeting in February. Wherever practicable, they should be full members of the Congregation.
- A **quorum** for Stewards requires a minimum of 3 elected members.

The Committee of Stewards shall elect annually from among its members a Chairperson and Secretary.

### Chair

- must be a full member of the congregation
- prepares a monthly agenda for Session with input of the minister and members. Send agenda 3-4 days before meeting. Direct the monthly meeting
- is responsible for monitoring the Steward budget
- signs official minutes

<sup>(B.7.4.2)</sup> Financial Matters  
The governing body has general oversight of the finances of the congregation or pastoral charge, including  
a) fundraising;  
b) disbursement of funds; and  
c) the budget approved by the congregation or pastoral charge.

### Secretary

- takes the minutes of the meeting - within 10 days prepares and delivers copies to each Steward member, the minister, the office administrator, and chairs of other church committees, as required. All minutes are placed in the Official Minutes binder in church office and posted on bulletin board
- receives and sends correspondence
- makes sure that Office Administrator has all notices of upcoming events and activities
- in February, forwards name and contact information to Office Administrator for Church Directory. Advises Office Administrator of current terms of office for directory.
- signs official minutes

**Treasurer** - the Treasurer works closely with the Office Administrator to oversee the finances of the Church

- has been elected by the Official Board
- signs cheques (2 signatures are required, there are 3 signing officers)
- presents financial report at monthly Stewards meeting and Official Board meetings
- prepares annual budget, with submissions from Session, Ministry & Personnel Committee (based on United Church recommendations)
- works with Trustees
- presents Financial Report at the Annual General Meeting

## **The Stewards have the following four main areas of responsibility:**

1. To assist in securing contributions through weekly envelopes, pre-authorized remittance (PAR), special projects, every person canvass, special gifts, etc. for the work and ministry of the Congregation and its Outreach Ministries.
  - To organize special events to secure contributions and raise monies (see appendix page 42).
  - Encourage and recommend opportunities for White Gift projects for December.
  - To serve on "counting teams" as assigned or volunteered.
2. To disburse the money received:
  - for the ministry of the Congregation, in accordance with the priorities as stated in the Manual of the United Church of Canada.
  - through **Stewardship Committee** (see Stewards Appendix page 45) shared with Session
    - For the Mission and Service Fund, on a monthly basis, directly to the United Church of Canada for them to administer.
    - For Benevolent Fund (formerly Special Grace Missions), which includes determining who the recipients of these funds will be and the amount to be given.
  - review monthly financial statements in order to oversee the work.
3. To report to the Official Board concerning the financial condition of the Congregation:
  - at the regular meetings of the Official Board
  - to supply the Official Board with a copy of its annual report to the Congregation, as well as a proposed budget for the ensuing year, prior to the annual meeting of the Congregation.
  - to annually organize and obtain detailed budget submissions from all Committees involved in revenue and/or expense in order to develop a budget recommendation for the Official Board and the Congregation
4. The Treasurer will present to the Annual Meeting of the Congregation:
  - a detailed statement of its receipts and expenditures
  - a statement of the receipts and expenditures of the Board of Trustees.
  - a statement showing the estimated amounts required to carry on the work for the ensuing year, with suggestions as to methods for securing the necessary money.

### Other Duties:

- review and set the Fee Schedule, on an annual basis, for the use of the church facilities e.g. weddings, meetings, events.
- appoint one or two members to the nominating committee
- **Maintenance Committee** (see Stewards Appendix page 43)
  - Security of the building (see Access & Security Stewards Appendix page 44)

## Board of Trustees<sub>(G.3)</sub>

All property that is held in trust on behalf of The United Church of Canada or acquired for the use of a congregation or pastoral charge is held and administered by the Board of Trustees. Trustees are appointed by or on behalf of the congregation within terms that are set out in the Trusts of Model Deed, which appears in Appendix II of The Manual.

The property and assets of a congregation ultimately belong to The United Church of Canada as a whole, and the most important duty of Trustees is to hold, develop, or deploy Congregational assets for the total mission of the United Church. In this way, each congregation and future generations are stakeholders in property nationwide whose exclusive purpose is the furtherance of the gospel message and God's mission.

The United Church's Trusts of Model Deed sets out the trusts upon which property is held by the Board of Trustees, under the oversight of the Presbytery and the Conference.

Whatever organizational model a pastoral charge chooses there must be a designated Board of Trustees. This function is distinct from day-to-day church management functions. It specifically involves those matters related to investments, capital indebtedness, major renovation or capital improvements, and property acquisition. The activities of the Trustees are restricted and governed by Canadian law. The recommended structure and organization is as follows:

For more information: The United Church Manual 2022 has details over the scope and responsibilities of Trustees. The full document is available on the United Church of Canada website.

- There must be at least 3 and not more than 15 Trustees.
- The Board of Trustees must be represented on whatever committee takes responsibility for church management.
- Many congregations appoint their Trustees for a longer term of 5 to 10 years because of the legalities associated with title deeds and the long-term nature of property matters.
- One of the ministry personnel settled or appointed in a congregation/pastoral charge is a member of the Board of Trustees, and has the right to serve as chairperson of the Board of Trustees or to appoint a deputy to act as chairperson. In practice, many congregations elect a chairperson. Currently, our Board of Trustees elects a chair. (See The Manual, section 261.)
- Adherents may serve on the Board of Trustees, but a majority of Trustees must be full members of the United Church.
- **Trustees must officially resign when their term is ended.**

### Functions of the Trustees:

- Hold property in trust for the use of the congregation and for the purposes approved by the Board.
- Sell, mortgage, exchange, or lease the trust property as directed by the congregation and only with the written consent of the Presbytery and in accordance with the provisions set down in The Manual (Appendix II) for such purposes.
- Develop and implement policies for the administration of trust funds in accordance with the mission statement of the congregation.
- Oversee the construction of new buildings and repair of existing buildings.
- Submit financial plans for the retirement of mortgages and other capital debts to the congregation, and receive and disburse funds for the payment of principal and interest.

- Notify E.O.O.R.C. (Regional Council) and arrange for the disposition of property and assets should the congregation cease to exist as an organized body, and make recommendations to the Regional Council regarding the use of funds received from the sale of church property.
- Permit the use of church building with approval of the Board.
- Keep proper accounts and records of all meetings and actions.
- Administer the Memorial Fund (see Trustee appendix for details).
- Give seven days notice of all special meetings.

### **Money:**

- The Board of Trustees is required to keep accounts showing all monies received and disbursed by them. These accounts must be produced on request of the Ministry Personnel, or the Chairperson of Stewards or equivalent, or the Stewards or equivalent.
- The accounts of the Board of Trustees must be reviewed annually.
- The treasurer determines the need to transfer money from the Trust Fund.

### **Insurance:**

The Board of Trustees is responsible for ensuring that the congregation carries adequate property and liability insurance at all times. The Trustees are not necessarily responsible for actually retaining an insurance agent and arranging insurance, but they should make sure that these tasks are undertaken by the Board in the congregation and that adequate insurance is maintained.

On the insurance policy, the Trustees should be shown as the name insured (e.g. Trustees of Grace United Church). For comprehensive general liability purposes, the named insured should be further defined to include Trustees of the congregation plus ministry personnel, church officials, employees, and volunteers while acting within the scope of their duties on behalf of the insured; and any person who was formerly in one of these capacities with respect to acts performed on behalf of the insured. "Acts performed" should include failure or omission to act.

**Inventory:** The Board of Trustees keeps an up-to-date inventory of the contents of church property (including replacement value of the items), as well as an up-to-date appraisal of replacement costs for buildings and significant contents (such as organ or piano). Inventory lists should be kept in a safe place. *(Pictures of the contents of Church are stored in the Cloud.)*

### **Meetings and Reports:**

The Board of Trustees must meet at least annually to prepare its report for the annual meeting of the congregation. The Board of Trustees report reports regularly (perhaps quarterly) to the Board and reports annually to the congregation as to financial planning.

### **Memorial Fund** - (see Trustee Appendix page 47)

The Memorial Fund provides the opportunity for people to make donations, gifts, and bequests to Grace United Church in memory of loved ones or friends.

*(There are two Memorial Funds: the TD Trust Fund holds larger, restricted funds and the Memorial Fund holds smaller, unrestricted funds.)*

## Committees of the Pastoral Charge (B.7.8.1)

The pastoral charge and its governing body may fulfill their responsibilities with the help of committees, task groups, steering groups, teams, commissions, and other bodies. **The only mandatory committee is a Ministry and Personnel Committee.** Committees may either be:

- committees that exist only for a particular time or to complete a particular task; or
- committees that exist on an ongoing basis without any time limit. These committees may be called “standing committees” or “permanent committees.”

### Setting Up Committees (B.7.8.2)

The congregation or pastoral charge is responsible for deciding:

- the number and size of committees;
- qualifications for election to each committee; and
- the responsibilities assigned to each committee (other than the Ministry and Personnel Committee whose responsibilities are listed in the United Church Manual, and below) and their term of office.

### Electing Committee Members (B.7.8.3)

The congregation or pastoral charge is responsible for electing the members of the committees. It may also choose the members in any other way that it decides.

(All ministry personnel called or appointed to a pastoral charge are automatically members of all committees of the congregation or pastoral charge, with three exceptions. They may not be members of: the Search Committee; the Ministry and Personnel Committee; and the Nominating Committee. (B.7.8.4))

*(Session & Stewards may set up their own committees, as needed, recruiting from their serving members or volunteers.)*

## Nominating Committee (B.7.8.6.d)

Role of the Nominating Committee

Identify, solicit and recommend people to serve on church committees, annually or as needed.

NOMINATING COMMITTEE Membership

Session - appoints 1 or 2 people

Stewards - appoint 1 or 2 people

Congregation ratifies nominating committee and may include/add other interested parties at the Annual Congregational Meeting.

## Search Committee (1.1.6)

A search process must be used when the community of faith seeks to call a member of the order of ministry or appoint a designated lay minister to fill a position that has been approved by the regional council.

There are additional policies and procedures for searches. See the pastoral relations resources available from the General Council Office.

The Search Committee conducts the search using the denominational search tool for matching communities of faith with ministry personnel.

See the United Church Manual Bylaws Section I - Pastoral Relations



## **Handbook Committee**

It is recommended that the handbook (revised Feb. 2023) be revised every five (5) years (or as needed) in order to keep up-to-date with the United Church Manual and the workings of Grace United Church.

- The Appendices should be revised annually by each of the committees of the church in order to keep the workings of the church up-to-date. This can be done as new candidates are recruited by the Nominating Committee.
- Any revisions to be brought to the attention of the Handbook Committee for re-printing.

## **Ministry and Personnel Committee** (B.7.8.5)

All congregations or pastoral charges must have a committee or other body, which may be called the Ministry and Personnel Committee or a different name, with the following responsibilities:

- being available for consultation and support for matters involving the pastoral charge staff
- overseeing the relationship of the pastoral charge staff to each other and to people in the congregation
- regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff
- making any recommendations needed, because of these reviews, to the governing body
- revising position descriptions of pastoral charge staff as needed and implementing employment contracts / covenants
- conducting annual performance reviews of the pastoral charge staff
- ensuring pastoral charge staff make use of the opportunities for continuing education that they have been given
- maintaining close contact with the regional council Pastoral Relations Committee or equivalent
- administering vacation and other time off such as sick leave, study leave, bereavement etc.

Members of the Grace United Church Ministry and Personnel are elected by the Community of Faith at the Annual General Meeting. Ideally it should have 3 to 4 committee members with the chair chosen by the members of the committee. Within the committee, liaisons are chosen to interact regularly with the Minister, staff members and contracted personnel such as the custodian. Ministry and Personnel endeavours to meet as a whole with each staff member at least once per year. (M&P committee needs to maintain a commitment for continuity; suggested term of 3-5 years.)

There are resources to assist Ministry and Personnel Committees with their responsibilities. See the Ministry and Personnel Committees resources available from the General Council Office.

*Bylaws B. Community of Faith The Manual, 2022 The United Church of Canada*



## U.C.W. (United Church Women)

Any woman “willing to contribute her prayers, gifts, and services for the work of the Church” may join the United Church Women (UCW). Along with providing important networking and social bonding opportunities, the UCW has led discussions on, for example, feminism and restorative justice. Indeed, says former Moderator Jordan Cantwell, United Church Women are the “hands and feet” of the church.

### A Brief History

In 1962 the UCW (United Church Women) was created as the successor to the Woman’s Missionary Society (WMS), a world mission-oriented service and study group that supported almost 100 active missionaries around the world. The Woman’s Association (WA) at that time focused on work in the local church and community. Guilds and Ladies’ Aids were the WA’s forerunners; in the early years, these units went unrecorded, just doing what needed to be done, spiritually, financially, and socially.

Today, that spirit of generosity continues in active UCWs in Communities of Faith and regions from coast to coast to coast, united in expressing their devotion to Jesus Christ in Christian witness, study, fellowship, and service.

<https://united-church.ca/community-and-faith/being-community/united-church-women-ucw>

### UCW as Part of Local Communities of Faith

United Church Women is one of the organizations of the Community of Faith and, as such, should have representation on the official board or other governing body of the Community of Faith. It reports to the annual meeting of the Community of Faith.

In a multi-point charge, a unit of United Church women may be organized in each congregation, or one unit may be organized for the entire Community of Faith.

### Executive

Each unit (local UCW) within a Community of Faith charge should have the following officers:

- president, or if desired, this office can be shared between two co-presidents
- vice-president
- treasurer, whose responsibility it is to keep financial records for the unit and to present a report at each meeting and a full financial report at the end of each year. The treasurer also sends reports to the Community of Faith treasurer to be amalgamated into the reporting to Canada Revenue Agency (CRA) on the Community of Faith T3010. secretary, whose responsibility is to record, distribute, and keep a file of meeting minutes and perform other generally recognized secretarial duties
- a corresponding secretary may be considered to deal with correspondence, greeting cards, etc.
- an executive member should be responsible for submitting the annual statistical reporting form to their Area or Region/District Executive.
- Women may be elected, appointed, or volunteer to serve in these positions, and in any others deemed to be necessary by the unit.

### Terms of Office

Two years with one renewal, or at the discretion of the local UCW

[https://united-church.ca/sites/default/files/handbook\\_ucw.pdf](https://united-church.ca/sites/default/files/handbook_ucw.pdf)

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<https://graceunitedgananoque.com/documents>

Please also refer to *Grace United Church Annual Ministries and Financial Reports* for more details on ongoing projects. It is available on the Church website under “documents”.

Other documents available on the website will include full copies of Marriage & Baptism policies, Use of Church Facilities guidelines, and much more.

***<https://graceunitedgananoque.com>***

Programs and processes will evolve and are current as of this printing.

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**Care & Changing of the Vestment Worship Cloths**

- The changing of the communion table cloths (dates and colours) is provided in the Worship Team minutes and is also in U.C. Church calendar in Choir Room.
- Vestment cloths are stored on the rack in the choir room.

**Posting Hymn Number**

- These duties may be performed by a Session member who is also a Choir member.  
Note: currently being performed by custodian.
- Hymn numbers are posted after the choir practice on Thursday afternoon.

**Maintenance of Sound Systems**

- Directions regarding the maintenance of the sound system are posted on the door of the cupboard where the equipment is kept, behind the keyboard in the Choir Room. When organist is away, a choir member must ensure that sound system is turned ON prior to service (switch on power bar) and OFF after service. Also assure power bar is turned on at organ.
- Batteries in minister's cordless battery pack need to be re-charged weekly - either after service or at choir practice. And put into battery pack on Sunday morning. Detailed instructions re use are on cupboard door. (Recently, Music Director is doing this.)

**Church Name Tags**

- Magnetic name tags should be worn whenever attending an event in the church
  - A coordinator for this project should be recruited by Session.
  - Order for new name tags should be placed annually
- Encourage all members to wear them
- Church members are invited to leave their name tag on the magnetic bulletin board at the back of the church if they find that convenient.

**Church Bulletin Boards**

- One at the Pine Street door - large one in the auditorium.
- All need to be monitored and kept attractive
- A Lay person might be interested in performing this helpful service
- Magnetic picture framed board at the back of the sanctuary - to be used for posting anything related to the life and work of the church ie Lay person opportunities

**Preparing the Sanctuary For Worship**

- Session is responsible for designating a lay person who will perform the following responsibilities on a weekly basis:
- Entry to the church is obtained by securing a key from the secretary or by entering the church to do this work during office hours - Friday morning.
- Setting up the sanctuary can be done on Friday OR early Sunday, no later than 9:30 a.m.
- Always check the calendar or ask the secretary if there is a wedding or any other event happening in the church before setting up for Sunday.
- The choir room door is always unlocked from the church not the stairway.
- If you are unable to fulfill your duty due to illness or the need to be away, PLEASE CALL the Chair of Session as soon as possible.

**Worship Table**

- The worship items:
  - Two brass candle sticks
  - Bible stand goes on the Worship Table (take the Bible to the back of the church and place on the table under the magnetic board.)
  - Brass cross sits in a central location on the table.
  - Celebration candle and Christ candle sits on the table
  - Lighter and tapers - All of these are brought out and put in their places.
- Check carefully that all candles are carefully extinguished before putting them in the cupboard.

**Maintenance of Worship Items**

- Candles need to be kept trimmed weekly so that the brass drip collar sits at the top of the candle and when lit the flame is well exposed. Candles should be replaced when they burn below 4" in height.
- Candles are purchased by the office administrator.
- The 8" tapers and drip catchers are used at the Christmas Eve service -check inventory in September and co-ordinate ordering with office administrator. 200 are needed. Order well before Christmas to ensure availability.
- Order plastic communion glasses as required - advise office administrator.
- Keep in the cupboard and pulpit extra, user-friendly, lighters.
- Floral arrangements, placed in the sanctuary from funerals/weddings may need to be watered or be freshened up by having dead leaves and flowers removed, then placed to their best advantage. (Watering can is in upstairs bathroom) Glass cleaner and metal cleaner are in the cupboard with paper towels and soft cloths.
- The glass piece covering the centre of the table needs to be kept free of wax and shiny.
- The brass pieces need to be cleaned as often as necessary to keep them looking their best.
- Place bulletins on the tables to the left and right at the back of Church. (Office Administrator)
- Cleaning of the Collection plates - cleaners are in the Church office.

**Prior to Sunday**

1. When the Office Administrator uploads the PowerPoint presentation to the Grace United Church One Drive, check it and make any adjustments necessary.
2. Take a screenshot of the first slide of the PowerPoint and place it in the YouTube studio as the thumbnail for this week's service. Detailed instructions follow (for Windows - I cannot describe the process on a Mac). Make sure the image is saved as a ".jpg". YouTube will only accept this format. **This is an extremely important task - it helps our viewers find the service.**
3. Download the PowerPoint presentation to the Mac PowerBook on the AV desk at the church, and place a shortcut ('alias', in Apple parlance) on the desktop.
4. Using the Order of Service, prepare a cue-to-cue. This consists of a step-by-step direction for use of camera presets and PowerPoint slides.
  - This document should include the preamble and concluding remarks of the Scripture reader, as this requires a separate camera cue.
  - In the Q2Q, the copyright information for each hymn is moved to the beginning of the hymn (example shown), as that will be shown on a separate PowerPoint slide. See a sample Q2Q

**Sunday Morning**

5. Technician begins the streaming of the service. Occasionally, there is an issue preventing streaming or sound transmission. Someone needs to be ready to help troubleshoot any difficulty encountered. (Service is recorded to thumbdrive to edit for Cogeco. - see 8)
6. During the service, monitor the YouTube stream on the internet, to ensure that we are, indeed, online and that there is sound.
7. During the service control the volume of the various microphones, using the iPad which has a volume mixer app installed. Normally this requires no attention during the course of the service, so leave settings at the default, as determined by the installer and myself. If, for some unforeseen reason, there suddenly develops feedback, that will be evident on the mixer and reducing that slider will resolve the issue.
  - If Rev. Takouhi is using a lavalier microphone (Baptism, Communion, etc.) that channel needs to be muted for hymns and reactivated following the hymn. There is a single button marked "MUTE" over the channel labeled "LAV", which controls the lavalier microphone. It will turn RED when muted.

**Following the Service**

8. Edit the video of the service, recorded using the external HDD connected to the ATEM, down to <57 minutes. Technician (5) will give you a thumb drive containing the service.
9. Upload the edited video (No. 16) to the Grace Church One Drive.
10. Share this video (No. 16) with Cogeco (instructions follow), as early in week as possible.

From One Drive, click on the video and select it by clicking in the circle in the upper right corner. Then click on share, in the upper left hand corner of the window. In the window that opens, click on blue COPY in the bottom right corner. Then click on COPY and close that window. Email david.yateman@cogeco.ca and paste the link which you have just copied into an email informing him that this is the link for the Grace United Church Month Day service. Ask him to please confirm when he has downloaded the service. If you have not heard back from Mr. Yateman by Wednesday, email him and remind him to confirm that the video has been downloaded. Repeat until you have that confirmation.

- Office Administrator brings offering plates and bulletins to sanctuary on Fridays.
- A Session member arranges for the ushers/ readers/ welcome/announcements persons as needed for a month of Sundays
- Contacts potential ushers, readers, welcome/announcements and sets up the schedule for a month of Sundays, then forwards their names to the Office Administrator for printing in the bulletin
- Their names should also be posted in the Usher/Reader binder for future reference. (This binder is to be available to the session member responsible for booking each month's participants. Usher/Reader binder is kept in church office when not being used.)
- A confidential email directory is to be kept up to date

#### Greeters/Ushers

- Plan to be at the Church before 10:00 am. Wear name tag
- Welcome to everyone at the doors of the sanctuary; hand out bulletins; assist people to find a seat; provide hymn books
- Encourage visitors to sign the guest book
- Carry the Bible and light the candles
- If a choir member is participating as one of the greeters/ushers, the choir member will only be expected to do the readings and/or announcements; not greeting, elevator or collection. On these occasions, an extra usher may be needed to fulfil those tasks.

#### Announcements

- Proceed to the platform when the choir enters and sit in the chair behind the lectern or stand on the platform where the organist can see you.
- The organist will continue to play until he can see you are there, ready to begin.
- When he stops playing, move to the lectern, introduce yourself, welcome everyone, announce birthdays and read the announcements.

#### Bible Readers

- Scriptures are emailed each week by minister or office administrator.
- Must speak loudly and clearly into microphone
- Extra readers are required at for special services - Good Friday, Christmas Eve, etc.

#### Ushers Duties

- Check that the collection plates are on the back table. If not, have elevator operator or someone with a key retrieved them from the church office.
- Light the worship table candles and present Bible
- Receive the offering
- Take attendance, note it and place on offering plate. the choir, any children, AV operator, ushers, other volunteers. Do not count the minister/worship leader or organist. Write the date and number in attendance on the slip provided and put it in the offering plate.
- Respond to emergency situations ie knowing where the telephone is to call for ambulance or where the First Aid Kit is kept.

Make sure candles are out before you leave.



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(Co-ordinated by Session, but not necessarily carried out by Session)

**Easter**

- Due to allergies, we no longer use real Easter lilies. There are artificial ones stored on the third floor.
- There is also a wooden cross made from a re-used Christmas tree stored to the left of the choir loft. It is placed in the green Christmas tree stand. A floral arrangement is placed in the centre of the cross.

**Thanksgiving**

- In the past a notice was placed in the bulletin for the two weeks prior to Thanksgiving asking for volunteers to contact the coordinator of the decorating if they are interested in helping or have harvest items that can be used in decorating.
- Those donating vegetables, etc. for decoration can take them home after church on Sunday.
- For the past number of years there have been no decorating items contributed from the general congregation and as a result the notice has not been placed in the bulletin. The persons helping with the decorating have contributed fruits and vegetables from the grocery stores, etc.
- The display is usually done on Saturday morning. It is best to have three or four volunteers to actually do the decorating. We use artificial leaves/gourds because they create less mess to cleanup. Some artificial gourds, leaves and some other small items are usually placed on window ledges.
- NOTE - There are artificial leaves, gourds, small pumpkins, baskets, etc and burlap to cover boxes or milk cartons used to raise the baskets of vegetables, making them more visible to congregation on the third floor.

**Anniversary Sunday**

- An arrangement is produced for the Communion Table.

**Christmas**

- As the calendar date nears Advent - this planning needs to begin.
- Two large vertical arrangements are produced, which are placed on each side of the platform or two large poinsettias are purchased at Costco by November 15-30. Decorations are in place for Advent.
- Decorating needs to be done on the week prior to 1st Advent Sunday.
- The Un-decorating comes after the first Sunday in January.
- Write up notice of "the Work Bee" for the church bulletin at least 2 weeks ahead of the decorating date. Similarly, be prepared to publish a notice for the Un-decorating event to be in the bulletin the Sunday after Christmas.
- Have someone announce both events in church.
- Need two people to come in Thursday morning to get the decoration boxes, two artificial trees and wooden Advent wreath box from 3rd floor storage room and take them to the front of the church. (Artificial trees are very heavy).
- Also get large wreaths with red bows hanging in vestibule (N.W. Stone St. entrance). Use step ladder from downstairs custodian room. These two items take two people approx. 1 ½ hours.

- At that time check all the strings of LED lights to make sure that all are working. Replace strings as necessary and have the lights ready to go for the Bee workers. When buying new strings of lights, try to match the type of lights being used.
- It is Session's responsibility to make sure that all the strings of lights are working throughout the Advent season. Be prepared to replace a string(s) if necessary.

### Decorating Grace Church For Christmas Checklist of the Tool Kit Items to bring:

- Screwdrivers for the candle lights
- Scissors, green duct tape, masking tape
- 2 dozen - 3M Command decorating clips (purchased at Canadian Tire or Home Hardware.)
- Strings of replacement lights
- Utility knife
- Two wheeled utility cart
- Tall wooden step ladder, stepladder from custodian room for tree décor.
- Decorations - All decorations are on the 3rd floor over the choir room. Stored in plastic boxes - Tree Decorations, Arch Garlands, Choir Loft garlands, Coat Rack garlands/stair rail and wire angels, Pew bows, Window Candles, Wreath, Ceramic Nativity figures, Nativity figures for in front of pulpit, Advent Wreath box, two large (heavy) trees. Use a utility cart.

### Decorating Bee - 10 people 1 ½ - 2 hours.

- Erect artificial trees - one on either side of the Choir loft between organ doors and windows. Trees are prelit. Connect plugs as sections are assembled.
- Divide the quantity of coloured balls and hang an equal number on the trees.
- Lay down the tree skirts under each one.
- Advent Wreath is placed on the centre of the Worship Table after the liturgical cloths are changed for the Advent season. Ceramic Angels stand on either side of the Advent wreath on the Worship table.
- Garlands are in the boxes. They are put up with lights on the 2 front pointed arches, choir loft railing, and stair railing at the back of the church and on top of coat racks. Tall step ladder is in storage area to left of choir loft.
- Large Wreaths with red bows. Straighten the bows and fluff greenery.
- Attach the 2 ft hanging rods to top of wreath, then using the special long pole in the storage area east of the choir loft, hang them over the lights on the side and end walls of the church.
- A large wreath with doves hangs at the back of the church above the showcase window.
- Bows for the pews need to be attached to the middle of the end of the pew with Command adhesive 3m decorating clips.
- Window Candles. Each set of candles is set in the windows. They are marked as to location and cords were made to reach outlets for each one. They are held in place with little screws. There are spare bulbs in one of decorating boxes.
- The ceramic Nativity Scene is arranged in the showcase.
- The large piece of masonite with the Christmas night scene painted on it, goes into the glass showcase at the back of the sanctuary. In the box with the ceramic figures is a piece of material. Fold the material and arrange it in the bottom of the showcase against the

back drop. The ceramic figures are carefully arranged on the cloth. Figures are fragile, be gentle.

- Downstairs - There is an artificial tree and two large wreaths for the auditorium. These are stored in 3rd floor rooms. The tree is set up on the stage and the wreaths are placed on either side of the kitchen windows. Decorations and lights are in storage box marked Sunday School.
- Vacuum/sweep once everything is in place.

### Un-Decorating Notes:

- The Un-Decorating comes after the first Sunday in January or after Epiphany (Little Christmas) on Jan. 6.
- Carefully remove the entire decor from where it was hung.
- Ceramic manger scene figures and worship table angels are wrapped in foam material and duct taped before putting into box.
- Advent Wreath and candles are boxed and stored.
- Dismantle trees and return the decorations to the boxes as marked and store on 3rd floor.
- Trees stored in tree bags and stored on third floor
- Custodian vacuums/sweeps once everything is put away

### Display Case at the Back of the Sanctuary (currently Diana Grier & Rhea Roantree)

- The purpose of the showcase is to create displays that reflect the liturgical events in our church and other special events such as Thanksgiving, Remembrance Day, our Anniversary, Messy Church, Graceful Quilters, Christmas Market, Sunday School etc.
- The display is changed monthly or more often as necessary. Items used for the showcase are stored on the third floor in plastic bins labelled for specific seasons and special events.
- Displays for Christmas, Remembrance Day and Anniversary Sunday traditionally are as follows:
  - Christmas features the ceramic nativity figurines with a background of a painted scene on masonite board.
  - Remembrance Day features a poppy cross with an optional black velvet background.
  - Anniversary Sunday features a large photo of the church and cross, framed music written by members of our congregation and heritage prayer.
- Apart from special events the display case often features a wooden cross, Bible, and photos of memorial donations. We are trying to let the congregation know more about the building in which we worship. The memorial donations include things such as stained glass windows and include a short story about the person or family memorialized. There are many other donations including nativity figurines, baptismal font, Christmas decorations etc. These donations also feature a story about the donor.
- This responsibility is carried out to two volunteers.
- Note: The two poles used to raise and secure the glass window of the case are stored in the east vestibule (to the left of the case).

There is a binder with photographs and details of previous set-ups for guidance and inspiration.

**Preparing for Communion**

- Worship Team and Minister sets dates for Communion
- A Session member brings a bottle of grape juice.
- A Session member brings a loaf of gluten free bread cut into cubes (one slice left whole for the Minister)
- Clean chalice and small bread plate with silver polish as required. Chalice and communion ware is stored in cupboard in kitchen.
- Six people are needed to serve if a traditional, full Communion.

**Communion Sunday**

- Arrive at 9:30 am
- Move the Communion table forward on the platform in the Sanctuary so Minister can walk behind.
- Remove the banners and unnecessary items from the Communion table. Keep Bible stand, cross and candles. Place other items in the cupboard in the choir room to the right of the door to the Sanctuary.
- Place a white tablecloth on the Communion table.
- Place the Bible stand on the right of the table, the cross near the centre and the candle holders on either side of the cross.
- Put the tiny silver dish on the organ for the Organist.

**Kitchen Preparation for Communion**

- Communion trays, plates etc. are in Session Cupboard in kitchen. You will need 6 bread trays and 6 trays of juice glasses. Use the disposable plastic glasses.
- Fill bread trays and juice glasses. Be sure the juice trays are locked in the bases. Put the lids on.
- Put a small amount of juice in the chalice and the full slice of bread on the small silver plate. Cover both with linen napkins
- Take the juice, bread trays, chalice and silver plate to the Sanctuary and place the glasses on the bases on ends of the table (3 trays per base), the bread trays (in stacks of 3) toward the centre and the chalice and plate near the back for the Minister.

**Serving Communion**

- Rehearsal in kitchen at 10:15 and prayer with Minister.
- Select who will cover and uncover the sacraments and who will serve the Minister.
- Work in teams of two. Two work together to serve the choir (Place the elements for the Organist on the little silver dish in his/her reach) and then the wings individually; two will serve on the outside aisle and two on the centre aisle.
- Servers should sit in the congregation until time for Communion. During the pre-communion hymn, servers go to the front row of seats and take their places which correspond to their serving positions (Centre servers on the middle aisle, Outside Aisle servers next, then the Wing and the Choir servers).
- During the last verse - one server will go forward to remove the lids and napkins from the sacraments and then return to their seat. At the Minister's signal the servers stand, move forward and line up on the floor in front of the platform

- The Minister hands out the bread trays and on his/her signal all will proceed to their stations, working from the front to the back.
- Line up in two lines at the back of the church when all have been served, with the Choir servers in front. On the Minister's signal return to the front and line up as before across the front of the church.
- The Minister takes the trays, returns them to their places on the table, keeps one tray, signals servers to be seated and then serves them. He/she returns behind the table and one of the servers goes up and serves him/her. All partake of elements at the same time.
- Repeat for the juice.
- During the hymn, one server will go forward and cover the sacraments.

#### Cleanup

- After services, remain seated during organ postlude, then collect all glasses, trays, chalice, etc. and take to the kitchen to be washed.
- Wash wine chalice and dispose of plastic glasses
- Store chalice and small silver tray in Ziploc bags.
- Store everything in the Session Cupboard in the kitchen.
- Move the table back in the Sanctuary, replace banners etc.
- Take the tablecloth home to wash as necessary.

- **The Sacrament of Baptism** is the act of accepting God's given title to all individuals - Beloved. On the Church's part, this is an act of welcoming, blessing, and belonging.
- The Sacrament of Baptism is the rite celebrating the inauguration into the Christian Community, the Church.

**Persons for whom Baptism is Intended**

- The United Church offers baptism to all ages. We believe the gift of God's love doesn't depend on our ability to understand it, so we baptize people as infants right up through adulthood. With children, instruction is given to parents or godparents (sponsors) to equip them for the child's Christian nurture. During the ceremony, which usually takes place during a regular worship, everyone in the congregation pledges support for the child and their parents.<sup>1</sup>
- Infants are presented by their parents or guardians in the Christian faith and promise to train their children in the nurture and admonition of the Lord and should expect that their children will, by the operation of the Holy Spirit, receive the benefits which the sacrament is designed and fitted to convey.
- For adults, baptism is a moving witness to the work of the Holy Spirit in individual and corporate commitment. It is also a celebration of the promise of new life and growth in faith.

**Procedure**

- All who desire to baptize their children or adult individuals who want to be baptized are welcome at Grace United Church.
- Contacting the minister, our community of faith, and expressing this desire is the first step.
- The minister works closely with the parents or the adult individual and prepare them for this Sacrament.
- Baptism is presided by the ordained minister of this community of faith.
- The request for Baptism is shared by the ordained minister with the Session of the community of Faith.
- Grace United Church offers baptism to all ages, including adults.
- For baptisms of infants and young children, we encourage at least one parent to be a member of the United Church of Canada as per United Church Policy.

All baptized children are members of the Community of Faith they are baptized in. It is the duty of love and opportunity, when they reach the age of discretion, to enter into full membership. Those received into full membership on profession of faith, and who have not been previously baptized, are received by baptism and confirmation.

<sup>1</sup> Paraphrased -<https://united-church.ca/community-and-faith/welcome-united-church-canada/what-we-believe/baptism-and-communion> - June 20, 2021

### **The Place of Baptism**

Baptism normally takes place within the context of a regular worship celebration, where the promises and commitments of the parents, godparents and the congregation are made, unless there are other circumstances.

### **Profession of Faith and Promises of the Parents**

Parent(s) or Individuals seeking baptism:

- promise to nurture and guide their child, themselves, in the path of God's Light.
- promise to live life in the way of Love as demonstrated in the life of Jesus in their private and public life.
- promise to support the life and work of the church in this community and/or wherever they are found.
- promise to share their faith with their child and ensure that the Compassionate Teachings of Jesus are planted.

### **Commitment of the Godparents**

- Godparents are asked if they will grow in faith with this child, trusting that "They are not alone, they live in God's world."
- Godparents are asked to nurture and influence and support the life of this child and the parents to grow in faith.
- Godparents are reminded that sharing their faith is the most precious gift to this child and the Church celebrates their witness and commitment.

### **Congregational Commitment**

(Congregation stands as able)

- The duty of the Church is to provide Christian instruction to these children/individuals who have been baptized. The members of the congregation commit themselves to support and uphold these children and their parents within the community of faith.
- As a baptized and baptizing church, congregational members covenant with the baptismal family, or person, one another, and God.



### **The Chalice**

*Our Baptismal Chalice was fashioned of sterling silver by a member of our community of faith, Mr. Richard 'Dick' Paddle. He and his family were active members of St. Lawrence United Church, of the Gananoque Pittsburgh Pastoral Charge, and they remained active when that charge amalgamated with Grace United Church. In his retirement from farming, Dick studied jewelry-making and created and donated our Baptismal Chalice. This beautiful work of art was dedicated to the glory of God, for service in Grace United Church on Sunday, February 27, 1983.*

For full text of Grace United Church's Baptism Policy, please refer to the website:  
[graceunitedgananoque.com/church\\_documents/620e5e947037a\\_Baptism-Policy-Final-Draft-Rev-T\[14673\].pdf](http://graceunitedgananoque.com/church_documents/620e5e947037a_Baptism-Policy-Final-Draft-Rev-T[14673].pdf)

For a request to have a baptism, please refer to the website:  
[graceunitedgananoque.com/church\\_documents/5c9443772cfe5\\_Baptism-Form.pdf](http://graceunitedgananoque.com/church_documents/5c9443772cfe5_Baptism-Form.pdf)

This policy applies equally to all members, adherents, and non-members of Grace United Church.

**Our Core Beliefs:**

At Grace United Church:

- We see each and every person as a unique, loved creature of God.
- We see God as faithful, loving, compassionate and just.
- We are called to embody and model this in our own relationships with each other.

At Grace United Church:

- We believe that God intends loving relationships to be faithful, responsible, just, healing and sustaining for all.
- We believe that such relationships require preparation and nurturing.
- We believe that relationships grounded in inclusivity, openness, respect, and equity, will be caring and loving.

At Grace United Church:

- We believe that marriage is an act of worship and is a lifelong covenant between two people and before God.
- We believe that when one person turns to another and promises to love them, there is an opportunity to feel and participate in the Divine Mystery and Presence. Wherever there are those gathered in the name of true love, God is there also.
- We believe that marriage is a union in which two people can find their richest fulfillment of life, body, mind, and spirit.

At Grace United Church:

- We celebrate marriage as both a civil ceremony and a religious rite.
- We celebrate marriage in the context of a Christian community of faith that is broad, diverse, and affirming.
- We celebrate the marriages of those who have been previously divorced, annulled, or widowed.
- We celebrate the marriages of those who have children, have no children, or have children from previous relationships.
- We celebrate the marriages of those who regularly attend worship and those who do not.
- We celebrate the marriages of inter-faith and multi-faith couples
- We celebrate the marriages of couples of all sexual orientations, gender identities and races.

**Marriage Preparation**

- You do not have to be a member of the church to be married at Grace United Church. We do ask, however, that you approach the ceremony with reverence, respecting the convictions of both the church and yourself. We invite you to attend any of our worship services which are held on Sunday mornings at 10:30 a.m. This will give you the opportunity to experience the worship life of our congregation, and to understand better your marriage as an act of Christian worship.
- We encourage you, when possible, to continue worshipping with us, so that you may come to a greater awareness of the ways God is present in your lives.



- We, at Grace United Church, commit to supporting you in your marriage, and part of that commitment involves intentional discussion about your relationship, and your hopes and dreams for married life. Therefore, each couple is required to meet with the minister at least twice in preparation for the wedding ceremony.

**Marriage Ceremony**

- All marriages conducted through Grace United Church must follow the governing laws of Ontario and Canada, and the policies of the United Church of Canada. A marriage ceremony performed by a Christian Minister is both a civil contract and a religious ceremony. The minister of Grace United Church is a registered religious official, certified to solemnize marriages within the province of Ontario. They are responsible for seeing that all legal requirements are met and that the policy and belief of the United Church of Canada is upheld. Couples who feel uncomfortable with this should consider a civil ceremony. Civil ceremonies are officiated by a judge, justice of the peace or authorized municipal clerk.
- Our minister is available to officiate weddings both within the church building and at off-site locations. Regardless of location of the ceremony, all Grace United Church weddings will be conducted by our minister, except when they are away or otherwise unavailable.
- Other ministers may share in the service, or in extraordinary circumstances, conduct the marriage ceremony themselves, but this must first be approved by the minister of Grace United Church.
- All wedding requests are approved by the Session of Grace United Church, subject to the availability of the date.

**Marriage Application and License**

- All couples, upon initial meeting with the minister, will be asked to complete a marriage application form.
- Upon receipt of this form, the wedding and rehearsal dates will be confirmed by the church office.
- It is the couple's responsibility to acquire a marriage license, which may be obtained from the Town of Gananoque (Town Hall) or any municipality. Please ensure the church or the minister has received the license no later than 4 weeks before the date of the ceremony.

**Music**

- Music is an important element in the wedding of many couples. At Grace United, we have the capacity to play pre-recorded music through our sound system, and can accommodate most special music requests (soloists, duets, performances by outside musicians).
- If you would like to enlist the services of our music director, Paul Harding, you can contact him at 613-382-2405 or [organist.in.gan@gmail.com](mailto:organist.in.gan@gmail.com) Our music director would be happy to meet with you and discuss the wide variety of possibilities of music available for your wedding. Paul is very adaptable and helpful.

**Decorations and Flowers**

- Decorations and/or flowers are the responsibility of the couple to arrange.
- The use of rice or confetti is not allowed in the sanctuary or on church property. You, or a family member, are encouraged to bring decorations and flowers to the church on the date of the rehearsal. If you would prefer to do this at another time, you may contact the minister or the church office to make suitable arrangements.
- All seasonal decorations and furniture within the sanctuary will remain in place, and all wedding decorations must be easily removable. It is the couple's responsibility to remove decorations and flowers. Please ensure someone is designated to do this following the ceremony and/or reception.

**Photography & Videography**

- Photographs and video are a wonderful way of celebrating and capturing the joy of your wedding day. Friends, family, and other guests are certainly invited to take pictures before and after the ceremony; during the ceremony they are asked to be considerate of other guests.
- If you are hiring a professional photographer or videographer, please inform them that they are welcome to take pictures and video in the sanctuary and the church grounds before and after the ceremony.
- Please remind your photographer/videographer that any use and placement of tripods and equipment should be discussed with the minister.

**Involvement of Family and Friends**

- We recognize that there are many different family configurations, and our minister is happy to work with you, the couple, to include children and other significant individuals in the ceremony, if you wish. Honouring and remembering those who have passed away or are unable to be present with us may also be something for you to consider.
- If you have a friend or family member who is a minister, you may wish for them to be involved in the ceremony. Any such requests should be discussed with the minister.
- As required by law, every marriage must be witnessed by two persons over the age of 18. These are most often close friends or family members of the couple.

**Unity Candles, Sand Ceremonies and other Rituals**

- Some couples like to include rituals within their wedding ceremony that reflect the coming together of their families and lives. These might include the lighting of a unity candle, the blending of coloured sand or something similar. Please feel free to ask the minister about these rituals and they will provide resources to help you find something that is meaningful to you both.
- Occasionally, couples also like to include a service of Holy Communion within the wedding ceremony. This is a sacrament of the church that acknowledges the transformative and living presence of God within our lives. In the United Church of Canada, we celebrate an open table, which places no barriers upon the receiving of communion. Anyone who feels called to partake is invited to consume the bread and juice. If you are interested in including communion as part of your ceremony, please let the minister know.

**Wedding Rehearsal**

- Once a date for the wedding has been agreed upon, the rehearsal date will be scheduled.
- Typically, this happens a day or two before the ceremony. All members of the wedding party are encouraged to attend, and you may invite any other guests you wish. The wedding rehearsal is an opportunity to become familiar with the ceremony, sanctuary and to ensure that everyone understands their roles and responsibilities.

**Alcohol, Tobacco and Cannabis**

- Grace United Church does not permit the consumption of alcohol, tobacco, or cannabis on the property.
- According to Canadian law, a couple must be completely unimpaired during their marriage ceremony. If the minister has any suspicions that the couple or the witnesses are impaired the wedding will be postponed.

**Marriage Certificates - Post-Ceremony**

- There are three documents that are completed during the wedding ceremony - the marriage license, the Grace United Church marriage register, and the Record of Solemnization of Marriage.
- Following the ceremony, the minister will mail the completed marriage license to the provincial government to be registered. The marriage register is kept at Grace United Church as a secondary record of the marriage, and the Record of Solemnization, along with the Church Marriage Certificate, will be given to the couple as their personal record of the marriage.
- After the ceremony (4-6 weeks), you may contact ServiceOntario if you wish to apply for a formal, permanent marriage certificate, which will then be mailed to you.
- For more information, visit: <https://www.ontario.ca/page/getting-married>

**Personnel Fees**

- Minister: \$350 - Rehearsal Fee \$75 (plus, mileage at \$0.50/km over 200 km if at another venue)
- Music Director: \$200
- Custodian: \$75 (If the wedding falls on a holiday weekend, custodial fee increases to \$125.00.)
- All fees are due at the time of marriage license delivery.

**Facilities**

Use of sanctuary: \$300 - rental form available online

For full text of Grace United Church's Marriage Policy, please refer to the website:  
[https://graceunitedgananoque.com/church\\_documents/624c4a3962808\\_Marriage-Policy-GUC.pdf](https://graceunitedgananoque.com/church_documents/624c4a3962808_Marriage-Policy-GUC.pdf)

The family or funeral home must contact the Minister or Office Administrator..

- Office Administrator will contact the custodian who is responsible for set up, opening and closing the Church and operating the elevator.
- If there is a request for a reception in the church, the family shall direct their request to the Minister/Office Administrator at the Church Office, who will notify the Funeral Reception Team Leader.

### **Funeral Reception Committee**

Updated and approved by Session, Sept. 2019

- When a request for a funeral reception is made, the Office Administrator and Funeral Reception Team Leader will determine if the Reception Committee can fulfill the reception request and the Team Leader will respond to the family.
- Requests for a funeral reception will be considered from families of Grace Church Members or faithful Adherent attendees.
- Receptions take place only in the Grace Church auditorium after the funeral.
- The family is responsible for arranging for food and paying the caterer. A list of local caterers will be provided by the Office Administrator. The Caterer shall deliver food to church at least 1 hour prior to funeral service.
- The funeral reception committee will provide the servers, table décor, coffee, tea, juice, water, dishes and will serve the food and clean up.
- Financial Donations will be accepted by the church - (recommended fees are \$100 hall rental plus \$2.00 per person for tea, coffee and other services). Tax receipts are available for donations. Church Reception fees are set by the Stewards.
- All questions or concerns about the event or the planning of it need to be directed to the Chair of Session as soon as they arise.

### **Event Organization Protocol**

- Minister will contact the Office Administrator with the necessary information.
- Office Administrator will share information with the person requesting the service and then record that information on the form provided. A Funeral Reception file will be kept in the Office. Both the Administrator's copy and the Team Leader's copy will be stapled together as a summary and accounting; then placed in the file.
- Office Administrator will provide the family with the list of local caterers and church fee recommendations.
- Office Administrator will call the Team Leader, who will phone the family to confirm arrangements, name of caterer and numbers to be served.
- Church Custodian - The Office Administrator will advise the custodian of the funeral date and the custodian will set up tables and chairs, open the church, operate elevator as required, assure enough hymn books are placed in the pews for the family and set out the Reserved Pew signs (which are stored in the drawer in the table at the back of the sanctuary).

### **Reception Team Leader**

- Calls their Servers with date, time etc.
- Receives and Records financial payments/donations made by the family.

- Reminds everyone to wear their church name tags.
- Relays pertinent information to the Servers.
- Ahead of time - Makes arrangements for getting into the church, and getting a key from the church office.
- Checks supplies of coffee, tea, napkins, table cloths etc. Makes necessary purchases of juices, milk and creamers and keeps receipts.
- Arrives at the church 1½ - 2 hours ahead of reception time.

With the help of the Servers, the Team Leader will accomplish the following:

- Assure custodian is setting up tables and chairs - confirm with office administrator.

### Reception Team Servers

- Arrive at church 1 - 1½ hours prior to reception.
- Wear their church name tags to the event.
- If a server has a date conflict, it is the server's responsibility to find a replacement from the volunteer list and advise the Team Leader.
- Assists the Team Leader with the preparation, serving and cleanup which includes:
  - Put on table cloths - Put silk floral centrepiece on the buffet table.
  - Place small vases on other tables.
  - Put out plates/cups & saucers/napkins/forks for fruit trays.
  - Count the plates so it can be determined numbers served.
  - Keeps record of how many were actually served
  - Put on the coffee 1 hour ahead and kettles for tea 20 minutes ahead. Sets out creamers, milk and sugar/sweetener.
  - Arrange the food on platters, if required, and set them on the buffet table.
  - Direct the guests through the buffet. Arrange tables to accommodate people moving along both sides of the buffet table.
  - Second serving - Serve platters and beverages to seated guests.
  - Arrange for dispersal of remaining food - ie. the family; other church groups etc.
  - Wash all dishes using dishwasher. Operating instructions are above the dishwasher. (One member of each team must be familiar with using the dishwasher and cleaning. If unsure, ask prior to the event.)
  - After washing, set trays of dishes on the island to air dry.
  - Take tea towels and table cloths home for washing and return ASAP.
  - Sanitize sinks and counters. Leave kitchen tidy.
  - Receive donation from family and turn it over to Office Administrator.

Note: start to finish is a 5 hour time commitment.

Session is responsible for overseeing the service provided by the Funeral Reception Committee and accountable for the income and expenses. Ushers, if requested, are also arranged by Session. The work of this Committee should be reviewed after the annual election in February.

**Note: kitchen use is also governed by the Health Unit  
which supercedes any of our cleaning guidelines.**

**Pre-Church Coffee Time**

- Session sets up roster to prepare coffee/tea/juice each Sunday at back of church. (Worship Team may co-ordinate.) Needs two people.
- Works best if Session does one week, then Stewards, U.C.W. etc.
- Prepares refreshments (see written laminated guidelines on cart).
- Provides a selection of treats.
- Supplies environmentally friendly coffee cups
- Coffee is usually in the fridge. Replenish, as necessary.
- Homogenized milk (3.5%) is acceptable to both tea drinkers and coffee drinkers and a good compromise instead of cream for coffee and milk for tea.
- Weather permitting, can go with Lemonade on the Lawn instead.

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**Edna's Cafe**

- U.C.W. is co-ordinating this project with the Minister of Music
- Inform Carveth and Fox Run of the dates and times. Carveth will often book the Wheels of Care bus to transport residents.
- U.C.W. ladies prepare tea and coffee and treats to be shared after the sing-a-long

**Messy Church**

Messy Church is an alternative form of worship for all ages that involves creativity, celebration and hospitality. It is part of an international organization that began in England in 2004. Our Messy Church is part of Messy Church Canada.

- Messy Church meets at a time, usually monthly, that suits the community, but not on Sunday mornings.
- It is Bible-based and Christ-centred, with a different theme each meeting. Its aim is to introduce Jesus, to give an opportunity to encounter Christ and to grow in faith.
- It typically includes a welcome, a creative time to explore the biblical theme with activities, games and crafts; a celebration time involving story, prayer, and songs; and a sit-down meal together at tables. All parts should include people of all ages, adults and children at all stages of their faith journey.
- It is non-denominational, and open to anyone in the community who wishes to attend.
- Our only stipulation is that children must be accompanied by an adult. However, adults do not need a child to attend.

Messy Church needs the commitment of a committee of 5-10 individuals to be successful. It is not a stepping-stone into existing congregations, but it is a congregation in its own right, and the organizing committee includes but is not limited to members of Grace United Church.

- Messy Church is subsidized by Grace United Church as part of its outreach and educational program, but is primarily paid for through separate fund-raising and donations. There is no charge to participants.
- However, participants are encouraged to become involved in the set-up, meal preparation and clean-up. One of the aims of Messy Church is to help people of all ages feel they belong in church and are part of a community of faith.

Sunday School

V.I.B.E.

*(Ventures in Biblical Education)*

- V.I.B.E. with Rev. Takouhi is a book study for adults.
- The group meets weekly on Zoom to discuss a book written by a modern theologian.
- The group is open to all who are interested in joining the discussion.
- Contact Rev. Takouhi if you are ready for the journey in exploring your faith.



The **Session** views the responsible and appropriate use of our church building as a form of community outreach. Grace Church is an attractive and versatile facility which is a valuable resource for the community and its use is therefore encouraged.

Permission received for the use of our building assumes the use of all facilities of the building relevant to the activity and reasonable care and maintenance of the space and equipment involved.

In order to realize these principles, certain rules and regulations must apply:

- Organizations affiliated with Grace United Church have priority and cannot be pre-empted from regular meeting times by outside groups.
- Church groups may use the facilities at any time rent free but on a first-come basis, and may not pre-empt another church group unless an agreement is reached between the groups. Reserve date/time with office administrator.
- All other rentals and reservations must be approved by the Church Office and recorded there to avoid conflict.

**Outside rentals:**

- All requests from outside community groups must be approved by Session or a Committee of Session.
- Outside group/office administrator fills out rental request form (note fees) and forwards it to Clerk of Session.
- The Session reserves the right to refuse requests even if facilities are not in use.
- No smoking, alcoholic beverages or gambling is permitted.
- The Session is prepared to waive or alter fees for worthwhile activities which are of benefit to the community as a whole.
- Off premise use of any equipment is discouraged.
- Responsibility for care of equipment and premises should be established with each group using the building.

**Sanctuary Uses:**

- Primarily for worship and for the use of the organizations and groups which are included in the broad program of Grace Church.
- For weddings, funerals and other special services which are arranged through the proper channels subject to the appropriate fees (which may be waived).
- For the use by other Christian groups by special arrangement (with or without a fee)
- For use by community organizations for worthwhile purposes where the facilities of the auditorium would not be adequate.
- For the use of special groups whose aims and objectives are consistent with moral and Christian principles and whose responsibility can be established.
- For the performance of cultural, musical, artistic or dramatic presentations.
- When approval for Sanctuary use has been granted to other than Grace Church, it will be understood that fee for use will be charged unless applications for exemptions is received and approved by Session prior to the holding of the event.

(The **Stewards** review and set the Fee Schedule, on an annual basis, for the use of the church facilities e.g. weddings, meetings, events. **Session** may waive or alter those fees.)

Rental Form available on Grace United Church website:  
[https://graceunitedgananoque.com/church\\_documents](https://graceunitedgananoque.com/church_documents)

The **Elevator**, the **AV streaming equipment**, the **sound system** and **musical instruments** (e.g. the organ & the keyboard) are specialized equipment requiring training. These are not to be used unless Church members trained in their use are present.

If requesting the use of the **Kitchen**, a member of the church must be present to oversee the event. Use of church dishware is not included.

**Note: kitchen use is also governed by the Health Unit which supercedes any of our cleaning guidelines.**

Proof of Liability insurance is required by all groups who use church facilities. Contact Person assumes responsibility for the activities, welfare of participants, and care of facilities on behalf of the organization, and whose signature appears in the waiver of this application. The organization must provide proof of insurance.

## **Hosting an Outside Group**

### **Custodian**

- Adequate compensation should be provided for time spent setting up and taking down tables and chairs, opening the church before the event and securing the church afterward (including closing windows), sweeping and mopping floor, disposing of garbage and recyclables, cleaning upstairs (may require vacuuming), enabling the lift and returning it to the basement level at the end of the day.
- It needs to be recognized that in many cases the time between opening up and closing up is 'dead' time for the custodian. If it takes 1 hour to set up at 9 am and 1 hour to clean up at 5 pm it is not fair to pay only for 2 hours for what has essentially tied up the custodian's whole day.

### **Volunteers**

- GUC volunteers need to be present the entire time the group is in the building to answer questions, provide guidance, respond to problems and protect our facility. Depending on how large the group is and how much of the facility is being used, this may need to be 2 or 3 (if a meal is being served) individuals. One person cannot be in both places.
- The upstairs volunteer needs to be familiar with the operation of the elevator and with the operation of our PA system, organ and keyboard if they are to be used .

- The downstairs volunteer needs to be familiar with the appliances in the kitchen, including the dishwasher and the gas stove if they are going to be used, and the procedures required by the Health Unit, as well as being familiar with the contents of the kitchen.

### Upstairs (Sanctuary)

Volunteers should:

- Turn on lights suitable for the event and the time of day (e.g. at night the artificially lit window should NOT be on, but during the day it should. The numbers of lights to be commonly used are listed above the light switches. Some of the pilot lights are burnt out, so make sure that you actually turn lights on or off as you push the white and black buttons.
- Operate the lift at those times in the event when it is needed. Telling the group leader how to use it is not sufficient. All users must understand the restrictions of the lift - its capacity is one person/wheelchair/walker and one attendant. The attendant should be a Grace United Church person who is familiar with the operation of the elevator. The lift is not, under any circumstances, to be used for moving 'equipment' from one level to another. We do not have an elevator; we have a mobility assistance lift.
- Turn on the PA system and provide such microphones as may be requested. Monitor the sound system throughout the event to ensure that problems don't arise.
- If a projection screen is needed (we have no projector or computer for presentations), the screen needs to be retrieved from its storage place and set up when needed. When not needed any more, the screen needs to be taken down and stored away. An extension cord is located in the custodial office downstairs.
- If the organ or keyboard is being used, give instruction for turning on and making any necessary adjustments. Be available throughout the event to troubleshoot any problems that may arise.
- Following the event, make sure that any furniture that has been moved is replaced to its original location.
- Check the pews, chairs, choir loft and choir room for garbage left by the occupants (used tissues, concert programs, coffee cups, etc.) and dispose of same.
- In consultation with the custodian, when the event is over and the Sanctuary returned to 'church' state, turn off all lights. The custodian will want some left on to secure the doors.

### Downstairs (Auditorium and Kitchen)

Users need to be made aware and agree to abide by the following guidelines and restrictions.

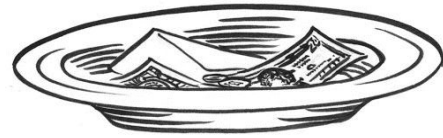
- **Gananoque is a recycling community.** We recycle paper and cardboard together and glass, metal and plastic together. Paper and cardboard with food (used napkins, soiled pizza boxes, cake box soiled with icing, etc.) are garbage and cannot be recycled. Glass, metal and plastic containers should be rinsed before placing in the bin. Items which could be recycled should not be thrown in the garbage. Organizers of the event need to be informed of this and they need to inform all their members. It may be necessary for Volunteers to set out and label containers outside the kitchen to facilitate this, and to collect dirty dishes.

- **Grace United Church's kitchen is a Public Health Department inspected facility** and is operated according to Health Unit restrictions. This includes the cleaning of food preparation surfaces and plates, cups, cutlery and cooking vessels.
  - The old days of 'wipe it with a cloth and put it away' are gone. Food serving items are to be washed **using a three-sink system and there are no exceptions**. A well-meaning 'helpful' person who throws a handful of dirty forks into the rinse sink has just caused those responsible a lot of extra work because the water then has to be let out and fresh water drawn and treated.
  - The commercial dishwasher does a fine job of cleaning and sanitizing dishes and utensils.
  - Organizers of the event need to be informed of these procedures and they need to inform all of their members.

Have the person who signs the booking form initial agreement to the above procedures.

- At events where food is served, the organizers need to have committees of their membership whose responsibility it is to prepare the food, serve the food, clear the tables, clean the dishes and utensils, and clean up after the event. Depending on the size of the group this may need to be more than one committee, e.g. a food preparation team and a clean-up team.
- The volunteers from Grace United Church are there only to provide guidance as to where to find things, give instruction regarding appliances, and where things, once cleaned, are to be put away.
- GUC volunteers should not be expected to take responsibility for the food preparation unless we have agreed to cater the event. As well, GUC volunteers should not be expected to clean up the kitchen after the event.

Weekly Offerings: There are many ways you can partner up with God's Mission through Grace United Church and help make a difference.



**Offering Plate:** you may use envelopes and mark donation on the outside  
by **cheque** 120 Pine St. Gananoque, On K7G 1C7,  
**e-transfer** to [grace.gan@outlook.com](mailto:grace.gan@outlook.com)

**PAR Forms** (Pre-Authorized Remittance)  
[https://united-church.ca/sites/default/files/form\\_par-authorization.pdf](https://united-church.ca/sites/default/files/form_par-authorization.pdf)

**Credit Card** through CanadaHelps:  
<https://www.canadahelps.org/en/charities/118944701RR0001-grace-united-church/>  
or check with your **local bank** about setting up a weekly or monthly direct deposit with Grace United Church as recipient

How to designate the allocation of offerings:

**General:** From Personnel to Office expenses to Maintenance to Congregation Expenses and all the funds needed to fulfill the ministry of Grace United Church.

**Stewardship:** (for more information, see Stewards appendix - Stewardship Committee pg 45)

**Mission & Service:** funds are transferred directly to the United Church of Canada which combines all of the annual gifts to The United Church of Canada from all its churches to support service and ministry across Canada and around the globe.

**Benevolent Fund:** an ongoing pool of funds from which the Stewards may draw for donations within the community of Gananoque and the surrounding area

**Specific:** whether for a group or family or individual, if a need arises within the community, an appeal may be made to the congregation to donate specifically to that cause and mark cheque or envelope as such. (e.g. Refugee Resettlement)

Note:

**Memorial Fund** is administered by the Trustees. These are usually gifts made in memory of a loved one or friend for use within Grace United Church and the Grace United Church community of faith.

(for more information, see Trustee appendix - Memorial Fund, pg 47)

See Annual Report with Financial Statements for more details. It is available on the Church website under “documents”.

<https://graceunitedgananoque.com/documents>

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**Ongoing Fundraising****Pies for God's Sake:**

A dedicated group of volunteers who make delicious pies. They gather together a couple of times a month, and have so much fun. Fruit pies are made year round but meat pies are also prepared. The group is made up of members and friends of Grace United. There is always laughter and joy filling the hall. To order yours, call 613-382-4376 (Carol Currie) or 613-382-2161 (Church Office).

**FündScrip™** <https://www.fundscrip.com>

FundScrip is an established, Canada-wide fundraising program in which supporters pay for their shopping (groceries, gas, home & garden, entertainment, restaurants, and much more) with gift cards. Each purchase automatically includes a donation by percentage. Supporters simply pay for their purchases with gift cards bought from FundScrip. There are over 230 Participating Retailers.

For example: Rather than buying \$100 in groceries at Metro™ with debit card or cash or credit card, purchase a \$100 Metro™ gift card from FundScrip and then use it when grocery shopping. Still only costs supporters \$100, but Metro™ donates a percentage (3% as of September 2022) to Grace United. Different retailers will have different percentages (usually 3%-7%, but a few even as high as 20%)

**Other Fundraising:**

Palm Sunday Brunch  
Fall Dinner  
Concerts  
Spring Market  
Christmas Market

See Annual Report for most recent projects

- available on website <https://graceunitedgananoque.com/>

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**Maintenance Committee**

(Co-ordinated by Stewards,  
but not necessarily carried out by Stewards)  
(a representative reports to Stewards)

**Role of the Maintenance Committee**

- To maintain the building in a clean and healthy condition.
- To maintain the plumbing, heating and electrical systems in the Church.
- Maintain all exterior work including lawn care, flower beds and snow removal.
- Place and maintain 2 First Aid kits - one on each level of the church - with our designated “first aiders” (see Ministry & Personnel)
- Monthly inspection of fire extinguishers & emergency lighting (1<sup>st</sup> Thursday of the month): repair and replace as necessary. Annual inspection by outside consultant.
- Maintain ceiling fans and exhaust fans (Sanctuary & Kitchen)
- Prepare a budget each year.
- liaise with custodial staff (on behalf of M&P)
- A lay person on the Maintenance Committee is expected to commit to a three year term.
- Opening, closing and security of the Church
  - **Access & Security** committee pg. 44

*Submitted by the Maintenance Committee: currently Brian Brooks, Murray Roantree and Angus Ferguson*

**Access & Security Team**

The Opening & Closing Of Grace Church For Services

The Maintenance Committee takes the responsibility for getting a Lay person each month to assume the following responsibilities:

**Opening:**

- One hour before service - Arrive at Church by 9:45 via Stone Street tower door. Enter sanctuary and proceed to unbolt Pine Street sanctuary doors. Change outer door switch to "unlock" - open door. Open church by keying down the following exterior doors. Office wing, tower, and the four main doors to sanctuary, interior doors to be unlocked are the two off the sanctuary to the office wing and to the tower stairs.
- As you go through opening the doors, turn on necessary lights to make safe conditions.
- Set heat at the required temperature of 20° when needed. About 15 min. into the service if it seems warm enough reduce temp to 17°.
- At end of service leave thermostat at 15° The two heaters in the foyers on Pine St. entrances should be turned on if required (and turned off after the service). Switch is beside the heater on the wall.
- When required open sanctuary windows for ventilation. If too cool close again, allowing time for a change of air within the sanctuary.
- Turn on lights in sanctuary as per the instructions at the main light switch located at the back of the sanctuary. The cross light switch is located to the left side of cross. Pushing inward the cloth covered door to 90°, reach behind the door and find the switch near where the door hinges.
- Obtain elevator key on peg to right of kitchen door (above sink/counter). Provide assistance for those requiring the use of the elevator. Only one person plus operator in elevator.
- For security reasons, lock down the Stone Street door and Pine Street door after the singing of the first hymn in the church service. Sit where the front doors of the church can be monitored for people coming and going.

**Closing:**

- After the service release the door lock down, checking doors are latching properly. Close and bolt the outside Pine Street door. Change door lock switch to "lock". Enter sanctuary and bolt Pine Street doors. Make sure all doors are checked and locked. (Check that choir entrance door is in locked position.)
- Turn out all the lights in areas where everyone has left. Turn off sanctuary lights - turn off cross lights.
- Close windows as required. Ensure all candles are out. (Check heaters in the Pine St. foyers.)
- At end of service and use, return elevator to bottom floor. Return keys to peg in kitchen.
- Search Church to ensure that all fire doors are closed and that no one remains.
- When you encounter people staying, leave lights on and then inquire if they will turn out the lights and make sure the door is locked behind them. If someone is in the building counting cash etc, ask them to exit via the Stone Street door.
- Ensure Stone Street door to sanctuary is locked. Exit building via Stone Street tower door making sure door is in the locked position.

*Submitted by the Maintenance Committee: currently Brian Brooks, Murray Roantree and Angus Ferguson*



*(Jointly with Session)***Stewardship Committee** (B.7.8.6.c & G.4.5)

## Mission &amp; Service - Benevolent Fund

(Co-ordinated by Stewards, but not necessarily carried out by Stewards)  
(a representative sits on (or reports to) Stewards)

**Stewardship:**

- Educating the congregation or pastoral charge on the mission of the United Church, both locally and in the wider church
- educating the congregation or pastoral charge on the funds needed for this mission and how they will be used
- encouraging commitment and participation from the congregation or pastoral charge in this mission
- reviewing regularly the balance of funds given for local purposes and funds given for the Mission & Service fund.

**Mission and Service**

United Church people across the country join together to share what we can. We give to people and places in need through a unified fund called Mission and Service.

We share our resources with three goals in mind:

- to transform and save lives
- to inspire meaning and purpose
- to build a better world

For details, see website;

[united-church.ca/community-and-faith/get-involved/generosity-through-mission-and-service/what-mission-and-service](http://united-church.ca/community-and-faith/get-involved/generosity-through-mission-and-service/what-mission-and-service)

**Benevolent Fund** *(formerly Grace Special Missions)*

A means of extending the ministry and outreach of our Congregation beyond our annual budget, and beyond our support of the Mission and Service Fund of the United Church of Canada.

Priorities:

1. Within Grace United Church congregation.
2. Within the community of Gananoque and area
3. Within our Province
4. Within our Nation
5. Within our World.

This program is funded by church offerings designated as Benevolent Fund and from special fund raising events.

Examples of Grace United Church donations through the generosity of its congregation:

2021

Volcano Relief Fund (Haiti)  
Christmas for Kids (Toy Drive)  
Almost Home  
White Gift (Gananoque Food Bank)  
Heather Haynes Tchukudu orphan children  
Gananoque Food Bank

2020

Families in need  
Gan Food Bank  
St. Joe's (Coats)  
Christmas for Kids

**White Gift Sunday / Baby Shower for Jesus**

Gananoque Food Bank  
Interval House

**Red Wagon for Gananoque Foodbank**



## Grace United Church Memorial Fund

### Purpose

The Memorial Fund provided the opportunity for people to make donations, gifts, and bequests to Grace United Church in memory of loved ones or friends.

- These memorial gifts can be used to purchase furnishings, equipment, or other material objects that will enhance the worship and spiritual life, the beauty and usefulness of the church building and its facilities. The Memorial Fund may also be used for the maintenance or replacement of memorial gifts. (e.g. stained glass windows).

### Administration

The Board of Trustees of Grace United Church, who will have the responsibility to hold these funds in trust on behalf of the congregation and to invest them prudently, will administer all memorial funds.

Authorized expenditures will be made through the account of the Board of Trustees. Proposed expenditures up to \$1,000 can be approved by the Memorial Committee, those that are over \$1,000 require the approval of the Official Board, and those expenditures over \$10,000 require that they be considered first by the Official Board, and the Board will make its recommendation to the Congregation, who will make the final approval.

### Memorial Committee

The Memorial Committee will consist of a minimum of two and up to five: (2) elected by the Congregation, one (1) appointed by the Session, one (1) appointed by the Trustees, plus the Minister (ex-officio). The committee will appoint a Chairperson and a Treasurer.

### Duties:

- To communicate the purpose of the Memorial Fund to the members and friends of the Congregation.
- To facilitate the receipt of memorial gifts to the Congregation.\*
- To utilize Memorial Cards, which acknowledge gifts made by donors to the Memorial Fund \*
- To make decisions or recommendations as to the expenditure of any funds not designated.
- To maintain a temporary holding account for monies given to the Memorial Fund, which are then transferred to the Trustees for investment and/or expenditure.\*
- To maintain a Memorial Book in which are recorded all the memorial gifts given to Grace United Church. (Date, Donor, In whose Memory)\*

\* The items marked with \* are the responsibility of the Session designate. (currently Carolyn Scott) see report pg. 48..

### Guidelines for the Memorial Fund

#### General:

- Memorial gifts are intended to promote Christian values and spiritual growth.
- The fund supports the enhancement of the worship and spiritual life, the beauty and usefulness of our church building and its facilities.

**Procedures:**

Any person or group with a project idea for possible funding through the Memorial Fund must submit it in writing to the Memorial Committee.

The project must be accompanied by a statement of purpose, a timetable for implementation, and indicate the funding implications.

Projects relating to the spiritual life and outreach of the Congregation will then be presented to the Session for its consideration and, if approved, returned to the Memorial Committee to take further action in regard to the funding approvals as indicated in the policy above.

Approved by the Official Board & Congregation of Grace United Church,  
June 26, 2005

**Report:**

- When donations are made to the memorial fund the name of the person being remembered, the name of the donor and the amount of the donation are recorded in a book.
- Usually the donations are cash or cheques. In recent years we also receive donations through "My Tribute Gift" which is an online charitable Giving portal that many funeral homes are connected with, and the money is deposited to Grace Church less a charge for the use of the portal. These donations are also entered in the book.
- Donations are deposited in the Grace Church Memorial account at the Bank of Montreal.
- Each donation is also recorded on a perforated card. One half goes to the family to express our condolences and notify them that a donation has been made. The other half is kept as a record.
- A Thank you letter is sent to the donor with their tax receipt included.
- A list of the names of those making a donation in memory of a church family member will be published each month when applicable.
- The memorial book at the back of the church is kept up to date with the name of the deceased and the name of those making a donation.
- A running total is kept of the funds deposited and expenses such as stamps and paper.

2012 to the present time - Carolyn Scott

2008 to 2011 - Eileen Thompson.

During this time there has only, been one person looking after the Memorial Donations. There hasn't been a committee.

*Submitted by Carolyn Scott*

currently blank

## Contributors

So many people have contributed to the Grace United Church Handbook and the Life & Work of Grace United Church. We give our sincere thanks to all who worked purposely and prayerfully throughout the Transition period from 2005 -2006, and bringing us into the future.

A list of contributors is found below. The results of their efforts are shared in this handbook for the benefit of all church members in the future who volunteer their time and talents to be on boards and committees. May it serve to be a light unto our path as we continue our journey in managing the life and work of Grace United Church.

### 2022-23 Revisions

*(submitted to Congregation February 2023)*

Nancy Abrams

Colleen Harding

Julie Price

Margaret Worth

### 2019 Revisions

Nancy Abrams

Dave Charles

Jack Hutcheson

### 2009 Revisions

Nancy Abrams

Steve Demacio

Connie Prosser

### Transition Session of 2005-2006

Rev. George Lavery (transition minister 2005-06)

Bill Bradley

Don Burns

Evangeline Chisamore

Steve Demacio

Gordon French

Jack Hutcheson

Laura Kerr

Dorothy Maxwell

Connie Prosser

Paul Scott

Doreen Wilson

Margaret Worth

*"All things work together for good to them that love God  
and work according to His purpose".*

**<http://graceunitedgananoque.com/>**

#### Resources

1. Congregational Board of Trustees Handbook 2004
2. Mission and Investing; a Guide for United Church of Canada Congregations and Organizations (2002), a publication that suggests ways of investing assets ethically.
3. The Manual of the United Church of Canada.

#### Note:

The above books are available from UCRD, your Presbytery Resource Centre and/or the United Church of Canada web site (see [www.united-church.ca/mtf/handbooks.shtm](http://www.united-church.ca/mtf/handbooks.shtm) and [http://www.united-church.ca/files/manual/2007\\_manual.pdf](http://www.united-church.ca/files/manual/2007_manual.pdf) )

#### Document Controls

2005-2006

Complied by the Session

During our Transition period of 2005- 2006

2008

Version 2 in DRAFT

Approved by Official Board - 2008

#### Resources

For further information, see the following United Church of Canada publications:

- The Manual of the United Church of Canada, published every three years
- Models of Board Governance Handbook
- Congregational Board of Trustees Handbook, 2004
- Ministry and Personnel Committee Guidelines, 2010
- Financial Handbook for Congregations, published every two years
- Mission and Investing; a Guide for United Church of Canada Congregations and Organizations (2002), a publication that suggests ways of investing assets ethically.

These handbooks are available from UCRD, your Presbytery Resource Centre, or can be downloaded from: [www.united-church.ca/handbooks-and-guidelines](http://www.united-church.ca/handbooks-and-guidelines)

## **From The Manual, 2022 57 The United Church of Canada - Bylaws B. Community of Faith**



### **B.2 Governance Requirements for All Communities of Faith**

#### **B.2.1 Responsibilities**

##### **B.2.1.1 Purpose**

The community of faith:

- a) lives in covenant with the regional council with mutual responsibilities for the life and mission of the community of faith, and for fulfilling its responsibilities under the covenant;
- b) regularly self-assesses its ministry and files the self-assessment report with the regional council;
- c) joins the hearts, voices, and resources of the community to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- d) engages in local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- e) ministers with children and youth and young adults;
- f) honours and lives into intercultural mission and ministry; and Honouring and living into intercultural mission and ministry is described in Vision for Becoming an Intercultural Church, a resource available from the General Council Office.
- g) lives in covenant with Mother Earth and All My Relations in the Earth community.

##### **B.2.1.2 Governance and Administration**

The community of faith is responsible for

- a) making decisions about the life of the community of faith, including worship, care, spiritual practice, and learning; local administration, finances, and governance; and local mission, justice, and evangelism;
- b) meeting at least annually;
- c) complying with denominational and regional council policies;
- d) buying, selling, leasing, and renovating community of faith property in co-operation with the regional council, within denominational guidelines; and
- e) remitting to the General Council the applicable assessed contribution for funding governance and support services of the regional council and General Council.

##### **B.2.1.3 Spiritual Life**

The community of faith is responsible for

- a) setting policies for membership, within denominational guidelines, and receiving and celebrating new members in the community of faith;
- b) helping members on their journey as they explore and deepen their faith; and
- c) ensuring the proper administration of the sacraments.

##### **B.2.1.4 Ministry and Other Leadership**

The community of faith is responsible for

- a) co-operation with the regional council, within denominational guidelines, in recruiting, choosing, calling, appointing, and covenanting with ministry personnel and other staff, and in ending calls and appointments/covenants with ministry personnel and other staff;
- b) encouraging members to consider ministry roles a responsibility shared through the whole community of faith; and
- c) calling forth individuals for ministry leadership.

##### **B.2.1.5 Participation in Regional and Denominational Life**

The community of faith is responsible for

- a) helping to fund the cost of sending members to the meetings of the regional council; and
- b) receiving, dealing with, and forwarding proposals from members of the community of faith to regional councils.