

# CENTRAL OKANAGAN UNITED CHURCH

## POLICY ON COMMITTEES

### PURPOSE:

To identify the roles, formation, and reporting relationships of committees and other organized groups within the COUC.

### PRINCIPLES:

1. The UCC manual (2021) notes that the governing Board may fulfill its responsibilities with the help of committees, teams, commissions, and other bodies, all of which are included in the term “committees.” They may exist only for a specified time or to complete a particular task while others exist on an ongoing basis without a time limit.
2. Two committees, the Board of Trustees and the Ministry and Personnel Committee, are mandated by the UCC and operate according to the *Congregational Board of Trustees Handbook* and the *Ministry and Personnel Committee Handbook*.
3. Standing committees are ongoing. Task Teams operate for a limited time with a specific mandate. Standing Committees and Task Teams as of March, 2023 are listed in Appendix A to this policy.
5. Ministers are automatically members of every committee except that the UCC Manual excludes them from the Ministry and Personnel Committee, the Nominations Committee, and minister search teams.

### PRACTICES:

1. Members of the Board of Trustees and the Ministry and Personnel Committee are elected at the congregation’s annual general meeting. Members of the standing committees are appointed by the Board. Members of task teams are appointed by the Board or by a standing committee.
2. Members of the Board of Trustees and the Ministry and Personnel Committee are elected for three-year terms and normally serve for a maximum of two terms. Members of standing committees are not appointed for fixed terms but serve at the pleasure of the Board or until they resign. Members of task teams are appointed for the duration of the team’s existence.
3. Each committee shall have a designated chairperson or leader who is appointed by the Board or selected by the committee itself. That person will be the main contact for the group and is delegated to authorize expenditures under the committee’s approved budget and to submit an annual request for funding (if any is required) during preparation of the COUC annual budget.
4. A list of the members of each standing committee as of April 1 will be forwarded to the Board annually.
4. Each committee shall develop or be provided with terms of reference approved by the Board, defining its purpose, accountabilities, scope of activities, composition, leadership, and operation.

BOARD APPROVAL: February 22, 2023

CONGREGATION APPROVAL: April 2, 2023

## **APPENDIX A**

### **COUC STANDING COMMITTEES AND TASK TEAMS, MARCH 2023**

#### **STANDING COMMITTEES**

Nominations Committee  
Finance Committee  
Stewardship Committee  
Fundraising Committee  
Worship and Music Committee  
Pastoral Care Committee  
Community Ministry Committee  
Communications Committee  
Ministry and Personnel Committee

#### **TASK TEAMS**

Task Team on Facilities Options  
Properties Task Team  
Investments Task Team  
Ministries Planning Task Team