

Highlands United Church

Leadership Board Terms of Reference

Purpose

The Leadership Board is the governing body of Highlands United Church as per The Manual of the United Church of Canada.

“The governing body has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation. (Manual 2013 B7.4.12)”

The Leadership Board will ensure that Highlands United Church functions effectively under the overall direction of the congregation’s approved Ministry Plan.

Membership

The members of the Leadership Board are officers of the congregation. The Board is comprised of 10 members, plus up to two ex-officio members (excluding Ministry staff), who are willing to be or are committed disciples of Christ’s ministry, are gifted in leadership and visioning. The Lead Minister is a non-voting, ex officio member of the Leadership Board and would not normally be elected Chair.

The Chair(s) name(s) is brought forward by the Nominating Committee for affirmation at a congregational meeting.

The members include:

- Chair and Vice-chairs (as applicable)
- Secretary
- Chairs of (or liaisons to) the following Committees: M&P; Worship; Finance
- 4 -5 Members at Large
- 1-2 Ex-officio Members
- Lead Minister ex-officio (or delegate)

Recruitment and Selection

The Nominations Committee will invite the congregation to nominate individuals and individuals can also submit an application on their own behalf for Leadership Board membership. The Nominations Committee will review applications, interview qualified candidates and make recommendations to the congregation for affirmation.

Term and Resignation

The initial term shall be two years, automatically renewable for a second two year term. After four years of service, a member would be eligible to serve again for a further two year renewal term with the support of the Leadership Board (majority vote) and approval of the Congregation. During a renewal term, with written notice, a member may provide notice of resignation. After completion of any renewal term, a member is not eligible to sit on the Leadership Board again for a period of at least one year.

Members are expected to complete a full initial term. If a member misses two consecutive meetings without giving reasonable cause to the Chair in advance, the member will be deemed to have resigned.

Vacancy

No more than three vacancies may be carried over to the following term. Any vacancies will typically be filled by new appointees for the remainder of the term of the person(s) being replaced.

Accountability

1. To the congregation of Highlands United Church
2. To the United Church of Canada through the BC Conference.

Reporting

1. To the congregation through:
 - a. The submission of an annual report, annual financial statements, and annual budget for approval at the annual general meeting.
 - b. Special congregational meetings, information gatherings, and other appropriate means as may be determined.
2. To the United Church of Canada through:
 - a. Completion and submission of the annual statistical report in a timely manner.
 - b. Compliance with the current policies and practices of the BC Conference.

Duties and Responsibilities:

- Vision and establish long term goals. Coordinate development and communicate the 5-year Ministry Plan including plans to achieve long term goals. Monitor progress.
- Vision and communicate a 10-year Business Plan for the congregation.
- Review and make decisions regarding issues related to Highlands mission and values.
- Review governance structure and practices, and, as necessary, make recommendations for change to congregation.
- Work with committees and ministries in annual goal setting so all are contributing to the overall vision of HUC.
- Understand and promote the dynamics of congregational transformation.
- Develop terms of reference and appoint task groups/committees to handle key areas of church business (e.g. Ministry Profile and Search Committee (MPSC): Nominations; Building Master Plan; Capital Campaign).
- Receive reports and recommendations from standing committees and task groups.
- Communicate with the congregation 2-3 times per year, one of which shall be the Annual General Meeting.

Meetings:

- Regular meetings are held monthly, except July, or as determined by the chair(s)). Special meetings, as required, are at the call of the Chair with due notice.
- A minimum of 2 of the regular meetings each year are Extended Leadership Board (ELB) meetings, which also include standing committee chairs, LB task group chairs, chair of Board of Trustees, a Presbytery representative and ministry staff.
- The Chair, or Vice Chair will preside at all Leadership Board meetings.
- A meeting quorum is six (6) members in attendance including the Chair. A majority of those present and voting will carry any motion or resolution.