

# **THE WESTMEATH PASTORAL CHARGE**

*A Handbook*

March 2009

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## **HISTORICAL NOTES**

The churches of the Westmeath Charge have a long and significant history. St. Andrew's Church in Westmeath is one of the oldest churches in Renfrew County and the oldest in the immediate area. It had its beginning with the arrival of the Wesleyan Methodist circuit riders in the 1820s. A church was formed using the school house as the meeting place. The present building was erected in 1844 in front of what is now the Union Cemetery. Some of the people associated with the church from the beginning were Thomas Brownlee, Abraham Curry, Hugh Fraser, George Tucker, Ira Mason, Mr. and Mrs. William Moore, Sr., James Otterson Moore and Benjamin Mason.

Grace Church in Perretton was part of the Wesleyan Methodist Mission in Westmeath and grew out of the class held in Pennock's Schoolhouse under the leadership of Erastus Curry. The present brick building was built in 1891 by volunteer labour. Early members of the Methodist class were William Moore, Martha Moore, Daniel and Mrs. Pennock and Fred Pennock.

The Greenwood Church also had its origins in Methodist class meetings under the auspices of the Westmeath Methodist Mission. The classes were held in the home of George Curry and later in a log schoolhouse. The first church was planned in the summer of 1863. A century later, Greenwood joined Westmeath and Perretton to form the Westmeath Charge. The following people were associated with the Greenwood Church from the beginning: James and Dora Ormsby, Jane Robinson, Lemuel Curry, Harriet Curry and James Curry. Robert Coburn was a class leader and members were Emma Coburn, James Coburn, Jennett Coburn, Elizabeth Coburn, Rebecca Coburn, John Curry, Lucy Curry, Sarah Thrasher, Henry Holbrook, Elizabeth Holbrook, Thomas Curry, Mary Curry, Thomas Leary and Robert Frazier.

## **HANDBOOK PURPOSE**

The purpose of this handbook is to provide a guide for the organization, the various activities and the work of the Churches of the Westmeath Charge. The United Church Manual is comprehensive and covers all aspects of denomination life and work from the local Church level through Presbytery, Conference to General Council. Each local church, however, does have its own unique characteristics. This handbook seeks to serve as a guide and source of information for work at the local church level.

The Westmeath Charge consists of three churches: Grace Church at Perretton, St. Andrew's Church at Westmeath and Greenwood Church at Greenwood.

Regular services of worship are held throughout the year at 8:30 a.m., 10:00 a.m., and 11:30 a.m. Service times rotate with the three Congregations every six months.

All church members should attend the Congregational Annual Meeting in January at their church.

### **Church Anniversaries:**

Westmeath - the second Sunday of June

Perretton - the third Sunday of September

Greenwood - the third Sunday of October

## **THE OFFICIAL BOARD**

The Official Board of the Charge consists of all members of the Sessions, Boards of Stewards, Trustees and the following:

- UCW presidents or an appointed representative
- A member of the Christian Education Committee

People on the Committee should attend the Official Board meetings held during the year.

The Official Board appoints its own chairperson from its membership.

For information regarding Official Boards, see the *United Church Manual*, Page 116, Article 180; Page 120, Article 191.

## **MINISTRY AND PERSONNEL COMMITTEE**

The Ministry and Personnel Committee meets four times a year or other times as required.

The number of Committee members is proportional to the size of their respective churches. Westmeath and Greenwood each have two members and Perretton has one member.

The job of Chairperson rotates between the three churches annually.

## **DUTIES OF THE MINISTRY AND PERSONNEL COMMITTEE**

- The M & P Committee will work with the minister to make sure that any problems that arise are resolved in a timely manner to the satisfaction of the minister and the congregation.
- The M & P Committee will make sure that the minister is performing his/her duties as required by Presbytery and Conference.
- Any members of the congregation who wish to express criticism or appreciation for the work done by any of the above are free to speak to any member of the M & P Committee with their concerns but must put their concerns in writing and sign what has been written.
- If the minister has any concerns about the congregation, he/she should bring them to the M & P Committee which will then try to resolve any problem with the minister and the congregation.
- The M & P Committee is prepared, at all times, to play the role of mediator between all parties concerned. It will support and encourage adequate time off, study leave and continuing education events for the clergy, Sunday School staff or leaders of other Christian education groups, such as youth groups, C.G.I.T., Explorers, or Messengers.
- The M & P Committee recommendations can only be given to the Official Board as recommendations.
- The M & P Committee shall conduct annual evaluation and review of all staff and clergy, as well as any lay and volunteer workers. Job descriptions should be set up for each position against which evaluations and reviews can be done. (Refer to Section 244 of the Manual.)
- It is very important that confidentiality be the rule by which this committee carries out its work.

## **ELDERS**

Elders are chosen by their church for their wisdom, caring, spiritual discernment and other gifts of the spirit. Six elders make up the Session for Greenwood and Westmeath. Perretton has three elders plus an Honorary Elder and a Communion Steward.

Elders are appointed for a period of six years, with the exception of Perretton. Each year one elder retires and another person is appointed. A person may be reappointed as the church/person is willing. Elders are automatically members of the Official Board of the Charge as well.

## **DUTIES OF ELDERS**

For more detailed direction, see the *United Church Manual*, Page 108 and Pages 129 to 159. (Also Appendix A of this Handbook)

1. Preparation and serving of the elements at Communion Services:
  - Each elder will have a turn preparing the elements before the service.
  - Each elder is to come forward at the beginning of the hymn before Communion, bringing his/her bulletin and hymn book.
  - Two elders remove the communion coverings.
  - Elders are to be seated at the end of the hymn.
  - At the appropriate time, two elders will stand and receive the plates of bread.

### Distribution of Bread:

- The elder on the left will serve the organist first while the other elder waits. Together they will begin serving the congregation starting with the center pews. When both elders are finished serving people in the center pews, together they will begin serving the side pews. When both sides are served, the elders return together to the front of the church.
- All elders are to stand as the plates are returned to the minister who will serve the elders. The last elder to be served will then serve the minister.
- All elders are to be seated.

### Distribution of the Cup:

- The same procedure as above is to be followed.

2. Assisting the minister with visitations – (shut-ins, hospital, home visits, retirement homes, nursing homes, etc.)
3. Prepare and lead church services in the absence of the minister is a possibility.
4. Support the Sunday School and Christian Education Committee.

### **CHRISTIAN EDUCATION COMMITTEE**

The Christian Education Committee is a committee of the Pastoral Charge with three members per church. (As a guide, the Sunday School Superintendent, a UCW member and a member of Session). This committee is under the guidance of the Session and reports to the Session. For more detailed direction, see *United Church Manual*, Page 125, Section 242.

From the members of this committee, a Chairperson, Treasurer, and Secretary are appointed. These positions can be filled by one person or individually as members volunteer. The chairperson prepares the report for the Official Board meetings as well as the Annual Report. This committee meets a minimum of twice a year.

### **DUTIES OF THE CHRISTIAN EDUCATION COMMITTEE**

1. Provide guidance and support for the Sunday School Superintendent (i.e. curriculum, supplies, etc.)
2. Organize Charge-wide functions. (Current CE sponsored events are a skating party in March, an outdoor service in the summer and a children's craft day in May).
3. Help/support the minister for the Christmas and Easter seasons.

### **SUNDAY SCHOOL SUPERINTENDENT AND TREASURER**

These positions may be filled by one person or individually for a period of time as they see fit.

### **DUTIES OF THE SUNDAY SCHOOL SUPERINTENDENT**

1. Chooses the supplies and curriculum for the Sunday School in consultation with the Christian Education Committee.
2. Prepares the Christmas concert.

3. Prepares an Annual Report and attends church Board meetings.
4. Attends Christian Education Committee meetings.

#### **DUTIES OF THE TREASURER**

1. Works with the Sunday School Superintendent to purchase the curriculum and supplies for the Sunday School.
2. Prepares an Annual Report and attends the church Board meetings.

## **PRESBYTERY REPRESENTATIVE**

The Presbytery Representative will be appointed annually by the congregation. The length of term is considered indefinite, which means it is up to the individual to decide. Although the appointment is made at the Annual Meeting of the Congregation, the term begins with the rise of Conference in June and runs to the close of Conference the next May.

## **DUTIES OF THE PRESBYTERY REPRESENTATIVE**

1. The Presbytery Representative will attend the meetings of Renfrew Presbytery which are held five times a year.
2. The Presbytery Representative may service on as many different committees as he/she is able.
3. Bring reports from the Renfrew Presbytery to the home church and Pastoral Charge including reporting to the Official Board of which the Presbytery Representative is automatically a member.

## **THE COMMITTEE OF STEWARDS**

### **General**

There shall be a Committee of Stewards for the Pastoral Charge. Where the Pastoral Charge consists of more than one (1) Congregation, there may be a Committee of Stewards for each Congregation, in which case these Committees shall jointly constitute the Committee of Stewards for the Pastoral Charge.

### **Membership**

**Membership.** The Committee of Stewards shall include a representative of the Women's Ministries Network within the Pastoral Charge or Congregation. Where there is more than one (1) organization of women within the Pastoral Charge or Congregation, the appointment shall be made by the organizations acting jointly.

**Qualifications.** Stewards shall be elected for their Christian character and ability to transact the temporal and financial business of the Pastoral Charge or Congregation. Wherever practicable, they should be in full membership of the Congregation.

**Number.** In determining the number of members of each Committee of Stewards, regard shall be had to the relative strength of the membership of each Congregation in the Pastoral Charge, in order to secure proportional representation on the Committee of Stewards and on the Official Board.

**Election.** Stewards shall be elected by the Congregation(s).

### **Duties and Powers**

The management of the temporal and financial affairs of the Pastoral Charge or Congregation shall be entrusted to the Committee of Stewards.

It shall be the duty of the Committee of Stewards:

(a) through the Stewardship Committee of the Official Board to assist in securing contributions, preferable by the weekly envelope and an every-person canvass, for:

- i. the remuneration of the persons serving the Pastoral Charge as Ministry Personnel
- ii. the assessment payable to the pension fund and the group insurance plan;
- iii. the salaries of other staff of the Pastoral Charge or Congregation;
- iv. the assessment to meet Presbytery and Conference expenses; and
- v. the current expenses of the Pastoral Charge or Congregation; and

(b) to disburse the money received for these purposes. In the planning and the making of the disbursement of these monies, the Committee of Stewards shall be governed by the following order of priority:

- i. the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;
- ii. the assessments payable to the pension fund and the group insurance plan;
- iii. the salaries of other staff of the Pastoral Charge or Congregation;
- iv. the assessment to meet Presbytery and Conference expenses; and
- v. other capital and current expenses of the Pastoral Charge or Congregation.

The Committee of Stewards shall present to the annual meeting of the Pastoral Charge or Congregation:

- (a) a detailed statement of its receipts and expenditures, for which an Audit has been performed;
- (b) a detailed statement of the receipts and expenditures of the Board of Trustees, for which an Audit has been performed; and
- (c) 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.

It shall also report concerning the financial condition of the Pastoral Charge or Congregation to the regular meetings of the Official Board, and shall supply the Official Board with a copy of its annual report to the Pastoral Charge or Congregation, as well as the statement showing the estimated amounts required to carry on the work for the ensuing year, prior to the annual meeting.

### **Organization**

**Chairperson.** The Committee of Stewards shall elect annually from among its members a Chairperson. The duty of the Chairperson shall be to preside at meetings, to preserve order, to take the vote, to announce the decisions of the Committee of Stewards, and to attend to the usual duties of a Chairperson. The Chairperson has a vote only in the event of a tie.

**Secretary.** The Committee of Stewards shall elect annually from among its members a Secretary. The Secretary shall keep the record of proceedings, shall preserve all documents, and shall attend to the usual duties of a Secretary.

## **Committee of Stewards Subcommittees**

**Other.** Responsibility for the other functions of ministry incumbent upon the Committee of Stewards may be fulfilled through a wide variety of subcommittees. The number, nature, and duties of those subcommittees shall be determined and defined by the Committee of Stewards in accordance with the mission strategy of the Pastoral Charge. The members of those subcommittees shall be elected by the Committee of Stewards.

**Property Committee.** Five members – term of six years – two retire annually. The committee is responsible for assessing and maintaining the church building and property. Recommendations and estimates for projects are presented to the congregation for a vote of the proposal and financing.

Any project costing more than \$2500 and not considered usual maintenance has to be presented to Presbytery with a financial plan before permission can be granted.

The committee is responsible for the following items:

- insurance
- water quality testing
- septic maintenance
- housekeeping, e.g. hiring the cleaning person
- heating system
- grass cutting, shrub trimming
- snow removal, e.g. yard, walkway/steps, parking lot

**Finance Committee.** The Finance Committee is part of the Board of Stewards. This consists of five members who are automatically members of the Official Board. The Treasurer is the Chairperson of this Committee. The Finance Committee will meet when required to discuss church financial matters, and are also responsible for fundraising when the need arises.

**Treasurer.** It is the duty of the Treasurer to collect the weekly offering, enter it into a record book, and deposit receipts into the bank account. The Treasurer is also responsible for the Building Fund Account and the Mission and Service Account. The Treasurer prepares the statement for the church Annual Report, transfers monthly Mission and Service money to the Pastoral Charge Treasurer, and transfers Building Fund givings to that account. The Treasurer prepares and delivers the annual anniversary announcement and appeal for donations in lieu of the church anniversary supper to the congregation. In addition, the Treasurer issues receipts at year-end to all members of the congregation and orders and distributes church envelopes.

**Memorial Fund Treasurer.** (Not all churches in the pastoral charge have a Memorial Fund). The Treasurer receives and deposits donations into the Memorial Fund account, issues receipts for all donations, prepares the Annual Report at year-end, and is responsible for having the church plaque engraved for memorial gifts.

**Auditors.** Two auditors are required from each congregation to audit the financial records for the year, for inclusion in the Annual Report for the Pastoral Charge.

**Nominating Committee.** This committee consists of two members who determine the vacancies. This is a two-year position.

***United Church Observer Representative.*** This representative is appointed or reappointed annually. This person is prepares an announcement for the church bulletin which is published for one month advising that subscription fees are due. The representative collects and remits subscription fees to the *United Church Observer* office.

**Congregational Secretary.** This person takes minutes at the Annual Meeting and any interim meetings throughout the year. The Congregational Secretary delivers sympathy cards to bereaved families in the congregation, types some of the committee annual report submissions, assists in the compilation of all of the Annual Reports for the Pastoral Charge, and delivers these reports to the printers for photocopying.

**Manse Investment Committee.** This committee consists of two members from each church in the Pastoral Charge. They monitor investment of money, and remit the respective allocations to the three churches.

## **THE CONGREGATIONAL BOARD OF TRUSTEES**

The trustees shall have the powers to sell, mortgage, exchange or lease the trust property with the consent of the Presbytery. (*United Church Manual*, Page 249, Section 6)

The trustees shall keep proper accounts and minutes. (*United Church Manual*, Page 250, Section 7)

The trustees shall have seven days' notice of all special meetings and one day's notice of other meetings. (*United Church Manual*, Page 250, Section 8)

The number of trustees shall not be fewer than three or more than fifteen, and vacancies shall be filled by election by the congregation, or in default of such election, by the Presbytery, and the property for a Congregation which ceases to exist shall be subject to the trusts determined by Conference. (*United Church Manual*, Page 251, Section 9)

Trustees shall not be liable for involuntary loss. (*United Church Manual*, Page 253, Section 10)

This is a very brief summary of the duties of the Board of Trustees. For an in-depth account, refer to the *United Church Manual 2007*.

## **THE CONGREGATIONAL BOARD OF TRUSTEES**

### **Frequently Asked Questions**

#### **What is a Trustee?**

In the context of the United Church, a Trustee is an individual who, along with the other members of the Board of Trustees for a Congregation, holds all the property of that Congregation for the use and benefit of the Congregation as part of the United Church. The activities of the Trustees are restricted and governed variously by public statute, the United Church's Trusts of Model deed, and the lawful directions of the Official Board or Church Board or Church Council, and of the other Courts of the United Church having jurisdiction.

#### **What is the Trusts of Model Deed?**

This is a document of general applicability that sets forth the trusts upon which property is held by Trustees for the use and benefit of a Congregation. It appears as Appendix 11 in *The Manual, The United Church*.

#### **Who has to have a Board of Trustees?**

There must be one Board of Trustees for each congregation.

#### **How many Trustees must there be?**

The number of members of the Board of Trustees is to be determined from time to time by the Congregation. That number cannot be less than three or more than fifteen.

#### **Must the minister serve as a Trustee?**

Of the three to fifteen Trustees, one of the settled members of the Order of Ministry is to be included by virtue of office. Where there is more than one settled member of the Order of Ministry, it is acceptable to include them all.

#### **Who may serve as chairperson of the Board of Trustees?**

The settled member of the Order of Ministry or the Pastoral Charge Supervisor has the right to preside as chairperson at all meetings of the Board of Trustees. Not only that, but the settled member of the Order of Ministry or the Pastoral Charge Supervisor may appoint a deputy to act as chairperson. If they do not wish to exercise this right, the Trustees present may elect a Chairperson from among themselves.

### **Can the chairperson vote?**

No, except in the event of a tie, when the Chairperson may vote to break the tie.

### **Must the Board of Trustees keep minutes?**

Yes. The Board of Trustees is obliged to keep a minute book showing correctly all minutes of its meetings and of resolutions passed and proceedings taken at those meetings.

### **Who at the local level may give directions to the Board of Trustees?**

The Board of Trustees must obey all lawful orders and directions of the Official Board or Church Board or Church Council. Whether the Board of Trustees agrees with those directions is irrelevant. The approval of the Board of Trustees is not required.

### **What liabilities, if any, does an individual Trustee assume?**

The Trust of Model deed provides that an individual Trustee shall not be responsible for the failure of any investment made by the Trustees or for anything done in connection with the trust estate. There is, however, an exception where the failure is a result of their own individual acts. So it is important that all actions taken by the Board of Trustees be taken collectively, by motion duly moved, seconded, debated, voted upon, and minuted or by recorded consensus.



Functioning as a Trustee is a very important role in the church. For further information about the role of a Trustee and the responsibilities and obligations of the Board of Trustees, please see the Congregation Trustees Handbook available through the United Church Resource Distribution Centre or contact the Executive Secretary at Bay of Quinte Conference.

## **CEMETERY**

The cemeteries for the three churches are looked after by the respective churches as it pertains to bylaws, regulations and financial matters.

### **Administration**

1. Ownership is placed in the hands of the internment rights holder and all monies are used exclusively for the maintenance and improvement of the property.
2. Management and direction are entrusted to the elected Cemetery Committee of Greenwood United Church, who without remuneration, supervise the care and upkeep of the cemetery.
3. The Cemetery Committee of the Greenwood United Church is composed of two (2) or more members, elected yearly, at the annual meeting of Greenwood United Church.
4. The Committee shall meet annually or as required to set prices and resolve matters regarding the cemetery upkeep and maintenance.
5. The Secretary/Treasurer will record the minutes of meetings and the resolutions adopted.
6. The Committee distinctly disclaims all responsibility for loss or damage from causes beyond its control and especially for damages caused by the elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, accident, invasion, insurrections, riots or order of any military or civil authority, whether damage be direct or collateral.
7. The Committee shall take responsible precautions to protect the property of internment right holders, but it assumes no responsibility or liability for the loss of, damage to, or any resulting injury from any article of any type that is placed on any lot or plot.

## **THE BY-LAWS OF THE GREENWOOD UNITED CHURCH CEMETERY**

### **Preface**

Greenwood Cemetery is situated on Part Lot 27 in Concession B of the Township of Westmeath in the County of Renfrew. It is bound on the north by Renfrew County Road 21 and on the west by the townline between Westmeath and Laurentian Valley Townships.

The ground for the cemetery was first purchased from George and Mary Thrasher August 13, 1866, by the Trustees of Greenwood Congregation of Wesleyan Methodists. The original plan was drawn by William Bell P.L.S. and dated July 8, 1878.

The Greenwood United Church Cemetery Committee, in the discharge of its duties, appeals to the public to aid it by following these by-laws, which have been adopted for the improvement and upkeep of the cemetery, to keep it a becoming and respectful place for the burial of the dead. Greenwood United Church Cemetery is licensed to act as a cemetery in accordance with the Cemeteries Act.

## **APPENDIX A**

### **United Church Manual**

#### ***Eldership***

**130** Elders. Elders are those persons of the Pastoral Charge or Congregation who are chosen by the Pastoral Charge or Congregation for their wisdom, caring, spiritual discernment, and other gifts of the Spirit, and to whom the responsibility of leadership amongst the whole people is entrusted as appropriate by and within a particular community of faith.

**131** The term “Elder” is used to refer to the membership of a Session, Church Board, or Church Council.

**132** The eldership is a body of persons chosen by a Pastoral Charge or one (1) or more Congregations to exercise leadership within the Pastoral Charge or Congregation and its community.

**133** When meeting as a body, the eldership shall act as a Court, fulfilling the duties of a Session as stated in sections 153, 154, and 155, and such other duties as the Pastoral Charge or Congregation, with the consent of the Presbytery, may assign to it.

**134** Elders shall be members of the United Church. In special circumstances such as an Ecumenical Shared Ministry, however, exceptions may be granted by the Presbytery following a request from the Pastoral Charge or Congregation. Where the Presbytery has made an exception, it shall review the situation at least triennially as part of its pastoral oversight function.

**135** The Elders who constitute the Court shall, to the extent possible, be representative of the variety of members of the Pastoral Charge or Congregation in respect of age, sex, vocation, and gifts. Elders may be at varying places in their respective personal journeys but should be committed to spiritual growth and active participation in the Pastoral Charge or Congregation and in worship and service.

**136** Elders shall be elected for a term of office as determined by the Pastoral Charge or Congregation.

## **APPENDIX B**

### **United Church Manual**

#### ***The Committee of Stewards***

##### **General**

**160** There shall be a Committee of Stewards for the Pastoral Charge. Where the Pastoral Charge consists of more than one (1) Congregation, there may be a Committee of Stewards for each Congregation, in which case these Committees shall jointly constitute the Committee of Stewards for the Pastoral Charge.

##### **Membership**

**161** Membership. The Committee of Stewards shall include a representative of the Women's Ministries Network within the Pastoral Charge or Congregation. Where there is more than one (1) organization of women within the Pastoral Charge or Congregation, the appointment shall be made by the organizations acting jointly.

**162** Qualifications. Stewards shall be elected for their Christian character and ability to transact the temporal and financial business of the Pastoral Charge or Congregation. Wherever practicable, they should be in full membership of the Congregation.

**163** Number. In determining the number of members of each Committee of Stewards, regard shall be had to the relative strength of the membership of each Congregation in the Pastoral Charge, in order to secure proportional representation on the Committee of Stewards and on the Official Board.

**164** Election. Stewards shall be elected by the Congregation(s).

##### **Duties and Powers**

**165** The management of the temporal and financial affairs of the Pastoral Charge or Congregation shall be entrusted to the Committee of Stewards.

**166** It shall be the duty of the Committee of Stewards:

- (a) through the Stewardship Committee of the Official Board to assist in securing contributions, preferably by the weekly envelope and an every-person canvass, for:
  - i. the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;
  - ii. the assessments payable to the pension fund and the group insurance plan;
  - iii. the salaries of other staff of the Pastoral Charge or Congregation;
  - iv. the assessment to meet Presbytery and Conference expenses; and

v. the current expenses of the Pastoral Charge or Congregation; and

(b) to disburse the money received for these purposes. In the planning and the making of the disbursement of these monies, the Committee of Stewards shall be governed by the following order of priority:

- i. the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;
- ii. the assessments payable to the pension fund and the group insurance plan;
- iii. the salaries of other staff of the Pastoral Charge or Congregation;
- iv. the assessment to meet Presbytery and Conference expenses; and
- v. other capital and current expenses of the Pastoral Charge or Congregation.

**167** The Committee of Stewards shall present to the annual meeting of the Pastoral Charge or Congregation:

- (a) a detailed statement of its receipts and expenditures, for which an Audit has been performed; (2007)
- (b) a detailed statement of the receipts and expenditures of the Board of Trustees, for which an Audit has been performed; and
- (c) 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.

It shall also report concerning the financial condition of the Pastoral Charge or Congregation to the regular meetings of the Official Board, and shall supply the Official Board with a copy of its annual report to the Pastoral Charge or Congregation, as well as the statement showing the estimated amounts required to carry on the work for the ensuing year, prior to the annual meeting.

## **Organization**

**168 Chairperson.** The Committee of Stewards shall elect annually from among its members a Chairperson. The duty of the Chairperson shall be to preside at meetings, to preserve order, to take the vote, to announce the decisions of the Committee of Stewards, and to attend to the usual duties of a Chairperson. The Chairperson has a vote only in the event of a tie.

**169 Secretary.** The Committee of Stewards shall elect annually from among its members a Secretary. The Secretary shall keep the record of proceedings, shall preserve all documents, and shall attend to the usual duties of a Secretary.

**170 Treasurer.** The Committee of Stewards shall elect annually from among its members a Treasurer. The Treasurer shall:

- (a) receive all monies for the support of the Pastoral Charge or Congregation from envelopes, collections, and other sources;
- (b) disburse them under the direction of the Committee of Stewards;
- (c) enter in a book kept for the purpose all receipts and expenditures;
- (d) present a statement of the accounts when called upon by the Committee of Stewards or the Official Board; and
- (e) attend to such other duties as the Committee of Stewards or the Pastoral Charge or Congregation may direct.

At the end of the financial year the Treasurer shall present a statement for which an Audit has been performed, certified by the auditor or auditors appointed by the Pastoral Charge or Congregation or the Official Board.

## **Committee of Stewards Subcommittees**

**171 Other.** Responsibility for the other functions of ministry incumbent upon the Committee of Stewards may be fulfilled through a wide variety of subcommittees. The number, nature, and duties of those subcommittees shall be determined and defined by the Committee of Stewards in accordance with the mission strategy of the Pastoral Charge. The members of those subcommittees shall be elected by the Committee of Stewards.