



CENTRAL UNITED CHURCH



ADMINISTRATION TEAM

All things shall be done decently and in order.

I Corinthians 14:40 (NRSV)

THEOLOGICAL RATIONALE

In all aspects of our communal life at Central United Church (Central), we are devoted to furthering the ministry of Jesus in our part of the world. As committed and caring Christians, we seek to be careful stewards of all the information, both personal and corporate, that has been trustingly placed in our hands.

It is the work of the Administration Team (Team) to promote operational efficiency, as well as consistency in communication, by acting as manager of the information that is stored in the Church Office. The Team is also responsible for ensuring that archival material is properly stored, maintained, and appropriately archived.

The Team serves as the conduit between all sectors of the church, striving to ensure structure, order, and accountability in all things administrative, thereby reducing duplication and ensuring that the information received is obtained and stored according to privacy legislation mandated by both the United Church of Canada (UCC) and all levels of civil government.

TASKS

The tasks of the Team include:

1. INFORMATION MANAGEMENT

- a. Ensuring compliance with privacy legislation mandated by the UCC, as well as federal and provincial levels of government, for the purpose of information gathering.
- b. Ensuring a database of personal contact information of all congregants is maintained.
- c. Ensuring personal information of congregants is appropriately managed according to the guidelines of *The Manual* of the UCC (e.g., Registers for Burials, Baptisms and Weddings, the Historic Membership Roll) and sent to the UCC Provincial Archives in Edmonton, Alberta, according to an established archiving schedule.
- d. Ensuring the church mailing lists (both digital and hard copy) are updated on a regular basis, working in collaboration with the Office Administrator.
- e. Collecting and preparing information regarding baptisms, weddings, funerals, and membership for both the Annual Report of Central and the Yearbook of the UCC.
- f. Ensuring accurate records of baptisms, marriages, burials, and reception/removal of members are maintained and securely housed at the church.



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- g. Ensuring that copies of all minutes generated by teams, committees, the Board, the Board of Trustees (Trustees) and the Community of Faith are received and archived in the Church Office to be made available at the request of congregational members and other church bodies.
- h. Ensuring that the approved minutes of the Nominations Team and the Ministry and Personnel Committee, which are held in trust by the Recording Secretary of the Board, are securely stored by the Recording Secretary to preserve confidentiality.
- i. Ensuring that the Office Administrator maintains the church database.
- j. Advising the Office Administrator about the release of information from the church database when governance Teams make such requests. (e.g., Finance Team, Congregational Care Team, Nominations Team, Stewardship Team).

2. CONGREGATIONAL MEETINGS

- a. Providing minutes and information to the congregation when Congregational Meetings are called.
- b. Consolidating the reports submitted by the Board, Trustees, Teams, Committees, ad-hoc working groups and staff for inclusion in the Annual Report for presentation at the Annual Congregational Meeting.

3. OTHER

- a. Receiving requests from the Board that are administrative in nature (e.g., researching the fee structure for weddings at other churches).
- b. The Chair of the Team serves as the officially designated alternative of the Minister in the disbursement of food cards, bus tickets and funds for medical prescriptions as mandated through the Benevolent Fund.
- c. Working in collaboration with the Communications Team to post notices, both print and digital, on church bulletin boards and on social media sites. Such notices must be bookmarked or initialled to indicate they have been duly vetted by the Communications Team.
- d. Preparing a report of the Team's activities for the Annual Report.
- e. Evaluating the work of the Team on a yearly basis, using the following guidelines:
 - Setting goals for the Team ((e.g., using one Team meeting to set goals and another Team meeting for evaluation)
 - Setting goals for Team members (e.g., Development of leadership skills)
 - Developing questions/surveys/feedback opportunities that target and evaluate outcomes
 - Celebrating achieved goals, both the Team and the Team members
 - Deliberating on areas of concern and providing positive solutions

OUR MISSION

To create a safe and vibrant community, in which God's unconditional love is demonstrated by people who choose to follow the teachings of Jesus, led by the Holy Spirit.



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ACCOUNTABILITY

- The Team is accountable to the Board and shall report to the Board as required.
- The Chair of the Team is a voting member of the Board.
- The Team shall meet on a quarterly basis or more often as deemed necessary.
- The Team shall submit a written report of their activities to the Board whenever the Board meets. Such reports shall be attached to the Board minutes.
- Approved minutes of Team meetings shall be submitted to the Office Administrator to be housed in the Church Office and made available to the congregation and other church bodies upon request.

HUMAN RESOURCES

The membership of the Team shall include a Chair, a Recording Secretary, and the Office Administrator, serving as the Staff Resource.

FINANCIAL RESOURCES

The budget of the Team shall be prepared on a yearly basis, submitted to and examined by the Finance Team as part of Central's budgeting process.

Budget items may include:

- Office Supplies
- Purchase of UCC registers
- Mailing costs for sending archival material to the Provincial Archives

This document is a living document and can be revised or changed with the approval of the Board.

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