



CENTRAL UNITED CHURCH



BOARD OF TRUSTEES

*A word fitly spoken is like apples of gold in a setting of silver.
Proverbs 25:11 (NRSV)*

THEOLOGICAL RATIONALE

The members of the Board of Trustees (Trustees) of Central United Church (Central) are officially and legally appointed by the Community of Faith (COF) at its Annual Congregational Meeting. Trustees must be members of Central.

Persons who are appointed Trustees hold within their hearts the faith of our ancestors who have maintained and preserved our historic downtown church. The Trustees serve as a consultative body providing wisdom, advice and support to the Board in matters related to the church property.

All congregational property is held in trust by Trustees for The United Church of Canada (UCC). This includes land, buildings, funds, investments, and any other kind of property owned by the church. Trustees must comply with the UCC requirements for Trustees and congregational property (*The Manual, 2019, Section G.2.2.1*).

TASKS

The tasks of the Trustees include:

- (a) Ensuring that the Board acts in accordance with all legal requirements for property ownership as governed by the UCC, the Government of Canada, the Province of Alberta, and the City of Calgary.
- (b) Examining lease/rental agreements entered into by Central so as to ensure the safe and appropriate use of the property.
- (c) Examining insurance policies to ensure that sufficient liability and other insurance safeguards are in place to protect the property and assets of Central.
- (d) Reviewing the policies of Central that govern building usage and making recommendations for changes, if deemed necessary. Those policies include:
 - Alcohol and Drug Use Policy/Gambling Policy
 - Property Policy
 - Wedding Policy
 - Funeral/Memorial Service Policy
- (e) Ensuring that Duty of Care Policy and Procedures are in place to protect the church property (e.g., Emergency Action Plan).
- (f) Keeping informed about matters being dealt with by the Board that pertain to the property held in trust, including major renovations and capital projects.



In the Heart of the City, the Church with the City in its Heart

- (g) Signing legal documents that pertain to the sale, transfer or renovation of the church property, with the approval of the Board, the Chinook Winds Region and the UCC.
- (h) Registering and updating the names of the Trustees on the Land Titles as required.
- (i) Appointing a representative Trustee to attend Board meetings when requested to do so by the Board.
- (j) Preparing a report of the Trustees' activities for the Annual Report.

ACCOUNTABILITY

- The Trustees are accountable to the Congregation.
- The Trustees serve as a consultative body to the Board.
- Trustees shall meet a minimum of two times a year and more often as circumstances require.
- The Team shall submit a written report to the Board when deemed appropriate by the Board. Such reports shall be attached to the Board minutes.
- Approved minutes of Trustee 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

Trustees are appointed by the COF at a Congregational meeting and serve indefinite terms unless definite terms are established by the Board. There must be a minimum of three (3) and a maximum of nine (9) Trustees appointed and in place. Trustees will appoint a Chair and a Recording Secretary from within the group of Trustees.

FINANCIAL RESOURCES

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

Budget items include:

- Land Title fees
- Architectural drawings

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

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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.