

Governance Structure of Golden Ears United Church

Congregational meeting – April 14, 2019

Numbers inside *[square brackets]* refer to Sections of the 2019 Manual of The United Church of Canada.

1 MISSION STATEMENT

Working to grow disciples of Jesus Christ as we worship God, educate and serve in Christ's name.

2 THE CONGREGATION

2.1 Membership

The members and adherents of Golden Ears United Church constitute the Congregation.

2.2 Meetings

As per section 5 of The Manual (2019) A Congregational meeting shall be an Annual General meeting or a Special meeting.

2.2.1 TIMING *[5.1, 5.2]*

2.2.2 CALLING *[5.3]*

2.3 Notice of Meeting *[5.4]*

2.4 Chair of Annual Meeting *[5.2]*

2.5 Quorum *[5.5]*

2.6 Temporal Matters *[5.6]*

2.7 The Annual Congregational Meeting

- 2.7.1 Shall meet to oversee its affairs, to receive reports of its activities, and to elect the members of the Council, [5.2]
- 2.7.2 Shall offer recommendations for broad general policy of the Congregation, to be ratified by the Council,
- 2.7.3 Shall, after receiving the report from the Nomination Committee and entertaining nominations from the floor, elect elders to the Council, [5.2]
- 2.7.4 Shall elect members to the Council of Trustees whenever a vacancy occurs, (if proper notice has been given, [5.4.2])
- 2.7.5 Shall receive the annual report of the life and work of the Congregation, (except for the year-end financial statements which will be presented at the Congregational Financial Meeting, unless the reviewed statements are completed in time for the Annual Congregational Meeting), to approve the Budget and appoint a person to conduct an independent review of the financial records, [G.4.4.1], [G.4.4.3]
- 2.7.6 Shall, when required, receive and deal with recommendations of a Pastoral Relations Committee, receive and deal with recommendations of Council or the Leadership Executive with respect to the acquisition and/or sale of real property, changes in ministerial and other staff and amendments to the Congregation's Organizational Structure. [5.4.2]

3 FUNCTIONS OF THE COUNCIL

3.1 General

The Council shall be the Court of the Pastoral Charge and shall fulfill the functions formerly assigned to the Board and shall maintain a policy manual of the decisions made by the Congregation and the Council that affect the ongoing life and work of Golden Ears United Church.

- 3.1.1 The Table Officers: Chair, Vice-Chair, Secretary and Treasurer and the Chairs of the Divisions shall be nominated by the Nominating Committee and elected by the Council at the first meeting following Annual General meeting.
- 3.1.2 The Chair, following their two-year term (unless re-elected), will remain on the Council as the Past-Chair. If the Chair were to be re-elected for a subsequent term, the Past-Chair position would be set aside in favour of the Vice-chair position, which would need to be elected.
- 3.1.3 Between Annual General Meetings, the Council may fill any vacancy.

3.2 Implementation

The Council will discharge these responsibilities by means of an organization structure as shown in the following section

3.3 Meetings

The first Council meeting following the Annual Congregational Meeting will be called by the Chair of Council to elect Table Officers. The Council will hold regular monthly meetings at pre-determined dates to be decided at the first meeting following the election of the Council, for the ensuing year.

3.4 Special Meetings of the Council

Special meetings of the Council may be called by the Chair, the Ordered Minister, or by the written request of three members of the Council, or as directed by the Region.

4 ORGANIZATION OF THE COUNCIL

4.1 Members of the Council

Members of the Council are Elders and must be in full membership of the Congregation, especially chosen by the Pastoral Charge. *[B.7.3.1]*

The Council shall consist of no fewer than 8 members and not more than 15 members. Ordered Ministers and the duly elected Regional Representatives are ex-officio (by virtue of office, full voting) members of the Council. The Council will include a representative of the Ministry and Personnel Committee and the Board of Trustees.

The Council or its Leadership Executive shall have the power to add members if during the year circumstances dictate. Other members of the Congregation with leadership gifts may serve as members at large of the Church Council. *[B.7.3.1.3.e]*

4.2 The Lead Minister

The Lead Minister shall be ex-officio (by virtue of office, full voting) members of all Committees (and their Teams) of the Pastoral Charge except for the Ministry Profile and Search Committee (unless it is a search for a Team minister) and Ministry and Personnel Committee, and shall participate fully in the life and work of the Council and Leadership Executive, and shall report to these groups as requested.

4.3 The Council

The Council shall be organized into a Leadership Executive and four teams, with a Chair elected by the Council at the first meeting following the Annual Congregational Meeting.

5 THE COUNCIL

5.1 Council Members

The Council members shall be elected at the Annual Congregational Meeting, for renewable terms of up to three years.

5.2 Quorum

A quorum of the Council shall consist of one third (1/3) those entitled to vote, including a member of the Order of Ministry settled or appointed to the Pastoral Charge or an appointee of the Region. *[B.7.7.4.b]*

5.3 Meetings

The Council shall normally meet at least quarterly, and more often at the discretion of the Church Council, its Chair or the Lead Minister. A special meeting of the Council may be called by the Council Chair or the Minister or as directed by the Region. *[B.7.7]*.

5.4 Duties

The Council is responsible for discerning and articulating God's vision for the life of the congregation. Its primary responsibility is to develop high-level policy for the ministry of the congregation and to ensure that these policies are carried out by the Ordered Ministers, Staff, Leadership Executive and Ministry Teams.

5.5 Table Officers

The officers of the Council shall consist of the Chair, a Past- or Vice-Chair, the Secretary and the Treasurer.

5.6 Resignation or Removal

A member of the Council may resign the office, either on personal motion or when requested to do so by the Pastoral Charge, or may be removed by the order of the Region when the interests of the Congregation are deemed by the Region to require it, or may be deposed by process of discipline. If any member of the Council has been absent from its meetings for a year without adequate cause, the Council after having given notice to such person, may make the decision that such person has ceased to be a member of the Council. *[B.7.3]* In case of a resignation, transfer of membership or death, the Council or the Leadership Executive may appoint a member of the Congregation to fill the vacancy for the incomplete term.

6 THE LEADERSHIP EXECUTIVE

6.1 Members

The Leadership Executive of the Council shall be comprised of the Chair of the Council, Secretary of the Council, the Lead Minister and two Council members elected by the council to sit on the Executive.

6.2 Quorum

A quorum shall be two of its members plus a member of the Order of Ministry settled or appointed to the Pastoral Charge or an appointee of the Region.

6.3 Meetings

The Leadership Executive shall normally meet monthly on a fixed date. A special meeting of the Leadership Executive may be called by the Council Chair or the Ordered Minister or as directed by the Region.

6.4 Duties

The Leadership Executive meets prior to each Council meeting, receives and reviews Team reports, proposals from Teams or congregants and prepares the agenda for the Council meeting. The Leadership Executive designs each Council meeting to include time for theological reflection, prayer and discernment practices to support the discussions and decisions that come before the Council. The Leadership Executive holds the 'big picture' awareness of the state of the Pastoral Charge and identifies 'gaps' that require the attention of Council. The Leadership Executive assists Council in maintaining focus on higher level governance work and will resist the temptation to micro-manage or take over the work of the Ministry Teams.

6.5 Authority

The Leadership Executive shall be authorized to act with the authority of the Council on business requiring action between Council Meetings.

6.6 Corresponding Privileges

Any member or adherent of the congregation may attend any or all of the Council or Leadership Executive meetings with corresponding privileges and may present particular concerns providing prior notice is given to the Chair of the Council for inclusion in the Agenda. (Note: "Corresponding privileges" means able to speak and raise issues, but not able to move motions or vote.) The Council and Leadership Executive have the power to declare certain meetings or parts of meetings "in camera" and may exclude persons who are not Council members or Leadership Executive members.

6.7 Establishing Teams

Between the date of the Annual Congregational Meeting and the first meeting of the Council, the Nominating Committee shall meet for the express purpose of nominating table Officers and establishing members of various Teams.

6.8 Chair of Division

A Table Officer may act as a member of a Team but shall not normally act as its Chair. Chairs will be named by each Team prior to the first meeting of the Council. The Chair shall prepare the agenda for each meeting, chair Team Meetings, and keep other Divisions informed of their work, especially when items of concern affect other Council Teams. Each Team of the Council will appoint from its membership a Secretary who shall keep minutes of the meetings and shall record resolutions, which are to be presented to the Council.

7 THE TEAMS

7.1 Teams

The Chair of each Team may organize the members into working committees as the various functions demand, and may add corresponding members for specific jobs. These corresponding members do not automatically become Council members, unless they are members of the congregation in good standing and elected by the Leadership Executive or Council and admitted to their office.

7.1.1 Ministry Personnel shall be ex-officio member(s) of all Ministry Teams of the Council except the Ministry and Personnel Committee and the Ministry Profile and Search Committee.

7.1.2 The Chair of the Council shall be an ex-officio member of all committees of the Council except the Ministry & Personnel Committee and the Ministry Profile & Search Committee, unless specifically elected. Table Officers shall not normally serve on the Ministry and Personnel Committee.

7.1.3 The Treasurer of the Council shall be an ex-officio member of the Organization Team.

7.1.4 The Minister of Music shall be a corresponding member of the Spirit Team.

7.2 Limitations

7.3 Functions of the Ministry Teams and Committees

See Appendix A.

7.4 Ministry and Personnel Committee [B.7.8.5]

7.4.1 Function

To be responsible to the Council for supporting and advising the staff in their work, to be helpful in fostering a healthy working relationship amongst all church staff and to be an agency for acting on concerns raised by members of the congregation related to the work of the staff or any aspect of the church.

7.4.2 Membership

The Committee will consist of three to seven members of the Congregation appointed by the Council. The term of office shall be for three years, renewable. Members of the staff including members of the Order of Ministry employed by the Congregation, family members of staff, Table Officers of the Council are not eligible for membership on this Committee, but may attend meetings, when so requested by the Committee. All staff shall have the right to request a liaison person from the Committee's membership.

7.4.3 Meetings

The Committee shall meet regularly and shall report to the Council at least quarterly or more often as circumstances warrant.

7.4.4 Responsibilities

7.4.4.1 To provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation,

7.4.4.2 To review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Church Council,

7.4.4.3 To oversee the relationship of the staff of the Pastoral Charge to members of the Congregation and others,

7.4.4.4 To oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority,

7.4.4.5 To consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available,

7.4.4.6 To review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Church Council,

7.4.4.7 To maintain close liaison with the Region's Pastoral Relations Committee,

7.4.4.8 To review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested.

7.5 Nominating Committee

The Nominating Committee shall function under the Leadership Executive and shall consist of a Chair who will be the Past/Vice-Chair of the Council and two other members elected by the Council. This Committee may be expanded before and for the Annual General Meeting by Council appointment of other members of the congregation.

The Nominating Committee shall nominate and publish two weeks prior to the Annual Meeting, prospective Council Members. The Table Officers (Chair, Vice-Chair, Secretary and Treasurer and the Chairs of the Divisions), subject to the conditions in sections 10 through 15, shall be nominated by the Nominating Committee and elected by the Council at the first meeting following Annual Congregational meeting.

The Nomination Committee shall also nominate a Reviewer and Trustees when vacancies occur.

8 THE BOARD OF TRUSTEES [G.3]

The Board of Trustees shall be comprised of a minimum of three persons (but normally be a minimum of 5) to a maximum of fifteen, including ex officio one (1) of the settled members of the Order of Ministry a majority of whom shall be members of the United Church of Canada and shall be responsible to the Congregation. The Board of Trustees shall be elected for an indefinite term of office at a duly called congregational meeting, subject to an annual review to ensure a full complement. The Board of Trustees shall appoint a representative to the Council. A Quorum will be a majority of the members.

9 REGIONAL REPRESENTATIVES

The Regional representatives shall be elected by the Congregation and shall serve for a four-year term as Church Council Members. Only members in good standing of Golden Ears United Church are eligible for election. If Regional representatives are not already members of the Council, they should be inducted as such during a service of worship. The term for Regional Representative is renewable. Representatives shall report to the Leadership Executive and the Congregation at regular intervals.

10 ORGANIZATIONAL STRUCTURE REVIEW

This organizational structure shall be reviewed by the Council at least once a year and amended, if necessary, on a majority vote of the Council and any such amendments shall be submitted to the next congregational meeting for approval and forwarded to the region for approval.

In all matters, the Manual of the United Church of Canada shall take precedence, unless variation is so authorized by the Manual, in which case the Organizational Structure of Golden Ears United Church shall prevail. Where both the Organizational Structure and the Manual are silent, Bourinot's Rules of Parliamentary Procedure shall apply. *[Appendix- Procedures for Holding a Meeting and Decision Making 3.7] This Organizational Structure is authorized by the Manual of the United Church of Canada, [B.7.2]*

Appendix A: The Ministry Teams

The Council shall be organized into a Leadership Executive and four teams, with a Chair elected by the Council at the first meeting following the Annual Congregational Meeting. These teams are:

Limits: A member of the Council shall normally only serve on one Team and may in addition serve on any of the following: Nominating Committee, Ministry

Quorum: The quorum for each Committee or Team meeting shall be 1/3 of its members.

Budget: Each Team shall prepare an annual budget for submission to the Treasurer for the budgeting process by mid-November and is authorized to make expenditures according to its approved budget. Expenditures that are over budget must be submitted to the Leadership Executive for approval. No Team or member shall commit the church to any expenditure, which has not been approved as part of the Budget, without first obtaining the consent of the Council, the Leadership Executive or the Congregation, as appropriate to the expenditure.

Meetings: Teams shall meet regularly.

Reporting: Each Team will report annually to the Congregation and will be expected to provide a written report to be included in the Congregation's Annual Report.

A1 CONNEXION (formerly Contact & Caring, Fun & fellowship)

A1.1 FUNCTION

To be responsible for regular contact with members; the keeping of Congregational lists and records including the Directory, Communication Sheets, recognition of new members and the coordinating of social events.

A1.2 MEMBERSHIP

The Team shall consist of members of the Council and corresponding members who have special interest in people and their welfare and enjoy planning events and creating good fellowship.

A1.3 RESPONSIBILITIES

A1.3.1 To be responsible for maintaining with the assistance of the office staff and Ministry Personnel, the church roll and other records, lists and registers pertaining to the life and work of the Congregation,

A1.3.2 In conjunction with the Ordered Minister, to organize, support and train a Pastoral Care Committee, the members of which will not necessarily be Council Members but persons who have an interest and gifts in visiting and who have a current Vulnerable Sector Police Record Check,

A1.3.3 To ensure that new members are contacted as soon as possible after joining the church,

A1.3.4 To be responsible for services of worship, when requested, at Care facilities and Hospitals,

A1.3.5 To plan for social activities and opportunities for fellowship with the assistance of ad-hoc committees or existing groups of the church,

A1.3.6 To have oversight of celebrations,

A1.3.7 To maintain a record of church activities and forward to the United and Church Archives as needed,

A1.3.8 To organize volunteers to provide refreshments for fellowship time following Sunday Worship.

A2 MISSION (Formerly Outreacch)

A2.1 FUNCTION

To keep the Council and Congregation informed of social/justice issues and problems of concern within and outside the congregation. To be committed to identifying and coordinating outreach activities. To initiate service, education and action in respect to identified needs.

A2.2 MEMBERSHIP

The Division shall consist of members of the Council and Corresponding members with special interest in the Church's service role in society and in assisting the church in identifying its position relative to social issues.

A2.3 RESPONSIBILITIES

A2.3.1 To respond with financial and other assistance to appropriate requests made to the Church for help, and to particularly attend to the welfare of members and adherents of the Congregation,

A2.3.2 To make decisions with respect to the disbursement of budgeted funds,

A2.3.3 To recommend to the Council, action to be taken by the Church in response to assessed social needs,

A2.3.4 To keep the Congregation informed on social, economic and political issues and to recommend any action, which should be taken by the church,

A2.3.5 To be responsible for making available the United Church Observer (or its successor) to the Congregation and the Community,

A2.3.6 To act on behalf of the Church in Ecumenical and Community conversations, activities, or programs with regard to evangelism or social action,

A2.3.7 To coordinate the raising of funds by special offerings (eg. White Gifts, Gifts with Vision, Christmas, Easter, Thanksgiving, etc.) and by other means for support of service projects within and beyond the local community,

A2.3.8 In conjunction with the ORGANIZATION Team to promote in the Congregation the work of the Mission and Service Fund of the United Church of Canada and Stewardship Education.

A3 ORGANIZATION (Formerly S&A, Communications and Properties)

A3.1 FUNCTION

To be responsible to the Council for the raising of Church's financial resources, planning and administration of the Church's financial affairs, and to oversee the church's physical assets; to facilitate communication within Golden Ears United Church and provide a conduit for information flowing to, and from the community; to liaise with the SPIRIT Team.

A3.2 MEMBERSHIP

The Team shall consist of members of the Council including the Treasurer and corresponding members with special interest and abilities in financial management and competence in the management of our physical surroundings. Some members need gifts in writing, graphics, photography and use of technology.

A3.3 RESPONSIBILITIES

A3.3.1 To provide in conjunction with the Trustees, adequate total insurance for the Church and its properties,

A.3.3.2 To oversee payment for all utilities, supplies and equipment related to the buildings and office,

A3.3.3 To review the monthly financial statements, and inform the Council and the Congregation of the church's financial position,

A3.3.4 To review the rates for the use of Church facilities and to have oversight of the use of those facilities and in conjunction with the SPIRIT Team, to have oversight of the use of the Sanctuary,

A3.3.5 Together with the Leadership Executive to prepare and present to the Council the Congregation's annual budget for the Annual Meeting,

A3.3.6 To arrange for the counting of all moneys received and the recording of contributions,

A3.3.7 In conjunction with the Envelope Secretary, to provide interim statements of contributions and annual Income Tax receipts to the Congregation,

A3.3.8 To recommend the appointment of the Envelope Secretary and have it approved at the Annual Meeting,

A3.3.9 In conjunction with the Trustees to recommend to the Council policies for the management of special funds,

A3.3.10 To recommend to the Council the hiring of church office staff and in conjunction and consultation with the Ministry and Personnel, to oversee their work,

A3.3.11 To support and oversee the fundraising activities of the congregation,

A3.3.12 To be responsible for the overall level of stewardship of the Congregation,

A3.3.13 To provide for the maintenance and security of all church property including contents,

A3.3.14 To oversee the use and occupancy of the church property, and in conjunction with the SPIRIT Team to oversee the use of the Sanctuary and Memorial Garden,

A3.3.15 To recommend to the Council the hiring of janitorial staff and in conjunction and consultation with the Ministry and Personnel Committee, to develop position descriptions of the custodial staff and to oversee their work,

A.3.3.16 To plan for future needs of the Congregation with respect to development, modification and remodelling of church property and to make related recommendations to the Council,

A3.3.17 To supervise and be responsible for the selection of volunteers, to facilitate lock-up on those occasions when staff or Ministry Personnel are not available,

A3.3.18 To ensure that the audio-visual systems in the sanctuary and the Church Hall are properly maintained and operated,

A3.3.19 In conjunction with the Communications Team to develop standards for advertising and oversee social media interactions,

A3.3.20 In conjunction with the Communications Team to ensure that the public face of Golden Ears United Church remain a positive one,

A3.3.21 In conjunction with the Communications Team, ensure that notices within the church are kept up to date, and promote the Church's good name within the community.

A4 SPIRIT (formerly CE, W & S)

A4.1 FUNCTION

The SPIRIT Team shall be responsible to the Council, along with the Ordered Minister, for the nature, style and content of the worship life of the congregation. To have oversight of existing Christian Education programs, to initiate new programs and leadership development.

A4.2 MEMBERSHIP

The SPIRIT Team shall consist of members of the Council and corresponding members with special interests or competence in theology, worship and music, youth, children and education. The Minister of Music shall be an ex-officio member of this Team as well as any staff holding a children and Youth Ministry portfolio.

A4.3 RESPONSIBILITIES

With respect to ADULT EDUCATION, in conjunction with the Ordered minister:

A4.3.1 To facilitate the formation of study groups,

A4.3.2 To provide resources,

A4.3.3 To monitor educational opportunities for adults within the congregation, the United Church and its Centres of Study, and the Community,

A4.3.4 To encourage church and church-related home Bible Study groups, supplemented by book reviews, video programs and discussions,

A4.3.5 To arrange special adult education opportunities such as retreats, evening services, and Mission Study.

With respect to CHURCH SCHOOL:

A4.3.6 To liaise with any staff with a Children and Youth portfolio,

A4.3.7 To approve, in consultation with the Ordered Minister, the curriculum materials to be used,

A4.3.8 To budget for and order supplies,

A4.3.9 To interview and recruit teachers and support staff, (including supervision for the Nursery Care), and to ensure a current Vulnerable Sector Police Check is on file,

A4.3.10 To oversee teacher and leadership training, including training in abuse recognition and prevention,

A4.3.11 To provide for summer sessions,

A4.3.12 To maintain a liaison between the worship life of the Church and the Church School,

A4.3.13 To arrange Church School facilities,

A4.3.14 To register children and, in conjunction with the CONNEXION Team, to follow up on newcomers.

With respect to CHURCH ATTENDANCE AND MEMBERSHIP:

A4.3.15 To arrange in conjunction with the CONNEXION Team for classes or opportunities for study for those who wish to profess (re-affirm or confirm) their faith,

A4.3.16 To establish a format for Special Youth Services and involvement of youth of all ages in church worship,

A4.3.17 To promote intergenerational worship.

With respect to CHILDREN AND YOUTH PROGRAMMING:

A4.3.18 To assume responsibility for all work with children and youth at Golden Ears United Church including oversight of joint ministries such as Camp Spirit, Rainbow Church and YUM,

A4.3.19 To liaise with 1st Haney Scouting group,

A4.3.20 To endeavour to keep all youth work related to the ongoing life of the congregation,

A4.3.21 To liaise with The Pacific Mountain Region and other church youth groups/programs in the community.

With respect to RESOURCES:

A4.3.22 To be responsible for audio-visual material,

A4.3.23 To provide and control sports equipment as required,

A4.3.23 To be responsible for the church's Library / Resource Centre,

A4.3.24 Together with the Ordered Minister, youth leaders, UCW / WMN, and Church School, to select books and periodicals within the Division's budget,

A4.3.25 To keep the Ordered Minister informed of the education and nurture of the Congregation,

A4.3.28 To have oversight of the Sacraments of Baptism and Communion, including the preparation of the Communion elements and the arrangement for the serving of Communion,

A4.3.29 In conjunction with the Ordered Minister and the Office Administrator to arrange for pulpit supply,

A4.3.30 To oversee the order of service(s) and special services, including enabling and initiation of new forms of worship, such as Jazz Vespers,

A4.3.31 To care for and maintain the hymn books, Bibles and other worship materials used in the sanctuary,

A4.3.32 To have oversight of the use of the Sanctuary,

A4.3.33 To ensure, in conjunction with the ORGANIZATION Team, that the public address system in the sanctuary is properly maintained and operated,

A4.3.34 To assist the Ministry personnel with preparations of the Sanctuary for worship,

A4.3.35 To recommend to the Council policy with regard to weddings and funerals,

A4.3.36 To ensure that the Greeters receive proper training,

A4.4.37 To ensure that the Greeters record church attendance,

A4.3.38 To assist donors in choosing memorial gifts for the Sanctuary and recommending their acquisition to the Council,

A4.3.39 In consultation with the Ministry personnel, to seek out, encourage and recruit candidates for the Christian Ministry,

A4.3.40 To have oversight of the Ministry of Music:

- a. To ensure a comfortable mix of appropriate types of worship music in the regular worship services,
- b. To provide supplementary music materials to the hymn books,
- c. To encourage the learning of both older and newer hymns,
- d. To involve outside musical groups when possible,
- e. To encourage the use of a variety of musical instruments in worship,
- f. To assist in the recruitment of choir members,
- g. To encourage other worship forms such as dance, movement, drama and the visual arts, such as Jazz Vespers,
- h. To oversee the use and maintenance of all musical instruments owned by the church in consultation with the Minister of Music,
- i. To recommend to the Council through the Leadership Executive the hiring of musical personnel and in conjunction with the Ministry and Personnel Committee, oversee their work,

A4.3.41 To work with the church office in the recruitment of worship leaders and in scheduling their active participation in the regular and special services,

A4.3.42 To supervise and be responsible for the selection of ushers & greeters, providing them with an outline of their duties and schedule their active participation in the regular and special services,

A4.3.43 In conjunction with the Ministry Personnel, the ORGANIZATION Team and the Office Administrator, to arrange for cremains to be placed in the Memorial Garden and update the Memorial Garden name plaque.