

**St. Pauls' Community of Faith**  
Governance Policies and Practices



**St. Paul's Community of Faith**

St. Paul's remains committed to deepening our spiritual journey with God, the community and each other. We do this by practicing discipleship through Christian service locally and beyond. We endeavor to be good stewards of our human, environmental and fiscal resources. We continue to be active for a just and right world by advocating for justice and human rights. St. Paul's strives to be an inclusive congregation, welcoming people from all paths.

**Purpose/Mission Statement**

As an inclusive faith community following in Christ's Mission, we are committed to creating a space for the spirit to grow in us and others

This guide contains information on the following:

- I. Community of Faith
- II. Trustees
- III. Church council
- IV. Standing committees responsibilities
- V. Agreement for Ministerial Service
- VI. Personnel of the Church
- VII. Guidelines for Weddings
- VIII. Policy on Baptism
- IX. Guidelines for Funeral Services
- X. Church Rental Guidelines

### **St. Paul's Community of Faith Church Council Structure**

- ❖ Chairperson (*nonvoting unless in case of a tie*)
- ❖ Chairperson-elect
- ❖ Council Secretary
- ❖ Council Treasurer (*nonvoting*)
- ❖ Ministry Personnel (*nonvoting*)
- ❖ Regional Reps (1)
- ❖ Board of Trustees (1)

and up to two voting representatives from each of the following:

- ❖ Finance Committee (2)
- ❖ Ministry & Personnel Committee (2)
- ❖ Outreach Committee (2)
- ❖ Property Committee (2)
- ❖ Worship Committee (2)
- ❖ Membership and Pastoral Care Committee (2)

Other committee members are welcome at the meeting with no voting privileges.

#### **Corresponding committees** (no voting privileges)

- ❖ St. Pauls' Helping hands
- ❖ Planned Gift

\* Required committees include the **Ministry and Personnel Committee** and the **board of Trustees**.

**Structure**  
**I.COMMUNITY OF FAITH**

The body of persons who;

1. meet for worship.
2. exercise the functions of the church in the Virden Area

**Membership:**

- a) Full member:** one who has been received into the community of faith by transfer or profession of faith and maintains standing through participation in the life of the church, attending worship whenever possible.
- b) Adherent:** one who participated in the life of the church, but who has not taken steps such as baptism, confirmation, a profession of faith, or transfer onto the membership role.
- c) Non-Resident:** one who is a full member of the United Church but has since moved out of the district. Such names shall be reviewed yearly.

**Meetings:**

The community of faith members will meet annually and more frequently if they deem it advisable.

**Annual Meeting:**

1. Shall receive the annual reports, hold elections, and conduct any business that comes before it.
2. Shall receive from the floor any nominations for chairperson and secretary.
3. Consider and make a decision on the annual budget.
4. Shall elect a lay representative(s) to the Prairie to Pine region.
5. Shall be held as early as possible after the last day of December. (March)
6. It is recommended that the annual report be printed and circulated among the members of the community of faith at least two weeks prior to the meeting.
7. As per Manual (2025) B 5.5 for congregations or pastoral charges with 100 or more full members, at least 20 full members must be present

**Notice of Meeting:**

1. Meetings of the Community of Faith will normally be called by one of Chairperson of the Council, the called/appointed minister or the pastoral charge supervisor.
2. Notice for meetings will specify the purpose and will be read during public worship one or two Sundays prior to the meeting, depending on the purpose of the meeting.
3. See Manual (2025) B.5.4 for further information, especially for a meeting dealing with any aspect of pastoral relationship and other special situations.

**Voting:**

Those entitled to vote at all community of faith meetings are persons in full membership. To enable adherents to vote, at each meeting, a motion must be made by the members.

**Meeting Chairperson and Secretary:**

1. The community of faith, at its meeting will elect a Chairperson who shall hold office until the next annual community of faith meeting. The minister shall not normally take this office. The community of faith shall also elect a secretary who shall hold office until the next annual meeting.
2. In the case of a meeting called to discuss pastoral relationship, the congregation will follow the policies and procedures in pastoral relations resources available from the General Council Office.

---

**II. TRUSTEES**

**Membership:**

1. The council of trustees shall consist of a minimum of 3 members of St. Paul's United Church, no more than 15, and the automatic membership of the appointed minister or pastoral charge supervisor.
2. A majority of the Trustees must be members of St. Paul's
3. The trustees shall be elected by the community of faith at the annual meeting.
4. Trustees shall be appointed for a 5-year term and may be reappointed.

**Responsibilities:**

1. As summarized in the Manual (2025) Sections G.3 Trustees
2. The trustees are normally responsible for holding all congregational property for the congregations as part of the United Church. Trustees must give the same care and attention to congregational property as a reasonable person would their own property. Property includes money as well as land and buildings. Trustees must comply with decisions about the congregational property that are made by the Church council and the Regional Council.
3. To make recommendations regarding insurance both fire and liability on church property, building and contents

**Quorum:**

75% must be in attendance for quorum including appointed minister or pastoral charge supervisor.

---

### **III. CHURCH COUNCIL**

The Church Council performs the functions of church governance as prescribed in the United Church Manual. The Council is a representative of the congregation and assumes the theological, operational, and financial responsibilities of St. Paul's congregation.

#### **Duties of Church Council**

1. To promote a better understanding of the general work of the Church.
2. To encourage systematic mission education and the practice of Christian stewardship within the congregation, Sunday School, youth organizations and other groups.
3. To submit annually to the congregation a list of members in their respective committees.
4. To receive reports from committees and to report to the congregation annually and present a summary of the work of all committees along with suggestions and recommendations as it deems wise, and to present an account of receipts and expenditures for the past year.
5. To present a proposed budget for the forthcoming year, with assistance from the committees.
6. To assume the responsibility for the disbursements of all funds.
7. To authorize borrowing of funds for the day-to-day operation of the charge when it becomes necessary, or for any indebtedness which shall normally be discharged during the Council's term of office.
8. When necessary, to give lawful orders and directions to the trustees concerning matters of property.
9. To be responsible for the conduct of members.
10. To appoint representatives (1) in full church membership of St. Paul's to the Region.
11. To act as a liaison between the congregation and the Region on matters of mutual concern.
12. To attend to matters affecting St. Paul's Church not assigned to any other bodies.

## **St. Pauls' United Church Council membership:**

- ❖ Chairperson (*nonvoting unless in case of a tie*)
- ❖ Chairperson-elect
- ❖ Council secretary
- ❖ Council Treasurer (*nonvoting*)
- ❖ Ministry Personnel (*nonvoting*)
- ❖ Regional Reps (1)
- ❖ Board of Trustees (1)

and up to two voting representatives from each of the following:

- ❖ Finance Committee (2)
- ❖ Ministry & Personnel Committee (2)
- ❖ Outreach Committee (2)
- ❖ Property Committee (2)
- ❖ Worship Committee (2)
- ❖ Membership and Pastoral Care Committee (2)

Other committee members are welcome at the meeting with no voting privileges.

### **Corresponding committees** (no voting privileges)

- ❖ St. Pauls' Helping hands
- ❖ Planned Gift

### **Executive Committee:**

An executive committee of the chairperson, council secretary, council treasurer, and ministry personnel are empowered to do the work of the church council between meetings if necessary.

### **Terms:**

#### **2- year terms:**

Chairperson, council secretary, regional representative(s)

#### **3- Year terms**

Standing committees and special committees, may be reappointed once.

#### **5- Year terms**

Trustees shall be appointed for a 5-year term and may be reappointed.

Following completion of term, committee members are encouraged to join another committee.

### **Meeting Frequency:**

- The council shall normally meet 9 times a year (January, February, March (AGM), April, May, August, September, October, November), or upon the call of the chairperson. The meetings will be held on the 4<sup>th</sup> Wednesday of the month in the upper hall of St. Paul's United Church. Meetings will be start at 7:00pm.
- Special meetings may be called by the Minister, the chairperson, or by written request of five members of Church Council and shall be held within 10 days of the request. Only the business named in the request shall be transacted.

## **Notice of Motion**

A motion concerning either finances or policy must be presented as Notice of Motion to each committee for discussion at its own individual meeting, before being considered at a Council meeting.

## **Agenda Format**

1. Devotional
2. Minutes of the last meeting
3. Correspondence (if any)
4. Old Business (Action Ideas)
5. New Business
6. Committee reports and recommendations
7. Closing prayer

\*The meeting shall not exceed two hours unless a motion extending this time period is passed.

## **Quorum:**

### **Church council meetings:**

- the minister or dually appointed representative of the Regional Council
- 50% plus 1 of voting members must include the majority of the committees

**Executive Committee meetings:** 3 members

## **Responsibilities:**

1. The duties of the church council shall be those ascribed in The Manual of the United Church of Canada.
2. The church council shall appoint an ad hoc committee to review the constitution when deemed necessary.

## **Major Expenditures:**

Any single project expenditure (not approved in budget or planned gift giving) of \$5000.00 must be submitted for approval at a community of faith meeting. A plan for funding or any major expenditure must also accompany the request.

## **Duties of the chairperson:**

1. To preside, preserve order, to take the vote, and to announce the decisions of the Church council.
2. Shall vote only in the case of a tie.
3. To oversee the general operation of all committees of the Church council.
4. To arrange for chair elect of the Church council to chair the meeting in their absence. If chair elect not available, arrange for another council member to chair.
5. Sign any official documents on behalf of the community of faith.
6. Will be one of four signing officers at the financial institution.
7. Other duties as may be required by the Manual or assigned by the community of Faith or Governing Body.

*Note: Past Chair may be a member of another committee*

**Duties of the chair-elect:**

1. To assume the duties of the Chair in the absence of the chairperson.
2. To hold voting privileges.

**Duties of the Council Secretary to council:**

*(Currently filled by administrative assistant 01/26)*

1. To review and sign the minutes from previous Council meetings.
2. In the absence of the council secretary, an alternate need to be appointed at the beginning of a meeting.

**Duties of the Council Treasurer:**

1. This position is filled by the Finance Committee Chairperson.
2. Will act as one of four signing officers at financial institution.

---

**IV. STANDING COMMITTEE RESPONSIBILITIES**

1. Each committee to determine the number of members required and acquire members as needed.
2. Notice of committee meetings shall be given at a service of worship.
3. Each committee is to be represented at church council.
4. Quorum for meetings will consist of 50% plus one of the voting members.
5. Any committee member may attend church council meetings but are not entitled to vote.
6. Standing committees shall meet as often as necessary to complete their responsibilities.
7. To encourage volunteers to serve on the various church committees.
8. Sunday opening, closing, and ushering of the church on the assigned months.
9. Provide devotion at Church Council meetings on assigned months.
10. All committees should be prepared to assist in fundraising ventures.
11. Prepare the annual budget for the finance committee. Monitor approved budget spending.
12. Prepare a written monthly report for council and a report for the annual meeting.

**1. Finance Committee**

The Finance Committee is responsible for establishing and defining financial operations under the guidelines of the Financial Handbook of the United Church of Canada. The administrative assistant is responsible for the day-to-day financial matters of the church.

**Membership:** minimum of 4

**Meetings:** meet monthly- minimum of 10 times a year

**Roles & Responsibilities:**

- Oversees finances, reviews reports, prepares budget.
- Finance Committee members who are signing officers review the paperwork and sign the cheques at the Finance Committee meeting.
- If signatures are needed before the meeting (e.g. urgent payment), cheques may be signed between meetings.
- Cheques should be prepared in advance by the administrative assistant along with:
  - Supporting invoices
  - Approval documentations (example minutes)

**Duties:**

1. Signing officers at the financial institution will be any two of the following: Treasurer, Chair of Council, a member of finance committee and the administrative assistant.
2. To produce an annual budget based on information provided by each committee of Church Council. Present council approved budget at annual meeting.
3. To report the financial condition of the congregation at regular meetings of Church Council.
4. Liaise with administrative assistant regarding a yearly financial review of engagement statement or audit.
5. To initiate the production of Stewardship letters, i.e. letters/congregational newsletters.
6. To promote PAR (pre-authorized remittance) and alternative ways of regular giving.
7. To administer St. Paul's general accounts including memorial and Legacy funds.
8. To ensure that the property insurance is current and paid and to inform the trustees yearly that the insurance is in place.

**Memorial Fund:**

The Memorial Fund consists of donations for commemorative purposes made from time to time by family and friends on behalf of past or present members or adherents of St. Paul's Church. The fund was established by approval of session and ratified by the annual meeting on January 20, 1972.

The Finance Committee will administer the Memorial Fund by:

1. Receiving and recording monetary gifts through the Church office.
2. Acknowledging both the donor and the recipient of the memorial through the Church office.
3. Keeping the funds in a separate account.
4. Recommending or receiving recommendations for the use of the funds. Funds are not to be used for salaries or general maintenance.
5. Assembling information and cost regarding a specific recommendation for presentation to Church Council.
6. Using the funds for such things as beautification of the sanctuary, for properties to promote church worship service, for equipment in the church offices to facilitate worship.
7. Expending the funds only on the approval of Church Council.
8. Keeping an updated list in a Memorial Book of items placed within the church.

**Legacy Fund:**

This fund was established on January 8, 2000, to accept large bequests from estates.

*(Protected Funds formed the initial sum of Planned Gift Fund and the account was closed in October 26 2008, following this the protected funds account was closed)*

**Unprotected Funds:** These funds are used to pay capital upgrades and repairs to the church such as the furnace, the grand piano, and the elevator.

Future unspecified monies donated to the Legacy Fund will be deposited to the unprotected funds account. Access of these funds will be determined by the Finance Committee's recommendation and Church Council's approval.

Interest accumulated within this fund will be administered by the standing Finance Committee of St. Paul's under the approval of the Church Council.

## **2. Ministry and Personnel Committee**

### **Membership: 4**

*No member of the church staff shall be a member of this committee, and it shall not replace the ministry profile committee or search committee in the event of a change in pastoral relationship or vacancy.*

### **Meetings: 4**

### **Duties:**

The role and responsibilities of this committee are described in detail in the handbook titled *United Church Ministry and Personnel Committees: Policy, Procedures, Practices*.

1. To provide a consultative and supportive agency for the staff, members and adherents of the congregation.
2. To regularly review hours of work, working conditions, responsibilities and remunerations of all members of the church staff, making revisions where required or as requested; to be approved by church council.
3. To receive from each staff member, a current level two (2) police records check, at their own expense every 5 years or at the discretion of council.
4. To review and evaluate, annually, the effectiveness of the staff in relationship to the church's mission as defined by Church Council.
5. To maintain close liaison with the Pastoral Relations Cluster of Prairie to Pine Region.
6. To consult with staff members about their plans for continuing education and ensure that those eligible avail themselves of provisions for same and that finances and time are made available.
7. To approve or deny staff requests for vacation time based on operational requirements.
8. One representative attend joint Ministry and Personnel committee meeting with Oak Lake Pastoral Charge at a minimum of once a year.

### **3. Outreach Committee:**

The Outreach Committee shall be responsible by means of education:

- to create, develop and maintain a conviction throughout the church that promoting social justice is inherent in Christianity.
- to provide information concerning the outreach work of the larger Church
- to enlist the support of its members and adherents for such work.

**Membership:** 4

**Meetings:** 6

**Duties:**

1. To develop programs and methods of education regarding human need and social justice issues.
2. To recommend to the Church Council the initiation and/or continuation of financial support and outreach programs.
3. To offer other non-monetary support to the community.
4. To promote the Mission & Service Fund as the primary way of giving beyond our congregation and to engage the congregation in the M&S goal-setting process and ensure that the moneys are forwarded in a timely manner. Keeping the congregation and council informed of M & S goals.
5. To encourage all aspects of good stewardship within our congregation.

### **4. Property Committee**

The Property Committee function relates to the general maintenance and repair of all church property including church buildings and contents, equipment and furnishings, as well as the property on which the church is situated.

**Membership:** 4

**Meetings:** monthly

**Duties:**

1. To be responsible for all aspects of maintenance, renovations, additions, or repair to the church building and grounds, including contents, utilities, heating system and all other related equipment.
2. To be responsible for calling of tenders, reviewing tenders, and recommending acceptance of same.
3. To be responsible for supervision of all work projects related to maintenance, renovations, or additions.
4. To authorize expenditures in accordance with an approved budget or as authorized by the Church Council in specific instances and maintain a record of all expenditures.
5. To authorize the formation of sub-committees relating to various phases of its work.

### **5. Worship Committee:**

The Worship Committee function relates to the oversight of the spiritual interests and worship environment of the church. The Committee shall consist of members in full membership with the United Church of Canada

**Membership:** minimum of 4 members

**Meetings:** Normally meet 10 times a year (January, February, March (AGM), April, May, June, August, September, October, November)

**Duties:**

To have oversight of:

- admissions of persons into full membership through the Profession of Faith.
  - approval of applications for Baptisms and Marriages.
  - administration of sacraments (Communion, Baptism) including the gathering of helpers from St. Paul's congregation for the serving of communion and assisting with baptism along with members of the Worship Committee.
1. To receive and discuss feedback about public worship services.
  2. To encourage the community of faith to participate in the leadership of worship services (scripture reading, announcements, prayers etc.)
  3. To arrange special services in consultation with the ministers.
  4. Arrange for pulpit supply ministry as needed.
  5. To oversee refreshments for Special Services as decided upon.
  6. To assist with services at the Sherwood and West-Man Nursing Home.
  7. To decorate the sanctuary in accordance with the Church year.
  8. To explore and initiate new forms of worship.
  9. Promote ecumenical or community worship services such as World Day of Prayer, Remembrance Day, Good Friday etc.
  10. To work in consultation with the minister planning Christian education.

**6. Membership and Pastoral Care Committee**

The Membership and Pastoral Care Committee (MPC) is responsible for the maintenance of accurate and up-to-date records of church membership and the promotion of sociability and good will within the congregation.

**Membership:** 4

**Meetings:** 4

**Duties:**

1. To appoint a roll clerk who shall maintain the Historic and Membership Roll.
2. To participate in the acknowledgement of those transferring membership to St. Paul's United Church.
3. To encourage visiting of those in hospital, personal care homes and private homes.
4. Upon request to arrange transportation to church services and church functions.
5. To acknowledge the following by way of greeting cards: sympathy, graduation.
6. To meet regularly and provide reports to Council.
7. To organize the making and distribution of casseroles for members on our household list in times of need.
8. To act as nominating committee- Chair, Chair-elect
9. Sign and deliver Christmas cards to those of St. Pauls' community of faith as per committee discretion.

## **7. Helping Hands Committee- Nonvoting**

The St. Paul's Helping Hands Group continues to help with various functions and events being held at the church. There are five kitchen teams on a rotational basis to lighten the load for everyone when we are asked to cater a funeral lunch or event. This committee was created when the U.C.W disbanded.

**Membership: 5 lead Teams- membership is open to all**

**Meetings: Once a year to plan/discuss any potential events.**

## **8. Planned Gift Committee- Nonvoting**

**Membership: 4 (min)**

The Planned Gift Committee will consist of:

- one representative with interest in Christian Education
- one representative of the Finance Committee
- one representative of the Trustees of St. Paul's
- one to five representatives of St. Paul's congregation

**Meetings: 2**

Planned Giving is the making of a plan for a financial gift to St. Paul's United Church, Virden Manitoba sometime in the future. These financial gifts may be from an estate or accumulated capital assets – not from income. The gifts will be held in the Planned Gift Fund.

On October 26, 2008 the establishment of a Planned Gift Fund was formulated during a special congregational meeting. This program allows members and adherents of St. Paul's United Church, Virden, Manitoba the opportunity to plan bequests that they wish to give. With this giving the contributor is allowed to take advantage of tax benefits and should be discussed with their personal financial planner or a Gift Planner from the United Church of Canada. In turn, St. Paul's United Church will expand their ministry with planned projects in three areas being:

- Passing on the Faith
- Care for our Neighbours
- Bricks and Mortar

To establish the fund the initial principal sum consists of:

- The protected Funds of the Legacy Fund in the amount of \$41,000.00 (*Oct 26, 2008*)
- The Myrtle Lane Bequest in the amount of \$20,000.00
- The Proceeds from the sale of the manse in the amount of \$61,640.00

The principal sum of the funding has been set at a minimum of \$120,000.00. This will allow any future contributions that are taken to invest a minimum of 50%. The balance of the contribution will be paid out with the annual funding requests.

***Note: The annual return of the Myrtle Lane Bequest (\$20,000.00) will be paid directly to the C.E. Pl. 24 for use in the annual Christian Education programming.***

The Committee will review applications for annual funding and present recommendations to the Church Council for approval.

Enquiries regarding the Planned Gift Fund can be made to any committee member.

The committee shall report annually to the St. Paul's United Church, Virden, Manitoba congregation.

## **V. AGREEMENT FOR MINISTERIAL SERVICE**

### **between Virden Pastoral Charge and Wallace Pastoral Charge**

1. The minister of Virden Pastoral Charge will provide one yearly Sunday service to Wallace Pastoral Charge,
  2. Bulletins will be provided by Virden Pastoral Charge.
  3. The minister will be available for pastoral care visits, weddings, and funerals as the need arises. Travel costs for worship and pastoral care are included in this agreement.
  4. The minister will make attempts to be available, depending upon scheduling, for special events as requested by Wallace Pastoral Charge.
  5. Virden Pastoral Charge will provide clerical assistance to Wallace Pastoral Charge as needed.
  6. The minister of Virden Pastoral Charge will normally be appointed by Prairie to Pine Regional Council as Pastoral Charge Supervisors for Wallace Pastoral Charge.
- 

## **VI. PERSONNEL OF THE CHURCH:**

### **Duties of the Minister**

#### Worship Preparation and Leadership of:

- Sunday morning worship at St. Paul's
- Special services at Christmas and Holy Week/Easter.
- Sacraments (Communion and Baptism).
- Regular Sunday roster rotation at West-Man Nursing Home and Sherwood Home approximately once every six weeks.
- Communion at both West-Man and Sherwood, as requested.
- Funerals.
- Weddings, including rehearsals.

#### Pastoral Care:

- Bereavement follow-up.
- Home and hospital visiting in Virden and area, Brandon or elsewhere if needed.
- Training and support of lay pastoral visiting team.
- Involvement in the wider community.
- Responding to transients and other requests for assistance.

#### Christian Education and Spiritual Nurture:

- Facilitation of adult Christian Development programs, such as Confirmation preparation, bible study and other opportunities for learning and growth.
- Being a resource to children's and youth programs such as the Girl Guide's "Religion in Life" program.
- Providing preparation for Baptism.
- Providing preparation for Marriage as requested.
- Providing support and encouragement for lay leaders, Sunday school leaders and committees, including finding and sharing resources.

- To be available for counselling or referral when requested by members or adherents of the congregation.
- Provide education on the tie between discipleship and giving.

#### Administration:

- Regular office administration (phone calls, e-mails, scheduling, filing, teaming, consulting and planning with other staff, etc.)
- Attending Church Council and Committee meetings and the annual congregational meeting.

#### Wider Church:

- Attending Virden Ministerial Association meetings and participating in local inter-church work at ministers discretion
- Attending regular regional meetings and Conference Annual Meetings and doing some work on their behalf.

While the expectation is that the minister will work the number of hours according to their contract, normal week-to-week fluctuations in workload and demand may cause some weeks to far exceed the normal hours. In that case, compensatory time will be taken as scheduling allows, so that the overall average hours worked is the number of hours according to contract.

Five weeks annually are available for holidays as well as three weeks of study leave. A guideline for study leave would be as follows:

- One week to work on goals, either present or future, as set by the Council/congregation.
- One week to work on personal goals in ministry, either present or future.
- One week for retreat—for ministry self-care and spiritual nurture.

#### **Duties of the Administrative Assistant:**

*These are some of the duties, a complete job description is the responsibility of the Ministry and Personal committee.*

1. Record and maintain accurate council meeting minutes.
2. Conducts all correspondence, emails and telephone calls to appropriate committees.
3. Preserves all documents and transmit the records annual to the Region.
4. In conjunction with the Finance Committee, to receive and keep a record of all moneys for the support of the local church from envelopes, collections and other sources and disburse them under the direction of Church Council. He or she shall record for this purpose, all receipts and expenditures and a statement of accounts when called upon by the Finance Committee for presentation.
5. Receive all monies contributed toward the Mission and Service Fund and other missionary projects of the congregation and keep a record of individual giving in an account separate from other funds of the congregation.
6. Prepares compiled annual reports for the community of faith.

7. Receive and disburse funds within the bounds of an approved budget.
8. Prepare detailed financial statements at each meeting. (finance & council)
9. Liaison with financial committee regarding the yearly financial review of engagement or audit.
10. Arranges for the submission of the annual charities return.
11. Maintains insurance policies.
12. Ensures all bills are paid.
13. Be a signing authority for the church.
14. Other duties as may be directed by the Ministry and Personnel Committee

### **Duties of the Caretaker**

A complete job description is the responsibility of the Ministry and Personal committee.

### **Duties of the Landscaper**

A complete job description is the responsibility of the Ministry and Personal committee.

---

## **VII. GUIDELINES FOR WEDDINGS**

(Approved April 2007, amended 2025)

St. Paul's United Church celebrates the opportunity to be involved with couples wanting to be married in the context of Christian worship.

We affirm that marriage is a gift of God through which two people make a covenant with one another and with God in the full intention of a lifelong commitment.

The marriage ceremony is an act of Christian worship and therefore we assume that couples wanting to be married in the church have a significant commitment to the Christian faith. Marriage commissioners are available for those who desire only a legal ceremony.

Marriage preparation sessions are recommended.

It is the expectation of the church that, normally, a wedding would be arranged at least 90 days in advance.

### **Civil and Legal Requirements:**

Marriage is a legal act governed by the laws of the province of Manitoba. A marriage licence must be obtained.

When the wedding is conducted by a minister of religion, that person acts on behalf of the government to legalize the marriage by signing and forwarding the appropriate forms to the Division of Vital Statistics.

Two witnesses are required for the ceremony. Both of these witnesses must be at least 12 years of age.

## **The Wedding Service:**

- The minister will determine the order of worship, in consultation with the couple.
- A rehearsal can be held before the wedding. All people involved in the wedding should attend the rehearsal, including musicians, ushers, parents, and photographers. There is no need for other people to attend.
- Flash photography /video will be allowed in the service but should not disrupt the service.
- If you wish to involve another minister in the service, this needs to be discussed with the resident minister of the church.
- The service will not include words that indicate "the giving away of the bride". If desired, parents and/or family and friends can be asked to give a blessing to the couple. There are many different ways for the wedding party to enter and leave the sanctuary. These can be discussed with the minister.

## **Costs Related to Your Wedding:**

Our church has on-going expenses related to the daily functioning of our congregation and the upkeep of our building. When you choose to be married here, we ask you to make the following contributions to these expenses. We ask that you place these amounts in separate envelopes, marked clearly, and give them to the church secretary prior to the rehearsal.

- **Use of sanctuary (day of and rehearsal)** (sanctuary holds 225 persons) **\$150.00**  
Church hall is available to rent if requested.
- **Wedding Caretaker** **\$100.00**  
This includes being at the rehearsal and the wedding, unlocking & locking doors, setting up and moving furniture, managing sound system, extra cleaning, and being available to the family for other needs. This is an honorarium as this work is done by a volunteer.
- **Minister's Honorarium**  
The minister does not have a set fee, since weddings are a part of the work of the church. However, ministers usually give extra time, including their evenings and week-ends for the marriage preparation sessions, the rehearsal and the service. Therefore, a monetary gift of appreciation is not required but would be acceptable. We would suggest \$200.00  
If you wish the minister to attend the reception, please provide an invitation expressing your wishes.

---

## **POLICY ON BAPTISM**

(Approved April 2007 amended 2025)

Parents desiring baptism for their children or adults desiring baptism for themselves should contact the minister at the earliest opportunity. This will allow for decisions to be made by the Council/Session of St. Paul's or Wallace.

Baptism will normally occur at a service of public worship in the St. Paul's or Wallace congregation. If there are circumstances, such as illness, which make regular worship time

inadvisable, members of the congregation will accompany the minister to the home, hospital or other location for the Service of Baptism.

Ideally, the Council/Session of St. Paul's or Wallace will have agreed to the baptism before it takes place. In the case of the baptism of a person in danger of death, the minister will respond and the Council/Session will be notified at the earliest opportunity, in accordance with the Manual. We baptize persons whose life is in danger, not because we believe that persons are loved any less by God if they are not baptized, but in order to provide loving pastoral care to the person and family.

When a request for baptism comes from a family not connected with the United Church of Canada or any other church, every effort will be made to connect that family to the St. Paul's or Wallace congregation.

Adult candidates and parents who have requested baptism for their children will be instructed by the minister, or any others that the Council/Session may determine, about the nature of baptism and the expectations that accompany the Sacrament. This could take the form of a group orientation session or individual instruction. Members of the congregation will be involved in the preparation.

Members of the congregation will also be involved in the subsequent Service of Baptism.

Dates for a Service of Baptism are to be chosen in consultation with the family, the Council/Session and the minister.

Persons baptized in the St. Paul's or Wallace congregation, whether adults or children, will receive pastoral care as well as encouragement to remain connected to the congregation. The congregation will support the parents of baptized children, including those baptized elsewhere, through Christian Education programs, including Sunday School and regular worship, and through prayer, both public and private.

At an appropriate age, young people will be encouraged to consider the claim of the Christian church on their lives, to the end that they might seek baptism for themselves, or the Renewal of Baptismal Faith (Confirmation).

This policy will be reviewed by the Council.

---

## **IX. GUIDELINES FOR FUNERAL SERVICES**

(Approved April 2007, amended 2025)

St. Paul's United Church offers you our sympathy and our prayers at this time of loss. We consider it part of our ministry to assist you as you plan the service for your loved one.

Our minister will meet with you to plan the service so that it might be fitting remembrance and tribute to the person you are honouring. You will be assisted in choosing scripture, hymns and other components of the service. Your wishes and those of

the deceased will be followed the best of our ability, in keeping with the traditions of the church.

Wherever possible, family members are encouraged to participate in the service through the singing and the prayers.

**Music:**

Music maybe selected in consultation with the Minister.

***Common Questions:***

***Can we choose our own minister?***

Normally, our resident minister will conduct the service. If you wish to have another person perform the funeral service this must be approved by resident minister and/or council.

***Can others be involved?***

We encourage the participation of others in reading scripture, presenting the eulogy, leading prayers or offering music.

***What about a luncheon or reception?***

Upon request, a luncheon can be provided by the Helping Hands Group of St. Paul's.

***What about costs?***

Many families ask for guidance in making contributions to cover the cost of a funeral in the church. We have developed some guidelines so that you may contribute to the on-going expenses related to the life of our congregation and the upkeep of our building.

***What about Memorial Gifts?***

St. Paul's United Church has a Memorial Fund which is used for particular needs of the congregation as they arise. If you wish to designate memorial gifts in memory of your loved one, gifts may be made to St. Paul's United Church, with "Memorial Fund" written on the memo line. Tax receipts will be issued.

- **Donation to the church** **\$150.00**  
This helps with light, heat and general maintenance.
- **Pianist** **\$ 75.00**  
This is an honorarium since this person is not on regular salary.
- **Funeral Caretaker** **\$100.00**  
This includes unlocking & locking doors, setting up chairs, sound system, extra cleaning, being available to family and funeral directors, etc. This is an honorarium as this work is done by a volunteer.
- **Banquet Hall- Lunch** **\$25.00**
- **Minister's Honorarium**  
Recognizing that a funeral generally falls on top of other planned work and usually includes overtime hours for the minister, you may wish to offer a gift of appreciation.

This is neither expected nor required but would be a voluntary gift on your part. We would suggest \$200.00

We hope these guidelines will assist you in your planning.

If any of these amounts present a hardship, please let the Minister know.

We are glad to be able to serve you at this time of need.

May God comfort you in your sorrow and may the support of friends and community be a blessing to you.

---

## **X. ST. PAULS UNITED CHURCH RENTAL GUIDELINES**

(Approved November 2010) Amended November 2025

All renters must sign the rental agreement.

Insurance All renters must purchase or provide proof of renters liability insurance.

*\*time slot defined as morning, afternoon or evening*

Sanctuary \$150.00 for one time slot

Music Festival \$60.00 for one time slot  
\$90.00 for two time slots  
\$120.00 for three time slots

Upper Hall  
(including use kitchenette) \$60.00 for one time slot  
\$90.00 for two time slots  
\$120.00 for three time slots

Lower Hall or Banquet Hall \$60.00 for one time slot & \$40.00 for use of kitchen  
\$90.00 for two time slots & \$40.00 for use of kitchen  
\$120.00 for three time slots & \$40.00 for use of kitchen

Use of kitchen includes fridge, stoves, coffee urns, dishes, soap and tea towels.

Note: St. Paul's has a commitment to be environmentally responsible, and so we ask you not to use styro-foam or plastic dishes.

For non-profit groups who are offering some type of ministry to the community (such as Palliative Care, Habitat for Humanity, Grief Support, A.A. etc.) there will be no charge. This will be at the discretion of the church council.

Groups could be encouraged to take a free will offering to donate to the costs of maintaining the church building

On-going groups such as Girl Guides give a weekly or year-end donation/fee for using the facility.

**XI. AMENDMENTS TO THE GOVERNANCE POLICES AND PRACTICES**

- Amendments may be made by a two-thirds majority at any regularly called Annual Meeting, providing the proposed changes have been included in the previously circulated Annual report
- Following approval at a community of faith meeting, the revised Governance Policies and Practices document be submitted to the Regional Council (Prairie to Pine) for approval.
- An Ad Hoc committee will be selected at an annual general meeting to review the constitution as needed.

Note: If anything in this document is at variance with the policies and procedures of The United Church of Canada, as found in the most current Manual and related Handbooks, the Manual and related Handbooks will be considered authoritative.

**Signatures**

This amended governance structure of St. Pauls’s (Viriden) United Church was approved at the Annual community of faith meeting held on March 15, 2026.

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_