

**Policies and Procedures Manual  
of the  
Neepawa United-Anglican Shared Ministry (NUASM)**  
Revised October 2023

## **1. Introduction**

The Ecumenical Shared Ministry (ESM) Agreement made between the Neepawa United Church and the St. James' Anglican Church of Neepawa created an Ecumenical Shared Ministry which operates under the name Neepawa United-Anglican Shared Ministry and which in this document is referred to either by that name or its initials NUASM, both of which have equivalent meaning.

The Neepawa United-Anglican Shared Ministry is administered by the NUASM Board. Its members and committees deal with all aspects of church life, including personnel, worship and sacraments, mission and service, outreach initiatives, pastoral care and Christian education.

The main purpose of this manual is to outline the responsibilities, duties and terms of office of the members of the NUASM Board.

If a question of procedure, governance, jurisdiction or responsibility arises, the Ecumenical Shared Ministry Agreement should be consulted.

## **2. NUASM Board and Committees**

- a) Chair – elected every two years (odd years)
  - if possible and practical, the position could alternate between denominations: United Church member elected in 2021, Anglican member elected in 2023 etc.
- b) Vice Chair – elected every two years (odd years) and will normally become the Chair
  - if possible and practical, the position could alternate between denominations: Anglican member in 2021, United Church member in 2023 etc.
- c) Secretary – elected for a two-year term (even years)
- d) Treasurer – The elected Treasurers of Neepawa United Church and St. James' Vestry shall be part of the NUASM board and carry out duties as outlined on page 2 under Treasurer.
- e) Serving clergy (ex-officio) or a person appointed in their stead by a judicatory body
- f) The chair or a designated person from each of the following standing committees:

### **Standing Committees**

All chairpersons of the following committees (or their representatives) are members of the Board and will be elected for a two-year term, but all may serve multiple terms.

- a) Stewardship Committee – elected in even years
- b) Worship Committee – elected in odd years
- c) Mission and Service and Outreach Committee – elected in odd years
- d) Pastoral Care Committee – elected in even years
- e) Ministry and Personnel Committee – elected in odd years

### **Other Board Members**

Persons elected as member or representative of each of the judicatory bodies. This may be the same person that represents the judicatory body on each of the Neepawa United Church Board or St. James' Anglican Vestry. Elected in even years for a two-year term.

## **3. Responsibilities and Duties**

### **Board Chairperson**

- a) prepare the agenda for regular meetings of the NUASM Board, plus the Annual General Meeting and any special meetings of the community of faith.

- b) conduct all regular meetings of the NUASM Board, and chair the Annual General Meeting of the community of faith and any special meetings of the community of faith.
- c) be available for consultation with and provide guidance to other Board members
- d) make a decision on matters that may arise of an emergency nature
- e) be responsible for visiting dignitaries.
- f) act as Chair of the Nominating Committee
- g) act as liaison with Neepawa United Church Board and St. James' Vestry regarding issues of mutual concern

### **Vice Chairperson**

- a) assist the Chairperson in the overall administration of the community of faith
- b) act as Chairperson during the absence of the Board Chairperson;
- c) be available for consultation with and provide guidance to other Board members
- d) perform other duties that may be required from time to time.

### **Secretary**

- a) record the minutes of all regular meetings of the NUASM Board plus the Annual General Meeting and any special meetings of the community of faith
- b) maintain the Minute Book and ongoing list of motions passed during the year
- c) ensure that all NUASM correspondence is passed on to the Chairperson for regular meetings, and that the correspondence is noted and answered when required
- d) update this Policies and Procedures Manual when amendments or revisions are made
- e) maintain a listing of the start and end dates of the terms of elected board members
- f) perform other duties that may arise from time to time.

### **Treasurer**

- a) shall be the treasurer of the Neepawa United Church Board with assistance from the treasurer of St. James' Anglican Vestry when discussing financial matters of NUASM.
- b) be familiar with all financial matters regarding the operation of NUASM.
- c) present a financial report at all regular meetings of the NUASM Board, and at the Annual General Meeting of NUASM
- d) consult with the NUASM board when setting the financial allocation in the NUC budget for NUASM to cover costs of Worship Committee, Mission & Service and Outreach Committee, Sunday School activities, and other financial requests by NUASM Board.

### **Clergy**

- a) serve as ex officio member of all committees except ministry and personnel
- b) serve as advisor to the Board on all matters affecting the operations and requirements of the church
- c) work cooperatively with the Worship Committee to develop regular and special worship services that include familiar procedures and traditions from both the Anglican and United Church denominations, so that members of NUASM will feel comfortable worshipping together

### **Stewardship Committee**

Stewardship duties may be led either by a specific chairperson or by an ad hoc group either working by itself or partnering with representatives of the Neepawa United Church and/or St. James' Anglican Church. The priorities in stewardship are:

- a) periodically provide information to the community of faith to foster a better understanding of the meaning of stewardship, i.e. how the good and proper use of the time, talent and resources of our members supports and enriches the work of NUASM within our church family and the community.
- b) help promote stewardship activities
- c) support the fall stewardship campaign, as needed.

### **Worship Committee Chairperson**

The Worship Committee chairperson will have responsibilities in these areas:

#### **a) Worship Committee:**

Chair a Worship Committee consisting of 4 - 6 members in addition to the chair; including representatives from each denomination, a liaison from the choir plus the clergy.

- The Worship Committee will work cooperatively with the clergy to develop regular worship services that include familiar liturgy, hymnody, procedures and traditions from both the Anglican and United Church denominations. Additional details are provided in Section 4 f) Congregational Life of the Ecumenical Shared Ministry Agreement, and which is included in the Appendix of this manual.
- assist in organizing special services eg. baptism, communion, children's services, music, etc.
- change sanctuary decorations, banners and the communion table runner during the church year

#### **b) Choir / Music:**

Appoint a choir liaison person to help the Worship Committee support the choir in promoting the musical life of the church by the following:

- make recommendations for appointment of organist and choir director.
- provide liaison with the choir director and organist(s)
- arrange for repair and tuning of the organ and piano

#### **c) Membership:**

- keep track of requests for Baptism, Confirmation, Weddings and Membership changes; and forward these requests to the Worship Committee for information.
- forward these requests with recommendations where appropriate, to: the proper denomination for action according to their established practice; and to the NUASM board for information.
- appoint a Membership Convener for the United Church Members, whose duty is to maintain an accurate Membership Roll containing information in accordance with the requirements of the United Church of Canada. Memberships in the Anglican Parish are recorded by the clergy.

#### **d) Sacraments:**

- Appoint a Sacraments Convener to assist the Clergy in preparing the communion table for United Church sacraments
- The Altar Guild prepares for Anglican Holy Eucharist. These functions are recognized by the Worship Committee while they are a separate function of the Anglican Parish.

#### **e) Weekly Lay Activities:**

- Appoint a convener to recruit and schedule volunteers for such duties as: reader, candle lighter and offering presenter. The office secretary does this at present.

#### **f) Christian Education:**

- Promote Christian education programs within the church including recruiting Sunday School Leaders, study groups and promote confirmation classes

#### **g) Other:**

- work cooperatively with the Mission & Service and Outreach Committee on projects or events of mutual interest
- perform other duties that may be required from time to time

### **Mission and Service and Outreach Committee Chairperson**

- a) chair a committee whose membership will include: the chair, plus four or more additional members to assist in performing the designated duties
- b) promote the Mission & Service Fund, as well as other mission focused projects such as Gifts with Vision, the stamp project etc.
- c) set annual goal for Mission and Service and Outreach
- d) promote the fund-raising projects of the Anglican PWRDF (Primate's World Relief and Development Fund)
- d) perform other duties that may arise from time to time

### **Pastoral Care Committee Chairperson**

- a) chair a committee whose membership will include: the chair, plus at least two or more additional members to assist in performing the designated duties
- b) contact Members, Adherents and Friends as necessary eg. sick, shut-in, bereavement, special circumstances etc.
- c) coordinate with the UCW (United Church Women) and the ACW (Anglican Church Women) in the visiting of sick and shut ins
- d) study the needs of our community of faith and suggest ways in which the church can minister to these needs
- e) perform other duties that may arise from time to time

### **Ministry and Personnel (M&P) Committee Chairperson**

- a) attend and chair quarterly meetings of the M & P Committee which shall have a maximum of six members, with representatives from both denominations and include members named by staff to represent their concerns.
- b) meetings may be called at any time to address personnel issues that may arise
- c) provide a consultative and supportive agency for the staff of the church and for Members, Adherents and Friends in the community of faith
- d) review working conditions, job description, and remuneration for the staff of the church and make appropriate recommendations to the NUASM Board
- e) consult with staff of the church regarding their plans for continuing education and vacation, then report these findings and make recommendations to the NUASM Board
- f) review and evaluate regularly the effectiveness of the church staff as those persons and positions relate to the mission of the church
- g) meet with staff members on a regular basis to receive feedback regarding their position and duties
- h) advertise and fill vacant positions, when they arise, except Ministerial positions, which must follow the established policies and practices of at least one of the primary participating denominations, and not contravene the policies of either.
- i) develop the protocol and responsibilities for collection of Criminal Record and Child Abuse Registry checks for staff and volunteers who have contact with children and/or vulnerable individuals.

### **Representatives to Judicatory Bodies**

- a) represent the NUASM Board at meetings of the two primary judicatories
- b) provide minutes, reports and information as requested by the NUASM Board and as required by the judicatories of which they are members
- c) communicate with Neepawa United Church Board and St. James' Anglican Vestry on topics of concern to them

#### **4. Meetings of the NUASM Board**

**a) Meetings** – frequency, quorum etc. shall be in accordance with section “4 c) Governance” of the Ecumenical Shared Ministry Agreement.

##### **b) Voting by E-mail**

- 1) At the discretion of the chair, the NUASM board may make decisions between meetings by e-mail voting in circumstances the Chair considers to be urgent or necessary.
- 2) At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it. The email must contain
  - a) the proposed decision and sufficient background to inform the other members of the voting body
  - b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated.
- 3) The e-mail must be circulated to all members of the voting body, with all members’ e-mail addresses visible.
- 4) Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members.
- 5) Members must vote by e-mail by replying to the secretary.
- 6) Members must vote in the affirmative or negative without any conditions.
- 7) A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws.
- 8) Members may vote before the deadline, and may change their votes up until that time.
- 9) If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.
- 10) Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail.
- 11) The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.
- 12) Any clarification of this procedure that may be necessary, will be in accordance with the current United Church of Canada Manual – Appendix section “Decisions by E-mail”.

#### **5. NUASM Policy Statements**

##### **a) Marriage Policy**

All marriage services solemnized by our minister and held in the Neepawa United Church are at the discretion of the governing boards of Neepawa United-Anglican Shared Ministry, which will sanction the use of the Neepawa United Church for a marriage service of any couple regardless of gender provided the couple fulfills the requirements and marriage preparations necessary for all couples. (accepted April 20 2021 by NUASM board)

#### **6. Nominating Committee**

##### **a) Membership**

- members will include the chair and vice-chair of the NUASM Board, a member appointed by the Neepawa United Church Board, and a member appointed by the St. James’ Anglican Vestry

##### **b) Duties**

- nominate community of faith members to fill Executive and Committee Chair positions as needed
- consult with chairs of the NUASM Committees and nominate community of faith members to populate these committees as needed
- prior to the Annual General Meeting, present a list of nominees to the NUASM Board for approval
- submit a Nominating Committee Report at the Annual General Meeting of the community of faith

## **7. Amendments**

- the NUASM Board will have authority to review this document to ensure that it satisfactorily allows for the conduct of the mission, purpose and affairs of the Ecumenical Shared Ministry
- the NUASM Board will have authority to make small changes to the details described in this document (eg. committee size and duties) and test these changes on a trial basis
- significant amendments to this Policies and Procedures Manual may be proposed by the NUASM Board, and to take effect must be approved by a majority vote at a meeting of the community of faith

Date of Last Revision: October 2023