

APPENDICES

Officers, Sub-Committees and Associated Organizations of the Pinawa Christian Fellowship, Inc.

RESPONSIBILITIES AND GUIDELINES

(The date of latest review and acceptance, or review and revision is shown in brackets)

Appendices that are "superseded", "in abeyance" or "redefined" are noted

Appendix 'A'	General Committee Convenor (2015 January 14) – Superseded by Appendix AF
Appendix 'B'	Vice-Convenor (2015 January 14) – Superseded by Appendix AF
Appendix 'C'	Past-Convenor (2015 January 14) – Superseded by Appendix AF
Appendix 'D'	Secretary (2015 October 14)
Appendix 'E'	Financial Team (2016 August 10)
Appendix 'E'(i)	Building Fund Definition (2016 August 10)
Appendix 'F'	Office Administrator (2015 October 14)
Appendix 'G'	Executive Committee (2015 December 2)
Appendix 'H'	Adult Education (2017 August 9)
Appendix 'I'	Children's Program Co-ordinator(s) (2016 August 10) – In Abeyance
Appendix 'J'	Communications (2017 August 9)
Appendix 'K'	Guild (2016 September 14) – Transitioned to an informal Social and Fellowship Group
Appendix 'L'	Missions (2013 January 16)
Appendix 'M'	Pastoral Relations (2016 September 14)
Appendix 'N'	Social (2017 October 24)
Appendix 'O'	Stewardship (2014 August 27)
Appendix 'P'	Worship (2014 January 15)
Appendix 'Q'	Youth (2016 August 10) – In Abeyance
Appendix 'R'	Membership Policy (2018 January 17)
Appendix 'S'	Communion - Guidelines for Servers (2018 January 17)
Appendix 'T'	Questions for the Installation of Officers and Representatives (2016 August 10)
Appendix 'U'	Policy for PCF Use of School District of Whiteshell Facilities (2016 August 10)
Appendix 'V'	Fundraising Coordinator (2017 September 19) – In Abeyance
Appendix 'W'	Funerals & Memorial Services (2018 January 17)
Appendix 'X'	Privacy Policy (2016 March 23)
Appendix 'Y'	Screening of Personnel (2016 January 13) – In Abeyance
Appendix 'Z'	Congregational Care Committee (2014 December 3)
Appendix 'AA'	Planned Giving Program (2018 January 17)
Appendix 'AB'	Spiritual Care Volunteers Policy (2018 January 17)
Appendix 'AC'	Guidelines for Booking and Use of PCF Meeting Room Space and Property (2016 August 10)
Appendix 'AD'	Volunteer Expenses (2018 January 17)
Appendix 'AE'	Designated Funds Policy (2018 January 17)
Appendix 'AF'	Convenor Committee (2016 January 13)
Appendix 'AG'	By-Law Warden (2015 January 14)

Appendix 'A'**GENERAL COMMITTEE CONVENOR**

This Appendix has been superseded by Appendix AF (Convenor Committee)

1. The Convenor of the General Committee, together with the General Committee, is responsible for oversight of the congregation's administrative needs. He/She chairs all meetings of the Congregation, the General Committee, the Executive, and the Pastoral Relations Committee.
2. The Convenor is one of the Congregation's signing officers and is the spokesperson for the General Committee.
3. The Convenor is an *ex officio* member of all other Congregation and General Committee committees. The Convenor exercises general oversight of these committees to ensure that their work on behalf of the Congregation is carried out effectively and efficiently.
4. The Convenor may form, for a specific purpose and with the approval of the Executive, an ad hoc committee(s).
5. The Convenor ensures the Communications functions (Appendix 'J') are conducted as appropriate.
6. The Convenor ensures all personal information possessed by the PCF is managed in accordance with the PCF Privacy Policy (Appendix 'X').
7. The Convenor ensures all personnel working with children in any PCF activity are screened in accordance with Appendix 'Y'.
8. Where there is a vacancy on General Committee, the Convenor ensures the essential duties of the vacant position are delegated to another member of General Committee or to a member of the Congregation.

Appendix 'B'**VICE-CONVENOR**

This Appendix has been superseded by Appendix AF (Convenor Committee)

1. Normally, the Vice-Convenor serves as understudy to the General Committee Convenor, whom he/she replaces at the end of the latter's term of office.
2. The Vice-Convenor discharges the duties and responsibilities of the office of the General Committee Convenor in the latter's absence.
3. The Vice-Convenor ensures that PCF property is adequately maintained or repaired.
4. The Vice-Convenor is a member of the Pastoral Relations Committee.
5. In co-operation with the Stewardship Committee and the Convenor, the Vice-Convenor ensures the Congregation's Every Person Visitation, normally conducted in the fall of every year, is planned and executed.

Appendix 'C'**PAST-CONVENOR**

This Appendix has been superseded by Appendix AF (Convenor Committee)

1. The Past-Convenor discharges the duties and responsibilities of the office of the General Committee Convenor in the absence of the General Committee Convenor and the Vice-Convenor.
2. The Past-Convenor is a member of the Pastoral Relations Committee.
3. The Past-Convenor, with the assistance of the members of the General Committee, is responsible for obtaining nominees for all elected positions on the General Committee for submission to the Congregation at the Annual General Meeting. When preparing the list of nominees the following should be kept in mind:
 - (1) Any special requirements, needs, or particular emphasis to be placed in the coming year on a particular position.
 - (2) Having regard to the anticipated workload and the desirability of maintaining continuity, current members of the General Committee who are willing to stand for re-election.
 - (3) When interviewing prospective nominees, stress the desirability of forming a committee to assist them in the discharge of their responsibilities and duties.

Appendix 'D'**SECRETARY**

1. The PCF Secretary is a voting member of the General Committee.
2. The Secretary is one of the Congregation's signing officers.
3. The Secretary is responsible for:
 - (1) Recording, circulating to members of General Committee and filing in the church office the minutes of all Congregational and General Committee meetings. These minutes are the official record of all business carried out on behalf of the PCF.
 - (2) Conducting correspondence as requested by the General Committee. Copies of such correspondence shall be given to the Office Administrator for filing with the congregation's permanent records.
 - (3) Issuing an agenda prior to each Congregational, General Committee and Executive Committee meeting.
 - (4) Issuing list of correspondence received to present at General Committee and Executive Committee meetings.
 - (5) Ensuring an up-to-date listing of General Committee members is posted on the church bulletin board.
4. The Secretary ensures all personal information existing in his/her area of responsibility is managed in accordance with the PCF Privacy Policy (Appendix 'X').

Appendix 'E'**FINANCIAL TEAM**

1. The Treasurer is one of the Congregation's signing officers, along with the members of the Convenor Committee, and the Secretary. Any two may sign cheques.
2. The Treasurer is responsible for all the financial transactions of the PCF. He/she shall maintain sufficient ledgers and records to meet generally accepted standards of accounting practice.
3. The Treasurer oversees the Financial Team, consisting of Assistant Treasurer, Bookkeeper, Payroll, Depositor, Envelope Secretary and Mail Clerk.
4. The Financial Team ensure all personal information existing in their areas of responsibility is managed in accordance with the PCF Privacy Policy (Appendix 'X').

TREASURER

1. Prepares cheques for all invoices received
2. Obtains second signature on cheque and mails or delivers cheque.
3. Prepares monthly spreadsheets of all transactions and emails them to the Bookkeeper at the end of the month or sooner if requested.
4. Makes on line member to member transfer of funds for the minister's salary on first day of the month.
5. Pays regular monthly expenses by electronic transfer of funds when feasible.
6. Submits income tax, Canada Pension Plan, and Employment Insurance deductions (employee and employer shares) to Receiver General by 15th of the month.
7. Sends Parent Church payments to parent churches of PCF.
8. Prepares financial section of statistical returns for denominations as requested.
9. Sends pension and health plan, etc., payments to denomination head office of minister's denomination.
10. Makes deposits of income not included in Sunday offering.
11. Files invoices in binder.
12. Files offering sheets and records of other income in binders.
13. Delivers offering sheets and envelopes to Envelope Secretary each month.
14. Prepares charitable tax receipts for this income when applicable.
15. Prepares monthly giving goals for local offering and keeps congregation informed on progress.
16. Requests appropriate reports from Bookkeeper for presentation at General Committee meetings.
17. Requests appropriate year-end financial reports from Bookkeeper for fiscal year.
18. Prepares draft budget for upcoming fiscal year for approval by General Committee prior to presenting to Congregation.
19. Presents financial report and proposed budget at annual Congregational budget meeting in January. Records budget as approved by Congregation.

20. Submits Registered Charity Information Return to Canada Revenue Agency by June 30.
21. Keeps spreadsheet of amounts paid to Qualifies Donees (needed for tax return).
22. Submits application for GST rebate for previous year (as soon as practical after year end).
23. Ensures previous year's financial records are reviewed or audited and deals with any comments.
24. Manages Pre-Authorized Remittances (PAR) program, operated through United Church – adds new contributors, revises amounts, etc. Maintains a record of all changes.
25. Monitors PCF investments and makes adjustments as appropriate to obtain best returns. Discusses major changes with General Committee beforehand.
26. Monitors bank balances.
27. Informs committee overseeing Memorial and Honour Fund of any donations made to fund that require acknowledgement and passes along receipts to be included with acknowledgement. Informs person keeping Memorial Book up to date of donations to Memorial and Honour Fund.
28. Ensures financial records, including annual backup of Quickbooks files received from Bookkeeper, are stored in a safe manner.

ASSISTANT TREASURER

1. Verifies entries in the monthly financial worksheet prepared by the Treasurer and informs him/her of any issues.
 - ensure the amount in the total column matches what is on the invoice/deposit,
 - ensure GST is recorded as 50% of what is indicated on the invoice,
 - ensure the total is no greater or less than the sum of the GST and sub account,
 - ensure the sum of the subaccounts matches the total for entry,
 - ensure the amounts in the subaccount match what is on the invoice/deposit.
2. Deposits all income except Sunday offering into chequing account.

PAYROLL

1. Emails minister's monthly pay statement to Treasurer prior to the beginning of the pay period.
2. Ensures that Treasurer is made aware of any changes to pension amounts.
3. Prepares T1223 and letter of employment for minister re: clergy allowance deduction (Sept.)
4. Prepares T4 slip on line before the end of February.

BOOKKEEPER

1. Enters records of transactions received from Treasurer and Assistant Treasurer into QuickBooks.
2. Enters bank charges and interest payments on bank statements into QuickBooks.

3. Reconciles bank statement monthly on QuickBooks.
4. Runs reports as requested by Treasurer.
5. Writes annual backup disc of QuickBooks records to be stored by Treasurer.

DEPOSITOR

1. Prepares offering sheets and delivers to church for counters.
2. Receives offering after it has been counted and verifies count. Checks offering sheet to ensure it has been correctly completed and signed.
3. Deposits offering into appropriate PCF account.
4. Delivers offering sheet and envelopes to Assistant Treasurer each week.
5. Twice a year prepares counters schedule and notifies counters. Places a copy with the weekly offering sheets.
6. Posts a copy of counters schedule on the church bulletin board.

ENVELOPE SECRETARY

1. Maintains record of financial contributions from envelope holders and PAR contributors.
2. In May and November issues statements of givings for year-to-date to contributors.
3. Reconciles total envelope contributions with records to ensure they agree.
4. Issues official income tax receipts to contributors before end of February.
5. Sends backup copy of tax receipt records to Treasurer.
6. Maintains up-to-date list of envelope holders. Advises Treasurer of any changes.
7. Stores envelopes, offering sheets and tax receipt records in safe place for minimum of seven years. Consults Treasurer before destroying any records.
8. Writes disc of computer records for year to be stored with other financial data.

MAIL CLERK

1. Picks up mail.
2. Documents each piece of mail (date, description, and designated recipient). Sends a summary copy to the Secretary before monthly meetings of the General Committee.
3. Delivers mail to appropriate recipient

Appendix 'E (i)'**BUILDING FUND DEFINITION**

The Pinawa Christian Fellowship (PCF) is not unique in that it does not own a church building or has any immediate plans to acquire one. PCF does have a Building Fund but does not have a well developed definition of what this fund is to be used for or what the ultimate goals of this fund are.

Although there are no plans to acquire a building, conditions may change in the future. PCF uses the facilities of the F W Gilbert School for worship services and a few ancillary activities, including Sunday School. It would be unwise, under the uncertain economic and demographic conditions, to assume that the current arrangement with the Whiteshell School Division will remain unchanged. There may come a time when PCF will be forced to look at alternative arrangements for worship. Thus the need to preserve and maintain a Building Fund is necessary.

It is recommended that PCF retains a Building Fund but that no fundraising event be planned to increase the size of this fund. Fundraising activities may be warranted to maintain the approximate current value of this fund.

The following definition for the Building Fund is suggested:

All funds designated towards the Building Fund will remain in the Building Fund and invested until enough capital is accumulated to either

- purchase or rent a new building
- purchase or rent and renovate an existing building
- construct a new building
- finance material and equipment that will enhance the worship service of the PCF and that has an expected serviceable lifespan of at least ten years

Interest earned by the Building Fund will be used support the Operation Budget of the PCF.

In the event that the congregation decides to dissolve the Building Fund, any remaining funds will be directed to the Operating Budget of the PCF or to an appropriate PCF ministry at the recommendation of the General Committee and by approval by the congregation. Under no condition will any donation be returned to the donors.

Appendix 'F'**OFFICE ADMINISTRATOR**

1. The Office Administrator is a non-voting appointee of the General Committee whose appointment is re-affirmed annually.
2. The Office Administrator co-ordinates the preparation and delivery of the PCF Newsletter / Information Bulletins.
3. The Office Administrator assists the PCF Minister and the Executive Committee as requested.
5. Specific duties include:
 - (1) Orderly functioning of the Church Office.
 - (2) Executive Committee and office correspondence.
 - (3) Ensure current Mission Statement is posted on the PCF website.
 - (4) Maintain office files, including filing all notes, correspondence, and minutes pertinent to the PCF.
 - (5) Ensure official Church records of births, deaths, marriages, baptisms, confirmations and church membership are maintained up to date.
 - (6) Ensure all personal information existing in his/her area of responsibility is managed in accordance with the PCF Privacy Policy (Appendix 'X').

NOTE: Some of these duties may be performed by the Minister, with the agreement of the Office Administrator.

Appendix 'G'

EXECUTIVE COMMITTEE

1. The Executive Committee consists of the members of the Convenor Committee (Appendix F), the Treasurer, and the Secretary.
2. As directed by the Senior Convenor, the Executive Committee is responsible for routine day-to-day administration and planning on behalf of the Congregation.
3. All actions taken by the Executive Committee shall be reported to and confirmed by the General Committee at its next meeting.
4. Any expenditure made by the Executive Committee on behalf of the General Committee or the Congregation must be ratified at the next meeting of the General Committee.

Appendix 'H'**ADULT EDUCATION**

Adult Education activities may vary widely from year to year depending on the needs & desires of the congregation and the talents and interests of the leader. Typical duties include:

1. Arrange and/or conduct adult study sessions, workshops and courses in consultation with the Minister and the General Committee.
2. Prepare articles on the Adult Christian Education program for publication in the PCF Newsletter.
3. Arrange other Adult Education activities such as family retreats, visits to interesting places, etc. as appropriate.

Appendix 'I'**CHILDREN'S PROGRAM CO-ORDINATOR(S)**

This Appendix is in abeyance as the PCF has no children attendees.

The Children's Program Coordinator(s) is (are) responsible for coordinating all aspects of the PCF's programs for children (i.e., those below Junior High school age). These programs will vary according to the numbers of children in the various age groups. Typical responsibilities include:

1. In consultation with the Minister, plan the Children's program for the coming year, based on the best estimate of the numbers and ages of children expected to attend.
2. Recruit program leaders for the year. Provide and collect volunteer application form, child abuse screening application, and Criminal Record/Vulnerable Sector Check for each volunteer as required in Appendix 'Y.' Compile a list of substitute teachers.
3. Recruit a crib room co-ordinator, who will be responsible for organizing volunteers to serve in the crib room if needed.
4. Ensure everyone working directly with children has been screened in accordance with Appendix 'Y' (Screening of Personnel).
5. Arrange with the Gilbert School secretary for the use of classrooms.
6. In March/April, order the curriculum for the next year (if being used). Consult with Treasurer regarding budget. The budget may include curriculum, supplies, training, notes, thank-you gifts and Vacation Bible School.
7. Keep the children's program supply cupboard stocked and tidy.
8. Provide leader training, guidelines for behaviour or other necessary information to leaders prior to the start of each semester (where appropriate) and periodically check in on progress. Parents should be informed that they are responsible for taking their children to the washroom. In the case of only 1 student, the Sunday School Teacher shall ask a volunteer to join in the classroom or provide alternate activities in the Church with the congregation. The door to the Sunday School room shall be always left open. Behaviour, accident, or medical incidents shall be reported via an incident report which shall be given to the Program Coordinator and kept on file.
9. Attend meetings of the General Committee and report on the program.
10. Prepare articles on the children's program for publication in the PCF Newsletter.
11. Consult with the Minister and the Worship/Social Committees to plan and coordinate inter-generational worship services and social functions, such as the Christmas Eve family

service, Congregational Family Picnic, etc.

12. At the end of each semester write thank-you notes and buy gifts as appropriate for the Church School teachers, and also the crib room co-ordinator, at the end of the church year.

Appendix ‘J’
COMMUNICATIONS

PCF communications consist of:

- announcements in the *Sunday Order of Worship*.
- weekly advertisements in *The Paper*.
- monthly/seasonal announcements in area papers
- news of special events through
 - *The Paper*'s community calendar,
 - PCDC event calendar,
 - the community TV channel,
 - community bulletin boards (physical and electronic), and
 - mailings or phone calls to the other churches.
- newsletters in paper and electronic versions.
- our website.
- other ways as needed.

The General Committee Convener provides oversight of the communications function. The General Committee may appoint one or more people to coordinate these activities.

Communications for each year will be planned and supervised to fall within the annual budget allocation for advertising.

Appendix 'K'

GUILD

1. The Guild is composed primarily of PCF women. It is a permanent support organization for the community in general and the PCF in particular.
2. The Guild is independent of the governance of the General Committee, however a Guild representative sits on the General Committee.
3. Funds raised by the Guild assist a variety of causes such as MCC, Prairie Christian Training Centre, Pioneer Camp and any members of the PCF Youth Group who are going to camp or taking part in any other appropriate activity.
4. The Guild is active all year round. It is active in:
 - raising money via bake sales, teas and similar activities
 - providing food and refreshments for PCF and other community functions, and teas for receptions, memorial services etc.,
 - repairing banners, hymn books and similar PCF property, and
 - assisting with other PCF activities when called upon.

In June 2011 the decision was made to transition to a social and fellowship group.

Appendix 'L'

MISSIONS

Mission funds arise from two sources: (1) an annual allocation in the PCF operating budget designated "Parent Churches", and (2) envelope offerings specified as "Missions". The treasurer forwards the "Parent Churches" payments to the denominations recognizing the PCF. The Missions Committee directs the disbursement of the specified "Missions" funds.

The responsibilities of the Missions Committee include:

- I. Liaising regularly with the treasurer to determine the Missions account balance and to direct the treasurer to where Mission payments are to be made.
2. Identifying religious and social outreach activities and allocating Mission offerings to these through our parent churches when possible or other charitable organizations recognized as qualified donees by the Canadian Revenue Agency.
3. Responding to local emergencies involving individuals or families in a benevolent fashion with Mission offerings.
4. Identifying and promoting local (Pinawa area) missions work that permits the active participation of members of the Congregation.
5. Educating the congregation concerning mission projects that the PCF currently supports.
6. Providing support for mission related activities by youth and adults from within the PCF.
7. Ensuring that contributions of food, clothing, household goods, etc. are delivered to recipients as determined by the Missions Committee.
8. Bringing to the attention of the General Committee local, national, and global mission tasks or needs for its consideration where necessary.

Appendix 'M'

PASTORAL RELATIONS

Preamble

1. It is essential that good communication and effective progress review processes be maintained by the minister and the General Committee. Concerns should be promptly addressed before problems become major issues. These aims can be most effectively achieved by a small sub-committee of the General Committee -- the Pastoral Relations Sub-committee.

Prime Objective

2. The prime objective of the Pastoral Relations Sub-Committee is: to provide *support and feedback* for the minister, and a forum for identifying and resolving difficulties before they become major problems.
3. Of equal importance is assisting the Minister with planning and assessment of progress toward achievement of the Congregation's mission and vision.

Composition

4. At least one members of the Convenor Committee, and two or more member elected by the congregation, at least one of whom is not a member of the General Committee.

Functions

5. Functions of the Pastoral Relations Committee include:
 - 5.1 Being the focal point for dialogue with the minister on congregation and pastoral concerns.
 - 5.2 Conducting the minister's salary and benefits review.
6. Responsibilities of the PCF Pastoral Relations Committee include:
 - 6.1 Meeting with the Minister at least once a quarter.
 - 6.2 Being alert to situations as they arise within the congregation that are relevant to pastoral ministry.
 - 6.3 Discussing such situations informally with the minister in a manner appropriate to the situation.
 - 6.4 Agreeing on action(s) to be taken by the Minister, the General Committee and/or the Congregation including a timetable/deadline for the action(s).
 - 6.5 Documenting action(s) agreed.
 - 6.6 Reporting action(s) taken to the General Committee, unless the issue demands confidentiality.
 - 6.7 Following-up on action(s) agreed according to the agreed timetable.

- 6.8 If necessary, discussing further action(s) with the PCF representative of the minister's denomination with respect to the need to seek the assistance of the denominational governing body.
- 6.9 Ensuring all personal information is managed in accordance with the PCF Privacy Policy (Appendix 'X').

Appendix 'N'

SOCIAL

1. The Social coordinator will liaise with the Worship Subcommittee, Christian Education Subcommittee and other Subcommittees as appropriate to plan and arrange congregational social activities initiated by those groups.
2. The following are typical congregational social activities (not all are held each year).
 - Coffee and juice following the Sunday worship service.
 - Potluck lunches following worship services - these usually require providing coffee and milk/juice, napkins and paper plates/cups.
 - Receptions after worship service, baptism, confirmation, or grad. recognition, etc. – these may require decorated cakes in addition to coffee, juice, paper plates, etc.
 - Agape Feast - a fellowship dinner that is often part of a worship service, for example, the PCF Anniversary. .
 - Congregational picnic - this usually involves organizing a simple lunch.
3. The Social coordinator will:
 - Organize volunteers to host "coffee time" following weekly worship services. Names of those willing to help are provided through the annual visitation questionnaire.
 - Ensure coffee, tea, sugar, creamer, juice, napkins and disposable cups, plates and cutlery are available. Bills should be turned in to the Treasurer for reimbursement.
 - Submit an annual budget figure to the Treasurer.

Appendix 'O'

STEWARDSHIP

Stewardship, in the context of the Pinawa Christian Fellowship, refers to the commitment of Time, Talent and Treasure to the furtherance of the Kingdom of Jesus Christ.

The congregational member responsible for Stewardship will:

1. Be a member of the General Committee and provide assistance in matters relating to Stewardship in many different areas, but especially those involving education of the congregation.
2. Assist the Convenor Committee with the planning and implementation of a fall Stewardship program in whatever form this may take. Duties include the following:
 - a) Formally, or informally, survey congregational members as to their commitments of time and talent.
 - b) Compile names of congregational members committing to a certain task and forward those names to the appropriate committee.
 - c) Maintain lists of time and talent commitments of the congregation in order to supply possible candidates for tasks within the church.
3. Maintain contact with the parent denominations for development of Stewardship issues.
4. Other duties, as may occasionally be presented by the General Committee.

Appendix 'P'

WORSHIP

Composition

The Minister, denominational representatives, worship bulletin editor, music directors, and such other persons as it may from time-to-time recruit.

The committee elects its own Convenor, who reports on its behalf at meetings of the PCF General Committee. Denominational representatives should also attend General Committee meetings.

Primary Responsibilities

Provide and promote all PCF worship services. Particular attention should be paid to services celebrating the festival days and seasons of the Church year such as Christmas, Easter and Pentecost.

Encourage participation of laity, youth and the children in the worship services. Provide the necessary resources for worship; e.g. hymn books, bulletins, furnishings, etc.

Communion

Members of the Committee shall be delegated to make provision for communion services. Specifically, providing bread or wafers, and sufficient wine and grape juice. This person will also be responsible for the care of the communion table linen, chalice, trays and glasses.

Communion is normally celebrated once in Summer, on World-wide Communion Sunday, the first Sunday in Advent, Christmas Eve, halfway between Christmas and the beginning of Lent, the first Sunday in Lent, Maundy Thursday, Easter Sunday, and in June.

Communion may also be celebrated as part of a service of confirmation.

Normally, two or more persons assist the officiating clergy to serve Communion. These persons are selected from members of the congregation and should be representative of the denominations that formally recognize the PCF. From time to time, younger members of the congregation who have been confirmed should participate in serving communion.

Refer to Appendix 'S' for guidelines for communion servers. PCF By-Law No. 2 Page P2

The PCF Calendar serves as a guideline for the committee to plan worship:

September

Worship service preparation tasks, sidesmen, readers etc., assigned. Preparation for this is done in the summer. World-wide Communion and Thanksgiving services planned.

October

Plan PCF Anniversary Service. Begin planning Advent Season including obtaining Advent candle lighters. Set date for Service of Lessons and Carols.

November

Plans for Advent and Christmas services finalized.

December

January

Begin planning Lent and Easter services, specifically Good Friday, Easter Sunrise and Easter Sunday services. Order palm crosses.

February

Confirm preparations for Lent and Easter services. Locate items to be placed on Good Friday table.

March

Finalize preparations for Easter services. Contact Lutheran congregation to begin planning for summer services.

April

Plan Family Service and confirmation services (Note. A convenient date must be requested from the Bishop if there are Anglican confirmands). Begin preparation for Pinawa Birthday weekend service.

May

Finalize arrangements for summer: pulpit supply, room availability or sharing arrangement with Lutherans. Arrange for Grad Recognition service.

June

Grad Recognition service. Set date for first meeting after summer break.

Specific Tasks

- Scheduling sidesmen, lay readers and musicians.
- Advising sidesmen of the set-up for worship services, arrangement of chairs, paraments etc.
- Purchase of wine, fruit juice and other communion service supplies.
- Arranging for the provision of flowers at worship services.
- Provide the Advent wreath and Advent candles.
- Organ repairs and tuning.
- Baptism: provision of candle for each child being baptized.
- Room reservation for worship services.
- Ensure all personal information is managed in accordance with the PCF Privacy Policy (Appendix 'X').

Appendix 'Q'

YOUTH

This Appendix is in abeyance as the PCF has no youth attendees.

The role of the PCF Youth Representative is to assist the General Committee in meeting the needs of the youth (and the young at heart) of our congregation and our community. The youth need church and church-related activities to be fun, and to have ample opportunity to participate in these activities. The Youth Representative facilitates encouraging youth to be active members of the church.

Examples of church-related youth activities include TGIF (Thank God It's Friday) gatherings, coffee-houses, talent shows and youth Christmas parties. These events are predominantly youth-oriented, but are open to everyone to participate.

The Youth Representative liaises with Adult Education and Missions in coordinating social or mission oriented activities with the congregation.

Appendix 'R'

MEMBERSHIP POLICY

1. GENERAL PRINCIPLES

I give thanks to my God always for you because of the grace of God that has been given you in Christ Jesus, for in every way you have been enriched in him, in speech and knowledge of every kind - just as the testimony of Christ has been strengthened among you - so that you are not lacking in any spiritual gift as you wait for the revealing of our Lord Jesus Christ. 1 Corinthians 1:4-5

The Pinawa Christian Fellowship is a congregation recognized by

- (1) The Anglican Church in Canada,
- (2) Mennonite Church Manitoba,
- (3) The Presbyterian Church in Canada, and
- (4) The United Church of Canada.

The PCF affirms that the keeping of a membership record is primarily a pastoral function of the congregation. We keep records to serve more completely, and to celebrate the many gifts that people bring to our Fellowship.

When people recorded as professing members move from the community, the General Committee will ensure that all efforts are made to connect them with Christian congregations in their new home. People recorded as professing members and their children will be provided with a letter of standing, or certificate of membership or baptism, appropriate to the congregation they seek to join, or their membership certificates will be sent to their newly chosen congregation.

When people join or leave the PCF, the General Committee will ensure that their gifts and contributions to the life of the congregation are appropriately recognized.

The General Committee will ensure that a record is kept of the members of this Fellowship. The record of members will record the date that each member was added or removed. The record will include relevant details about the member's choice of denominational affiliation and the dates and forms of any rite or ceremony associated with their reception or removal. The General Committee will report annually that the guidelines of the membership policy are being followed.

People will only be added to, or removed from, the record of membership by resolution of the General Committee or by resolution of the Executive who will seek ratification of their decision at the next regular meeting of the General Committee.

The motion to add a person's name to, or from, the record of membership shall generally be made by a denominational representative, if that person belongs to one of the four denominations that

recognize PCF. The denominational representative will ensure that the motion is in harmony with the policy and practice of their denomination. People from other denominations or without a denominational affiliation may be represented by the Minister or another member of the General Committee.

Membership in the PCF may be in one of three categories, namely Professing Members, Covenant Members, or Friends of the PCF. Membership is extended to members of the four denominations that recognize PCF, to those who are affiliated with other denominations, or to those who have no denominational affiliation. Descriptions of these categories follow.

2. PROFESSING MEMBERS

All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey all that I have commanded you; to the close of the age. Matthew 28:18-20

The Pinawa Christian Fellowship invites everyone who loves the Lord to profess the faith that God has granted them and to be counted among God's people.

According to our By-Laws, "Membership in the congregation is obtained by profession of Christian faith in agreement with the spirit of the Church's historical confessions, namely the Apostles' or Nicene creeds, by transfer from another Christian congregation, or by restoration. Members of the congregation are encouraged to retain their denominational identities."

Membership in the Pinawa Christian Fellowship will normally be recognized by baptism and profession of faith in public worship; or by the reaffirmation or recognition of baptism and a profession of faith among another community of Christ's Church.

Any of the rites or forms of worship of the Anglican Church of Canada, the Mennonite Church Manitoba, the Presbyterian Church in Canada, or the United Church of Canada, shall be acceptable forms of celebrating membership in the Pinawa Christian Fellowship.

The General Committee, on behalf of the Congregation, will ensure that rites of confirmation or reaffirmation of faith are available to people who choose to celebrate significant growth and change in their faith and that the dates and details of those services are recorded.

Members baptized as children will be nurtured in the faith. At an age and level of maturity appropriate to them they will be encouraged to profess their faith and be received as professing members of the Pinawa Christian Fellowship.

3. COVENANT MEMBERS — BAPTIZED AND DEDICATED CHILDREN

And they were bringing children to him, that he might touch them; and the disciples rebuked them. But when Jesus saw he was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the Kingdom of God. Truly I say to you, whoever does not receive the Kingdom of God like a child shall not enter it." And he took them in his arms and blessed them, laying hands upon them. Mark 10:13-16

Repent and be baptized every one of you in the name of Jesus Christ so that your sins may be forgiven; and you will receive the gift of the Holy Spirit.

For the promise is for you, for your children, and for all who are far away, every one whom the Lord our God calls.

Acts 2:38-39

Convinced that the children of believers are included in the number of God's people, we welcome children of our members and count them among us.

Parents may choose to mark their child's membership in Christ's church by having them baptized, or dedicated, in a service of public worship.

The General Committee will ensure that a record is kept of the children of all people who choose to be members of the Pinawa Christian Fellowship. The record will include relevant details about the parents' choice of denominational affiliation, and the dates and form of any rite or ceremony associated with the child's membership. The General Committee will report annually that the guidelines of the membership policy are being followed.

A child's name will be only added to, or removed from, the membership list by resolution of the General Committee, or by resolution of the Executive who will seek ratification of their action at the next regular meeting of the General Committee.

A child's membership will normally be recognized by a rite of baptism or infant dedication during public worship. The General Committee may also choose to reaffirm a profession of baptism and faith among another community of Christ's Church.

Any of the rites or forms of worship of the Anglican Church of Canada, the Mennonite Church Manitoba, the Presbyterian Church in Canada, or the United Church of Canada, shall be acceptable forms of celebrating a child's membership in the Pinawa Christian Fellowship.

Children are invited to come, with their families, to the Lord's Table and to participate fully in the life of the congregation.

4. FRIENDS OF THE PINAWA CHRISTIAN FELLOWSHIP

I am the good shepherd; I know my own and my own know me, as the Father knows

*me and I know the Father; and I lay down my life for the sheep.
And I have other sheep that are not of this fold; I must bring them also; and they will heed my
voice. so there shall be one flock, one shepherd.* *John 10:14-16*

Now there were dwelling in Jerusalem, devout people from every nation under heaven.
Acts 2:5

*And Peter opened his mouth and said: "Truly I perceive that God shows no partiality, but in
every nation any one who fears him and does what is right is acceptable to him." Acts 10:34*

*Then I saw a great white throne and him who sat upon it; from his presence earth and
sky fled away, and no place was found for them. And I saw the dead, great and small,
standing before the throne, and books were opened. Also another book was opened,
which is the book of life. And the dead were judged by what was written in the books,
by what they had done.* *Revelation 20:11-12*

Our Fellowship extends to those who have not chosen to profess their faith, but who share our life and worship. In humility, we recognize the limits of our discernment and respect the choice of those who cannot accept the invitation to become professing or covenant members. We extend our service and love to these fellow travellers and accept their contributions to our common life with thanks.

The Minister, together with the Convenor Subcommittee will ensure that an **administrative list** is kept and regularly revised, recording the names and addresses of all those people who participate in the work of the congregation, or who wish to be counted among our friends and receive our prayers and service.

All people on the **administrative list** of members and friends are invited and encouraged to participate in the work and worship of the congregation, and to participate and vote in congregational meetings.

Appendix 'S'**COMMUNION – GUIDELINES FOR SERVERS**

“When he was at the table with them, he took bread, blessed and broke it, and gave it to them. Then their eyes were opened, and they recognized him”

Luke 24:30-31

1. The worship committee invites servers representative of the diversity of the congregation to assist at the celebration of Holy Communion. Prior to the service the minister and servers decide who will distribute the bread and serve the wine / grape juice to the congregation.
2. We follow the usual order of service until the time of the offering. The Communion hymn may be sung while the offering is received and the table is prepared and the communion elements are unveiled. During the singing of the Communion hymn the servers take their places at the communion table with the minister.
3. The congregation and the servers seat themselves at the conclusion of the communion hymn. The minister remains standing to lead the Sentences, Consecration and Thanksgiving.
4. After the prayers the minister and servers take up position in front of the communion table. The congregation is invited to come to the table (beginning with the choir and musician) to receive the elements in the form that is most meaningful for each individual.
5. Generally the minister distributes the bread (gluten free) and servers offer the common cup with wine and individual cups with (red) wine or (white) grape juice.
6. The minister and servers serve one another and the elements are returned to the table and covered for the Prayer after Communion.
7. After the Benediction, the servers and minister leave worship together and hug in the hall.

Appendix 'T'

QUESTIONS FOR THE INSTALLATION OF OFFICERS AND REPRESENTATIVES

"Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good." 1 Corinthians 12:4-7

1. Questions for the Officers and Representatives

- (1) Do you endorse the Mission Statement and By-Laws of the Pinawa Christian Fellowship?
(Response: "I do.")
- (2) Will you be a friend among your comrades in the shared ministry of the General Committee, working with them, subject to the ordering of God's Word and Spirit?
(Response: "I will.")
- (3) Will you seek to serve the congregation with energy, intelligence, imagination and love?
(Response: "I will.")

2. Questions for the Congregation

- (1) Do you, as members of the Pinawa Christian Fellowship, accept these men and women as officers and representatives, chosen by God through the voice of the congregation to lead you in the way of Jesus Christ? (Response: "We do.")
- (2) Do you agree to pray for them, to encourage them, to respect their decisions, and to follow as they guide you, serving Jesus Christ, who alone is the Head of the Church?
(Response: "We do.")

Appendix 'U'

POLICY FOR PCF USE OF SCHOOL DISTRICT OF WHITESHELL FACILITIES

The Pinawa Christian Fellowship, as part of its mission to celebrate and proclaim God's presence within our church and community, conducts regular worship services, choir practices and children's program activities in the F.W. Gilbert School, and youth program activities (TGIF) in the Pinawa Secondary School. Occasionally the PCF also holds or sponsors special events in one of the schools. To ensure that the PCF meets the School District of Whiteshell requirements for community use of school facilities the PCF General Committee has instituted the following policy.

1. Use of School District facilities for regular worship, choir, children's and youth activities is as specified in the "Acceptance of Responsibility Agreement" for each facility approved by PCF and School District representatives. These agreements are renewed annually and specify the facilities/areas that may be used, the terms and conditions for their use and the rental rates. For this purpose, the authorized representative of the PCF General Committee is any one of the Convener, the Treasurer or the Secretary.
2. The General Committee Convener is responsible for ensuring the use of School District facilities is in accordance with the "Acceptance of Responsibility Agreement" and with "Regulations Governing the Community Use of School Facilities" as adopted by the School District of Whiteshell. The Convener may delegate responsibility for certain activities, for example choir practices or TGIF, to the leader of that particular group.
3. The PCF General Committee and the School District of Whiteshell must approve all PCF events and activities to be held at one of the schools, outside of regular worship, choir practice, children's and youth activities covered by the approved "Acceptance of Responsibility Agreements".
4. Those organizing a PCF event or activity shall designate one person to ensure that this policy and all School District of Whiteshell regulations are followed.
5. Copies of this policy and the applicable School District regulations will be given to the organizers of each event or activity upon General Committee approval of their planned event. These documents are available from the PCF Treasurer.
6. Those organizing the event must ensure that sufficient people are involved so that the use of school facilities will be in accordance with this policy and School District of Whiteshell regulations.
7. When an event generates revenue, any school rental fees for the event shall be taken from the revenue before it is disbursed elsewhere, unless the PCF General Committee waives this requirement.
8. Gilbert School must be locked/unlocked by a designated person from the PCF who has access to the alarm code. The School District requests that only 3 individuals possess the code and key.

Appendix 'V'**FUNDRAISING CO-ORDINATOR**

This Appendix is in abeyance as the PCF is not actively fundraising

“Fundraising” refers to miscellaneous activities such as concerts, garage sales, teas, bake sales, bazaars, etc., held for the purpose of raising funds to pay some of the expenses of operating the Pinawa Christian Fellowship. Fundraising is an important component of the PCF budget.

The General Committee of the PCF will appoint a person to serve as Fundraising Coordinator each year.

The Fundraising Coordinator is responsible for managing the fundraising program. This includes (but is not limited to):

- Proposing sufficient fundraising activities to generate the “fundraising” revenue specified in the yearly budget
- Planning and scheduling fundraising activities throughout the year
- Finding someone to lead each fundraising activity; this person would be authorized by the PCF General Committee
- Assisting the person in charge of each activity with logistical and planning aspects
- Ensuring records are kept for each activity to provide guidance in subsequent years
- Liaising with the Women’s Guild regarding fundraising activities
- Monitoring the overall success of the fundraising program and making recommendations to the General Committee

Appendix 'W'

FUNERALS & MEMORIAL SERVICES

The Pinawa Christian Fellowship supports the provision of funerals and memorial services as a Christian ministry. That ministry is available to our members, their families and to the wider community of Pinawa without reserve. We will endeavor to respond whenever called upon with the resources of the congregation and the services of our minister. As a Christian community with a long tradition of cooperation and shared ministry we are respectful of various religious traditions and personal choices. We ask only that it be recognized that we provide these services from the resources of our faith. It is impossible for us to provide a service outside the context of the Christian faith.

The Pinawa Christian Fellowship encourages families to use the services of a funeral director even if the service is simply a memorial. The responsibility rests ultimately with the family. If you choose not to use a funeral director, a family member must be chosen to coordinate these tasks. Typically, the funeral director will be contacted at the time of death and they will arrange all matters with regard to the transport and disposition of the remains. If the funeral service involves traditional burial, the further involvement of the funeral director is assumed. Even cremated remains must be transported, however, and the family will need to determine if they are comfortable doing that themselves. A funeral director will typically provide some or all the following services. In the absence of a funeral director, the appointed family member will provide the following services:

- Coordinate the writing of an obituary and arrange for printing and billing.
- Provide space in their own funeral chapel for a service or arrange for rental of space.
- Print an order of worship, words to hymns, and memorial cards.
- Arrange for a sound system, recorded music, or a musician (including honorarium if requested), [If special, pre-recorded music, or a video tribute are planned, check carefully, well in advance, that all of the required cables are available to connect the sound or video source (computer, tablet, smartphone, etc.) to the sound system and/or projector in FW Gilbert, or other location.]
- Supervise setting up chairs, etc. and ushering at the service,
- Accept/ transport flowers to service and to home or graveside,
- Arrange for special furnishings, e.g. tables, flower stands, magnetic board for photos, and a basket for cards. [If a large funeral is expected, if FW Gilbert School is being used, and if a reception after the service is planned, all school tables could be used.] Provide a card table, or similar, and perhaps a table cloth covering it for the book of condolences.
- Provide a guest book, direct people to sign it and deliver it to the family,
- Provide thank-you cards for the family,
- Provide donation cards for various charities and deliver the cards to family,
- Determine how many family and friends will be attending and reserve seats and parking,
- Gather family and lead them into the service to be seated,

- Escort the family to a private room following the service, [Ensure that the proper keys to the room are acquired.]
- Arrange for a reception with refreshments following the service,
- Arrange for a presiding minister (including honorarium if requested),
- (The Pinawa Christian Fellowship Funeral Committee can help families and friends with refreshments at F.W. Gilbert School, the Community Centre, or the Pinawa Lutheran Church after the service, but cannot provide catering or volunteer out of town.)
- Arrange for a place of interment,
- Arrange for the opening and closing of the grave and assist at the graveside service.
- Arrange for parking control at the cemetery.

Some of these services may be part of the general service provided by the funeral director or they may be separately billed; it is wise to ask.

Congregation members, willing friends or family or community groups may provide some or all of these services. We encourage you to use all those resources, but also to recognize that it is easier to have a funeral director take overall responsibility and to then delegate specific tasks to friends or family. Please remember **that these things will not just happen, they need to be requested and coordinated. The responsibility rests ultimately with the family. If you choose not to use a funeral director, a family member must be chosen to coordinate these tasks.**

The minister and a member of the Funeral Committee of the Pinawa Christian Fellowship will generally,

- Meet with the family to discuss the overall plan for the service, suggest music, Scripture, appropriate symbolic acts,
- Coordinate the physical set-up of worship and provision of any needed resources, including worship bulletins, music etc. with the funeral director or volunteers. This doesn't replace the services of a funeral director.
- Compose or provide prayers and a sermon,
- Coordinate friends and family members who may take part in the service as readers, eulogists, etc.,
- Preside at the service, and
- Provide follow-up support.

We cannot replace the services of a funeral director.

While the Pinawa Christian Fellowship does not charge a fee for services, please bear in mind that printing bulletins and renting space involves a direct cost to the congregation. A donation to cover expenses would be appropriate. An honorarium for the minister and/or musician can be done directly or through the funeral director.

We trust that this information will help families to make informed choices when faced with decisions about funeral and memorial services.

Appendix 'X'

PRIVACY POLICY

(Based on the The United Church Of Canada Privacy Policy Summary)

1. INTRODUCTION

The Pinawa Christian Fellowship (PCF) Privacy Policy ensures the collection, use, management, retention, protection, disclosure and disposition of personal information held by the PCF complies with applicable federal and provincial privacy legislation including, but not limited to, The Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5). The PCF Privacy Policy is applicable to all records of individuals that are maintained by the PCF under the jurisdiction of General Committee and the Minister.

Legislation requires that:

- Personal information can only be used for the purposes for which it is collected. Specific permission must be sought if personal information is to be used for any other purpose than that for which it was initially collected.
- Personal information is to be stored securely and only certain authorized individuals should have access to it.
- Once the personal information is no longer required it should be destroyed except in cases where federal and/or provincial retention rules apply.

2. INTENT FOR COLLECTING INFORMATION

The PCF collects personal information for the following intended purposes.

- Ministry personnel and lay personnel employment records.
- Pension and benefits records.
- Information required for church records.
- Stewardship development and donor information.
- Elected member information.
- Legal and regulatory information required of the PCF.

3. PRINCIPLES

The PCF will follow the ten principles for handling restricted personal information as set out in Schedule 1 of the *Personal Information Protection and Electronics Document Act of Canada* (PIPEDA) (see www.priccom.gc.ca/legislation/02_06_01_01_e.asp). In summary, these principles are:

3.1 Principle 1 - Accountability

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

3.2 Principle 2 - Identifying Purposes

The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

3.3 Principle 3 - Consent

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

3.4 Principle 4 - Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

3.5 Principle 5 - Limiting Use, Disclosure, and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes.

3.6 Principle 6 - Accuracy

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

3.7 Principle 7 - Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

3.8 Principle 8 - Openness

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

3.9 Principle 9 - Individual Access

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Note: In certain situations, an organization may not be able to provide access to all the personal information it holds about an individual. Exceptions to the access requirement should be limited and specific. The reasons for denying access should be provided to the individual upon request. Exceptions may include information that is prohibitively costly to provide, information that contains references to other individuals, information that cannot be disclosed for legal, security, or commercial proprietary reasons, and information that is subject to solicitor-client or litigation privilege.

3.10 Principle 10 - Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

4. DEFINITION – PERSONAL INFORMATION

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual - that is, it is information which can, directly or indirectly, identify an individual. Personal information does not include the name, title, business address or business telephone number of an employee of an organization. Personal information includes information in any form (e.g., verbal, printed, electronic) including: home address, home phone-number, age, personal email address, race, national or ethnic origin, colour, religion, sexual orientation, marital status, mental or physical disability, family members' names, employee files, identification numbers, evaluations and screenings, disciplinary actions, the existence of a dispute, opinions, comments, social status, income, credit and bank records, donation information, loan records or medical records.

4.1. CLASSIFICATION OF PERSONAL INFORMATION

Personal information collected and stored by the PCF is classified as either General Personal Information or Restricted Personal Information:

4.1.1 General Personal Information

General personal information is not sensitive and can be shared on a need-to-know basis. This information is not restricted and many can have access to it. It is collected to assist the PCF in the accomplishing of its vision, mission and objectives. There is no restricted personal information included in this category.

4.1.2 Restricted Personal Information

Restricted personal information is very sensitive and if shared or published inappropriately or harvested electronically for fraudulent activities, such as identity theft, has the potential of damaging people's lives and/or their well being and could possibly bring about legal action against the PCF. The information is used for internal decisions, identifies donors, career development, compensation determination and legal action, and its dissemination is strictly limited.

5. COLLECTION AND STORAGE OF INFORMATION

The PCF has assigned responsibility for the collection, management, retention and disposition of personal information to the General Committee. PCF By-law No. 2, Appendix A assigns this responsibility specifically to the Convenor Committee of the General Committee. Restricted personal information is contained in both paper and electronic records.

The PCF will only collect restricted personal information on individuals with either the individual's prior agreement or by issuing a written request that the individual may choose to voluntarily answer,

which would indicate her/his agreement to provide the information. All restricted personal information on individuals will be collected, collated, used and stored in either the Church office or in the records maintained by the Treasurer.

The PCF has restricted personal information on individuals in the financial records, which are collected, controlled, maintained and stored by the Treasurer. The Treasurer also maintains for each employee, whether full-time, part-time, or contract, restricted personal information, including personnel, pension, benefits and payroll files.

The PCF has restricted personal information on individuals stored in the Church office. These records are for: ministry personnel, employees, elected and appointed members of Committees, volunteers (particularly those volunteers working with children who have undergone the Child Abuse Registry screening), and members and friends of the congregation. Annual visitation and pledge databases include restricted personal information required to accommodate the operations of the PCF and its programs

All restricted personal information is the property and responsibility of the PCF and all individuals have controlled access to their personal information.

6. RETENTION OF INFORMATION

At the time of collection, the PCF will determine a retention time for each specific type of restricted personal information and will record this retention time with the information file, either electronically or paper copy. The retention time will be selected with due regard for the future legal action, i.e., financial audits, abuse challenges, etc.

7. DISPOSAL OF INFORMATION

The PCF will destroy paper files of restricted personal information at the end of the pre-designated retention time by shredding and will destroy electronic files by erasing the information from hard drives and destroying archive storage media.

8. DISCLOSURE

The PCF will only disclose restricted personal information with the knowledge of the individual except in the following circumstances (adapted from *Personal Information Protection and Electronics Document Act of Canada (PIPEDA)* (for current information the reader is referred to www.privcom.gc.ca/legislation/02_06_01_01_e.asp)

For the purpose of Principle 3, the PCF may disclose personal information without the knowledge or consent of the individual, after a decision by the General Committee regarding the need for legal opinion and, if needed, after that opinion is obtained, only if the disclosure is:

- (a) made to, in the Province of Quebec, an advocate or notary or, in any other province, a barrister or solicitor who is representing the PCF;
- (b) for the purpose of collecting a debt owed by the individual to the PCF;

- (c) required to comply with a subpoena or warrant issued or an order made by a court, person or body with jurisdiction to compel the production of information, or to comply with rules of court relating to the production of records;
- (c.1) made to a government institution or part of a government institution that has made a request for the information, identified its lawful authority to obtain the information and indicated that:
 - (i) it suspects that the information relates to national security, the defence of Canada or the conduct of international affairs,
 - (ii) the disclosure is requested for the purpose of enforcing any law of Canada, a province or a foreign jurisdiction, carrying out an investigation relating to the enforcement of any such law or gathering intelligence for the purpose of enforcing any such law, or
 - (iii) the disclosure is requested for the purpose of administering any law of Canada or a province;
- (d) made on the initiative of the PCF to an investigative body, a government institution or a part of a government institution and the PCF
 - (i) has reasonable grounds to believe that the information relates to a breach of an agreement or a contravention of the laws of Canada, a province or a foreign jurisdiction that has been, is being or is about to be committed, or
 - (ii) suspects that the information relates to national security, the defence of Canada or the conduct of international affairs;
- (e) made to a person who needs the information because of an emergency that threatens the life, health or security of an individual and, if the individual whom the information is about is alive, the organization informs that individual in writing without delay of the disclosure;
- (f) for statistical, or scholarly study or research, purposes that cannot be achieved without disclosing the information, it is impracticable to obtain consent and the organization informs the Commissioner of the disclosure before the information is disclosed;
- (g) made to an institution whose functions include the conservation of records of historic or archival importance, and the disclosure is made for the purpose of such conservation;
- (h) made after the earlier of
 - (i) one hundred years after the record containing the information was created, and
 - (ii) twenty years after the death of the individual whom the information is about;
- (h.1) of information that is publicly available and is specified by the regulations;
- (h.2) made by an investigative body and the disclosure is reasonable for purposes related to investigating a breach of an agreement or a contravention of the laws of Canada or a province; or
- (i) required by law.

Appendix 'Y'

SCREENING OF PERSONNEL

This Appendix is in abeyance until the situation with respect to the regional health authority has been clarified.

The Pinawa Christian Fellowship (PCF) has a policy of screening all employees and individuals who volunteer on behalf of the PCF. The coordinators responsible to the PCF General Committee will ensure that all individuals are successfully screened prior to them taking up their responsibilities, using the following criteria.

1. Volunteer application forms shall be collected from all new volunteers and employees. These will include references. The Chair of the PCF, the Vice Chair or Past Chair, and the Minister will review applications and document reference checks. Further documentation may be requested at the discretion of the Minister.

2. Child Abuse Registry

The PCF is registered with the Manitoba Child Abuse Registry and the Minister of the PCF has access to the Registry upon written application from an individual to have that individual screened. For each employee or individual that offers to work as a volunteer with the children and youth of the PCF, the following steps will be taken before the individual begins working or volunteering.

1. The individual will complete an application for screening.
2. The PCF will submit the application to the Child Abuse Registry.
3. The PCF will review the results of the screening when they are received from the Child Abuse Registry.
4. If the results of the screening are acceptable, the individual will be authorized to volunteer or work for the PCF.

Volunteers may be re-screened through the Child Abuse Registry, at the discretion of the members of the Convenor Committee and the Minister.

3. Criminal Record/Vulnerable Sector Check

All employees and volunteers who work with children, youth or vulnerable persons (see also Appendix AB) within the PCF will be required to submit a current Criminal Record/Vulnerable Sector Check. The Regional Health Association presently conducts these checks for any Spiritual Care Volunteers serving at the hospital with follow-up visits at home.

The PCF may get forms for the Criminal Record Check and the Vulnerable Sector (additional check that is done for people who will be working with “vulnerable” persons, i.e. children, elderly) from the RCMP office in Lac du Bonnet.

The volunteer/employee completes the forms and takes it to the RCMP office with 2 pieces of ID. This may be done at the Pinawa RCMP community office if there is a large group going at the same time such as the school district volunteers in the fall.

If the results of the screening are acceptable, the individual will be authorized to volunteer or work for the PCF.

4. The PCF will store the results of the screening in a file in the PCF Church office and will retain the results until the individual ceases to work or volunteer for children or youth activities; or the vulnerable sector; or the individual's screening is redone to update the results.

Appendix 'Z'**CONGREGATIONAL CARE COMMITTEE**

Members of the Congregational Care Committee are responsible for coordinating compassionate care for members and friends of the congregation during times of illness, bereavement, or just to keep in touch.

The congregational care committee is appointed by the General Committee and reports to them throughout the year. Members will generally serve for two years.

Lists of both volunteers and people in need will be kept and reviewed regularly.

The committee will be kind and gentle, supportive and confidential.

Members of the committee will ensure that all personal information is managed in accordance with the PCF privacy policy (Appendix "X").

Activities of the congregational care committee may include ...

phone calls

social visits

sending cards (get well, thinking of you, sympathy, milestone birthdays or anniversaries)

prayer shawls

meals

rides to church

Appendix 'AA'

PLANNED GIVING PROGRAM

1. INTRODUCTION

Members and Friends of the Pinawa Christian Fellowship (PCF) may choose to provide the PCF with financial donations beyond their normal annual giving (e.g., memorial contributions, larger designated purchase donations, etc.). The PCF will use these gifts to further our Mission and Vision recognizing any limits placed by the donor regarding the use of the gift. The PCF will only accept gifts that are consistent with our Mission Statement and Vision.

This By-law Appendix defines the basis for accepting, receiving, managing and allocating funds received as planned gifts.

2. CONGREGATIONAL ACTIVITIES SUPPORTED BY ANNUAL GIVING

The PCF achieves its Mission by:

- supporting a full-time minister from one of the recognizing denominations to serve the needs of the congregation and the wider community in which we live;
- conducting regular worship services in the F.W. Gilbert School gymnasium and at other locations to serve the needs of the congregation and the wider community in which we live;
- pursuing an active missions program that supports missions identified by the recognizing denominations and other missions identified by the PCF membership and PCF General Committee; and
- operating an active education program for people of all ages.

The PCF plans to fund these continuing initiatives through the giving of the congregation in the form of: annual giving in the form of pre-authorized remittance, envelope and open collection; spontaneous giving to meet a particular short-term need (e.g., destitute family, disaster relief, etc.) and special projects giving to meet a longer term identified need (e.g., additional support for the education programs, etc.).

3. DONATIONS PROVIDED AS SPECIAL OR PLANNED GIFTS

3.1 USE OF SPECIAL OR PLANNED GIFTS

The PCF may also achieve its mission through specific initiatives to:

- improve the facilities and equipment that support PCF worship and educational activities;
- support the training of ministry, teachers and counselors to expand the resources of the PCF and the wider community in which we live; and
- extend the ministry of the PCF through specific "big ticket" initiatives and initiative that require guaranteed funding for up to several years.

The PCF does not plan to fund these initiatives from normal donations. The PCF is prepared to fund some of the longer-term programs and donor-specified initiatives through donations provided to the PCF Special Gifts Fund. When appropriate, this fund holds donations to the PCF that donors designate as “in memory of” donations, general-use donations, and directed-purpose donations.

The Special Gifts Fund donations are received, managed and disbursed in one of the following categories.

3.1.1 “Memorial & Honour Donations Category” is a temporary fund to hold donations that will be allocated to support special initiatives either authorized by the General Committee or specified by the donor. This category of the Special Gifts Fund will only be replenished by new donations. Any interest earned on memorial donations will accrue to the operating revenue account of the PCF.

3.1.2 “General-use Donations Category” is a permanent fund to hold General-use Donations in perpetuity. The capital is retained and only the income is used for the current special initiatives of the PCF. The income can be used in a wide range of ways as the needs of the congregation change. Gifts of any size can be placed in this category of the Special Gifts Fund.

3.1.3 “Directed-use Donations and Named Endowments” is a permanent fund to hold Directed-use Donations and Named Endowments in perpetuity. The capital is retained and only the income is used as specified by the donor.

Directed-use Donations are donations that are provided to funding in whole or in part specific ongoing special initiatives of the PCF. As each donation can have a different specified use, the accounts of the special gifts Fund will record and manage donations for each initiative separately. Gifts of any size can be given into this category of the fund, and donors can make further contributions for the same or a different initiative at any time.

Named Endowments are established only for a donation that equals or exceeds a pre-set minimum amount of \$10,000 and for specified initiative where the interest on the endowment would be sufficient to fund the program/project. The capital is identified by the name of the donor and disbursements recognize the donor on an on-going basis.

All funds in the Special Gifts Fund may be invested together, but must be tracked and reported separately. The financial status of the fund is part of the financial records of the PCF and is included in the financial reports prepared by the Treasurer annually.

3.2 CRITERIA FOR ACCEPTING DONATIONS TO THE PCF SPECIAL GIFTS FUND

The PCF General Committee will establish and provide to the adherents and friends the criteria that are used to screen donations made to the PCF Special Gifts Fund. Donations that do not satisfy these criteria will be declined and returned to the donor with an explanation. These criteria are Attachment 1 to this By-law Appendix.

4. PCF SPECIAL GIFTS FUND MANAGEMENT

The PCF Special Gifts Fund is managed by a Special Gifts Fund Team, the PCF Treasurer and the PCF General Committee, with the following responsibilities.

4.1 SPECIAL GIFTS FUND TEAM

The Special Gifts Fund Team, comprising up to 4 members, is responsible for the promotion of the donation of Special Gifts and for the disbursement of the Special Gifts Fund. Membership on the Special Gifts Fund Team shall be determined by the PCF General Committee and confirmed by the congregation. This shall include the appointment of a chairperson of the team. Longevity of leadership will be considered an asset.

The specific responsibilities of the Special Gifts Fund Team are the following.

- a) Promoting the Special Gifts Fund by providing denominational resources and other printed resources for the congregation and the broader community to learn about Planned Giving and special initiatives that could be funded.
- b) Being a resource for adherents and friends of the PCF who inquire about making a Special or Planned Gift.
- c) Reviewing any donor restrictions and directions on proposed donations in accordance with Attachment 1 of this By-law Appendix and advising the General Committee on acceptance or refusal of donations.
- d) Working with the Gift Planners of the recognizing denominations and keeping them informed about any finalized Planned Gifts or donors who wish to meet with them to discuss or arrange a Planned Gift.
- e) Writing “thank you” letters to those who make a memorial, planned or special gift. With donor agreement, recognize the donors of all special gifts and planned gifts during worship and in newsletters.
- f) Managing the monies in the Special Gifts Fund in accordance with this By-law Appendix, and in accordance with other policies and procedures established by the congregation.
- g) Regularly updating the congregation about the various initiatives funded from the Special Gifts Fund.
- h) Receiving, screening and recommending to the General Committee requests for funding for special initiatives, and disbursing those funds authorized by the General Committee.
- i) Reporting to the PCF General Committee in, and providing a written report for the Fall Congregational General Meeting and the Annual Congregational Financial and Budget Meeting.
- j) Keeping a permanent record, in consultation with the Treasurer, of receipt, management and disbursement of funds in the PCF Special Gifts Fund and issue appropriate income tax receipts.

- k) Periodically reviewing these guidelines and recommending changes to the General Committee.

All communication between individuals and members of the team is to be held in the strictest confidence (see Privacy Policy, PCF By-law No. 2 Appendix X).

Members of the Special Gifts Fund Team must be careful to avoid all conflicts of interest. The interests of the individual adherent or Friend of the PCF must be the guiding concern.

4.2 PCF TREASURER

The PCF Treasurer is responsible for:

- a) holding and investing these special gifts funds, in consultation with the special gifts fund team, according to the policies and procedural guidelines approved by the PCF General Committee and congregation;
- b) ensuring that disbursement quota is met for each calendar year (Section 149.1 (1) d (II) of the Income Tax Act.
- c) safekeeping and maintenance of all required financial records of the Special Gifts Fund; and
- d) creating, in consultation with the special gifts fund team, an investment policy and presenting it to the General Committee for acceptance.

4.3 PCF GENERAL COMMITTEE

The PCF General Committee has overall responsibility for the Special Gifts Funds and specific responsibilities for:

- a) proposing membership of the special gifts fund team to the congregation for approval;
- b) proposing special gifts fund investment and operation policies and procedural guidelines to the congregation for approval [Note that the investment policy shall recognize the bounds placed on the categories of funds listed earlier in this By-law Appendix]; and
- c) including the investment policy as Attachment 2 of this By-law Appendix when it is approved by the congregation.

5. ADDITIONAL RESOURCES

Help in this work can be found in:

- a) the Congregational Board of Trustees Handbook; and in the book, Mission and Giving (both available from Presbytery Resource Centres or from United Church Resource Distribution (1-800-288-7365 or fax 1-888-858-8358).
- b) Guidelines for the Investment of Personal Property of United Church Congregations, a copy

of which is available from United Church website.

**PCF By-law No. 2 Appendix AA
Attachment 1**

CRITERIA FOR ACCEPTING DONATIONS TO THE PCF SPECIAL GIFTS FUND

The Special Gifts Fund Team will carefully consider the nature, extent and impact of restrictions attached to gifts. The restrictions may be due to the type of gift (life insurance policy, real estate, etc.) or may be due to the use that the donor has specified for the gift.

With respect to the restrictions due to the type of gift, the Special Gifts Fund Team and the PCF Treasurer may seek professional help, if necessary, in determining whether to accept the gift.

With respect to the use the donor has specified for the gift, the Special Gift Fund Team and the PCF Treasurer shall consider the use within the context of the PCF Mission Statement, the content of Section 3 of this by-law, and considering the positive benefits accruing from:

- providing scholarships or grants to PCF members or others in the community for the purpose of attending theological college; for church-related camping or leadership courses/conferences; or such other training which enables members and adherents of this congregation to grow in Christian faith and service to God's people.
- supporting outreach projects in the local and world community with such as Food Banks, Hospital Chaplaincy and visitation programs, and seniors outreach and support projects.
- supporting training programs, such as student minister internships, with the PCF to spread the experiences of our multi-denominational worship.

The Special Gifts Team would have to carefully consider the suitability of gifts specifically directed at supporting individuals or animals, or initiatives that would require significant time and energy of the PCF congregation. These are limited resources within the PCF and must be managed carefully. In reviewing the use of proposed gifts, the Special Gifts Fund Team will consider also the time and energy needed to satisfy the constraints put on the gift.

With respect to all gifts offered to the PCF, the Special Gifts Fund Team might recommend against accepting a gift if, for example, it is in a form that the PCF would have difficulty managing or specified for a cause or organization that the PCF does not support, or if the terms and conditions around the gift impose unreasonable demands.

If the Special Gifts Fund Team decides that a gift should not be accepted, such recommendation must be made within 30 days (July and August excepted) to the General Committee. The General Committee must decide within 30 days (July and August excepted) whether to accept the gift. Given the 30-day requirement for accepting gifts, the General Committee may authorize its Executive Committee to make this decision.

**PCF By-law No. 2 Appendix AA
Attachment 2**

PCF SPECIAL GIFTS FUND INVESTMENT POLICY

The primary objective of the special gifts fund investments is to maximize safety of principal and certainty of income related to the spending requirements. Subject to these constraints, the portfolio will be managed with a secondary objective of maximizing the overall return.

The special gifts fund shall be invested with or through Pinawa-based businesses, if available, or other area businesses, whenever practical, to support the Pinawa and local area economy. The Special Gifts Team and the PCF Treasurer shall not intentionally invest in instruments of companies whose products or services have negative or doubtful social value.

The special gifts fund shall consist entirely of non-equity investments. Investments will be made with the intention of holding the security to maturity, so the term of the investments shall be consistent with the PCF's commitments to use the funds. This investment policy strictly prohibits the PCF Treasurer from engaging in any activity that would be considered speculative or that would jeopardize the ability of the special gifts fund to meet its cash flow obligations.

Investments may be made in the following types of instruments.

- Federal, provincial and municipal bonds, as well as corporate bonds, both short and long term, with a minimum credit rating of "A".
- Canadian Chartered Bank and Credit Union short- and long-term bonds and Guaranteed Investment Certificates (GICs), which are insured by the Canada Deposit Insurance Corporation (CDIC) and/or Credit Union Deposit Guarantee Corporation.
- Short-term Money Market instruments issued by Canadian companies with a credit rating of R 1.

This policy shall be reviewed by the PCF General Committee once every three years as part of the By-law review and at any other time deemed appropriate by the PCF Treasurer or General Committee.

Appendix 'AB'

SPIRITUAL CARE VOLUNTEERS POLICY

Spiritual Care Volunteers visit people in the Hospitals and Nursing Homes administered by the Interlake-Eastern Regional Health Authority (IERHA) on behalf of the Pinawa Christian Fellowship. Our ministry is in cooperation with the IERHA.

All Spiritual Care Volunteers are approved by the General Committee on recommendation of the Pastoral Relations Committee and in accordance with Appendix Y.

Spiritual Care Volunteers visiting the Pinawa Hospital will be members of the Pinawa Hospital Pastoral Care Team and will cooperate with the team, undergo the required orientation, and abide by the regulations of the IERHA. Likewise, Spiritual Care Volunteers visiting the Long Term Care Facilities will register with those facilities.

Members of the congregation are always encouraged to visit friends in the hospital or in nursing homes, but the only people commissioned to offer Spiritual Care on behalf of the congregation are Spiritual Care Volunteers recognized by the General Committee and enrolled with the various Pastoral Care groups associated with the health institutions.

Appendix 'AC'

GUIDELINES FOR BOOKING AND USE OF PCF MEETING ROOM SPACE AND PROPERTY

The meeting room space in the Sunova Mall can be booked by anyone associated in some way with the Pinawa Christian Fellowship, using the following guidelines:

1. Church groups and activities will take precedence.
2. Meeting room can be used during the hours that the Sunova Mall is open, and with special permission, after hours.
3. Bookings are made through the PCF office at the Sunova Mall.
4. Non-PCF groups must first ask permission from the PCF Executive, and if using the space for an activity that generates a profit are encouraged to make a donation in lieu of rent. Any usage should reflect the principles of the Pinawa Christian Fellowship.

PCF property (in the Sunova Mall or in F.W. Gilbert School) may also be borrowed, using the following guidelines:

1. PCF groups will take precedence.
2. All equipment (chairs, tables, projector, etc.) must be booked through the PCF office in the Sunova Mall.
3. All equipment shall be returned in the same condition in which it was borrowed. Any damages will be the responsibility of the group or person borrowing.
4. Persons or groups using PCF property for an activity that generates a profit while using PCF property, will be encouraged to make a donation in lieu of a rental charge.

Appendix 'AD'**VOLUNTEER EXPENSES**

Volunteers travelling to attend meetings, seminars, workshops or business sanctioned by General Committee are entitled to recover expenses. Where possible, volunteers should travel together to minimize expenses. The following procedure will apply:

1. Record the number of kilometers travelled.
2. Hand in receipts for meal expenses.
3. Hand in receipt for accommodations in cases where the volunteer was required to stay more than one day or where the schedule of the meeting necessitates an overnight stay.
4. Travel will be calculated at the rate set for pulpit supply travel expenses.
5. Hand in receipt for registration fees paid by the volunteer, provided these fees are not being paid from another subaccount.
6. General Committee must pre-approve these expenses.
7. A cheque will be presented to the volunteer by the treasurer to cover travel, meals and accommodation expenses approved by General Committee.
8. The volunteer may donate the amount back to the PCF, but not as a return of the PCF issued cheque.
9. The treasurer will issue a tax receipt to the volunteer for the amount of the donation.

This procedure conforms to the regulations set out by the Canada Revenue Agency.

Appendix 'AE'

DESIGNATED FUNDS POLICY

All designated funds will be used for the purposes designated until the need is either met or cannot be completed for whatever reason, at which time all remaining funds designated for that purpose will be used for other approved programs at the discretion of the General Committee. Under no circumstances will donated funds be returned to the donor.

Appendix 'AF'**CONVENOR COMMITTEE**

1. The Convenor Committee [CC] replaces the previous positions of Convenor of the General Committee, Vice-Convenor, and Past Convenor.
2. The CC will consist of a maximum of five persons who will share the tasks of the previous Convenor, Vice-Convenor and Past Convenor.
3. The CC will elect one of its members to serve as the "Senior Convenor" for an unspecified period not exceeding one year.
4. The CC will elect up to three of its members to serve on the Pastoral Relations Committee.
5. All CC members will have signing authority. Under normal circumstances, only one CC member should co-sign cheques.
6. The Senior CC member chairs all meetings of the Congregation, the General Committee, and the Executive Committee.
7. The Senior Convenor is the spokesperson for the General Committee but may delegate this responsibility to another CC member.
8. The Senior Convenor will be an *ex officio* member to all other Congregation and General Committee committees.
9. The CC exercises general oversight of these committees to ensure that their work on behalf of the Congregation is carried out effectively and efficiently.
10. The CC may form, for a specific purpose and with the approval of the Executive Committee, one or more ad hoc committees.
11. The CC ensures the Communications functions (Appendix 'J') are conducted as appropriate.
12. The CC ensures all personal information possessed by the PCF is managed in accordance with the PCF Privacy Policy (Appendix 'X').
13. The CC ensures all personnel working with children in any PCF activity are screened in accordance with Appendix 'Y'.
14. The CC ensures that the list of insured property is updated by March 1.
15. The CC ensures that form for incorporation fee is completed each December.
16. The CC ensures that the financial records are reviewed each year.
17. Where there is a vacancy on General Committee, the CC ensures the essential duties of the vacant position are delegated to another member of General Committee or to a member of the Congregation.
18. The CC members train each other as necessary to replace each other as the need arises, when a CC members resigns, or when a CC member is not reappointed at an Annual Congregational Meeting.
19. The CC ensures that PCF property is adequately maintained or repaired.

20. In co-operation with the Stewardship Committee, the CC ensures the Congregation's Every Person Visitation, normally conducted in the fall of every year, is planned and executed.
21. The CC, with the assistance of the members of the General Committee, is responsible for obtaining nominees for all elected positions on the General Committee for submission to the Congregation at the Annual General Meeting. When preparing the list of nominees the following should be kept in mind:
 - Any special requirements, needs, or particular emphasis to be placed in the coming year on a particular position.
 - Having regard to the anticipated workload and the desirability of maintaining continuity, current members of the General Committee who are willing to stand for re-election.
 - When interviewing prospective nominees, stress the desirability of forming a committee to assist them in the discharge of their responsibilities and duties.

Appendix 'AG'

BY-LAW WARDEN

The responsibilities of this position are outlined below. These responsibilities are the maintenance, scheduling review, recording and making available on the PCF web site the current versions of PCF by-laws 1 and 2, including all appendices contained therein (the term “by-laws” includes all appendices contained therein, although these may be reviewed separately from the main body of a by-law).

1. To keep records of changes made to the by-laws for legal purposes. These records will be kept with other legal records at the PCF office.
2. To arrange with the Convenor Committee a review schedule for the by-laws. This schedule will provide for a review of each by-law and separately each appendix every 3 years and will include a six-month period for the review.
3. Review each revised by-law or appendix for:
 - internal consistency,
 - consistency with other by-laws and appendices, and
 - provide suggestions where appropriate
4. Establish and maintain records of:
 - the schedule for General Committee review of each by-law and appendix;
 - progress of the reviews;
 - General Committee approved changes to each by-law and appendix; and
 - General Committee approved changes to these documents that must be referred to a congregational meeting.
5. Post changed by-laws and appendices on PCF web site, including the date of approval for the revisions. Where a by-law or an appendix is accepted by General Committee with no changes, post the new “reviewed date” on the PCF web site.