

PINAWA CHRISTIAN FELLOWSHIP, INC.**PCF PROCEDURES DOCUMENT**

This document includes the procedures for discharging the responsibilities of the active subcommittees of PCF General Committee, and other PCF functional procedures not specifically under a subcommittee.

Table of Contents

1. SUBCOMMITTEE PROCEDURES	2
1.1 Procedure 1 - Convenor Subcommittee	2
1.2 Procedure 2 - Executive Subcommittee	4
1.3 Procedure 3 - Pastoral Relations Subcommittee	5
1.4 Procedure 4 -Worship Subcommittee	6
1.5 Procedure 5 - Funerals and Memorial Services	9
1.6 Procedure 6 - Christian (Adult) Education	11
1.7 Procedure 7 - Missions Subcommittee	12
1.8 Procedure 8 - Stewardship Subcommittee.....	13
1.9 Procedure 9 - Special Gifts Fund Team.....	14
1.10 Procedure 10 – Financial Team	20
1.11 Procedure 11 - Social Subcommittee.....	23
1.12 Procedure 12 - Congregational Care Subcommittee	24
2. OTHER FUNCTIONAL PROCEDURES	25
2.1 Procedure 13 - Office Administrator	25
2.2 Procedure 14 - PCF Communications.....	26
2.3 Procedure 15 – By-law Warden.....	27
2.4 Procedure 16 – Terms of Employment Agreement	28
3. Policies	29
3.1 Sexual Misconduct Prevention and Response Policy.....	29
3.2 PRIVACY POLICY.....	30

1. **SUBCOMMITTEE PROCEDURES**

1.1 **Procedure 1 - Convenor Subcommittee**

The Convenor Subcommittee:

- will consist of a maximum of five persons elected at a Congregational meeting.
- will elect one of its members to serve as the "Senior Convenor".
- will ensure the Communications procedures are conducted.
- will appoint one of its members to serve on the Pastoral Relations Committee.
- may form, for a specific purpose and with the approval of the Executive Subcommittee, one or more ad hoc committees.
- will ensure all personal information possessed by the PCF is managed in accordance with the PCF Privacy Policy 3.2.
- will ensure all personnel working with children or vulnerable adults in any PCF activity are screened in accordance with Privacy Policy 3.2.
- will ensure that the list of insured PCF property is updated by each March 1.
- will ensure that the form for the annual PCF incorporation fee is completed each December.
- will ensure that the financial records are reviewed each year.
- will ensure that PCF property is adequately maintained or repaired.
- will ensure, in co-operation with the Stewardship Subcommittee, the Congregation's Every Person Visitation, normally conducted in the fall of every year, is planned and executed.
- will ensure that its members inform each other as necessary to replace each other as the need arises, when a Convenor Subcommittee member resigns, or is not reappointed at an Annual Congregational Meeting.
- will ensure, when there is a vacancy on General Committee, that the essential duties of the vacant position are delegated to another member of General Committee or to a member of the Congregation.
- will obtain, with the assistance of the members of the General Committee, nominees for all elected positions on the General Committee for submission to the Congregation at the Annual General Meeting.
- will, when preparing the list of nominees, keep the following in mind:
 - a) Specific requirements, needs, or particular emphasis to be placed in the coming year on a particular position.

- b) The anticipated workload and the desirability of maintaining continuity, current members of the General Committee who are willing to stand for re-election.
- c) When interviewing prospective nominees, stress the desirability of forming a subcommittee to assist them in the discharge of their responsibilities and duties.
- will exercise general oversight of all other Congregation and General Committee Subcommittees to ensure that their work on behalf of the Congregation is conducted effectively and efficiently.

At least one Convenor Subcommittee member will have signing authority.

The Senior Convenor will:

- chair all meetings of the Congregation, the General Committee, and the Executive Subcommittee In the absence of the Senior Convenor, another member of the Convenor Subcommittee may be delegated to perform these duties.
- be the spokesperson for the General Committee but may delegate this responsibility to another Convenor Subcommittee member.
- is an *ex officio* member to all other Congregation and General Committee Subcommittees.

1.2 **Procedure 2 - Executive Subcommittee**

- The Executive Subcommittee consists of the members of the Convenor Subcommittee, the Treasurer, and the Secretary, and the Minister (ex-officio)
- As directed by the Senior Convenor, the Executive Committee is responsible for routine day-to-day administration and planning on behalf of the Congregation.
- All actions taken by the Executive Committee shall be reported to and confirmed by the General Committee at its next meeting.
- 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.

1.3 **Procedure 3 - Pastoral Relations Subcommittee**

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 serious issues. These aims can be most effectively achieved by a small sub-committee of the General Committee -- the Pastoral Relations Subcommittee.

Prime Objective

- The prime objective of the Pastoral Relations Sub-Committee is to provide support and feedback for the minister, and to identify and resolve difficulties before they become major problems.
- Of equal importance is to assist the Minister with planning and assessment of progress toward achievement of the Congregation's mission and vision.

Composition

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

Functions

- Functions of the Pastoral Relations Committee include:
 - a) Being the focal point for dialogue with the minister on congregation and pastoral concerns.
 - b) Bringing the treasurer's proposal for the minister's salary to the minister.

Responsibilities of the PCF Pastoral Relations Committee include:

- Meeting with the Minister at least once a quarter.
- Being alert to situations as they arise within the congregation that are relevant to pastoral ministry.
- Discussing such situations informally with the minister in a manner appropriate to the situation.
- 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).
- Documenting action(s) agreed.
- Reporting action(s) taken to the General Committee unless the issue demands confidentiality.
- Following up on action(s) agreed according to the agreed timetable.

1.4 **Procedure 4 -Worship Subcommittee**

The responsibilities and procedures for the Worship Subcommittee are followed by specific procedures for the servers of Communion and the Guidelines for Funerals and Memorial Services.

The Worship Subcommittee will comprise the Minister, denominational representatives, PowerPoint creator, music directors, and such other persons as it may from time-to-time recruit.

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

The Worship Subcommittee primary responsibilities include:

- providing and promoting all PCF worship services with particular attention paid to services celebrating the festival days and seasons of the Church year such as Christmas, Easter and Pentecost.
- encouraging participation of laity, youth and the children in the worship services.
- providing the necessary resources for worship. e.g., hymn books, furnishings, etc.; and Communion.

For Communion, the Worship Subcommittee will delegate members to make provision for communion services, including providing bread or wafers, and sufficient wine and grape juice. The persons delegated will also be responsible for the care of the communion table linen, chalice, trays and glasses.

- a) 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.
- b) Communion may also be celebrated as part of a service of confirmation.
- c) 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.
- d) Establishing Guidelines for communion servers.

Guidelines for Communion 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)

- The worship subcommittee 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.
- 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.
- 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.
- The minister and servers serve one another, and the elements are returned to the table and covered for the Prayer after Communion.

The PCF Calendar serves as a guideline for the subcommittee 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 Confirmation services if necessary (Note. A convenient date must be requested from the Bishop if there are Anglican confirmands).

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 Worship Subcommittee tasks include:

- Scheduling tech support, lay readers and musicians.

- Advising tech support of the set-up for worship services, need for extra chairs, and sound system needs.
- 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.
- Baptism: provision of candle for each child being baptized.
- Room reservation for worship services; and
- Ensure all personal information is managed in accordance with the PCF Privacy Policy

1.5 **Procedure 5 - Funerals and 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. Through the Funerals Subcommittee, 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.

Typically, a **funeral director** will be contacted at the time of death, and they will arrange all matters regarding the transport and disposition of the remains of the loved one.

The **PCF minister** and a member of the Funeral Committee of the Pinawa Christian Fellowship will be available to,

- Meet with the family to discuss the plan for the service, discuss music in consultation with the musician, Scripture, appropriate symbolic acts,
- Compose or provide prayers and a sermon,
- Coordinate with the **funeral director or designated family member**, and friends and family who may take part in the service as readers, eulogists, etc.,
- Preside at the service, and
- Provide follow-up support.

Families **must** use the services of a **Funeral director**, or a **family member must** be chosen to coordinate the following tasks.

- Coordinate the writing of an obituary and arrange for printing and billing.
- Estimate how many family/friends will be attending.
- Arrange for a location for the service.
- Coordinate the physical set-up of worship and provision of any needed resources, including worship bulletins, music etc. with **PCF minister**.
- Print an order of worship/ words to hymns/memorial cards.
- Arrange for a sound system, recorded music, or a musician, including honorarium, [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 chosen location.]

- Determine how many, and designate, reserved seats and special parking at the chosen location,
- Supervise setting up 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,
- Provide a guest book, direct people to sign it and deliver it to the family,
- Provide donation cards for various charities and deliver the cards to family,
- Gather family and lead them into the service to be seated,
- Escort the family to a private room following the service,
- Arrange for a reception with refreshments following the service,
- Arrange for a presiding minister, including honorarium,
- Arrange for a place of interment,
- Arrange for the opening and closing of the grave, assist at the graveside service, and arrange for parking 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

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

1.6 **Procedure 6 - Christian (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:

- Arrange and/or conduct adult study sessions, workshops and courses in consultation with the Minister and the General Committee.
- Prepare articles on the Adult Christian Education program for publication in the PCF E-Newsletter. (What's Up)
- Arrange other Adult Education activities such as family retreats, visits to interesting places, etc. as appropriate.

1.7 **Procedure 7 - Missions Subcommittee**

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. Members may indicate under "Other" where they want their donation to be directed. In that case, PCF acts as a "flow through". The Missions Committee directs the disbursement of the specified "Missions" funds.

The Missions Subcommittee will:

- liaise regularly with the Treasurer to determine the Missions account balance and to direct the Treasurer to where Mission payments are to be made.
- identify religious and social outreach activities and allocate Mission offerings to these through our parent churches when possible or other charitable organizations recognized as qualified donees by the Canadian Revenue Agency.
- respond to local emergencies involving individuals or families in a benevolent fashion with Mission offerings.
- identify and promote local (Pinawa area) missions work that permits the active participation of members of the Congregation.
- ensure that contributions of food, clothing, household goods, etc. are delivered to recipients as determined by the Missions Subcommittee; and
- bring to the attention of the General Committee local, national, and global mission tasks or needs for its consideration.

1.8 **Procedure 8 - Stewardship Subcommittee**

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 Subcommittee will:

- be a member of the General Committee and provide assistance in matters relating to Stewardship.
- assist the Convenor Subcommittee with the planning and implementation of an annual 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 subcommittee.
 - c) Maintain lists of time and talent commitments of the congregation in order to supply possible candidates for tasks within the church.

1.9 Procedure 9 - Special Gifts Fund Team

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 Procedure defines the basis for accepting, receiving, managing and allocating funds received as planned gifts.

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 Pinawa Lutheran Church 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 as required or requested.

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.).

Donations Provided as Special or Planned Gifts

1.9.1. 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 ministry in the town of Pinawa by providing a visible space in the community.
- 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, but rather other sources including 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.

“Memorial & Honour Donations Category” is a fund designated to hold donations that will be allocated to support 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 in this fund will accrue to the operating revenue account of the PCF.

“General-use Donations Category” is a permanent fund to hold General-use Donations. 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.

Directed-use Donations are donations that are provided to fund 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.

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.

1.9.2 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.

and

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Special Gifts Fund Team

The Special Gifts Fund Team, comprising up to 4 members, is responsible for making recommendations 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.

- Writing thank you letters to those who make a memorial, planned or special gift,
- Managing monies in the special gifts fund in accordance with this procedure, and in accordance with other policies and procedures established by the congregation,
- 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 according to the PCF Privacy Policy.

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.

PCF Treasurer

The PCF Treasurer is responsible for:

- 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.
- ensuring that disbursement quota is met for each calendar year (Section 149.1 (1) d (II) of the Income Tax Act.
- safekeeping and maintenance of all required financial records of the Special Gifts Fund; and

PCF General Committee

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

- proposing membership of the special gifts fund team to the congregation for approval.
- 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 in this Procedure]; and
- including the investment policy outlined in this procedure when it is approved by the congregation.

Additional Resources

Help in this work can be found in:

- 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).
- Guidelines for the Investment of Personal Property of United Church Congregations, a copy of which is available from United Church website.

1.9.3 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.

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 a significant amount of time and energy of the PCF congregation. We do not have a mechanism to provide support to an individual. We can only give directly to qualified donees such as the Pinawa Foundation, or other registered charity. There 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.

1.9.4 PCF Special Gift 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.

1.10 **Procedure 10 – Financial Team**

The Treasurer is one of the Congregation's signing officers, along with the members of the Convenor Subcommittee, and the Secretary. Any two may sign cheques, but only one may be a member of the Convenor Subcommittee.

- 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.
- The Treasurer oversees the Financial Team, consisting of Assistant Treasurer, Bookkeeper, Payroll, Depositor, Envelope Secretary and Mail Clerk.
- The Financial Team ensure all personal information existing in their areas of responsibility is managed in accordance with the PCF Privacy Policy (3.2)

Treasurer

- Prepares cheques for all invoices received.
- Obtains second signature on cheque and mails or delivers cheque.
- Prepares monthly spreadsheets of all transactions and emails them to the Bookkeeper at the end of the month or sooner if requested.
- Makes online member to member transfer of funds for the minister's salary on first day of the month.
- Pays regular monthly expenses by electronic transfer of funds when feasible.
- Submits income tax, Canada Pension Plan, and Employment Insurance deductions (employee and employer shares) to Receiver General by 15th of the month.
- Sends Parent Church payments to parent churches of PCF.
- Prepares financial section of statistical returns for denominations as requested.
- Sends pension and health plan, etc., payments to denomination head office of minister's denomination.
- Makes deposits of income not included in Sunday offering.
- Files invoices in binder.
- Files offering sheets and records of other income in binders.
- Delivers offering sheets and envelopes to Envelope Secretary each month.
- Prepares charitable tax receipts for this income when applicable.
- Prepares monthly giving goals for local offering and keeps congregation informed on progress.
- Requests appropriate reports from Bookkeeper for presentation at General Committee meetings.
- Requests appropriate year-end financial reports from Bookkeeper for fiscal year.
- Prepares draft budget for upcoming fiscal year for approval by General Committee prior to presenting to Congregation.
- Presents financial report and proposed budget at annual Congregational budget meeting in January. Records budget as approved by Congregation.
- Submits Registered Charity Information Return to Canada Revenue Agency by June 30.
- Keeps spreadsheet of amounts paid to Qualifies Donees (needed for tax return).

- Submits application for GST rebate for previous year, (currently submitted twice a year, January and July), as soon as practical after year end).
- Ensures previous year's financial records are reviewed or audited and deals with any comments.
- Manages Pre-Authorized Remittances (PAR) program, operated through United Church – adds new contributors, revises amounts, etc. Maintains a record of all changes.
- Monitors PCF investments and adjusts as appropriate to obtain best returns.
- Discusses major changes with General Committee beforehand.
- Monitors bank balances.
- 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.
- Ensures financial records, including annual backup of QuickBooks files received from Bookkeeper, are stored in a safe manner.

Assistant Treasurer

- 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.
- Deposits all income except Sunday offering into chequing account.

Payroll

Emails minister's monthly pay statement to Treasurer prior to the beginning of the pay period.

- Ensures that Treasurer is made aware of any changes to pension amounts.
- Prepares T1223 and letter of employment for minister re: clergy allowance deduction (Sept.)
- Prepares T4 slip online before the end of February.

Bookkeeper

- Enters records of transactions received from Treasurer and Assistant Treasurer into QuickBooks.
- Enters bank charges and interest payments on bank statements into QuickBooks.
- Reconciles bank statement monthly on QuickBooks.
- Runs reports as requested by Treasurer.
- Writes annual backup disc of QuickBooks records to be stored by Treasurer.

Depositor

- Takes offering home after church.
- Counts offering and prepares an offering sheet.
- Deposits offering into appropriate PCF account.
- Delivers offering sheet and offering envelopes to Treasurer.

Envelope Secretary

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

Mail Clerk

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

1.11 **Procedure 11 - Social Subcommittee**

The Social coordinator as chair of the Social Subcommittee will:

- organize volunteers to host "coffee time" following weekly worship services. Names of those willing to help are provided through the annual visitation questionnaire, or by direct appeal to the congregation.
- 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.

The Social coordinator will liaise with the Worship Subcommittee, and other Subcommittees as appropriate to plan and arrange congregational social activities initiated by those groups.

The following are typical congregational social activities (not all are held each year).

- Coffee and juice following the Sunday worship service.
- Potluck lunches following selected worship services - these usually require providing coffee and milk/juice, napkins and paper plates/cups.
- Receptions after worship service, baptism, confirmation, or graduate 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.
- the PCF Anniversary.
- Congregational picnic – if this is held it usually involves organizing a simple lunch.

1.12 Procedure 12 - Congregational Care Subcommittee

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

Members of the Congregational Care Subcommittee 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 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”).

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

Activities of the congregational care subcommittee may include:

- Phone calls.
- Social visits.
- Sending cards (e.g., get well, thinking of you, sympathy, milestone birthdays or anniversaries) prayer shawls meals.
- Rides to church.

2. **OTHER FUNCTIONAL PROCEDURES**

2.1 **Procedure 13 - Office Administrator**

The Office Administrator:

- may be appointed, with the agreement of the Secretary and / or the Minister, as a non-voting appointee of the General Committee whose appointment is re-affirmed annually.
- Co-ordinates the preparation and delivery of the PCF Newsletter / Information Bulletins.
- Assists the PCF Minister and the Executive Committee as requested.

Specific duties include:

- Orderly functioning of the Church Office.
- Executive Committee and office correspondence.
- Ensure current Mission Statement is posted on the PCF website.
- Maintain office files, including filing all notes, correspondence, and minutes pertinent to the PCF.
- Ensure official Church records of births, deaths, marriages, baptisms, confirmations, and church membership are maintained up to date.
- Ensure all personal information existing in his/her area of responsibility is managed in accordance with the PCF Privacy Policy (3.2).

NOTE: Some or all of these duties may be performed by the Minister and/or the Secretary.

2.2 **Procedure 14 - PCF Communications**

The General Committee Convenor Subcommittee 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 and will include:

- announcements in the Sunday Order of Worship.
- weekly advertisements and special events notices in The Clipper, the community information channel, community bulletin boards (physical and electronic), and mailings or phone calls to other churches.
- The PCF website,
- other ways as needed.

2.3 **Procedure 15 – By-law Warden**

The By-law Warden is nominated by the General Committee and confirmed by the Congregation at a Congregational Meeting. The By-law Warden will maintain, schedule review of, record and making available on the PCF web site, the currently approved versions of PCF by-law 1 and PCF by-law 2.

The By-law Warden will:

- 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.
Arrange with the Convenor Subcommittee a review schedule for the by-laws. This schedule will provide for a review of each by-law every 3 years and will include a six-month period for the review.
- Review each revised by-law for:
 - a) -internal consistency,
 - b) -consistency with other by-laws, and
 - c) provide suggestions where appropriate.
- Establish and maintain records of:
 - a) the schedule for General Committee review of each by-law.
 - b) progress of the reviews; and
 - c) General Committee approved changes to the by-laws that must be referred to a congregational meeting.
- Post revised by-laws on PCF web site, including the date of approval for the revisions. Where a by-law is accepted by General Committee with no changes, post the new “reviewed date” on the PCF web site.

2.4 **Procedure 16 – Terms of Employment Agreement**

Terms of employment are in place for the Minister of the Pinawa Christian Fellowship Congregation. These are developed with assistance from the Pastoral Care Committee, Convener Committee and Parent Church of the employee.

3. **Policies**

3.1 **Sexual Misconduct Prevention and Response Policy**

The Pinawa Christian Fellowship has zero tolerance for sexual harassment and follows the policies and procedures of their parent churches (United Church of Canada, Mennonite Church of Canada, Presbyterian Church of Canada and the Anglican Church of Canada) with respect to Sexual Misconduct Prevention and Response.

3.2 **PRIVACY POLICY**

(Based on The United Church of Canada Privacy Policy Summary)

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

Intent on 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

2026 September 1

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 is 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 should 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 should be protected by security safeguards appropriate to the sensitivity of the information.

3.8 Principle 8 - Openness

An organization will make 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.

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 people (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. PCF By-Law No. 2 Page Y2

2016 January 13

The volunteer/employee completes the forms and takes them to the RCMP office with two 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.