

# MILL WOODS UNITED CHURCH

## Leadership Manual 2025



Join in • Reach out  
Make a difference!  
MILL WOODS UNITED CHURCH

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## PURPOSE OF THIS MANUAL

This manual has been created to provide assistance to the many leaders in our congregation who have graciously accepted the opportunity to serve within the congregation and community of Mill Woods United Church.

As much information as possible has been included so that a person new to the position or the church will quickly become oriented to their position as well as to the church in general. Often electronic links are included to provide further information on any one topic.

Our new website is kept very current and is an excellent source of further information. [www.millwoodsunited.org](http://www.millwoodsunited.org)

Please use this manual and keep it as a reference to assist you with the work you are doing for our church. At any time let either the Council chair or the church administrator know if you believe any form of update is needed.

Thank you for your willingness to share your talents and lead in the work of Mill Woods United Church.

## CHURCH CONTACT INFORMATION

Mill Woods United Church  
15 Grand Meadow Crescent NW  
Edmonton, Alberta T6L 1A3

Phone	780 463 2202
Email	<a href="mailto:mwuc1@telus.net">mwuc1@telus.net</a>
Web page	<a href="http://www.millwoodsunited.org">www.millwoodsunited.org</a>
Electronic Transfers	<a href="mailto:mwuc3@telus.net">mwuc3@telus.net</a>

## CHURCH AND CONTRACTED STAFF CONTACT INFORMATION

Angel, Liliana	<a href="mailto:mwuc1@telus.net">mwuc1@telus.net</a>	780 463 2202
Johnson, Dale	<a href="mailto:mwuc1@telus.net">mwuc1@telus.net</a>	780 4632202
LeGrow, Bryan		
McCarron, Bruce		
Nistandra, Mukta		

PURPOSE STATEMENT

**We are a spiritual community where you can explore your purpose and place.**

(Annual General Meeting, March 10, 2019)



LOGO



**Join in • Reach out  
Make a difference**

## COUNCIL MEMBERS

Position & Name	Home #	Work #	Cell #	Home email	Work email
Past Chair, Carol Hickmann					
Chair, John Mair					
Chair Elect,					
Minister, Dale Johnson					
Minister (on Long Term Leave), Eli Carter-Morgan					
Recorder, Elfrieda Penner					
Finance, Randy Round					
Ministry & Personnel Rep, Bill McGregor					
Congregational Care, Carla Janzen					
Building Use, Carol Hickmann					
Property, Gary Boswell					
Worship, Elfrieda Penner					
Member-at-Large, Lindy Mair					
Member-at-Large, Enid Oldham					
Member-at-Large, Carol Reid					
Member-at-Large, Lane Borstad					
Member-at-Large, Terry Staley					

**CHAIRS AND REPRESENTATIVES NOT ON COUNCIL**

Position & Name	Home #	Work #	Cell #	Home email	Work email
Congregational Chair Tim Janewski					
Congregational Recording Steward Elfrieda Penner					
Northern Spirit Rep. Anita Piebiak					
Memorial Jan Hodge					
Stewardship					
Affirming Ministry Dale Johnson					
Ministry and Personnel (M&P)	Chair shared by committee: Jeannette Borstad, Wendy Edey, Bill McGregor, Jennifer McPhee				

**TRUSTEES AND COMMITTEES**

Trustees	Carol Hickmann		
	Randy Round		
	Karl Kropf		
	Donna Skoreiko		
	Lindsey Jo Pawlyk		
Ministry and Personnel M&P	Jeannette Borstad		
SHARED CHAIR	Bill McGregor		
	Jennifer McPhee		
	Wendy Edey		
Finance Committee	Randy Round ©		
	Dave Borynec		
	Gordon Hodge		
	Terry Staley		
	Audrey Round		
	Liliana Angel		
Property Committee	Gary Boswell ©		
	Bill McGregor		
	Karl Kropf		
	Len Penner		
	Harold Loughran		
	Neil Alstad		
	Dave Janzen		
Worship Committee	Elfrieda Penner©		
	Sherry Alstad		
	Kathy Crawford		
	Laine Pickle		
	Laverne Boswell		
	Celia Conway		
	Minister – Dale Johnson		

Building Use	Carol Hickmann©		
	Kathy Poechman		
	Linda Baker		
	Liliana Angel		
	Brian Sampson		
Stewardship	©		
	Bill McGregor		
	Mark Schweitzer		
	Minister – Dale Johnson		
Congregational Care	Carla Janzen ©		
	Wanda Egilsson		
	Enid Oldham		
	Val Buhler		
	Minister – Dale Johnson		
	Robin Lane		
Memorial Committee	Jan Hodge ©		
	Elfrieda Penner		

### KEY CONTACTS

Serenity Funeral Society	Cathy Bayly		
	Nancy Ehrman		
Mission and Service	Jennifer McPhee		
Broadview	Carla Janzen		
Wedding Coordinators	Cathy Bayly		
	Audrey Round		
Clothing Bank	Kathy Poechman		
	Cathy Bayly		
Food Bank	Jennine Jensen		
	Laura Goss		
Bread Run	Don Grabinsky		
	Francisco Rico		
Heavenly Hospitality	Linda Baker		
	Enid Oldham		
Shawl Ministry & Stitching Connection	Ethel Ray		
	Barb Kitagawa		
Children's Program	Linsay Langstone		
	Amber Petch		
Breakfast Group	Brian Sampson		
Social Activities	Jennifer and Rob McPhee		
Truth and Reconciliation			
Inner City Pastoral Ministry	Don Grabinsky		
Library	Enid Oldham		
	Donna Skoreiko		
Videography	Brian Sampson		
	Tim Burton		
This Is Us	Lindy Mair		
Spring Craft Fair Coordinator	Cathy Bayly		
Christmas Market Coordinator	Rob McPhee		
MWUC Bell Choir	Jeannette Borstad		
Scarves and Jewelry Boutique	Sherry Alstad		



\*Note: Our Minister and Council chair are ex-officio members of all committees except Ministry and Personnel

**WELCOME TO MILL WOODS UNITED CHURCH**

All people who enter Mill Woods United Church are expected to:

1. Approach others with dignity and respect.
2. Leave your anger, hostility, and prejudices at the door.
3. Be sensitive to the needs, cares and concerns of others as others seek to care and support you.
4. Treat others as you would like to be treated.
5. Walk gently into the lives of others. Not all wounds are visible.  
Ignoring these is not acceptable.

**COUNCIL MEETINGS**

Council meetings are held one Tuesday each month except for July and August. The meetings are held in the church lounge starting at 7:00 p.m.

**COUNCIL MEETING DATES**

March 25, 2025	October 28, 2025
April 22, 2025	November 18, 2025
May 27, 2025	December 9, 2025
June 17, 2025	January 27, 2026
September 23, 2025	February 24, 2026

After each council meeting the chair will write the “Council Matters” meeting summary for “What’s the Buzz” and meet with the staff next day to review meeting highlights. As well the chair will share meeting highlights during This Is Us on the Sunday following the meeting.

**CONGREGATIONAL MEETING DATES**

Annual Financial Meeting	Sunday November 23, 2025
Annual General Meeting	Sunday March 1, 2026

**COMMUNICATING WITH THE CHURCH ADMINISTRATOR**

1. **Coming to or phoning the office** - The Administrator works 35 hours/week. She is available in the church office to assist you between 8:30 am – 4:00 pm. She is in the office Monday- Friday.
2. **Voice Mail** - Voice mail & messages (780-463-2202) for the Minister and/or Administrator may be left at any time. We ask that when you leave messages you identify yourself with a first & last name, a number where we may reach you, & your message.
3. **Mail Boxes** - We have a system of mail boxes used by the Council and other leaders within the church. These mailboxes are located in the workroom. Mailboxes are labeled at the top by position and name if applicable. Please check them on a regular basis.

## COMMUNICATIONS

### Announcements for What's the Buzz and Sunday Morning Welcome and Announcements

1. The deadline for "What's the Buzz" is **Wednesday Noon**.
2. The deadline for Sunday morning's Welcome and Announcements is **Friday Noon**.
3. To have your announcement included you may:
  - Email to [mwuc1@telus.net](mailto:mwuc1@telus.net)
  - bring it to the church office during office hours
  - call the church office during office hours or after hours and leave a message
4. What should an "announcement" request contain?
  - your full name & a number where you can be reached in case there are questions
  - dates you wish the announcement to appear in the What's the Buzz
  - your "short and concise announcement". Remember the golden rule "Who, What, When, Where and Why" and your bases should be covered.

### Social Media

Our social media addresses are: **web page** [www.millwoodsunited.org](http://www.millwoodsunited.org) , **Facebook** [www.facebook.com/mwuc2](http://www.facebook.com/mwuc2) and **Instagram** [www.instagram.com/millwoodsunitedchurch/](http://www.instagram.com/millwoodsunitedchurch/) . All social media accounts contain important and pertinent information.

All our social media is constantly under review with the intent of trying to promote and make accessible to our members, as well as the public, information about who we are and what we are doing in the community.

### Annual Report

Once a year we produce an Annual Report. This is a summary of the activities and events for the year for the congregation. You will be asked to prepare a report for your committee or group prior to the Annual General Meeting. The Annual Report is expected to be finalized two weeks prior to the Annual General Meeting. The deadline to submit required reports will be emailed in January each year by the Church Administrator.

### Regular Church Users

The following groups are currently using the church building.

1. Food Bank uses the church sanctuary on Tuesday evenings from 5:30 – 6:30 p.m. Hampers are brought to the space during the afternoon.
2. Clothing Bank uses the Loft areas on Tuesdays from 1:00 – 3:00 pm, by appointment only.
3. Bread Run uses the main floor on Saturdays from 8:30 – 9:30 am
4. Jesus Healing Satsang Ministry Canada uses the main floor every Sunday from 2:30 pm –5:00 pm
5. Zimbabwe United Methodist Church uses the Sanctuary on Sundays from 12:30 – 2:00 pm.
6. Alberta Conference Seventh Day Adventist Church uses the Sanctuary on Saturdays from 11:00 – 4:00
7. 4Point Taekwondo uses the Lower Hall from 8:00 am – 10:00pm daily.
8. Handbell Choirs use the Sanctuary every Monday at 4:00 pm and 7:00 pm.

9. Church Choir uses the sanctuary on Wednesdays from 7:30pm – 9:00 pm.
10. Stitching Connection uses the Sanctuary every Tuesday from 10:00 am – 12:30 pm.
11. Al Anon group uses the lounge on Mondays from 7:00 – 9:00 pm.

### Booking Space at The Church

1. Congregational members and church committees are encouraged to book and use space at the church for any church related events.
2. Groups not associated with Mill Woods United Church must book space at the church in advance of use.
2. All bookings must be made through the Church Administrator (780 463 2202 or [mwuc1@telus.net](mailto:mwuc1@telus.net) ) on a first-come, first-served basis.
3. Please keep in mind that the church can be quite busy. Please phone or email indicating the date and times and preferred space.
4. Please, call/email the church office if you are unable to use a time you have previously booked.
5. An up-to-date listing of all people having the access code will be kept by the administrator in the church office. Individuals requiring access are asked to contact the Administrator who in most instances will be able to accommodate the request. All individuals requesting and receiving access to the church will be asked to visit the church for instruction on the door lock system and alarm operation.
6. Please ensure that you leave the church in as good as or better condition than you found it. Ensure you put everything your group uses away, take the garbage out (if needed), turn out all lights, lock the doors, close windows and set the alarm if you are the last to leave the building.

### Supplies

1. Congregational letterhead and envelopes are available from the church office for specific Committee/Council use.
2. There are two Office Supply cupboards in the workroom. Each have been filled with the most commonly required office supplies to carry out office type work. You are encouraged to check this cupboard for necessary items. If you use the last of something, please let the Administrator know so that supplies can be replenished.

### Photocopying

We have a photocopier available for our copying needs. This machine is usable by access code only. If you need to make copies for your committee, please contact the administrator in the office to get the code.

The photocopier is available to all committees and individuals. Church copying is free. If you are making copies of a personal nature the cost is 25¢ per page. Double-sided pages are 30¢ each. Payment is to be made to the Administrator.

## Requesting Cheques

There may be times while carrying out your duties that you may be required to make a purchase on behalf of the church. It is important that you keep your receipts and submit them for reimbursement. To request reimbursement, you must complete a Cheque Requisition form, have the required signature(s) and attach your receipts. Copies of this form may be found in the cupboard marked **Forms** in the workroom.

Fill in the requested information: date, who the cheque is to be made payable to, the amount of the cheque you are requesting, the Committee or Account that is to be charged (if applicable), an explanation of what the payment is for, how the cheque is to be delivered (mailbox at the church or an address to which it is to be mailed) and your signature. If you are not the Committee Chairperson, it is necessary that the Committee Chairperson also sign or initial this form. This is requested so that Chairpersons know how their budgets are being spent and, as well, that the Finance Committee knows this payment has been authorized to be charged to a certain Committee budget. Cheque Requisitions are to be completed and placed in the cheque writer's mailbox in the workroom. The Administrator takes care of creating the cheques and once they are signed they will be distributed by the Administrator.

**Committee Expenditures: Council Motion February 2021:** All committee chairs be given the authority to make expenditure of up \$1,000.00 per incident without bringing the proposed expenditure to Council for approval.

## Cash and Cheques for Deposit

Any cash or cheques for deposit to the church account, other than the weekly offerings, should be brought to the church office. It is requested that you complete a Cheques/Cash Received form (copy in the **Forms** section) prior to bringing in. On this form you will need to complete the following: date, the name of the individual bringing in the money and an explanation of what the money is for. You will also need to list any cheques and will need to count and record the cash. When you bring in the receipts, the Administrator will count and verify the cheques and cash, both parties will initial and then the Administrator will give you a copy of this form as a receipt. This is important as it lessens the amount of time spent processing these requests as well as acting as protection for anyone handling and receiving money on behalf of the church.

The Administrator will place the cheques, cash and forms in the safe. The Administrator will email the designated Finance Team representative. The Finance Team representative will retrieve the cheques, cash and forms and will prepare the bank deposit slip and take the deposit to the bank.

Questions: Contact the Finance Chairperson or the Administrator

## Committees

1. It is requested that each committee Chair provide updates of all committee members to the Administrator.
2. Each committee should keep their meeting minutes and is requested to provide copies of meeting minutes to the Administrator and Council chair, except for Ministry and Personnel who will keep minutes in a confidential and locked location.

### Equipment and Resources Sign-Out

Should there be occasion when you need/want to remove church equipment from the building/property, you should check first with the church Administrator to ensure that the equipment you wish to remove will not be needed for this period of time. Once cleared with the Administrator, you are asked to sign the Equipment Sign-Out List on the bulletin board in the workroom on the shelf by the mailboxes. You will be asked to enter the date taken, the items taken, your signature and then the date returned.

### Property Needs and Incident Log

A Property needs and Incident Log helps the Property Committee keep on top of items that may need attention and security concerns. The Log is a red duo-tang that is kept hanging besides the First Aid box in the workroom.

Any property issues that might need attention, suggestions for improvements or incidents that occur while you are in the church for a program or volunteering should be reported here. Examples would be: the handicap lift malfunctions, broken equipment/property, burnt out light bulbs, etc. Document the need/idea or the incident and circumstances leading to it. Please provide the date, time, activity you were participating in and the detail of the incident or need/idea. Be sure to provide your name so you can be contacted if necessary.

Security issues should also be recorded here such as problems you may have had with the security system or door locks. Again, provide as much information as possible.

Please return this log to the same spot. It will be checked weekly to be sure any repairs and/or concerns are dealt with in a timely manner.

### Cleaning and Maintenance

The MWUC custodian reports to the Church Administrator but works closely with the Property Committee. If there is an urgent issue, please advise the Church Administrator.

### Building Security

- Responsibility for giving out codes, maintaining the listing of who has codes, and updating codes and processes belongs to our Church Administrator.
- Codes for congregational members' use will be changed once a year or more frequently if the need arises.
- Each outside group that is given an access code will be given a separate and unique code for their use only. These will be updated as needed.

It is the responsibility of everyone who uses a building security code to assure that the building is opened or closed and secured properly.

The following information has been put together to assist you in accessing the building. The most important factor in entering and leaving the building is to be aware of your surroundings.

When you are entering the building be aware of what is happening around you. Are there other cars in the parking lot? Are there lights on in the building? Can you hear or see people moving around inside or outside the building? These can all be indicators that the building security alarm has already been disabled – but don't take it for granted.

Look at the security code panel. When you enter, is there a red light beside the word "Status"? If so, the alarm needs to be turned off, (just because there are no cars in the parking lot does not mean there is no one in the building). When you are preparing to leave, check to see if there is a green light beside the word "Status." If not, you will not be able to set the alarm. Check the sign-in sheet and see if there is someone else signed into the building. If so, go and check to see if they are still there and let them know you are leaving. Also make sure all the perimeter doors and windows are closed and locked. You will not be able to set the alarm if the door or windows are open.

We use a Sign In/Out sheet. Upon entering the building, there is a Sign In sheet posted on the wall beside the Alarm Panel. We ask that when you enter the building you indicate the date, time of arrival, your name and the area of the building in which you will be meeting. When you leave, find the line on which you signed in and indicate the time of departure.

Should the alarm go off, you must continue to input the security code until it registers and disarms. Then proceed to the phone in the Workroom and follow the posted instructions.

Note: If you make a mistake while enter the code, push the # bottom and start over again.

By following these steps, most unnecessary alarms can be avoided.

It is very important that you **DO NOT SHARE THE ACCESS CODES WITH ANYONE.**

Before you leave the building, you are requested to make a quick walkthrough of the lower hall. Be sure that all the lights have been turned off. Check the washrooms to be sure there are no faucets or toilets are running.

If you know you will be using your code to gain access to the building and are not comfortable with the procedures, do not hesitate to contact the office or a Property Committee member. We would rather be asked for clarification ahead of time than be roused out of a deep sleep in the middle of the night by the security company phoning to advise of a problem at the church.

## Weddings

Mill Woods United Church strives to be an open and inclusive congregation. We celebrate weddings for couples of all sexual and gender orientations who are in committed relationships.

As a community of faith, Mill Woods United Church takes on a responsibility to support couples who come before them for marriage. It is on this basis that Mill Woods United Church welcomes their interest in celebrating their marriage within the congregation.

Couples wishing to be married at Mill Woods United Church are encouraged to contact the church office to be connected with the Minister and the wedding coordinators.

All couples wishing to be married at Mill Woods United Church will meet with our minister to make the arrangements and to do the planning related to the wedding service of worship that they are seeking

Contact should be made by phone at (780) 463-2202 or by email: [mwuc1@telus.net](mailto:mwuc1@telus.net) to the church office. For further information please go to the MWUC website "[Wedding](#)"

### Wedding Fees

MWUC fees (shown below) include the services of the Minister, the pianist, and custodian. Also included is an amount for use of the Mill Woods Church facility. **(Approved by Council Dec 12, 2017)**

Effective December 2017

Minister	\$300.00
Church	\$275.00
Pianist	\$200.00
Custodian	\$175.00
Video/Livestreaming	\$50.00 per hour

### Funeral and Memorial Services

Mill Woods United Church is here to support families and care for them during their time of grieving and loss. We are a welcoming and embracing United Church and we can offer a funeral or memorial service that celebrates the life of a loved one. From music to prayers, our services are dedicated to representing the special place loved ones hold in the hearts of families and friends.

Mill Woods United Church charges no fees for funerals and memorial services. Families are welcomed to give a tax deductible gift or donation to the church if they wish. Catering services for receptions are available through our hospitality team at a cost.

**April 2019: Motion:** To add to the Funeral and Memorial Services policy; "To pay clergy who preside at funerals when the minister on staff is not available in the amount of \$300.00.

**November 2020: Motion:** that the following addendum to our Funeral Policy is made:

- The priority regarding music is to acknowledge the wishes of the family.
- If the family has no preference as to who plays at the service, our musical director will have the first right of refusal.
- Should our music director be unavailable, then we can approach a MWUC musician to provide music.
- Should our music director or a church member be available to play, then they would be offered a \$200 honorarium for their service.
- Should there be more than one MWUC musician; the \$200 honorarium would be shared.

### General Use Policies

**Items to be Hung on Walls** - Nothing is to be permanently affixed to the walls without the permission of the Building Use Committee. For items that are temporarily put on the walls, special putty or painter's tape must be used and no scotch tape, masking tape, tacks, etc. are to be used.



**Designated Parking** - There are three handicapped parking stalls located at the front doors.

**Alcohol** - The use of alcohol may be permitted for sacramental purposes (communion) at the discretion of the Worship Committee and the minister. Consumption of alcohol other than for sacramental purposes must be approved by Council. The liquor license is the responsibility of the group consuming the alcohol.

**2015 Alcohol on MWUC Property Policy:**

**Motion 15/16-2:** MWUC Council affirms the revised policy on alcohol use on church property to allow for alcohol use at occasional Church-sponsored events (e.g. Dinner Theatre). Alcohol use would not be supported for private functions held on church property (e.g. wedding receptions). Council approval would be required for all requests. The Alcohol Policy shall be reviewed by Council from time to time to ensure the suitability of this policy.

**Use of Tobacco, Vaping, and Cannabis product** - February 26, 2019 – The use of tobacco, vaping and cannabis products are not permitted within the Mill Woods United Church building or within 10 meters of any door entrance

**Inventory** - An inventory list will be established and maintained by the Property Committee, and the disposal of any item(s) to be approved by both Property and Building Use Committees.

**User Group Maintenance** - All user groups are required to clean up the designated area that they used for their meeting, activity, etc., and return to its original set-up.

**Sales in the Church** - To have a sale of any kind within the church, it must be approved by the chair of your committee or by notifying the council chair.

**Sanctuary Use Policy** - Can be used for most functions. Layout of function will be submitted to the Church Administrator. Custodian will supervise in moving of stage, coat racks, etc. Heavy objects must be transported in such a way that no damage is made to church floor. All equipment, such as stage, chairs, coat racks, etc., will be returned to their original place and the sanctuary left in a clean condition by user group.

**Mechanical Room** - Nothing will be stored in the mechanical room without permission from the chair of the Property Committee.

**Snow Removal** – Cleaning snow from sidewalks and the parking lot is contracted annually for the period of November to March. This decision is updated annually at the September Council Meeting.

## Wi-Fi Policy

### **Policy Statement**

We make our Wi-Fi available, as required. Those who facilitate gatherings such as the Craft Market, Meetings, Regional Council lunches, and so on, should be empowered to give out the password upon request.

Our wireless Network name is “millwoods” and the wireless password is Hope0303. Leaders at the church should know this password and use discretion when sharing.



## Policy Concerning Equipment and Church Property

### 1. Acquisition of New Equipment

- (a) By Purchase: All congregational requests for additional equipment must be made through the Property and Building Use Committees initially. They then may decide to approve the purchase, or refer requests of major items with its recommendations to the church council.
- (b) By Donation of Actual Equipment: All donations of equipment of any kind must be made through the Property and Building Use Committees. They will decide whether the items are useful or should be rejected. All donated items accepted become church property.

### 2. Repairs

All updates to equipment, property, or building whether of a major or minor nature should be channeled through the Property Committee.

### 3. Ownership

The Church owns all equipment and property except any designated personal items, which may be temporarily on church property. Equipment purchased or donated for use specifically or primarily for one program of the church is considered church property and can be used in other areas of the church if required.

### 4. Outside Use of Equipment

All requests for use of church property and equipment outside of church premises must be made through the Church who will record all requests in a book. Once cleared with the Church Administrator, you are asked to sign the Equipment Sign-Out List on the bulletin board in the workroom on the shelf by the mailboxes

## Use of Church Property by Outside Groups

**Long Term Rentals/ Leases:** Long Term Rentals leases will be adjusted in January each year based upon the Alberta Consumer price index cost of living adjustment for the previous year.

- **Approved by Council -February 2019. Motion 18/19-65: That long-term rentals be adjusted annually on January 1, using the Alberta Consumer Price Index Cost of Living Adjustment for the previous year.**

**One Time Rentals:** MWUC is a welcoming, hospitable, nurturing and affirming community of faith where all people are accepted and respected. It is our goal to provide space that will facilitate worship, recreation, learning, companionship and fun. We ask all who use our space to treat it with respect. You can find detailed information of the space available in our [website](#).

The Administrative guidelines are kept at the Church Office.

## Overview

1. A refundable, separate damage deposit is required when there are 100+ people expected at an event. This protects the Church against damage and to ensure that the conditions of the agreement have been fulfilled. If required, this damage deposit is payable at the time booking is finalized.
2. Rental fees and Damage Deposit shall be paid in full at the time booking is finalized.

3. If, after an event, there is damage or cleaning required, cleanup and disposal charges will be applied in accordance with related costs for the event. Where a damage deposit was provided, this will be applied first before additional billing.
4. All food, equipment and other materials belonging to the group must be removed by the close of the rental period. Time used beyond that of the rental period will be subject to the additional hourly rate charges noted below.
5. The User agrees to perform the following:
  - Set up additional tables/chairs that may be required and put them away afterwards
  - Leave areas in the same condition as found
  - Place all garbage in plastic bags provided by the church
  - If the kitchen is used, clean sinks, counters, stoves, etc
  - Remove all personal supplies and equipment from building after use of space
6. The pianos, sound and projection equipment are not to be used without written approval given prior to the event.

Please contact our Church Administrator to discuss **full Conditions and Instructions** for the use of our facilities.

### Cancellation Policy

Cancellation of an event with:

- **More than 1 week notice**, renter will receive a full refund of damage deposit and room rental
- **Less than 1 week notice will be subject to a cancellation fee equivalent to the room rental. The damage deposit will be returned less a \$10 processing fee.**

### Rental Fee Structure

MWUC reserves to the right to make final decisions regarding rental requests.

The following rates are for One-Time event rental only. Multi-date space rental or rental on an ongoing basis is welcomed but rental rates are negotiated on a case-by-case basis. Please contact the church office (780-463-2202).

Groups renting MWUC facilities on a One-Time basis may be required to pay for costs associated with a Host opening /closing the building and being present during the event.

MWUC gives not-for-profit programs a reduced rate as a part of our relationship with Edmonton area agencies and organizations. You are eligible if your organization is registered federally or provincially (with a charitable organization number or federal tax number).

Damage deposit is equivalent to half of rental fee.

United Church of Canada groups are invited to book space through the Church Administrator.

<b>One -Time Rental Rates effective September 2023</b> <b>Non-profit groups will be charged 50% of this fee structure</b>	
<b>Sanctuary: 3 ½ hours (morning till noon, afternoon till 4:30)</b> : Full day rental : Hourly (less than 3 ½ hours)	\$350.00 \$700.00 \$115.00/hr.
<b>Piano</b>	\$50.00 per event
<b>Lounge: 3 ½ hours (morning till noon, afternoon till 4:30)</b> : Full day rental : Hourly (less than 3 ½ hours)	\$150.00 \$300.00 \$50.00/hr.
<b>Kitchen – Hourly up to 7 hours</b>	\$25.00/hr.
<b>MWUC Catered Meal</b>	Varies according to meal type and number attending. <a href="#">Contact us</a>
<b>Host Fee per event (where necessary): opens/closes church and is present during event</b>	\$20.00 per hour, minimum 3 1/2 hours
<b>Technician, when available: training for audio/video system use</b>	\$50.00
* For half-day rentals, each hour beyond 3 ½ hours: \$85 per hour	

**Special Funds**

Mill Woods United Church has the following Special Funds that operate outside of our yearly financial budget and operations. These are:

- Capital Fund
- Reserve Fund
- Benevolent Fund
- Legacy Fund
- Memorial Fund
- Mission and Service
- Community Outreach Funds

The **Capital** fund was established to cover capital/building related projects not seen as ongoing yearly expense. Examples include electrical repairs, livestreaming equipment and major building repairs. **Motion January 2024:** That the Capital fund policy be amended to allow for a minimum amount of \$25,000 to be reserved for emergencies.

The **Reserve** Fund was established by Council to manage monies received from events or circumstances that are not directly related to Local Operations and not specifically directed to other special funds. The current balance available in the Reserve Fund relates to:

- significant cash flow surpluses in 2013 and 2024, both arising from significantly lower-than-normal costs of providing ministerial leadership during minister transition periods, and
- resolution of a cost recovery issue with our cell tower service provider in 2020.

Reserve fund monies are segregated from other special fund and local operation cash amounts; are invested in savings accounts or GIC's; and are used for special projects or to fund deficits in years where local operation cash flow deficits may arise.

The **Benevolent** fund is used to support members, adherents of the congregation and the broader community in times of need. It is administered by our minister based upon his/her determination of needs. Mostly it is used to provide gift cards for food or prescription drugs.

The **Legacy** fund has been established to provide opportunities for Mill Woods United Church to receive gifts from a living person, a bequest in a will, or a final gift at the time of the giver's death.

The **Memorial** fund Committee has been established to provide opportunities for gifts to be made to Mill Woods United Church in memory of loved ones or friend who have died.

Both the Legacy Fund and the Memorial Fund have the same criteria for their use, as outlined:

- ❖ Enhance the beauty and worshipful atmosphere of the church sanctuary as a setting for Congregational worship and personal devotion.
- ❖ Enhance projects, which support the Church's Outreach in the community and throughout the world.
- ❖ Provide for capital expenditures for equipment or furniture seen as long-term investments.
- ❖ Make improvements to existing facilities
- ❖ Provide a resource base for training and leadership development.

**Mission and Service Fund:** All funds received through donations and offerings are dispersed directly to the United Church of Canada.

**Community Outreach Fund:** Arises from cash provided through contributions or fundraising dedicated to specific community outreach programs (Bread Run, Clothing Bank and Inner City Pastoral Ministry) and support program expenses.

#### **Gifts in Kind Policy: May 2012**

From time to time, people choose to gift the church with a specific item, a "gift in kind".

At Mill Woods United Church, Council Policy and accountability on such gifts is as follows:

- Acceptance is based on those items for which the church has a need.
- If the donor does not want a receipt, as a charitable donation, the gift is accepted with thanks and no further action is taken.
- If the donor wishes a charitable receipt, then a recent receipt from the place where the item was purchased must be provided. If a receipt is not available the donor must be willing to have an independent appraisal made as to its value. **The Treasurer needs to be contacted to ensure that the procedure is within Canada Customs and Revenue Guidelines.**

Note:

It is most helpful if the need for a charitable donation receipt is requested at the time the donation is being considered, so that an appropriate response can be made, rather than after time has elapsed. The church is most grateful for gifts given and we trust all will understand the need to do the accounting tasks responsibly.

## Constitution

Mill Woods United Church has a constitution on file which was approved in 2009.

A review of this shows that it is not up-to date or reflective of our present operation. Until such time as a complete rewrite of the Constitution is done, the following includes pertinent highlights from the 2009 constitution and updates approved by Council in June 2019

## Pertinent Highlights from the 2009 Constitution

### Definitions

**“Congregation”** means Members and Adherents who agree to the doctrines and practices of the UCC and who submit to the discipline and overview of the Church Council of Mill Woods United Church, and The United Church of Canada

**“Member”** means an attendee who is on the Roll of MWUC who has by confirmation, transfer, or profession of faith joined the UCC.

**“Adherent”** means one who attends Mill Woods United Church (MWUC) and who supports the life and work of the congregation, but who is not a full member of The United Church of Canada (UCC).

**“Ministry Personnel”** means those persons who are members of the Order of Ministry, those lay persons under appointment as a Designated Lay Minister, Candidate Supply, Intern Supply, Intern or Student Supply, and those persons from other denominations under appointment as Diaconal Supply or Ordained Supply.

**“Active Families List”** means the list maintained by the Church Administrator of all households whose members attend worship or participate in the life and work of the congregation on a regular basis. This list is to be reviewed and updated on an ongoing basis and prior to the Annual General Meeting.

**“Church Council”** means the elected or appointed officers of MWUC as authorized at the AGM or subsequently appointed by the Council on the authority of the Congregation.

**“Annual General Meeting”** (AGM) is a meeting of the congregation held once a year (usually March) for the purposes of:

- a) Election of officers to the Official Council
- b) Receipt of reports from Council officers and leadership teams.
- c) Passage of resolutions to guide the operation of MWUC.

**“Annual Financial Meeting”** (AFM) is a meeting of the congregation held once a year (usually November) for the purposes of:

- a) Adoption of the Annual Budget
- b) Passage of resolutions to guide the operation of MWUC

**“Bulletin”** means the Sunday Worship bulletin plus inserts.

**“What’s the Buzz”** means weekly electronic newsletter.

## The Congregation and Congregational Meetings

The Congregation is a body of persons that is a part of The United Church and that meets for public worship and is constituted by Northern Spirit Region whose purpose is to be a faithful people of God.

Congregational meetings may be called by:

- (a) The Chairperson of Council or
- (b) The Ministry and Personnel Committee.

Congregational meetings must be called within 15 days of receipt of a written request from

- (c) The Church Council or
- (d) 10 persons who are in full membership of the congregation or
- (e) Northern Spirit Region.

Notice of any Congregational meeting shall be read at (at least) two consecutive Sunday worship services prior to the meeting. The earliest time at which the meeting may take place is immediately following the public worship at which the notice of meeting was read for the second time.

The officers of the meetings will be the Chair and the Recording Steward of the Congregation.

- a) The congregation shall elect a chair and a recording secretary to conduct all meetings of the congregation.
- b) These officers will be elected or reaffirmed at each AGM.

Quorum shall be the lesser of twenty (20) persons entitled to vote (members) or 1/3 of those entitled to vote.

- Should quorum not be present, or if the meeting cannot be held because of emergent circumstances, the Chairperson shall set a re-scheduled meeting to occur within 14 (fourteen) days and the meeting must be announced at two Sunday services.
- Quorum at the re-scheduled meeting shall then consist of those Members and Adherents present.
- The Congregation shall meet at least once a year as an Annual General Meeting and once a year for the Annual Financial Meeting.
- Other than amendments to the Constitution, resolutions shall be considered passed with a majority of 50 (fifty) per cent plus one other vote.

Meetings shall be conducted according to the Rules of Debate and Order in The United Church Manual.

## The Council

The Council shall consist of:

- Past Chair
- Chair
- Chair-elect
- Recorder
- Finance Representative
- Northern Spirit Representatives
- Ministry and Personnel Representative
- Stewardship Representative

- Congregational Care
- Worship Representative
- Building Use Representative
- Property Representative
- Minister
- Three to five Members at Large

The Council shall:

- Develop and recommend to the Congregation policies, goals and objectives. (The Council can always seek participation of the congregation and would be wise to do so if there is a major policy shift)
- Coordinate the activities of all facets of the congregation.
- Govern Congregational affairs between Congregational meetings.

The Council shall normally meet monthly, except for July and August

Minutes of all Council and Congregational meetings will be filed in a place accessible to all members and adherents of the congregation or will be made available upon request.

In his/her absence the Council representative of a standing team/committee should designate an alternate to attend Council meetings and assume his/her responsibilities.

Quorum shall consist of 50 (fifty) per cent of the Voting Council or their designate.

Should quorum not be present for a scheduled Council meeting, the Chairperson shall re-schedule another meeting to occur within 7 (seven) days. Those Council members present at the re-scheduled meeting shall then constitute quorum.

Elections for any vacant office will be conducted at any AGM.

Should any member of the Council not be able to complete his/her term, Council may appoint a replacement to serve the remainder of the term and, if desired, to be elected at the next AGM.

## Committees of the Congregation

### Trustees

- a) The congregation shall elect a minimum of four (4) full members of the Congregation to the position of Trustee.
- b) Trustees shall be reaffirmed or elected annually with the preference that they seldom be changed.

### Memorial Committee

- a) The memorial committee will consist of a minimum of 3 members including a Trustee.
- b) Members shall be reaffirmed or elected annually with preference that they seldom change.

### Ministry and Personnel

- a) The ministry and personnel committee will consist of a minimum of 4 full members.
- b) Members shall be reaffirmed or elected annually with preference that they seldom change.
- c) The committee chair sits on Council.

### Nominations and Elections

- The names of any candidates for offices of Council, Trustees, Memorial Committee and Ministry and Personnel Committee shall be submitted to a member of the nominations committee.
- If available to the Nominations Committee, nominations for any office shall be made known to the Congregation two Sundays prior to the AGM.
- Additional nominations for any office may be made at the AGM.
- *The nominations committee shall be composed of*
  - *Chair*
  - *Minister*
  - *Chair-elect*
  - *Past-chair*
- Where more than one person has been nominated for Council, Trustees, Memorial Committee or Ministry and Personnel a vote shall be conducted by secret ballot at the AGM.
  - \*In the event of a tie vote for any office, the chair of the meeting shall cast the deciding vote.

### Amendments to Constitution

- Amendments to the Constitution may be made at any Congregational meeting.
- Notice of proposed amendments shall be distributed at two or more Sunday worship services prior to the meeting at which the amendments will be moved for debate.
- Amendments must be passed by 60 (sixty) per cent of those present at the meeting. All amendments to the Constitution shall be noted in Appendix II of the Constitution.
- The Council shall forward to Northern Spirit's Pastoral Oversight Committee each amendment as soon as possible after it receives congregational approval.
- On approval by the Pastoral Oversight Committee, the Council Chair shall ensure appropriate filing and distribution.
- As the congregation changes and evolves, the Past Chair of Council will do an annual review to ensure that constitution is up to date and that it is congruent with values of the Congregation.

### Individual Council Member and Committee Responsibilities

The following is an overview of the responsibilities of council members and council committees as of 2023 based upon input from committee chairs and council members.

### Congregational Care

- send cards to congregational members identified each week during Sunday service
- strive to keep track of newcomers, organize newcomer functions
- make effort to welcome newcomers and/or people who come less frequently
- look for ways to broaden the ways we can support each other
- work with the church administrator and minister to monitor weekly attendance reports and follow-up where needed
- organize a roster for coffee and goodies service before and after church service each Sunday. No roster for goodies during July and August
- Oversee special recognition of members of our church community e.g. when a member is moving away.



## Ministry and Personnel

- oversee the relationship of staff to each other and to people in the congregation
- regularly review the working conditions, responsibilities, and compensation of all staff
- make any recommendations needed as a result of these reviews to the Church Council
- revise position descriptions of staff as needed
- conduct annual performance reviews of setting yearly goals for staff
- Ensure staff make use of opportunities for continuing education, as appropriate.
- support council planning for staff adjustments.
- support groups with new hiring processes.

## Worship

- in close communications with the minister, music director and other service leaders, coordinate all aspects of worship service including communion, baptisms, special services, Welcome Teams,
- facilitate recruitment for the above
- ensure leadership for services when the minister is away
- engage members of the congregation in the worship experience to add richness and diversity, utilize talents, be open to creative ideas, and to be inclusive of all, including all generations
- ensure appropriate celebration of the Christian year and other special days

## Stewardship

- facilitate stewardship education using a variety of sources
- work with the minister to create a plan for the fall stewardship focus designed to encourage those in our congregation to give of their time, talent, and treasure
- lead in the implementation, communication, and follow-up of the fall stewardship focus
- provide acknowledgment and thank-you to those who have contributed to this stewardship

## Building Use

- Purpose: make decisions about the church building and its functioning
- support for church administrator (CA):
  - annually, with CA, review rental and lease contracts and update based on council policy for rent increases
  - be CA's first contact related to rental and lease requests/inquiries ensuring a balance of time accessible to outside groups and congregational needs
- liaison function
  - property, worship, Heavenly Hospitality (kitchen)
  - act in a coordination role for large functions ensuring event organization is in place (eg. large funeral)
  - resolve potential issues between groups using the same area of the building
- building aesthetics
  - make recommendations to council for purchases/expenses related to
    - determining storage needs for church and rental contracts
    - determining and maintaining aesthetic needs of building – entrance, interior, washrooms, plants, etc
    - organizing regular (ongoing) purging of excess unneeded “stuff” in building

- maintain building information on website (building usage descriptions, rates, etc)
- congregational history
- A/V system
  - ensure that the sound quality within the church building is as good as it can possibly be (in the sanctuary, the lower hall and the area under the balcony for special occasions)
  - provide maximum opportunity and flexibility for worship, music and other uses made of the sanctuary
  - ‘clean-up’ the front areas of the sanctuary for both safety and aesthetic purposes.
  - maintain a system that is expandable, reliable, durable, secure and one that can be used with ease
  - utilize a Listen Assist system for those with hearing needs. This provides two means of hearing assists: new loop technology compatible with hearing aids and smaller, better ear buds. Have 6 to 8 receivers available for us. [AV Manual Click here](#)

## Property

- establish and maintain a system to ensure church buildings are secure, locked, lights are turned off, and heat is regulated following each use of the building.
- establish and maintain an afterhours emergency response procedure (fire, alarm, property damage, weather events)
- establish and maintain a list of preferred contractors (electrical, gas, plumbing, fire alarm, elevator, snow removal, etc)
- establish and maintain expectation of duties of the custodial and office staff with respect to their rolls in maintaining the church property
- oversee process of writing specifications, getting bids and all other related contract documents for repair and maintenance of buildings and grounds.
- ensure supervision of the work of maintenance projects whether undertaken by volunteers or by professional crews.
- develop a written long-range schedule of major repairs and maintenance.
- establish and maintain a process to list or determine property needs identified by congregational members and perform/arrange a scheduled inspection of the building, grounds, furnishings, and equipment of the church to identify repairs and maintenance issues
- perform or arrange for all needed purchases or maintenance work related to the committee’s responsibilities
- liaise with the church administrator in relation to complying with all code compliance requirements.
- report committee activities to the council and assist others or groups within the church when requested.

## Finance

The Finance committee has prepared a detailed overview of its various responsibilities, which is included as an addendum. The major categories of responsibilities include

- contributions
- payroll
- deposits – non-contributions
- cheque preparation
- financial reporting and accounting
- bank reconciliation
- banking relationship
- insurance (with church administrator)
- utilities (with church administrator)

- maintain on-line systems access and security
- monthly reporting
- reports to congregation
- act as the face of finance

### **Chair**

- coordinate the overall operations of the congregation
- chair council meetings as required and draw up the agendas for those meetings.
- write Council Matters and meet with staff after each council meeting
- consult with the minister, council members and congregational members as required
- serve on the Nominating committee
- is an ex-officio member of all congregational committees, except Ministry and Personnel
- speak to media or other outsiders on behalf of the council and congregation.
- delegate special projects as needed

### **Past Chair**

- provide background information and take on special assignments as required.
- provide a consultative role, working closely with the chair and taking over as chair in situations as requested by the chair
- act as a member of the Nominating committee
- lead, along with chair and chair elect, the review of policies, brochures, and the constitution to ensure they are up to date.
- Update the Church Leadership Manual annually as each new council begins
- Update annually the Community of Faith Profile on Church Hub.

### **Chair Elect**

- sit on the council and the Nominating committee.
- undertake special assignments as requested
- use this position to gain experience of the church and the council so that transition to chair is smooth and effective.
- serve as chair when the chair is not available to do so.

### **Recording Secretary**

- take minutes of all council proceedings, keep a record of all minutes, and provide copies as required.
- work with the church administrator to ensure a permanent copy of all council and congregational meeting minutes are maintained

### **Member-At-Large**

- a member of the council but does not represent any particular committee or group within the church.
- nurture connections among individuals in the congregation and between the congregation and council.
- undertake a variety of short-term or special projects as requested
- an opportunity for experienced people to serve on the council, acting as mentors or coaches to individuals or the council as a whole or an opportunity for newcomers to learn about the workings of the council and the church.

- provide a liaison function with non-council committees and other groups as assigned by council.

As a Council we strive to work together to make the best decisions for Mill Woods United Church. The following Holy manner guide our actions:

- Honesty, forthrightness, not holding back in our interactions
- Listen with respect and sensitivity, even if we disagree
- Respect confidentiality
- Give everyone a chance to contribute
- Remain open minded
- Be open to debate and the perspectives of others
- Once a decision is made by the group, it is vital that we all support the decision
- Remember we are speaking for people who appreciate diverse styles of ministry and have different faith perspectives
- Support the growth and development of leadership within our group
- We each bring our own perspectives to Council and represent some portion of our church community

### **Annual Report**

Due to the size of this document, it is not feasible to include it in this document. The following is a link to the current Annual Report which can be accessed on the church website here [Annual Reports](#)

