

PROPOSED 2019 WCC GOVERNANCE

1. Purpose for undertaking church re-structuring (Pg. 2)
2. Review of Church Officers and Their Responsibilities. No essential change from what was contained under current WCC by-laws. (Pgs. 3&4)
3. Identification of three (3) Leadership Teams to replace the current committee and board structure.
 - a. The purpose of the Outreach/Witness Team shall be to support the Ministries focused on providing compassionate care to people in need in our community and beyond. They will also evolve the witness, messaging and identity of WCC as it is perceived and understood by the world, informed by the vision, values, mission priorities and long-range goals of WCC.
 - b. The purpose of the Faith Team shall be to support the ministries focused on overseeing the church school, youth group and adult education programs; minister to the spiritual interests of the congregation; coordinate worship-related activities including the sacraments; caring for members and friends; train leaders; administer human resources support, employment procedures, etc.
 - c. The purpose of the Stewardship Team shall be to support the ministries focused on identifying, prioritizing and budgeting for the maintenance of the Church building and grounds, housekeeping and preventative maintenance; developing and implementing an annual budget; receiving and investing gifts, bequests and endowments; ensuring provisions for insurance and compliance with fiduciary laws, etc.
 - d. Duties and responsibilities of the Leadership Teams delineated. (5&6)
4. Establishment of Ministry Groups with support from Leadership Teams. (Pg. 7)
5. Identification of current ministry activities through present committee and boards structure. These Ministry Group functions have been temporarily identified with a particular Leadership Team but this is subject to realignment based on further input from boards, committees and the Church Council. Each of the activities and functions should include a short description to enhance understanding of what the particular Ministry Group entails. (Pgs. 8, 9&10)
6. Substantial changes proposed as to the responsibilities of the current Church Council (Article IX). To reflect these changes, current by-laws detailing the responsibilities of the current Church Council are provided along with a separate page detailing the proposed structure for the newly created Leadership Council. (Pgs. 11&12)

STATEMENT OF OBJECTIVES

The proposed changes are intended to:

1. streamline the current governance structure so we move to a more nimble and efficient *mission-driven* organization,
2. empower church members to be involved in specific activities of interest to them and inspire new ways for our congregation to put faith into action, and
3. restore the visioning function of the Leadership Council.

The new approach will enable Wapping Community Church (WCC) to focus on the three essential mission areas of a healthy church: FAITH, STEWARDSHIP and OUTREACH.

- Each of these 3 areas will have a leader or two who's assignment is to facilitate member participation in the mission area, through either short-term discreet projects such as participation in a Habitat Day of Caring and Crop Walk or longer-term commitment to ongoing WCC ministries such as Worship, Church School, Food Share, Trustees. Through this design, volunteers can put in as much time as they would like with none of the previously prescribed obligations associated with formal Boards and Committees.
- Everyone currently participating in a mission area should know that any changes within their mission initiatives will be decided by the people involved in that area of interest. The reorganization is designed to empower WCC volunteers to pursue their missions as they see fit.

CHURCH OFFICERS AND THEIR RESPONSIBILITIES

MODERATOR - The Moderator shall be the chairperson and chief executive officer of the Corporation. He or she shall perform all duties incident to such office or as may be required by law. The Moderator shall be elected to a two-year term and shall:

- share with the Pastoral Staff the total leadership of the Church. and guide the work of the Leadership Council.
- preside over all meetings of the Church Membership and the Leadership Council,
- be charged with responsibility for communication among the Leadership Teams of the Church.
- receive notice of, and have the right to attend all meetings of any Leadership Team or subsidiary Leadership body
- communicate decisions to the membership and to the wider church

TEAM LEADER - The Team Leaders shall be the chief operating officers for each of their respective teams. They shall perform all duties incident to such office and such other duties as may be required by law. The Team Leaders shall be elected to two-year terms and shall:

- preside over all meetings of their Leadership Team,
- be voting members of their Leadership Team and of the Leadership Council
- lead the Leadership Teams for which they were elected.
- assume the duties of the Moderator in the absence of the Moderator,
- facilitate communication within the ministry groups of their Team
- insure communication of the Team's Ministry Groups to the membership through the Leadership Council

CHURCH CLERK - The Church Clerk shall be the official correspondent and record keeper of the Church, and, in general, shall perform all duties incident to the office of a Church clerk and a corporate secretary and such other duties as may be required by law. The Clerk shall be elected to a two-year term and shall insure that:

- a record is kept of the meetings of the Church and of the Leadership Council of which he/she shall be a voting member and its secretary.
- letters of membership transfer are issued to churches on request, credentials of delegates chosen are signed,
- records of Annual meetings and Leadership Council minutes are maintained as well as Annual Reports, all legal documents and membership records,
- legal notices of all congregational meetings are properly given
- permanent records (electronic and hard-copy) are kept of every member of the Church, including the dates and manner of admission or removal, the record of baptisms, confirmations, deaths and such other records as may be prescribed from time to time by the Leadership Council.
- In conjunction with the ministerial staff, conduct a periodic review of the active membership rolls and make changes to the membership status in accordance with the established guidelines.

TREASURER - The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law. The Treasurer shall be elected to a two-year term and shall insure that the following responsibilities are attended to in a timely fashion:

- maintenance and reconciliation of the accounts of the Church,
- maintenance of the financial records is done in a proper and business-like manner,
- approval of the payment of bills and reimbursement requests,
- oversight of the payroll operations, fulfilling tax reporting requirements,
- tracking and reporting on expenses relative to budget projections,
- tracking the status of restricted funds,
- preparing an annual report on the fiscal status of the Church,
- cooperating with the Leadership Council and the Stewardship Team in developing budget projections and proposals,
- co-operating in periodic internal and/or external audits.

INVESTMENT TRUSTEE – The Investment Trustee shall advise and counsel the Stewardship Team regarding investing and disbursing invested funds, as wise counsel deems prudent. The Investment Trustee shall manage Church Funds in compliance with the Connecticut Prudent Investors Act.

The Investment Trustee shall be elected annually to serve a one-year term and may be elected for successive terms. He/she shall be a member of and work in conjunction with the Stewardship Team.

The Investment Trustee shall regularly report to the Stewardship Team the activity and status of invested funds. This will include all monies, including interest and dividends received for the permanent endowment and invested funds and such other restricted and unrestricted gifts as may be given to the Church from time to time.

All income from investments shall be reflected in the annual Church financial statements. The Investment Trustee shall render a detailed report in writing, duly audited, covering the funds under his/her supervision, at the annual meeting of the Church, said report to be filed with the Clerk.

The Investment Trustee shall be bonded in such amount and with such surety as the Stewardship Team may require, the cost of such bonding, if required, to be borne by the Church.

LEADERSHIP TEAMS

The work of advancing the mission and sustaining the life of the Church shall be organized into three discrete areas of ministry: Outreach/Witness, Faith and Stewardship. The Leadership Teams shall be comprised of members of the Church. A member of the pastoral staff shall also be a member of each Ministry Leadership Team.

Each Leadership Team shall have authority and responsibility for planning and implementing efforts to sustain and advance the operations of the Church in their designated area of responsibility, and may develop budget requests, conduct informational meetings, sponsor programs and presentations, create subcommittees and recruit other members to assist its efforts. In discharging their responsibilities, Leadership Teams shall regularly consult with the Leadership Council.

Leadership Teams shall recruit such assistants and establish such other ministries, either permanent or interim, as deemed necessary in order to perform the duties set forth below. All Leadership Teams shall submit an annual budget request to the Stewardship Team.

The Outreach/Witness Team The purpose of the Mission /Outreach Team shall be to support the Ministries focused on providing compassionate care to people in need in our community and beyond, and to ensure the success of the Church's Ministry Groups by building consensus with the congregation and facilitating achievement of our Church's vision, values, mission priorities and long-range goals. Members of the Outreach/Witness Team shall be elected at the annual meeting or approved by the Leadership Council. There shall be no limit to the number of members, however, the team shall have five elected members which shall include the Team Leader for the Outreach/Witness Team, who shall be its Chair.

The Duties and Responsibilities of the Outreach/Witness Team shall include:

- Coordination of all WCC Outreach/Witness activities working and advocating for God's justice on local, national and global levels.
- Promoting Christian engagement efforts that seek to involve new members in the life of this congregation.
- Coordinating all our external communication and media efforts as we seek to define who we are as people of faith to the greater South Windsor community.
- Preparing a budget proposal for annual mission activities and benevolences and monitoring, adjusting and dispersing those funds.

The Faith Team The purpose of the Faith Team shall be to support the ministries focused on overseeing the church school, youth group and adult education programs; minister to the spiritual interests of the congregation; coordinate worship-related activities including the sacraments; caring for members and friends; train leaders; administer human resources support, employment procedures, etc.. Members of the Faith Team shall be elected at the annual meeting or approved by the Leadership Council. There shall be no limit to the number of members, however, the team shall have five elected members which shall include the Team Leader for the Faith Team, who shall be its Chair. The Faith Team shall pass upon the eligibility of candidates for

membership and to welcome and assimilate new members into the life of the Church.”

The Duties and Responsibilities of the Faith Team include:

- Work with staff to oversee church school, youth group and adult education programs.
- Minister to the spiritual interests of the congregation and community by reaching out to people who are going through a significant life challenge or transition.
- Work with staff to coordinate worship related activities including communion, baptisms, music, flowers, ushering, and technology.
- Ensure the success of our Ministry Groups by training leaders and expanding the opportunities for people to participate in Ministry Groups
- Identify, recruit, train, and support Leadership Team and Ministry Group leaders.
- Develop and administrate human resources support, employment procedures and ensure compliance with all relevant laws and regulations in employment matters.
- Provide Pastoral Support and Counseling for our minister(s).

The Stewardship Team The purpose of the Stewardship Team shall be to support the ministries focused on identifying, prioritizing and budgeting for the maintenance of the Church building and grounds, housekeeping and preventative maintenance; developing and implementing an annual budget; receiving and investing gifts, bequests and endowments; ensuring provisions for insurance and compliance with fiduciary laws, etc. Members of the Stewardship Team shall be elected at the annual meeting or approved by the Leadership Council. There shall be no limit to the number of members, however, the team shall have five elected members which shall include the Team Leader for the Stewardship Team, who shall be its Chair

The Duties and Responsibilities of the Stewardship Team include:

- Regularly identify, prioritize and budget for the maintenance of the Church’s buildings and grounds, housekeeping and preventive maintenance.
- Inform the Leadership Council of those employees, contractors and services necessary to maintain the buildings and grounds and provide direct oversight of the work performed.
- Develop and implement procedures for controls for income and expense documentation, financial accountability and transparency to be observed by all bodies of the Church.
- Receive and invest, subject to the investment policy of the Church, gifts, bequests and endowments
- Conduct an annual financial pledge campaign, keeping accurate records of each member’s pledge, and furnish appropriate accounting reports to members and the Stewardship Team.
- Prepare and submit to the Leadership Council and the Membership annually a budget of the anticipated income and expenses for the coming year with input from all Teams.
- Insure provision of insurance and/or bonding covering property, Officers and Leadership Team members, Pastors, employees, members, students, visitors and guests.
- Ensure, together with the Treasurer, that the Church is in compliance with all fiduciary laws, regulatory filings and requirements.

MINISTRY GROUPS

Ministry Groups are the primary means for experiencing authentic Christian community at WCC by providing opportunities for learning, caring and serving in small focused groups. These Ministry Groups may be ongoing or temporary and may arise spontaneously from the interest of the Church membership. They may also be suggested by the Ministerial staff, the Leadership Council or the Leadership Teams. An existing or proposed Ministry Group may be disallowed in the event that its purpose or activities are determined to be inconsistent with the Church's Mission, Vision and Values, which disallowance may be appealed to the Leadership Council for prompt review.

There shall be no nominations, election or terms for members of Ministry Groups. Members may choose to participate in Ministry Groups that relate to their particular needs and interests and areas where they wish to be of service to the Church.

A Ministry Group shall be free to determine how long and how frequently it will meet. Some groups will be ongoing, some will decide to meet for a specific period of time or for a specific event, and some will decide to meet until a particular project or function is completed. Ministry Groups shall be encouraged to share the progress and results of their activities with the various Leadership Teams, Leadership Council and the larger body of the Church. Ministry groups can continue to function as they are or agree among themselves to adjust the structure for greater efficiency or as interest dictates and still get the job done. Ministry groups will report activities and needs to a Leadership Team.

PRIMARY FUNCTIONS IDENTIFIED WITH CURRENT BOARDS AND COMMITTEES

OUTREACH/WITNESS TEAM – INITIAL MINISTRY FUNCTION IDEAS

- South Windsor Food and Fuel Bank
- One Great Hour of Sharing (OGHS)
- Our Church's Wider Mission (OCWM)
- Blanket Sunday
- Prayer Shawl Ministry
- Interval House
- Undies Sunday
- Manchester Area Conference of Churches (MACC) Serve a Meal
- MACC Ongoing Food and Clothing Collection
- MACC Christmas Gift Giving Program
- MACC Christmas for Families Program
- Crop Walk
- Food Share Mobile Distribution
- Food Share Annual Support Event
- Covenant to Care Backpack Program
- Covenant to Care Christmas Giving
- Habitat for Humanity
- Stephen's Ministry
- Community Blood Drive
- Visitor's Table Ministry
- Buckland Village Reading Program
- CM/O Coordination of Mission Activities, Financial Donations, Project Implementation and Communications Oversight
- Chamber of Commerce

FAITH TEAM – INITIAL MINISTRY FUNCTION IDEAS

- Plan and Organize Worship Services including the Music Director
- Choir Ministry – Provides musical accompaniment for services and special events and assists in leading congregation in singing hymns.
- Prepare and Administer Sacraments
- Touchstones - Care and Visitation for Shut-Ins – coordinated through Group Leader, reach out to names provided with a phone call, visit, or other arrangement. Work with Group Leader to provide annual “gifts” to names provided.
- Operate Children’s Ministry Program – prepare weekly lessons for church school program; recruit teachers and volunteers to teach lessons and care for younger children.
- Provide Vacation Bible School – recruit team of volunteers to select a theme and assign leadership roles; coordinate planning meetings and gathering of materials/supplies;
- Manage Background Checks and Vol. Training – assigned to one person who provides necessary paperwork to any volunteer who works with children under the age of 18, this person will maintain background check files and administer training
- Advent Fair – recruit team of volunteers to plan, organize, and oversee annual Advent Fair, including crafts, wreath-making, Live Creche, and Carol Sing
- Faith Chests – obtain list of children to receive, order chests and prepare for distribution; once a year
- Bible Presentations – obtain list of children to receive, order and prepare Bibles, request bookmarks from JPF leader; once per year
- Children’s Sunday – work with Ministers to select a theme, write a service, and recruit children and volunteers to participate once a year
- Un-Birthday Party – recruit team to plan and prepare for once a year celebration
- Manage Cradle Roll – recruit person or team to prepare sheep for cradle roll board, order and prepare books to be distributed to baptized children, and periodically update family’s about faith formation opportunities
- Implement Adult Christian Faith Formation Program – Bible Study or other adult opportunities
- Support Community Conversations – consider topics that may interest the community, plan and prepare events that deliver the conversations
- Arrange for Greeters at Services
- Collect Offering
- Arrange for Flowers
- Maintain Church” Library Collection
- Maintain History of WCC
- Grief Support Mailing Ministry
- Stephen’s Ministry Training
- Card Encouragement Ministry
- Birthday Card Ministry
- Support Prayer Chain
- Caregiver Support Ministry
- Job Search and Career Support Ministry
- Parish Nurse Ministry
- Coffee Hour Ministry – recruit volunteers to prepare coffee before first service, administer coffee after first service
- Fellowship Café Ministry – recruit volunteers to prepare/refresh coffee before second service, administer coffee after second service, clean up after Fellowship Café
- Meals Ministry- prepare meals for families in need
- Transportation Ministry
- Spring Fling Ministry
- Fun and Fellowship Ministry
- Bible Study, Book Discussion and Sacred Circle Ministry
- Meeting House Ministry - provides light nourishment to bereaved family and friends of church members following funeral and memorial services.
- Music Ministry - support director of music and oversee the many music programs at WCC; manage/oversee the video and sound system; manage/oversee the Ann Lammers Scholarship fund; oversee the music memorial/special funds

STEWARDSHIP TEAM – INITIAL MINISTRY FUNCTION IDEAS

- Church Property Ministry – Responsible for planning and organizing the care of church property in support of the Church’ planned activities. Other responsibilities include the negotiating and monitoring of utility expenses and the negotiations and approval of contracts.
- Decorating Ministry – Responsible for maintaining and improving the appearance within the Church.
- Landscape Ministry – Responsible for the care and beautification of the Church’s surroundings as needed.
- Insurance Ministry – Responsible for implementing an adequate program of insurance and annual review of same.
- State/Federal Law Compliance – Responsible for ensuring that the Church is in compliance with all state and federal Laws (e.g., workers compensation, unemployment insurance, etc.)
- Annual Budget – Responsible for the preparation of the annual budget income and expenses for the fiscal year of January 1 to December 31, the monthly review of income and expenses and review of unanticipated expenses not covered by the budget.
- Set and Oversee Fiscal and Investment Policy
- Endowment Fund Ministry – Responsible for the promotion of the endowment program through education of the congregation on opportunities for giving to the Endowment Fund along with overall management of the Endowment Fund activities.
- Fund Raising Ministry – Responsible for identifying fund raising opportunities and arranging for adequate support in order to conduct the activity.
- Stewardship – Responsible for conducting an Annual Stewardship Appeal, the monitoring of pledges and providing quarterly statement for contributors.

ARTICLE IX - CHURCH COUNCIL

The Church Council shall consist of the Ministers, the Moderator as chair, the Associate Moderator, the Clerk, who shall be secretary of the Council, the Treasurer, the Assistant Treasurer, Investment Trustee, the Chairs of each Board and Committee, and the President of each auxiliary organization of the Church. When said chairperson or President is not able to attend a meeting or meetings of the Council, he/she shall appoint an alternate; preferably the same representative of each organization will attend subsequent meetings as an alternate.

The Church Council's responsibilities shall include short-term and long-term planning, goal setting, creation of the budget with the assistance of the Board of Finance, and carrying on the business of the Church.

The Church Council represents and acts for the Church between Congregational meetings in matters pertaining to the Church. The Church Council shall also serve as an administrative clearinghouse for all matters that have not been assigned to any other Board or Committee of the Church.

The Church Council shall endeavor to visualize the entire task of the Church and to promote the planned activities and those of various organizations, to advise the Ministers on the general direction of the Church activities and to cooperate with them in the formulation of a well-rounded program. The Council may appoint such special committees as are deemed advisable.

Whenever a vacancy shall occur in the membership of any Board or Committee and any elected Office of the Church, the position shall be filled for the unexpired portion of the term by a candidate proposed by the Nominating Committee and elected by a majority vote of the Church Council.

Under special circumstances, such as increased or decreased work load, the Church Council may change the membership of Boards and Committees as long as said special circumstances exist.

The Church Council will appoint a Pastoral Committee to fill vacancies in the pastorate or associate pastorate, and such Pastoral Committee will consist of eleven members, one of whom will be chosen as Chairperson by the Church Council. The Pastoral Committee will be responsible to the Church Council.

The Church Council shall meet monthly unless determined otherwise by a majority vote of the Church Council. Eleven members shall constitute a quorum. Church Council meetings will be open to members of the Church who will have voice, but no vote. The affirmative vote of a majority of the Council members entitled to vote and present at a meeting duly held at which a quorum is present shall be the binding decision of the Church Council. Nonvoting Council members shall not be counted in determining the majority.

Special meetings of the Council may be called by the Minister(s), the Moderator, Associate Moderator, or by written request from three members of the Council.

Action without a meeting: The Council may act without a meeting by electronic means if there is a written unanimous consent of all the Council Members to hold such meetings. A two thirds affirmative vote of all those eligible to vote will be required on actions taken by electronic means. The unanimous written consent approving voting by electronic means and the results of the voting by electronic means shall be

filed in the Minutes Book of the Church Council.

Minutes of the meetings of the Church Council shall be kept by the Clerk, including a record of attendance.

Minutes of all Council meetings shall be available in the Church Office for review by Church Members.

Leadership Council

The Leadership Council shall be the Board of Directors of the Corporation, and the governing body vested with the management of this Church when the Membership is not in session in duly called meetings. The WCC Leadership Council is charged with continually reviewing the needs of our wider community and the focus of all ministries on the mission of WCC. The primary focus of the Leadership Council shall be to work together to ensure the appropriateness and success of the Church's Ministry Groups.

The Leadership Council shall consist of at least eleven (11) members that will include: the Moderator, the Clerk, the Treasurer, the three Team Leaders, one additional representative from each of the Leadership Teams (the Outreach/Witness, Faith and the Stewardship Team), the Minister(s) and the Minister of Discipleship and Mission, all as voting members. The additional representative from each Team is not required to be a voting member of their respective Team to be eligible to attend and vote at the Leadership Council meeting. In cases where special projects require more than one additional Team representative to attend the Leadership Council meeting then the voting member shall be identified at the start of the meeting.

Administration of the Church shall be a collegial function of the entire leadership, and no Team shall have independent authority except as may be granted by the Leadership Council from time to time. All members of the Leadership Council shall be required to complete a Leadership-training course provided by the Faith Team at the first annual / organizational meeting of the Leadership Council and each Leadership Team.

The duties and responsibilities of the Leadership Council shall be to:

- Identifying the needs of our local and worldwide community and ensure that the ministry of our Church remains relevant to the changing needs.
- Engage in strategic planning by continuously reviewing, articulating and facilitating and updating the Mission, Vision, and Values and long- range goals of our congregation.
- Focus on the mission, role and future needs of WCC and the wider Church,
- Insure that information about activities and other communications are distributed to the membership in a timely fashion and effective manner.
- Provide monitoring and oversight for all activities and functions of the church.
- Recommend annual budgets and other resolutions for consideration by the membership.
- Evaluate congregational and pastoral leadership, approve plans for staff and leadership development,
- Fill vacancies until the next regularly scheduled congregational meeting
- Determining those activities that are recognized "missions of the Church" to include all Ministry Groups and other authorized Church activities.
- Coordinate nominations and elections of officers, Leadership Council and Leadership Team members at the annual meeting.