

Lynn Valley United Church

POLICY MANUAL

As of June 2023

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Policy Governance Discussion

001 - Governance Framework

Policy Type:	Policy Governance Discussion
Adoption Date:	Transitional 2012
Amended:	June 10, 2015
Ratification Date:	June 14, 2015

LVUC Policies are subordinate to law, including the legislation establishing The United Church of Canada, the UCC Manual and the LVUC Constitution and Bylaws.

002 - “Policy Governance®” Model

Policy Type:	Policy Governance Discussion
Adoption Date:	Transitional 2012
Amended:	June 10, 2015
Ratification Date:	June 14, 2015

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

The organizational model of the congregation shall be as set out in the LVUC bylaws and the Policy Governance® Model as outlined and expressed in this Policy Manual.

003 - Value of Policy Governance

Policy Type:	Policy Governance Discussion
Adoption Date:	Transitional 2012
Amended:	June 10, 2015
Ratification Date:	June 14, 2015

We gather in Christ’s name “who though he was in the form of God, did not count equality with God a thing to be exploited, but emptied himself, in the form of a servant.” (Philippians 2:6-7) As followers of Jesus Christ, we are his body, the visible presence of Christ in the world, the church. The church gathers, equips and sends out all people to participate in the ministry of Jesus Christ in the world. The Lead Minister and Ministry Teams are called by God to *equip* the congregation for this ministry.

Policy Governance® was developed by John Carver and is outlined in his books *Boards That Make A Difference*, *Reinventing Your Board*, and other of his writings. This model is a complete, universal theory of governance especially for “servant-leadership” organizations such as non-profit groups and public institutions (hospitals, school boards, etc.) The Policy Governance® Model is applicable to and has been implemented by many churches across North America. Several United Churches in Canada have implemented the model either in whole or in part, and many more are considering and studying it.

It is our belief that Policy Governance® is an effective form of governance, as it will free up church leaders to use their spirit-given gifts, discern their sense of call in response to an experience of divine presence, and implement decisions with minimal bureaucracy and time-consuming meetings. It will also free up more of the people of the congregation from running the church to allow them to exercise their own ministry by growing in their faith through small groups or discipleship classes, and taking part in outreach or social justice projects in the community and throughout the world.

004 - How does Policy Governance Work at LVUC?

Policy Type:	Policy Governance Discussion
Adoption Date:	Transitional 2012
Amended:	June 10, 2015
Ratification Date:	June 14, 2015

The congregation entrusts the Board of Governance to carry out the mission, vision, and goals of the congregation and provides the Board of Governance with its donations of human and financial resources to achieve these ends. If the congregation does not achieve what it wants to achieve within the means provided then ultimately the Board of Governance is responsible. But a group that only meets for two hours once a month cannot possibly do all the work that is required. The Board of Governance, therefore, divides the work into two basic components: Ends (The actual ministry of the congregation, known as “Ministry”) and Means (the particular way the Ministry will be achieved).

Work on Ends (“Ministry”) is kept solely in the Board of Governance’s hands. This is the work of ensuring that all the members and interested persons in the congregation are heard, and that the pursuit of meaning revealed in the Christian tradition is disciplined – through prayer, study, worship and service. This is in order to determine what direction the congregation should be going, what its needs, hopes, dreams, worries, and visions are. Based on that hearing process, the Board of Governance then lays out clearly and in written form what direction and goals it will pursue.

It starts doing this broadly, based on the congregation’s Mission Statement and Core Values, then narrows down to be more specific. *It is disciplined in not saying how it will achieve these things but only what it wants achieved.*

The Board of Governance then takes a look at the Means (“how do we actually do this?”) This “how to” work is assigned, along with a congregationally-approved budget, to the Lead Minister with written policies outlining the expectations for how the work will be done and what standards will be followed. These policies include a list of the values the work shall follow, as well as the standards for work in such areas as personnel, budgeting, the protection of assets, treatment of Beneficiaries, etc. Before even starting to undertake work, the expectations of the Board of Governance are known to the Lead Minister. These policies are monitored regularly by the Board of Governance to ensure they are being followed. The policies and Board-approved amendments are to be ratified by the congregation at the Annual General Meeting following adoption by the Board of Governance but they are effective pending ratification. If not so ratified, they are void unless the congregation approves their continuation as interim policies.

Executive Limitations Policies may require that the Board of Governance be involved in some Means decisions where that would be in accordance with the congregational expectations for board accountability.

Within the limitations imposed by the Board of Governance and directed by the Ministry Policies, the Lead Minister is free to use his or her gifts to accomplish what has been asked. Within the budgetary constraints imposed, staff are hired, directed, an office is maintained, programs are initiated, committees or teams are struck or disbanded. Just as power was delegated from the Board of Governance to the Lead Minister so power is further delegated by the Lead Minister to staff, committees or teams, using the same discipline of stating the Ministry to be achieved and the limitations in which to work. Clear about the extent of their power and the goals to be achieved, the staff, committees or teams can exercise their gifts with imagination and passion. The Board of Governance and the Lead Minister are responsible for ensuring that the requirements of the Bylaws are complied with.

The congregation meets at least annually, in accordance with the LVUC Bylaws.

- determines the Mission Statement, Goals and Core Values.
- elects as its spiritual leaders a Board of Governance that is responsible to it for the health of the congregation. All of the authority of the congregation between annual meetings is delegated to the Board of Governance apart from the exceptions noted in this Policy Book and the LVUC Bylaws.
- determines the level of resources to be devoted to the mission of the church through its financial support. The congregation determines how those resources should be allocated within the framework of a budget annually adopted. The Board of Governance may approve changes to the plans reflected in the budget to reflect changes in circumstances.
- approves or vetoes the Policies adopted by the Board of Governance and fulfills its other requirements as set out in The Manual and the LVUC Bylaws.
- has the right to appeal any decision of the Board of Governance to the Regional Council. Such appeal must be made in writing.

- **Definitions**

010 - Definitions

Policy Type:	Policy Governance Discussion
Adoption Date:	Transitional
Amended:	May 27, 2015
Ratification Date:	June 14, 2015

Adherent *means*

a person who contributes regularly to the life and work of LVUC but is not a Member or Full Member.

Annual Ministry Work Plan *means*

the work plan developed in accordance with these policies to describe how the priorities identified by the Board for delivery of its mission will be operationalized.

Beneficiaries *means*

all those persons who are recipients of the outreach, social justice and all other ministries of LVUC.

Board or Board of Governance *means*

the group of people (9) called and duly elected as spiritual leaders of Lynn Valley United Church, along with the Lead Minister, chosen by the congregation for their wisdom, caring, spiritual discernment, and other gifts of the Spirit.

Church or LVUC *means*

Lynn Valley United Church, a congregation of the United Church of Canada.

The Congregation of LVUC *consists of*

Members, Full Members, and Adherents and members of the order of ministry who have been added to the congregation's membership roll in accordance with The Manual.

A Full Member (or Voting Member) *means*

a person who has become a full member of Lynn Valley United Church and The United Church of Canada through baptism and profession of faith or otherwise in accordance with The Manual and has been approved as a member by the Board of Governance in accordance with the LVUC Bylaws or any previous governance arrangements of LVUC.

Lead Minister *means*

the Minister with overall responsibility and accountability to the Board of Governance, duly called, ordained, commissioned or designated, and serving the congregation of Lynn Valley United Church. This includes the Coordinating Minister, or other such term as may be used from time to time.

LVUC Bylaws *means*

the Constitution and Bylaws of LVUC, as approved from time to time by the Congregation, which establish the decision-making structure of LVUC and other matters, including but not limited to those set out in The Manual.

Members (or Non-Voting Members) who are not full members are children of full members or children who have been baptized but not yet become Full Members.

Ministry Teams or Teams *means*

teams formed under the accountability of the Lead Minister.

Ownership *means*

the Congregation who are called by God in Christ into ministry in the world; and the United Church of Canada and those of its courts to whom the Board is accountable.

Policy Manual or LVUC Policies *means*

this Policy Manual, as amended from time to time. Policies approved by the Board of Governance are interim policies until submitted for approval to the Congregation .

Staff *means*

employees of the Congregation other than the Lead Minister and includes other Minister(s)

UCC Manual or The Manual *means*

the current Manual of the United Church of Canada.

Where terms are not defined in this Policy Book, reference may be made to the LVUC Bylaws and The Manual.

Ministry Policy Statements

#100 - Mission of Lynn Valley United Church

Policy Type: Ministry
Adoption Date: Transitional Policy Manual 2012
Amended: February 14, 2018, October 8, 2019
Ratification Date: June 2018, June 28, 2020

*"We sing of a church
Seeking to continue the story of Jesus
By embodying Christ's presence in the world."¹*

Called to be the United Church of Canada presence in the community of Lynn Valley in North Vancouver, the mission of Lynn Valley United Church is:

"to engage people to be followers of Christ to make a difference in God's world."

¹ A Song of Faith, adopted in 2006, seeks to provide a verbal picture of what The United Church of Canada understands its faith to be in the historical, political, social, and theological context of the early 21st century. It is also a means of ongoing reflection and an invitation for the church to live out its convictions in relation to the world in which we live.

Ministry Policy Statements

#101 - Purpose and Priorities of Lynn Valley United Church

Policy Type:	Ministry
Adoption Date:	Transitional Policy Manual 2012
Amended:	April 11, 2018
Ratification Date:	June 10, 2018

“The church has not always lived up to its vision. It requires the Spirit to reorient it, helping it to live an emerging faith while honoring tradition, challenging it to live by grace rather than entitlement, for we are called to be a blessing on the earth.”²

Following a complete review of its mission and ministry, which for the past eight years tilled the soil of Spiritual change, re-developed its property and built a new building, and planted seeds of new ministry, the purpose of Lynn Valley United Church at this time in its history, is to:

- energize and nurture the spiritual lives of people, modelled for us in the life of Jesus.
- provide a means for people to reflect on their lives and their actions through the lens of Christian wisdom
- call people together into meaningful relationships for the strengthening of community; locally, nationally and globally.

With these purposes in mind, four priorities call for the church’s focused attention. In the foreseeable future, congregational resources and energy will be allocated to:

1. Ministry with children, youth and their families: ensuring that programs, activities and opportunities for discipleship feature a multi-generational approach.
2. Congregational development; ensuring members and adherents discover ways to strengthen and deepen their connection to the Christian path in programs of spiritual practices, stewardship/membership and leadership development.
3. Outreach into the community; introducing the Christian path beyond the Congregation in programs of spiritual nurture and accompaniment, social justice and benevolent outreach.
4. Music; enhancing the current musical life of the Congregation as well as developing new musical opportunities that introduce the Christian path.

² A Song of Faith, United Church of Canada, adopted in 2006

Ministry Policy Statements

#102 - Guiding Values

Policy Type: Ministry
Adoption Date: April 11, 2018
Amended:
Ratification Date: June 10, 2018

*“We sing of God’s good news lived out,
a church with purpose:*

*faith nurtured and hearts comforted,
resistance to forces that exploit and marginalize,
fierce love in the face of violence,
human dignity defended.*

*To embody God’s love in the world,
the work of the church requires the ministry and discipleship
of all believers.”³*

Relevant Spirituality

The gospel of Christ is counter-cultural and calls disciples to live in gratitude and hope.

Active Hospitality

The gospel of Christ welcomes all who want to walk on the path of fierce love.

Vital Community Relationships

The gospel of Christ recognizes that God’s love is expressed beyond the church and seeks to partner with friends and fellow-travelers who are bringing about God’s shalom.

³ A Song of Faith, United Church of Canada, adopted in 2006

Ministry Policy Statements

#105 - Effective Adaptive Change

Policy Type: Ministry
 Adoption Date: June 10, 2015
 Amended:
 Ratification Date: June 14, 2015

The purpose of this policy is to outline values and expectations for LVUC stakeholders (i.e. Ownership, Staff, Ministers) to effectively manage change with grace and collaboration.

Change, or dealing with uncertainty, can evoke strong reactions, opinions and behaviors. Change is also inevitable and how we manage change, and ourselves, is critical to ensure respectful relationships, trust, community building, collaboration and spiritual connectivity, all of which represent LVUC goals.

To this end, it is imperative that LVUC stakeholders respect sanctioned roles, authorities and responsibilities to create an effective and collaborate approach to managing change.

In turn, there are established policies, bylaws, job descriptions, terms of reference, etc. that clarify LVUC stakeholder roles, responsibilities and authority, which include but are not limited to:

- the Mission Strategy;
- LVUC Policy Manual;
- LVUC Bylaws;
- Board of Governance decisions;
- Committee and Ministry Team Terms of Reference;
- job descriptions;
- United Church of Canada decisions;
- The UCC Manual; and
- Law.

To thrive in the face of significant change, a process for effective adaptive change is critical. To that end, the LVUC Board of Governance hired adaptive change consultants to teach Circle Meeting (© Peer Spirit Inc.) skills, knowledge and abilities to:

- the Board of Governance and church leadership;
- Staff; and
- the Congregation.

All LVUC stakeholders are encouraged to use Circle Meeting skills and principles to guide adaptive change needs with grace and dignity as summarized:

- Speak with intention
- Listen with intention
- Ensure the well-being of others
- Be respectful
- Set agreements to ensure participation, trust and collaboration
- Accept the collective decision and respect its authority as long as sound principles and processes were followed in making the decision.

Ministry Policy Statements

#106 - Mission Strategy

Policy Type: Ministry

Adoption Date: June 10, 2015

Amended:

Ratification Date: June 14, 2015

LVUC employs a Mission Strategy (i.e. plan) to identify goals, vision, service delivery and allocation of resources. All LVUC endeavors are measured against the Mission Strategy to effectively pursue its goals and objects. The Mission Strategy is developed and adopted by the Board of Governance, supported by the Congregation and implemented by the Lead Minister, Staff and volunteers. The Lead Minister is responsible for the leadership and outcomes related to the Mission Strategy. The Board is responsible to review, refresh or replace the Mission Strategy on a five-year cycle or earlier as required.

Ministry Policy Statements

#107 - Affirming Vision Statement

Policy Type: Ministry
Adoption Date: October 20, 2021
Amended:
Ratification Date: May 29, 2022

Rationale:

At Lynn Valley United Church we celebrate the diversity of God's creation and affirm that all people of any gender identity or sexual orientation have a place of inclusion, worship, discipleship, and leadership.

Policy:

Lynn Valley United Church commits to the following:

- Offering worship that reflects the affirmation of Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Asexual, Two-Spirit and other affirmative ways in which people choose to self-identify (LGBTQIA2S+) people
- Supporting the full inclusion of LGBTQIA2S+ folks in all aspects of congregational life and work.
- Recognizing and unlearning our internalized biases, both as a congregation and as individuals
- Communicating our affirmation of LGBTQIA2S+ people in the community through words, symbols, and actions
- Offering and participating in ongoing social and educational activities as a congregation in support of LGBTQIA2S+ people
- Supporting initiatives at LVUC that promote safe spaces for LGBTQIA2S+ people
- Making educational resources (books, videos, etc.) available to people within and outside our congregation
- Maintaining membership with Affirm United, the United Church organization that supports the development of Affirming Congregations and networks across Canada.

Ministry Policy Statements

#108 - Privacy

Policy Type: Ministry
Adoption Date: April 13, 2022
Amended:
Ratification Date: May 29, 2022

Rationale:

The BC *Personal Information Protection Act* (PIPA or “the Act”)

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03063_01 requires all organizations, including churches, to explicitly develop and follow policies and practices that are necessary for the organization to meet the obligations under the Act, to develop a process to respond to complaints that may arise respecting the application of this Act, and make information available on request about the policies and procedures and the complaint process. (PIPA s 5)

An organization must designate one or more individuals to be responsible for ensuring that the organization complies with the Act. That person may delegate these duties to another individual. The organization must make available to the public the position name or title or title of those persons and their contact information. (PIPA s. 4)

This is consistent with LVUC Policy #301: Treatment of Beneficiaries, which requires the Lead Minister to comply with privacy and personal information laws and not to disclose personal information without consent to persons outside of the United Church of Canada except when required or permitted by law.

This policy supplements and reflects the requirements of the Act but does not set out to repeat or paraphrase legal requirements.

Definitions:

“Individual” refers to the individuals whose personal information is referred to

“Church community” includes members, adherents, employees (including volunteers), donors, and beneficiaries.

Privacy Officer

The Lead Minister shall be responsible for ensuring that the organization complies with the BC *Personal Information Protection Act*

The Lead Minister may delegate duties to another person or persons to assist in meeting these responsibilities.

Purposes for collection of personal information

1. The church collects personal information for the following purposes:
 - a. To provide information for and about church programs and services
 - b. To maintain donor records and issue charitable tax receipts
 - c. To enable church staff and designated volunteers to contact others in the church community
 - d. To enable members and adherents of the church to contact each other (This requires explicit consent.)
 - e. To promote the mission and outreach services of the church and the larger United Church
 - f. To use in publication of church activities, subject to the direction of the individual,
 - g. To enable the church to meet individual needs
 - h. To enable the church to provide services that will meet the spiritual, educational, and human needs of the church community, including the conduct of services for planning purposes
 - i. To manage liability issues
 - j. To protect the safety and security of the building and the users
 - k. To verify the identity of members of the church community
 - l. To satisfy the United Church of Canada requirements for record-keeping and document retention, including the transfer of appropriate records to Regional Archives for archival and research purposes.
 - m. To manage event and program participation
 - n. To manage personnel functions
2. The church will obtain individual consent to the collection, use, or disclosure of personal information for any new purpose, except when the Act indicates that consent is not required.

Consent

1. The church will obtain consent from individuals for collection, use, or disclosure of their personal information, except when the Act indicates that consent is not required.
2. Consent may be spoken, written (including electronically), or implicit as described in the Act. Consent can be implied when the church can reasonably infer consent based upon the action of the individual.

3. Consent can be withdrawn at any time on providing reasonable notice, unless withdrawal would make the church unable to fulfill a legal obligation.
4. Consent on behalf of those minors and vulnerable individuals who are not able to exercise their own privacy rights may be given by a legal guardian.

Collection, use, disclosure and retention of personal information

1. Personal information is collected only for purposes connected with the mission of the church. The church will not deceive or mislead anyone about the purposes of collecting personal information.
2. The church will not sell membership, adherent, or donor lists to third parties.
3. The church may provide membership, adherent and donor lists to other offices of the United Church in order for them to provide information of concern to the larger United Church.
4. Personal information will be retained in accordance with United Church of Canada standards.
5. Personal information in the historic membership roll or the baptismal, marriage and burial/ memorial registers is held permanently, in a permanent form.
6. The church will strive to ensure accuracy of information.
7. The church will protect personal information against loss or theft and safeguard the information from unauthorized access, disclosure, copying, use or modification.
8. The website will disclose what personal information is collected for LVUC through its website.
9. Records will be appropriately transferred to the United Church of Canada (Pacific Mountain Region) archives.

Openness and Access

1. This privacy policy is our public notification and our notice to members, adherents, visitors and supporters of the purposes for which we collect personal information. It will be made accessible on the Lynn Valley United Church website.
2. Personal information held by the church is the property of the church. Individuals may request confirmation and correction of their own personal information.

Recourse

1. In the event of a dispute with an officer of the church, staff member or volunteer over the handling of one's personal information held by the Church, the Lead Minister will promptly investigate all complaints received and take appropriate measures.
2. If the complaint concerns the actions of the Lead Minister, complaints may be taken to the Ministry and Personnel Committee.

Procedures

The Lead Minister will develop written procedures to ensure privacy protection with regard to personal information contained in church records. Procedures will cover websites, personnel records, financial records, databases and mailing lists and any other repositories of personal information held by the church.

Board/Lead Minister Relationship Policy Statements

#200 - Lead Minister's Relationship to the Board of Governance

Policy Type: Board of Governance/Lead Minister Relationship
Adoption Date: September 2010 (Transitional Policy Manual), April 11, 2018
Amended: June 10, 2015, April 2018 (change title and use term "Lead Minister")
Ratification Date: June 10, 2018

1. The Board of Governance delegates authority and responsibility for the operations of LVUC to the Lead Minister, except when superseded by UCC directives, LVUC Bylaws, and policies herein.
2. The Board of Governance establishes policy and direction that guides the work of the Lead Minister and sets goals and expectations. Pending formalization in written policy, the Board, by means of formal decision, may issue specific direction to the Lead Minister
3. The Lead Minister is accountable to the Board of Governance for achieving provisions of the "Ministry" policies and adhering to provisions of the Executive Limitations policies.
4. Decisions or instructions of individual Board members, committees or teams are not binding on the Lead Minister except when explicitly authorized by the Board of Governance.
5. The Lead Minister shall be responsible for:
 - a. carrying out the policies of the Board.
 - b. reporting on compliance with Board policies.
 - c. providing all appropriate information for Board decision-making.
 - d. ensuring the requirements of LVUC Bylaws, The Manual, and published policies of higher church courts are met.
6. The Lead Minister shall be called/appointed, supervised and released following United Church of Canada policies outlined in The Manual.
7. Ministry Teams are accountable to the Lead Minister.

Board/Lead Minister Relationship Policy Statements

#201 - Lead Minister's Authority

Policy Type: Board of Governance/Lead Minister Relationship
Adoption Date: September 10, 2010; April 11, 2018
Amended: June 10, 2015; April 11, 2018 (to change title and use term "Lead Minister")
Ratification Date: June 10, 2018

1. The Lead Minister's authority is limited by the Executive Limitation policies established by the Board.
2. As long as the Lead Minister uses a reasonable interpretation of Ministry and Executive Limitations policies, the Lead Minister is authorized to establish operational procedures, make decisions, take actions, establish practices, and develop activities. An interpretation is not in accordance with the policy's intention if it is contrary to specific interpretation by the Board of Governance.
3. The Lead Minister is bound by the LVUC Bylaws. Interpretations by the Board of Governance of the LVUC Bylaws or the Policies are binding on the Lead Minister.
4. The Board of Governance may change its Ministry and Executive Limitations policies, thereby shifting the boundary between Board and Lead Minister domains. But so long as any particular delegation is in place, the Board of Governance and its members will respect and support the Lead Minister's choices. This does not prevent the Board of Governance from obtaining information in the delegated areas.
5. Only decisions of the Board of Governance acting as a body are binding upon the Lead Minister. Decisions or instructions of individual members of the Board of Governance, officers, or committees are not binding, except in rare instances where the Board of Governance gives specific authorization. If members of the Board of Governance or committees require information or assistance without authorization from the Board of Governance, the Lead Minister can refuse such requests that require – in the Lead Minister's judgment – a material amount of staff time or funds, or that are disruptive.

Board/Lead Minister Relationship Policy Statements

#202 - Lead Minister Performance and Annual Ministry Work Plan

Policy Type:	Board of Governance/Lead Minister Relationship
Adoption Date:	September 10, 2010;
Amended:	April 11, 2018 (to change title and use term "Lead Minister")
Ratification Date:	June 10, 2018

Ministers are expected to abide by The United Church of Canada Ethical Standards and Standards of Practice for Ministry Personnel, as they may be amended from time to time.

To credibly measure the Lead Minister's Performance, Lynn Valley United Church must clearly understand and articulate its goals, expectations and desired outcomes by means of an Annual Ministry Work Plan, with aligned resources, that accommodates performance management best practices.

To operationalize the Annual Ministry Work Plan into performance measurements, the Ministry and Personnel Committee will establish and obtain Board approval for key performance criteria against which the Lead Minister's efforts can be measured. The gifts of the Lead Minister will be acknowledged in the performance management program.

Summary of Responsibilities:

1. The Board of Governance identifies key church priorities;
2. An Annual Ministry Work Plan is developed by the Lead Minister, in conjunction with the Ministry and Personnel Committee, that includes specific fiscal and other resources needed;
3. The Lead Minister and Ministry and Personnel Committee will identify key performance criteria to form the basis of the Lead Minister's Performance Evaluation using performance management best practices;
4. Criteria in #1 - #3 will be presented to the Board of Governance for review, discussion and adoption no later than May annually;
5. The Board is accountable for the Lead Minister's performance. The Lead Minister's performance evaluation will be conducted by the Ministry and Personnel Committee with input and direction from the Board, by the end of May in each year.
6. The Ministry and Personnel Committee will provide the Board of Governance with the Lead Minister's remuneration recommendations, by the end of May annually;

7. The Lead Minister shall regularly inform the Board of Governance on any impediments in achieving the Annual Ministry Work Plan, key performance requirements or if fiscal resources are projected to exceed the budget;
8. The Lead Minister shall require that church staff develop individual annual work plans, to be approved by the Lead Minister to support Board of Governance priorities outlined above;
and
9. The Lead Minister will align church volunteer, and ministry efforts with the Annual Ministry Work Plan.

Board/Lead Minister Relationship Policy Statements

#203 - Lead Minister Reporting

Policy Type: Board of Governance/Lead Minister Relationship
Adoption Date: Transitional policy manual September 2010
Amended: May 27, 2015, title changed in 2018
Ratification Date: June 14, 2015

At each regular meeting of the Board of Governance the Lead Minister will present:

- an analytical report on the implementation of the Annual Ministry Work Plan
- a report describing any non-compliance or issues that have arisen with respect to policies
- a financial statement.

Board/Lead Minister Relationship Policy Statements

#204 - The Lead Minister and Measuring Congregation Health

Policy Type: Board of Governance/Lead Minister Relationship

Adoption Date: May 9, 2018

Amended:

Ratification Date: June 10, 2018

*"We are called together by Christ
as a community of broken but hopeful believers
loving what he loved,
living what he taught,
striving to be faithful servants of God
in our time and place."⁴*

Believing that healthy Communities of Faith are sustaining and sustainable, as LVUC allocates energy and resources to the four priorities identified in Ministry Policy #102, the Lead Minister will develop programs and ministries that are measured by the evidence of health and sustainability.

1. Ministry with children youth and families. The health of the congregation will be seen:
 - in an all-ages component to all areas of ministry. Programs for and by children, youth and their families leading to membership, discipleship, leadership.
 - in the relationships formed between children, youth and other adults not part of their family unit. The names of children and youth are known.
 - in adults engaged in the programs developed for and with children and youth while children and youth are engaged in programs developed for and with adults.
 - in curricula that are story based, leading to personal connections to the Christian tradition: more singing, more storytelling, more worship leadership.
 - in leadership offered by children and youth on teams and committees

2. Congregational development. The health of the Congregation will be seen:
 - in vibrant worship and superior preaching
 - in an articulated process to integrate newcomers into the life and work of Christ's church

⁴ A Song of Faith, United Church of Canada, adopted in 2006

- in programs of spiritual development that lead to the generous flow of the spiritual currencies identified by Eric Law in his book, *Holy Currencies*. Time & Place, generous leadership, relationships, truth, and wellness. Programs that lead to members involved in the practices of discipleship – prayer, worship, scripture study, financial giving, service, community building.
 - in opportunities for witnessing and testimony,
 - in a robust and generous pastoral care program for and by all ages
 - in increased volunteers in the delivery of all programs
3. Outreach into the community. The health of the Congregation will be seen:
- in a myriad of conversations with the outside world (outside the LVUC community) – for example; blogging, podcasts, live-streaming of events, public witness by the Ministers.
 - in the witness of children and youth involved in the delivery of these programs
 - in programs of community outreach delivered with partners like Hollyburn, NSDRC, CMHA, Cedarview
4. Enhanced Musical Offerings. The health of the Congregation will be seen:
- in the breadth of musical offerings in worship; an embracing of all musical gifts.
 - in strong congregational singing
 - in more programs – for example; drum and choir programs for the LGBTQ community, seniors outreach, gospel choir.

Finally, the Lead Minister will establish metrics that will indicate progress or achievement of Ministry plan goals and, together with the ministry teams and the Board of Governance, will monitor progress on a regular basis and at least once per year.

Executive Limitation Policy Statements

#300 - General Minister Limitations

Policy Type: Executive Limitations
Adoption Date: Transitional Policy Manual September 2010
Amended: April 2013; June 10, 2015
Ratification Date: June 14, 2015 New Policy Manual

1. The Lead Minister shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, contrary to the LVUC Bylaws or requirements of The Manual or The United Church of Canada, or in violation of commonly accepted business and professional ethics.
2. No decisions shall be taken which properly belong to the Board of Governance or the Congregation, as required by the LVUC Bylaws or the UCC Manual.
3. Dealings with the Staff and Beneficiaries shall not be insensitive, unfair or disrespectful.
4. The Lead Minister shall not permit the Board of Governance to be uninformed or unsupported in its work.
5. Budgeting shall not deviate significantly from Board of Governance "Ministry" priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.
6. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Board of Governance "Ministry" priorities.
7. The Lead Minister in conjunction with the Board of Trustees, may not allow assets to be unprotected, inadequately maintained or unnecessarily risked.
8. The Lead Minister may not enter into any grant or contractual arrangements that fail to emphasize primarily the ministry of the Church and, secondarily, the avoidance of unacceptable means.
9. The Lead Minister may not hire any staff unless such staff position emphasizes primarily the ministry of the Church and secondarily the avoidance of unacceptable means.

Executive Limitation Policy Statements

#301 - Treatment of Beneficiaries

Policy Type: Executive Limitations
Adoption Date: Transitional Policy Manual September 2010
Amended: April 2013
Ratification Date: Transitional Policy Manual June 2012, New Policy Manual June 14, 2015

From Policy Statement 300 - 3 “General Minister Limitations” which states:

Dealings with... the Beneficiaries shall not be insensitive, unfair or disrespectful.

Accordingly, the Lead Minister shall not:

1. Fail to comply with privacy and personal information protection laws of the provincial government of BC and the federal government of Canada.
2. Disclose personal information without the consent of those persons to organizations or persons outside of The United Church of Canada except when mandated or allowed to do so by law.
3. Fail to take all reasonable measures to ensure the safety of Beneficiaries using the Church’s building or contents either for the Congregation’s own ministry or other use.
4. Fail to establish an adequate communications plan to inform Beneficiaries of what services and ministries are available from the Church, and shall not fail to carry out this plan.

Executive Limitation Policy Statements

#302 - Staff Relations

Policy Type: Executive Limitations
Adoption Date: September 2010
Amended: April 2013; June 10, 2015
Ratification Date: June 14, 2015

The Lead Minister shall not:

1. Fail to comply with The Manual or applicable laws of the provincial government of BC and the federal government of Canada with respect to Staff.
2. Fail to provide Staff with clear expectations of job duties and responsibilities;
3. Fail to work collaboratively with the Ministry & Personnel Committee (“M&P”), and to provide M&P with the information they require.
4. Fail to inform staff of direct lines of authority and decision making when he/she is absent from the Congregation for more than five days.
5. Create new staff positions without prior approval by the Board.
6. Hire to fill staff vacancies, or renew temporary staff contracts greater than six months, without Board approval.
7. Fail to notify the Board of the hiring of or contracting for services involving remuneration for greater than eight hours with any member of the Congregation.

Executive Limitation Policy Statements

#303 - Communication and Support to the Board of Governance

Policy Type: Executive Limitations
Adoption Date: September 2010
Amended: May 2013, June 10, 2015
Ratification Date: June 14, 2015

The Lead Minister shall not:

1. Permit information and advice to the Board of Governance to have significant gaps in timeliness, completeness or accuracy.
 - a. Let the Board of Governance be unaware of relevant trends, significant national policy changes, anticipated adverse media coverage, or significant changes among the Ownership or Beneficiaries, particularly changes in the assumptions upon which any Board of Governance policy has previously been established.
 - b. Fail to provide for the Board of Governance as many Staff, Ministry teams, and external points of view, issues and options as needed for fully informed Board decisions.
 - c. Neglect to submit monitoring data required by the Board of Governance in a timely, accurate, and understandable fashion, directly addressing provisions of Board of Governance policies and the Annual Ministry Work Plan being monitored.
 - d. Fail to present information in simple or concise form.
2. Fail to advise the Board of Governance if, in the opinion of the Lead Minister the Board of Governance is not in compliance with its own policies.
3. Fail to report in a timely manner any actual or anticipated non-compliance with any policy of the Board of Governance.
4. Fail to supply for the Board of Governance agenda any item required by law or The Manual to be approved by the Board of Governance.
5. Fail to report all received correspondence directly addressed to the Board of Governance or its officers; or fail to present for consideration any correspondence on matters falling within the job description of the Board of Governance.
6. Fail to include the Board of Governance in any public release.
7. Fail to provide adequate financial and personnel resources for the work of the Board of Governance.
8. Fail to provide the Board of Governance with clear lines of accountability and decision-making processes when he/she is away from the Congregation for more than five days.

Executive Limitation Policy Statements

#304 - Annual Ministry Work Plan and Budgeting

Policy Type: Executive Limitations
Adoption Date: September 2010
Amended: June 10, 2015
Ratification Date: June 14, 2015

1. The Lead Minister shall not fail to:
 - a. support the Board to develop and approve a process for Congregation input into the budget and/or Annual Ministry Work Plan by March 30.
 - b. present a viable work plan and budget for the next fiscal year to the Board of Governance each year by April 30th for approval no later than May 31.
2. The Budget and Annual Ministry Work Plan as presented by the Lead Minister and approved by the Board:
 - a. shall not deviate substantially from generally accepted accounting principles and practices
 - b. shall reflect a commitment to the long-range sustainability and priorities of LVUC
 - c. shall neither jeopardize, nor be inconsistent with the “Ministry” policies
 - d. shall not budget revenues and expenditures without reference to past experience and to realistic projections
 - e. shall not include expenditures that are greater than a combination of revenue and other funds available for use in LVUC’s operating budget
 - f. shall not use restricted funds for purposes other than those specified by the funds’ terms of reference.
 - g. shall not transfer revenues or expenditures from other funds if the terms of the funds disallow such transfers.
3. The budget will be presented to the Congregation for approval at the Annual General Meeting in accordance with LVUC Bylaws.
4. Information to the Board of Governance shall not lack sufficient detail to enable the Board to assess the viability of the work plan and budget, nor will it exclude an articulated list of planning assumptions. The Lead Minister shall not fail to provide the Board with requested information (e.g. multi-year projections, program expense breakdown) to assist it in considering approval of the budget.
5. The Lead Minister shall not fail to function within the framework of the approved budget and approved work plan and not depart therefrom in significant ways (e.g. added or unfilled positions, new programs requiring additional resources) without Board approval.

Executive Limitation Policy Statements

#305 - Financial Condition

Policy Type: Executive Limitations
Adoption Date: September 2010
Amended: May 2013, June 10, 2015
Ratification Date: June 14, 2015

The Lead Minister shall not:

1. Allow expenditures to exceed anticipated unencumbered revenue and other funds available for use in the same fiscal year unless approved by the Board.
2. Allow funds to unduly accumulate without being used for the purposes for which they were established unless approved by the Board.
3. Borrow money for the operations of LVUC.
4. Fail to pay all liabilities for payroll, suppliers, and taxes as due.
5. Allow expenditures to deviate significantly from priorities as established by the Board of Governance.
6. Allow any significant budget variance to remain either unreported or unexplained.
7. Fail to notify the Board of Governance when revenues from offerings fall 15% below the same level of revenue at the same time the previous year.
8. Fail to seek sound financial advice, on an ongoing basis, from an operations team composed of Congregation members or adherents. The members of the Operations Team may raise questions or concerns directly with the Lead Minister or the Board.
9. Fail to advise the Board of Governance about any concerns raised by the external auditor or the plan the Lead Minister proposes to answer those concerns.

(Note re: paragraph 3: Borrowing is trustee responsibility, as directed by the Board.)

Executive Limitation Policy Statements

#306 - Protection of Assets by Lead Minister

Policy Type: Executive Limitations
Adoption Date: September 2010
Amended: October 12, 2022
Ratification Date: June 2012

From Policy Statement 300 – 7 “General Minister Limitations” which states:

Assets may not be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the Lead Minister shall not:

1. Receive, process or disburse funds under controls which are insufficient to meet the accepted standards of the Financial Reviewer.
2. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.
3. Jeopardize the charitable tax receipt status of the Church.
4. Unnecessarily expose the Board of Governance to claims of liability.
5. Endanger the Church’s public image or credibility, particularly in ways that would hinder the accomplishment of its mission.
6. Fail to comply with the terms of the insurance policies that protect the assets of the Church.

Executive Limitation Policy Statements

#308 - Commercial Relations

Policy Type: Executive Limitations

Adoption Date: September 2010

Amended: June 10, 2015

Ratification Date: June 14, 2015

1. The Lead Minister shall not enter a commercial relationship or transaction that clearly contradicts the LVUC policies.
2. The Lead Minister shall not:
 - a. make any purchase from a vendor that does not represent best value.
 - b. treat any person with whom LVUC has a commercial relationship in an unfair or inequitable manner,
 - c. give any preference based on any criterion other than the delivery of best value ("value" to include consideration of achieving ministry ends).
 - d. violate the terms of a contract without specific authorization from the Board.
3. There shall be no conflict of interest in awarding purchases, contracts or in making other decisions related to commercial transactions.
4. The Lead Minister shall not fail to maintain and follow a rental policy that promotes ministry ends within reasonable revenue and expense limitations.
5. The Lead Minister shall not make contractual commitments (other than as set out in Policy 302 for staffing or contracts for services) that extend beyond the current budget year without approval of the Board of Governance. This does not apply to commitments that do not exceed a value of \$2,500 over the course of a budget year.

Executive Limitation Policy Statements

#310 - Relevant Spirituality

Policy Type: Executive Limitations

Adoption Date: June 13, 2012

Amended:

Ratification Date: June 2012

The Lead Minister shall not fail to:

1. Ensure that courses about religion and spirituality are made available to the Congregation on a regular basis.
 - a. the courses may be provided by the Lead Minister, staff or other individuals approved by the Lead Minister.
 - b. the courses may cover any subject or religion for the purpose of information, but may not suggest abandoning our United Church faith.
2. Ensure that programs are provided that engage the whole person; body, mind and emotions.
3. Provide experiences that connect people emotionally.
4. Ensure that programs are provided that allow all ages to feel at home in the Congregation and take part in the life and work of LVUC.

Executive Limitation Policy Statements

#311 - Places to Connect

Policy Type: Executive Limitations

Adoption Date: June 13, 2012

Amended:

Ratification Date: June 2012

The Lead Minister shall not fail to:

1. Ensure that programs are provided that encourage connections within the Congregation and between the Congregation and the community at large
 - a. Allow, or direct staff to implement Programs initiated by members of the Congregation that conform with LVUC values and ministry policies.
2. Ensure that programs are provided that reach out to and support people at the fringe of our community or any other community.
3. Support existing community programs that share our core values.
4. Provide support and resources for a program to actively communicate with, and to promote LVUC activities and values to the community at large.
 - a. Fail to ensure that LVUC maintains a regularly updated website with interactive features.
5. Facilitate the use of our available facilities by groups needing a place to meet or carry out programs that support our core values.

Executive Limitation Policy Statements

#313 - Art and Building Design Modifications

Policy Type: Executive Limitations
Adoption Date: October 20, 2021
Amended:
Ratification Date: May 29, 2022

Purpose

The purpose of this policy is to identify criteria and process related to purchasing Art for the Church or the gifting of Art to the Church and deciding on modifications to the design elements of the church building including signage, other than temporary ones.

Definitions

Art - means any expression or application of creative skill and imagination that promotes beauty, emotion or spirituality in any physical medium, but does not include art for temporary display. It includes a baptismal font and communion table.

Design Committee – a standing committee appointed by the Board, consisting of up to three congregation members or adherents and the Lead Minister or a staff member designated by the Lead Minister.

Policy Objective

The objective of this Policy is to provide the Board, Lead Minister and Congregation with direction and criteria on interior or exterior Church Art and modifications to design elements of the church building.

Overview

The purpose of Art is to evoke an emotional reaction or create a connection to feelings, establish a mood or create an ambiance. Art may also evoke controversy as it can be interpreted differently based on the viewers' perspectives.

As such, it is very important that all Church Art is purposively selected to support the physical design of the Church and to further its Mission.

Our building reflects who we are and aspire to be, both to ourselves and to the community around us. Although some changes to the building are purely functional and there is no need for congregational involvement, others are filled with meaning even if they are minor in nature. Sometimes these can stir controversy. In such cases, talking with each other is the best remedy.

Selection Objectives

All Church Art must meet the following objectives:

1. Art must complement the physical design and décor of the Church;
2. Art must enhance, enrich and complement the aura, mood, atmosphere of the Church and its spiritual offerings;
3. Art must support practical Church service delivery (i.e. furniture or spiritual equipment);
4. Art must be of professional standard and quality or have special meaning to the Congregation based on its history, sentiment or relationship to a significant event; and
5. Art must be practical and not cause any form of obstruction, barrier, maintenance, meaningful storage requirement, on-going costs or impediments with its use or use of the Church.

The same criteria apply to building modifications that affect design elements.

Approval Process

The Lead Minister shall not permit Art acquisition or building design modification except in accordance with this Policy.

Proposals to acquire art or to make modifications to the design elements of the church building should be submitted to the Board including information on associated cost, funding, proposed location, ongoing maintenance needs, use criteria or restrictions and any storage needs as applicable.

The Board may refer the proposal to the Design Committee. That Committee will consider whether to bring in other resources for consultation and whether and how the congregation will be consulted. After carrying out its process, the Design Committee will make recommendations to the Board on the proposal. The Board will make the final decision.

Art Gifting

Generally, the church does not accept Art donations in kind (other than commissions) except if the intended purpose includes sale.

Any offers of Art will be made to the Lead Minister. Tax receipts will not be issued for any gifts of Art unless it is valued, in writing, by an authorized and credible person capable of accurately valuing the Art. Alternatively, new purchased Art with an original sales receipt from an arm's-length seller that establishes the Art value, will be eligible for a Tax Receipt of the same value.

Gifts of Art (either in kind or purchased with donated funds specifically for that purchase) with a value greater than \$500 may be subtly acknowledged on or adjacent to the Art, as appropriate, and/or recognized in other ways, such as entry in an official record.

Art Retention, De-Accession and Disposition

The Church is empowered to retire and dispose of Art at the end of its useful lifespan or upon Board approval.

Any gifted Art that is damaged or earmarked for retirement will be: a) returned to the donor; b) if the donor does not want the Art returned or the Church is not able to contact the donor, the Art will be disposed through a 'sale donation'; c) if the Art cannot be returned to the donor or sold, it will be donated to a non-profit association that will benefit from it; and d) if the Art is damaged or destroyed, it will be disposed of in an appropriate method.

Executive Limitation Policy Statements

#314 - Memorial Gifts and Designated Gifts

Policy Type: Executive Limitations
Adoption Date: January 12, 2022
Amended:
Ratification Date: May 29, 2022

Rationale:

The church may receive memorial gifts either as a bequest in a will or as a gift by an individual to memorialize a loved one. Sometimes a donor may designate the intended use of the gift; more often an intended purpose is not specified.

When a purpose is not designated, the church needs to decide how to allocate the funds, for instance

- to support the long-term sustainability of the church through the Legacy Fund;
- to support short term operational funding to compensate for the ending of regular donations; or
- to be used for special projects of a kind not generally provided for in the operational budget.

This policy addresses this question as well as requirements relating to designated gifts.

The policy also includes requirements applying to other gifts given to be used for a specific purpose beyond normal program requirements.

Policy:

A. Definitions:

1. A memorial donation is one that is received:
 - a. as a bequest in a will; or
 - b. as a gift to memorialize a deceased individual.
2. A designated gift is one in which the donor has specified in a legally binding fashion the intended use of the gift.
3. An acceptable gift is a designated gift that does not contravene the stipulations set out in this policy; and “acceptable” has a like meaning.

4. The Memorial Fund is the separate account established under this Policy to receive and maintain memorial donations.

B. Form of Donations

1. The Lead Minister will not accept any non-monetary memorial donations.
 - a. Any offers of gifts in kind must be monetised before being accepted.
 - b. The Board, following the process in the Art and Building Design Modification Policy if applicable, may authorize exceptions.

C. Designated Gifts

1. The Lead Minister will not accept any memorial or other donation for any designated purpose
 - a. that does not fit with LVUC's ministry priorities;
 - b. that might be disruptive to LVUC's ongoing operations or ministry plans;
 - c. that is not practicable or likely to be implementable within a reasonable length of time; or
 - d. that is surplus to the amount required to meet the designated purpose.
2. If a gift for a designated purpose is received but the gift will not be able to be used for its designated purpose for a lengthy or an indeterminate period or may become surplus to requirements for the designated purpose or for some other supervening reason may become unacceptable, the Lead Minister shall not fail to seek authority from the donor to re-direct the funds in the event that the gift becomes unacceptable.
3. If a donation is not acceptable for the purpose for which it is offered, the Lead Minister may
 - a. if practicable, discuss alternatives with the donor or donor's representative;
 - b. refuse the gift; or
 - c. seek legal advice about redirection of the gift.
4. Except as otherwise provided by this policy, the Lead Minister will not fail to use a designated gift in accordance with its stated purpose. Designated gifts may be placed in separate accounts rather than being amalgamated into the Memorial Fund.

D. Undesignated Gifts

1. The Lead Minister will only use funds from the Memorial Fund for:
 - a. Durable but not necessarily permanent items for church use or
 - b. Programs that can be expected to have a beneficial effect on church operations, the Congregation or the surrounding community.

2. The Lead Minister shall not make any single expenditure exceeding \$3000 from the Memorial Fund without first obtaining consent of the Board.
3. The Board of Trustees will annually review the balance accumulated in the Memorial Fund. The Board of Trustees may make transfers to the Legacy Fund at any time on the authority of the Lead Minister or the Board.
4. For clarity, interest income attributable to the Memorial Fund is treated as part of general revenue.

E. Record-keeping:

1. The Lead Minister shall ensure that detailed records of all Memorial Donations are kept including:
 - a. the name of the donor and person being memorialised and the date of the donation;
 - b. the designated purpose for use of any donation, if applicable;
 - c. the date, amount and use of withdrawals or transfers from the Memorial Fund.
2. The Lead Minister shall ensure that:
 - a. memorial donations are recorded in a register
 - b. the Memorial Fund is separately accounted for in the accounting records of the Church.

Executive Limitation Policy Statements

#315 - Inclusive Rights to Marriage

Policy Type:	Executive Limitations
Adoption Date:	June 27, 2021
Amended:	September 8, 2021
Ratification Date:	May 29, 2022

Rationale:

At Lynn Valley United Church we believe that all people are included in God's divine plan, and are part of God's gift of diversity in humanity. Lynn Valley United Church affirms the right of all couples of any combination of sexual orientation, gender identity, and gender expression to be married to each other and to be fully included in all aspects of church life.

For Lynn Valley United Church, marriage is the lawful union of two people, blessed by God. At Lynn Valley United Church, we welcome those who seek God's blessing on their union.

Weddings at LVUC are under the auspices of the United Church of Canada, and under the Province of British Columbia as the licensing body. We believe that any wedding conducted in or by our church is to be considered as a religious ceremony, and it is our understanding that God is involved in this ceremony in the commitment and covenant that the parties-make, recognizing that there are many different ways of understanding God.

Marriage is also a legal matter, coming under Provincial Law. Sanction to marry is given by the issuing of a Marriage License, which will need to be provided to the Church in advance of the ceremony.

Policy:

The Lead Minister shall not refuse to perform a marriage ceremony on behalf of Lynn Valley United Church, or refuse to allow a marriage to be performed at Lynn Valley United Church by another officiant, on the basis of the sexual orientation, gender identity or gender expression of one or both partners.

Executive Limitation Policy Statements

#316 - Animals in Church

Policy Type: Executive Limitations

Adoption Date: September 8, 2021

Amended:

Ratification Date: May 29, 2022

Rationale:

In order to fulfill its purpose in our community, Lynn Valley United Church must be a welcoming and safe place for all. Although many of us have a deep love for our pets, we recognize that there are many circumstances that would mean that the presence of dogs or other pets are alarming or even unsafe for others.

Worship services or other activities involving pets may be held out of doors.

The church recognizes and respects the needs of some people with disabilities to be supported in specific activities by trained guide or service dogs.

Policy:

1. The Lead Minister shall not:
 - a. Permit animals within the church building.
 - b. Fail to respect and abide by the church's legal obligation to give access to the church for events open to the public to guide dog teams, service dog teams, and dog-in-training teams, as required by British Columbia legislation, specifically the **Guide Dog and Service Dog Act**.

(Note: This Act includes requirements that certified guide or service dogs be on leash and not be in any area where food is served or dispensed to the public.)

2. Exceptions may be made by the Lead Minister or Building Manager for emergencies or brief informational visits, provided dogs are leashed.

References: *(note that links may change)*

Guide Dog and Service Dog Act, [SBC 2015] Ch. 17

Guide Dog and Service Dog Regulation, BC Reg. 223/2015

Guide Dog and Service Dog Certification,

<https://www2.gov.bc.ca/content/justice/human-rights/guide-and-service-dog>

Governance Process Policy Statements

#400 - Board of Governance Accountability

Policy Type: Governance Process
Adoption Date: September 2010
Amended: April 13, 2013
Ratification Date: June 15, 2015

A. The Board of Governance will *listen* to the Ownership:

1. The Board will, through Bible study, prayer and theological reflection, seek to understand the voice of God revealed in Jesus Christ and be guided by it in its discussions and decision making.
2. It will listen to the Ownership, both collectively and individually, and provide formal and informal channels for them to express their voice.

B. The Board of Governance will be *accountable* to the Ownership:

1. Board of Governance will report to the Congregation at the annual general meeting.
2. Board of Governance will regularly inform the Congregation of its work through formal channels and informal communications.
3. The Board of Governance will report on its own work only, which is not to be confused with the work of the Lead Minister.
4. Board of Governance will conduct itself in accordance with the requirements of the UCC Manual and The United Church of Canada.
5. Board of Governance will consider all written appeals of any decision of the Lead Minister.

Governance Process Policy Statements

#401 - Board's Vocation and Call

Policy Type: Governance Process
Adoption Date: September 2010
Amended:
Ratification Date: June 2012 (Transitional Policy Manual); June 15, 2015 (New Policy Manual)

- A. The Board of Governance's prayerfully considered vocation and call is to represent the Ownership in discerning, monitoring and ensuring that the Mission, Vision and Values of the Ownership are embodied, enabled and lived out in all of the life and work of LVUC.**

Accordingly,

1. The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision.
 - a. Ministry: discerner the ends (results) to be achieved, for whom and at what cost.
 - b. Executive Limitations: places constraints on the authority of the Minister, establishing the boundaries within which all activities and decisions must take place.
 - c. Governance Process: specification of how the Board conceives, carries out and monitors its own task.
 - d. Board- Lead Minister Relationship: how power is delegated to the Lead Minister and its proper use monitored; the Lead Minister's role, authority and accountability.
2. The Board will monitor and hold to account the Lead Minister in his/her performance in complying with Ministry and Executive Limitation policies.

Governance Process Policy Statements

#402 - Board of Governance Committees

Policy Type:	Governance Process
Adoption Date:	September 2010
Amended:	April 13, 2013, November 10, 2021
Ratification Date:	September 2013, May 29, 2022

Rationale:

The Board is empowered by bylaw 8.2 to appoint Committees, accountable to the Board, to assist it in carrying out its functions.

Policy:

- A. Board of Governance committees (as distinguished from Lead Minister –appointed Teams) may be used to support the work of the Board, and will not interfere with the authority of the Lead Minister.
- B. The Board of Governance will establish and appoint a Ministry and Personnel (M and P) Committee, in accordance with the requirements of the Manual.
 - 1. The responsibilities of the M and P Committee as set out in the Manual are modified to accord with LVUC’s policy governance structure and are set out in the Bylaws.
 - 2. The M and P Committee is subject to Board of Governance policy and direction.

C. Policy Committee

The Board will establish a Standing Committee on Policy and make and terminate appointments as required or desired. The Policy Committee will include at least one member of the Board and may include congregational members or adherents.

D. Design Committee

The Board will establish a Standing Committee on Design to carry out responsibilities set out in the Policy on Art and Building Design Modifications. The Board may make and terminate appointments as required or desired. The Board may appoint congregational members or adherents.

E. Ad Hoc Committees

The Board may from time to time appoint other committees, as it considers appropriate to assist in its work. The Board may appoint congregational members or adherents to such committees.

F. Lead Minister Role

The Lead Minister is automatically a member of all committees except for:

1. a Search Committee
2. the Ministry and Personnel Committee
3. a Nominations Committee

(LVUC Bylaw 7.1)

Governance Process Policy Statements

#403 - Disciplines and Practices

Policy Type: Governance Process
Adoption Date: September 2010
Amended: April 13, 2011
Ratification Date: June 2012

A. The Board of Governance will practice the disciplines necessary to govern with excellence.

1. Board of Governance meets as the first of three duly constituted decision-making bodies of The United Church of Canada with duties outlined in the UCC Manual.
2. Board of Governance members will educate themselves about the Ownership, appropriate “Ministry”, adopted Board of Governance policies and good governance practice.
3. Board of Governance members will prepare for each meeting and will follow through on work commitments made at each meeting.
4. Board of Governance meetings are for the primary purpose of getting the Board of Governance’s work done in an efficient, effective and faithful manner.
 - a. meetings will normally be held monthly.
 - b. a quorum for meetings will be four members, one of whom is the Lead Minister (as required in the UCC Manual section 123.)
 - c. agendas, appropriate correspondence, and supporting documentation will normally be distributed for receipt and consideration by all members at least one week in advance of the meeting.
 - d. Minutes of Board of Governance meetings will be distributed to the members of the Board of Governance and the Lead Minister within two weeks of the date of the meeting.
 - e. all members will be shown respect at all meetings.
 - f. members will together monitor their adherence to the Board of Governance’s policies and practices.
 - g. a member absent from three consecutive Board of Governance meetings will be removed from the Board of Governance, and the nomination and election process will immediately begin except in cases of illness, or bereavement or other exceptional circumstances.
 - h. the Board of Governance will permit anyone to observe a Board of Governance meeting, but will not normally give corresponding privileges to anyone.
 - i. the Board of Governance reserves the right to meet *in camera* (all Board of Governance members only) at any time.

- j. When a member of the Board of Governance is absent from any meeting, it shall be the responsibility of one member, assigned at that meeting, to contact the absent member to advise him or her of the outcome of the meeting.
5. All decisions made by the Board of Governance will be by motion duly made and seconded and carried with a simple majority.
- a. members will voice their opinions on issues to ensure the diversity of the ownership is heard.
 - b. the Chair will determine the appropriate time in a conversation that a motion will be made.

Governance Process Policy Statements

#404 - Governing Style

Policy Type: Governance Process
Adoption Date: September 2010
Amended:
Ratification Date: June 2012

- A. The Board of Governance will govern with an emphasis on**
- a. theological reflection
 - b. outward vision rather than internal preoccupation
 - c. encouragement of diversity in viewpoints
 - d. future, rather than past or present
 - e. pro-activity rather than reactivity
 - f. democracy as a means of decision-making
 - g. good leadership, rather than administrative detail

Accordingly,

1. The Board of Governance as a group will assume responsibility for excellence in governance.
2. The Board of Governance will maintain its major focus on the intended long-term effects among the Beneficiaries, not on the administrative or programmatic means of attaining those effects.
3. The Board of Governance will direct, oversee and inspire the work of LVUC by establishing written policies expressing the Ministry to be achieved and the means to be avoided. These policies will reflect values and priorities discerned by listening to the Ownership.
4. The Board of Governance will cultivate a sense of group responsibility where the gifts and expertise of individuals enhance the ability of the Board of Governance as a body to govern with excellence.
5. The Board of Governance will exercise whatever discipline is needed to govern with excellence. Emphasis will be placed upon continual educational development, including new member orientation and self-monitoring of the governance process.

Governance Process Policy Statements

#405 - Code of Conduct

Policy Type: Governance Process
Adoption Date: September 2010
Amended:
Ratification Date: June 2012

A. The Board of Governance commits itself to ethical, respectful and lawful conduct, including proper use of authority and appropriate decorum when acting as Board of Governance members.

Accordingly,

1. Members shall represent unconflicted loyalty to the interests of the Ownership. This accountability supersedes any conflicting loyalty such as that to other church courts, advocacy or interest groups, or membership on other boards, committees or staffs. It also supersedes the personal interest of any member acting as a Beneficiary.
2. Members must avoid conflict of interest.
 - a. there must be no self-dealing or any conduct of private or personal services between any Board of Governance member and the Church except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
 - b. when the Board of Governance is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall declare the conflict and the Board of Governance will decide if it will be necessary to ask the member to absent herself or himself without comment from both the deliberation and the vote.
 - c. members shall not use their position to obtain employment within the Church. Should a member desire employment, he or she must first resign from the Board of Governance.
3. Members will respect the confidentiality appropriate to issues of a sensitive or personal nature. Members will not disclose personal information without the consent of those persons except when mandated or allowed to do so by law.
4. Members will use the following approach to conflict resolution:
 - a. We will initiate actions needed to preserve unity and peace. (*Ephesians 4:1-3*)
 - b. We will honour differences by taking the time to listen in order to understand, and by speaking in considerate ways. (*Ephesians 4:11-13*)

- c. We will respect one another, speaking opinions in love and maintaining solidarity – especially in the presence of differences. (*Ephesians 4:15-16*)
- d. If at any time we have a constructive criticism or complaint against another member, we will safeguard the spiritual unity of the Board of Governance by taking the steps prescribed in Matthew 18:15-17. (*First, go to the person alone; second, if necessary, go to him or her with two or more witnesses; third, if necessary, bring the matter before the whole group.*)
- e. If another person brings to us any criticism or complaint against any other member of the Board of Governance, we will direct that person to take the steps prescribed in Matthew 18: 15-17. If the situation requires, we will be willing to go with that person as a witness. We will not entertain any kind of criticism or complaint against any other member, except in the presence of the one against whom the criticism or complaint is made. (*Matthew 18:15-17, Ephesians 4:31-32*)
- f. We will pray for grace to become aware of our own part in any rift between us, for the grace of God’s nurturing presence with others, and for the grace of healing for each broken relationship or threatened relationship. (*Ephesians 3:16-20, 4:32-5:2*)`

Governance Process Policy Statements

#406 - Chair's Role

Policy Type:	Governance Process
Adoption Date:	September 2010
Amended:	October 20, 2021
Ratification Date:	May 29, 2022

A. The Chair assures the integrity and fulfillment of the Board of Governance's process and, secondarily, occasionally represents the Board of Governance to outside parties.

1. The job result of the Chair is that the Board of Governance behaves consistently with its own rules and those legitimately imposed upon it from outside LVUC.
 - a. Meeting discussion content will be the only issues that, according to Board of Governance policy, clearly belong to the Board of Governance, not the Lead Minister
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and to the point.

2. The authority of the chairperson consists in making decisions that fall within topics covered by Board of Governance policies on Governance Process and Board of Governance/Lead Minister Linkage, except where the Board of Governance specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to chair Board of Governance meetings with all the commonly accepted power of that position (for example, ruling, recognizing).
 - b. The Chair plans and proposes the Board of Governance agenda in consultation with the Lead Minister.
 - c. The Chair does not vote unless the vote would affect the result, i.e. a casting vote.
 - d. The Chair has no authority to make decisions about policies created by the Board of Governance within Ministry and Lead Minister limitation policy areas.
 - e. The Chair may represent the Board of Governance to outside parties in announcing Board of Governance-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
 - f. The Chair may delegate this authority but remains accountable for its use.

3. The Chair does not supervise or direct the Lead Minister or Staff, or vice-versa.

Governance Process Policy Statements

#407 - Diversity and One Voice

Policy Type: Governance Process

Adoption Date: September, 2010

Amended:

Ratification Date: June 2012

A. The Board of Governance will govern with a proactive regard for diversity of views and opinions among its membership while recognizing that its authority is corporate, represented by “speaking with one voice”.

1. Board of Governance discussion will encourage diverse points of view to be expressed.
2. The Board of Governance will speak with “one voice” taking care not to present conflicting messages regarding its decisions to its Ownership or Beneficiaries.
 - a. Board of Governance decisions will be stated as clearly as possible in written form.
 - b. Only written Board of Governance policies will direct the work of the Lead Minister.
 - c. Board of Governance members as individuals will exercise discipline by not directing the Staff.
 - d. Board of Governance members will exercise discipline by not misrepresenting the decisions of the Board of Governance to the Ownership or Beneficiaries and the general public.

Governance Process Policy Statements

#408 - Governance Succession Planning

Policy Type: Governance Process

Adoption Date: October 20, 2021

Amended:

Ratification Date: May 29, 2022

Rationale:

The process of recruiting members of the governance bodies of LVUC is much more than finding someone willing to attend the meetings. It is important for the health of the church that its elected officers understand and support their role in a policy governance system and bring gifts that support the functioning of the governance body. The Board can support this outcome by appointing a Nominating Committee prior to the AGM. Elections are not limited to those nominated by the Committee.

This outcome can also be supported by holding congregational workshops on church governance to educate members on the role of the Board of Governance and to inspire members to offer to serve in this way.

Policy:

1. No later than the Board meeting in April, the Board shall appoint a Nominating Committee consisting of two or more members of the congregation who do not intend to seek office at the next Annual General meeting. The Committee's role is to recruit sufficient candidates with appropriate skills and commitment to be effective officers and to fill all vacancies.
2. In each year, the Board shall consider holding a workshop for congregation members dealing with church governance and effective participation.

Trustee Policy Statements

#500 - Legacy Fund Drawdown Policy

Policy type: Trustee
Adoption: June 1, 2016
Amended and deemed ratified: May 9, 2018 based on AGM direction June 12, 2016
Ratification: June 12, 2016

Purpose

The purpose of this policy is to establish a maximum draw from the funds obtained from sale and development of the Church's real property (Legacy Fund), so that it continues to be available to supplement the church's other resources for future ministry and assist the Church in moving to a Sustainable Financial Future.

Definitions

(Note that definitions from Policy 010 apply: "Board" "Church" "Congregation" "Presbytery").

"Legacy Fund" means the funds obtained from sale and development of the Church's real property and other amounts donated or received and designated for this Fund.

A *"Sustainable Financial Future"* or *"Financial Stability"* refers to a position where revenues from all sources except for Legacy Fund interest is sufficient to support operational expenses.

Policy Objective

The objective of this Policy is to provide the Board with guidance on funds available from the Legacy Fund when developing annual budgets.

Specifically, the policy aims:

- To permit adequate funding from Legacy Fund in the next four years.
- To regulate draws based on a formula designed to allow the Legacy Fund to be available to support programming into the future;
- To provide for higher draws initially, tapering off to lessen church dependence on such draws;
- To provide clear authority over spending of Legacy Funds, as distinct from operational funds;
- To allow funds to be available to set up the church consistently with our vision of the Church;
- To provide for a Sustainable Financial Future for the Church;
- To require regular reviews of progress toward the goal of Financial Stability; and
- To meet Presbytery requirements.

Overview

The maximum amount of drawdown for a fiscal year is set according to a formula, based on 5% of capital at the end of the preceding calendar year, plus income earned by the Legacy Fund in the preceding calendar year. In the first four years, transitional exceptions apply.

General Drawdown Formula

For any fiscal year (July 1st to June 30th) up to 2025-26, the Lynn Valley United Church operating budget will be based on a maximum draw from the Legacy Fund of 5% of the amount in the fund at the end of the preceding calendar year, plus income earned in the preceding calendar year.

For fiscal years from 2026-27 onwards, draws will be limited to the Legacy Fund income earned in the preceding calendar year.

Transitional Exceptions

(1) In fiscal years 2016/17 to 2019/20, the available draw will be the greater of (1) the amount derived from the general drawdown formula, or (2) \$180,000 ; to be met with funds either from LVUC Holdings Ltd. or the Legacy Fund.

(2) In addition to (1), in fiscal years 2016/17 to 2019/20 the Board may consider and approve requests for additional funding from the Legacy Fund to cover transitional costs for capital expenditures or other non-recurring costs related to the move into the new church building, to a global maximum of \$50,000. For these purposes, capital expenditures are items or groups of items costing \$500 or more, with a life expectancy of at least 3 years.

Review

The Trustees will annually review the maximum draw figure to determine if the Policy Objectives are being met and will make any recommendations for change to the Board.

In fiscal year 2025-26, the Trustees will review the policy to consider whether the level of the Legacy Fund is adequate to support additional draws on capital and make any recommendations to the Board.

Presbytery Requirement

(In 2010, LVUC committed to Presbytery that it would replace \$67,000 funds taken from the former Manse Fund, derived from the sale of its Manse.)

The approval of Presbytery or any successor body is required to draw the Legacy Fund below \$67,000.

Trustee Policy Statements

#501 - Legacy Fund

Policy type: Trustee
Adoption: November 9, 2022
Amended:
Ratification: June 11, 2023

With respect to the Legacy Fund, the Trustees shall not:

1. Fail to invest according to the BC Trustee Act and to follow the “Prudent Investor” guidelines for investments.
2. Fail to establish suitable risk and return objectives where the primary objective is capital preservation and the secondary objectives, in order of priority, are income generation and preservation of purchasing power.
3. Fail to ensure that income and capital are paid out only in accordance with Regional Council requirements.
4. Fail to ensure that any payment out of the Legacy Fund (other than the purchase of investments within the Fund) be payable only to Lynn Valley United Church and deposited into our general account to be used exclusively for ministry enhancement, except for a final dissolution when the Legacy Fund shall be paid out in accordance with The Manual.
5. Fail to ensure that there are at least three signatories on the Legacy Fund account where at least one is a member of the Board of Governance and none of whom are related, and that direction on the account requires at least two signatures to be valid.
6. Fail to ensure that the Legacy Fund Drawdown Policy, setting out conditions on use of the Legacy Fund, is amended only with approval as required by or on behalf of Regional Council.
7. Fail to retain investment counsel with suitable experience to carry out the investment program.
8. Fail to report on the status of the Legacy Fund at the Annual General Meeting.

Trustee Policy Statements

#502 - Protection of Assets by Trustees

Policy type: Trustee
Adoption: November 9, 2022
Amended:
Ratification: June 11, 2023

The Board of Trustees may not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the Trustees shall not:

1. Fail to insure assets against losses - loss by fire and theft less than 100% of replacement cost, and by earthquake less than 90% of replacement cost.
2. Place any bank account with an institution not insured by the Canada Deposit Insurance Corporation or Credit Union Stabilization Fund.
3. Invest or hold capital in insecure instruments.
4. Fail to maintain a register of assets, to include any asset or group of assets over \$1,000 from a register of assets.
5. Receive, process or disburse funds under controls insufficient to meet the accepted standards of the Financial Reviewer.
6. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.
7. Jeopardize the charitable tax receipt status of the Church.
8. Acquire, encumber or dispose of real property without adequate and required prior approvals.
9. Unnecessarily expose the Board of Governance or Congregation to claims of liability.
10. Endanger the Church's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.
11. Fail to comply with the terms of the insurance policies that protect the assets of the Church.

12. Fail to review its compliance with this policy at least annually.

Trustee Policy Statements

#503 - Donations from Legacy Fund

Policy type: Trustee
Adoption: May 10, 2023
Amended:
Ratification: June 11, 2023

Rationale

Lynn Valley United Church is blessed with a Legacy Fund as a result of its development of the church property. Policy 500 sets out the purposes of the Legacy Fund : “to supplement the church’s other resources for future ministry and to assist the church in moving to a Sustainable Financial Future.”

In some instances, the mission and goals of LVUC can best be carried out through another organization. Since there are many organizations whose goals and mission are similar to ours, this policy is necessary to filter and define the special situations where LVUC would contribute out of the Legacy Fund to other organizations.

Acceptable Donations

The Board may choose to recommend to the congregation that it donate amounts from the Legacy Fund to other organizations subject to the following:

- The donation is to another charitable organization that is part of or related to the United Church of Canada.
- The donation is for a capital campaign or other one-time expenditure, and not for general operating expenses
- The donation is for a purpose that is very closely aligned with LVUC goals and priorities.
- The donation would not significantly prejudice the long-term sustainability of the Fund or jeopardize the Fund’s ability to continue to support the mission and ministry of LVUC.

Process

(1) Prior consultation and input: Before making a recommendation to the congregation, the Board must ensure that consultation has taken place with:

- The Trustees,
- The Minister, and
- Relevant Ministry Teams

The Board shall consider any input received from these sources.

(2) Congregational approval: Any withdrawals require congregational approval.

(3) Implementation

Following approval, the trustees may delay implementation as required to appropriately liquidate assets as necessary.

APPENDIX "A"

LIST OF REPEALED POLICIES

Policy #	Title	Date Adopted by BoG	Date Cancelled (Repealed/not ratified)
312	Art Acquisition and Disposition	June 1, 2016	May 29, 2022
309	Memorial Gifts		
307	Reserve Fund	September 2010	June 11, 2023 Replaced with new Trustee Policy 501
102	Guiding Values and Principles Relevant Spirituality	September 2010	June 10, 2018.. Replaced with new policy 102 Guiding Values and Principles.
103	Guiding Values and Principles Active Hospitality	September 2010	June 10, 2018 Replaced with new policy 102 Guiding Values and Principles.
104	Guiding Values and Principles Vital Community Relationships	September 2010	June 10, 2018 Replaced with new policy 102 Guiding Values and Principles.