

# TRINITY UNITED CHURCH



## GOVERNANCE



**A Diverse Christian Community...supporting one another...living our faith**

**2026**

**Approved by the Trinity Board on: November 19, 2025**

**Approved by the Trinity Congregation on: February 8, 2026**

**Approved by the Regional Council on: May 6, 2025**

This document complies with all the requirements contained in the United Church of Canada Manual 2025, and will be updated to all subsequent editions of that Manual.



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**DEFINITIONS OF TERMS USED THROUGHOUT THIS DOCUMENT:**

When these terms are used in this document, in all circumstances they mean the following:

1. **MINISTER:** TMUC Minister (*called or appointed*), or a Pastoral Charge Supervisor, or another person appointed by the Regional Council to act in that capacity (*UC Manual 2025 B. 7. 7. 4*)
2. **REQUIRED REPORTING:** Required as stated in the 2025 United Church Manual and/or as determined by the authority of Trinity United Church
3. **CHURCH:** The Community of Faith or Pastoral Charge (*UC Manual 2025 Polity III.5*)
4. **CORRESPONDING LEADERSHIP COUNCIL MEMBERS:**

These are people who have been given privileges by the Regional Council. In the case of Trinity they are:

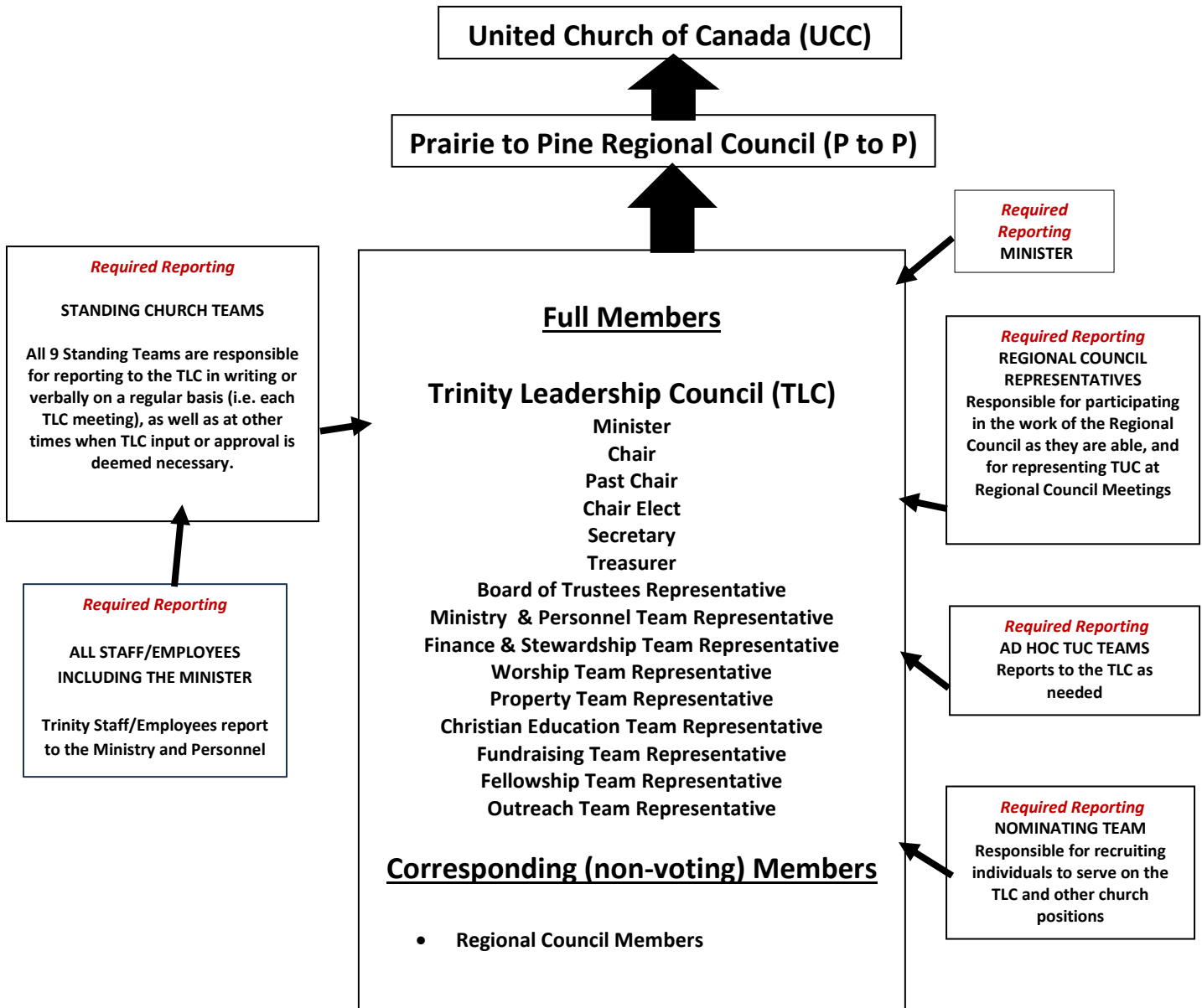
- The Regional Council Representatives

Corresponding Leadership Council members:

- a) receive notice of Leadership Council meetings;
- b) may attend Leadership Council meetings;
- c) may take part in some or all of the Leadership Council's discussion at a meeting;
- d) receive minutes of Leadership Council meetings

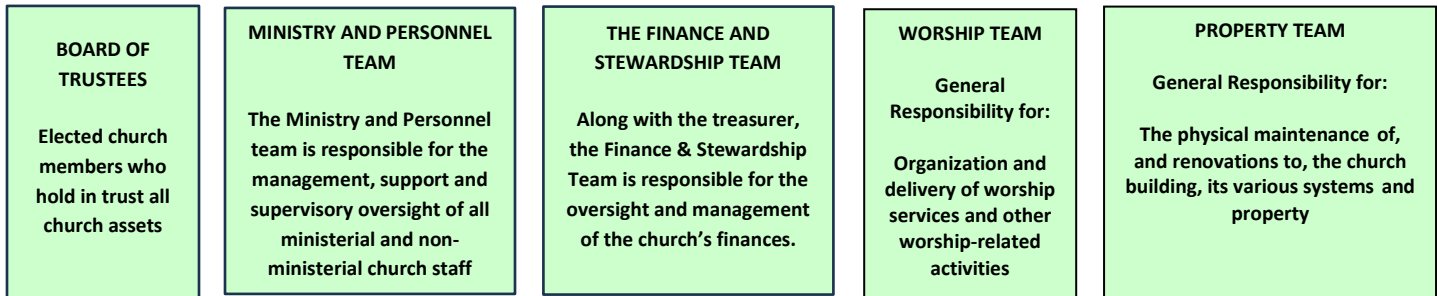
**\*\* Corresponding members may not vote at meetings of the Leadership Council (*UC Manual 2025 A. 7.2*)**

# TRINITY UNITED CHURCH (TUC) ORGANIZATIONAL CHART

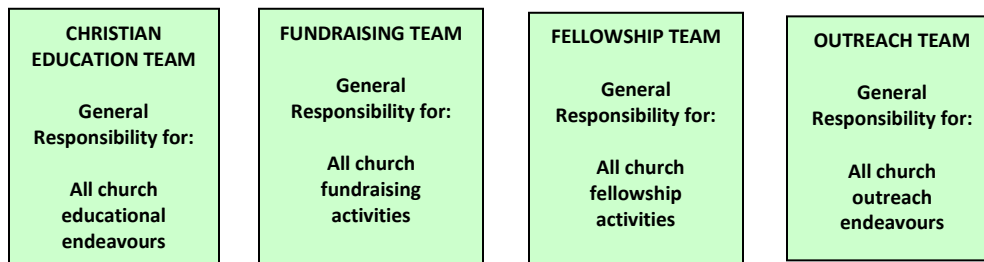


# TRINITY'S NINE (9) STANDING CHURCH TEAMS

The five (5) Standing Teams directly below are those accountable for specific and detailed responsibilities described in the United Church of Canada Manual 2025 and/or by Trinity's Specific Duties and Information Regarding the Church Teams and Regional Council Representatives Document.



The four (4) Standing Teams directly below are those whose works are guided by the general expectations of congregations in relation to Christian values such as caring and support, forgiveness and justice, guidance and teaching. and fellowship and harmony... and by Trinity's Specific Duties and Information Regarding the Church Teams and Regional Council Representatives Document.



## TRINITY LEADERSHIP COUNCIL

The Leadership Council is the governing body of Trinity United Church, Winnipeg, and is comprised of the following members:

### Full Members

- Minister
- Chair
- Past Chair
- Chair Elect
- Secretary
- Treasurer
- One representative from each of the nine (9) Standing Teams

### Corresponding Members:

- Regional Council Representatives

## General Leadership Council Information and Responsibilities

- Ideally, the term as the Leadership Council Chair is one year.
- Ideally, the term of the Past Chair is one year.
- Ideally, the term as the Chair Elect is one year.
- Ideally, the term of the Leadership Council Secretary is 3 years , with the option for renewal.
- The term of the individual Treasurer on the Leadership Council is as long as that individual is the Church Treasurer. When a new Treasurer is appointed that person becomes a member of the Leadership Council.
- Membership of Standing Team representatives on the Leadership Council is continuous... the individual may vary, but the Standing Team is always represented.
- There is no Leadership Council Executive. All matters requiring Leadership Council approval outside of regular council meetings will be determined by the entire Leadership Council via e-mail discussion or a special ZOOM meeting. (*See UC Manual 2025 Appendix 3.4.2 for making decisions via e-mail*)
- Leadership Council positions may be shared by more than one person if required.
- Each fall, the Leadership Council reviews the major initiatives, concerns, strategic issues and expectations for the church in the upcoming year.
- If major changes are proposed to the church's *Governance* document, such changes must be approved by the Leadership Council, then by the Trinity congregation, and then by the Prairie to Pine Regional Council.
- The Leadership Council calls congregational meetings as required, including the annual meeting that is called as early as possible in the new calendar year, traditionally the first Sunday in March (*Normally congregations are expected to have their Annual meeting before the end of March*)
- The Leadership Council recommends to the congregation potential members of the Ministry and Personnel Team and the Board of Trustees, as detailed in the most recent versions of: *The Ministry and Personnel Committees: Policy, Procedures, and Practices Handbook* and *The Congregational Board of Trustees Handbook*. The congregation has final approval on the selection of all individuals on the Ministry and Personnel Team and the Board Of Trustees.

## Meetings, Quorum and Voting

- The Leadership Council normally meets on the 4<sup>th</sup> Wednesday of the month.
- The Leadership Council regularly meets 6 times a year: September, November, January, February, April and June.
- Leadership Council meetings may be called at additional times as required
- Leadership Council meetings may be in person or on ZOOM, depending on the circumstances
- The minister must be present at all meetings, regardless of whether a quorum of other members is present. (*UC Manual 2025 B. 5.5*)
- Each full member of the Leadership Council is entitled to one vote, except the Leadership Council Chair:
  - ✓ The Chair votes only if there is a tie (*UC Manual 2025 B.7.6. C. iii*)
  - ✓ As a full member of the Leadership Council, the minister is entitled to vote at his/her own discretion. Historically at Trinity the minister does not vote.
- A quorum of the Leadership Council is 50% of those entitled to vote.
- The minister **must** be present for all votes.

- If a motion refers to a personnel matter, voting will be by written ballot. Two Leadership Council members must be selected to count the ballots and declare the decision. In the case of a ZOOM meeting, the vote will be cast using the vote button, which automatically tallies the votes, but does not make known how any individual person voted.

### **Leadership Council Reporting**

The draft minutes of each Leadership Council meeting will be forwarded to all Leadership Council members as soon as possible. Once those minutes have been approved by the Leadership Council at the subsequent Leadership Council meeting they will be made available in the church office, and posted on a prominent bulletin board in the church narthex.

## **ANNUAL MEETING**

The Trinity United Church Annual Meeting traditionally occurs after the worship service on the first Sunday in March. The minister must be present at all Annual meetings. For that reason, and possibly other reasons, circumstances may arise that will require the Annual meeting to be held at an alternative time. A quorum for Trinity's Annual Meeting is 20 full members based on a total congregational membership of 100 or more (*UC Manual 2025 B.5.5.*)

At the annual meeting, the congregation is responsible for:

- electing a chair and a secretary for the annual meeting;
- receiving the annual reports from the Leadership Council, Teams, and, as necessary, other groups in the congregation
- electing members of the Leadership Council, regional council representatives, and members of the church teams, including the Ministry and Personnel Team and the Board of Trustees.
- Considering, making decisions about, and approving the draft annual budget

## **OTHER CONGREGATIONAL MEETINGS**

Other congregational meetings may be called at any time by the Trinity Leadership Council, the minister or the Regional Council. (*Details regarding the protocol for calling a congregational meeting can be found in the UC Manual 2025, Section B.5 Meetings of a Community of Faith That Is a Congregation or Pastoral Charge*)

Other congregational meetings would normally be called to:

- approve a new community of faith profile, or any other document that requires significant congregational input
- consider beginning, ending or changing the terms of a pastoral relationship
- consider issues of amalgamation or disbanding
- elect or remove members of the Leadership Council or the Board of Trustees

The above reasons are not an exhaustive list, and there may be other circumstances that require the calling of a congregational meeting,

# **RESPONSIBILITIES OF SPECIFIC LEADERSHIP COUNCIL MEMBERS**

## **CHAIR**

### **Duties include:**

- Chairing Leadership Council meetings
- Planning Leadership Council meeting agendas
- Casting the deciding vote in the case of a 'tie' vote on a motion
- Ensuring that reports to the congregation are on a regular basis via in-person, print and electronic means, especially when there are items that have a direct impact on the congregation or on church operations.
- Speaking on behalf of the church, but only after consultation with the minister, the Leadership Council and other church staff/members as appropriate
- Calling upon the Chair Elect for assistance as needed.
- Being, automatically, a corresponding member of all 9 Standing Church Teams, excluding the Ministry and Personnel Team.
- Other duties as assigned

## **PAST CHAIR:**

### **Duties include:**

- Co-Chairing the Nominating Committee with the Chair Elect
- Guiding, mentoring and assisting the Chair, and Chair Elect, as needed
- Other duties as assigned

## **CHAIR ELECT**

### **Duties include:**

- Co-Chairing the Nominating Committee with the Past Chair
- Chairing Leadership Council meetings in the absence of the Chair
- Assisting the Chair as needed
- Being, automatically, a corresponding member of all 9 Standing Church Teams, excluding the Ministry and Personnel Team.
- Other duties as assigned

## **SECRETARY**

### **Duties include:**

- Recording the minutes of Leadership Council meetings
- Ensuring the maintenance of the record of Leadership Council minutes in the Church Office
- Distributing to Leadership Council members... previous Leadership Council minutes; Leadership Council meeting agendas; written Team Reports; and any other pertinent written material... in a reasonable time frame prior to upcoming Leadership Council meetings.

- Sharing church correspondence with the Leadership Council, and preparing responses to correspondence on behalf of the Leadership Council, as needed.
- Assisting with keeping the congregation up to date

## **TREASURER**

### **General Duties include:**

Overall responsibility for maintaining and operating the financial aspects of church function. The Treasurer sits on the Finance and Stewardship Team.

### **Specific Duties include:**

- Using the United Church Manual 2025, the *Financial Handbook for Congregations*, and other specific financial resources available from the United Church of Canada as guidelines for the work.
- Receiving all funds for the ministry of the congregation from offerings and other sources
- Distributing funds under the direction of the Leadership Council (*In accordance with the UC Manual 2025 Section G.4.2.4*)
- Keeping records of receipts and disbursements
- Receiving and dispersing Mission and Services Funds and recording these givings separate from other funds
- Reporting on funds as required by the Leadership Council
- Supervising the work of the bookkeeper, if one is functioning
- Completing the required forms for the Canada Revenue Agency (CRA)
- Sitting on and working with the Finance and Stewardship Team

## **CHURCH TEAM MEMBERSHIP PROVISIO**

The minister, by virtue of his/her position, is automatically a member of all church teams and the Board of Trustees except:

- The Ministry and Personnel Team
- A Nominations Team
- A Search Committee/Team

*(UC Manual 2025 Section B. 7. 8. 4)*

# STANDING CHURCH TEAMS

## PROVISO:

The specific duties of all of Church Teams are detailed in the document entitled: *“Specific Duties and information regarding the Church Teams and the Regional Council Representatives.”*

## BOARD OF TRUSTEES

*(The information below is taken from the most current UCC Congregational Board of Trustees Handbook)*

**Mandate/Purpose:** The Trustees are a body of members and adherents of the congregation *(of which the majority must be members)*, elected by the congregation, who hold in trust all property *(land, buildings, and investments)* for the purposes of the congregation. The minister is automatically a trustee *(UC Manual 2025 G.3.3.)*

## MINISTRY & PERSONNEL TEAM

### Mandate/Purpose:

The Ministry and Personnel Team is a mandatory team required by the bylaws of The United Church of Canada. *(UC Manual 2025 B.7.8.5)*

It has three distinct roles in relating to ministerial and non-ministerial church staff:

- the consultative and supportive role
- the healthy relations role
- the supervisory role

The Ministry and Personnel Team is a confidential, consultative body that makes recommendations to the Leadership Council.

## FINANCE AND STEWARDSHIP TEAM

**Mandate/Purpose:** The Finance and Stewardship Team, including the Treasurer, is responsible for the overall financial operations and stewardship of the congregation.

## WORSHIP TEAM

**Mandate/Purpose:** The Worship Team, along with ministry personnel, is responsible for the development and organization of worship services and all the sacraments, rites and covenant activities of the church.

## PROPERTY TEAM

**Mandate/Purpose:** The Property Team is responsible for the physical maintenance of, and renovations to, the church building and its various systems and property.

## **CHRISTIAN EDUCATION TEAM**

**Mandate/Purpose:** The Christian Education Team is responsible for organizing and providing all educational programming for the church.

## **FUNDRAISING TEAM**

**Mandate/Purpose:** The overall goal of the Fundraising Team is to promote, support and undertake fundraising activities that provide Trinity with financial resources while ensuring fun, camaraderie, fellowship and accord among congregational members.

## **FELLOWSHIP TEAM**

**Mandate/Purpose:** The Fellowship Team fosters community, socialization and pastoral care within the Trinity congregation and is responsible for the fellowship needs associated with funerals and other church-supported events.

## **OUTREACH TEAM**

**Mandate/Purpose:** The Outreach Team acts as a liaison between the congregation and the larger community, reaching out to people in need, participating directly when possible, and by providing information to the congregation about community needs and other community matters.

## **REVISION REQUIREMENTS FOR THIS DOCUMENT**

This *Governance* document will be reviewed and updated minimally every five years, or whenever a major change has occurred that renders the content in this document outdated or incorrect. References to the United Church Manual must be updated each year.