

Eagle Ridge United Church

Ministry Description: Member of Official Board

Position:	Member of Official Board
Purpose:	To manage affairs of the Congregation which are of joint interest of the Elders, Stewards and Trustees, and to conduct business not assigned to any of the other bodies. Along with the Session, to be the first Court of the Church.
Duties & responsibilities:	<ul style="list-style-type: none"> • To submit to the Congregation for its consideration reports on life and work, including the financial reports and budget • To be responsible for the completion of the annual statistical & information reports • To elect representatives of the Congregation to the Presbytery • To appoint members to the Ministry & Personnel Committee • To designate signing authority • To ensure that the congregation adheres to the "Duty of Care" policies regarding vulnerable persons • Transmit actions of the higher Courts to the Congregation • Secure contributions for the M&S Fund • Authorize borrowing funds for the day-to-day operations of the Congregation or for any indebtedness which shall normally be discharged during the current calendar year • To give lawful orders and directions to the Trustees concerning matters of property • When authorized by the Congregation, to represent them in meetings with the Presbytery to deal with matters of amalgamation, realignment, reconstitution, or the disbanding of the Congregation • To attend to matters that involve the joint interest of the Session, the Committee of Stewards, the Board of Trustees, or any two (2) of them • To attend to matters affecting the Congregation not assigned to any of the other bodies
Length of term:	2 years for Chair (starting/ending at the Congregational Program Meeting usually in June). Retiring members are eligible for re-election. Other member's terms vary with the length of their terms on the ministries/committees on which they primarily serve.
Meeting frequency:	2 to 3 times per year
Eligibility:	<p>Apart from the Chair, each member is appointed or elected to the Official Board by virtue of their office on another ministry/committee. The following positions make up the Official Board:</p> <ul style="list-style-type: none"> • Chair of the Official Board • Minister • Members of the Session • Members of the Committee of Stewards • Chair of M&P Committee • Lay representative(s) to Presbytery • and one (1) representative in full membership of the United Church elected by each of the following ministries of the Congregation: <ul style="list-style-type: none"> • Board of Trustees • Adult Faith Formation Ministry • Children and Youth Ministries • Youth Group

	<ul style="list-style-type: none"> • Ministry Development Team • UCW <p>Further, each person who serves on the Official Board shall:</p> <ul style="list-style-type: none"> • Be a full member of Eagle Ridge United Church • Have confirmed their affinity through the ERUC Membership Covenant • Have signed ERUC Behavioural Covenant
Nomination and election process for the Chair of the Official Board:	<ol style="list-style-type: none"> 1. Nominated by congregational member 2. Interviewed by nominating committee of the Official Board 3. Recommended to Congregation for election
Preferred Spiritual Gifts (for the whole team):	<ul style="list-style-type: none"> • Leadership • Vision • Discernment • Encouragement • Knowledge • Organization • Faith • Giving • Prayer • Wisdom
Practical skills required:	<ul style="list-style-type: none"> • Ability to maintain confidentiality