

5. Events Coordinating Committee

5-1: Special Events

1. Responsibility Centre:

2. Rationale or Purpose

To initiate and/or coordinate Special Events that support the social ministry and fund raising at BCUC; and to ensure consistency of approach and methods; compliance with existing policies and programs; avoidance of conflicts with other uses and users of the church property; optimal interaction among members and adherents; and opportunities to reach out to the community at large.

3. Policy Statement

BCUC supports the organization and coordination of events, provided they are not in conflict with the mission of the Church.

4. Scope

There are many activities of a recurring nature at BCUC which are well established and organized according to long-standing practice. **This policy will not alter these, but is rather to be applied to "Special Events."** Special Events are one-off or seldom recurring events intended to bring together a specific group for a specific purpose, within the congregation at BCUC, and/or the broader community. Usually these are intended to promote the spiritual development and social coherence of BCUC and/or fund raising for discrete programs or projects. Recent examples include the West Ottawa Community Concerts in support of the Building Renewal Program, and the various fund raisers in support of youth initiatives.

5. Procedures

Members, adherents or groups wishing to initiate a Special Event may do so by corresponding with the Events Committee and/or the Church Administrators. Groups comprising children or youth must have a responsible adult(s) taking the lead.

All Special Events must have a purpose expressed in terms consistent with the definition stated in item 7 of this policy.

All Special Events, having been reviewed by the Events Committee, should be approved by Church Council.

Having received Council approval, the initiators are responsible for the organization, funding and management of the Special Event, with the understanding that it will be wholly self-funded for the purpose intended. Any fund-raising required for the Special Event should have the prior consent of Council.

6.Roles/Responsibilities

The Events Committee will coordinate its activities with the Church Administrators to ensure that activities and events at the church do not conflict.

The Committee will consult with the Trustees if there is any question regarding liability insurance connected with the event, on or off church property. All Special Events and their participants must fall within the liabilities specified within the existing insurance policies held by Bells Corners United Church.

Special Events that take place off the premises of BCUC must be conducted according to the rules, regulations and liabilities normally applied to those sites, and with behaviour that does not reflect adversely on BCUC. Children and youth under the age of 18 must have parental permission to participate, with the appropriate consent forms completed.

Special Events intended primarily for fund raising must have clear and unambiguous direction from Council as to the direction and use of the funds raised.

For any event concerned with money (ticket sales, auctioning of items, free-will collection), a treasurer must be appointed who will account for all receipts and expenditures and ensure that proceeds are properly deposited, according to guidelines established by the Financial Management Committee. A copy of these guidelines will be given to all organizers of Special Events prior to the event, by the Special Events Committee or the BCUC Office.

Sponsors of Special Events must specify the event leaders, the event Treasurer, proposed participants, timing of events, how the event is to be promoted and funded, availability of financial sponsorship, when and where tickets are to be sold, and transport arrangements if applicable. A Special Events Form is available from the Events Com. or from the Office to facilitate the collection of these details and communication with the Events Committee. It can also be completed electronically.

The organizers of events are responsible for complying with all existing rules re the uses of the church property, particularly as concerning clean-up, health and safety.

7.Definitions

Special Events are one-off or seldom recurring events intended to bring together a specific group for a specific purpose, within the congregation at BCUC and/or the broader community. Usually these are intended to promote the spiritual development and social coherence of BCUC and/or fund raising for discrete programs or projects.

8. References

Relevant related policies

Safeguarding of Funds - see Tab 7

Facilities, use - see Tab 13

Duty of care - see Tab 2

Trustees, regarding insurance - see Tab 16

Minutes of Church Council relating to the establishment of Events Committee, April, 2006

BCUC Handbook, p.20, Terms of Reference of the Events Co-ordinating Committee:

Purpose: To initiate and correlate ideas that support the social ministry and fund raising at BCUC, that ensure consistent approaches and methods, harmonise with programs and policies, capitalise on youth and other identifiable demographic involvement.

9. Approval authority: Church Council

10. Approved: April, 2006

Reviewed: March, 2009