



Kincardine United Church Policies and Procedures Manual

October 2023

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INTRODUCTION

All policies and procedures for Kincardine United Church were reviewed by Council during 2013-2014 and assembled into this Policies & Procedures Manual. The policies & procedures herein supersede all previous church policies & procedures.

While preparing this manual it became apparent that there are elements within church governance that continue to evolve, thus requiring the review, modification, and addition of policies & procedures on an ongoing basis. It is expected that this manual will be reviewed & updated regularly.

The date on the cover page and page footer will indicate the current approved version of the manual.

1 ADMINISTRATIVE POLICIES

1.1 Guidelines for Policies

PURPOSE: To provide guidelines for writing and revising policies

POLICY: Each policy should be succinct and easy to understand. Everyday language should be used. The format should be (1) Purpose, (2) Policy, (3) Adoption and Revision Date. Longer policies should contain these three basic elements, but may depart from this specific format. Policies have the following characteristics:

- Are general in nature
- Provide broad overarching statements, but generally do not provide details of how to implement
- Are usually linked to a procedure

ADOPTED: February 2012 REVISED: March 2014

1.2 Guidelines for Procedures

PURPOSE: To provide guidelines for writing and revising procedures

POLICY: Each procedure should be succinct and easy to understand. Everyday language should be used. The format should be (1) Purpose, (2) Procedure, (3) Adoption and Revision Date. Longer procedures should contain these three basic elements, but may depart from this specific format.

Procedures have the following characteristics:

- Are specific in nature
- Provide “how to” instructions
- Application can be to the entire congregation, committee or ministry team
- Are usually linked to a policy

ADOPTED: February 2012 REVISED: March 2014

1.3 Inclement Weather & Canceling Church Services

PURPOSE: To clarify how a church service or program may be cancelled due to weather or other problems.

POLICY: In the event of severe or inclement weather or power failure, a decision to cancel the Sunday morning service will be made by two of the following people: Chair of Council, Programme Chair, Property/Admin Representative, or designate.

The decision will be made by 8:00 a.m. and then notice given to the radio stations by one of the chairs. (myFM, FM 102 and AM 920). A phone chain will follow to notify all who have a role in the service or with Sunday School, including the Minister of Word & Sacrament. The

Office Coordinator should email the bulletin to the three Chairs each week so they know who is involved in the service.

ADOPTED: April 2011

REVISED: March 2014

1.4 Commercial Advertising & Publicity Policy

PURPOSE: To establish guidelines regarding commercial advertising in the church facility, on church property, or in church publications (e.g., announcements)

POLICY: Kincardine United Church does not advertise commercial ventures or businesses via posters, or notices in or on church property. It also does not advertise commercial ventures in church publications or the church website. Commercial ventures or businesses are defined as those with emphasis on or purpose of personal, business, or organizational profit. An exemption to this policy is a church sponsored event which has been previously approved in accordance with the facilities usage policy.

The primary function of the weekly announcements and church bulletin boards is to inform the congregation of church programs and activities. Space and emphasis are allocated in the following order of priority:

- Information about Sunday Services
- Communication from the Minister
- Information about church programs and church functions (e.g., congregational meetings, fund-raisers, special events, etc.)
- Communications from Council, staff and church committees
- Announcements of church-affiliated organizations
- News of church members and friends
- Regional Council news
- Community news and announcements of non-church related organizations of particular interest to the church or its members, including events and announcements concerning other local churches.

ADOPTED: May 2013

REVISED: September 2022

1.6 Sunday School Policy

PURPOSE: To establish guidelines regarding provision of programs for Christian learning and faith for children.

POLICY: Kincardine United Church will offer a Sunday School Program to children from approximately age three to teenagers on Sunday Mornings at the same time as the worship service. The curriculum will provide an opportunity for the children to experience Christian learning and faith. It will support the children in their faith journey and provide a community for spiritual development and friendship. It will foster a sense of purpose within the church life and help children understand the scriptures. It will be in agreement with the mission of

the congregation. The children will understand and share in following the Behavioral Covenant.

ADOPTED: May 2013

REVISED: March 2014

1.7 Policy for Sunday School and Nursery Teachers/Leaders in an Emergency

PURPOSE: To establish guidelines for response to emergencies involving the Sunday School and Nursery.

POLICY: The Sunday School/Nursery will have an **“Emergency Procedures Plan”** to be used in case of emergency. This Plan will only be used if the children are at Sunday School or in the Nursery and separated from their parents. This Plan will be reviewed with the Sunday School/Nursery teachers/leaders annually in September. The review should ensure volunteers know all the church exit points. The plan will be revised by Sunday School teachers/leaders as required. The **names of all children attending Sunday School/Nursery events will be recorded** for accounting purposes in the event of an emergency.

ADOPTED: October 2012

REVISED: March 2014

1.8 Kincardine United Church Accessibility Policy

PURPOSE: This policy contains statements that meet the requirements of the Customer Service Standard, and other items that are good practices, as required under the Accessibility for Ontarians with Disabilities Act, 2005.

POLICY:

1. We strive at all times to provide programs, goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our programs, goods and services and allowing them to benefit from the same services, in the same place, and in a similar way as other participants.
2. We are committed to excellence in serving all participants, including people with disabilities, and we will carry out our functions and responsibilities in the following areas: worship, social events, funerals, dinners, weddings, concerts and fund raisers.
3. We will communicate with people with disabilities in ways that take into account their disability, e.g.,
 - We will provide publications in formats that are accessible for people with disabilities.
 - Will train staff and volunteers on how to interact and communicate with people with various types of disabilities.
4. We are committed to providing accessible telephone services to our participants.
 - We will train office staff/volunteers to communicate with participants over the telephone in clear and plain language and to speak clearly and slowly.

- We will offer to communicate with participants by other means of communication that apply, e.g., email, telephone, newsletter, bulletins, worship service announcements, web page, regular mail, fax and person to person if telephone not suitable.
5. We are committed to serving people with disabilities who use assistive devices to participate in and benefit from our programs, goods and services, e.g.,
 - We will ensure that people are permitted to use their own personal assistive devices to access the sanctuary for worship and other applicable programs, goods and services.
 - We will familiarize ushers and other staff/volunteers with the various assistive devices that may be used by participants with disabilities while accessing our programs, goods and services.
 - We will provide assistive devices deemed necessary for accessing worship and other applicable programs, goods and services.
 - Ushers and other staff/volunteers will be trained on how to use the assistive devices available on our premises, including large print bulletins, elevator, wheel chair, audio system, side door ramp.
 - Upon a participant's request, we will make every effort to provide the requested assistive device and/or service and to cover relevant financial expenses, upon approval from the Council.
 6. We are committed to welcoming people who are accompanied by a service animal on parts of our premises that are open to the public and other third parties. We will ensure that all staff, volunteers and others dealing with participants are trained on how to interact with people who are accompanied by a service animal.
 7. We are committed to welcoming people who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter Kincardine United Church premises with his or her support person. Fees will not be charged for a support person who is paid or provided by a community agency.
 8. We will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, the anticipated duration, and a description of alternative facilities or services, if available. The notice will be delivered to participants by means of local radio station or posted on the church door, and will follow the Inclement Weather & Canceling Church Services policy.
 9. We will train all employees, volunteers and others who deal with participants or other third parties on our behalf, and all those who are involved in the development and approvals of accessibility policies, practices and procedures. Individuals holding the following positions will be trained: ushers, elevator operators, greeters, administration personnel, Sunday school teachers, nursery attendants, house leaders, Council members.
 10. We will welcome comments about our programs, goods and services regarding how well expectations are being met are welcome and appreciated. Feedback regarding the way Kincardine United Church provides programs, goods and services to people with disabilities can be made by email (accesskuc@bmts.com), verbally or by feedback card.
 11. We are committed to developing accessibility policies that respect and promote the dignity and independence of people with disabilities. No changes, therefore, will be made to this policy before considering the impact on people with disabilities or their families.

Any policy of Kincardine United Church that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

12. This policy seeks to achieve service excellence to participants with disabilities. If anyone has a question about the policy, or its purpose, an explanation or reply will be provided by Kincardine United Church Council.

ADOPTED: October 2011

REVISED: June 2014

1.9 Violence Policy (Superseded)

This policy has been superseded by the United Church's Workplace Discrimination, Harassment, and Violence Prevention and Response Policy. A copy may be found at: <https://united-church.ca/sites/default/files/2020-10/harassment-policy-2020.pdf>

ADOPTED: January 2015

SUPERSEDED: April 2021

1.10 Harassment Policy (Superseded)

This policy has been superseded by the United Church's Workplace Discrimination, Harassment, and Violence Prevention and Response Policy. A copy may be found at: <https://united-church.ca/sites/default/files/2020-10/harassment-policy-2020.pdf>

ADOPTED: January 2015

SUPERSEDED: April 2021

2 FACILITIES & PROPERTY POLICIES

2.1 Church Facility Use Policy

PURPOSE: The purpose of this document is to define the principles and establish general guidelines for use of the Kincardine United Church facilities and to comply with the regulations of the Canada Revenue Agency. This policy applies to all facilities controlled, and used, by Kincardine United Church.

POLICY:

1. Kincardine United Church welcomes the opportunity to provide meeting room space, which generally benefits the interest of the community at large and indirectly supports the mission of Kincardine United Church. The **Mission Statement of Kincardine United Church is that: Kincardine United Church strives to be a loving, hopeful and inclusive community of faith that nurtures Christian discipleship.**
2. Kincardine United Church scheduled functions take priority over requests for use by others. Scheduling of functions by community service and non-profit groups (i.e., other registered charities and charitable organizations) take priority over for-profit (i.e., commercial) groups. Any group that falls within the scope of the Kincardine United Church Mission Statement is welcome to use its facilities.
3. Kincardine United Church acknowledges, respects, and honours all First Nations Peoples residing in this area and recognizes the First Nations upon whose traditional territories this Church sits.

4. The facilities will NOT be made available to any group or person which denigrates Christian beliefs or values.
5. The Church does not assume any liability for persons using the Church. All outside groups using the Church must provide their own liability insurance of a million dollar minimum
6. Alcohol, cannabis, illegal drugs, smoking, or vaping are not permitted anywhere on church property.
7. Community Service Groups, registered charities and non-profit organizations using Kincardine United Church facilities are not required to provide compensation for this privilege, given their contribution towards the wellbeing of the community, but donations are always welcomed.

FOR-PROFIT groups will be charged rates for facilities usage per the below table:

Room	Capacity	Event Rate	Yearly Maximum
Fellowship Hall	200 gathered 100 seated at tables	\$30	\$90
Sanctuary	250	\$75	\$225
Kitchen	10	\$20	\$60
Fellowship Hall and Kitchen	210 gathered 110 seated at tables	\$50	\$150
Resource Room	16	\$20	\$60
Choir Room	20	\$25	\$75
Chapel	40	\$20	\$60

ADOPTED: November 2015

REVISED: May 2023

3 FINANCIAL POLICIES

3.1 Memorial, Planned Legacy & Designated Gifts Policy

PURPOSE

To provide guidelines regarding memorial gifts, planned legacy gifts & designated gifts (hereafter referred to as gifts) directed to Kincardine United Church. Gifts can be received from estates, insurance policies, annuities, and other financial instruments; and from family and friends in memory of a deceased person, or in honour of a living person. Gifts must support the mission, vision and values of Kincardine United Church. They also must ensure the interests and/or memory of the donor are taken into account.

POLICY

Gifts to Kincardine United Church are primarily used to support the vitality of Kincardine United Church. The principles which govern any received or deferred gifts are as follows:

- Gifts should align with the values of the church and the person in whose memory the donation is being made. Gifts should have a sustained use by the Church or its mission and enhance its primary needs or future needs.
- A record of all memorial or planned legacy gifts will be maintained, listing the donor, the nature of the donation, and its purpose (if so specified). Confidentiality of gifts will be maintained in accordance with current practices for records of givings.
- Designated gifts are contributions to specific projects approved by Kincardine United Church which align with the church's primary needs and mission. Designated gifts may fund all, or only a portion, of the projects for which they have been designated. Any excess funds remaining from completed projects will be reallocated by Council.
- A Wish List of special projects will be maintained and reviewed annually by Council. Any gifts to a project not on the Wish List are subject to the discretion of Council.
- Accepted gifts will be cost effective, will not entail undue liability to Kincardine United Church, and will be in accordance with the guidelines of the Canada Revenue Agency.
- The Legacy Giving Ministry Team is responsible for marketing planned legacy gifts and associated information, and assisting potential donors. The Legacy Giving Ministry Team shall freely consult as needed and make recommendations to Administration Committee.
- The final decision about accepting and declining all gifts lies with Council. Gifts which can no longer be used may be retired at the discretion of Council.
- Investments and bequests are managed by the Trustees at the direction of Council.
- Designated gifts for approved projects which are not completed within two (2) years from the date of approval, or with a time extension by Council and agreement of the donor, can be redirected by Council.
- Income tax receipts will be issued in January/February to all persons making a donation in excess of \$20 in the previous calendar year.
- Appropriate thanks and recognition are to be given to donors in a timely, personal and sincere manner.

Acceptable Gifts

Kincardine United Church may accept both immediate and deferred gifts from donors.

An **immediate** gift refers to any gift which can be spent immediately or invested such as:

- a contribution of cash;
- memorial gifts;
- gifts of publicly traded securities;
- gifts in kind, including property.

Deferred gifts are those whose intention to be given has been made, but where the gift has not yet been received. Examples are:

- bequests;
- life insurance policies;
- proceeds from RRSP's and RRIF's and TFSA's;
- gifts of residual interest in real property,

- the residue annuities and charitable remainder trusts;
- gifts of securities and endowments and other restricted funds.

ADOPTED: 2009

REVISED: March 2022

4 SERVICE POLICIES

4.1 Funerals

PURPOSE: To affirm the principles of funerals performed by ministry personnel, staff, & members of Kincardine United Church.

POLICY:

Preparing for a funeral and dealing with the death of a loved one is a difficult time. The community of faith can be an important support both in the grieving process and in the planning of the funeral service. This process reminds us that we are not alone; we have companions on the journey. It is an opportunity to call upon God to give us strength and courage as we support each other in this time of sadness.

Kincardine United Church is committed to offering faith celebrations that remember and honour those who have died while providing spiritual support to their family and friends. A funeral/memorial service is a service of worship. Drawing on our faith, we are empowered by our hope of resurrection, which enables us to face death, offer thanksgiving for the life lived, and celebrate our Christian hope.

These pastoral services are an integral part of Kincardine United Church's ministry and are freely available to all members of the community. An individual need not be a member of the United Church of Canada or have any other particular church connection to have a funeral or a memorial service held at Kincardine United Church officiated by a Kincardine United Church minister.

The Church office will prepare a service bulletin as well as any projection slide show (if requested by the family) for all the funeral/memorial services officiated by a minister when services are held in the Church. Requests for the following: organist, pianist and or soloist; use of sound system; use of elevator; funeral luncheon arrangements are all made through the Funeral Home to the appropriate people at the Church.

ALL FEES for the funeral/memorial service and the luncheon are the responsibility of the Funeral Home in charge of the arrangements. The Church has established a fee structure for the following services at the church: Custodial - \$75.00; Lift Operator - \$50.00; Sound Operator - \$75.00; Visual Operator - \$75.00; Music Minister - \$150.00; Minister - \$250.00. If the funeral/memorial service is not held at the church, the fee structure is the same for services provided. These fees will be collected and paid out by the Funeral Home.

ADOPTED: November 2014

UPDATED: September 2018

4.1.1 The Preparation and Presentation of a Funeral/Memorial Service

PURPOSE: To provide additional details for funeral & memorial services conducted by Kincardine United Church.

PROCEDURE:

A Funeral/Memorial Service is held so that the family member is remembered by the community of faith through prayer, songs/hymns, remembrances and a short meditation, usually conducted by the Church Minister, and/or a family member (in consultation with the incumbent minister).

Family members consult with the presiding minister concerning the readings, music and remembrances from family and friends.

The Service is often begun with Scripture readings, followed by prayers, songs/hymns requested by the family or the deceased. A Meditation or Reflection is given for the support of the family and friends present in a manner within the context of our faith.

In celebration of the life remembered, family and friends may place flowers, a photo, the casket and/or the urn (in the case of cremation) in the Sanctuary for the visitation and service. Following the service, flowers may be left for future use (i.e. Sunday Service) or distributed as the family wishes.

The committal service at the graveside is the final section of the funeral service. Here in hope of resurrection, the life is commended to God's care and the body of the deceased to the ground. This may be arranged at a separate time from the funeral service which could be agreed upon by the family and the minister.

ADOPTED: November 2014

UPDATED: September 2018

4.2 Wedding Policy

PURPOSE: To affirm the principles of marriages performed by ministerial staff of Kincardine United Church.

POLICY:

The Kincardine United Church Wedding Policy affirms that weddings may be conducted either in the church building or at another venue arranged for by the couple. Weddings will be conducted, with no discrimination, for any loving couple who wish to covenant together in a Christian marriage. The Council shall be informed of any upcoming wedding services, with the planned date, place and couple's names to be included in the Council's minutes. A wedding procedure will be made available to the couple which lists expectations with regards to fees and required preparations.

ADOPTED: November 2016

4.3 Baptism Policy

PURPOSE: To affirm the principles of baptism performed by ministerial staff of Kincardine United Church.

POLICY:

Children may be baptized with the advance approval of Council, provided that one or both parents are members of the United Church of Canada. If neither parent is a member of the United Church, a member of Kincardine United Church may sponsor the child.

Adults may be baptized with the advance approval of Council; normally this will be accompanied by a profession of faith leading to full membership in the United Church.

ADOPTED: November 2016

5 STANDING COMMITTEE POLICIES & PROCEDURES

5.1 Administration

5.1.1 Memorial, Planned Legacy & Designated Gifts Procedure

PURPOSE: To provide instructions regarding the recognition of memorial gifts, planned legacy gifts & designated gifts (hereafter referred to as gifts) directed to Kincardine United Church.

5.1.1.1 Types of Gifts

1. Cash Gifts

Memorial Donations

How they are handled:

- a. Via Funeral Home (usually by cheque)
 - i. Funeral Home notifies Church Office Coordinator who notifies Donation Steward to process
 - ii. Church sends donor a thank-you note
 - iii. Donation Steward issues tax receipt to the donor in January/February
- b. Via Church (Cash/Cheque or E-transfer, etc.)
 - i. Church Office Coordinator notifies Donation Steward to process
 - ii. Church sends donor a thank-you note
 - iii. Donation Steward issues tax receipt to the donor in January/February

Money goes into General Funds unless otherwise specified by donor.

Designated Gifts

How they are handled:

- a. Council will maintain a wish list of approved projects to which donations may be made (i.e., “designated gifts”).
- b. Council will receive notification of designated gifts, either through the church office (Office Coordinator) or the Donation Steward.

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- c. If sufficient donations have been made to fully fund the project, Council will assign responsibility for implementation and the project will be completed.
- d. If insufficient funding has been received to fund the project, but greater than a threshold of 50% of estimated cost, an appeal will be made to the donor(s) and the broader congregation for additional donations to fully fund the project. If substantial funding is received (greater than 75%), Council may authorize completion and make up the difference from the General Fund or investments in a fiscally responsible fashion.
- e. If funding does not reach the 50% threshold, the project will remain on an inactive list until it meets the threshold criteria. If the 2-year time limit approaches, Council may decide to approach the donor(s) or appeal for additional funding, depending upon the relative merit and priority of the project.
- f. Treasurer maintains a separate accounting line entry for each special project.
- g. Donation Steward issues tax receipt to the donor in January/February

Bequests

How they are handled:

- a. Church is notified that it is a named beneficiary of an estate.
 - b. Council will receive notification of bequests via letter from the estate lawyer or executor, identifying the amount of the bequest and any associated conditions. Council will review and disposition any conditions associated with the bequest, and determine where the funds are to be directed. The Council Secretary will provide any subsequent required notifications (e.g., Treasurer, Donation Steward, Trustees)
 - c. Upon receipt, the bequest funds are directed as decided by Council and the conditions of the estate. If the estate conditions provide specific direction by the donor, it will be managed in accordance with the general principles of the Memorial Gifts Policy, with direction provided to the Trustees by Council.
 - d. Donation Steward issues tax receipt to the donor's estate in January/February
- 2. Gifts of Publicly Traded Securities** – Kincardine United Church will accept gifts of securities with the understanding that they will be liquidated as soon as possible. A tax receipt will be issued for the liquidated amount of the gift. Such gifts may take place through the United Church Foundation.
- 3. Gifts of Life Insurance** – A gift of life insurance may be made to Kincardine United Church by:
- a) Naming Kincardine United Church as primary or successor beneficiary of the proceeds of a current or new life insurance policy, where the donor maintains ownership of the policy. In this case, a tax receipt for the proceeds will be issued to the donor's estate at time of death.
 - b) Transferring the ownership of a current or new revocable or irrevocable life insurance policy to Kincardine United Church on which the premiums are paid up and which names Kincardine United Church as primary or successor beneficiary of the proceeds. In this case a tax receipt will be issued at time of transfer of

ownership to the donor for the current value of the policy. No receipt is issued at time of death.

- c) Transferring the ownership of a current or new revocable or irrevocable life insurance policy to Kincardine United Church on which premiums remain to be paid and which names Kincardine United Church as primary or successor beneficiary of the proceeds. In this case a tax receipt will be issued to the donor at time of transfer of ownership for the current value of the policy. Each year, a tax receipt will be issued to the donor for the amount of premiums paid by the donor. No receipt is issued at time of death.

In the case that a life insurance policy is owned by Kincardine United Church and the donor is no longer able or willing to pay the premiums, Kincardine United Church may choose to either pay the premium or cash in the policy.

Kincardine United Church may choose to accept gifts of life insurance policies with the assistance of The United Church Foundation.

4. **Charitable Gift Annuity** – Kincardine United Church is only permitted to be the beneficiary of gift annuities issued through the United Church or re-insured gift annuities.
5. **Gifts in Kind** – Gifts in kind may be made to Kincardine United Church, such as art work, jewelry, objects of historical, religious, or utilitarian value, etc. The following guidelines pertain to Gifts in Kind:
 - a) The donor shall be responsible for securing and funding a qualified, current appraisal of the gift.
 - b) Kincardine United Church may request its own independent appraisal and in that case will be responsible for all related or associated costs.
 - c) Kincardine United Church shall review other factors, including marketability and other dispensation considerations, current use, and other types of risk, to ascertain that acceptance of the gift would be in the best interests of Kincardine United Church.
6. **Gifts of Real Estate**- Gifts of real estate may be made to Kincardine United Church. The following guidelines pertain to gifts of real estate:
 - a) The donor, including living individuals and Estates, shall be responsible for securing and funding a qualified, current appraisal of the property, which may include a Phase 1 Environmental Assessment. Non-residential property must be valued by an independent qualified appraiser, at the donor's expense.
 - b) Kincardine United Church may request its own independent appraisal and in that case, will be responsible for all related or associated costs.
 - c) Kincardine United Church shall ensure there is clear title to the property. If clear title is not possible, other alternatives may be discussed with the donor, or his/her legal representative, to allow the gift to be made.
 - d) Kincardine United Church shall review other factors, including zoning restrictions, marketability and other dispensation considerations, current use,

cash flow, and other types of risk, to ascertain that acceptance of the gift would be in the best interests of Kincardine United Church.

- e) Kincardine United Church shall consider all appropriate environmental conditions, which may include an environmental assessment by an outside source where deemed necessary, and accept the property only if: it contains no toxic substances; they are removed or other remedies taken to ensure that Kincardine United Church assumes no liability whatsoever, or the environmental assessment is acceptable to Council.

- 7. Gifts of Residual Interest** –Kincardine United Church will accept gifts of residual interest. These gifts will be valued based on “discounted value” as determined by actuarial calculations provided by Canada Revenue Agency and receipted accordingly.

Donors making gifts of residual interest in real estate shall be responsible for real estate taxes, insurance, utilities and all other expenses relating to the care and maintenance of the property after transferring title unless otherwise agreed in consultation with the Legacy Giving Ministry Team and Council.

Kincardine United Church reserves the right to review any insurance coverage and to inspect the property from time to time to assure that the Kincardine United Church’s interest is properly safe guarded.

- 8. Charitable Remainder Trusts** -Kincardine United Church accepts gifts of charitable remainder trusts. These gifts will be valued based on “discounted value” as determined by actuarial calculations provided by Canada Revenue Agency and receipted accordingly.

The minimum to establish a trust is \$100,000.

The trust agreement shall be drafted and reviewed by the donor’s own legal counsel prior to being reviewed and agreed to by Kincardine United Church.

5.1.1.2 Controversial Gifts

We recognize that there is the potential for controversy with the acceptance of gifts from certain individuals, foundations, businesses or corporations. Therefore, Kincardine United Church reserves the right to refuse any gift. Kincardine United Church reserves the right to refuse to issue a charitable receipt if it is determined the gift does not meet the charitable donation criteria and regulations as defined by Canada Revenue Agency.

Due diligence should always be exercised prior to acceptance of gifts. In addition to ensuring that acceptance of a gift is in keeping with the mission, vision and values of Kincardine United Church, those discussing potential controversial gifts are to use the following ethical framework for decision making. A recommendation about accepting a controversial gift will be presented to Council for final discussion and a decision to either accept or reject the gift.

5.1.1.3 Ethical Framework Guidelines for decision making on Controversial Gifts-

- a) Is the gift in accordance with Canada Revenue Agency guidelines?
- b) Is there agreement between the donor and Kincardine United Church as to the intent of the gift?
- c) Will accepting the gift further the mission, goals and objectives of Kincardine United Church?
- d) Will the gift encourage/discourage others to consider a gift?
- e) Will public perception of Kincardine United Church be strengthened by acceptance of the gift?
- f) Is acceptance of the gift consistent with other Kincardine United Church fundraising activities and Kincardine United Church's Investment Policy?
- g) What are the potential liabilities associated with accepting the gift?
- h) Will the gift require ongoing maintenance/management and who is responsible for those costs?
- i) Is this effort worthwhile considering the value of the gift?
- j) Is this a joint gift that involves another charity?

5.1.1.4 Declining a Gift

In the event the decision is made to decline a gift, the reasons for doing so must be fully explained in writing to the donor or the donor's representative as soon as possible, but no later than 60 days from the date on which Kincardine United Church received detailed information in writing concerning the proposed gift.

5.1.1.5 Retirement of Gifts

Sometimes the Church owns items which it can no longer use or that have become a burden. Some articles are so old that there are no records of whether or not it was even a gift. Although recognizing the sentimental attachment to some articles, the policy of the Church is not required to keep the property forever unless the Church expressly agrees to do so in writing when the memorial gift is accepted.

Therefore a written agreement between the donor and the Church regarding the gift and the terms of its donation shall be signed and placed in the Church's permanent records. In the absence of any special conditions in the agreement, the Church is presumed to have the right to dispose of the memorial gift if and when its care and maintenance becomes unreasonably burdensome, or the mission of the Church can best be fulfilled by its disposal. In such cases, Council will make a decision as to whether the memorial is to be donated, sold or otherwise.

ADOPTED: 2009

REVISED: September 2022

5.1.2 Policy for the Use of Kincardine United Church Facilities by Other Churches (DELETED)

ADOPTED: January 2014

DELETED: March 2019

5.1.3 Facilities Usage Procedure

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using Kincardine United Church facilities. This procedure applies to all facilities controlled, and used, by Kincardine United Church.

PROCEDURE:

1. An application for use of the Church facilities can be obtained from the Church office, Tuesday to Friday from 1:30p.m. to 5:00 p.m. or on the Web Site at www.kincardineunitedchurch.org Requests and scheduling of activities will be coordinated by the Booking Facilitators on a first come, first serve basis.
2. Advertising undertaken by the User will only use the name “Kincardine United Church” in the context of location and will not imply its sponsorship or endorsement of the User’s activities.
3. The Church Sanctuary is the place of worship for the members of Kincardine United Church and holds special meaning to its members. Consequently, application for the use of the sanctuary must be approved by the Programme Committee and/or Ministerial staff. Policies in effect by the Programme Committee, such as weddings and funerals, will take precedence over other functions.
4. Emergent requests of a significant nature (e.g., funeral) may displace regularly scheduled activities. In the event a facility use must be cancelled for a funeral or other unexpected event, a Booking Facilitator will notify the contact person for the group involved.
5. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
6. It is expected that persons using the Church will respect the property with due regard for the purpose of the building. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
7. Activities are to be kept to the designated area and supervised by the Users to ensure that behaviour is appropriate to the occasion. Open fire (candles by permission only) is not permitted in the building. Kincardine United Church strives to be a scent free building therefore the use of incense, strong perfumed flowers, scented candles etc are discouraged. Only beverages are allowed in the Sanctuary. All exits must remain clear during the event including that there is room between tables/aisles for quick evacuation if necessary.
8. Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval through a Booking Facilitator.

9. Helium balloons are prohibited in the sanctuary. Please do not use tape to put signs on the walls or doors. Instead use “Funtac” or some similar putty product. Nothing is to be affixed with nails to the floor, nor by tape to the walls. Floor cords should be duct taped (please bring your own duct tape).
10. If there is an injury during your event, please fill out a Critical Incident Report Form. These forms are inside the First Aid Kit and on the bulletin boards. Please return the completed form to the church office, if not during office hours please put completed form under the office door.
11. If a key is required, the applicant must provide a key deposit of \$50.00, which is refunded upon return of the key to the office.
12. The applicant/contact person is responsible for familiarizing themselves and others, within their group, of all emergency exits and fire extinguisher locations.
13. Kincardine United Church requires all parties booking the facilities who are **NOT** part of programmes offered by the congregation to:
 - provide proof of insurance with a minimum of \$1,000,000 liability
14. Each group using the Church must ensure the room used is returned to its original condition - i.e. Chairs and tables placed in their “as found” location, garbage put in the appropriate containers, spills on floors and other areas properly cleaned up. In the event that the facilities rented are damaged or left in an unacceptable manner, an additional fee of **up to \$750** will be charged. This charge is meant to cover clean-up costs such as carpet cleaning, additional garbage removal, extra cleaning supplies etc.
15. Gambling is not permitted on the premises.
16. The removal of items from the Church building is prohibited without the prior approval of the Administration Committee. These items include: tables, or any other property belonging to Kincardine United Church. Removal of such items without notification will be treated as theft.
17. If the Facilities Use Policy is not followed the privilege of using the Church may be affected.
18. If the elevator will be required, request instruction if not familiar with its operation, or pay for an elevator operator provided by Kincardine United Church.

ADOPTED: November 2017

UPDATED: May 2023

5.1.4 Key Holder Procedure

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using keys provided by Kincardine United Church.

PROCEDURE:

1. Church keys are managed by the Office Coordinator and Booking Facilitators.
2. The applicant must provide a key deposit of \$50.00, which is refunded upon return of the key.
3. A key issued to a group will be used only for access to the Church by that group and absolutely must not be duplicated.
4. Loss of a key must be reported to the Office Co-ordinator or a Booking Facilitator as soon as possible

ADOPTED: November 2017

UPDATED: May 2023

5.1.5 Kitchen Use Procedure

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using the kitchen facilities of Kincardine United Church.

PROCEDURE:

- A. **General Health** issues are paramount to the use of the kitchen. Therefore, strict adherence to the rules posted in the kitchen must be observed.
- B. Rules for Users of the Kitchen
 1. Wash your hands before handling food.
 2. Food surfaces should be wiped down with Fantastic or Lysol before and after use.
 3. Clean as you go. Wipe spills immediately. Keep utensils and surfaces clean.
 4. Dispose of waste food tidily. Keep garbage bins covered.
 5. Please keep premises and equipment clean and safe, leaving the kitchen as you found it.
 6. Proper washing and sanitizing of eating utensils and those used in preparation are essential.
 7. Every item in the refrigerator must be labelled with the group name and date. Wipe any spills in fridge. Items will be disposed of if not labelled.
 8. If using the dishwasher ask for instruction and/or read posted instructions carefully.
 9. Used tea towels are not to be left hanging to dry, but should be washed and returned.
 10. Report any problems to the office.

ADOPTED: November 2017

UPDATED: May 2023

5.1.6 Signing Authority Policy

PURPOSE: To designate the positions with signing authority on behalf of Kincardine United Church.

POLICY:

Those having signing authority for Kincardine United Church's bank account are the Treasurer, Donation Steward, Administration Committee Chair, or Council President.

ADOPTED: May 2011 UPDATED: June 2023

5.1.7 Computer & Information Technology Asset Policy

Purpose: This policy defines effective and responsible use of computer and information technology resources for Kincardine United Church consistent with the ministry and mission of the church and the protection of those who use them.

Policy:

- 1) All technology systems are owned by Kincardine United Church, which has the right to grant, deny, or terminate a user's access. All data transmitted or stored on Kincardine United Church's systems is Kincardine United Church's property.
- 2) Kincardine United Church has the right and the ability to access, monitor, and record Internet and e-mail usage, including files stored in private areas of its networks, to ensure compliance with these policies.
- 3) Kincardine United Church will provide the computer hardware and software necessary for its staff to perform their assigned roles and functions.
- 4) Computer software and hardware will satisfy commercial standards.
- 5) Hardware replacement will satisfy commercial standards and be scheduled to avoid equipment obsolescence. Software replacement and upgrades will be performed as required to maintain current standards and functionality.
- 6) Local suppliers will be used for software and hardware purchases and services, whenever possible and practical.
- 7) Critical data files will be backed up remotely to provided security and minimize disaster recovery time.
- 8) Computer and information technologies are not to be used for illegal purposes.
- 9) User accounts and sensitive data will be kept secure and password-protected.

ADOPTED: November 2018

5.1.8 Email & Internet Usage Policy

Purpose: This policy defines guidelines for those using Kincardine United Church information technology resources for email and Internet usage. The email and Internet usage policies are designed to maintain security and confidentiality and to ensure that users do not engage in inappropriate conduct which could result in legal liability for themselves and/or Kincardine United Church.

Policy:

- 1) Incidental personal use of technology, such as Internet resources and e-mail systems, is acceptable, if it does not consume resources unnecessarily, interfere with productivity, pre-empt any business activity, or otherwise breach this policy.
- 2) Email and Internet users are expected to:
 - ensure internal e-mail distribution lists are not given to anyone outside of Kincardine United Church and that passwords are not made available to others;
 - use e-mail appropriately and take responsibility for contents of e-mails that are created, keeping in mind the importance of considering the wider audience receiving the message;
 - take care not to leave e-mail addresses on a website, give out or post e-mail addresses, if not required to do so for business purposes;
 - ensure to the extent possible that attachments and downloaded programs are related to business, and are legal and inoffensive;
 - ensure messages and attachments belonging to another user are not altered in any way without the originator's permission;
 - maintain confidentiality about Kincardine United Church and/or its members.
 - When confidential or sensitive e-mail messages or attachments are being sent, clearly specify that such messages and attachments should not be forwarded or copied.

ADOPTED: November 2018

5.1.9 Memorial Legacy Gifts Procedure

PURPOSE

There are many different types of memorial and legacy gifts. The principles which govern any received or deferred gifts are detailed in the Kincardine United Church Policies & Procedures Manual, section 3.1.

The Memorial Legacy Tree was created to celebrate the lives of those who have made our church their community of faith in the past and present. It is a physical reminder to congregants that a legacy gift to the church is much appreciated and acknowledged. Initially the tree will be populated with blank leaves. As a gift is received a blank leaf will be removed and replaced with an engraved leaf of the appropriate colour. A leaf is engraved for donations as follows:

- silver leaf is engraved for any gift amount from \$1000 to \$9999;
- gold leaf is engraved for any gift amount of \$10,000 to \$24,999;
- bronze leaf is engraved for any gift amount of \$25,000 to \$99,999;
- marble leaf is engraved for any gift of \$100,000 or above.

PROCEDURE

When a gift is received, it will be processed as follows:

- All gifts are processed by the Donation Steward as directed by the Administration Committee.
- The Donation Steward shall inform the Administration Committee and the Treasurer of all such gifts.
- Administration Committee informs Council of any gifts.

Kincardine United Church Policies & Procedures Manual, October 2023

- The gift is reviewed by Council and may be entrusted to the Trustees by Council if the donation is undesignated, according to the investment policy and procedures.
- If the gift is designated for a specific project, it will be deposited to the Capital Fund with the designation noted. These designated gifts then follow the policies outlined in the Memorial Planned Legacy & Designated Gifts Policy.
- When a gift requires a leaf on the Memorial Legacy Tree, the Donation Steward communicates the need for a leaf to Administration Committee (or delegate) with the exact name to be engraved on the leaf and the leaf colour required.
- A Leaf is engraved and added to the tree by the Administration Committee (or delegate).
- At least quarterly, the gifts received shall be acknowledged during a regular Sunday Service.

Once a leaf has been added to the Memorial Legacy Tree in a person's name, the same donor has the option to make subsequent gifts in the same name. The combined total donation amount given to the same memorial name(s) can be used to upgrade the leaf from a silver to gold. Clear direction from the donor is required at the time of any subsequent donations.

ADOPTED: March 2022

5.1.10 Payment of Kincardine United Church Invoices

Policy

All payments of invoices /accounts must be authorized by one of the designated signing authorities: the Treasurer, Donation Steward, Administration Committee Chair or Council President.

Procedure

When an invoice/account needs payment, the signatory will decide upon the best practice for payment.

At least once a month the bank statement will be inspected by both the Treasurer and the Donation Steward.

One of the Treasurer's monthly reports submitted to the Administration Committee will be a copy of the bank account ledger.

ADOPTED: March 2022

UPDATED: June 2023

5.2 Membership & Mission

5.2.1 Processing Transfers of Membership from Other Congregations

PURPOSE: To establish guidelines for processing transfers of membership from other congregations to Kincardine United Church.

PROCEDURE: When a letter of transfer, or certificate of transfer, is received by Kincardine United Church, the following protocol will be followed:

1. The Office Coordinator will notify the minister and the chair of the Membership & Mission committee.
2. The chair of the Membership & Mission committee will bring the letter/certificate of transfer to Council for approval.
3. Upon approval of the member's transfer of membership by Council, the chair of M&M will notify the Office Coordinator.
4. The Office Coordinator will arrange for the notice of transfer to be published in the Sunday service bulletin. Additionally, the Office Coordinator will inform the keeper of the historic roll of the name of the person being received by transfer of membership, who will in turn update the roll with the information of the transferring member.
5. The name of the person being received by transfer will be announced as part of the Sunday worship service.
6. The letter/certificate of transfer will be filed and retained in the church office for a period of 3 years.

ADOPTED: February 2014

REVISED: February 2014

5.2.2 Membership Records Policy

Purpose: This policy defines the principles for maintaining membership records for members and adherents of Kincardine United Church, Additionally, it defines who are members, non-resident members, and adherents.

Definitions:

1. A **Resident Member** is someone who has joined Kincardine United Church by Profession of Faith or by Transfer.
2. A **Non-Resident Member** is defined as:
 - a. a member whose permanent address is outside the municipality of Kincardine and who is not expected to attend worship regularly, or
 - b. a member whom Kincardine United Church has been unable to contact for at least one year.
3. An **Adherent** is defined as:
 - a. someone who participates in the life and the ministry of Kincardine United Church at least twice a year, or
 - b. someone who donates financially at least once each calendar year, or
 - c. a child baptised in the church and their parent(s).
4. A **Connected Friend** is defined as:
 - a. Someone who is not in any of the above categories and has asked to be on our email list.
 - b. Someone who donates once in a calendar year.

- c. Someone who has made use of the minister(s) for pastoral care but doesn't wish to be classified as Member or Adherent.

Policy:

- 1) Kincardine United Church Council is responsible for ensuring the current membership roll and the historic member roll of the congregation are maintained.
- 2) A person becomes a member of Kincardine United Church with the approval of Council. Admission to membership will be documented in the minutes of Council meetings.
- 3) A person becomes a member of Kincardine United Church through one of the following ways:
 - adult baptism and profession of faith
 - confirmation
 - reaffirmation of Christian faith
 - through certificate of transfer of membership
- 4) A non-resident member is a) a member whose permanent address is outside the Municipality of Kincardine and who is not expected to attend worship regularly, or b) a member of Kincardine United Church has been unable to contact for at least one year.
- 5) An adherent is a person who is not a member of the United Church of Canada but who supports Kincardine United Church by providing finances, time and/or talent.

References:

- 1) The Manual 2019, B3. Membership and Other Participation in a Congregation.
 - 2) Membership & Mission Minutes of Meeting, 23 March 2017 & 19 Nov 2019.
- ADOPTED: March 2018 REVISED: April 2023

5.2.3 Historic & Current Membership Rolls Procedure

Purpose: This procedure defines the responsibilities and tasks associated with maintaining records for members and adherents of Kincardine United Church.

General

- 1) The role of Membership Steward is the responsibility of, and accountable to, the Membership & Mission Committee.
- 2) All information regarding changes to membership is coordinated through the church office (Office Coordinator).

A. Historic Membership Roll

- 1) A Member is added to the Historic Membership Roll:
 - upon confirmation, or
 - upon profession of faith, or
 - reaffirmation of Christian faith, or
 - after a certificate of Transfer of membership has been received
- 2) A Member is removed from the Historic Membership Roll:
 - after the Member's death, or
 - after a request for Transfer or Removal has been received from the Member, or

- after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
- by an action of Council.

B. Current Membership Roll

- 1) A Member is added to the Current Membership Roll:
 - upon confirmation, or
 - upon profession of faith, or
 - reaffirmation of Christian faith, or
 - after a certificate of Transfer of membership has been received
- 2) All baptisms are recorded in the Current Membership Roll.
- 3) A Member is removed from the Current Membership Roll:
 - after the Member's death, or
 - after a request for Transfer or Removal has been received from the Member, or
 - after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
- 4) A Non-Resident Member is removed from the Current Membership Roll:
 - after the person's death, or
 - after a request for Transfer has been received from the person, or
 - by their request, or
 - when Kincardine United Church has not been able to contact them for another two years after their status was changed from Resident Member to Non-Resident Member due to lack of contact, or
 - by an action of Council.
- 5) A Resident Member is changed to Non-Resident Member:
 - when their permanent address changes to outside the municipality of Kincardine and who is not expected to attend worship regularly, or
 - when Kincardine United Church has not been able to contact them for 12 months.
- 6) A Non-Resident Member is changed to Resident Member:
 - when their permanent address changes to inside the municipality of Kincardine and Kincardine United Church has been able to contact them.
- 7) A Non-Resident Member is removed from the Current Membership Roll:
 - after the person's death, or
 - after a request for Transfer has been received from the person, or
 - by their request, or
 - when Kincardine United Church has not been able to contact them for another two years after their status was changed from Resident Member to Non-Resident Member due to lack of contact, or
 - by an action of Council

- 8) An Adherent is removed from the Current Membership Roll:
- after the person's death, or
 - when Kincardine United Church has not been able to contact them for 2 years, or
 - when the Adherent has not been part of the life and ministry of Kincardine United Church and who has not donated any money to Kincardine United Church for 2 years, or
 - by their request, or
 - by an action of Council.
- 9) The Membership Steward adds and removes the names of Adherents to the Current Membership Roll upon the advice of the Membership & Mission Committee and the Minister of Word, Sacrament & Pastoral Care.

ADOPTED: March 2018

REVISED: December 2021

5.3 Ministry & Personnel

5.3.1 Job Documents Policy

Purpose: This policy describes the management of staff job documents for Kincardine United Church staff.

Policy:

- 1) The Ministry & Personnel (M&P) Committee is responsible for ensuring current and accurate job documents exist for all Kincardine United Church staff.
- 2) The standing committee or person to whom the staff position is accountable will conduct an annual review of the job document with that staff person. Any changes to the tasks, responsibilities or accountabilities arising from this review will be incorporated into the document and forwarded to the M&P Committee for approval.
- 3) Job documents shall indicate the key tasks and responsibilities, and accountability, of the staff position.
- 4) Copies of all current job documents will be maintained in the church office. The date of the last job document revision will be clearly identified on the document.

Reference: Ministry and Personnel Committees: Policies, Procedures, Practices (July 2017)

ADOPTED: December 2017

5.4 Programme

5.4.1 Conditions For Using Candles On Christmas Eve

"Calmness and Order are essential"

1. CANDLES

- a) Candle holders must be secured tightly on the top of the pew ends.
- b) Candles must be secured tightly within the holders.
- c) An effort needs to be made to ensure as much as possible that the candles are dripless
- d) Must be lit and extinguished while people are seated
- e) People may not move or stand (except in an emergency) while the candles are lit
- f) While the candles are burning the fans are turned off

2. WATCHERS

- a) "Watchers" are to have in hand and know how to use:
 - I. a fire extinguisher
 - II. a small bucket with water and towel
 - III. in case of emergency, the soaked towel and placed over fire if on a person
 - IV. the extinguisher is used if the fire is elsewhere
- b) There will be "Watchers" for the following:
 - I. 1 -for the choir
 - II. 4 -for the congregation on the main floor (2 for the center aisle and 1 on each side aisle)
 - III. 2 - for the balcony
 - IV. The "Watchers" may be inconspicuous, but must be able to see their section

3. EXITING IN AN EMERGENCY

- a) Before the service the congregation must be told:
 - I. To remain seated at all times while candles are burning
 - II. To follow the Worship Leaders' instructions in case of emergency
- b) The Worship Leader will have at the Pulpit and Lectern a copy of the "Exit Procedure"
- c) In an emergency the Worship Leader will silence (if necessary) the congregation, and read the Exit Procedures and ensure that the instructions are followed.

ADOPTED: 2009

REVISED: March 2014

5.4.2 Sunday School Procedures

Teaching Resources

Teachers. Sunday School teachers Ministry Team consists of volunteers from the congregation and will be screened by a police check once every three years.

Teaching Material. We are purchasing the One Room Sunday School. It is divided into curriculum themes and has a specific topic for each Sunday. Each week includes:

- A couple of stories pertaining to the topic
- Handouts with photocopying rights included
- Visual material pictures
- Ideas for crafts

Resource Books. There are two copies of the teachers' resource books so one should be available two weeks prior to scheduled teaching date. They are kept hanging on the side of the white cupboard in the Sunday School teaching area. This curriculum is purchased through the United Church Resource Distribution Toronto Ontario. Order forms available on line or contact our church office.

Supplies. Bins with materials are in the white cupboard. Markers, crayons, scissors, glue, paper etc. There is also a white board for writing with erasable markers.

Other Resources

1. The kitchen may be used but must be booked in advance with the church office to avoid conflicts.
2. Photo copier is in the church office and is available to copy handouts, craft material etc. Copying may be done on Sunday prior to worship if the office is open, need to get a key.
3. There is a T.V. in Fellowship Hall and some tapes and DVD's in the Resource Room.
4. There is a radio which plays CD's in the Fellowship Hall in the Sunday School area or on the Sound equipment cupboard.

Additional Supplies

If needed can be purchased by teacher and receipts submitted to the Program committee chair.

Church Support

The Minister of Word & Sacrament is available to answer/explain any theological questions.

Safety

1. For insurance purposes the nursery and Sunday School are required to have two adults. The top half of the nursery door must remain open when children are present.
2. In case of EMERGENCY refer to the plan on the clip board hanging at the side of the white cupboard, ie fire, tornado, lockdown.
3. If a child hurts him/her self the teacher will note the injury with the help of another adult and react appropriately, ie treat, call for help, 911 etc. There is a first aid kit in the kitchen. The parent/guardian will be informed as soon as possible. The office and the minister will be made aware of the incident.
4. Know and post any allergies, food, insects etc. A list is kept on the side of the white cupboard.

Teaching

The children come down to Fellowship Hall following sharing time. Prepare for about 45 minutes of teaching time. Suggested Schedule for teaching.

1. Sing a song; a pianist will inform teacher which song or teacher may request a song.

2. Gather the children around the Sunday School table.
3. Take attendance. Put the book back on the clip board with the emergency plan so it is readily available if needed.
4. Take up collection. There are two banks in the top drawer of the cupboard. One is for the Growing Project and one for the Food Bank. There may also be special collections such as for the Pen Pals in Nicaragua.
5. Teach the lesson from the One Room Sunday School.
6. Do crafts, colouring.
7. Play games.

Clean Up

1. Ensure children are picked up by a responsible adult parent/guardian
2. Return materials to white cupboard and books to the bag at the side
3. Identify any problems to the program committee and or the minister

ADOPTED: May 2013

REVISED: March 2014

5.4.3 Procedure for Sunday School and Nursery Teachers/Leaders in an Emergency Procedure in the Event of an Evacuation (Fire, Explosion, etc.)

1. The person(s), detecting an incident requiring evacuation, will **alert other persons** in the area and the minister.
2. Try to **stay calm**.
3. Teachers/leaders will take the **Plan and the Attendance Book**, attached to the clipboards in the Sunday School and the Nursery.
4. Children will line up quickly, holding hands in pairs, behind a teacher/leader.
5. The teacher/leader will lead the children to the nearest safe exit.

USE THE STAIRS! DO NOT USE THE ELEVATOR!

There are **3 possible exits** from Fellowship Hall:

- 1) **Side door** by the elevator
- 2) Through the kitchen to the **door by the office**
- 3) Through the kitchen and the Resource Room and out the **north door**

Nursery leaders may need to carry small children.

6. Two adults should be at the head of the children's line - one to hold the door and one to lead the children to the exit and on to the rally area - and another adult should be at the end of the line to make sure all children leave the church.
7. **Close all doors** after exiting the church.
8. Remind the children to stay together and with the teachers/leaders. Tell the children their parents will be picking them up at the rally point.
9. Proceed to the rally point which is the **Davey-Linklater Funeral Home** - either inside the building or under the portico. (Walk north on Princes Street or, if there are too many emergency vehicles parked on that street, go east on Russell Street and then around the block to the Funeral Home.)
10. **Attendance should be taken upon arrival at the rally point.**

11. Stroke off children's names on the Attendance Sheet when they are picked up by their parents.

NOTE: If the children need to be evacuated, it is likely that the adults in the sanctuary will also need to be evacuated. When the minister/worship leader is giving directions for the evacuation, he/she will announce the location of the rally point for the children. The parents should proceed to the rally point and make sure they tell a teacher/leader they are taking charge of their children so it can be noted on the Attendance Sheet.

Procedure in the Event of a Tornado

1. **Stay calm.**
2. Teachers/leaders will take **The Plan and the Attendance Book**, attached to the clipboards in the Sunday School and Nursery.
3. Take the children to a **washroom in Fellowship Hall** (should be in a room without windows) and **take attendance upon arrival**.
4. If time, one or two leaders should stay behind and **close the windows and the doors** in Fellowship Hall.
5. If a teacher/leader has a **cell phone**, he/she should keep it with the group.
6. Remain in the washroom until told, by a **person in authority, that it is safe to leave**.

Procedure in the Event of a Lockdown

1. **Stay calm.**
2. Teachers/leaders will take **The Plan and the Attendance Book**, attached to the clipboards in the Sunday School and Nursery.
3. Take the children to a **washroom in the Fellowship Hall, LOCK THE DOOR** and take attendance upon arrival. **STAY QUIET**.
4. If a teacher/leader has a **cell phone**, he/she should keep it with the group. Cell phone should be set on "**vibrator mode**".
5. Remain in the washroom until told, by a **person in authority, that it is safe to leave**.

Procedure in the Event of a Power Outage

1. **Stay calm.**
2. Turn on **flashlight**, which is located in a predetermined location.
3. Remain in Fellowship Hall in the Sunday School area or Nursery until given further instructions by a member of the congregation.

ADOPTED: October 2012

REVISED: March 2014

5.4.4 Sunday Funeral Services

A master list of Sunday School Teachers, Nursery Volunteers, and House Leaders must be supplied to the Church Office.

The Davey-Linklater Funeral Home will contact the Minister if there is a request for a Sunday Funeral.

If permission is granted, the Funeral Home will contact the Catering Committee and the Minister will inform the Sunday School Teacher and Nursery Volunteers involved.

The Catering Committee will notify the House Leaders and arrange that Coffee Hour will be cancelled.

Sunday School and Nursery will function as usual and ensure all children are out of the Nursery and Fellowship Hall by 12 noon.

The Minister will announce during the service that the coffee time is cancelled. He will ask for volunteers to help set up tables starting at 12 noon.

ADOPTED: January 2014

REVISED: November 2014

5.4.5 Wedding Procedure

PURPOSE: The purpose of this procedure is to affirm the beliefs and practices for marriages performed by ministerial staff of Kincardine United Church.

INTRODUCTION: Kincardine United Church, as a member of the United Church of Canada, affirms that marriage is a gift of God through which couples make a covenant with one another and with God. In marriage, we offer one another the promise of lifelong companionship and commitment, rich expression of human affections and sexuality, and, if there are children, to provide for their love, nurture and care.

We affirm the value of marriage and that the church must work both to redeem and care for the institution and to support those entering into a covenant relationship with each other.

REFERENCE: Marriage - A United Church of Canada Understanding (2005).

Information for those Inquiring About Weddings

1. Venue and Parking:

The church has the seating capacity for 275 people. There is ample parking around Victoria Park, the side streets and the Public Parking lot north of the church.

2. Interviews and Services:

We require that couples book an appointment with the minister to discuss plans for the wedding.

3. Licenses:

Licenses are available at the Town Hall. They must be submitted to the Church Office no later than the date of the rehearsal or the wedding will not take place.

4. Guest Minister:

If a guest minister is chosen to perform the ceremony, he/she must be licensed to marry in the province of Ontario and approved by a Kincardine United Church minister. Approval for this request must be done at the time of booking the appointment. The Guest Minister's license number must be provided to the Church Office at least one week prior to the ceremony.

5. Music:

We have an organist available to play for weddings who must be contacted at least one month before the service. If you wish to make other arrangements, i.e. use of our sound system/or taped music, please speak with the Minister at the time of booking. If a Guest organist is requested, s/he must be approved by our Minister of Music (who may be contacted through the Church Office.)

6. Flowers, Candles Decorations:

For Flowers and other decorations please speak to the Minister at the time of booking.

7. Pictures/Videos:

At Kincardine United Church, Weddings are a service of worship. The attention of all present is on God's blessing of this couple as they make their marriage vows. We hope that all who attend will enter into the experience of the ceremony and put away their cameras/videocams. Pictures may be taken during the Processional and the Recessional. Only the professional photographer or videographer are allowed to take images during the wedding service – after prior consultation with the minister.

8. CONFETTI:

The use of confetti, rose petals, rice or glitter, is NOT allowed on or about church property. Extra fees will apply if this restriction is violated.

9. Bulletins:

If so desired, the Church Office can prepare wedding bulletins for the service, at an additional cost. Please speak with the Minister at the time of booking.

10. Financial Contributions:

The fees for the wedding are listed below. We ask that they be brought to the Church Office two weeks before the ceremony.

For Weddings in the Church:

Admin. Cost	\$ 50.00
Church	200.00
Minister	250.00
Organist	200.00
Co-ordinator	75.00
Custodian	75.00
A/V Technician	<u>150.00</u>
Total	<u>1,000.00</u>

For Weddings in the Chapel:

Admin. Cost	\$ 50.00
Chapel	50.00
Minister	<u>250.00</u>
Total	<u>350.00</u>

For Weddings Outside the Church:

Registration	\$50.00
Minister	<u>250.00</u>
Total	<u>300.00</u>

Optional Services:

Church Soloist:	\$125.00
Bulletin preparation and printing:	\$50.00

If the occasion arises where the wedding will not take place as planned, please let the Minister and the Church Office know as soon as possible.

ADOPTED: February 2007

REVISED: February 2018

5.5 Trustees

5.5.1 Investment Policy

PURPOSE

The purpose of the Kincardine United Church investment policy to

1. Support the mission of Kincardine United Church
2. Encourage gifts and bequests
3. Set out guidelines for the Trustees to invest available funds
4. Ensure the prudent investment and administration of investment funds managed on behalf of the congregation.

The financial objective of the investment policy is to maximize return on investment, generating sufficient investment income and capital gains to augment congregational giving, within the constraints and asset mix.

This policy is interrelated with the Memorial Planned Legacy and Designated Gifts Policy, which identifies and generates many of the investment funds assets.

BACKGROUND

The Financial Handbook for Congregations (2017) sets out the need for the congregation, through the church Council, to have an Investment Policy. Individual investment decisions are the responsibility of the Trustees (See Financial Handbook for Congregations, (2017), 7.3, Pg.113).

INVESTMENT OBJECTIVES

1. Offset the effects of inflation through capital appreciation
2. Maintain liquidity sufficient to meet ongoing requirements
3. Maximize return on investment without undue risk
4. Generate potential sources of income for operational costs and program opportunities

GUIDELINES FOR INVESTMENTS

1. The investment portfolio may consist of a mix of cash, money market securities, fixed income instruments, preferred shares and dividend paying stocks, the latter two may be in the form of mutual funds.
2. Every effort will be given to holding investments in socially and ethically responsible companies.
3. Adequate funds will be invested in easily liquidated instruments to allow for unscheduled expenditures.
4. Investment approaches will include short-term for cash reserves to fund ongoing operations, and long-term for asset growth in trust funds.
5. Invest only in mid to low risk ventures.
6. Neither make purchases on the margin nor borrow money to make any investment.

ADMINISTRATION OF POLICY

1. The Trustees will invest bequests and gifts on behalf of Kincardine United Church to ensure secure investments and reasonable returns.
2. The Trustees will be responsible for the decisions related to the purchase and sale of investments and will monitor their performance on a regular basis.
3. The Trustees will use the services of an investment firm to actively manage risk through diversification and maximize return without undue risk.
4. The Trustees will review the investment portfolio performance annually, and more often if necessary, and adjust the investment approach based on market conditions.
5. The Trustees will keep the Council apprised of the status of the investment portfolio of Kincardine United Church, and report to the congregation annually on the investments held in its name. Investment decisions will be recorded in minutes of Trustee meetings.
6. Any Trustee who has responsibility for an investment not dealing at arm's length, and where such dealing may result in a personal benefit, shall be recused from decisions involving that investment.

PROTECTION FROM LIABILITY

1. Kincardine United Church will indemnify and save harmless the members of the Board of Trustees against and from any and all losses, liability, claims or demands by reason of their acting as members of the Board of Trustees except in respect of liability, claims, or demands arising out of their own willful misconduct or gross negligence.
2. Notwithstanding (1) above, members of the Board of Trustees must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments.

ADOPTED: March 2022

REVISED: December 2022

6 ADMINISTRATIVE PROCEDURES

6.1 Meeting Minutes

Purpose: This procedure describes the management of meeting minutes created by/for Kincardine United Church. It outlines the requirements for the creation, approval, filing/storage, and archiving of these church records.

The statements in this procedure describe best practices for meeting minutes with respect to the United Church of Canada, and generally accepted, guidelines for creating and preserving records.

1. Creation & Posting

- a. The meeting secretary will create minutes in accordance with guidelines established by the United Church Manual and/or other governing bodies having jurisdiction over record creation & retention.
- b. The minutes shall contain as attachments any relevant documents which were provided as part of the meeting.
- c. The expectation is that minutes will be drafted and issued within one week of the meeting.
- d. Meeting secretaries will send draft minutes to the Office Coordinator, who will then upload and post them to the church's website. Draft minutes will be designated with a "DRAFT" watermark.

2. Review

- a. The meeting attendees will review the minutes for accuracy and provide comments on any necessary changes to the meeting secretary. The secretary shall update the minutes based upon feedback from attendees, and print a copy for approval for the next meeting.

3. Approval

- a. As part of each meeting's agenda, a motion to approve the minutes of the previous meeting shall be received and approved. If additional changes are made at this time, the secretary will make the noted changes and print an updated copy for the required signatures.
- b. The meeting chair and secretary (or their delegates) shall sign the approved minutes.

4. Filing & Distribution

- a. The approved copy of the minutes shall be provided to the Office Coordinator, who shall file them in a designated location in the Church Office. The approved minutes shall be clearly labeled and indexed.
- b. An electronic copy of the approved minutes shall be posted to the church's website by the Office Coordinator, and any DRAFT versions removed.

5. Archiving

- a. At an interval determined by Kincardine United Church Council, but not greater than ten (10) years, all official (approved) copies of Kincardine United Church minutes will be transferred to the designated Archives repository.
- b. Prior to transfer to the Archives repository, an inventory of all records being transferred will be completed and approved by Kincardine United Church Council in accordance with archives transfer protocol. This record of records transferred to Archives will be retained by Kincardine United Church.
- c. Electronic copies of all meeting minutes will be kept available at Kincardine United Church for reference purposes; a filing & retrieval system for all electronic copies will be maintained by the Church Office, in conjunction with a disaster recovery & backup strategy for said records.

6. References

- a. The Manual 2019, the United Church of Canada, Section A5 (*Records*) & A6 (*Website Posting of Minutes and Decisions*)
- b. Minutes Inspection Checklist, United Church of Canada Archives
- c. Archives Transfer Form, United Church of Canada Archives Network

ADOPTED: June 2010

REVISED: September 2020

6.2 Procedure for Meetings Conducted by Email (Superseded)

This policy has been superseded by the United Church's - Procedures for Holding a Meeting and Decision-Making, 3.4.2 Decisions by Email [The Manual 2022, Appendix] A copy may be found at:

<https://united-church.ca/sites/default/files/2021-12/the-manual-2022.pdf>

ADOPTED: November 2018

SUPERSEDED: September 2022

7 Appendix - Policy & Procedure Owners

Item	Name	Owner
1.1	Guidelines for Policies	Council
1.2	Guidelines for Policies	Council
1.3	Inclement Weather & Canceling Church Services	Council
1.4	Commercial Advertising Policy	Programme Committee
1.5	Cornerstone Publication Policy	Programme Committee
1.6	Sunday School Policy	Programme Committee
1.7	Policy for Sunday School and Nursery Teachers/Leaders in an Emergency	Programme Committee
1.8	Kincardine United Church Accessibility Policy	Council
2.1	Church Facility Use Policy	Administration Committee
3.1	Memorial & Designated Gifts Policy	Administration Committee
4.1	Funerals	Programme Committee
4.1.1	The Preparation and Presentation of a Funeral/Memorial Service	Programme Committee
4.2	Wedding Policy	Programme Committee
4.3	Baptism Policy	Programme Committee
5.1.1	Memorial, Planned Legacy & Designated Gifts Procedure	Administration Committee
5.1.3	Facilities Usage Procedure	Administration Committee
5.1.4	Key Holder Procedure	Administration Committee
5.1.5	Kitchen Use Procedure	Administration Committee
5.1.6	Signing Authority Policy	Administration Committee
5.1.7	Computer & Information Technology Asset Policy	Administration Committee
5.1.8	Email & Internet Usage Policy	Administration Committee
5.1.9	Memorial Legacy Gifts Procedure	Administration Committee
5.1.10	Payment of Kincardine United Church Invoices	Administration Committee
5.2.1	Processing Transfers of Membership from Other Congregations	Membership & Mission Committee
5.2.2	Membership Records Policy	Membership & Mission Committee
5.2.3	Historic & Current Membership Rolls Procedure	Membership & Mission Committee
5.3.1	Job Documents Policy	Council
5.4.1	Conditions For Using Candles On Christmas Eve	Programme Committee
5.4.2	Sunday School Procedures	Programme Committee
5.4.3	Procedure for Sunday School and Nursery Teachers/Leaders in an Emergency	Programme Committee
5.4.4	Sunday Funeral Services	Programme Committee

5.4.5	Wedding Procedure	Programme Committee
5.5.1	Investment Policy	Trustees
6.1	Meeting Minutes	Council