



**KINCARDINE UNITED CHURCH**  
**COUNCIL MINUTES - 2015**

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**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Sunday, January 25, 2015**

The Council of Kincardine United Church was called to meet on Sunday, January 25, 2015 in the Chapel following the morning worship service.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Ministry &amp; Personnel</b>	Mary Phillips
<b>Programme Administration</b>	Emily Perry	<b>Intern</b>	Emily Gordon
<b>Membership &amp; Mission</b>	Ron Smith	<b>Treasurer</b>	
	Neil Wasylycia	<b>Visitors</b>	
	Melinda Smegal		

**Regrets:** Liz Dillman

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 12:05 PM.

**2. Agenda**

**Moved by:** Emily Perry

**Seconded by:** Mary Phillips

That the meeting agenda be approved as printed.

**CARRIED**

**3. Devotion (Don Harry)**

Don remarked that with high pressure systems and blue skies influencing the weather recently, he has spent more time walking in the sunshine and making observations during this season of Epiphany, when the Magi followed the star. Don then posed the question: *"When you think about the light of God, what do you think of?"* Discussion of that question continued in small groups, after which Don closed this devotion with a short prayer.

**4. Minutes of the Meetings of November 25 & December 14, 2014**

**Moved by:** Rod Coates

**Seconded by:** Emily Perry

That the minutes of the November 25 and December 14, 2014 Council meetings be approved as printed.

**CARRIED**

**5. Business Arising from the Minutes**

**(a) Bill 168 Workshop Follow-up** (Rod Coates)

Rod Coates summarized the activities which led to the Bill 168 workshop held December 13<sup>th</sup>, explaining that there are some remaining actions for full implementation of the legislation at Kincardine United. The next steps include approval and posting of the violence & harassment policies presented at the workshop, as well as a risk assessment.

Rod noted that the policies on violence and harassment were updated following the workshop, and that the two harassment policies (Occupational Health & Safety Act and Ontario Human Rights Code) were consolidated into one document.

It was noted that one staff member and some CAMP members did not attend the workshop, which can be addressed either by a self-guided review of the materials or a follow-up workshop training session. Don Harry noted that the policies did not specify a committee or person in several instances, and it was agreed to amend the documents to include Council as the initial point of contact.

**Moved by** Rod Coates

**Seconded by** Mary Phillips

That Council approve the Violence & Harassment policies as amended.

[Note: These policies are contained within Attachment 1.]

**CARRIED**

**(b) Sound System Update** (Emily Perry)

Emily Perry provided an update on the sound system installation approved at the December 14<sup>th</sup> Council meeting. The system components have arrived and this upcoming week will see the final installation. The final position of the lectern will be fixed once the wiring has been completed. Emily said that everyone has been very satisfied with the system thus far – it is very simple and compact, and easy to manage. A training session will be held for anyone interested in the operation of the equipment. Some minor complications concerning the location of new speakers and existing facilities (e.g., hymn number board) still need to be worked out.

**(c) Carpet for New Ramp** (Ron Smith)

Ron Smith conducted a show-and-tell display for Council members, providing several carpet sample options for the new sanctuary ramp surface. This broadened into a discussion about other aspects of the ramp installation, with Council members expressing a high level of satisfaction with the work done to date.

**Moved by:** Emily Perry

**Seconded by:** Mary Phillips

That the sanctuary ramp carpet recommended by the Property ministry team be installed.

**CARRIED**

Rod Coates pointed out that the sidewalk ramp to the Russell Street church office entrance is not maintained during the winter due to risk of ice & snow from the roof and ought to have do-not-use signage. Alternative barrier-free access and egress options were discussed. Neil Wasylcyia suggested exploring the option of protecting the existing ramp rather than installing a new one. Marion Boyd asked that Administration explore options and return to Council with a proposal. Council agreed that a sign indicating danger of falling ice ought to be posted.

**(d) Updated Cable TV Broadcast Message re Donations (Ron Smith)**

Ron Smith asked Council for its input regarding posting a message for donations on the cable TV service broadcast. Ron said that the length of the broadcast is fixed at one hour and parts of the service are already cut in order to fit this time constraint, and the message would not be more than 30 seconds. Council agreed that a message regarding donations to support the ministry of Kincardine United Church be inserted at the end of the service broadcast for 20 seconds, and that this be undertaken as a trial.

**6. New Business**

**a) Memorial Gifts Policy & Procedures (Rod Coates)**

Rod Coates referenced comments previously distributed for Council's review regarding the current Memorial Gifts Policy & Procedure. One issue is that some practices outlined in the as-written policy and procedure are not currently in place. A second issue is that there is no policy in place for administering donations of physical objects, which has been part of recent Council discussions. Marion noted that the Organizational Handbook stipulates that trustees have responsibility for administration of gifts & donations. Council members supported the concept of a project donation list, presently described in the policy, which could comprise contributions by each standing committee. Don Harry emphasized the need for someone to be in charge of managing the donated gifts. Rod Coates said he would bring back an updated policy based on the discussion.

**b) Work hours for Office Coordinator (Marion Boyd)**

Marion Boyd said that the Communications Ministry Team has been setting up the new website for the church, requiring some additional time and skills provided by the Office Coordinator, Sarah MacKenzie. Initial training has been provided by Terry Boyd from the Communications team, and new software has been installed on the office computer. The current assessment is that the website setup & maintenance could require up to three (3) additional hours per week, with better level of effort estimates available once everything is fully functional. For the interim period, the intent is to spend up to an additional 3 hours per week, as needed.

**Moved by:** Mary Phillips

**Seconded by:** Emily Perry

That Council approve an additional 3 hours of time per week for the Office Coordinator, outside of regular office hours, with reassessment to be made by the end of May 2015.

**CARRIED**

**c) Annual Meeting Preparations**

Marion Boyd reported that the Lighthouse UCW unit is taking care of the luncheon for the Annual Meeting on February 22<sup>nd</sup>. Marion said that each standing committee needs to assess whether any of its members wish to retire, and if any replacement candidates have been identified. Marion suggested that Council hold a brief meeting the Sunday prior to the annual meeting (February 15<sup>th</sup>) to finalize the names of current and new committee members.

Marion commented on two outstanding motions from the 2013 annual meeting – one to encourage more youth participation, and another to review the Organizational Handbook. With respect to the handbook, she said a committee will be established for review and consultation about the required changes following the annual meeting. Regarding youth programs, Marion said some of this need has been addressed through the work of the standing committees over the past year. Don Harry noted his observation that after returning from his illness last year many people had felt empowered to act and take on additional work. Marion said that these comments would be included as part of her annual report submission.

## **7. Committee Reports**

### **(a) Administration (Ron Smith)**

Ron Smith said that the Envelope Steward, Wendy Williams, will be issuing tax receipts by mid-February. He said that the Property ministry team had a number of projects completed over the past several months, with help provided by several non-committee members. Ron noted that the outdoor floodlight at the front of the church needs to be repaired. Ron distributed the envelope steward's report and financial statements for the period ending December 2014. The total revenue for 2014 was \$240,205. Council members reviewed the 2015 budget items in more detail and made a few amendments.

**Moved by:** Mary Phillips

**Seconded by:** Melinda Smegal

That the office coordinator salary for the 2015 budget be changed to \$10,000, and increased by an amount equivalent to three hours per week for four months.

**CARRIED**

**Moved by:** Ron Smith

**Seconded by:** Melinda Smegal

That the income and financial statements, and the 2015 amended budget, be approved as presented.

**CARRIED**

### **(b) Programme (Emily Perry)**

Emily Perry said that the Programme Committee had reviewed the Christmas Eve service and agreed it was quite successful. She noted that funeral and wedding policies are being re-edited and will come to a future Council meeting. She said that the February 1<sup>st</sup> service will be a processional communion; Easter, a served communion. Recently-removed pews have been stored in a balcony room, and Emily has been provided the names of several people who might be interested in acquiring them. Neil Wasylycia suggested that they be first offered to members of the congregation. Marion Boyd said that the trustees need to be consulted with respect to sale of the pews.

### **(c) Membership and Mission (Neil Wasylycia)**

Neil Wasylycia said the M&M Committee has been arranging more youth-related events such as the upcoming ski event and Movie Night. He said that the committee has asked for clarity regarding the release of membership information for the purposes of

contacting and scheduling the photo directory; Council consensus was that the congregation would be notified and members allowed to decline the release of this information if they objected. The Pancake Supper will be held February 17<sup>th</sup>.

**d) Ministry & Personnel** (Mary Phillips)

Mary Phillips reported that David Mullenix is consolidating staff job descriptions and will be asking committees for input for the staff personnel with whom they are associated.

**8. Correspondence**

The correspondence received by the Council Secretary is summarized in Attachment 2.

**9. Staff Report**

Don Harry reported he would be on vacation & study leave for February 27 to March 14.

Don said that a suggestion of Joan Gillespie's, a published map and directory of area churches and services, will be presented to the Kincardine ministerial for additional discussion. Marion Boyd queried the response to the contemplative sessions prior to Christmas, to which both Don Harry & Emily Gordon reported that while not well attended, they were very meaningful for those who responded.

Emily Gordon said she will take a week of vacation beginning February 6<sup>th</sup>. Marion Boyd commented that Emily has been doing a great deal of work and cautioned her not to get overworked; Marion also noted that the congregation has been very supportive of her internship, which was reinforced by Neil Wasylycia (on behalf of the Lay Supervisory Team).

**10. Other Business**

Marion Boyd reconfirmed with Council members that a brief meeting would be held February 15<sup>th</sup> for the purpose of finalizing the committee membership for the 2014 annual meeting. Council then moved the meeting briefly to the sanctuary to review the proposed changes to the lectern position due to the ramp installation.

**Moved by:** Emily Perry

**Seconded by:** Ron Smith

That Council approve the relocation of the lectern approximately one meter (3 feet) north of its existing location to accommodate access/egress around the ramp.

**CARRIED**

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 2:45 PM.

NEXT COUNCIL MEETING IS SUNDAY, February 15, 2015 at noon.

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Signature of President

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Signature of Secretary

Attachment 1  
**KINCARDINE UNITED CHURCH**  
**VIOLENCE POLICY**

**1.0 DESCRIPTION**

Kincardine United Church is a pastoral charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

**2.0 POLICY**

2.1 Kincardine United Church takes a position of zero tolerance with regard to workplace violence. Should an employee perpetrate an act of workplace violence, Kincardine United Church will exercise measures in response to that employee's behaviour, up to and including termination of employment.

2.2 The Executive of Hamilton Conference will address incidents of Workplace Violence by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

**3.0 DEFINITIONS**

3.1 Kincardine United Church, in compliance with the Ontario Occupational Health and Safety Act, defines Workplace Violence as:

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

3.2 Kincardine United Church defines domestic violence as the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members against one or more family members or significant other.

3.3 Acts of Violence can include but are not limited to:

- Punching
- Pushing, Shoving
- Throwing an object at someone
- Pushing an object into someone
- Cutting
- Shooting
- Biting and Scratching

- Tripping others deliberately
- Attempts to do physical harm,
- Verbal threats with intent to cause physical harm

#### **4.0 PURPOSE**

4.1 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent violence in order to foster an environment of safety and mutual respect at all levels of the organization between all employees, co-workers, contractors, visitors, congregants and volunteers.

#### **5.0 PREVENTION**

5.1 Hamilton Conference will regularly disseminate information about violence in the workplace covering the following topics:

- Clearly displaying a copy of the Violence Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation including:
  - What response is an employer required to provide all “workers” under this legislation?
  - Risk factors for violence in the particular church or workplace
  - How is your workplace vulnerable? How are your employees vulnerable?
  - New employer obligations and new employee responsibilities under the act
  - Definition of Violence
  - Examples of workplace violence
  - What to do if an incident of violence occurs in your workplace
  - Other aspects of the legislation defined and explained:
    - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
    - Duty to advise workers
    - Organizational limits to confidentiality
    - Right of refusal to work
    - Employer response to a refusal to work
    - Notice of violence causing injury
  - Protection of evidence
  - Emergency response procedures
  - Duty of workers and supervisors to report
  - Personal liability
  - Corporate liability
  - Providing written instructions on Workplace Violence procedures and measures.
  - Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.



- 5.2 Kincardine United Church through Council or a designated person or committee will implement an ongoing prevention program that involves all workers' cooperation to minimize violence in the workplace and create a safe and secure work environment.
- 5.3 Kincardine United Church through Council or a designated person or committee will implement annual "Workplace Violence and Harassment" surveys to identify risk factors and incidents.
- 5.4 Kincardine United Church will emphasize safety, dignity and respect as core values of The United Church of Canada.
- 5.5 Kincardine United Church through Council or a designated person or committee will implement emergency procedures should violence or the threat of violence occur.

## **6.0 MEASURES**

- 6.1 Kincardine United Church through Council or a designated person or committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to violence issues as well as employee surveys.
- 6.2 Results from risk assessments will be reviewed by Hamilton Conference.
- 6.3 Kincardine United Church will take actions to address areas of risk identified in the assessments.

## **7.0 PROCEDURES**

- 7.1 The Executive of Hamilton Conference will investigate and respond to reports of violence as well as determine actions resulting from a decision.
- 7.2 Hamilton Conference will make available written guidelines explaining how to report violence, and the procedures that will occur once an incident has been formally reported.
- 7.3 Hamilton Conference will provide guidance and education on how to respond to an incident of violence.
- 7.4 Kincardine United Church will advise employees of the right to refuse to work with a perpetrator or potential perpetrator of workplace violence.
- 7.5 Kincardine United Church will provide workers with a list of whom to contact should an incident of violence occur.

7.6 Hamilton Conference will respond to incidents of violence by:

- Ensuring the immediate and long term safety of all employees, as much as is possible under the circumstances.
- Immediately contacting the relevant authorities, such as 911, EMS, Police, Ambulance, Fire, etc., as required.
- Completing and filing a Violent Incident Report.
- Filing a report with the Ministry of Labour, when required.
- Providing appropriate resources and support to the victim(s), including facilitating access to necessary medical interventions.

7.7 Employees are encouraged to cooperate with the conducting of an investigation. This includes the accused, the victim and any witnesses.

7.8 Hamilton Conference will conduct a thorough investigation through the following steps:

- Inform the Presbytery that a workplace harassment investigation is taking place.
- Contact all the necessary authorities regarding the incident (police, Ministry of Labour).
- Consult legal counsel for guidance as needed.
- Conduct interviews with complainants, accused and witnesses separately to obtain Incident Reports.
- Compile all previous records of violence by the accused.
- Compile police reports, if applicable.
- Compile reports of the complainant.
- Compile Statements and Response from the Accused.
- Review all documentation.
- Engage in a consensus decision-making process where applicable.
- Make a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options.
- Share its decision with the Presbytery and other relevant staff who will determine final actions.

## **8.0 RESPONSE**

Hamilton Conference will:

8.1 Inform the accused of the judgment, support options and next steps.

8.2 Inform complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees.

Further processes:

8.4 Employees who, with good intentions, provide information about actions they believe to be threatening or potentially violent will not be subject to disciplinary actions should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including termination of employment, subject to any relevant requirements of The Manual of The United Church of Canada.

Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

8.6 Employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to discipline, referral to professional program, suspension or dismissal.

Policy adopted by Kincardine United Church Council on January 25, 2015.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact information: 519-396-2391  
Telephone

kuchurch@bmts.com  
E-mail

# KINCARDINE UNITED CHURCH

## HARASSMENT POLICY

### 1.0 DESCRIPTION

1.1 Kincardine United Church is a pastoral charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

1.2 In accordance with the Ontario Human Rights Code Kincardine United Church provides everyone equal rights and opportunities without discrimination in their job and when providing services. Kincardine United Church does not and will not tolerate discrimination on the basis of the following 15 grounds:

- Race
- Sex (including pregnancy and gender identity)
- Disability
- Age
- Ancestry
- Ethnic Origin
- Place of Origin
- Citizenship
- Creed
- Sexual Orientation
- Marital Status
- Family Status
- Record of offenses
- Being in receipt of public assistance
- By association

### 2.0 POLICY

2.1 Kincardine United Church takes a position of zero tolerance with regard to workplace discrimination and harassment. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstances is allowed to exhibit harassing behaviour toward others, including but not limited to employees, congregants, volunteers, visitors, consultants, service providers or any other third parties.

Should an employee perpetrate an act of workplace discrimination or harassment, Kincardine United Church will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, should any volunteer perpetrate an act of workplace discrimination or harassment, Kincardine United Church will exercise measures in response to that

person's behaviour, up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

2.2 The Executive of Hamilton Conference will address incidents of Workplace Discrimination and Harassment by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

### **3.0 DEFINITIONS**

3.1 Kincardine United Church, in compliance with the Occupational Health and Safety Act and Ontario Human Rights Code defines workplace harassment as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."

This definition of workplace harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes inappropriate sexual or discriminatory comments or conduct is included in the definition of workplace harassment.

3.2 Examples of workplace harassment can include, but are not limited to:

- Discriminatory comments or actions
- Inappropriate or unwanted touching that could be perceived as sexual discrimination
- Intrusive invasions of personal space
- Inappropriate jokes (i.e., jokes made at the expense of others including race, gender, weight, sexual orientation, hair colour such as "dumb blond", etc.)
- Pranks
- Flirtatious comments or seductive behaviour
- Damaging personal property or threats to do so
- Vandalism or graffiti
- Pornographic pictures or websites
- Lewd remarks made verbally or electronically
- Shunning based on the 15 grounds
- Scapegoating based on the 15 grounds
- Patronizing or condescending remarks or behaviour
- Humiliating or derogatory comments that are hurtful
- Abuse of authority that undermines someone's performance or threatens his or her career based on the 15 grounds
- Pounding the wall, desk
- Yelling
- Stalking
- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose, based on the 15 grounds

- Inappropriate or unfounded threats, i.e., “If you don’t come out drinking with us the company may not see you as a team player and who knows what that will do to your career.”
- Extremely inappropriate emails or social networking activities affecting other workers

#### **4.0 PURPOSE**

4.1 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent discrimination and harassment in order to foster an environment of safety and mutual respect at all levels of the church between all employees, co-workers, contractors, visitors, congregants and volunteers.

#### **5.0 PREVENTION**

5.1 Hamilton Conference will disseminate information about discrimination and harassment in the workplace to all ministries, including churches, organizations and congregations covering the following topics:

- Clearly displaying a copy of the Ontario Human Rights Harassment Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation relating to the 15 grounds
- What response is an employer required to provide all “workers” under this legislation?
- Risk factors for harassment in the particular church or workplace
- How is your workplace vulnerable? How are your employees vulnerable?
- New employer obligations and new employee responsibilities under the act
- Definition of Harassment
- Examples of workplace harassment
- What to do if an incident of harassment occurs in your workplace
- Other aspects of the legislation defined and explained:
  - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
  - Duty to advise workers
  - Organizational limits to confidentiality
  - Right of refusal to work
  - Employer response to a refusal to work
  - Notice of violence causing injury
- Protection of evidence
- Emergency response procedures
- Duty of workers and supervisors to report
- Personal liability
- Corporate liability
  - Providing written instructions on Workplace Violence and Harassment procedures and measures.

- Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.

5.2 Kincardine United Church will emphasize safety, dignity and respect as core values of The United Church of Canada.

5.3 Kincardine United Church through Council or a designated person or committee will implement an ongoing prevention program that involves all workers' cooperation to minimize harassment in the workplace and create a safe and secure work environment.

5.4 Kincardine United Church through Council or a designated person or committee will implement safety and security responses should harassment or the threat of harassment occur.

## **6.0 MEASURES**

6.1 Kincardine United Church through Council or a designated person or committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to harassment issues as well as employee surveys.

6.2 Results from risk assessments will be reviewed and areas identified to be of concern must be reported to Hamilton Conference.

6.3 Kincardine United Church will take actions to address areas of risk identified in the assessments.

## **7.0 PROCEDURES**

7.1 Hamilton Conference will implement procedures, educate congregations, investigate and respond to reports of discrimination and harassment, as well as determine actions resulting from a decision. Kincardine United Church will designate a person or committee to be responsible for ensuring compliance regarding form completion and procedures within its pastoral charge.

7.2 Hamilton Conference will make available to employees written guidelines explaining how to report discrimination and harassment, and the procedures that will occur once an incident has been formally reported.

7.3 Hamilton Conference will provide guidance and education on how to respond to an incident of discrimination or harassment.

7.4 Through Hamilton Conference, employees will be advised of the right to refuse to work with a perpetrator or potential perpetrator of workplace harassment.

7.5 Kincardine United Church will provide workers with a list of whom to contact should an incident of discrimination or harassment occur.

7.6 Hamilton Conference will respond to reported incidents of workplace discrimination or harassment as follows:

- Hamilton Conference will contact the Complainant and Accused separately and inform them regarding the investigation process.
- Hamilton Conference will provide guidelines to the complainant should they decide to file a Report of Harassment.

7.7 Hamilton Conference will conduct a thorough investigation through the following steps:

- Inform the Presbytery that a workplace harassment investigation is taking place.
- Contact all the necessary authorities regarding the incident (police, Ontario Human Rights Commission)
- Consult legal counsel for guidance as needed
- Conduct interviews with complainants, accused and witnesses separately to obtain Incident Reports
- Compile all previous records of discrimination or harassment by the accused
- Compile police reports, if applicable
- Compile reports of the complainant
- Compile Statements and Response from the Accused
- Review all documentation
- Engage in a consensus decision-making process where applicable
- Make a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options
- Share its decision with the Presbytery who will determine final actions

## **8.0 RESPONSE**

Hamilton Conference will:

8.1 Inform the Accused of the judgment, support options and next steps.

8.2 Inform the Complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees of the Church, Presbytery and Hamilton Conference, as relevant.



Further processes:

8.4 Employees, volunteers, congregants or others who, with good intentions, provide information about actions they believe to be discriminatory, harassing or potentially harassing, will not be subject to disciplinary actions or negative consequences should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including termination of employment. Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

8.6 Employees and volunteers who are found to be at risk of engaging in harassing conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

## 9.0 REMEDIAL ACTION

The intent of this policy and procedures is to be remedial and not punitive. Remedial action can include professional counseling, coaching or training and will consider the following factors among others:

- The degree to which the incident undermines personal dignity, work relationships and working climate;
- Any record of previous offences, their nature and degree of severity;
- The effectiveness of the remedial measure in preventing repetition of the behaviour;
- The working relationship of the complainant and the harasser; and
- The effects of the discrimination or harassment on the complainant

Note: An employee reporting alleged harassment is not precluded from pursuing his or her rights under the Ontario Human Rights Code. Employees also have the right to contact the police.

Policy adopted by Kincardine United Church Council on January 25, 2015.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact information: 519-396-2391                      kuchurch@bmts.com  
Telephone    E-mail

**Attachment 2**  
**Correspondence Received by the Secretary**

<b>Date Received</b>	<b>Correspondence</b>	<b>Distribution</b>
7 Dec 2014	S.H.A.R.E. (Sending Help & Resources Everywhere), November newsletter	File
14 Dec 2014	Friends of the Orphans Canada, Fall 2014 Newsletter	File
11 Jan 2015	Letter from Scott Marshall, Marshall & Mahood, providing notification of a gift to Kincardine united Church from the estate of Shirley MacDougall.	Treasurer, File

**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Sunday, March 29, 2015**

The Council of Kincardine United Church was called to meet on Sunday, March 29, 2015 in the Chapel following the morning worship service.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Ministry &amp; Personnel</b>	Mary Phillips
<b>Programme Administration</b>	Emily Perry	<b>Intern</b>	Emily Gordon
<b>Membership &amp; Mission</b>	Donna Mowry	<b>Treasurer</b>	Liz Dillman
<b>Regrets:</b>	Krista Ritchie	<b>Visitors</b>	

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 11:50 PM.

**2. Agenda**

**Moved by:** Donna Mowry

**Seconded by:** Liz Dillman

That the meeting agenda be approved as printed.

**CARRIED**

**3. Devotion (Don Harry)**

In an opening prayer, Don Harry offered thanks for the blessings of the day and the work of today's Council meeting.

**4. Minutes of the Meeting of January 25, 2015**

**Moved by:** Rod Coates

**Seconded by:** Emily Perry

That the minutes of the January 25, 2015 Council meeting be approved as printed.

**CARRIED**

**5. Business Arising from the Minutes**

**(a) Bill 168 Workshop Follow-up (Rod Coates)**

Rod Coates noted that the violence & harassment policies approved at the January Council meeting have now been posted in Fellowship Hall & copies sent to the Hamilton Conference office. One of the implementation tasks is a risk assessment, using a template provided by Hamilton Conference. It was agreed that this ought to be undertaken in consultation with staff and those in the congregation who would have the appropriate skillset to conduct the assessment. Rod will review the template and recommend the necessary expertise, then ask committees to provide people to assist with the task, and coordinate the overall response.

**(b) Memorial Gifts Policy & Procedures (Rod Coates)**

Rod Coates referenced the proposed Memorial Gifts Policy & Procedure distributed prior to the meeting. Council members provided feedback on the draft, with the main areas needing attention including a decommissioning/deconsecrating of physical gifts, as well as additional details on bequests - which are distinct from memorials. Rod will incorporate the suggestions into a revised draft document and return the proposal to a future Council meeting.

**6. New Business**

**(a) Annual Meeting Follow-up**

As discussed at February's annual meeting, Marion Boyd said that all meeting minutes will now be posted on the church's website: draft minutes will be posted initially, then replaced with the approved minutes.

Liz Dillman said that since the annual budget is not approved by the congregation until February it means that staff salary increases are not in effect until then. Marion Boyd said she would consult with presbytery members regarding their practices, and that this would serve as a notice of motion for the next Council meeting.

**(b) Revised Meeting Minutes Procedure (Rod Coates)**

Rod Coates said that the existing meeting minutes procedure (6.1 in the Policy & Procedure manual) has been reviewed with most standing committee members and is now ready for approval.

**Moved by:** Rod Coates

**Seconded by:** Liz Dillman

That the revised meeting minutes procedure be approved as presented.

**CARRIED**

[Note: This procedure appears as Attachment 1.]

**(c) CAMP Meeting Agenda**

Marion Boyd said that a CAMP (Council, Administration, Membership & Mission, and Programme) meeting is tentatively scheduled for April 28<sup>th</sup>, and that committee chairs are to encourage their committee members to attend. Regarding agenda items, Marion said that demonstrating support for, and strengthening communication with, ministry teams is important. She said that ministry teams should feel free to disband if they feel they are no longer needed, also noting that some new ministry teams have recently been formed. Don Harry suggested that a Ministry team could come to each Council meeting and present a brief report on their activities. Rod Coates said that the Comprehensive Review Task Group report would also be discussed at this meeting and that Emily Gordon has already started organizing this material.

Marion suggested the April 28<sup>th</sup> CAMP meeting begin at 6 PM, followed by the April Council meeting.

**(d) New Compensation Model for Ministry Personnel (Don Harry)**

Don Harry reported briefly on the new compensation model for ministry personnel which has been approved for implementation by General Council. The new model combines housing allowances with base salaries, and implementation is to occur between 1 Jul 2015 and 1 Jul 2018. The benefits to ministry personnel vary depending upon individual circumstances. Don said he would be above the recommended minimum payment based on his circumstances, and that it would be to his advantage to maintain his current pay treatment. Marion Boyd mentioned that it was important to have salary treatment resolved before any new ministry person is hired.

**(e) Lay Supervisory Team (Liz Dillman)**

Liz Dillman said that the final report to Education & Students Committee regarding Emily Gordon's internship is being completed. The congregational response was 50% better than the first survey. Another Dinner with Emily is being hosted for April 23<sup>rd</sup>, and a de-covenanting service is planned for April 26<sup>th</sup>. Liz said that working with Emily and Lay Supervisory Team has been a very positive experience.

**Moved by:** Mary Phillips

**Seconded by:** Emily Perry

That Council move to an in-camera meeting for the purpose of discussing additional details regarding Emily Gordon's departure, and that it return to an open meeting upon completion.

**CARRIED**

**7. Committee Reports**

**(a) Membership and Mission (Krista Ritchie)**

Krista Ritchie said she had no decision-making items to bring to Council. She said that the Universal Portraits personnel managing the photo directory have been at Kincardine United, and went on to provide Council with some additional details regarding the scheduling of the photo sessions as well as some options for submitting additional photos of church groups and activities. Krista said the M&M Committee is also continuing to work on Look Who's Coming to Dinner.

**(b) Administration (Donna Mowry)**

Donna Mowry said that there had been no Administration meetings held since the last Council meeting. She said she will be staying on as Administration Committee chair for another year, and that some additional people are needed on the committee. Donna said that a report on recent asbestos sampling throughout the sanctuary has been received and no asbestos was found.

Liz Dillman provided the financial statement for the period ending 28 February 2015. She said that the reconciled bank balance was \$45,813, but with several major expenditures addressed during this period (e.g., payment for the sound system), the current bank balance is somewhat less.

**(c) Programme (Emily Perry)**

Emily Perry said that the Holy Week services will be held at Knox Presbyterian Church this year. She stated that communion on April 12<sup>th</sup> will be served and include procession of the elements. Emily also said that Kylie Wolfe will be doing a presentation on Silver Lake Camp at the April 12<sup>th</sup> service. The updated Wedding Policy will be presented at the next Council meeting. Emily said that David Hamilton will be away on May 3 & 10 while he is with the Kincardine pipe band in Holland for a WWII celebration.

**(d) Ministry & Personnel (Mary Phillips)**

Mary Phillips said that Rad Michielson has now returned and that the annual staff review process will begin.

**8. Correspondence**

Correspondence received by the Council Secretary is summarized in Attachment 2. Rod Coates highlighted the invitation from Port Elgin United Church commemorating the 90<sup>th</sup> anniversary of the United Church on June 7<sup>th</sup>.

**9. Staff Report**

Don Harry said most of his items had already covered during the course of meeting. He said that there are presently four young people signed up for confirmation classes. Emily Gordon said the weekly service bulletin announcements for her departure were intentional reminders of her remaining time in Kincardine. She said there will be a “Dinner with Emily” on April 23<sup>rd</sup> organized by the Lay Supervisory Team, and a de-covenanting service on April 26<sup>th</sup>. On April 12<sup>th</sup>, Emily will be preaching at Grace United Church, Hanover. Emily asked committees to identify if there are any other ways in which she can provide pre-emptive support for them while she is here.

**10. Other Business**

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 1:40 PM.

Emily Gordon closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, April 28, 2015, following the CAMP meeting.

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Signature of President

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Signature of Secretary

## Attachment 1

### **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.

#### **1. Creation**

- 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.

#### **2. Review**

- a. Once drafted, the meeting secretary will distribute copies of the meeting minutes to the attendees for review.
- b. 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 filed, and a copy distributed to all meeting members, by the Office Coordinator.

#### **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 Hamilton Conference 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, the United Church of Canada, 2010, Sections 90, 91 & 92.
- b. Archives & Record Keeping, A How-To Guide for Congregations and Conferences, Committee on Archives and History, The United Church of Canada, 2005
- c. Archives Transfer Form, United Church of Canada Archives Network

ADOPTED: June 2010

REVISED: November 2014



## Attachment 2

### Correspondence Received by the Secretary

<b>Date Received</b>	<b>Correspondence</b>	<b>Distribution</b>
1 Feb 2015	Invitation from Grey Bruce Huron Branch of St. John Ambulance to attend an AED Information Session in Hanover on March 10 <sup>th</sup> .	File, Distributed to Council
15 Feb 2015	Thank-you note from David Armour, Director of Philanthropy, UCC M&S Fund, for our contribution to the Ebola crisis	File
19 Feb 2015	Letter from Port Elgin United Church inviting Bruce Presbytery congregations to attend a special 90 <sup>th</sup> anniversary of the United Church, on June 7 <sup>th</sup>	File, Distributed to Council
22 Feb 2015	Letter from Michelle Paterson, Grey Bruce Branch, Canadian Mental Health Association, thanking Kincardine United for its donation.	File

**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, April 28, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, April 28, 2015 in the Chapel following the 7 PM CAMP meeting.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Ministry &amp; Personnel</b>	Mary Phillips
<b>Programme Administration</b>	Emily Perry	<b>Intern</b>	Emily Gordon
<b>Membership &amp; Mission</b>	Donna Mowry	<b>Treasurer</b>	Liz Dillman
<b>Regrets:</b>	Jean Johnson	<b>Visitors</b>	Sheila Bauer

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 8:45 PM.

**2. Agenda**

**Moved by:** Mary Phillips

**Seconded by:** Jean Johnson

That the meeting agenda be approved as printed.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry offered a short prayer giving thanks for the meeting just completed and blessings for the one about to begin.

**4. Minutes of the Meeting of March 29, 2015**

**Moved by:** Emily Perry

**Seconded by:** Rod Coates

That the minutes of the March 29, 2015 Council meeting be approved as printed.

**CARRIED**

**5. Business Arising from the Minutes**

No business was identified as arising from the minutes.

**6. New Business**

**(a) Revised Wedding Policy (Emily Perry)**

Emily Perry presented a revised wedding policy which had been discussed with Don Harry and approved by the Programme committee, adding that the changes made to the policy were mainly for simplification and fee schedule updates. Liz Dillman asked if the policy satisfied the requirement to identify whether or not same-sex marriages would be performed - a question which arose during the last JNAC process; Rod Coates said that the policy followed the United Church's wedding policy guidelines and now

includes statements which affirm marriage. Rod said that the document contained both policy and information statements, and suggested that these components of the revised wedding policy be segregated into their respective sections when migrated to the Kincardine United Church Policy and Procedure Manual.

**Moved by:** Emily Perry

**Seconded by:** Liz Dillman

That the updated wedding policy and procedure approved by the Programme Committee be approved in principle.

**CARRIED**

A copy of the revised policy is included as Attachment 1.

**(b) September Wedding Matter (Don Harry)**

Don Harry reported that a wedding had been booked for September 2015 during his absence in 2014, with Rev Herb Klaehn agreeing to perform the wedding. Don said that with Herb Klaehn's fee, plus the increased cost as a result of the now-revised fee schedule, the wedding cost would be significantly greater than what it would have been under the previous fee schedule. Council members agreed that the couple being married should not have to pay more under the new fee schedule than what would have been in effect under the previous fee schedule.

**Moved by:** Donna Mowry

**Seconded by:** Emily Perry

That the fee schedule for the September 2015 wedding booked in 2014 will adhere to the fee schedule previously in effect (that is, prior to the wedding policy approved at this meeting), and that the couple being married will not be charged more than what would have been in effect at the time the wedding was booked.

**CARRIED**

Note: This means that the service fees (e.g., organist, custodian) will be absorbed by the church and the church's fee will be waived in this instance.

**(c) House System Path Forward (Marion Boyd)**

Marion Boyd asked that the Programme Committee's recent discussion on the House System issues be brought forward for discussion. Emily Perry said that there had been a reduction in the number of House leaders, which means that we are wearing out our remaining volunteers and soon will not have any leaders left.

Marion said this system was reviewed with the congregation when first implemented, and that if we revert back to the original process then the Programme committee would be required to take on the duties now being done by the House system.

Sheila Bauer said that there are presently five house leader positions vacant, noting the original concept that there be two couples in charge of each house to provide additional support for each other.

Donna Mowry said that the post-service fellowship has blossomed over the past several years and it would be a shame to lose it, and Council members agreed that this was the case.

Marion Boyd suggested having a congregational meeting to identify the problem with volunteers. Don Harry said that it is important for people to understand that part of the responsibility of our church is to build community, which the House system addresses in part. Emily Gordon said that a congregational meeting could be structured in a way to provide opportunities for input from the participants – e.g., present the information as a problem and ask for input, rather than lecturing the congregation. Council members continued with a brief discussion about other alternatives.

## **7. Committee Reports**

### **(a) Administration (Donna Mowry)**

Donna Mowry said that the sanctuary ramp still requires metal rails installed between the upper and lower wooden sidebars. These have been on order, and once installed the railing and entire ramp are considered complete. She said the Administration Committee now has seven members, of which four are away in the winter, and they are looking for creative ways to staff the committee.

Donna said that Sarah MacKenzie has completed a revision of the Facilities Usage Policy for the Administration Committee to consider, and included some new items not previously included, which Donna reviewed briefly with Council members.

Donna provided copies of the Envelope Givings report updated to March 2015. Liz Dillman reviewed the financial statement for the year-to-date as of March; she said the reconciled bank balance is \$38,615, which is approximately where it will remain for the rest of the year.

### **(b) Programme (Emily Perry)**

Emily Perry said that worship services have been arranged up until the end of June. The last committee meeting focused mainly on discussing the House System. In response to a question from Marion Boyd, there was some discussion about the planning of the liturgical calendar and the program calendar for the next year, including how this integrates with Don Harry's service planning. Don Harry said that he would collaborate with Emily and the Programme Committee with updating the program calendar.

### **(c) Membership and Mission (Jean Johnson)**

Jean Johnson reported that the photo directory appointments begin a week from today, noting that the greeter list still has some vacancies and providing some additional details as to how the photo shoots have been arranged. She said that the M&M committee has started talking about the Mission Sunday speaker in September, and also working on the Guess Who's Coming to Dinner program.

### **(d) Ministry & Personnel (Mary Phillips)**

No additional report.

**8. Correspondence**

- a) A letter from the Friends of the Observer Fund was received and has been passed on to the M&M Committee for their consideration.

**9. Staff Report**

Don Harry said he had nothing additional to report. Emily Gordon said that the Communications Team had met again, with different jobs assigned to various team members. She said that The Cornerstone will now be moving to a publication schedule of 6 times per year, and encouraged people to make contributions. She also highlighted some of the recent changes to the bulletin boards.

**10. Other Business**

Don Harry said that a similar pay structure for all ministry staff will need to be in effect if any new ministry person is hired, and recommended migrating to the new unified pay structure as of July 1.

**Moved by:** Mary Phillips

**Seconded by:** Donna Mowry

That we move to a unified salary schedule for Don Harry, and any subsequently hired ministry personnel, as of July 1<sup>st</sup>, 2015.

**CARRIED**

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 10 PM.

Emily Gordon closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, May 26, 2015.

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Signature of President

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Signature of Secretary

## Attachment 1

### **Proposed Wedding Policy -Kincardine United Church -2015**

#### **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.

(See Gift, Dilemma, and Promise: A Report and Affirmations on Human Sexuality. Approved by the 30<sup>th</sup> General Council of the United Church of Canada, 1984.)

#### **Information For those Inquiring About Weddings**

##### **1. Venue and Parking:**

The church has the seating capacity for more than 500 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 at least one week prior to the wedding.

##### **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. 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, he must be approved by our Minister of Music, David Hamilton -(he 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.

8. CONFETTI:

**The use of confetti, rose petals, rice or glitter, is NOT allowed on or about church property.**

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:	200.00
Organist:	150.00
Co-ordinator:	75.00
Custodian:	75.00
Sound system	75.00

Total 825.00

Financial Contributions (cont'd):

***For Weddings Outside the Church:***

Registration: \$ 50.00(10.00)

Minister: 200.00

Total: 250.00

If a couple wish to book the Church, in case of weather ,

The following shall be added to the above list of fees:

Church: 200.00

Custodian: 75.00

Total 525.00

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.

**MINSTER AVAILABLE FOR WEDDINGS**

Rev. Don Harry

**WEDDING ORGANIST**

Jennifer McCallum

Kincardine United Church

721 Princes Street

Kincardine, ON N2Z 2A3

Office Hours: Tuesday - Friday 1:30 pm.-4:30 pm

Ph.:519-396-2391 Email: kuchurch@bmts.com



**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, May 26, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, May 26, 2015 in the Chapel.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>&amp; Pastoral Care</b>	
<b>Programme</b>	Emily Perry	<b>Ministry &amp; Personnel</b>	
<b>Administration</b>	Donna Mowry	<b>Treasurer</b>	
<b>Membership &amp; Mission</b>	Melinda Smegal	<b>Visitors</b>	

**Regrets:** Liz Dillman

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 7 PM.

**2. Agenda**

**Moved by:** Emily Perry

**Seconded by:** Melinda Smegal

That the meeting agenda be approved as printed.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry said that he had been recently working on the confirmation Sunday service and the lectionary readings appropriate for the occasion. Don said that the term “sanctification” kept appearing, which he defined as living completely within the grace of a loving God in the world, and a gift of God. Council members then broke into pairs for a brief discussion of their personal experiences where they had felt the sanctification of God. Don then closed this devotion with a prayer.

**4. Minutes of the Meeting of April 28, 2015**

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That the minutes of the April 28, 2015 Council meeting be approved as printed.

**CARRIED**

Marion Boyd reminded Council that draft meeting minutes will now be posted on the church’s website – initially in draft form, but replaced with the final minutes once approved.

**5. Business Arising from the Minutes**

**(a) Pews** (Emily Perry)

Emily Perry said she had been charged with finding out about options for the disposal of pews: she has consulted with local woodworkers and determined that used pews do not have much value. After a short discussion amongst Council members, it was suggested

that a note be placed in the bulletin to determine if anyone in the congregation is interested in having them, and that the Trustees confirm the disposal of the pews.

**Moved by:** Emily Perry

**Seconded by:** Melinda Smegal

That Council approves in principle the disposal of the pews made surplus by the recent sanctuary renovations, pending approval of the Trustees.

**CARRIED**

**(b) Memorial Gifts Policy & Procedure (Rod Coates)**

Rod Coates presented an updated draft policy & procedure for memorial gifts, incorporating feedback received from the version presented at the March Council meeting, mainly with the addition of details for Bequests and Retirement of Gifts. Council members held a further discussion about the management of bequests and the oversight of the Trustees, supporting the notion to have the Trustees make a presentation to the congregation about the various options available for including the church as an estate beneficiary.

Donna Mowry provided some additional clarification for the processing of memorial donations, which were also included in the procedure.

**Moved by:** Donna Mowry

**Seconded by:** Melinda Smegal

That the revised Memorial Gifts Policy and Procedure be approved as amended.

**CARRIED**

A copy of the revised document is included as Attachment 1.

**6. New Business**

**(a) Health & Safety Policy (Rod Coates)**

Rod Coates presented the draft Health & Safety policy circulated to Council for review. Rod said that this arose from an item at the last CAMP meeting, and that having this policy supports our compliance with the Ontario Occupational Health & Safety act. After some discussion, it was concluded that the proposed policy and the current job document for the Minister of Word, Sacrament and Pastoral Care raised several questions about the role and responsibilities of a supervisor, so this part of the policy will be reworked and brought back to a future meeting for approval.

**(b) July 12<sup>th</sup> Blues Gospel Service (Emily Perry)**

Emily Perry said there will be no July 12<sup>th</sup> church service as the congregation will be invited to attend the Kincardine Lighthouse Blues Festival Gospel event in Victoria Park at that time. As there will be no offering, irrespective of whether the Gospel event is held in the park or in the church (in the event of rain), Emily suggested we advise the congregation to pre-pay their offering the week previous, which would be announced in the bulletin and/or announcements.

## **7. Committee Reports**

### **(a) Programme (Emily Perry)**

Emily Perry said Emily Gordon was pleased with the stole she received at the May 10<sup>th</sup> service (when she was the supply minister). Emily said that the confirmation service has been arranged and a cake ordered for the occasion, and that Edenfolk will be the musical guests for the June 14<sup>th</sup> service. Coverage for Don's summer vacation has been arranged, with two Sundays in August still needing supply ministers arranged. Emily said that she would like more emphasis placed on Mission, and has discussed with Shirley Marie Harris doing a Minute for Mission on a regular basis during the Sunday service. Emily stated that Ted Smith, President of Hamilton Conference, will be at Kincardine United on August 23<sup>rd</sup> with special services held that day and other churches in Bruce presbytery invited to attend.

### **(b) Membership and Mission (Melinda Smegal)**

Melinda Smegal said that Krista Ritchie has taken over the Look Who's Coming to Dinner program; there are five hosts now signed up, and now the process of matching hosts and guests is being arranged. Melinda said the M&M Committee is assisting with the Confirmation service, and also arranging for the church picnic at the end of June. She said that discussion about the September Mission Sunday has begun and will be done in more detail at the next M&M meeting.

### **(c) Administration (Donna Mowry)**

Donna Mowry said that Emily Gordon's name had been removed from the sign at the front of the church; Ron Smith had taken photos of the sign before the name was removed, and these have been sent to Emily. Donna provided an overview of the annual Statistical Information report and some of the issues associated with reconciling the various inputs required in order to prepare and submit the information. It was agreed that oversight for this process in future will belong to the Board Chair and Secretary. Donna then reviewed the financial statement for the period ending 30 April 2015. The bank balance is \$32,656, of which the available funds not earmarked for special projects are \$19,378. A letter explaining the financial situation will be included in the June financial contribution statements being issued to the congregation.

**Moved by:** Donna Mowry

**Seconded by:** Melinda Smegal

That the letters of interim financial contributions be issued to the congregation in June rather than July, that a letter be included citing the current financial situation, and that the letter include encouragement for people to sign up for PAR.

**CARRIED**

### **(d) Ministry & Personnel**

No report.

Marion Boyd and Don Harry noted that there has been one applicant for the Coordinator of Ministry Teams position. Marion went on to state that there has been some email discussion with Bruce Presbytery and Hamilton Conference about filling the

position with an ordained position, and clarification of the position's job document in the 2013 JNAC report. The search committee will be meeting tomorrow to discuss this further.

**8. Correspondence**

- a) A note was received from Joan Gillespie regarding posting an allergy alert associated with the absence of a nut-free policy. Council agreed with the suggestion to post signage in Fellowship Hall.
- b) The remaining correspondence is summarized in Attachment 2.

**9. Staff Report**

Don Harry said that he has been preparing his sermons a week in advance, in the event of something unexpected arises. He has been in discussion with Emily Perry and will be supporting the Bruce Presbytery lay worship leaders' program with a course on the Old Testament, beginning in September. Don said that there are now six candidates in confirmation class.

**10. Other Business**

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:40 PM.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, June 23, 2015.

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Signature of President

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Signature of Secretary

## Attachment 1

### **3.1 Memorial Gifts Policy**

**PURPOSE:** To provide guidelines regarding memorial gifts directed to Kincardine United Church.

**POLICY:** Donations to Kincardine United Church are used to support primary needs such as maintaining/improving the church building, supporting the Church's ongoing ministry, and implementing special projects. Additionally, contributions and gifts given to Kincardine United Church honour the memory of individuals, and it is necessary to manage these gifts so as to honour their memory and the collective memory and heritage of the church. The principles which govern these donations are as follows:

- Memorial gifts from family and friends in memory of a deceased person, or in honour of a living person, may be directed to Kincardine United Church to support any of its primary needs.
- Memorial 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 and enhance its primary needs.
- A record of all memorial gifts will be maintained, listing the donor, the nature of the donation, and its purpose (if so specified). Confidentiality of financial donations will be maintained in accordance with current practices for records of givings.
- A Wish List of special projects will be maintained and reviewed annually by Council. Any memorial donations to a project not on the Wish List are subject to the discretion of Council.
- Investments and bequests are managed by the Trustees at the discretion 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, will be placed in the General Fund.
- Income tax receipts will be issued in February to all persons making a donation in excess of \$20 in the previous calendar year.
- Ensure that appropriate thanks and recognition are given to donors.

ADOPTED: ca 2008

REVISED: May 2015

#### **5.1.1 Memorial Gifts Procedure**

**PURPOSE:** To provide instructions regarding the recognition of memorial gifts received by Kincardine United Church.

##### Small Memorial Donations

How they are handled:

- Via Funeral Home
  - Funeral Home notifies church

- Church sends donor a thank-you note
  - Envelope Steward issues tax receipt to the donor in February
- Via Church
- Envelope Steward sends a card to the donor
  - Church sends donor a thank-you note
  - Envelope Steward issues tax receipt to the donor in February
- Money goes into General Funds unless otherwise specified by donor

### Large Memorial Donations

How they are handled:

- Envelope Steward notifies the appropriate committee
- Envelope Steward issues a tax receipt in February
- Envelope Steward will send a list to the Office Coordinator before the Memorial Dedication Service in mid-December of each year

The Envelope Steward will provide a list of all people being remembered with a Memorial Donation for acknowledgement at the mid-December Memorial Dedication Service.

### Bequests

How they are handled:

- Church is notified that it is a named beneficiary of an estate
- Upon receipt, bequest funds are directed to the General Fund unless otherwise stipulated by 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.
- Envelope Steward issues tax receipt to the donor's estate in February

### Donations of Objects/Artifacts

Occasionally objects of historical, religious, or utilitarian value are donated to the church, usually with the purpose of maintaining, decorating or enhancing the spirituality or functionality of the building. These will be managed in accordance with the principles of the Memorial Gifts Policy with respect to recording the gifts and acknowledging the donors.

### 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: May 2015

## Attachment 2

### Correspondence Received by the Secretary

<b>Date Received</b>	<b>Correspondence</b>	<b>Distribution</b>
13 May 2015	Letter from Ed Epp, Executive Director Christian Blind Mission, with appeal for funding (& matching donations options).	Filed
13 May 2015	From Women's House Bruce Grey, Spring newsletter	Filed
24 May 2015	Note from Joan Gillespie with suggestions for posting signage re allergy alerts for possible nut products.	Filed



**KINCARDINE UNITED CHURCH SPECIAL COUNCIL MEETING**  
**Sunday, June 14, 2015**

Present:

Marion Boyd, Rev. Don Harry, Mary Phillips, Liz Dillman, Emily Perry, Krista Richie, Ron Smith and Jim Zarubick.

Council met to seek approval for application to be considered as an Supervised Educational Learning site for an intern.

The scarcity of educational supervisors (which is a requirement) was discussed. Don has contacted Rev. Heather Davies who is considering the position if we are approved as a site. The application has to be in the offices of The Ministry Vocations and Ministry Employment Unit by Tuesday, June 16<sup>th</sup>, 2015 at 12:00 noon.

**1. MOTION:**

It was moved by Liz Dillman and seconded by Mary Phillips that the Council of Kincardine United Church prepare and send an application to be considered for an Educational Learning Site to the Ministry Vocations and Ministry Employment Unit by Tuesday, June 16<sup>th</sup>, 2015 at 12:00 p.m.

**CARRIED**

**2. Program Committee:**

**MOTION:**

It was moved by Emily Perry and seconded by Liz Dillman: that the motion from the Program Committee concerning the purchase of needed speakers and a screen be approved. The committee has also requested to permission to purchase one set of headphones to see if they would be of use.

**CARRIED**

Council adjourned.

Respectfully submitted by Emily Perry (Temporary Recording Secretary)

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Signature of President

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Signature of Temporary Recording Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, June 23, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, June 23, 2015 in the Chapel.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Ministry &amp; Personnel</b>	Mary Phillips
<b>Programme Administration</b>	Emily Perry	<b>Treasurer</b>	Liz Dillman
<b>Membership &amp; Mission</b>	Donna Mowry	<b>Visitors</b>	Joan Gillespie
<b>Regrets:</b>	Krista Ritchie		

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 7:02 PM.

**2. Agenda**

**Moved by:** Mary Phillips

**Seconded by:** Krista Ritchie

That the meeting agenda be approved as amended.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry offered a short prayer of thanks for the pleasant elements of the summer season, and blessings on the gathering and proceedings of Council for the evening.

**4. Minutes of the Meetings of May 26 & June 14, 2015**

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That the minutes of the May 26, 2015 Council meeting be approved as printed.

**CARRIED**

Don Harry asked about the trustee presentation noted in Section 5b of these minutes, to which Marion responded that Ron Harris intended to do this later in the fall. Don went on to ask about the Health & Safety policy and supervisor role as noted in Section 6a of the minutes; Marion Boyd said that the role was defined in the last JNAC (2013) job description and that the policy would be reworked to indicate Council as having oversight of staff.

**Moved by:** Krista Ritchie

**Seconded by:** Mary Phillips

That the minutes of the June 14, 2015 Council meeting be approved as amended.

**CARRIED**

Marion Boyd provided some additional context for the June 14<sup>th</sup> meeting and the rationale for the motion regarding the approved supervised educational learning site for an intern.

Regarding the motion for the sound system at this meeting, Marion Boyd said that this arose due to ongoing issues but that a motion ought not to have been approved without cost estimates and budget impacts, which remain outstanding.

**Moved by:** Emily Perry

**Seconded by:** Liz Dillman

That the motion regarding the sound system at the special Council meeting of June 14<sup>th</sup> be rescinded.

**CARRIED**

**5. Business Arising from the Minutes**

Several items were noted in comments associated with approval of the minutes. No further business was identified.

**6. Committee Reports**

**(a) Programme** (Emily Perry)

Emily Perry said supply ministers have been arranged for Don Harry's summer absences. She said that the Programme committee has had discussions about the possibility of utilizing music to facilitate the transition from the worship service to the communion sacrament, which will be introduced at a future communion service.

Programme has approved the church being used for two workshops facilitated by David Hamilton and showcasing organ students under an educational program of the RCCO (Royal Canadian College of Organists) – July 18<sup>th</sup> and August 22<sup>nd</sup>.

Emily said that the Sunday school teacher appreciation will be held in September rather than June, given the busy June schedule.

**(b) Membership and Mission** (Krista Ritchie)

Krista Ritchie said that the M&M committee is promoting the idea of a Moment for Mission once a month during the worship service rather than simply an article on the back page of the bulletin; this could be a part of Sharing Time or a separate item.

Council agreed with this proposal, which will need Programme, M&M, and Don Harry aligned to make it work. Krista said that September 27<sup>th</sup> will be Mission Sunday: Stan Bragg will be the guest speaker - he has been a supporter of youth programs in the Saugeen First Nation for many years.

Krista said that the photos ordered during the recent church photo directory shoot have arrived and recipients are being encouraged to pick them up. She also said that the Look Who's Coming to Dinner arrangements have been finalized.

**7. New Business**

**(a) Stewardship Guide and Materials** (Don Harry)

Don Harry introduced the new United Church stewardship program entitled "Called to be the Church". He said that the program develops congregational giving concepts over a period of Sundays, includes many options and video resources, and will require organization and help to set up. The collective memory of Council was that this type of

stewardship program has not been well received by the congregation in the past, the consensus being that we will opt to only receive and review online materials at this time before proceeding any further.

**(b) Intern 2015-2016 (Don Harry/Marion Boyd)**

Marion Boyd presented a report from Bill Clubb regarding the Search Team's progress for selecting a Ministry Team Coordinator. The Team has reviewed several applicants, but has not been successful at finding a suitable candidate.

Don Harry reported that an intern, Meg Jordan, has been confirmed with the internship beginning in September and running to April 2016; Rev Heather Davies will be the intern's supervisor. Don said that this internship will offer opportunities for pulpit exchange with local area churches.

Marion Boyd expressed her thanks to Don Harry for the work he had done to prepare the internship application; she said that the Lay Supervisory Team is partly established but still needs 1-2 more people. Marion went on to say that more information would be forthcoming with respect to the intern, and that whatever additional support is required for her being established in the community, as well as oversight and responsibility for the relationship, rests with Council.

In light of the report from Bill Clubb, and the impending internship, it was agreed that the current search process should be suspended.

**Moved by:** Donna Mowry

**Seconded by:** Mary Phillips

That the Search Committee process be suspended until March 2016

**CARRIED**

**(c) Upcoming Baptisms (Don Harry)**

Don Harry provided an overview of three pending baptisms which he will be conducting. Don said that he requires at least one of the parents to be a member of the United Church: in past month, 3 individuals have approached Don requesting baptism of their children but some were not United Church members. Subsequently, he has met with a mother and reviewed the confirmation process to enable her to become a United Church member. Meetings with a second family have just begun, which involves a profession of faith for one of the parents. A third family is living in the area and one parent was formerly a member of Kincardine United Church. Don reported that a wedding is planned for August 2<sup>nd</sup> at the beach, with the church booked in case of rain. He noted that another wedding planned for September 12<sup>th</sup> will be conducted by Herb Klaehn of Walkerton.

**(d) Updated Wedding Policy (Rod Coates)**

Rod Coates presented some minor changes to the recently-approved wedding policy.

Don Harry mentioned some additional clarifications to the fee structure for booking the church facility in the event of weather. Rod noted that while the stated seating capacity (275) has been reduced from that stated in the previous update, the exact number is an estimate and ought to be reviewed.

**Moved by:** Rod Coates

**Seconded by:** Krista Ritchie

That the wedding policy be updated as amended.

**CARRIED**

**Moved by:** Liz Dillman

**Seconded by:** Donna Mowry

That if the church's seating capacity needs to be changed as a result of the review, the policy will be updated without Council approval.

**CARRIED**

The updated wedding policy is Attachment 1.

**8. Committee Reports (Continued)**

**(a) Administration** (Donna Mowry)

Donna Mowry said the Hymn Sing Sunday service sponsorship was reduced in comparison with past years, but was well received by those in attendance in the congregation. Donna said that the congregational financial report has been updated and simplified, and that the June letters with the mid-year interim congregational givings will be issued shortly.

Donna started a conversation about the July fish dinner, and after some discussion amongst Council members it was concluded that there will be no dinner this year due to lack of volunteers and unavailability of some key organizers. Council continued this dialogue regarding what this event's future should be with respect to volunteers and a different approach for next year. A suggestion was made that the congregation be requested to donate what they would have spent on the dinner; at the same time, it needs to be clear that Council will look at other options for fundraising, and that new ideas for fundraising would be encouraged.

Donna introduced a proposal for fundraising using gift cards purchased via a company called FundScrip. She said that Administration will investigate and provide some additional information at a future Council meeting.

Donna said that Administration is reviewing the donation schedule for groups renting the facilities on a regular basis, to determine if a different rate ought to apply.

Liz Dillman reviewed the year-to-date financial statements for the period ending May 31<sup>st</sup>. Expenditures have been approximately \$50,000 more than revenues, with the reconciled bank balance at \$27,922.

**(b) Ministry & Personnel** (Mary Phillips)

Mary Phillips said M&P has completed the staff reviews and records have been filed.

Mary said that during the Office Coordinator review, a suggestion was made that a meeting of those in similar positions would be an excellent opportunity to share resources and draw upon those with similar experience; Marion Boyd suggested this might be done with presbytery's sponsorship. Mary said that a staff dinner party will be held this summer, with a date still to be confirmed.

**9. Correspondence**

Nothing to report.

**10. Staff Report**

Don Harry said he had no additional comments to share.

**11. Other Business**

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:25 PM.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, September 22, 2015.

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Signature of President

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Signature of Secretary

## Attachment 1

### Wedding Policy

PURPOSE: The purpose of this policy 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 at least one week prior to the wedding.

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.
8. CONFETTI:  
The use of confetti, rose petals, rice or glitter, is NOT allowed on or about church property.
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	200.00
Organist	150.00
Co-ordinator	75.00
Custodian	75.00
Sound system	75.00
Total	825.00

Financial Contributions (cont'd):

For Weddings Outside the Church:

Registration	\$50.00
Minister	200.00
Total	250.00

If a couple wish to book the Church, in case of weather, the following shall be the fees:

Church	200.00
Custodian	75.00
Co-ordinator	75.00
Total	350.00

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: June 2015



**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, September 29, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, September 29, 2015 in the Chapel.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Intern</b>	Meg Jordan
<b>Programme</b>	Jim Zarubick	<b>Ministry &amp; Personnel</b>	Mary Phillips
<b>Administration</b>	Donna Mowry	<b>Visitor</b>	Ron Harris
<b>Membership &amp; Mission</b>	Melinda Smegal		

**Regrets:** Liz Dillman

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 7 PM.

**2. Agenda**

**Moved by:** Donna Mowry

**Seconded by:** Melinda Smegal

That the meeting agenda be approved as amended.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry reflected on a commentary he had watched as part of the national election leadership debate the previous evening, which focused on world affairs. Don then posed the question, that if we were able to ask God for something for the world, what it would be. Each Council member reflected and shared their personal thoughts. Don then closed this devotion with a brief prayer.

**4. Minutes of the Meeting of June 23, 2015**

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That the minutes of the June 23, 2015 Council meeting be approved as printed.

**CARRIED**

**5. Business Arising from the Minutes**

Arising from the June Council meeting discussion, Marion Boyd asked if any arrangement had been made for Scott Reid to assess the sound system issues. Jim Zarubick responded that the direction the Programme Committee received from the June Council meeting was to limit any unnecessary spending, hence no follow-up had been arranged. Council members continued the discussion regarding the sound system and its associated issues, the consensus being that it needed to be addressed by a follow-up visit by Scott, with Programme directed to arrange this at Council's request.

## **6. New Business**

### **(a) General Council Report (Meg Jordan)**

Meg Jordan introduced her topic by explaining that she had been at General Council 42 (GC42) as part of an Emmanuel College theological course, attending with other students and a professor (Pamela Couture), and that her presentation was part of the practical exercise associated with the course.

Meg said that one notable thing for GC42 was the technology support which facilitated effective communication. Commissioners were assigned table groups with proceedings projected to two different screens, allowing all to see and hear. Technology also allowed electronic voting, which made the process much quicker with immediate results displayed in chart format. Technology also provided the ability to edit and change the text of motions onscreen. Protocols allowed commissioners to speak pro and con to issues, with everyone who felt the need to speak, able to speak.

Meg noted that some commissioners attend General Council with their minds made up, but the willingness to listen meant they were able to be moved by the spirit. Her observation was that a large group of people spent 5 days working their way through a large amount of material associated with the Comprehensive Review recommendations, ultimately arriving at an approved omnibus-style final motion.

A YouTube video, Fishing for the Future, was then presented to Council members to provide a brief overview of GC42 and the Comprehensive Review. Meg said that a plenary group sessional committee dealt with the Comprehensive Review report (Fishing on the Other Side) and all the various recommendations received were dispositioned and incorporated into a final package for approval. She said that study & voting packages will be sent to all congregations, with the main proposed change being a reduction in the governance structure from four courts to three. She noted that other significant issues were also addressed by GC42, including political and cultural ones – e.g., Palestinians, murdered and missing indigenous women, etc.

Meg said that while it will be difficult to let go of presbytery, congregations will be afforded much more power and responsibilities. There was universal support for the proposed investment in the future, “Chasing the Spirit”, as well as for aboriginal ministries. Additional detailed information is available on the national church’s website - e.g., interviews, backgrounders, etc. She said that we are being provided an opportunity to be called the church, stepping into the future with a new governance model.

Marion Boyd said Council would need to think how to proceed with informing the congregation about the proceedings of GC42, and that it was comforting to know that we have Meg’s insight available.

### **(b) Trustee Report (Ron Harris)**

Ron Harris said that he had always thought his trustee role was important, referencing 13 items of responsibility from the Kincardine United Church organizational handbook. Ron said a new trustee handbook from the United Church, published this year and reviewed at a presbytery workshop in April, has highlighted some areas of interest and/or concern. Ron presented these items, with comments, as follows:

- How much discretion does the Board of Trustees have? It is responsible for the land, building, deed, and directions from the church council.
- Trustees are required to report certain things to Council. Records of investments are held with Nesbitt Burns and reported in each annual report, and this year's annual report will also include insurance coverage. The investment policy is conservative, and focused on preservation of capital.
- An inventory of church contents with a value greater than \$1000 is not available, and the trustees recommend that this information be collected and kept on file with the Administration Committee.
- Users of the church facility should have group insurance coverage, with Kincardine United Church named as the recipient of funds in the event of damage.
- Council needs to decide if bequests are to be invested or put into the General Fund, and the trustees will act accordingly.
- All data on the office computer needs to be backed up and stored off site, in case of equipment failure and/or fire. The trustees recommend that arrangements be made for this information to be backed up and secured.

**(c) Approval for Kincardine United Church Records**

Rod Coates referenced the archival records proposal sent to Council members for review prior to the meeting, providing some additional details on the scope of work required to collect the items designated for Archives. The process has taken some time and generated some additional considerations, which will be presented to a future Council meeting.

**Moved by:** Rod Coates

**Seconded by:** Jim Zarubick

That Council approve removal of the identified records for transfer to Conference Archives.

**CARRIED**

Refer to Attachment #1 for the complete listing of records.

**(d) Teddy Bear Project (Donna Mowry)**

Donna Mowry said that at her mother's church the shut-ins receive a teddy bear, with an appropriate message, at Christmas. She handed out some sample messages and photos. It was noted that the Membership & Mission and Programme committees do a Christmas outreach program with Christmas Poinsettias, so this information will be shared with them for information and consideration.

**7. Committee Reports**

**(a) Administration (Donna Mowry)**

Donna Mowry said that committee budgets are to be submitted to Liz Dillman by the end of October.

With respect to rental forms for use of the kitchen, Donna said that as there is no longer a Catering Committee it is proposed that the person authorizing use of the property will also authorize use of the kitchen.

Donna said that the Property Committee has made a decision that the church will no longer allow tables and chairs to be rented or borrowed; the rationale for the decision is documented in the August Property ministry team minutes.

The Administration Committee has decided not to sell store cards through the FundScrip Program due to some additional hidden costs and diversion of business from local merchants.

Donna said that only two of the pews that were removed have been picked up. As there were no additional suggestions as to what to do with the pews, they will be left in the balcony for the present.

Referring to the envelope report, Donna noted there was an increase in givings during July – possibly the result of the Administration letter sent to the congregation summarizing the church's financial situation. Donna reviewed the financial report for the period ending August 31<sup>st</sup>, noting that all expenses well within their budgets.

**(b) Programme (Jim Zarubick)**

Jim Zarubick said that Emily Perry has left the Programme Committee and will be replaced by Jackie Clements until the annual meeting in 2016.

Jim said that there are still problems with getting volunteers for Sharing Time. He said the Programme Committee has had discussions about the issue of managing gluten-free options (e.g., rice crackers) during the communion service, with Don Harry noting that there are other solutions available to deal with this.

Jim reported a comment from Sarah MacKenzie that the bulletin cover images previously obtained from online websites for free would now require a licence, at some increased cost. Finally, Jim said that the committee is looking into the idea of using one Sharing time each month as a Minute for Mission.

**(c) Membership and Mission (Melinda Smegal)**

Melinda Smegal said the church photo directory information has been sent away and the directories are being printed. Melinda said the Look Who's Coming to Dinner event was a success, and the M&M committee are planning to repeat this in the spring. The committee is looking for a venue to host another youth event, and also considering an Advent potluck. Melinda said the community service donation of \$400 in the M&M budget will go to Big Brothers and Big Sisters this year.

**(d) Ministry & Personnel ( Rad Michielson)**

No report.

**8. Correspondence**

A Lay Supervisory Team report was received from Liz Dillman. Meg Jordan noted that her Covenanting Service will be October 15<sup>th</sup>, and a Council representative will be required for the event.

**9. Staff Report**

Don Harry said that (Rev) Kathy Fraser was speaking with David Hamilton regarding possible joint events with Knox Presbyterian, and those discussions will continue.

Don said he has broached the subject of pulpit exchange with Vicki Johnson, minister at Pine River United Church, and will also be discussing this option with others at Bruce Presbytery. Don reported that he will be away for two weeks in November – 9<sup>th</sup> to 23<sup>rd</sup>, and has discussed with Meg the options for his coverage. Don also mentioned that he normally doesn't work Fridays and Saturdays, but wanted to make sure that his schedule aligns with Meg's, and generally this arrangement seems to work.

Don noted that he has been experiencing increased tiredness since his return from August vacation and has come to the conclusion that he can do only a limited amount of work, hence has decided that he will retire in June 2016. Council members expressed both regrets and support for Don's decision. After some discussion, it was agreed that Don will share this decision with the congregation next Sunday.

Marion Boyd said that Don's decision will initially go to presbytery, then to Pastoral Relations, which initiates the process for finding a replacement. Marion said that the current JNAC report is in good shape, and there are several options as to how to proceed.

Meg Jordan said she felt very privileged to be able to be with Don during the last few months before he retires. She also said that she finds the congregation very welcoming and loves being in this area.

**10. Other Business**

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:30 PM.

Meg Jordan closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, October 27, 2015.

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Signature of President

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Signature of Secretary

**ATTACHMENT #1**  
**Kincardine United Church**  
**BOX 1**

<b>Inventory Record #</b>	<b>Year(s) Covered</b>	<b>Description</b>	<b>Digitized (Y/N)</b>
	1977-1982	Christian Education Committee Minutes	Y
218	1983-1989	Christian Education Committee Minutes	Y
222	1990-1995	Christian Education Committee Minutes	Y
220	1996-2001	Christian Education & Family Life Committee Minutes	Y
206	2001-2006	Christian Education Committee Minutes	Y
206	2002-2006	Congregational Life & Fellowship Committee Minutes	Y
218	1985-1989	Communications Committee Minutes	Y
219	1996	Communications Committee Minutes	Y
206	2004-2006	Communications Committee Minutes	Y
218	1985-1989	Finance Committee Minutes	Y
222	1990-1995	Finance Committee Minutes	Y
219	1996-2001	Finance Committee Minutes	Y
206	2001-2006	Finance Committee Minutes	Y
206	2002-2003	Hamilton Conference 2003 Local Arrangements Committee Minutes	Y
206	2001-2006	Membership & Stewardship/Pastoral Care Committee Minutes	Y
	1978-1983	Membership & Visitation Committee Minutes	Y
218	1984-1989	Membership & Visitation Committee Minutes	Y
220	1990-2001	Membership & Visitation Committee Minutes	Y
219	1996-2001	Membership & Visitation Committee Minutes	Y
206	2002-2006	Mission & Outreach Committee Minutes	Y

**ATTACHMENT #1**  
**Kincardine United Church**  
**BOX 1**

	1979-1983	Mission & Social Action Committee Minutes	Y
218	1983-1989	Mission & Social Action Committee Minutes	Y
219	1996-2001	Mission & Social Action Committee Minutes	Y
218	1977-1991	Property Committee Minutes	Y
220	1993-2001	Property Committee Minutes	Y
206	2002-2006	Property Committee Minutes	Y
218	1985-1988	Stewardship Committee Minutes	Y
	1981-1982	Worship Sub-committee on Inclusive Worship Minutes	Y
218	1983-1990	Worship Committee Minutes	Y
220	1990-2000	Worship Committee Minutes	Y
206	2001-2006	Worship & Music Committee Minutes	Y
219	1996-2001	UCW Executive & General Meeting Minutes	Y
206	2001-2006	UCW Executive & General Meeting Minutes	Y
223	2000-2006	Unified Board & Executive & Congregation Meeting Minutes (binder)	Y
312	1963 - 1987	Committee of Stewards 1963 - 1968 & Finance Committee 1970 - 1987.	N
311	1988 - 1995	Finance Committee Minutes, March 1988 - March 1995	N

**Kincardine United Church**  
**BOX 2**

<b>Inventory Record #</b>	<b>Year(s) Covered</b>	<b>Description</b>	<b>Digitized (Y/N)</b>
104, 283, 284	1909-1966	Kincardine Methodist Church Annual Reports – 1909-1924 Kincardine United Church Annual Reports – 1925-1966	N
107	1967	Kincardine United Church Annual Report	N
108	1968	Kincardine United Church Annual Report	N
109	1969	Kincardine United Church Annual Report	N
110	1970	Kincardine United Church Annual Report	N
20	1984	Kincardine United Church Annual Report	Y
20	1985	Kincardine United Church Annual Report	Y
20	1986	Kincardine United Church Annual Report	Y
20	1987	Kincardine United Church Annual Report	Y
20	1988	Kincardine United Church Annual Report	Y
20	1989	Kincardine United Church Annual Report	Y
21	1990	Kincardine United Church Annual Report	Y
21	1991	Kincardine United Church Annual Report	Y
21	1992	Kincardine United Church Annual Report	Y
21	1993	Kincardine United Church Annual Report	Y
21	1994	Kincardine United Church Annual Report	Y
21	1995	Kincardine United Church Annual Report	Y
21	1996	Kincardine United Church Annual Report	Y
21	1997	Kincardine United Church Annual Report	Y
21	1998	Kincardine United Church Annual Report	Y
21	1999	Kincardine United Church Annual Report	Y
22	2000	Kincardine United Church Annual Report	Y
22	2001	Kincardine United Church Annual Report	Y
22	2002	Kincardine United Church Annual Report	Y
22	2003	Kincardine United Church Annual Report	Y
22	2004	Kincardine United Church Annual Report	Y
23	2005	Kincardine United Church Annual Report	Y





**Kincardine United Church**  
**BOX 3**

<b>Inventory Record #</b>	<b>Year(s) Covered</b>	<b>Description</b>	<b>Digitized (Y/N)</b>
324	2006-2008	UCW Newsletters – On the Move	
325	2006-2010	Unit 5 Minutes & Members – UCW	
326	1996, 2007 & 2009	UCW Membership Lists (incomplete)	
11	1990-1998	UCW West Minutes	
6	1956-1958	W.A. South Zone Minutes & Financial Info	
7 & 8	1975-1984	UCW South Unit Minutes	
335		Pamphlets of Anniversary Services – UCW & KUC	
336	1975-1979 1983-1984	UCW North Minutes	
337	2000-2005	UCW Unit 5 Minutes & Mem Lists	
87, 89, 91	1983-1999	UCW Unit 5 Minutes & Info	
331	1994-2012	UCW South Unit Minutes + May 1992	
332	1998-2003	UCW Executive Minutes Including Budget Committee	
333	1990-1995	UCW Executive Meeting Minutes	
334	2009-2012	UCW Unit 4 Meeting Notes	
15	1998-1999	Fellowship Club Minutes	
106	1962	KUC Proposed Budget	

**Kincardine United Church**  
**BOX 4**

<b>Inventory Record #</b>	<b>Year(s) Covered</b>	<b>Description</b>	<b>Digitized (Y/N)</b>
189	1966-1982	The Session, Kincardine United Church, Jan 10/66 - Nov 10/82	N
190	1982-1988	Board Minutes, November 21, 1982 to June 13, 1988	N
201	1988-1993	Kincardine United Church Official Records 1988-1993	Y
202	1994-1999	Kincardine United Church Official Records 1994-1999	Y
187	1972-1982	Historic Roll - January 1/72	N
186	1982-1985	Historic Roll - February 1/82	N
188	1985-1999	Historic Roll - February 6, 1985	N
192	1948-1965	Marriages: June 60 - Aug 65 Baptisms: May 50 - Nov 60 Burials: 1948 - Aug 65	N
196	1965-1970	Marriages: Oct 65 - Nov 70 Baptisms: Nov 65 - Dec 70 Burials: Jan 65 - Oct 70	N
193	1971-1989	Marriages Jan 71 - May 85 Baptisms May 71- May 89 Burials Jan 71 - Sep 81	N
194	1960-1965	Baptisms: Dec 1960 - Aug 1965	N
197	1986-1999	Burials: January 1986 - April 1999	N
195	1981-1999	Marriages: May 85 - Sep 90 Baptisms: May 89 - March 95 Burials: Oct 81 - Nov 85	N
198	1990-2000	Marriages: Oct 6, 1990 - July 8, 2000	N
191	1949-1952	Y.P.U. of Kincardine United Church	N

**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, October 27, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, October 27, 2015 in the Chapel.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Intern</b>	Meg Jordan
<b>Programme</b>	Jackie Clements	<b>Ministry &amp; Personnel</b>	Rad Michielson
<b>Administration</b>	Donna Mowry	<b>Treasurer</b>	Liz Dillman
<b>Membership &amp; Mission</b>	Melinda Smegal		

**Regrets:**

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 7 PM.

**2. Agenda**

**Moved by:** Donna Mowry

**Seconded by:** Jackie Clements

That the meeting agenda be approved as amended.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry noted that there are experiences in the fall season which touch some of us in a spiritual and religious way. Don asked Council members to break into pairs to share with each other the ways in which fall reminded them of spirituality. Following this sharing time, Council closed with a unanimous Amen.

**4. Minutes of the Meeting of September 29, 2015**

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That the minutes of the September 29, 2015 Council meeting be approved as printed.

**CARRIED**

Marion Boyd remarked that the process of uploading & posting meeting minutes to the website is being finalized by webmaster Terry Boyd. Donna raised an issue of confidentiality about posting minutes from some Administration Committee members, to which Marion responded that this had been a commitment to the congregation at the last annual congregational meeting.

**5. Business Arising from the Minutes**

**(a) Sound system status**

Marion Boyd said she had received an update from John Thompson regarding a visit from Scott Reid, the sound system installer: a visit will be arranged when Don Harry will

be available so as to fine tune the system to his voice. This will likely happen at the end of November. Council members made some additional general comments about getting the system tuned, and exercising due responsibility for making the best use of the investment in equipment and technology.

**(b) Records Transfer to Archives & Lessons Learned (Rod Coates)**

Rod Coates highlighted some of the lessons learned from the recordkeeping project, noting the importance of following good recordkeeping practices, identifying archival and non-archival records, and maintaining good filing systems for storage and retention of records. The full report appears as Attachment #1.

**(c) Constitution of a JNAC (Marion Boyd)**

Marion Boyd said that the last JNAC (Joint Needs Assessment Committee) lasted nearly 2.5 years, although the process was suspended for part of that period. Marion said that both she and Don Harry have spoken with Jenny Stephens, Hamilton Conference Personnel minister, about the process of the search for a new minister.

Marion said that members of the last JNAC are willing to sit on a new committee if Council is willing to approve them as members; the previous presbytery representatives are being consulted to see if they will also serve.

Marion noted that the main parts of the report requiring update are statistical and financial information, while the remaining sections are reasonably current. The other question is whether job descriptions and requirements are still appropriate. She said that we need to decide how to involve other members of the congregation. After some discussion about options, it was decided that an invitation for other members to participate will be done via email as well as announced from the pulpit on Sunday, after which Council will meet and confirm the JNAC membership.

**Moved by:** Liz Dillman

**Seconded by:** Melinda Smegal

That the JNAC committee be reconstituted with the previous 5 members and that we invite nominations from the congregation for additional members.

**CARRIED**

**6. New Business**

**(a) Facilities Usage Policy Updates (Rod/Donna)**

Rod Coates reported that meetings have been held with Donna Mowry, Ron Smith & Sarah MacKenzie in order to consolidate sufficient information to enable updates to our facilities usage policy. Advice has been received from various sources regarding the issue of rent versus donations, and equal treatment of those renting the facilities. An updated policy should be ready for approval at the next Council meeting.

**(b) Memorial Gifts Policy Updates (Rod Coates)**

Rod Coates summarized the proposed updates to the Memorial Gifts policy with respect to handling of bequests; the changes were precipitated by some lack of clarity with respect to a recent bequest received by the church.

It was noted that some clarity around the wording still needs to be improved, and Rod will circulate updated wording to be reviewed by Ron Harris & Donna Mowry before the minutes are approved. The principle is that Council makes the decision regarding each bequest, and it doesn't automatically go into the General Fund.

**Moved by:** Rod Coates

**Seconded by:** Liz Dillman

That the updates to the Memorial Gifts policy & procedure be approved in principle.

**CARRIED**

The changes to the policy and procedure are in Attachment #2.

**(c) Inter-church Refugee Sponsorship Meeting (Meg Jordan)**

Meg Jordan reported that she has attended many meetings since her internship began. Several meetings she has attended (M&M, Kincardine Ministerial, Programme) have raised the issue of refugee sponsorship. From the Kincardine Ministerial Association it was learned that Kathy Fraser & Knox Presbyterian Church are interested in sponsoring a refugee. A recent meeting hosted by Knox Presbyterian garnered ten attendees representing four churches, including Kincardine United, with expressions of interest from two other churches. It would be necessary to raise about \$27,000 to sponsor a refugee family, with matching government funding, which would amount to about \$4500 each if six churches pledged. With renewed interest in refugees, options for bringing families here are being actively discussed.

Don Harry said that he had been in contact with the Muslim Faith Community, who are also planning to sponsor a family, so there could be an option to partner with them and possibly result in sponsorship by an interfaith group.

Council agreed to empower our representatives to continue discussions and bring back a proposal if/as required.

**7. Committee Reports**

**(a) Membership and Mission (Melinda Smegal)**

Melinda Smegal said the M&M committee met about a week ago. The committee is trying to arrange more youth events, the last one being hosted by Catharine Crawford last Saturday. There are plans to include Minute for Mission segments into the Sunday service. Melinda said the White Gift service will be held November 29<sup>th</sup>; an Advent potluck will be held December 6<sup>th</sup> at 5 PM in the church and likely accompanied by carol singing. This will be followed by a candlelight vigil in Victoria Park.

Melinda said some members will be leaving the committee, so there is some looking ahead to finding new members. A Child/Youth Sunday will be held November 15<sup>th</sup> as an intergenerational service.

**(b) Administration (Donna Mowry)**

Donna Mowry reported that the government (of Ontario) is reviewing elevator installations again, and the current expectation is that we will be required to upgrade our elevator in the near future.

Donna presented a revised policy for the rental of tables and chairs to allow them to be removed from the building for church functions.

*Policy*

*Equipment belonging to the church is not available to outside organizations and church members to rent. Therefore church equipment should not leave the church property.*

*The only exception is for church functions, eg Church picnic or staff dinners.*

*For these exceptions the office co-coordinator should be notified in case the equipment is required for another scheduled church event.*

*Details of what is to be removed should be left with the co-coordinator as well as the date and time.*

**Moved by:** Donna Mowry

**Seconded by:** Liz Dillman

That the updates to the policy be approved as presented.

**CARRIED**

**Moved by:** Liz Dillman

**Seconded by:** Jackie Clements

That Council move to an in camera session to discuss an air quality issue affecting a member of the congregation.

**CARRIED**

**Moved by:** Melinda Smegal

**Seconded by:** Jackie Clements

That Council move out of the in camera session and return to its agenda.

**CARRIED**

Liz Dillman reviewed the financial statement for the period ending September 30<sup>th</sup>, 2015. The church's position remains at a \$46,000 deficit, revenues versus expenses, and the reconciled bank balance also remains about the same at \$34,000.

**(c) Programme** (Jackie Clements)

Don Harry reported on behalf of the Programme Committee, as Jackie Clements had not attended the last meeting. Don said that David Hamilton will be away for the Sundays of January 10<sup>th</sup> and 17<sup>th</sup>. Thanksgiving decorations were arranged by the Programme Committee, and they will be doing Christmas decorations in the near future.

**(d) Ministry & Personnel** ( Rad Michielson)

Rad Michielson said that the committee's budget has been submitted to Liz Dillman. He said the M&P Committee is working on annual staff evaluation forms & trying to complete this earlier this year; Rad said that the staff appreciate the process more so than the committees providing input, and re-emphasized the importance of providing input.

Marion Boyd stated that, having heard all the committee reports, we realize that we have a volunteer/involvement issue, and that support for ministry teams from the

standing committees continues to be a problem. Marion mentioned that she & Rod had conferred and the thinking is that we will have a town hall meeting – a time to discuss this with the congregation and determine what they value. This is currently planned for November 15<sup>th</sup> following the service.

Don Harry described different models of churches and how issues can be addressed on a personal basis. Don said Kincardine United is undergoing a transition to a smaller church and that a membership of 200-250 people doesn't allow us to have personal conversations because we don't know each other well enough. Council continued with additional discussion about how to interact, be more comfortable with, and challenge, each other.

## **8. Correspondence**

### **(a) Lee Cox Request**

A letter to Council from Lee Cox asks that he be removed from church membership and provides advice for taking over his various tasks & commitments.

### **(b) Cerson Estate Bequest**

A bequest of \$1000 from the estate of Clarence Cerson has been received by the church.

**Moved by:** Liz Dillman

**Seconded by:** Donna Mowry

That the bequest from the estate of Clarence Cerson be directed to the General Fund.

**CARRIED**

**(c)** The remaining correspondence is itemized in Attachment #3.

## **9. Staff Report**

Meg Jordan said she is having a wonderful time and working away at her learning goals. She said she will be conducting four Sunday services in a row, with some assistance from Don. She also has her Conference interview (Toronto Conference, Living Waters Presbytery) scheduled for November 18<sup>th</sup>.

Don Harry said he will be attending boundaries training next week, a program he is required to attend every three years.

## **10. Other Business**

Liz Dillman raised the issue of coffee being served in the sanctuary prior to the church service, which has not occurred for some time. Following some discussion, it was determined there had been an issue with respect to accommodating both the coffee table and a pew for seating the ushers which, in turn, had interfered with the power supply for the table. It was agreed that a new power supply for the table will be provided so the coffee program can be reinstated.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:40 PM.



Meg Jordan closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, November 24, 2015.

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Signature of President

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Signature of Secretary

## Attachment 1

### Recordkeeping Project Lessons Learned and Follow-up

(Rod Coates report for Kincardine United Church Council, 27 Oct 2015)

In 2011, Kincardine United Church established a task group to conduct an inventory of Kincardine United Church records and create a policy for records management. The report & policy developed by the task group were accepted by Council in 2012.

A second ad hoc task group created in 2013 reviewed the records inventory and dispositioned them in accordance with the approved 2012 recommendations. This working group met many times between late 2013 and early 2015. Records with archival value were catalogued and placed in boxes; those with little or no archival value were discarded. Approximately 1.2 metres (4 feet) of records were boxed for Archives transfer, with more than twice that amount of material discarded.

The majority of the archival records have now been scanned, meaning that there will be easy search and access of digital copies in future whenever there is a need to retrieve historical information. The original archival documents are securely stored and accessible at the conference archives at 40 Oak Street, Toronto.

It has been about 40 years since the last set of records was deposited with Archives. Ideally, processes are in place such that there will not be another 40 years' worth of accumulated documents to disposition in 40 years' time.

Generally speaking, records ought to be transferred to Archives when they are no longer in current use.

Some very basic lessons learned from this project are as follows:

- Keep only what is required, and discard or archive when no longer needed.
- Maintain an index/file of our records, so that we know where to file them and where to look for them when needed.
- Ensure that archival documents are identified and preserved. Ensure that non-archival documents are identified and removed when no longer needed.

In summary: Follow good recordkeeping practices. Our church's recordkeeping policy is a good place to start. And note that the same principles which apply to records are transferable to all the other items which we have stored in our church, although they might be better called good housekeeping practices. ☺

Some other issues which arose during this project were:

- Multiple copies of records were filed in multiple locations. This increased the challenge of identifying which was the appropriate document to send to Archives.
- Many records with no historical value had been kept – in some instances, for several decades beyond any useful life. The insignificant many vastly outnumbered the significant few, also increasing the challenging of identifying the archival record.
- No indexed filing system existed, making it challenging to know where to file documents or – after the fact – where to look for them.
- Some records required for purposes of operation, governance & liability were not found. These may yet turn up in another location, and further action will be taken to assure ourselves that proper records are being maintained.

Without archives and records, the memory of our church and its members does not exist. Hence it is incumbent upon all of us to ensure the preservation of our heritage.

Examples of absent records (not a comprehensive list, or in order of importance):

<b>Item</b>	<b>Comments</b>
Statistical reports	Last file record is 2009. Where are current copies?
Contracts - Office workcentre - Sanctuary ramp - Eavestrough/roof repairs - Sound system - Etc/etc/etc	No copies found. Note that the Org Handbook also requires a trustee to sign contracts.
Tax & Financial records, sales tax, etc/etc/etc	Some are filed in Counting Room, but extent & content unknown.
Payroll & employment records	Assumed to be in Counting Room as well.
WSIB claim forms & contributions	Last records found dated to 1998. Assume more current information filed
Equipment operating manuals	Some are in office file & some in Resource Centre file. No comprehensive listing.
Committee Meeting Minutes	Many minutes from past few years not filed.

## Attachment 2

### **3.1 Memorial Gifts Policy**

**PURPOSE:** To provide guidelines regarding memorial gifts directed to Kincardine United Church.

**POLICY:** Donations to Kincardine United Church are used to support primary needs such as maintaining/improving the church building, supporting the Church's ongoing ministry, and implementing special projects. Additionally, contributions and gifts given to Kincardine United Church honour the memory of individuals, and it is necessary to manage these gifts so as to honour their memory and the collective memory and heritage of the church. The principles which govern these donations are as follows:

- Memorial gifts from family and friends in memory of a deceased person, or in honour of a living person, may be directed to Kincardine United Church to support any of its primary needs.
- Memorial 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 and enhance its primary needs.
- A record of all memorial gifts will be maintained, listing the donor, the nature of the donation, and its purpose (if so specified). Confidentiality of financial donations will be maintained in accordance with current practices for records of givings.
- A Wish List of special projects will be maintained and reviewed annually by Council. Any memorial donations to a project not on the Wish List are subject to 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, will be placed in the General Fund.
- Income tax receipts will be issued in February to all persons making a donation in excess of \$20 in the previous calendar year.
- Ensure that appropriate thanks and recognition are given to donors.

ADOPTED: ca 2008

REVISED: Oct 2015

#### **5.1.1 Memorial Gifts Procedure**

**PURPOSE:** To provide instructions regarding the recognition of memorial gifts received by Kincardine United Church.

##### Small Memorial Donations

How they are handled:

- Via Funeral Home
  - Funeral Home notifies church
  - Church sends donor a thank-you note
  - Envelope Steward issues tax receipt to the donor in February

- Via Church

- Envelope Steward sends a card to the family of the deceased to notify them of the donation
- Church sends donor a thank-you note
- Envelope Steward issues tax receipt to the donor in February

Money goes into General Funds unless otherwise specified by donor

Large Memorial Donations

How they are handled:

- Envelope Steward notifies the appropriate committee
- Envelope Steward issues a tax receipt in February
- Envelope Steward will send a list to the Office Coordinator before the Memorial Dedication Service in mid-December of each year

The Envelope Steward will provide a list of all people being remembered with a Memorial Donation for acknowledgement at the mid-December Memorial Dedication Service.

Bequests

How they are handled:

- Church is notified that it is a named beneficiary of an estate.
- 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, Envelope Steward, Trustees)
- Upon receipt, the bequest funds are directed as decided by Council and the conditions of the estate with direction provided to the Trustees by Council, if necessary.
- Envelope Steward issues tax receipt to the donor's estate in February

Donations of Objects/Artifacts

Occasionally objects of historical, religious, or utilitarian value are donated to the church, usually with the purpose of maintaining, decorating or enhancing the spirituality or functionality of the building. These will be managed in accordance with the principles of the Memorial Gifts Policy with respect to recording the gifts and acknowledging the donors.

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: Oct 2015

**Attachment 3**  
**Correspondence Received by the Secretary**

<b>Date Received</b>	<b>Correspondence</b>	<b>Distribution</b>
29 Sep 2015	Letter from Lee Cox, asking to be removed from church membership and providing advice for taking over his various tasks & commitments	Filed. Copies sent to Admin & Programme.
4 Oct 2015	Newsletter from Safe 'N Sound, Owen Sound, noting recent & upcoming events	Filed
20 Oct 2015	Letter from Casey Cerson, executor of Clarence Cerson estate, with a \$1000 bequest to Kincardine United Church	Filed (With Bequests)
25 Oct 2015	Letter from Grey Bruce Healthcare Chaplaincy Council thanking Kincardine United for its donation of \$400.	Filed (With tax records)

**KINCARDINE UNITED CHURCH COUNCIL MEETING  
Tuesday, November 24, 2015**

The Council of Kincardine United Church was called to meet on Tuesday, November 24, 2015 in the Chapel.

**PRESENT**

<b>Council President</b>	Marion Boyd	<b>Minister of Word, Sacrament &amp; Pastoral Care Intern</b>	Don Harry
<b>Council Secretary</b>	Rod Coates	<b>Ministry &amp; Personnel</b>	Rad Michielson
<b>Programme</b>	Jackie Clements	<b>Treasurer</b>	Liz Dillman
<b>Administration</b>	Donna Mowry		
<b>Membership &amp; Mission</b>	Jean Johnson		

**Regrets:** Meg Jordan

**1. Call to Order**

A quorum being present, Marion Boyd called the Council meeting to order at 7:02 PM.

**2. Agenda**

**Moved by:** Jean Johnson

**Seconded by:** Jackie Clements

That the meeting agenda be approved as printed.

**CARRIED**

**3. Devotion (Don Harry)**

Don Harry introduced this devotion by speaking about the importance of ritual, something he had reviewed as part of his study leave last week. He said that ritual is an important component of self-examination, and also part of an individual's change process.

Don asked Council members to identify a favourite Christmas ritual and why it has meaning for our values & what we hold dear. Council members shared their stories with each other, after which Don closed with prayer, giving thanks for God and Christmas and its meaning of ritual in our lives.

**4. Minutes of the Meeting of October 27, 2015**

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That the minutes of the October 27, 2015 Council meeting be approved as printed.

**CARRIED**

**5. Business Arising from the Minutes**

**(a) Facilities Usage Policy Updates**

Rod Coates provided an overview of the changes in the draft policy, referencing the draft document which had been issued for Council comment & input. Donna Mowry said that the Administration Committee had reviewed and approved the policy but felt that



there should be no charge for anyone using the church as this should be considered part of our community outreach, although donations would continue to be accepted. Council members agreed with the principle of not charging any fees, which required some minor rewording of the policy presented to Council.

**Moved by:** Rod Coates

**Seconded by:** Donna Mowry

That Council approve the Church Facility Use Policy in principle.

**CARRIED**

Note: The final version of this policy appears as Appendix 1.

Rod Coates went on to say that the team working on the policy update (Sarah MacKenzie, Donna Mowry, Ron Smith & himself) would update the remaining facilities use procedures and return to a future Council meeting for approval.

**(b) Interim Ministry Path Forward (Marion Boyd)**

Marion Boyd said that the last Council meeting did not entertain an option for interim ministry in lieu of the Joint Needs Assessment Committee (JNAC) process since no candidates were available based on Conference information. Marion said that she has discussed this further with Sybil Wilson, Chair of Hamilton Conference Interim Ministry Committee, and this essentially remains the case. Don Harry said that an important skill for an interim minister is the ability to be an active listener who can feed back and lift up the congregation's views. Marion said that it is difficult to attract an interim ministry candidate unless we are committed to that path, since any prospective candidate would need to provide 3 months' notice in a current position in order to take up the new position at Kincardine.

Don Harry also remarked that after 8 years of ministry there is a need for change and newness in the congregation, since the minister and congregation have come to know each other so well that there is nothing new to generate energy and activity.

After reviewing the various options, Council members agreed to continue with the JNAC process previously approved at the October Council meeting.

**(c) Sound System Follow-up (Marion Boyd)**

Marion Boyd said an invoice has been received for the sanctuary sound system work recently done by Scott Reid (Mountain Audio); Scott, with assistance from the Audio Visual Team, reset the sound system and it is working properly now. As follow-up, several hearing-assist devices are being tested by members of the congregation. Liz Dillman noted that accessibility legislation will require hearing-assist devices to be available by 2017, and there are funds within the existing Programme Committee budget which can be used to procure them.

**6. New Business**

**(a) Alternate Date/Time for January/February Council Meetings (Rod Coates)**

Rod Coates stated that over the past winter Council met several times on Sunday afternoons following the morning church service rather than usual Tuesday evenings

due to weather-related issues, and suggested that Council plan to do so for its January & February meetings. Council agreed with this proposal, which means that the next regularly-scheduled meeting will be held January 24<sup>th</sup>, following the church service.

**(b) Council/Committee Vacancies (Marion Boyd/Rod Coates)**

Marion Boyd said that the chairs of each standing committee need to confirm how many of their members will be either retiring or changing committees. Rod Coates suggested that the committees do some publicity from the pulpit in January to attract interest in their work.

**7. Committee Reports**

**(a) Administration (Donna Mowry)**

Donna Mowry said that a new envelope steward is needed immediately as Wendy Williams has resigned her position due to a new job commitment.

Donna said that the Russell Street ramp entrance door knob has been replaced, but as the new lock/key set does not match the master key set a new lock has been ordered, as well as a steel jamb reinforcement.

A successful work bee was held on Monday, November 23<sup>rd</sup>, with over 20 volunteers participating. Dotty McClelland organized the event and also provided lunch.

Donna provided a list of some new items from the Property Ministry Team for the Wish List, as follows:

New door at the ramp	\$2,000
Replacement of the north windows	\$4,000
New floor covering in one washroom	\$500
New roof on the north side	\$30,000

Liz Dillman provided the financial report for the period ending October 31<sup>st</sup>, although the revenue information was not updated due to the absence of givings information from the Envelope Steward. Council members reviewed the 2016 draft budget and made some minor adjustments, with approval being deferred until January when the full revenue information becomes available.

**(b) Programme (Jackie Clements)**

Jackie Clements raised some issues arising from the last Programme Committee meeting. Jackie asked how Council felt regarding the broadcasting of Sunday services, noting that she had been in contact with Joan Leaning who said that delivery of the broadcast to the local cable office is not an issue. Council agreed that this is an important outreach program for the community and should be continued.

Jackie said that the Programme Committee would like to see more served communion services. Don Harry said that the Easter service is always a served communion, with some Council members expressing the feeling that it was more meaningful to have communion served, while others made comments about the availability of servers. It was suggested that this might be a town hall meeting agenda item.

Jackie asked about guidelines for items which go into the service bulletin, and it was noted that there is an existing policy which addresses this.

Jackie said that the church will be decorated this Friday morning for the Christmas season.

**(c) Membership and Mission** (Jean Johnson)

Jean Johnson asked for clarification regarding the M&P staff evaluation forms, which generated a discussion regarding types of appropriate input and feedback for staff. Jean noted that the M&M committee has lost several members; also, the visitation team which had been led by Jessie Clark now needs a new team leader as she has resigned from this position. These vacancies will be discussed at the January M&M meeting.

**(d) Ministry & Personnel**

No report.

**8. Correspondence**

**(a) Laschuk & Farr Letters**

Two letters have been received from Laschuk & Farr on behalf of the estate of Joyce McEwan, with a \$500 bequest to the General and M&S funds.

**(b) Local radio station myFM has sent a letter outlining its “True Meaning of Christmas” program, in which Kincardine United has participated for the past several years. It was suggested that Meg Jordan would be a suitable candidate to participate this year.**

**Moved by:** Liz Dillman

**Seconded by:** Donna Mowry

That Kincardine United Church participate in the myFM “True Meaning of Christmas” Bronze plan.

**CARRIED**

The remaining correspondence is itemized in Attachment #3.

**9. Staff Report**

Don Harry reported that he will be away for the period of February 1-15. During his recent study leave Don said he spent some time reading about ritual, and also doing some Christmas service planning and background reading. Don said that without ritual we don't have life, and will use this study leave reading to develop into a future sermon topic.

**10. Other Business**

Rod Coates reported that the Kincardine United archives records deposited in October have now been catalogued by the Central Ontario Archives and a letter of acknowledgement will be forthcoming.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:35 PM.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS SUNDAY, January 24, 2015.

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Signature of President

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Signature of Secretary

## Attachment 1

### **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. 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.
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, but all are welcome to use the facilities.
3. The Church does not assume any liability for persons using the Church. All groups using the Church must provide their own liability insurance or be liable.
4. In accordance with the Smoke-Free Ontario Act, smoking is not permitted anywhere on church property.
5. Groups 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.

**References**

1. Specific guidelines for facility usage are described in procedure 5.1.3, Facilities Usage Procedure.

**Attachment 2**

**Correspondence Received by the Secretary**

<b>Date Received</b>	<b>Correspondence</b>	<b>Distribution</b>
27 Oct 2015	Letter from Laschuk & Farr, on behalf of Trustees of estate of Joyce McEwan, notifying Kincardine United Church of a \$500 bequest to the Kincardine United Church General Fund	Filed (With Bequests)
27 Oct 2015	Letter from Laschuk & Farr, on behalf of Trustees of estate of Joyce McEwan, notifying Kincardine United Church of a \$500 bequest to the Kincardine United Church Mission & Service Fund	Filed (With Bequests)
8 Nov 2015	Letter from Nora Sanders, General Secretary, with copy of the 2014 Annual Report of the United Church of Canada	Filed
22 Nov 2015	Letter from myFM outlining options for participation in their "The True Meaning of Christmas" program.	Filed