



KINCARDINE UNITED CHURCH
COUNCIL MINUTES - 2016

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KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, January 31, 2016

The Council of Kincardine United Church was called to meet on Sunday, January 31, 2016 in the Chapel.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme	Jackie Clements	Intern	Meg Jordan
Administration	Ron Smith	Ministry & Personnel	Mary Phillips
Membership &	Jean Johnson	Treasurer	Liz Dillman
Mission		Visitor	Dotty McClelland

Regrets:

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 11:55 PM. Marion thanked those present for attending the rescheduled meeting.

2. Agenda

Moved by: Ron Smith

Seconded by: Liz Dillman

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Don Harry)

Don Harry said he wished to continue the discussion about today's service theme of individuality. He referenced an article from a recent issue of the science magazine Discover which described how children develop their sense of tastes. Don said that most of the influence on taste (~80%) is via association – i.e., from those with whom we are eating. He went on to say that food is also important to our personal identity inasmuch as we can lose our sense of self if there are things we cannot eat. Don said that within the church there is a history of giving thanks for our food as part of our relationship with God.

Don asked Council members to identify a food that we would not live without, and share that with each other. He then concluded with a brief prayer.

4. Minutes of the Meeting of November 24, 2015

Moved by: Rod Coates

Seconded by: Jackie Clements

That the minutes of the November 24, 2015 Council meeting be approved as amended.

CARRIED

5. Catering Group

Ron Smith said that there is no longer a catering group providing notifications to different people within the church since the catering function is now being performed by outside groups. Dotty McClelland said she had received a call from the caterer for the December 29th Alvin Thompson funeral luncheon and assisted for that occasion. Dotty said we no longer have people with energy or time to set up funeral luncheons, noting that several items requiring access by a caterer are normally locked up. Regarding the December funeral, she went on to explain some of the other issues which had occurred at that occasion. Dotty suggested that we have a policy which is more clear, and expressed regret over the fact that people who have served in the past will no longer have their funeral luncheons provided by our onetime catering group.

Don Harry pointed out that there were a few other functions missed by the fact that the office was closed at the time of the December 29th funeral – e.g., an elevator operator. It was agreed that Dotty McClelland, Rod Coates, Ron Smith & Sarah MacKenzie will review the relevant policies and bring a proposal back to a future Council meeting.

6. Business Arising from the Minutes

(a) Joint Needs Assessment Committee (JNAC) Process Update (Marion Boyd)

Marion Boyd said that there were no responses to requests for volunteers to join the JNAC, but Marilyn Meldrum's name was suggested and Marilyn has agreed to join the group. The committee members are now Marion Boyd, Rod Coates, Liz Dillman, Joan Leaning, Marilyn Meldrum & David Mullenix from Kincardine United, and Charles Clarke & Rev. Vicki Johnson from Bruce Presbytery. Marion noted the JNAC met yesterday and has another meeting set for later in the week.

Marion said the committee will be surveying the congregation again, and that it will be helpful to compare responses today versus five years ago. The survey will be posted on the website for access. Marion also said that the JNAC report will not be issued prior to mid-April. The last JNAC report was thorough, so the present exercise is not a complete rewrite so much as it is an update.

Marion said that the Search Committee process (which follows the JNAC process) will not be comprised of members of Council, so we need to think about who might be suitable for this task.

7. New Business

(a) Annual Meeting Preparations

Marion Boyd said that we are trying to get people positioned to help fill vacancies – e.g., the notice in today's service bulletin requesting sign-up for the committee vacancies. By next week we will need firm commitments from committee members about whether or not they will be returning to their current positions or if they want to switch committees.

Ron Smith asked about terms of office as noted in the governance handbook, and Marion said we were tacitly ignoring those terms for now. Liz Dillman offered advice from workshops she had attended which suggested we retain people who are interested

in continuing the role if they have the skill set, which Don Harry reinforced with some examples of experience from previous pastoral charges. Don noted how some of his past emphasis was to assist with the training and development of capabilities for church members. He went on to say that as an aging congregation, we may have to decide on different strategies regarding what things we want to take on and what our priorities are, given that we are not physically able as a congregation to do everything we were once able to do.

Marion said that some of the workshops at the upcoming April presbytery learning day will likely provide assistance to allow us to effectively cope; she went on to give some alternative structures & models adapted in recent years which have allowed us to continue to do our work. Don Harry provided some examples of the structures he had experienced in small congregations, essentially with just a council structure. He said that Kincardine United has a very capable congregation with many skills, which has enabled it to manage quite well despite a lack of some formal structures. Council members made some other general comments and specific examples of people in the congregation who have a passion about their work, and the importance of sharing that passion with others.

Jackie Clements said that people in the congregation are already present in the community doing Christian work, and need the comfort and support of the church to support them in that work.

Meg Jordan said it was troubling to hear that we feel our congregation is getting older and that it might limit our ability to undertake our work. Marion Boyd said we need to be realistic about our current situation, while recognizing that we would hope for something different to occur in the future.

Don Harry mentioned an aging congregation in Toronto which decided to focus on fellowship and having fun, which spawned more interest and attendance as a by-product of the decision the congregation had made.

Jackie Clements said that this church is vibrant and active all week long, used by a number of groups in the community. She said our outreach has to be different because in the community young families are worshipping in new and different ways.

Don Harry said that the dynamic of the church is influenced by the personality of the minister, citing several examples of changes in congregational attendance based on the leadership of the minister.

(b) Fish Dinner (Ron Smith)

Ron Smith asked whether or not we plan to have our summer fish dinner, as he has a large sign for advertising the event. Marion Boyd said we have reached the point where we are ingrained with this event, and perhaps it is time to try something different. She said that a small group needs to sit down and sort out what the options might be. One example offered was a spaghetti dinner with competing sauces submitted by different contributors.

(c) Inclement Weather Policy (Ron Smith)

Ron Smith stated that he wanted to be sure that everyone was aware of their role with the inclement weather policy. Marion Boyd said the website will be updated with the names of contact people involved in implementing the decision.

(d) Lay Supervisory Team Report (Liz Dillman)

Liz Dillman said that everything is going well with the Lay Supervisory Team, and that its interim report has been submitted. The committee meets with Meg Jordan monthly. Liz said the last Lay Supervisory Team meeting discussed the use of the Chapel, which is neither set up for this purpose nor used as such. The LST suggested that it should be used as a chapel and a sacred space rather than a meeting room. Marion asked if this suggestion could be presented at the annual meeting to get feedback from the congregation, to which Liz agreed. Meg Jordan pointed out that this room could also be a place for meditation and prayer.

8. Committee Reports

(a) Programme (Jackie Clements)

Jackie Clements said that one significant item to bring from the Programme Committee is to acknowledge the installation and dedication of the sound system, which has been in use for about a year. Council agreed with the idea, and requested further information about the donor so that we can acknowledge the donation.

Jackie asked Meg Jordan to elaborate on some suggestions for the services planned for Lent, which Meg went on to discuss. Meg said she wanted to counter the Lenten culture of “original sin” with an “Invitation to Lent” event, which will occur after Ash Wednesday and focus on reconnecting with the earth.

Don Harry referred to a study and associated plans to evolve into a drama-style presentation for Palm Sunday, and which will require a good deal of participation. He said that the Good Friday service will be a joint one with Knox Presbyterian church.

Jackie Clements said the Programme committee has had some discussion about responding to the changing church in society: an associated issue is dealing with complaints addressed to individual members of the Programme Committee, and she asked for suggestions as to how the committee members might offer a second, or better, response. Marion Boyd said that there are processes for dealing with complaints and that people need to understand those processes. It was agreed that the best approach is to have a complainant come to the committee (or the group having responsibility) or, at the very least, have the issue come to the committee for discussion and response.

(b) Membership and Mission (Jean Johnson)

Jean Johnson said the main issue that Membership & Mission is currently studying is the visitation schedule. She said that the church composite photo from the last photo directory has been created and will be on its way soon. Jean noted that there are several vacancies on the committee which need to be addressed.

(c) Administration (Ron Smith)

Liz Dillman reported that the 2015 financial statements have now been audited. Liz noted that in 2015 there were some problems with her receiving invoices late, resulting in late payments, and will make doing some additional follow-up in 2016 to make sure that the problem has been eliminated.

Liz went on to say that the 2016 budget has now been finalized. The ecumenical refugee sponsorship funds received by the end of December have now been transferred to the local committee's account. The 2015 actual wages were higher than forecast due to an intern not budgeted for the fall of 2015, but there was offsetting revenue from national church for this. The amounts spent for the new sound system also included payment for several user headsets. The Mission & Service budget was exceeded last year.

Liz noted that the givings to the General Fund in 2015 were \$167,611, but there was also income from \$32,000 in various other sources, or the year-end deficit would have that much higher. Marion Boyd noting that there should be a better way of explaining the year-end financial situation in the discussion with the congregation at the annual meeting.

Liz noted that there are two bank signing authorities presently available for signing cheques – herself and Marion Boyd – with the Envelope Steward position vacant and the Administration Committee chair away. This situation causes some risk if we don't have the additional person available for signing authority.

Moved by: Liz Dillman

Seconded by: Jean Johnson

That Rod Coates be appointed as Envelope Steward.

CARRIED (1 abstention – Rod Coates)

Ron Smith pointed out that we have wired glass on some of the windows in the church and there have been recent news articles citing injuries by people pressing on the wired glass rather than the door. Ron asked if the information on the hours spent by members of committees is still needed to be tracked, and it was agreed that this should be continued and suggested that we communicate this at the annual meeting.

(d) Ministry & Personnel

Mary Phillips said that the 2015 staff review forms were sent out early and will be reviewed later in the spring. She also asked that the committees sit down with their respective staff persons and update their job documents.

9. Correspondence

The correspondence is itemized in Attachment #1.

10. Staff Report

Don Harry said he had already shared his items and had nothing additional to state. Meg Jordan said that she written a very detailed report for the Annual Report. She said that her learning goal of pastoral care is something that is part of all that the church does. Meg said that she is doing a post-mortem analysis of her sermon from last Sunday, which she realized was too lengthy, and that she will be reworking it as an exercise with her supervisor. With

respect to the sermon, there were favourable comments from Council and concurrence with Meg's position that it was too long. Meg concluded by stating that her "Introduction to Lent" evening will utilize her strengths and passions.

11. Other Business

Liz Dillman said that we do not expect to have a new minister in place by 1 July given the timeline of the current JNAC process, and based on that and recent favourable experiences with interns, it is recommended that we have a winter intern for 2016/2017. Marion Boyd said it has been suggested by Conference that we consider ourselves as a permanent intern site inasmuch as we are already an approved site, with a congregation that is welcoming.

Moved by: Liz Dillman

Seconded by: Mary Phillips

That Kincardine United Church submit an application to Conference for an intern for the winter 2016/2017 period.

CARRIED

Rod Coates mentioned that Sarah MacKenzie had asked for clarification of the posting of meeting minutes to the church's website. He briefly reviewed the process and said that he would be send out correspondence to Council for additional confirmation.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 3:02 PM.

Meg Jordan closed with prayer.

NEXT COUNCIL MEETING IS SUNDAY, February 28, 2016.

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
24 Nov 2015	Letter from Kira Baker, Central Conferences Archives, United Church of Canada, to Sarah MacKenzie thanking Kincardine United Church for the deposit of its records, 1909-2013.	Filed (With Archives)
30 Nov 2015	Newsletter from Women's House thanking Kincardine United for helping those in need, highlighting upcoming events, and offering to discuss programs and services.	Filed
6 Dec 2015	SHARE (Sharing Help and Resources Everywhere) November 2015 newsletter	Filed
6 Dec 2015	Friends of the Orphans Canada Winter 2015 newsletter	Filed
24 Jan 2016	Big Brothers & Big Sisters letter & pledge sheets <i>Bowl for Kids Sake</i> for March 5/6 fundraiser event	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, February 28, 2016

The Council of Kincardine United Church was called to meet on Sunday, February 28, 2016 in the Chapel.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament & Pastoral Care	Don Harry
Council Secretary	Rod Coates	Intern	Meg Jordan
Programme	Jackie Clements	Ministry & Personnel	
Administration	Ron Smith	Treasurer	Liz Dillman
Membership & Mission	Krista Ritchie	Visitor	

Regrets: Mary Phillips

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 11:58 AM.

2. Agenda

Moved by: Krista Ritchie

Seconded by: Jackie Clements

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Don Harry)

Don Harry said that numbers in the Bible were important, and especially with respect to those in the book of Revelation. Don asked Council members to talk in pairs about a favourite number, if they had one, as it related to who we are and how we tell our story. Don closed this exercise with a brief prayer giving thanks and blessings for the proceedings of the meeting.

4. Minutes of the Meeting of January 31, 2016

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the January 31, 2016 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Joint Needs Assessment Committee (JNAC) Update (Marion Boyd)

Marion Boyd said the Joint Needs Assessment questionnaire was posted on the church's website this past week and as of last night there had been 14 responses already. She said that a few problems accessing the questionnaire have been experienced with older computers, and that we might make some computers accessible at the church for those

who would come in to complete it. Marion said that the JNAC committee does not meet again until March 24th, and a search committee would not be constituted until at least May, meaning that there would likely be a gap in ministry personnel following Don's retirement at the end of June. Marion said that she was aware (through the presbytery Pastoral Relations unit) that there are multiple ministry position vacancies, so we would need to sell our position if we wished to attract someone to Kincardine.

Meg Jordan was asked to leave the meeting for the next part of the discussion. Marion Boyd said that Council had previously agreed to guarantee an intern a position, as we had an existing vacancy, in the event that the intern did not receive a call or appointment, which is a requirement for being ordained. Marion said Kincardine is being asked by the presbytery Education & Students unit, as well as the Hamilton Conference office, to consider making a similar commitment to Meg Jordan. Marion noted that this decision would also help serve the JNAC process if the subsequent search process becomes lengthy.

Moved by: Jackie Clements

Seconded by: Krista Ritchie

That KUC is prepared to offer a commitment to Meg Jordan for a supply ministry position if she does not receive a call or appointment.

CARRIED

Meg Jordan rejoined the meeting following this discussion.

(b) Meeting Minutes Procedure Update (Rod Coates)

Rod Coates presented the proposed updates to the Meeting Minutes procedure as reviewed at the last Council meeting and circulated prior to the meeting.

Moved by: Rod Coates

Seconded by: Krista Ritchie

That the revisions to the Meeting Minutes procedure (6.1) be approved as presented.

CARRIED

Note: The updated procedure appears in Attachment 1.

6. New Business

(a) Annual Meeting Follow-up

Marion Boyd said that we had had a very "genial" annual meeting, and was especially grateful for the number of nominations received for committee vacancies. Marion pondered about how best to support the standing committees, and whether a CAMP (Council, Administration, M&M and Programme) meeting would serve to remind these teams about their responsibilities and tasks. She noted some positive things which have already happened recently to support committee functions – e.g., a sacrament guild schedule is prepared, and two new House leaders have stepped forward. Krista Ritchie noted difficulties getting help with the youth programs. Don Harry said that those taking ownership for the House System seem to be organized and focused, that his impression

is that the system is now part of our culture, and that there seems to be a new sense of ease and openness in the church. He went on to say that the sanctuary ramp has also enabled participation by those who would have been otherwise very challenged. Regarding the timing of a CAMP meeting, Rod Coates said that if the meeting were held in April we could review both the JNAC process status and pending remits from the national church. Liz Dillman said that we ought to invite other interested people from the congregation to attend, and not just CAMP members. After some discussion, it was agreed that April 10th would be the next best date. The meeting will be held after church, with a lunch, and limited to 1.5 hours with the balance being focused on fellowship.

Marion Boyd briefly summarized the pending remits from the national church, five of which are required for congregations to review and approve.

Rod Coates presented some suggestions for financial reporting related to congregational givings, which support the theme of the financial statement review at the annual meeting. He said that the Administration Committee would review the format of the congregational financial statement and bring back to a future Council meeting.

7. Committee Reports

(a) Membership and Mission (Krista Ritchie)

Krista Ritchie said that the (Shrove Tuesday) pancake supper had some food left over as compared with past years, but that the M&M committee has decided for future events the same amount of food will be prepared but with more publicity for the event.

Krista said that looking at the membership roll is an ongoing project for M&M. She said that the committee is looking at different proposals for providing catering options, and a meeting will be held next week to sort this out. Council members then discussed options to respond if a funeral luncheon is provided by a contracted caterer or by a possible newly-constituted catering group within Kincardine United, as well as some of the outstanding issues arising from the last contracted-out funeral luncheon.

Moved by: Ron Smith

Seconded by: Liz Dillman

That the custodian be paid for the last funeral tea.

CARRIED

(b) Administration (Ron Smith)

Ron Smith gave a brief update regarding the newly-installed organ blower motor. There is still some noise with the new installation, and as it doesn't seem to be perfectly aligned there will be an onsite inspection by the organ builder to resolve the issue.

Marion Boyd extended her thanks to Ron Smith and Ralph Knowles for the work they had done to date on this issue. Marion asked if the Danger signs could soon be removed from the walkway adjacent to the church, and Ron said that would be removed in the near future once the risk of snow had diminished sufficiently.

Liz Dillman reviewed the financial statement to the end of January 2016. She noted that the bank balance is now \$26,523, which is below the salary contingency amount of \$30,000. Marion Boyd noted that there are trust funds which could be used to

supplement our cash flow, but that this would be done only if there was a desperate financial situation requiring budgets to be balanced, and this has not been the case in Kincardine. Don Harry said that Kincardine was the only church in which he has served which was not operating with a deficit and a bank loan for much of the year.

Liz Dillman presented an updated motion related to the church's signing authorities, agreed at the January Council meeting, as follows:

Moved by: Liz Dillman

Seconded by: Jackie Clements

It is hereby moved that the following individuals will have signing authority on the Kincardine United Church chequing account (Bank of Montreal account 1022-662) and that any two of the individuals listed below are required to sign cheques, etc., effective February 28, 2016:

Council Chair:	Marion Boyd
Envelope Steward:	Rod Coates
Administration Chair:	Donna Mowry
Treasurer:	Elizabeth Dillman

CARRIED

(c) Programme (Jackie Clements)

Jackie Clements said one issue discussed at the last Programme meeting was the length of the announcements at the beginning of the service, which causes some disruption to the preparation of the service broadcast recording and the music. Council members discussed several options, and Marion Boyd said that we will consider the input of the JNAC survey to determine if the length of the service is problematic.

Other options for changes to the service were reviewed – Sharing Time, sermon time, etc. Marion Boyd said that this is a conversation which needs to take place with the new minister. Krista Ritchie said this would be a good discussion to have at the CAMP meeting.

Jackie Clements said the Programme committee asked if there was a need to announce things which were already noted in the bulletin. She said that there is also a considerable onus on the current Audio-Visual (A/V) team in that there are few people, and several are members of one family. Council reviewed opportunities and options to involve others in the A/V team. Jackie noted another communications-related issue is the Cornerstone, with its current editor expressing a concern about the value & usefulness of the publication.

Rod Coates introduced an option to use a weekly newsletter for bulletin announcements, which is done in other churches, and which could serve to reduce the frequency of the Cornerstone publication. Marion Boyd stated the importance of announcements remaining a part of the life and work of the church as an essential part of the worship service, and not just printed messages.

Marion Boyd stressed the importance of proposals coming to the Council meeting rather than issues for Council to resolve. Don Harry said that the Programme role has morphed into something different, and that Programme previously did not need to take responsibility for some of the things it is now being asked to do.

Moved by: Liz Dillman

Seconded by: Rod Coates

That we separate bulletin announcements from the weekly bulletin and move to a weekly announcement sheet insert.

CARRIED

Council noted that the implementation of this decision is yet to be determined, but the target is for it to be in place in two weeks, and review how it is being used at the April CAMP meeting.

Jackie Clements finished her report by stating that palm fronds have been ordered for Palm Sunday, and also that a drama has been created by Don Harry for that service.

(d) Ministry & Personnel

No report.

8. Correspondence

Local radio station myFM has sent a letter outlining a “True Meaning of Easter” program. Kincardine United has participated in a similar Christmas-theme program for the past several years. Meg Jordan volunteered to accept this role on behalf of Kincardine United Church.

9. Staff Report

Don Harry said that he would be away for the period of April 4th – 18th for vacation and study leave. Don said he had written a drama for Palm Sunday and most of the participants have now been identified. He said he had planned on doing a New Testament course for the presbytery lay worship leader program, but as he now has three Memorial services in May he has dropped this. Don said that he and Meg would be meeting this week with Rev Kathy Fraser to plan the joint Good Friday services with Knox Presbyterian. Don briefly reviewed the Holy Week services, which are at the Baptist Church this year. He concluded his report by noting that he is undergoing physiotherapy to build up his hip joint.

Meg Jordan said that she now has two months left in her internship and “can hardly believe it”. She said she will be participating in upcoming interviews and looking forward to being ordained in May, so appreciates the support from Kincardine for ministerial supply inasmuch as it provides her additional search time if other offers (call or appointment) do not materialize.

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 2:40 PM.

Meg Jordan closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, March 22, 2016.

Signature of President

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 & Posting

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

2. Review

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

3. Approval

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

4. Filing & Distribution

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

5. Archiving

- a. At an interval determined by Kincardine United Church Council, but not greater than ten (10) years, all official (approved) copies of Kincardine United Church minutes will be transferred to the designated 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. The Manual, the United Church of Canada, 2013, Section A6 (*Website Posting of Minutes and Decisions*)
- c. Archives & Record Keeping, A How-To Guide for Congregations and Conferences, Committee on Archives and History, The United Church of Canada, 2005
- d. Archives Transfer Form, United Church of Canada Archives Network

ADOPTED: June 2010

REVISED: February 2016

Attachment 2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
22 Feb 2016	Letter from myFM outlining options for participation in their "The True Meaning of Easter" program, 9 Feb 2016.	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, March 22, 2016

The Council of Kincardine United Church was called to meet on Tuesday, March 22, 2016 in the Chapel.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme		Intern	
Administration	Ron Smith	Ministry & Personnel	
Membership &	Melinda Smegal	Treasurer	Liz Dillman
Mission		Visitor	Donna Mowry

Regrets: Meg Jordan, Mary Phillips

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:04 PM.

2. Agenda

Moved by: Ron Smith

Seconded by: Donna Mowry

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Don Harry)

Don Harry commented that a picture of Jesus appeared on the cover of the last Macleans magazine. He referenced an article from the magazine concerning research on memory and how memory would have influenced telling the stories of Jesus. The article explored other aspects of New Testament stories and what that means for the story of the church, and also the discussion about the importance of the stories of the church being accurate.

Don went on to state Albert Schweitzer's view that "Jesus comes to us out of the mist", and that the stories about him are faith statements. Don said that this discussion is a very large topic, with several different theological aspects needing to be explored in order to examine the full implications. He concluded by stating that Christianity is about looking forward, not looking back, and asked us to think about where Christ is leading us.

Don then concluded his remarks with a prayer.

4. Minutes of the Meeting of February 28, 2016

Don Harry suggested a clarification to the statement around ministry position vacancies (Page 9 of the February minutes). He went on to note that as church membership shrinks, it becomes more necessary to share with other communities of faith, and to find ways to build community together.

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the February 28, 2016 Council meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) Joint Needs Assessment Committee (JNAC) Update (Marion Boyd)

Marion Boyd provided an update on the recently-completed Joint Needs Assessment survey. She said the number of completed surveys was 78, which is better than the last JNAC survey (71). She said that the demographic shows an aging population, and the survey also indicates that you can't please everyone. Marion's analysis is that there is a clear and strong indication of a need for change, as well as a need for outreach and being an affirming congregation, which means that we may bring back the marriage policy to Council as a result.

Rod Coates noted the email appeal to the congregation during the last week of the survey seemed to dramatically increase the number of survey results. Marion said more use of email and online meeting planning could be used for future events.

(b) Updated Funeral Tea/Luncheon Procedures (Rod Coates/Ron Smith)

Rod Coates presented the proposed updates to the funeral tea/luncheon policies as prepared by the team of Dotty McClelland, Liz Dillman, Ron Smith, Sarah MacKenzie, & Rod Coates. The updates address the notification process and the fee structure for the circumstances of either a funeral or a luncheon only.

Moved by: Rod Coates

Seconded by: Melinda Smegal

That the revisions to the funeral policies (4.1 + 5.1.2) be approved as presented.

CARRIED

Note: The updated policies appear in Attachment 1.

Ron Smith created a flowchart which clarifies the notification protocol associated with the updated policies, and will bring this back to a future Council meeting for approval.

(c) CAMP Meeting (All)

Topics for the planned April 10th CAMP meeting were reviewed, including roles and responsibilities for committee members, JNAC status, the remits from the national church, and the April 16th presbytery learning day. Marion Boyd said we also ought to talk about things that we might be able to drop if there are insufficient volunteers. It was agreed that the lunch will take place in the choir room, with the meeting to follow in Fellowship Hall. Don Harry said that the House System is something important to the Programme Committee and worthy of being on the agenda.

(d) Use of the Chapel (Marion Boyd)

Marion Boyd said that the annual congregational meeting gave approval to start using the Chapel as a quiet room. Liz Dillman said that the Lay Supervision Team (LST) would be discussing this at its next meeting (tomorrow evening) and sort out some of the implementation details. Don Harry elaborated on how the Chapel is currently appointed and some of the distractions caused by the current room layout. Marion Boyd said we needed to focus on some clear plans and begin working on the implementation.

6. New Business

(a) Approval of Line of Credit (Rod Coates)

Rod Coates said that there had been discussions with members of Council and the Administration Committee regarding the use of a line of credit to assist the treasurer with cash flow given the divergence of revenue and expenses this fiscal year, which has been significant due to the 2015 year-end deficit (\$50,000)

Moved by: Rod Coates

Seconded by: Liz Dillman

That Council direct the Trustees to establish an ongoing fluctuating operating line of credit for \$50,000.

CARRIED

Rod Coates provided an overview of the new General Fund givings report for the congregation which has been printed in the announcements for the past two weeks, noting that this will augment the current financial statements provided by the Treasurer.

7. Committee Reports

(a) Administration (Ron Smith)

Ron Smith said a new organ blower was installed at a cost of \$3800, for which an invoice will be forthcoming. He said the original repair was assumed to be only a new motor, but after some investigation the problem was determined to be with the blower hence the change-out of the entire unit and not just the motor.

Liz Dillman reviewed the financial report for the period ending March 21st, noting that about \$17,000 more has been spent than received for year to date. She also provided a brief monthly expenses worksheet, noting that most monthly expenses are constant. The last utility bill (Westario) was \$4000, but will gradually decrease as warmer months approach. Liz noted that everything else is underspent and only money spent in operation of the church.

(b) Membership and Mission (Melinda Smegal)

Melinda Smegal said the M&M committee last met on March 8th. At the meeting, the Easter sunrise service potluck luncheon plans were reviewed. Melinda said there was committee discussion about updating the membership roll, which has been problematic. Council members provided some additional comments about the issue of maintaining the membership rolls.

Melinda said that more youth events are still being planned with a bowling event now being considered, a key element being to have volunteers to coordinate these events. Melinda said the ministerial benevolent fund has now been paid out of M&M budget, and the committee is continuing to keep track of its hours spent in support of its work.

(c) Programme

Don Harry said the bulk of the discussion at the last Programme Committee meeting was about the House System, with the main issue being that there are no house leaders for half of the year; a meeting of the House Leaders is planned for next week to discuss this. Don said there are a few areas where tasks for the House leaders could be shifted to others – e.g., a reduction in the number of ushers, a scripture reading roster. Don said that the key to getting volunteers is having the right person to ask for help. Council continued with additional discussion about ways to identify skills and abilities of people in the congregation, and how to engage more people in the congregation to carry out our required tasks.

(d) Ministry & Personnel

No report.

8. Correspondence

A letter from Nora Sanders, General Council General Secretary, provides an overview of the five (5) remits requiring pastoral charge approval which arose from GC42, as well copies of the required responses, and references to the resource materials associated with the remits.

9. Staff Report

Don Harry said he would be away for two weeks in April. He will be planning the May & June services so that his office cleanup in June will be less onerous. Don said he was making a conscientious effort to have shorter sermons, which seems to be working out well. He said that he has begun a file with a list of things that he does that no one else would necessarily do or know about, for turnover to his replacement.

The Good Friday service with Knox Presbyterian is planned and organized, with some last-minute details yet to be sorted out. Don said he received many favourable comments about last Sunday's drama presentation and those who participated in it.

Marion Boyd noted that Meg Jordan is preaching for all of April. Liz Dillman said that the Lay Supervision Team would be dealing with arrangements associated with Meg's departure.

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 PM.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, April 26, 2016.

Signature of President

Signature of Secretary

Attachment 1

4.1 Funerals

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

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

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

The Church office will prepare a service bulletin for all the funeral/memorial services officiated by a minister when services are held in the Church.

Requests for the following: organist, pianist and or soloist; use of sound system; use of elevator - are all made through the Funeral Home to the appropriate people at the Church.

ALL FEES for the funeral/memorial service and the luncheon are the responsibility of the Funeral Home in charge of the arrangements.

The Church can recommend fees for the following services at the church:

	<u>Funeral</u>	<u>Luncheon Only</u>
Custodial	\$75	\$50
Elevator	\$75	\$50
Sound System	\$75	\$50

If approved, these fees will be collected and paid out by the Funeral Home.

ADOPTED: January 2014

REVISED: March 2016

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

On occasion another church may request the use of the Kincardine United Church facilities to conduct a funeral/memorial service or hold a funeral/memorial luncheon. Kincardine United Church will try to accommodate this request. The request will normally come from a funeral home and the staff will contact the Kincardine United Church Minister and/or the Church office.

If there are no conflicts, the minister or Office Coordinator will approve the request. If there is a conflict, the Facilities Usage Policy will be consulted as per protocol.

Families wishing to have a funeral/memorial luncheon following the service will convey the request through the funeral home who, in turn, will consult with the Church. The Church office will notify the funeral home regarding their decision and will also inform them of any associated costs for use of the facilities.

Any fees associated with the use of the church facilities are handled by the Funeral Home.

ADOPTED: January 2014

REVISED: March 2016

Attachment 2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
6 Mar 2016	Letter from Nora Sanders, GC General Secretary, with introductory letter and copies of five (5) remits	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, April 26, 2016

The Council of Kincardine United Church was called to meet on Tuesday, April 26, 2016 in the Choir Room.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme	Bette Tusz	Intern	Meg Jordan
Administration	Donna Mowry	Ministry & Personnel	
Membership & Mission	Jean Johnson	Treasurer	Liz Dillman
		Visitor	

Regrets: Mary Phillips

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:04 PM.

2. Agenda

Moved by: Donna Mowry

Seconded by: Liz Dillman

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Don Harry)

Don Harry referenced a book, Enlightenment 2.0 by Joseph Heath, a bestselling author from the University of Toronto. Enlightenment was a philosophical movement which occurred between 1650 and 1750, significantly affecting Western civilization and resulting in – amongst other things - a new political philosophy. Don said that the American, French and other revolutions were based upon ideas which evolved from the Enlightenment, with emphasis on reason rather than belief in God. Continuing on, Don said that this “age of reason” discarded God, but a belief in God benefits us in ways which we are now starting to understand better. Don posed the question, “What benefit do we derive from having a belief in God?” Meg Jordan pointed out that there are many different images of God, each of us possessing a view of God we can speak to. After Council members shared their thoughts on this question in pairs, Don closed this devotion with a brief prayer.

4. Minutes of the Meeting of March 22, 2016

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the March 22, 2016 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) **Joint Needs Assessment Committee (JNAC) Update** (Marion Boyd, Rod Coates)

Rod Coates provided a brief overview of the JNAC committee and the status of its report, which is being drafted. He said that a decision regarding presentation to the congregation is still required. Marion Boyd reviewed the report approval by Council, the congregation, and by presbytery; she said that JNAC will still have to consider the option of an interim intentional ministry or a short-term appointment.

(b) **Updated Funeral Tea/Luncheon Procedures** (Rod Coates)

Rod Coates reported that Ron Smith had created and distributed a flowchart which clarifies the notification protocol associated with the policies updated at the March Council meeting. Council members agreed that the flowchart suits the needs.

6. New Business

(a) **Appointment of New Presbytery Representative**

Rod Coates stated that prior email correspondence amongst Council members resulted in agreement that Liz Dillman would be our fourth presbytery representative.

Moved by: Rod Coates

Seconded by: Donna Mowry

That Liz Dillman be appointed a presbytery representative from Kincardine United Church, effective April 18th.

CARRIED

(b) **Presbytery Information**

Rod Coates described the church leadership workshop he attended at the Bruce Presbytery Learning Day in Port Elgin on April 16th. At the presbytery meeting of April 19th, presbyters discussed and approved two remits: Remit #2 - Elimination of Transfer & Settlement, and Remit #5 - Ministry Partner.

Don Harry noted that it is not necessary for Council to vote in accordance with the wishes of the congregation, but Council needs to speak with the congregation if it votes differently than their wishes.

Marion Boyd spoke about the Effective Leadership Commission's report to presbytery and how it has addressed the issue of discipline within the church structure.

(c) **Lay Worship Training Candidates**

Marion Boyd explained the status of the ongoing Licensed Lay Worship Leader programs established by Bruce Presbytery, and that the Bruce Presbytery Education & Students Unit requires the recommendation of a sponsoring church for each candidate.

Moved by: Rod Coates

Seconded by: Liz Dillman

That Emily Perry and Marion Boyd be recommended by Kincardine United Church Council as candidates for the Bruce Presbytery Licensed Lay Worship Leader program.

CARRIED (Abstention: Marion Boyd)

(d) Minor Update to Commercial Advertising Policy (Rod Coates)

Rod Coates proposed some amendments to the Commercial Advertising Policy to include wording which supports items & events which benefit the community.

Moved by: Rod Coates

Seconded by: Jean Johnson

That the changes to the policy be approved as printed.

CARRIED

(The updated policy appears in Attachment 1.)

(e) Fundraising (Donna Mowry)

Donna Mowry said that we need to have some sort of fundraising activity to address the congregation's financial shortfall. After some discussion, it was agreed that the fish dinner is a very involved and labour-intensive exercise, and there are not many fall suppers. Discussion evolved into having a fall dinner, most likely with ham & scalloped potatoes. Liz Dillman agreed to make some enquiries, and a tentative date of two weeks after Thanksgiving (October 27th) was set for the event.

7. Committee Reports

(a) Membership and Mission (Jean Johnson)

Jean Johnson said that M&M meetings tend to last an hour, followed by a time of fellowship. She reviewed the visiting list, which notes who is being visited by whom. M&M is arranging a potluck dinner for Don Harry's departure, which will be held June 23rd (Thursday), with his last Sunday being June 26th. A baby shower for Jacqui Hillerby is planned for August 13th.

(b) Administration (Donna Mowry)

Donna Mowry said Dotty McClelland will be holding a church spring cleaning bee on June 16th; part of the church office cleaning will be done at that time, with the rest of the office being done in the summer. Donna said the annual Memorial Hymn Sing will be held May 29th and renamed as a Celebration of Life service, with Administration & Property looking after the House duties that day.

Liz Dillman reviewed the financial statement for the period ending April 26th. She said that the Sunday service offering was only \$960. In April, a line of credit loan of \$15,000 from BMO Nesbitt Burns was taken out for the payroll operating expenses. Liz said that wages are tracking to budget, and the Programme budget has had an unexpected expense of \$4340 for the new organ blower/motor set. For Administration, the main costs are for building operation and maintenance. The bottom line is that we spent \$27,347 more in year-to-date expenses than we received in revenue.

Rod Coates outlined the givings year to date as of end of April, which are nearly \$4600 greater than the same period in 2015.

(c) Programme (Bette Tusz)

Bette Tusz reported that the idea to use high school Audio/Visual students to assist with the Sunday service taping has been approved, but no candidates have as yet appeared. The organ has been repaired with a new blower & motor and seems to be working well. A House System meeting has been held and actions are in place to deal with vacancies and shortfalls in the program.

Marion Boyd said that future Council meetings will focus on the presentation of proposals from committees rather than discussion of minutes.

(d) Ministry & Personnel

No report.

8. Correspondence

The correspondence is summarized in Appendix 2.

With respect to the Wesley Giesz bequest notification, Rod Coates suggested Council review and update the list of special projects in accordance with the memorial gifts policy, in part to address the possibility of creating a memorial representing part of the Giesz bequest. Marion Boyd suggested that we have a special appeal for the organ repairs. She also suggested that we establish new funds for other projects such as roofing and painting.

9. Staff Report

Don Harry said his M&P review was completed and an exit interview will be done with M&P as well. Don said that he had hoped he would do increased visiting during his past few months at Kincardine, but is being tied up with several memorial services. He said that a baptismal service will be held this Sunday. He said there are about 200 books in his office that he doesn't intend to take with him when he retires, and will offer them for the congregation to take if anyone is interested.

Meg Jordan said that this has been a great time for her at Kincardine. She felt happy to introduce Chaos (the dragon) to the congregation at her last service, and Council members felt that it was a good service as well. Marion Boyd spoke about the entire intern experience as being very positive for our congregation as well as Meg.

Liz Dillman said that Meg's ordination service will be held May 29th at Midland. She said that an application has been submitted for a fall intern, and Heather Davies has agreed to be the intern supervisor once again.

10. Other Business

Council members agreed to change the date of its meeting to May 31st, at Rod Coates' request.

Liz Dillman provided some additional feedback on the progress and path forward related to the repurposing of the Chapel.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:12 PM.

Meg Jordan closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, MAY 31, 2016.

Signature of President

Signature of Secretary

Attachment 1

1.4 Commercial Advertising Policy

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

POLICY: Kincardine United Church supports the promotion of functions by other community service and non-profit groups (i.e., other registered charities and charitable organizations), as well as events/activities/programs which benefit the community.

Kincardine United Church does not advertise commercial ventures or businesses via posters, or notices in or on church property. It also does not advertise commercial ventures in church publications such as the Cornerstone or the church website. Commercial ventures or businesses are defined as those with emphasis on, or purpose of, personal, business, or organizational profit.

An exemption to this policy is a church sponsored event which has been previously approved in accordance with the facilities usage policy.

ADOPTED: May 2013

REVISED: April 2016

Attachment 2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
5 Apr 2016	Letter from David Wilson, Editor/Publisher of The Observer, with appeal for donations to the Friends of the Observer Fund.	Filed
10 April 2016	Letter from Scott Marshall, solicitor for estate of Wesley Rosswell Giesz, notifying Kincardine United Church of a \$25,000 bequest.	Filed (With Bequests)

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, May 31, 2016

The Council of Kincardine United Church was called to meet on Tuesday, May 31, 2016 in the Choir Room.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme	Jackie Clements	Ministry & Personnel	
Administration	Ron Smith	Treasurer	Liz Dillman
Membership & Mission	Ursula Portz		

Regrets: Donna Mowry

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 6:55 PM.

2. Agenda

Moved by: Ron Smith

Seconded by: Jackie Clements

That the meeting agenda be approved as printed.

CARRIED

3. Devotion (Don Harry)

Don Harry said that he rarely addresses God as Father or Lord, and if he does he uses Mother within the same context. He went on to say that he has never imaged God as a father figure, and that many characteristics associated with God are considered to be female. He commented that Myers Briggs personality characteristics can be applied equally to male and female, and that the United Church's Song of Faith uses much inclusive language for references to God. Don said that when praying, it helps to have an image in mind as to whom the prayer is being addressed, and that there is no right or wrong way to address God. Don asked Council members to describe to each other how we image God, after which he closed this devotion with a brief prayer.

4. Minutes of the Meeting of April 26, 2016

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the April 26, 2016 Council meeting be approved as printed.

CARRIED

5. **Business Arising from the Minutes**

(a) Joint Needs Assessment Report (Marion Boyd, Rod Coates)

Marion Boyd provided a brief overview of the JNAC process, noting that the draft report is substantially shorter than the previous one (about 15 pages) and contains links to additional detailed information on the church's website. She also said that this JNAC process was much different than the last (2013), which was suspended for a time to deal with other personnel issues.

Marion said that since the 2013 JNAC had been done fairly recently, the update was a shorter process. The results from the congregational survey indicate much more openness to doing things differently than the previous JNAC survey. The other significant change was to make the ministry position much broader, leaving it open to a variety of qualified candidates. This JNAC report recommends that the ministry positions be reduced from 1.6 to 1.0.

Marion went on to review parts of the report in some detail, noting that the opening Introduction is important to understanding of the JNAC process. She highlighted that the JNAC discussed the possibility of an intentional interim ministry several times during its meetings, but the feedback from the congregational survey results was the desire to get on with a fulltime minister in role as soon as possible.

Rod Coates noted that this report is not only a document which reflects the needs of the congregation, but is also a reference for any potential candidate interested in the ministry position vacancy.

Don Harry said that he had read the job description carefully and the report makes it very clear that the candidate be personable and comfortable with people, as well as having an interest in building up relationships between people in the congregation. He said the information is both relevant and inclusive.

Marion noted that the bulk of the community profile has been segregated out into supplementary information. Council reviewed the remaining sections of the report, and some suggestions for additions were:

- Add Nathan Williams' sketch of the church to the front cover.
- Mention the multicultural/interethnic nature of the community.
- Include the wedding policy.

Council members reviewed the ministry position profile description, and finished their review with a focus on the report's recommendations.

Moved by: Jackie Clements

Seconded by: Ursula Portz

That the 2016 Kincardine United Church Joint Needs Assessment report be approved as amended, and that it be presented to the congregational meeting on June 12th.

CARRIED

Marion said that no Council members can be members of the search committee, so some thought needs to be given as to who might be suitable candidates.

6. New Business

None.

7. Committee Reports

(a) Programme (Jackie Clements)

Jackie Clements said that the Programme Committee has been considering the future of the Cornerstone given the recent resignation of its editor. She said that since the recent change to the announcement format seems to be going well, Programme recommends that Cornerstone not be reinstated at this time with a final decision being kept on hold, and that we retain the announcements separate from the bulletin. At this time, articles previously published in the Cornerstone will also be placed on hold as this requires an editor with some decision/judgement criteria. The decision will be revisited when the new minister is in place.

Jackie said there has also been discussion regarding use of headsets during the worship services for those with hearing impairment, prompted by an offer from a member of the congregation to do some publicity about them. Jackie said she would create a notice in the announcements, and also deliver a message from the lectern on a Sunday morning. Jackie reviewed the pulpit supply arrangements for July and August.

(b) Membership and Mission (Ursula Portz)

Ursula Portz outlined the arrangements for Don Harry's retirement dinner, which is scheduled for 6 PM on June 23rd. Donations in recognition of Don & Linda Harry will be made to the M&S fund, and the church will make an additional contribution to the M&S fund for this purpose. The event will be very informal, with no presentations.

Ursula said the committee has reviewed the 2010 stewardship report and discussed what a stewardship event and follow-up might look like, with more discussion to follow. A letter was received from Isabelle Wilson, who is participating in a trip to Kenya with the "Me to We" program, and M&M has donated \$200 to Isabelle for this trip.

(c) Administration (Ron Smith)

Ron Smith said the Trillium Court evacuation agreement has been renewed. He noted that Dotty McClelland's church work bee will be held June 16th.

Liz Dillman reviewed the financial statement for the period ending May 31st. She said that \$25,000 has been advanced from BMO Nesbitt Burns line of credit in April & May. She also said that the hydro bill will exceed budget – the bill for April was \$3,000. Liz said that \$29,541 more has been spent than taken in year-to-date, and that another \$5,000 will likely need to be borrowed in June.

Rod Coates mentioned the General Fund givings report briefly, noting that givings are slightly higher, but still about the same as in 2015.

(d) Ministry & Personnel

No report.

8. Correspondence

The correspondence is summarized in Attachment 1.

9. Staff Report

Don Harry handed out copies of the 2016-2017 church calendar, which outlined readings and hymn suggestions for the next year and the various church seasons. Don said this information is part of a file of “to-do’s” he is creating for the next minister. He also said that he has been slowly purging his office over the past several weeks.

10. Other Business

Jackie Clements mentioned that an ordained person is required for the second half of the year for communion services – one for October 4th and one for Advent. Doug Kauffman is available for the Advent service, and another option for October 4th (World Wide Communion) is to attend another local church for which a decision will need to be made later. Don Harry suggested a Conference Staff minister might be a good choice for the World Wide Communion service.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:13PM.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, JUNE 28, 2016.

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
29 May 2016	Letter from Laschuk & Farr, on behalf of Trustees of estate of Joyce McEwan, submitting \$500 bequest to the Kincardine United Church General Fund	Filed (With Bequests)
29 May 2016	Letter from Laschuk & Farr, on behalf of Trustees of estate of Joyce McEwan, submitting \$500 bequest to the Kincardine United Church Mission & Service Fund	Filed (With Bequests)

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, June 12, 2016

The Council and Ministry & Personnel Committee of Kincardine United Church were called to meet on Sunday, June 12, 2016 in the Choir Room following the morning worship service, at the request of the Council President.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme	Jackie Clements	Ministry & Personnel	Rad Michielson
Administration			David Mullenix
Membership & Mission	Jean Johnson		Mary Phillips
		Treasurer	Liz Dillman

1. Call to Order

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

2. Constitution of Meeting

Moved by: Liz Dillman

Seconded by: Jackie Clements

That the meeting be declared duly constituted.

CARRIED

3. Summary of Discussion

Marion Boyd said that Council and Ministry & Personnel needed to discuss the period of time between Don Harry's retirement and the completion of the Search Committee process. Comments received at the morning congregational meeting to review & approve the JNAC report, as well as remarks from members of the congregation and staff, indicate some concerns about not having a fulltime minister.

Marion said that summer pulpit supply is set up for July and August, and that Bonnie Holliday from Port Elgin United will be our supervising minister when Don Harry retires. Marion said she had received expressions of interest from three persons interested in a short term ministry appointment at Kincardine. She reviewed the three candidates' circumstances briefly with Council members, commenting that she is providing the information and asking Council for their advice and input.

Don Harry noted that Bonnie Holliday is available for funerals, and the practice is that ministers provide funeral coverage for each other when on vacation. Marion said that the fall intern application has been rejected by both Bruce Presbytery Education & Students and the Conference Internship Committee.

Marion said we do not want to rush a thorough search process, and to make sure there is adequate time for a good outcome. She said that if we decide to establish a contract for a short term ministry appointment it ought to be only until the end of December, with the option of extending if appropriate, depending upon the circumstances of the appointment. Don Harry and Marion Boyd reviewed the differences between a contract ministry appointment and an intentional interim minister role and process, and the meeting attendees discussed possible contract options.

Marion asked for Council's concurrence to talk to Fred Monteith (acting Conference Personnel minister) to review further options, to which those in attendance agreed.

The meeting concluded at 1 PM.

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, June 19, 2016

The Council and Ministry & Personnel Committee of Kincardine United Church were called to meet on Sunday, June 19, 2016 in the Choir Room following the morning worship service, at the request of the Council President.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament	Don Harry
Council Secretary	Rod Coates	& Pastoral Care	
Programme	Sheila Bauer	Ministry & Personnel	Rad Michielson
Administration	Donna Mowry		Mary Phillips
Membership & Mission	Jean Johnson		

1. Call to Order

A quorum being present, Marion Boyd called the meeting to order at 11:40 PM.

2. Constitution of Meeting

Moved by: Rad Michielson

Seconded by: Donna Mowry

That the meeting be declared duly constituted.

CARRIED

3. Summary of Discussion

Marion Boyd shared highlights of the discussions she had had this past week with Fred Monteith, acting Conference Personnel Minister, the outcome of which is agreement that a temporary ministry supply option for Kincardine United Church is fine.

Marion then provided an overview of the discussion she had had with Judy Zarubick, the outcome of which is that there is agreement and common ground - for both the church and Judy - to take on this temporary role. Marion said that Judy is willing to work on special projects as directed by Council – e.g., narrative budget preparations. Judy's upcoming personal and study-related commitments & absences for the remainder of the year were reviewed briefly to see how they would affect existing worship schedule arrangements.

[A summary of Marion's discussion appears as Attachment 1.]

Moved by: Jean Johnson

Seconded by: Mary Phillips

That the Council of Kincardine United Church approves and seeks the approval of Bruce Presbytery for the appointment of Judy Zarubick, Designated Lay Minister, as a full-time Ministry Supply with the following terms:

- Term of Appointment: August 1, 2016 to December 31, 2016
- Salary and Housing: \$56,740 per annum, pro-rated (Category E in third year plus Col 3 for housing)
- Vacation: 2 weeks

- Study Leave: 9 days including 1 Sunday
- Telephone: \$720 per annum, pro-rated
- Continuing Education: \$1,359, pro-rated
- Office Assistance: 4 days per week at a minimum of 3.5 hours per day

The meeting concluded at 12 noon.

Signature of President

Signature of Secretary

ATTACHMENT 1

PROPOSAL FOR SUPPLY MINISTRY AFTER JUNE 30, 2016

As I said in my email to everyone, Fred Monteith thought the proposal to hire Judy Zarubick as Supply Minister until we get a permanent call or appointment was a good solution for everyone involved, including Judy, who needs an appointment to continue her sacramental privileges. He reiterated that this is not to be called an "interim" appointment, as that would imply Intentional Interim Ministry, for which Conference would not consider Judy acceptable because of her close ties to the congregation. He accepted that we might have Judy do some of the preparatory work of moving us along in preparation for a new minister but stressed that it would not be suitable to embark on a full transition process as laid out by the Intentional Interim Ministry Handbook.

Judy and I then talked by phone early in the week and I outlined for her our thoughts on how she might assist us if she were willing to accept a temporary Supply Ministry position with us. Initially, she was hoping we might consider July to June but I said we needed to be quite firm about a shorter appointment that could be renewed should all parties agree. Judy agreed to go away and prepare a proposal for us. We then met yesterday and came up with the following proposal:

Term of the appointment:

August 1 to December 31, 2016, renewable with the agreement of both parties. Notice period to terminate the appointment would be 90 days for each party. August would be spent reacquainting herself with the congregation, doing pastoral care visiting and any funerals that arise, and making sure she has a good understanding of our organizational needs. Then, starting in September, conducting services, preaching, attending committee meetings, and work on projects as agreed by Council. According to UC policy, for this period of time, Judy would be entitled to 9 days study leave, including one Sunday, and 2 weeks vacation, including Sundays.

Vacation:

Judy and Jim are committed to an event running from Friday afternoon, August 19 to Sunday night, August 21. Since this weekend is covered by Pulpit Supply, I don't think this would count as vacation but just the weekend.

Judy and Jim are committed to a trip from September 26 to 30 (Monday to Friday). I am not clear whether that includes a Sunday or not. If so, it might be able to coincide with our Mission Sunday which M&M have already arranged for September.

Judy may want to take the remaining vacation time either in August or the last week of December, following the Christmas Eve service.

Study Leave:

Judy is committed to the Enneagram Retreat, Saturday September 10 and Sunday, September 11. We would need to arrange pulpit supply.

Judy's Supervisor Training is booked for Monday, October 24 to Friday, October 28. Again, as this occurs during the week we would need to be clear about whether a Sunday is included or not.

The Interim Ministry Retreat is scheduled for November 16 and November 17 (Wednesday and Thursday).

Presbytery/Conference Obligations:

Judy is not currently on any Presbytery Committee but does arrange the power point projection for meetings and acts as an Assistant Treasurer.

Judy is on the Conference Finance Committee which meets three times a year. She is on the Interview Board which meets 4 times a year on Saturdays. She chairs the Division of MP^E, which meets 3 times a year, once in person and rest by phone. As Chair, she sits on the Conference Executive which meets 3 times a year. She is on the Local Arrangements Committee for the 2017 Conference meeting in Port Elgin in May.

Remuneration:

Judy is entitled to continuing education support at the UCC minimum of \$1359 per year or \$113.15 per month.

Judy has been receiving \$720 per year or \$60 per month to cover her cell phone.

From August to December, Judy would be in the Designated Lay Salary Grid as Category E with two years completed in that Category and in the midst of her third year. Her yearly salary and housing allowance at Col.3 would be **\$56,740** (\$4,728.33 per month, gross). Should the contract extend beyond December, she would move into Category F and be entitled to any cost of living increment set by the church for 2017. Pension and benefit costs as set out by UCC.

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, June 28, 2016

The Council of Kincardine United Church was called to meet on Tuesday, June 28, 2016 in the Choir Room.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament & Pastoral Care	Don Harry
Council Secretary	Rod Coates	Ministry & Personnel	Mary Phillips
Programme	Sheila Bauer	Treasurer	Liz Dillman
Administration	Donna Mowry		
Membership & Mission	Bernd Portz Ursula Portz		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:05 PM.

2. Agenda

Moved by: Liz Dillman

Seconded by: Mary Phillips

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Don Harry)

Don Harry said he had recently been reading a book on leadership which reinforced the importance of prayer. His reading referenced a blind study dating from 1969 wherein patients were being prayed for by others unknown to them, and their recovery was quicker than those who did not have prayer offered for them. Don noted one of the book's conclusions that praying before a meeting is beneficial, and concluded with a brief prayer giving thanks for the meeting.

4. Minutes of the Meetings of May 31, June 12, June 19, 2016

Marion Boyd requested that her proposal from the Council meeting of June 19th be added to those minutes. Additional to that meeting, she also noted that presbytery Pastoral Relations had asked that Kincardine United Church include granting of sacramental privileges along with its request for appointment of Judy Zarubick, and Council members agreed with this request.

Marion reinforced that this appointment is for a temporary supply minister. There was some additional discussion about the difference between a supply minister and an intentional interim, with insight from both Don Harry and Marion Boyd.

Donna Mowry requested some changes for clarification to the wording of the Administration Committee report in the May 31st meeting minutes.

Moved by: Liz Dillman

Seconded by: Ursula Portz

That the minutes of the May 31, 2016 Council meeting be approved as amended.

CARRIED

Moved by: Rod Coates

Seconded by: Donna Mowry

That the minutes of the June 12, 2016 Council meeting be approved as printed.

CARRIED

Moved by: Rod Coates

Seconded by: Mary Phillips

That the minutes of the June 19, 2016 Council meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) Joint Needs Assessment Report Follow-up (Marion Boyd, Rod Coates)

Marion Boyd said the JNAC report and its recommendations were accepted by presbytery, with the proviso that continuing education amounts also be negotiable in the event there is a candidate with an ambitious education plan. She said that cell phone costs might also be higher than proposed; the expectation is that all the terms are negotiable.

6. New Business

(a) Joint Search Committee (Marion Boyd)

Marion Boyd said that presbytery has appointed Charles Clarke and Herb Klaehn as our representatives on the Joint Search committee. She said that those who have volunteered from Kincardine United Church are Liz Dillman, Marilyn Meldrum, Charles Ludlow & Gregg McClelland, and that we would prefer to have 1 or 2 more people, and ideally some younger people.

Don Harry said that the volunteers named are a good representation of the congregation, although a few more people would be helpful. He went on to elaborate on a few aspects of the function of a Joint Search committee. Marion Boyd mentioned some help which can be provided from Conference staff – e.g., processing of ministry applications and reference checks. Bernd Portz and Sheila Bauer were asked if they were willing to serve on the committee and agreed to do so. Several other names were suggested and will require individual follow-up for confirmation.

Moved by: Donna Mowry

Seconded by: Mary Phillips

That Sheila Bauer, Liz Dillman, Charles Ludlow, Gregg McClelland, Marilyn Meldrum, and Bernd Portz be approved as the members of our Joint Search Committee, and that Council be empowered to approve any additions to the committee roster by email.

CARRIED

(b) Bruce Presbytery Report (Marion Boyd, Rod Coates, Liz Dillman)

Liz Dillman, Marion Boyd & Rod Coates provided some reflections on last Tuesday's presbytery meeting (June 21st), and especially the comments of the guest speaker, moderator Rev. Jordan Cantwell. Marion noted that the moderator spoke about the pending remits and the importance of not being hung up on them. Liz mentioned the moderator's comments about the interaction between the Chinese Christian church and the United Church and the parallels with each's marginalization from the mainstream.

(c) Praise in the Park (Don Harry)

Don Harry said he had received a phone message about an upcoming "Praise in the Park" event requesting Kincardine United Church's participation and passed on the contact information for follow-up with the event's organizer, Maureen Smit.

(d) Kincardine Ministerial Association Park (Don Harry)

Don Harry said the ministerial association's benevolent funds are quite low at present, referencing a request from Ken Craig. He went on to explain the fund's purpose. It was noted that the church's donation to the fund (\$300) has already been sent this year.

Moved by: Bernd Portz

Seconded by: Donna Mowry

That we donate an additional \$300 to the Kincardine District Ministerial Association Benevolent Fund.

CARRIED

7. Committee Reports

(a) Membership and Mission (Bernd Portz)

Bernd Portz said that the M&M budget amount of \$400 has been sent to the Grey-Bruce Chaplaincy fund.

Moved by: Bernd Portz

Seconded by: Liz Dillman

That Council approve the membership transfer of Cathy & Ashly Armstrong and Betty Bannerman to Bervie United Church.

That Council approve the membership transfer of Jim & Ruth Thorpe to Knox Presbyterian Church.

CARRIED

Bernd said that Mission Sunday will be September 26th: Gerry Stephens will be speaking on his mission trip to Haiti and some other local volunteers will be with him for the occasion. Envelopes for donations towards this mission project will be handed out three weeks prior to the event. A letter of thanks has been received from Isabelle Wilson for the church's donation to her trip to Africa.

(b) Administration (Donna Mowry)

Donna Mowry said that the year-to-date donation statements will be sent out in July. She said that the recent Celebration of Life service raised \$2380. Donna said that there are presently three phones in the church office for which the church is being charged \$8.75 monthly; it was agreed that one phone will be removed and turned back to BMTS. Donna said that we will be finding someone to conduct an energy audit of the building. Marion Boyd asked if the audit could look into the option of meeting in the basement during the winter months.

Donna said that a different photocopier will be leased for the office. The new copier has all the features of our current copier but with a better resolution and the option to print in colour, and the cost is approximately the same as the current one. Donna noted that we are making 4000 more copies monthly now than in 2012, so will be installing usernames and passwords on the new copier to understand our usage. Council endorsed these recommendations.

Rod Coates reviewed the year-to-date givings statement, noting that General Fund givings are similar to the same period in 2015. Liz Dillman reviewed the financial statement for the period ending June 27th. There is \$13,552 in the bank, with \$25,000 loaned against the line of credit. Expenses are all tracking below budget. Liz said that the Administration Committee agreed there will be no financial statement published for the summer in order to give the congregation a break from negative financial news.

(c) Programme (Sheila Bauer)

Sheila Bauer said there had been a question about Bonnie Holliday being available for funerals over the summer, and Marion Boyd confirmed that Bonnie would do so until August 1st, her vacation schedule permitting, or presbytery Pastoral Relations would address it.

Sheila said that recognition of Sunday school teachers and audio/visual team will take place on September 11th. Sheila went on to say that she had received a list of suggestions from Jack Nancekivell based on his work as a May House leader. Sheila highlighted some of the aspects of the House system, which still has some issues but is managing OK at present and no changes are planned for the immediate future.

(d) Ministry & Personnel (Mary Phillips)

Mary Phillips said the 2015 staff evaluations are now done and everything is quite positive. There are some things which need to be done as follow-up, mainly with safety audits for specific staff members, with the committee contacts responsible for those staff positions needing to do that follow-up.

Mary said that each staff member job description needs to be reviewed and updated annually. After some discussion, it was agreed that the church will pay up to \$200 for a personal development course for Sarah MacKenzie.

8. Correspondence

The correspondence is summarized in Attachment 1.

9. Staff Report

Don Harry said he'd been on an emotional roller coaster for the past several months, but was looking forward to his retirement. He noted that he is pacing his physical activity until he can get his health issues sorted out, and expects to spend the first month of retirement just sleeping.

Don observed that the church building has significance because of its people, and not because of the building itself. He said that getting to know people is something that churches do well, and that Kincardine United Church has kind, yet private, people. He said that many people had expressed the wish to continue seeing him, but that he needs to make a break with the congregation to allow bonding with the new minister.

10. Other Business

Mary Phillips asked for clarification of the role M&P had with Judy Zarubick, to which Marion Boyd responded that she would be treated like any other staff person for the duration of her contract. Marion also noted that there may need to be a Council meeting with Judy prior to the next scheduled meeting in September.

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.

Don Harry closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, SEPTEMBER 27, 2016.

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
16 June 2016	S.H.A.R.E. (Sending Help & Resources Everywhere), May newsletter	File

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, August 28, 2016

The Council of Kincardine United Church was called to meet on Sunday, August 28, 2016 in the Resource Room following the morning worship service.

PRESENT

Council President	Marion Boyd	Supply Minister	Judy Zarubick
Council Secretary	Rod Coates		
Programme	Jackie Clements	Ministry & Personnel	David Mullenix
Administration	Jack Nancekivell	Treasurer	Liz Dillman
Membership & Mission	Krista Ritchie	Guest	Jim Zarubick

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 11:55 AM. Marion stated that the main item of business was discussing arrangements with Judy Zarubick during her stay with us.

2. Prayer

Judy Zarubick led Council members in a recitation of the Kincardine United Church Behavioural Covenant.

3. New Business

(a) Direction for Supply Ministry Period

Judy Zarubick said that she wants to do more than just mark time until the new minister arrives; she said she wants to have things to do, not just things which can be done during her tenure but also any sticky issues which might have been outstanding. Judy said that Council has been elected with the responsibility of carrying on the work of the congregation, and that work must continue despite not having a permanent minister. Marion Boyd said that people are eager for change, as noted by some of the changes to this morning's worship service. Judy noted, by way of example, that the procession of the word & candle this morning was omitted, following prior consultation with the August House leaders.

Judy said that she had reviewed the church's governance document and noted some areas where changes are required to align with our current structure. She suggested that the behavioural covenant be used more frequently – e.g., at each committee meeting. Judy noted that the church's mission statement could be updated and that there were other opportunities with respect to where the mission of the church needs to align with who we are and what we do.

Jack Nancekivell said that we appreciate the stability Judy's presence provides. He noted the importance of hospitality and welcoming people to the church. Jack said we also

need to focus on membership and make people feel that they are welcome, and not that we are looking for money – i.e., stewardship is not our focus. Judy gave examples of other congregations who have provided outreach to their community and membership without a focus on money issues (e.g. Bervie United memorial service). Judy said that another issue is “doing business on Sunday” – i.e., using the occasion to pursue others about issues rather than using the opportunity to engage in fellowship and worship. Judy noted that the church’s website is very good, but that there are some things which are outdated – e.g., current staff members. Council agreed that we could provide some additional details regarding our staff and recognize them. Judy said that she intends to visit each of the committees to see what they do, and whether there are activities which don’t make sense being done, or need to be done.

Judy also noted that our wedding policy needs updating to be made inclusive. With respect to the wedding policy, the consensus was that this policy needs to come to Council meeting for a decision, with the option of inviting members of the congregation who wish to attend to voice their opinions.

With respect to Council meetings, consensus was that committee reports can be either simplified or eliminated in that the committee minutes and information are distributed in advance of Council meetings, so additional presentation or discussion of committee meetings is not required unless there are questions or clarifications required.

Committees need only bring recommendations requiring attention or action to Council meetings.

(b) Financial Statement (Liz Dillman)

Liz Dillman provided an overview of the financial statement for the period ending 30 July 2016. The available bank balance is now \$19,982, and the church received a \$25,000 bequest in July which has yet to be allocated to a specific purpose. Liz noted that she will be away for the period September 14-26.

(c) Sanctuary Projection System Proposal (Rod Coates)

Rod Coates presented a draft terms of reference for a team to research and oversee installation of a projection system in the sanctuary.

Moved by: Rod Coates

Seconded by: Liz Dillman

That the sanctuary projection system task group terms of reference and team membership be accepted as presented.

CARRIED

[Note: A copy of the terms of reference appears as Appendix 1.]

(d) M&P Recommendations re Staff Vacation Policy (David Mullenix)

David Mullenix outlined a 1997 policy which addresses vacation treatment for non-ministry staff. He said Ministry & Personnel (M&P) reviewed this policy in light of current practices and presented the rationale for the following recommendations:

- i. Rescind the vacation policy passed at the February 10th, 1997 meeting of the Kincardine United Church Unified Board.
- ii. Add a 4% in lieu of vacation benefits to David Walker's salary.
- iii. Initiate a sick leave benefit of 3 days per annum for Sarah MacKenzie. [A day is defined as 8 hours, which is the equivalent of 6 half-days per year.]

Moved by: David Mullenix

Seconded by: Jackie Clements

That the three M&P recommendations be accepted as presented.

CARRIED

Note: These recommendations are effective for the 2016 fiscal year.

(e) Emily Shaw Request for use of Sanctuary – October 28 (Jack Nancekivell)

Jack Nancekivell introduced a request for a concert by Emily Shaw, for the benefit of the Women's House.

Moved by: Jack Nancekivell

Seconded by: Jackie Clements

That Council approves the use of the sanctuary for this concert, that the church will provide administrative support, and that whatever Emily Shaw wishes to donate to us is appreciated.

CARRIED

(f) Committee to Determine Layout & Seating for Revamped Chapel (Jack Nancekivell)

Jack Nancekivell presented Council with a brief update regarding changes to the Chapel.

4. Other Business

Liz Dillman suggested we start a monthly church potluck beginning on September 29th, which was agreed to by Council members.

Due to Judy Zarubick's schedule, the September Council meeting will be held October 4th, with Judy suggesting the meeting be held in the kitchen. Liz Dillman suggested that Council meetings held the first Tuesday of each month would simplify financial reporting; Council agreed to make this change for future meetings.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 1:30 PM.

Marion Boyd closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, OCTOBER 4, 2016.

Signature of President

Signature of Secretary

Appendix 1

Terms of Reference

Kincardine United Church Sanctuary Projection System Task Group

Sponsorship and Constitution

This task group is convened at the request and sponsorship of Kincardine United Church Council.

Current Situation

Kincardine United Church has previously contemplated various proposals for sanctuary video projection, technology which many churches now use to augment and enhance their worship experience. With continuing improvements to available equipment, simplification of use, and cost reductions, this technology continues to become less complex and more affordable.

Task Group Assignment

The task group's assignment is to implement sanctuary video projection for Kincardine United Church, with the following deliverables:

- Evaluate options for sanctuary projection system, including both flat screen TV and projection systems.
- Evaluate software and support technology (laptop, video editing, etc) which integrates with the recommended option – i.e., the projection equipment, laptop, and software must all be compatible.
- Recommend installation options (e.g., by KUC volunteers or by others)
- Oversee the system installation and start-up.

The Task Group may choose to deviate from these deliverables if they are determined to be impractical; in such case, approval of Council is required.

Considerations/Constraints

- Total target budget for the project is \$7,500, comprising \$5,000 from a 2016 legacy bequest, and existing 2016 budget of \$2000 for a "*New Computer for Audio Editing*" and \$500 for "*Software for Projection*".
- The task group has the option of exceeding this budget with appropriate justification and approval by Council.
- Proposal is to ensure that both choir and presenter have line of sight to monitors.

Task group Membership / Participation

The following persons have agreed to serve on this task group:
Rad Michielson, David Mullenix, Ben Thompson, Judy Zarubick

References

- 1) Programme Committee presentation to Kincardine United Church Council, 27 Nov 2012.

These terms agreed to by:

Council President

On behalf of Task Group

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, October 4, 2016

The Council of Kincardine United Church was called to meet on Tuesday, October 4, 2016 in the kitchen.

PRESENT

Council President	Marion Boyd	Supply Minister	Judy Zarubick
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme	Jim Zarubick	Presbytery Representative	Emily Perry
Administration	Donna Mowry		
Membership & Mission	Jean Johnson		

Regrets: Mary Phillips

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: Donna Mowry

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy Zarubick read from the book Off to a Good Start. This began with a passage from Thessalonians 1, followed by a reflection based on the theme of Thanksgiving which emphasized that Paul always gave thanks despite his experiencing adversity. Judy said that we have a choice with respect to how we respond to opportunities, and that we should always choose the way of hope. She closed this devotion with a prayer.

4. Minutes of the Meetings of June 28 & August 31, 2016

Moved by: Rod Coates

Seconded by: Donna Mowry

That the minutes of the June 28, 2016 Council meeting be approved as amended.

CARRIED

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the August 31, 2016 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Wedding Policy (Marion Boyd, Judy Zarubick)

Marion Boyd said we had spoken briefly at the last Council meeting about how we might undertake a change to our wedding policy. Marion said that Council has not visited this issue for 10 years, and significant changes to the laws of Canada and views of society regarding marriage have occurred during that period of time. Marion also noted that Council had asked to Judy Zarubick to work with the issue of our wedding policy. Council members revisited & reviewed previous discussions of Council and the congregation pertaining to this policy, with the last decision dating back to November 2005 in which Kincardine United Church Council stated that it would not permit its staff to perform same-sex marriages. Judy Zarubick said that in 2005 Council deferred decision on this matter due to the positions of several congregational members and did not want to add to their pain by approving a decision in opposition to their strongly-held beliefs.

Judy says our church's mission statement incorporates hospitality, so we must be inclusive in the way we approach this. She also said that requests for marriage by the minister must come to Council for approval.

After some discussion of possible ways to progress this, the consensus was that Council would announce a notice of motion to the congregation, with Rod Coates & Judy Zarubick to craft the notice of motion and email to Council for concurrence prior to notifying to the congregation.

(b) Projection System Update (Judy Zarubick)

Judy Zarubick said the projection system task group has met several times. It has now received an estimate for some different types of equipment and is now evaluating different screen sizes, and obtaining additional quotes from vendors. Overall the project is progressing well.

6. New Business

(a) Remits (Marion Boyd, Rod Coates)

Marion Boyd said we had promised ourselves and the congregation that we would deal with the remits this fall. Council members held a general discussion about the remit topics, and agreed that we will vote on Remits 1,2 & 3 at the November meeting, and Remits 4 & 6 at the December meeting.

(b) Office Reconfiguration (Judy Zarubick)

Judy Zarubick reported that the church office needs some major rearranging to make it more welcoming and functional, noting that she, Liz Dillman & Sarah MacKenzie had reviewed the details today. The main change is that the larger pieces of furniture (bookshelves & filing cabinet) will move to the spare office, and the office desk will be moved to the opposite wall. The office will then be painted and carpets cleaned.

7. Financial Report (Liz Dillman)

Liz Dillman reported the financial statement for the period ending September 30th. She said that wages are on track and all other budgets are underspent. There is a \$21,120 available balance in the bank, not including a \$25,000 bequest which is unallocated. The year-to-date deficit is \$1541, less the \$25,000 line of credit advanced earlier in the year.

8. Committee Items for Council

(a) Ministry & Personnel Membership

Mary Phillips had sent a request to Council for approval of Bette Tusz's appointment to the Ministry & Personnel Committee.

Moved by: Rod Coates

Seconded by: Donna Mowry

That Council approve the appointment of Bette Tusz to the Ministry & Personnel Committee.

CARRIED

9. Correspondence

The correspondence is summarized in Attachment 1.

10. Staff Report

Judy Zarubick handed out copies of the new church calendar, highlighting the upcoming communion and advent services, and including a stewardship initiative in December.

After some discussion about the December 25th service, the consensus amongst Council members was that this service be cancelled.

11. Other Business

(a) Organizational Handbook (Judy Zarubick)

Judy Zarubick distributed some updates she had made to the organizational handbook and to reflect the "as is" organization. She outlined the changes, many of which are to address the current ministry positions as defined by the last approved JNAC.

b) Search Committee

Moved by: Donna Mowry

Seconded by: Jean Johnson

That Teresa Perfrement be appointed to the Joint Search Committee.

CARRIED

c) Audio Video Computer request (Jim Zarubick)

Jim Zarubick said that the audio video sound booth laptop has crashed several times in the past month and is becoming more unreliable, so needs to be replaced. It was noted that there is \$2000 allocated in the 2016 budget to replace this equipment.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:55 PM.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, NOVEMBER 1, 2016.

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
11 Jul 2016	Letter from the Grey Bruce Healthcare Chaplaincy Council acknowledging the church's gift of \$400	Treasurer
7 Aug 2016	Letter from Silver Lake Camp, acknowledging gift of \$620.25 towards their building fund.	Treasurer

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, November 1, 2016

The Council of Kincardine United Church was called to meet on Tuesday, November 1, 2016 in the church kitchen.

PRESENT

Council President	Marion Boyd	Supply Minister	Judy Zarubick
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme	Jackie Clements	Presbytery Representative	Emily Perry
	Joan Gillespie		
Administration	Donna Mowry		
Membership & Mission	Berndt Portz		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:06 PM.

2. Agenda

The meeting agenda was accepted as presented.

3. Devotion (Judy Zarubick)

Judy Zarubick read an article entitled The Wedding, from the book Present on Earth, a modern retelling of the wedding at Cana. She concluded with a prayer.

4. Minutes of the Meeting of October 4, 2016

Moved by: Liz Dillman

Seconded by: Donna Mowry

That the minutes of the October 4, 2016 Council meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) Wedding Policy

Marion Boyd noted that a notice of motion for the wedding policy had been posted in the announcements for the past several weeks with no feedback from the congregation. Donna Mowry questioned whether the congregation understood the implications of the policy. Bernd Portz questioned whether more time should be allowed for additional discussion with the congregation, with the response from several Council members being that there had already been many past meetings & workshops on this topic. Judy Zarubick pointed out that per The Manual, Council needs to approve each wedding which takes place in the church, and would therefore be informed prior to any ceremony taking place in accordance with the policy. Additional comments were made

regarding the United Church's polity with respect to marriages, and how the decision is for Council to make.

Moved by: Liz Dillman

Seconded by: Emily Perry

That the wedding policy be approved as presented, replacing existing policy 4.2 and with the existing wedding policy becoming new wedding procedure 5.4.5.

CARRIED

(one opposed)

[Note: The new policy appears as Attachment 1]

Jackie Clements said that it was important that we move forward on this matter and that the church advance with the rest of society.

(b) Remits

Marion Boyd explained some of the basic principles of Remit #1 and briefly outlined the structure of the church if the remit passes. Some additional discussion and comments were made by Council members regarding how the church's work would continue if the presbytery structure disappears.

Remit 1 – Three Council Model

The Question:

Does the presbytery/pastoral charge agree that:

(a) the United Church be re-organized into the three-council model approved by the 42nd General Council 2015; and that

(b) the Basis of Union be amended to reflect this change?

Moved by: Rod Coates

Seconded by: Donna Mowry

That Kincardine United Church Council affirm Remit # 1.

CARRIED

Judy Zarubick said that Transfer & Settlement is an option not only for those graduating from theology schools, but also mature ministers. Marion Boyd went on to explain that at one time ministers were required to be placed through settlement as a condition of becoming a minister; Judy commented that no one uses the process presently.

Remit # 2 Elimination of Transfer and Settlement - Category 3 remit

The Question:

Does the presbytery/pastoral charge agree that: (a) the processes of transfer and settlement for members of the order of ministry within the United Church be eliminated, including the elimination of the General Council Transfer Committee; and that (b) the Basis of Union be amended to reflect this change?

Moved by: Rod Coates

Seconded by: Liz Dillman

That Kincardine United Church Council affirm Remit # 2.

CARRIED

(c) Projection System Update

Judy Zarubick said that different estimates for the projection system installations were reviewed, including a commercial TV set, a fixed projection screen & projector, and a standard HDTV set. The recommended option would involve two 75" screens mounted on either side of the sanctuary; the hardware components have been quoted a fixed price, but as the installation still needs some wiring details to be confirmed, the company representative will be present at the church next week to finalize installation details & costs. Judy said that the present budget for the project is \$5000, and to complete the project with the appropriate installation it would be appropriate to allocate an additional \$5000.

Moved by: Donna Mowry

Seconded by: Berndt Portz

That the projection system project team be allowed to spend up to \$10,000 from the \$25,000 bequest.

CARRIED

6. New Business

(a) Joint Search Committee Update (Liz Dillman)

Liz Dillman said the search committee has met twice and is presently working on a job ad. She said that the two meetings have been quite productive.

Moved by: Liz Dillman

Seconded by: Berndt Portz

That Angela Hazlewood be appointed to the Joint Search Committee.

CARRIED

(b) Reassessment of Judy Zarubick's Contract Term

Marion Boyd said Council had originally agreed with Judy Zarubick that she would be here until the end of December, but due to the Joint Search status we now know that she needs to stay longer until a fulltime minister is found. Marion outlined the terms which would apply beginning as of January 1st, due to Judy moving to Category F, as well as the new United Church pay scale.

Moved by: Emily Perry

Seconded by: Bernd Portz

That the Council of Kincardine United Church approves and seeks the approval of Bruce Presbytery for the re-appointment of Judy Zarubick, Designated Lay Minister, as a full-time Ministry Supply with the following terms:

- Term of Appointment: January 1, 2017 to June 30, 2017
- Salary/Housing Allowance: \$57,882, pro-rated (Category F, Col. 3, 2017 rates)
- Telephone: \$720, pro-rated

- Continuing Education: \$1,374, pro-rated
- Total Remuneration \$59,976 pro-rated
- Study Leave: 22 days plus 2 Sundays (pro-rated)
- Vacation: 6 weeks, including Sundays (pro-rated)
- Administrative Assistance: 4 days per week at a minimum of 3.5 hours per day

CARRIED

(c) Upcoming Baptism (Judy Zarubick)

Judy Zarubick said that she had received a request from Jacqui & Rich Hillerby for their twins to be baptized.

Moved by: Donna Mowry

Seconded by: Liz Dillman

That Kincardine United Church Council approve the baptism of Robin Susan and Jacob Clifford Hillerby.

CARRIED

(d) Baptismal Policy (Rod Coates)

Rod Coates outlined a proposal for a baptismal policy, noting that it contains wording which aligns with The Manual 2016.

Moved by: Rod Coates

Seconded by: Bernd Portz

That the baptismal policy be approved as presented.

CARRIED

[Note: The new policy appears as Attachment 2]

7. Financial Report (Liz Dillman)

Liz Dillman presented the financial statement for the period ending October 31st. Most of the committee budgets for 2017 are drafted or will be shortly. Funds available for use in the General Account are \$16,692. Council members discussed whether or not the budgets should reflect what we want to spend, with the general consensus being that we budget what we need to spend for the church.

Marion Boyd noted that we have normally gone for two months into a new year without an approved budget, and more churches are now holding meetings to approve only a budget with their annual meetings being held at a later date. Liz Dillman said it would be less work for her to work to an approved budget rather than wait until the budget is approved inasmuch as retroactive payroll adjustments are not required.

Moved by: Liz Dillman

Seconded by: Emily Perry

That Kincardine United Church hold a congregational meeting December 11th to approve the 2017 budget.

CARRIED

8. Committee Items for Council

No additional items were raised.

9. Correspondence

The correspondence is summarized in Attachment 1.

10. Staff Report

Judy Zarubick said we would notice a couple of things going on – e.g., the chapel has been painted and curtains are being replaced, and some of the items in the chapel need to find a new home. Judy said the office is being rearranged and being prepared for painting, and awaiting office furniture to arrive.

11. Other Business

Arising from a recent request for use of the sanctuary, Jackie Clements questioned whether the Programme Committee should approve its use. Donna Mowry said that the facilities use procedure needs to be updated and this will be addressed as part of that.

Jackie Clements said that leaving tables set up in the Fellowship Hall has been causing some issues with the outside groups using the room, with extra work for David Walker to clean around tables if they are still set up. After some discussion, it was agreed that the tables and chairs will be left set up the way that we normally use them, that user groups will be informed to leave tables and chairs as found, and this arrangement will be confirmed to be suitable with David Walker.

Liz Dillman said the potluck dinners are going well. She said the third dinner will be held November 23rd, and suggested that we each try to invite someone to the next dinner.

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.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, DECEMBER 6, 2016.

Signature of President

Signature of Secretary

Attachment 1

Wedding Policy

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

POLICY:

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

ADOPTED: November 2016

Attachment 2

Baptism Policy

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

POLICY:

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

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

ADOPTED: November 2016

Attachment 3

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
9 Oct 2016	Letter from Scott Lovell, Executive Director, Residential Hospice of Grey Bruce, appealing for funds for a new hospice facility, Chapman House	Filed
31 Oct 2016	InfoPac assorted materials, including: <ul style="list-style-type: none">- Annual report 2015- Five Oaks Centre- Remits reminder from Nora Sanders- Advent Peace Box- United Church-Hindu relations	Filed (bulletin board)

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, December 6, 2016

The Council of Kincardine United Church was called to meet on Tuesday, December 6, 2016 in the church kitchen.

PRESENT

Council President	Marion Boyd	Supply Minister	Judy Zarubick
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme	Joan Gillespie	Presbytery Representative	Emily Perry
Administration	Donna Mowry	Ministry & Personnel	Mary Phillips
Membership & Mission	Berndt Portz		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:01 PM, noting that the Council meetings on the 1st Tuesday of month seems to be working well.

2. Agenda

Moved by: Rod Coates

Seconded by: Donna Mowry

That the meeting agenda be approved as printed.

CARRIED

3. Devotion (Judy Zarubick)

Reading from the book Off to a Good Start, Judy Zarubick began with a passage from Matthew 9, the tax collector, followed by a devotion based on being off on a venture of faith. Judy said that Matthew was a Roman tax collector, a person considered with scorn & disdain, but that Jesus' calling of him meant that flawed ordinary people have a purpose and use in God's eyes. She closed with a brief prayer, then reiterated a closing thought as to whether we are ready for an adventure, and do we have gifts and things which will help us along the journey.

4. Minutes of the Meeting of November 1, 2016

Moved by: Liz Dillman

Seconded by: Rod Coates

That the minutes of the November 1, 2016 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Remits

Marion Boyd noted remit study guides had been circulated with the notice of meeting.

Regarding Remit #3, Office of Vocation, Marion stated that General Council had changed the original proposal (a "college") slightly and that the present remit represents a

compromise. Marion said this means that there will be one place to go for ministry-related issues. Judy Zarubick said the new structure would establish standards and processes for ministry personnel to become accredited, with expertise consolidated in one spot rather than dispersed through many presbyteries across the country. Marion & Judy continued to outline some of the proposed structural changes and some of the expertise required for the new structure. Emily Perry pointed out some examples of difficulties she's recently experienced in dealing with ministry candidates within other presbyteries. Judy pointed out that the new processes also give teeth to enable compliance, something which is lacking with the current processes; she also noted that the new process are more likely to weed out unsuitable candidates prior to their final interview board.

Marion Boyd finished with an overview of the various proposed elements - the new structure, support for candidates for ministry, and discipline. Judy Zarubick outlined her experience with a formal hearing and the issues associated with forming and carrying out discipline, noting that in the proposed structure a set panel is in place and ready to act whenever the need arises.

Remit 3 – Office of Vocation

The Question:

Does the presbytery/pastoral charge agree that

- a. a denominational office of vocation be established in the structure of the United Church, with responsibilities and structure as approved by the 42nd General Council 2015; and that
- b. the Basis of Union be amended to reflect this change?

Moved by: Rod Coates

Seconded by: Liz Dillman

That Kincardine United Church Council affirm Remit # 3.

CARRIED

It was agreed that a decision on Remit # 6 would be deferred to a future meeting.

(b) Projection System Project Update (Judy Zarubick)

Judy Zarubick said Microsoft Office Standard has been purchased and installed on the sound booth laptop which will run the new projection system. She said that the television sets will be installed in the sanctuary next Monday morning, followed by set-up and testing. Judy said that David Mullenix was arranging for installation of Wi-Fi boosters to improve access in dead areas in the church. Judy said that she has discussed preparation of the Sunday PowerPoint presentations with Sarah MacKenzie and will jointly develop some capability for doing presentations.

6. New Business

(a) **Joint Search Committee Update** (Liz Dillman)

Liz Dillman said the job ad for the ministry position has been online with The Observer since November 21st, and some applications have already come in. She noted that the search committee will be preparing interview packages for the candidates and be prepared to begin the process in January. Liz also said that if anyone is aware of any suitable candidates they should be brought to the attention of the search committee.

(b) **Church Management Software Proposal** (Rod Coates)

Rod Coates outlined some of the history associated the church's management systems, and proposed the purchase of new integrated software to consolidate membership and financial records. A copy of the detailed proposal appears as Attachment 1.

Moved by: Rod Coates

Seconded by: Liz Dillman

- 1) That the proposed software purchase be approved by Council.
- 2) That M&M committee identify membership data to be migrated from VianSoft to Power Church Plus.
- 3) That the Envelope Steward begin using for the 2017 fiscal year for all donations received by Kincardine United Church.
- 4) That Council receive quarterly updates regarding the transition, beginning in March 2017.

CARRIED

(c) **Amendments to Wedding Procedure** (Joan Gillespie)

Joan Gillespie outlined proposed changes to the wedding procedure arising from the last Programme meeting, stating that since the Chapel has been repurposed, it can be used for small weddings. A fee structure for use of the Chapel has been recommended, as follows:

Admin. Cost	\$ 50.00
Chapel	50.00
Minister	200.00
Total	300.00

Moved by: Joan Gillespie

Seconded by: Donna Mowry

That the amendment to Wedding Procedure be approved as presented.

CARRIED

(d) **Designation of Bequest** (Rod Coates)

Rod Coates stated that a \$2,000 bequest from the estate of Shirley MacDougall, of which Council was notified in January 2015, was received last month. He said that in accordance with the Memorial Gifts policy, Council is to decide if this bequest will be used for the General Fund or for a special project.

Council discussed about the possible uses of the bequest funds, including updating the special projects list and asking the congregation for their suggestions. Rod agreed to bring the issue back to the next meeting with a more detailed proposal for further discussion.

7. Financial Report (Liz Dillman)

Liz Dillman presented the financial statement for the period ending November 30th. She said that expenditures are well under budget, with a current deficit of \$32, 852 and available bank account funds of \$12,070.

Liz then went on to review the 2017 budget items. Mary Phillips provided some oversight for the M&P salary recommendations, with increases being recommended based on a living wage for the local community. Over and above the hourly rate, there is a 4% vacation pay for the custodian based on the August 28th Council meeting M&P recommendation. David Hamilton's salary is now in line with the RCCO standards, which is the basis for his salary when he was first hired.

Liz then provided an overview of the balance of the line items.

Moved by: Liz Dillman

Seconded by: Mary Phillips

That the 2017 budget be approved as presented.

CARRIED

Liz Dillman noted that the national church's mileage rate is being reduced effective January 2017, which she felt was inappropriate given the current rate of inflation.

Moved by: Liz Dillman

Seconded by: Mary Phillips

That the mileage rate be 45¢/kilometre for Kincardine United Church business.

CARRIED

8. Committee Items for Council

No additional items were raised.

Judy Zarubick noted that minutes need to be done in a timely fashion once meetings have been completed and available on the church's website for review.

Mary Phillips said that the annual staff evaluation forms would be issued soon and sent via email, with the input to be completed online (via Google Docs).

9. Correspondence

The correspondence is summarized in Attachment 1.

10. Staff Report

Judy Zarubick said that now that renovations are complete there will be a blessing of the renovated Chapel. She said that some of the new office furniture will arrive this week, with balance to follow later.

Judy mentioned noted that webinars on "Holy Currencies for Congregational Vitality" hosted through Emmanuel College are being offered in the new year, with author Eric Law.

Judy related her experience with this author at another workshop and the importance of not holding on to what you have and maintaining status quo, but sharing what you have with others.

11. Other Business

Liz Dillman voiced a word of thanks to Judy Zarubick and the Property Committee for their work on the Chapel. Liz also noted that the In Memoriam section of the annual report only records those people for whom minister has conducted funerals, and wished this changed to include all church members who have passed away during the year.

No further business was raised.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:05 PM.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, JANUARY 3, 2017

Signature of President

Signature of Secretary

Attachment 1



Kincardine United Church Management Software Update Proposal

Background

Kincardine United Church purchased VianSoft, a church management software program, in the early 1990's to digitize its membership records and manage financial records related to donations and financial statements. This software formed the system of record for all church management processes for many years.

Current Situation Overview

The developer of the VianSoft software ceased operation in May 2011. While the program is still operational and functional, it has no technical support or updates. The main functions of the program have subsequently been diversified as follows:

- 1) Membership records - remain in VianSoft on the office PC.
- 2) Donation records - are in DONATION software on the office PC.
- 3) Financial records - are in Simply Accounting software on the treasurer's PC.

Presently, there is no correlation between donation and financial records, or between donation records and membership records. Other data being managed independently includes contact information, visitation/outreach, gifts/talent inventories, appointments and event scheduling. Information which is diverse and unconnected does not provide leaders & volunteers with a holistic view of the church and creates unnecessary inefficiencies and lost opportunities as there is no single software tool for church management.

Strategy

Install Power Church Plus effective 1 January 2017, with a proposed implementation as follows:

- Migrate all church membership records (members & adherents)
- Migrate all donation & donor information

Once the software is installed and in use for 6 months, re-evaluate and

- Implement options for consolidating contact information, visitation, and gift inventories.
- Migrate all remaining financial records effective 1 Jan 2018.

Overview

Power Church Plus is a reputable church management software supported by a company which has been in business since 1984; it is one software program amongst several with similar capabilities, and is in use by several other local churches within Bruce Presbytery, including Grace United (Hanover), St Paul's (Walkerton), Port Elgin United and Southampton United. Limited and subjective feedback from users indicates a high degree of satisfaction with the program. The current base cost of Power Church Plus is \$295US (~\$400Cdn one-time cost, until 31 Jan 2017). The base cost of Power Church Online is \$455US (yearly subscription).

Issues

To make use of any church management software program, good data needs to be available. At present, VianSoft contains 1825 discrete individuals, including members, adherents, and others. Our 2015 statistical information indicates 346 members, 463 non-resident members, and 125 adherents (934 total). Therefore, rationalization of Kincardine United Church's membership is a first step in consolidating information.

A test with the demo version of Power Church using the current 1825 VianSoft individuals successfully imported all basic information (i.e., names & contact information).

Constraints

Power Church has many capabilities, and not all will be useful immediately – if ever. As is normal with the introduction of new processes, a learning curve for all users can be expected with capability developed over time. Systems are only as good as the data they contain and the time spent maintaining them.

Risks

With information currently segregated into three different programs and locations, it is recommended that migration be phased in over time rather than consolidated immediately, to mitigate any risk associated with changing too many processes at once. All current processes will be maintained for some period to ensure compatibility, and all legacy information (e.g., VianSoft, DONATION) will continue to remain available.

Assumptions

At the final phase-in period, it is assumed that management software will be used by all leaders and volunteers, with the software's capabilities maximized vis-à-vis important mission elements such as outreach and financial reporting.

Non-Financial costs

Training and familiarization with the new software by the Office Coordinator and all users will involve some incremental time as part of the learning process. Some initial inefficiencies may be expected while systems run in parallel during the transition period.

Financial benefits

The main financial benefits arising from use of integrated software will be improved efficiencies in business practices. Over time there will be reduced level of effort by staff and volunteers due to use of one management system.

Non-Financial benefits

Some expected non-financial non-quantifiable benefits of the software are:

- Improved outreach/contact with congregation
- Consistent and quality-based data
- Improved image & congregational satisfaction

The program has various modules with password-protected features, allowing many different users to work independent on elements – e.g., membership, donation & financial information – while still maintaining one data set.

Recommendations

The following are recommended:

- 1) That the proposed software purchase be approved by Council.
- 2) That M&M committee identify membership data to be migrated from VianSoft to Power Church Plus.
- 3) That the Envelope Steward begin using for the 2017 fiscal year for all donations received by Kincardine United Church.
- 4) That Council receive quarterly updates regarding the transition, beginning in March 2017.

Attachment 2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
25 Nov 2016	Letter from myFM outlining options for participation in their "The True Meaning of Christmas" program.	Filed