



KINCARDINE UNITED CHURCH
COUNCIL MINUTES – 2017

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KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, January 3, 2017

The Council of Kincardine United Church was called to meet on Tuesday, January 3, 2017 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	
Administration	Donna Mowry	Ministry & Personnel	
Membership & Mission	Jean Johnson		

Regrets: Emily Perry, Mary Phillips

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:12 PM following an informal discussion regarding Remit 6, One Order of Ministry.

2. Agenda

Moved by: Donna Mowry

Seconded by: Jean Johnson

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy opened the meeting with a centring prayer.

4. Minutes of the Meeting of December 6, 2016

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the December 6, 2016 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Remit 6 – One Order of Ministry

Marion Boyd introduced the One Order of Ministry remit topic. Judy Zarubick explained further the different ordination streams currently in place – e.g., word, sacrament, education & etc. – depending upon the skill set and training or education received by the ministry candidate. Judy said, assuming the remit passes, that theological schools will need to expand their curriculum to address the broadened skill sets required arising from the change.

Marion noted the last JNAC report stipulated that Kincardine United seek an ordained minister, but the current JNAC has removed that requirement, in part due to the recognition that the focus be on the minister's capabilities and not just ordination as a qualification. Council members continued with some additional discussion about the differences between the different orders of ministry.

Remit 6 – One Order of Ministry

The Question:

Does the presbytery/pastoral charge agree that there should be one new order of ministry encompassing the present categories of recognized designated lay ministers, diaconal ministers, and ordained ministers, with ordination to the ministry of word, sacrament, education, service and pastoral care as the single rite of entry, and with provision for the continued identity of the diakonia within the ordained ministry?

Moved by: Rod Coates

Seconded by: Liz Dillman

That Kincardine United Church Council affirm Remit # 6.

CARRIED

(b) Bequest Policy and Project Wish List (Rod Coates)

Rod Coates referenced the current memorial policy and procedure which had been previously circulated and pointed out the requirement to have a project wish list overseen by Council. Council members entertained several items for suggestions for the list. Liz Dillman pointed out the difference between a capital improvement list – e.g. things which must be done - and a discretionary wish list.

It was agreed that we need to create a capital improvement list to improve the function and appearance of the church, and to begin by seeking suggestions from the congregation.

(c) Joint Search Committee Update (Liz Dillman)

Liz Dillman said that Joint Search committee would be meeting again next Wednesday, and that there are presently four applicants for the position.

6. New Business

No new business was raised.

7. Financial Report (Liz Dillman)

Liz Dillman presented the financial statement for the period ending December 31st, which is final pending some outstanding bank charges. The funds available at the end of December were \$24,770. The 2016 M&S contribution was \$31,567, which exceeded the target of \$28,500.

Rod Coates said that there ought to be periodic reports from committees on their budget spending, rather than receiving the analysis from the Treasurer, so that committees would

have more ownership and oversight for their budgets. It was agreed that each committee would report quarterly on their budget expenditures, beginning at the end of the 1st quarter, with a thumbnail overview of significant items.

8. Committee Items for Council

No additional items were raised.

9. Correspondence

The correspondence is summarized in Attachment 1.

Commenting on the Grey Bruce Chaplaincy letter, Marion Boyd suggested that a Chaplaincy speaker might be invited to speak during one of the Sunday services when Judy is away.

10. Staff Report

Judy Zarubick provided a follow-up on the projection system project. She said that after some discussion with the choir and audio visual team group, it was agreed that a 3rd television set under the balcony needed to be installed, which was done just prior to Christmas Eve. She said that some technical issues with the equipment not behaving properly have been resolved, and that new Wi-Fi boosters will be installed in the church next week, providing a guest Wi-Fi network and a secure network for the office. Judy said that a licence will be purchased to allow all hymns to be projected via the projection system.

Judy said the new Kincardine Cable TV process is that the Sunday service recording will now be dropped off sometime during the week, with cable TV personnel loading the disk for broadcast. She said that a new video camera will need to be purchased and research is being done on replacement options.

Judy said she would be away for part of February and May, and that coverage for the services is being arranged by Programme. Marion Boyd suggested representatives from local programs (e.g., community living, refugee program) could speak about their programs & services in the community, and thereby help demonstrate the benefits they provide to the community.

11. Other Business

Liz Dillman asked if the Programme Committee could investigate removal of the damaged protective plastic covers from the hymnals in the pews.

No further business was raised.

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

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, FEBRUARY 7, 2017

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
20 Dec 2016	Letter from Grey-Bruce Chaplaincy Healthcare Chaplaincy Council thanking the church for support and outlining its programs	Filed
20 Dec 2016	Between Friends Winter 2016 Newsletter	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, February 7, 2017

The Council of Kincardine United Church was called to meet on Tuesday, February 7, 2017 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
Administration	Ron Smith	Ministry & Personnel	
Membership & Mission	Jean Johnson		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 6:58 PM.

2. Agenda

Moved by: Liz Dillman

Seconded by: Emily Perry

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy Zarubick read a poem about winter ice from The Circle of Life by Joyce Rupp, and introduced the concept of how we bend or break like ice. She closed this devotion with a brief prayer.

4. Minutes of the Meeting of January 3, 2017

Moved by: Rod Coates

Seconded by: Jackie Clements

That the minutes of the January 3, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Joint Search Committee Update (Liz Dillman)

Liz Dillman said the interview question bank for the search committee has been completed and one candidate has been confirmed for an interview. She said the next committee meeting will be held February 22nd, at which time decisions will be made with respect to which other candidates will be interviewed.

(b) Project Wish List

Council members reviewed the list of project suggestions provided through the church office, as well as several received directly by Judy Zarubick. Several other suggestions were offered by Council members, followed by some discussion about what projects would be considered mandatory capital expenditures and which would be considered optional. Some of the bigger ticket items are associated with mandatory repairs – e.g., replacing the north roof - will become mandatory. Rod Coates proposed that these suggestions be developed into a costed list, that Council review the list and decide if there are any projects with which to proceed with the remaining bequest funds we have at present.

Marion Boyd asked Council for input on the next steps, the consensus being that there needs to be costs associated with each item on the list, with at least two estimates for the more substantial items, and for the next meeting the list will be reviewed with the updated information.

Council agreed that the bathroom repairs are maintenance, not a wish list item, and that the Property Ministry team is to proceed with those repairs.

6. New Business

(a) Request from Port Elgin Syrian Refugee Family (Jackie Clements)

Jackie Clements said the Port Elgin sponsored refugee family is from Syria and has 12 children. She said that the year of sponsorship ended in January and the family is endeavouring to be independent: the father has a job, and the mother is doing part-time work by preparing fundraising meals. Jackie said that Port Elgin United Church provided their facility for a fundraising meal prepared by the family with the income going to them, and a proposal has been made for a similar event to be held in Kincardine. Jackie asked Council if Kincardine United Church would agree to be the venue for this proposal.

Council was supportive of this idea, so will plan to provide our facility as a form of support and outreach. Jackie will provide this feedback to the refugee family via the Port Elgin sponsorship committee.

Jackie provided an additional brief update on the Kincardine refugee family, a family of four who are doing quite well.

(b) Annual Meeting (April 23) Preparations

Marion Boyd said that we need to begin recruiting for committee and Council positions prior to the Annual Meeting. She said that we need to advertise and let everyone know they are welcome to consider filling any position, and to provide some thought as to how to do this and bring that back to the next Council meeting for further discussions. It was noted that some vacancies are critical – e.g., Audio-Visual ministry team.

(c) Bruce Presbytery Meeting (April 16) Preparations

Marion Boyd said that coffee and lunch will be served for presbyters attending the April 16th meeting at Kincardine United Church. Marion said to mention this during committee meetings to see who would be available to assist with meal preparations.

7. Financial Report (Liz Dillman)

Liz Dillman briefly reviewed the financial position for the period ending January 31st. She said the review of the year end books for 2016 had just been finished, and that no official statements have been prepared pending completion of that review. She said that there is about \$17,000 in the bank available for use.

8. Committee Items for Council

The February Administration Committee meeting included a discussion about the idea of relocating the communion table. Judy Zarubick & Rod Coates summarized some of the discussion and the rationale surrounding the proposed change, the main theological reason is for the altar to be at the same level as the people, not above. The change would also provide more flexibility for the choir and KUCIE. Judy said the suggestion would be an experiment, and not a permanent change. It was agreed that Programme and M&M committees would review the idea and come back to the next Council meeting with feedback.

9. Correspondence

The correspondence is summarized in Attachment 1.

With respect to the Kincardine Area Visitors Guide correspondence, Council agreed that the church would be included in the guide the same as last year.

10. Staff Report

Judy Zarubick said that the Wi-Fi & projection systems are now up and running. She said that there are still some issues with video presentations, but everything else is working well and the next step is to find volunteers to work on the communications equipment. In response to Judy's question about her priorities, Marion Boyd said that the wish was for a narrative budget but there isn't very much time left to make it happen given Judy's remaining contract term.

Judy asked if the church was willing to host the Holy Week services, per a request from the Kincardine Ministerial Association. After some discussion, Council decided there were several other events happening about the same time, so we would not offer our facility this year.

Judy asked if we wished to have her conduct a Lenten study, and Council agreed with the suggestion.

11. Other Business

Rod Coates reminded Council members that their annual report submissions are due.

Ron Smith raised an issue regarding a (propane) gas tank encroaching on our property from the adjacent building. Council agreed that this needs to be confirmed and referred to the trustees for review and action, if required.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:45 PM.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, MARCH 7, 2017

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
2 Feb 2017	Email from Sarah MacKenzie with list of capital improvement suggestions provided to the church office.	Referred to Council
3 Feb 2017	Email (via Sarah MacKenzie) from Kincardine Independent, with request to include Kincardine United Church in 2017 Kincardine & Area Visitors Guide	Referred to Council

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, March 7, 2017

The Council of Kincardine United Church was called to meet on Tuesday, March 7, 2017 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
Administration	Ron Smith	Ministry & Personnel	Mary Phillips
	Donna Mowry		
Membership & Mission	Berndt Portz		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:01 PM.

2. Agenda

Moved by: Jackie Clements

Seconded by: Liz Dillman

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy Zarubick said that the message of this past Sunday included her speaking about the church's mission statement. She asked that Council members all read the mission statement aloud so that it could help inform our decisions at the Council meeting. She then concluded with a prayer.

4. Minutes of the Meeting of February 7, 2017

Moved by: Rod Coates

Seconded by: Jackie Clements

That the minutes of the February 7, 2017 Council meeting be approved as printed.

CARRIED

Donna Mowry noted the minutes stated that the movement of the communion table was awaiting feedback, and Judy Zarubick said that the Programme Committee had reviewed and agreed with the proposal, had received support from the other committees, and so had gone ahead with the change as a trial.

5. Business Arising from the Minutes

(a) Joint Search Committee Update (Liz Dillman)

Liz Dillman said the first candidate interview will be held this Saturday, with two more scheduled for March 21st.

(b) Project Wish List Update

Marion Boyd asked for any additional feedback from the wish list discussion of last meeting. Emily Perry provided a brief update on work done to select and cost out new choir gowns. Marion said that the wish list was quite modest, other than the new roof and sanctuary painting; she also noted that a new roof would need to be installed prior to the painting the sanctuary, to make sure that the structure is intact. Several different suggestions were made about options and sources of income for funding renovations, including the congregation and various grants. It was agreed that we need to move forward with this at the annual meeting, but with better estimates of costs.

(c) Annual Meeting (April 23) Preparations

Marion Boyd asked if there was an understanding of what the committee vacancies were, with the following responses provided:

- Mary Phillips said there should be another member for Ministry & Personnel.
- Jackie Clements said she had approached a few people to add to the Programme Committee, although without any positive results; existing members are remaining on the Programme Committee.
- Berndt Portz said existing members are remaining with the Membership & Mission Committee.
- Ron Smith said that all Administration Committee members are remaining with the committee.

Liz Dillman said that the Lighthouse Unit will be providing lunch for the annual meeting.

(d) Bruce Presbytery Meeting (April 18) Preparations

In reviewing the preparations for the April 18th presbytery meeting:

- Liz Dillman said that Lighthouse Unit will deal with the food preparations for the meeting,
- Marion Boyd said she would provide the welcome to the presbyters, and
- Judy Zarubick said she would operate the PowerPoint presentation.

Some additional details regarding overall arrangements for the day (e.g., worship service) are still to be confirmed.

6. New Business

No new business items were raised.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial position for the period ending February 28th. Liz noted that there is still over \$17,000 in unallocated bequest funds. She said that the deficit at the end of February was \$3115 (more paid out than taken in). Liz went on to say that the monthly financial report for the congregation will provide only congregational M&S givings, with UCW M&S givings reported separately.

Liz noted that the budget for the Administration Committee has been amended to include the outstanding balance and interest payments on the 2016 line of credit loan.

8. Committee Items for Council

(a) Annual Staff Review Process (Mary Phillips)

Mary Phillips noted that comments being collected for the annual staff review process this year will be done using Google Docs, the forms having been sent electronically to staff and Council members. Mary distributed copies of the form for Council members to review, noting that while online forms are preferred, paper copies would be accepted if reporting online is a problem. She reinforced that the staff feedback is a committee response, and not that of individual committee members.

Mary said she would like to have the committee feedback by the end of April. Once the input is complete, the feedback will be reviewed with each staff member.

9. Correspondence

The correspondence is summarized in Attachment 1.

With respect to the E-ssentials biweekly newsletter from the General Council Office, it was agreed that this should be distributed to all Council members.

10. Staff Report

Judy Zarubick said her Lenten Study is using the book, The Divine Conspiracy by Dallas Willard, taking place on Wednesday nights with four participants. Judy said that she has the arrangements for four funerals in process, although they are spread out over several months. She said that she is also working on preparations for three weddings, and will be coming back to Council for approval once the wedding date is closer; Judy said she is doing the preparatory work, but has given all the couples the option of utilizing the new minister if that person is in place by the wedding date.

Judy said the projection system was not working while she was away, although there was a written schedule of how to start the system, and that it is now working again. Two Sunday services disappeared during transfer process to recording media, so some additional investigation is required to determine what is happening.

Judy said she received many comments about the repositioned communion table on Sunday, all positive, and went on to review the reasoning for the relocation.

11. Other Business

Rod Coates reminded Council members that their 2016 annual report submissions are due. Rod Coates provided an update on the church management software system as follow-up from the November 1, 2016 Council meeting proposal:

- Power Church software purchased & installed in December 2016 and software transition issues sorted out. Membership information migrated from VianSoft software, with a total of 917 resident & non-resident members & adherents.
- Meeting held with the Membership & Mission Committee on February 21st to outline the transition and suggest ideas on maintaining current membership rolls.

- Ready to start using as system of record for donations, but continuing to use DONATION software in parallel until new system is proven.

Liz Dillman reported that she would be away for the period of March 25 – April 2nd inclusive. At Rod Coates' request, the May Council meeting will be held a week earlier, on April 25th. Jackie Clements said the Syrian meal discussed at the February Council meeting will be held May 6th, and will make a Sunday service announcement closer to the time when the publicity campaign begins.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:25 PM.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, APRIL 4, 2017

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
17 Feb 2017	E-ssentials biweekly newsletter, email from General Council office. Contains links to Church Membership Study, National Property Survey, and 2017 Financial Handbook for Congregations	Referred to Council (for information)
22 Feb 2017	Email from Peter Hartmans, Hamilton Conference Executive Secretary, with reminder of the requirement to address Remits	Referred to Council (for information)
28 Feb 2017	Letter from 2018 Kincardine Reunion Committee to determine if any interest in providing meals during the 2018 Reunion (4-7 Aug 2018)	Filed
1 Mar 2017	Email from Lillian Gohn, Bruce Presbytery secretary, with request for congregations to participate in Church Membership Study	Referred to Council (for information)

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, April 4, 2017

The Council of Kincardine United Church was called to meet on Tuesday, April 4, 2017 in the church 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	Ministry & Personnel	Rad Michielson
Membership & Mission	Melinda Smegal		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:01 PM.

2. Agenda

Moved by: Emily Perry

Seconded by: Donna Mowry

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy Zarubick opened with a brief prayer in which she gave thanks for the day and blessings for the proceedings of the meeting.

4. Minutes of the Meeting of March 7, 2017

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the March 7, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Project Wish List Update

Marion Boyd asked for comments on the draft project wish list which was circulated with the notice of meeting. Several additions were made to the list, with most items still missing cost estimates. Council members then expanded the project wish list discussion into a broader conversation about how to progress items on the list, as well as progressing completion of various small maintenance projects which arise and/or are outstanding in the church. Concerns were expressed that knowledge and skills of some important tasks are limited to a select few people, which puts the church at risk when those people are not available. The outcome of the discussion was that instructions are needed for routine tasks and operation of various pieces of equipment around the

building; some examples cited were heating & ventilation controls, sound system operation, and protocol for the Christmas Eve services. Council discussed the importance of having this knowledge written down such that these tasks could be conducted by any reasonably competent person. It was agreed that we would start by creating a list of these tasks, prioritizing them, and then arranging for them to be documented as instructions once we have a better of understanding of what they are.

Moved by: Rod Coates

Seconded by: Donna Mowry

That Council requests each Standing Committee and Ministry Team to review and identify which of their regular tasks require written instructions and report back to the next Council meeting with a written list.

CARRIED

(b) Annual Meeting (April 23) Preparations

Marion Boyd asked if all items had now been arranged for the upcoming annual meeting. Donna Mowry said she would present the financial report and Liz Dillman confirmed that the Lighthouse Unit is doing the luncheon. With respect to nominations for committees and other appointed positions, Marion Boyd said she had done some preliminary work on the list. With respect to position terms, it was noted by several Council members that the length of terms as stated in the governance handbook is not being followed; the consensus was that we would be prepared to drop term limits and seek approval for this change from the congregation at the Annual Meeting.

Judy Zarubick said she would bring the updated Governance Handbook to the next Council meeting and address this issue. [Note: This handbook update was presented and reviewed by Judy at the August 28, 2016 Council meeting.]

In response to a question from Rod Coates regarding the new annual meeting date and issuing of the annual report, it was agreed that annual report contributions should be submitted before the end of January.

6. New Business

(a) Remit #4: Funding a New Model

Marion Boyd read the text of Remit #4 and went on to outline its main principles, explaining that it represents a more equitable sharing of the church's resources. She said that one the most important aspects is to use Mission and Service funds for M&S purposes. She noted that additional endowments or proceeds from the sale of assets can be used for funding other initiatives such as new ministries.

The question:

Does the presbytery/pastoral charge agree to a new funding model for the United Church with the budgeting process guided by the following principles?

- i. use Mission & Service to fund ministry and mission activities;**
- ii. fund governance and support services of other courts/councils by assessing communities of faith/pastoral charges;**

- iii. share assessments equitably across the whole church;
- iv. permit Conferences/presbyteries/regional councils to use additional resources for regional purposes; and
- v. encourage sharing of all resources across the church.

Moved by: Rod Coates

Seconded by: Emily Perry

That Kincardine United Church affirm Remit #4.

CARRIED

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial position for the period ending March 31st. She said that wages are tracking where they should be and other areas are underspent. The current deficit is \$15,121, with available bank funds being \$10,536. Liz said that the financial position is slightly better than this time last year, but we are continuing to spend more than we receive. Liz noted that all the year-to-date variances are explainable.

8. Committee Items for Council

(a) Fundraising (Donna Mowry)

Donna Mowry said that Administration Committee has been discussing the \$25,000 outstanding loan and the fact that we will need funds to replace the north roof. Donna said that Administration feels there should be a separate committee which would review and assess fundraising ideas. It was noted that an upcoming workshop at the Hamilton Conference office would be useful to provide some additional stewardship tools. Marion Boyd said this committee needs to be a ministry team accountable to the Administration Committee. Council members agreed with the idea and asked Donna to proceed with soliciting members for the team.

(b) Ushers (Donna Mowry)

Donna Mowry said that Gerry McLeod had been recording Sunday church attendance for some time, and that Administration had passed a motion requesting the ushers to perform this task. Judy Zarubick said she had spoken with the ushers and House leaders, and an attendance list and clipboard are now in place for Sunday use.

(c) Ministry & Personnel (Rad Michielson)

Rad Michielson outlined Judy Zarubick's requested time off for the remainder of her appointment at Kincardine United Church, including study leave of 11 days & 3 weeks of vacation (April 10-13 & 24, June 3-4 & 28-30), as well as the Hamilton Conference Annual General meeting (May 26-28).

Rad Michielson also reinforced that standing committees need to be aware of the requirement to provide staff evaluation feedback, noting that no feedback has been received from any committee to date. It was noted that the deadline for feedback mentioned at the March Council meeting was the end of April.

In response to a question from Melinda Smegal, Judy Zarubick described the process she & Sarah MacKenzie are using to prepare the Sunday service slide presentations.

9. Correspondence

The correspondence is summarized in Attachment 1.

10. Staff Report

Judy Zarubick provided a brief update of the funerals which have been booked for her to conduct, as well as a few graveside services. She said that she has three weddings booked, and has provided each couple the option of having Gord Dunbar celebrate. Judy said that things have generally been going well and was very busy last week with many hospital visits. She also mentioned that she is enjoying the new office furniture.

11. Other Business

Rod Coates asked for clarification regarding upkeep and usage of the name tag board, to which Melinda Smegal said she would bring the matter to the Membership & Mission Committee.

Jim Zarubick stated that Mildred Clayton is our new librarian.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:59 PM.

Judy Zarubick closed with prayer.

NEXT COUNCIL MEETING IS TUESDAY, APRIL 25, 2017

Signature of President

Signature of Secretary

Attachment 1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
19 Mar 2017	Letter from myFM outlining options for participation in their "The True Meaning of Easter" program, 8 Mar 2017.	Filed
27 Mar 2017	Friends of the Orphans Spring 2017 Newsletter, Between Friends	Filed
2 Apr 2017	Email reminder of Hamilton Conference Stewardship Event (29 Apr 2017)	Distributed to Council

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, April 25, 2017

The Council of Kincardine United Church was called to meet on Tuesday, April 25, 2017 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	
Membership & Mission			

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:05 PM and declared it duly constituted for doing business.

2. Agenda

Moved by: Liz Dillman

Seconded by: Donna Mowry

That the meeting agenda be approved as amended.

CARRIED

3. Devotion (Judy Zarubick)

Judy Zarubick opened with a brief prayer inviting God into our midst, blessings for proceedings, and blessings for our homeward journey after the meeting.

4. Minutes of the Meeting of April 4, 2017

Moved by: Rod Coates

Seconded by: Emily Perry

That the minutes of the April 4, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Project Wish List Update

Rod Coates provided a brief overview of the list circulated with the last Council minutes, noting the importance of having this available for the congregation to encourage anyone who might wish to donate to a specific project.

Donna Mowry provided a preliminary estimate of the work for the north roof based on some correspondence received from a roofing contractor. Additional details on the projected cost will be obtained through a second estimate.

Some additional discussion on choir gowns was provided by Emily Perry and choir seating arrangements by Judy Zarubick. It was agreed that the list needs to be publicized,

both by the minutes, on the website, and through announcements. Judy Zarubick suggested that each individual project have a separate banner on the website to highlight it.

The preliminary Project Wish List appears as Attachment 1.

(b) Lists for Routine Activities & Tasks

Liz Dillman reviewed the Membership & Mission task list. There was some additional discussion about the visitation list, and some of the issues associated with determining visitation needs – e.g., who, where and when. It was agreed that the task lists would be consolidated by the Council Secretary into a master list, and refined further. It was also agreed that emergency contact numbers ought to be posted (e.g., electrical or plumbing issues) in addition to the fire, police, and medical emergency contacts.

(c) Updated KUC Governance Handbook

Judy Zarubick led Council members through the proposed changes to the Kincardine United Church governance handbook, the bulk of them being to reflect our current organization.

Moved by: Rod Coates

Seconded by: Donna Mowry

That the updated Kincardine United Church Organizational handbook be approved as presented.

CARRIED

A copy of the updated document will be sent to Bruce Presbytery for information.

6. New Business

(a) Business Arising from Annual Meeting

Barry Schmidt has notified Council that he did not wish to be reinstated as another term as trustee, and Council has agreed to accept his resignation.

Marion Boyd reported that Marilyn Meldrum had indicated she would be willing to serve on the Ministry & Personnel Committee.

Moved by: Joan Gillespie

Seconded by: Emily Perry

That Marilyn Meldrum be appointed as a member of the Ministry & Personnel Committee.

CARRIED

Judy Zarubick noted that Stuart Mowry cannot be both a member of M&P and a trustee, which creates another vacancy on the M&P Committee.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial statement for the period ending April 23rd. Liz said that the bottom line is there \$8600 available, which is not enough to cover monthly payroll, although there is an additional \$17,000 unallocated bequest funding in the bank account. The deficit is now \$17,000, representing the difference between expenses and revenue.

None of the committee budgets is overspent, with the main expenses being salaries and mandatory operating expenses.

8. Committee Items for Council

(a) Manse Funds (Donna Mowry)

Donna Mowry said that the Administration Committee discussed using funds from the Manse Fund, and passed a motion requesting Council to request Bruce Presbytery to allow access to this fund.

Moved by: Donna Mowry

Seconded by: Emily Perry

That Council request approval from Bruce Presbytery to release the investments from the Manse Account for the Ministry and Mission work of the Kincardine United Church.

CARRIED

Moved by: Donna Mowry

Seconded by: Emily Perry

That Council authorize the trustees to release \$25,000 from the trustees account immediately to pay off the line of credit loan from Nesbitt Burns.

(b) Committee Year-to-Date Budget Review

Joan Gillespie reported that two Sunday pulpit supplies were used to pay for Judy's absences and more will be pending, so more funds may be spent than budgeted for that cost in the Programme budget. Joan said that the new video camera purchased was significantly less than budget, and the projection system costs were paid from bequest funds.

Reporting for M&M, Liz Dillman stated that \$300 had been forwarded to the Benevolent Fund. She also noted that the Pancake Supper profit was \$216.

(c) Baptism Request (Joan Gillespie)

Moved by: Joan Gillespie

Seconded by: Emily Perry

That Council approve the baptism of Wyatt James Green.

The baptism will take place on May 21st. Wyatt's mother (Jennifer Zarubick) is a member of Kincardine United Church, but his father (Grahame Green) is not.

9. Correspondence

Judy Zarubick read a letter from Tara Turlakis indicating with regret that her family will be attending a different church where they will be able to have their children participate in a Sunday school program.

The remaining correspondence is summarized in Attachment 2.

10. Staff Report

Judy Zarubick said she has been quite busy and is looking forward to an upcoming break. She mentioned that as her term at Kincardine United comes to an end she will be removing herself from involvement with the congregation for some period of time.

Judy gave an update on the Audio/Visual equipment and how some of the problems have been sorted out - e.g., start-up sequence for the TV equipment. She said she may work on a few projects to clean out storage rooms during her remaining time.

11. Other Business

Marion Boyd said we would like to sort out how best to help Gord Dunbar with his orientation; Judy Zarubick said she would be in discussion with Gord at the Conference Office this week and will take the direction from that conversation.

Marion also mentioned that last week's presbytery review of our Council and congregational meeting minutes contained very complementary remarks.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:06 PM.

NEXT COUNCIL MEETING IS TUESDAY, JUNE 6, 2017

Signature of President

Signature of Secretary

Attachment 1

Kincardine United Church
Preliminary Project Wish List

Project Name	Description	Cost Estimate	Classification	Priority
Fellowship Hall Washroom Floor	Replace washroom floor with new tile flooring	\$1000	Maintenance	High
Paint Sanctuary	Repair damaged plaster, prime and paint.		Maintenance	Medium
New Choir Gowns	Replace current 1994-vintage gowns (20).	\$2,000-\$3,000		Medium
Replace Sanctuary Carpet	Replace the sanctuary carpet		Maintenance	Medium
Replace North Roof	Remove existing shingles, replace with metal roof matching South Roof	\$50,000-\$60,000	Maintenance	High
Washroom Upgrades	Replace fixtures in all washrooms		Maintenance	High
Choir Seating	Re-arrange choir seating and provide new seats. Possible movement of choir pews		Improvement	Medium

Attachment 2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
17 Apr 2017	Letter from Grey Bruce Healthcare Chaplaincy Council with thanks for our donation (\$199.35) and some stories of the ministry which the program supports.	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, June 6, 2017

The Council of Kincardine United Church was called to meet on Tuesday, June 6, 2017 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	
Administration	Donna Mowry	Ministry & Personnel	Mary Phillips
Membership & Mission	Jean Johnson		

Regrets: Emily Perry

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:05 PM and declared it duly constituted for conducting the business set before it.

2. Agenda

The draft agenda was reviewed and several additions made.

3. Devotion (Judy Zarubick)

Judy Zarubick opened with a reading entitled "Learning to Let Go", from the devotional book "Off to a Good Start", describing the story of the rich man Jesus urged to sell his possessions to inherit eternal life. Judy said that Jesus encourages us to let go, which is a very difficult thing to do and asked, as a faith community, what things we need to let go. She concluded with a brief prayer.

4. Minutes of the Meeting of April 25, 2017

Moved by: Rod Coates

Seconded by: Liz Dillman

That the minutes of the April 25, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Project Wish List Update

Rod Coates noted the project wish list is now nearly complete and could now be moved to a different venue.

Judy Zarubick reported that pricing has been obtained for new choir chairs with a more detailed estimate for some enhancements (e.g., hymnbook storage). Following a discussion about choir seating it was agreed to leave the existing modesty rail as is.

Donna Mowry reported that an estimate for painting the church has now been received.

Council member consensus is that this information should now be in the bulletin for public viewing.

(b) Lists for Routine Activities & Tasks

Donna Mowry reported that the Administration Committee task list is now complete. Jackie Clements said that the Programme Committee will be reviewing its task list at its next meeting. It was agreed that this item will remain on the Council agenda until complete. It was also agreed that we will have 2 or 3 binders with a complete set of task instructions located at various places in the church.

6. New Business

(a) Updates and/or Business Arising from Presbytery Day of Action (Marion Boyd)

Marion Boyd provided an overview of today's presbytery Day of Action activities at Grace United in Hanover. She said that there are 11 churches with empty pulpits in Bruce Presbytery, that not all churches can afford fulltime ministry positions, and that the presbytery Pastoral Relations unit recommended and organized this day of action. Marion noted that all the affected churches are meeting at Tara tomorrow night to discuss the outcome of today's meeting and their path forward. The Presbytery secretary will summarize and issue information from today's meeting. Marion said that this event has just started the ball rolling while allowing churches to move forward. Continuing with some comments relative to Kincardine United, as discussed by our representatives to the meeting, Marion provided additional examples where we as a congregation need to deal with our own behaviours with respect to how we treat visitors and how we become more welcoming. Additional reflections from the day's proceedings were provided by Liz Dillman and Rod Coates.

(b) Updates and/or Business Arising from Conference Meeting (Marion Boyd)

Marion Boyd mentioned that there were similar themes from the recent Hamilton Conference Meeting (26-28 May) as today's presbytery Day of Action.

(c) Preparations for Gord Dunbar Arrival

Marion Boyd reported said that she, Emily Perry, Liz Dillman, Judy Zarubick & Rod Coates met with Gord Dunbar following the last day of Hamilton Conference (28 May), to discuss how best to assist him in preparing for beginning his ministry on July 1st. Marion said she would be holding a meet and greet session with Gord for all Council & standing committee (CAMP) members on July 3rd.

(d) Relocation of Medicine Wheel in Sanctuary (Marion Boyd)

Marion Boyd said that a request had come from Emily Perry to consider relocating the medicine wheel at the back of the sanctuary, a gift from the Cape Croker congregation, as a sign of respect and reconciliation. Judy Zarubick said she will be including reconciliation as part of the Anniversary Sunday message, and will include mention of relocation of the medicine wheel as part of this service.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial statement for the period ending May 31st. She said that we continue to have more expenses than revenue, but still have a buffer in the bank account. Liz went on to describe the importance of communicating the significance of the church in the lives of the community and how to interest people in considering the church for planned giving.

8. Committee Items for Council

(a) Annual Staff Review Update (Mary Phillips)

Mary Phillips said that all the annual staff reviews have been completed, although individual feedback with all staff members has not. Mary passed along a couple of minor improvement suggestions arising from her discussion with Sarah MacKenzie.

(b) David Walker Leave of Absence (Mary Phillips)

Mary Phillips wanted Council to be aware of David Walker's personal situation and the ongoing search for his missing son. Judy Zarubick said she had been talking with David Walker, and noted that he & his family have been receiving lots of support. Donna Mowry said that the Property team has been dealing with the David's absence while he remains on a compassionate leave.

(c) Administration (Donna Mowry)

Donna Mowry reported that a new office computer has been purchased. She also said that Ron Harris had written a letter to Edward Fuels concerning the location of the propane gas tank on church property and would be meeting with them and the adjacent property owner to resolve the issue.

9. Correspondence

None.

10. Staff Report

Judy Zarubick noted that only the M&M Committee minutes have been posted for May, reminding Council members of the need to keep their current minutes posted. Judy said there needs to be a newsletter to communicate to the congregation that there will be a new minister and that she would arrange for this. Judy said that she had upcoming weddings requiring Council's approval.

Moved by: Donna Mowry

Seconded by: Liz Dillman

That the following two weddings be approved by Council:

- Stephanie Vincent & Sean Leverenz, 29 Jul 2017
- Liz Coates & David Skinner, 7 Oct 2017

CARRIED

Judy handed out copies of the Sunday service schedule for the period up to July 16th. Judy said that she had completed her last study leave during her absence last week.

[Judy Zarubick left the meeting following her report.]

11. Other Business

Council members discussed different options for recognizing Judy Zarubick's service to Kincardine United Church.

The agenda having been completed and with no additional business to discuss, Marion Boyd closed the meeting with prayer at 9:20 PM.

NEXT COUNCIL MEETING IS TUESDAY, SEPTEMBER 5, 2017

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, September 5, 2017

The Council of Kincardine United Church was called to meet on Tuesday, September 5, 2017 in the church kitchen.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament & Pastoral Care	Gord Dunbar
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme	Jackie Clements	Presbytery Representative	Emily Perry
Administration	Donna Mowry	Ministry & Personnel	Mary Phillips
Membership & Mission	Krista Ritchie		

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:04 PM and declared it duly constituted for conducting the business set before it.

2. Agenda

Moved by: Jackie Clements

Seconded by: Mary Phillips

That the agenda be approved as amended.

3. Devotion (Gord Dunbar)

Gord Dunbar read the children's book, Jesse's Surprise Gift, which describes a young boy re-gifting items he has been given, ultimately resulting in his receiving a gift which he most wanted. Gord asked why the story might remind him of us (Kincardine United), and reported on feedback he'd received from two sets of his former parishioners who visited this past Sunday, which characterized Kincardine United's "gift" that we were the friendliest congregation they had ever visited. He concluded this devotion with a prayer.

4. Minutes of the Meeting of June 6, 2017

Moved by: Donna Mowry

Seconded by: Liz Dillman

That the minutes of the June 6, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) Project Wish List Update

Rod Coates asked Council members for additional updates and direction for the Project Wish List. The Council consensus was that the project wish list should now be published in the announcements and on the church's website.

A few items were added to the Wish List. This was followed by discussion about various funds held by different ministry teams within the church and whether they ought to be part of the overall funds managed by the church – e.g., the funds held by the choir. It was agreed that the Administration Committee would review the financial policies and establish if changes to the financial management of funds needs to be change and/or a new policy created to address any required changes.

(b) Lists for Routine Activities & Tasks

Marion Boyd explained that the purpose of the Routine Task List was to ensure that routine tasks are documented. It was reported that work is ongoing to complete these task lists, with the Property ministry team recently done and the Programme Committee work in progress. Rod Coates said that this item would continue to remain on the Council agenda until the lists & instructions were complete, after which Council would determine where the lists would be situated and maintained.

6. New Business

(a) Updated Message for Princes St. Sign (Donna Mowry)

Donna Mowry said she had had a discussion with Gord Dunbar regarding what message should be on the façade of the Princes Street sign. Several suggestions were presented, and Marion Boyd said we need to be creative about what the message might be. After reviewing options, including the possibility of a future electronic sign, Gord Dunbar noted that the sign should include “everybody welcome”, service times, and Sunday school & nursery available. Donna Mowry said she would do the follow-up to make the suggested changes.

(b) Council Recommendation for Licensed Lay Worship Leader program (Liz Dillman)

Liz Dillman said she required a recommendation from Council to enroll in the Licensed Lay Worship Leader (LLWL) program. Marion Boyd noted that the letter of recommendation should also indicate that the candidate has the support of the minister, which Gord Dunbar subsequently confirmed with a verbal and visible demonstration of his endorsement.

Moved by: Krista Ritchie

Seconded by: Donna Mowry

That Liz Dillman be recommended by Kincardine United Church Council as a candidate for the Bruce Presbytery Licensed Lay Worship Leader program.

CARRIED

(c) M&P Workshop – 30 September at the Conference Office (Marion Boyd)

Marion Boyd said the goal would be to have at least one member, and ideally all new members, of Ministry & Personnel (M&P) attend the program being held at the Hamilton Conference office on September 30th.

Moved by: Mary Phillips

Seconded by: Liz Dillman

That the fee (if any) and mileage cost for those attending the September 30th Hamilton Conference M&P workshop be provided by Kincardine United Church.

CARRIED

Council members discussed the merits of compensating church members who attend training, concluding that we need to encourage attendance at training which enhances the leadership and overall capabilities of our church members.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial statement for the period ending August 31st. She said that no spending is out of line at the 8-month point of the fiscal year. Revenue is \$123,740, expenses \$148,532, for a net deficit of \$24,792. Available bank funds are \$837, but there is a bank balance buffer of \$25,290 due to unallocated funds. Liz pointed out some additional anomalies & variances in the report – e.g., bank charges. Rod Coates noted that, per previous Council discussions, the standing committees are to review and provide updates for their respective budgets spending patterns and projections.

8. Committee Items for Council

(a) Annual Staff Review Update (Mary Phillips)

Mary Phillips said that at the time of the last Council meeting (June) only one staff review had been completed, and now all are done. Mary summarized the recommendations arising from this year's staff review as follows:

- Ensure job descriptions have been reviewed with staff and that updated documents are provided to M&P.
- Ensure that a workplace safety audit has been completed for each staff position.
- Maintain the current practice of recording the additional hours required by the Office Coordinator to prepare weekly slideshow presentations for Sunday services.
- Council needs to actively search for a new Envelope Steward.

(b) Programme Issue – A/V Team (Jackie Clements)

Jackie Clements said that we have an Audio-Visual ministry team issue inasmuch as the equipment does not seem to be working properly, in part because the team does not seem to understand all the necessary technology nor have sufficient training.

Gord Dunbar reported that all the equipment cables have now been labelled, the audio assist devices have been reset to the correct channels, and that Judy Zarubick has been asked to coordinate and provide oversight for the tech crew for the next year. Gord went on to say that we need to have a professional tech company visit to provide recommendations for the best type of projection software. He concluded by saying that he had met with Glen Holmes to develop new lead-in and lead-out videos for the Sunday service broadcasts.

(c) M&M Item (Krista Ritchie)

Krista Ritchie said Membership & Mission (M&M) needs to develop a plan to get information into the new membership software program, and that M&M needs input from the standing committees regarding what membership information we want to use and retain for our membership. Standing committees were asked to feed their requirements to M&M.

9. Correspondence

The correspondence appears in Attachment 1.

10. Staff Report

Gord Dunbar provided several documents for Council's consideration, as follows:

- 1) A letter from Deanne Dickson invites participation at a "Holy Currencies" presentation being arranged by the Bruce United Co-op Churches, likely at Teeswater United Church, on September 30th. Liz Dillman expressed an interest and will follow up for details.

Moved by: Donna Mowry

Seconded by: Jackie Clements

That cost of the registration fee and mileage for those attending this event will be paid by Kincardine United Church. **CARRIED**

- 2) A letter from Lee Fawcett, Public Health Nurse, encourages communities of faith to become advocates for public breast feeding and provides some materials for means to support this program.
- 3) A proposed Welcome card for use in the church pews has been developed. Gord asked Council to consider this before it is rolled out to the congregation – e.g., are there statements with which we don't agree.
- 4) The proposed worship schedule for balance of 2017 and all of 2018, which will be presented to the next Programme Meeting.
- 5) A pamphlet illustrating the basic qualities of a healthy congregation, using principles from a Kenneth Callahan book as a premise. Gord has envisaged a congregational retreat to identify and develop our strengths as an effective church, and described what a workshop retreat might look like. Council agreed that we need to make this happen and will look for opportunities – e.g., a Saturday, an evening, a Sunday following worship service. Standing committees were asked to review and return with comments.
- 6) A request for church storage space from Bev McClelland for her yoga classes materials will be referred to Administration and Property Ministry Team for an assessment.

11. Other Business

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:32PM.

Gord Dunbar closed the meeting with prayer to send us on our way home.

NEXT COUNCIL MEETING IS TUESDAY, OCTOBER 3, 2017

Signature of President

Signature of Secretary

Attachment #1

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
31 Jul 2017	A letter of thanks from Silver Lake Camp (17 July 2017) thanking Kincardine United Church for its \$500 donation to the Building Fund.	Treasurer
28 Aug 2017	A note of thanks and donation from Liz Coates, Christina Edwards & Meghan DeJager for use of the church facility for their August 19 th recital.	Donation records

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, October 3, 2017

The Council of Kincardine United Church was called to meet on Tuesday, October 3, 2017 in the church kitchen.

PRESENT

Council President		Minister of Word, Sacrament & Pastoral Care	Gord Dunbar
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme Administration	Ron Smith	Presbytery Representative	
Membership & Mission	Jean Johnson	Ministry & Personnel	Mary Phillips

Regrets: Marion Boyd, Jackie Clements, Donna Mowry, Emily Perry

1. Call to Order

Gord Dunbar explained that Marion Boyd was absent due to the death of her daughter, Tina, earlier today and that Liz Dillman had been asked to sit in as meeting chair in Marion's absence.

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

2. Agenda

Moved by: Rod Coates

Seconded by: Ron Smith

That the agenda be approved as amended.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar read a story from the book *Rising with the Morning Star*, concerning a weekly encounter with a group of young people at a fast food restaurant. Gord then distributed a word cloud created with input from a recent congregational exercise, tying together the comments in the word cloud with wearing down (e.g., dealing with prolonged illness) followed by the subsequent processes of building up and supporting. He then concluded this devotion with a brief prayer.

4. Minutes of the Meeting of September 5, 2017

Moved by: Rod Coates

Seconded by: Mary Phillips

That the minutes of the September 5, 2017 Council meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) **Lists for Routine Activities & Tasks**

Rod Coates noted that the routine task list keeps expanding and approaching completion, and that it will remain on the agenda until complete and ready to transition into printed manuals. Rod said that Council should consider how many copies of the task list manual there should be and where they will be kept.

(b) **“Welcome Card” for Church Pews**

Gord Dunbar provided an update to the brochure which he had handed out at the last Council meeting, and Council members suggested some minor changes.

Moved by: Jean Johnson

Seconded by: Ron Smith

That the Welcome brochure drafted by Gord Dunbar be approved for use in the pews.

CARRIED

(c) **Congregational Retreat Proposal**

Gord Dunbar provided an update to his proposal for a congregational retreat, a model which aligns the church with its mission rather than its current structure and working model. After some discussion it was agreed that the retreat workshops would take place following the services on November 12th & 19th, each session lasting about 2 hours.

Gord will work with Liz Dillman and Judy Zarubick to set up the agenda. Notification will go out to the congregation via letters and posters, and it was agreed that lunch would be provided for both occasions.

(d) **Storage Space Request**

Ron Smith said that the space request from Bev McLelland has been reviewed and tentatively agreed that space will be allocated adjacent to the choir loft. He said that this remains a work in progress.

6. New Business

(a) **Commercial Advertising & Publicity Policy (Rod Coates)**

Rod Coates made a proposal for cancelling policy 1.5 Cornerstone Publication Policy and combining into policy 1.4 Commercial Advertising Policy, since the Cornerstone is no longer being published.

Moved by: Rod Coates

Seconded by: Jean Johnson

That policy 1.4 Commercial Advertising Policy and 1.5 Cornerstone Publication Policy be cancelled and replaced with modified policy 1.4 Commercial Advertising & Publicity Policy.

CARRIED

[The updated policy 1.4 appears as Attachment #1.]

(b) Annual Congregational Meeting Date (Liz Dillman)

Liz Dillman said that the currently-scheduled 2017 annual meeting date conflicts with Gord Dunbar's schedule and asked that it be moved by a week.

Moved by: Mary Phillips

Seconded by: Ron Smith

That the 2017 annual congregational meeting be rescheduled from April 15th, 2018 to April 22nd, 2018.

CARRIED

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial statement for the period ending September 25th. She said that the deficit is \$26,184 (more spent than received). Liz reviewed some of the categories and examples of the narrative budget that she has been developing for 2018, explaining some of the elements in detail. Liz said that committee input for 2018 budgets is required before the next Council meeting.

8. Committee Items for Council

(a) M&P Update

Mary Phillips said that two M&P committee members intended to attend the Hamilton Conference September 30th M&P workshop but registration was full.

Moved by: Mary Phillips

Seconded by: Jean Johnson

That Pam Plagos be appointed a member of the M&P committee.

CARRIED

(b) M&M Item

Jean Johnson reminded Council members that the M&M Committee still needs input from standing committees for their requirements for new membership program.

(c) Administration Update (See Admin minutes for details)

Ron Smith reported on various property-related items:

- The Fellowship Hall washroom floor is now completed except for the baseboard.
- The Fellowship Hall storage room is being prepared for clean-up.
- Checks on the water ingress in the Counting Room continue, but the issue appears to have been addressed.
- A general cleanup of the church has been scheduled for October 19th.
- An artefact display case has been donated to the church and is presently situated at the back of the sanctuary.
- Electronic bat deterrents have been installed at various locations around the church.
- An Administration Committee walkabout occurred this morning, which included an inspection to the north roof.

Council members expressed concern over the state of the north roof and directed the Administration Committee to obtain a firm proposal from a roofing contractor and present to the next Council meeting for further direction and approval.

9. Correspondence

The correspondence appears in Attachment #2.

10. Staff Report

Gord Dunbar said he had no additional items upon which to report.

11. Other Business

The agenda having been completed and with no additional business to discuss, Liz Dillman declared the meeting closed at 8:35 PM.

Gord Dunbar closed the meeting with a short prayer giving thanks for the meeting.

NEXT COUNCIL MEETING IS TUESDAY, NOVEMBER 7, 2017

Signature of President

Signature of Secretary

Attachment #1

1.4 Commercial Advertising & Publicity Policy

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

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

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

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

ADOPTED: May 2013

REVISED: September 2017

Attachment #2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
18 Sep 2017	A letter of thanks from Grey Bruce Healthcare Chaplaincy Council (31 Aug 2017) thanking Kincardine United Church for its \$400 donation.	Treasurer

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, November 7, 2017

The Council of Kincardine United Church was called to meet on Tuesday, November 7, 2017 in the church kitchen.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament & Pastoral Care	Gord Dunbar
Council Secretary	Rod Coates	Treasurer	
Programme	Jackie Clements	Presbytery Representative	
Administration	Donna Mowry	Ministry & Personnel	Mary Phillips
Membership & Mission	Bernd Portz		

Regrets: Liz Dillman, Emily Perry

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 7:00 PM.

2. Agenda

Moved by: Donna Mowry

Seconded by: Jackie Clements

That the agenda be approved as printed.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar reflected on several recent news events, including the Texas Baptist church shooting, noting the reality of how we are called to wholeness, health & faith in these fractured times. He said that Kincardine United stands as a beacon of light for what is needed at this time, concluding the reflection with a brief prayer.

4. Minutes of the Meeting of October 3, 2017

Moved by: Rod Coates

Seconded by: Mary Phillips

That the minutes of the October 3, 2017 Council meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) Lists for Routine Activities & Tasks

Rod Coates said that the routine task list continues to expand and is now about 75% complete. After some discussion, Council agreed to move forward with what we presently have, adding outstanding instructions as they become available. Copies of the binder will be kept in the kitchen, church office, furnace room, and Resource Centre. It was agreed that the Office Coordinator would hold the master copy and digital versions of the tasks. Rod said he would develop an Introduction and short procedure for maintaining the task list and circulate to Council members for comments.

(b) M&P Annual Report Recommendations

Mary Phillips reviewed the status of recommendations arising from the 2016 M&P annual report (Refer to September 5th Council meeting minutes for details).

Of the four recommendations, two are well in hand:

- Office Coordinator to record hours allocated to slideshow presentations
- Envelope Steward replacement

With respect to the outstanding two recommendations:

- Rod Coates will draft a procedure identifying Council expectations with respect to Job description documents
- Standing Committees are to complete workplace safety audits with each staff member for which they are accountable

(c) North Roof Repair Discussion

Donna Mowry said that some preliminary work has been done to obtain better cost estimates for the north roof repair, with Ron Smith pursuing additional details. Council members agreed that we would not pursue this in 2017, but will need to sort out & decide upon the preferred options for funding this project once the costs are received.

6. New Business

(a) Church Facilities Usage Procedures (Rod Coates)

Rod Coates provided an overview of the additional facilities procedures required to support the existing Facilities usage Policy (2.1). These procedures represent the final transition from the legacy Church Facility Use Policy. Council members reviewed the documents and made some suggested amendments.

Moved by: Rod Coates

Seconded by: Donna Mowry

That

- revised 2.1 - Church Facility Use Policy,
- new 5.1.3 – Facilities Usage Procedure,
- new 5.1.4 – Key Holder Procedure, and
- new 5.1.5 – Kitchen Use Procedure

be approved as amended.

CARRIED

[The updated policy and procedures appear as Attachment #1.]

(b) Blessings Menu (Gord Dunbar)

Gord Dunbar handed out sample cards illustrating menus of different gift blessings, an idea based on his experience at Port Nelson United Church. The gift blessings items have a wide range of monetary values & content to which people could donate. Gord said this would integrate well with a stewardship campaign.

Council members provided some additional suggestions and Gord said he would develop the menu list to issue for November 19th.

7. Financial Report (Donna Mowry)

Donna Mowry reported that the financial reports provided by Liz Dillman were inadvertently lost, so no financial report was available for this meeting.

Continuing with matters financial, Donna said that normally all budget submissions would have been completed and a draft budget ready for Council's approval at this meeting, but that some submissions remain outstanding. After some discussion, it was agreed that the Administration Committee would approve the 2018 budget at its November 28th meeting, and Council at its December 5th meeting, in advance of the congregational budget meeting on December 10th.

8. Committee Items for Council

(a) Staff Salaries (Mary Phillips)

Mary Phillips said that Ministry & Personnel (M&P) had reviewed staff salaries for the 2018 budget, noting that for the previous budget period the main issue was addressing the living wage requirements for non-ministry staff. Mary said that M&P recommends there be accommodation to phase in salaries which reflect a living wage over a 2-year budget period.

Moved by: Mary Phillips

Seconded by: Donna Mowry

That for the 2018 budget the custodian and office coordinator receive a salary increase which reflects 1/2 of the change required to achieve a living wage in our community (4.5%), that the Minister of Word, Sacrament & Pastoral Care receive an increase consistent with the United Church of Canada 2018 salary guideline (1.4%), and that the Minister of Music receive an increase consistent with the Royal College of Church Organists (RCCO) guideline (1.4%).

CARRIED

(b) Display Case (Donna Mowry)

Donna Mowry said that the artefact display case which has been installed at the back of the sanctuary does not seem ideally situated and is causing unexpected logistical problems. She said another location in Fellowship Hall has been proposed: Council members visited the proposed alternative location, but no decision or consensus was reached.

9. Correspondence

The correspondence appears in Attachment #2.

10. Staff Report

Gord Dunbar said there had been a training session last night for pastoral visitors, with a second session to be arranged for those unable to attend that session.

Gord handed out Welcome cards, updated to reflect comments from the last Council meeting, which will appear in the pews next Sunday.

Gord provided a very brief update on the pending stewardship campaign, which will run for three weeks beginning mid-November. He said there were four people from Kincardine

United who attended the presbytery-sponsored Stewardship workshop at Sauble Beach United Church on October 28th.

Gord extended his personal thanks to the staff (Sarah, David & David) who supported him in dealing with the additional services of the past two weeks. He also expressed his thanks to the other staff folks with whom he interacts - Rod & Liz.

Gord said that three baptisms are presently planned for January 14th, the Baptism of Jesus Sunday.

11. Other Business

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:01 PM.

Gord Dunbar closed the meeting with an enthusiastic prayer giving thanks for the meeting and the Council leadership team.

NEXT COUNCIL MEETING IS TUESDAY, DECEMBER 5, 2017

Signature of President

Signature of Secretary

Attachment #1

2.1 Church Facility Use Policy

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

POLICY:

1. Kincardine United Church welcomes the opportunity to provide meeting room space, which generally benefits the interest of the community at large and indirectly supports the mission of Kincardine United Church.
2. Kincardine United Church scheduled functions take priority over requests for use by others. Scheduling of functions by community service and non-profit groups (i.e., other registered charities and charitable organizations) take priority over for-profit (i.e., commercial) groups, but all are welcome to use the facilities.
3. The Church does not assume any liability for persons using the Church. All groups using the Church must provide their own liability insurance or be liable.
4. In accordance with the Smoke-Free Ontario Act, neither smoking nor vaping are permitted anywhere on church property.
5. Groups using Kincardine United Church facilities are not required to provide compensation for this privilege, given their contribution towards the wellbeing of the community, but donations are always welcomed.

References

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

ADOPTED: November 2015

REVISED: November 2017

5.1.3 Facilities Usage Procedure

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

PROCEDURE:

A. Application for Use of Facilities & Special Considerations

1. An application for use of the Church facilities can be obtained from the Church office. The office is open Tuesday to Friday from 1:00p.m. to 4:30p.m. Requests and scheduling of activities in the Church facility will be coordinated by the Church Office Coordinator during normal office hours on a first come, first served basis.
2. The Administration Committee must approve the application for use of the Church facilities.
3. The Church Sanctuary is the place of worship for the members of Kincardine United Church and holds special meaning to its members. Consequently, application for the use of the sanctuary must be approved by the Administration Committee, Church Council, and Ministerial staff. Policies in effect by the Program Committee, such as weddings and funerals, will take precedence over the application for use of the facilities for other functions.
4. The United Church Women have domain over the Church kitchen area. Consequently, the application for the use of the facility must be approved by the Administration committee in conjunction with the U.C.W.
5. Emergent requests of a significant nature (e.g., funeral for a Church member) may displace regularly scheduled activities with the prior discussion and agreement of all affected groups. In the event a facility use must be cancelled for a funeral or other unexpected event, the Church Office Co-ordinator will notify the contact person for the group involved.
6. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
7. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
8. If a key is required, the applicant must provide a key deposit of \$20.00, which is refunded upon return of the key.
9. The applicant/contact person is responsible for familiarizing themselves and others within their group of all emergency exits and fire extinguisher locations.

B. General Requirements

1. It is expected that persons using the Church will respect the property with due regard for the purpose of the building.
2. In all cases the person making application for use of the Church, on behalf of the group, is considered responsible for the conduct of that group and is held accountable for the use of the Church.

3. Each group using the Church must ensure that the condition of the room used is returned to its original condition - i.e. Chairs stacked, tables placed in their "as found" location, garbage emptied into containers, spills on floors and other areas properly cleaned up.
4. Destruction of property will not be tolerated.
5. Supervisors of groups are expected to report any irregularities or accidents or damage while using the Church facility to the Church office or a member of the Council or Administration Committee.
6. The removal of items from the Church building is prohibited without the prior approval of the Administration Committee. These items include: tables, or any other property belonging to Kincardine United Church. Removal of such items without notification will be treated as theft.
7. Mobility assist devices, walkers, wheel chairs and service animals are permitted inside the building.
8. Access to and egress from the Church is via the double doors by the Church office unless otherwise directed.
9. A schedule of activities on the easel in the hall next to the Church office indicates room assignments for groups using the Church.
10. When leaving the Church, each group is responsible for removing its name from the easel, checking any washrooms or rooms which were occupied and then check to see who is still occupying the building. Additionally, the last group to leave is responsible for turning off the lights, turning down the heat, and locking the outside door.
11. For emergency access to the Church, call a member of the Administration Committee.
12. Church groups sponsoring various functions after church such as soup and sandwich, special teas, or musical presentations are responsible for turning off lights, heat, closing windows, checking washrooms and locking up after the event.
13. If there are unusual circumstances – e.g., people are locked out, or the Church left open all night and lights left on, the occurrences will be addressed by the Administration Committee and the privilege of using the Church will be affected.
14. If the elevator will be required, request instruction if not familiar with its operation.
15. Telephones within the Church are for emergency use only.
16. Smoking, alcohol, and non-prescription drugs are not permitted on Church property.
17. Occupancy of Fellowship Hall is restricted to 245 seated and 194 at tables.

ADOPTED: November 2017

5.1.4 Key Holder Procedure

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

PROCEDURE:

1. Church keys are managed by the Office Coordinator on behalf of the Administration Committee.
2. The applicant must provide a key deposit of \$20.00, which is refunded upon return of the key.
3. A key issued to a group will be used only for access to the Church by that group and absolutely must not be duplicated.
4. Loss of a key must be reported to the Office Co-ordinator.

ADOPTED: November 2017

5.1.5 Kitchen Use Procedure

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

PROCEDURE:

A. General

Health issues are paramount to the use of the kitchen. Therefore, strict adherence to the rules posted in the kitchen by the United Church Women must be observed.

B. Rules for Users of the Kitchen

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

ADOPTED: November 2017

Attachment #2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
14 Oct 2017	A letter from Friends of the Observer requesting support for its fund.	Filed
5 Nov 2017	Letter from County of Bruce Planning & Development regarding public hearing for minor variance at 744 Olde Victoria Street	Filed
6 Nov 2017	Email from conference Executive Secretary Peter Hartmans providing advice regarding church property title change	Filed

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, December 5, 2017

The Council of Kincardine United Church was called to meet on Tuesday, December 5, 2017 in the church kitchen.

PRESENT

Council President	Marion Boyd	Minister of Word, Sacrament & Pastoral Care	Gord Dunbar
Council Secretary	Rod Coates	Treasurer	Liz Dillman
Programme Administration	Sheila Bauer	Presbytery Representative	
Membership & Mission	Donna Mowry	Ministry & Personnel	
	Melinda Smegal		

1. Call to Order

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

2. Agenda

Moved by: Melinda Smegal

Seconded by: Donna Mowry

That the agenda be approved as amended.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar distributed a sheet entitled Mutual Invitation, explaining that it was a process for ensuring that all voices were heard at the meeting by sharing opportunities to speak. He outlined some of the working principles of the document, noting that this derives from Holy Currencies.

A second sheet was then distributed entitled Kaleidoscope Bible Study Process, which then led into a reading by Gord Dunbar from 2 Corinthians (9:6-15). Meeting attendees were then invited to share an image or phrase from the bible reading. The passage was then re-read by Melinda Smegal, with an invitation to share what the passage said about leadership. The passage was read a third time by Donna Mowry, with the invitation to share what God invites us to do, to be, or to change.

Gord Dunbar closed this exercise with a brief prayer.

4. Minutes of the Meeting of November 7, 2017

Moved by: Rod Coates

Seconded by: Donna Mowry

That the minutes of the November 7, 2017 Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

(a) **Lists for Routine Activities & Tasks** (Rod Coates)

Rod Coates said that the routine task list information had been sent to Sarah MacKenzie (Office Coordinator) for creation of binders, as agreed by Council at the November 7th meeting. After gleaning input from Council members, it was agreed that outstanding instructions for activities and tasks will continue to be sent to Rod Coates in order that we continue tracking progress to completion on this item; Rod will forward information to Sarah and continue to report status to Council.

(b) **New Policy for Job Documents** (Rod Coates)

Rod Coates presented a proposed job documents policy, which addresses one of the 2016 M&P annual report recommendations. Council members entertained questions about the accountability for updating job documents, clarifying and differentiating responsibilities for annual reviews and job document updating. Rod noted that the annual review is an ideal time to review the job document with the staff person.

Moved by: Rod Coates

Seconded by: Liz Dillman

That the job document policy (5.3.1) be approved as presented.

CARRIED

Note: The job document policy appears as Attachment #1.

Rod noted that workplace safety audits with each staff person remains outstanding, referencing the sample audit form provided from the Hamilton Conference website resources. Gord Dunbar spoke about the importance of conducting these audits.

(c) **Display Case** (Donna Mowry)

Donna Mowry said the Property Ministry Team has proposed that the display case be moved to the sanctuary wall adjacent to where it is presently installed.

Moved by: Donna Mowry

Seconded by: Sheila Bauer

That we move the display case to the wall above the cushions (next to the elevator) in the sanctuary.

CARRIED

(d) **Bequests & Donations Policy Updates Case** (Rod Coates)

Rod Coates stated that one of the outcomes of the Hope Menu approved at the November meeting was that we have created an expectation that something might happen now that some donations have been made, hence the need to manage those donations and expectations.

Rod asked for suggestions about how we might update the existing Memorial Gifts policy and procedure to accommodate designated gifts, in response to which several ideas were offered by Council members. Rod will incorporate the suggested changes, rename the policy to "Memorial and Designated Gifts", and bring back the proposed changes to a future Council meeting.

6. New Business

(a) January Baptisms Request (Gord Dunbar)

Gord Dunbar said that January 14th will be the Baptism of Jesus Sunday, which will include a service to enable the congregation to recall its baptismal vows.

Moved by: Donna Mowry

Seconded by: Sheila Bauer

That the Kincardine United Church Council approve the baptism of Alexandra Hallam and Julia Hallam, daughters of Stephanie Hallam-Hartwick, and of Raelyn Vance, daughter of Becky Vance. **CARRIED**

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the year to date expenses for the period ending November 30th, noting that the deficit (revenue vs. expenses) is now \$29,318.

Commenting on the Intern Minister 2018 budget item 2018, Marion Boyd noted that engaging an intern minister was part of the 2016 JNAC report approved by the congregation.

8. Committee Items for Council

(a) 2018 Budget Approval (Administration)

Donna Mowry provided a brief introduction to the 2018 budget, noting that most committee budget items are the same as 2017. A short discussion to clarify a few items was conducted.

Moved by: Donna Mowry

Seconded by: Melinda Smegal

That the 2018 budget and narrative budget be approved as presented. **CARRIED**

Several Council members extended thanks to Liz Dillman for her work on the narrative budget. Liz Dillman said that she could use help from Council for the budget reviews to make sure that there is additional level of oversight for reporting.

Gord Dunbar then led Council members through the items required to complete the meeting on December 17th: Donna Mowry will present the budget, Marion Boyd will chair, Rod Coates will be secretary.

(b) Envelope Steward Appointment (Administration)

Donna Mowry said that the new Envelope Steward needs to be appointed by Council.

Moved by: Donna Mowry

Seconded by: Melinda Smegal

That John Phillips be appointed Kincardine United Church Envelope Steward, effective 1 Jan 2018. **CARRIED**

Gord Dunbar expressed words of thanks for the work Rod Coates had done as Envelope Steward. Rod Coates noted that the bank Signing Authority needs to be updated to include John Phillips.

- (c) Recommendation to Designate Rest of the Bequest to General Fund (Administration)**
Donna Mowry reported on the motion from the last Administration Committee meeting regarding recommendation to Council that the balance of the outstanding bequest funds be allocated to the General Fund.

Moved by: Donna Mowry

Seconded by: Sheila Bauer

That Council approve allocating the remaining bequest funds to the General Fund (\$17,374)

CARRIED. (One abstention)

- (d) No “Donation to Date” letters this year (Administration)**

Donna Mowry reported on the decision from the last Administration Committee meeting that no year-to-date donation letters would be issued this year.

- (e) Handicap Parking Designation (Gord Dunbar)**

Gord Dunbar said that the Property Ministry Team discussed the issue of having an additional designated disabled parking spot for the church.

Moved by: Liz Dillman

Seconded by: Donna Mowry

That Council delegate the Property Ministry Team, on behalf of Kincardine United Church Council, to request the municipality for two additional Handicap parking spots adjacent to the church.

CARRIED.

- (f) Mission Statement (Melinda Smegal)**

Melinda Smegal said that the M&M Committee wanted to mention to Council that the church’s Mission Statement is lengthy and wordy, and to ask Council if this could be simplified. Gord Dunbar said there were several approaches to address this, and suggested we discuss at the next Council meeting, which was agreed by those present.

9. Correspondence

The correspondence appears in Attachment #2.

10. Staff Report

Gord Dunbar distributed summary sheets from the congregational retreats of November 12 & 19, listing strengths of Kincardine United Church. Gord said there were at least 4 relational characteristics & 4 functional characteristics identified as strengths, with a strength being a score of 7 or greater. Gord said that allows us to have a discussion with the congregation about ways to strengthen areas that we’re good at. Council agreed we would discuss next steps at the next meeting.

Gord Dunbar reported that confirmation will be done cooperatively with Southampton, Pine River, Bervie & Kincardine United Churches, and the first meeting will occur tomorrow evening at Pine River. The curriculum for the confirmation process is still being developed. Gord reminded Council that a vigil for missing & murdered women will occur tomorrow evening at the church, highlighting some of the specifics of the arrangements.

11. Other Business

Marion Boyd asked Council to entertain moving the scheduled January 2nd Council meeting one week until January 9th, which was agreed. A decision regarding the date of the February meeting will be made at the January Council meeting.

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:17 PM.

Gord Dunbar closed the meeting by leading Council members in a prayer circle, with each person stating "I thank God today. . ." and "I ask God today. . ."

NEXT COUNCIL MEETING IS TUESDAY, JANUARY 9, 2018

Signature of President

Signature of Secretary

Attachment #1

5.3.1 Job Documents Policy

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

Policy:

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

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

ADOPTED: December 2017

Attachment #2

Correspondence Received by the Secretary

Date Received	Correspondence	Distribution
13 Nov 2017	Letter from radio station myFM 95.5 with proposal for The True Meaning of Christmas broadcast plans	Referred to Council
24 Nov 2017	Email (via Sarah MacKenzie) from Kincardine Independent, with request to include Kincardine United Church in 2018 Kincardine & Area Visitors Guide	Referred to Council
29 Nov 2017	Operation Smile Canada brochure & request for donations	Filed
3 Dec 2017	Friends of the Orphans Winter 2017 Newsletter	Filed