



KINCARDINE UNITED CHURCH
COUNCIL MINUTES – 2018

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KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, January 7, 2018

The Council of Kincardine United Church was called to meet on Sunday, January 7, 2018 in the Choir Room.

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 | |
| Administration | Donna Mowry | Ministry & Personnel | Mary Phillips |
| Membership & Mission | Krista Ritchie | | |

Regrets: Emily Perry

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 12:13 AM.

2. Agenda

Moved by: Donna Mowry

Seconded by: Mary Phillips

That the agenda be approved as amended.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar opened the meeting with a short prayer.

4. Minutes of the Meeting of December 5, 2017

Moved by: Rod Coates

Seconded by: Donna Mowry

That the minutes of the December 5, 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 there had been no change in the routine task list information since the December update, and will continue to report status to Council.

(b) Bequests & Donations Policy Updates (Rod Coates)

Rod Coates outlined the proposed updates to the policy and procedure governing memorial and designated gifts, with wording added to address treatment of designated gifts. Council members were in general agreement with the proposed changes. Marion Boyd suggested that a timeline with conditions be included for donations whose threshold is not achieved, which will be incorporated into the procedure. Gord Dunbar

said that it's important that donations not be used as a cudgel for the church to accept specific items.

Moved by: Rod Coates

Seconded by: Liz Dillman

That the updates to the Memorial and Designated Gifts policy and procedure (3.1 & 5.1.1, respectively) be approved as amended.

CARRIED

[Note: The updated policy & procedure appear as Attachment #1]

(c) Congregational Retreat Follow-up (Gord Dunbar)

Gord Dunbar provided an update to the recent congregational retreat sessions using principles developed by Kennon Callahan. Gord summarized the focal elements of Callahan's Strategic Planning, including:

- Matches the congregation's current strengths
- Matches the community and mission (which included an outline summary of persons served by Kincardine United Church)
- Builds on the plays the players can run
- Not too many objectives
- Excellent mistakes are most valuable
- Some objectives are not worth doing
- Takes into account the personality of the congregation.

Gord then reviewed the congregational retreat strengths (relational and functional), with any item scoring >7 as a strength. A strategic plan would pick 1-2 strengths to move forward. Council members then discussed a few of the congregational retreat strengths, including examples which support the strengths upon which we might build.

In response to a question from Marion Boyd, it was generally agreed that another congregational retreat (or town hall meeting) to develop the strategic plan would be the next step. Gord asked Council members to think about different means to engage the congregation in developing this plan. Marion noted that the timing of the meeting is important to capture some congregation members who are away during the winter months. Gord suggested that the information be communicated to the congregation by mid-January and get buy-in from the three standing committees and small group gatherings. This discussion concluded with additional comments about hopefulness and keeping the congregation engaged.

6. New Business

(a) Policy for Signing Authority (Rod Coates)

Rod Coates presented an update of the signing authority policy previously approved by Council in May 2011, reformatted to align with the Policies & Procedures Manual.

Moved by: Rod Coates

Seconded by: Donna Mowry

That the updated signing authority policy be approved as presented.

CARRIED

[Note: The updated policy appears as Attachment #2]

(b) Scarcity versus Abundance Observations (Rod Coates)

Rod Coates referenced a short paper he had distributed to Council members prior to the meeting to offer an alternative representation of philosophy of scarcity in the congregation as articulated at the December 17th budget meeting. Council members made some comments about abundance and engaged in further discussion about our church's investments and the maintenance of our building.

Gord Dunbar said that he has asked for a meeting of the trustees to address some of our financial investments planning. Marion Boyd noted that maintaining our building is maintaining a capital asset.

Gord Dunbar said he had been told we used to have a "celebrate Kincardine United Church" event. He suggested that we might work that into the church service, so this idea will be reviewed at the Programme Committee meeting.

(c) Council & Committee Positions (Marion Boyd)

Marion Boyd said that it's important to give some thought about new people we might want to bring in to Council and standing committees, and/or possibly switch committees, as well as whether we wish to continue with our current positions.

(d) Worship Space During Winter (Marion Boyd)

Marion Boyd said we should consider the possibility next year of holding services in the basement rather than the sanctuary for January & February, since it would avoid heating the sanctuary and introduce some shake-up by allowing mobility for the services. It requires some additional set-up (e.g., new TV monitors) and consultation with the Programme Committee, so is not practical to introduce this year.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the financial statement for the period ending December 31st. She said that revenue has been accounted for, but some expenses remain outstanding so the statement is not yet finalized. Hope Menu items are now set up against individual projects. Compensation packages are very close to budget and all committee budgets are under spent. The year end is deficit of \$23,485, which is very close to the available bank money of \$32,450. Figures will change slightly after outstanding cheques pass through the system.

8. Committee Items for Council

(a) M&P (Mary Phillips)

Mary Phillips said that the 2017 staff assessment forms will be issued shortly and distributed to the committees having responsibility for the staff positions.

(b) M&M (Krista Ritchie)

Krista Ritchie said that she & Dotty McClelland had cleaned out most of the storage room at the back of the balcony, resulting in a large collection for removal to the dump. Krista said that in future items will be stored in totes, and the downstairs storage room will be a temporary staging area for materials required for short-term purposes. Krista said a donation was received for one of the pews in the upstairs storage room.

(c) Administration (Donna Mowry)

Donna Mowry said a motion was passed at the last Administration Committee meeting updating the agreement with Trillium Court to be their emergency evacuation site. She said that the taps in the small kitchen sink were donated by Howard & Marion Brown and installed by Howard.

The financial reviewers appointed at the 2016 annual meeting were Pat Porter and Mary Phillips; Pat Porter is unable to assist just now, and Mary Phillips wishes to be relieved of this role. Several alternate reviewer names were suggested, whom Donna will contact.

9. Correspondence

The correspondence appears in Attachment #3.

10. Staff Report

Gord Dunbar said he had nothing additional to report.

11. Other Business

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 2:13 PM.

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS SUNDAY, FEBRUARY 18, 2018 at 8 AM

Signature of President

Signature of Secretary

Attachment #1

3.1 Memorial & Designated Gifts Policy

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

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

- Memorial gifts from family and friends in memory of a deceased person, or in honour of a living person, may be directed to Kincardine United Church to support any of its primary needs.
- Memorial gifts should align with the values of the church and the person in whose memory the donation is being made. Gifts should have a sustained use by the Church and enhance its primary needs.
- A record of all memorial gifts will be maintained, listing the donor, the nature of the donation, and its purpose (if so specified). Confidentiality of financial donations will be maintained in accordance with current practices for records of givings.
- Designated gifts are contributions to specific projects approved by Kincardine United Church which align with the church's primary needs and mission. Designated gifts may fund all, or only a portion, of the projects for which they have been designated.
- A Wish List of special projects will be maintained and reviewed annually by Council. Any memorial donations to a project not on the Wish List are subject to the discretion of Council.
- Investments and bequests are managed by the Trustees at the direction of Council.
- Designated gifts for approved projects which are not completed within two (2) years from the date of approval, or with a time extension by Council and agreement of the donor, will be placed in the General Fund.
- Income tax receipts will be issued in February to all persons making a donation in excess of \$20 in the previous calendar year.
- Ensure that appropriate thanks and recognition are given to donors.

ADOPTED: ca 2008

REVISED: Jan 2018

5.1.1 Memorial & Designated Gifts Procedure

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

Small Memorial Donations

How they are handled:

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

Large Memorial Donations

How they are handled:

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

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

Designated Gifts

How they are handled:

- Council will maintain a wish list of approved projects to which donations may be made (i.e., "designated gifts").
- Council will receive notification of designated gifts, either through the church office (Office Coordinator) or the Envelope Steward.
- If sufficient donations have been made to fully fund the project, Council will assign responsibility for implementation and the project will be completed.
- If insufficient funding has been received to fund the project, but greater than a threshold of 50% of estimated cost, an appeal will be made to the donor(s) and the broader congregation for additional donations to fully fund the project. If substantial funding is received (greater than 75%), Council may authorize completion and make up the difference from the General Fund or investments in a fiscally responsible fashion.
- If funding does not reach the 50% threshold, the project will remain on an inactive list until it meets the threshold criteria. If the 2-year time limit approaches, Council may decide to approach the donor(s) or appeal for additional funding, depending

- upon the relative merit and priority of the project.
- Treasurer maintains a separate accounting line entry for each special project.
 - Envelope Steward issues tax receipt to the donor in February

Bequests

How they are handled:

- Church is notified that it is a named beneficiary of an estate.
- Council will receive notification of bequests via letter from the estate lawyer or executor, identifying the amount of the bequest and any associated conditions. Council will review and disposition any conditions associated with the bequest, and determine where the funds are to be directed. The Council Secretary will provide any subsequent required notifications (e.g., Treasurer, Envelope Steward, Trustees)
- Upon receipt, the bequest funds are directed as decided by Council and the conditions of the estate. If the estate conditions provide specific direction by the donor, it will be managed in accordance with the general principles of the Memorial Gifts Policy, with direction provided to the Trustees by Council.
- Envelope Steward issues tax receipt to the donor's estate in February

Donations of Objects/Artifacts

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

Retirement of Gifts

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

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

ADOPTED: 2009

REVISED: Jan 2018

Attachment #2

5.1.6 Signing Authority Policy

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

POLICY:

Those having signing authority for Kincardine United Church's bank account are the Treasurer, Envelope Steward, Council President and the Administration Committee Chairperson. There must be two signatures on all cheques and documents.

ADOPTED: May 2011

UPDATED: January 2018

Attachment #3

Correspondence Received by the Secretary

| Date Received | Correspondence | Distribution |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 2 Jan 2018 | Letter from Women's House thanking Kincardine United Church for support. Includes offer to visit to discuss programs & services. | Filed |

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, February 18, 2018

The Council of Kincardine United Church was called to meet on Sunday, February 18, 2018 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 | Jackie Clements | Presbytery Representative | Emily Perry |
| Membership & Mission | | Ministry & Personnel | |

Regrets: Gregg McClelland

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 8:05 AM.

2. Agenda

Moved by: Liz Dillman

Seconded by: Jackie Clements

That the agenda be approved as printed.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar opened the meeting by leading Council in a reading from a portion of the Song of Faith which focused on the church's mission and living the good news of the gospel, and then closing with a brief prayer.

4. Minutes of the Meeting of January 7, 2018

Moved by: Rod Coates

Seconded by: Jackie Clements

That the minutes of the January 7, 2018 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 there had been no change in the routine task list information since the January update, and will continue to report status to Council. Direct follow-up will be done with each standing committee. Marion Boyd noted that some of the tasks for the Office Coordinator also need to be routinized, which Gord Dunbar said he would address as part of the job review process.

(b) Council & Committee Positions (Marion Boyd)

Marion Boyd asked if committee membership had been reviewed. Jackie Clements reported that the Programme Committee has reviewed and discussed options for different committee terms going forward, acknowledging that most of the committee members have served for a long time. Jackie said that one of the suggestions raised was that there be one-year terms for appointments. Marion Boyd said that terms have not been useful in the past and people have not been held to this standard. Gord Dunbar said that it might be useful to ask for only a 1-year term commitment. Emily Perry said that many people don't seem to understand the roles of the various standing committees, with some appearing to do tasks which are not committee functions; she recommended we have a 1-year term and noted that we have many folks with significant tenure.

It was agreed by Council members that we would entertain a 1-year commitment when recruiting new committee members and will plan to review recruitment in more detail at the March Council meeting.

(c) Hope Menu (Rod Coates)

Rod Coates said that the new protocol for designated gifts (approved at the January Council meeting) requires Council to advertise the projects funded by the Hope menu, as well as the previously-published project wish list. Rod agreed to consolidate the two lists & circulate to Council for input, after which we would publish for the congregation's information.

Gord Dunbar said he was planning a Blooming Gifts follow-up program for Easter, listing some of the proposed items. Council members agreed with Gord's list but asked that for now it be limited to the same items which were on the previous Hope Menu. Gord said that a capital fund would be considered as part of the 2018 stewardship program discussion.

Marion Boyd said there are different funds available from the broader church which would help fund the church capital program – e.g., the roof replacement. Liz Dillman said there is an online program in the local library which can access available grant funds. Marion said we need to look outside ourselves to deal with funding, as well as looking at our space within the context of our mission in the community.

6. New Business

(a) Celebrate Kincardine United Church (Rod Coates)

Rod Coates presented a short list of recent good news items which have happened in Kincardine United, noting that there are possibilities are to put some of the information in the weekly announcements, announce from the pulpit, and or make announcements by ministry teams from the pulpit.

7. Financial Report (Liz Dillman)

Liz Dillman reviewed the final financial statement for the period ending December 31st, which indicates a year-end deficit of \$24,000. Liz then reviewed the statement for the period ending January 31st. The January bank balance is \$13,658, with a deficit of \$5,424 owing to the \$7,032 annual insurance premium payment. Rod Coates noted that the January General Fund givings are the higher than any received in the past 10 years. In response to Liz's question about how and what financial information to communicate to the congregation, it was agreed to make provide quarterly reports beginning with the first quarter of 2018.

8. Committee Items for Council

(a) Updates to Wedding Policy

Gord Dunbar distributed copies of the proposed changes to the Kincardine United Church wedding information brochure and the wedding procedure (5.4.5) and provided an overview of the changes.

Moved by: Jackie Clements

Seconded by: Liz Dillman

That the changes to the wedding procedure (5.4.5) be approved as presented.

CARRIED

[The updated procedure appears as Attachment #1]

(b) Receiving of New Members

Gord Dunbar provided a list of names of those wishing to become members of Kincardine United Church.

Moved by: Emily Perry

Seconded by: Jackie Clements

That Kincardine United Church Council approve the membership of Randy and Joan Norris and Becky Vance by profession of faith, as well as the transfer of membership from St. Paul's United Church, Walkerton to Kincardine United Church for Julia & Stuart Metzger, to be celebrated during worship at a future date.

CARRIED

(c) Worship Space During Winter

Jackie Clements said that the Programme Committee discussed the idea of moving the Sunday services downstairs to Fellowship Hall for the winter months and that they don't recommend having services downstairs.

9. Correspondence

Gord Dunbar reported that he had received a letter from the Grey Matter Beer Company asking the church to provide any objections to their application to establish a retail store. Council members voiced no objections, and Gord stated that he would reply to the letter.

10. Staff Report

Gord Dunbar reported on the outcome of a Trustee meeting of last week wherein a discussion about liability insurance for users of Kincardine United Church resulted in a recommended change to the facilities usage policy.

Moved by: Emily Perry

Seconded by: Jackie Clements

That we amend our facilities procedure such that Kincardine United Church require all parties booking the facilities who are not part of programmes offered by the congregation to:

- a. If the booking is for a third party or for a business, a copy of the insurance policy is attached to the booking form including the policy number, and
- b. If the booking is for a group not covered by the first option above, the group reimburses Kincardine United Church the \$30.00 for the blanket insurance provided by Kincardine United Church;

and that the booking form be appropriately modified to reflect this change.

CARRIED

Gord distributed copies of the congregational retreat strategic plan follow-up, noting that he would need assistance in making this happen. He handed out a town hall meeting template which could be used to engage with, & provide feedback from, the respective ministry teams. Council members will proceed to deal with their respective ministry teams and provide updates at future meetings.

Marion Boyd commented on Gord's involvement in many activities, that we appreciated his busy schedule, and that we need to be mindful of not overloading him.

11. Other Business

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 9:50 AM.

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS TUESDAY, MARCH 6, 2018 at 7 PM

Signature of President

Signature of Secretary

Attachment #1

5.4.5 Wedding Procedure

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

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

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

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

Information for those Inquiring About Weddings

1. Venue and Parking:

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

2. Interviews and Services:

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

3. Licenses:

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

4. Guest Minister:

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

5. Music:

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

6. Flowers, Candles Decorations:

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

7. Pictures/Videos:

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

8. CONFETTI:

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

9. Bulletins:

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

10. Financial Contributions:

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

For Weddings in the Church:

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

For Weddings in the Chapel:

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

For Weddings Outside the Church:

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

Optional Services:

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

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

ADOPTED: February 2007

REVISED: February 2018

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, February 25, 2018

The Council of Kincardine United Church was called to meet on Sunday, February 25, 2018 in the sanctuary following the morning worship service to approve an intern ministry application.

PRESENT

| | | | |
|---------------------------------|------------------|--------------------------------------------------------|-----------------|
| Council President | Marion Boyd | Minister of Word, Sacrament & Pastoral Care | Gord Dunbar |
| Council Secretary | Rod Coates | Treasurer | |
| Programme | Jackie Clements | Presbytery Representative | Emily Perry |
| Administration | Jack Nancekivell | Ministry & Personnel | Marilyn Meldrum |
| Membership & Mission | Jean Johnson | | |

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 11:40 AM, the proposed motion having been previously distributed to Council members through email.

2. Request for Supervised Ministry Education Placement

Marion Boyd asked Gord Dunbar if he would be willing to supervise the intern, which Gord affirmed enthusiastically. Marion noted that the intern position was included as part of the 2016 Joint Needs Assessment report.

Moved by: Jackie Clements

Seconded by: Marilyn Meldrum

That the Council of Kincardine United Church approve the application to be approved as a learning site for Supervised Ministry Education for an eight-month intern placement, beginning September 2018, and that the application be forwarded to Conference for consideration.

CARRIED

[Abstention: Emily Perry]

Jack Nancekivell noted that the intern position is included in the approved 2018 budget. Gord Dunbar said that more of his time would be allocated to intern supervision, but that the intern would also pick up some of his duties.

Marion Boyd declared the meeting closed at 11:45 AM.

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, March 6, 2018

The Council of Kincardine United Church was called to meet on Tuesday, March 6, 2018 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 | Emily Perry |
| Administration | Jack Nancekivell | Ministry & Personnel | |
| Membership & Mission | Bernd Portz | | |

Regrets: Liz Dillman

1. Call to Order & Acknowledgement of the Land

A quorum being present, Marion Boyd called the Council meeting to order at 7:03 PM. Marion Boyd said that we would begin our proceedings with an acknowledgement of the land. Gord Dunbar acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture.

2. Approval of Agenda

Moved by: Jackie Clements

Seconded by: Bernd Portz

That the agenda be approved as printed.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar read an excerpt from the “scholarly” Unofficial United Church Handbook (Page 101) entitled “How to Avoid Pollyannaism”, with some observations of the characteristic behaviours and suggestions for avoiding them. He concluded this reading with a brief prayer.

4. Minutes of the Meetings of February 18 & 25, 2018

Moved by: Emily Perry

Seconded by: Jack Nancekivell

That the minutes of the February 25, 2018 Council meeting be approved as printed.

CARRIED

Rod Coates stated that the minutes of the February 18th Council meeting needed some additional clarification around wording regarding the facilities policy (Item 10, Staff Report) and will return to the next Council meeting with updated minutes for approval.

5. Business Arising from the Minutes

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

Rod Coates distributed an updated routine task list and asked the standing committees to confirm their respective information status, noting that overall progress is being made but the work remains incomplete.

(b) **Council & Committee Positions** (Marion Boyd)

Marion Boyd requested updates from standing committees on vacancies. Jack Nancekivell said he believed there were additional members of the congregation who could be involved in assisting with the work of Administration and the Property ministry team. Marion Boyd recounted discussions she had had with members of the congregation to ascertain their interest in joining the work of the church. It was reinforced that if someone only wishes to commit to a one-year term, they can be nominated with that proviso. Council continued with some additional discussion about ways to communicate and educate the congregation about committee functions & responsibilities – e.g., creating posters advertising their work (per Emily Perry).

(c) **Hope-Project List and Hope Menu Follow-up** (Rod Coates)

Rod Coates presented and reviewed the updated integrated Project Wish List & Hope Menu, along with suggested messaging to communicate the updated list. Council members reviewed and agreed to the changes, and Rod will arrange to have this posted in the weekly announcements.

Gord Dunbar presented a Blooming Faith donations menu, a follow-up from the previous Council meeting discussion, with the idea that each gift would be recognized with a flower that would be posted in the sanctuary. Emily Perry expressed a disinclination to establish specific monetary values for this menu in that it would discourage some people from donating to items outside of their financial capability. Following additional discussion and suggestions, the Council consensus was that there would be grateful recognition of all donations. Gord Dunbar said he would incorporate the suggestions into the menu and circulate for Council feedback before posting.

6. New Business

(a) **Presbytery Learning Day Registration** (Rod Coates)

Rod Coates said Liz Dillman had requested Council approval of the registration fee payment for the upcoming April 14th presbytery learning day event. Marion Boyd said that the workshop sessions for M&P committees and Trustees are especially important given their expected responsibilities in the new church structure, and that we would encourage members of those groups to attend.

Moved by: Rod Coates

Seconded by: Bernd Portz

That Kincardine United Church Council approve the payment of the \$25 registration fee for the April 14th Presbytery Learning Day

CARRIED

Marion Boyd also noted that there is a leadership workshop at the Hamilton Conference office on March 16th and encouraged people to consider attending that event.

(b) Email Meeting Proposal (Rod Coates)

Rod Coates brought to Council's attention a proposal regarding conducting email meetings. Council was in general agreement with the proposal, with Gord Dunbar noting that an email meeting needs to be ratified at the next meeting – i.e., any decisions made by email need to be approved at the next meeting. Rod said he would update the document and bring to a future Council meeting for approval.

7. Committee Items for Council

(a) Transfer of Membership Request

Gord Dunbar said that Charles Clarke had expressed an interest in transferring his membership to Kincardine United Church.

Moved by: Bernd Portz

Seconded by: Jack Nancekivell

That Kincardine United Church Council approve the transfer of membership of Charles Clarke from St. Paul's United Church, Walkerton to Kincardine United Church.

CARRIED

(b) New Membership Records Policy & Procedure

Bernd Portz said that the last M&M meeting had reviewed and discussed a draft policy and procedure for membership records and that Jean Johnson is willing to take on the role of membership steward. It was noted that there will be some learning and consultation with others as these membership record processes are implemented.

Moved by: Bernd Portz

Seconded by: Emily Perry

That the new membership records policy (5.2.2) and procedure (5.2.3) be approved as presented.

CARRIED

[The updated policy & procedure appear in Attachment #1]

8. Correspondence

The correspondence list appears in Attachment #2.

9. Staff Report

Gord Dunbar said that he would be having a very busy week, proceeding to summarize a few of the items he is currently addressing, including a Passion Sunday worship service drama. He discussed pastoral care arrangements for his upcoming April vacation absence. In response to a query from Marion Boyd, Gord mentioned that he will be preparing a funeral service brochure in collaboration with the Davey-Linklater Funeral Home, with a target to have it in place mid-year.

10. Other Business

Marion Boyd noted that Gord Dunbar is not available for the April 3rd Council meeting. After reviewing various alternative meeting options, it was agreed that the meeting will take place as scheduled but no business will be conducted in the absence of the minister.

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

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS TUESDAY, APRIL 3, 2018 at 7 PM

Signature of President

Signature of Secretary

Attachment #1

5.2.2 Membership Records Policy

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

Policy:

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

References:

- 1) The Manual 2016, B3. Membership and Other Participation in a Congregation.
- 2) Membership & Mission Minutes of Meeting, 23 March 2017
ADOPTED: March 2018

5.2.3 Historic & Current Membership Rolls Procedure

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

General

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

A. Historic Membership Roll

- 1) The Membership Steward adds a Member to the Historic Membership Roll:
 - upon confirmation, or
 - upon profession of faith, or
 - reaffirmation of Christian faith, or
 - after a certificate of Transfer of membership has been received
- 2) The Membership Steward removes a Member from the Current Membership Roll:
 - after the Member's death, or
 - after a request for Transfer or Removal has been received from the Member, or
 - after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
 - by an action of Council.

B. Current Membership Roll

- 1) The Membership Steward adds a Member to the Current Membership Roll:
 - upon confirmation, or
 - upon profession of faith, or
 - reaffirmation of Christian faith, or
 - after a certificate of Transfer of membership has been received
- 2) The Membership Steward records all baptisms in the Current Membership Roll.
- 3) The Membership Steward removes a Member from the Current Membership Roll:
 - after the Member's death, or
 - after a request for Transfer or Removal has been received from the Member, or
 - after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
 - by an action of Council.
- 2) The Membership Steward adds and removes the names of Adherents to the Current Membership Roll upon the advice of the Membership & Mission Committee and the Minister of Word, Sacrament & Pastoral Care.

Attachment #2

Correspondence Received by the Secretary

| Date Received | Correspondence | Distribution |
|----------------------|------------------------------------------------------------------------------------------------------------------|---------------------|
| 26 Feb 2018 | Letter from myFM outlining options for participation in their "The True Meaning of Easter" program, 19 Feb 2018. | Filed |

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, April 1, 2018

The Council of Kincardine United Church was called to meet on Sunday, April 1, 2018 in the sanctuary following the morning worship service to address an Administration Committee request.

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 | Jack Nancekivell | Ministry & Personnel | |
| Membership & Mission | Jean Johnson | | |

1. Call to Order

A quorum being present, Marion Boyd called the Council meeting to order at 11:57 AM, the proposed motion having been previously distributed to Council members through email.

2. Direction to Trustees for Bank Account Cash Flow

Marion Boyd asked Jack Nancekivell to provide some additional comments about the motion, which arose from the last Administration Committee meeting. Jack noted that many of the church's current investments have come from estate bequests and that that type of donation needs to be encouraged; he also said that as the investment funds diminish there will be less revenue from the earnings of those investments to support the General Fund.

Marion Boyd said that many other churches rely on investments for their cash flow, especially at the beginning of the fiscal year, and that the 2018 increases to PAR givings have improved the monthly cash flow.

Moved by: Jack Nancekivell

Seconded by: Liz Dillman

That the Council of Kincardine United Church request that the Trustees liquidate sufficient investments to provide a cash flow injection into the Kincardine United Church current chequing account in the amount of \$20,000.

CARRIED

Marion Boyd declared the meeting closed at 12:02 PM.

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, April 3, 2018

The Council of Kincardine United Church was called to meet on Tuesday, April 3, 2018 in Fellowship Hall.

PRESENT

| | | | |
|-------------------------------------|------------------------|------------------------------------------------------------|------------------|
| Council President | Marion Boyd | Minister of Word, Sacrament & Pastoral Care | |
| Council Secretary | Rod Coates | Treasurer | Liz Dillman |
| Programme | Sheila Bauer (at 8:15) | Presbytery Representative | Emily Perry |
| Administration | Donna Mowry | Ministry & Personnel | Mary Phillips |
| Membership & Mission | Charles Ludlow | Guest | Angela Hazlewood |

Regrets: Gord Dunbar

1. Call to Order & Acknowledgement of the Land

A quorum being present, Marion Boyd called the Council meeting to order at 7:05 PM, noting that it was not duly constituted due to the absence of Gord Dunbar and that the meeting constituted a record of discussion.

2. Approval of Agenda

Moved by: Rod Coates

Seconded by: Donna Mowry

That the agenda be approved as printed.

CARRIED

3. Devotion

Marion Boyd opened the meeting with a brief prayer.

4. Business Arising from the Minutes

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

Rod Coates provided a brief update on the status of routine task instructions, noting that the Programme and Membership & Mission instructions are virtually complete, with the Administration instructions actively in progress. Council members agreed that we should proceed with issuing the binders containing the instructions now, adding the remnants as they become available.

(b) Council & Committee Positions (Marion Boyd)

Rod Coates distributed copies of a draft 2017 annual meeting agenda, a collaborative effort with Marion Boyd. Council members reviewed the committee membership, adding and correcting names & terms of committee members.

5. New Business

(b) Annual Meeting Preparations

Continuing with the draft 2017 annual meeting agenda, Council members completed the review and update of the annual meeting agenda, including the format (in the sanctuary following the morning service), enabling motions, remainder of nominations, appointments, and dates for the 2018 annual meeting. Marion Boyd will send the updated meeting agenda to Sarah MacKenzie.

6. Committee Items for Council

None.

7. Correspondence

The correspondence list appears in Attachment #1.

8. Other Business

Liz Dillman confirmed that the first quarter 2018 financial statements will be printed and available at the narthex on Sunday. Liz Dillman said there would be a truth & reconciliation event held in the church on June 19th with Joyce Johnson in attendance.

Council members discussed arrangements for the Hamilton Conference meeting weekend (May 25-27) and memorial hymn sing (Celebration of Life) service.

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

NEXT COUNCIL MEETING IS TUESDAY, MAY 1, 2018 at 7 PM

Signature of President

Signature of Secretary

Attachment #1

Correspondence Received by the Secretary

| Date Received | Correspondence | Distribution |
|----------------------|----------------------------------------------------------------------------------------------------------|---------------------|
| 27 Mar 2018 | Letter from Canadian Bible Society with an appeal for a program targeting Bibles for orphans, 9 Mar 2018 | Filed |

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, May 1st, 2108

The Council of Kincardine United Church was called to meet on Tuesday, May 1st, 2018 in the church kitchen.

PRESENT

| | | | |
|-------------------------------------------|------------------|--------------------------------------------------------|-------------|
| Council President | Rod Coates | Minister of Word, Sacrament & Pastoral Care | Gord Dunbar |
| Council Secretary | Angela Hazlewood | Treasurer | Liz Dillman |
| Programme | Judy Zarubick | Presbytery Representative | Emily Perry |
| Administration | Donna Mowry | Ministry & Personnel | |
| Membership & Mission | Charles Ludlow | | |
| Regrets: Presbytery Representative | | Marion Boyd | |

1. Call to Order & Acknowledgement of the Land

A quorum being present, Rod Coates called the Council meeting to order at 7:05 PM. Rod Coates acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Rod Coates also lit a candle for us to show us that Christ is in our midst.

2. Approval of Agenda

Moved by: Liz Dillman

Seconded by: Emily Perry

That the agenda be approved as printed with the addition of the Financial Report.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar read from Peace Pipe Dreams, by Darrell Dennis and from Embers, by Richard Wagamese.

4. Minutes of the Meetings of February 18, March 6, April 1 & April 3, 2018

Moved by: Liz Dillman

Seconded by: Emily Perry

That the minutes of the February 18th, 2018 Council meeting be approved as printed.

CARRIED

Moved by: Gord Dunbar

Seconded by: Emily Perry

That the minutes of the March 6th, 2018 Council meeting be approved as printed.

CARRIED

Moved by: Emily Perry

Seconded by: Liz Dillman

That the minutes of the April 1st, 2018 Council meeting be approved as printed.

CARRIED

Moved by: Donna Mowry

Seconded by: Angela Hazlewood

That the minutes of the April 3rd, 2018 Council meeting be approved as printed.

CARRIED

5. **Business Arising from the Minutes**

(d) Lists for Routine Activities & Tasks (Rod Coates)

Rod Coates showed the Council the binders for the routine activities and tasks. They will be located in the office, kitchen (side cupboard), resource centre, and the furnace room. He stated that it would be advisable to put a date on each revision. The routine activities and tasks can be sent to Sarah MacKenzie for printing. She will be maintaining these binders. A binder for the sound system needs to be updated because of the new system created for the sound system. Judy and Jim Zarubick will be updating the binder.

(e) Project Wish List Follow-up (Rod Coates)

Rod Coates will be updating the wish list and sending Sarah MacKenzie the new information. Rod Coates let us know that the choir wants the gowns removed from the wish list as they no longer want them. Liz Dillman suggested that the completed projects be moved to the bottom of the page. The Council also discussed how to let the congregation know if after two years, if the amount for a specific project has not been raised, the project will be reassessed. Rod Coates suggested that a foot note be used stating where to find this policy and procedure

(f) Annual Meeting Follow-up (Rod Coates)

UCW M&S givings report (Ron Harris suggestion)-It was discussed that the Financial Report will highlight the UCW donations or alternatively state: "Does not include UCW donations, please see page ____". Sue Maus had asked if a list of the UCW activities could be listed in the Financial Report, however, it was decided that it is up the UCW to present their activities in their annual report.

For the 2018 Annual Report, Rod Coates suggested that a few people could proof-read it before it goes to Sarah MacKenzie for printing.

Moved by: Liz Dillman

Seconded by: Emily Perry

That the Annual Reports be issued by February 28th, 2018.

CARRIED

Moved by: Donna Mowry

Seconded by: Judy Zarubick

That the annual report submissions are to the Office Co-ordinator by January 13th, 2019.

CARRIED

6. New Business

(c) Envelope Steward Tax Receipt Signing Authority (Liz Dillman)

Liz Dillman requested that the person who has the signing authority for tax receipts be named. She learned from a very informative webinar that this is always best practice.

Moved by: Liz Dillman

Seconded by: Emily Perry

That Council designate John Phillips as the signing authority for charitable tax receipts.

CARRIED

Rod Coates suggested that this “best practice” articulated by Liz Dillman be captured in the Signing Authority policy (5.1.6)

Moved by: Charles Ludlow

Seconded by: Angela Hazlewood

That the Signing Authority Policy (5.1.6) be amended to include the following sentence, “The Envelope Steward is the designated signing authority for charitable tax receipts”.

CARRIED

(d) Approval of Choir Chair Project - Project Wish List (Rod Coates)

Rod Coates reported that the funding goal for the choir chairs has now been exceeded, with \$3800 of the \$3450 target raised. The choir has reconfirmed the pricing with the supplier and updated the scope of the project to include a chair dolly. The choir wishes Council to approve this project with a total allocation of approximately \$4165 for the purchase of 24 chairs, dolly & shipping. The choir will make up the difference between donations received and total cost. The choir will place the order and have the invoice sent to the Treasurer for payment.

Moved by: Judy Zarubick

Seconded by: Charles Ludlow

That the Council empower Dotty McClelland to arrange for purchase and delivery of the choir chairs on the Project Wish List.

CARRIED

(e) Sunday morning parades – Solidarity with Christian congregations (Gord Dunbar)

Gord Dunbar presented a letter to the Kincardine Canada Day Organizing Committee regarding parades that occur on a Sunday morning and how it affects worship. A letter was written by Wade Gibson, Clerk of Session, at Knox Presbyterian Church, Kincardine and shared it with the Kincardine Ministerial Association as an example. Gord Dunbar

has written a letter similar to this letter and he feels it needs to come from the President of KUC Council.

Moved by: Liz Dillman

Seconded by: Donna Mowry

That Rod Coates, as the President of KUC Council, send the letter as written to the Kincardine Canada Day Organizing Committee/Brad **Kirkconnell** (with the one change). (“folks” to “people”)

(f) Pride Parade (June 23rd) Participation (Gord Dunbar)

Gord Dunbar discussed our participation in the Pride Parade. Gord would like to march in the Parade. Gord has been fighting for LGBTQ+ rights for many years. He asked if we would like to march in the Parade as a congregation or individually. The Council discussed having a banner made with Kincardine United Church which could be used for many events. Donna Mowry wants to talk with Pine River United Church as they have marched in the Parade with a banner to find out how they discussed this with their congregation. Liz Dillman will find out where to purchase a banner and what the price will be. The Council will discuss how we can support in this endeavour at the next meeting in June. Emily Perry suggested the church be decorated with rainbow colours perhaps with balloons to show support.

Moved by: Liz Dillman

Seconded by: Judy Zarubick

That a 15 foot banner be purchased with Kincardine United Church written on it.

CARRIED

(g) Strategic Plan Congregational Meeting – May 6th (Gord Dunbar)

Gord Dunbar presented the “Strategic Plan Background” document that he created from his mini-congregational retreats. After discussion, Council decided it made the most sense to focus on the strengths: “Stirring, helpful worship (grace-centred and well done)” and “Significant relational groupings (fruitful ways of connecting one with each other)”. Gord Dunbar stated that we want to make our worship space, welcoming, inclusive, and seductive. He argued that Kincardine United Church needs to grow inwardly and outwardly. He will think about how this process will unfold for the meeting on May 6th and then make some phone calls. It was discussed that we need people ushering who really want to usher and have the skills to be welcoming to people

entering our church. We need to find people who have gifts and train them. Judy Zarubick mentioned the sound cupboard that needs to be made more accessible.

7. Financial Report (Liz Dillman)

Liz Dillman presented the Financial Report to April 28th, 2018. She mentioned the “Dent Davidson Weekend” donation that came in for \$30.00. There was discussion that it needs to go under the Hope Menu. However, there was a concern that it would inflate the Hope Menu. It was determined that Liz Dillman will speak with the Envelope Steward, John Phillips, about this issue. She continued to let Council know that the estimate for the automatic door-ramp will be more realistically \$15,000. She will be confirming this estimate with Jack Nancekivell. As well, Liz Dillman, stated that the Ministry and Personnel line will only have totals. Actual salaries are to be kept confidential and not to be provided to congregations. Only the M&P and the Treasurer needs to know the wages. When money is donated for an item, it needs to be shown with a minus sign so that means that the specific committee will still have that amount in their budget. Liz Dillman concluded by saying at this time, there is a deficit of \$1000.00.

8. Correspondence

The correspondence list appears in Attachment #2. No correspondence to share.

9. Staff Report

Note: Per discussion with Gord Dunbar on Thursday, the Council tentatively agreed that there is no need for Gord Dunbar to report at Council meetings as he already reports on his activities at Programme. As a result, this will be dropped from future agendas.

10. Other Business

Liz Dillman enquired if the Health and Safety Policy/Harassment and Violence Policy has been updated for 2018. Rod Coates stated that it had not been reviewed in the past year and will bring it to the next Council meeting. There is a signed copy of this policy, but it is several years old. Liz Dillman also mentioned that she visited Warton United Church and they had a “Month-at-A-Glance” Erase Board which was about 3 feet by 2 feet which showed who was using the church. She felt it would be helpful for our church.

Judy Zarubick spoke about the Programme Committee and the fact that the name is spelled wrong on the website as per the Organizational Handbook and would like to ask Sarah MacKenzie if this can be changed.

Gord Dunbar let the Council know that Shirley Harris had passed away and gave funeral arrangement information. He stated that he would add Shirley's name to the funeral book.

Gord Dunbar also discussed Silver Lake Camp. There will be a work bee on May 26th, however, it is the same weekend as Hamilton Conference. He will put the work bee in the announcements.

Donna Mowry discussed the Boston Pizza procedure for receipts and that Council does not need to look at it. She also talked about the Memorial Hymn Sing. The form for making donations will be the same as in past years.

Rod Coates mentioned that he and his daughter are working on the archives.

11. Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:20 p.m.

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS TUESDAY, JUNE 5, 2018 at 7 PM

Signature of President

Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, June 5th, 2018**

The Council of Kincardine United Church was called to meet on Tuesday, June 5th, 2018 in Fellowship Hall.

PRESENT

| | | | |
|-------------------------------------|------------------|------------------------------------------------------------|-----------------------------------|
| Council President | Rod Coates | Minister of Word, Sacrament & Pastoral Care | Gord Dunbar |
| Council Secretary | Angela Hazlewood | Treasurer | Liz Dillman |
| Programme | Judy Zarubick | Presbytery Representative | Emily Perry |
| Administration | Donna Mowry | Ministry & Personnel | David Mullenix Marilyn Meldrum |
| Membership & Mission | Melinda Smegal | | |
| Presbytery Representative | Marion Boyd | | |

1. Call to Order & Acknowledgement of the Land

A quorum being present, Rod Coates called the Council meeting to order at 7:00 PM. Rod acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Rod also lit a candle for us to show us that Christ is in our midst and this will become a part of each meeting.

2. Approval of Agenda

Moved by: Emily Perry

Seconded by: Liz Dillman

That the agenda be approved as printed.

CARRIED

3. Devotion (Gord Dunbar)

Gord Dunbar discussed the Celebration of Ministry. “Lamenting, remembering, and celebrating” was the theme of the last Hamilton Conference which was in existence for 93 years. Gord continued to say that this theme can be applied to Kincardine United Church- “to lament, remember, and celebrate” for the 167 years it has been in existence and what a wonderful ministry it is.

4. Minutes of the May 1st, 2018 Meeting

Moved by: Judy Zarubick

Seconded by: Emily Perry

That the minutes of the May 1st Council meeting be approved as printed.

CARRIED

5. Business Arising from the Minutes

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

Rod shared that all of the binders are out. Rod will check with Sarah to see if there are any updates for the binders. Ralph Knowles has created a document which shows where all of the fire extinguishers and electrical panels are located. A copy will be added to each of the binders. Gord will give a master copy to Sarah and will laminate pages to be posted in the church in appropriate areas. Having these postings will be helpful to people who are booking the church.

(b) Project Wish List Follow-up (Rod Coates)

The nursery windows and the memorial wall will be added to the wish list. The television for the Fellowship Hall will be added to the wish list for next year. When new items are received, they need to be blessed by Council. There have been significant donations for technology. Funds need to be allocated for special projects. Rod will update the Project Wish List according to Council's suggestions.

(c) Harassment and Violence Policy (Rod Coates)

Rod will update the review dates on both policies (which are policies and procedures) and will add the United Church of Canada Sexual Misconduct Prevention and Response Policy and Procedures reference in 1.10-Harassment Policy. Rod recommends that the 1.10-Harassment Policy title not be changed to "Harassment and Sexual Abuse" as per discussion at our May Council meeting. The Sexual Misconduct Prevention and Response Policy and Procedures (SMPRPP) of the United Church of Canada (2017) states "*Sexual misconduct within this resource includes sexual harassment, pastoral sexual misconduct, and sexual assault.*" We need not to confuse sexual misconduct with harassment. Harassment is a subset of sexual misconduct and not vice versa, so Rod believes that we ought not to have a policy entitled "Sexual Misconduct" when it really only addresses harassment. Furthermore, Rod feels that we have this adequately covered with the added reference in the Harassment Policy and that the national church's policies and procedures address the broader issue. In 2014 we received three templates from Hamilton Conference: the first template was a violence policy based on the Occupational Health & Safety Act (Bill 168), the second template was a harassment policy based on the Ontario Human Rights Code requirements, and the third template was a second harassment policy based on the Occupational Health & Safety Act (Bill 168). The two harassment policy templates were identical save for a couple of sentences, so Rod combined them in order to remove any confusion as to whether

harassment was defined by OHSA or defined by the Human Rights Code. Rod will be printing and signing updated copies to be posted in Fellowship Hall.

(d) Kincardine Pride Parade (Gord Dunbar)

Kincardine United Church now has a banner which is 4 feet by 15 feet which cost \$400.00 (M & M's budget) and can be used for a variety of events. Gord will create an announcement for the bulletin for Sunday, June 10th and the following Sunday letting the congregation know that we will marching in the parade if they would like to participate.

(e) Strategic Plan (Gord Dunbar)

Gord talked about the book: 12 Keys to an Effective Church, by Kennon L. Callahan and how we can use it to help us with our strategic plan. Gord made some suggestions: In regard to worship, we must ask the congregation, experiment with different orders of service, and re-examine the monthly house system. We must look at people's talents and strengths and create small groups. Looking at relational groupings, not just in Kincardine United Church, but in the community, as well, will help to guide the strategic plan. Two Sundays in August, we can discuss two pieces of liturgy education. We discussed ways to be more welcoming and how to look at changes to the front entrance of the church. Looking at the environment of worship with a different lens can help to get on the path of making positive changes.

6. New Business

(a) Council Approval for Transfer of Records to Archive

Rod has re-sorted many records being transferred to Archives ranging from 1945-2017. The records include annual reports, meeting minutes from several committees, directories, and a variety of UCW meeting minutes and newspaper clippings. All Council members wish to recognize Rod for his hard work with this endeavour and thank him for his dedication with this necessary, but time-consuming and tedious project.

Moved by: Melinda Smegal

Seconded by: Liz Dillman

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

CARRIED

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

(b) Power Church Software Update (Rod Coates)

The Power Church software purchase was authorized by Council and installed in December

2016. The software has extensive capabilities, including current membership records, contribution records, accounting, and financial reporting, visitations, activities, skills, and mailing lists. Membership information has been migrated from legacy VianSoft software, with a total of 917 resident and non-resident members and adherents brought into the Power Church software. The Membership & Mission Committee was briefed on transition and given suggestions on maintaining current membership rolls. (Feb 2017). Additional data clean-up was completed (Mar → Jun 2017). Membership data had a limited update and utilization for 2017 Statistical Report (Jan 2018). Contribution and donor information was exported from the DONATION software and brought into the Power Church (Jan 2018). Membership policy and procedure was approved by Council to assist decision-making (Mar 2018) Contribution records are being transferred to the Power Church by the Envelope Steward (May 2018).

(c) Marriage and Confirmation Requests (Gord Dunbar)

Gord requested Council approval to officiate the following marriages and confirmations.

Moved by: Judy Zarubick

Seconded by: Marion Boyd

That Kincardine United Church approve the weddings of Danny Jirgens and Sophie Gauthier July 25th at Danny's parents' home in Kincardine, **Ontario**, Kylee Moskwa and Cameron Oxby on July 15th at Fernwood Hills in Komoka, Ontario, and Saundra Johnston and Jeremy Newman on July 28th at Ainsdale Golf Course, Kincardine, Ontario.

CARRIED

Moved by: Judy Zarubick

Seconded by: Donna Mowry

That Kincardine United Church approve the confirmation of the following people to take place on Sunday, June 10th, 2018: Nathan Williams, Lydia Ritchie, Greg Hartwick and Lauren Williams.

CARRIED

7. Financial Report (Liz Dillman)

Liz presented the income statement to May 31st, 2018. She reported that we are up \$4000.00 in revenue from last year at this time. She noted again that there is only one line for staff compensation and salaries due to confidentiality.

8. Committee Items for Council

Programme (Judy Zarubick)

Judy let Council know that two people would like to join this committee.

Moved by: Judy Zarubick

Seconded by: Marion Boyd

That Charles Clarke and Emily Perry be added as members to the Programme Committee.

CARRIED

M & P Report (David Mullenix)

David provided a summary of this report for Council members. The 2017 staff review report has repeat findings as follows: Ensuring job descriptions are reviewed with staff annually, and provided to M&P, were findings of both the 2016 and 2015 staff review processes, as well as, conducting a workplace safety audit (2016 findings). Rod brought up these points: Conducting workplace risk assessments (i.e., “safety audits”) is required by both our Violence & Harassment policies, as well as the Ontario Occupational Health & Safety Act (OHSA). (Refer to sections 5.0 – Prevention, and 6.0 – Measures, in both policies for additional details). In response to the 2017 annual staff review, Council approved a new Job Documents Policy (1.11) in December 2017. Adherence to this policy satisfies the findings of the 2015, 2016, and 2017 annual staff reviews. Rod continued to say that we have well written policies and procedures, but sometimes they are not followed. Rod has asked that a follow-up to the 2017 staff review be on the agenda for the September Council meeting.

David also discussed the fact that the job descriptions have not been updated. He feels that M & P need to have the most current ones and a process needs to be established to allow for M&P to receive the most updated ones. The duties of the office coordinator and the custodian need to be reviewed to ensure that the time allocated for their jobs aligns with what they actually need to accomplish. More hours are needed for the office coordinator to complete some tasks. Gord Dunbar suggested that he would be working on these matters in June, July, and August with the office coordinator and the custodian to track hours and tasks. Gord will be using an electronic, voice-activated method to track daily, seasonal, and annual tasks. Gord will have more information to share at the September Council meeting. Gord, also, said that he would give a staff questionnaire and complete the workplace safety audit with the office coordinator and the custodian.

9. Correspondence (Angela Hazlewood)

Angela shared that there was correspondence from “S.H.A.R.E-Sending Help And Resources Everywhere” which is a an agricultural foundation. Melinda took it for the M&M Committee.

Other Business

Gord shared information about a book that Port Nelson United Church created in 2015. It is entitled: Prepare Him Room, which is an Advent story book. Gord wondered if this is a project our church would want to engage in. This project encourages the congregation

to share their most memorable, inspiring, and favourite stories about advent. It would also invite the children and youth to participate.

Judy added one last item. She commented that the property committee is getting “lost” in the administration committee. She feels that they need to meet separately. Major projects can be delegated to the property committee.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:25 p.m.

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS September 4, 2018

Signature of President

Signature of Secretary

Attachment #1
Contents List-Kincardine United Church-Box#1

| Inventory Record # | Year(s) Covered | Description | Digitized (Y/N) |
|---------------------------|------------------------|------------------------------------------------------|------------------------|
| | 1971 | Annual Report – 1971 | |
| | 1972 | Annual Report – 1972 | |
| | 1973 | Annual Report – 1973 | |
| | 1974 | Annual Report – 1974 | |
| | 1975 | Annual Report – 1975 | |
| | 1976 | Annual Report – 1976 | |
| | 1977 | Annual Report – 1977 | |
| | 1978 | Annual Report – 1978 | |
| | 1979 | Annual Report – 1979 | |
| | 1980 | Annual Report – 1980 | |
| | 1981 | Annual Report – 1981 | |
| | 1982 | Annual Report – 1982 | |
| | 1983 | Annual Report – 1983 | |
| 211 | 2006-2007 | Membership & Pastoral Care Committee Meeting Minutes | Y |
| 213 | 2006-2010 | Mission & Outreach Committee Meeting Minutes | Y |
| 224 | 2006-2010 | Christian Education Committee Meeting Minutes | Y |
| 225 | 2006-2011 | Worship & Music Meeting Committee Minutes | Y |
| 226 | 2006-2009 | Council Meeting Minutes | Y |
| | 2010-2013 | Council Meeting Minutes | Y |
| 210 | 2007-2010 | Finance Committee Meeting Minutes | Y |
| 301 | 1995-1997 | Vision and LRP Planning Minutes | Y |
| | 2007-2009 | Communications Committee Minutes | Y |
| | 1968-1977 | Congregational Meeting Minutes | Y |
| | 2007-2012 | Congregational Meeting Minutes | Y |

| | | | |
|--|------------------------|--------------------------------------------|-----|
| | 1996-1997 | Stewardship Action Project Meeting Minutes | Y |
| | 1997 | Church Council Structure Proposal | Y |
| | 1958-1970 1962-1967 | Sunday School Minute Book/Reports | N/Y |
| | 1970 | Sunday School Minute Book | N |
| | 1945-1961 1962-1971 | Sunday School Treasurer's Records | N |

Box #2

| Inventory Record # | Year(s) Covered | Description | Digitized (Y/N) |
|---------------------------|------------------------|------------------------------------------------------------------|------------------------|
| | 1955 | Ever Ready Class Meeting Minutes | N |
| | 1974-1980 | United Couples Club Meeting Minutes | N |
| | 1982-1986 | Fellowship Club Meeting Minutes | N |
| | 1986-1990 | Fellowship Club Meeting Minutes | N |
| | 1962-1971 | UCW Treasurer's Records | N |
| | Oct 1978-Nov 1984 | UCW General & Executive Meeting Minutes (Book #5) | N |
| | Dec 1984-Jan 1990 | UCW General & Executive Meeting Minutes (Book #6) | N |
| | Jan 1974-Dec 1976 | UCW Unit 5 Meeting Minutes | N |
| | Jan 1977-Nov 1979 | UCW Unit 5 Meeting Minutes | N |
| | Jan 1980-Dec 1981 | UCW Unit 5 Meeting Minutes | N |
| | Jan 1981-Nov 1982 | UCW Unit 5 Meeting Minutes | N |
| | Feb 1985- Mar 1988 | UCW Unit 5 Meeting Minutes | N |
| | April 1988-Mar 1991 | UCW Unit 5 Meeting Minutes | N |
| | Jan 1991-Dec 1993 | UCW Unit 5 Meeting Minutes | N |
| | 1980-1986 | UCW Press and Publicity (Newspaper Clippings and Event Articles) | N |

| | | | |
|-----|-------------------------------|------------------------------------------------------------------|---|
| | 1987 | UCW Press and Publicity (Newspaper Clippings and Event Articles) | N |
| | 1988-1990 | UCW Press and Publicity (Newspaper Clippings and Event Articles) | N |
| | 1991-1996 | UCW Press and Publicity (Newspaper Clippings and Event Articles) | N |
| | 1975-1989 | UCW North Unit Attendance Log | N |
| | 1980-1985 | UCW North Unit Minutes of Meetings | N |
| | 1986-1997 | UCW North Unit Minutes of Meetings (some attendance logs) | N |
| | 1984-85 1985-89 1990-93 | UCW South Unit Minutes of Meetings (Binder of 3 Exercise Books) | N |
| | Dec 1979-1989 | UCW West Unit Meeting Minutes | Y |
| | 1987-1999 | UCW Executive and General Meeting Minutes (typed) | Y |
| | 2000-2013 | UCW Executive Meeting Minutes | Y |
| | 2002-2013 | UCW General Meeting Minutes | Y |
| 216 | 2006-2011 | UCW Executive & General Meetings | Y |

Box #3

| Inventory Record # | Year(s) Covered | Description | Digitized (Y/N) |
|---------------------------|------------------------|--------------------|------------------------|
| | 1985 | Service Bulletins | N |
| | 1995 | Service Bulletins | N |
| | 2005 | Service Bulletins | N |
| | 2017 | Service Bulletins | |

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, September 4th, 2018**

The Council of Kincardine United Church was called to meet on Tuesday, September 4th, 2018 in Fellowship Hall.

PRESENT

| | | | |
|----------------------------------|--------------------------|------------------------------------------------------------|--------------|
| Council President | Rod Coates | Minister of Word, Sacrament & Pastoral Care | Gord Dunbar |
| Council Secretary | Angela Hazlewood | Treasurer/Membership & Mission | Liz Dillman |
| Programme | Judy Zarubick | | |
| Administration | Donna Mowry | Intern Minister | Kerry Stover |
| Presbytery Representative | Marion Boyd, Emily Perry | | |

1. Call to Order & Acknowledgement of the Land (Rod Coates)

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

Rod acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Rod also lit a candle for us to show us that Christ is in our midst and this will become a part of each meeting.

2. Approval of Agenda

Moved by: Donna Mowry

Seconded by: Emily Perry

That the agenda be approved with additions.

CARRIED

3. **Introductions of all members to welcome Kerry Stover, Intern Minister**

4. **Devotion** (Kerry Stover)

Kerry spoke about the United Church of Canada's Facebook page and the new moderator posts of "Days of Gratitude" and we all shared what we are grateful for. He asked us to think in silence about concerns we may have. He led us in a prayer and finished with the Lord's Prayer.

5. **Minutes of the June 5th, 2018 Meeting**

Moved by: Marion Boyd

Seconded by: Emily Perry

That the minutes of the June 5th, 2018, Council meeting be approved as printed.

CARRIED

6. **Business Arising from the Minutes**

(f) Strategic Plan Update (Gord Dunbar)

Gord has focused on two areas thus far: "Stirring, Helpful Worship" and "Significant Relational Groupings" from what has come out of the congregational town hall meetings and has come up with some goals and objectives. We as council need to think about this strategic plan. It was decided that we would send feedback to Judy (Programme Committee) and she would forward on to the M&M Committee as necessary. The Programme Committee will work on it and keep Council apprised of how it is going. Marion asked if the numbering system would be as follows: numerals would refer to the goal and the letters would refer to the objectives. The goal is the big picture and the objectives are the actions in order to meet the goal.

(g) M & P Report Findings/Job Documents/Safety Audits (Gord Dunbar)

Gord will be going over the job documents and the safety audits with the custodian and office coordinator soon. He will be making sure the job documents are accurate and updated. Our goal is to ensure that the M & P findings next time are positive and that the above items are completed.

7. **New Business**

(a) Draft Computer and Information Technology Usage Policy (Rod Coates)-Rod has written up this policy and has asked Council to examine it and make recommendations for changes at the next meeting.

(b) Presbytery Pastoral Oversight Visit (6 September) Arrangements (Rod Coates)-Rod asked for volunteers to provide a potluck meal on this evening.

(c) Membership Reinstatement Request (Rod Coates)-Marilyn Meldrum has asked if her membership could be reinstated.

Moved by: Liz Dillman

Seconded by: Donna Mowry

That Marilyn Meldrum be reinstated as a full member of Kincardine United Church.

CARRIED

(d)Assistance Fund/Promissory Letter (Gord Dunbar)-Gord has shared an Assistance Fund that he created at Port Nelson United Church. Council will decide if this is something we would like to pursue. Because of who he has called a “Desperate Family” who needed financial assistance immediately, he has written a promissory letter outlining that he will guarantee to reimburse Kincardine United Church for any and all funds donated toward the “Desperate Family” and has given December 31st, 2018 as the due date. Kincardine United Church has provided \$5,000 to this family, most of which has already been donated back by the congregation" Because of this unfortunate situation, Gord acted quickly to help this family and as a result feels that the Assistance Fund may be a possible way of dealing with this type of situation in the future. Rod suggested that Liz have a journal entry about what the money from the Kincardine United Church account was used for along with Gord’s promissory letter. This topic will be discussed again at the November Council meeting.

This is a topic that could be on the M&M Committee agenda. Funds have been budgeted to assist the Kincardine & District Ministerial Benevolent Fund (7-9 congregations involved in the community) and perhaps we can organize our own fund as suggested above.

8. **Financial Report** (Liz Dillman)

Liz let us know that when money is donated it is shown as a negative on the income statement so that we are aware of its existence. She suggested that Council make a decision as to how money allocated for certain projects will be used if there is money left over.

9. **Committee Items for Council**

Programme (Judy Zarubick)-**Offering Experiment**-Everyone feels it is going well and allows people more time to put something on the offering plate. John Phillips does not feel that it has increased givings at this time, but it was recommended that we continue this experiment until the end of the year and re-visit it again.

Funeral/Memorial Service-Gord Dunbar always prints the bulletin for funerals as there may be last minute changes, but it is something that the office coordinator could do if required.

Moved by: Judy Zarubick

Seconded by: Liz Dillman

That the Funeral Policy and Procedure along with the information bulletin be accepted as presented.

CARRIED

(Please see Attachment #1.)

Committee Reports (Liz Dillman)-Liz made a request for all committees to send a short summary of what is happening just before the Council meeting each month. This would prove to be very helpful to keep abreast of the projects of the various committees especially if members cannot attend the Council meeting.

10. Correspondence (Angela Hazlewood)

Angela shared that there was a letter addressed to Rod recognizing the receipt of the records transferred to Archives that were discussed at the previous Council meeting.

She also let Council know that there is a bequest letter from Hugh D. McDonald, Barrister and Solicitor, of Barbara Rae Burton who wished to leave Kincardine United Church the value of her RRIF Certificate with Scotia Bank for general purposes. An amount was not shown. This letter will be filed in the Bequest file.

Other Business

Liz Dillman saw a church sign that said, “There is a place for you” that she really liked.

Bat Issue-Council discussed the bat issue in the church. It was decided that Donna Mowry would speak with the Property Committee about how to best address this issue. Perhaps it is time to call an extermination company to see what the options are. Gord Dunbar suggested that “Bat Houses” can be created for them as they do eat the insects that we do not want coming into the church either.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:57 p.m.

Gord Dunbar closed the meeting with a short prayer.

NEXT COUNCIL MEETING IS October 2nd, 2018

Signature of President

Signature of Secretary

Attachment #1-Funeral Policy and Procedure/ The Preparation and Presentation of a Funeral/Memorial Service

4.1 Funerals

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

POLICY:

Preparing for a funeral and dealing with the death of a loved one is a difficult time. The community of faith can be an important support both in the grieving process and in the planning of the funeral service. This process reminds us that we are not alone; we have companions on the journey. It is an opportunity to call upon God to give us strength and courage as we support each other in this time of sadness. Kincardine United Church is committed to offering faith celebrations that remember and honour those who have died while providing spiritual support to their family and friends. A funeral/memorial service is a service of worship. Drawing on our faith, we are empowered by our hope of resurrection, which enables us to face death, offer thanksgiving for the life lived, and celebrate our Christian hope. These pastoral services are an integral part of Kincardine United Church's ministry and are freely available to all members of the community. An individual need not be a member of the United Church of Canada or have any other particular church connection to have a funeral or a memorial service held at Kincardine United Church officiated by a Kincardine United Church minister. The Church office will prepare a service bulletin as well as any projection slide show (if requested by the family) for all the funeral/memorial services officiated by a minister when services are held in the Church. Requests for the following: organist, pianist and or soloist; use of sound system; use of elevator; funeral luncheon arrangements are all made through the Funeral Home to the appropriate people at the Church. ALL FEES for the funeral/memorial service and the luncheon are the responsibility of the Funeral Home in charge of the arrangements. The Church has established a fee structure for the following services at the church: Custodial - \$75.00; Lift Operator - \$50.00; Sound Operator - \$75.00; Visual Operator - \$75.00; Music Minister - \$150.00; Minister - \$250.00. If the funeral/memorial service is not held at the church, the fee structure is the same for services provided. These fees will be collected and paid out by the Funeral Home.

ADOPTED: November 2014

UPDATED: September 2018

4.1.1 The Preparation and Presentation of a Funeral/Memorial Service

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

PROCEDURE:

A Funeral/Memorial Service is held so that the family member is remembered by the community of faith through prayer, songs/hymns, remembrances and a short meditation, usually conducted by the Church Minister, and/or a family member (in consultation with the incumbent minister). Family members consult with the presiding minister concerning the readings, music and remembrances from family and friends. The Service is often begun with Scripture readings, followed by prayers, songs/hymns requested by the family or the deceased. A Meditation or Reflection is given for the support of the family and friends present in a manner within the context of our faith. In celebration of the life remembered, family and friends may place flowers, a

photo, the casket and/or the urn (in the case of cremation) in the Sanctuary for the visitation and service. Following the service, flowers may be left for future use (i.e. Sunday Service) or distributed as the family wishes. The committal service at the graveside is the final section of the funeral service. Here in hope of resurrection, the life is commended to God's care and the body of the deceased to the ground. This may be arranged at a separate time from the funeral service which could be agreed upon by the family and the minister.

ADOPTED: November 2014

UPDATED: September 2018

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, October 2nd, 2018**

The Council of Kincardine United Church was called to meet on Tuesday, October 2nd, 2018 in the Kitchen.

PRESENT

| | | | |
|-----------------------------------------------|----------------|---------------------------------|---------------------------------------------------------------|
| Council President | Rod Coates | Intern Minister | Kerry Stover |
| Acting Council Secretary/Programme | Judy Zarubick | Treasurer/Presbytery Rep | Liz Dillman |
| Membership & Mission | Charles Ludlow | | |
| Administration | Donna Mowry | Regrets | Gord Dunbar Angela Hazlewood Emily Perry Marion Boyd |

1. Call to Order & Acknowledgement of the Land (Rod Coates)

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

Rod Coates acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture.

2. Lighting of the Candle (Rod Coates)

Rod Coates lit a candle for us to show us that Christ is in our midst and this will become a part of each meeting.

3. Approval of Agenda

Moved by Liz Dillman

Seconded by Donna Mowry

That the agenda be approved as presented.

CARRIED

4. Devotion (Kerry Stover)

Kerry was walking on the beach and brought stones for everyone to take and hold. Rock is found in many scriptures such as Isaiah 26, Psalm 62:2, and Matthew 21:42. Kerry asked us to think about these items: as we hold on to the rocks what do we feel: sad, joy, wonder, cold, warm, chipped, tough, resilience, etc. and

to think of a person, place, thing, that was our rock, take time to give thanks for that person, place or thing. Kerry Stover ended with prayer.

5. Discussion of the Minutes of the September 4th, 2018 Meeting

Change Emily Perry from Programme to a Presbytery Representative. There were no other changes needed for the September 4, 2018 minutes.

6. Business Arising from the Minutes

a) Task Instructions Binders Update

Rod Coates reported that there was no change to the task instructions filed in the binders, but that there are a few updates pending. When Task Instructions are updated Rod Coates requested that we date the updates so we can tell how current the instructions are.

b) Legacy Policy & Procedure Manual Update

Rod Coates reported that in 2014 the Council approved a new Policy and Procedure Manual but there was some information that remained in the old manual and has been moved over to the new manual with a few policies and instructions left to be updated. He provided a summary of the changes since his last update, and which legacy documents still need to be transitioned.

c) Standing Committee Archival Requirements Update

Rod Coates gave out a review of our Records and an interactive show and tell re: floppy disc, CDs, thumb drives and paper life expectancy. Well conserved paper is our history. The review was specific to Standing Committee Records

7. Financial Report (Liz Dillman)

Liz Dillman reported that the deficit as of September 29, 2018 is \$11,422. Liz Dillman reported that Kincardine United would have a higher deficit this year if we did not take get the \$20,000 investment influx. Liz Dillman affirmed that we will meet our M&S pledge this year. Liz Dillman suggested that at the next Council meeting we should look at where we want to move excess funds from the Hope Menu Discussion occurred re: best practices for counting offering and looking for ways to improve our methods of recording the offering.

John Phillips, Donna Mowry and the Counters will meet to review procedures for counting and recording offering.

Liz Dillman requested that each Standing Committee have their Budget numbers ready to let her know by October 20, 2018

8. Committee Items for Council

Administration Committee (Donna Mowry)

Donna Mowry raised the question as to whether we can apply for Grants from the Trillium Foundation. It was suggested that the question be taken to the Finance/Budget Congregational Meeting in December 2018.

Donna Mowry asked re: Mileage paid for specific training and discussed if the Administration Budget should be increased to cover any mileage increase. Decision was made to leave the amount unchanged.

9. Other Business

Judy Zarubick let the Council know that she was elected to the Board of Vocation of the United Church of Canada and that it should not affect her position as Chair of the Programme Committee.

Charles Ludlow reported that a motion was passed at the September Membership and Mission Committee Meeting requesting that we start the Affirming Process. Rod Coates suggested that an explanation of what it means to be an Affirming Congregation and what the process requires should be brought to the next Council meeting.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:25 p.m.

Judy Zarubick ended with prayer.

NEXT COUNCIL MEETING IS November 6th, 2018

Signature of President

Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, November 6th, 2018**

The Council of Kincardine United Church was called to meet on Tuesday, November 6th, 2018 in the Kitchen.

PRESENT

| | | | |
|---------------------------------------------------------------|----------------|---------------------------------|------------------------------|
| Council President | Rod Coates | Intern Minister | Kerry Stover |
| Minister of Word, Sacrament, and Pastoral Care | Gord Dunbar | Treasurer | Liz Dillman |
| Programme | Joan Gillespie | Ministry & Personnel | David Mullenix |
| Membership & Mission | Charles Ludlow | Council Secretary | Angela Hazlewood |
| Administration | Donna Mowry | Regrets | Emily Perry Judy Zarubick |
| Presbytery Representative | Marion Boyd | | |

1. Call to Order & Acknowledgement of the Land (Rod Coates)

A quorum being present, Rod Coates called the Council meeting to order at 7:00 PM. Rod Coates acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Rod Coates continued with these words of wisdom: “For thousands of years, First Nations people have walked on this land. Their relationship with the land is at the center of their lives and their spirituality. We begin our meeting this evening by acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently the Saugeen Metis. We need to be mindful of the covenants that have been made-and broken-with First Nations peoples. May we grow into living with respect on this land, walking into reconciliation through peace and friendship with all who live and work and worship on it”.

2. Lighting of the Candle (Rod Coates)

Rod Coates lit a candle for us and this will become a part of each meeting and he continued to say, “Jesus spoke these words, “I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life”. Jesus came into our midst as the light of the world, and the Holy Spirit illuminates our work and our witness. Let this candle keep us every mindful of God’s gifts of light and love. Amen”.

3. Approval of Agenda

Moved by Donna Mowry

Seconded by Marion Boyd

That the agenda be approved as presented with additions.

CARRIED

Rod Coates thanked everyone who had sent documents/information in before the Council meeting so it could be examined ahead of time.

4. Devotion (Kerry Stover)

Kerry Stover gave everyone a poppy and talked about the research that he did. He found 60 names on the Honour Roll from World War I and 119 names on the World War II Honour Roll, as well as 9 women's names which is displayed in the Narthex of the church. He saw 5 stars and wondered if they were for people who did not return. From Kerry Stover's research, he also found out that there were 7,000 Indigenous peoples and 12,000 Metis who served home and abroad in World War II. Kerry reminded us that we must not take our freedom for granted. We are very fortunate to have freedom to worship in this country too. He ended with a prayer.

5. Approval of September Minutes

Moved by Liz Dillman

Seconded by Donna Mowry

That the September Minutes be approved with amendments.

CARRIED

6. Approval of October Minutes

Moved by Liz Dillman

Seconded by Charles Ludlow

That the October Minutes be approved with amendments.

CARRIED

7. Business Arising from the Minutes

c) Email Meeting Protocol (Rod Coates)

This protocol describes the process for conducting meetings via email and allows Council to do this legally. Rod Coates had presented a sample to Council back in March. Rod Coates has since made some changes from discussions with Gord Dunbar. The document is written for Council, but could easily be modified for use by other standing committees. Rod Coates recommended that this protocol be approved and placed in the Policy & Procedure Manual.

Moved by Marion Boyd

Seconded by Charles Ludlow

That the Email Meeting Protocol (Procedure for Meetings Conducted by Emails) be accepted with Amendments.

CARRIED

Please see Attachment #1

d) Project Wish List

The last update was at the June 5th, 2018 Council meeting and it needs endorsement. The wish list has been updated in accordance with comments noted in the September Administration Committee meeting minutes and some further input from Donna Mowry and the Property Committee. The update will be put in the weekly announcements and updated on the website. Council has decided to retain completed projects on the project wish list for one update cycle and then moved to a separate “completed projects” list.

e) Computer & Information Technology Asset Policy/Email & Internet Usage Policy

The draft for this policy was presented at the September 4th, 2018 Council meeting. Kerry Stover has provided Rod Coates with a lot of feedback. As a result, it was decided to divide the policy into two parts. One policy focuses on overall management of IT assets and the other one focuses on email and internet usages.

Moved by Donna Mowry

Seconded by Liz Dillman

That the Computer & Information Technology Asset Policy and the Email & Internet Usage Policy be approved.

CARRIED

Please see Attachment #2

f) Bruce Presbytery Pastoral Oversight Visit

This visit happened on September 6th, 2018. Rod Coates and Gord Dunbar received a copy of the report on November 1st and distributed it to Council prior to the meeting. Rod Coates was going to let the Pastoral Care and Oversight Visitors know about a few spelling errors of names and a missed committee name.

g) Affirming Process

Gord Dunbar and Kerry Stover described this process which is all about being a fully inclusive church and what that really means. Gord Dunbar provided some literature to read about this process and how Kincardine United Church can be involved in becoming an “Affirming Ministry”. “The aims of Affirm United are: education: to promote greater awareness of sexual orientation and gender identity; action: to work to end discrimination against people in church, society, and our own organization, and support: to help people of all sexual orientations and gender identities find support and community within the United Church.” (Open Hearts: Resources for Affirming Ministries in the United Church of Canada).The Council gave the Membership and Mission Committee the go ahead to form a group to work on this process.

8. **Financial Report** (Liz Dillman)

Liz Dillman showed Council the new format for the budget. The original format (long format) will be kept in a binder in the office for anyone who wishes to examine the budget in more detail. Liz Dillman reported that there is a \$42,000 deficit. (Gord Dunbar reported that offering is up 10%, however). Rod Coates suggested the budget have 2 or 3 sentences that summarize the budget.

Liz Dillman reminded Council that there were dollars left over from the choir chairs and recommended that these dollars be moved to another item on the Hope Menu.

Moved by Donna Mowry

Seconded by Charles Ludlow

That the excess money from the choir chairs be moved over to go towards the ramp entrance door project.

CARRIED

9. **Committee Items for Council**

Administration Committee (Donna Mowry)

Signing Authority

Donna Mowry requested a signing authority motion to change the original motion from 2 out of 4, to have signing authority for 2 out of 5. Signing Authority Policy, 5.1.6, will be amended.

Moved by Donna Mowry

Seconded by Liz Dillman

That the following people have signing authority on the church's bank account: the Treasurer, the Envelope Steward, the Council President, the Administration Committee Chairperson, and one Member-at-Large chosen by Council.

CARRIED

Moved by Donna Mowry

Seconded by Liz Dillman

That the Member-At-Large for Signing Authority be Marion Boyd.
(Duly noted that there was 1 abstention (Marion Boyd).)

CARRIED

Donna Mowry said that at the Council meeting March 22nd, 2016, there was a motion passed which read, "That Council direct the Trustees to establish and on-going fluctuating operating line of credit for \$50, 000 dollars" which was moved by Rod Coates and seconded by Liz Dillman.

Ron Harris has requested that the word "fluctuating" be removed from this motion.

Moved by Liz Dillman

Seconded by Marion Boyd

That the above March 22nd, 2016 motion be rescinded.
(Declared unanimously)

CARRIED

Moved by Donna Mowry

Seconded by Marion Boyd

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

CARRIED

Ministry & Personnel Committee-2019 Staff Salary Recommendations (David Mullenix)

David Mullenix provided Council with a summary of their 2019 budget recommendations for staff. The recommendation for the minister is a minimum of 1.6% as mandated by the United Church of Canada. For the organist, it is recommended 2.2% which is consistent with the Royal Canadian College of Organists. The office co-ordinator would be a 4.5% wage increase as well as for the custodian. This is based on a two year phase to get these positions up to a living wage.

10. Other Business

2019 Budget Review and Approval

Donna will confer with Administration regarding the budget.

Moved by Liz Dillman

Seconded by Angela Hazlewood.

That the 2019 Budget be approved as presented.

CARRIED

Security in the Building (Gord Dunbar)

Gord Dunbar explained that Sarah MacKenzie had found a couple in the Sanctuary and she was surprised. Gord Dunbar discussed that he will be completing a Safety Audit with both Sarah MacKenzie and Todd Walker to identify issues. Several ideas were discussed. Council would like to ensure that all staff feel safe, but also balance being able to help people. Ideas included were as follows: to put in an intercom-buzzer on the door (down the road), more than one person in the church at a time, and/or put up a notice-“please report to the office”. Gord Dunbar believes that we must work out ways to ameliorate this issue. Perhaps the office co-ordinator does not need to leave her office.

Rod mentioned that Bruce Presbytery is having their last meeting here at Kincardine United Church on - November 20th, 2018 and a celebration will happen on November 25th, 2018.

11. Correspondence (Rod Coates)

Rod Coates shared a letter from Art Postuma expressing his concerns with the church’s funeral policy. Rod Coates has spoken briefly to Art to let him know that he appreciated him expressing his feelings since others in the congregation may feel the same way. Rod Coates will craft a letter to respond to Art Postuma based on Council discussion and look for opportunities to deliver a similar message to the rest of the congregation. Rod Coates discussed that a registered charity cannot extend a benefit to its members

which is different than that to the public, or its charitable status can be revoked. (Income Tax Act references, Erik Mathieson advice, available on request). The Programme Committee has recently reviewed and the Council has approved the Funeral Policy. Rates were examined and deemed reasonable for services provided and are comparable to the Wedding Policy. Rod Coates continued to say that unlike many other churches, we provide all of our facilities at no cost to the public, as a form of outreach to the community. Weddings and funerals are the only facility usage for which we request fees.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:35 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING IS December 4th, 2018

Signature of President

Signature of Secretary

Attachment #1

6.2 Procedure for Meetings Conducted by Email

Purpose: This protocol describes the process for conducting meetings by email. This procedure can be used when there is a need for a quick decision and vote on an issue. This protocol does not replace the need for face to face meetings; rather, the purpose is to utilize this process for single & simple issues.

Introduction

The Manual 2016 allows for meetings to be conducted by email. Any email meeting shall be set in motion to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.

Procedure:

The email meeting shall be chaired by the Kincardine United Church Council chair or delegate. The meeting secretary shall be the Kincardine United Church Council Secretary. Quorum for the meeting shall be as defined by the Kincardine United Church Organizational Handbook and must include the called or appointed minister(s) or the faith community supervisor

The order of business shall be as follows:

1. The Chair shall send an email to all voting Council members stating the reason for calling the meeting and providing an outline of the issue to be discussed. A copy of these email meeting procedures shall be attached to this email.
2. The Secretary shall confirm that a quorum is available to participate in the meeting. When a quorum is available, the Chair shall declare the meeting open and communicate that to the voting body. The Secretary shall set up an e-mail distribution containing all the current members of Council, or all the members needed for the meeting as determined by the required quorum.
3. The motion shall be presented, inviting a mover and seconder, then opened for discussion by following the same rules and procedures followed in regular meetings.
4. Once a motion has been moved and seconded, the Chair shall initiate a discussion period which shall be open for specific number of days. To keep everyone informed and to monitor progress of the meeting, emails pertaining to the motion shall be addressed to all those in the meeting distribution list.
5. At the end of the discussion period, the Chair shall start the voting period by submitting the motion to a vote. The voting period shall last a specific number of days or until the number of returned votes is sufficient to determine the outcome of the vote. For a motion to pass, it shall have received sufficient favourable votes but no less than a majority of all of the voting Council members.
6. Each voting member shall send their email vote to everyone. The Secretary shall tally the votes and announce the results at the end of the voting period. If a motion to hold a secret ballot had previously been passed, the vote shall only be sent to the Chair. The Chair shall announce only the results of the vote.
7. Once the voting results are announced, the Chair shall declare the special meeting closed.

8. A motion confirming the email motion and voting results shall be recorded in the minutes of the next face-to-face meeting.

Reference: The Manual, 2016. Appendix -Rules of Debate and Order

ADOPTED: November 2018

Attachment #2

5.1.7 Computer & Information Technology Asset Policy

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

Policy:

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

ADOPTED: November 2018

5.1.8 Email & Internet Usage Policy

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

Policy:

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

ADOPTED: November 2018

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, December 4th, 2018**

The Council of Kincardine United Church was called to meet on Tuesday December 4th, 2018 in the Kitchen.

PRESENT

Council President Rod Coates

**Minister of Word,
Sacrament, and Pastoral
Care**

Gord Dunbar

Council Secretary

Angela Hazlewood

Programme

Judy Zarubick

Ministry & Personnel

Mary Phillips

Administration

Donna Mowry

Regrets Kerry Stover
Liz Dillman

**Presbytery
Representative**

Marion Boyd
Emily Perry

1. Call to Order & Acknowledgement of the Land (Rod Coates)

A quorum being present, Rod Coates called the Council meeting to order at 7:05 PM. Rod Coates acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who proceeded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Rod Coates continued with these words of wisdom: “For thousands of years, First Nations people have walked on this land. Their relationship with the land is at the center of their lives and their spirituality. We begin our meeting this evening by acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently the Saugeen Metis. We need to be mindful of the covenants that have been made-and broken-with First Nations peoples. May we grow into living with respect on this land, walking into reconciliation through peace and friendship with all who live and work and worship on it.

2. Lighting of the Candle (Rod Coates)

Rod lit a candle to symbolize the presence of Christ in our meeting.

3. Approval of Agenda

Moved by Judy Zarubick

Seconded by Emily Perry

That the agenda be approved as presented with additions.

CARRIED

4. Devotion (Gord Dunbar)

Gord Dunbar read us a book called: The Give-Away written by Ray Buckley, who is an Indigenous west coast writer. In this book, we can all remember that giving is more than just gifting; it is denying oneself so that another may have a better way. Gord Dunbar offered a prayer too.

5. Approval of November Minutes

Moved by Donna Mowry

Seconded by Marion Boyd

That the November Minutes be approved as amended.

CARRIED

6. Business Arising from the Minutes

M&P 2017 Staff Review Report Findings Follow-up Status (Mary Phillips and Gord Dunbar)

Mary Phillips discussed the job descriptions. Mary Phillips commented that David Hamilton is aware of his job description and seems to be happy with it. The custodian and office coordinator's job descriptions need to be updated. Mary Phillips said that she will be sending the 2018 annual staff reviews to the committee chairs.

Gord Dunbar talked about the risk assessment of the building that he went over with Sarah MacKenzie. They took two hours to walk around the building to see where problem areas exist. They came up with some possible solutions. It was decided that we will discuss this item again at the January meeting. Gord Dunbar will be going over the risk assessment with Dave Walker, the custodian, as well.

7. Financial Report

The financial report was sent with Gord Dunbar via Liz Dillman. Jack Nancekivell will be presenting the 2018 income statement and budget for 2019 and introducing the chairs of each committee to discuss budgets of each committee. The chairs will be available before church to answer questions as well. The green sheet is a summary and the full budget will be available for those who wish to see it. Gord Dunbar has made a thank you card for the committee chairs to hand out during the offering dedication on Sunday, December 9th, when the congregational meeting will be held to approve the 2019 budget immediately following the service. The card lists items "Because of you, Here's what we do".

8. Committee Items for Council

Administration Committee (Donna Mowry)

Donna Mowry let Council know that Art Danahy has agreed to be a trustee as Ron Harris is finishing his term.

Moved by: Donna Mowry

Seconded by: Marion Boyd

That Art Danahy be appointed as a trustee of Kincardine United Church.

CARRIED

Programme Committee (Judy Zarubick)

Judy Zarubick let Council know that the committee would like to remove \$5,000 from their budget as Dent Davidson is not available in 2019 to offer a choir workshop. She will be letting the congregation know about this on December 9th at the Congregational meeting.

9. Correspondence (Angela Hazlewood)

Angela Hazlewood shared the following correspondence:

- a) A letter from the Member Engagement, Office of the Moderator and General Secretary about Judy Zarubick being appointed to the Board of Vocation. Congratulations went out to Judy.
- b) A letter and newsletter from the Ecumenical Campus Ministry of the University of Guelph
- c) A newsletter from S.H.A.R.E (Sending Help and Resources Everywhere) which is an agricultural foundation.
- d) A donation and letter from the Kincardine's Hospital Auxiliary for using the church for their Poinsettia lunch.

10. Other Business

Region 8 & Transition Commission Debrief-Change from Bruce Presbytery (Rod Coates and Gord Dunbar)

Gord Dunbar showed Council a slideshow. In the slideshow, Council learned that Region 8 will be called: "Western Ontario's Waterways". As a result, this will allow more conversations across boundaries. The slideshow displayed a picture of a tree where the tree trunk represents: "support"- which is our roots. We are to keep doing what we are doing. There will be a new governance, but it will be rooted in our past. We will be able to find more ways to collaborate. The branches of tree represents: "connect"- we will be able to connect with clusters and networks geographically. The leaves on the tree represent: "transform"-which will be about building relationships across congregations and communities of faiths. We have to make some changes. Mistakes will be made along the way. The transition commission asks

that you forgive us and we forgive one another. There is a draft governance handbook for the regional council. There are three commissions- Covenant Commission, Human Resources Commission, and the Mission and Discipleship Commission. A Regional Representative job document will be created to show what the duties will be. Names of representatives are to be provided to the regional council office by February 15th.

Moved by: Judy Zarubick

Seconded by: Donna Mowry

That the current Bruce Presbytery Representatives will be appointed as the Western Ontario Waterways Regional Representatives pro tem until expressions of interest have been received by Council at the January 27th meeting.

CARRIED

Big Brothers and Big Sisters (Gord Dunbar)

Gord Dunbar reminded Council that because this organization has used the church space, a relationship has been built. They would like to use their “littles” and “bigs” to help the church in the spring with gardening or help members of the church who may be unable to garden. This item will be discussed more at the January meeting.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:05 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is January 27th, 2019 after church at 12:15 in the resource room.

Signature of President

Signature of Secretary