



KINCARDINE UNITED CHURCH
COUNCIL MINUTES – 2019

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KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, January 27th, 2019

The Council of Kincardine United Church was called to meet on Sunday, January 27th, 2019 in the Resource Room.

PRESENT

Council President	Rod Coates		
Treasurer	Liz Dillman	Council Secretary	Angela Hazlewood
Minister of Word, Sacrament, and Pastoral Care	Gord Dunbar		
Programme	Jim Zarubick	Ministry & Personnel	Mary Phillips
		Membership & Mission	Bernd Portz
Administration	Jack Nancekivell	Regrets	Kerry Stover 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 12:05 p.m. 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 today 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)

At the darkest time of year, Rod Coates lit a candle as a symbol of light showing the warmth of God’s love. He went on to say that, “God’s holy spirit is in our midst”.

3. Approval of Agenda

Moved by Bernd Portz

Seconded by Marion Boyd

That the agenda be approved as amended.

CARRIED

4. Devotion (Gord Dunbar)

Gord Dunbar read us part of the book called: In God's Name, by Sandy Eisenberg Sasso. The book presented many names given to God including, "Source of Life", "Friend", "Mother", "Father", "Shepherd", "Creator of Light", "Maker of Peace", "Healer", "Redeemer", and "Comforter". The story went on to say that "all names were good and God is one". Ultimately there are many names for God, but there is only one God. Gord Dunbar reminded us about the upcoming vigil (January 29th) in memory of those killed and wounded at the Quebec mosque on January 29th, 2017.

5. Approval of December Minutes

Moved by Marion Boyd

Seconded by Mary Phillips

That the minutes of the December 4th, 2018 meeting be approved as printed.

CARRIED

6. Business Arising from the Minutes

a) M&P 2017 Staff Review Report Findings Follow-up Status (Item #6) (Gord Dunbar, Mary Phillips, Rod Coates)

Gord Dunbar reported that he has completed the safety audits with both Dave Walker and Sarah MacKenzie. They are both in agreement with the suggestions made for better safety.

Gord Dunbar continued by the saying that the job descriptions are still a work in progress. Marion Boyd reminded us that statistical data will be need to be entered each year into the church hub which will be a new task.

Any feedback council has regarding this issue is to be sent to the Council Secretary, Angela Hazlewood, and she will share with the Ministry and Personnel Committee. Mary Phillips also shared the format that M&P use for staff evaluations. Two members of committee sit with the employee, to ask about goals and what is going well and where assistance is needed. Although a job description review is not mandated by the staff evaluation process, committees could choose to complete a review at the same time.

b) Regional Council Representation Update (Item #10) (Rod Coates, Gord Dunbar)

Rod reminded Council that Bruce Presbytery has ceased to exist December 31st, 2018 and on January 1st, 2109, The Western Ontario Waterways Regional Council came into existence. Rod Coates and Gord Dunbar are members of the "Regional Council Transition Commission". Members will not be officially

elected until May 24th, but the people who were part of the Bruce Presbytery have become part of this Commission pro tem. At the December Council meeting, the Council made a motion that the current Bruce Presbytery Representatives will be appointed as the Western Ontario Waterways Regional Representatives until expressions of interest have been received at the January 27th meeting pro tem. Expressions of interest are to be sent to the Regional Council by February 28th, and members will be formally elected by the congregation at the next annual meeting. Rod Coates went on to say that a resource pool will be created that allows people with specific skill sets to work out where they can be most helpful. It was also mentioned that because of these changes, the Kincardine United Church Governance Handbook will need to be updated. Gord Dunbar stated that the oversight will be less rigorous and members will be walking in co-operation with communities of faith. Rod Coates advised that he would review the required Governance Handbook changes and bring back to the next Council meeting.

7. Committee Items for Council

a) Generous Memorial Donation Allocation (Administration Committee-Jack Nancekivell)

A \$10,000 donation has been given to Kincardine United Church. Jack Nancekivell on behalf of the Administration Committee has made this motion:

Moved by Jack Nancekivell

Seconded by Bernd Portz

That the south ramp door be the priority for the memorial funds and the administration committee pursue the replacement of the door system including the automatic door opener, provided that there are no restrictions for which the funds may be allocated. **CARRIED**

b) Staff Evaluation Forms (Ministry & Personnel-Mary Phillips)

The 2018 staff evaluation has begun and Mary Phillips will send them to Angela Hazlewood, Council Secretary, and they will be sent out to the Council members. Rod Coates commented that it is important to accommodate staff if they cannot fulfill specific responsibilities, but we must find an alternate way for these responsibilities to be fulfilled.

c) Membership Motion (Membership and Mission-Bernd Portz)

Bernd Portz discussed the three people who wanted to become full members of Kincardine United Church.

Moved by Liz Dillman

Seconded by Jack Nancekivell

That Kincardine United Church Council approve the transfer of membership of Kevin Hart from the roll of Bruce Presbytery, as well as the membership of Bernd & Ursula Portz by profession of faith, to be celebrated during worship at a future date. **CARRIED**

d) Rental/Use of Space Policy (Administration Committee-Jack Nancekivell)

Jack Nancekivell reported to Council that a task force had been created to work on a rental policy as it is required by the Canada Revenue Agency (CRA). Gregg McClelland, Liz Dillman, Judy Zarubick, and Grant Ross have agreed to be on this task force. Jack Nancekivell went on to say that the policy would be brought to Council at the March Council meeting.

e) Development of Fire Safety Plan (Administration Committee-Jack Nancekivell)

Jack Nancekivell informed Council that this plan needs to be done. Jack thanked Bernd Portz for checking the fire extinguishers which is one part of the plan. Jack is working with the Fire Prevention Officer to have this plan completed.

8. Financial Report (Liz Dillman)

Liz Dillman reported that the revenue is in good shape and that all committees stayed at or under budget. Liz Dillman stated that the church is exactly at the same position financially as it was last year at this time. Mission & Service Fund exceeded its goal of \$28,500. It was suggested by Rod Coates that since a goal is made for M & S, perhaps one could be made for the revenue as well. Liz Dillman commented that the office seemed to be closed for a longer period of time over the holidays and someone may want to be in the office on December 31st so that end of year donations can be made. Liz Dillman also stated that reviewers are in place for the books.

9. Correspondence (Angela Hazlewood)

Angela Hazlewood shared the following correspondence:

- a) Women's House of Bruce County (Michelle Lamont) has sent a letter thanking KUC for supporting the work of this organization and would like to know if a presentation could be done for the church regarding their fundraising efforts and about the programs/projects that they are working on. This letter will be given to the Membership & Mission committee.
- b) The Canadian Food Grains has sent a letter requesting donations.
- c) An organization called Spiritual Care has sent a letter acknowledging and thanking Kincardine United Church for its donation. Liz Dillman has taken the letter to keep as a record of the donation.

10. New Business

a) Voluntary Associate Minister Designation (Gord Dunbar)

Gord Dunbar let Council know about this designation for retired ministers in order to continue to have a licence to marry people and retain sacramental privileges. A celebration will need to be planned.

Moved by Marion Boyd

Seconded by Liz Dillman

That Judy Zarubick be designated as Kincardine United Church's Voluntary Associate Minister.

CARRIED

b) “Embracing the Spirit” Grants (Gord Dunbar)

Gord Dunbar shared that this is a grant that Council may want to apply for. Gord Dunbar let Council know that Cape Croker has been putting on a drama and they are a Nawash First Nation. Gord Dunbar asked if they travel with this dramatization and they do. Gord Dunbar felt that this may be a grant that could cover the cost of something of this nature. Marion Boyd suggested that the church may want to consider applying for other grants to cover the cost of other projects. Liz Dillman mentioned that Bruce Power pays for an application that runs on the computers at the Kincardine Library which lists different grant programs.

11. Other Business

a) Video Licence (Gord Dunbar)

Gord Dunbar shared that the church now has this licence that costs around \$142.00 a year and videos can be viewed in several areas of the church now. The church does not have to pay royalties.

b) Archives Update (Rod Coates)

Rod Coates let Council know that about six boxes of paper have been scanned/digitized and these documents can be found on the computer in the room off of the resource room.

c) Church Attendance (Rod Coates)

Rod Coates gave Jim Zarubick the clip board to ensure that attendance is being kept each Sunday. Rod Coates reminded Council that annual statistical reporting is very important and attendance is part of this.

d) Safety (Marion Boyd)

Marion Boyd felt that it would be important to develop an “Animal Control Policy” which includes the disposal of dead animals such as bats and mice.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 2:00 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is March 5th, 2019, at 7:00 p.m. in the Resource Room.

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, March 5th, 2019

The Council of Kincardine United Church was called to meet on Tuesday, March 5th, 2019 in the Choir Room.

PRESENT

Council President Rod Coates

Treasurer Liz Dillman

Council Secretary Angela Hazlewood

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

Intern Minister Kerry Stover

Programme Judy Zarubick

Membership & Mission Charles Ludlow

Administration Jack Nancekivell

Regrets Marion Boyd

**Presbytery
Representative** 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 7:02 p.m. 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 today by acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently the Saugeen Metis. We keep 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 as a symbol of light showing the warmth of God’s love, emerging from winter’s darkness to spring’s scared symbols. He went on to say that, “God’s holy spirit is in our midst”.

3. Approval of Agenda

Moved by Jack Nancekivell

Seconded by Emily Perry

That the agenda be approved as printed.

CARRIED

4. Devotion (Gord Dunbar)

Gord Dunbar read from a poetry book by Jean Vanier called Tears of Silence.

5. Approval of January Minutes

Moved by Liz Dillman

Seconded by Jack Nancekivell

That the minutes of the January 27th meeting be approved as printed with one correction.

CARRIED

6. Business Arising from the Minutes

Rod Coates updated the Kincardine United Church Organizational Handbook and had sent it out prior to the meeting.

Moved by Judy Zarubick

Seconded by Emily Perry

That the updated Kincardine United Church Organizational Handbook be approved as amended as a living document.

CARRIED

7. Committee Items for Council

a) Administration Committee-Purchase of Two New Stoves/Two Defibrillators (Jack Nancekivell)

Jack Nancekivell shared a request from the Sunshine Unit to purchase two new electric stoves. Also, a discussion of purchasing two defibrillators occurred. These items will be added to the "Blooming Faith" menu.

b) Programme Committee (Judy Zarubick)

Judy Zarubick let Council know that this committee had not met for a business meeting this year due to weather, although they have continued this year to update the AV with a new 75" television in Fellowship Hall and a 32" television in the Choir Room as well as being able to put sound from the desktop through the Sound Board. Also, an E-mail poll was sent out on February 26th and will be ratified by the committee at their next meeting. From the poll the committee is recommending a baptism to take place.

Moved by Judy Zarubick

Seconded by Charles Ludlow

That the baptism of Jakoah Schlamp, son of Brenden and Erika Schalmp, take place on Sunday, May 5th, 2019.

CARRIED

c) Administration Committee-Facility Use (Judy Zarubick)

Judy Zarubick presented the changes that had been made to this policy and procedure. Gregg McClelland, Liz Dillman, Judy Zarubick, and Grant Ross formed the task force to work on the rental/use of space policy and procedure (Facilities and Property). There was discussion to add a sentence about ensuring Kincardine United Church complies with the Canada Revenue Agency in this policy. Please see Attachment #1. The booking/application form was also revised.

Moved by Jack Nancekivell

Seconded by Judy Zarubick

That the Facilities and Property Policies 2.1 and the Facilities Usage Procedures 5.1.3 to 5.1.5 be approved as amended.

CARRIED

Moved by Jack Nancekivell

Seconded by Judy Zarubick

That there will be web access for the booking of the facility with the policies and procedures with photos and the application all in the same place.

CARRIED

8. Financial Report (Liz Dillman)

Liz Dillman noted that at the end of 2018, the books have been reviewed. Liz Dillman stated that as of December 31st, there was \$38, 433.50 which is about the same spot we were the year before, but \$25,000 was borrowed and \$20,000 in assets were sold. At the end of January there will be \$4,000 more in the budget than last year. The annual report will have a circle graph, a long version, and a short version. The insurance bill will be paid in one lump sum (\$7,000) this year. Liz Dillman also suggested that she would like to research grant money to help pay for the ramp doors. She would like to find someone to assist with writing grant applications.

9. Correspondence (Angela Hazlewood)

Angela Hazlewood shared the following correspondence:

- a) Brochure from CanadaHelps.org with powerful tools for online giving.
- b) Sandra Hong from the Alzheimer Society of Grey Bruce has sent an e-mail requesting that she would like to offer a free training about Alzheimer's and dementia to members of Kincardine United Church.

- c) A letter from the “Friends of the Observer Fund” thanking KUC for being a loyal donor and a partner of the magazine. There will be changes to this magazine which includes a new name: “Broadview”. The letter is signed Jocelyn Bell who is the editor and publisher. They are asking for a donation and a note. They are celebrating 190 years of publishing.
- d) Brochure from the Canadian Foodgrains Bank in partnership with Musiklus inviting Kincardine’s Pastoral Charge to participate in a Spring 2019 Common Vision Project.

10. New Business

Rod Coates mentioned the Annual Meeting and he will be putting an agenda together. He will have to find out what the vacancies and nominations will be along with the standing committees.

11. Other Business

Judy Zarubick mentioned a Youth Forum that is happening April 11th-14th at the Pearce Williams Christian Centre. It was decided that financial assistance will be made available to youth who may need it, in order to attend.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:50 p.m.

Kerry Stover ended the meeting with prayer.

NEXT COUNCIL MEETING is April 2nd at 7:00 p.m. in the Kitchen.

Signature of President

Signature of Secretary

Attachment #1

FACILITIES & PROPERTY POLICIES

2.1 Church Facility Use Policy

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

POLICY:

1. Kincardine United Church welcomes the opportunity to provide meeting room space, which generally benefits the interest of the community at large and indirectly supports the mission of Kincardine United Church.
2. Kincardine United Church scheduled functions take priority over requests for use by others. Scheduling of functions by community service and non-profit groups (i.e., other registered charities and charitable organizations) take priority over for-profit (i.e., commercial) groups. Any group that falls within the scope of the KUC Mission Statement is welcome to use its facilities.
3. Kincardine United Church acknowledges, respects and honours all First Nations Peoples residing in this area and recognizes the First Nations upon whose traditional territories this Church sits.
4. The facilities will NOT be made available to any group or person to denigrate Christian beliefs or values.
5. The Church does not assume any liability for persons using the Church. All groups using the Church must provide their own liability insurance of a million dollar minimum or pay the premium as set out by our Insurance Carrier. These rates can be obtained from the Church Office
6. Alcohol, cannabis, illegal drugs, smoking, or vaping are not permitted anywhere on church property.
7. Community Service Groups, registered charities and non-profit organizations using Kincardine United Church facilities are not required to provide compensation for this privilege, given their contribution towards the wellbeing of the community, but donations are always welcomed.

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

ROOM	CAPACITY	EVENT RATE	YEARLY MAXIMUM
FELLOWSHIP HALL	200 gathered 100 seated at tables	\$30	\$90
SANCTUARY	250	\$75	\$225
KITCHEN	10	\$20	\$60
FELLOWSHIP HALL AND KITCHEN	210 gathered 110 seated at tables	\$50	\$150
RESOURCE/LIBRARY ROOM	16	\$20	\$60
CHOIR ROOM	20	\$25	\$75
CHAPEL	40	\$20	\$60

References 1. Specific guidelines for facility usage are described in procedure 5.1.3, Facilities Usage Procedure.
ADOPTED: November 2015 REVISIED: March 2019

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5.1.3 Facilities Usage Procedure

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

PROCEDURES:

A. Application for Use of Facilities & Special Considerations

1. An application for use of the Church facilities can be obtained from the Church office, Tuesday to Friday from 1:00p.m. to 4:30p.m. or on the Web Site at www.kincardineunitedchurch.org. Requests and scheduling of activities in the Church facility will be coordinated by the Church Office Coordinator on a first come, first serve basis.
2. The Administration Committee or Programme Committee and/or Minister must approve the application for use of the Church facilities.
3. Advertising undertaken by the User will only use the name “Kincardine United Church” in the context of location and will not imply its sponsorship or endorsement of the User’s activities.
3. The Church Sanctuary is the place of worship for the members of Kincardine United Church and holds special meaning to its members. Consequently, application for the use of the sanctuary must be approved by the Programme Committee and/or Ministerial staff. Policies in effect by the Programme Committee, such as weddings and funerals, will take precedence over the application for use of the facilities for other functions.
4. Emergent requests of a significant nature (e.g., funeral) may displace regularly scheduled activities. In the event a facility use must be cancelled for a funeral or other unexpected event, the Church Office Co-ordinator will notify the contact person for the group involved.
5. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
6. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
7. Activities are to be kept to the designated area and supervised by the Users to ensure that behaviour is appropriate to the occasion. Open fire (candles by permission only) is not permitted in the building. Only beverages are allowed in the Sanctuary. All exits must remain clear during the event including that there is room between tables/aisles for quick evacuation if necessary.
8. Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval through the office.
9. Helium balloons are prohibited in the sanctuary. Please do not use tape to put signs on the walls or doors. Instead use “Funtac” or some similar putty product. Nothing is to be affixed with nails to the floor, nor by tape to the walls. Floor cords should be duct taped (please bring your own duct tape).
10. If there is an injury during your event, please fill out a Critical Incident Report Form. These forms are inside the First Aid Kits and on the bulletin boards. Please return the completed form to the church office.
11. If a key is required, the applicant must provide a key deposit of \$50.00, which is refunded upon return of the key.
9. The applicant/contact person is responsible for familiarizing themselves and others, within their group, of all emergency exits and fire extinguisher locations.
10. Kincardine United Church requires all parties booking the facilities who are **NOT** part of programmes offered by the congregation to:
 - provide proof of insurance with a minimum of \$1,000,000 liability

OR

- agree to be covered by the Kincardine United Church Policy for the premium as set out by our Insurance Carrier.

B. General Requirements

1. It is expected that persons using the Church will respect the property with due regard for the purpose of the building.
2. In all cases the person making application for use of the Church, on behalf of the group, is considered responsible for the conduct of that group and is held accountable for the use of the Church.
3. Each group using the Church must ensure the room used is returned to its original condition - i.e. Chairs and tables placed in their “as found” location, garbage put in the appropriate containers, spills on floors and other areas properly cleaned up. We reserve the right to charge a cleanup fee.
4. Supervisors of groups are expected to report any irregularities, accidents or damage while using the Church facility to the Church office. Destruction of property will not be tolerated.
5. Gambling is not permitted on the premises.
6. The removal of items from the Church building is prohibited without the prior approval of the Administration Committee. These items include: tables, or any other property belonging to Kincardine United Church. Removal of such items without notification will be treated as theft.
7. Church access and egress is normally via the double doors by the Church office unless otherwise directed.
9. A schedule of activities on the easel in the hall next to the Church office indicates room assignments for groups using the Church.
10. When leaving the Church, each group is responsible for removing its name from the easel, checking any washrooms or rooms which were occupied and then check to see who is still occupying the building. Additionally, the last group to leave is responsible for turning off the lights, turning down the heat, and locking the outside door.
11. If the Facilities Use Policy is not followed the privilege of using the Church may be affected.
12. If the elevator will be required, request instruction if not familiar with its operation.
13. Telephones within the Church are for emergency use only.

ADOPTED: November 2017 REVISED: March 2019

5.1.4 Key Holder Procedure

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

PROCEDURE:

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

ADOPTED: November 2017 REVISED: March 2019

5.1.5 Kitchen Use Procedure

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

PROCEDURE:

A. General Health issues are paramount to the use of the kitchen. Therefore, strict adherence to the rules posted in the kitchen must be observed.

B. Rules for Users of the Kitchen

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

ADOPTED: November 2015 REVISIED: March 2019

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**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, April 2nd, 2019**

The Council of Kincardine United Church was called to meet on Tuesday, April 2nd, 2019 in the Kitchen.

PRESENT

Council President	Rod Coates		
Treasurer	Liz Dillman	Council Secretary	Angela Hazlewood
Minister of Word, Sacrament, and Pastoral Care	Gord Dunbar	Intern Minister	Kerry Stover
Programme	Judy Zarubick		
		Membership & Mission	Charles Ludlow
Administration	Donna Mowry	Ministry and Personnel	Mary Phillips
Regional Council Representatives	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 p.m. 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 today by acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently the Saugeen Metis. Rod Coates went on to say, “keep us 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 kept us laughing with his puns and expressed that this was a “lighter moment of the meeting and we are burning candles at both ends! As we walk on this dark sombre journey, winter behind us, let the warmth of God’s love help us not to walk this journey alone.”

3. Approval of Agenda

Moved by Donna Mowry

Seconded by Emily Perry

That the agenda be approved as printed.

CARRIED

4. Devotion (Kerry Stover)

Kerry Stover read from Everyday Sceptics edited by: Alydia Smith from the United Church Publishing Company and then led the Council in prayer.

5. Approval of the Previous Meeting Minutes-March 5th, 2019

Moved by Judy Zarubick

Seconded by Charles Ludlow

That the minutes of the March 5th, 2019 meeting be approved as printed.

CARRIED

6. Affirm E-mail Motion That the following email motion be affirmed and entered into the records of the Kincardine United Church Council:

March 23, 2019 per Sect 3.4.2 of The Manual 2019, and Kincardine United Church Policy 6.2, the Council President informed all the members of the voting body of the voting results.

THE MOTION

Moved by: Liz Dillman

Seconded by: Judy Zarubick

That Kincardine United Church Council approve receiving Alex Peroff into full membership of Kincardine United Church by profession of faith.

CARRIED

7. Committee Items for Council

Administration (Donna Mowry)

Donna Mowry suggested that the “Blooming Faith” Sheets be given out separately as people are not taking the bulletins. Mary Phillip’s suggested that it be e-mailed out separately. Gord Dunbar was going to ask Sarah Mackenzie to complete these tasks.

8. Financial Report (Liz Dillman)

Liz Dillman shared the full and condensed version of the financial report. Liz Dillman stated that Kincardine United Church's deficit is much larger than this time last year. Liz Dillman asked if the Hope/Blooming Faith Menu needed another column, but Council agreed it was satisfactory the way it was presented. She also said that the Mission and Service contributions are on track. The General Fund Bank Account Reconciliation will actually be about minus \$6,000 due to the insurance being paid out. However, the preauthorized remittance will bring this part of the finances back up, the middle of April.

Council had a discussion about fundraising and it was agreed that this topic needs to be revisited.

9. Correspondence (Angela Hazlewood)

- a) MyFM Letter about "The True Meaning of Easter" campaign asking for another donation to make a message on the radio about Kincardine United Church.
- b) Friends of the Observer Fund Letter asking for a donation. This letter was passed on to Liz Dillman.

10. New Business

a) Annual Meeting Agenda Review (Rod Coates)

Council had a discussion about the wording of the end of a person's term. Rod Coates will engage in a wordsmithing exercise and send the final draft to Sarah MacKenzie. Liz Dillman and Donna Mowry volunteered to be the "enabling motion" persons. Marion Boyd agreed to make motions for all of the written reports. Kerry Stover will present nominations and Rod Coates will offer a report.

b) Task Instruction Status Update (Rod Coates)

This is the second anniversary of when these binders were created. Rod Coates suggested to put them on separate pages along with the date that they are updated. Judy Zarubick is updating the "late coffee" task sheets.

11. Other Business

Regional Council (Rod Coates)

Rod Coates discussed the fact that people will be assigned to different commissions which may take about two months. There were about 60 expressions of interest. Rod Coates and Gord Dunbar have made calls to interested candidates.

After the Annual Meeting Rod Coates suggested that he would like a gathering of all standing committees. This will happen in June after the Regional Council Meeting. It was discussed that the June Council meeting will be changed to Monday, June 10th, 2019 after the Loaves and Fishes potluck dinner. Judy Zarubick sends her regrets.

The Council discussed the prospect of having another Intern Minister (Supervisory Ministry Experience), however, there are new processes in place and it may not be financially suitable at this time. Gord Dunbar stated that Kincardine United Church will need to have a profile on the church hub.

Judy Zarubick discussed the Enneagram Workshop at Kincardine United Church on Saturday, April 27th from 9:30 to noon. This workshop is about finding out about and exploring your personality type. Registration is required.

On April 29th two lawyers from the Ross Firm and others will be at Kincardine United Church to discuss Medical Assisted in Dying (MAID). Kerry Stover is the moderator. It is a public forum to build relationships and have wider discussions about this topic in the community.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:10 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is May 7th, 2019 at 7:00 p.m. in the Kitchen.

Signature of President

Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, May 7, 2019**

The Council of Kincardine United Church was called to meet on Tuesday, May 7th, 2019 in the Kitchen.

PRESENT

Council President Rod Coates

Treasurer Liz Dillman

Council Secretary Angela Hazlewood

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

Membership & Mission Charles Ludlow

Regrets Marion Boyd
Mary Phillips

Programme Judy Zarubick

Administration Donna Mowry

**Regional Council
Representative** Emily Perry

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

For thousands of years, long before there were settlers, there were people here with a long tradition of stewardship of the land known as First Nations. Their relationship with the land is at the center of their lives and of their spirituality. As we meet this evening to do the work of our Council, we pause to remember that our region is situated on the unceded territories of several First Nations peoples whose culture, traditions and stewardship of the land we recognize with respect, acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently, the Saugeen Metis.

Keep us 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 continued his pun making to add light humour to the meeting!

Looks like this candle has finally met its match – not something to be taken lightly.

We walk together now as an Easter people. Let this candle remind us once again of the hope of Jesus' resurrection and the guiding light of the Holy Spirit. We do not walk our journey alone.

Amen.

3. **Approval of Agenda**

Moved by Judy Zarubick

Seconded by Emily Perry

That the agenda be approved with amendments.

CARRIED

4. **Devotion** (Gord Dunbar)

Gord Dunbar read from a book called: Does God Know How to Tie Shoes? by Nancy White Carlstrom and led us in a meditation.

5. **Approval of April Minutes**

Moved by Charles Ludlow

Seconded by Donna Mowry

That the minutes of the April 2nd, 2019 be approved as printed.

CARRIED

6. **Business Arising from the Minutes**

a)CAMP and Council Meeting (Rod Coates)

Council had a discussion about this meeting which will be in two parts-CAMP (Council, Administration, Membership and Mission, and Programme) and Council. The date was changed to June 10th at the April Council meeting and will begin with the Loaves and Fishes dinner. Rod Coates is not available for the meeting so Marion Boyd has graciously offered to chair the meeting. Rod Coates will work on the agenda for this meeting and send out to the Council for comment. These are the items that were discussed to add to the agenda: reviewing roles and responsibilities of each committee, Regional Council update, future visioning/strategic plan, and the Affirming initiative.

b)Annual Congregational Meeting Follow-up (Rod Coates)

i) Rod Coates brought to our attention that having a sixth trustee appointed (Joan Norris) is a variance from our Governance Handbook, which states that there will normally be five trustees. However, the United Church Manual permits up to fifteen trustees and it was decided it would be helpful to have six trustees.

ii) Long-Term Planning (John Gillespie's comments) (Rod Coates/ Gord Dunbar)

It was discussed that this topic is on Council's radar and it is part of the strategic plan. John Gillespie seemed not only concerned with financial limitations of the church, but also that fact that the

congregation is getting older. Council discussed ways to brainstorm ideas to plan effectively for the future. More to follow.

7. Committee Items for Council

a) Membership and Mission (Charles Ludlow)

Charles Ludlow reported that the Medical Assisted in Dying (MAID) on April 29th went very well. Approximately eighty-nine people were in attendance. The donations covered the cost of the presentation. It was noted that Membership and Mission has a budget, but not for forums of this type.

b) Programme (Judy Zarubick)

Judy Zarubick noted that the Enneagram Workshop on April 27th was very well received. About seventeen people attended. Judy Zarubick would like to offer a follow up in the fall as several people said they were sorry to have missed it.

8. Financial Report (Liz Dillman)

Liz Dillman commented that there is \$5,000 more in revenue at this time, however, Kincardine United Church is still \$46,000 in deficit. Liz Dillman continued and said that the committees are spending according to their budgets. Rod Coates will be updating the Hope/Blooming Faith Menu. Gord Dunbar suggested that when the information goes on the Church's website it needs to show gratitude for the generous donors. Judy Zarubick asked Liz Dillman for a breakdown of the general ledger.

9. Correspondence (Angela Hazlewood)

There was no correspondence to report on at this meeting.

10. New Business

a) Barbeque Gathering for Kerry Stover (May 23rd-5-7 p.m.) (Liz Dillman)

This gathering will be arranged by the Council. Donna Mowry will seek out two barbeques to use and book the park. It will be a potluck and participants will bring salads and desserts. The church will purchase the hamburgers and hotdogs as well as juice. Gord Dunbar will ensure this event gets put in the bulletin as a "come and say good-bye to Kerry". Judy Zarubick offered her ten by twenty tent if we should need it.

b) Motion for Regional Registrations (Liz Dillman)

Moved by: Donna Mowry

Seconded by: Charles Ludlow

That the \$100.00 fee for the May 24-26 Regional Council meeting be paid for Kincardine United Church Regional Council representatives and Ministry personnel.

CARRIED

c) Use of Space – "Grief Recovery Method" (Liz Dillman)

Liz Dillman shared that these classes will be offered at Kincardine United Church about two times a year. They may be group or one-on-one sessions. These classes are offered through Huron Shores Hospice which is already an approved group of the church.

11. Other Business

Right Now Media (Gord Dunbar)

Gord Dunbar presented information about a company that gives access to movies, Bible studies, and other resources to the people of a faith community, free of charge, however, the church would pay for the cost of this service. The cost would be about \$100.00 each month. After a discussion, it was decided that at this time, this would not be an option for our church. Some of the content may go against what our church believes.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:40 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is June 10th at 7:00 p.m. (Location to be determined in the church).

Signature of President

Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, September 3rd, 2019**

The Council of Kincardine United Church was called to meet on September 3rd, 2019 in the Kitchen at 7:00 p.m.

PRESENT

Council President	Rod Coates		
Treasurer	Liz Dillman	Council Secretary	Angela Hazlewood
Minister of Word, Sacrament, and Pastoral Care	Gord Dunbar		
Programme	Judy Zarubick	Ministry and Personnel	Mary Phillips David Mullenix
Administration	Donna Mowry		
Regional Council Representatives	Emily Perry Marion Boyd		

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

For thousands of years, long before there were settlers, there were people here with a long tradition of stewardship of the land known as First Nations. Their relationship with the land is at the center of their lives and of their spirituality. As we meet this evening to do the work of our Council, we pause to remember that our region is situated on the unceded territories of several First Nations peoples whose culture, traditions and stewardship of the land we recognize with respect, acknowledging the unceded territory of the Chippewas of Nawash First Nation, the Saugeen Ojibwe and, more recently, the Saugeen Metis.

Keep us 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. Rod Coates noted that acknowledging the land is also practiced in PEI.

2. Lighting of the Candle (Rod Coates)

These were Rod's words as he lit the candle: "We walk together now as a Pentecost people. Let this candle remind us once again of presence of the Holy Spirit as embodied by Pentecost, our guiding light. We do not walk our journey alone. Amen".

3. Approval of Agenda

Moved by Donna Mowry

Seconded by Emily Perry

That the agenda be approved with amendments.

CARRIED

4. Devotion (Gord Dunbar)

Gord Dunbar gave Council a chart with Kincardine United Church in the centre and we were to add qualities we feel that the church exhibits (in ovals all around). Gord Dunbar will take everyone's answers and type them up to celebrate KUC's strengths. Please see attachment #1.

5. Approval of May Minutes

Moved by Judy Zarubick

Seconded by Liz Dillman

That the minutes of the May 7th meeting be approved as printed.

CARRIED

6. Business Arising from the Minutes

There was no business arising from the minutes of the previous meeting.

7. Committee Items for Council

a) **Ministry and Personnel (M&P) (Summary of Staff Evaluations)** (Mary Phillips and David Mullenix)

The Ministry and Personnel Committee have completed the 2018 annual staff reviews. David Mullenix reported that the annual questionnaires were completed by the staff and related committees, and four of the staff met with the M&P Committee. The committee has identified the following issues which are beyond the authority of the M&P committee to resolve and therefore are being brought forth to Council:

- i) Job Descriptions for the Office Coordinator and Custodian remain a concern. Both staff have reported some confusion regarding their job descriptions. M&P recommends that Council develop a plan to update these two job documents by the end of 2019.
- ii) M&P believes that the new custodial duties/schedule will not be achievable within the Custodian's contracted work hours. M&P has agreed to facilitate a project to prioritize and schedule the Custodian's job tasks with Gord Dunbar and the Property committee. M&P is

- recommending that the Administration committee support and encourage the Property committee in a timely completion of this project.
- iii) Some modules of the Power Church application are being utilized by the church. However, there are several other modules within the Power Church application which could be beneficial to the church if they were implemented. M&P recommends that Council develop a plan for the implementation of the full Power Church application. Secondly, M&P recommends that an implementation person (or group) be appointed and charged with the management of the implementation, including scheduling, staffing, assignment of data entry and other tasks, application testing, staff training, etc. A budget for any necessary staff over time would need to be developed. This also links to job descriptions being revised.
 - iv) A workplace safety audit has been established, but has not been communicated to all staff. It still requires attention.

Moved by Marion Boyd

Seconded by Judy Zarubick

That Council be committed to ensuring that these recommendations are implemented.

CARRIED

b) **Membership & Mission Committee (M&M)** (Liz Dillman)

Moved by Liz Dillman

Seconded by Marion Boyd

That Louanne Dudman be appointed to the Membership & Mission committee.

CARRIED

c) **Administration Committee** (Donna Mowry)

Donna Mowry reported on these items:

- i) The Kincardine United Church has extended the Evacuation Contract with (Revera) Trillium Court until December 31, 2020.
- ii) Donna Mowry also discussed that Jack Nancekivell was looking into purchasing the defibrillator but the one he wanted was for home use only so is looking into one that would be more suitable for the church. She noted that a sign would need to be changed in the front of the church.
- iii) Donna Mowry gave the report from the Envelope Steward as follows: 83 families are on preauthorized remittance (PAR) and that the general givings for July and August are down (\$17,304.00 for 2018/\$14, 203.00 for 2019-July and \$18,803 for 2018/\$14, 225.00 for 2019-August).

d) **Programme Committee** (Judy Zarubick)

Judy Zarubick reported on two items:

- i) The chimes are not broadcasting outdoors. David Mullenix has found that everything appears to be working except the horn. The microphones are working, but somehow the speakers have mechanically failed perhaps due to bats or wasps. There appears to be no way to get up to

check on the chimes safely. Council decided that at this time it would be too great of an expense to have the chimes fixed.

- ii) Because more and more people will be using walkers, it was suggested that more pews would need to be removed. The motion to dispose of the pews was approved at the Council meeting of May 26th, 2015 (Pages 32-33). Donna Mowry stated that she will discuss this at the next Administration/Property committee meeting.

8. Financial Report (Liz Dillman)

Liz Dillman stated that all committees are under budget and there is \$4000 more in revenue at this time than last year. The church is not deeper into debt even though there is a deficit.

Some of the items on the Hope/Blooming Faith Menu were discussed and it was decided at our January 27th meeting that the \$10,000 memorial donation received in late 2018 would go to the ramp door.

It was also discussed that it would be beneficial to put the financial statements in the announcements again and to show what has been purchased with the Hope Menu as a way to celebrate these accomplishments.

9. Correspondence (Angela Hazlewood)

- i) S.H.A.R.E. News-Sending Help and Resources Everywhere.
- ii) Thank you letter from Liz Dillman for the donation to Huron Shores Hospice
- iii) Letter from YFC/Youth Unlimited Woodstock asking for a donation.
- iv) Letter from the Grey Bruce Public Health Unit

10. New Business

a) Church Hub (Rod Coates)

Rod Coates stated that the Church Hub consists of Ministry, Pastoral Relations, Statistical Reports, and Community of Faith Profiles. Our church's profile needs to be uploaded within 3 years, however, as KUC has had a recent Joint Needs Assessment (JNAC) completed, this will greatly assist this endeavour. The Church Hub will help Community of Faiths to find new ministers and for ministers to find new congregations. This is one of Gord Dunbar's goals to write the Profile. Rod Coates said that there will be more to come on this subject.

b) Facility Bookings Coordinator/Facilitator (Gord Dunbar)

This policy has been previously approved by Council. However, the Property Committee did not approve of the title for the job description. Liz Dillman will be meeting with Jack Nancekivell to discuss the title and what he feels it needs to be and why they did not like the title chosen. The idea was discussed that Judy Zarubick or Liz Dillman would look after the bookings and it would not cause extra work for the Office Coordinator. There has been confusion around groups booking the space and the insurance process. Donna Mowry will follow up at the next Administration meeting.

11. Other Business

Your Vote, Our Future (Gord Dunbar)

Gord Dunbar discussed this website: <https://www.united-church.ca/community-faith/get-involved/faith-and-politics>

This is a tool that can be used as a way to discuss faith and politics. It was decided that the website link could be put on our church's website in order for the congregation to be made aware of its existence. Gord Dunbar will give the link to the Office Coordinator to give to Terry Boyd to put on KUC's website.

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:50 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is October 1st, 2019 at 7:00 p.m. (Church Kitchen).

Signature of President

Signature of Secretary

Attachment #1

Qualities of Kincardine United Church

Abundant-Love	Fellowship	Questioning
Affective	Friendly	Relational
Affirming	Friendly	Self-giving-generous
Blessing-the-animals	Friendly	Sharing
Caring	Generous	Sociable
Caring	Healing	Somewhat-traditional
Caring	Helping-others-in-need	Spiritual
Caring	Helping-the-disenfranchised	Spiritually-enriching
Cautious	Hospitality	Story-telling
Collaborative	Inclusive	Supportive
Community	Inclusive	Supportive
Compassionate	Journey	Table-fellowship
Compassionate	Learning	Takes-change-slowly
Compassionate	Living-in-the-world	Talented-choir
Covenant-seeking	Loving	Very-giving
Devoted	Missional	Welcoming
Diverse	On-track-for-accepting	Welcoming-strangers
Eager-to-volunteer	Open-doors	Willing-to-try-new-things
Effective	Passionate	Worshipping
Feeding-the-hungry	Proclaiming	

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, October 1st, 2019**

The Council of Kincardine United Church was called to meet on September 3rd, 2019 in the Kitchen at 7:00 p.m.

PRESENT

Council President Rod Coates

Treasurer Liz Dillman

Council Secretary Angela Hazlewood

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

Membership and Mission Charles Ludlow

Programme Judy Zarubick

Administration Donna Mowry

Regrets Marion Boyd
Mary Phillips

**Regional Council
Representative** Emily Perry

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

Rod Coates declared this meeting duly constituted in the name of Jesus Christ, the one true head of the Church, for whatever business may properly come before it. In Rod Coates' words, he acknowledged the land: "Before we arrived as settlers there were already many here for thousands of years with a tradition of stewardship of the land, known as First Nations. They welcomed, sustained and taught us.

In our reconciliation journey we acknowledge that the community of faith we represent, where we work and worship is situated on unceded territory of the Saugeen Ojibwe whose culture, traditions, and stewardship of the land we acknowledge with respect. May we live in friendship, peace, and a spirit of reconciliation with all our First Nations communities.

2. **Lighting of the Candle** (Rod Coates)

As Rod Coates provided the flame for the candle, he asked: "Can you imagine seeing ourselves in a different light?" Rod Coates continued: "We are now in the season of Creation. The shorter days and early approach of evening remind us of the changing seasons. Let this candle remind us that unlike the seasons, God does not change, and the light reminds us that even in darkness we are held together in the warm embrace of the Holy Spirit, our guiding light. Amen."

3. **Approval of Agenda**

Moved by Emily Perry

Seconded by Donna Mowry

That the agenda be approved with amendments.

CARRIED

4. **Devotion** (Gord Dunbar)

Gord Dunbar gave Council an update about the pews that have been taken out of the church to allow space for wheelchairs and walkers. Gord Dunbar asked why pews are so uncomfortable and we agreed that it is to keep the congregation awake so they do not fall asleep! Gord Dunbar went on to discuss the idea that Jesus Christ wants us to have a mission to the world not just to each other. He finished by leading Council in prayer.

5. **Approval of September Minutes**

Moved by Judy Zarubick

Seconded by Emily Perry

That the minutes of the September 3rd meeting be approved as printed.

CARRIED

6. **Business Arising from the Minutes**

a) **2018 M & P Staff Review Follow-up** (Rod Coates/Gord Dunbar)

- i) **Job Descriptions**-Gord Dunbar said that the custodian's job description has been completed and signed. The office coordinator's job description is still a work in progress as reported by Gord Dunbar. He went on to say that he and the office coordinator have had several conversations regarding the booking policy and the insurance process. When the office coordinator is off, this will be a good time to evaluate the updated job description by those filling the role.
- ii) **Custodian Job Duties and Work Hours**- According to Gord Dunbar, the custodian seems to be satisfied with his job duties and the work hours for now. Gord Dunbar also let Council know that the custodian is very happy with the new portable vacuum. The vacuum is very efficient and reduces cleaning time.
- iii) **PowerChurch Implementation**- M&P have concluded that there are opportunities to make better use of PowerChurch and that there are different messages as to how best to update the membership information used in the software. Gord Dunbar has met with Rod Coates and John

Phillips to get their input on best practices and has mapped out the membership update process requirements, which he will be reviewing with the Office Coordinator.

- iv) **Workplace Safety Audit**-Gord Dunbar and the minister of music will complete this audit together in the near future. The custodian and the office coordinator have already completed it. Gord Dunbar thanked Rod Coates for his assistance with this endeavour and Rod Coates thanked Gord Dunbar for his work in this area.

The M& P Staff Review will remain on the agenda at each Council meeting so that updates can be made and to ensure these items are completed.

7. Committee Items for Council

a) Programme (Judy Zarubick)

Judy Zarubick informed Council that their committee meetings will be changing to 11:00 am of the second Tuesday of September, November, February, April and by call of the chair. The meetings will be held in the resource room.

Secondly, Judy Zarubick reported that two microphones that were not working properly were taken to Taylor Electronics in Owen Sound. The head microphone was repaired under warranty but replacement parts were not available for the hand-held microphone so a replacement microphone was purchased at the sale price of \$200.00. There are three head microphones (body packs) and three hand-held microphones, as well as, the lectern microphone for the sanctuary. There is also a microphone downstairs in Fellowship Hall. The Programme committee is investigating different types of microphones that might be suitable for our use.

Thirdly, Judy Zarubick discussed the pews that were removed and let Council know there are Mennonites that will be coming to take the wood from the pews that were removed. Judy Zarubick commented that there is better flow in the church now and how beneficial it is to have space for wheelchairs and walkers. The sanctuary is cleaned up and decluttered as it is the Programme Committee's responsibility for making the worship space more welcoming. Announcements and orders of service will now be on a table when you enter the sanctuary. Greeters will essentially be welcoming people into the church as opposed to handing them something.

b) Administration Committee (Donna Mowry)

Donna Mowry discussed the Barbara Burton Bequest for \$4171.00 and asked Council for a recommendation as to what would be done with it. As the donor did not have any preference for what it was to be used for, it was decided to put it into the general fund as suggested by Liz Dillman.

Moved by Judy Zarubick

Seconded by Charles Ludlow

That the Barbara Burton Bequest of \$4171.00 be moved to the general account of Kincardine United Church.

CARRIED

Donna Mowry also reported that a defibrillator has been purchased. Donna Mowry stated that we need a designated contact with the local Bruce County defibrillation programme manager, sufficient volunteers trained in the use of the equipment so that it can be used properly in the event of an emergency and someone to act as a point of contact, recruiting a few volunteers to train and serving as the programme contact. Training will be provided by others, but someone needs to coordinate it. Rod Coates agreed to write this request for the announcements (as well as add a thank you for the generosity of the congregation and a memorial donor for the Blooming Faith contributions in order to purchase the defibrillator).

As well, Donna Mowry discussed the Insurance Policy when the church space is used. It was clarified that not-for-profits do not have to pay extra for liability insurance, but for-profit organizations do need to pay for liability insurance if they do not have insurance. Judy Zarubick and Liz Dillman will be looking after this piece for groups who wish to use the space.

Donna Mowry mentioned that there will be a Fall Work Bee scheduled for October 24th.

Lastly, Donna Mowry provided a report from the Envelope Steward. It was noted that new pre-authorized remittances came in, in January. The March, April, and May givings were significantly higher on rolling averages than last year. However, rolling averages seem to be down from July to September. Donna Mowry speculated that people may have given to the envelope project (Celebrate Kincardine United Church) instead of their regular givings.

8. Financial Report (Liz Dillman)

Liz Dillman reported that the M & S contributions will be on budget. Liz Dillman also stated that there has been a good cash flow and she has not had to go to the Trustees for assistance. She continued to say that the committees all seem to be on budget. Liz Dillman asked for the budget by mid-November and Council needs to decide on the compensation package in December. Liz Dillman will be changing the magazine name: *Observer* to *Broadview* in her report. Liz Dillman talked about the backup computer system and all the office coordinator has to do is to leave the computer on each day. Backups will be done automatically. Lastly, Liz Dillman shared a thank you letter from the Women's House for Kincardine United Church's generous donation.

9. Correspondence (Angela Hazlewood)

Angela Hazlewood shared that the Kincardine News and the Lucknow Sentinel wanted to know if we wanted to put an ad in the new phone book. KUC would not be doing this.

10. New Business

a) Task Instruction Binders Status Update (Rod Coates)

It was discussed that Rod Coates will give an update every six months (next update: April 2020).

There appears to be some committees that need instructions for tasks. Rod Coates reported that all digital copies of task instructions reside on the office computer and when task instructions are

revised or created, they are sent to the office coordinator who then files them in the binders. Rod Coates noted that the Programme committee has updated all their instructions since the last report (April 2019) with no changes or additions by the other committees. Additionally, the

instructions and index no longer agree since instructions have been added. Only the Office copy binder has been updated - the Resource Room and Kitchen binders have not been updated, and the Furnace/Electrical Room binder was not found.

b) **Standing Committee Minutes Review** (Rod Coates)

Rod Coates provided a review of standing committee minutes and conveyed that meeting minutes are church records with historical and legal value (which was taken directly from the Manual 2019, A5.2 Bylaws A. Introduction to Governance in the United Church). Congregations are responsible for creating records and making sure they are accurate and complete. They need to be kept safe and secure until transferred to appropriate archives. Paper copies of meeting minutes constitute permanent records and satisfy archival requirements. Rod Coates likes to perform an annual review of Standing Committee meeting minutes which was first completed in 2014. Minutes need to be posted on the church's website and have a copy in a binder in the church office. Some work just needs to be done to ensure requirements are met.

11. Other Business

a) **Room Location for Council Meeting** (Rod Coates)

Rod Coates discussed changing the location of Council meetings. The Resource room was mentioned as a possible location. Liz Dillman and Judy Zarubick will speak with the group who uses the resource room to see if they want to move their meetings to another location in the church. It was suggested that Council could change the day of the week that Council meetings occur. More discussion of this topic will happen at the next Council meeting.

b) **Prospects for Yard Clean Up** (Gord Dunbar)

Gord Dunbar reported that Big Brothers, Big Sisters would like to clean up yards of congregation members as a way to give back to the community, but they do not have any prospects. Gord Dunbar will find out if Emma's Garden can be worked on. If Council knows of anyone who may need help with yard clean up to let him know.

c) **Credit Card for Kincardine United Church** (Donna Mowry)

Donna Mowry stated that the Administration committee had approved a credit card for the Treasurer with a \$5000.00 limit for small purchases (which had been agreed upon at their September meeting).

Adjournment

The agenda having been completed and with no additional business to discuss, Rod

Coates declared the meeting closed at 8:40 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is November 5th, 2019.

Signature of President

Signature of Secretary

KINCARDINE UNITED CHURCH COUNCIL MEETING
Sunday, November 17th, 2019

The Council was called to meet in the Church Office at 12:17 p.m. following the morning worship service for the purpose of approving the 2020 budget.

PRESENT

Council President Rod Coates

Treasurer Liz Dillman

Adminstration Ralph Knowles

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

Membership and Mission Charles Ludlow

Programme Judy Zarubick

Administration Donna Mowry

Regrets Angela Hazlewood

**Regional Council
Representative** Marion Boyd
Emily Perry

1. Call to Order (Rod Coates)

Rod Coates called the meeting to order and declared it duly constituted for the stated purpose of the meeting, which was to approve the 2020 budget.

2. Discussion and Approval of the 2020 Budget

Rod Coates asked if there were any additional comments regarding the budget distributed, and no additional comments were received.

Moved by: Judy Zarubick

Seconded by: Emily Perry

That the budget be approved as presented.

CARRIED

It was agreed that the chairs of the respective standing committees would be available at 10 a.m. on December 8th in Fellowship Hall to answer any questions about the 2020 budget which might arise. Detailed statements will be made available in the narthex to those who would like a copy. A representative from each committee will present their portion of the budget at the December 8th meeting. The sequence of presentations will be as printed in the budget, which will be M&P, Programme, M&M and Administration. Donna Mowry will be the last presenter and move the adoption of the 2020 budget.

Adjournment

The business having been completed, Rod Coates declared the meeting adjourned at 12:27 p.m.

Signature of President

Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING
Tuesday, December 3rd, 2019**

The Council of Kincardine United Church was called to meet on December 3rd, 2019 in the Kitchen at 7:00 p.m.

PRESENT

Council President Rod Coates

Treasurer Liz Dillman

Council Secretary Angela Hazlewood

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

Ministry and Personnel Marilyn Meldrum
David Mullenix

Programme Judy Zarubick

Regrets Emily Perry
 Donna Mowry
 Marion Boyd
 Charles Ludlow

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

Rod Coates declared this meeting duly constituted and ready to address the business which will properly come before it.

In Rod Coates' words: "We meet tonight on the traditional territory of the Saugeen Ojibwe, and more recently the Saugeen Metis. The Saugeen people have a long tradition of stewardship of this land - a gift to all who have enjoyed its richness. As we continue the long journey towards reconciliation, let us pray to be kept mindful of broken treaties and the woundedness of relationships between First Nations Peoples and

Settlers. Let us commit ourselves to being part of a healing process as we seek justice and equality for all who dwell in this land.”

2. Lighting of the Candle (Rod Coates)

During this season of Advent, Rod Coates lit the candle and said, “we are ever mindful of the illumination of the candles of Peace, Love, Hope and Joy. We also need to be mindful of where we add vents, since a poorly-positioned one might extinguish our candles. As we light this candle, keep us mindful of the Peace, Love, Hope and Joy of Advent, symbols of God’s gifts of light and love to us all as manifested in the birth of Jesus. Amen.”

3. Approval of Agenda

Moved by Marilyn Meldrum

Seconded by Liz Dillman

That the agenda be approved as printed.

CARRIED

4. Devotion (Gord Dunbar)

In Gord Dunbar’s devotion, he talked about people who have passed away and people who may need help. We need to make Gord Dunbar and Judy Zarubick aware of people who have passed away and those who may need support. Gord Dunbar talked about the human aspects of our responsibilities and we as a congregation have to see the bigger picture issues and truly be a family of faith. He proceeded to lead us in prayer.

5. Approval of November Minutes for November 5th and 17th, 2019

Moved by Judy Zarubick

Seconded by Liz Dillman

That the minutes of the November 5th and 17th, 2019 meetings be approved with amendments. **CARRIED**

6. Business Arising from the Minutes

b) **2018 M & P Staff Review Follow-up** (Rod Coates/Gord Dunbar)

i) **Job Descriptions**

The Office Co-ordinator’s job description continues to be a work in progress. Judy Zarubick made a list of tasks that were not clear when the office co-ordinator was away. A binder has been created that has a task list of job responsibilities that continues to be worked on. Gord Dunbar would like a

separate document that has headings of each section of the job description that does not have too much detail, but outlines what the broader responsibilities entail.

ii) **Workplace Safety Audit**

David Hamilton and Gord Dunbar have completed the safety audit. Sarah MacKenzie and David Walker had previously completed it. When M & P ask the staff if they have completed the safety audit, they will all be able to say it has been done.

7. Committee Items for Council

Programme

Judy Zarubick discussed the photo-copying of cheques by the counters which has come from the United Church of Canada as a strong recommendation. Sarah Mackenzie can provide a code for the counters in order to use the photo-copier. Judy Zarubick, should the Administration committee approve, will ask Bernd Portz to send an e-mail out to the counters asking this to be done. Judy Zarubick, should the Administration committee approve, will also speak with the Envelope Steward to re-write the Counting Instruction sheet.

Judy Zarubick also conveyed that new music stands had been purchased for KUCIE and Council approved giving the old ones to Ken Gannett.

Administration

Gord Dunbar reported on behalf of this committee as there was no Administration representative at this meeting. A discussion occurred regarding the current financial institutions that KUC currently uses. A motion had been made asking the treasurer to investigate other financial institution, however, it was decided that this is not the treasurer's role and more work would need to be done on this topic by the Administration committee. The Administration committee is able to investigate other financial institutions without the approval of Council, but letting them know that this is happening is important and recommended.

8. Correspondence (Angela Hazlewood)

S.H.A.R.E. Newsletter-Sending Help and Resources Everywhere.

9. New Business

Covenant with the Regional Council (Rod Coates)

Rod Coates discussed that we as a Community of Faith, we covenant with one another, with ministry personnel and with the Regional Council.

Rod Coates went on to explain:

Covenant Includes:

- Promises from Regional Council about Connecting, Supporting, and Transforming Communities of Faith,
- Promises from Communities of Faith to work together on areas of shared ministry,
- And unique symbols chosen by each Community of Faith.

As Kincardine United Church we must:

- Review the covenant template,
- Select symbols that are meaningful for our Community of Faith,
- Complete the template and contact the Minister, Congregational Support and Mission,
- And set a mutually agreeable time to celebrate the covenant.

The Covenant Commission will:

- Arrange a mutually convenient time to celebrate the covenant with a liturgy,
- And arrange for a representative from the Covenant Commission resource pool to participate in the celebration.

Rod Coates continued by discussing creating a congregational profile, living faith story, and completing a self-assessment. Kincardine United Church is fortunate that a Joins Need Assessment has been completed in the past so this will help with the above items.

Gord Dunbar shared his goals, objectives, and outcomes for 2020 which includes developing a new strategic plan for 2021-2022. Gord Dunbar is planning that the development of our living faith story would be in conjunction with the development of the new strategic plan. Gord Dunbar recommended hiring Edge, a network of ministry development from the United Church of Canada to assist with the development of a new strategic plan (<https://www.united-church.ca/edge-network-ministry-development>).

It was suggested that we engage the congregation in the spring to get feedback about our covenant with the Regional Council and all that is required.

10. Other Business

a) Staff Questionnaires (David Mullenix)

David Mullenix let Council know that M & P had met to work on these questionnaires. David Mullenix requested that all committees make time to complete them. M & P would like to attend each committee meeting so that they can discuss the questionnaires. He will have Mary Phillips send an e-mail regarding this topic. These questionnaires are not used as an evaluation, but more of a way to engage in conversation. It was decided that the deadline would be the end of February to have them completed to support M & P to complete their summary of the results in a timelier manner.

b) Grants (Liz Dillman)

Liz Dillman reported that a grant application has gone in to the Municipality of Kincardine to ask for \$14,000.00 to pay for the new doors. Liz Dillman was not sure who should sign for grants. It was discussed that it may be the responsibility of the trustees. It was decided that the Administration committee would need to empower someone to sign off on grants on behalf of Kincardine United Church (a designate to act on our behalf).

Adjournment

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:44 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: March 3rd, 2020.

Signature of President

Signature of Secretary