



**KINCARDINE UNITED CHURCH**  
**COUNCIL MINUTES – 2020**

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**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, March 3<sup>rd</sup>, 2020**

The Council of Kincardine United Church was called to meet on March 3<sup>rd</sup>, 2020 in the Kitchen at 7:05 p.m.

**PRESENT**

<b>Chairperson (Acting)</b>	Marion Boyd		
<b>Programme</b>	Jim Zarubick	<b>Regrets</b>	Rod Coates Gord Dunbar Donna Mowry Emily Perry
<b>Administration</b>	Jack Nancekivell		
<b>Council Secretary</b>	Angela Hazlewood		
<b>Voluntary Associate Minister</b>	Judy Zarubick		
<b>Treasurer</b>	Liz Dillman		
<b>Ministry and Personnel</b>	Marilyn Meldrum		
<b>Membership and Mission</b>	Charles Ludlow		

**1. Call to Order & Acknowledgement of the Land (Marion Boyd)**

In Rod Coates absence, Marion Boyd chaired the meeting this evening.

Marion Boyd stated that we have a duly constituted meeting and are authorized to conduct this meeting at 7:05 p.m. Marion Boyd acknowledged that this day we meet on the traditional territory of the Saugeen Ojibway and the other Indigenous people who preceded them – the original nations of this land – and that we acknowledge, with respect, their history, their spirituality, and their culture. Marion Boyd 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 (Marion Boyd)**

Marion Boyd lit the candle and led Council in prayer.

**3. Approval of Agenda**

**Moved by** Jack Nancekivell

**Seconded by** Marilyn Meldrum

That the agenda be approved as printed with one addition.

**CARRIED**

**4. Devotion** (Judy Zarubick)

In Gord Dunbar's absence, Judy Zarubick attended as the Voluntary Associate Minister and she led us in a meditation. She asked Council members to close their eyes and think about "being" as opposed to "doing". Judy Zarubick asked Council to let go of their "lists" and tasks and listen for what God is calling us to do. In this season of Lent we are to be "sowers". She continued by leading Council in prayer.

**5. Approval of December 3<sup>rd</sup>, 2019 Meeting Minutes**

**Moved by** Marilyn Meldrum

**Seconded by** Liz Dillman

That the minutes of the December 3<sup>rd</sup>, 2019 meeting be approved with amendments. **CARRIED**

**6. Business Arising from the Minutes**

**2018 M & P Staff Review Follow-up** (Marilyn Meldrum/ Judy Zarubick)

- i) Job Descriptions have been completed. The Office Co-ordinator's job description is a work in progress.
- ii) Workplace Safety Audit is complete.

The M & P Staff Review is complete. These items can now be taken off the agenda for following meetings until it needs to be done again. Council wanted to ensure that it was achieved to everyone's satisfaction.

**7. Committee Items for Council**

**Programme** (Jim Zarubick)

Jim Zarubick reported that a painting was offered which was a portrait of Jesus Christ to be hung in the sanctuary. The Programme Committee wanted to share that there was a discussion about this painting and although the person offering this piece of art was thanked, it was decided not to accept it which is in keeping with our Memorial & Designated Gifts Procedure (5.1.1). The Programme Committee wanted to share with Council for information purposes only.

**Administration** (Jack Nancekivell)

In Donna Mowry's absence, Jack Nancekivell reported on two items:

- i) Because the Administration Committee has a broad breadth to look after which includes the Property Committee, it was recommended that a Property Committee member may want to

attend Council meetings. This will allow for better communication. Marion Boyd reminded Council that any ministry team is empowered and welcomed to attend to present any concerns and that any member of the congregation is welcome to attend, as well. A Council meeting is only closed if the meeting has to do with employment issues or other items of a confidential nature.

- ii) Recently a request to the Bank of Montreal (BMO) for a credit card to enable the Treasurer to pay for items or services electronically was denied. The reason given by BMO was that it is their policy not to extend credit cards to “Non Profit” organizations. In consequence, it had been suggested by the Administration Committee that maybe it would be appropriate to do a review of the local banks to determine if Kincardine United Church (KUC) was being best served by BMO since other “Non Profit” groups in the community have credit cards issued by other banking institutions. This responsibility is not under the job description of the Treasurer and thereby was assigned to the Administration Committee by Council. To accomplish a review of the local banks with the appropriate “Requests for Proposal” is an extensive process. Moreover, the Treasurer stated that there was no real inconvenience to be without a credit card. In addition, it is noted that the investments for KUC are with Nesbitt Burns, which is closely associated with BMO. Consequently, the matter was closed with the agreement by the Administration Committee to continue using BMO as the banking institution for KUC. Addressing the banking arrangements of KUC with the banks, a clarification was requested from the Chair of Council regarding the binding authority of KUC. It was clearly understood that Council is the governing body of KUC and that the Chair of Council, as an elected position by the congregation of KUC, is the only person acknowledged as the binding authority.

**8. Treasurer’s Report** (Liz Dillman)

Liz Dillman reported that there is a \$33,000.00 deficit. She continued to say that givings are down at this time and that \$9,000 was spent which is higher than the money brought in. As a result, there could potentially be a cash flow problem. The Mission and Service Fund goal has been exceeded by \$8,000.00. Liz Dillman also stated that Pat Porter, Leanne Guppy, and Beverley McLelland had completed a review of the financial reports and all was satisfactory.

**Moved by:** Jack Nancekievell

**Seconded by:** Jim Zarubick

That a transfer from Kincardine United Church’s investments of up to \$20,000.00 be authorized to the general fund to meet month to month expenses. **CARRIED**

**9. Correspondence** (Angela Hazlewood)

Angela Hazlewood reported that there were two items:

- i) Five Oaks Education and Retreat Centre has sent a letter requesting Kincardine United Church to sponsor a bedroom. This information was passed on to Charles Ludlow to share with the M & M Committee.
- ii) MyFM radio is requesting Kincardine United Church to put an announcement on the radio to advertise the church (“The True Meaning of Easter”). It was decided that this is not something the church wants to participate in at this time.

## **10. New Business**

- i) **Recognition/Appreciation for Howard Madill** (Jack Nancekivell)  
Jack Nancekivell reported on the repair of the drywall by Howard Madill. Jack Nancekivell suggested that Howard Madill be recognized for his generosity.

**Moved by:** Jack Nancekivell

**Seconded by:** Marilyn Meldrum

That a certificate be presented to Howard Madill to celebrate and thank him for his generous work on the drywall repair. **CARRIED**

Liz Dillman volunteered to purchase the certificate paper and speak with Teresa Perfrement about assisting with calligraphy on the certificate.

- ii) **Annual Meeting Preparations** (Liz Dillman)  
Liz Dillman as a member of the Affirming Committee presented what had been planned for this meeting. The worship will be held in Fellowship Hall and the Annual meeting will be a part of the morning service. The congregation will sit at tables. Questions will be asked such as: “Are we welcoming? And “What makes you feel welcomed?” The service will flow along with the common parts with items for the Annual meeting infused in between. There will be no nominations from the floor. The congregation will be advised of this change ahead of time. The service could be 1 hour and 30 minutes long. Liz Dillman shared that Gord Dunbar had stated at the planning meeting that he has seen this type of service offered at other churches and it has worked well.
- iii) **Voluntary Associate Minister** (VAM) (Judy Zarubick)  
Judy Zarubick discussed her role as the Voluntary Associate Minister. A formal covenant needs to be presented between the minister and the VAM. This needs to be done in order to formalize the process and a letter of agreement needs to be created and signed by both parties. This will hold Judy Zarubick and Gord Dunbar accountable in their actions in each of their respective roles. The

VAM's role needs to be communicated to the congregation so everyone is aware of what is expected of her and includes what is not expected. The covenant is usually carried out in a regular church service.

**11. Other Business**

There was no other business to be presented.

**Adjournment**

The agenda having been completed and with no additional business to discuss, Marion Boyd declared the meeting closed at 8:09 p.m.

Judy Zarubick ended the meeting with prayer.

NEXT COUNCIL MEETING is: April 7<sup>th</sup>, 2020

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Signature of President

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Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING  
Tuesday, April 7<sup>th</sup>, 2020**

The Council of Kincardine United Church was called to meet on April 7<sup>th</sup> via the Zoom Platform at 7:00 p.m.

**PRESENT**

<b>Chairperson</b>	Rod Coates		
<b>Programme</b>	Judy Zarubick		
<b>Administration</b>	Donna Mowry	<b>Ministry and Personnel</b>	Mary Phillips
<b>Council Secretary</b>	Angela Hazlewood	<b>Membership and Mission</b>	Charles Ludlow
<b>Treasurer</b>	Liz Dillman	<b>Regional Council Representative</b>	Marion Boyd
<b>Minister of Word, Sacrament, and Pastoral Care</b>	Gord Dunbar	<b>Regrets</b>	Emily Perry

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

Rod Coates stated that this meeting was duly constituted and we are authorized to conduct this meeting at 7:05 p.m. He continued by acknowledging the land: 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, and the Saugeen Ojibwe. Rod Coates continued: 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 lit the candle and led Council in prayer.

**3. Approval of Agenda**

**Moved by** Marion Boyd

**Seconded by** Liz Dillman

That the agenda be approved as printed.

**CARRIED**

**4. Devotion (Gord Dunbar)**

In his devotion, Gord Dunbar read from the book: Discussion and Lesson Starters for youth groups. Gord Dunbar discussed the idea that life can be most routine at times, and we look to the order and comfort of life. However, during a time of chaos, many people are working hard to ensure that we still follow the mission of the church. Gord Dunbar then led us in prayer.

**5. Approval of the March 3<sup>rd</sup>, 2020 Meeting Minutes**

**Moved by** Liz Dillman

**Seconded by** Angela Hazlewood

That the minutes of the March 3<sup>rd</sup>, 2020 meeting be approved with one amendment.

**CARRIED**

**6. Check In (Rod Coates)**

Rod Coates asked how each and every one on Council was feeling during this pandemic.

Gord Dunbar discussed how he feels we are able to carry on the life, work and mission of the church:

Gord Dunbar thanked all of the people who had done so much work on behalf of the church especially during this time. Gord Dunbar discussed his pastoral care concerns, but has been inspired by many people especially Melinda Smegal, along with a team of people, who have been calling congregants of the church. He went on to thank Judy Zarubick for all of her work with tech support, allowing the live streaming to happen, and getting the Zoom platform in place. Gord Dunbar thanked Terry Boyd for all of his work on the Kincardine United Church website. He also thanked David Hamilton, David Walker, Liz Dillman, John Phillips, and Sarah MacKenzie.

Rod Coates also asked if there was any special or specific needs with which we needed to address as a Community of Faith. Gord Dunbar continued by noting the interconnectedness of our Community of Faith. The technology needed has allowed a great deal of learning to take place.

## **7. Business Arising from the Minutes (Rod Coates)**

### **Annual General Meeting Plans**

After lots of discussion around how to offer the Annual General Meeting, if it could in fact be offered through the Zoom Platform, it was agreed that it would be postponed at this time as not to have people excluded from attending. Gord Dunbar stated that he will ensure that this cancellation/postponement gets put in the announcements.

## **8. Committee Items for Council**

### **Programme (Judy Zarubick)**

In order to stay in contact with the congregation, Judy Zarubick, on behalf of the Programme Audiovisual Team, purchased, under the \$500 budget line "Software upgrades for Projection" and through Tech Soup Canada for non-profits, a Zoom Pro Account with Webinar capability for a cost of \$500.58.

This purchase will allow all church committees to have Zoom meetings and Webinars with the capability to record as well as live-stream. Any committee chairpersons who wish to use this capability can contact Judy Zarubick and she will make sure that it happens.

Also, as you all may know Gord Dunbar has been doing fireside chats that can be accessed on the webpage under the reflections tab and on the Kincardine United Church YouTube Channel. On Sundays, Judy Zarubick and Gord Dunbar have been attempting to Zoom the worship services and Judy Zarubick reported that it has worked with only a few glitches and finally uploaded to YouTube. Judy Zarubick continued to say that it is still a work in progress. Judy Zarubick stated that they will also still be able to give the recorded service to Rogers Cable for them to broadcast it a week later. This past Sunday a MP4 file was delivered to Rogers Cable. During this time of physical distancing only Jim and Judy Zarubick, or Mary and John Phillips, will be doing audiovisual at the church with David Hamilton and Gord Dunbar who will be 60 feet away with the possibility of one more worship leader for a total of 5 participants. This past Sunday's service, had David Hamilton, Liz Dillman, and Gord Dunbar presenting the service, which included communion, and Jim and Judy Zarubick on audiovisual. On Good Friday, Gord Dunbar, David Hamilton, and Judy Zarubick will be participating in the service with Mary and John Phillips on audiovisual. Jim Zarubick will be at home.

Judy Zarubick continued to say that Sunday's Webinar had 28 attendees on the Zoom live-stream but it was not livestreamed yet on YouTube but was posted later. Again, a work in progress as everyone learns the technology. Judy Zarubick added that the church has received very positive reports on the Zoom service, despite not having sound for the first 3 minutes. On YouTube as of 4pm on April 7<sup>th</sup>, the first 2 fireside chats had 12 views each, April 3<sup>rd</sup> had 43 views, Palm Sunday had 14 views, and April 7<sup>th</sup> fireside chat had 2 views so far. Gord Dunbar and Judy Zarubick will be doing fireside chats twice a week, with a Webinar scheduled for each Sunday and any meetings the Committees need.

Judy Zarubick finished her report by stating that the wedding that was planned for March 29<sup>th</sup> was cancelled and will be rescheduled for later. She shared that she will present the details to Council once the wedding is rescheduled.

**Administration** (Donna Mowry)

Donna Mowry discussed a carpet stain that resulted from a black substance coming down from the top of the door at the side entrance. The Property Committee would like to have it fixed by putting tile in the section where the stain is, however, it cannot be fixed at this time due to the restrictions of the pandemic. It is the same for the new stoves. They cannot be delivered at this time, however, they are paid for, according to Donna Mowry. Donna Mowry went on to discuss having a locked box attached to the office entrance door whereby a letter slot would allow cheques to be brought to the church, however there does not appear to be an appropriate spot for it. In the announcements, it is stated that cheques can be mailed to the church or e-transfers can also be done. Donna Mowry continued to mention that 3 donations had come in by mail and the envelope steward had reported \$16,306.00 for March's revenue, but the month of April did not look as promising. Donna Mowry also said that there had been discussions about the church getting natural gas, but it was decided not to, at this time, as it would be very expensive to convert our heating system to natural gas.

**9. Treasurer's Report** (Liz Dillman)

Liz Dillman reported that salaries and benefits for staff are able to be paid. She has been watching webinars from ADP which is a payroll software program. Liz Dillman is hopeful that money will not need to be borrowed to pay the bills. She may just have to change the time when certain bills need to be paid. There are many items like insurance that cannot be deferred.

**10. Correspondence** (Angela Hazlewood)

Angela Hazlewood reported that there was no correspondence at this time.

**11. New Business**

Judy Zarubick reported that since the May 29-31 Regional Meeting had been cancelled, pulpit supply would not be needed at that time. It was also discussed that the Hymn Sing would be postponed. Gord Dunbar stated that the next photoshoot for the Church's Photo Directory will be postponed to 2021.

**12. Other Business**

**Adjournment**

Having no other business to discuss, Rod Coates ended the meeting at 9:04 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: May 5<sup>th</sup>, 2020

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Signature of President

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Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING  
Tuesday, May 5<sup>th</sup>, 2020**

The Council of Kincardine United Church was called to meet on May 5<sup>th</sup>, 2020 via the Zoom Platform at 7:00 p.m.

**PRESENT**

<b>Chairperson</b>	Rod Coates		
<b>Programme</b>	Judy Zarubick		
<b>Administration</b>	Donna Mowry	<b>Ministry and Personnel</b>	Mary Phillips
<b>Council Secretary</b>	Angela Hazlewood	<b>Membership and Mission</b>	Charles Ludlow
<b>Treasurer</b>	Liz Dillman	<b>Regional Council Representative</b>	Marion Boyd
<b>Minister of Word, Sacrament, and Pastoral Care</b>	Gord Dunbar	<b>Regrets</b>	Emily Perry

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

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it at 7:02 p.m.

Rod Coates continued by acknowledging the land: During this seemingly unprecedented pandemic, we remember that our ancestors were like a pandemic destroying the culture, religious practices, and leadership structure of this country's first peoples. We brought smallpox, measles and other diseases. Many of us have not repented of the destruction that these diseases brought nor the damage our prejudices continue to inflict. Our gain has come at a great cost to these peoples. So it is this evening that we acknowledge that we are gathered on the traditional territories of the Saugeen Ojibway First Nation. And the other indigenous peoples who preceded them – The original nations of this land – and we acknowledge, with respect, their history, their spirituality, and their culture.

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

Rod Coates said, “Are candles happy or sad when they are put out? They are delighted.”  
He lit the candle and lead Council in prayer:

Jesus said, “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 left us with the gift of the Holy Spirit, which illuminates our work and our witness. Let this candle keep us ever mindful of God’s gifts of light and love. Amen.

3. **Devotion/Check-In** (Rod Coates)

Rod Coates shared a poem with Council from Rev. Larry Peters called: “Just a Little More Light”.

Rod Coates asked everyone this question: These days, where are you finding just a little more light? Everyone took a turn to respond. Rod Coates led us in prayer to close this agenda item.

4. **Approval of Agenda**

**Moved by** Donna Mowry

**Seconded by** Marion Boyd

That the agenda be approved as printed with amendments.

**CARRIED**

5. **Approval of the April 7<sup>th</sup>, 2020 Meeting Minutes**

**Moved by** Judy Zarubick

**Seconded by** Angela Hazlewood

That the minutes of the April 7<sup>th</sup>, 2020 meeting be approved as printed.

**CARRIED**

6. **Business Arising from the Minutes**

None at this time. Moved to “New Business”.

7. **Committee Items for Council**

**Administration** (Donna Mowry)

Donna Mowry shared John Phillips’s Funds report and Envelope Steward’s report. She is very pleased to see that just over \$13746.00 came in the end of April and \$10700 was through preauthorized remittance (PAR). Donna Mowry also shared that she is impressed that there are so many different ways for people to give to KUC. Gord Dunbar mentioned that soon people will also be able to donate through Canada Helps. Donna Mowry also gave an update from the Trustees. There was \$112000 in investments, which has gone down, since \$16330 was transferred to the General Account. The value of the investments has now gone down to about \$85000. There are 2 bequests, one for \$10000 from which the church can only spend the interest and not the principal. Thus our current investment value is about \$75000.

Donna Mowry hopes that the Church will not need to borrow from the investments in the near future.

### **Programme (Judy Zarubick)**

Judy Zarubick reported that the April meeting minutes are posted on the Kincardine United Church website.

Judy Zarubick shared that the movie license that was purchased which was supposed to end the end of the year, will be extended for the length of the closure. If the church is closed for a month, it will be extended an extra month, for example.

As well, Judy Zarubick stated that the laptop needed to be upgraded to Microsoft 10 for Zoom, however, it had previously been loaded so the church will only be charged for technician's time which will be about \$120.00.

Judy Zarubick continued by sharing how many households were participating in the live-streamed services and the fireside chats. The highest amount for the services has been 50 households, and the highest amount watching YouTube has been about 21 as of May 5<sup>th</sup>. For the fireside chats on YouTube the highest has been 39. She does not know when the church's website directs you right to the YouTube channel whether this counts towards the amount of views on YouTube or whether the number of views includes only those who view directly through YouTube. There has been over 30 regular people watching. There has been some issues, but it has been working well. Rod Coates commented that most households have at least two people watching so that means 80-100 people are participating each week and each week is getting better and better each time. Judy Zarubick shared that people have asked for a time for a discussion after the service. This cannot be done with the webinar. The Audiovisual team really likes the idea of the webinar format as they can prepare ahead of time and have the slides ready to go. They want to keep it as simple as possible. Marion Boyd suggested that if a group of people want to have a discussion after the service that this can be set up for them. If there are many people interested, "breakout" rooms can be added for larger groups according to Judy Zarubick. Someone would just have to open the meeting for them and someone else would be appointed as the host to be in charge. Marion Boyd commented that the webinar style is working out very well. Rod Coates commented that small groups could meet afterwards through Zoom and it can be separate from the service. Mary Phillips stated that if this is working well, that there is no need to change it unless it is easy to do. If it is not easy, it may not be necessary. Judy Zarubick shared that she has helped other committees to set up Zoom and is quite happy to continue. She continued that we must communicate to the congregation that groups are able to use Zoom to conduct meetings. Gord Dunbar added that small groups and making relational connections is part of his goals, objectives, and outcomes and they would just be done in a different way. Gord Dunbar continued that if people have suggestions for the services for the Programme committee to pass them on to Judy Zarubick.

Lastly Judy Zarubick brought a Proposal forward to Council. Judy Zarubick is a Retired Designated Lay Minister and now the Western Ontario Waterways Regional Council's Human Resources Commission is saying that she cannot be a Voluntary Associate Minister (VAM). She has to be a VAM in order to do

sacraments, have a connection to a Community of Faith, have sacramental privileges, and carry a wedding license. The forms from the Regional Council do not have Retired Designated Lay Ministers listed. There are only certain types of ministers that can become VAMs according to the policy.

Marion Boyd commented that there was one order of ministry that was not accepted at General Council. A problem has been created and Marion Boyd did not realize that this was going to cause issues. Marion Boyd offered to take this Proposal to the Human Resources Commission and stated that she supports Retired Designated Lay Ministers becoming a Voluntary Associate Minister. Judy Zarubick expressed that she is on the Church Hub and is available for call to ministry. If she is on the Church Hub, then she must be considered Ministry Personnel. If she was considered as Lay, she would not be able to be on the Church Hub. Judy Zarubick stated that Designated Lay Ministers are not considered clergy so they cannot become VAMs according to the Human Resources Commission. This needs to be addressed as soon as possible. After a fulsome discussion and with one addition to the Proposal, it was decided to create a motion as everyone was in agreement. (Please see in Correspondence regarding the decision to have Angela Hazlewood as the Council secretary to send in the proposal).

**Moved by** Liz Dillman

**Seconded by** Mary Phillips

That the Proposal from Kincardine United Church Council be forwarded to the Human Resources Commission of the Western Ontario Waterways Regional Council. (Please see Attachment #1 on page 19.)

#### **Ministry and Personnel** (Mary Phillips)

Mary Phillips gave an update about how the church staff is coping. All staff seem to be doing well. Mary Phillips reiterated that staff should share any concerns with M&P if any issues are not being addressed. Judy Zarubick commented that when the church opens up again that the custodian may need extra help with the cleaning of the church.

#### **8. Treasurer's Report** (Liz Dillman)

Liz Dillman shared that the church is not in too bad of shape and is happy that just over \$16000.00 was added to the General Account from the investments or there would have been a \$20000.00 deficit. Programme is the only committee spending money at this time. Kincardine United Church (KUC) is down in givings this year, by \$5000.00 (month over month) compared to last year, but it was enough to get a 75% wage subsidy. Liz Dillman applied for the 10% subsidy. KUC is down 21% compared to last year (same period) and only has to be down 15% in revenue to get the wage subsidy. A cheque for \$5300.00 will be arriving. Liz Dillman said that KUC is no longer receiving subsidies from Westario and the rates are going up. There are no more provincial rebates and KUC will need to budget higher for this increase next year. A higher insurance budget will have to be added too.

Gord Dunbar talked about the Financial Task Group which will have its first meeting on May 6<sup>th</sup>. Gord Dunbar shared that Barry Schmidt has lots of great ideas and has brought one of the suggestions forward.

Barry Schmidt wanted to ask Council to initiate a short term appeal phrased positively to celebrate the ministry of KUC that continues even during the pandemic and if individuals are so inclined to give more or increase their preauthorized remittance (PAR), this would be beneficial. Gord Dunbar reminded us that the research says that being positive helps to motivate people to give more. Marion Boyd shared that she thinks this is a great idea to celebrate KUC and she believes we are so blessed to have the opportunities in this congregation, as long as the ask for more money is done in a positive way. Judy Zarubick shared that KUC is doing so much in regard to maintaining relationships compared to other Community of Faiths. Judy Zarubick says we are celebrating relationships and building community in a different way. Mary Phillips asked Gord Dunbar how the appeal would go out. Gord Dunbar suggested that an e-mail go out to everyone and the Power Church software be used to find e-mail addresses of even more people. Gord Dunbar said it needs to be targeted in a way that it motivates the people to whom it is being sent. People who do not have e-mail can have a letter mailed to them. Rod Coates pointed out that KUC is not only e-mailing newsletters, but in addition people are able to view the service live-streamed and/or on YouTube and as a result, people can even be more connected to KUC. Marion Boyd suggested that information as to how to participate in the webinars for the service and how to find the fireside chats be communicated. Marion Boyd also suggested to try to get even more e-mail contacts. Gord Dunbar shared that there are several people accessing the services and the fireside chats that are not part of our congregation. Marion Boyd shared that KUC needs to find ways to reach young people who may not be interested in attending services at the church. Young people are interested in a spiritual connection, but in a different way. Live-streaming of the service seems to be a way to attract more young people. Marion Boyd also suggested that KUC does not want this to lapse and this needs to continue. Judy Zarubick recognized that KUC is reaching two different audiences (from the services or fireside chats) which is a positive thing. The outreach of KUC has changed and broadened. It was decided that Council would allow the Financial Task Group to move ahead with their plans for a short term appeal to ask people to give more from a positive perspective, but Rod Coates and Gord Dunbar will review the plan ahead of time before it is actioned. (Rod Coates added that a radio station was announcing what churches are doing during this pandemic as to when their services were being broadcast. Gord Dunbar said that he wanted to raise this idea later on in the Council meeting).

**9. Correspondence (Angela Hazlewood)**

Angela Hazlewood reported that she has not received any correspondence at this time.

However, during this agenda item, it was decided that Angela Hazlewood as Council Secretary, would e-mail the Proposal from Judy's Programme report to the Chair of the Human Resources Commission. The e-mail will be sent to Marion Boyd and Judy Zarubick prior to sending to ensure that it is worded appropriately. Rod Coates will send Angela Hazlewood the e-mail address for the Chair of the Human Resources Commission.

## **10. New Business**

### **The Importance of Communication: We Need to Talk (Rod Coates)**

Rod Coates shared that he received a call from a Data Analyst from the United Church's Statistics' office with some questions about the investments holdings in the Annual Report for 2019. There was a discrepancy between the holdings at the beginning of the year and the holdings at the end of the year, amounting to about \$22,000. Rod Coates followed up and realized that it seemed like the Margin Account Loan had been paid off; upon checking the Trustees' 2019 report and with Jack Nancekivell, it was confirmed that the loan had been paid off in June of 2019. There does not seem to be a record of this in the minutes of any Council, Administration or Trustees meeting. Rod Coates later followed up with the Statistics office and four data input entries related to investments were corrected. The fact that the loan was paid off and was not mentioned in any minutes is a concern. There was a discussion stating that the minutes of all committee meetings need to be put on the church's website in a timely manner. It was decided that not everything would have to be reported by committee members verbatim at Council meetings. If the minutes are posted ahead of the Council meeting, then Council can have questions ready for chairs of committees.

Gord Dunbar suggested that people may not have been made aware of the fact that minutes need to be sent to the office coordinator to be posted on the website and one week after a meeting at the latest is a best practice. Gord Dunbar stated that he would make sure that he shares this information with the appropriate people. Donna Mowry shared that Jack Nancekivell has revised the Trustees report for the Annual report and Gord Dunbar suggested that it be sent to the office coordinator to put an update on the church's website. The bank had apparently given some incorrect information for the report initially that Jack Nancekivell had completed. Judy Zarubick suggested that she especially likes to share information that impacts other committees. Rod Coates will share the best practice for completing minutes at the next Council meeting.

#### **i) Financial Policies –What Do We Have vs. What Should We Have? (Rod Coates)**

There are two documents that Rod Coates looked at: The Trustees Handbook and the Financial Handbook for Congregations. Both handbooks suggest that there needs to be financial policies. Rod Coates shared that he had spoken with Gord Dunbar who had said the Trustees have an action item to create financial policies. Joan Norris is supposed to formulate investment policies and guidelines for securing insurance. Council would like the Trustees to report back with policies. Marion Boyd felt that Rod Coates as the chair of the Council could request draft financial policies from the Trustees and Council would like to receive their advice on these such policies. Liz Dillman suggested that a request to the Trustees would be to attend Council meetings.

#### **ii) Grant Funds (Liz Dillman)**

Liz Dillman shared that the municipality has approved a grant to KUC of \$3000 for the door. However, Liz Dillman has a call in to find out when the money has to be used by. \$17000 has

been allocated for this project so it may be time to have the Property committee go out and get a quote. Because of COVID-19, it is stipulated that if the church wants to change what the money was applied for, a request can go in for this. Liz Dillman thanked Stephanie Hartwick and Carol Brouse for writing the application.

## **11. Other Business**

### **KUC's Announcements (Gord Dunbar)**

Gord Dunbar spoke about announcements in the newsletters and streamed in the service that he wanted to delete and others that he wanted to keep. Council agreed on his suggestions. Gord Dunbar felt that there could be another staff update in June once again.

### **Radio Announcements (Gord Dunbar)**

Gord Dunbar suggested that the radio announcements were a good idea and is "money well spent". There are people who listen to the radio and may not have any contact with KUC. People could send an e-mail to the office coordinator to get an invitation to the Zoom service. It was agreed that Gord Dunbar would pursue this item.

### **Electronic Sign (Gord Dunbar)**

Thirdly, Gord Dunbar spoke about the money that was set aside for an electronic sign. Gord Dunbar continued by saying that KUC's "front door" is now an on-line platform. Having an electronic sign may not be worth the cost. Gord Dunbar stated that the money could be used to hire someone 5 hours a week to be a "tech greeter" to look after KUC's on-line identity. The second possibility is to dispose of the garden at the church and put in a bench for a congregating area so that KUC can continue to be part of the community. Council will have to do a little more thinking on this topic.

### **Death Announcement (Rod Coates)**

Rod Coates shared a few words about the passing of Glen Holmes who had been a member of KUC since January 16<sup>th</sup>, 1966. Glen Holmes served the church in many ways. He was the chair of the Unified board from 1997-2000, a member of the choir, part of the accessibility group, and in many other groups. Rod Coates sat beside Glen Holmes for about 40 years in the choir. Glen Holmes will be dearly missed.

### **Other Community of Faith's Closures (Liz Dillman)**

Liz Dillman mentioned that Wesley and Underwood Churches have closed.

## **Adjournment**

Having no other business to discuss, Rod Coates ended the meeting at 9:29 p.m. Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: June 2<sup>nd</sup>, 2020

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Signature of President

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Signature of Secretary

## **Attachment #1**

### **Proposal from Kincardine United Church Council**

Whereas the understanding of the role of Designated Lay Minister in the United Church has evolved since its inception;

Whereas Designated Lay Ministers in Appointment are recognized as Ministry Personnel;

Whereas Regions have the manual (C.2.12a ii) requirement to have a minimum of 1/3 of their members ministry personnel and minimum of 1/3 of their members lay people;

Whereas many Regions do not have the required minimum of 1/3 of their members as ministry personnel without the Designated Lay Ministers in appointment and Retired Designated Ministers in their Region listed as ministry personnel;

Whereas Regions have the ability to either name the Retired Designated Lay Ministers within their bounds as ministry personnel or lay;

Whereas some Retired Designated Lay Ministers do not wish to formally offer their gifts and skills in a congregation in the Region in which they were appointed;

Whereas some Retired Designated Lay Ministers wish to formally offer their gifts and skills in a congregation in the Region in which they were appointed;

Whereas Retired Designated Lay Ministers who live in the Region that they were appointed in are seen by the congregations of that region as ministry personnel, even in retirement;

Whereas a motivation for creating the Voluntary Associate Minister Policy in the Western Ontario Waterways region was a Manual requirement for Ministry Personnel outside of calls and appointments to be in a formal association with a community of faith in order to provide the functions of ministry, which can include education, service, social justice, pastoral care, worship, sacraments;

Whereas another motivation for creating the Voluntary Associate Minister Policy in the Western Ontario Waterways region was an Ontario Provincial requirement for Ministry Personnel outside of calls and appointments to be in a formal association with a community of faith in order to maintain an Ontario Marriage License;

Whereas promoting healthy boundaries, expectations, and gift sharing in congregations for ministry personnel without call or appointment, including those who are retired who wish to share in the work of a congregation, is a responsibility of the Region;

Whereas all Ministry Personnel are required to have a Vulnerable Sector Police Records Check, Boundary Training and Racial Justice Training;  
Therefore, those retiring from Designated Lay Ministry, from a congregation in the Western Ontario Waterways Region, who wish to be retained on the roll of the Region and wish to formally offer their gifts and skills to a congregation in the region will be designated as ministry personnel and eligible for Voluntary Associate Minister status and must meet all the mandatory requirements of ministry personnel.

**KINCARDINE UNITED CHURCH COUNCIL MEETING**  
**Tuesday, June 2<sup>nd</sup>, 2020**

The Council of Kincardine United Church was called to meet on June 2<sup>nd</sup>, 2020 via the Zoom Platform at 7:00 p.m.

**PRESENT**

<b>Chairperson</b>	Rod Coates		
<b>Programme</b>	Judy Zarubick		
<b>Administration</b>	Donna Mowry	<b>Ministry and Personnel</b>	Mary Phillips
<b>Council Secretary</b>	Angela Hazlewood	<b>Membership and Mission</b>	Charles Ludlow
<b>Treasurer</b>	Liz Dillman	<b>Regional Council Representative</b>	Marion Boyd
<b>Minister of Word, Sacrament, and Pastoral Care</b>	Gord Dunbar	<b>Regrets</b>	Emily Perry

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

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it at 7:02 p.m.

Rod Coates continued by acknowledging the land: During this seemingly unprecedented pandemic, we remember that our ancestors were like a pandemic destroying the culture, religious practices, and leadership structure of this country's first peoples. We brought smallpox, measles and other diseases. Many of us have not repented of the destruction that these diseases brought nor the damage our prejudices continue to inflict. Our gain has come at a great cost to these peoples.

So it is this evening that we acknowledge that we are gathered on the traditional territories of the Saugeen Ojibway First Nation. And the other indigenous peoples who preceded them –

The original nations of this land – and we acknowledge, with respect, their history, their spirituality, and their culture.

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

Rod started off with a pun as usual: “Unlike our candle, none of us is going out tonight”.

Rod Coates continued, “At this time there seems to be overwhelming darkness in our world – hatred, bigotry, violence, irreconcilable differences – and at times the light seems very faint or non-existent. Jesus said, “I am the world’s light. No one who follows me stumbles around in darkness.” God, keep us mindful of the light which you bring to our lives. May this lighted candle remind us that darkness does not overpower, and that you keep us from stumbling, even in broad daylight, thanks to your gifts of light and love. Amen”.

**3. Devotion (Gord Dunbar)**

Gord Dunbar began his devotion talking about the racism that is still prevalent in the world. He shared a Gordon Lightfoot video: “Black Day in July”, 1967 and talked about Rev. Gina Gerbasi, a priest at St John's Episcopal and the riots that are happening in the United States. He continued by leading Council in prayer.

**4. Approval of Agenda**

**Moved by** Donna Mowry

**Seconded by** Mary Phillips

That the agenda be approved as printed with additions.

**CARRIED**

Rod Coates stated that he would like to move to a consensus-based model. Marion Boyd shared that the Human Resources Commission has worked out a consensus-based model. Rod Coates will send a protocol out for this before the next meeting.

**5. Approval of the May 5<sup>th</sup>, 2020 Meeting Minutes**

**Moved by** Liz Dillman

**Seconded by** Charles Ludlow

That the minutes of the May 5th, 2020 meeting be approved as printed.

**CARRIED**

During this time Rod Coates reiterated the concept that minutes reflect what was said at the meeting, not the corrected-after-the-fact version of something which was incorrectly reported.

**6. Business Arising from the Minutes**

**Updated KUC Minutes Procedure** (Rod Coates)

Rod Coates sent out the KUC Minutes Procedure and made some updates to it. After a discussion it was decided that changes will be made to describe best practices/guidelines as opposed to expectations.

Donna Mowry pointed out that people who do minutes are volunteers. Rod Coates will be bringing the manual back to the next Council meeting with changes made.

## **7. Committee Items for Council**

### **Programme (Judy Zarubick)**

Judy Zarubick reported that the broadcast issue with the sound for the service had been fixed and the prelude and introit sounded much better.

Judy Zarubick also shared the attendance for the services. She said that there has been an average of 43 households joining the Sunday Zoom sessions. On May 24<sup>th</sup>, she continued to say that that YouTube removed the recording due to what they thought was a copyright infringement. However, the recording did go to Rogers TV. Judy Zarubick went on to say that 23-49 households on average view the fireside chats. Judy Zarubick asked if there were any questions from the Programme minutes. Donna Mowry asked if Judy Zarubick was speaking from the balcony during the service. It seemed to be appreciated that someone else's voice was contributing to the service.

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

Donna Mowry would like to add the following to the Trustees Report presented at the May Council meeting: There are two different investment portfolio totals and these should be clearly defined. At the time of the May meeting, due to the downturn of the investment market, the actual value of our investment portfolio on which we are earning interest was about \$85000. However, \$10000 of that amount came from a Bequest which is held "in Trust", so the value of our investment portfolio which can **be liquidated for transfer to the general account** is about \$75000.

### **Ministry and Personnel (Mary Phillips)**

Mary Phillips wants to be on the agenda each month to let Council know how staff are doing during COVID-19. Mary Phillips reported that all staff seem to be doing well. She shared that Dave Walker is now back cleaning the church and the Property Committee is in communication with him. There are clear guidelines for the custodian's work and he seems to feel safe and secure. Dave Walker is doing the walk through of the church once again which David Hamilton had been previously doing. Mary Phillips asked if anyone had any questions.

## **8. Treasurer's Report (Liz Dillman)**

Liz Dillman asked if anyone had any questions about the treasurer's report. Liz Dillman reported on the wage subsidies that had come through. She said that \$3300 is guaranteed. The finances are still in good shape due to the \$16000 being transferred from the investments. Liz Dillman continued by stating that there is \$2000 more in revenue than the same time last year. Liz Dillman went on to say that KUC is not eligible to receive the 75% wage subsidy as revenues would have to be down by 30% and there has only been a 7% decrease.

Also, Liz Dillman reported that she is happy with the Westario rebates that the church has received, but does not think that KUC will receive any more money retroactively. Lastly, Liz Dillman shared that the grant from the municipality for the installation of an accessible (barrier-free) door will need to go into a separate account when it arrives and the church has 365 days to use it. Donna Mowry asked Liz Dillman to let her know when this grant arrives. Rod Coates is quite pleased that the givings have gone up even though people are not physically at church. Gord Dunbar thanked Liz Dillman for navigating the intricacies of government funding so well. Liz Dillman went on to thank John Phillips, the envelope steward for all of his extra work with the many different ways that donations can come in. During this time, Gord Dunbar spoke about the financial appeal. Gord Dunbar stated that his hair cut in which the idea came from the financial task group will probably exceed the \$2000 and the appeal for special funding did not happen because the e-mail list was not consolidated. However, Gord Dunbar went on to say that it was decided that on June 17<sup>th</sup> from 7:00-8:30 p.m. an invitation would go out regarding Zoom session called: "Legacy Giving". This would be e-mailed out to everyone. Gord Dunbar will be crafting the letter for this session. During this time, Donna Mowry mentioned that it was suggested to consolidate the refrigerators and freezers as it was costing a lot of money to run them. Dotty McClelland would be going in to the church to receive the new stoves and would be cleaning out the appliances.

**9. Correspondence (Angela Hazlewood)**

Angela Hazlewood had e-mailed Council the response from the Human Resources Commission regarding the decision from the Proposal that was sent in last month about Judy Zarubick's eligibility to be a Voluntary Associate Minister. At the Human Resource's Commission meeting, Marion Boyd was in attendance. As much as Marion Boyd tried to express that Designated Lay Ministers should be able to be Voluntary Associate Ministers, there was a strong push back from the Commission. Of course, Marion Boyd had to remove herself from the process. Many Council members shared their opinions. We all seemed to agree that we are all behind supporting Judy Zarubick. It was also agreed that another remit would be need to be put forward to the Human Services Commission and to General Council. Judy Zarubick shared that she would like to have her marriage license extended until the end of the year because she has weddings booked. She would also like her sacramental privileges extended for 5 years as well. Marion Boyd suggested that we could hire Judy Zarubick as "Volunteer Associate" minister on a part-time basis. Judy Zarubick has been doing what can be described as "innovative outreach ministry". However, this is a difficult time due to the budgetary constraints of the church. Judy Zarubick shared that she would like to discuss this topic with her family and Council needs to think more about this and pray on it. Judy Zarubick also stated that she appreciates Council's support and understands that Council has a lot of thinking to do. Judy Zarubick suggested that Council may want to meet without her in attendance. Gord Dunbar stated that there are 1000 people listed as members and adherents so that allows for more ministry staff. If promoting a virtual platform as our "front door", there are many justifications for increasing ministry staff.

At this time, it was also discussed that many ministers are not taking vacation or study leave. We agreed that Gord Dunbar is working very hard and a reminder that he needs to look after himself. Gord Dunbar shared that he is creating boundaries that he does not read work e-mails from noon on Fridays to noon on Sunday. Liz Dillman reminded Council that there are many people who are competent and capable to take a turn leading worship if Gord Dunbar needs a well-deserved break.

## **10. New Business**

### **i) Re-opening the Church Building (Rod Coates)**

Rod Coates had shared information with Council about re-opening of the church building. Rod Coates suggested that Council form a return-to-church committee and consider who can best serve in this role: Chair of the Governing Body, Chair of Ministry and Personnel, Chair of the Programme Committee, Chair of Property, and any public health specialists in your community. The governing body would:

a) Name the Committee; and

b) Determine if the Committee has the authority to make decisions on the return-to-church details or whether the Committee brings their recommendations to the Governing Body.

It was agreed that we did not have to make all of these decisions the night of the Council meeting, but being aware that this is something to keep on our radar and that the committee would bring their recommendations to the Governing Body (Council) as has been past practice.

### **ii) Role of Trustees/Updates to the KUC Organizational Handbook (Rod Coates)**

Rod Coates shared that the KUC Organization Handbook needs to be updated. KUC's past practices, KUC Organizational Handbook, Trustees Handbook 2016, and The Manual 2019 are not completely aligned, resulting in some modest confusion over roles and relationships. KUC is required by The Manual to have a Board of Trustees, whose chief responsibility is "*holding all congregational property for the congregation*", with oversight of investments and insurance also being part of their role. Rod Coates let Council know that he has asked Marion Boyd and Joan Norris to review and make suggested updates to Council and they will let Council know when this has been completed. The role of the Trustees needs to be clarified. They are independent from any other committee except Council. As a result, it will be necessary for Trustees to report recommendations to Council directly instead of through a committee and Rod Coates feels that this could be done quarterly. Rod Coates has proposed the following wording to the Trustees' Handbook:

*The trustees are responsible for holding all congregational property for the congregation as part of the United Church. The trustees must comply with a) all decisions about congregational property that are made by the Council and the Western Ontario Waterways Regional Council; and b) all other United Church requirements for trustees and congregational property.*

- iii) **Approval of Updated Trustee Signatories for KUC Investment Portfolio** (Rod Coates)  
Due to new Trustees coming aboard and realignment of responsibilities within the KUC Board of Trustees, it is now necessary to update the signing authorities for our investment portfolio with BMO Nesbitt Burns.

**Moved by:** Marion Boyd

**Seconded by:** Donna Mowry

That the Council of Kincardine United Church approves the Board of Trustees request that the following three Trustees be identified to BMO Nesbitt Burns to be the Signatories on the Investment Portfolio for the Kincardine United Church: Art Danahy, Joan Norris and Jack Nancekivell. **CARRIED**

#### **11. Other Business**

##### **Radio Station Announcements** (Gord Dunbar)

Gord Dunbar discussed that he would look into contacting the Kincardine radio station (MyFM) about advertising for KUC about how to access the services and fireside chats.

#### **Adjournment**

Having no other business to discuss, Rod Coates ended the meeting at 9:16 p.m.  
Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: September 1<sup>st</sup>, 2020

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Signature of President

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Signature of Secretary

**KINCARDINE UNITED CHURCH SPECIAL COUNCIL MEETING**  
**Tuesday, July 14<sup>th</sup>, 2020**

The Council of Kincardine United Church was called to meet on July 14<sup>th</sup>, 2020 via the Zoom Platform at 7:00 p.m.

**PRESENT**

<b>Chairperson</b>	Rod Coates		
<b>Programme</b>	Judy Zarubick	<b>Envelope Steward</b>	John Phillips
<b>Administration</b>	Donna Mowry Ralph Knowles Jack Nancekivell Gregg McClelland	<b>Ministry and Personnel</b>	Mary Phillips
		<b>Membership and Mission</b>	Charles Ludlow
<b>Council Secretary</b>	Angela Hazlewood	<b>Regional Council Representative</b>	Emily Perry
<b>Treasurer</b>	Liz Dillman	<b>Regrets</b>	Marion Boyd
<b>Minister of Word, Sacrament, and Pastoral Care</b>	Gord Dunbar		

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

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it at 7:04 p.m.

Rod Coates went on to acknowledge the land and he let Council know that some of what he shared is borrowed from Gary Clark, President of the WOW Regional Council:

“This past month we have been exploring how North American and European society (including the church) has been dominated by white heterosexual individuals. Normal was a reflection of themselves and anyone who was outside that ‘normal’ was considered less than - and treated so. Slowly we have been confessing this arrogance which lead to the sin of a wide range of bigotries. We step forward in faith to seek God’s help to replace fear with love, rejection with acceptance and exclusion with inclusion. So this evening we recognize that we are gathered on the traditional territory of many First Nations and that our gain has come at a great cost to these peoples. Our words of confession is just the beginning and must be followed up with action. May the Holy Spirit breathe forgiveness, hope and love into all our relations and set us free from this ancient evil of bigotry”.

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

As his usual practice, Rod Coates began with a pun: “Lighting this virtual candle represents a votive confidence this evening”. Rod Coates continued, “We are reminded that light and fire have been sacred symbols of warmth and the Holy Spirit for millennia, and lighting this candle reminds us once of the warmth of God’s love and the presence of the Holy Spirit in our midst. Amen”.

**3. Devotion (Gord Dunbar)**

Gord Dunbar led Council in prayer.

**4. Approval of Agenda**

**Moved by** Donna Mowry

**Seconded by** Emily Perry

That the agenda be approved as printed with additions.

**CARRIED**

**5. New Business**

**i) Financial Task Group Request**

**Moved by** Liz Dillman

**Seconded by** Mary Phillips

That Kincardine United Church Council approves the Financial Task Group's request to conduct a timely experimental legacy giving contact (request).

**CARRIED**

There was a discussion around the word “experimental” in the motion, however, Gord Dunbar explained to Council that it is truly an experiment which was an idea that came out of the webinar about legacy givings.

**ii) Capital Projects (Administration)**

- a) Ralph Knowles shared that he had contacted 3 or 4 different people about the light bulbs and the ceiling fans, but had decided that Pollock Electric would be the best choice as they have had experience working in other churches. Ralph Knowles went on to say that the job would be expensive as scaffolding would need to be erected to reach the fans and some of the lights. The cost would be between \$2000 and \$3000 to have this done. Also, Ralph Knowles said that it may be an issue sourcing the 150 watt LED light bulbs. Pollock Electric will be looking into an incentive program. Jack Nancekivell added that the cost could be covered by the maintenance budget and it was mentioned that this cost could potentially be covered by a donation. Jack Nancekivell continued by saying that having this job done could potentially help with lowering the electric bills.
  
- b) Ralph Knowles discussed the automatic door and a company named Fisher Glass would be able to install it. Liz Dillman mentioned that the grant money for this project has been received and it has to be used before April 2021. Liz Dillman went on to say that she tried to get an accessibility grant, however, the cut-off date did not allow enough time to apply.
  
- c) A discussion of the heating and ventilation system occurred. Kincardine United Church currently has heat pumps and electric coils as back up. Edward Fuels has provided a quote of under \$20000, but with the electric coils, it would be over \$20000 to replace the heat pumps. Ralph Knowles will be getting a quote from Montgomery Comfort in Port Elgin next week. There is a grant called “Faithful Footprints” which can cover 50% of the cost. To replace the two heat pumps will cost about \$40000. The heat pumps could cost a lot in the future to maintain. Solar panels were discussed as a source of heating, however, Gord Dunbar shared that the cost of this type of project would be upwards of \$350000. Ralph Knowles felt that the church’s roof would not accommodate the weight of the panels. There was also a discussion about natural gas. Gord Dunbar shared how fossil fuels can affect the environment negatively and the United Church of Canada advocates for protecting the environment. However, after a fulsome discussion, it was decided that Administration, the Trustees, and the chairperson would go ahead and apply for the gas pipelines since there is a deadline (August 1<sup>st</sup>, 2020). Even if Kincardine United Church chooses not to go with natural gas, putting the pipeline in now will save a great deal of money. If the church waits until 2022 (the next time for sign up), it will cost a lot more. This decision needed to be made this evening because of the deadline. More discussion on this topic will happen at future meetings. Rod Coates asked that a proposal be brought forward by Administration and the Trustees to Council with the recommendations for heat sources. Rod Coates thanked the Administration Committee, especially Ralph Knowles and Jack Nancekivell for their work

on this project. Rod Coates continued by saying that he appreciates all of the work going on behind the scenes.

## **6. Other Business**

### **i) Planned Giving Programme**

Gord Dunbar spoke about the Planned Giving Programme from the webinar that Dave Jagger offered. It was decided that the Financial Task Group would be empowered to form a small group to work on this project. As well, Rod Coates suggested that it would be helpful if the Financial Task Group would create terms of reference so everyone knows what their goals and responsibilities entail. Gord Dunbar offered to take this information back to the Financial Task Group. Rod Coates added that this has been a most unusual year so things do take time to accomplish.

### **ii) Request**

Judy Zarubick shared a request that came in asking if the church would be willing to consider letting the schools use the space for extra classrooms. Rod Coates suggested that we wait until we are approached by the school board. Donna Mowry reminded Council about the other agencies who use the space. Jack Nancekivell was concerned that this could be a huge liability for the church. Donna Mowry stated that the school board would bring insurance along with them. Liz Dillman added that the school board may also bring along their own cleaning staff. Gord Dunbar mentioned that the group to meet to discuss re-opening of the church will be able to discuss this topic.

### **iii) Face Coverings**

There was a discussion around wearing masks in Reopening Ontario Phase 3 and Liz Dillman mentioned that it will be more difficult for people with hearing issues and they will not be able to read lips as speakers are presenting. Gord Dunbar stated that he is concerned about not being able to sing at church as this causes a high transmission of germs. Rod Coates felt that this will be discussed by the re-opening group that has been established.

## **Adjournment**

Having no other business to discuss, Rod Coates ended the meeting at 8:40 p.m.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: September 1<sup>st</sup>, 2020

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Signature of President

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Signature of Secretary

**KINCARDINE UNITED CHURCH COUNCIL MEETING  
Wednesday, September 2<sup>nd</sup>, 2020**

The Council of Kincardine United Church was called to meet on September 1<sup>st</sup>, 2020 via the Zoom Platform at 7:00 p.m. but the meeting was interrupted by a power outage. Council continued the meeting approving the agenda (Item #4) on September 2<sup>nd</sup>, 2020.

**PRESENT**

<b>Chairperson</b>	Rod Coates		
<b>Programme</b>	Judy Zarubick	<b>Financial Task Group</b>	Barry Schmidt
<b>Administration</b>	Donna Mowry Jack Nancekivell	<b>Ministry and Personnel</b>	Mary Phillips (on September 1 <sup>st</sup> )
		<b>Membership and Mission</b>	Charles Ludlow
<b>Council Secretary</b>	Angela Hazlewood	<b>Regional Council Representatives</b>	Marion Boyd Emily Perry
		<b>Regrets</b>	Liz Dillman Mary Phillips (on September 2 <sup>nd</sup> )
<b>Minister of Word, Sacrament, and Pastoral Care</b>	Gord Dunbar		

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

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it at 7:03 p.m. on Tuesday, September 1<sup>st</sup>, 2020.

Rod Coates went on to acknowledge the land and he let Council know that what he has shared is adapted from Gary Clark, WOW AOL, and modified with Saugeen Wesley AOL:

“We acknowledge that we are gathered on the traditional territory of First Nations people who have lived on this land and by these waters. We are gathered as a non-Indigenous community of faith on the traditional territory of the Saugeen Ojibway Nation, and acknowledge their stewardship through the ages. We acknowledge that we who are the newcomers to this land have gained so much and our gain has come at a great cost to these peoples. We also acknowledge that we have gained much by the racist systems that have benefited those who are white, Christian, and heterosexual. Our acknowledgement of the land and of the sin of racism is only the beginning of our journey toward reconciliation with the First Nations of this land and all who have felt belittled in this culture. Our words must now be followed up with action.”

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

Rod Coates began by saying, “As I light this candle I recall the story of the guy who wanted to buy a candle holder but the store didn't have one. So he bought a cake instead.

We walk together now as a Pentecost people. Let this candle remind us once again of the presence of the Holy Spirit as embodied by Pentecost, our guiding light. We do not walk our journey alone. Amen.”

**3. Devotion (Gord Dunbar)**

Gord Dunbar shared that he is thinking a great deal about children going back to school. He offered a prayer about back to school which came directly from the United Church of Canada’s website.

**[BREAK- Meeting paused due to power outage at 7:12 p.m.]**

**[Resumed the meeting here at 7:02 p.m. on Wednesday, September 2<sup>nd</sup>, 2020].**

**4. Approval of Agenda**

**Moved by** Donna Mowry

**Seconded by** Emily Perry

That the agenda be approved as printed with one change.

**CARRIED**

**5. Financial Task Group (Barry Schmidt)**

Barry Schmidt began by thanking the Financial Task Group for all of the work that they have done. He especially mentioned Mary Phillips who had put the Memorial, Planned Legacy & Designated Gifts Policy together.

Barry Schmidt discussed the various recommendations which had been submitted to Council (Attachment

#1). Barry provided various examples, and there was much discussion about the work of the group. As a cost saving initiative, the group did recommend (and it has been implemented) that the heaters in the balcony will not be used on a regular basis, and will be turned on only as the need arises. The group also recommended applying for a hydro rebate of 31.8% which was received.

The topic of fundraising was also mentioned by Barry Schmidt, however, with the closure of the church this type of endeavour has been put on hold.

Barry Schmidt presented a draft Memorial, Planned Legacy & Designated Gifts Policy and asked if Council would approve it. After a fulsome discussion, it was decided that although the policy is well written, more work on it is needed to be done to line up with the policies and procedures that Kincardine United Church already has on memorial gifts. Rod Coates offered to meet with Mary Phillips to make some revisions to the draft policy. The policy will be brought back to the October Council meeting. A discussion ensued around the wording for insurance and wills in case a particular church closed, who would be the heir or successors? Marion Boyd cautioned Council about the fact that lawyers may have information about legacy planning, but they are unable to recommend charities. It was also discussed that many people are in “death denial” and may not want to talk about legacy planning. Kincardine United Church must be mindful of this and proceed cautiously.

Lastly Barry Schmidt shared that the Financial Task Group would like to form a committee to ensure the Items in the Memorial, Planned Legacy & Designated Gifts Policy will be actioned. He went on to say that Mary Phillips and Gregg McClelland have volunteered to be on this committee. The Task Group would like to recommend other volunteers for this committee.

**Moved by** Donna Mowry  
**Seconded by** Marion Boyd

That the Financial Task Group appoint Mary Phillips and Gregg McClelland as members of the Memorial, Planned Legacy & Designated Gifts Committee and be empowered to bring more names forward to Council for appointment. **CARRIED**

It was discussed that in the future, a workshop could be planned to let members of Kincardine United Church know about legacy planning using the resources from Dave Jagger.

Rod Coates thanked Barry Schmidt and the Financial Task Group for all of the great work that has been done thus far. It was brought up that Barry Schmidt’s nephew is doing a great deal of work for the church free of charge and that there may come a time that the church needs to reimburse him for this work. Barry Schmidt felt that would be unnecessary at this time. Gord Dunbar praised Barry Schmidt for his

creativity and his inspiring, out-of-the box thinking.

Jack Nancekivell reminded Council about how important it is to recognize the service of people and how significant certificates of appreciation can be.

**Please see Attachment #1**

6. **Approval of the June 2nd, 2020 Meeting Minutes**

**Moved by** Donna Mowry

**Seconded by** Judy Zarubick

That the minutes of the June 2<sup>nd</sup>, 2020 meeting be approved as printed.

**CARRIED**

**Approval of the July 14<sup>th</sup>, 2020 Meeting Minutes**

**Moved by** Donna Mowry

**Seconded by** Judy Zarubick

That the minutes of the July 14<sup>th</sup>, 2020 meeting be approved as printed.

**CARRIED**

7. **Business Arising from June 2<sup>nd</sup> Meeting Minutes**

i) **Consensus Decision Making** (Rod Coates)

Rod Coates discussed this model and how well it has been working for regional Council meetings. Instead of motions, proposals are presented. The chair seeks consensus. In this Council meeting, Council is only approving accepting this model, but other facets of it will be worked out in future meetings such as the threshold for agreement. It is the idea that there may not be a 100% agreement on a decision made, however, it is hoped that a decision can be made where some people may not agree with it totally, but can “live” with the results and support the decision. Judy Zarubick explained that motions are based on parliamentary rules, whereas proposals allow for more discussion, are more flexible, more dynamic, and allows for more fluidity in a meeting. Changes can be made to proposals. E-mail votes will be still be done as needed. Rod Coates also shared the idea that a shared drive will be created in order to house all of the documents needed. Documents will continue to be e-mailed out for a period of time until this new model is fully implemented.

**Moved by** Marion Boyd

**Seconded by** Emily Perry

The proposal is that Kincardine United Church Council adopt the consensus model for decision-making.

Rod Coates declared this proposal approved by consensus.

**PASSED**

ii) **Church Re-opening Plan** (Church Re-opening Working Group-Rod Coates)

Rod Coates thanked everyone in this group for the work that has been done. The group is comprised of Rod Coates, Gord Dunbar, Mary Phillips, Ralph Knowles, Judy Zarubick, with Liz Dillman as resource to the group. The amount of people in the church is recommended as only 30% capacity, however, that would be upwards of 140 people approximately. Gord Dunbar measured the space and came up with the number of 72 to allow for physical distancing. It is guessed that there may only be a small group of people that will want to return to church and others will continue viewing the live-streaming which is continuing. If the church begins to reach capacity, a discussion will need to happen as to how this will be handled.

Judy Zarubick stated that in her opinion, the Re-opening plan is excellent and everyone who created it, deserves a pat on the back! Gord Dunbar did mention that moving items around in the sanctuary, ensuring there is proper signage, and cleaning materials available took a great deal of extra work. Since Gord Dunbar is going on vacation, he wanted to ensure that there would be something in the announcements, the announcement would be part of the slide show in the Sunday streamed service, an e-mail would go out to the members, it would go on the website, and that staff would be informed of this decision of re-opening. The Office Coordinator, Sarah MacKenzie, would like to continue working at home, but when she does return, the office door may need to be kept locked and a washroom will need to be designated for her use only. Rod Coates offered to speak with Sarah MacKenzie and David Hamilton.

The proposal is that Kincardine United Church Council adopt the recommendations of the Church Re-opening Working Group plan.

Rod Coates declared this proposal approved by consensus.

**PASSED**

iii) **KUC Minutes Procedure Update** (Rod Coates)

Rod Coates had e-mailed the changes out to Council members for review.

The proposal is that Kincardine United Church Council approve the updated Meeting Minutes Procedure (6.1) as presented.

Rod Coates declared this proposal approved by consensus.

**PASSED**

**Please see Attachment #2.**

**8. Committee/Group Items for Council**

i) **Programme** (Judy Zarubick)

When the lights are changed and the fans are cleaned in the Sanctuary, Judy Zarubick asked if the large speaker hanging by chains be removed at the same time since it has not been used since the purchase of the new sound system. Donna Mowry will let Ralph Knowles know of this request.

Judy Zarubick went on to mention that new AV instructions have been developed and will be put in the Procedure Manuals and a new Covid-19 Communion Protocol will go to Programme for approval next week.

Judy Zarubick continued by letting Council know about the weddings that Gord Dunbar has been asked to conduct:

- Vanessa Lynn Koepke and Nikhil Sharma to be married at the Listowel Golf and Country Club on Saturday, October 2<sup>nd</sup>, 2020 at 3:30 p.m.
- Shannon Lee Deschambault and Lee Gregory Wessels were originally to be married on March 28<sup>th</sup>, 2020, but because the pandemic was declared, they have postponed the wedding out of consideration for their guests. (Gord Dunbar will contact them to get them to think about what they wish to do).
- David (Dave) Merrill Watt and Grace Linda (Lin) Lyons were going to get married this year but will be postponing until next spring. They hope to get married in their backyard.

Wedding Judy Zarubick has been asked to conduct:

- Donald Albert Marsden and Christine Brenda Perras hope to be married on October 10, 2020 on Island 2434, Town of North Eastern Manitoulin and the Islands.  
The proposal is that Kincardine United Church approve the above weddings and dates.

Rod Coates declared this proposal approved by consensus.

**PASSED**

ii) **Administration** (Donna Mowry)-To increase the Honorarium of the Envelope Steward

The proposal is, on the recommendation of the Administration Committee, Council to approve the increase to the Envelope Steward's Honorarium to \$1500.00 effective as of September 1<sup>st</sup>, 2020.

Rod Coates declared this proposal approved by consensus.

**PASSED**

iii) **Ministry and Personnel** (Mary Phillips)

Because the Custodian, Dave Walker is retiring, Council wondered if someone would be getting him a gift and recognizing all of the work that he has done. It was agreed that a gift from the congregation

be appropriate and \$100.00 would be the amount used to purchase a gift. A few members of Council, members at large, Charles Ludlow, people from the congregation would present the gift to Dave Walker. Donna Mowry, Ralph Knowles, and Pam Plagos will purchase a gift for Dave Walker from the congregation. The excellent video that Gord Dunbar created in recognition of Dave Walker's retirement was discussed. Gord Dunbar suggested that a video be made when the gift is presented to Dave Walker.

Mary Phillips was not able to attend the rescheduled meeting (September 2<sup>nd</sup>), however, this is her written report: Mary Phillips shared that because of COVID-19, the staff reviews for 2019 were not completed in person – they were done either by phone or by Zoom. This year most staff were positive in their working relationship, and the Ministry and Personnel Committee have no suggestions to bring forward to Council. The annual staff reviews are very beneficial to ensure all staff have good working relationships with their direct contacts. As for the current year, the committee feels that the staff have adjusted well to the changing environment. The committee is trying to stay connected with the staff to ensure any changes are managed to ensure there is minimal impact on the staff. Mary Phillips continued that the committee is proud of the way the church staff, the Council, and the congregation have handled the COVID threat. Mary Phillips praised everyone by saying: "Good work."

## **9. Treasurer's Report**

The financial report had been shared via e-mail and no discussion took place.

## **10. Correspondence (Angela Hazlewood)**

- i) Thank you card from the Kincardine Food Bank for \$240.00.
- ii) E-mail to Gord Dunbar and Angela Hazlewood (Rod Coates was copied).  
Krista Ritchie sent an e-mail regarding the large amount of announcements about COVID-19. Rod Coates thanked Krista Ritchie for her feedback and agreed that there could be a great deal of COVID fatigue and that this could be changed. Gord Dunbar responded and also thanked Krista Ritchie for the feedback and said he would ask Sarah MacKenzie to make the change to remove some of the announcements and put COVID-19 resources/information in a central spot on the website. Angela Hazlewood again thanked Krista Ritchie for her feedback and thanked Gord Dunbar for actioning this enquiry.

## **11. Other Business**

The Consensus Decision Making model is important and Council can look at other ways to streamline this new way of doing business and Rod Coates will be working on some ideas prior to the October Council meeting.

**12. New Business**

None to discuss.

**Adjournment**

Having no other business to discuss, Rod Coates ended the meeting at 8:57 p.m. Rod Coates stated that he appreciates that Gord Dunbar took an extra day from his vacation time for this re-scheduled meeting and perhaps needs to tack on an extra day of vacation.

Gord Dunbar ended the meeting with prayer.

NEXT COUNCIL MEETING is: October 6<sup>th</sup>, 2020

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Signature of President

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Signature of Secretary

## Attachment #1

### **Financial Task Group Recommendations**

The Financial Task Group was formed at the Annual Congregational Meeting in December 2019. Members of the group are: Barry Schmidt, Gregg McClelland, Randy Norris, Donna Mowry, Mary Phillips, Jack Nancekivell, and Gord Dunbar.

#### **Purpose**

The purpose of the Financial Task Group was to plan for the future fiscal health of Kincardine United Church and bring recommendations to Council.

#### **Recommendations**

1. A Planned Legacy Gift Policy be created and approved to provide guidelines for the types of gifts which can be accepted, and a method for accepting them.
2. A Legacy Giving Committee be established. The committee is to be responsible for all work with planned legacy giving as outlined in the Policy above.

Note: The Financial Task Group sponsored a Planned Legacy Giving Webinar in June 2020, and initiated a project to contact members/adherents of the church community ensure people are educated in ways that legacy giving can be completed. One of the initial functions of the Legacy Giving Committee will be to continue the education of the church community.

3. Initiate/continue ongoing dialogues with area churches as to sharing resources and amalgamating wherever advantageous
4. Ensure a Stewardship Campaign is completed on a regular basis.

Note: A stewardship campaign is currently scheduled for fall 2020, and will include recommendations from the Financial Task Group.

5. Increase (or continue) the church's presence in the social media world.

Note: The Programme committee has been informed

6. An Energy Audit of the church was completed. Several recommendations have been implemented. Additional suggestions are being considered by the Property/Administration committee.
7. Budget constraints – Council should emphasize to all Council committees that a budget proposal does not mean that you have to spend the funds proposed in the budget prior to year-end if not required.
8. Short-Term Fundraising – Fundraising can be beneficial to the congregation in terms of spiritual growth and companionship, as well as for financial gains. Council should request members of the congregation to think about ways to fundraise, and encourage members to take ownership of their ideas.
9. Larger Fundraising Projects – Ensure the congregation is aware of any big projects which will be required in the future. Fundraising for the project could be initiated by the most applicable committee.

## Attachment #2

### **6.1 Meeting Minutes**

Purpose: This procedure describes the management of meeting minutes created by/for Kincardine United Church. It outlines the requirements for the creation, approval, filing/storage, and archiving of these church records.

The statements in this procedure describe best practices for meeting minutes with respect to the United Church of Canada, and generally accepted, guidelines for creating and preserving records.

#### **1. Creation & Posting**

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

#### **2. Review**

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

#### **3. Approval**

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

#### **4. Filing & Distribution**

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

#### **5. Archiving**

- a. At an interval determined by Kincardine United Church Council, but not greater than ten (10) years, all official (approved) copies of Kincardine United Church minutes will be transferred to the designated Archives repository.
- b. Prior to transfer to the Archives repository, an inventory of all records being transferred will be completed and approved by Kincardine United Church Council in accordance with archives

transfer protocol. This record of records transferred to Archives will be retained by Kincardine United Church.

- c. Electronic copies of all meeting minutes will be kept available at Kincardine United Church for reference purposes; a filing & retrieval system for all electronic copies will be maintained by the Church Office, in conjunction with a disaster recovery & backup strategy for said records.

## **6. References**

- a. The Manual 2019, the United Church of Canada, Section A5 (*Records*) & A6 (*Website Posting of Minutes and Decisions*)
- b. Minutes Inspection Checklist, United Church of Canada Archives
- c. Archives Transfer Form, United Church of Canada Archives Network

ADOPTED: June 2010

REVISED: September 2020

## Kincardine United Church Council Meeting

Tuesday, October 6<sup>th</sup>, 2020

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**Roster:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee), Angela Hazlewood (Council Secretary)

**Present:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Angela Hazlewood (Council Secretary)

**Regrets:** Jack Nancekivell

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The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, October 6<sup>th</sup>, 2020. Rod Coates called the meeting to order at 7:07 p.m.

### 1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it.

### 2. Acknowledging the Land (Rod Coates)

(Adapted from Gary Clark, WOW, and modified with Saugeen Wesley AOL):

Rod Coates shared: "We acknowledge that we are gathered on the traditional territory of First Nations people who have lived on this land and by these waters. We are gathered as a non-Indigenous community of faith on the traditional territory of the Saugeen Ojibway Nation, and acknowledge their stewardship through the ages". Rod Coates went on to say that "we acknowledge that we who are the newcomers to this land have gained so much and our gain has come at a great cost to these peoples. We also acknowledge that we have gained much by the racist systems that have benefited those who are white, Christian, and heterosexual. Our acknowledgement of the land and of the sin of racism is only the beginning of our journey toward reconciliation with the First Nations of this land and all who have felt belittled in this culture. Our words must now be followed up with action. We pray that the Holy Spirit breathe forgiveness, hope and love into all our relations and set us free from the ancient evil of bigotry".

In addition to this Acknowledgement of Land, Rod Coates asked Council to pray for the Saugeen Wesley Community of Faith on the loss of their historic church building by fire last week. This location was the site of the signing of the Treaty 72 of 1854, in a previous church, which ceded the Bruce Peninsula but along with retention of reserved lands, including lands still home to the Chippewas of Saugeen and the Chippewas of Nawash Unceded First Nation. Their loss is our loss.

### **3. Lighting of the Candle (Rod Coates)**

Rod Coates lit a virtual candle and in his usual pun making fashion said, he hopes he does not blow it! He went on to say, "In our journey together as a Pentecost people, let this candle remind us that we do not walk alone but always have the presence of the Holy Spirit as embodied by this candle, our guiding light. Amen".

### **4. Devotion (Gord Dunbar)**

Gord Dunbar read the book: *How Full is Your Bucket? For Kids*, by Tom Rath. He said that during the pandemic, we have changed our way of being, bearing a heavy strain and our "buckets" may be close to empty. Gord Dunbar went on to say that as a Community of Faith, it is our duty to fill up each other's "buckets" and thanked each and every one of us for all of our contributions to Kincardine United Church.

### **5. Consent Docket**

Rod Coates explained the use of the Consent Docket and how it is used to combine the approval of a group of items such as the agenda, previous month's minutes, and the proposals. Rod Coates asked if there were any questions or concerns about the consent docket items. Marion Boyd commented that having all of the items in the shared drive will put more responsibility on Council members to ensure they read and digest all of the information prior to the Council meeting. A few points of clarification were raised, after which Rod Coates declared the consent docket approved by consensus.

#### **Enabling Actions:**

1. That the Agenda be approved as amended.
2. That the minutes of the September 1<sup>st</sup> meeting be approved as amended.
3. That motions and proposals be written and given to the Secretary.

### **6. Business Arising**

- i) **Updated Special Memorial, Planned Legacy & Designated Gifts Policy & Procedure/ Follow-up to Financial Task Group presentation from September meeting (Rod Coates)**

Rod Coates and Mary Phillips worked together to integrate the previous

Memorial Gifts Policy and Procedure to incorporate the changes recommended by the Financial Task Group. Liz Dillman commented that a section needs to be added that states what will happen to extra funds, if the full amount is not needed for the project. Rod Coates will add a sentence that states what unused, excess funds will be allocated for by Council. Please see Attachment #1.

Mary Phillips wanted it noted in the minutes that the name of the committee formed for legacy giving would be re-named: "Planned Legacy Ministry Team" as it better conveyed their mission.

**Proposal:** Council to appoint Marion Boyd to the "Planned Legacy Ministry Team". Rod Coates declared this proposal approved by consensus. (Other members will be appointed at the November Council meeting).

It was also discussed that the energy audit that was listed in the summary by the Financial Task Group (Attachment #1) in the September 1<sup>st</sup>, 2020 Council Meeting minutes has been initiated, but has not been completed at this time.

ii) **Church Reopening/Revisit September meeting discussion in light of deteriorating COVID-19 provincial situation and current public health guidelines.** (Rod Coates)

A general discussion about the church's reopening ensued. It was decided at this time that the church would hold off on reopening and may wait until 2021.

Due to the demographic of the congregation and Council's duty of care, this seems to be the best course of action. Judy Zarubick spoke about the average number of households watching the live-streamed services and it is between 35 and 45 households. Judy Zarubick offered to look at who is logging in each time to try to determine who is missing and not watching the services.

At this time Liz Dillman reminded Council about the certificates of appreciation that she has and is waiting for all of the information. Gord Dunbar sent an e-mail to Jack Nancekivell to get all of the names needed in order to distribute them.

## 7. Committee Items for Council

i) **Programme** (Judy Zarubick)

**Proposal:** Judy Zarubick proposed that Council approve the wedding request that came to the Programme Committee that Gord Dunbar on behalf of Kincardine United Church conduct the marriage ceremony on Saturday, October 10th at 4:30 pm in their

backyard for Sadie Vanessa Shewfelt and Derek James Al. Rod Coates declared this proposal approved by consensus.

**ii) Administration (Donna Mowry)**

The Administration Committee approved the hiring of Stuart Metzger as the Kincardine United Church custodian for 15 hours per week starting on October 1<sup>st</sup>. This is an increase in hours from the previous custodian position, however, Stuart Metzger will be doing the snow removal as well.

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

Liz Dillman shared that she is hopeful that things are going well and will not need to ask the trustees for money for the general funds. Liz Dillman went on to ask for the budgets from the Programme and Administration Committees, as well as, the raises for staff from the Ministry and Personnel committee. It was discussed that the budget for 2021 would be rolled into the Annual General Meeting. Liz Dillman asked if these budgets could be sent to her by the end of October and suggested that it would be advantageous to have the numbers be reflective of what a “normal” year would look like. It was decided to have the Annual General Meeting/Approval of Budgets for 2021 after the service on December 13<sup>th</sup>. Marion Boyd suggested that Council give the congregation lots of advance warning to let them know that this is coming and how they can participate.

**9. New Business**

**i) 2020 Annual Meeting (Rod Coates)**

Since our Annual General Meeting planned for in April had been postponed, it was discussed when it would be held.

**Proposal:** It is proposed that the annual meeting and 2021 budget meeting be held on Sunday, December 13<sup>th</sup>, following the morning worship service.

Rod Coates declared this proposal approved by consensus.

Note: During the November Council meeting, we will arrange and work out the details of the Annual General Meeting for December 13<sup>th</sup>

**ii) Recommended Membership Changes (Rod Coates)**

**Proposal #1:** The proposal is that Council agrees that: The following persons are to be removed from the Kincardine United Church historic and current membership rolls:

1. Justine Catto (not part of life and ministry of KUC for >3 years)
2. Sarah Nagus (by request)
3. Tara Turlakis (by request)

Rod Coates declared this proposal approved by consensus.

Gord Dunbar clarified for Council that a person's name is not removed from the historic roll but their name remains in perpetuity. The roll information is updated to indicate the person is no longer a member, the reason why, and the date removed from membership.

## 10. Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:00 p.m.

Gord Dunbar led Council in prayer.

### Next Council Meeting:

- November 3<sup>rd</sup>, 2020

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Signature of President

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Signature of Secretary

## **Attachment #1**

### **3.1 Memorial, Planned Legacy & Designated Gifts Policy**

#### **PURPOSE**

To provide guidelines regarding memorial gifts, planned legacy gifts & designated gifts (hereafter referred to as gifts) directed to Kincardine United Church. Gifts must support the mission, vision and values of Kincardine United Church to ensure the interests and/or memory of the donor are taken into account.

#### **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.

The principles which govern any received or deferred gifts 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 or planned legacy 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 or its mission and enhance its primary needs.
- A record of all memorial or planned legacy 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. Any excess funds remaining from completed projects will be reallocated by Council.
- 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.
- Accepted gifts will be cost effective, will not entail undue liability to Kincardine United Church, and will be in accordance with the guidelines of the Canada Revenue Agency.
- The Planned Legacy Ministry Team is responsible for marketing planned legacy gifts and associated information, assisting potential donors, and making recommendations to council about the acceptance and disposition of gifts. The Planned Legacy Ministry Team shall freely consult as needed and make recommendations to Council as required.
- The final decision about accepting and declining all gifts lies with Council. Gifts which can no longer be used may be retired at 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 January/February to all persons making a donation in excess of \$20 in the previous calendar year.
- Appropriate thanks and recognition are to be given to donors in a timely, personal and sincere manner.

### **Acceptable Gifts**

Kincardine United Church may accept both immediate and deferred gifts from donors.

An **immediate** gift refers to any gift which can be spent immediately or invested such as:

- a contribution of cash;
- memorial gifts;
- gifts of publicly traded securities;
- gifts in kind, including property.

**Deferred** gifts are those whose intention to be given has been made, but where the gift has not yet been received. Examples are:

- bequests;
- life insurance policies;
- proceeds from RRSP's and RRIF's and TFSA's;
- gifts of residual interest in real property,
- the residue annuities and charitable remainder trusts;
- gifts of securities and endowments and other restricted funds.

ADOPTED: 2009

REVISED: Sep 2020

### **5.1.1 Memorial, Planned Legacy & Designated Gifts Procedure**

**PURPOSE:** To provide instructions regarding the recognition of memorial gifts, planned legacy gifts & designated gifts (hereafter referred to as gifts) directed to Kincardine United Church.

#### **5.1.1.1 Types of Gifts**

##### **1. Cash Gifts**

###### Memorial Donations

How they are handled:

- a. Via Funeral Home (usually by cheque)
    - i. Funeral Home notifies Church Office Coordinator who notifies Envelope Steward to process
    - ii. Church sends donor a thank-you note
    - iii. Envelope Steward issues tax receipt to the donor in January/February
  - b. Via Church (Cash/Cheque or E-transfer, etc.)
    - i. Church Office Coordinator notifies Envelope Steward to process
    - ii. Church sends donor a thank-you note
    - iii. Envelope Steward issues tax receipt to the donor in January/February
- Money goes into General Funds unless otherwise specified by donor.

### Designated Gifts

How they are handled:

- a. Council will maintain a wish list of approved projects to which donations may be made (i.e., “designated gifts”).
- b. Council will receive notification of designated gifts, either through the church office (Office Coordinator) or the Envelope Steward.
- c. If sufficient donations have been made to fully fund the project, Council will assign responsibility for implementation and the project will be completed.
- d. 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.
- e. 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.
- f. Treasurer maintains a separate accounting line entry for each special project.
- g. Envelope Steward issues tax receipt to the donor in January/February

### Bequests

How they are handled:

- a. Church is notified that it is a named beneficiary of an estate.
  - b. 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)
  - c. 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.
  - d. Envelope Steward issues tax receipt to the donor’s estate in January/February
- 2. Gifts of Publicly Traded Securities** – Kincardine United Church will accept gifts of securities with the understanding that they will be liquidated as soon as possible. A tax receipt will be issued for the liquidated amount of the gift. Such gifts may take place through the United Church Foundation.
- 3. Gifts of Life Insurance** – A gift of life insurance may be made to Kincardine United Church by:
- a) Naming Kincardine United Church as primary or successor beneficiary of the proceeds of a current or new life insurance policy, where the donor maintains ownership of the

policy. In this case, a tax receipt for the proceeds will be issued to the donor's estate at time of death.

- b) Transferring the ownership of a current or new revocable or irrevocable life insurance policy to Kincardine United Church on which the premiums are paid up and which names Kincardine United Church as primary or successor beneficiary of the proceeds. In this case a tax receipt will be issued at time of transfer of ownership to the donor for the current value of the policy. No receipt is issued at time of death.
- c) Transferring the ownership of a current or new revocable or irrevocable life insurance policy to Kincardine United Church on which premiums remain to be paid and which names Kincardine United Church as primary or successor beneficiary of the proceeds. In this case a tax receipt will be issued to the donor at time of transfer of ownership for the current value of the policy. Each year, a tax receipt will be issued to the donor for the amount of premiums paid by the donor. No receipt is issued at time of death.

In the case that a life insurance policy is owned by Kincardine United Church and the donor is no longer able or willing to pay the premiums, Kincardine United Church may choose to either pay the premium or cash in the policy.

Kincardine United Church may choose to accept gifts of life insurance policies with the assistance of The United Church Foundation.

**4. Charitable Gift Annuity** – Kincardine United Church is only permitted to be the beneficiary of gift annuities issued through the United Church or re-insured gift annuities.

**5. Gifts in Kind** – Gifts in kind may be made to Kincardine United Church, such as art work, jewelry, objects of historical, religious, or utilitarian value, etc. The following guidelines pertain to Gifts in Kind:

- a) The donor shall be responsible for securing and funding a qualified, current appraisal of the gift.
- b) Kincardine United Church may request its own independent appraisal and in that case will be responsible for all related or associated costs.
- c) Kincardine United Church shall review other factors, including marketability and other dispensation considerations, current use, and other types of risk, to ascertain that acceptance of the gift would be in the best interests of Kincardine United Church.

**6. Gifts of Real Estate**- Gifts of real estate may be made to Kincardine United Church. The following guidelines pertain to gifts of real estate:

- a) The donor, including living individuals and Estates, shall be responsible for securing and funding a qualified, current appraisal of the property, which may include a Phase 1 Environmental Assessment. Non-residential property must be valued by an independent qualified appraiser, at the donor's expense.
- b) Kincardine United Church may request its own independent appraisal and in that case, will be responsible for all related or associated costs.
- c) Kincardine United Church shall ensure there is clear title to the property. If clear title is not possible, other alternatives may be discussed with the donor, or his/her legal representative, to allow the gift to be made.

- d) Kincardine United Church shall review other factors, including zoning restrictions, marketability and other dispensation considerations, current use, cash flow, and other types of risk, to ascertain that acceptance of the gift would be in the best interests of Kincardine United Church.
- e) Kincardine United Church shall consider all appropriate environmental conditions, which may include an environmental assessment by an outside source where deemed necessary, and accept the property only if: it contains no toxic substances; they are removed or other remedies taken to ensure that Kincardine United Church assumes no liability whatsoever, or the environmental assessment is acceptable to Council.

**7. Gifts of Residual Interest** –Kincardine United Church will accept gifts of residual interest. These gifts will be valued based on “discounted value” as determined by actuarial calculations provided by Canada Revenue Agency and receipted accordingly.

Donors making gifts of residual interest in real estate shall be responsible for real estate taxes, insurance, utilities and all other expenses relating to the care and maintenance of the property after transferring title unless otherwise agreed in consultation with the Legacy Giving Committee and Council.

Kincardine United Church reserves the right to review any insurance coverage and to inspect the property from time to time to assure that the Kincardine United Church’s interest is properly safe guarded.

**8. Charitable Remainder Trusts** -Kincardine United Church accepts gifts of charitable remainder trusts. These gifts will be valued based on “discounted value” as determined by actuarial calculations provided by Canada Revenue Agency and receipted accordingly.

The minimum to establish a trust is \$100,000.

The trust agreement shall be drafted and reviewed by the donor’s own legal counsel prior to being reviewed and agreed to by Kincardine United Church.

#### **5.1.1.2 Controversial Gifts**

We recognize that there is the potential for controversy with the acceptance of gifts from certain individuals, foundations, businesses or corporations. Therefore, Kincardine United Church reserves the right to refuse any gift. Kincardine United Church reserves the right to refuse to issue a charitable receipt if it is determined the gift does not meet the charitable donation criteria and regulations as defined by Canada Revenue Agency.

Due diligence should always be exercised prior to acceptance of gifts. In addition to ensuring that acceptance of a gift is in keeping with the mission, vision and values of Kincardine United Church, those discussing potential controversial gifts are to use the following ethical framework for decision making. A recommendation about accepting a controversial gift will be presented to Council for final discussion and a decision to either accept or reject the gift.

#### **5.1.1.3 Ethical Framework Guidelines for decision making on Controversial Gifts-**

- a) Is the gift in accordance with Canada Revenue Agency guidelines?

- b) Is there agreement between the donor and Kincardine United Church as to the intent of the gift?
- c) Will accepting the gift further the mission, goals and objectives of Kincardine United Church?
- d) Will the gift encourage/discourage others to consider a gift?
- e) Will public perception of Kincardine United Church be strengthened by acceptance of the gift?
- f) Is acceptance of the gift consistent with other Kincardine United Church fundraising activities and Kincardine United Church's Investment Policy?
- g) What are the potential liabilities associated with accepting the gift?
- h) Will the gift require ongoing maintenance/management and who is responsible for those costs?
- i) Is this effort worthwhile considering the value of the gift?
- j) Is this a joint gift that involves another charity?

#### **5.1.1.4 Declining a Gift**

In the event the decision is made to decline a gift, the reasons for doing so must be fully explained in writing to the donor or the donor's representative as soon as possible, but no later than 60 days from the date on which Kincardine United Church received detailed information in writing concerning the proposed gift.

#### **5.1.1.5 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: Sep 2020

## Kincardine United Church Council Meeting

Tuesday, November 3rd, 2020

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**Roster:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee), Angela Hazlewood (Council Secretary)

**Present:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee), Angela Hazlewood (Council Secretary)

**Regrets:** Charles Ludlow (Membership and Mission)

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The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, November 3<sup>rd</sup>, 2020. Rod Coates called the meeting to order at 7:15 p.m.

### 1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it this evening.

### 2. Acknowledging the Land (Rod Coates)

(Adapted from Gary Clark, WOW, and modified with Saugeen Wesley AOL):

Rod Coates shared: “We acknowledge that we are gathered on the traditional territory of First Nations people who have lived on this land and by these waters. We are gathered as a non-Indigenous community of faith on the traditional territory of the Saugeen Ojibway Nation, and acknowledge their stewardship through the ages”. Rod Coates went on to say that “we acknowledge that we who are the newcomers to this land have gained so much and our gain has come at a great cost to these peoples. We also acknowledge that we have gained much by the racist systems that have benefited those who are white, Christian, and heterosexual. Our acknowledgement of the land and of the sin of racism is only the beginning of our journey toward reconciliation with the First Nations of this land and all who have felt belittled in this culture. Our words must now be followed up with action. We pray that the Holy Spirit breathe forgiveness, hope and love into all our relations and set us free from the ancient evil of bigotry”.

### 3. Lighting of the Candle (Rod Coates)

Rod Coates lit a virtual candle and said, “As I light the virtual Christ candle this evening, let

us remember that this votive candle means we have all elected to be present together this evening, collectively casting our lot to conduct the necessary business of this governing body of Kincardine United Church.

This candle embodies the light and warmth of God's love, something which often times seems distant as we approach our dark and cold winter. Let this candle keep us ever mindful of God's gifts of light and love. Amen".

#### **4. Devotion (Gord Dunbar)**

Gord Dunbar started the devotion by talking about the U.S. election and how Trump will react. Will there be redemption, forgiveness, and transformation? Gord Dunbar referred to Acts: Chapter 9, the Road to Damascus, as well as, some other verses in the Bible. Gord Dunbar spoke about Cameron Trimble who is a pilot, entrepreneur, ordained pastor, CEO of Convergence (a not-for-profit made up of subsidiary companies and organizations focused on organizational transformation), and a Lead Senior Consultant. Cameron Trimble speaks about the idea that we are called to love our enemies, but this is not an easy task. Speaking about the U.S. election, Cameron Trimble says. "No matter the outcome, all of us will lose if we let this election divide us further. While much is on the line, we must not sacrifice our clarity of God's call to love one another." Another quote from Cameron Trimble is, "We must not lose perspective, especially as people of faith. We are called to love our neighbors, especially those with whom we disagree". Gord Dunbar finished his devotion by leading Council in prayer.

#### **5. Consent Docket**

##### **A. Enabling Actions:**

1. That the Agenda be approved as amended.
2. That the minutes of the October 6th meeting be approved as amended.
3. That motions and proposals be written and given to the Secretary.

##### **B. Legacy Giving Ministry Team Appointment**

1. That the Council name Rod Michelson as a member of the Legacy Giving Ministry Team.

Rod Coates declared this consent docket approved by consensus.

#### **6. Business Arising**

##### **i) Annual General Meeting Proposal #1 (Rod Coates)**

The proposal is that Kincardine United Church Council:

1. Agree to hold the December 13<sup>th</sup>, 2020 congregational meeting online (via the Zoom platform).
2. Allow preliminary practice sessions to encourage participation by those not already connected via Sunday live streaming.
3. Prepare the 2021 budget for approval at the December 13<sup>th</sup> meeting.
4. Present and approve the 2019 KUC annual report and nominations.

Rod Coates declared this proposal approved by consensus.

It was discussed that there would be the ability to ask questions and a time to for the congregation to practice for those who may not be familiar with the Zoom platform. Liz Dillman suggested that participants who do not have a computer will be able to call in by phone. Rod Coates commented that everything on the agenda will need to be read as some people may call in and will only be able to listen and will not see the shared screen. It was decided that this meeting would need to be advertised and a notice of the meeting will be mentioned by Gord Dunbar during the Sunday services. A working group would be created to figure out some of these details. Judy Zarubick offered to examine all of the options. A nominations list will need to be created. Rod Coates will ask the standing committees for updated lists and will put a draft agenda together with Angela Hazlewood. Judy Zarubick will work out the technical issues with Zoom.

Rod Coates declared this proposal approved by consensus.  
(Please see Attachment #1 for the proposal in its entirety).

**ii) Attendees at KUC's Zoom Worship Services Update (Judy Zarubick)**

Judy Zarubick's report is as follows:

October 4<sup>th</sup> – 43 households logged on and from using participant poll responses from October 11<sup>th</sup>, 25<sup>th</sup>, and November 1<sup>st</sup>, it is estimated that 62 persons viewed the Zoom service with 5 households without information. As of November 3<sup>rd</sup>, YouTube has 18 views.

October 11<sup>th</sup> – 36 households logged on with 46 persons watching, by poll responses with 6 households not responding. As of November 3<sup>rd</sup>, YouTube had 23 views.

October 18<sup>th</sup> – Western Ontario Waterways Celebration Ministries Service gave no information as to how many of our people watched the service.

October 25<sup>th</sup> – 38 households logged on with 61 persons watching, by poll responses with 5 households not responding. As of November 3, YouTube had 17 views.

November 1<sup>st</sup> - 38 households logged on with 53 in attendance, by poll responses with 2 households not responding. As of November 3<sup>rd</sup>, YouTube had 8 views.

**iii) Church Closure to Continue (Verification) (Gord Dunbar)**

After a fulsome discussion it was decided that Kincardine United Church would remain closed to public at this time. A discussion continued about Lynn Broughton entering the church as David Hamilton's student and to practice. Safety precautions have been put into place to allow this to happen. It was determined that from time to time people will need to come in for various reasons especially for maintenance requirements. Safety protocols will always be followed. Judy Zarubick and Liz Dillman will continue to be the Booking Facilitators and will make decisions as necessary. Judy Zarubick and Liz Dillman will seek support from Council if at any time it seems prudent. "The Kincardine United Church Facility Use Policy and Procedures" along with the COVID-19 and re-opening policies will continue to be followed.

During this time of the meeting, Gord Dunbar also spoke about "Worship around Singing, Communion, and other Leadership Additions". Gord Dunbar conveyed that while singing people will be 5 metres apart to ensure that respiratory droplets fall to the floor and do not get near another person. Gord Dunbar continued by saying that he checked with Public Health and there is a low risk as everyone is properly physically distanced and even farther away from one another during singing. It was added that no microphones are shared. Liz Dillman suggested that when guest speakers are invited that we ask them what they are comfortable with.

## **7. Treasurer's Report (Liz Dillman)**

Liz Dillman shared that the General Fund Givings are up \$700.00 in comparison with the same time last year, and the 2019 deficit was \$42,000.00 this time last year compared with a \$3500.00 surplus now. Liz Dillman spoke about increases in budgets. For Programme, there will be an increase of \$500.00 due to licences which includes Zoom, hymns on the screen for streaming, and a license for showing movies in the church. However, due to the pandemic, the license has been extended to March 2021. The Membership and Mission budget has decreased about \$200.00 due to money allocated for name tags and poinsettias. Rod Coates suggested that budgets may be lower as some social gathering events will need to be cancelled. However, Liz Dillman responded that committees were asked to budget for a "normal" year. There were ideas given for delivering kits to make pancakes along with a zoom session as an example of a different way of creating events. The Administration budget has an increase of about \$1800.00 because of on-going maintenance which cannot be avoided. Liz Dillman went to say that the National Assessment has decreased and there may be some savings with insurance. The Mission and Service target appears that it will be met. Furthermore, Liz Dillman continued by stating that the Memorial Donations have been quite large this year. Gord Dunbar shared that when the time came to replace his personal laptop the church would have originally been required to do that, however, because he has purchased a more expensive laptop, a laptop budget is not needed at this time. Gord Dunbar has chosen to pay for it himself.

### **Closing/Prayer**

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:00 p.m.

Gord Dunbar led Council in prayer.

### **Next Council Meeting:**

- December 1<sup>st</sup>, 2020

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Signature of President

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Signature of Secretary

## **Attachment #1**

### **Annual General Meeting Proposal #1**

**Title:** December 13<sup>th</sup> Congregational Meeting

**Originating Body:** Council President, on behalf of Council

#### **What is the issue?**

Subsequent to the postponement of the planned April 19<sup>th</sup>, 2020 annual congregational meeting due to the COVID-19 pandemic and public health guidelines, at its meeting of October 6<sup>th</sup>, 2020 Kincardine United Church Council set a new meeting date of December 13<sup>th</sup>, 2020.

As the pandemic remains with us, the mood of Council is there will not be any immediate re-opening of the church for worship or any other activities, that resumption of “normal” will be lengthy and gradual, and that until a vaccine is in place high risk groups - including those over 60 years of age - will be at risk.

It remains apparent that an annual meeting will be significantly different from previous in-person events.

#### **Why is this an issue?**

Relevant key responsibilities of Council, the governing body of Kincardine United Church, are:

1. Reporting to the pastoral charge at least annually on the life and work of the pastoral charge; and the pastoral charge’s financial situation, with details of all income, expenses, assets, and liabilities.
2. Preparing an annual budget for approval by the congregation.

Additional considerations for engaging the greatest number of participants:

- An in-person meeting, while not prohibited by public health guidelines, would limit attendance to those not in an at-risk group.
- While an electronic meeting presents challenges, the church has developed more technological capacity with typically 30-40 many attending Sunday livestream worship services. Additionally, an electronic meeting offers a platform for individuals to speak and vote, as well as a telephone option for participation.
- A meeting of the congregation or pastoral charge may take place only if a minimum number of full members is present. For congregations or pastoral charges with 100 or more full members, at least 20 full members must be present.

#### **What might Council do?**

The Kincardine United Church Council might:

1. Agree to hold the December 13<sup>th</sup>, 2020 congregational meeting online (via the Zoom platform).
2. Allow preliminary practice sessions to encourage participation by those not already connected via Sunday live streaming.
3. Prepare the 2021 budget for approval at the December 13<sup>th</sup> meeting.
4. Present and approve the 2019 KUC annual report and nominations.

## Kincardine United Church Council Meeting

Tuesday, December 1st, 2020

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**Roster:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee), Angela Hazlewood (Council Secretary)

**Present:** Rod Coates (Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Judy Zarubick (Programme), Donna Mowry (Administration), Liz Dillman (Treasurer), Mary Phillips (Ministry and Personnel), Marion Boyd (Regional Council Representative), Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee), Charles Ludlow (Membership and Mission), Angela Hazlewood (Council Secretary)

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The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, December 1<sup>st</sup>, 2020. Rod Coates called the meeting to order at 7:00 p.m.

### **1. Welcome and Constitution of Meeting (Rod Coates)**

Rod Coates declared this meeting duly constituted and open to conduct the business which is set before it this evening.

### **2. Acknowledging the Land (Rod Coates)**

(Adapted from Kincardine United Church AOL):

Kincardine United Church takes seriously the commitments made to First Nations communities through the national Truth and Reconciliation Commission Report, especially through the Calls to Action to churches like us. Therefore, we acknowledge, this day, that we gather for worship on the traditional territories of the Saugeen Ojibway, and the other Indigenous peoples who preceded them – the original nations of this land – and we acknowledge, with respect, their history, their spirituality, and their culture.

### **3. Lighting of the Candle (Rod Coates)**

Rod Coates lit the virtual Christ candle and reminded Council in his pun-making fashion “that candles do not sleep as there is no rest for the wicked”.

Rod Coates continued in prayer, “Let the lighting of this candle serve to remind us of the Hope, Peace, Joy and Love of Advent, symbols of God’s gifts of light and love to us made manifest in the birth of Jesus, Light of the World. Amen”.

#### **4. Devotion (Gord Dunbar)**

Gord Dunbar began by thanking Donna Mowry for sharing a poem entitled, "T'was a Month Before Christmas" which he read to Council. Please see Attachment #1. Gord Dunbar continued by talking about Mary and Joseph journeying to Bethlehem and the idea that God's presence, guidance, strength, love, and inspiration is among us. Gord Dunbar led Council in prayer.

#### **5. Consent Docket**

##### **A. Enabling Actions:**

4. That the Agenda be approved as amended.
5. That the minutes of the November 3<sup>rd</sup>, 2020 meeting be approved as distributed.
6. That motions and proposals be written and given to the Secretary.

##### **B. Legacy Giving Ministry Team Appointment**

1. That the Council name Linda Battler as a member of the Legacy Giving Ministry Team.

##### **C. Announcement**

The Administration Committee have changed their meeting date and time to the first Thursday of the month at 9:00 a.m.

Rod Coates declared this consent docket approved by consensus.

#### **6. Business Arising**

- i) **Annual General Meeting Update-December 13<sup>th</sup>, 2020** (Rod Coates)  
Rod Coates shared that someone from each committee will speak about the budget and Donna Mowry will give an overview. Gord Dunbar will present the nominations. It was decided that the Annual General Meeting will be February 28<sup>th</sup>, 2021. Annual report submissions will need to be in by January 10<sup>th</sup> or sooner if at all possible.

- ii) **Proposed Revisions to Kincardine United Church Organizational Handbook (Trustee Section)** (Marion Boyd)

Marion Boyd shared that she and Joan Norris had worked on Kincardine United Church's Organizational Handbook as this was an item that they were asked to do in May of this year. Marion Boyd and Joan Norris have spent a great deal of time ensuring that the changes are relevant and appropriate. This document needs to be in line with the new structure of the United Church of Canada. Marion Boyd mentioned that Judy Zarubick had updated this document in 2016, but knew that more revisions would need to be done. Marion Boyd continued by saying that the name of this document should be changed to a Governance

Handbook as it better conveys the document's function and purpose. Marion Boyd said the document needs to convey: who is responsible for what, who is accountable to who, and how this all fits into the structure of the United Church of Canada. Each proposal was discussed. Please see Attachment #2 for the proposals and other information.

**Proposal #1** – That the name of the Organizational Handbook be changed to the Governance Handbook.

Rod Coates declared this proposal approved by consensus.

**Proposal #2**– That the following changes be made to the Committees Section of the Handbook: “There shall be two types of Standing Committees: Mandatory Committees and Administrative Committees. Mandatory Committees, which are required by the *Manual*, are the Trustees Committee and the Ministry and Personnel Committee. Administrative Committees, which are struck by the governing body of the community of faith, deal with the other administrative and strategic planning needs of the community of faith.

Rod Coates declared this proposal approved by consensus.

**Proposal #3**– That the Trustees Committee sections of the Handbook be consolidated and read as follows:

**General:**

The Trustees Committee shall fulfill all functions of the Board of Trustees as detailed by the *Manual* (Section G.3) and must comply with all other United Church requirements for trustees and congregational property. They must meet the legal obligations of trustees within the Province of Ontario. The Trustees are appointed by the community of faith at a congregational meeting. The majority of the Trustees must be members of the United Church. The called or appointed minister of the community of faith is automatically a member of the Trustees Committee. In the absence of a called or appointed minister, the pastoral supervisor appointed by the Region shall take this position.

**Accountability:**

The Trustees Committee is accountable directly to Council. The Trustees Committee acts on the instructions of Council and brings proposals for action to Council for approval. While Trustees are not accountable through the Administration Committee, they are expected to consult with the Administration Committee and its relevant Ministry Teams where their functions complement each other. The Trustees Committee shall report to Council at least twice yearly. The Trustees Committee may be represented at any Council meeting on an ex-officio basis but are expected to be represented when any agenda item pertains to their mandate.

**Number:**

The community of faith is responsible for deciding the number of Trustees. There must be a minimum of 3 and a maximum of 15, including the called or appointed minister or pastoral supervisor. As long as there are at least 3 Trustees, the Committee shall continue to act, even if vacancies occur. Should the number of Trustees fall below 3, Council shall fill any vacancies until the next congregational meeting.

**Term:**

Trustees shall be appointed for a term of 5 years on a staggered basis to ensure continuity. Trustees may be reappointed for additional terms as determined by the congregation.

**Function and Responsibilities:**

- ✓ Be responsible for all property and other assets held in trust for the community of faith, including real property and capital assets, but excluding the operating funds of the church
- ✓ Comply with all decisions about congregational property that are made by Council and the Regional Council
- ✓ Be responsible for the purchase and sale of furnishings for the church
- ✓ Review the condition of all properties held in trust on an annual basis to ensure that all church properties are properly maintained at an appropriate level on behalf of the community of faith and
- ✓ report its findings to Council
- ✓ Review, purchase, administer and make necessary changes to the insurance policies on all church property held in trust to ensure that all liability issues are taken into account
- ✓ Receive, manage and invest bequests and special gifts given to the community of faith as designated by Council, and in accordance with the policies of the United Church of Canada
- ✓ Follow the Memorial, Planned Legacy & Designated Gifts Policy set by Council.
- ✓ Consistent with the procedures outlined in the UCC Trustees Handbook (2016) and within any policies established by the Council, Trustees will invest bequests and gifts on behalf of the church in a prudent manner, investing only in low risk ventures while striving to ensure secure dividends and returns
- ✓ Make no purchases on margin, nor borrow money to make any investment
- ✓ Review investments annually and report on investments to the congregation in the Annual Report
- ✓ Sign any contracts entered into by the community of faith and related to the above responsibilities as delegated by Council.

Rod Coates declared this proposal as approved by consensus as modified.

**Proposal #4-**That Council authorize further revisions to the Handbook to bring the governance structures of Kincardine United Church into line with the current structure of the United Church of Canada, to streamline the internal governance structures and to clarify expectations for the best practices of governance.

Rod Coates declared this proposal approved by consensus.

From the discussion it was noted that the Kincardine United Church Governance Handbook needs to be used as a living document and as a best practice to be reviewed every 5 years. Rod Coates, Marion Boyd, and Judy Zarubick will all be assisting with more revisions.

**iii) Proposed Changes to Trustee Investment Procedure (Jack Nancekivell)**

Jack Nancekivell shared the Trustee-proposed Handbook changes to address investment procedures, noting that the updates included in Proposal #3 address most of the Trustee proposals. Please see Attachment #3. Jack Nancekivell said that the Trustees would be represented by Joan Norris as the work continues on additional updates to the Handbook and investment procedures.

**7. Reports from Committees**

**i) Ministry and Personnel (Mary Phillips)**

**Proposal #5-** Mary Phillips proposed that Gord Dunbar's vacation allowance be increased from 5 weeks to 6 weeks per year. Gord Dunbar will be able to take 1 extra week before July 1<sup>st</sup>, 2020, and then the 6 weeks will officially begin after that.

Rod Coates declared this proposal approved by consensus.

**Proposal #6-**Liz Dillman proposed that \$1000.00 from the Administration's 2020 Office Computer and Backup System budget be paid to Gord Dunbar towards his new laptop.

Rod Coates declared this proposal approved by consensus.

**ii) Programme (Judy Zarubick)**

**a) November Zoom Participation Update**

Judy Zarubick reported that,

November 1<sup>st</sup> - 38 households logged on with 53 in attendance by poll with 2 households not responding. As of December 1<sup>st</sup> YouTube had 19 views.

November 8<sup>th</sup> - 37 households logged on with 52 in attendance by poll with 6 households not responding. As of December 1<sup>st</sup> YouTube had 25 views.

November 15<sup>th</sup> – had 42 households logged on with 53 in attendance by poll with 8 households not responding. As of December 1<sup>st</sup> YouTube had 10 views.

November 22<sup>nd</sup> - had 46 households logged on with 53 in attendance by poll with 10 households not responding. As of December 1<sup>st</sup> YouTube had 6 views.

November 29<sup>th</sup> - had 43 households logged on with 57 in attendance by poll with 8 households not responding. As of December 1<sup>st</sup>, YouTube had 9 views.

YouTube Fireside Chats views as of December 1<sup>st</sup>, 2020

November 3<sup>rd</sup> – 29 views

November 10<sup>th</sup> – 26 views

November 17<sup>th</sup> – 20 views

November 24<sup>th</sup> – 28 views

December 1<sup>st</sup> – 10 views

**b) Annual Meeting Procedure Update**

Judy Zarubick reported that another test for the annual meeting will happen on Sunday, December 6<sup>th</sup>. John Phillips and Rod Coates will be on as panelists. Panelists will be presenting and will show people how to “raise their hand”, allow people to speak as chairs of committees, and how to unmute, for example. The goal is to help people to be more comfortable with the Zoom platform.

**8. Treasurer’s Report (Liz Dillman)**

Liz Dillman went through the 2021 budget and the financial report with Council. Liz Dillman mentioned the large increase for insurance which is more than 25%. The total for the 2021 budget is \$241, 389. Liz Dillman stated that the cash flow is in good shape at this time. During this time in the meeting, Gord Dunbar also thanked Liz Dillman, the Planned Legacy Ministry Team, the Financial Task Group, as well as Marion Boyd and John Phillips. Gord Dunbar stated that Kincardine United Church has more tools to raise the idea of stewardship with time, talents, and treasures. Council has asked that the 2021 budget recommendations be e-mailed out as soon as possible to the congregation so that they can be ready with any questions for the upcoming December 13<sup>th</sup> congregational meeting.

**Proposal #7**-It was proposed that Council recommends Kincardine United Church’s 2021 budget to be presented to the congregation for approval.

Rod Coates declared this proposal approved by consensus.

**9. New Business**

**i) Request from a Church Member (Gord Dunbar)**

A discussion ensued about a church member wanting to use Fellowship Hall for her children to play and run around once a week. As Kincardine United Church is not being used by the public at this time, it was decided that this request could not be honoured. However, Gord Dunbar would be making referrals to this family about other community agencies which could be of assistance.

**ii) David Walker's Retirement Get Together (Donna Mowry)**

Donna Mowry reported that a Retirement Get Together was held for David Walker in Victoria Park on November 6<sup>th</sup>. Due to the Covid restrictions, only a few people, who were directly connected to David Walker, were invited. Several members spoke about David Walker as the custodian and he spoke about his time with Kincardine United Church. Several gifts were presented to David Walker, a toast was made to him, and everyone sang, "For He's a Jolly Good Fellow".

**Closing/Prayer**

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:33 p.m.

Gord Dunbar led Council in prayer.

**Next Council Meeting:**

- February 9<sup>th</sup>, 2021 (Changed to the second Tuesday of the month)

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Signature of President

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Signature of Secretary

## Attachment #1

### **T'was a Month Before Christmas** (Author unknown)

T'was a month before Christmas,  
And all through the town,  
People wore masks,  
That covered their frown.  
The frown had begun  
Way back in the Spring,  
When a global pandemic  
Changed everything.  
They called it corona,  
But unlike the beer,  
It didn't bring good times,  
It didn't bring cheer.  
Contagious and deadly,  
This virus spread fast,  
Like a wildfire that starts  
When fueled by gas.  
Airplanes were grounded,  
Travel was banned.  
Borders were closed  
Across air, sea and land.  
As the world entered lockdown  
To flatten the curve,  
The economy halted,  
And folks lost their verve.  
From March to July  
We rode the first wave,  
People stayed home,  
They tried to behave.  
When summer emerged  
The lockdown was lifted.  
But away from caution,  
Many folks drifted.  
Now it's November  
And cases are spiking,  
Wave two has arrived,  
Much to our disliking.  
Frontline workers,  
Doctors and nurses,  
Try to save people,

From riding in hearses.  
This virus is awful,  
This COVID-19.  
There isn't a cure.  
There is no vaccine.  
It's true that this year  
Has had sadness a plenty,  
We'll never forget  
The year 2020.  
And just 'round the corner -  
The holiday season,  
But why be merry?  
Is there even one reason?  
To decorate the house  
And put up the tree,  
When no one will see it,  
No-one but me.  
But outside my window  
The snow gently falls,  
And I think to myself,  
Let's deck the halls!  
So, I gather the ribbon,  
The garland and bows,  
As I play those old carols,  
My happiness grows.  
Christmas ain't cancelled  
And neither is hope.  
If we lean on each other,  
I know we can cope.

## Attachment #2

### **PROPOSED REVISIONS TO THE KINCARDINE UNITED CHURCH ORGANIZATIONAL HANDBOOK (Rev. 1916)**

#### **PROPOSAL 1: Name of the Handbook**

That the name of the Organizational Handbook be changed to the Governance Handbook.

***Rationale:** This name better describes the function and purpose of the Handbook.*

#### **PROPOSAL 2: CHANGES TO THE INTRODUCTION OF THE COMMITTEE SECTION (Section 4, beginning on page 7)**

That the following changes be made to the Committees Section of the Handbook:

“There shall be two types of Standing Committees: Mandatory Committees and Administrative Committees. Mandatory Committees, which are required by the *Manual*, are the Trustees Committee and the Ministry and Personnel Committee. Administrative Committees, which are struck by the governing body of the community of faith, deal with the other administrative and strategic planning needs of the community of faith.

***Rationale:** Our current structures are not in compliance with the Manual and the policies of the Western Ontario Waterways Region.*

#### **PROPOSAL 3: CHANGES TO THE TRUSTEES COMMITTEE SECTION (Section 4, first on page 8 and then on pages 15 and 16)**

That the Trustees Committee sections of the Handbook be consolidated and read as follows:

General:

The Trustees Committee shall fulfill all functions of the Board of Trustees as detailed by the *Manual* (Section G.3) and must comply with all other United Church requirements for trustees and congregational property. They must meet the legal obligations of trustees within the Province of Ontario. The Trustees are appointed by the community of faith at a congregational meeting. The majority of the Trustees must be members of the United Church. The called or appointed minister of the community of faith is automatically a member of the Trustees Committee. In the absence of a called or appointed minister, the pastoral supervisor appointed by the Region shall take this position.

#### Accountability:

The Trustees Committee is accountable directly to Council. The Trustees Committee acts on the instructions of Council and brings proposals for action to Council for approval. While Trustees are not accountable through the Administration Committee, they are expected to consult with the Administration Committee and its relevant Ministry Teams where their functions complement each other. The Trustees Committee shall report to Council at least twice yearly. The Trustees Committee may be represented at any Council meeting on an ex-officio basis but are expected to be represented when any agenda item pertains to their mandate

#### Number:

The community of faith is responsible for deciding the number of Trustees. There must be a minimum of 3 and a maximum of 15, including the called or appointed minister or pastoral supervisor. As long as there are at least 3 Trustees, the Committee shall continue to act, even if vacancies occur. Should the number of Trustees fall below 3, Council shall fill any vacancies until the next congregational meeting.

#### Term:

Trustees shall be appointed for a term of five years on a staggered basis to ensure continuity. Trustees may be reappointed for additional terms as determined by the congregation.

#### Function and Responsibilities:

- ✓ Be responsible for all property and other assets held in trust for the community of faith, including real property and capital assets, but excluding the operating funds of the church
- ✓ Comply with all decisions about congregational property that are made by Council and the Regional Council
- ✓ Be responsible for the purchase and sale of furnishings for the church
- ✓ Review the condition of all properties held in trust on an annual basis to ensure that all church properties are properly maintained at an appropriate level on behalf of the community of faith and
- ✓ report its findings to Council
- ✓ Review, purchase, administer and make necessary changes to the insurance policies on all church property held in trust to ensure that all liability issues are taken into account
- ✓ Receive, manage and invest bequests and special gifts given to the community of faith as designated by Council, and in accordance with the policies of the United Church of Canada
- ✓ Follow the Memorial, Planned Legacy & Designated Gifts Policy set by Council.
- ✓ Consistent with the procedures outlined in the UCC Trustees Handbook (2016) and within any policies established by the Council, Trustees will invest bequests

and gifts on behalf of the church in a prudent manner, investing only in low risk ventures while striving to ensure secure dividends and returns

- ✓ Make no purchases on margin, nor borrow money to make any investment
- ✓ Review investments annually and report on investments to the congregation in the Annual Report
- ✓ Sign any contracts entered into by the community of faith and related to the above responsibilities as delegated by Council

***Rational:** These changes bring our governance into line with United Church policies and processes.*

#### **PROPOSAL 4: FURTHER REVISIONS TO THE HANDBOOK**

“That Council authorize further revisions to the Handbook to bring the governance structures of Kincardine United Church into line with the current structure of the United Church of Canada, to streamline the internal governance structures and to clarify expectations for the best practices of governance.”

***Rationale:** At the time of the last revision to the Handbook, Council agreed that further changes would need to be made when the restructuring of the United Church was fully implemented. A commitment was made to the Annual Meeting that those further revisions would be completed for approval as soon as possible.*

### Attachment #3

#### Draft additions and revisions to Trustee Investment Procedures

Kincardine United Church Organizational Handbook, p. 13 Trustee Functions and Responsibilities:

- ✓ Be responsible for the assets of the Congregation, including real property and capital assets, but excluding the operating assets of the Church.
- ✓ Be responsible for the purchase and sale of furnishings for the Church.
- ✓ With the concurrence of the Regional Council, oversee the sale, rental or purchase of land as instructed by the Congregation.
- ✓ Review the condition of the property on an annual basis to ensure that all Church properties are properly maintained at an appropriate level on behalf of the Church and report its findings to the Administration Committee.
- ✓ Review the condition of all properties held in trust.
- ✓ Purchase, administer and make necessary changes to the Insurance Policies on all Church property, ensuring that all liability issues are taken into account.
  - ✓ Receive and manage bequests and special gifts designated by Council that have been given to Kincardine United Church.
- ✓ Follow the Memorial Gifts Policy set by Council.

Investment Procedures Consistent with procedures outlined in the Trustees Handbook of the United Church of Canada, October 2016 (p.28-29), and within any policies established by the Council of Kincardine United Church (add URL to KUC policy), trustees will

- ✓ Invest bequests and gifts on behalf of the Church to ensure secure investments and reasonable returns.
  - be prudent and make reasonable investments decisions without undue risk
  - invest only in mid to low risk ventures. --try to invest in stocks and funds with high dividends and returns.
  - make no purchases on the margin and not borrow money to make any investment.
- ✓ Expend such funds and the interest earned on them at the discretion of Council and in accordance with the conditions of the bequests or special gifts.
- ✓ Ensure that appropriate thanks and recognition are given to donors.
  - ✓ Review investments annually and report on investments to the Congregation in the Annual Report.
- ✓ Sign any contracts entered into by the Congregation and related to the above listed responsibilities. Any such contracts will be delegated by Council for the chair of the Trustees to sign.