

Kincardine United Church Council Meeting
Tuesday, May 14th, 2024

Present: Judy Zarubick (Acting Chairperson), Donna Mowry (Administration), Sheila Bauer (Programme), Liz Dillman (Treasurer, Regional Council Representative), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Jack Nancekivell (Trustee), Angela Hazlewood (Council Secretary)

Regrets: Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care)

The Council of Kincardine United Church was called to meet via Zoom on Tuesday, May 14th, 2024. Notice of this meeting was given nine days prior to the meeting via e-mail by the secretary and a second e-mail was sent to let Council members know that all documents had been added to the shared drive.

Judy Zarubick called the meeting to order at 7:02 p.m.

1. Welcome and Constitution of Meeting (Judy Zarubick)

Judy Zarubick called this meeting duly constituted in the name of Jesus Christ, the one true head of the Church, for whatever business may properly come before it.

2. Call to Order and Acknowledgement of the Territory (Judy Zarubick)

Judy Zarubick shared these words with Council: “We acknowledge and give thanks for the land on which we live and work –being especially thankful for the people who have long cared for it. This land is in the traditional territory of First Nations: the Chippewas of Saugeen, and the Chippewas of Nawash –now known as the Saugeen Ojibway Nation who lived faithfully on this land. So that we may live faithfully on this land we commit to take only what we need, leaving enough for the people who come after us and we commit as well to building relations with Indigenous communities, sharing our learnings with our children and with all people in our lives”.

3. Lighting of the Candle (Judy Zarubick)

Judy Zarubick offered these words as she lit the candle: “We light this candle as a sign of God's Spirit at work in the world, in our community, and in our gathering this evening. May its light brighten our spirits, may the light of God shining through us brighten the world, our community and our meeting. Amen”.

4. Check-in (Judy Zarubick)

Judy Zarubick asked how everyone was feeling. Everyone shared something about their life.

5. Devotion (Judy Zarubick)

Judy Zarubick shared a reading from: "Rise and Shine", A devotional by Liz Curtis Higgs, page 125, "Do the Right(eous) Thing". The reading was about the term disciple, "one who learns by doing" and the idea that one can learn by sitting and by listening, but that does not feel like it is enough. One can learn by reading, but it is still not enough. It is the idea that it is important to "love the experience and to be free of doubt and fear". "Learning by doing" is worth the effort. Judy Zarubick led Council in prayer to finish the devotion.

6. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the Council meeting from April 9th, 2024 be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

B. Action

1. Kincardine United Church Council to approve the April 26th, 2024 transfer of Membership for Gail Wright from St. Andrew's United Church, Ripley to Kincardine United Church.

C. Correspondence

1. A thank you letter from A Capella Chamber Choir dated April 29th, 2024.
2. A Request for a Change in Pastoral Relations received on April 22nd, 2024 from Gord Dunbar effective July 31st, 2024.

Judy Zarubick declared this consent docket approved by consensus.

7. Reports from Committees-Standing Items

i) Trustees (Jack Nancekivell)

Jack Nancekivell stated that there is \$113000.00 in the investments, they are waiting on quotes for the insurance, and everything else is in good order from the Trustees' point of view.

ii) Administration (Donna Mowry)

Donna Mowry along with Jack Nancekivell shared that there were three bids on the roof and the Administration committee recommended to Council that the best course of action would be to choose Hy-Grade as they did the south side steel roof. The steel roof will be the same colour as the original one, it will be more durable, and last longer than a shingle style roof. The roof can now be done as there is enough funds to cover the cost from the Capital Campaign.

As a result, the following motion was made:

That Kincardine United Church contract with Hy-Grade Roofing to install a steel roof on the North side of the sanctuary.

Moved by: Liz Dillman

Seconded: Mary Phillips

CARRIED

During this time, Donna Mowry also stated that \$2696.50 was raised from the yard sale and that Kincardine United Church has one less preauthorized remittance (PAR). The reason given for this decrease is because the family moved away.

iii) Programme (Sheila Bauer)

Sheila Bauer stated that Lynn Broughton has been covering David Hamilton's time off, carnations had been purchased for the Mother's Day service, the grand piano had been purchased, staff reviews were completed, the Zoom license of \$420.00 has been paid, the Film license had not been paid, and the Funeral Policy has been delivered to Davey-Linklater Funeral Home.

iv) Ministry and Personnel (M &P) (Mary Phillips)

Mary Phillips commented that M & P are trying to anticipate changes with Gord Dunbar leaving his position.

Mary Phillips also asked whose responsibility it is to update the pictures of the ministers in the front narthex. Mary Phillips wanted a picture of Judy Zarubick to go up on the wall. There was some discussion about moving some of the pictures, but the decision for M &P to take up the responsibility at this time for updating the pictures was agreed upon by Council.

It was also discussed that a sign would need to be put up to cover Gord Dunbar's name once he has left his position.

v) Membership and Mission (M & M) (Liz Dillman)

Liz Dillman offered the report on Charles Ludlow's behalf. Liz Dillman stated that the church picnic will be on June 16th and the Mission Service will be held on September 15th.

8. Treasurer's Report (Liz Dillman)

Liz Dillman asked if there were any questions about the financial documents. Liz Dillman shared that there is a deficit of \$19111.55 which is three times higher this year than last year. Liz Dillman went on to say that there is \$69721.29 in the Capital Project funds so paying for the new roof can be done. Liz Dillman also shared that the baby grand piano cost \$6279.10 so the excess of \$2254.40 will go in to the Capital Project funds. Liz Dillman noted that investments will most likely have to be cashed in before the end of the year the amount of \$20000.00 and up to \$25000.00 to meet the cash flow needed.

9. New Business

i) Preparing for a Change in Pastoral Relations (Judy Zarubick)

Judy Zarubick discussed the fact that Gord Dunbar is leaving and what needs to be done moving forward. Liz Dillman, Mary Phillips, Sheila Bauer, and Angela Hazlewood offered to be on the Search team/committee. It was discussed that more members for this committee would be needed. Judy Zarubick would be sharing steps as to what needed to happen. (Please see Attachment #1 entitled: "Steps to follow".)

Judy Zarubick shared "the Living Faith Statement" for Kincardine United Church that is currently on the Church Hub that she and Gord Dunbar have completed. Judy Zarubick stated that this document needs to be worked on to ensure that it reflects who Kincardine United Church is now not what it aspires to be. Council will need to reflect on this document and then take to the congregation for feedback. (Please see Attachment #2 for "the Living Faith Statement".)

Council will need to decide if they want a full time minister or a part time minister. Other options were discussed such as having a "Supervised Ministry Experience", expanding the Collaborative Agreement, using a Cluster model whereby there are multiple ministers and licensed lay leaders, and/or having an Admission Candidate from another country. Judy Zarubick mentioned that it is important to have an up-to-date job description that reflects what Kincardine United Church needs.

Judy Zarubick asked the Administration committee to determine the amount that Kincardine United Church can afford. Judy Zarubick will also be speaking with Heather Davies since she has experience with different types of collaborative models. After a fulsome discussion, it was agreed that Kincardine United Church does not need to rush the process to find a new minister and that there are several different options to discuss. It was stated that Kincardine United Church does not need to have an interim minister, that use of pulpit supply is acceptable. Council was also reminded about the commitment of the Collaborative Agreement which needs to be honoured.

At this time, it was also discussed that Kincardine United Church needs to find a new chairperson for Council as Judy Zarubick is in an acting role only.

10. Other Business

i) **Ordination** (Judy Zarubick)

Judy Zarubick spoke about her Ordination which will be held on May 25th at the Unifor Centre in Port Elgin. The congregation is not able to attend, however, a Zoom link will be shared. Liz Dillman stated that on June 2nd after the worship service there will be a celebration of Judy Zarubick's Ordination with cake.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Judy Zarubick declared the meeting closed at 8:27 p.m.

Judy Zarubick led Council in prayer to end the meeting.

Next Council Meeting: June 11th, 2024 (In-person at the church)

Signature of President

Signature of Secretary

Attachment #1

Western Ontario Waterways Regional Council Preparing to Search for Ministry Personnel:

Steps to Follow

This is a brief outline of the steps which must be completed before the actual search begins.

1. The governing body of each community of faith completes/updates all Community of Faith Profile worksheets (Cover Page, Financial Viability, Demographics, Manse (if you do not have one please submit with N/A), Real Property, Living Faith Story) - A handbook and worksheets are available on the regional council website under Congregational Support Toolkit 2 - If this is a multi-point pastoral charge, each congregation completes the profile. Include any additional financial information for the pastoral charge. - You MUST complete the last page of the financial viability worksheet which asks for the number of hours and category (A-F) of ministry personnel for the position. - If this is a multi-point pastoral charge or collaborative ministry, please indicate the hours each congregation can afford and the total hours for the position.
2. The governing body reviews the completed Community of Faith Profile and is encouraged to send a draft to the Minister, Congregational Support for review.
3. The governing body, or its designate, drafts a position description using the information in the community of faith profile as a reference to identify the responsibilities of the ministry position and necessary gifts and skills. - The Minister, Pastoral Relations provides a position description template and appoints a liaison to work with the congregation, if one has not already been appointed.
4. The governing body reviews the completed position description and is encouraged to send a draft to the Minister, Pastoral Relations for review.
5. The governing body calls a congregational meeting to approve the community of faith profile and position description.
6. The governing body sends the approved community of faith profile and position description to the Minister, Congregational Support and the Minister, Pastoral Relations for approval by the respective commissions. Once approved you will be notified. The search process now continues with the support of the Human Resources Commission and Minister, Pastoral Relations.
7. The governing body/bodies selects a search team and arranges training by consulting with the Minister, Pastoral Relations
8. The Search Team posts the Community of Faith Profile and Position Description on ChurchHub, which will be activated by the Minister, Pastoral Relations.
9. The Search Team proceeds with the search process.

In forming the search team, avoid the following:

- The Ministry and Personnel Committee, as a whole committee, should not replace the search team. A member of the M&P Committee can serve on the search team but preferably not as the committee's chair.

Attachment #2

**Antler River Watershed; Horseshoe Falls; Western Ontario Waterways
Regional Councils**

Community of Faith: Living Faith Story Worksheet

PURPOSE: To provide information about the Community of Faith’s understanding of their ministry and mission.

Who uses it: Communities of Faith in regularly assessing their ministry and in gathering their profile information for ChurchHub.

How To: Use the other worksheets in the community of faith profile to help discern your ministry priorities.

Community of Faith: Kincardine United Church

Address: 721 Princes Street, Kincardine, Ontario. N2Z 2A3

Pastoral Charge: Kincardine United Church

Regional Council: Western Ontario Waterways Regional Council

Date: _____

Call/Purpose Statement:

The congregation of Kincardine United Church strives to be a loving, hopeful and inclusive community of faith that nurtures Christian discipleship. Our tag line is “Finding meaning and purpose in community.”

1. Values:

1. To provide a safer space in which diversity is affirmed.
2. To work diligently toward reconciliation with Indigenous Peoples through education, actions and relationships.
3. To encourage questions that challenge all aspects of our faith journey.
4. To continue to explore opportunities for hybrid ministry in our community and beyond.

2. Summary of your community of faith (Who are you as a congregation?):

Beginning in 1851 as a Wesleyan Methodist house church, opening our first brick church in 1857, growing into a newly dedicated building in 1877 (the building currently used), we became Kincardine United Church at union on June 10th, 1925. Further renovations to the

church building, including the addition of a large Learning Centre in 1992, helping create the semi-accessible facility we currently use, features a large office space (Office Co-ordinator area off which two other offices are located), WiFi throughout, four flat screens and three digital cameras providing more than suitable tech for live-streaming and in-house display (so no bulletins are used), a two-manual organ, space for both our choir and our Instrumental Ensemble, a flat screen in the Fellowship Hall, in the nursery and in the kitchen linked to the sanctuary feed, a large kitchen with two ranges and a well-stocked library. Our facility booking policy encourages non-profit and charitable groups to book space for free – as long as they have appropriate liability insurance – because we consider our facility as an asset for the well-being of the community. Many of our people are retired Bruce Power employees. We are an ageing congregation with few children which is struggling to re-engage volunteers and to engage those not yet active in our community of faith – although we have a Facebook page and a YouTube channel, both of which feature recordings of our worship services and bi-weekly Fireside Chats. We follow a relatively traditional worship style, but we are eagerly open to new and creative experiments or future traditions. On Ash Wednesday we host a service of prayers with the music of Taizé which includes the imposition of ashes. On the longest night of the year, we host a service of prayers for healing in the Iona style. Pastoral care is shepherded by the ministers, but there is a volunteer card group keeping in touch each month with congregants while many others keep tabs on people informally. Once we were perceived by the wider community as rather cold and aloof. However, that perception has changed considerably so others now perceive us as open, inclusive and welcoming. We don't even try to coerce anyone into volunteer roles when we first meet them. After about a year of education in consultation with Indigenous neighbours at Cape Croker, we now have the Survivor Flag mounted in our sanctuary. Every June for Pride Month we replace the Canadian flag with the Intersex Progress Flag.

3. What are your goals for the next year that might enhance your current ministry or begin something new?

The Council approved the adoption of a new Model for our community of faith. We are learning how to function in a small group model in which Council, Standing Committees, Ministry Teams and other groups now follow four priorities: check-in, prayer for each other, study (or task-oriented work), and mission into the wider community. We are aiming to grow this model by recruiting, training and equipping small group leaders who will be active in homes, in local business establishments or in the church building. The intent is to more deeply engage the people of our community of faith, to engage people in the wider community and to provide more immediate pastoral care which is not professionalized. We have also initiated two town halls – one in person and one on-line – to explore the future of our facility while being open to all options. We will hold more town halls over the coming year.

4. How does your Living Faith Story guide your decision making?

Essentially our tag line – “finding meaning and purpose in community” – guides our decision making. When we need to decide on something, it goes beyond policies and procedures (although we have an extensive handbook for that). Instead, we are looking for purpose in any issue and the meaning behind it. For example, we are not an affirming ministry under the rubric of Affirm United. However, we have studied issues of affirming diversity – diversity of ability, of brain function, of sexual orientation, of gender identity, of mental health, of economic resources, of cultural identity – discovering that we wish to pursue a continual process of growing inclusivity which also provides a safer space for our community. In consultation with Kincardine Pride and with neighbouring Indigenous communities, we now display the Survivor Flag and the Intersex Progress Flag on our exterior church sign. Deciding to change our sign was rooted in the process of finding our purpose as an inclusive community of faith because it provided meaning to our collective ministry that reflects the welcome we perceive revealed in Jesus.

Definition of Current Ministry

(How would you describe your ministry; What is important to you in each category?)

a. **Administration: Priority - # 2**

A large number of people in the community of faith are retired individuals from Bruce Power so that the expectations for administrative excellence are high. They expect volunteers and ministry personnel to be well versed in Kincardine United Church policy and procedures (which is considered a living document) along with The United Church of Canada Manual and various handbooks. The Office Co-ordinator provides 14 hours of administrative support each week, including preparing the Sunday worship PowerPoint slide show, maintaining the PowerChurch database and printing Sunday bulletins for Bervie Kinloss United Church as per the Collaborative Agreement.

b. **Community Outreach & Social Justice: Priority - # 4**

There is a Membership and Mission Committee which has a passion for reaching out. They ensure there is a monthly Mission and Service Story shared – with accompanying images – each month during worship. They publicize donations to the local Food Bank, dedicating a full shopping cart of items each month. They donate to the Chaplaincy Fund for the local hospital, to the Ministerial Association for one-night transient shelter, to the local Women’s House, to the local Community Garden, and for truth and reconciliation with Indigenous Peoples. They also utilize an Assistance Fund to support local people in dire need. They host a Mission Sunday service in mid-September to raise awareness and to share stories of a local charity, inviting people to donate. Kincardine

United Church also provides meeting and storage space for Kincardine Pride. We host an ecumenical “Celebrating Diversity” worship service on the Friday night of Pride Weekend in June which is live-streamed and welcomes the entire community. We also host a two-hour vigil raising awareness of violence against women in the evening of December 6th in collaboration with the local Women’s House. After all, without reaching out, we would just be a club serving only ourselves.

c. Continuing Education: Priority - # 6

As indicated in the position job description, continuing education is valued, requiring ministry personnel to take their three full weeks of study leave each year. As well, the community of faith supports the sabbatical policy of The United Church, gratified by what ministry personnel bring back to help enrich our collective ministry. Such life-long learning is perceived as an essential component to keeping current while sharing any learning with the people of the community of faith. Such sharing is welcomed through worship, through study groups, through small groups, through administration, through reaching out, through policies and procedures and through communication in print or on our YouTube channel.

d. Denomination & Communities: Priority - # 9

Prior to the pandemic Kincardine United Church had four lay representatives to the Region. However, due to a death and failing health, we only have one lay representative to the Region currently. However, two past Presbytery Chairs attend Regional meetings because of their former service. As well, two people currently serve as Commissioners for General Council from our congregation – one of whom serves also on the Office of Vocation while the other just resigned after serving for five years on the Southwestern Ontario Candidacy Board. There is a long tradition of service to the wider church, but that has waned over the past two years.

e. Faith Formation & Christian Education: Priority - # 7

Since we have few children involved in the ministry and mission of our community of faith, we no longer have a regular Church School nor a regular Nursery. However, children and young families are welcome to use the stocked craft table in the sanctuary during worship, to join the worship leader for Sharing Time, to utilize the nursery room toys and space with irregular volunteers, and to make themselves home in the worship space as “free roaming” individuals. There is also a rocking chair in the worship space in which nursing mothers can safely nurse their children.

f. Leadership: Priority - # 5

Kincardine United Church values strong, informed and gracious leadership which communicates well. While volunteer engagement is a struggle post-pandemic and

because of our ageing demographic, there is still a wide variety of gifts and skills to lead. Our goal is always to put the right people in the right seats on the bus, people with the skills and talents to best lead. We feel it is better to leave that position vacant than to just fill it out of desperation. Clear and timely communication is always a challenge in any community of faith, so this has become a focus over the past five years.

g. Pastoral Care: Priority - # 3

There is far more pastoral care desired by the people of our community of faith than ministry personnel can provide. However, there is a volunteer Card Group which sends out cards of congratulations, thinking of you, thank you and welcome on a monthly basis, initiated by ministry personnel. There is a volunteer Membership, Adherent Review Team (MART) which ensures the congregational database is accurate and current. The Council approved a new model for “doing” church that uses a small group model. As we grow our small group model by recruiting, training and equipping small group leaders, pastoral care will become an essential component of our small groups, providing better and more immediate pastoral care which cultivates discipleship. Ministry Personnel provide monthly worship services at the local long-term care facility which enables pastoral visits monthly for resident members.

h. Self Care: Priority - # 8

Kincardine United Church is always concerned that ministry personnel ensure their self-care. Ministry Personnel are required to take their full holiday time in consultation with the Ministry and Personnel Committee. As well, ministry personnel are strongly encouraged to take their days off and to keep their working hours to a sustainable level – regardless of the perceived needs of the people of the congregation. The Ministry and Personnel Committee is very strong and communicates well to monitor the well-being of all staff while ensuring suitable policies and procedures are in place for that purpose.

i. Worship: Priority - # 1

Worship follows a relatively traditional format accompanied by organ or by piano, depending on what suits best. The community of faith appreciates creativity in worship, including drama, a variety of music styles, the choir, the instrumental ensemble, scripture mashed up with song, powerful imagery on screen (including videos from time to time), humour and messages rooted in scripture which are relevant to current events. Worship is live-streamed, recorded for our YouTube channel and for local cable TV as well as hosted in person. The tech crew is small but skilled, co-ordinating a sound board, three digital cameras, hand and head microphones and the PowerPoint presentation. We also serve coffee before and after worship. Special worship services include Remembering our Baptism on the Baptism of Jesus Sunday, a Holy Humour Sunday during the dull days of mid-February, a Good Friday service in conjunction with

Knox Presbyterian Church which includes a procession of the cross from one church building to the other, a Memorial Hymn Sing which honours those who have died while enjoying about 14 hymns and readings, a Scottish Festival service on the first full weekend of July which celebrates the local Scottish Festival through Celtic prayers and local pipers, an All Saints Memorial service in which people connected to our community of faith who have died in the previous twelve months are named and remembered, a Remembrance Sunday service with a Piper's Lament, a White Gift Sunday where the white gifts are for items that Cape Croker United Church will use for their Christmas Store, a Christmas Eve Family service that is 30 minutes, chaotic and free-flowing, and a Christmas Eve Candlelight service with battery operated candles.

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