



KINCARDINE UNITED CHURCH
COUNCIL MINUTES – 2021

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Kincardine United Church Council Meeting
Tuesday, February 9th, 2021

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), Charles Ludlow (Membership and Mission), Angela Hazlewood (Council Secretary)

Regrets: Emily Perry (Regional Council Representative), Jack Nancekivell (Trustee)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, February 9th, 2021. Notice of this meeting was given one week prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents. Another e-mail reminder was sent out two days prior to the meeting as well.

Rod Coates called the meeting to order at 7:03 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called this meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

(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.

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 the virtual Christ candle and his usual pun making fashion said, “As I light the virtual Christ candle this evening, some people wonder whether a red candle or a blue candle burns longer. I can tell you that neither does – they both burn shorter.”

Rod Coates continued, “We gather this evening at the midpoint of winter, the long nights feeling even longer by our social isolation and lockdown, this candle expressing and reminding us of the light and warmth of God’s love. The candle brightens our meeting, symbolizing enlightenment of our conversations and discussions this evening, and a constant reminder of God’s love for us – especially in this darkness. Amen”.

4. Devotion (Gord Dunbar)

Gord Dunbar shared pictures of how Jesus Christ has been depicted in the past and a picture of a black Rastafarian Jesus Christ from the United States. Gord Dunbar showed a picture of how anthropologists have described Jesus Christ’s image, however, they realized his nose shape was not accurate. Gord Dunbar offered a quote: “Sometimes what seems like chaos is actually the breaking apart of an old pattern and the birth of something new...” February is Black History month and Gord Dunbar spoke about the “Black Lives Matter” movement. Gord Dunbar also shared a quote from Fred Rogers: “I believe that appreciation is a holy thing-that when we look for what’s best in a person we happen to be with at the moment, we’re doing what God does all of the time. So in loving and appreciating our neighbour, we’re participating in something sacred.” Gord Dunbar went as far to say it is important to be “celebrating” our neighbours not only appreciating them. Gord Dunbar spoke about Wilbur Howard who was the first black person to be ordained in the United Church, however, he did not get his first calling to a church until 24 years later in Ottawa. Wilbur Howard was also the first black moderator of the United Church of Canada. Gord Dunbar talked about the systemic racism that still exists today. Gord Dunbar offered an Ubuntu language quote: “I am only human with you and you are only human with me.” It is important to foster positive relationships with all people all the time. Afterwards, Gord Dunbar led Council in prayer.

5. Consent Docket

Any of the following matters that require discussion can be lifted from the consent docket and voted upon separately:

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the December 1st, 2020 meeting be approved as amended.
3. That motions and proposals be written and given to the Secretary.

B. Announcement

Staff reviews are out – with a deadline of February 28th, 2021.

C. Correspondence

1. Heat Pump Quote report, Jack Nancekivell.
2. Kincardine United Church Accountability Statement For Grant From Municipality Of Kincardine, Liz Dillman.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

- i) **Kincardine United Church Governance Handbook Updates** (Marion Boyd)
Marion Boyd shared the many suggested changes and updates that she has made to the handbook and the rationale behind why the changes have to be made. Marion Boyd along with Rod Coates and Judy Zarubick have collaborated to make the necessary updates. Marion Boyd praised Judy Zarubick for all of the updates made in 2016, 2018, and 2019 to keep up with all of the required changes from the United Church of Canada. Previously the handbook had been very prescriptive and expressed in much detail what needed to be done and exactly how it needed to be done. Moving forward, the trend is to create “Best Practices”. In this way, the mission of the Kincardine United Church can still be carried out, but in a much more streamlined structure and will give some leeway as appropriate. Marion Boyd explained that the handbook gives more autonomy to committees to accomplish their work. Marion Boyd suggested that this handbook needs to become a “living” document and changes will need to be made along the way as necessary. There may need to be work done to the mission statement to make it more succinct or it may stay the same. Marion Boyd expressed that she would like Council to take their time in approving the final handbook document and to have feedback from the committees and the congregation. Marion Boyd continued and stated that the covenantal relationships have been added as our promise to relate to one another in a positive manner and this relationship extends to the congregation, ministry personnel, and the Western Ontario Waterways Regional Council (WOW) as well. Marion Boyd also mentioned that the topics of “Accountability”, “Conflict of Interest”, “Transparency and Communication”, and “Effectiveness and Efficiency” have been made very clear in the handbook as well as the use of “Consensus Decision-Making”. The updates and changes will ensure that Kincardine United Church can better work towards being in compliance with all of the set out best practices. Marion Boyd also suggested that a “Town Hall” meeting may be in order (electronically or in-person if appropriate) in order for questions and concerns to be discussed. Marion Boyd talked about next steps which would be to bring this document to a special congregational meeting when Council feels that the document has had just enough fine adjustments. Once this document is approved by

Kincardine United Church, it will also need approval from the Regional Council (WOW). Gord Dunbar mentioned the use of pronouns in the document and it was decided that inclusive language would be used in the handbook as a best practice. Rod Coates thanked Marion Boyd for all the hours of work that has gone into the suggested updates and changes that she has presented to Council.

7. Reports from Committees

i) **Legacy Giving Ministry Team** (Mary Phillips)

Mary Phillips spoke about the Legacy Giving Ministry Team and shared that there is a new page on Kincardine United Church's website providing lots of information about this team. Mary Phillips shared that letters will be mailed out to specific people in the congregation to think about legacy giving and a telephone call will follow to answer questions and address any concerns. The Legacy Giving Ministry Team would also like to set up a focus group in order to receive feedback.

ii) **Administration** (Donna Mowry)

Donna Mowry discussed the "Around the World" project that raised \$1120.00 towards the capital project. Donna Mowry thanked Mary and John Phillips for their work with creating the video will all of the submitted photos.

Donna Mowry spoke about the Envelope Steward and that this title would be changed to "Donation Steward" as it better represented the role. John Phillips as the Donation Steward will have the e-mail changed to reflect this change, however, both e-mails will be used for a period of time.

Donna Mowry stated that the Administration committee had passed a motion that Kincardine United Church purchase Carrier Heat Pumps with a 24 Seer rating with electric furnaces from Cliff's Plumbing. The cost would be \$38695. Donna Mowry went on to say that this means that the use of heat pumps, rather than Natural Gas furnaces, will be the direction of choice to replace the existing heat pumps. The replacement of the heat pumps will add asset value to the Kincardine United Church building. Donna then asked Council to accept this recommendation from the Administration Committee.

Council accepted the recommendation from the Administration committee to purchase Carrier Heat Pumps with a 24 Seer rating with electric furnaces from Cliff's Plumbing at the cost of \$38695.00.

Rod Coates declared this proposal/recommendation approved by consensus.

Donna Mowry will let Council know when the above project has been actioned and/or if there are any issues.

iii) Programme (Judy Zarubick)

Judy Zarubick reported on the numbers of households who have viewed the worship services on Zoom and YouTube as well as the numbers for the Fireside Chats.

	Zoom Household Numbers	YouTube Household Numbers
January 3 rd	44	16
January 10 th	49	22
January 17 th	54	6
January 24 th	49	9
January 24 th evening	69	60
January 31 st	49	11
February 7 th	50	11

Fireside Chats on YouTube (Household Numbers)

January 5 th	24
January 12 th	31
January 19 th	32
February 9 th	3 (as of morning February 9 th)

Judy Zarubick also reported on the nominations which expire at the 2021 Annual Meeting. Sheila Bauer will seek re-election. Judy Zarubick will be speaking with Joan Gillespie and Teresa Perfrement to find out if they will be seeking re-election or not.

Judy Zarubick let Council know that all services have been covered which need pulpit supply.

Finally, Judy Zarubick let Council know that a question as to whether masks have to be worn during the services has been asked. Gord Dunbar has spoken to Grey Bruce Public Health and all participating in the worship service have to wear a mask and the use of plastic shields only is not acceptable.

8. Treasurer's Report (Liz Dillman)

Liz Dillman reported that the yearend report shows that considering the year, Kincardine United Church has done very well. All committees have been under budget except for the Administration committee, however, this budget covers costs that are out of one's control such as heating, repairs, and maintenance. Liz Dillman stated that the financial reports had not been reviewed yet, however, she did not think that there would be any issues. Once

they are reviewed they will be shared with the congregation. Liz Dillman inquired about the money left over from the door projects and recommended that it be reassigned. Rod Coates suggested that the Administration committee could bring back recommendations to Council regarding the unused funds.

Rod Coates stated that he is very impressed with the amount raised for the capital project and how well Kincardine United Church fared in 2020 even with a pandemic.

9. New Business

i) Annual General Meeting-February 28th, 2021 (Rod Coates)

Rod Coates stated that he will send out a draft agenda for this meeting and asked the committees to check that the people whose terms have expired want to be reinstated or not. Rod Coates will work with Judy Zarubick to work out the details of the meeting

ii) Council Meeting Dates 2021 (Rod Coates)

Rod Coates presented Proposal #1 to Council regarding dates for Council meetings.

After a fulsome discussion, this proposal was not approved. More thought will be go into what months Council will meet. It was decided to meet again in March at the regularly scheduled Council meeting. Please see Attachment #1 for the Proposal in its entirety.

iii) Annual Self-Assessment Checklist (Rod Coates)

Rod Coates stated that he has started filling out the checklist and will finish it up, but needs input from the Trustees and the Treasurer. Rod Coates added that he will share the assessment again once further work has been done on it.

Rod Coates went on to discuss all of the documents required by the Regional Council (WOW) such as having a Covenant with the Regional Council (WOW), a Living Faith Story and a Profile. The exercise of developing all of these components will allow Kincardine United Church to reflect on the mission and what the church wants to accomplish. Marion Boyd stated that Rod Coates should not be solely responsible for this and it would be more appropriately the responsibility of the whole Council. Many of the items required by the Regional Council (WOW) will take time to complete and Council will need to prioritize over the next several years.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:15 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting:

- March 9th, 2021

Signature of President

Signature of Secretary

Attachment#1

Proposal #1

Title: 2021 Council Meeting Schedule

Originating Body: Council President

What is the issue?

The Manual 2019 (B.7.7.1) stipulates that the governing body of a community of faith must meet at least quarterly. Kincardine United Church Council's past practice has been to hold meetings ten times per year. In more recent years, meetings have been intentionally omitted in January due to weather/travel issues; other meetings have been occasionally cancelled due to insufficient pressing agenda items. In 2020 there were 8 scheduled meetings and 1 emergent meeting.

Why is this an issue?

An annual meeting schedule is recommended by the KUC Governance Handbook and is also a best practice. In recent years, enhanced digital posting of standing committee minutes has improved exchange of information and reduction in reporting at meetings. Streamlining of Council meeting protocols has occurred, necessitated in part by COVID-19 restrictions and associated use of Zoom meetings. The emerging use of proposals has reduced the need for discussion on minor issues and allowed more time for substantive ones. Issues have also been dispositioned by the more common use of email voting in lieu of meetings. A few emergent issues requiring discussion have been readily dispositioned with a special Council meeting. Given these changes, the need for Council to meet at its previous frequencies has been reduced.

What might Council do?

The Kincardine United Church Council might:

1. Agree to hold six scheduled meetings in 2020, beginning in February on the second Tuesday of the month, and continuing bimonthly. (Feb/Apr/Jun/Aug/Oct/Dec)
2. Agree to schedule additional meetings if/as the need arises at the call of the chair.

Kincardine United Church Council Meeting
Tuesday, March 9th, 2021

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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), Charles Ludlow (Membership and Mission), Emily Perry (Regional Council Representative), Angela Hazlewood (Council Secretary)

Regrets: Jack Nancekivell (Trustee)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, March 9th, 2021. Notice of this meeting was given six days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents. Another e-mail reminder was sent out one day prior to the meeting as well.

Rod Coates called the meeting to order at 7:02 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

(Adapted from Gary Clark, WOW AOL):

Rod Coates shared these words: "Lent is a season of reflection and commitment to discipleship. As a people of faith we require to let the words of our acknowledgement help us grow in both our relationship with God and all our relations. We acknowledge that we live, work and worship God on the historic traditional territory of many first peoples. For us it is the Saugeen First Nation. By force these people were robbed of their land and denied their culture. Our prayer is that with the power of love we find ways to share the land and celebrate all cultures who call this land home. May our acknowledgement of this truth be but the first step toward reconciliation between the first peoples of the land and all who have come later."

3. Lighting of the Candle (Rod Coates)

Rod Coates lit the virtual Christ candle and his usual pun making fashion said, “As I light the virtual Christ candle this evening, I’m thinking that if this were the only illumination for the meeting we would all be pretty lit”. Rod Coates continued with these words, “As more of winter’s darkness disappears we feel a sense of increasing hopefulness about the approaching spring, although perhaps a bit anxious about the pending change to Daylight Savings Time. The almost-arrived COVID-19 vaccines are another reason for us to be more hopeful this spring than this time last year, when any plans for the future were merely a shot in the dark.

As we gather this evening let us remember 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”.

4. Devotion (Gord Dunbar)

Gord Dunbar recognized that the day prior to the meeting was “International Woman’s Day”. Gord Dunbar shared a moving story about his loving grandmother, “Nannie” and asked Council members to offer a story about a strong woman in their lives who has inspired them.

Afterwards, Gord Dunbar led Council in prayer.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as amended.
2. That the minutes of the February 9th, 2021 meeting be approved.
3. That motions and proposals be written and given to the Secretary.

B. Actions

1. To appoint Shirley Bieman as a member of the Programme Committee.

C. Correspondence

1. A thank you was received from the Kincardine Food Bank for funds sent at the end of the year.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

- i) **Kincardine United Church Governance Handbook-Request for Committee Feedback (Rod Coates)**

Rod Coates reminded Council that Marion Boyd had made a presentation about this document at the last Council meeting and asked if it could be sent out to committee members for review if it had not been done yet. Rod Coates stated that there was no rush on this as we want to take our time to get it right, however, we do want to keep it on our radar and not lose focus. Gord Dunbar said that he is in awe of all of the great work gone into the revisions and that so many people were involved to make it happen. Gord Dunbar mentioned Joan Norris' work on the Trustee section in the handbook. Rod Coates stated that he felt further discussion would be needed on the Investment Policy, but did acknowledge that a great deal of work has already gone into it along with a lot of thought. Marion Boyd added that when asking committee members to review the document to ensure that the Mission Statement is examined closely to ensure that everyone is happy with it and we can all live with it. Rod Coates requested that this document be on April's agenda to make sure it stays in the forefront. Marion Boyd suggested that questions about the handbook be brought back to Council and after these questions have been discussed and compiled, the working group can take a look at it again to make more revisions. Marion Boyd made it clear that Council needs the perspective of the committee members as this handbook governs what they do.

7. Reports from Committees

i) Ministry and Personnel (Mary Phillips)

Mary Phillips presented a proposal about health and safety training for staff members. Ministry and Personnel did a great deal of research to determine what training may be mandatory for staff members. Rod Coates acknowledged all of the hard work Ministry and Personnel did to make the recommendation for training. Rod Coates stated that he was grateful for the fact that Ministry and Personnel went as far as to audit the training too to see if it would be appropriate and necessary for all staff members. Ministry and Personnel had also suggested that Kincardine United Church reach out to the Western Ontario Waterways (WOW) Regional Council to ask for support and guidance in health and safety training. Council members agreed that all of the training chosen is very important and is exactly the type of training needed for the staff members. It was suggested that Council and the Property Ministry complete the recommended training as well. Please see Attachment #1 for the proposal in its entirety.

The proposal was amended to:

First, that Council recommend to WOW that they determine any required staff training, then ensure it is communicated to all churches, including the provision of this training to all communities of faith within the region. Page 2 of this

document provides a suggested draft which could be submitted to WOW for consideration.

Second, until guidance is received from WOW, we feel that our church should provide training to our staff, Property Ministry Team and Council members to ensure they have the necessary knowledge. We have selected training that we feel our staff could complete to ensure we are showing due diligence now that we're aware of the requirements.

Rod Coates declared the above two actions approved by consensus.

Rod Coates offered to send a letter to the Western Ontario Waterways (WOW) Regional Council. Gord Dunbar suggested that all staff be paid for completing the training.

Rod Coates thanked Mary Phillips and Ministry and Personnel for all the work that went into researching the training and writing the proposals.

ii) Administration (Donna Mowry)

Donna Mowry shared from the Donation Steward that the General Fund Givings for February were \$15475.00 and this was above the rolling average. This was also above the 2020 total. As well, Donna continued and said that there have been 82 donations each month from Preauthorized Remittance (PAR).

Donna Mowry also stated that at the Administration Meeting on March 4, 2021, Jack Nancekivell moved and Gregg McClelland seconded a motion that we recommend to Council that all funds left over after a capital project is finished be moved into the Capital Fund Account for future capital projects. (This means the \$8844.00 left from the doors be moved into the Capital Fund). It was noted by several Council members that the doors were part of the Hope and Blooming Faith Menus so it was decided that it would not make sense to put the remaining dollars into the Capital Fund.

After a fulsome discussion, this recommendation was not approved by Council. It was felt that there needed to be more discussion. The Memorial, Planned Legacy and Designated Gifts Procedure (5.1.1) was referenced and: "If sufficient donations have been made to fully fund the project, Council will assign responsibility for implementation and the project will be completed". Council affirmed that it has the responsibility for funds donated to the church, and will also have the final word on how unused funds are dealt with.

There was also a discussion about the \$9.00 left over from the kitchen stove project and this proposal was presented by Donna Mowry:

That the \$9.00 left over from the stove project be transferred to the general funds of Kincardine United Church.

Rod Coates declared this proposal approved by consensus.

Donna Mowry also shared a fundraising idea by Gord Dunbar which he will be sharing with the congregation on Sunday, March 14th. It was decided for the financial statements it would be called: "Gord's Spring Project". Gord Dunbar has grown a beard and the fundraiser is all about whether he will shave or not. The Administration committee would like the proceeds to go into the general funds of Kincardine United Church.

iii) Programme (Judy Zarubick)

Judy Zarubick reported on the numbers of households who have viewed the worship services on Zoom, YouTube, other services, and the Fireside Chats.

Worship Services

February 14 – 42 on Zoom	YouTube – 18 views as of March 7, 2021
February 21 – 40 on Zoom	YouTube – 17 views as of March 7, 2021
February 28 – 50 on Zoom	YouTube – 15 views as of March 7, 2021
March 7 – 46 on Zoom	YouTube – 5 views as of March 7, 2021

Other Services

Taize Service – 6 on Zoom YouTube – 7 views as of March 7, 2021
Ash Wednesday - 11 on Zoom/Was not sent to YouTube because of poor audio
Annual Meeting – 46 on Zoom
World Day of Prayer (for Church of the Messiah) 25 on Zoom was not allowed on YouTube due to Copyright

Fireside Chats on YouTube

February 9 – 16 views as of March 7, 2021
February 15 – 28 views as of March 7, 2021
February 23 – 32 views as of March 7, 2021

8. Treasurer's Report (Liz Dillman)

Liz Dillman reported that expenses of the committees are way down. Liz Dillman continued by saying that the deposit for the heat pumps has been paid to Cliff's Plumbing. The deposit was \$4000.00 plus HST of \$520.00. Liz Dillman continued by sharing what the Westario invoices were for the following durations: for January to March 2021 (net of HST), January \$1330.51 (for November usage), February \$2291.77 (for December usage), March \$2868.89 (for January usage). Liz Dillman also discussed the breakdown for the grant which included the totals for the lightbulbs, the installation of the light bulbs, and the heat pumps for a total of \$ 45493.00. The total of the grant is \$ 26912.00. Liz Dillman went on to say that as of March 1st, 2021 the reconciled bank balance was \$32579.23. Liz Dillman

continued by saying that at this time it will be necessary to raise the \$26912.00 grant funds until the grant is received. Liz Dillman stated that assuming revenue continues as it has been, it will also be necessary to cash assets of \$13000.00 to cover operating expenses once the project is completed as we have been using the capital fund monies to provide cash flow. Since those funds have been raised and designated to capital project, we cannot ask for congregational funding/loans to pay for the balance of the heat pumps.

9. New Business

i) Stewardship (Gord Dunbar)

Gord Dunbar shared a plan for stewardship. Council stated that they endorsed the general approach and Gord Dunbar said that he would ensure that it happens and many of the items line up with his personal goals and objectives. Gord Dunbar continued by saying that any questions about the plan could come directly to him and recruiting for a Stewardship Ministry Team would be happening in the future. Gord Dunbar will share more information as it becomes available. Please see Attachment #2 for information about stewardship in its entirety.

ii) Kincardine United Church Violence and Harassment Policies-Proposal #1 (Rod Coates)-This agenda item was deferred to the next Council meeting.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:22 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting:

April 13th, 2021

Signature of President

Signature of Secretary

Attachment #1

M&P Proposal for Staff Training

We, the Ministry & Personnel (M&P) Committee of Kincardine United Church (KUC), understand that there are legal requirements for staff to receive some type of training in the following categories:

- Accessibility for Ontarians with Disabilities Act (AODA)
- WHMIS 1988/2015
- Health and Safety Awareness
- Handling Workplace Violence & Sexual Harassment

Through our own research, we have discovered a number of courses, available through various suppliers (e.g., Canadian Centre for Occupational Health & Safety, Workplace Safety Compliance Centre, etc.), that cover these topic areas. However, available courses include differing breadth and depth of coverage. We do not feel that we have sufficient expertise to determine which course(s) are appropriate to meet the needs and legal requirements for our staff.

We are proposing two actions be discussed at council:

1. First, that council recommend to WOW that they determine any required staff training, then ensure it is communicated to all churches. Page 2 of this document provides a suggested draft which could be submitted to WOW for consideration.
2. Second, until guidance is received from WOW, we feel that our church should provide training to our staff to ensure they have the necessary knowledge. We have selected training that we feel our staff could complete to ensure we are showing due diligence now that we're aware of the requirements.

Ontario Labour Mandatory Employee Courses	Training Course Name	Company	Price	Link
AODA	AODA (Disability) Training:	AODA	Free	https://www.aoda.ca/free-online-training/
WHMIS	WHMIS 2015 for Workers	CCOHS (Canadian Centre for Occupational Health & Safety)	\$ 15.00	CCOHS: WHMIS 2015 for Workers
	WHMIS 2015 for Office Workers	CCOHS	\$ 15.00	CCOHS: WHMIS 2015 for Office Environments
Handling Workplace Violence & Sexual Harassment	Violence Awareness Course	CCOHS	Free	https://www.ccohs.ca/products/courses/violence_awareness/
Health & Safety Awareness	Health & Safety Awareness Training for Workers & Supervisors (OHSA course for Workers)	Ontario Ministry of Labour, Training & Skills Development	Free	https://www.labour.gov.on.ca/english/hs/training/

Request for Assistance from WOW

Re: Staff Training

We, the Ministry & Personnel (M&P) Committee of Kincardine United Church (KUC), understand that there are legal requirements for staff to receive some type of training in the following categories:

- Accessibility for Ontarians with Disabilities Act (AODA)
- WHMIS 1988/2015
- Health and Safety Awareness
- Handling Workplace Violence & Sexual Harassment

Through our own research, we have discovered a number of courses, available through various suppliers (e.g., Canadian Centre for Occupational Health & Safety, Workplace Safety Compliance Centre, etc.), that cover these topic areas. However, available courses include differing breadth and depth of coverage. We do not feel that we have sufficient expertise to determine which course(s) are appropriate to meet the needs and legal requirements for our staff.

KUC staff includes:

- Minister
- Music Minister
- Custodian
- Office Co-ordinator

We request assistance from Western Ontario Waterways Regional Council (WOW) in ensuring that KUC staff members receive the appropriate and necessary training, as follows:

1. Confirm that our understanding is correct regarding the legal requirements for staff training; or provide correct information.
2. Provide clear direction or advice on available courses or other training interventions suitable to ensure legal requirements are met, both initially and ongoing (e.g., refresher training requirement).

We feel KUC may be vulnerable as these are legal requirements, which may or may not be met currently; therefore, a timely response is requested.

Furthermore, it should be noted that, in our efforts to determine appropriate training, we reached out to neighbouring churches seeking information on how they managed their staff's training. It is clear that KUC is not alone in our need to understand these requirements and ensure they are met. As such, we strongly recommend that WOW develop guidance to assist all churches within our region.

Prepared by: KUC M&P Committee

Attachment #2

Called to be the Church: The Journey

Module 1: Stewardship Best practices

Next Steps Worksheet

as of January 12, 2021

What are your next steps on your stewardship journey?

Please try to set goals and plans that are SMART.

S – Specific

M – Measurable

A – Attainable

R – Relevant

T – Time-bound

What could you do, right now, to make a difference?

- Create a Stewardship Ministry Team by end of May 2021.
 - Council endorses the task;
 - Recruiting of Team; Melinda Smegal? Barry Schmidt?
Job descriptions (based on priorities & recommendations from Stewardship Analysis report pp. 17-18)
Gifts desired in members –generosity, ...
 - Resource people: Liz, John, Gord
 - Legacy Ministry Team remains separate Ministry Team;
 - Train Stewardship Ministry Team & set them loose!
- Change title of Envelope Steward to Donations Steward & inform congregation by Feb. 2021. The Administration Committee approved this change.
- Share Stewardship Analysis report with Admin, Council & pp. 17-18 with congregation at annual meeting in Feb. 2021
- Weave Summary of Recommendations & 3 Priorities from Stewardship Analysis report into work of Stewardship Ministry Team (once formed). May 2021-
- Repeat “Blooming Faith” giving options for Lent 2021.

- Connect with people who aren't connecting electronically or digitally right now, to inform them of new giving options other than the offering plate and make pastoral contact. Might be done through M&M team? March-Oct. 2021

What can wait for 6 months?

- Reconnect with community groups & strengthen those relationships. Invite them to financial support.
- Inspire the Community of Faith with stories about the relationship you have with community groups, and what you accomplish together toward your mission.
- Kincardine United Church to celebrate, as a way of thanking, Kincardine United Church people whom are involved in ministry and mission outside the Community of Faith.
- Preaching & teaching around community participation as a form of personal mission. "Already Missional"

What would you start in 1 years' time?

- Have an event that brings people together to accomplish a "task" and build relationships between people; both those already participating and those sporadically or not yet participating. Link to your mission.
- Evaluate achievement of #1 & 2 (above) including the work of the Stewardship Ministry Team & Legacy Giving Ministry Team and establish new priorities for the coming year based on the evaluation.

2021 Stewardship program Oct. 10, 2021 – Nov. 14 (with 1 week off for Remembrance Sunday)

What is your timeline to accomplish these steps?

Be specific! When do you plan to do what?

See above!

How will you share this with your community of faith?

Inform Council in February, 2021

Report at Annual meeting at end of February 2021

Ongoing creative updates on this process to be given by Stewardship Ministry Team on a timeline determined by the Team. Suggested timeline: at least quarterly, sharing with the Community of Faith tied to Inspire Invite & Thank. Follow-up meeting June 17, 2021 2-3 pm.

Kincardine United Church Council Meeting
Tuesday, April 13th, 2021

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

Regrets: Emily Perry (Regional Council Representative), Mary Phillips (Ministry and Personnel)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, April 13th, 2021. Notice of this meeting was given six days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents. Another e-mail reminder was sent out one day prior to the meeting as well.

Rod Coates called the meeting to order at 7:04 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

(Adapted from Gary Clark, WOW AOL):

Rod Coates said, "Lord God, you have blessed us with so many different peoples, each with their own cultural gifts and blessings. But we haven't always recognized these gifts. We rejected our first nation's brothers and sisters, we took the bread from their table, the land from under their feet, and the freedom from their bodies. We banished their language, forbade their music and tried to halt their dancing. For these sins we are truly regretful and only you, Holy One, can roll away the stone of these many deaths and wrongs. With grace and forgiveness, we pray that someday together we will dance as true brothers and sisters".

3. Lighting of the Candle (Rod Coates)

Rod Coates lit the virtual Christ candle and said: "As I light the virtual Christ candle this evening, I recall the old axiom: Give someone a candle and they can see until that candle burns down...Set someone on fire and they can see for the rest of their lives".

Rod Coates continued by leading Council in prayer: "With the image of Easter and the resurrection still fresh in our minds, recall that Jesus said, "I am the light of the

world. Whoever follows me will never walk in darkness but will have the light of life.” Let this candle serve to keep us mindful of God’s gifts of light and love. Amen”.

4. Devotion (Gord Dunbar)

Gord Dunbar shared that he is thinking a great deal about the pandemic and how it is affecting everyone. Many of us are feeling “zoom fatigued”, isolated, and a sense of brokenness. Gord Dunbar read from 2nd Corinthians 12:9-11. Gord Dunbar quoted Richard Rohr, American author, spiritual writer, and Franciscan friar: “Union with God is achieved by doing things wrong rather than by doing things right. Perfection is not the goal.” Gord Dunbar continued by sharing a poem as a prayer by Joyce Rupp from her book *Prayer Seeds*, entitled: “The Home of Transformation.”

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as amended.
2. That the minutes of the March 9th, 2021 meeting be approved.
3. That motions and proposals be written and given to the Secretary.

B. Announcement

The members of the Search Committee to select a new Treasurer are Gregg McClelland (Administration Committee), John Phillips (Donation Steward) and Dave Mullenix (Ministry and Personnel).

C. Correspondence

1. Report from the Donation Steward (General Fund Comparison) has been added to the Shared Drive.
2. Invitation to the “United Church of Canada Moderator’s Town Hall on the Strategic Plan” has been added to the Shared Drive.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

i) Kincardine United Church Governance Handbook-Request for Committee Feedback (Rod Coates)

Rod Coates asked Council if all committees had a chance to review the changes that had been made to the Handbook and provide suggestions for updates. Judy Zarubick, Donna Mowry, and Charles Ludlow shared that they had received feedback from their respective committees and would be passing it along to Marion Boyd. Marion Boyd, Rod Coates, and Judy Zarubick will be meeting to review the feedback

provided and make any necessary changes. Rod Coates stated that he wanted Council to take their time to approve the final copy of the Handbook. There is no deadline, however, it has been left on the agenda as not to lose sight of this important document. Rod Coates asked for the Handbook to be put on the agenda next month again and once Council is happy with the final draft, it will be taken to the congregation for final approval.

ii) Kincardine United Church Violence and Harassment Policies-Proposal #1

(Rod Coates)

Rod Coates presented Proposal #1 to Council. Rod Coates shared that the United Church of Canada has created a policy around violence and harassment that could replace Kincardine United Church's outdated document. Rod Coates presented the proposal to supersede Kincardine United Church's Violence and Harassment Policies. Marion Boyd asked if replacing the policy would adhere to obligations under Canadian law. Gord Dunbar had researched this topic and stated that replacing Kincardine United Church's policy with the United Church of Canada's policy would be acceptable to meet obligations. Gord Dunbar suggested that a brochure could be created about violence and harassment and could be placed in appropriate places around the church. A covering letter will be added to the document stating that Kincardine United Church has adopted the United Church of Canada's policy in regard to violence and harassment.

After a fulsome discussion, #4 was added to the proposal:

- 1) Agree to supersede Kincardine United Church Violence Policy (1.9) and Harassment Policy (1.10), and
- 2) Reference the United Church of Canada's *Workplace Discrimination, Harassment, and Violence Prevention and Response Policy* as the superseding document in the Kincardine United Church Policies & Procedures Manual, and
- 3) Ensure that staff and leaders of Kincardine United Church are made aware of the updated policy.
- 4) That the link to the United Church of Canada's (UCC) website containing the UCC's policy be included in Kincardine United Church's Policy and Procedure Manual and printed on paper copies and posted in the church.

Rod Coates declared this proposal approved with amendments by consensus.

Please see Attachment #1 for Proposal #1 in its entirety.

7. Reports from Committees

i) Trustees (Jack Nancekivell)

Jack Nancekivell asked if anyone had any questions regarding the minutes of the Trustee committee. Jack Nancekivell discussed what the insurance company was requesting particularly regarding the security and fire system. The smoke alarms are very important, however, having a security system installed does not seem to be practical and is very expensive.

A discussion also ensued around the deed of the church building and where it should be housed. It was suggested that a copy needed to be kept at a lawyer's office, however, it was decided that if an extra copy is needed, it can be found at the Registry office in Walkerton.

Rod Coates enquired about the smoke alarms and burning candles during the Christmas Eve service, however, because beeswax candles are used there is less smoke. The smoke alarms were attached to the wall not the ceiling to make them more accessible.

ii) Administration (Donna Mowry)

Donna Mowry began her report by speaking about Liz Dillman resigning as Treasurer after 14 years. Donna Mowry praised Liz Dillman for her time and talents often going above and beyond. Best wishes were extended to Liz Dillman and appreciation for all of her great work.

In Mary Phillip's absence, Donna Mowry continued by adding that she had completed the WHMIS training along with Stu Metzger, David Hamilton, Ralph Knowles, Jack Nancekivell, and Mary Phillips.

iii) Programme (Judy Zarubick)

Judy Zarubick shared requests for weddings from Gord Dunbar. These weddings were agreed to by consensus by the Programme committee:

- David Merrill and Linda Lyons – some day when the health protocols allow it;
- Elsie Shewfelt and her fiancé Brady on Saturday, August 21st in the church sanctuary unless the building is not open then they will find a suitable alternate;
- And Valerie Koepke and her fiancé Jack on Sunday, October 31st outside.

As well, Judy Zarubick reported on the numbers of households who have viewed the worship services on Zoom, YouTube, the Fireside Chats, and the Iona service. Zoom and YouTube participants are averaging about 22 to 35 views of the Worship Service on YouTube and 43 to 46 views on the Zoom broadcast. The Fireside Chats average 18-22 views on YouTube and the broadcast of the Iona Service had 8 households. On May 16th, it is hoped that the Western Ontario Waterways New Ministry service can be broadcasted, if possible. Judy Zarubick also stated that more volunteers are needed for audio visual support.

iv) Membership and Mission (Charles Ludlow)

Charles Ludlow and Gord Dunbar reported about the Membership and Mission's recommendation to have certain members removed from the historical roll. Some of these people have asked to be removed and some do not have contact information. Rod Coates asked for the names to come back with a proposal so

that Council can approve. Rod Coates stated that the people who are removed can easily be reinstated if the need arises. Rod Coates will work with Charles Ludlow and the Member Adherent Review Team (MART).

Gord Dunbar also shared that a telephone call directed to the Membership and Mission committee from the Refugee Committee wanting to partner with Kincardine United Church and Knox Presbyterian Church to donate money for the front and back doors of Cape Croker United Church in the amount of \$500.00 each. This request for the donation came from Joyce Johnston, the minister at Cape Croker United Church. Gord Dunbar felt that this was a positive move within our community.

8. Treasurer's Report (Liz Dillman)

Liz Dillman began her report asking if anyone had any questions about the financial report. Liz Dillman continued by stating that the church is spending more than it is bringing in and this is a concern. Restricting the budget is difficult for many reasons as 67% of the budget is for staff compensation and there are certain things that have to be paid such as heating and hydro. Liz Dillman made a recommendation for the Trustees to have money moved into the general account from the investments. It was stated that it is difficult to borrow money when there are no real assets. Jack Nancekivell suggested that an appeal be made to the Community of Faith to share these concerns and the need for more money to keep the church afloat. Unfortunately the pandemic has made it difficult to host fundraising events. Jack Nancekivell stated that contingency plans have to be made as the some of the church windows need to be replaced.

The proposal is that Kincardine United Church Council direct the trustees to cash up to \$20000 from the investments (for short term cash flow) to be put into the general funds of Kincardine United Church.

Rod Coates declared this proposal approved by consensus.

The proposal is that Kincardine United Church Council make an appeal to the congregation clearly identifying Kincardine United Church's financial situation.

Rod Coates declared this proposal approved by consensus.

The proposal is that Kincardine United Church Council delegate Gord Dunbar, Liz Dillman, and Donna Mowry in consultation with Jack Nancekivell to write an appeal letter to the congregation regarding the financial situation of Kincardine United Church.

Rod Coates declared this proposal approved by consensus.

9. New Business

i) Western Ontario Waterways Regional Meeting (Rod Coates)

Rod Coates stated that this regional meeting will be on May 13th, 14th, and 15th, 2021.

ii) Congregational Report (Rod Coates)

Rod Coates shared that the changes approved to the 2020 Kincardine United Church Annual report at the February 28th meeting have not yet been posted to the website, but will continue to follow up until they are.

Rod Coates thanked everyone for their valuable input and participation in the discussions this evening.

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:

May 11th, 2021

Signature of President

Signature of Secretary

Attachment #1

KUC Council – March 9, 2021

PROPOSAL #1

Title: Supersede Kincardine United Church Violence and Harassment Policies

Originating Body: Council President

What is the issue?

In 2015, as part of the Hamilton Conference initiative to address Bill 168¹, Kincardine United Church created two new policies: 1.9 – Violence and 1.10 – Harassment. With the changes to the United Church's governance structure which came into effect 1 Jan 2019, these policies are not workable as the roles and associated responsibilities no longer exist.

Why is this an issue?

All places of work in Ontario are required to have policies which address harassment, discrimination and violence, including United Church of Canada communities of faith. The United Church of Canada's policy² applies to all communities of faith and congregations, the General Council, regional council offices and other church organizations. Communities of faith may elect to use this policy or develop their own customized policy --- provided the policy complies with their provincial or territorial legislation related to discrimination, harassment, and violence.

Given that the national church's policy is applicable to communities of faith, is already in use within the Western Ontario Waterways Regional Council, is up-to-date, and that Kincardine United Church's existing policies are unworkable, a simple path forward is for Kincardine United Church to adopt and adhere to the national church policy.

What might Council do?

The Kincardine United Church Council might:

- 1) Agree to supersede Kincardine United Church Violence Policy (1.9) and Harassment Policy (1.10), and
- 2) Reference the United Church of Canada's *Workplace Discrimination, Harassment, and Violence Prevention and Response Policy* as the superseding document in the Kincardine United Church Policies & Procedures Manual, and
- 3) Ensure that staff and leaders of Kincardine United Church are made aware of the updated policy.
- 4) That the link to the United Church of Canada's (UCC) website containing the UCC's policy be included in Kincardine United Church's Policy and Procedure Manual and printed on paper copies and posted in the church. **Link to the United Church of Canada's Workplace Discrimination, Harassment, and Violence Prevention and Response Policy:** [Workplace Discrimination, Harassment, and Violence Prevention and Response Policy \(united-church.ca\)](https://www.united-church.ca/workplace-discrimination-harassment-and-violence-prevention-and-response-policy)

¹ Bill 168 – An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters (2009)

² Workplace Discrimination, Harassment, and Violence Prevention and Response Policy

Kincardine United Church Council Meeting
Tuesday, May 11th, 2021

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

Regrets: Jack Nancekivell (Trustee)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, May 11th, 2021. Notice of this meeting was given eight days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents. Another e-mail reminder was sent out one day prior to the meeting as well.

Rod Coates called the meeting to order at 7:00 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words: "For thousands of years, First Nations people have walked on this land. Their relationship with the land is at the centre of their lives and of their spirituality. We begin our meeting this evening by acknowledging the unceded territory of the Saugeen Ojibwe. We are all Treaty people, parties to Crown Treaty 45 ½ in 1836. 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, while honouring all who live, work and worship on it".

3. Lighting of the Candle (Rod Coates)

Rod Coates in his pun-making form shared these words, "As I light the virtual Christ candle this evening, I recall that candles never sleep since there's no rest for the wicked". Rod Coates continued: "In Matthew 5:16 we read, "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." As followers of Christ we are each called to light candles, offering words of encouragement, helping, serving and advocating for others, working quietly behind the scenes, all the while allowing the light to shine through us. May it ever be so. Amen."

4. Devotion (Gord Dunbar)

Gord Dunbar shared the idea that many of us are burning candles at both ends. Gord Dunbar continued by offering a poem about a child feeling sad and how his mother made him feel better by “filling him up” with a mama’s love. Gord Dunbar asked if we had “filled up a bucket today?” This is all about being kind and making people feel good. Gord Dunbar asked Council to close their eyes and breathe deeply. Gord Dunbar continued by asking Council to think about the church family and praying for people in hospices, in hospitals, in grocery stores, and all over our community guiding us and giving us strength to have God in our hearts. Gord Dunbar led Council in prayer.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as amended.
2. That the minutes of the April 13th, 2021 meeting be approved.
3. That motions and proposals be written and given to the Secretary.

B. Action

1. Agree to the removal of the names of 254 NonResident Members from the Kincardine United Church Historic and Current Membership Rolls, including 7 by Request and 247 by Action of Council, as listed in Appendix 1. [Reference: Proposal #1, attached]. (Attachment #1)

C. Correspondence

1. Report from the Donation Steward (General Fund Comparison) has been added to the Shared Drive.

Questions were asked about the removal of the names (B. Action above) and Rod Coates reminded Council that the names being removed from the membership rolls need to be recorded in the minutes. It was asked if people on the membership roll had been contacted, however, contact information may not be available in some instances and Judy Zarubick stated that it is very easy to reinstate people as members if the need arises. Any more questions can be directed to the Membership and Mission committee.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

i) Kincardine United Church Governance Handbook-Request for Committee Feedback (Rod Coates)

Rod Coates asked for this item to be added to the agenda one last time to ensure that all feedback had been provided so that along with Judy Zarubick and Marion Boyd, they could examine it and make changes as necessary. Rod Coates stated that he was waiting for the Ministry and Personnel committee to share feedback. Rod

Coates thanked everyone for their thoughtful and constructive feedback. The next step is for Council to approve the final draft and then for the Governance Handbook to be presented to the congregation for their approval.

7. Reports from Committees

i) Administration (Donna Mowry)

Donna Mowry gave an update that a treasurer had not been appointed yet and will inform Council when Administration has found someone to fulfill this position. Donna Mowry continued by discussing the creation of a loaning/borrowing policy. After a fulsome discussion it was decided that it would be beneficial to have a policy that allowed for loaning out of church property and as Gord Dunbar stated it is about generosity of spirit and “holy currencies”. Marion Boyd suggested that this is part of Kincardine United Church’s outreach to the community. Rod Coates noted that the existing Facilities Usage Procedure (5.1.3) permits items to be loaned with the approval of the Administration Committee. Of course, items that are loaned out will be at the discretion of the Administration committee and a policy put in place will bring clarity and transparency to this topic.

ii) Ministry and Personnel (Mary Phillips)

Mary Phillips stated that the five trainings courses that were recommended by M & P at a previous Council meeting, has been going well as most staff members had completed everything. Mary Phillips mentioned that several people had completed the WHMIS training. Mary Phillips continued by sharing that next steps would be to ensure that Council has completed the five different trainings as well.

8. Treasurer’s Report (Liz Dillman)

Liz Dillman reported that the Capital Project fund is up to just over \$30000. Liz Dillman also shared that since the appeal letter went out requesting financial assistance, the response was incredible. Liz Dillman said the bank account went from \$5000 to \$86000. Liz Dillman reported that everything is in line and there will be approximately \$32000.00 in the general fund after items are paid. The congregation was amazing to step up to the call, Liz Dillman stated.

Rod Coates suggested how important it is to identify the needs of the church to the congregation on a more regular basis to keep the financial needs on people’s minds on more on-going basis. Gord Dunbar thought the appeal letter was very successful for what it was asking. The Stewardship program, this fall, will continue to focus on Preauthorized

Remittance and regular givings to support with more on-going financial assistance. Marion Boyd thought it would be interesting to look at the pattern of increased givings to see if appeal letters and other types of endeavours do in fact work to receive more financial assistance to support sustained funding as opposed to one-time gifts. Marion Boyd suggested that the Stewardship program could look into patterns of givings for more effective appeals to be made in the future. Donna Mowry stated that she will continue to share the Donation Steward's report with Council to be able to review the changes in givings.

At the Administration committee, Donna Mowry added that a discussion ensued about a short term investment as there is a large amount of funds in the general account now. However, it was decided that money is needed for cash flow as there are several items that funds need to come out of the general account which adds up to just over \$43000. As well, the interest rates are very low so there is no real value of investing funds into a short term investment. Liz Dillman added that these funds are needed to pay for projects that they were originally designated for.

Donna Mowry brought up the \$8844.00 left over from the door projects and this proposal was created after a healthy discussion occurred:

That Kincardine United Church will transfer the \$8844.00 left over from the side and office door projects into the Capital Project Fund.

Rod Coates declared this proposal approved by consensus.

9. New Business

i) Western Ontario Waterways Regional Council Meeting (Rod Coates)

Rod Coates shared that the Western Ontario Waterways Regional Council spring meeting will be held on May 13th-15th, 2021 and will be presented virtually. The Celebration of the Ministry service at Southampton United Church will be postponed to the November meeting of the region.

ii) Pastoral Concerns of the Region (Gord Dunbar)

Gord Dunbar asked Council to keep Mark Laird who is the incoming President of the Region, in our prayers, as he is in the hospital. Also, Gord Dunbar One of the Regional staff members, John Neff's father passed away and will not be at the Regional Council meeting that Rod Coates mentioned above.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:36 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting:

June 8th, 2021

Signature of President

Signature of Secretary

Attachment #1

PROPOSAL #1

Title: *NonResident Member Recommendations*
Originating Body: **Membership & Mission Committee**

What is the issue?

The MART (Membership & Adherent Review Team) conducted a review of all NonResident Members and recommended to the Membership & Mission (M&M) Committee that the names of 254 non-resident members be removed from the historic and current membership rolls in accordance with 5.2.3 Historic & Current Membership Rolls Procedure.

These recommendations were accepted at the M&M Committee meeting of March 16, 2021 and M&M agreed that these names of NonResident Members be presented to Council for action and approval.

Why is this an issue?

Kincardine United Church has a large membership list but has lost contact with many of the individuals contained in its rolls. There is little value maintaining “historical data” as “active data”.

In accordance with procedure 5.2.3 and The Manual (B3. Membership and Other Participation in a Congregation), names of individuals may be removed from Historic & Current membership rolls:

- after a request for Transfer or Removal has been received from the Member, or
- after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church.

It should be noted that a person’s name is never removed from the Historic Roll but remains there in perpetuity. The roll information is updated to indicate that the person is no longer a member, the reason why, and the date removed from membership. A name may also be restored to the Historic Roll by action of Council.

What might Council do?

The Kincardine United Church Council might:

Agree to the removal of the names of 254 NonResident Members from the Kincardine United Church Historic and Current Membership Rolls, including 7 by Request and 247 by Action of Council, as listed in Appendix 1.

APPENDIX 1
MART NONRESIDENT MEMBER RECOMMENDATIONS

<u>NAME</u>	<u>RECOMMENDATION</u>	<u>NAME</u>	<u>RECOMMENDATION</u>
ACKERT, Ronald	REMOVE	CROWLEY, Ryan David	REMOVE BY REQUEST
AGNEW, James	REMOVE	CUMMINGS, Scott	REMOVE
AGNEW, Vickie	REMOVE	DANFORD, Bev	REMOVE
AITCHISON, Annabelle	REMOVE	DANFORD, Debora	REMOVE
AITCHISON, Jill	REMOVE	DANFORD, Kelly	REMOVE
AITCHISON, John	REMOVE	DAVIE, Darcelle	REMOVE
ALLEN, Jennifer	REMOVE	DAVIE, James	REMOVE
ATKIN, Cheryl Ann	REMOVE	DOBBIE, Allison Louise	REMOVE
BAIRD, Leisa	REMOVE	DOBBIE, Hugh	REMOVE
BAKER, Daryl	REMOVE	DOBBIE, Lesley	REMOVE
BARRIE, Kelly	REMOVE	DOW, Geoff	REMOVE
BELL, Ann	REMOVE	DROST, Peter	REMOVE
BELL, Jacqui	REMOVE	DUNSMOOR, Paul	REMOVE
BEST, Cathy	REMOVE	ELLIOTT, Dean	REMOVE
BIBBY, Tracy Laura-Lee	REMOVE	ELLIOTT Jr., Ronald	REMOVE
BLUM, Melodie	REMOVE	FAIR, Gordon	REMOVE
BOLDT, Kirk	REMOVE	FARRELL, Stephanie	REMOVE
BOLDT, Scott	REMOVE	FORSTER, Sandra	REMOVE
BOWERS, Ann	REMOVE	FRY, Cindy	REMOVE
BOWERS, Joe	REMOVE	GHENT, Beverly	REMOVE
BOWERS, Robert	REMOVE	GILLIES, Callum	REMOVE
BOWERS, Wayne	REMOVE	GILLIES, Elaine	REMOVE
BOWKER, Lynn	REMOVE	GILLIES, Joanne	REMOVE
BOYER, Thomas	REMOVE	GLOVER, Juanita	REMOVE
BRADLEY, June	REMOVE	GOESSELL, Randy	REMOVE
BROWN, Craig	REMOVE	GORDON, Carol	REMOVE
BRUCE, Carla	REMOVE	GORDON, Scott	REMOVE
BYLES, Mary	REMOVE	GORDON, Tamika	REMOVE
CARMICHAEL, Cheryl	REMOVE	GRAHAM, Barbara	REMOVE
CARMICHAEL, Jim	REMOVE	GRAHAM, Douglas	REMOVE
CHANDLER, Rebecca	REMOVE	GRAHAM, Greg	REMOVE
CHARETTE, Randi	REMOVE	GRANT, Joan	REMOVE
CLARK, Frank	REMOVE	GRENIER, Carol	REMOVE
CLARK, Joan	REMOVE	HALDENBY, Shelley	REMOVE
COHOON, Gary	REMOVE	HALE, Alexandra	REMOVE
COHOON, Lupita	REMOVE	HALE, Jonathan	REMOVE
COLEMAN, Arlene	REMOVE	HALLER, Herb	REMOVE
COLLING, Katherine	REMOVE	HALLER, Judy	REMOVE
CORKAN, Bonnie	REMOVE	HAMILTON, Lorri	REMOVE
CRAIG, Bonnie	REMOVE	HARRIS, Jim	REMOVE
CRAIG, Jason Dylan	REMOVE	HARRISON, Maisie	REMOVE
CROSSLEY, Shirley	REMOVE	HARTMAN, Karen	REMOVE
CROWLEY, Justin Michael	REMOVE BY REQUEST	HASAN, Sharon	REMOVE
CROWLEY, Michael	REMOVE BY REQUEST	HAYHURST, Gregory	REMOVE
		HUBBARD, Carol	REMOVE

<u>NAME</u>	<u>RECOMMENDATION</u>	<u>NAME</u>	<u>RECOMMENDATION</u>
HUBBARD, Terry	REMOVE	MCKAY, Murray	REMOVE
HUMPHREYS, Carol	REMOVE	MCKERLIE, Mary-Ellen	REMOVE
HUMPHREYS, Eldon	REMOVE	MCKITTERICK, John	REMOVE
HUNTER, Barbara	REMOVE	MCKITTERICK, Mary Jane	REMOVE
HURD, Carol	REMOVE	MCKITTERICK, Michelle	REMOVE
IMERSON, Judy	REMOVE	MCLELLAND, Sam	REMOVE
INGLIS, Jennifer	REMOVE	MCLEOD, Dennis	REMOVE
INGLIS, Sharan	REMOVE	MCLEOD, Gary	REMOVE
JOHNSTON, Larry	REMOVE	MCQUIRE, Jennifer	REMOVE
KEANE, Mrs. Harold	REMOVE	MELDRUM, Heather	REMOVE
KELLY, Russell	REMOVE	MELLOW, Debbie	REMOVE
KELLY, Sean	REMOVE	MIDDELKAMP, Cathy	REMOVE
KHAN, Catherine	REMOVE	MILLER, Aileen	REMOVE
KING, Marlene	REMOVE	MILLER, Melanie	REMOVE
KING, Stephanie	REMOVE	MILLER, Stephanie Karen	REMOVE
KING, Steven	REMOVE	MILNE, Andrew	REMOVE
KNOWLTON, Nancy	REMOVE	MILNE, Martha	REMOVE
KRUPP, Lisa	REMOVE	MITCHELL, Betty Ann	REMOVE
KRUPP, Steve	REMOVE	MOORE, Darren	REMOVE
LAIRD, Amanda	REMOVE	MOORE, Joan	REMOVE
LAJOIE, Debbie	REMOVE	MOULTON, Leisha	REMOVE
LAMONT, Cindy	REMOVE	NANCEKIVELL, Greg	REMOVE
LANG, Sherry Lyn	REMOVE	NELSON, Wilkie	REMOVE
LAROCQUE, David	REMOVE	NEYVATTE, David	REMOVE
LAWRENCE, John	REMOVE	NEYVATTE, Mark	REMOVE
LAWRENCE, Phyllis	REMOVE	NICHOLAS, Barbara	REMOVE
LEIS, Tanya	REMOVE	OWENS, Devon	REMOVE
LOCKER, Louise	REMOVE	OWENS, Edward	REMOVE BY REQUEST
LOS, Diane	REMOVE	OWENS, Georgia Lee	REMOVE BY REQUEST
LOVE, Murray	REMOVE	PAQUETTE, Angela	REMOVE
LOWE, Katrina	REMOVE	PASLEY, Vivian	REMOVE
LOWE, Lauren	REMOVE	PASSMORE, Amy	REMOVE
MACARTHUR, Tammy Sue	REMOVE	PASSMORE, Lori	REMOVE
MACDONALD, Aaron	REMOVE	PAUL, Gordon	REMOVE
MACDONALD, Barbara	REMOVE	PELLETT, Audrey	REMOVE
MACDONALD, Donna	REMOVE	PICK, Robert	REMOVE
MACDONALD, Joshua	REMOVE	PIRIE, Donna	REMOVE
MACKAY, Lianne	REMOVE	PURDON, Shelley	REMOVE
MACKENZIE, Pat	REMOVE	QUERIN, Jeffrey	REMOVE
MACTAVISH, Doug	REMOVE	RIEHL, Casey	REMOVE
MATHESON, Suzanne	REMOVE	RITCHIE, Daniel	REMOVE
MCCONAGHY, Michelle	REMOVE	RITCHIE, Robert	REMOVE
MCDONALD, Diane	REMOVE	ROBINSON, Amanda	REMOVE
MCDONALD, Michael	REMOVE	ROBINSON, Deborah	REMOVE
MCFALLS, Shawn	REMOVE	ROBINSON, Hollie	REMOVE
MCFARLANE, Andrew	REMOVE	ROBINSON, James	REMOVE
MCGAW, Anna Grace	REMOVE	ROBINSON, Jennifer	REMOVE
MCGREGOR, Donald	REMOVE	ROCK, Katie	REMOVE
MCGREGOR, Robert	REMOVE		
MCINTYRE, Kathleen	REMOVE		

<u>NAME</u>	<u>RECOMMENDATION</u>	<u>NAME</u>	<u>RECOMMENDATION</u>
RODNEY, Laurie	REMOVE	WHITMELL, Theresa	REMOVE
ROLUFS, Kim	REMOVE	WILKINSON, Lin	REMOVE
ROSS, Michael	REMOVE	WISEMAN, Christine	REMOVE
RUSSELL, Angela	REMOVE	WOLFSON, Margaret	REMOVE
RUSSELL, Dean	REMOVE	WOOD, Joan	REMOVE
SANBORN, Karlee	REMOVE	WOOD, Ted	REMOVE
SANBORN, Tim	REMOVE	WYLD, Angela Ruth	REMOVE
SELBY, Susan	REMOVE	WYLD, Scott	REMOVE
SHAW, Virginia	REMOVE	WYLIE, Anik	REMOVE
SHELDON, Albert	REMOVE	WYLIE, Frank	REMOVE
SHEWFELT, Dean	REMOVE	YALDEN, Hugh	REMOVE
SHEWFELT, Dennis	REMOVE	YALDEN, Mark	REMOVE
SLADE, Brett	REMOVE	YOUNG, Maggie	REMOVE
SLADE, Chris	REMOVE	YOUNG, Matthew	REMOVE
SLADE, John	REMOVE	YOUNG, Nancy	REMOVE
SLADE, Pat	REMOVE	YOUNG, Ted	REMOVE
SMILEY, David	REMOVE	ZETTEL, Shannon	REMOVE
SMITH, Laurel	REMOVE	ZETTEL, Warren	REMOVE
SPEER, Danielle	REMOVE BY REQUEST	ZURBRIGG, Kathy-Jo	REMOVE
SPEER, Deborah	REMOVE BY REQUEST		
SPOONER, Lisa	REMOVE		
ST. PIERRE, Roxanne	REMOVE		
STANLEY, Brett	REMOVE		
STANLEY, Kirk	REMOVE		
STARR, Laurie	REMOVE		
STEPHENS, Karen	REMOVE		
STEPNOW, Leanne	REMOVE		
STOVELL, David	REMOVE		
SUTTON, Graham	REMOVE		
SUTTON, John	REMOVE		
SWEEDLAND, Joan	REMOVE		
TAYLOR, Diane	REMOVE		
TAYLOR, Janelle	REMOVE		
TERSIGNI, Connie	REMOVE		
THOMPSON, Arlene	REMOVE		
THOMPSON, Stephanie	REMOVE		
THOMSON, Darren	REMOVE		
TUSZ, Louis Paul	REMOVE		
ULCH, Barbara	REMOVE		
VAN TUYL, Helen	REMOVE		
VAN TUYL, Paul	REMOVE		
VEEN, Brenda	REMOVE		
VIRTUE, Pat	REMOVE		
WALKER, Jane	REMOVE		
WALKER, Mrs. Richard	REMOVE		
WEISNER, Mrs. Ron	REMOVE		
WEISNER, Ron	REMOVE		
WESSMAN, Laura Marie	REMOVE		

Kincardine United Church Council Meeting
Tuesday, June 8th, 2021

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

Regrets: Marion Boyd (Regional Council Representative), Liz Dillman (Regional Council Representative)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, June 8th, 2021. Notice of this meeting was given three days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents.

Rod Coates called the meeting to order at 7:03 p.m. Donna Mowry introduced John Brash, the new Treasurer, to Council.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words:

“(Slightly modified from the one used at Saugeen Wesley United Church)

For thousands of years, First Nations people have lived on this land and by these waters; this relationship is at the centre of their lives and spirituality. 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 seek to live together in respect, friendship, and peace. Jesus calls us into the world to love one another as we are loved by God”.

3. Lighting of the Candle (Rod Coates)

Rod Coates in his pun-making form shared these words, “As I light the virtual Christ candle this evening, I recall that some candles can be very expensive since it takes a wick to make one”. Rod Coates continued, “Normally I light this candle as a representation of Christ and the Holy Spirit in our presence, a universal spiritual practice. But this evening, I light a candle to represent an invocation for healing – considering recent troubling events – the 215 children’s graves at the Kamloops residential school last week and four Muslim family members killed in an act of hatred in London on Sunday. Let this candle symbolize our prayers and yearnings for the reconciliation, healing, and peace that we most need - that all

of us need – to cope with these unspeakable incidents, and to grow our understanding and respect with all our relations. Amen”.

4. Devotion (Gord Dunbar)

Gord Dunbar spoke about the 215 Indigenous children who were found in the unmarked graves, Pride month, and the terrorist attack that happened in London, Ontario.

Understandably Gord Dunbar shared that he has a “heavy heart”. Gord Dunbar stated he hopes we can all reach out “to build bridges of understanding”. He continued by saying that he prays “there are others all across the rainbow spectrum of citizenry who are willing to walk the same path”. He also shared Psalm 139 and Psalm 91, both in *Voices United* as well as, the passage from John 21:17. Gord Dunbar ended with a poem he shared as a prayer by Dan Hines (who is a Leadership Coach and a “Soul Guide” from Kamloops, British Columbia).

5. Introductions (All)

Each Council member introduced themselves to John Brash, the new Treasurer. Rod Coates also asked each Council member to state their role.

6. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted with four additions as follows under New Business from Gord Dunbar: i) Reopening Group, ii) Retreat for Council, the Four Standing Committees, and Two Town Halls for the Congregation, iii) People to Recruit for the Stewardship Ministry Team, and iv) the Letter to the Kincardine Islamic Centre.
2. That the minutes of the May 11th, 2021 meeting be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

B. Action

1. That the Kincardine United Church Council approve the appointment of John Brash as Kincardine United Church Treasurer, effective 1st, June, 2021.
(This is based on the recommendation contained in the draft minutes of the Administration Committee meeting of May 14th, 2021).

C. Correspondence

1. Report from the Donation Steward (General Fund Comparison) has been added to the Shared Drive.
2. Notification of Stuart Mowry resignation as a trustee of Kincardine United Church, e-mail dated 21st, April, 2021.

Rod Coates declared this consent docket approved by consensus.

7. Business Arising

Rod Coates stated that he purposely did not include the Governance Handbook on the agenda as he felt he had received all of the feedback and he would be meeting with Marion Boyd and Judy Zarubick to go through the suggestions provided to create a final draft copy that will eventually go to the congregation to approve.

8. Reports from Committees

i) Administration/UCW (Donna Mowry)

Donna Mowry stated that the Memorial Wall had been approved.

Donna Mowry also stated that there has been a request for the UCW minutes to be added to the website. Donna Mowry wanted to ensure that no one would object to this request. Council agreed that this would be acceptable.

ii) Programme (Judy Zarubick)

Judy Zarubick reported on the missing last names of the males for the weddings approved by the April 6th, 2021 meeting and taken to Council on April 13th, 2021 and they are as follows:

Brady Richard who will marry Elsie Shewfelt, August 21, 2021; and Jack Ford who will marry Valerie Koepke on October 31, 2021.

Judy Zarubick also stated that a wedding request was approved for Myles Leverenz and Dulce Castillo for Saturday, August 7th, 2021.

iii) Ministry and Personnel (Mary Phillips)

Mary Phillip provided a summary of the staff review. Mary Phillips stated that the 2020 staff review had been completed and there are no issues to report, however, wanted to share: i) that the Power Church application is being widely used, but there are still areas of the program that can be utilized more effectively, ii) that the custodian position did not have a staff review as Stu Metzger just began September 2020, but comments were shared with him by the appropriate committee and the supervisor, iii) that the staff training is going well that was approved by Council at the February 2021 Council meeting. Since the Treasurer and the Donation Steward are volunteer positions they are able to take the training, but it will not be made mandatory at this time. Mary Phillips stated that Council can determine who will be required to take the training other than staff. The following people have also been asked to take the required trainings: For Property/Administration (WHMIS only) – Ralph Knowles, Jack Nancekivell, and Donna Mowry. For Office Administrator backup (WHMIS & Violence Awareness) – Judy Zarubick, Liz Dillman, and Rod Coates. Mary Phillips continued by stating that the cost for the WHMIS training is budgeted in the Administration budget. The course is being purchased for required people by Mary Phillips. Rod Coates stated that he felt it would be beneficial for all to complete the Workplace Violence &

Sexual Harassment training such as those in leadership as well as the Members of Council and Standing Committees.

iv) Trustees (Jack Nanckivell)

Jack Nackivell mentioned Stuart Mowry's letter of resignation as well as the Investment Policy that is being worked on with Marion Boyd and Joan Norris. Jack Nancekivell continued by stating that in the Trustee Handbook there is a requirement to complete an audit of the Investment Portfolio on a yearly basis. Judy Zarubick added that "audits" are not required by the United Church of Canada, however, a "review" would be acceptable. Council agreed that this would happen and that two non-related people would review the investments using standard accounting principles. Rod Coates stated that the investment review can be done with the 2021 statements. Gord Dunbar added that it is corporations that must complete audits, but communities of faith need only to have reviews of their financial statements carried out on a yearly basis. Rod Coates stated that later this year, to access the records, the outstanding review of the 2020 financial statements can be completed.

9. Treasurer's Report (John Brash)

John Brash stated that Liz Dillman would be supporting in completing the treasurer's tasks for a while to ensure that John is fully trained to take over the role. John Brash commented that the \$8844.00 left over from the side doors, had been transferred in the capital fund which was discussed at the May Council meeting. Donna Mowry added that the year had still been recorded as 2020 on the Financial Reports, however, this had been corrected to show 2021. At the last Council meeting, it was asked whether or not preauthorized remittance (PAR) had increased at all due to the financial appeal letter. It was noted that PAR had increased slightly according to the Donation Steward report. Donna Mowry will continue to share the Donation Steward report and it will be added to the Shared Drive for each meeting.

10. New Business

i) Re-opening Group (Gord Dunbar)

Gord Dunbar stated that he felt this group should reconvene as it had not met for some time to discuss the next steps for re-opening. Gord Dunbar requested approval from Council to have the group meet again. The members, Rod Coates, Judy Zarubick, Mary Phillips, Ralph Knowles, Gord Dunbar, and Liz Dillman will meet to map out a plan for September.

ii) Retreat for Council, the Four Standing Committees, and Two Town Halls for the Congregation (Gord Dunbar)

Gord Dunbar requested that Council hold a Zoom meeting in order to discuss the requirements of Kincardine United Church on the Church Hub. Gord Dunbar would like this to happen before the end of July to discuss Kincardine United Church's purpose and to be able to complete the profile for the Church Hub. Gord Dunbar

also suggested that all committees along with the trustees and the ministry teams meet to discuss Kincardine United Church's purpose before the end of August. Gord Dunbar would suggest just before Thanksgiving for two Town Hall meetings to happen to get feedback from the congregation. These meetings would be about an hour long each. Gord Dunbar is hopeful that these meetings may be able to be held in-person to reach more people, however, this will depend if restrictions have been lifted and we can meet in-person once again. It was discussed that many people do not use Zoom which is a barrier. The plan is to engage as many people as possible. It was noted that about forty people logged on for the Zoom annual meeting which was a really good turnout. Judy Zarubick stated that any time we can engage several people in several ways, this can be very positive for the church.

- iii) **People to Recruit for the Stewardship Ministry Team** (Gord Dunbar)
Gord Dunbar has asked Council for suggestions of people who may interested in joining this ministry team and send him an e-mail. Gord Dunbar would like this team to be composed of five or six people plus himself.

- iv) **Letter to the Kincardine Islamic Centre** (Gord Dunbar)
Gord Dunbar has asked Council to endorse a letter of condolence to the Kincardine Islamic Centre from the terror attack that happened in London, Ontario this month. This letter would be sent in solidarity. Council endorsed this letter and it will be sent.

11. Other Business

Contact Information for New Treasurer (Judy Zarubick)

Judy Zarubick requested contact information for John Brash in order to send bills on to be paid. Donna Mowry and Judy Zarubick will share the contact information with everyone who needs it. John Brash stated that if bills are e-mailed to him along with authorization to pay the bills, this will work best. Judy Zarubick also asked if the staff would have an opportunity to meet John Brash. Gord Dunbar offered to set this up.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:38 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting: September 14th, 2021

Signature of President

Signature of Secretary

Kincardine United Church Council Meeting
Tuesday, September 14th, 2021

Present: Rod Coates (Chairperson), Judy Zarubick (Ministry Personnel Representative, Programme), Donna Mowry (Administration), John Brash (Treasurer), Mary Phillips (Ministry and Personnel), Emily Perry (Regional Council Representative), Liz Dillman (Regional Council Representative), Marion Boyd (Regional Council Representative), Angela Hazlewood (Council Secretary)

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

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, September 14th, 2021. Notice of this meeting was given seven days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents. A second reminder went out a day before the meeting, as well.

Rod Coates called the meeting to order at 7:00 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words:

“(Slightly modified from the one used at Saugeen Wesley United Church)

For thousands of years, First Nations people have lived on this land and by these waters; this relationship is at the centre of their lives and spirituality. 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 seek to live together in respect, friendship, and peace. Jesus calls us into the world to love one another as we are loved by God”.

3. Lighting of the Candle (Rod Coates)

Rod Coates in his pun-making form shared these words, “Lighting a virtual candle means I don’t have to worry about ‘waxident’ insurance.”

Rod Coates continued: “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 Pentecost, our guiding light. We are not alone. Amen”.

4. Devotion (Judy Zarubick)

Judy Zarubick shared a reading from Joyce Rupp's book entitled: *Prayer Seeds* about unconditional love, sweet harmony, breathing in peace and breathing out stillness. Judy Zarubick continued by leading Council in prayer.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the June 8th, 2021 meeting be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

B. Action

Confirmation of E-mail Vote of June 24th

Moved by: Donna Mowry

Seconded by: Judy Zarubick

That Kincardine United Church Council authorizes the Administration Committee to proceed with the Memorial Wall project.

C. Correspondence

1. The Covenant Commission of Western Ontario Waterways Regional Council has approved the request to have John Brash, a non-member, to serve as treasurer and have voting privileges on church council.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

i) Church Re-opening Recommendations (Rod Coates)

Rod Coates shared the recommendations that the working group developed. There was a discussion about the content of the recommendations. Many safety protocols will be put into place to keep everyone safe. Kincardine United Church intends to re-open on September 26th for in-person worship services and the church office will re-open on October 12th. The "Booking Facilitators" will be contacting outside groups who used the church space previously to share the re-opening plan with them. Live-streaming of the worship services will continue.

Proposal:

That Council approve the re-opening plan with the following conditions in place: in-person worship services will commence on September 26th, the church office will re-open on October 12th, and the "Booking Facilitators" will contact the outside groups, but if the province declares a lockdown, the church will close immediately and follow the recommendations of local public health authorities.

Rod Coates declared this proposal approved by consensus.

Please see Attachment #1 of the Re-opening Recommendations in their entirety.

7. Reports from Committees

i) **Administration** (Donna Mowry)

Donna Mowry began her report by stating that she had the Council Secretary send out the Administration Minutes to Council members. Donna Mowry continued by saying that the Treasurer, John Brash, has created a new format for the financial report, as well as an expense claim form. The information provided on the expense claim form will support John Brash in ensuring the funds come out of the correct budget to be paid out. Donna Mowry added that John and Mary Phillips have agreed to offer the "Around the World in 60 Minutes" once again for November. This endeavour will be approved at the Administration meeting. Lastly Donna Mowry shared "The Celebration of Life" service of September 12th, 2021, received 14 sponsorships, but does not yet have the total for funds donated.

ii) **Programme** (Judy Zarubick)

Judy Zarubick reported on the weddings that were approved at the Programme meeting on August 10, 2021

1. The rescheduled wedding for Patrick Ronald Scouten and Catherine Jean Chisnell October 9, 2021 to be conducted by Judy Zarubick;
2. The wedding for Cory Randal Uel Norris and Ruri Suzuki on Saturday, September 4th, 2021 to be conducted by Gord Dunbar; and
3. The wedding for Grahame John David Green and Jennifer Ann Zarubick on September 11, 2021 to be conducted by Gord Dunbar.

Judy Zarubick also shared that a question was raised as to how Kincardine United Church could honour the missing children by possibly putting up visuals outside the building. It was decided that through our Indigenous friends, the best way forward would be to ask what they feel would be appropriate. Gord Dunbar, in conversation with the folks at Cape Croker discovered that they felt that a stagnant display would not be appreciated, but something more dynamic would be more appropriate.

Judy Zarubick went on to speak about the issues with Zoom during the live-streaming of the worship services. One week the incorrect link was sent and one week it seemed to be an issue with certain devices, but more of an issue with the Zoom platform itself. Judy Zarubick does not know why this happened and did contact people at Zoom, but did not hear back from anyone.

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

Mary Phillips shared that Sarah MacKenzie had made a request to have the office hours changed from 1:00-4:30 p.m. to 1:30-5:00 p.m. Mary Phillips continued by stating that Gord Dunbar supports this change. Council agreed with this change and it was recommended that wherever the office hours are displayed that they be updated such as on the answering machine message, the website, and to post the new hours on the entrance.

Mary Phillips also discussed the door into the office and that Sarah MacKenzie had requested a glass door so as to be able to see people come in and out. The Property committee will be informed about this request to provide options. When the church re-opens, Ministry and Personnel want to ensure that everyone feels safe and secure, but still wanting to create a warm and welcoming space. Ministry and Personnel recommends that Council works with Gord Dunbar and Sarah MacKenzie to ensure everyone feels safe before the doors are open to the public.

The third item that Mary Phillips shared was about Gord Dunbar submitting his intent to take a Sabbatical. Mary Phillips continued by saying that in accordance with the United Church of Canada's "Pastoral Relations: Supporting the Pastoral Relationship" Policy, the notice of intent is required at least 12 months before the projected start of the sabbatical. Gord Dunbar's Sabbatical duration is to be from Monday, September 5th, 2022 to Tuesday, December 6th, 2022 inclusive, which includes two statutory holidays on Labour Day (September 5th, 2022) and on Thanksgiving (October 10th, 2022). Mary Phillips also stated that further details will be shared with Council and discussed at the October meeting when Gord Dunbar is in attendance.

Mary Phillips shared this link from the United Church of Canada:

[Pastoral Relations: Supporting the Pastoral Relationship \(united-church.ca\)](https://www.united-church.ca/pastoral-relations-supporting-the-pastoral-relationship)

(Please click on the above link or copy and paste into your browser.)

Lastly Mary Phillips reported on a major issue that was reported. Mary Phillips stated that a person within the church community felt they were not treated respectfully during some meetings and the details of this revelation have been shared in confidence. All members of Ministry and Personnel are very concerned

that this type of issue is occurring and it is hoped that Kincardine United Church can use this as a learning tool to promote positive attitudes within the church. Therefore, Ministry and Personnel are asking Council, its sub-committees, and ministry teams to reflect on this incident and develop a plan which will build on the Behavioural Covenant to promote healthy relationships within the church. It was discussed that everyone has the responsibility to ensure that respectful dialogues are occurring and to speak up in a respectful way if this is not happening and acknowledge it so the disrespectfulness can be stopped. Kincardine United Church endeavours to be a safe space for all.

iv) **Membership and Mission** (Liz Dillman)

Liz Dillman shared a proposal from Membership and Mission:

That Kincardine United Church approve the membership transfer of Nancy and John Brash from Three Willows United Church in Guelph to Kincardine United Church.

Rod Coates declared this proposal approved by consensus.

Liz Dillman also shared that a request was received to have a produce and preserve sale on the sidewalk just outside of the church. Council has no issue with this event as no one will be entering the church building.

8. Treasurer's Report (John Brash)

John Brash shared that he will be presenting the financial report in a slightly different format, but the same information will be shown. John Brash also mentioned the new expense claim form and it will tell him the purpose of the expense and which account it comes out of to be paid. John Brash stated that Gord Dunbar will put copies of it in the front area of the office, Sarah MacKenzie has copies available, and it can be sent electronically as a fillable excel form.

9. New Business

Kincardine Heritage Conservation District (HCD) Plan (Rod Coates)

Rod Coates shared that Kincardine United Church is included within the designation of other "landmark structures" within the plan. Rod Coates continued by saying that there will be certain restrictions to maintain the character of the building, but there does not seem to be anything that will have a negative impact on the church.

10. Other Business

Governance Handbook (Rod Coates)

Rod Coates mentioned that he along with Judy Zarubick and Marion Boyd, have made some revisions to the Governance Handbook and the Town Hall meetings coming up will allow for more input from the congregation. Rod Coates shared that he would like the Governance Handbook to be on the agenda for the October Council meeting.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:46 p.m.

Judy Zarubick led Council in prayer.

Next Council Meeting: October 12th, 2021

Signature of President

Signature of Secretary

Attachment #1

Re-opening of Kincardine United Church for In-Person Worship

Recommendations Prepared by the Council-designated Working Group

As of August 5, 2021, Grey-Bruce Public Health entered full Phase 3 re-opening and permitted all places of worship to open with attendance limited to permit physical distancing of 2 metres to ensure the safety of worshippers. Kincardine United Church Council authorized a working group to develop recommendations for re-opening our church which were specific to our Community of Faith. This Working Group consisted of Rod Coates, Gord Dunbar, Mary Phillips, Ralph Knowles, Judy Zarubick, with Liz Dillman as resource to the group. This group used information from the Province of Ontario, Grey-Bruce Public Health, as well as the Western Ontario Waterways Regional Council, to update its recommendations.

The following recommendations are the first stage of what will be a phased-in approach to return to in-person worship, leading to group events and external groups using the building. With the evolution of COVID-19 in our community, province and around the world, these recommendations and protocols will also need to change, be re-visited, and amended. This will protect not only our minister, but our staff, volunteers and congregation, with special thought always going to those most vulnerable.

Given its demographic reality, the health and safety of our congregation is of utmost importance. We are looking to open our doors to in-person worship and want to be sure that we take the time to open safely and correctly to be able to stay open. We know you are looking forward to worshipping together again in person and it is our desire that these recommendations will provide a way to do so safely. This will be a learning curve for all of us. It may feel uncomfortable or strange at times and it will not be what we were used to, but for the time being, it is our reality. It will take the work of all to be respectful of the recommendations to make worshipping in-person a success. We know each of you will do your part!

Please be safe and God Bless,

Your Re-opening Working Group

Please feel free to direct further questions, concerns, clarifications to Council President Rod Coates 519-396-7275 or rodcoates@tnt21.com

Recommendations approved by the Kincardine United Church Council will be subject to ongoing conversations with the minister, staff and congregation

The mandate: Church buildings may re-open provided physical distancing of 2 metres is in place and other protocols are followed. It is recommended that once in-person worship resumes that the Sunday worship service will be projected on all sanctuary monitors and live streaming will continue.

The Building:

- Hand sanitizer at all entrance doors
- Hand sanitizer in all washrooms
- Masks available at all entrance doors

- Signage posted at all entrance doors about masks required and listing public health questions to be satisfied.
- Worship is encouraged to be family friendly from beginning to end; families are encouraged to bring their own pew supplies for children.
- No nursery services will be offered at this time.
- Coffee and refreshments will not be provided until such time as protocols can be established.
- Open windows when able.

Face Coverings:

Grey-Bruce Public Health states that those who can wear a face covering will do so to protect their fellow worshippers.

It is important to note that there are individuals who cannot wear masks for health reasons, who require lip reading to communicate, or experience facial irritations wearing a mask. Individuals who are not capable of wearing a mask should not feel stigmatized or guilty for not doing so, but those unable to wear a mask will be provided with additional assistance to enable their participation from home.

Seating:

Grey-Bruce Public Health stipulates that worship may resume with 2-metre distancing. A seating plan will be developed to implement this requirement.

Greeters:

- Masked greeters will:
 - ensure hand sanitizer is used upon entry & exit and provide a mask if the attendee requires one.
 - ensure the attendee reads the screening questions and agrees their answers are all "No."
 - Help ensure seating follows the seating plan.
 - Will provide elevator assistance. The Lift Operator will have antiseptic wipes to clean touch points as required.
- Seating will be completed front to back where/when possible. Exiting of the building will be completed back to front where/when possible.

Worship:

- Singing hymns is permitted if masks are worn.
- Sharing the Peace will be done without touching by remaining in place and observing physical distancing.
- Communion will take place using updated Programme Committee protocols.
- Sunday School will not be resuming at this phase of re-opening

Offering:

- Per past practice, offering plates will not be passed during the service. A plate will be placed at the entrance for those wishing to place their offering.
- Protocols for counting the offering are to be developed.

Facility Usage Other Than Worship:

- Church group usage of facility will now be booked by the Booking Facilitators and follow all Grey-Bruce Public Health protocols.
- Non-church group usage of facility will be considered on a case-by-case basis by the Booking Facilitators and follow all Grey-Bruce Public Health protocols.
- Any external group booking the facility will need to provide their protocols for using the facility before being considered.

Sanitization:

- Frequent cleaning and disinfection of all areas of the facility, especially high touch surfaces.

Church Office

- The church office will have restricted access, as determined by staff.

Communication

- A separate email communication will be sent to the church email distribution list with details of this re-opening plan.
- The church website will have updates posted on what to expect for worship. Updates will also be posted in the weekly announcements.
- Entrances will be posted with COVID-19 screening questions & mask requirements. These details will also be included with the email communication.

Further Considerations

- Groups previously using the facility will be contacted to inform them of this re-opening plan.
- Any weddings or funerals occurring at Kincardine United Church will strictly adhere to the Grey Bruce Public Health protocols, and those of both the funeral home and Kincardine United Church.

Kincardine United Church Council Meeting
Tuesday, October 12th, 2021

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

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, October 12th, 2021. Notice of this meeting was given seven days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents.

Rod Coates called the meeting to order at 7:03 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words: “We acknowledge this day, that we gather to meet 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 shared a joke with these words, “I was reading today that a candle for Dad Jokes smells like groaning kids”. Rod continued with this prayer, “With the arrival of autumn, our days are shorter and darker much sooner. Let us not forget that we continue to learn how to walk in the darkness our entire lives, and in that journey we are accompanied by the Holy Spirit, our guiding light. We are not alone. Amen”.

4. Devotion (Gord Dunbar)

Gord Dunbar shared two readings from Richard Wakamese’s *Embers* about love and how it is not easy to love one another, “to be love” and “to be loved”. It sounds so simple, but we have to be intentional in this practice. “We beloved Jesus”. Gord Dunbar shared a video about this topic and continued by leading Council in prayer.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the September 14th, 2021 meeting be approved with one correction.
3. That motions and proposals be written and given to the Secretary.

B. Action

1. That Kincardine United Church Council approve the sabbatical plan of Gord Dunbar for the period of Monday, September 5th, 2022 to Tuesday December 6th, 2022 inclusive.
2. That Kincardine United Church Council inform the Western Ontario Waterways Regional Council of Gord Dunbar's intent to take a sabbatical leave no later than six months before the start of the sabbatical.

C. Correspondence

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

- i) **Updated Governance Handbook** (Rod Coates)
 - a) Committee feedback dispositioned and incorporated into current revision:
Rod Coates shared that he, along with Judy Zarubick and Marion Boyd discussed all of the suggestions provided for changes and made the changes that they felt were appropriate. Rod Coates shared a draft copy of the Governance Handbook with the Western Ontario Waterways Covenant Commission, but has received no feedback to date. Rod Coates stated that the Governance Handbook is a living document and it will continue to evolve.
 - b) Plan for presenting to congregation for approval:
The plan is to present the document to the Congregational meeting of December 12th for approval and have Council recommend the draft version for presentation to the congregation at its November 9th Council meeting so that there is adequate notice and review time for the document. Gord Dunbar stated that he will be creating a report from the Town Hall meetings to share at the November Council meeting. Rod Coates thanked Judy Zarubick and Marion Boyd for all of their hard work on the Governance Handbook. As well, Marion Boyd on behalf of herself and Judy Zarubick, thanked Rod Coates for incorporating all of the changes into the Governance Handbook and praised him for all of this diligent work.

7. Reports from Committees

i) Administration (Donna Mowry)

Donna Mowry shared that all budgets would be ready for the November Council meeting for Council. Donna Mowry was not certain if Ministry and Personnel would have their budget ready, but Mary Phillips stated that the budget will be ready as they use the United Church of Canada's recommendations for wage increases and they ensure that the organist's salary meets or exceeds the Royal Canadian College of Organists (RCCO). Donna Mowry also stated that the budgets will be ready for the congregation to approve at the Congregational Budget meeting.

Donna Mowry continued by stating that the Evacuation Agreement with Revera (Trillium Court Seniors Community) has been approved with an expiry date of December 31st, 2022.

Donna Mowry went on to say that the proceeds from the September 12th Celebration of Life Hymn Sing was \$1860.00.

Increasing the Donation Steward's honorarium to be the same as the Treasurer's honorarium for 2022 was discussed. This increase will show in the budget for 2022. In the future, an increase for honorariums can be shown as a percentage.

Proposal #1

That Kincardine United Church increase the honorarium for the Donation Steward to be the same amount as provided to the Treasurer for 2022.

Rod Coates declared this proposal approved by consensus.

Donna Mowry stated that John Brash has requested that for online e-transfers to pay bills, he would like that only one signature to be required. The Signing Authority Policy will need to be updated. The bank may require a motion for this change to happen:

Moved by: Donna Mowry

Seconded by: Liz Dillman

That Kincardine United Church Council approves the use of on-line e-transfers with a value up to \$1000.00 authorized by the Treasurer.

CARRIED

ii) Programme (Judy Zarubick)

Judy Zarubick shared the attendance for in-person and on-line services as of October 12th, 2021 which is as follows:

- First opening Sunday on September 26th at the in-person service, there were 30 people present, 32 households on-line, and 14 views on YouTube.
- On September 26th at the Iona Service at 7:00 p.m., there were 5 people present, which includes Gord Dunbar, David Hamilton, Judy and Jim Zarubick; there was 1 household on-line and 11 views on YouTube.
- On October 3rd there were 34 people present, 26 households on-line and 10 views on YouTube.
- On October 10th there were 23 people present, 26 households on-line and 9 views on YouTube.

Judy Zarubick continued by reporting on the audiovisual system. Dave McNeil at Taylor Electronics is looking into how to configure the audiovisual (AV) system so that it will work for Hybrid Worship (on-line and in-person) because at this time, Kincardine United Church has two AV systems that do not “talk” to each other, which is a problem when doing Hybrid Worship.

Judy Zarubick finished her report talking about the Reconciliation ideas that have been offered. Ideas of possible displays were discussed, ideas about “remembering” were put forth, however, concern was raised about the possible lack of action in just remembering. Ideas were also provided on possibly including the Survivor’s Flag, the “Missing and Murdered Indigenous Women” and “Girls Red Dress” Campaigns, and the “Every Child Matters” Campaign and wondering about using the present sign to keep the display from being affected by the weather. Following the discussion on ideas it was stressed that whatever was decided, the ideas should be shared with the leaders at Cape Croker for their input before displaying anything. An idea of a public forum was also raised. Gord Dunbar shared that he did speak with Joyce Johnston from Cape Croker and she is pleased that Kincardine United Church wants to do something meaningful and are actually asking for input. It was suggested that whatever is done it needs to include action not just be performative. Rod Coates shared that the Canadian Broadcasting Corporation (CBC) is reading the 94 Calls to Action. Liz Dillman stated that the Membership and Mission committee could collaborate with the Programme committee to come up with some ideas.

During this time, Rod Coates asked if there had been any feedback from the in-person services and it was shared that members of the congregation were wondering if greeters or elevator operators can ask if attendees are vaccinated. Marion Boyd shared that the instructions from the Region are very firm on not asking for proof of vaccination and not excluding people. More education is needed so that attendees are physically distancing and not “breaking the rules” in order to

keep everyone safe. Mary Phillips asked if the first row could be blocked off. Some people use the row ahead of them to pull themselves up. Judy Zarubick offered to remove tags so that people cannot sit in the front row. Gord Dunbar asked if on the balcony and the north-side part of the main floor to start from the pew cut, so people do not have to use the front pew and have a pew in front of them to support with mobility issues.

Liz Dillman mentioned that the angle of the camera comes down over the modesty rail, so choir members need to watch how they are sitting. This information will be shared with David Hamilton to pass on to the choir members.

Rod Coates suggested that a handout with reminders about health and safety during a pandemic may be helpful.

iii) Ministry and Personnel (Mary Phillips)

Mary Phillips began her report by discussing Gord Dunbar's Sabbatical from September 5th, 2022-January 9th, 2023 (vacation time at the end is included). Please see the plan that Gord Dunbar has shared as Attachment #1.

Rod Coates stated that there is some preparatory work before Gord Dunbar is away. Mary Phillips will be putting in for pastoral care in the budget and Judy Zaurbick will be putting in \$5000.00 for the budget to cover pulpit supply. Gord Dunbar will be exploring resources for grants that could support the Sabbatical time from the National Church. Marion Boyd congratulated Gord Dunbar on dividing up pastoral care and pulpit supply to cover the time that Gord Dunbar is on Sabbatical. Judy Zarubick shared that having different voices from the pulpit is valuable to the congregation. Rod Coates said, we are "never too old to learn" and Gord Dunbar will be missed. Rod Coates looks forward to learning all about Gord Dunbar's experiences on his Sabbatical. Gord Dunbar wants a smooth transition while he is away. Marion Boyd commented that many people do not provide this type of support that Gord Dunbar has offered. Marion Boyd appreciates that there is structure to Gord Dunbar's plan, but also freedom to interpret the structure. Gord Dunbar will be creating digital files to support with worship. Three months before the Sabbatical, Gord Dunbar needs to provide a detailed schedule. Marion Boyd shared that after the November Regional Council meeting, there will be a large list of Licensed Lay Worship Leaders (LLWLs) to draw from, as well as, people in Kincardine United Church's congregation.

8. Treasurer's Report (Donna Mowry)

Donna Mowry asked if anyone had any questions for the Treasurer's Report. Rod Coates commented that the changes John Brash have made to the reports are very helpful. Judy

Zarubick mentioned the capital projects on the excel document and wondered what is to be done about the negative entry for the Memorial Wall. Liz Dillman made a suggestion to have John Brash make an adjusting entry to move \$532.32 over to another category like church maintenance. Donna Mowry is hoping that more donations will be come in to pay for the Memorial Wall. Liz Dillman stated that by the end of the year this entry needs to be gone. Once the Memorial Wall is unveiled, asking for more money to cover this expense can be done and Gord Dunbar agreed to this.

9. New Business

i) Legacy Giving Ministry Team (Mary Phillips)

Mary Phillips shared photos of the Memorial Wall and described it to Council. Mary Phillips stated that a decision needs to be made as to when the Memorial Wall will be dedicated. Mary Phillips has begun a procedure to add to the Memorial, Planned Legacy & Designated Gifts Policy. Mary Phillips will come with a proposal to have Council approve it. Mary Phillips will share the procedure with Rod Coates. Marion Boyd suggested that Council let the congregation know when the unveiling for the wall will happen and that more money is needed to pay for the wall.

10. Other Business

i) Booking Facilitators (Judy Zarubick)

Judy Zarubick and Liz Dillman have created guidelines for booking groups to use the space in addition to the already established rules created because of the pandemic. There are two forms needed to be filled out by groups in order to book a space in the church. Three Alcoholics' Anonymous groups (AA), the Kincardine Brass Band, and Brighter Futures are requesting to use the church space once again and a calendar of events is on the church's website. One of the AA groups mentioned that they are thrilled to be back and appreciate the warm welcome of Kincardine United Church. David Hamilton has also begun lessons once again. Marion Boyd shared that this is great work that Judy Zarubick and Liz Dillman are doing and Rod Coates agreed. Liz Dillman stated that she appreciates all of the work that Judy Zarubick has done in regard to booking groups. Rod Coates articulated that the booking space for outside groups is outreach for Kincardine United Church and brings people in.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9: 17 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting: November 9th, 2021

Signature of President

Signature of Secretary

Attachment #1

MY SABBATICAL REQUEST

Period of Sabbatical

Three months of Sabbatical Time from Monday, September 5th, 2022 to Tuesday, December 6th, 2022 inclusive, which includes two statutory holidays on Labour Day (September 5th, 2022) and on Thanksgiving (October 10th, 2022).

Period of Holiday following Sabbatical

One month of holiday time from Wednesday, December 7th, 2022 to Monday, January 9th, 2023 inclusive, which includes three statutory holidays on Christmas Day, Boxing Day and New Year's Day.

Purpose of Sabbatical for Me

The general purpose of a sabbatical for United Church ministers is one, two or all three of the following:¹

1. Study,
2. Spiritual retreat or
3. Recreation.

I plan on focusing on all three aspects of the above purposes. The following elements of my sabbatical are certainly ones I want to explore:

1. Attending a programme at the Centre for Action and Contemplation founded by Fr. Richard Rohr in Albuquerque, New Mexico (website here: <https://cac.org/>) to deepen my spiritual practice of contemplation.
2. Return from the Centre for Action and Contemplation by holidaying up the west coast of the United States to experience places I have never been before.
3. Staying for one week at the Iona Community in Iona, Scotland to deeply centre myself in the Celtic spirituality, the communal life and the social justice ethos of that holy space.
4. To spend another two weeks holiday touring around Scotland, especially Edinburgh and the Shetland Islands.
5. Time to disengage from church work as a restorative practice. In particular, I will not participate in any wider church gathering, leadership or volunteering during my entire time away nor will I answer any queries from the people of Kincardine United Church.
6. Search out and enrol in courses that train in best practices for Hybrid Church, meaning church that is simultaneously digital and in person.
7. Spend some focused time on learning Zoom technology so that I can better envision how best to utilize that technology in a Hybrid Church model.
8. Spend lots of time with family beyond just the weekend as I currently do.

Purpose of Sabbatical for Kincardine United Church

Sabbatical time is *not* just for the minister, in this case, me. It is also intended to provide an opportunity for the community of faith to recognize their own rich and diverse gifts for ministry without depending upon the minister. It also frees the community of faith to

explore different leadership in both worship, committee work, in reaching out, in study and in pastoral care. After all, it is too easy for communities of faith to become overly dependent upon the leadership of the minister.

I am well aware that one of my weaknesses is over-involvement in leading and too little delegation. I am also well aware that I need to reduce the number of pies in which I have inserted my finger, so to speak. This sabbatical will force me to do so, but more importantly, provide the space for Kincardine United Church to learn what they do best **without** me around to influence decisions. This experience invariably strengthens communities of faith. Since I consider Kincardine United Church as a community of faith which is already strong, such an experience will only benefit us all.

Worship Leadership

1. Sunday Worship: I believe that we have an abundance of people within our own congregation who could lead worship extremely well, including Marion Boyd, Liz Dillman, Emily Perry, Judy Zarubick, Kevin Hart, Richard Hall, Jacqui Hillerby, Rod Coates and many others. As well, there will be opportunities to explore still other worship leadership as desired.
2. Taizé, Iona and Violence Against Women Services: The formats for those services are well established and can easily be duplicated while being led by others. David Hamilton knows the Taizé service well and is the one who actually leads it while the Iona service remains the same each time except for the scripture and the meditation.
3. Worship Leadership at Trillium Court: Once this is allowed in the aftermath of the worst of the pandemic, I am usually scheduled to lead worship at Trillium Court once a month. I don't believe it would be too difficult to find someone to lead the four services there during my sabbatical. If it is, we can ask other community ministers to fill in.

Pastoral Care, Funerals, Weddings, Administration and Ensuring Quorum for Council and Trustees Meetings

I think that Kincardine United Church would benefit from an up to half-time minister who would be appointed to provide pastoral care in collaboration with the Membership and Mission Committee, to attend Council meetings while providing guidance on United Church of Canada policies and to attend Trustee meetings to ensure quorum as well as providing direct supervision for the Office Co-ordinator. This would be a paid position with the same allowances for travel, for phone, for holiday and for study leave. Based on four months of work, that would be one week of study leave and 10 days of holiday. This person would have to be approved by the Human Resources Commission of the Western Ontario Waterways Regional Council.²

Note: According to the policy for sabbaticals in the United Church, I would still receive my monthly salary, my phone allowance monthly, my benefits and a travel allowance which is 40% of the average travel allowance paid out over the previous year.³

Stewardship Programme

Since the Stewardship Programme has been led by me for the past four years and will be once again this fall, I will be training the Stewardship Ministry Team this fall with the intention that at least a few of them will volunteer to be part of the Stewardship Ministry Team for the

fall of 2022 for continuity. I will clearly state that goal when training them this fall so there are no surprises. As well, during recruitment for people to staff the Stewardship Ministry Team for the fall of 2022, I will ensure that those who are recruited include some who were part of the team for the fall of 2021. This ensures continuity and allows me to step back from leadership in this role in the future and equips the people of our congregation to lead this essential work.

After my Sabbatical

It is important to share with the community of faith what I have learned during my sabbatical as both a measure of accountability and of reconnection. Therefore:

1. I will continue in ministry with the people of Kincardine United Church for a minimum of one year after my sabbatical is complete.⁴ I want to continue much longer than that!
2. I will provide a written report to the Ministry and Personnel Committee and to the Church Council about my sabbatical.⁵
3. I will explore with the Ministry and Personnel Committee what elements of my work with the people of Kincardine United Church will remain, what elements I will give up and what new things will I explore based on my sabbatical experiences and learning. This will include a likely rewrite of my Job Description.

In This Time Before My Sabbatical

1. I will work with the Ministry and Personnel Committee to establish a more detailed plan for my sabbatical with includes space for the Spirit to move during my time away.⁶
2. Once that plan is developed, I will inform the Human Resources Commission of the Western Ontario Waterways Regional Council as well as the Office of Vocation no later than January 2022.⁷
3. Once a decision has been made about the appointment of someone for pastoral care and for quorum, I will ensure that the Human Resources Commission of the Western Ontario Waterways Regional Council receives the request to approve that person.
4. I will work with the Programme Committee to create a blessing for my sabbatical leave to be included in worship on my final Sunday.⁸
5. Communication with the congregation will be initiated once the Church Council approves my sabbatical timing and my sabbatical plan. This communication will include:
 - a. Worship leadership while I'm on sabbatical.
 - b. Who is appointed to provide pastoral care, funerals, weddings and quorum at meetings.
 - c. The budget requirements at the annual budget meeting of the congregation in December 2021.
 - d. My last Sunday and the blessing for my sabbatical.
 - e. An assurance that I am returning after my sabbatical.
 - f. Who will be providing worship leadership at Trillium Court while I'm on sabbatical which will also be provided to Trillium Court staff.
 - g. The Sunday I will return from my sabbatical.
 - h. The distribution of the Information Pamphlet which will be available online as well as in print form.⁹

- i. Arrange for my e-mail to be automatically responded to with a message that I am on sabbatical, the dates and that I will **not** be looking at any emails during that period and that I will only begin reading posts which arrive once I return from sabbatical.¹⁰
- j. Ensure the website is changed to reflect that I am not available during my sabbatical time and who is and for what.¹¹
- k. Ensure the phone messaging system is changed over to the person appointed to provide pastoral care, funeral and wedding provision, administration and quorum.¹²
- l. Unfollow all people of the congregation who are Facebook friends with me.¹³ In addition, if direct messaged while on sabbatical, I will not respond through Facebook Messenger, by text, by phone or through my personal email.
- m. I will set up a communication process with Pam Plagos should I need to be reached in case of an extreme emergency. The parameters for what is considered an extreme emergency will be determined prior to my sabbatical.

Staff

Because the staff will need to function well while I am gone, I will keep them well informed in advance of my sabbatical plans and informed of the calendar benchmarks in the process leading up to my sabbatical. I expect there to be lots of questions and some anxiety (which is another indication that it will be healthy for them to see how strong they are without me around). However, I know that in answering their questions, other planning issues will likely arise which will be good to address. Specifically, I will ensure that each staff member knows the accountability flows while I am on sabbatical, including the supervision of Sarah by the part-time appointed ministry personnel.

I will provide the Ministry and Personnel Committee with my contribution to staff evaluations prior to my sabbatical. As well, I will provide my own self-evaluation to Ministry and Personnel prior to my sabbatical. My Goals, Objectives and Outcomes (GOOs) for 2023 will be provided by the end of January 2023 to Ministry and Personnel. Those GOOs will likely include elements from my sabbatical I wish to put into action.

The staff will be included in the blessing of my sabbatical liturgy. Hopefully, they will be willing to attend worship for that purpose, but they will at least be named if not present. Additionally, there will be a re-covenanting service on my first Sunday back from Sabbatical which will be arranged before I leave.

As is my practice when planning worship, I will have Worship Planning Sheets completed prior to my sabbatical for the Sundays from January 15th, 2023 to February 19th, 2023. These sheets will be discussed with David Hamilton as we do currently.

Kincardine United Church Council Meeting
Tuesday, November 9th, 2021

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

Regrets: Mary Phillips (Ministry and Personnel)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, November 9th, 2021. Notice of this meeting was given eight days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents.

Rod Coates called the meeting to order at 7:02 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates called the meeting of the governing body of Kincardine United Church to order and declared it duly constituted for the business set before it this evening.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words: “We acknowledge this day, that we gather to meet on the traditional territories of the Saugeen Ojibway 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”.

3. Lighting of the Candle (Rod Coates)

Rod Coates shared a pun once again, “I was reading today that you can find a lot of information about candles on Wikipedia”.

Rod Coates continued with this prayer: “With the change of clocks and times it feels like winter and darkness are with us, and the darkness can at times feel overwhelming. A truly sad time for those affected by SAD (Seasonal Affective Disorder). Let this candle’s light remind us of the light of Christ, the warmth of the Holy Spirit, and the presence of God, during our meeting this evening. We are not alone. Thanks be to God. Amen.”

4. Devotion (Gord Dunbar)

Gord Dunbar shared a reading from Richard Wagamese’s book entitled Embers: One Ojibway’s Meditations, as well as readings from Ephesians 4:1-3, 1st Peter 4:8, and James 1:19-20. Gord Dunbar also shared a story from Cameron Trimble. Gord Dunbar spoke about

loving each other honestly, the idea that God is the highest power, being forgiving, watching our tempers, and knowing that God loves us. Gord Dunbar finished the devotion by leading Council in prayer.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as circulated with two additions under New Business, Report on the Town Hall meetings and the Congregational Meeting on December 12th, 2021.
2. That the minutes of the October 12th, 2021 meeting be approved.
3. That motions and proposals be written and given to the Secretary.

Rod Coates declared this consent docket approved by consensus.

6. Business Arising

Governance Handbook Proposal (Rod Coates)

Rod Coates prepared a proposal to ask Council to send the Governance Handbook to the congregation to approve at the Congregational Meeting and then to be sent to the Regional Commission to be approved as well. Rod Coates wanted to ensure that all who wanted to make comments had an opportunity. The document is not “cast in stone” and can be changed if the need arises.

The proposal is that Kincardine United Church Council:

- 1) Recommend the final draft of the Kincardine United Church Governance Handbook to the next congregational meeting of Kincardine United Church for approval.
- 2) Once approved by the congregation of Kincardine United Church, submit the Governance Handbook to the Covenant Commission, Western Ontario Waterways Regional Council, for approval.

Rod Coates declared this proposal approved by consensus.

See Attachment #1 for the Proposal in its entirety.

7. Reports from Committees

i) Trustees (Jack Nancekivell) Increase in Insurance Premiums

Jack Nancekivell stated that the trustees are having difficulties getting competitive bids for insurance. The best estimate is \$10,000, but the trustees will be looking at deductibles that could be cut out. In the month of December, the trustees will have the final cost for insurance.

ii) Administration (Donna Mowry)

E-transfers and One Signature

Donna Mowry brought it to Council's attention that the bank will not allow two signatures for cheques and only one signature for e-transfers. After a fulsome discussion, it was decided to put this topic on hold for the next Council meeting to come to a decision as the best way to move forward. Rod Coates stated that the safe guards have been put in place to ensure ethical handling of funds is ensured and fraudulent behaviour does not occur. Marion Boyd added that these safe guards are for the Treasurer's protection as well as for the church as a whole. This a fiduciary responsibility of the church.

iii) Programme (Judy Zarubick)

a) Audio Visual (AV) System

Judy Zarubick stated that because there are two different audio visual systems that do not "communicate" with another appropriately and to offer both in-person and live-streaming of the service, the Programme committee has reached out to Taylor Electronics for quotes to allow for this issue to be solved. The first quote is for a little over \$3000.00 plus HST and labour which will add a switcher to combine the two systems. The second quote is for approximately \$9000.00 plus HST and labour which would get rid of the two extenders and provide more of a commercial grade for all of the televisions within the church. The third quote is a mixture of quotes one and two. Taylor Electronics also recommended a special camera that is able to tilt and zoom and pan remotely for a little over \$2000.00 (plus HST and labour) plus an additional \$1800.00-\$2000.00 for a joy stick to run everything remotely. Judy Zarubick went on to say that since the organ had to be fixed (\$2500.00), Programme does not have enough funds in their budget to allow for this expense and wants to know how Council would like this to be handled. Judy Zarubick also asked if Council would want this to be added to the 2022 budget. Rod Coates commented that it may be best to wait for all the technology to come down in price so to get the fix that will work for the time being and the longer term fix can come in the future. Remote cameras that work independently will be ideal to have in the long run. David MacNeil from Taylor Electronics recommends the \$3000.00 option plus a new camera. The installation should be easy enough, but cannot give a time estimate until the parts are ordered. Judy Zarubick wondered if the funds donated for the electronic sign could be used towards the new AV equipment. Marion Boyd commented that the Trustees would have to speak with the people who donated for the electronic sign to explain why Council feels that it is a beneficial change to make. Marion Boyd continued by stating that because of the location, we could not do a sign that would allow for people driving by to view the sign

properly. Marion Boyd supported the idea to use the funds allocated for the electronic sign to be used for the AV upgrade. Stating that the AV upgrade benefits both in-person (sound) and live-stream services (cameras), this is a good use of the funds.

Jack Nancekivell suggested that this expense be designated a Special Projects.

The proposal is that that Kincardine United Church Council: authorize a new capital project of \$9000 to upgrade our Audio Video Technology in order to cover the cost of the \$3000.00 quote plus two cameras and a remote joystick.

Rod Coates declared this proposal approved by consensus.

This project will be advertised as a Special Project which will improve the quality of both the on-line and in-person worship services. This upgrade will also lower the number of people needed to run the AV system. Gord Dunbar will speak about this new capital project during the next church service.

b) Nursery and Sunday School

Judy Zarubick asked if Council wants to open the nursery and Sunday school at this time. An announcement would need to be made asking for volunteers to support with the re-opening of these two initiatives. Once enough volunteers are found, Programme can revisit this topic and make a recommendation for the re-opening.

iv) Ministry and Personnel (M&P) (David Mullenix)

2022 Budget for Staff

David Mullenix presented the increases for staff salaries. M&P is recommending a 1.3% increase for the minister, as mandated by the United Church of Canada, and the same increase for the office coordinator, and the custodian. A 4.1% increase for the Minister of Music as mandated by the Royal Canadian College of Organists (RCCO) is recommended.

The proposal is that Kincardine United Church approve the budget recommendations from Ministry and Personnel: 1. Minister –1.3% increase which is the minimum mandated by the United Church of Canada (UCC). 2. Organist – 4.1% increase which the percentage increase is recommended by the RCCO. 3. Office Coordinator – 1.3% wage increase. 4. Custodian – 1.3% wage increase and due to the Sabbatical, the following budget items be added: 1. Sabbatical coverage for Administration and Pastoral Care (based on Category F/4 Group of 26 hours /per week for 16 weeks). 2. Sabbatical Continuing Education and Learning Resources.

Rod Coates declared this proposal approved by consensus.

8. Treasurer's Report (John Brash)

John Brash went through the expense statement with Council and discussed the Memorial Wall stating that the cost had been completely covered by donations. John Brash continued by presenting the 2022 Yearly Budgets. John Brash mentioned that sometimes Preauthorized Remittance (PAR) would cover payroll, but sometimes it does not. Kincardine United Church does not know yet if fundraising will be possible. It was stated that there is a grant to cover a portion of Sabbaticals which would be helpful. The 2022 salary budget line seemed incorrect, so the Administration committee was asked to confirm the final figure, which must be approved by Council by an e-mail vote before going to the congregational meeting on December 12th, 2021.

9. New Business

i) Booking Facilitators (Liz Dillman and Judy Zarubick)

a) Food Preparation (Liz Dillman)

Liz Dillman reminded Council that Kincardine United Church is still not allowing food preparation for people using the church space. If it was to be approved, all participants would need to show proof of vaccination. After a fulsome discussion, it was decided that the church would still not allow food, but would re-visit this topic January 2022.

b) Storage (Judy Zarubick)

Judy Zarubick spoke about the fact that many groups were requesting to store items. Lots of discussion occurred about where items could be stored as there are not very many locations available. Judy Zarubick wanted input from the Property committee and asked for Jack Nancekivell's opinion. Jack Nancekivell suggested that Judy Zarubick look at the closet in the Quilter's room to see if it would allow storage for the Community Concert Band. Jack Nancekivell mentioned that the blower for the organ is in the closet so access will be needed. Storage may have to be limited.

ii) December 12th, 2021 Congregational Meeting (Rod Coates)

Rod Coates stated that he will create an agenda for the Congregational meeting and will circulate it to Council through e-mail for review. Marion Boyd added that an e-mail would need to be sent out announcing the meeting by November 21st, 2021. Rod Coates went on to say that the purpose of the meeting is to approve the 2022 budget, approve the Governance Handbook, and acknowledge

a Trustee resignation. The Governance Handbook is always posted on the Kincardine United Church website, but an e-mail notification of the draft will be sent out prior to the Congregational meeting..

iii) Town Hall Meetings (Gord Dunbar)

Gord Dunbar shared a report from the Town Hall meetings. The purpose of the Town Hall meetings was to find out why people want to belong to Kincardine United Church. Gord Dunbar spoke with Council, the 4 standing committees, and the congregation to ask the question: “Why Kincardine United Church?” All of the information gathered will support what needs to be filled out for Kincardine United Church’s profile on the United Church of Canada’s Hub (Church Hub).

Please see Attachment #2 for Gord Dunbar’s summary.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 9:31 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting: December 14th, 2021

Signature of President

Signature of Secretary

Attachment #1

KUC Council – November 9, 2021

PROPOSAL #1

Title: Approval of Kincardine United Church Governance Manual
Originating Body: Council President, on behalf of Council

What is the issue?

The Kincardine United Church Governance Handbook was created in 2010 as the “Kincardine United Church Organizational Handbook”. The document underwent minor updates in 2016, 2018 & 2019 to reflect changes to Kincardine United Church practices as well as the re-organization of the United Church hierarchy following implementation of the Three-Council model approved by General Council 42 in 2015.

Marion Boyd undertook a more substantial revision to the Handbook in 2020, with assistance of Judy Zarubick & Rod Coates. This update was presented in draft form to Council in February 2021. The Handbook had been written in a prescriptive style and expressed in much detail what was to be done and how. The update introduced use of “Best Practices” to accomplish the mission of Kincardine United Church, and included new sections describing Accountability, Conflict of Interest, Transparency and Communication, Effectiveness and Efficiency, and Consensus Decision-Making.

The draft revision of the Handbook was circulated to the Mandatory and Standing Committees of Kincardine United Church. Feedback from this review was incorporated into a final draft presented to Council in October 2021.

Why is this an issue?

Given the substantial changes to the Handbook, it is necessary for Council, the governing body of Kincardine United Church, to recommend the draft Kincardine United Church Governance Handbook to a congregational meeting for approval, and subsequently to the Covenant Commission, Western Ontario Waterways Regional Council, for their approval.

What might Council do?

The Kincardine United Church Council might:

- 1) Recommend the final draft of the Kincardine United Church Governance Handbook to the next congregational meeting of Kincardine United Church for approval.
- 2) Once approved by the congregation of Kincardine United Church, submit the Governance Handbook to the Covenant Commission, Western Ontario Waterways Regional Council, for approval.

Attachment #2

Town Hall Meeting (Report from Gord Dunbar)

Input from the Council Retreat July 12th, 2021:

- To provide a space for everyone to feel welcome and find God.
- Want to bring people with the same ideas and same beliefs together in one space.
- Community that communicates through belief.
- Provide a safe sanctuary space for people to come and feel that whatever they are feeling they are safe to consider life options and to chat with other people.
- Habit in this place and on Sunday.
- Spiritual connection and spiritual beliefs not compatible with habit although we would miss it if it wasn't here.
- Explore belief and new ways of looking at life and a non-static manner.
- Grow in faith but also to grow in a sense of connection.
- Finding a safe place to be who we are and explore our beliefs.
- How to be disciples in the world.
- Idea of inclusivity for ALL people that celebrates diversity.
- Being open to learning new ways of being.
- We are on a journey of exploration while having fun through community.
- Curious about faith and exploring different perceptions in safety.
- We are open to differences of belief and conversation about those differences.
- Share dialogue about faith.
- There's a space for you.
- Fills the spiritual cup.
- A place of belonging.
- Part of a relationship.
- Support from the community of faith – diaconal.
- Active spiritual discussions with those who listen.
- Pew cards as a positive relationship piece.
- Our doors are open to everyone. From Emily Perry: after the "visioning session", one of the things we were looking for, I think, popped into my head- Hope - is missing from our 'profile'. We have listed all the other good stuff, community, support, etc., but we do not mention hope. In this current time of crisis/chaos, it would be important to me that I could find a community that offered alternative ways of seeing people, problems, opportunities, a Christian point of view of tolerance and acceptance -all sadly lacking in many churches today. People are floundering in uncertainty, fear, anxiety, anger, loss of control - could we not provide that as a caring, accepting, loving Christian community?

From the Programme Committee:

- To answer a call from God. The purpose of the call is to engage the community to express their faith through music.
- Provide a comfortable, safe space. Not being told what to believe but to explore belief.

- Equipping people to engage in the journey of faith with freedom to discern for themselves.
- To provide a place of connection to the divine.
- To provide a safe space where people can explore their belief.
- To dare to be changed by others evolutionarily, optionally, in relationships of trust.
- Take people where they are on their faith journey.
- To provide a home for faithing within stability and security, staying grounded while soaring in the Spirit.
- To build a community of faith in which we can dare to risk exploring new revelations while supporting one another on the same path.
- To provide a place of unconditional welcome.
- Trust is not blind, it is trust that is earned through authenticity, vulnerability and integrity.
- To provide a place of learning as we become more Christ-like. From the Trustees:
- Attachment to the church is a key ingredient to my quality of life. Spiritual connection, spiritually fulfilled; without the church I would not feel the spiritual connection, nor would I have the community of faith. Relational purpose with God and with each other.
- Relational aspect is the strong point of the church, supportive, and connected. Kincardine United Church champions a special relational.
- Part of our why is affirming.
- Fulfilling a need in community and in society
- Feel good when I come home from church. Giving and getting – mutual relationship.
- Willing to be changed by those we welcome in.
- We basically have physical aspect and a spiritual aspect and church provides that opportunity.
- It is also habit for the older ones of us, but our purpose is to share the value of what we know.
- Our purpose is to be uncomfortable in welcoming others and learn new comforts. Motivation is change for eternal life. Our collective welcome is greater than the sum of the parts.
- Church exercises our intellect. Belief and life experience mix to enrich our lives.
- The United Church accepts diversity of perception of spirituality i.e. the more philosophical, the more biblical, the more traditional and yet all combine in community.
- Good understanding of all the diverse dimensions of perspective that there may be friction.

From the Administration Committee:

- Family connection, history and affiliation. Missionary mission into the community.
- Want to make a difference in the world.
- Christmas Eve service anchored and centred my faith journey. Grew up in Lutheran Church and spouse grew up in Mennonite Church, wanted a church in the community and a funeral service inspired them to join United Church through the minister. Checked out local United Church. Needed CONNECTION that made a difference and the welcome experienced. Quality of relational welcome and the comfort of acceptance as a stranger.
- Offer a more liberal perspective on faith.
- The involvement in the community. NOT separate.
- Affiliation with the United Church as cradle to grave.
- Coffee time cements those relationships.

- History in United Church and were involved in building of previous church and creation of a community garden for the Food Bank. Involvement in the community. You got to know everybody and there was always a welcome and someone to support you. KUC provides a welcoming home.
- Advertisement for Treasurer attracted them to reengage them in a community of faith. Daughter's wedding 15 years ago.
- A place you can always have your day brightened by the people there.

From the Membership and Mission Committee:

- Social connection and welcome.
- Just as you must look after yourself, so that you can then look outward, M and M care for membership and foster community within.
- Want to help others.
- We want to make others feel they are important and included no matter what their background, age, etc.
- Expression of faith. (Organ and a choir.)
- Sense of belonging.
- Extended family where you receive more than you give.
- A place of love and of loving.
- Reassurance when you have people where it takes a community to raise a child.
- Friendly and welcoming when needed it most.

From the First Town Hall:

- A place for worship and community of like minds to discuss and enhance their faith.
- Big name speaker i.e. Jesus or God, maybe the disciples.
- Same type of faith.
- A place where diversity is welcomed and a place of trust and safety.
- A place of respect.
- Neurodivergent are welcomed.
- Unity in diversity of all sorts.
- Trust and safe space is essential.
- Community!!! Of all different types of people and of thinking.
- Diversity is strength in community.
- Our differences tie us together.
- A peaceful space for contemplation that exudes history and atmosphere – a holy space.
- Safe space for people of all beliefs and types which, despite those differences we foster community.
- Unique in the holy space we offer.
- Space to give people the opportunity to go outside into the wider world – making connections that reach out and give space for service. It becomes a two-way process of engagement that can be counter-cultural i.e. the Dory Lunch.
- Allows us to be generative with time, talent, spirit and treasure.
- WE NEED TO ASK THE SAME QUESTION OF THE WIDER COMMUNITY.

From the Ministry and Personnel:

- Look around the congregation and, even though I've been going to church forever, from baptism, the same traditions and the same sermons, and wondering about why I stay. I see so many other people here or in the community who rely on the world of the community of faith to provide a sense of hope. It is for those who need it.
- A sense of community and positive relationships.
- The scriptures made understandable for our times.
- Music.
- Seldom a Sunday when something isn't said, read, sung or conveyed that doesn't make me consider an action to make me a better person and the world a better place. A shared place of becoming. Relationships are hugely important.
- Goes back to relationships and community.
- Provide a safe place to learn to grow and to be.
- Inspires to be more or do something more.
- Openness and liberal theology.
- Good spirit of connection.

Second Town Hall:

- To demonstrate the power of the love of Christ.
- To worship God.
- To provide a place of comfort and of inspiration to allow folks to discover the power of God's love – something totally beyond the everyday life we know and to connect with that which is beyond yet within us.
- To live in a loving manner, to focus that sense of the beautiful mystery we know within and of which we are a part.
- To provide a place of peace within the mystery.
- To demonstrate that love makes a difference.
- Meeting other people who believe similarly through ceremony to anchor that belief.
- The reaching out is the what and lives out the shared belief.
- Common ground from which to grow – a starting point of commonality.
- The outreach to help others is part of the what.
- A place to invest retirees energy that fulfills them and where they feel welcome.

Kincardine United Church Council Meeting
Tuesday, December 14th, 2021

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

Regrets: Liz Dillman (Regional Council Representative)

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, December 14th, 2021. Notice of this meeting was given seven days prior to the meeting via e-mail and the link to the shared drive was provided with all accompanying documents.

Rod Coates called the meeting to order at 7:03 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

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

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Rod Coates shared these words: “Before we arrived as settlers there were already many here for thousands of years with a tradition of stewardship of the land, known as First Nations. They welcomed, sustained and taught us. Our prayer is that in love we find ways to share the land and celebrate all culture with those who call this land home. In our reconciliation journey we acknowledge that the community of faith we represent, where we work and worship is situated on unceded territory of the Saugeen Ojibwe whose culture, traditions and stewardship of the land we acknowledge with respect. May we live in friendship, peace, and a spirit of reconciliation with all our First Nations communities”.

3. Lighting of the Candle (Rod Coates)

Rod Coates shared a pun once again in his usual fashion: “As I light this virtual candle, I am reminded that most candles suffer from insomnia as there is no rest for the wicked”.

Rod Coates continued: “Lighting a candle makes us want to experience hope, peace, joy, and love – all that candles represent during this advent season. And our anticipation of the coming of the Christ Child – the true light of the world. Thanks be to God for his inexpressible gift”.

4. Devotion (Gord Dunbar)

Gord Dunbar talked about the CBC radio interview about the candle factory disaster that happened in Kentucky. One of the survivors has worked hard to help those injured and does not know God's reason for the disaster to occur, but believes that God will be with her. Gord Dunbar also showed a video of a beautiful rendition of "O'Little Town of Bethlehem". As a prayer at the end of the devotion, Gord Dunbar also shared words from Richard Wagamese's *Embers*.

5. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as amended.
2. That the minutes of the November 9th, 2021 meeting be approved.
3. That motions and proposals be written and given to the Secretary.

B. Action

Confirmation of Email Vote of December 6th, 2021

Moved by: Donna Mowry

Seconded by: Judy Zarubick

That Kincardine United Church Council recommends the 2022 proposed budget be submitted to the congregation for approval.

C. Correspondence

Rod Coates declared this consent docket approved by consensus.

6. Reports from Committees

i) Trustees (Jack Nancekivell)

Property Insurance Recommendation

Jack Nancekivell stated that in order to save funds, the Trustees recommend raising the deductible for the property insurance to \$10000.00. The reason that the Trustees believe that is an acceptable action is that there has never been a claim in over 40 years. It was clarified that this deductible only relates to property insurance not liability insurance. Jack Nancekivell mentioned that Gregg McClelland has done a lot of work on this in order to save funds. Rod Coates acknowledged Gregg McClelland's work with appreciation.

It was decided to have a proposal recorded in the minutes:

That Council agree with raising the deductible as recommended by the Trustees to \$10000.00 on the property portion of the insurance.

Rod Coates declared this proposal approved by consensus.

ii) Programme (Jim Zarubick)

Jim Zarubick stated that they are waiting for the hybrid audiovisual system to arrive and it is not expected until February. Marion Boyd hopes that if the system is easier to navigate that more people may volunteer their time to be on the audiovisual crew to allow for Jim and Judy Zarubick and Mary and John Phillips to have a rest. Gord Dunbar shared that videos will be able to be shown during the service with this new, more integrated system.

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

Mary Phillips stated that the staff evaluations will be done in the new year and that anyone can comment on them if they feel that they have something to share. Mary Phillips will ask the committees who do have contact with the staff to make comments.

7. Treasurer's Report (John Brash)

John Brash went through the financial documents (Balance Sheet, Income Statement, and Net Funds Available) with Council. John Brash stated that there is \$11887.80 as the net funds available. There was a discussion about the capital project funds and if the money should be invested. Jack Nancekivell stated that the rates are so low and if the money is tied up, it cannot be accessed if needed. If money is invested, it should not be touched for 5-10 years. There was also some confusion over the amounts for some of the capital projects on the Net Funds Available document, but will be corrected.

8. New Business

i) Investment Policy Draft (Rod Coates)

Rod Coates wanted to advise Council that this new policy has been prepared and shared with the Trustees and that it will come to the next Council meeting for approval once it has received wider circulation. Rod Coates stated that Joan Norris and Marion Boyd had done a great deal of work on this policy and that work was incorporated into the Kincardine United Church Governance Handbook update of December 2020.

ii) **Proposal #1-Authorization of Special Projects and Associated Funds (Rod Coates)**

Rod Coates stated that this proposal demonstrates that Council has not, in some instances, authorized special projects and associated funds in a manner that is in alignment with what is said in the 5.1.1 Memorial, Planned Legacy and Designated Gifts Procedure. Rod Coates asked Council members to go away and think about what appropriate changes, they feel are necessary to this procedure.

The proposal is that Kincardine United Church Council agrees to:

1. Authorize the use of the Nursery Windows project funds to supplement the work funded by the Capital Fund to replace the four south side lower level windows.
 2. Update procedure 5.1.1 Memorial, Planned Legacy & Designated Gifts Procedure, or create a new procedure, to clarify administration of the Capital Fund.
- Please see Attachment #1 for the proposal in its entirety.

Rod Coates declared this proposal approved by consensus.

iii) **Follow-up from the December 12th Congregational Meeting and Planning for February Annual Meeting (Rod Coates)**

Rod Coates stated that the Annual meeting will be held on February 20th, reports are due on January 16th, 2022, and for committees to confirm any nominations, vacancies, and if volunteers will continue to serve. Rod Coates also shared that he is happy that the Congregational Budget meeting could be done in-person and via live-stream as well.

iv) **Proposal #2-Updates to Membership Records Policy and Procedure (5.2.2. and 5.2.3) (Rod Coates)**

Rod Coates stated that updates need to be made to the Membership Records Policy and Procedure to align with the Membership and Mission committee's recommendations.

The proposal is that Kincardine United Church Council agrees to:

1. Approve updates to policy 5.2.2 Membership Records Policy and procedure 5.2.3 Historic & Current Membership Rolls Procedure as recommended by the Membership and Mission committee meeting of Nov 19, 2021.
- Please see Attachment #2 for the proposal in its entirety.

Rod Coates declared this proposal approved by consensus.

9. Other Business

i) Survey for Rapid Antigen Test Distribution from Red Cross (Gord Dunbar)

Gord Dunbar shared that Red Cross has reached out requesting Kincardine United Church to fill out a survey asking if we would give out rapid antigen tests to people in the community. Council agreed that this is a valuable endeavour to be a part of. Mary Phillips was concerned about the logistics of distributing the tests so it would not put an undue burden on any of the staff members. Gord Dunbar said that he is prepared to take the lead. Marion Boyd added that this endeavour supports Kincardine United Church's community outreach.

ii) Church Re-Opening Committee (Rod Coates)

Rod Coates let Council know that this committee would be meeting on Friday, December 17th to look at all of the information from the health units in regard to this rapidly evolving COVID situation. Mary Phillips brought this topic to the attention of Rod Coates and Gord Dunbar that it is important for this committee to meet once again to make informed decisions about continuing in-person services. The committee stated that they will keep Council informed of what they learn if any recommendations are necessary such as keeping the in-person services or not.

iii) Any Other Business/Next Meeting (Rod Coates)

Rod Coates asked if there was anything else to raise in this meeting. Rod Coates reminded Council members that the next meeting would be in March unless there was a requirement to meet earlier.

iv) Financial Reports-Review (Rod Coates)

Rod Coates asked about the financial reports of 2020 being reviewed and Donna Mowry stated that the review would be done as long as everything remains status quo and there is not another lockdown.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 8:56 p.m.

Gord Dunbar led Council in prayer.

Next Council Meeting: March 8th, 2022

Signature of President

Signature of Secretary

Attachment #1

KUC Council – December 14, 2021

PROPOSAL #1

Title: Authorization of Special Projects and Associated Funds

Originating Body: Council President

What is the issue?

Kincardine United Church (KUC) has established governance for approval & funding of special projects with its Memorial, Planned Legacy & Designated Gifts Policy & Procedure (3.1 & 5.1.1). Recent examples of major project and/or fund authorizations by KUC Council include Heat Pumps (9 Feb), transfer of leftover project funds to Capital Projects Fund (9 Mar & 11 May), and the Memorial Wall Project (14 Sep). A review of completed special projects of the past 2 years indicates that formal approval was not always noted in Council minutes, although project status was always reported to Council.

A Capital Fund was created by the Administration Committee in November 2020, with one expenditure (Heat Pumps) subsequently being expensed from this fund. Specific rules governing Capital Fund administration have not been created.

At its November 4, 2021 meeting, the Administration Committee approved the transfer of funds from the Nursery Windows special project to the Capital Fund in order to pay for the replacement of the 4 windows on the lower south side of the church, 2 of which were Nursery Windows.

Why is this an issue?

Donations earmarked for special projects, per 5.1.1, are administered by Council. Hence it is important that Council authorize, and be seen to authorize, usage of funds which have been gifted for those projects identified by Council as supporting the needs and mission of the church. Special projects overseen by Council must be authorized by Council.

What might Council do?

The Kincardine United Church Council might:

1. Authorize the use of the Nursery Windows project funds to supplement the work funded by the Capital Fund to replace the four south side lower level windows.
2. Update procedure 5.1.1 Memorial, Planned Legacy & Designated Gifts Procedure, or create a new procedure, to clarify administration of the Capital Fund.

Attachment #2

KUC Council – December 14, 2021

PROPOSAL #2

Title: Updated Membership Records Policy & Procedure

Originating Body: Council President, on behalf of Membership & Mission

What is the issue?

At its November 19, 2019 meeting, the Membership & Mission Committee approved a document entitled, “Membership List Policy”. This document created definitions for Non-Resident Members & Adherents, as well as defining additional processes for changing their status within the current membership roll.

KUC Policy & Procedure (P&P) Manual, 5.2.2 Membership Records Policy and 5.2.3 Historic & Current Membership Rolls Procedure do not contain the information in the “Membership List Policy” approved by M&M. The changes were reviewed by the Member & Adherent Review Team (MART) in November 2019, and corresponding revisions made to 5.2.2 & 5.2.3, with the intention of sending to the KUC Council meeting of March 3, 2020 for approval. Several circumstances precluded this happening at that time.

At its October 19, 2021 meeting, the M&M Committee passed the following motion:

“That the Council include the Membership List Policy into the Governance Handbook.”

This motion is a reminder of the original intention to include elements of the “Membership List Policy” into the existing KUC P&P Manual. As policies reside within the Kincardine United Church Policies & Procedures Manual & not the KUC Governance Handbook, the more appropriate home for the “Membership List Policy” is in the KUC P&P Manual.

Why is this an issue?

Given the necessity to enact policy based on the recommendations of standing and mandatory committees, per the KUC Governance Handbook, it is incumbent upon Council to respond to any requests for policy & procedure changes.

What might Council do?

The Kincardine United Church Council might:

1. Approve updates to policy 5.2.2 Membership Records Policy and procedure 5.2.3 Historic & Current Membership Rolls Procedure as recommended by the M&M Committee meeting of Nov 19, 2021.