

## **MEMBERSHIP AND MISSION COMMITTEE MINUTES NOVEMBER 19, 2019**

**Our Mission:** The Congregation of Kincardine United Church seeks to foster a journey of spiritual growth through hospitality, service, fellowship and study, and, in community, to build up the ministry of every person and together experience God's abundant love and grace.

**PRESENT:** Liz Dillman, Gord Dunbar, Krista Ritchie, Louanne Dudman, Melinda Smegal, Bernd Portz, Ursula Portz, Charles Ludlow  
**CHAIR:** Krista Ritchie  
**SECRETARY:** Liz Dillman

Meeting was called to order at 7:00 pm by the Chair

Gord opened the meeting with prayer.

Agenda was accepted by consensus.

### **MINUTES OF OCTOBER 15, 2019 MEETING**

Minutes of the October 15, 2019 were accepted as distributed by consensus.

### **BUSINESS ARISING FROM THE MINUTES**

1. Affirming Committee
  - the presentation of the movie "the Bible tells me so" was cancelled by the Affirm Committee due to lack of registration
  - Committee will look at presenting in 2020
2. Interfaith Dialogue
  - deferred to 2020
  - Imam at the Muslim Centre is very interested in being part of an interfaith conversation
3. Blanket Exercise at the High School
  - no date for this
  - Liz will follow up with Judy Zarubick to find out if she has heard anything
4. Sunflower Crop
  - crop is now harvested – got 1.4 tons of seeds from the 1.6 acres planted
  - they have been sold and will be used to press for oil
5. Consent and Capacity Forum
  - deferred to 2020
6. Church Photo Directory
  - will be done in 2020
  - Jean has sent the information from the 2015 project
  - Melinda will call Photo Directory companies to see what they can offer
  - looking to do the major of members in the 3<sup>rd</sup> week of June and another sitting after July 10
  - will need to find someone in congregation to take pictures of committees, etc.

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**NEW BUSINESS**

1. Payment to Ministerial Association
  - it was agreed to pay the balance of the budgeted amount (\$375.00) to the Kincardine Ministerial Association as they have indicated a need for the funds
2. Advent Potluck
  - will be December 9, 2019
  - Gord will prepare the Twelve Days of a Canadian Christmas for singing
  - attendees will be asked to help decorate the tree in the hall
  - will do some hymn singing – Melinda will find someone to play the piano
3. White Gift Sunday
  - date is November 24
  - will co-ordinate delivery of gifts with Clifford-Alsfeldt congregations again this year
  - Bernd will arrange the delivery date
4. Poinsettias
  - Melinda will arrange for the poinsettias to be purchased and delivered to Church
  - they will be blessed along with the Christmas cards on December 15 and then delivered to our shut ins
5. Membership and Adherent Review Team (MART)
  - reviewed the following documents:
    - Terms of Reference (attached)
    - Membership List Policy (attached)
    - Powerchurch Membership Information Flow Chart (attached)
  - agreed to accept these documents and approved the creation of the MART
6. December 6 Vigil
  - need a lift operator and greeter for main door
  - committee gave Gord several names of people to contact for this
7. Letter Writing Campaign for Canada to Protect Asylum Seekers
  - the campaign is to remove the United States from the Safe Third Country Agreement
  - information will be provided to the congregation and they can decide to participate if they wish
  - will put information and suggested letter out for people to pick up
8. Card Group
  - Gord handed out the process for the Card Group for the committee's review
  - will be discussed further at the January meeting
  - process attached
9. 2020 Budget Presentation – December 8, 2019
  - Charles will present the 2020 budget at the congregational meeting
  - there will be a Q&A for the congregation in the Fellowship Hall starting at 9:45 on December 8

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- Krista will deliver the M&S budget
  - decided to keep the target at \$30,000 for 2020
- 10. 2019 Annual Report
  - Liz agreed to prepare the 2019 Annual M&M Report

**COUNCIL REP FOR NEXT COUNCIL MEETING**

- Next Council meeting is to be determined
- Charles will attend

**NEXT MEETING**

- January 21, 2020 7:00 pm
- Location – Liz Dillman’s
- Chair will be Liz Dillman
- Secretary – Melinda Smegal

Gord closed the meeting with Prayer

Meeting was adjourned at 8:55 pm

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Chairperson - Krista Ritchie

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Secretary – Liz Dillman

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## Terms of Reference

**Name:** Membership & Adherent Review Team

**Members:**

- Membership Steward
- Minister of Word, Sacrament & Pastoral Care
- Envelope Steward
- Statistical Report coordinator
- Membership & Mission (M&M) Committee representative

**Mandate:**

Responsible for oversight and upkeep of the current and historic membership rolls.

**Deliverables:**

- Review inputs and changes to member & adherent data
- Make recommendations for membership changes (add & remove)
- Make changes to adherent status (add & remove)
- Ensure historic membership and current membership rolls align

**Scope / Jurisdiction**

The Membership & Adherent Review Team (MART) has the responsibility and authority to review the status of all members and adherents of Kincardine United Church. Non-status changes to membership type (i.e., member  $\rightleftharpoons$  non-resident member) & contact information, as well as addition & removal of adherents, are within the MART authority. Addition or removal of members will be by recommendation to M&M, and subsequent approval by Council, the governing authority.

**Governance**

- 5.2.2 Membership Records Policy
- 5.2.3 Historic & Current Membership Rolls Procedure

**Additional Notes**

- This ministry team is accountable to the Membership & Mission (M&M) Committee.
- The team is comprised mainly of those who provide input to, or require output from, the current & historical membership rolls.
- The team will meet as it deems necessary to fulfill its mandate – a minimum of annually, and preferably quarterly.
- Additional instructions or guidelines required to fulfill this mandate will be developed by this ministry team.

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## MEMBERSHIP LIST POLICY

### Definitions:

1. A **Resident Member** is someone who has joined Kincardine United Church by Profession of Faith or by Transfer.
2. A **Non-Resident Member** is defined as:
  - a. a member whose permanent address is outside the municipality of Kincardine and who is not expected to attend worship regularly, or
  - b. a member whom Kincardine United Church has been unable to contact for at least one year.
3. An **Adherent** is defined as:
  - a. someone who participates in the life and the ministry of Kincardine United Church at least twice a year, or
  - b. someone who donates financially at least once each calendar year, or
  - c. a child baptised in the church and their parent(s).

### Changing the status of Members and Adherents in the Current Membership List:

1. Resident Member to Non-Resident Member:
  - a. when their permanent address changes to outside the municipality of Kincardine and who is not expected to attend worship regularly, or
  - b. when Kincardine United Church has not been able to contact them for 12 months.
2. Non-Resident Member to Resident Member:
  - a. when their permanent address changes to inside the municipality of Kincardine and Kincardine United Church has been able to contact them.
3. Removing a Member from the Current Membership List and moving to Archive:
  - a. after the person's death, or
  - b. after a request for Transfer has been received from the person, or
  - c. upon their request, or
  - d. by an action of Council.
4. Removing a Non-Resident Member from the Current Membership List and moving to Archive:
  - a. after the person's death, or
  - b. after a request for Transfer has been received from the person, or
  - c. by their request, or
  - d. when Kincardine United Church has not been able to contact them for another two years after their status was changed from Resident Member to Non-Resident Member due to lack of contact, or
  - e. by an action of Council.
5. Removing an Adherent from the Current Membership List and moving to Archive:
  - a. after the person's death, or
  - b. when Kincardine United Church has not been able to contact them for 2 years, or
  - c. when the Adherent has not been part of the life and ministry of Kincardine United Church and who has not donated any money to Kincardine United Church for 2 years, or
  - d. by their request, or
  - e. by an action of Council.

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**KINCARDINE UNITED CHURCH CARD GROUP**

(Revised November 2019)

**Membership:**

Name        519-396-XXXX  
Name        519-396-XXXX  
Name        519-396-XXXX

**Schedule:**

<u>June:</u>	Name	<u>July:</u>	Name	<u>August:</u>	Name
<u>September:</u>	Name	<u>October:</u>	Name	<u>November:</u>	Name
<u>December:</u>	Name	<u>January:</u>	Name	<u>February:</u>	Name
<u>March:</u>	Name	<u>April:</u>	Name	<u>May:</u>	Name
<u>June:</u>	Name				

**General Approach:**

- Confidentiality is a priority. Therefore, the cards will be signed “From your Kincardine United Church Family” and may have a further hand-written note from the person sending out the card i.e. “Happy Anniversary” or “Congratulations on your Graduation.”
- Only the person scheduled for the month will be contacted to send cards out.
- On the first day of the month for which you are scheduled, the card volunteers will ask the minister if there are cards that should be sent out that month.
- If the person scheduled is unable to do it for a portion of the month, that person will arrange for their own replacement and inform the minister and the Office Co-ordinator.
- The cards will be printed through the church office and any postage required will be reimbursed with a copy of a receipt. Otherwise, the cards will be mailed through the church office using the postage metre.
- This programme will be re-evaluated in June of 2020.
- If anyone no longer wishes to continue in this role, just inform the minister and another person will be recruited and scheduled.

**Triggers for Sending Cards Out:**

- One month after a baptism, after a confirmation or after becoming a new member (a list sent out by the Office Co-ordinator).
- A “Welcome” card will be sent out to people who have become Adherents as a way of making them feel they belong.
- For the first anniversary of a death as determined by the minister.
- Special birthdays at 65, at 80 and at 90 or above, if known.
- Special life events, if known:

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- 50<sup>th</sup>, 60<sup>th</sup> or 70<sup>th</sup> Anniversaries,
- graduations from university or college and
- events the minister determines would be appropriate in consultation with the person scheduled for that month.
- “Thinking of You” cards as initiated by the minister i.e. successful surgeries, illnesses from which the person has recovered, those living with cancer, those living with degenerative diseases.
- Thank you cards for those who have served in long-serving roles in the congregation i.e. House Leaders, Teachers, Small Group Leaders, Nursery Volunteers, Tech Crew, etc.
- Those having served on Council will be left to the Council President or designate to thank.