

Kincardine United Church Joint Needs Assessment -2016

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INTRODUCTION

When Rev. Don Harry informed the congregation of his intention to retire as of June 30, 2016, the Council contacted Bruce Presbytery to ask that a Joint Needs Assessment process be initiated at Kincardine United Church. The Presbytery agreed and appointed two representatives to the JNAC (Joint Needs Assessment Committee): Reverend Vicki Johnson of Pine River and Charles Clarke of Walkerton. Council then named the congregational representatives, who are: Marion Boyd, Rod Coates (Secretary), Liz Dillman, Joan Leaning (Chair), Marilyn Meldrum and Dave Mullenix.

The JNAC held its initial meeting on January 30, 2016. While the JNAC considered the JNAC Report of 2013 to be a strong basis on which to build, it determined that an open process in which all ideas were up for consideration would be most helpful to our congregation. To that end, the JNAC decided to re-survey the congregation, using the same questionnaire as was administered in 2011 (tweaked slightly where changes have occurred) so that the feedback can be compared to identify changes in priorities and wishes five years later. All information would be aggregated to ensure individual confidentiality. We approached our task with optimism and hope that this survey would be a positive and creative exercise for all involved, built on trust and rooted in faith.

The JNAC process is defined by sections of *The Manual*, United Church of Canada, and is set out in a Handbook which provides a step-by step guide to congregations undertaking a Needs Assessment. The Handbook refers to the relevant sections of *The Manual* and a JNAC is required to follow each step to the end of the process. The Handbook sets out the following terms of reference:

The purpose of the Joint Needs Assessment Committee (JNAC) is to consider and review the ministry and mission of your pastoral charge and your relationship with the community you serve. The JNAC then considers how these affect the ministry personnel needs of your pastoral charge.

- i. Section 052 (c) of *The United Church Manual* states that the JNAC is to study and report on the ministry personnel needs of the pastoral charge through an open and participatory process of information gathering and analysis. This process concludes with the adoption of a report to the church council...

The job descriptions of Ministry Personnel are required to be based on the most recent JNAC Report. Our most recent Report was accepted in 2013. It assumed that our Minister of Word and Sacrament would continue and that, in addition, we would seek to hire a Congregationally Designated Minister at 60% FTE.

On November 16, 2010, Bruce Presbytery approved our new organizational structure for Kincardine United, which evolved over an eighteen-month process of study and discernment.

At the last two Annual Meetings, members of the congregation identified a need to discern whether our current Mission statement needs revision and is adequately supported by our financial resources, Ministry Personnel and lay ministries. The organizational structure anticipated extensive lay involvement in governance, practical tasks, mission and outreach through a variety of Ministry Teams, made up of and led by lay volunteers. The structure was designed not only to streamline the existing governance of the church, but also to encourage the participation of the whole congregation in every aspect of our Mission. As time has passed, there have been many changes in the volunteer capacity of the congregation; through death, ill-health, relocation or other reasons, many formerly active volunteers are no longer available. As our numbers have declined, we are experiencing a drop in our revenues. There is a need to engage both long-term and new members of the congregation in renewing our ability to fulfill our Mission.

As part of the consultation process, the JNAC conducted a congregational survey virtually identical to that conducted as part of the 2013 JNAC process. This survey garnered 79 responses, and a summary of the survey results is posted on the church's website. <http://www.kincardineunitedchurch.org/>

Before activating the JNAC, the Council considered whether it would be wise, given the changes in the church and the length of the retiring minister's incumbency, to request Presbytery to approve an Intentional Interim Ministry. Having debated this question on three different occasions, Council decided instead to move forward with a JNAC with a view to calling or appointing a full-time minister according to the expressed wishes of the congregation for stability, which was reinforced by the JNAC survey responses. The JNAC was assured that it was free to recommend Intentional Interim Ministry if, in the course of its work, it determined such a recommendation would be best for the congregation. The JNAC decided that the type of visioning and discernment required in Intentional Interim Ministry would be fruitful but determined that a similar result could be achieved by placing an emphasis on leadership and visioning in the Ministry Personnel Position Profile.

RECOMMENDATIONS

1. That Kincardine United Church accept the JNAC 2016 and proposed staffing model of one fulltime minister of Word, Sacrament & Pastoral Care. This position will be open to ordained, diaconal, and designated lay ministers.
2. That Bruce Presbytery accept the proposed staffing model and declare a vacancy at Kincardine United Church for one fulltime minister of Word, Sacrament & Pastoral Care. This position will be open to ordained, diaconal, and designated lay ministers.
3. That the Kincardine United Church Organizational Handbook be updated to reflect the roles and responsibilities identified in this JNAC report.
4. That the JNAC be disbanded upon approval of this report by Kincardine United Church Council, Congregation and Bruce Presbytery.
5. That a Search Committee be convened to fill the declared vacancy.
6. That Kincardine United Church apply to become a permanent Supervised Ministry Education site.

COMMUNITY PROFILE

The Kincardine area was settled in 1848 under the name of Penetangore, by a small group of Scottish immigrants. The current municipality was created in 1999 by the amalgamation of the Town of Kincardine, the Township of Kincardine, and the Township of Bruce. Church members come mainly from the urban areas, but with good representation from the outlying rural areas as well. The community has a diverse multicultural interethnic population.

The primary private sector industries in the area today are agriculture, energy and tourism. Bruce Power is the largest employer in the area, and (including its predecessor Ontario Hydro) has been for over 50 years. Much more information on the community is available at the Municipality of Kincardine and the Kincardine & District Chamber of Commerce websites, as well as the JNAC section of the Kincardine United website:

<http://www.kincardine.net/>

<http://kincardinechamber.com/>

<http://www.kincardineunitedchurch.org/>

PASTORAL CHARGE PROFILE

Our History

The Methodist Church of Kincardine was founded in 1851. The present church building was completed in 1876 and became Kincardine United Church in 1925 when the United Church of Canada was founded. The sanctuary was remodeled in 1962. A large addition in 1991 provided an expanded facility to serve our membership & community outreach.

Our Mission Statement

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.

Kincardine United Church, 2010

Our Congregation

Kincardine United Church draws members from the town of Kincardine and its surrounding townships. According to 2015 Church records, there are:

- 346 resident members
- 125 adherents
- 173 identified givers

Currently weekly attendance averages 80-90 adult and youth.

The following table provides additional insight into membership statistics and activities:

Statistic	2013	2014	2015
Number of Baptisms	0	3	3
Number of Marriages	2	1	1
Number of funerals/memorial services	6	10	10
Members received by Faith	4	0	7
Transfers In	1	1	0
Transfers Out	2	0	8
Number of Children in Sunday School	9	5	6

Our Behavioural Covenant

Our Behavioural covenant was developed in 2010 as part of our organizational structure handbook. It is a key component of how we relate to one another in our congregation.

Our Promises to God

We are called to be the church at Kincardine United.

We gather in God's name and, in all our interactions, celebrate God's presence.

We promise to pray and work together, seeking to follow God's will with grace and humility, always mindful of God's wisdom and abundance.

Our Promises to the Church

We are called to love and serve others. Our community of faith depends on our living in right relationship with one another.

We will respect the different perspectives, stories, talents and abilities each of us bring to our community, and will encourage one another to fulfill God's promise, which is in each of us.

We will be open to change.

We will strive to create a safe and inclusive environment where all are free to do God's work with joy and celebration.

When we hold positions of responsibility, we will seek to exercise authority wisely and well for the benefit of the whole community.

We will undertake to develop and maintain avenues of consultation and open decision-making. When a decision is made, we will honour that decision, and move forward.

Our Promises to One Another

We believe in God, who works in us and others by the Spirit.

We will interact with love, compassion, respect, affirmation and courtesy. In all we say and do, we will be aware of our body language, tone of voice, the words we use and how they impact others.

We will listen to each other without judgment.

We acknowledge that at times disagreements, disputes or conflicts will arise. We will seek to follow God's example of forgiveness and reconciliation in resolving such conflicts.

We are committed to build up this body of Christ which is Kincardine United Church, remembering that God is with us. We are not alone. Thanks be to God.

Church Structure

In 2010, the governance structure was streamlined. Council comprises a President and Secretary elected annually, and a representative of each of the three Standing Committees (Programme, Administration and Membership and Mission) represents those Committees on Council. The Ministry and Personnel Committee and the Trustees undertake specific and independent tasks as outlined in the Manual and report to the Council as required. The Treasurer and Ministry Personnel act as resource people to the Council. The Standing Committees are assigned the task of developing policies and recommending actions to the Council. Each standing Committee has the responsibility for development, oversight and monitoring of Ministry Teams working within their area of responsibility.

Ministry Teams are formed to undertake specific tasks required to fulfill the mission of the church. They may form and disband as needed, may be composed of one or more members or adherents, may be commissioned by the Council to perform specific duties or be self-generating. These Ministry Teams are especially geared to involve the members of the congregation who are “doers”, rather than policy makers or administrators. Participation on Ministry Teams is unlimited and based on personal interest. All requests for budgetary requirements and financial reporting are dealt with through the responsible Standing Committee. Standing Committees are responsible for communication links between Council and Ministry Teams.

The JNAC identified a number of difficulties with the organizational structure, as well as flaws in the stated mission of Kincardine United Church. It was recognized that more recruitment, training and support assistance would strengthen the Ministry Team model. After considerable discussion, the JNAC has decided on an alternate way to ensure better coordination, leadership, recruitment and mentoring for Standing Committees and Ministry Teams by incorporating these tasks into the requirements for one full-time Minister.

Ministry Internships

For the past two years, the congregation has been blessed by the skills and talents of two gifted Ministry Interns who have assisted in filling some of the gaps for the duration of their placements.

The congregation is currently applying for a ministry internship for September 2016 – April 2017, and the JNAC recommends that Kincardine United Church apply to be a permanent Supervised Ministry Education (SME) site.

Our Services

Kincardine United Church provides many services and activities. We have highlighted some of these below:

1. Worship and Spiritual Growth

- Sunday morning Worship (10:30 – 11:30)
- Sunday School
- Pastoral Visitation including visitation performed by lay people
- United Church Women
- Senior Choir
- Youth Group
- Kincardine United Church Instrumental Ensemble
- Christmas Eve Candle Light Service
- Bible/Book Study Groups
- Youth/Adult Confirmation Classes
- Well attended coffee time after worship service
- Soup and Sandwich Lunches

2. Outreach

- Support for Mission & Service Fund
- Support for local Chaplaincy and Benevolent Fund
- In the past two years the Congregation has also supported several local organizations and UCC M&S projects in addition to the budgeted M&S givings.
- The Congregation supports the Foodgrains Growing Project
- The congregation also enthusiastically supports the local ecumenical refugee project

3. UCW

Kincardine United Church has had a strong UCW in existence for over 50 years. This dedicated group of women provides both spiritual and financial support to the Church. There are currently three units that meet at different times each month. Their activities include social gatherings, soup and sandwich lunches, bazaars, and The Scottish Tea Room.

The UCW supports the United Church of Canada Mission and Service each year with a donation of approximately \$5500 (in addition to the Congregational donation) as well as financially supporting the Church itself.

4. Christmas Eve Service

A tradition at Kincardine United Church is the Candle Light Christmas Eve Service which includes Christmas readings and carols/hymns.

5. Shared Facilities

Kincardine United Church is blessed with facilities that enable us to share space with many community and religious groups. We host adult self-help groups, Early Years programmes, a robust quilting group, support groups and hospitality for the clients of community service agencies, as well as fundraising and appreciation events for other charitable organizations. For two years we recently provided space for twice-weekly gatherings of a local Muslim group; the group grew in strength and has now founded an independent Islamic Centre to support the community.

RESOURCES OF THE PASTORAL CHARGE PROFILE

Kincardine United Church is located in the centre of the Town of Kincardine.

Our Church includes Features such as:

- two-story structure with large Sanctuary and balcony, Fellowship Hall and large kitchen, a 1991 two-story addition of offices and meeting space.
- barrier-free accessibility with an elevator to the main level of the Sanctuary and Fellowship Hall
- public parking available near the building.

<p><u>Sanctuary</u></p> <ul style="list-style-type: none"> • Seating for 275 • Grand piano and pipe organ • Sound system • Ramp for access to Chancel, Choir Room, Chapel, and two washrooms 	<p><u>Fellowship Hall</u></p> <ul style="list-style-type: none"> • Large hall with elevator access • Perfect for dinners, coffee/tea served after service and meetings • Two barrier-free accessible washrooms • Nursery room attached
<p><u>Kitchen</u></p> <ul style="list-style-type: none"> • Large and functional • Direct serving access to gathering areas • Industrial electric stove, dishwasher, fridges and freezers, large prep areas 	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Main Administration office with two attached private working offices
<p><u>Choir Room</u></p> <ul style="list-style-type: none"> • Practice Facility for Choir • Staging area 	<p><u>Additional Features</u></p> <ul style="list-style-type: none"> • Library for Congregation • Additional rooms for meetings • Small Chapel • Large Narthex • Ample storage space

During the week the building is used by internal programming and community groups.

Our Staff & Volunteers

1. Music

Our music program is a blend of traditional and contemporary programming; it is supported by a highly trained and talented Minister of Music and substantial lay involvement. Our Choir sings weekly ten months of the year; in the summer, volunteer musicians and singers from the congregation provide musical presentations. Music programming includes Sunday Worship, special events and musical/drama productions. The Kincardine United Church Instrumental Ensemble (KUCIE), the Kincardine Brass, and other guest musicians perform regularly throughout the year. The Minister of Music is currently paid for approximately 12 hours per week.

2. Youth/Sunday School

At this time there is no ministerial staff dedicated to a Youth/Sunday School program. The Sunday School is run by a Ministry Team made up of dedicated volunteers. Kincardine United Church also has a Ministry Team providing sharing time for the children during the weekly worship service. The Programme Committee

oversees these activities with guidance from the Minister of Word, Sacrament & Pastoral Care. The Membership and Mission Committee is in charge of planning youth activities several times a year.

3. Office

To assist with administration tasks there is an Office Coordinator. Responsibilities include document preparation (bulletin, annual reports, photocopying), facility booking, website maintenance, answering and responding to phone calls and emails, some support to Ministerial staff.

4. Custodial Care

To ensure the Church is maintained to the highest standards custodial service is provided. Additional hours are worked as required to support special events. A dedicated Property Ministry Team oversees outside maintenance, minor repairs, and major capital projects.

Financial Resources

Statistic	2012	2013	2014	2015
Number of identifiable givers:	167	205	188	173
Offering Envelopes	76	71	69	64
PAR	71	71	67	67
Other Identifiable Givers	20	63	52	42

The 2016 approved budget for Kincardine United Church is \$243,878 as well as \$28,500 for M&S. Direct Sunday donations, PAR giving, UCW donations, memorials and fundraising account for approximately 95% of revenue, the balance coming from interest income and donations for the use of our facilities. The congregation continues to support the M&S Fund generously and is among the top contributors in Bruce Presbytery. Refer to the 2015 Kincardine united Church annual report on the website for additional details.

As membership declines, so do expected revenues to support the mission of the church. The Finance Committee, now part of the Administration Committee, continues to stress the need to improve our financial position through increased givings, subscriptions to PAR, encouragement of bequests and directed donations, creative fundraising events, and spending prudence.

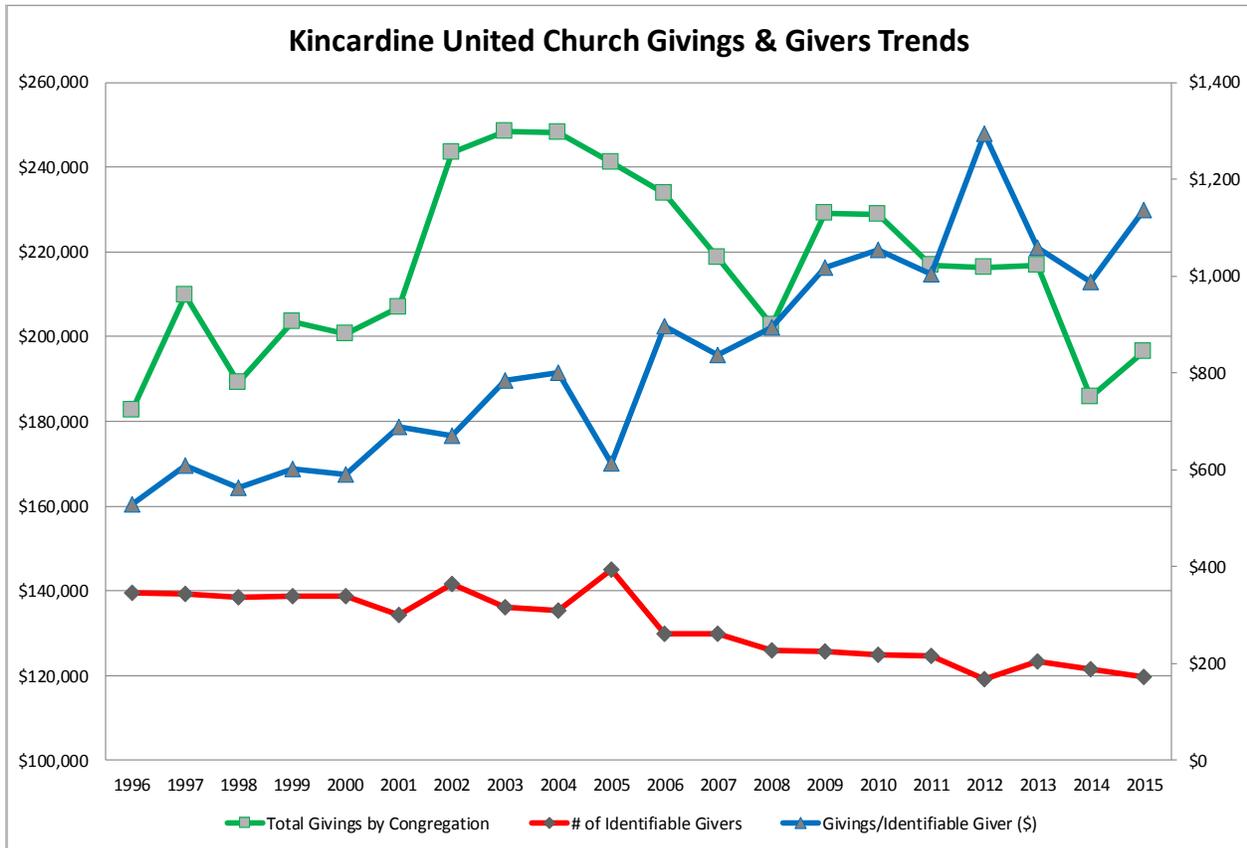
**TABLE 1 – SUMMARY OF REVENUE & EXPENSES FOR 5 YEARS PLUS 2016
BUDGET**

TOTAL INCOME	2011	2012	2013	2014	2015	2016
						BUDGET*
GENERAL FUND	\$184,907	\$197,116	\$178,489	\$165,891	\$167,611	
OTHER INCOME	\$15,870	\$2,270	\$14,813	\$59,751	\$20,093	
FUNDRAISING FUND INTEREST	\$5,434	\$3,239	\$7,420	\$4,882	\$1,948	
M&S	\$8,658	\$10,500	\$9,756	\$10,056	\$9,641	
TOTAL INCOME	\$26,558	\$27,417	\$26,000	\$28,000	\$28,500	
	\$241,427	\$240,542	\$236,478	\$268,580	\$227,793	
EXPENSES						
SALARIES/BENEFITS	\$157,483	\$154,043	\$126,293	\$106,245	\$161,944	\$159,983
LOANS	\$6,449	\$6,132	\$5,816	\$0	\$0	\$0
BUILDING EXPENSES	\$31,458	\$20,989	\$28,700	\$62,670	\$40,218	\$47,100
OFFICE AND GENERAL COMMITTEES	\$13,681	\$12,851	\$15,952	\$13,160	\$15,879	\$10,750
M&S	\$11,466	\$10,403	\$13,761	\$43,900	\$32,756	\$26,045
TOTAL EXPENSES	\$26,558	\$27,417	\$26,000	\$27,725	\$28,785	\$28,500
	\$247,095	\$231,835	\$216,522	\$253,700	\$279,582	\$272,378
NET INCOME SURPLUS/ (LOSS)	-\$5,668	\$8,707	\$19,956	\$14,880	-\$51,789	
APPROVED BUDGET INCLUDING M&S	\$260,896	\$275,062	\$240,418	\$245,137	\$266,284	\$272,378

* The budget for 2016 was approved at the congregational meeting February 21, 2016.

Despite the financial concerns, as evidenced by Chart 1 the congregation has actually increased its per capita level of givings during the past 20 years. The # of identified givers in 1997 was 345, declining to 173 in 2015 (50% decline); the average contribution per giver in 1997 was \$680, increasing to \$1135 in 2015 (67% increase). [The CPI change for the same period was 40%.] A significant increase was also noted for the years 2004-2005 when a successful appeal for funds to support the brick re-pointing project was conducted. As noted at past congregational meetings, financial support provided by the congregation has historically been generous when a demonstrated need was identified.

CHART 1 – REVENUE TRENDS



Definitions

1. Total Givings by Congregation: total givings for operation of the pastoral charge, its preaching places and for the Mission and Service fund
2. # of Identifiable Givers: all individuals who gave a minimum of \$50 during the year to the congregation or pastoral charge and who received a receipt for income tax purposes. (It does not include special donations or memorials.)
3. Givings/Identifiable Giver: the ratio of the total givings by the congregation divided by the # of identifiable givers; i/e/, the per capita givings.

Notes

1. Information Source: Year Book & Directory, United Church of Canada, 1997-2013, Kincardine United Church Annual Reports, 2014-2015
2. Additional contributions for years 2004 – 2005 supported church brick pointing fund.

MINISTRY PERSONNEL PROFILE

MINISTER OF WORD, SACRAMENT AND PASTORAL CARE

Position Summary

The full-time Minister of Word, Sacrament and Pastoral care works within the multi-generational congregation at Kincardine United Church and is accountable to the Council and Bruce Presbytery as outlined in the KUC Organizational Handbook and the United Church of Canada *Manual*. All paid staff shall be accountable to the Minister. This position is open to Ordained, Diaconal and Designated Lay Ministers.

Key Responsibilities

1. Worship -- 40%

- Research, prepare and deliver sermons; write liturgies for the worship services, acknowledging sources as appropriate. Includes doing valid theological research for sermon preparation to ensure sermons are applicable to the experiences of the congregation, challenging the congregation to consider diverse ideas and concepts and providing inspiration to carry the congregation into their everyday lives.
- Assist the Programme Committee to develop and update a long-term Programme Calendar detailing the worship schedule.
- Consult with the Minister of Music in the selection and styles of music for worship services.
- Plan and lead worship events such as the sacraments, weddings, funerals, and confirmation, including members of the congregation as appropriate.
- Encourage and mentor the laity in participating, planning and leading worship.
- Encourage creativity in the delivery of worship, being open to the inclusion of alternative worship styles.
- In conjunction with other ministers in the area and members of the congregation, provide occasional worship services at residential facilities for the elderly and/or disabled.

2. Leadership and Visioning—25%

- As the Team Leader, provide assistance and mentoring to all paid staff, encouraging accountability, responsibility and appropriate initiatives.
- Convene and lead regular staff meetings to foster collegiality and encourage creative problem-solving.
- Respond to general and specific requests for information and assistance, referring to other paid staff, the Council, Committees or Ministry Teams as appropriate.
- Provide leadership and mentoring to the congregation to develop and implement effective church governance and the ministry of all believers.
- Provide leadership and encouragement to the Council, Committees, staff and the congregation to do regular strategic planning for the church, providing guidance in seeking new ideas, understanding trends within the church, and exploring new ways of doing ministry in rapidly changing times.
- Support and participate in key events planned and offered by the congregation.

- Encourage staff and congregational participation in Presbytery and/or Conference governance and programmes, including spiritual growth and learning opportunities.
- Ensure the provision of Christian Education activities, such as book studies, visiting lectures, town-hall discussions, etc.
- Ensure all Ministry Teams are provided with adequate resources to fulfill their mandates and functions.

3. Pastoral Care – 20%

- Provide spiritual guidance and emotional support to individuals and families in the congregation as they experience loss, grief, anger, or life changes and refer for appropriate counselling as required. Maintain an up-to-date referral list and monitor the usefulness of such referrals.
- Work closely with the Membership and Mission Committee to recruit, strengthen and maintain a vibrant Lay Pastoral Care Team to ensure the congregation has access to a strong ministry of visitation and appropriate care. Provide mentoring and support to the Pastoral Care Team, encouraging learning, skill development, and self-care among its members.
- Devise with the Pastoral Care Team appropriate ways to share necessary information or referrals while safeguarding the confidentiality of those seeking assistance.
- Foster a congregational commitment to the duty of care within the Christian context.

4. Beyond the Congregation—10%

- Attend Presbytery and/or Conference, serving on Committees or task forces as required and participating in learning and support programmes offered to ministry personnel when available. Participate as interested in General Council initiatives and activities with the agreement of the Ministry and Personnel Committee.
- Attend the Kincardine Ministerial Association, participating in projects as required to foster ecumenism and community outreach.
- Engage with other area United Churches in seeking to facilitate cooperation and coordination with respect to resources and services.

5. Continuing Education—5%

- In consultation with the Ministry and Personnel Committee, participate in continuing education, such as courses, seminars, workshops and personal study, to keep abreast of current thinking, to stimulate new ideas, and to support ongoing developments to meet the changing needs of the congregation and the church at large.
- Provide appropriate feedback on such learning activities to congregational groups.

REQUIRED SKILLS AND KNOWLEDGE

- Engaging and skilled speaker, able to plan and deliver cogent and cohesive worship experiences to meet the diverse expectations of the congregation
- Ability to create original, well-researched sermons that are Biblically-based, are relevant to today's world and encourage the congregation to apply faith concepts in their own lives.
- Ability and/or willingness to learn how to take advantage of technology (audio, visual, PowerPoint, etc.) to enhance sermons and the entire worship experience
- Willingness to experiment with various styles of worship and different styles of music and liturgy, to be inclusive of lay leadership and participation, and to be creative, while remaining deeply grounded in personal faith
- Experience in setting goals, long term strategic planning and decision making in ways that encourage broad support for new directions
- Ability to work collaboratively with the Minister of Music and lay leaders to foster enthusiasm and creativity in the development and delivery of programmes
- Ability to work with the rest of the ministry team to motivate and energize the congregation to participate more in the life and work of the church
- Excellent communication skills, including reflective listening, the ability to hear and understand what people are saying and to respond appropriately.
- Experience in providing empathetic pastoral care and counselling; willing to make appropriate referrals
- Ability to work with all age groups, to recognize the unique needs of each and to encourage the development of programmes to meet those needs, including intergenerational programmes
- Ability to set and maintain appropriate boundaries, professional objectivity and confidentiality
- Demonstrated maturity, tolerance and inclusiveness
- Ability to appreciate and use humour appropriately, even when it means laughing at oneself
- Self-directed and positive work habits
- Ability to set priorities within a wide range of competing professional demands, to monitor own capacity and to seek assistance where required
- Commitment to maintaining a healthy balance between work, family responsibilities and personal needs
- Good understanding of the United Church structure, policies and procedures
- Willingness to share gifts and skills within the wider church courts as time permits.
- Demonstrated interest in current events in the world and in the community; uses such contemporary issues to encourage the congregation's appreciation of the connection between faith and involvement in the broader community

TERMS

The Minister of Word, Sacrament and Pastoral Care will receive a compensation package that meets or exceeds the most recent United Church of Canada salary and allowances schedules, and other pertinent United Church benefits such as group insurance and pensions

Salary: Commensurate with qualifications and experience, negotiable at or above minimum for the category. Maximum salary increment available to pay is Level F.

Travel: Reimbursed on church business as per the most recent United Church of Canada salary and allowances schedule. Based on a log record and excluding travel from home to the church and back.

Moving Costs: Reasonable moving costs will be reimbursed according to the most recent salary and allowances schedule.

Vacation: One month per year, including five Sundays, in consultation with the Ministry and Personnel Committee.

Study Leave: Three weeks (21 days) per year in consultation with the Ministry and Personnel Committee.

Book Allowance/Continuing Education: Reimbursed up to \$1,359.00 per year on presentation of receipts.

Office: The Minister's private office is on site at the church, part of a larger office suite that includes a second private office and a large reception/administrative office. The church offers equipment including a computer with a confidential printer, a photocopier, desk, phone, projector and air conditioning. WiFi and Skype available.

Administrative Support: The Office Coordinator is available a minimum of four afternoons per week, Tuesday to Friday.

Hours of work: Full time hours—40 hours per week.

WEDDING POLICY

PURPOSE: The purpose of this policy is to affirm the beliefs and practices for marriages performed by ministerial staff of Kincardine United Church.

INTRODUCTION: Kincardine United Church, as a member of the United Church of Canada, affirms that marriage is a gift of God through which couples make a covenant with one another and with God. In marriage, we offer one another the promise of lifelong companionship and commitment, rich expression of human affections and sexuality, and, if there are children, to provide for their love, nurture and care.

We affirm the value of marriage and that the church must work both to redeem and care for the institution and to support those entering into a covenant relationship with each other.

REFERENCE: Marriage - A United Church of Canada Understanding (2005).

Information for those Inquiring About Weddings

1. **Venue and Parking:**

The church has the seating capacity for 275 people. There is ample parking around Victoria Park, the side streets and the Public Parking lot north of the church.

2. **Interviews and Services:**

We require that couples book an appointment with the minister to discuss plans for the wedding.

3. **Licenses:**

Licenses are available at the Town Hall. They must be submitted to the Church Office at least one week prior to the wedding.

4. **Guest Minister:**

If a guest minister is chosen to perform the ceremony, he/she must be licensed to marry in the province of Ontario and approved by a Kincardine United Church minister. Approval for this request must be done at the time of booking the appointment. The Guest Minister's license number must be provided to the Church Office at least one week prior to the ceremony.

5. **Music:**

We have an organist available to play for weddings who must be contacted at least one month before the service. If you wish to make other arrangements, i.e. use of our sound system/or taped music, please speak with the Minister at the time of booking. If a Guest organist is requested, s/he must be approved by our Minister of Music (who may be contacted through the Church Office.)

6. Flowers, Candles Decorations:
For Flowers and other decorations please speak to the Minister at the time of booking.
7. Pictures/Videos:
At Kincardine United Church, Weddings are a service of worship. The attention of all present is on God's blessing of this couple as they make their marriage vows. We hope that all who attend will enter into the experience of the ceremony and put away their cameras/videocams. Pictures may be taken during the Processional and the Recessional.
8. CONFETTI:
The use of confetti, rose petals, rice or glitter, is NOT allowed on or about church property.
9. Bulletins:
If so desired, the Church Office can prepare wedding bulletins for the service, at an additional cost. Please speak with the Minister at the time of booking.
10. Financial Contributions:
The fees for the wedding are listed below. We ask that they be brought to the Church Office two weeks before the ceremony.

For Weddings in the Church:

Admin. Cost	\$ 50.00
Church	200.00
Minister	200.00
Organist	150.00
Co-ordinator	75.00
Custodian	75.00
Sound system	75.00
Total	825.00

Financial Contributions (cont'd):

For Weddings Outside the Church:

Registration	\$50.00
Minister	200.00
Total	250.00

If a couple wish to book the Church, in case of weather, the following shall be the fees:

Church	200.00
Custodian	75.00
Co-ordinator	75.00
Total	350.00

If the occasion arises where the wedding will not take place as planned, please let the Minister and the Church Office know as soon as possible.

ADOPTED: February 2007

REVISED: June 2015