

KINCARDINE UNITED CHURCH



2016 ANNUAL REPORT

TABLE OF CONTENTS

BEHAVIOURAL COVENANT.....	3
IN MEMORIAM - 2016.....	4
MEMBER STATISTICS 2016	5
COMMITTEE MEMBERS 2016	6
MINISTER'S REPORT	7
COUNCIL REPORT.....	8
STANDING COMMITTEE REPORTS.....	9
ADMINISTRATION COMMITTEE 2016.....	9
MEMBERSHIP AND MISSION COMMITTEE.....	10
PROGRAM COMMITTEE.....	11
MINISTRY AND PERSONNEL.....	12
MINISTRY TEAM REPORTS	13
KINCARDINE UNITED CHURCH WOMEN.....	13
KINCARDINE UNITED CHURCH CHOIR	14
INSTRUMENTAL ENSEMBLE.....	14
FINANCIAL REPORTS.....	16
UNITED CHURCH WOMEN	16
KINCARDINE UNITED CHURCH CHOIR	19
STATEMENT OF TRUST AND MANSE FUNDS	20
STATEMENT OF INSURANCE COVERAGE.....	20
INCOME STATEMENT TO DEC. 31, 2016 & 2017 BUDGET	22
REVIEWER'S REPORT.....	27
CONGREGATIONAL MEETINGS.....	28

KINCARDINE UNITED CHURCH BEHAVIOURAL COVENANT

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.

IN MEMORIAM - 2016

NAME	DATE OF DEATH
ABRA, Robert John	January 3, 2016
McKITTERICK, Charles Michael	February 11, 2016
RAVELL, Walter Wayne	February 14, 2016
SAUDER, Dianna Emma Marie	March 12, 2016
HUNTER, Robert Secord	September 9, 2016
WOLFF, Kurt Karl-Heinrich	October 4, 2016
HALBERT, William Arthur	November 6, 2016
PARKINSON, Raymond Robert	December 6, 2016

This list represents the funerals your minister has conducted this year. It includes members and adherents of our Congregation, friends and others whose families have requested our services. Each person reminds us of the loss that many feel at the death of someone they love very much. We commend the families of these people to your support and prayers with confidence in God's power to lift us all to eternal life.

"I am persuaded that neither life nor death....nor anything else in all creation will be able to separate us from the love of God in Christ Jesus our Lord."
Romans 8: sel

MEMBER STATISTICS 2016

	<u>2015</u>	<u>2016</u>
Resident Members	346	342
Non-resident Members	<u>463</u>	<u>450</u>
	809	792
Adherents (connected)	125	124
Removed from Membership by		
Action of the Council	0	0
Death	9	4
Transfer	10	4
By Request	<u>0</u>	<u>0</u>
	19	8
Added to Membership by		
Transfer	0	0
Profession of Faith	7	1
Action of the Council	<u>0</u>	<u>0</u>
	7	1
Baptisms	3	3
Marriages	1	0

KINCARDINE UNITED CHURCH **COUNCIL MEMBERS 2016**

PRESIDENT	Marion Boyd
SECRETARY	Rod Coates
MINISTER	Judy Zarubick
PRESBYTERY REP	Rod Coates
PRESBYTERY REP	Marion Boyd
PRESBYTERY REP	Emily Perry
PRESBYTERY REP	Liz Dillman
REP FROM ADMINISTRATION	Donna Mowry
REP FROM MEMBERSHIP & MISSION	Rotating
REP FROM PROGRAM	Jackie Clements
REP FROM MINISTRY & PERSONNEL	Mary Phillips

COMMITTEE MEMBERS 2016

ADMINISTRATION

Donna Mowry ... Chair
Rod Coates
Ralph Knowles
Dotty McClelland
Gregg McClelland
Jack Nancekivell
Ron Smith
Gerry Stephens
Liz Dillman (resource - treasurer)
Judy Zarubick (resource person)

MEMBERSHIP & MISSION

Liz Dillman
Jean Johnson
Bernd Portz
Ursula Portz
Krista Ritchie
Melinda Smegal
Neil Wasylcia

MINISTRY & PERSONNEL

Mary Phillips ... Chair
Rad Michielson
David Mullenix
Bette Tusz (from Sept 2017)

PROGRAM

Jackie Clements ... Chair
Sheila Bauer
Joan Gillespie
Teresa Perfrement
Bette Tusz (to Sept 2017)
Jim Zarubick
David Hamilton (resource person)
Judy Zarubick (resource person)

TRUSTEES

Ron Harris ... Chair
Ron Elliott
Stu Mowry
Jack Nancekivell
Barry Schmidt

PRESBYTERY REPS

Marion Boyd
Rod Coates
Emily Perry
Liz Dillman

MINISTER'S REPORT

It doesn't feel possible but 5 months has come and gone and our time together has now been extended to June 30, 2017.

In August, we began walking a new road together, re-acquainting ourselves with each other after a 10 year separation. These past 5 months have been a time of learning more about each other, our strengths and our growing edges, and sharing our visions of what we imagine for this congregation.

In October, I was on Study Leave for a week completing my training in the Ministry of Supervision and so am able now to supervise students completing their training as ministers in the United Church of Canada.

In November, I attended a two day workshop for Intentional Interim Ministers, as part of my study leave.

I am the Chair of the Conference Division of Ministry Personnel and Education. In that capacity I attended one meeting at the Hamilton Conference Office and conducted one conference call. The work of this Division oversees the work of several of the Conference Committees: Internship, Settlement, Pensions, Interim Ministry, Education and Students as well as organizing an annual "Called to Leadership Event" and approving any requests for Sacramental Authority.

In my work here, the Church Council had a vision of the work that they wanted me to accomplish during the short time that I would be walking with you as a supply minister. The work included updating the Governance Structure to reflect the present ministry situation, that is, one minister instead of two, upgrading the wedding policy to be more inclusive, overseeing the re-designation of the Chapel, and working towards bringing technology into the sanctuary. All of these projects have been accomplished.

We continue to work on making this space more joyful and welcoming. With that in mind the offices have been painted and new furniture has been donated and will continue to arrive, in the new year.

I will continue to work on the projection system so that others will be trained in its use. The Council has requested that I continue to do what I have been doing over the last 5 months and I am pleased to be able to be of service to you.

Our journey is just beginning, may it be a fruitful and blessed one. I look forward to working and worshipping with you for the next 6 months.

Pastor Judy Zarubick

COUNCIL REPORT

Council had a very busy year in 2016. We supported our Intern Meg Jordan and said good-bye to her with real regret when her internship was over in April. The congregation was blessed with the hard work of Meg's Lay Support Team and I extend my thanks to them for their diligent work to ensure Meg's time with us was fruitful both for her and for our congregation.

Reverend Don Harry had notified Council in the fall of 2015 of his intention to retire, effective June 30, 2016. Council carefully considered whether or not to seek an Intentional Interim Minister, given Don's long service at Kincardine. Council, while mindful of the benefits of an Intentional Interim appointment, also took into account the expressed need of the congregation to have stability, given some of the challenges of the past few years. The decision was made to proceed with the appointment of a Joint Needs Assessment Committee; Presbytery was asked to appoint two members and Council appointed the rest. The Joint Needs Committee worked hard to deliver a timely and helpful report. The Congregation approved their recommendations in June, 2016 and they were accepted by Presbytery at its June meeting.

Council moved quickly to recruit Pastor Judy Zarubick, Designated Lay Minister, as full-time Supply at Kincardine to the end of 2016; this appointment was subsequently extended to June 30, 2017. This appointment provided sufficient time for the Joint Search Committee to conduct a thorough process to choose a new minister for Kincardine United Church. Council has been privileged to work closely with Pastor Judy since her appointment commenced. Although not hired as an Intentional Interim Minister, Pastor Judy has completed the full training for such a role and brought her knowledge and experience to her duties. Council asked her to assist in modernizing our communications, achieving our long-time goal of installing a projection system, improving our ability to extend a welcome to our church, reviewing and updating our Organizational Structure document, supporting the other staff in their tasks, and providing innovative and meaningful worship. We are indeed blessed to have Pastor Judy's energy, wisdom and faith as we transition to a new stage in the life of our faith community.

As Chair of Council, I want to express my sincere gratitude to all those who work so hard on our Committees and on Council. Their ministry is essential to carrying out our Mission and we are fortunate to have so many talented and dedicated people determined to ensure we are successful. Council has worked with the Committees to encourage them to assume full responsibility for the tasks assigned to them under our structure, to report their decisions and actions to Council in their minutes and to bring only those issues that are reserved to Council for decision to the table in our monthly meetings. The minutes of all meetings are posted as soon as they are available so that members of the congregation had full information on the matters being discussed. With the exception of Ministry and Personnel, all our Committees and Council are open to the congregation and everyone is welcome to attend. We continue together to build our skills and knowledge so that we may have strong lay leadership at Kincardine.

And finally, I want to express my own heartfelt thanks to my colleagues and to the entire congregation for the support extended to me and my family as we accompany our daughter on her long and difficult journey. Many of you have shouldered tasks that would normally have fallen to me as Chair and I am eternally grateful for your generosity of spirit. Your good wishes, cards, visits and especially your prayers sustain us all and give concrete meaning to the assurance that we are not alone.

Submitted by Marion Boyd, Chair of Council

STANDING COMMITTEE REPORTS

ADMINISTRATION COMMITTEE 2016

Revenue to Dec. 31, 2016 (includes bequests and loans) \$ 244,246

Less bequests not allocated	- \$18,293
Less outstanding Loan	\$ 25,000
Expenses to Dec. 31, 2016	\$221,795
Deficit to Dec. 31, 2016	\$20,842

We are grateful to Rod Coates who filled the position of Envelope Steward for 2016. This involved tracking givings and expenses as well as sending out the hundreds of donation statements and tax receipts for the year,

Administration also organized and conducted the Memorial service. There were 23 sponsors that helped raise \$2380 for the church through this service.

It was decided to pay the insurance for the church as a one-time lump sum payment and save the 4% interest on the account.

Hurontel installed a free conduit that can be used if we go to fibre optics for our computers in the future.

The Trillium Court evacuation plan was renewed in case Trillium Court had to evacuate residents due to an emergency.

The office photocopier was replaced with the Konica Minolta 346 copier with a 5-year lease. This copier has many features the old copier did not have.

Boston Pizza continues to donate 10% of receipts from purchases made on Sundays. One such donation was \$200.

A line of credit has been obtained from Nesbitt Burns which will allow us to borrow money to pay church expenses as needed. The amount of the line of credit is a certain percentage of our portfolio which varies.

Besides the usual routines, the Property Ministry completed the following jobs during the year. Installed a 120 volt floor receptacle at the back on north side the sanctuary to charge the hearing assist batteries, repaired the freezer handle in the kitchen, replaced the organ blower, trimmed the bushes in the front planter, completed the covering of the second floor window sills on the north side to prevent further deterioration of the sills, Completed painting of the chapel and offices and disposed of unneeded furniture, re-stuck baseboards in the choir room and chapel, trimmed trees on the south side hill and disposed of branches and assisted with the installation of cables for the new TV sets in the sanctuary.

Respectfully submitted by Donna Mowry and Ron Smith

MEMBERSHIP AND MISSION COMMITTEE

Our committee was involved in several congregational events over the year. We hosted the pancake supper on Shrove Tuesday and the potluck sunrise breakfast on Easter Sunday which were both well attended.

In April, a meeting was held with the volunteer visiting team and several new volunteers came forward. We now have 10 visitors who visit 18 people. At Christmas poinsettias and cards made by the Sunday School were delivered to these people by the volunteers. We thank all the volunteers for their efforts.

In April, we said farewell to our intern Meg Jordan who was well received by the congregation.

The youth held a camp lunch in May to raise funds for the dining hall at Silver Lake camp and later had a bake sale for a mission project.

Our annual church picnic was held in Victoria Park in June. A potluck lunch was followed by games for young and old. This service outside is a favourite for many of the congregation and KUCIE entertained us with their music.

A retirement potluck was held for Rev. Don Harry and Lynda the end of June. At their request donations were given to the M&S fund. We wished Don a happy and healthy retirement. They will be missed by all.

In August, we held a baby shower for the twins of Jacqui and Rich Hillerby and welcomed them to our church community.

For Mission Sunday in September our own Gerry Stephens spoke on his involvement with the Haiti Mission. Funds were raised by the congregation for the support of this important mission.

White gift Sunday was held Dec.4th and the Stewardship Skit (the Magic of the Magi) was enjoyed by all. Thank you again to Ursula and Bernd Portz for delivering the gifts to Cape Croker. The advent potluck and carol sing was held December the 12th.

Our M&M committee members for 2016 were Krista Ritchie, Melinda Smegal, Liz Dillman, Ursula and Bernd Portz, Neil Wasylycia and Jean Johnson. We meet the 3rd Tuesday of the month and new members are always welcome.

~Submitted on behalf of the M&M by Jean Johnson

PROGRAM COMMITTEE

The Program Committee is responsible for ensuring that a worship service occurs in our sanctuary each Sunday. The Minister of Worship and the Minister of Music both participate in the committee and prepare a Church Calendar, which is regularly reviewed and updated. With the retirement of the Rev. Don Harry last June, it has been necessary to provide pulpit supply. Over the summer months several qualified lay people assisted us, and in September Pastor Judy Zarubick joined us as interim Supply Minister, until June 2017. The whole congregation of Kincardine United Church is grateful to all of these people for their leadership and encouragement.

Several ministry teams function under the umbrella of the Program Committee. These include the Communications Team, the Christian Education Team, the House System Team and the Sacrament Guild, which prepares all of our Communion services. The work of these teams requires many very dedicated volunteers. Every one of these individuals is important, and their work is greatly appreciated.

New audio-visual equipment has recently been purchased and installed, using money left as a bequest to the church, specifically for that purpose. The service is recorded every second Sunday, so that it can be broadcast to people in the community who are unable to attend church. The Communications Team is a very small group of hard-working people, and is greatly in need of new volunteers. Instruction is available for anyone interested. Please do consider it.

The House Teams, the Sunday School and the Sacrament Guild all continue their work effectively, but more House leaders, more Sunday School teachers, and additional help with preparing communions, would always be appreciated.

The Program Committee also has the fun of decorating the church for special occasions, such as Christmas, Thanksgiving and Easter. At these times, help in moving items to and from storage is always provided by members of the Property Committee. Their contribution is invaluable. We couldn't do it without them!

*Respectfully submitted, on behalf of the committee,
Jacqueline Clements*

MINISTRY AND PERSONNEL

2016 has been a year of change for the M&P Committee, as well as with the church staff when Don retired. The committee changed significantly when two long standing members - Bill Clubb and Ruth Thorpe - left the group. We appreciate the time and effort they have contributed over the years, and will miss their valuable input and thought. Bette Tusz has subsequently joined the committee; although she has only been involved for a short time, she brings a very questioning and thoughtful approach to our discussions.

M&P recommended that our staff wages be based around the “Living Wage” expectations. Council approved the motion. Dave Mullenix and Rad Michielson did a thorough review of all the personnel files to ensure they were up-to-date and complete, and all staff received equivalent benefits. We really appreciate the time and effort they put into this project.

We had an appreciation barbeque for the staff in August. It provided an opportunity for the staff and their families to socialize outside of the church environment. The timing was especially good since it was just prior to Judy taking over as our full-time minister, and Bette had just joined our group.

And, as required, the M&P Committee conducted another round of Staff Reviews based on 2015 performance. Staff and committees provided very positive feedback, and we had very minimal recommendations to council this year. For the 2016 staff reviews, we are experimenting with electronic compilation – we expect mixed comments on this method...

The Ministry and Personnel (M&P) Committee is a confidential, consultative body that supports the pastoral relationship. It is accountable only to Council and does not have any decision-making authority. The M&P Committee monitors the relationship between the pastoral charge and the staff of its church (including ministry staff) and to make informed recommendations to Council concerning those relationships to help insure their continued health and well-being.

Further information on the roles and responsibilities of the M&P Committee can be found in The Manual 2010 Section 244 and the Ministry and Personnel (M&P) Committee Guide-lines. Both documents are available on the United Church of Canada’s website or through our church office.

Submitted on behalf of the M&P Committee, 2017, by Mary Phillips, chair.

MINISTRY TEAM REPORTS

KINCARDINE UNITED CHURCH WOMEN ANNUAL REPORT FOR 2016

On behalf of the Kincardine United Church Women, we bring you greetings and best wishes for a blessed and successful year in 2017.

The Kincardine United Church Women enjoyed another year of fun, fellowship & devotion. Our Units consist of North, Sunshine & Lighthouse totaling 61 members. Our monthly meetings consist of bible study, interesting spiritual topics, various speakers & work bees for missions including sewing kits & other articles for Missions.

We also meet once a year at a General Meeting involving all Units. Twenty-one members attended & enjoyed a Christmas Theme meeting, the Christmas story and singing Christmas carols.

Special projects that were held during the year were: Valentine Muffin party, Soup & Sandwich lunches after our Church Services, Pies R Us, selling pies for a fundraiser, Scottish Tea Room and the Festive Gifts & Goodies Sale.

The General UCW has again supported St Paul's College, Fred Victor Mission, Five Oaks, Massey Centre & Silver Lake Camp along with supporting the Mission and Service Fund and our local Kincardine United Church.

Other projects supported by individual units were: a child in Pueblito and sending bed kits for Sleeping Children Around the World, luncheon for Community Living residents, supporting a family at Christmas with clothing and other needed items, donations to our Church and local organizations throughout 2016.

Anyone interested in joining one of our UCW groups would be most welcome.

*Dianne Henkenhaf, Secretary
UCW Executive*

KINCARDINE UNITED CHURCH CHOIR

The choir provides musical selections each Sunday, under the direction of David Hamilton, Minister of Music. Several members also contribute additional music for special occasions and during the summer months. Currently, we have 24 members.

We appreciate the enthusiastic response of the congregation to our anthems.

The new sound system and TV screens have been of great benefit to the members of the choir.

Anyone who has an interest in singing is welcome to join us. Rehearsals are Thursday afternoons at 2:00 p.m. If this time prevents you from attending, we would be willing to change the hour.

Submitted by Elaine Holmes, Choir Secretary

INSTRUMENTAL ENSEMBLE

During 2016 the Kincardine United Church Instrumental Ensemble (KUCIE) played 6 church services, including Christmas Eve, and Easter Sunday.

We also accepted an invitation from Kincardine Baptist Church to play at one of their worship services.

We continued with a membership of 11.

Due to the church's financial constraints, we opted to not use our budgeted amount for 2016. We did receive financial support in the form of a donation from Kincardine Baptist Church, and one individual contribution.

We appreciate the continued support of our minister of music, David Hamilton, and we look forward to continue to share in the musical life of our church.

March 2017, we will be the beginning our 30th year of participating in the musical life of Kincardine United Church.

All who have an interest in instrumental music playing would be most welcome to join us. Our rehearsals are Tuesdays from 7 to 8 PM., from September through June.

Don Eyre, Musical Director

SUNDAY SCHOOL REPORT

The Program Committee has responsibility for Sunday School to oversee the recruitment of S.S. teachers, approve curriculum material and develop standards appropriate for Christian Education. The Sunday School Ministry Team relates to the Program Committee. This team meets at least 4 times a year to schedule S.S. Teachers and discuss any programs or issues.

K.U.C. offers a S.S. program for children for approximately age three to teenagers on Sunday mornings at the same time as the worship service. The curriculum used is "One Room Sunday School" purchased from United Church Resource Distribution. This program teaches bible stories, has material for all ages groups and can be photocopied.

There are approximately 20 Sunday School age children in the congregation and attendance on any Sunday may range from 2 or 3 to 15 including visitors. During the year the children participated in dramas, intergenerational services and serving communion. The children are also active in Mission and Community services. Sunday School collection supports the Growing Project (Canada Food Grains Bank) the Food Bank, and special gift projects.

The S.S. Ministry Team in 2016 included Teresa Perfrement, Krista Ritchie, Catherine Crawford, Jackie Clements, Diane Clubb, Lynda Harry, Brent Williams.

Submitted by Joan Gillespie

FINANCIAL REPORTS

UNITED CHURCH WOMEN

Financial Statement – December 31, 2016

Financial Statement – December 31, 2016

Balance Forward at January 1, 2017

\$35.45

Receipts

Donations - Miscellaneous	\$16.35		
Holy Week Lunch	105.80		
Mandates – 2016	80.00		
Scottish Tea	2233.00		
Pie Sales	871.50		
Festive Goodies Sale	1626.00		
Redeposit Float	310.00		
General Meeting Offering	160.00		
Mandates	54.00		
Correction to cheque overpaid	<u>0.84</u>		
Total	5457.49		<u>5457.49</u>

Units- Envelopes, Fees, Special Projects

North	1083.95		
Sunshine	3008.10		
Lighthouse	<u>1068.50</u>		
Total	5160.55	<u>5160.55</u>	
		10618.04	
			<u>10618.04</u>
			10653.49

Disbursements

Bruce Presbyterial Dues	173.25		
Catering	626.33		
Advertising	24.89		
Christmas Honorarium	75.00		
Float for Festive Goodies Sale	310.00		
Mandate Subscriptions 2017	80.70		
General Fund	3556.24		
Building Fund	512.75		
Maintenance Fees	32.50		
Total	4740.44	<u>4740.44</u>	

Mission and Services

St. Paul's College	100.00
Silver Lake	200.00
Kincardine Food Bank	100.00
Fred Victor Centre	275.00
Massey Centre	100.00
Five Oaks	400.00
KUC Mission and Services	4193.05
Kincardine Food Bank - Good Food Box	160.00
Pueblito	104.35
Refugees	<u>236.65</u>
	5869.05

	<u>5869.05</u>	
Total Disbursements	10609.49	<u>10609.49</u>

True Bank Balance December 31, 2016 **\$ 44.00**

LORNE AND OLIVE REID BURSARY FUND ANNUAL REPORT FOR 2016

Assets As Of December 31, 2015

GIC Investments		8,815.75	
	GIC 136LWP	6,718.10	
	GIC 11CDCJ	2,097.65	
Total Assets			<u>8,815.75</u>

Receipts In 2015

Interest On GIC's			
	Total Receipts		48.90

Total Disbursements In 2016

Transfer to Bruce Presbytery Bursary Fund		8861.40	
	Total Disbursements		8861.40

Fund Balance - December 31, 2016

			<u>0.00</u>
	<u>Total Assets</u>		<u>0.00</u>

Since 2012, bursary funds were consolidated in two GIC's, with one being invested for a longer term at a higher rate, and a second GIC invested for a shorter term at a lower rate. This strategy eliminated bank charges and resulted in a modest improvement in the fund's return since 2013. GIC 136LWP matured in April 2016 and GIC 11CDCJ in October 2016.

No bursaries have been awarded since 2011 as there were no applicants for financial support from either Kincardine or Pine River/Bethel Pastoral Charges, or Bruce Presbytery.

The Trustees met several times during 2015 and again in October 2016 to review options for disbursing the remaining funds and/or winding up the trust. The trustees consulted with members of the Reid family in 2015 and reviewed the objectives of the Bruce Presbytery Bursary Fund, which are very similar to those of the Lorne & Olive Reid Students Bursary Fund. The trustees agreed to wind up the fund and consolidate the balance with the Bruce Presbytery Bursary Fund, with the expectation that this would make funds available to a wider range of students. Bruce Presbytery is currently providing financial support to three ministry candidates.

The Board of Trustees includes the minister of Kincardine United Church and the Clerk of Session or its equivalent from Kincardine and Pine River United Churches.

Respectfully submitted,
Rod Coates
Secretary, Kincardine United Church Council

KINCARDINE UNITED CHURCH CHOIR

Financial Report for 2016

Bank Account Balance as of December 31, 2015 **\$ 112.43**

REVENUE

Choir Social Donations for 2016	\$	135.75	
Total 2016 Revenue	\$	135.75	\$ 135.75

Sub-total **\$ 248.18**

EXPENSES

Reimbursement for piano plaque engraving	19.98		
Gifts to Choir Director	100.00		
Bank Charges	24.00		
Total 2016 Expenses	\$	143.98	\$ - 143.98

Bank Account Balance as of December 30, 2016 **\$ 104.20**

Investment Account

Balance as of December, 2015	\$	1,060.48	
Interest accrued as of maturity (Feb. 2016)		12.73	
Principle plus interest withdrawn at maturity (Feb. 2016)		(1,073.21)	
GIC purchased Feb. 2016, to mature Feb. 2017		1,073.21	
Investment Account Balance as of December 23, 2016	\$	1,073.21	\$ 1,073.21

Total Choir Assets as of December 30, 2016 **\$ 1,177.41**

Respectfully submitted
Debora C. Michielson, Treasurer
December 20, 2016

STATEMENT OF TRUST AND MANSE FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>Nesbitt Burns</u>
Capital Balance January 1	\$184,503
Investment Growth for the year	16,348
Investment Income Transferred to Church General Fund	<u>(10,394)</u>
Capital Balance December 31	<u>\$190,457</u>

Notes to the Financial Statement

1.) The funds are stated at market value.

2.) The funds originated from

Sale of Manse	\$115,020
MacDonald estate bequest	\$50,000
Wieck estate bequest	<u>\$10,000</u>
	<u>\$175,020</u>

3.) The trust is authorized to receive special gifts and bequests to the local church and the proceeds from the sale of the church manse. The funds are used in accordance with the wishes of the donors and with regard to the manse funds in accordance with the regulations of the United Church of Canada.

STATEMENT OF MARGIN ACCOUNT LOAN

Nesbitt Burns	\$25,000
Interest from Nov 2 to Dec 31 @ 4.6% (since paid)	<u>94</u>
	\$25,094

STATEMENT OF INSURANCE COVERAGE

Building	\$4,230,600
Contents	\$175,000
Pipe Organ	\$350,000
Directors' and Officers Liability Insurance*	\$10,000,000*

**blanket policy covering churches, congregations, and pastoral charges of the United Church of Canada. Premium paid by United Church of Canada*

Trustees: Ron Harris, Ron Elliott, Stuart Mowry, Jack Nancekivell and Barry Schmidt.

KINCARDINE UNITED CHURCH GENERAL FUND DONATIONS

Totals by Dollar Ranges for the last two years for General Fund

<u>Dollar Range</u>	<u>2015</u> <u>Donors</u>	<u>%</u>	<u>2015 Total</u>	<u>%</u>	<u>2016</u> <u>Donors</u>	<u>%</u>	<u>2016 Total</u>	<u>%</u>
\$0.01 - \$50	33	15.9	\$844.15	0.5	23	12.7	\$670.00	0.4
\$50.01 - \$100	17	8.2	\$1,582.30	1.0	14	7.7	\$1,243.15	0.8
\$100.01 - \$200	16	7.7	\$2,439.00	1.5	15	8.3	\$2,303.10	1.4
\$200.01 - \$300	19	9.2	\$5,076.00	3.1	11	6.1	\$2,975.00	1.9
\$300.01 - \$400	11	5.3	\$4,110.00	2.5	12	6.6	\$4,447.00	2.8
	14	6.8	\$6,613.00	4.0	12	6.6	\$5,650.23	3.5
\$500.01 - \$600	9	4.3	\$5,180.00	3.1	9	5.0	\$5,130.00	3.2
\$600.01 - \$700	11	5.3	\$7,178.00	4.4	9	5.0	\$5,914.00	3.7
\$700.01 - \$800	9	4.3	\$6,630.00	4.0	8	4.4	\$6,155.00	3.8
\$800.01 - \$900	6	2.9	\$5,270.00	3.2	8	4.4	\$6,920.00	4.3
\$900.01 - \$1000	8	3.9	\$7,825.00	4.7	11	6.1	\$10,700.00	6.7
\$1,000.01 - \$1500	24	11.6	\$29,198.97	17.7	19	10.5	\$22,968.00	14.3
\$1,500.01 - \$2000	11	5.3	\$19,025.00	11.5	12	6.6	\$20,771.31	13.0
\$2,000.01 - \$3000	11	5.3	\$28,902.35	17.5	8	4.4	\$21,426.24	13.4
\$3,000.01 - \$4000	5	2.4	\$17,750.00	10.8	7	3.9	\$24,990.00	15.6
\$4,000.01 - \$5000	2	1.0	\$9,800.00	5.9	2	1.1	\$9,050.00	5.6
\$7,000.01 - \$8000	1	0.5	\$7,450.00	4.5	0	0.0	\$0.00	0.0
\$8,000.01 - \$9000	0	0.0	\$0.00	0.0	1	0.6	\$9,000.00	5.6
Totals:	207		\$164,873.77		181		\$160,313.03	

KINCARDINE UNITED CHURCH

INCOME STATEMENT TO DEC. 31, 2016 & 2017 BUDGET

REVENUE FOR 2016

General Fund	\$159,969
Celebration of Life Service	\$2,380
Memorials	\$815
Donations for Building Use	\$2,883
Donations for Poinsettias	\$355
Investment Interest	\$10,394
Donations to Church Maintenance	\$420
Donations for Envelopes	\$183
Pancake Supper/Fellowship Enhancement	\$170
Bequests from Estates	\$27,500
Intern Grant	\$5,000
Payments for Observer	\$550
Boston Pizza	\$270
Misc	\$60
HST Rebate – 2015 and 6 months of 2016	\$7,797
Donations to Worship Supplies	\$500
	\$219,246

LOAN ADVANCES

APRIL	\$15,000.00
MAY	\$10,000.00
	\$25,000.00

OTHER REVENUES DISTRIBUTED IN 2016

OUR DAILY BREAD	PAID OUT \$44	\$0
M&S IN RE REV HARRY'S RETIREMENT	PAID OUT \$1435	\$0
SILVER LAKE CAMP	PAID OUT \$620	\$0
HAITI MISSION	PAID OUT \$1,120	\$0
REFUGEE PROJECT (\$11,238 PAID OUT)	PAID OUT \$242	\$0
HURRICAN MATTHEW	PAID OUT \$10	\$0
BIG BROTHERS, BIG SISTERS	PAID OUT \$100	\$0
KINCARDINE FOOD BANK	PAID OUT \$27	\$0
		\$0

FUNDS ALLOCATED FOR SPECIAL PROJECTS

NURSERY WINDOWS	\$1,169
MEMORIAL WALL	\$1,000
REMAINING BEQUEST FUNDS	\$18,293
	\$20,462

	<u>2016 BUDGET</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>
<u>MINISTRY AND PERSONNEL</u>			
MINISTER – NEW**			
Salary and Housing	\$33,688	\$33,720	\$33,720
Study Support Allowance	\$1,052		\$687
Telephone	\$192	\$194	\$360
Moving Expenses			\$5,000
Computer			\$1,000
MINISTER – ZARUBUCK			
Salary and Housing	\$33,688	\$23,689	\$28,941
Study Support Allowance	\$1,052	\$566	\$687
Telephone	\$192	\$300	\$360
Moving Expenses	\$5,000		
INTERN – JORDAN			
Salary	\$15,952	\$15,952	
Telephone	\$128	\$130	
CHURCH STAFF			
Minister of Music	\$19,625	\$19,625	\$22,767
Office Coordinator	\$12,000	\$11,043	\$14,502
Office Coordinator Supply	\$700	\$75	\$500
Treasurer	\$2,500	\$2,500	\$2,500
Custodian	\$10,064	\$10,467	\$11,783
Honorarium - Envelope Steward	\$750	\$750	\$750
Payroll Expenses			
Church Pension & Insurance	\$13,200	\$8,800	\$11,500
Canada Pension Plan	\$5,000	\$4,951	\$6,000
Employment Insurance	\$3,500	\$3,020	\$3,500
Workers Compensation	\$1,200	\$873	\$1,400
Travel Expense	\$500	\$286	\$1,000
Misc			\$150
	\$159,983	\$136,941	\$147,107

** Salary Expenses for New Minister are estimated for 6 months and are based on the Maximum Category

PROGRAM COMMITTEE

	<u>2016 BUDGET</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>
Worship Supplies	\$400	\$746	\$400
Music Supplies	\$250		\$250
Guest Musician Expenses	\$200		\$1,000
Nursery Supplies	\$200		\$200
Piano/Organ Maintenance	\$2,000	\$6,307	\$2,000
Band Supplies	\$100		\$100
Pulpit Supply	\$1,200	\$1,410	\$2,000
Organist Supply	\$750	\$450	\$750
Church School supplies	\$600	\$433	\$600
Lay Education Support	\$75		\$75
Library	\$100		\$100
Awards, Recognition & Carnations	\$400	\$90	\$200
Confirmation Supplies & Confirmation Bibles	\$200		\$200
Video License	\$200		
Music License	\$200		\$400
New Microphone/Equipment	\$1,200	\$430	\$1,200
PA System	\$900	\$1,820	\$900
Projection System (funds from Bequest)		\$8,707	
Computer for Audio Editing		\$800	
Video Camera	\$2,500		\$1,500
Communications Ministry Team	\$200		\$200
DVDs and Batteries	\$200	\$18	\$200
Software for Projection	\$500		\$500
	\$12,375	\$21,211	\$12,775

MEMBERSHIP AND MISSION

	<u>2016 BUDGET</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>
Social Supplies	\$250	\$360	\$350
Church Picnic	\$75	\$20	\$75
Christmas Party/Activities	\$50		\$50
Fellowship Enhancement	\$500	\$95	\$500
Easter Sunrise Breakfast	\$50	\$22	\$50
Name Tags	\$20		\$20
Youth Groups	\$300	\$10	\$300
Pancake Supper	\$325		\$325
Intergenerational Movie Night	\$50		\$0
Ministerial Benevolent	\$300	\$300	\$500
Chaplaincy Fund	\$400	\$400	\$400
Friends of the Observer	\$50	\$50	\$50
Mission Sundays	\$200	\$166	\$200
Community Service	\$400	\$400	\$500
Poinsettias	\$250	\$150	\$250
	\$3,220	\$1,973	\$3,570

ADMINISTRATION

	<u>2016 BUDGET</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>
Envelopes	\$300	\$297	\$300
ADP Payroll Charges	\$350	\$263	\$350
PAR Costs	\$450	\$398	\$400
Bank Charges	\$350	\$483	\$375
Loan Interest (added after budget passed in Dec)		\$788	\$1,500
Loan Payments (added after budget passed in Dec)			\$25,000
Church Maintenance	\$7,000	\$1,871	\$7,000
Municipal Water Charges	\$1,300	\$928	\$1,400
Insurance Church	\$7,000	\$7,320	\$7,300
Cleaning and Paper Supplies	\$500	\$289	\$400
Bag Tags	\$300	\$240	\$300
Hydro	\$30,000	\$23,387	\$30,000
Elevator Maintenance	\$1,000	\$895	\$2,000
Presbytery Allotment	\$8,000	\$7,934	\$8,000
Postage, Paper & Copier (including newsletter)	\$5,500	\$4,244	\$5,500
Office Computer and Software	\$500	\$517	\$1,200
Search Committee	\$2,000		\$2,000
LST Committee	\$400	\$412	\$0
Advertising	\$250	\$139	\$200
Ministerial Benevolent - Council Donation		\$300	\$0
United Church Observer		\$575	
Miscellaneous	\$500	\$239	\$500
Telephone and Internet	\$2,600	\$2,441	\$2,700
	<u>\$68,300</u>	<u>\$53,960</u>	<u>\$96,425</u>

HST PAID OUT IN 2016**\$7,710****\$243,878****\$221,795****\$259,877**

REVENUE TO DEC 31, 2016 (INCLUDES BEQUEST & LOANS)

\$244,246

LESS BEQUEST NOT ALLOCATED

-\$18,293

LESS OUTSTANDING LOAN

-\$25,000

EXPENSES TO DEC 31, 2016

-\$221,795

DEFICIT TO DECEMBER 31, 2016**-\$20,842****M&S CONTRIBUTIONS TO DEC 31, 2016****BUDGET****ACTUAL**

CONGREGATION

\$28,500

\$31,567

RECONCILIATION OF GENERAL FUND AS AT DECEMBER 31, 2016

GENERAL FUND BANK ACCOUNT RECONCILIATION

BANK STATEMENT AS AT DEC 31, 2016	\$66,774.81
LESS OUTSTANDING CHEQUES AT DEC 31, 2016	-\$21,601.62
LESS FUNDS ALLOCATED TO SPECIAL PROJECTS	-\$2,169.00
LESS BEQUESTS NOT YET ALLOCATED BY COUNCIL	<u>-\$18,293.00</u>
AVAILABLE FUNDS FOR GENERAL ACCOUNT USE AT DEC 31, 2016	<u><u>\$24,711.19</u></u>

REVIEWER'S REPORT

TO: THE COUNCIL, MEMBERS AND ADHERENTS OF KINCARDINE UNITED CHURCH

The Finance Committee absolves the reviewers from a full individual donation review. As a result, we have examined the following church books - without direct verification to members or suppliers - and found that they appear to correctly reflect the financial transactions of the Church, for the year 2016.

Church Accounts:

- General Fund (including Mission & Service Fund and Special Projects Fund)
- Lorne and Olive Reid Bursary Fund.

April 5, 2017
DATE

Mary Phillips
MARY PHILLIPS

April 7, 2017
DATE

Pat Porter
PAT PORTER

CONGREGATIONAL MEETINGS

KINCARDINE UNITED CHURCH **ANNUAL CONGREGATIONAL MEETING** **SUNDAY, FEBRUARY 21, 2016**

The Congregation of Kincardine United Church was called to meet in Fellowship Hall on Sunday, February 21, 2016, following the morning worship service and a luncheon. Approximately 48 persons were in attendance.

1. **Call to Order and Constitution of the Meeting** (Marion Boyd)

Marion Boyd called the meeting to order at 12:40 PM

2. **Opening Prayer** (Don Harry)

Don Harry gave thanks for the church and the time spent together today sharing our church's life of the past year, and our life yet to take place in 2016.

3. **Behavioural Covenant** (All)

Those present read the Kincardine United Behavioural Covenant together.

4. **Enabling Motions**

Moved by: Liz Dillman

Seconded by: Berndt Portz

- a) That all adherents be made Corresponding Members with privileges to vote.
- b) That Marion Boyd chair the 2015 Annual meeting.
- c) That Rod Coates act as recording secretary for the 2015 Annual Meeting
- d) That the meeting Agenda be accepted as printed.
- e) That the Congregational Meeting minutes of February 22, 2015 be approved as printed.

CARRIED

5. **Business Arising from the Minutes** (Marion Boyd)

There was one issue to be reported back, stated Marion Boyd. She said that we have not gone ahead with revisions to governance handbook, due in part to Don's retirement, but also want to change terms of limits for office (per decision of Council) until we have reviewed as a congregation how that has affected our ability to do our work. Marion said that she didn't expect this issue to affect the re-election of committee members today.

6. **In Memoriam** (Don Harry)

Don Harry read the In Memoriam list (Page 2 of the 2015 Annual Report). He then offered a prayer of thanks for those who were once part of our lives and the lives they lived, offering support and prayer for surviving family members of those who had passed on.

7. **2015 Financial Report and Budget for 2016** (Jack Nancekivell)

Jack Nancekivell reviewed the expenses and variances for 2015 by category (Pages 22-25 of the 2015 Annual Report), beginning with M&P (salaries), which represent about 2/3 of expenses, and continuing with each of Programme, M&M and Administration categories. Jack noted that there was not a lot of discretionary spending in 2015, and the year ended with a \$51,504 deficit (expenses versus revenue).

Regarding revenue, Jack said that General Fund givings (\$167,611) are down from levels of approximately \$190,00 of 5 years ago, noting that while the total General Fund revenue is \$199,293 due to other revenue, the givings trend in recent years has been downward.

For the 2016 budget, Jack said that salaries are again 66% of the budget expenditures, with some uncertainty related to second half of the year depending upon the timing of Don Harry's replacement. He went on to review highlights of each spending category, noting that with respect to Administration, only ~about 3% of expenditures are discretionary with the rest being necessary to keep the church going.

Jack said that we have responded well to our needs in the past, noting recent examples of givings to the refugee fund appeal and M&S givings. He said we each have to consider whether the church is a priority in our life, and if our givings have been adjusted with respect to the rise of inflation (approximately 17% over the past five years); he noted that if we all gave 20% more in 2016, our budget would not be a problem.

Jack said that the Administration Committee's policy was to keep \$30,000 in reserve funds for two months of salaries. He encouraged our outreach and M&M programs which should attract more attendance.

Barry Schmidt said that we would have a deficit of ~13,000 at the end of 2016 if we have a repeat of last year's givings. He suggested we consult with other people in the local community to see if we can share our resources with other churches.

Jack said that the building is in good shape, but over the next few years will need some major expenditures such as a new roof on the north side of the building, and a new elevator, as well as some other capital work.

Moved by: Jack Nancekivell

Seconded by: Barry Schmidt

That the 2015 financial report and the 2016 budget be approved as presented.

CARRIED

[Note: Staff members present at the meeting excused themselves for this financial presentation and discussion.]

8. **2016 Mission Budget**

Krista Ritchie noted that we exceeded our M&S target in 2015, the first time in many years.

Moved by: Krista Ritchie

Seconded by: Berndt Portz

That the 2016 budget remain the same as last year, at \$28,500.

CARRIED

9. 2015 Written Annual Reports

Marion Boyd asked for comments on the remaining written reports.

Ron Harris pointed out that on Page 21 the investment income (\$3230) is actually a negative amount. Gerry McLeod said that on Page 3 there were no member transfers out, and the number should be zero (0).

Moved by: Gregg McClelland

Seconded by: Elaine Holmes

That the written reports be approved as amended.

CARRIED

10. Nominations (Presentation & Elections)

Meg Jordan led us through the nominations process

a) These Committee members' terms have expired:

Gregg McClelland, Jack Nancekivell, Jackie Clements

These Committee members have decided to retire:

Bill Clubb, Catharine Crawford, Gabriele Hertweck, Emily Perry, Ruth Thorpe, Wendy Williams

These yearly appointments have expired:

President: Marion Boyd

Secretary: Rod Coates

Presbytery Reps – Marion Boyd, Rod Coates, Emily Perry

Reviewers – Mary Phillips, Pat Porter

b) These adherents and members are continuing or have agreed to stand for election to the following Committees:

Administration:

Resource People: Don Harry, Liz Dillman

Members:	End of	Electoral Status
	Term	

Rod Coates		<u>Seeking election</u>
Gregg McClelland	2015	<u>Seeking re-election</u>
Donna Mowry	2017	Continuing
Jack Nancekivell	2015	<u>Seeking re-election</u>
Ron Smith	2017	Continuing
Vacancy (2)		<u>Seeking nominations</u>

Membership and Mission:

Resource People: Don Harry

Members:	End of Term	Electoral Status
----------	-------------	------------------

Liz Dillman		<u>Seeking election</u>
Jean Johnson	2016	Continuing
Ursula Portz	2016	Continuing
Melinda Smegal	2017	Continuing
Krista Ritchie	2016	Continuing
Neil Wasylycia	2016	Continuing
Vacancy (1)		Seeking nominations

Programme:

Resource Persons: Don Harry, David Hamilton, Meg Jordan (to April 30, 2016)

Members:	End of Term	Electoral Status
----------	-------------	------------------

Sheila Bauer	2017	Continuing
Jackie Clements	2015	<u>Seeking re-election</u>
Joan Gillespie	2017	Continuing
Teresa Perfrement	2017	Continuing
Bette Tusz	2017	Continuing
Jim Zarubick	2016	Continuing
Vacancy (1)		<u>Seeking nominations</u>

Ministry and Personnel:

Members:	End of Term	Electoral Status
----------	-------------	------------------

Joanne Dallman		<u>Seeking Election</u>
Rad Michielson	2016	Continuing
David Mullenix	2014	<u>Seeking re-election</u>
Mary Phillips	2014	<u>Seeking re-election</u>
Vacancy (1)		<u>Seeking nominations</u>

Trustees

Members:	End of Term	Electoral Status
----------	-------------	------------------

Ron Elliott	2018	Continuing
Ron Harris	2017	Continuing
Stu Mowry	2017	Continuing
Jack Nancekivell	2015	<u>Seeking re-election</u>
Barry Schmidt	2016	Continuing

c) Nominations from the Floor

Meg Jordan said that nominations could be made for any committee position from the floor.

Moved by: Jean Johnson

Seconded by: Krista Ritchie

That Berndt Portz be nominated to the Membership & Mission committee.

Moved by: Jack Nancekivell

Seconded by: Jessie Clark

That Ralph Knowles be nominated to the Administration committee.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

That Gerry Stephens be nominated to the Administration committee.

Moved by: Jack Nancekivell

Seconded by: Liz Dillman

That Dotty McClelland be nominated to the Administration committee.

Meg Jordan asked the nominees to confirm they would be willing to allow their names to stand for these nominations.

d) Motion to Close Nominations from the Floor

Moved by: Sharon Cox

Seconded by: Joan Leaning

That nominations from floor be closed.

CARRIED

e) Election of nominees presented in the report and from the floor

Moved by: Shirley Marie Harris

Seconded by: Barrie Schmidt

That the nominations presented in the annual report and from floor be approved.

CARRIED

f) Members putting their names forward for yearly appointments:

Council President: Marion Boyd Seeking re-election

Council Secretary: Rod Coates Seeking re-election

Presbytery Reps: Rod Coates, Marion Boyd, Emily Perry Seeking re-election

Reviewers: Mary Phillips, Pat Porter Seeking re-election

Moved by: Bette Tusz

Seconded by: Liz Dillman

That the yearly appointments for the year 2016 be approved as presented.

CARRIED

g) Motion to empower Council to fill any vacancies on Council or Committees that arise between congregational meetings.

Moved by: Joan Leaning

Seconded by: Joan Gillespie

That Council be empowered to fill any vacancies on Council or Committees that arise between congregational meetings.

CARRIED

12. Other Business

a) Report from Bruce Presbytery (Rod Coates)

Rod Coates provide some highlights of Bruce Presbytery items. He stated that the pending structural remits from the national church were to be reviewed by presbytery last week, but the remits requiring presbytery and congregational approval have been delayed so they will be presented at a later date.

Rod said that presbytery is assisting Kincardine United with its current JNAC process, and will also be part of the search process once the JNAC is completed. He noted that there was some debate at the November presbytery meeting about presbytery assessments, and that its 2016 contingency budget was reduced to minimize the impact on congregational assessments.

Rod encouraged attendance at the upcoming Bruce Presbytery Learning Day workshops on April 16th at Port Elgin United Church. Marion Boyd provided some details on the workshop topics, including church administration “how-to”, music, and technology.

b) Report from the Joint Needs Assessment Committee (Joan Leaning)

Marion Boyd said there are currently 6 congregations in Bruce presbytery undergoing JNAC processes, and introduced Joan Leaning as the chair of the Kincardine United Church JNAC committee.

Joan Leaning said the JNAC committee has met twice and named the other members of the committee. She said that the 2011 congregational survey has been updated and will be on church’s website by mid-week. She said it was important for the congregation to tell the JNAC what it wants, and it’s important to know what has changed since 2011.

Joan said the deadline for feedback will be Monday, March 14th.

Joanne Dallman asked if we intended to have a transitional ministry or an interim minister, and an intern. Marion Boyd said that Council had approved the application for another intern for fall 2016. Marion went on to say that we have suspended the search for congregationally-designated minister position recommended by the last JNAC, and that Council has reviewed the possibility of interim ministry but is awaiting the recommendation of the JNAC process.

c) Proposal to Restore the Chapel as a Worship Space

Liz Dillman presented a discussion item from the Lay Supervisory Team (LST), involving the use of the Chapel as a chapel. She noted that there are many places in the building for holding meetings, and wanted the congregation’s feedback on setting up and using the Chapel as a spiritual place rather than just another meeting room.

Joan Gillespie said it’s probably a good idea, but since the church is locked when the office is not open, it would tend to limit the Chapel’s accessibility. Ken Gannett & David Mullenix pointed out that this room is used for KUCIE for setup prior to its Sunday morning services. John Gillespie suggested that the room be used as a priority for a chapel, and only for meetings if there are no other spaces. Bette Tusz said the LST had thought – amongst other things – about using the Chapel for a quiet space for just a few people to have a quiet conversation.

In summary, the congregation agreed with the concept of a chapel as its primary purpose provided that its multi-functionality could be retained.

d) Other Business

Sue Maus thanked Jack Nancekivell for his financial presentation, and the importance of maintaining the givings in the light of declining membership. She proposed that we establish a committee to reaching out and encourage our members and adherents to support our church in light of the financial situation. Marion Boyd said this would be an item for Council to address.

Shirley Marie Harris said we would be remiss to not thank all our wonderful staff, which generated a round of applause for all staff members present.

Rod Coates mentioned that Council & committee meeting minutes are now posted on the church's website and suggested that these are a good source of additional information for the congregation.

13. Recommendation for the Date, Place & Format for 2016 Annual Meeting and Budget Presentation

Moved by: Joan Leaning

Seconded by: Barrie Schmidt

That the 2016 annual meeting be held February 19th 2016, with a snow date of February 26th, 2016, with the same format as today's meeting.

CARRIED

14. Adjournment And Prayers

There being no further business to discuss, Marion Boyd declared the meeting closed at 2:10 PM.

Meg Jordan closed the meeting with a prayer.

Signature of Chair

Signature of Secretary

KINCARDINE UNITED CHURCH
CONGREGATIONAL MEETING
SUNDAY, JUNE 12, 2016

The congregation of Kincardine United Church was called to meet in Fellowship Hall on Sunday, June 12, 2016, before the morning worship service, to review and approve the 2016 Joint Needs Assessment report. Approximately 50 persons were in attendance.

Marion Boyd called the meeting to order at 9:30 pm. She then introduced Charles Clarke, Bruce Presbytery representative on the Kincardine United Church Joint Needs Assessment committee. Charles Clarke opened the meeting with a brief prayer; he then stated that the meeting was duly constituted for the purpose of reviewing the Joint Needs Assessment Committee's (JNAC) report and asked Marion Boyd to conduct the meeting.

All those present stated the Kincardine United Church Behavioural Covenant.

Marion Boyd introduced the JNAC members from Kincardine United Church and Bruce Presbytery, then continued with an explanation of the overall format of the Joint Needs Assessment report and its mandatory sections. She first reviewed all the report's recommendations, beginning with the more substantial changes since the 2013 report:

- A reduction to a 1.0 fulltime ministry position from 1.6 positions. Following approval of the 2013 report, the church was never able to fill the 0.6 ministry position, although there have been two capable interns who supplemented some parts of this role. Given this recent experience, the JNAC is proposing that there be a one fulltime minister of Word, Sacrament, and Pastoral Care.
- A second change is that the position will be open to any minister – i.e., ordained, diaconal, or designated lay minister. There are several capable people within Bruce presbytery who serve congregations in these various roles. This change also aligns with the expected change to the United Church structure (i.e., one order of ministry) based on a pending remit.
- The report's final recommendation is that Kincardine United Church apply to become a permanent Supervised Ministry Education site, which means that we would be open to having an intern at any time.
- The remaining recommendations are essentially the same as the 2013 report.

Marion explained the next steps in the process assuming congregation approval today, which would be presbytery Pastoral Relations on Tuesday, followed by approval at the next Bruce Presbytery meeting, which is next week. She said that Bruce Presbytery representatives have already been named for the search committee (Charles Clarke & Rev. Herb Klaehn), so presbytery will not be a hold-up in the process.

Marion then provided an overview of the remaining sections of the report, beginning with the Community Profile, then continuing with the Pastoral Charge Profile and Resources of the Pastoral Charge. She noted the importance of the volunteers who support our congregation's life and work. She also remarked that while our present financial position is not ideal, we still have many financial supporters.

Marion outlined the changes to the Minister of Word, Sacrament & Pastoral Care profile. Worship remains the top priority for the congregation, hence the bulk of the minister's time is allocated to that part of the role. The minister is expected to be a team player and work with the various church committees to develop lay capabilities. Leadership and visioning skills are also an important attribute for the incumbent, as identified by the majority of JNAC survey results. The minister is expected to provide support and assistance to the lay pastoral care team. Finally, the minister is expected to reach out beyond the congregation, and to collaborate & cooperate with other area United Churches.

Marion said the skills and abilities component of the report flow from the job profile, and are to assist the Search Committee in its selection process. The employment terms are mainly dictated by United Church of Canada guidelines, and the recommended Level F pay means we wish to have an experienced person come to Kincardine. The Marriage Policy has not changed, which is an issue for some in the congregation based on the survey results.

Bill Ritchie asked what a Level F salary would be. David Mullenix said we currently pay in excess of Level F, and have been for some time, which is currently ~\$53,000/year and includes a living allowance.

Gregg McClelland asked about a designated lay minister's (DLM) ability to perform sacraments, and Marion Boyd confirmed that DLM's are able to do baptisms, weddings, and communion within their designated church.

David Hamilton asked if a DLM would be able to supervise an intern. Marion said that this is not normally the case and we would need an offsite education supervisor in those circumstances, which has also been a benefit for our recent interns.

Ann Windsor asked why presbytery would tell us we cannot have an interim minister since we are in need of having a minister here every week. Marion Boyd said that Council would be discussing this after the meeting, assuming the JNAC passes, and that there are several people who have expressed an interest in a short-term contract with Kincardine United Church while the search process unfolds.

Marion turned the meeting back to Charles Clarke. Charles Clarke said that he expected the congregation has now had time to read and understand the JNAC report, and asked for a show of hands to approved the 2013 Joint Needs Assessment report. Charles Clarke declared the report approved by unanimous vote of the congregation.

Its purpose having been completed, the meeting ended at 10:08 AM

Signature of Chair

Signature of Secretary

KINCARDINE UNITED CHURCH
2017 BUDGET CONGREGATIONAL MEETING
SUNDAY, DECEMBER 11, 2016

The congregation of Kincardine United Church was called to meet in the sanctuary on Sunday, December 11, 2016, following the morning worship service, for the purpose of approving the 2017 budget. Approximately 45 persons were in attendance.

11. Call to Order and Constitution of the Meeting (Marion Boyd)

Marion Boyd called the meeting to order at 11:40 AM, stating that notice of the meeting had been duly given for the stated purpose of reviewing and approving the 2017 budget.

12. Opening Prayer (Judy Zarubick)

Judy Zarubick opened the meeting with a prayer.

13. Behavioural Covenant (All)

All present read the Kincardine United Church Behavioural Covenant.

14. Enabling Motions

Liz Dillman presented the following enabling motions.

Moved by: Liz Dillman

Seconded by: Donna Mowry

- f) That all adherents be made Corresponding Members with privileges to vote.
- g) That Marion Boyd chair the 2017 budget meeting.
- h) That Rod Coates act as recording secretary for the 2017 budget meeting
- i) That the meeting Agenda be accepted as printed.

CARRIED

15. 2016 Financial Report and Budget for 2017

Jack Nancekivell presented an overview of the 2016 financial year for the period ending November 30th, including some of the following themes:

- Last February when the 2016 Budget was approved, the church bank account at the end of 2015 stood at \$31,571. The Givings through 2015 were \$167,611 and expenditures were \$250,797. As of the end of November 2016, Givings are at \$139,534 with expenditures at \$193,882.
- At the February annual meeting, it was identified there was a need to raise Givings by about 17 to 20% to cover inflation and the ongoing cost to maintain the church operation.
- The approved budget for 2016 was \$243,878.
- It was hoped that monthly receipts would be about \$17,000 per month to give a total of \$204,000 for the 2016 fiscal year and that other sources of income would cover the additional \$40,000 to meet the budget. The average monthly Givings for 2016 has ranged around \$12,000 to \$13,000.

Continuing, Jack reviewed highlights of 2016 committee expenditures:

- Ministry and Personnel Committee: Due to the retirement of the minister at the end of June and the engagement of a supply minister starting in September, the anticipated total salary expense will be about \$138,000 to \$140,000, for a savings of \$20,000.
- Program Committee: Although there are some variances in expenditures to the Budget, they did not exceed the budget. The replacement of the organ blower and the PA system caused additional expense, but funds were saved in other budget areas.
- Membership and Mission: The budget was \$3,220 and expenditures were \$1706 to date and are expected to come in closer to \$2000 after the Christmas season for a savings of about \$1200.
- Administration: Outside of M&P the Administration Committee has the largest budget at \$68,300. Due to the mild winter last year, it is expected that heating costs will be about \$25,000 with a savings of \$5000. Items under Church Maintenance were held back due to lack of available funds. Other projects were completed by the Property Committee members. This should allow a saving of \$4,000.
- It is expected that the final Expenses for 2016 will be about \$213,000 with a total savings of \$30,000.

Jack went on to present highlights of proposed 2017 budget:

- Ministry and Personnel: As a consequence of not having an intern for 2017 and the engagement of a supply minister for the first half of the year, the budget is reduced from 2016. Wages for the Minister of Music have been raised in accordance with qualification standards. The Office Coordinator and the Custodian salaries have been raised to recognize the "Living Standard Allowance".
- Program Committee: The budget is about the same as last year with some variances as identified.
- Membership and Mission: Again the budget is a small amount higher than last year with plans for congregational events and support for the Ministerial Benevolent and Community Service.
- Administration: The budget is higher with elevator upgrades and the anticipation that our heating costs will be higher this winter. Property maintenance will be carried out as finances allow.
- Total Budget \$243,878

Jack made the following additional comments:

- Each year the cost of providing just the ongoing operation of the Church is a minimum of \$210,000 to \$220,000. Presently we have a debt of \$33,000 just to cover the current expenses. To meet the expectations for 2016 we require about \$60,000. Regardless, we must strive to balance the expenses by year end.
- Lower attendance at our Sunday services is a concern. We need to reach out to our members and encourage them to join us for fellowship on Sunday morning.
- Our gathering today represents those committed to the enjoyment and support of our church.

Carol Brouse asked if there was any intent to fundraising outside of the General Fund. Jack Nancekivell said it was the intention to follow up with a stewardship initiative, and the biggest issue is to reach out to those who are not in church. Carol said that these types of fundraising projects revitalize the church.

Moved by: Jack Nancekivell

Seconded by: Joan Leaning

That the 2017 budget be approved as presented.

CARRIED

16. 2017 Mission & Service Target

Shirley Marie Harris reminded us that Kincardine United is a good supporter of the M&S fund.

Moved by: Shirley Marie Harris

Seconded by: Ursula Portz

That the 2017 M&S objective be \$28,500.

CARRIED

17. Other Business

No other business was raised.

18. Recommendation for the Date, Place & Format for 2016 Annual Meeting

Marion Boyd said the 2016 Annual Meeting is now set for the 3rd week in February, but as the 2017 budget has been approved we are prepared to delay the meeting until April to allow more of our congregation to participated after returning from their winter vacations. She said that the format might be slightly different than 2015, possibly to allow for a narrative budget approach.

Moved by: Liz Dillman

Seconded by: Elaine Holmes

That the 2016 Annual Meeting be held on Sunday April 23rd, 2017.

CARRIED

19. Adjournment and Prayers

There being no further business, Marion Boyd declared the meeting closed at 12:05 PM. Judy Zarubick closed the meeting with prayer.

Signature of Chair

Signature of Secretary