

KINCARDINE UNITED CHURCH
ANNUAL CONGREGATIONAL MEETING
SUNDAY, February 19th, 2023

The congregation of Kincardine United Church was called to meet in-person and via the Zoom platform on Sunday, February 19th, 2023, immediately following the morning worship service for the Annual Congregational Meeting, (11: 45 a.m.) to review the 2022 Annual Report, adopt the 2022 financial report, and to elect nominated positions. Notice of this meeting was given three weeks prior to the meeting in the announcements and then one week prior in the announcements. An e-mail went out with the agenda and other supporting documents two days prior to the meeting. 43 people were in attendance and 4 people on-line. Rod Coates reviewed Zoom meeting basics, made note of voting options, and summarized the e-mail that was sent out to the congregation on February 17th, 2023, regarding this meeting.

1. **Call to Order and Constitution of the Meeting** (Rod Coates)
Having been given due notice of this congregational meeting, Rod Coates declared the meeting duly constituted for the stated purpose of conducting the business set before it and as outlined in the posted agenda.
2. **Opening Prayer** (Gord Dunbar)
Gord Dunbar led the participants in prayer.
3. **Behavioural Covenant** (Rod Coates)
Rod Coates led the reading of Kincardine United Church's Behavioural Covenant and invited the participants to follow along (as well as the participants viewing from home).
4. **Enabling Motions** (Rod Coates)
Moved by: Rad Michielson
Seconded by: John Brash
 - a) That all adherents have full participation and voting privileges.
 - b) That Rod Coates chair the 2023 Annual meeting.
 - c) That Angela Hazlewood act as recording secretary for the 2023 Annual Meeting.
 - d) That the meeting Agenda be accepted as distributed.
 - e) That the Congregational Meeting minutes of February 20th, 2022 and December 11th, 2022 be approved as printed (in the 2022 Annual Report).
 - f) That the Zoom meeting be recorded for use by the recording secretary.

Rod Coates called the vote and declared the motion carried.

CARRIED

5. Business Arising from the Minutes (Rod Coates)

Rod Coates stated that he reviewed the minutes from the previous Congregational meetings in 2022 and there was no additional business arising that was not already on the meeting agenda.

6. In Memoriam (Gord Dunbar)

Gord Dunbar read all of the names as printed in the 2022 Annual Report and led participants in prayer.

7. 2022 Financial Report (Jack Nancekivell)

Rod Coates asked if anyone had any questions or comments.

Rod Coates introduced Jack Nancekivell as he was asked to present the 2022 Financial Report in Donna Mowry's absence as the chair of the Administration Committee would usually present this section.

Jack Nancekivell stated that the 2022 Financial Report shows a total of \$229000.00 as the income and the year before it was \$253000.00. Jack Nancekivell continued by bringing attention to the fact that on page 24, in 2022 there were expenses of \$25300.00, but the budget for 2023 is only \$24800.00. On page 25, Jack Nancekivell noted that the reconciled bank balance is \$20296.00 and if we noticed the \$25659.00 that is allocated for capital projects, there will be a deficit of \$6033.00. Jack Nancekivell added that it will be very important to observe the donations over the year to ensure that the church can stay afloat financially.

Jack Nancekivell asked if there were any questions and he continued with making some acknowledgements to those who do not receive recognition in the 2022 Annual Report, but deserve to be celebrated for their hard work and dedication to Kincardine United Church. Jack Nancekivell thanked John Brash for the terrific job he did as treasurer providing a complete picture of the financial situation. Next Jack Nancekivell acknowledged Gregg McClelland for all his work for so many years on the Administration committee and that he will be greatly missed. Thirdly Jack Nancekivell mentioned Bill MacTavish as he has cut the grass every summer and trimmed weeds around the church which is greatly appreciated. Jack Nancekivell went on to acknowledge Andrew Brown who comes to do monthly inspections of the fire extinguishers and commented on Andrew's height as he is able to reach all the exit signs. The next person that Jack Nancekivell mentioned was Howard Brown who was responsible for the interior finishes to the new windows in the former quilter's room and the nursery. Jack Nancekivell went on to acknowledge Gerry Stephens who is the church's "electrical expert" and is called upon to help when needed. Jack Nancekivell also named Judy Zarubick and Liz Dillman for all their work with the rentals. Lastly Jack Nancekivell stated that Ralph Knowles has done so much around the church

coming in two to three times a week looking after a variety of items. Jack Nancekivell, on behalf of the Administration committee, praised all these people for their work and acknowledged that all this goes on behind the scenes.

A question did arise at this time regarding the budget of \$24800.00 and if the income is the same as last year, \$229000.00, it is a loss of \$19000.00. Ron Harris stated that projected expenses should never be more than the protected income and this have never been done in the past. Ron Harris said that there has been discussion in the past about preparing an income budget and asked what the status is as a decision had not been made in the past.

Jack Nancekivell replied that in his 45 years at Kincardine United Church as a member of finance, an income budget had never been made. Jack Nancekivell continued by stating that it involves the Stewardship program and each one of us needs to make a pledge to see how much we are prepared to give to match what is needed. Jack Nancekivell added that it will be very important to be attentive to our givings over the year as they have been lower and agreed that a serious conversation will be needed around this topic.

Moved by: Jack Nancekivell

Seconded by: Ralph Knowles

That the 2022 Financial Report be approved as presented.

Rod Coates called the vote and declared the motion carried.

CARRIED

8. 2022 Written Annual Reports (Rod Coates)

Rod Coates asked if there were any questions.

Rod Coates shared that he and Gord Dunbar went through the report and highlighted some of the corrections. Rod Coates stated that he would give a list to anyone who wanted to see the specific corrections.

Rod Coates asked again if there were questions.

Moved by: Dotty McClelland

Seconded by: LouAnne Dudman

That Rod Coates and Gord Dunbar be empowered to correct the 2022 Annual Report to reflect errors already identified and that Kincardine United Church approve the 2022 Annual Report in principle with the understanding that such corrections will be completed.

Rod Coates called the vote and declared the motion carried.

CARRIED

Rod Coates thanked everyone who had contributed to the Annual Report.

9. Nominations (Presentation & Elections – Gord Dunbar)

Rod Coates let everyone know that he would be asking Gord Dunbar to step participants through the nomination's process.

Rod Coates provided a quick reminder: "Terms of office for committee members and appointments are stated as ending in a calendar year, with the understanding that the term expires with the annual meeting in that year. Unless they resign, elected positions remain in role until the congregational meeting where they either retire or are re-appointed.

It has been our practice for the minister or someone not standing for election to conduct the Nominations portion of the meeting".

Gord Dunbar started by acknowledging the people who do so much work on making this meeting happen. Gord Dunbar mentioned Rod Coates, the tech crew, Jim and Judy Zarubick as well as Mary and John Phillips, and Sarah Mackenzie (PowerPoint Slides). Gord Dunbar thanked everyone involved.

a) These Committee members' terms have expired:

LouAnne Dudman, Sheryl Elliott, Charles Ludlow, Rad Michielson, David Mullenix, Mary Phillips, Ursula Portz, Krista Ritchie, Jim Zarubick

b) These Committee members have decided to retire:

Shirley Bieman, Gregg McClelland, Ursula Portz

Gord Dunbar gave the people listed above deep and abiding thanks and acknowledged that many of them have provided service for several years.

c) These yearly appointments have expired:

Regional Council Reps – Liz Dillman, Emily Perry (Total of 4 allowed)

Reviewers - Leanne Guppy, Bev McLelland, Pat Porter

Council President – Rod Coates

Council Secretary – Angela Hazlewood

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

Administration

Resource Persons: Liz Dillman, Gord Dunbar, John Phillips

Members:	Term Ends at	Electoral Status
	Annual Mtg In	

Ralph Knowles	2025	Continuing
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Donna Mowry	2024	Continuing
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Jack Nancekivell	2025	Continuing
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Vacancy (4)

Gord Dunbar invited anyone who would like to support the financial,

stewardship, and property ministries of Kincardine United Church to consider this calling. As with all the committees below that have vacancies, Gord Dunbar extended this invitation.

Membership and Mission: (Pastoral Care and Community Outreach)

Resource Person: Gord Dunbar

Members:	Term Ends at Annual Mtg In	Electoral Status
Liz Dillman	2025	Continuing
LouAnne Dudman	2023	<u>Seeking re-election</u>
Charles Ludlow	2023	<u>Seeking re-election</u>
Bernd Portz	2025	Continuing
Krista Ritchie	2023	<u>Seeking re-election</u>
Melinda Smegal	2024	Continuing
Katrena Johnston	2026	Seeking election

Programme: (Worship and Christian Development)

Resource Persons: Gord Dunbar, David Hamilton

Members:	Term Ends at Annual Mtg In	Electoral Status
Sheila Bauer	2024	Continuing
Jackie Clements	2026	<u>Seeking election</u>
Liz Coates	2025	Continuing
Joan Gillespie	2024	Continuing
Randy Norris	2025	Continuing
Emily Perry	2025	Continuing
Jim Zarubick	2023	<u>Seeking re-election</u>
Judy Zarubick	2025	Continuing

Gord Dunbar acknowledged that the Ministry and Personnel (M & P) committee has really become the Human Resources committee and work very hard to fulfil the challenging responsibilities. Gord Dunbar touted this

committee as one of the very best in regard to his past ministry and volunteer experiences.

Ministry and Personnel:

Members:	Term Ends at Annual Mtg In	Electoral Status
Sheryl Elliott	2023	<u>Seeking re-election</u>
Rad Michielson	2023	<u>Seeking re-election</u>
David Mullenix	2023	<u>Seeking re-election</u>
Mary Phillips	2023	<u>Seeking re-election</u>
Pam Plagos	2025	Continuing

Trustees:

Gord Dunbar, ex officio

Members:	Term Ends at Annual Mtg In	Electoral Status
Art Danahy	2025	Continuing
Gregg McClelland	2024	Continuing
Jack Nancekivell	2024	Continuing
Joan Norris	2024	Continuing

Gord Dunbar stated that Jack Nancekivell as the chairperson of the Trustees decided to provide specific responsibilities to each Trustee based on their level of expertise. Art Danahy-investments, Gregg McClelland-insurance, Jack Nancekivell-business acumen, Joan Norris-governance.

e) Members putting their names forward for yearly appointments:

Regional Council Reps: Liz Dillman, Emily Perry. Seeking re-election

Reviewers: Leanne Guppy, Pat Porter Seeking re-election

Council President – Rod Coates Seeking re-election

Council Secretary – Angela Hazlewood Seeking re-election

f) Nominations from the Floor

Nominations may be made for any Committee position from the floor.

Gord Dunbar requested that if a nomination is made to ensure permission is sought from that person prior to making the nomination. Nominations will be requested three times and Gord Dunbar requested nominations three times.

Katrena Johnston nominated herself for the Membership and Mission (M & M) Committee. Gord Dunbar thanked Katrena Johnston.

g) Motion to Close Nominations from the Floor

Please see below.

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

Moved: Rad Michielson

Seconded: Mary Ann Knowles

That nominations from the floor be closed and that the nominations presented in the report and from the floor be elected.

Rod Coates called the vote and declared the motion carried. **CARRIED**

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

Moved by: Pam Plagos

Seconded by: Elaine Holmes

Rod Coates called the vote and declared the motion carried. **CARRIED**

Other Business

a) Bervie Kinloss United Church Proposal

Rod Coates thanked people who have taken responsibility for parts of this meeting and he appreciates it so that he does not have to speak the whole time. Rod Coates directed attendees to copies of the proposal at the back of the sanctuary if they had not viewed it yet. Rod Coates stated that Kincardine United Church Council/Chairperson were approached during the fall of 2022 to have discussions with Bervie Kinloss United Church for a possible collaborative arrangement. Council appointed Liz Dillman, Emily Perry, and Judy Zarubick as representatives to meet with representatives of Bervie Kinloss United Church to begin discussions. Rod Coates turned the meeting over to Judy Zarubick. Judy Zarubick went through the draft trial period collaborative agreement from April 1st-December 31st and summarized the agreement.

Emily Perry shared why we would as a Community of Faith agree to this collaborative agreement.

Emily Perry shared two Scripture readings from Corinthians and Ephesians expressing how these passages help Kincardine United Church's growth and wisdom working with Bervie Kinloss United Church to support the Ministry of Christ. "We are all in this together", Emily exclaimed. Emily Perry gave

some background information as to how Bervie Kinloss United Church had carefully and thoughtfully come to the decision to make changes. Ripley-Bervie Kinloss Pastoral Charge would need to be dissolved after discussions with the Western Ontario Waterways Regional Council. After two lengthy meetings with Bervie Kinloss United Church, a draft collaborative agreement was created. Emily Perry continued by stating that since 1925 the United Church of Canada have encouraged the idea that all are welcome to worship expressing our faith, caring, and supporting each other always in collaborative ministry. Kincardine United Church has so much to learn from Bervie Kinloss United Church sharing differing insights. We can support one another to grow, love, develop as sisters and brothers, and continue the ways of Jesus as he would have intended. Emily Perry made it clear that this agreement is not to join the churches, but to share our resources and to provide a service for all. Gord Dunbar is excited about the possibilities of this arrangement. Judy Zarubick asked if Liz Dillman had any information to add and she did not. Judy Zarubick then asked if there were any questions.

Mary Phillips wanted to clarify that the M & P committee would only have to deal with issues with Bervie Kinloss United Church in regard to Gord Dunbar's performance, not any other Bervie Kinloss issues. Judy Zarubick confirmed that this was the case.

Moved by: Liz Dillman

Seconded by: Sue Maus

That Kincardine United Church for a trial basis (April 1st to December 31st, 2023) approve in principle the draft collaborative agreement approved at Bervie Kinloss United Church's, February 2nd, 2023, Annual Meeting.

Rod Coates asked if there was any further discussion, comments, or questions.

Dotty McClelland stated that she was so happy and was feeling "warm and fuzzy" about this new collaboration and looks forward to the learning and growing from each Community of Faith. Dotty McClelland praised the people involved stating that everyone had done a tremendous job.

Rod Coates thanked Dotty McClelland. Rod Coates stated that he tries to remain impartial and reminded everyone that this is not a permanent agreement and there are checkpoints along the way to make changes and improvements for both Kincardine United Church and Bervie Kinloss United Church. Rod Coates continued by saying the opportunity allows us to experience and live into it.

Rod Coates asked if there were any other questions or comments.

Ron Harris asked about the fact that the time of Kincardine United Church's (KUC) service could possibly change to 11:00 a.m. and he really likes the 10:30 a.m. start time. Liz Dillman stated that changing KUC's start time to 11:00 a.m. is only one option and Bervie Kinloss United Church is open to a 9:00 a.m. start time so that Gord Dunbar has time to get to KUC afterwards for the second service. Liz Dillman shared that if members have somewhere to be after the service, attending Bervie Kinloss' earlier service could be an option as the service will be almost identical to the one at KUC. Judy Zarubick commented that Gord Dunbar would prefer the 9:30 a.m. service start time as he has an opportunity to talk to members before the service and then he can do this at KUC after their service. More discussion will happen before a decision is made. Judy Zarubick reminded everyone that this change of time is not in the proposal. Gord Dunbar stated that there are several possibilities and solutions and they can all be discussed at another time.

Sue Maus commented that the majority of the congregation at KUC is older and like routine and because Bervie Kinloss is a rural area, farm chores may have to be done so changing the time of the service may not be feasible for them.

Please see Attachment #1 for the proposal in its entirety.

Rod Coates returned to the motion and repeated the motion (as above) Rod Coates called the vote and declared the motion carried. **CARRIED**
1 opposed.

Rod Coates asked if Judy Zarubick was going to speak again. Judy Zarubick wondered if we should have the discussion now about changing the service time and mentioned the fact that if we leave the service times the same, then volunteers will be needed to support with some of the service.

Rod Coates clarified that the options are to change the service time now or leave it and come back to the congregation to approve a time change with the understanding if KUC does not change the service time, that volunteers will be needed to support the service before Gord Dunbar arrives from Bervie Kinloss.

Liz Dillman spoke up and said that Bervie Kinloss United Church does not want to see the scenario where the service times remain the same.

Judy Zarubick asked if we will have another congregational meeting or will Council be empowered to make a decision as long as the congregation has been surveyed and engaged in the discussion.

Dotty McClelland wanted to ensure that the congregation is consulted.

Krista Ritchie asked if we could defer the conversation to discuss different scenarios. Liz Dillman suggested that Gord Dunbar could shorten the services which caused an uproar of laughter.

Rod Coates stated that we do not need to be make the decision of changing the service time today.

Moved by: Krista Ritchie

Seconded by: Jackie Clements

That on March 19th, 2023 following the worship service that another congregational meeting be held to have a brief discussion and vote about the time of the church service once the agreement with Bervie Kinloss United Church goes into effect.

Rod Coates called the vote and declared the motion carried. **CARRIED**

Rod Coates thanked everyone for this discussion and especially for the work of Liz Dillman, Emily Perry, and Judy Zarubick for this initiative.

b) 2023 Budget Meeting Date – December 10th, 2023 (Rod Coates)

Moved by: Don Eyre

Seconded by: John Brash

That the 2024 Congregational Budget meeting be held on December 10th, 2023.

Rod Coates asked if there was any discussion.

Rod Coates called the vote and declared the motion carried. **CARRIED**

c) Business from the Floor (Rod Coates)

Rod Coates asked if there was any other business to be discussed.

Judy Zarubick asked for another motion.

Moved by: Rad Michielson

Seconded by: Pam Plagos

That Kincardine United Church empower Liz Dillman, Emily Perry, and Judy Zarubick to carry on the process of the collaborative agreement with Bervie Kinloss United Church's representatives until the agreement is finalized with the Regional Council.

Rod Coates called the vote and declared the motion carried. **CARRIED**

Adjournment and Prayers

Rod Coates declared this meeting closed after completing all of the business before it at approximately 1:00 p.m. Rod Coates thanked everyone for their participation in-person and on-line.

Gord Dunbar led the participants in a prayer to end the meeting.

Signature of Chair

Signature of Secretary

Attachment #1

Draft Collaborative Agreement of Services between Bervie Kinloss United Church (BK) and Kincardine United Church

A Collaborative agreement on a trial basis from April 1 to December 31, 2023 for Kincardine United Church to provide pastoral services to Bervie Kinloss United Church.

Rev. Gord Dunbar to provide 2 hours a week to include in person Sunday Worship services at Bervie Kinloss United Church including Communion, Baptisms, Emergency Pastoral Care and Supervising Minister to Bervie United Church for quarterly Board Meetings or as needed and the Annual Congregational Meeting. Christmas Eve is on a Sunday in 2023 so discussion would be needed as to services – place and times – with both Churches. Decisions made concerning cancellations due to weather, road conditions or unforeseen circumstances in consultation with Rev. Dunbar and Chair of Bervie Kinloss Board.

Rev. Dunbar would be available 2 hours to Bervie Kinloss United Church per week and 38 hours to Kincardine United Church per week.

The hourly rate of compensation would be at the 2023 rate including benefits shared with the Kincardine United Church. This would be 2 hours a week throughout the entire length of the trial period.

Rev. Dunbar currently is entitled to 6 weeks of vacation and 3 weeks study leave. For those 9 Sundays or unforeseen circumstances Rev. Dunbar is unavailable, Kincardine United Church Council would arrange for pulpit supply for BK which would be shared 50/50. Plus current United Church of Canada (UCC) rate per km for travel to Bervie.

Transfer of compensation in compliance with the approved agreement will be made monthly by cheque from Bervie Kinloss United Church Treasurer to Kincardine. Invoicing of services will be provided to Bervie Kinloss United Church. Finances of the two Churches will remain independent.

Bervie Kinloss United Church will appoint one Ministry & Personnel (M&P) representative to communicate and be included in the Kincardine M & P Committee for discussions on Bervie only issues. Bervie Kinloss United Church will maintain an M & P Committee for employees or other contract employees providing services dedicated to Bervie Kinloss Pastoral Charge only.

In Rev. Dunbar's absence, a contact for Emergency Pastoral Care will be provided to Bervie Kinloss United Church. Kincardine M & P Committee would advise the Bervie Kinloss M & P representative of vacations, study leave and pulpit supply arrangements.

Time of Service proposed is 9:30 a.m. in Bervie. Kincardine Council will be canvassed if an 11:00 a.m. service is possible. If 9:30 a.m. service is accommodated in Bervie and time is available, Rev. Dunbar would like to visit with the congregation prior to the service in Kincardine United Church Council, February 7th, 2023 Page 5 Bervie. Worship Services in Bervie would be conducted in the traditional format or as Rev. Dunbar deems. Congregations are welcomed at either Church for Worship.

Zoom is available to anyone for Kincardine Worship and those services are also recorded on YouTube available and is broadcast the following week on the Community station of Rogers Cable.

Rev. Dunbar or designate will coordinate with the Bervie Kinloss Pastoral Charge Pianist/organist to prepare music for services.

For review purposes, the representatives of this Committee from both Kincardine and Bervie Kinloss United Church will meet in 5 to 6 months into the contract of 2023. Kincardine Council and Bervie Kinloss Pastoral Charge Board may consider agreed upon amendments at any time during the course of the agreement.

Office hours will not be provided in Bervie Kinloss United Church. Bervie Kinloss United Church phone voice mail will reflect contact information for Emergency Pastoral Care and basic information. Email contact as well would be appreciated.

Bervie Kinloss Pastoral Charge representative(s) will be appointed to receive weekly bulletin by email (digital) from Kincardine Secretary and be responsible for photocopying the bulletin for Bervie worship.