

**Kincardine United Church Council Meeting**  
**Tuesday, May 9<sup>th</sup>, 2023**

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**Present:** Rod Coates (Chairperson), Judy Zarubick (on behalf of Gord Dunbar, Ministry Personnel), Charles Ludlow (Membership and Mission), Liz Dillman (Treasurer, Regional Council Representative), Jackie Clements (Programme), Mary Phillips (Ministry and Personnel), Angela Hazlewood (Council Secretary)

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

The Council of Kincardine United Church was called to meet via the ZOOM platform on Tuesday, May 9<sup>th</sup>, 2023. Notice of this meeting was given eight days prior to the meeting via e-mail by the secretary and a second e-mail was sent to let Council members know that all documents had been added to the shared drive.

Rod Coates called the meeting to order at 7:05 p.m. and thanked everyone for being there.

**1. Welcome and Constitution of Meeting (Rod Coates)**

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

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

Rod Coates shared these words with Council: “For thousands of years, First Nations people have walked on this land. Their relationship with the land is at the centre of their lives and of their spirituality. We begin our meeting this evening by acknowledging the unceded territory of the Saugeen Ojibwe. We are all Treaty people, parties to Crown Treaty 45 ½ in 1836. Keep us mindful of the covenants that have been made – and broken – with First Nations peoples. May we grow into living with respect on this land, walking into reconciliation through peace and friendship, while honouring all who live, work and worship on it”.

**3. Lighting of the Candle (Rod Coates)**

Rod Coates with his pun-making humour began: “Lighting the virtual Christ candle this evening, I thought I should note that the wick won’t light until it’s found its match”. Rod Coates continued with these words from Matthew 5:16, “Let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Rod Coates proceeded: “As followers of Christ we are each called to light candles, offer words of encouragement; help, serve and advocate for others, work quietly behind the

scenes, all the while allowing the light to shine through us. Amen”.

#### **4. Devotion (Judy Zarubick)**

Judy Zarubick read from Genesis 25: 29-34, a passage about opportunism. Judy Zarubick went on to share a story about how we can take the easy way out and use things that are not meant for us benefiting at another’s expense. Judy Zarubick continued by talking about accessibility of Kincardine United Church which includes removing racial, cultural, and economic barriers not just the physical barriers. Using privilege can be very detrimental and creating an inclusive and accessible place is truly the goal. Judy Zarubick asked: “Have we done enough?” Judy Zarubick finished the devotion by leading Council in prayer.

#### **5. Consent Docket**

##### **A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the Council meeting from April 11<sup>th</sup>, 2023 be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

##### **B. Correspondence**

1. Letter from Broadview Magazine requesting a donation (Added to the Shared Drive).
2. Letter of Resignation from Emily Perry to Rod Coates and Gord Dunbar, dated April 13<sup>th</sup>, 2023. (Added to the Shared Drive).

Rod Coates declared this consent docket approved by consensus with one correction.

#### **6. Treasurer’s Report (Liz Dillman)**

Liz Dillman began the report by asking if Council had a chance to review the financial reports. Liz Dillman went on to say that the Toronto Welsh Male Voice Choir fundraising event actually lost some money because of an incorrect bill for advertising, but not as much as what was originally recorded in April. Liz Dillman also spoke about the wedding fees showing as a negative line under income, but that is because John Phillips and Liz Dillman were using different accounts and will have this problem sorted out. Liz Dillman stated that there was \$3171.00 spent over what was brought in. However, this amount is lower than this time last year. Liz Dillman commented that all committees are well under budget thus far. There is \$25697.00 allocated for the capital projects in the account. There continues to be good cash flow at this time, but if the funds were needed for the capital projects, then there would be a deficit of \$9000 and Liz Dillman would have had to go to the Trustees for funds if this was the case. Right now the bank balance is \$22000. Rod Coates asked about the income from Bervie United Church that would come in May. Liz Dillman answered by stating that she would be creating an invoice soon and the funds from Bervie would go under income in June.

## **7. New Business**

### **Booking Update (Judy Zarubick)**

Judy Zarubick stated that the Kincardine United Church Facility Use Policy and Procedures needs some updates as follows: new Mission Statement to be added (#1), the word all “outside” for groups was added to #5 and the premium needs to be removed, and the option to provide liability insurance to outside groups needs to be removed (#11). As well, on the website, the section about the Booking Facilitators, has the incorrect Mission Statement so it needs to be changed too. Judy Zarubick asked who to ask about having this changed on Kincardine United Church’s website and Rod Coates answered and stated to send Sarah MacKenzie an e-mail requesting this change and if she cannot do it, Sarah would ask Terry Boyd. There was also a discussion about the definition of an “outside” group. An “outside” group is not church related.

Proposal: That the Kincardine United Church Facility Use Policy and Procedures be updated by adding the new Mission Statement (#1), adding the word “outside” groups for #5 and remove the premium, and remove the option to provide liability insurance to outside groups (#11).

(Please see Attachment #1 for the updated version of the policy and procedure).

Rod Coates declared this proposal approved by consensus.

## **8. Other Business**

### **i) Bervie United Church and Kincardine United Church’s Collaborative Ministry Update (Rod Coates)**

Rod Coates stated that he hoped that there would be an update coming about the collaborative ministry and whether it would continue or not. Judy Zarubick reminded Council that part of the collaborative agreement stipulated that there would be updates provided from the representatives at each church along with Gord Dunbar.

### **ii) Recording of the Service (Judy Zarubick)**

Judy Zarubick shared that the recording had to be stopped for the service on May 7<sup>th</sup>, 2023, because there was a copyright issue for the anthem, however, the recording started again after the anthem was completed.

## **Closing/Prayer**

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 7:40 p.m.

Judy Zarubick let Council in prayer to end the meeting.

**Next Council Meeting: June 13<sup>th</sup>, 2023**

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Signature of President

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Signature of Secretary

DRAFT

## Attachment #1

### **Kincardine United Church Facility Use Policy and Procedures (updated 2023)**

The purpose of this document is to define the principles and establish general guidelines for use of the Kincardine United Church facilities and to comply with the regulations of the Canada Revenue Agency. This policy applies to all facilities controlled, and used, by Kincardine United Church.

1. Kincardine United Church welcomes the opportunity to provide meeting room space, which generally benefits the interest of the community at large and indirectly supports the mission of Kincardine United Church. The **Mission Statement of Kincardine United Church is that: Kincardine United Church strives to be a loving, hopeful and inclusive community of faith that nurtures Christian discipleship.**
2. Kincardine United Church scheduled functions take priority over requests for use by others. Scheduling of functions by community service and non-profit groups (i.e., other registered charities and charitable organizations) take priority over for-profit (i.e., commercial) groups. Any group that falls within the scope of the Kincardine United Church Mission Statement is welcome to use its facilities.
3. Kincardine United Church acknowledges, respects, and honours all First Nations Peoples residing in this area and recognizes the First Nations upon whose traditional territories this Church sits.
4. The facilities will NOT be made available to any group or person which denigrates Christian beliefs or values.
5. The Church does not assume any liability for persons using the Church. All outside groups using the Church must provide their own liability insurance of a million dollar minimum
6. Alcohol, cannabis, illegal drugs, smoking, or vaping are not permitted anywhere on church property.
7. Community Service Groups, registered charities and non-profit organizations using Kincardine United Church facilities are not required to provide compensation for this privilege, given their contribution towards the wellbeing of the community, but donations are always welcomed.

**FOR-PROFIT groups will be charged rates for facilities usage per the below table:**

Room	Capacity	Event Rate	Yearly Maximum
Fellowship Hall	200 gathered 100 seated at tables	\$30	\$90
Sanctuary	250	\$75	\$225
Kitchen	10	\$20	\$60
Fellowship Hall and Kitchen	210 gathered 110 seated at tables	\$50	\$150
Resource Room	16	\$20	\$60
Choir Room	20	\$25	\$75
Chapel	40	\$20	\$60

#### **A. Application for Use of Facilities & Special Considerations**

1. An application for use of the Church facilities can be obtained from the Church office, Tuesday to Friday from 1:30p.m. to 5:00 p.m. or on the Web Site at [www.kincardineunitedchurch.org](http://www.kincardineunitedchurch.org) Requests and scheduling of activities will be coordinated by the Booking Facilitators on a first come, first serve basis.
2. Advertising undertaken by the User will only use the name “Kincardine United Church” in the context of location and will not imply its sponsorship or endorsement of the User’s activities.
3. The Church Sanctuary is the place of worship for the members of Kincardine United Church and holds special meaning to its members. Consequently, application for the use of the sanctuary must be approved by the Programme Committee and/or Ministerial staff. Policies in effect by the Programme Committee, such as weddings and funerals, will take precedence over other functions.
4. Emergent requests of a significant nature (e.g., funeral) may displace regularly scheduled activities. In the event a facility use must be cancelled for a funeral or other unexpected event, a Booking Facilitator will notify the contact person for the group involved.
5. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
6. It is expected that persons using the Church will respect the property with due regard for the purpose of the building. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
7. Activities are to be kept to the designated area and supervised by the Users to ensure that behaviour is appropriate to the occasion. Open fire (candles by permission only) is not permitted in the building. Kincardine United Church strives to be a scent free building therefore the use of incense, strong perfumed flowers, scented candles, etc are discouraged. Only beverages are allowed in the Sanctuary. All exits must remain clear

during the event including that there is room between tables/aisles for quick evacuation if necessary.

8. Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval through a Booking Facilitator.
9. Helium balloons are prohibited in the sanctuary. Please do not use tape to put signs on the walls or doors. Instead use "Funtac" or some similar putty product. Nothing is to be affixed with nails to the floor, nor by tape to the walls. Floor cords should be duct taped (please bring your own duct tape).
10. If there is an injury during your event, please fill out a Critical Incident Report Form. These forms are inside the First Aid Kit and on the bulletin boards. Please return the completed form to the church office, if not during office hours please put completed form under the office door.
11. If a key is required, the applicant must provide a key deposit of \$50.00, which is refunded upon return of the key to the office.
12. The applicant/contact person is responsible for familiarizing themselves and others, within their group, of all emergency exits and fire extinguisher locations.
13. Kincardine United Church requires all parties booking the facilities who are **NOT** part of programmes offered by the congregation to:
  - provide proof of insurance with a minimum of \$1,000,000 liability
14. Each group using the Church must ensure the room used is returned to its original condition - i.e. Chairs and tables placed in their "as found" location, garbage put in the appropriate containers, spills on floors and other areas properly cleaned up. In the event that the facilities rented are damaged or left in an unacceptable manner, an additional fee of **up to \$750** will be charged. This charge is meant to cover clean-up costs such as carpet cleaning, additional garbage removal, extra cleaning supplies etc.
15. Gambling is not permitted on the premises.
16. The removal of items from the Church building is prohibited without the prior approval of the Administration Committee. These items include: tables, or any other property belonging to Kincardine United Church. Removal of such items without notification will be treated as theft.
17. If the Facilities Use Policy is not followed the privilege of using the Church may be affected.
18. If the elevator will be required, request instruction if not familiar with its operation, or pay for an elevator operator provided by Kincardine United Church.

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### **Key Holder Procedure**

1. Church keys are managed by the Office Coordinator and Booking Facilitators.
2. The applicant must provide a key deposit of \$50.00, which is refunded upon return of the key.
3. A key issued to a group will be used only for access to the Church by that group and absolutely must not be duplicated.
4. Loss of a key must be reported to the Office Co-ordinator or a Booking Facilitator as soon as possible.

### **Kitchen Use Procedure**

**A. General Health** issues are paramount to the use of the kitchen. Therefore, strict adherence to the rules posted in the kitchen must be observed.

#### **B. Rules for Users of the Kitchen**

1. Wash your hands before handling food.
2. Food surfaces should be wiped down with Fantastic or Lysol before and after use.
3. Clean as you go. Wipe spills immediately. Keep utensils and surfaces clean.
4. Dispose of waste food tidily. Keep garbage bins covered.
5. Please keep premises and equipment clean and safe, leaving the kitchen as you found it.
6. Proper washing and sanitizing of eating utensils and those used in preparation are essential.
7. Every item in the refrigerator must be labelled with the group name and date. Wipe any spills in fridge. Items will be disposed of if not labelled.
8. If using the dishwasher, ask for instruction and/or read posted instructions carefully.
9. Used tea towels are not to be left hanging to dry, but should be washed and returned.
10. Report any problems to the office.