

**Kincardine United Church Council Meeting**  
**Tuesday, April 9<sup>th</sup>, 2024**

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**Present:** Judy Zarubick (Acting Chairperson), Gord Dunbar (Minister of Word, Sacrament, and Pastoral Care), Donna Mowry (Administration), Sheila Bauer (Programme), Liz Dillman (Treasurer, Regional Council Representative), Mary Phillips (Ministry and Personnel), Charles Ludlow (Membership and Mission), Angela Hazlewood (Council Secretary)

**Regrets:** Jack Nancekivell (Trustee)

The Council of Kincardine United Church was called to meet via Zoom on Tuesday, April 9<sup>th</sup>, 2024. 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.

Judy Zarubick called the meeting to order at 7:04 p.m.

**1. Welcome and Constitution of Meeting** (Judy Zarubick)

Judy Zarubick called this meeting duly constituted in the name of Jesus Christ, the one true head of the Church, for whatever business may properly come before it.

**2. Call to Order and Acknowledgement of the Territory** (Judy Zarubick)

Judy Zarubick shared these words with Council: "This Council takes seriously the commitments made to First Nations communities. And so, we acknowledge, this evening, that we gather though Zoom on the traditional territories of the Saugeen Ojibway, and the other Indigenous peoples who preceded them – the original nations of this land and we acknowledge, with respect, their history, their spirituality, and their culture."

**3. Lighting of the Candle** (Judy Zarubick)

Judy Zarubick shared these words with Council as she lit the candle: "Let us light this candle as we gather together this evening recognizing that no matter where we are on this Zoom call that Christ is always with us, guiding our hearts and minds as we work through the agenda for this meeting. Keep us mindful of your presence and wisdom as we make our decisions, in Jesus name. Amen."

#### 4. Devotion (Gord Dunbar)

Gord Dunbar shared two quotes:

“One of the hardest things for us to do is to love someone where they’re at especially when where they’re at is somewhere we don’t want them to be” by Connor Beaton and “Love isn’t a state of perfect caring. It is an active noun like struggle. To love someone is to strive to accept that person exactly the way he or she is, right here and now. When I say: ‘it’s you I like’, I’m talking about the part of you that knows that life is far more than anything you can ever see or hear or touch” by Fred Rogers.

Gord Dunbar spoke about Kincardine United Church’s sign stating: “Finding meaning and purpose in community” and how we must live into this idea. Gord Dunbar also shared a video called “Meaning” by Kevin James Thornton. Gord Dunbar ended the devotion with a prayer.

#### 5. Consent Docket

##### A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the Council meeting from March 12<sup>th</sup> and the Special Council meeting on March 26<sup>th</sup> be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

Judy Zarubick declared this consent docket approved by consensus.

#### 6. Business Arising

##### i) Piano (Judy Zarubick)

Judy Zarubick let Council know that the piano had arrived and members of the choir has agreed to fundraise to cover the cost of the piano.

##### ii) Film Club (Judy Zarubick)

Judy Zarubick shared that the film club has been a success. The next date is April 13<sup>th</sup>. Those who would like to join can call the church office for more information.

##### iii) Indoor Yard Sale (Judy Zarubick)

Judy Zarubick stated that the indoor yard sale was also a huge success. Donna Mowry shared that the morning offered wonderful fellowship and laughter.

## 7. Reports from Committees-Standing Items

### i) **Programme** (Sheila Bauer)

Sheila Bauer commented that pulpit coverage has been found. Sheila Bauer went on to say that the Hymn Sing will be May 26<sup>th</sup> and carnations will be purchased for May 12<sup>th</sup> (Mother's Day) as well as Dad's Cookies for June 16<sup>th</sup> (Father's Day). June 16<sup>th</sup> is also the church picnic. Sheila Bauer added that Judy Zarubick's ordination will be held on May 25<sup>th</sup> at 2:30 p.m. at the Unifor Centre in Port Elgin. It is hoped that the ordination will be recorded as members of the congregation are not able to attend. During this time, an idea was shared that if the ministers of the Kincardine United Church and the Knox Presbyterian Church are on vacations, congregations could perhaps attend the other church so that no pulpit supply would be needed. Donna Mowry will take this suggestion to the Programme committee. Judy Zarubick thanked Donna Mowry for this suggestion.

### ii) **Ministry and Personnel** (M &P) (Mary Phillips)

Mary Phillips discussed the Vacation Policy and Procedures that had been created. (Please see Attachment #1) Mary Phillips continued by reporting that M & P have worked diligently reviewing the Employment Standards Act to ensure that Kincardine United Church does what it needs to do for their employees.

As a result of this new policy and procedure, the following proposal was created:

That Kincardine United Church Council accept the Vacation Policy and Procedures as presented.

Judy Zarubick declared this proposal approved by consensus.

### iii) **Membership and Mission** (M & M) (Judy Zarubick)

Judy Zarubick shared that many of the orange t-shirts will be put in frames and hung up in the sanctuary. Judy Zarubick added that the funds to purchase the frames comes out of the Truth and Reconciliation budget line in M & M's budget. Judy Zarubick also mentioned that some of the quilts in the sanctuary will be moved to other areas of the church.

## 8. Treasurer's Report (Liz Dillman)

Liz Dillman asked if anyone had any questions about the financial statements. Liz Dillman commented that the Harmonised Sales Tax (HST) should be coming in soon and that no committees are overspending. However, Liz Dillman does believe that investments will need to be cashed in at some point this year to maintain our cash flow.

## 9. New Business

### i) **Remit 1: Establishing an Autonomous National Indigenous Organization** (Judy Zarubick)

Judy Zarubick shared that the remit had passed by 81% of congregations. However, it would be a slow process for more to happen. Judy Zarubick also commented that the region is looking for Commissioners for 2025 and if interested to submit an expression of interest. Commissioners will be elected at the spring meeting and this is for Calgary, Alberta. Judy Zarubick said that the region is always looking for people and reminded Council that Kincardine United Church needs a chairperson for Administration, as well as members, and a chairperson/president for Council. Gord Dunbar offered to create a PowerPoint slide to go in the announcements to ensure that the congregation is aware.

## 10. Other Business

### i) **Islamic Centre** (Judy Zarubick)

Judy Zarubick commented that members of the Islamic Centre are so thrilled and thankful to be using space at Kincardine United Church and have provided a significant donation. Members have been celebrating Ramadan and have had an Eid bazaar, having crafts for children, and will be having a ladies tea in May.

## Closing/Prayer

The agenda having been completed and with no additional business to discuss, Judy Zarubick declared the meeting closed at 7:54 p.m.

Gord Dunbar led Council in prayer to end the meeting.

**Next Council Meeting:** May 14<sup>th</sup>, 2024

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Signature of President

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Signature of Secretary

## Attachment #1

### **DRAFT Vacation Policy & Procedures for Lay Employees**

Purpose: The Kincardine United Church provides each employee with a vacation entitlement to give employees time for rest and recreation, in keeping with legislation.

Nothing in this Policy or Procedures shall result in benefits less than that specified in the Employment Standards Act (Ontario).

Note: Ministry Personnel are excluded from this policy; The Manual, Section 1.2.1.7 covers vacation requirements for Ministry Personnel.

Policy: The vacation year is January 1 to December 31. For the purposes of vacation calculation:

- The original date of hiring, so long as there has been continuous service, will be used to determine eligibility.
- Employees will be given credit for the entire month of hire, regardless of the commencement date. Employees may take their full vacation entitlement any time within the vacation year with their supervisor's approval (in consultation with the designated contact) before it has been fully earned. However, if an employee leaves before the end of the year, vacation days not yet earned but taken, will be deducted from the final pay. Note: If the worker does not complete the full year (or stub period, if applicable as per ESA), they do not qualify for vacation, but must be paid vacation pay at the applicable rate for every hour worked.
- Vacation will be pro-rated for the period between hire date and the start of the next vacation year ("stub period"), as outlined in the Employment Standards Act. Unless negotiated otherwise, vacation is accrued as per the Employment Standards Act on the following basis:
  - 2 weeks or 4% vacation pay for 1 to 4 years of service
  - 3 weeks or 6% vacation pay for 5 + years of serviceFull credit for vacation will be based on continuous years of service, while the employee is receiving regular salary or hourly pay (or is on recognized leave, per Employment Standards Act, so long as they return to work after the recognized leave). Note: Because there is no break in the employment relationship during a period of pregnancy, parental, sick, family responsibility, bereavement, declared emergency, family caregiver, family medical, critical illness, domestic or sexual violence, organ donor, reservist, child death or crime-related child disappearance leave, the time on leave counts toward the completion of a vacation entitlement year or stub period.

Procedures:

1. Vacation may be taken at any time during the year as agreed to by the supervisor in consultation with the designated contact. The church reserves the right to determine times of the year when vacations may or may not be taken.

2. All employees are expected to take their full vacation entitlement each year. Vacation is to be taken within 10 months of the end of the year in which it was earned. (The exception is for workers who are on an extended recognized leave of absence)
3. After the first full day of a scheduled vacation, the remaining vacation cannot be cancelled or changed due to illness.
4. Vacation is to be taken in a minimum of one-week blocks of time.

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