



# **Kincardine United Church Policies and Procedures Manual**

**March 2019**

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# INTRODUCTION

All policies and procedures for Kincardine United Church were reviewed by Council during 2013-2014 and assembled into this Policies & Procedures Manual. The policies & procedures herein supersede all previous church policies & procedures.

While preparing this manual it became apparent that there are elements within church governance that continue to evolve, thus requiring the review, modification, and addition of policies & procedures on an ongoing basis. It is expected that this manual will be reviewed & updated regularly.

The date on the cover page and page footer will indicate the current approved version of the manual.

# **1 ADMINISTRATIVE POLICIES**

## **1.1 Guidelines for Policies**

PURPOSE: To provide guidelines for writing and revising policies

POLICY: Each policy should be succinct and easy to understand. Everyday language should be used. The format should be (1) Purpose, (2) Policy, (3) Adoption and Revision Date. Longer policies should contain these three basic elements, but may depart from this specific format. Policies have the following characteristics:

- Are general in nature
- Provide broad overarching statements, but generally do not provide details of how to implement
- Are usually linked to a procedure

ADOPTED: February 2012 REVISIED: March 2014

## **1.2 Guidelines for Procedures**

PURPOSE: To provide guidelines for writing and revising procedures

POLICY: Each procedure should be succinct and easy to understand. Everyday language should be used. The format should be (1) Purpose, (2) Procedure, (3) Adoption and Revision Date. Longer procedures should contain these three basic elements, but may depart from this specific format.

Procedures have the following characteristics:

- Are specific in nature
- Provide "how to" instructions
- Application can be to the entire congregation, committee or ministry team
- Are usually linked to a policy

ADOPTED: February 2012 REVISIED: March 2014

## **1.3 Inclement Weather & Canceling Church Services**

PURPOSE: To clarify how a church service or program may be cancelled due to weather or other problems.

POLICY: In the event of severe or inclement weather or power failure, a decision to cancel the Sunday morning service will be made by two of the following people: Chair of Council, Programme Chair, Property/Admin Representative, or designate.

The decision will be made by 8:00 a.m. and then notice given to the radio stations by one

of the chairs. (myFM, PM 102 and AM 920). A phone chain will follow to notify all who have a role in the service or with Sunday School, including the Minister of Word & Sacrament. The Office Coordinator should email the bulletin to the three Chairs each week so they know who is involved in the service.

ADOPTED: April 2011

REVISED: March 2014

#### **1.4 Commercial Advertising & Publicity Policy**

**PURPOSE:** To establish guidelines regarding commercial advertising in the church facility, on church property, or in church publications (e.g., announcements)

**POLICY:** Kincardine United Church does not advertise commercial ventures or businesses via posters, or notices in or on church property. It also does not advertise commercial ventures in church publications or the church website. Commercial ventures or businesses are defined as those with emphasis on or purpose of personal, business, or organizational profit. An exemption to this policy is a church sponsored event which has been previously approved in accordance with the facilities usage policy.

The primary function of the weekly announcements and church bulletin boards is to inform the congregation of church programs and activities. Space and emphasis are allocated in the following order of priority:

- Information about Sunday Services
- Communication from the Minister
- Information about church programs and church functions (e.g., congregational meetings, fund-raisers, special events, etc.)
- Communications from Council, staff and church committees
- Announcements of church-affiliated organizations
- News of church members and friends
- Presbytery & Conference news
- Community news and announcements of non-church related organizations of particular interest to the church or its members, including events and announcements concerning other local churches.

ADOPTED: May 2013

REVISED: September 2017

#### **1.6 Sunday School Policy**

**PURPOSE:** To establish guidelines regarding provision of programs for Christian learning and faith for children.

**POLICY:** Kincardine United Church will offer a Sunday School Program to children from approximately age three to teenagers on Sunday Mornings at the same time as the worship service. The curriculum will provide an opportunity for the children to experience Christian learning and faith. It will support the children in their faith journey and provide a community

for spiritual development and friendship. It will foster a sense of purpose within the church life and help children understand the scriptures. It will be in agreement with the mission of the congregation. The children will understand and share in following the Behavioral Covenant.

ADOPTED: May 2013

REVISED: March 2014

### **1.7 Policy for Sunday School and Nursery Teachers/Leaders in an Emergency**

**PURPOSE:** To establish guidelines for response to emergencies involving the Sunday School and Nursery.

**POLICY:** The Sunday School/Nursery will have an **“Emergency Procedures Plan”** to be used in case of emergency. This Plan will only be used if the children are at Sunday School or in the Nursery and separated from their parents. This Plan will be reviewed with the Sunday School/Nursery teachers/leaders annually in September. The review should ensure volunteers know all the church exit points. The plan will be revised by Sunday School teachers/leaders as required. The **names of all children attending Sunday School/Nursery events will be recorded** for accounting purposes in the event of an emergency.

ADOPTED: October 2012

REVISED: March 2014

### **1.8 Kincardine United Church Accessibility Policy**

**PURPOSE:** This policy contains statements that meet the requirements of the Customer Service Standard, and other items that are good practices, as required under the Accessibility for Ontarians with Disabilities Act, 2005.

**POLICY:**

1. We strive at all times to provide programs, goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our programs, goods and services and allowing them to benefit from the same services, in the same place, and in a similar way as other participants.
2. We are committed to excellence in serving all participants, including people with disabilities, and we will carry out our functions and responsibilities in the following areas: worship, social events, funerals, dinners, weddings, concerts and fund raisers.
3. We will communicate with people with disabilities in ways that take into account their disability, e.g.,
  - We will provide publications in formats that are accessible for people with disabilities.
  - Will train staff and volunteers on how to interact and communicate with people with various types of disabilities.
4. We are committed to providing accessible telephone services to our participants.
  - We will train office staff/volunteers to communicate with participants over the telephone in clear and plain language and to speak clearly and slowly.

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- We will offer to communicate with participants by other means of communication that apply, e.g., email, telephone, newsletter, bulletins, worship service announcements, web page, regular mail, fax and person to person if telephone not suitable.
5. We are committed to serving people with disabilities who use assistive devices to participate in and benefit from our programs, goods and services, e.g.,
    - We will ensure that people are permitted to use their own personal assistive devices to access the sanctuary for worship and other applicable programs, goods and services.
    - We will familiarize ushers and other staff/volunteers with the various assistive devices that may be used by participants with disabilities while accessing our programs, goods and services.
    - We will provide assistive devices deemed necessary for accessing worship and other applicable programs, goods and services.
    - Ushers and other staff/volunteers will be trained on how to use the assistive devices available on our premises, including large print bulletins, elevator, wheel chair, audio system, side door ramp.
    - Upon a participant's request, we will make every effort to provide the requested assistive device and/or service and to cover relevant financial expenses, upon approval from the Council.
  6. We are committed to welcoming people who are accompanied by a service animal on parts of our premises that are open to the public and other third parties. We will ensure that all staff, volunteers and others dealing with participants are trained on how to interact with people who are accompanied by a service animal.
  7. We are committed to welcoming people who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter Kincardine United Church premises with his or her support person. Fees will not be charged for a support person who is paid or provided by a community agency.
  8. We will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, the anticipated duration, and a description of alternative facilities or services, if available. The notice will be delivered to participants by means of local radio station or posted on the church door, and will follow the Inclement Weather & Canceling Church Services policy.
  9. We will train all employees, volunteers and others who deal with participants or other third parties on our behalf, and all those who are involved in the development and approvals of accessibility policies, practices and procedures. Individuals holding the following positions will be trained: ushers, elevator operators, greeters, administration personnel, Sunday school teachers, nursery attendants, house leaders, Council members.
  10. We will welcome comments about our programs, goods and services regarding how well expectations are being met are welcome and appreciated. Feedback regarding the way Kincardine United Church provides programs, goods and services to people with disabilities can be made by email ([accesskuc@bmts.com](mailto:accesskuc@bmts.com)), verbally or by feedback card.
  11. We are committed to developing accessibility policies that respect and promote the dignity and independence of people with disabilities. No changes, therefore, will be made to this policy before considering the impact on people with disabilities or their families.



Any policy of Kincardine United Church that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

12. This policy seeks to achieve service excellence to participants with disabilities. If anyone has a question about the policy, or its purpose, an explanation or reply will be provided by Kincardine United Church Council.

ADOPTED: October 2011

REVISED: June 2014

## **1.9 Violence Policy**

### **1.0 DESCRIPTION**

Kincardine United Church is a pastoral charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

### **2.0 POLICY**

2.1 Kincardine United Church takes a position of zero tolerance with regard to workplace violence. Should an employee perpetrate an act of workplace violence, Kincardine United Church will exercise measures in response to that employee's behaviour, up to and including termination of employment.

2.2 The Executive of Hamilton Conference will address incidents of Workplace Violence by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

### **3.0 DEFINITIONS**

3.1 Kincardine United Church, in compliance with the Ontario Occupational Health and Safety Act, defines Workplace Violence as:

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

3.2 Kincardine United Church defines domestic violence as the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members against one or more family members or significant other.

### 3.3 Acts of Violence can include but are not limited to:

- Punching
- Pushing, Shoving
- Throwing an object at someone
- Pushing an object into someone
- Cutting
- Shooting
- Biting and Scratching
- Tripping others deliberately
- Attempts to do physical harm,
- Verbal threats with intent to cause physical harm

## 4.0 PURPOSE

4.1 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent violence in order to foster an environment of safety and mutual respect at all levels of the organization between all employees, co-workers, contractors, visitors, congregants and volunteers.

## 5.0 PREVENTION

5.1 Hamilton Conference will regularly disseminate information about violence in the workplace covering the following topics:

- Clearly displaying a copy of the Violence Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation including:
  - What response is an employer required to provide all “workers” under this legislation?
  - Risk factors for violence in the particular church or workplace
  - How is your workplace vulnerable? How are your employees vulnerable?
  - New employer obligations and new employee responsibilities under the act
  - Definition of Violence
  - Examples of workplace violence
  - What to do if an incident of violence occurs in your workplace
- Other aspects of the legislation defined and explained:
  - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
  - Duty to advise workers
  - Organizational limits to confidentiality
  - Right of refusal to work
  - Employer response to a refusal to work
  - Notice of violence causing injury
- Protection of evidence
- Emergency response procedures
- Duty of workers and supervisors to report

- Personal liability
- Corporate liability
- Providing written instructions on Workplace Violence procedures and measures.
- Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.

5.2 Kincardine United Church through Council or a designated person or committee will implement an ongoing prevention program that involves all workers' cooperation to minimize violence in the workplace and create a safe and secure work environment.

5.3 Kincardine United Church through Council or a designated person or committee will implement annual "Workplace Violence and Harassment" surveys to identify risk factors and incidents.

5.4 Kincardine United Church will emphasize safety, dignity and respect as core values of The United Church of Canada.

5.5 Kincardine United Church through Council or a designated person or committee will implement emergency procedures should violence or the threat of violence occur.

## **6.0 MEASURES**

6.1 Kincardine United Church through Council or a designated person or committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to violence issues as well as employee surveys.

6.2 Results from risk assessments will be reviewed by Hamilton Conference.

6.3 Kincardine United Church will take actions to address areas of risk identified in the assessments.

## **7.0 PROCEDURES**

7.1 The Executive of Hamilton Conference will investigate and respond to reports of violence as well as determine actions resulting from a decision.

7.2 Hamilton Conference will make available written guidelines explaining how to report violence, and the procedures that will occur once an incident has been formally reported.

7.3 Hamilton Conference will provide guidance and education on how to respond to an incident of violence.

7.4 Kincardine United Church will advise employees of the right to refuse to work with a perpetrator or potential perpetrator of workplace violence.

7.5 Kincardine United Church will provide workers with a list of whom to contact should an incident of violence occur.

7.6 Hamilton Conference will respond to incidents of violence by:

- Ensuring the immediate and long term safety of all employees, as much as is possible under the circumstances.
- Immediately contacting the relevant authorities, such as 911, EMS, Police, Ambulance, Fire, etc., as required.
- Completing and filing a Violent Incident Report.
- Filing a report with the Ministry of Labour, when required.
- Providing appropriate resources and support to the victim(s), including facilitating access to necessary medical interventions.

7.7 Employees are encouraged to cooperate with the conducting of an investigation. This includes the accused, the victim and any witnesses.

7.8 Hamilton Conference will conduct a thorough investigation through the following steps:

- Inform the Presbytery that a workplace harassment investigation is taking place.
- Contact all the necessary authorities regarding the incident (police, Ministry of Labour).
- Consult legal counsel for guidance as needed.
- Conduct interviews with complainants, accused and witnesses separately to obtain Incident Reports.
- Compile all previous records of violence by the accused.
- Compile police reports, if applicable.
- Compile reports of the complainant.
- Compile Statements and Response from the Accused.
- Review all documentation.
- Engage in a consensus decision-making process where applicable.
- Make a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options.
- Share its decision with the Presbytery and other relevant staff who will determine final actions.

## **8.0 RESPONSE**

Hamilton Conference will:

8.1 Inform the accused of the judgment, support options and next steps.

8.2 Inform complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees.

Further processes:

8.4 Employees who, with good intentions, provide information about actions they believe to be threatening or potentially violent will not be subject to disciplinary actions should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including termination of employment, subject to any relevant requirements of The Manual of The United Church of Canada.

8.6 Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of The Manual of The United Church of Canada.

8.7 Employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to discipline, referral to professional program, suspension or dismissal.

Policy adopted by Kincardine United Church Council on January 25, 2015.

Governing body

Date

ADOPTED: January 2015

REVIEWED: June 2018

## **1.10 Harassment Policy**

### **1.0 DESCRIPTION**

1.1 Kincardine United Church is a pastoral charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

1.2 In accordance with the Ontario Human Rights Code Kincardine United Church provides everyone equal rights and opportunities without discrimination in their job and when providing services. Kincardine United Church does not and will not tolerate discrimination on the basis of the following 15 grounds:

- Race
- Sex (including pregnancy and gender identity)
- Disability
- Age
- Ancestry

- Ethnic Origin
- Place of Origin
- Citizenship
- Creed
- Sexual Orientation
- Marital Status
- Family Status
- Record of offenses
- Being in receipt of public assistance
- By association

## **2.0 POLICY**

2.1 Kincardine United Church takes a position of zero tolerance with regard to workplace discrimination and harassment. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstances is allowed to exhibit harassing behaviour toward others, including but not limited to employees, congregants, volunteers, visitors, consultants, service providers or any other third parties.

Should an employee perpetrate an act of workplace discrimination or harassment, Kincardine United Church will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, should any volunteer perpetrate an act of workplace discrimination or harassment, Kincardine United Church will exercise measures in response to that person's behaviour, up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

2.2 The Executive of Hamilton Conference will address incidents of Workplace Discrimination and Harassment by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

2.3 This policy adheres to the Sexual Misconduct Prevention and Response Policy and Procedures of the United Church of Canada (2017)

## **3.0 DEFINITIONS**

3.1 Kincardine United Church, in compliance with the Occupational Health and Safety Act and Ontario Human Rights Code defines workplace harassment as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."

This definition of workplace harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or

harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes inappropriate sexual or discriminatory comments or conduct is included in the definition of workplace harassment.

3.2 Examples of workplace harassment can include, but are not limited to:

- Discriminatory comments or actions
- Inappropriate or unwanted touching that could be perceived as sexual discrimination
- Intrusive invasions of personal space
- Inappropriate jokes (i.e., jokes made at the expense of others including race, gender, weight, sexual orientation, hair colour such as “dumb blond”, etc.)
- Pranks
- Flirtatious comments or seductive behaviour
- Damaging personal property or threats to do so
- Vandalism or graffiti
- Pornographic pictures or websites
- Lewd remarks made verbally or electronically
- Shunning based on the 15 grounds
- Scapegoating based on the 15 grounds
- Patronizing or condescending remarks or behaviour
- Humiliating or derogatory comments that are hurtful
- Abuse of authority that undermines someone’s performance or threatens his or her career based on the 15 grounds
- Pounding the wall, desk
- Yelling
- Stalking
- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose, based on the 15 grounds
- Inappropriate or unfounded threats, i.e., “If you don’t come out drinking with us the company may not see you as a team player and who knows what that will do to your career.”
- Extremely inappropriate emails or social networking activities affecting other workers

#### **4.0 PURPOSE**

4.1 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent discrimination and harassment in order to foster an environment of safety and mutual respect at all levels of the church between all employees, co-workers, contractors, visitors, congregants and volunteers.

#### **5.0 PREVENTION**

5.1 Hamilton Conference will disseminate information about discrimination and harassment in the workplace to all ministries, including churches, organizations and congregations covering the following topics:

- Clearly displaying a copy of the Ontario Human Rights Harassment Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation relating to the 15 grounds
- What response is an employer required to provide all “workers” under this legislation?
- Risk factors for harassment in the particular church or workplace
- How is your workplace vulnerable? How are your employees vulnerable?
- New employer obligations and new employee responsibilities under the act
- Definition of Harassment
- Examples of workplace harassment
- What to do if an incident of harassment occurs in your workplace
- Other aspects of the legislation defined and explained:
  - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
  - Duty to advise workers
  - Organizational limits to confidentiality
  - Right of refusal to work
  - Employer response to a refusal to work
  - Notice of violence causing injury
- Protection of evidence
- Emergency response procedures
- Duty of workers and supervisors to report
- Personal liability
- Corporate liability
  - Providing written instructions on Workplace Violence and Harassment procedures and measures.
  - Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.

5.2 Kincardine United Church will emphasize safety, dignity and respect as core values of The United Church of Canada.

5.3 Kincardine United Church through Council or a designated person or committee will implement an ongoing prevention program that involves all workers’ cooperation to minimize harassment in the workplace and create a safe and secure work environment.

5.4 Kincardine United Church through Council or a designated person or committee will implement safety and security responses should harassment or the threat of harassment occur.



## **6.0 MEASURES**

- 6.1 Kincardine United Church through Council or a designated person or committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to harassment issues as well as employee surveys.
- 6.2 Results from risk assessments will be reviewed and areas identified to be of concern must be reported to Hamilton Conference.
- 6.3 Kincardine United Church will take actions to address areas of risk identified in the assessments.

## **7.0 PROCEDURES**

- 7.1 Hamilton Conference will implement procedures, educate congregations, investigate and respond to reports of discrimination and harassment, as well as determine actions resulting from a decision. Kincardine United Church will designate a person or committee to be responsible for ensuring compliance regarding form completion and procedures within its pastoral charge.
- 7.2 Hamilton Conference will make available to employees written guidelines explaining how to report discrimination and harassment, and the procedures that will occur once an incident has been formally reported.
- 7.3 Hamilton Conference will provide guidance and education on how to respond to an incident of discrimination or harassment.
- 7.4 Through Hamilton Conference, employees will be advised of the right to refuse to work with a perpetrator or potential perpetrator of workplace harassment.
- 7.5 Kincardine United Church will provide workers with a list of whom to contact should an incident of discrimination or harassment occur.
- 7.6 Hamilton Conference will respond to reported incidents of workplace discrimination or harassment as follows:
  - Hamilton Conference will contact the Complainant and Accused separately and inform them regarding the investigation process.
  - Hamilton Conference will provide guidelines to the complainant should they decide to file a Report of Harassment.
- 7.7 Hamilton Conference will conduct a thorough investigation through the following steps:
  - Inform the Presbytery that a workplace harassment investigation is taking place.
  - Contact all the necessary authorities regarding the incident (police, Ontario Human Rights Commission)

- Consult legal counsel for guidance as needed
- Conduct interviews with complainants, accused and witnesses separately to obtain Incident Reports
- Compile all previous records of discrimination or harassment by the accused
- Compile police reports, if applicable
- Compile reports of the complainant
- Compile Statements and Response from the Accused
- Review all documentation
- Engage in a consensus decision-making process where applicable
- Make a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options
- Share its decision with the Presbytery who will determine final actions

## **8.0 RESPONSE**

Hamilton Conference will:

8.1 Inform the Accused of the judgment, support options and next steps.

8.2 Inform the Complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees of the Church, Presbytery and Hamilton Conference, as relevant.

Further processes:

8.4 Employees, volunteers, congregants or others who, with good intentions, provide information about actions they believe to be discriminatory, harassing or potentially harassing, will not be subject to disciplinary actions or negative consequences should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including termination of employment. Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of The Manual of The United Church of Canada.

8.6 Employees and volunteers who are found to be at risk of engaging in harassing conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

## 9.0 REMEDIAL ACTION

The intent of this policy and procedures is to be remedial and not punitive. Remedial action can include professional counseling, coaching or training and will consider the following factors among others:

- The degree to which the incident undermines personal dignity, work relationships and working climate;
- Any record of previous offences, their nature and degree of severity;
- The effectiveness of the remedial measure in preventing repetition of the behaviour;
- The working relationship of the complainant and the harasser; and
- The effects of the discrimination or harassment on the complainant

Note: An employee reporting alleged harassment is not precluded from pursuing his or her rights under the Ontario Human Rights Code. Employees also have the right to contact the police.

Policy adopted by Kincardine United Church Council on January 25, 2015.

Governing body

Date

ADOPTED: January 2015

REVIEWED: June 2018

## 2 FACILITIES & PROPERTY POLICIES

### 2.1 Church Facility Use Policy

**PURPOSE:** 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.

POLICY:

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.
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 KUC 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 to denigrate Christian beliefs or values.

5. The Church does not assume any liability for persons using the Church. All groups using the Church must provide their own liability insurance of a million dollar minimum or pay the premium as set out by our Insurance Carrier. These rates can be obtained from the Church Office
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/LIBRARY ROOM	16	\$20	\$60
CHOIR ROOM	20	\$25	\$75
CHAPEL	40	\$20	\$60

References

1. Specific guidelines for facility usage are described in procedure 5.1.3, Facilities Usage Procedure.

ADOPTED: November 2015

REVISED: March 2019

### **3 FINANCIAL POLICIES**

#### **3.1 Memorial & Designated Gifts Policy**

PURPOSE: To provide guidelines regarding memorial gifts & designated gifts directed to Kincardine United Church.

POLICY: Donations to Kincardine United Church are used to support primary needs such as maintaining/improving the church building, supporting the Church's ongoing ministry, and implementing special projects. Additionally, contributions and gifts given to Kincardine United Church honour the memory of individuals, and it is necessary to manage these gifts so as to honour their memory and the collective memory and heritage of the church. The principles which govern these donations are as follows:

- Memorial gifts from family and friends in memory of a deceased person, or in honour of a living person, may be directed to Kincardine United Church to support any of its primary needs.
- Memorial gifts should align with the values of the church and the person in whose memory the donation is being made. Gifts should have a sustained use by the Church and enhance its primary needs.
- A record of all memorial gifts will be maintained, listing the donor, the nature of the donation, and its purpose (if so specified). Confidentiality of financial donations will be maintained in accordance with current practices for records of givings.
- Designated gifts are contributions to specific projects approved by Kincardine United Church which align with the church's primary needs and mission. Designated gifts may fund all, or only a portion, of the projects for which they have been designated.
- A Wish List of special projects will be maintained and reviewed annually by Council. Any memorial donations to a project not on the Wish List are subject to the discretion of Council.
- Investments and bequests are managed by the Trustees at the direction of Council.
- Designated gifts for approved projects which are not completed within two (2) years from the date of approval, or with a time extension by Council and agreement of the donor, will be placed in the General Fund.
- Income tax receipts will be issued in February to all persons making a donation in excess of \$20 in the previous calendar year.
- Ensure that appropriate thanks and recognition are given to donors.

ADOPTED: ca 2008

REVISED: Jan 2018

### **4 SERVICE POLICIES**

#### **4.1 Funerals**

PURPOSE: To affirm the principles of funerals performed by ministry personnel, staff, & members of Kincardine United Church.

POLICY:

Preparing for a funeral and dealing with the death of a loved one is a difficult time. The community of faith can be an important support both in the grieving process and in the planning of the funeral service. This process reminds us that we are not alone; we have companions on the journey. It is an opportunity to call upon God to give us strength and courage as we support each other in this time of sadness.

Kincardine United Church is committed to offering faith celebrations that remember and honour those who have died while providing spiritual support to their family and friends. A funeral/memorial service is a service of worship. Drawing on our faith, we are empowered by our hope of resurrection, which enables us to face death, offer thanksgiving for the life lived, and celebrate our Christian hope.

These pastoral services are an integral part of Kincardine United Church's ministry and are freely available to all members of the community. An individual need not be a member of the United Church of Canada or have any other particular church connection to have a funeral or a memorial service held at Kincardine United Church officiated by a Kincardine United Church minister.

The Church office will prepare a service bulletin as well as any projection slide show (if requested by the family) for all the funeral/memorial services officiated by a minister when services are held in the Church. Requests for the following: organist, pianist and or soloist; use of sound system; use of elevator; funeral luncheon arrangements are all made through the Funeral Home to the appropriate people at the Church.

ALL FEES for the funeral/memorial service and the luncheon are the responsibility of the Funeral Home in charge of the arrangements. The Church has established a fee structure for the following services at the church: Custodial - \$75.00; Lift Operator - \$50.00; Sound Operator - \$75.00; Visual Operator - \$75.00; Music Minister - \$150.00; Minister - \$250.00. If the funeral/memorial service is not held at the church, the fee structure is the same for services provided. These fees will be collected and paid out by the Funeral Home.

ADOPTED: November 2014

UPDATED: September 2018

#### **4.1.1 The Preparation and Presentation of a Funeral/Memorial Service**

PURPOSE: To provide additional details for funeral & memorial services conducted by Kincardine United Church.

PROCEDURE:

A Funeral/Memorial Service is held so that the family member is remembered by the community of faith through prayer, songs/hymns, remembrances and a short meditation, usually conducted by the Church Minister, and/or a family member (in consultation with the incumbent minister).

Family members consult with the presiding minister concerning the readings, music and remembrances from family and friends.

The Service is often begun with Scripture readings, followed by prayers, songs/hymns requested by the family or the deceased. A Meditation or Reflection is given for the support of the family and friends present in a manner within the context of our faith.

In celebration of the life remembered, family and friends may place flowers, a photo, the casket and/or the urn (in the case of cremation) in the Sanctuary for the visitation and service. Following the service, flowers may be left for future use (i.e. Sunday Service) or distributed as the family wishes.

The committal service at the graveside is the final section of the funeral service. Here in hope of resurrection, the life is commended to God's care and the body of the deceased to the ground. This may be arranged at a separate time from the funeral service which could be agreed upon by the family and the minister.

ADOPTED: November 2014

UPDATED: September 2018

#### **4.2 Wedding Policy**

PURPOSE: To affirm the principles of marriages performed by ministerial staff of Kincardine United Church.

POLICY:

The Kincardine United Church Wedding Policy affirms that weddings may be conducted either in the church building or at another venue arranged for by the couple. Weddings will be conducted, with no discrimination, for any loving couple who wish to covenant together in a Christian marriage. The Council shall be informed of any upcoming wedding services, with the planned date, place and couple's names to be included in the Council's minutes. A wedding procedure will be made available to the couple which lists expectations with regards to fees and required preparations.

ADOPTED: November 2016

#### **4.3 Baptism Policy**

PURPOSE: To affirm the principles of baptism performed by ministerial staff of Kincardine United Church.

POLICY:

Children may be baptized with the advance approval of Council, provided that one or both parents are members of the United Church of Canada. If neither parent is a member of the United Church, a member of Kincardine United Church may sponsor the child.

Adults may be baptized with the advance approval of Council; normally this will be accompanied by a profession of faith leading to full membership in the United Church.

ADOPTED: November 2016

## 5 STANDING COMMITTEE POLICIES & PROCEDURES

### 5.1 Administration

#### 5.1.1 Memorial & Designated Gifts Procedure

PURPOSE: To provide instructions regarding the recognition of memorial gifts received by Kincardine United Church.

##### Small Memorial Donations

How they are handled:

- Via Funeral Home

- Funeral Home notifies church
- Church sends donor a thank-you note
- Envelope Steward issues tax receipt to the donor in February

- Via Church

- Envelope Steward sends a card to the family of the deceased to notify them of the donation
- Church sends donor a thank-you note
- Envelope Steward issues tax receipt to the donor in February

Money goes into General Funds unless otherwise specified by donor

##### Large Memorial Donations

How they are handled:

- Envelope Steward notifies the appropriate committee
- Envelope Steward issues a tax receipt in February
- Envelope Steward will send a list to the Office Coordinator before the Memorial Dedication Service in mid-December of each year

The Envelope Steward will provide a list of all people being remembered with a Memorial Donation for acknowledgement at the mid-December Memorial Dedication Service.

##### Designated Gifts

How they are handled:

- Council will maintain a wish list of approved projects to which donations may be made (i.e., "designated gifts").
- Council will receive notification of designated gifts, either through the church office (Office Coordinator) or the Envelope Steward.
- If sufficient donations have been made to fully fund the project, Council will assign responsibility for implementation and the project will be completed.



- If insufficient funding has been received to fund the project, but greater than a threshold of 50% of estimated cost, an appeal will be made to the donor(s) and the broader congregation for additional donations to fully fund the project. If substantial funding is received (greater than 75%), Council may authorize completion and make up the difference from the General Fund or investments in a fiscally responsible fashion.
- If funding does not reach the 50% threshold, the project will remain on an inactive list until it meets the threshold criteria. If the 2-year time limit approaches, Council may decide to approach the donor(s) or appeal for additional funding, depending upon the relative merit and priority of the project.
- Treasurer maintains a separate accounting line entry for each special project.
- Envelope Steward issues tax receipt to the donor in February.

### Bequests

How they are handled:

- Church is notified that it is a named beneficiary of an estate.
- Council will receive notification of bequests via letter from the estate lawyer or executor, identifying the amount of the bequest and any associated conditions. Council will review and disposition any conditions associated with the bequest, and determine where the funds are to be directed. The Council Secretary will provide any subsequent required notifications (e.g., Treasurer, Envelope Steward, Trustees)
- Upon receipt, the bequest funds are directed as decided by Council and the conditions of the estate with direction provided to the Trustees by Council, if necessary.
- Envelope Steward issues tax receipt to the donor's estate in February

### Donations of Objects/Artifacts

Occasionally objects of historical, religious, or utilitarian value are donated to the church, usually with the purpose of maintaining, decorating or enhancing the spirituality or functionality of the building. These will be managed in accordance with the principles of the Memorial Gifts Policy with respect to recording the gifts and acknowledging the donors.

### Retirement of Gifts

Sometimes the Church owns items which it can no longer use or that have become a burden. Some articles are so old that there are no records of whether or not it was even a gift. Although recognizing the sentimental attachment to some articles, the policy of the Church is not required to keep the property forever unless the Church expressly agrees to do so in writing when the memorial gift is accepted.

Therefore a written agreement between the donor and the Church regarding the gift and the terms of its donation shall be signed and placed in the Church's permanent records. In the absence of any special conditions in the agreement, the Church is presumed to have the right to dispose of the memorial gift if and when its care and

maintenance becomes unreasonably burdensome, or the mission of the Church can best be fulfilled by its disposal. In such cases, Council will make a decision as to whether the memorial is to be donated, sold or otherwise.

ADOPTED: 2009

REVISED: January 2018

**5.1.2 Policy for the Use of Kincardine United Church Facilities by Other Churches (DELETED)**

ADOPTED: January 2014

DELETED: March 2019

**5.1.3 Facilities Usage Procedure**

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using Kincardine United Church facilities. This procedure applies to all facilities controlled, and used, by Kincardine United Church.

PROCEDURE:

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 1:00p.m. to 4:30p.m. or on the Web Site at [www.kincardineunitedchurch.org](http://www.kincardineunitedchurch.org). Requests and scheduling of activities in the Church facility will be coordinated by the Church Office Coordinator on a first come, first serve basis.
2. The Administration Committee or Programme Committee and/or Minister must approve the application for use of the Church facilities.
3. 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.
4. 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 the application for use of the facilities for other functions.
5. 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, the Church Office Co-ordinator will notify the contact person for the group involved.
6. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
7. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
8. 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. 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.

9. Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval through the office.
10. 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).
11. If there is an injury during your event, please fill out a Critical Incident Report Form. These forms are inside the First Aid Kits and on the bulletin boards. Please return the completed form to the church office.
12. If a key is required, the applicant must provide a key deposit of \$50.00, which is refunded upon return of the key.
13. The applicant/contact person is responsible for familiarizing themselves and others, within their group, of all emergency exits and fire extinguisher locations.
14. 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
  - OR**
  - agree to be covered by the Kincardine United Church Policy for the premium as set out by our Insurance Carrier.

#### B. General Requirements

1. It is expected that persons using the Church will respect the property with due regard for the purpose of the building.
2. In all cases the person making application for use of the Church, on behalf of the group, is considered responsible for the conduct of that group and is held accountable for the use of the Church.
3. 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. We reserve the right to charge a cleanup fee.
4. Supervisors of groups are expected to report any irregularities, accidents or damage while using the Church facility to the Church office. Destruction of property will not be tolerated.
5. Gambling is not permitted on the premises.
6. 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.
7. Church access and egress is normally via the double doors by the Church office unless otherwise directed.
8. A schedule of activities on the easel in the hall next to the Church office indicates room assignments for groups using the Church.

9. When leaving the Church, each group is responsible for removing its name from the easel, checking any washrooms or rooms which were occupied and then check to see who is still occupying the building. Additionally, the last group to leave is responsible for turning off the lights, turning down the heat, and locking the outside door.
10. If the Facilities Use Policy is not followed the privilege of using the Church may be affected.
11. If the elevator will be required, request instruction if not familiar with its operation.
12. Telephones within the Church are for emergency use only.

ADOPTED: November 2017

UPDATED: March 2019

#### **5.1.4 Key Holder Procedure**

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using keys provided by Kincardine United Church.

PROCEDURE:

1. Church keys are managed by the Office Coordinator on behalf of the Administration Committee.
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.

ADOPTED: November 2017

UPDATED: March 2019

#### **5.1.5 Kitchen Use Procedure**

PURPOSE: The purpose of this procedure is to detail the requirements and guidelines for those using the kitchen facilities of Kincardine United Church.

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, bright and safe.
  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. Leave the kitchen as you found it.
10. Used tea towels are not to be left hanging to dry, but should be washed and returned.
11. Report any problems to the office

ADOPTED: November 2017

UPDATED: March 2019

#### **5.1.6 Signing Authority Policy**

PURPOSE: To designate the positions with signing authority on behalf of Kincardine United Church.

POLICY:

Those having signing authority for Kincardine United Church's bank account are the Treasurer, Envelope Steward, Council President, the Administration Committee Chairperson, and one member at large chosen by Council. There must be two signatures on all cheques and documents.

ADOPTED: May 2011

UPDATED: November 2018

#### **5.1.7 Computer & Information Technology Asset Policy**

Purpose: This policy defines effective and responsible use of computer and information technology resources for Kincardine United Church consistent with the ministry and mission of the church and the protection of those who use them.

Policy:

- 1) All technology systems are owned by Kincardine United Church, which has the right to grant, deny, or terminate a user's access. All data transmitted or stored on Kincardine United Church's systems is Kincardine United Church's property.
- 2) Kincardine United Church has the right and the ability to access, monitor, and record Internet and e-mail usage, including files stored in private areas of its networks, to ensure compliance with these policies.
- 3) Kincardine United Church will provide the computer hardware and software necessary for its staff to perform their assigned roles and functions.
- 4) Computer software and hardware will satisfy commercial standards.
- 5) Hardware replacement will satisfy commercial standards and be scheduled to avoid equipment obsolescence. Software replacement and upgrades will be performed as required to maintain current standards and functionality.
- 6) Local suppliers will be used for software and hardware purchases and services, whenever possible and practical.
- 7) Critical data files will be backed up remotely to provided security and minimize disaster recovery time.
- 8) Computer and information technologies are not to be used for illegal purposes.

- 9) User accounts and sensitive data will be kept secure and password-protected.

ADOPTED: November 2018

### **5.1.8 Email & Internet Usage Policy**

Purpose: This policy defines guidelines for those using Kincardine United Church information technology resources for email and Internet usage. The email and Internet usage policies are designed to maintain security and confidentiality and to ensure that users do not engage in inappropriate conduct which could result in legal liability for themselves and/or Kincardine United Church.

Policy:

- 1) Incidental personal use of technology, such as Internet resources and e-mail systems, is acceptable, if it does not consume resources unnecessarily, interfere with productivity, pre-empt any business activity, or otherwise breach this policy.
- 2) Email and Internet users are expected to:
  - ensure internal e-mail distribution lists are not given to anyone outside of Kincardine United Church and that passwords are not made available to others;
  - use e-mail appropriately and take responsibility for contents of e-mails that are created, keeping in mind the importance of considering the wider audience receiving the message;
  - take care not to leave e-mail addresses on a website, give out or post e-mail addresses, if not required to do so for business purposes;
  - ensure to the extent possible that attachments and downloaded programs are related to business, and are legal and inoffensive;
  - ensure messages and attachments belonging to another user are not altered in any way without the originator's permission;
  - maintain confidentiality about Kincardine United Church and/or its members.
  - When confidential or sensitive e-mail messages or attachments are being sent, clearly specify that such messages and attachments should not be forwarded or copied.

ADOPTED: November 2018

## **5.2 Membership & Mission**

### **5.2.1 Processing Transfers of Membership from Other Congregations**

PURPOSE: To establish guidelines for processing transfers of membership from other congregations to Kincardine United Church.

PROCEDURE: When a letter of transfer, or certificate of transfer, is received by Kincardine United Church, the following protocol will be followed:

1. The Office Coordinator will notify the minister and the chair of the Membership & Mission committee.

2. The chair of the Membership & Mission committee will bring the letter/certificate of transfer to Council for approval.
3. Upon approval of the member's transfer of membership by Council, the chair of M&M will notify the Office Coordinator.
4. The Office Coordinator will arrange for the notice of transfer to be published in the Sunday service bulletin. Additionally, the Office Coordinator will inform the keeper of the historic roll of the name of the person being received by transfer of membership, who will in turn update the roll with the information of the transferring member.
5. The name of the person being received by transfer will be announced as part of the Sunday worship service.
6. The letter/certificate of transfer will be filed and retained in the church office for a period of 3 years.

ADOPTED: February 2014

REVISED: February 2014

### **5.2.2 Membership Records Policy**

Purpose: This policy defines the principles for maintaining membership records for members and adherents of Kincardine United Church, Additionally, it defines who are members, non-resident members, and adherents.

Policy:

- 1) Kincardine United Church Council is responsible for ensuring the current membership roll and the historic member roll of the congregation are maintained.
- 2) A person becomes a member of Kincardine United Church with the approval of Council. Admission to membership will be documented in the minutes of Council meetings.
- 3) A person becomes a member of Kincardine United Church through one of the following ways:
  - a. adult baptism and profession of faith
  - b. confirmation
  - c. reaffirmation of Christian faith
  - d. through certificate of transfer of membership
- 4) A non-resident member is a) a member whose permanent address is outside the Municipality of Kincardine and who is not expected to attend worship regularly, or b) a member of Kincardine United Church has been unable to contact for at least one year.
- 5) An adherent is a person who is not a member of the United Church of Canada but who supports Kincardine United Church by providing finances, time and/or talent.

References:

- 1) The Manual 2016, B3. Membership and Other Participation in a Congregation.
- 2) Membership & Mission Minutes of Meeting, 23 March 2017

ADOPTED: March 2018

### 5.2.3 Historic & Current Membership Rolls Procedure

Purpose: This procedure defines the responsibilities and tasks associated with maintaining records for members and adherents of Kincardine United Church.

#### General

- 1) The role of Membership Steward is the responsibility of, and accountable to, the Membership & Mission Committee.
- 2) All information regarding changes to membership is coordinated through the church office (Office Coordinator).

#### A. Historic Membership Roll

- 1) The Membership Steward adds a Member to the Historic Membership Roll:
  - upon confirmation, or
  - upon profession of faith, or
  - reaffirmation of Christian faith, or
  - after a certificate of Transfer of membership has been received
- 2) The Membership Steward removes a Member from the Current Membership Roll:
  - after the Member's death, or
  - after a request for Transfer or Removal has been received from the Member, or
  - after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
  - by an action of Council.

#### B. Current Membership Roll

- 1) The Membership Steward adds a Member to the Current Membership Roll:
  - upon confirmation, or
  - upon profession of faith, or
  - reaffirmation of Christian faith, or
  - after a certificate of Transfer of membership has been received
- 2) The Membership Steward records all baptisms in the Current Membership Roll.
- 3) The Membership Steward removes a Member from the Current Membership Roll:
  - after the Member's death, or
  - after a request for Transfer or Removal has been received from the Member, or
  - after Council approves the removal of a Non-Resident Member who has been on the roll for three years or more, and has not been part of the life and ministry of Kincardine United Church, or
  - by an action of Council.
- 2) The Membership Steward adds and removes the names of Adherents to the Current Membership Roll upon the advice of the Membership & Mission Committee and the Minister of Word, Sacrament & Pastoral Care.

ADOPTED: March 2018



## 5.3 Ministry & Personnel

### 5.3.1 Job Documents Policy

Purpose: This policy describes the management of staff job documents for Kincardine United Church staff.

Policy:

- 1) The Ministry & Personnel (M&P) Committee is responsible for ensuring current and accurate job documents exist for all Kincardine United Church staff.
- 2) The standing committee or person to whom the staff position is accountable will conduct an annual review of the job document with that staff person. Any changes to the tasks, responsibilities or accountabilities arising from this review will be incorporated into the document and forwarded to the M&P Committee for approval.
- 3) Job documents shall indicate the key tasks and responsibilities, and accountability, of the staff position.
- 4) Copies of all current job documents will be maintained in the church office. The date of the last job document revision will be clearly identified on the document.

Reference: Ministry and Personnel Committees: Policies, Procedures, Practices (July 2017)

ADOPTED: December 2017

## 5.4 Programme

### 5.4.1 Conditions For Using Candles On Christmas Eve

*"Calmness and Order are essential"*

1. CANDLES
  - a) Candle holders must be secured tightly on the top of the pew ends.
  - b) Candles must be secured tightly within the holders.
  - c) An effort needs to be made to ensure as much as possible that the candles are dripleless
  - d) Must be lit and extinguished while people are seated
  - e) People may not move or stand (except in an emergency) while the candles are lit
  - f) While the candles are burning the fans are turned off
2. WATCHERS
  - a) "Watchers" are to have in hand and know how to use:
    - I. a fire extinguisher
    - II. a small bucket with water and towel
    - III. in case of emergency, the soaked towel and placed over fire if on a person
    - IV. the extinguisher is used if the fire is elsewhere
  - b) There will be "Watchers" for the following:
    - I. 1 -for the choir
    - II. 4 -for the congregation on the main floor (2 for the center aisle and 1 on each side aisle)
    - III. 2 - for the balcony

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- IV. The "Watchers" may be inconspicuous, but must be able to see their section
3. EXITING IN AN EMERGENCY
- a) Before the service the congregation must be told:
- I. To remain seated at all times while candles are burning
  - II. To follow the Worship Leaders' instructions in case of emergency
- b) The Worship Leader will have at the Pulpit and Lectern a copy of the "Exit Procedure"
- c) In an emergency the Worship Leader will silence (if necessary) the congregation, and read the Exit Procedures and ensure that the instructions are followed.

ADOPTED: 2009

REVISED: March 2014

#### **5.4.2 Sunday School Procedures**

##### **Teaching Resources**

Teachers. Sunday School teachers Ministry Team consists of volunteers from the congregation and will be screened by a police check once every three years.

Teaching Material. We are purchasing the One Room Sunday School. It is divided into curriculum themes and has a specific topic for each Sunday. Each week includes:

- A couple of stories pertaining to the topic
- Handouts with photocopying rights included
- Visual material pictures
- Ideas for crafts

Resource Books. There are two copies of the teachers' resource books so one should be available two weeks prior to scheduled teaching date. They are kept hanging on the side of the white cupboard in the Sunday School teaching area. This curriculum is purchased through the United Church Resource Distribution Toronto Ontario. Order forms available on line or contact our church office.

Supplies. Bins with materials are in the white cupboard. Markers, crayons, scissors, glue, paper etc. There is also a white board for writing with erasable markers.

##### **Other Resources**

1. The kitchen may be used but must be booked in advance with the church office to avoid conflicts.
2. Photo copier is in the church office and is available to copy handouts, craft material etc. Copying may be done on Sunday prior to worship if the office is open, need to get a key.
3. There is a T.V. in Fellowship Hall and some tapes and DVD's in the Resource Room.
4. There is a radio which plays CD's in the Fellowship Hall in the Sunday School area or on the Sound equipment cupboard.

##### **Additional Supplies**

If needed can be purchased by teacher and receipts submitted to the Program committee chair.

### **Church Support**

The Minister of Word & Sacrament is available to answer/explain any theological questions.

### **Safety**

1. For insurance purposes the nursery and Sunday School are required to have two adults. The top half of the nursery door must remain open when children are present.
2. In case of EMERGENCY refer to the plan on the clip board hanging at the side of the white cupboard, ie fire, tornado, lockdown.
3. If a child hurts him/her self the teacher will note the injury with the help of another adult and react appropriately, ie treat, call for help, 911 etc. There is a first aid kit in the kitchen. The parent/guardian will be informed as soon as possible. The office and the minister will be made aware of the incident.
4. Know and post any allergies, food, insects etc. A list is kept on the side of the white cupboard.

### **Teaching**

The children come down to Fellowship Hall following sharing time. Prepare for about 45 minutes of teaching time. Suggested Schedule for teaching.

1. Sing a song; a pianist will inform teacher which song or teacher may request a song.
2. Gather the children around the Sunday School table.
3. Take attendance. Put the book back on the clip board with the emergency plan so it is readily available if needed.
4. Take up collection. There are two banks in the top drawer of the cupboard. One is for the Growing Project and one for the Food Bank. There may also be special collections such as for the Pen Pals in Nicaragua.
5. Teach the lesson from the One Room Sunday School.
6. Do crafts, colouring.
7. Play games.

### **Clean Up**

1. Ensure children are picked up by a responsible adult parent/guardian
2. Return materials to white cupboard and books to the bag at the side
3. Identify any problems to the program committee and or the minister

ADOPTED: May 2013

REVISED: March 2014

#### **5.4.3 Procedure for Sunday School and Nursery Teachers/Leaders in an Emergency Procedure in the Event of an Evacuation (Fire, Explosion, etc.)**

1. The person(s), detecting an incident requiring evacuation, will **alert other persons** in the area and the minister.
2. Try to **stay calm**.
3. Teachers/leaders will take the **Plan and the Attendance Book**, attached to the clipboards in the Sunday School and the Nursery.
4. Children will line up quickly, holding hands in pairs, behind a teacher/leader.
5. The teacher/leader will lead the children to the nearest safe exit.

##### **USE THE STAIRS! DO NOT USE THE ELEVATOR!**

There are **3 possible exits** from Fellowship Hall:

- 1) **Side door** by the elevator
- 2) Through the kitchen to the **door by the office**
- 3) Through the kitchen and the Resource Room and out the **north door**

Nursery leaders may need to carry small children.

6. Two adults should be at the head of the children's line - one to hold the door and one to lead the children to the exit and on to the rally area - and another adult should be at the end of the line to make sure all children leave the church.
7. **Close all doors** after exiting the church.
8. Remind the children to stay together and with the teachers/leaders. Tell the children their parents will be picking them up at the rally point.
9. Proceed to the rally point which is the **Davey-Linklater Funeral Home** - either inside the building or under the portico. (Walk north on Princes Street or, if there are too many emergency vehicles parked on that street, go east on Russell Street and then around the block to the Funeral Home.)
10. **Attendance should be taken upon arrival at the rally point.**
11. Stroke off children's names on the Attendance Sheet when they are picked up by their parents.

NOTE: If the children need to be evacuated, it is likely that the adults in the sanctuary will also need to be evacuated. When the minister/worship leader is giving directions for the evacuation, he/she will announce the location of the rally point for the children. The parents should proceed to the rally point and make sure they tell a teacher/leader they are taking charge of their children so it can be noted on the Attendance Sheet.

### **Procedure in the Event of a Tornado**

1. **Stay calm.**
2. Teachers/leaders will take **The Plan and the Attendance Book**, attached to the clipboards in the Sunday School and Nursery.
3. Take the children to a **washroom in Fellowship Hall** (should be in a room without windows) and **take attendance upon arrival**.
4. If time, one or two leaders should stay behind and **close the windows and the doors** in Fellowship Hall.
5. If a teacher/leader has a **cell phone**, he/she should keep it with the group.
6. Remain in the washroom until told, by a **person in authority, that it is safe to leave**.

### **Procedure in the Event of a Lockdown**

1. **Stay calm.**
2. Teachers/leaders will take **The Plan and the Attendance Book**, attached to the clipboards in the Sunday School and Nursery.
3. Take the children to a **washroom in the Fellowship Hall, LOCK THE DOOR** and take attendance upon arrival. **STAY QUIET**.
4. If a teacher/leader has a **cell phone**, he/she should keep it with the group. Cell phone should be set on **“vibrator mode”**.
5. Remain in the washroom until told, by a **person in authority, that it is safe to leave**.

### **Procedure in the Event of a Power Outage**

1. **Stay calm.**
2. Turn on **flashlight**, which is located in a predetermined location.
3. Remain in Fellowship Hall in the Sunday School area or Nursery until given further instructions by a member of the congregation.

ADOPTED: October 2012

REVISED: March 2014

#### **5.4.4 Sunday Funeral Services**

A master list of Sunday School Teachers, Nursery Volunteers, and House Leaders must be supplied to the Church Office.

The Davey-Linklater Funeral Home will contact the Minister if there is a request for a Sunday Funeral.

If permission is granted, the Funeral Home will contact the Catering Committee and the Minister will inform the Sunday School Teacher and Nursery Volunteers involved.

The Catering Committee will notify the House Leaders and arrange that Coffee Hour will be cancelled.

Sunday School and Nursery will function as usual and ensure all children are out of the Nursery and Fellowship Hall by 12 noon.

The Minister will announce during the service that the coffee time is cancelled. He will ask for volunteers to help set up tables starting at 12 noon.

ADOPTED: January 2014

REVISED: November 2014

#### **5.4.5 Wedding Procedure**

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

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

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

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

#### Information for those Inquiring About Weddings

**1. Venue and Parking:**

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

**2. Interviews and Services:**

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

**3. Licenses:**

Licenses are available at the Town Hall. They must be submitted to the Church Office no later than the date of the rehearsal or the wedding will not take place.

**4. Guest Minister:**

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

**5. Music:**

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

**6. Flowers, Candles Decorations:**

Kincardine United Church Policies & Procedures Manual, March 2019

For Flowers and other decorations please speak to the Minister at the time of booking.

7. Pictures/Videos:

At Kincardine United Church, Weddings are a service of worship. The attention of all present is on God's blessing of this couple as they make their marriage vows. We hope that all who attend will enter into the experience of the ceremony and put away their cameras/videocams. Pictures may be taken during the Processional and the Recessional. Only the professional photographer or videographer are allowed to take images during the wedding service – after prior consultation with the minister.

8. CONFETTI:

The use of confetti, rose petals, rice or glitter, is NOT allowed on or about church property. Extra fees will apply if this restriction is violated.

9. Bulletins:

If so desired, the Church Office can prepare wedding bulletins for the service, at an additional cost. Please speak with the Minister at the time of booking.

10. Financial Contributions:

The fees for the wedding are listed below. We ask that they be brought to the Church Office two weeks before the ceremony.

For Weddings in the Church:

Admin. Cost	\$ 50.00
Church	200.00
Minister	250.00
Organist	200.00
Co-ordinator	75.00
Custodian	75.00
A/V Technician	<u>150.00</u>
Total	<u>1,000.00</u>

For Weddings in the Chapel:

Admin. Cost	\$ 50.00
Chapel	50.00
Minister	<u>250.00</u>
Total	<u>350.00</u>

For Weddings Outside the Church:

Registration	\$50.00
Minister	<u>250.00</u>
Total	<u>300.00</u>

Optional Services:

Church Soloist:	\$125.00
Bulletin preparation and printing:	\$50.00

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

ADOPTED: February 2007

REVISED: February 2018

## **6 ADMINISTRATIVE PROCEDURES**

### **6.1 Meeting Minutes**

Purpose: This document describes the management of meeting minutes created by/for Kincardine United Church. It outlines the requirements for the creation, approval, filing/storage, and archiving of these church records.

#### **1. Creation**

- a. The meeting secretary will create minutes in accordance with guidelines established by the United Church Manual and/or other governing bodies having jurisdiction over record creation & retention.
- b. The minutes shall contain as attachments any relevant documents which were provided as part of the meeting.

#### **2. Review**

- a. Once drafted, the meeting secretary will distribute copies of the meeting minutes to the attendees for review.
- b. The meeting attendees will review the minutes for accuracy and provide comments on any necessary changes to the meeting secretary. The secretary shall update the minutes based upon feedback from attendees, and print a copy for approval for the next meeting.

#### **3. Approval**

- a. As part of each meeting's agenda, a motion to approve the minutes of the previous meeting shall be received and approved. If additional changes are made at this time, the secretary will make the noted changes and print an updated copy for the required signatures.
- b. The meeting chair and & secretary (or their delegates) shall sign the minutes.



#### **4. Filing & Distribution**

- a. The approved copy of the minutes shall be provided to the Office Coordinator, who shall file them in a designated location in the Church Office. The approved minutes shall be clearly labeled and indexed.
- b. An electronic copy of the approved minutes shall be filed, and said copy distributed to all committee/meeting members, by the Office Coordinator.

#### **5. Archiving**

- a. At an interval determined by Kincardine United Church Council, but not greater than ten (10) years, all official (approved) copies of the Kincardine United Church minutes will be transferred to the designated Hamilton Conference Archives repository.
- b. Prior to transfer to the Archives repository, an inventory of all records being transferred will be completed and approved by Kincardine United Church Council in accordance with archives transfer protocol. This record of records transferred to Archives will be retained by Kincardine United Church.
- c. Electronic copies of all meeting minutes will be kept available at Kincardine United Church for reference purposes; a filing & retrieval system for all electronic copies will be maintained by the Church Office, in conjunction with a disaster recovery & backup strategy for said records.

#### **6. References**

- a. The Manual, the United Church of Canada, 2010, Sections 90, 91 & 92.
- b. Archives & Record Keeping, A How-To Guide for Congregations and Conferences, Committee on Archives and History, The United Church of Canada, 2005
- c. Archives Transfer Form, United Church of Canada Archives Network

ADOPTED: June 2010

REVISED: March 2014

#### **6.2 Procedure for Meetings Conducted by Email**

Purpose: This protocol describes the process for conducting meetings by email. This procedure can be used when there is a need for a quick decision and vote on an issue. This protocol does not replace the need for face to face meetings; rather, the purpose is to utilize this process for single & simple issues.

##### Introduction

The Manual 2016 allows for meetings to be conducted by email. Any email meeting shall be set in motion to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.

##### Procedure:

The email meeting shall be chaired by the Kincardine United Church Council chair or delegate. The meeting secretary shall be the Kincardine United Church Council Secretary. Quorum for the meeting shall

be as defined by the Kincardine United Church Organizational Handbook and must include the called or appointed minister(s) or the faith community supervisor.

The order of business shall be as follows:

1. The Chair shall send an email to all voting Council members stating the reason for calling the meeting and providing an outline of the issue to be discussed. A copy of these email meeting procedures shall be attached to this email.
2. The Secretary shall confirm that a quorum is available to participate in the meeting. When a quorum is available, the Chair shall declare the meeting open and communicate that to the voting body. The Secretary shall set up an e-mail distribution containing all the current members of Council, or all the members needed for the meeting as determined by the required quorum.
3. The motion shall be presented, inviting a mover and seconder, then opened for discussion by following the same rules and procedures followed in regular meetings.
4. Once a motion has been moved and seconded, the Chair shall initiate a discussion period which shall be open for specific number of days. To keep everyone informed and to monitor progress of the meeting, emails pertaining to the motion shall be addressed to all those in the meeting distribution list.
5. At the end of the discussion period, the Chair shall start the voting period by submitting the motion to a vote. The voting period shall last a specific number of days or until the number of returned votes is sufficient to determine the outcome of the vote. For a motion to pass, it shall have received sufficient favourable votes but no less than a majority of all of the voting Council members.
6. Each voting member shall send their email vote to everyone. The Secretary shall tally the votes and announce the results at the end of the voting period. If a motion to hold a secret ballot had previously been passed, the vote shall only be sent to the Chair. The Chair shall announce only the results of the vote.
7. Once the voting results are announced, the Chair shall declare the special meeting closed.
8. A motion confirming the email motion and voting results shall be recorded in the minutes of the next face-to-face meeting.

Reference: The Manual, 2016. Appendix -Rules of Debate and Order

ADOPTED: November 2018

## **7 Appendix - Policy & Procedure Owners**

<b>Item</b>	<b>Name</b>	<b>Owner</b>
1.1	Guidelines for Policies	Council
1.2	Guidelines for Policies	Council
1.3	Inclement Weather & Canceling Church Services	Council
1.4	Commercial Advertising Policy	Programme Committee
1.5	Cornerstone Publication Policy	Programme Committee
1.6	Sunday School Policy	Programme Committee
1.7	Policy for Sunday School and Nursery Teachers/Leaders in an Emergency	Programme Committee
1.8	Kincardine United Church Accessibility Policy	Council
1.9	Violence Policy	Council
1.10	Harassment Policy	Council
1.11	Wedding Policy	Programme Committee
2.1	Church Facility Use Policy	Administration Committee
3.1	Memorial & Designated Gifts Policy	Administration Committee
4.1	Funerals	Programme Committee
4.1.2	The Preparation and Presentation of a Funeral/Memorial Service	Programme Committee
4.2	Wedding Policy	Programme Committee
4.3	Baptism Policy	Programme Committee
5.1.1	Memorial & Designated Gifts Procedure	Administration Committee
5.1.3	Facilities Usage Procedure	Administration Committee
5.1.4	Key Holder Procedure	Administration Committee
5.1.5	Kitchen Use Procedure	Administration Committee
5.1.6	Signing Authority Policy	Administration Committee
5.1.7	Computer & Information Technology Asset Policy	Administration Committee
5.1.8	Email & Internet Usage Policy	Administration Committee
5.2.1	Processing Transfers of Membership from Other Congregations	Membership & Mission Committee
5.2.2	Membership Records Policy	Membership & Mission Committee
5.2.3	Historic & Current Membership Rolls Procedure	Membership & Mission Committee
5.3.1	Job Documents Policy	Council
5.4.1	Conditions For Using Candles On Christmas Eve	Programme Committee
5.4.2	Sunday School Procedures	Programme Committee
5.4.3	Procedure for Sunday School and Nursery Teachers/Leaders in an Emergency	Programme Committee
5.4.4	Sunday Funeral Services	Programme Committee
5.4.5	Wedding Procedure	Programme Committee
6.1	Meeting Minutes	Council

6.2	Procedure for Meetings Conducted by Email	Council