

Programme Committee Meeting Minutes
February 6, 2024 by Zoom and In-person at 7 PM

New Mission Statement: Kincardine United Church strives to be a loving, hopeful and inclusive community of faith that nurtures Christian discipleship.

Members present In-person: Jackie Clements, Jim Zarubick, Judy Zarubick, Gord Dunbar,
and David Hamilton

Members present by Zoom: Sheila Bauer and Randy Norris

Regrets: Emily Perry, Joan Gillespie and Liz Coates

Worship: Judy Zarubick read a selection on page 127 from Joyce Rupp's book "Constant Hope" called "Riches Lavished Upon Us" and ended the worship with prayer.

Approval of November 7, 2023 minutes was given by consensus

Business arising from previous minutes

1. TV in Fellowship Hall still does not connect to the AV broadcast. The Kitchen, Nursery and Choir Loft now connect to the broadcast through Zoom. The AV Team continues to work trying to find and correct the issue.
2. Wally Jirgens' Light in the Dark we have received the copyright for the piece and David has agreed that we will play it on Sunday, February 11, 2024 as the Introit and invite those interested to contact Wally Jirgens directly to add words to the music
3. Crest on the back wall of the balcony has been removed
4. Liz Dillman led December 28, 2023 service and Judy Zarubick led January 7, 2024 service
5. The Trial Collaborative Agreement with Bervie ended on December 31, 2023 and the Collaborative Agreement now continues with Emily Perry, Judy Zarubick and Liz Dillman to meet yearly with the representatives of Bervie
6. David Hamilton will look into finding and playing some upbeat gospel type music every once in a while. Several are found in More Voices. Some upbeat gospel music needs some percussion and we may have to find those resources for this. David Hamilton will look into CCLI for examples and would need sheet music. David Hamilton and Ashton Dunk went down to a church that was giving out free music and came back with some. Gord Dunbar will look into picking some more upbeat music selections for worship.

New Business

1. Updated Worship Schedule with Pulpit Supply coverage was discussed. Judy Zarubick will cover March 10 and Liz Dillman will cover March 17 for both Bervie and Kincardine. Bervie and Kincardine will be covered on May 19 by Ridley Gilmore and on May 26 the Administration Committee will do the Memorial Hymn Sing in Kincardine, Donna Mowry has agreed to do this and Bervie will have Kevin Hart as their pulpit supply. David Hamilton and Ashton Dunk are working on some special music. David Hamilton is going to be away for the May 5, and May 12 so Lynn Broughton will cover while he is away.
2. Wedding and Funeral suggested changes and updated costs were discussed and passed by consensus The new policy will be taken to Council in March. See Appendix #1, 2, 3 for updated information

3. Annual staff reviews for David Hamilton as Music Minister, Gord Dunbar as Minister and Judy Zarubick as a VAM were requested to be sent to Judy Zarubick and once completed the reviews will be shared with David Hamilton, Judy Zarubick and Gord Dunbar so they are aware of what will be going to the M&P Committee.
4. Jim Zarubick reported that we changed Gord Dunbar's mic to a lapel mic. Discussion occurred around cell phones and their possible interference. Still trying to get the Boundary Mic to pick up the choir sound better.
5. Pulpit supply – Bervie pays for half of pulpit supply and travel for joint services and Liz Dillman is going to adjust our expenses so that we are only charged half the cost of pulpit supply and travel when the supply is doing both churches.
6. Rod Coates has a line on a used piano for \$4000 for the church. David Hamilton is arranging for our piano tuner to examine the piano and give us an opinion. David Hamilton will also be examining the piano for suitability and if it is an improvement over the piano we currently have. David Hamilton has noticed that the current piano is past due and seems to be losing its pitch. David Hamilton believes that the hammers may be worn out. Recommendation re: the used piano will come from David Hamilton after his assessment.
7. One License renewed for Jan 11, 2024-Jan 10,2025 \$357.54; Zoom License for One Pro and Webinar renews March 25 for \$365; Concordia License is due in May for \$45 US; CCLI due June 30 last year was \$244 for copyright and streaming; David Hamilton and Judy Zarubick will look at the cost of adding Song Select to the CCLI license so we can look for more upbeat music; Joseph Addley and Terry Boyd are looking at hosting a Film Club at the church, if there is enough interest then a Film License will need to be purchased.
8. Upcoming services: Feb 14 – Ash Wednesday which will be Zoomed, Good Friday March 29 and we start at Knox, 100 Palms will be needed for Palm Sunday and Judy Zarubick will order them, Easter Sunday is March 31
9. Council Meeting – Randy Norris will go on March 12 to represent Programme Committee
10. Decision was made that the Pride Flag would replace the Survivor Flag for the month of June.
11. Every Child Matters T-shirts are in the office and a suggestion that we put the shirts in picture frames with their descriptions included. Place to be determined. Discussion occurred as to whether we include the apologies in the display. More discussion needs to happen.
12. Minister pictures in the narthex were discussed, noting those ministers that were missed.
13. Expenses as of February 3 were shared.

	2024 Budget	2024 Actual (Feb. 3)
Worship Supplies	\$ 500	\$188.72 (books for Lent Study)
Guest Musicians	\$2,000	
Music Supplies	\$ 200	
Piano/Organ Maintenance	\$1,300	
Band Supplies	\$ 100	
Pulpit Supply	\$2,500	\$150 (Bervie matches this amount)
Organist Supply	\$1,350	\$600.00 (covering Medical leave)
Licensing	\$1,200	\$357.54 (One License)
AV Supplies/Maintenance	<u>\$ 400</u>	<u>\$ 22.85</u> (9 volt batteries)

14. Members terms expiring at February 18 Annual Meeting; Sheila Bauer will seek re-election. Jackie Clements will contact Joan Gillespie to see if she wishes to retire or seek re-election.

Judy Zarubick ended the meeting with prayer.

Next meeting April 9 at 7p.m.

Appendix #1

For the Wedding Policy, the change in fees follow these reasons:

- Minister to \$400.00 since it represents 12 hours of work based on current hourly wage based on a 40-hour work week.
- The Music Minister to be paid \$200 to attend rehearsal and the wedding as well as to practice, totaling around 6 hours. The RCCO fee structure for ranges from \$150.00 to \$300.00 for a wedding, so this amount is on the low end of the scale.
- Renaming the “Co-ordinator” to “Host” as that is more descriptive. The Host makes sure that people are welcomed, any ushers know what to do and are given any bulletins which may have been printed and operates the lift.
- Two Tech positions since both may not be required.
- Renamed listing for Weddings outside the church from “Registration” to “Administration Cost.”

For the Funeral Policy, the change in fees reflects these reasons:

- Custodial at \$75 if there is no reception at the church
- Custodial at \$100.00 if there is a reception at the church (custodian to put up tables and chairs for reception)
- Two Tech positions since both may not be required.
- The Music Minister to be paid \$200 to practice and play. The RCCO fee structure for ranges from \$100.00 to \$250.00 for a funeral, so this amount is on the higher end of the scale. The ability to be able to depend on the Music Minister to do so on short notice justifies the fee.
- Increase the fee for the minister because, it usually takes about 12 hours of work, the minister is usually more connected to the deceased than to those who are to be married. It also matches what Davey Linklater has been remitting the past six months.
- A position of “Host” has been added when emergency pastoral care is being provided by a minister not associated with the church ie while the minister is on study leave or vacation.

Appendix #2

4.1 Funerals

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 ~~provided by the UGW~~— 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: if reception in the church	\$100.00
If no reception in the church	\$75.00
Lift Operator:	\$50.00
Audio/Visual Tech:	\$75.00
Streaming Tech:	\$75.00
Music Minister:	\$200.00
Minister:	\$300.00
Host if non-resident Minister is presiding:	\$150.00

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.

4.1.1 The Preparation and Presentation of a Funeral/Memorial Service

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.

Appendix #3

4.2 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 to 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:**
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	250.00
Minister	400.00
Organist	200.00
Host/Lift	75.00
Custodian	75.00
AV Tech	75.00
Streaming Tech	<u>75.00</u>

For Weddings in the Chapel:

Admin. Cost	\$ 50.00
Chapel	50.00
Custodial	75.00
Minister	<u>400.00</u>

For Weddings Outside the Church:

Admin. Cost	\$50.00
Minister	<u>400.00</u>

Optional Services:

Church Soloist:	\$150.00
Bulletin preparation and printing:	\$50.00

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

ADOPTED: February 2018

REVISED: February 2024