

PROGRAMME COMMITTEE MINUTES NOVEMBER 12, 2019

Welcome - Judy Zarubick, Jim Zarubick, Emily Perry, Gord Dunbar, David Hamilton, Joan Gillespie, Randy Norris, Charles Clarke

Regrets – Sheila Bauer, Teresa Perfremment

Check In and Worship – Judy Zarubick read from Joyce Rupp’s Book “constant hope” page 122 pray always based on Luke 18:1 and asked the question “what choices and decisions enable you to “pray always without becoming weary?”

Moved by Emily Perry

Seconded by Joan Gillespie

That the minutes of September 10, 2019 be approved as distributed.

Carried

Email update that was sent September 26, 2019: Jim Zarubick and Judy Zarubick took the Microphones that were not working to Taylor Electronics in Owen Sound. The new head mic with battery pack that we bought was full of static. It turned out it was the ear piece and we got a new one under warranty.

Hand held #5 was not working at all. Rick at Taylor's said he would look at it but parts are not available for it so he did not hold out hope for a fix. They had a hand held on sale regular \$400 for \$200 so we purchased that to replace #5 and labeled the new one #5. This new mic takes 9 volt batteries so we will need to purchase some. Reports that the chimes are broadcasting outside were incorrect. David and I checked on Sunday and they were only being heard through the open windows and doors.

Moved by Charles Clarke

Seconded by Jim Zarubick

That the above email be ratified.

Carried

Business arising from minutes

1. House System and Coffee Time Update

- Gord Dunbar checked with Tim Hortons and they do not want to be involved in preparing our coffee time
- Judy Zarubick will contact December people, Jan and Feb House Leaders while we work to upgrade the house system and to let them know what their responsibilities will be. ie need ideally 3 greeters- one to run the elevator (and open the ramp door as needed), one at the main entrance and one inside the sanctuary. That coffee after church will be prepared by M&M on the first and third Sundays of the month until June 2020. Will look at doing some training for greeters ie skit

2. Strategic plan

- pews removed and wood donated, bulletins on table for pickup if wanted
- Band fits in loft behind Choir. Decided to allow the music stands to remain set up as it lets the band members know that they are welcome in the space. We are trying to balance between being welcoming and trying to declutter the worship space.
- AV team will be putting the choir speakers on the short flower stands and using the taller flower stands when there are flowers in the sanctuary

New Business

1. 2020 Budget

- Congregational Budget Meeting will be in the sanctuary after worship on December 8.

<u>PROGRAMME COMMITTEE</u>	<u>2019 BUDGET</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>
Worship Supplies	\$400	\$953	500
Donations to Worship		-\$135	
Music Supplies	\$300		300
Guest Musician Expenses	\$1,500	\$1,050	1,500
Nursery Supplies	\$100		100
Piano/Organ Maintenance	\$1,500	\$610	1,500
Band Supplies	\$100		100
Pulpit Supply	\$1,000	\$793	2,000
Organist Supply	\$600	\$750	750
Church School supplies	\$500	\$407	500
Library	\$100		100
Awards, Recognition & Carnations	\$200	\$154	200
Music License/Video License	\$250		300
New Microphone/Equipment	\$450	\$680	450
DVDs and Batteries	\$100	\$58	100
Monitor Upgrades (fellowship hall)	\$3,000	\$2,588	----
Donations for Monitor Upgrades		-\$140	
Software for Projection	\$500		500
	\$10,600	\$7,768	8,900

2. Advent and Christmas Eve Preparations

- White Gift is November 24 and the gifts will be brought up during Sharing Time
- December 1 is Advent 1 so we will **Decorate Sanctuary on November 29 at 10 a.m. and put Christmas Decorations away on January 10th at 10 a.m.**

Big Brothers/Big Sisters Christmas sale is on November 30 so we will decorated Fellowship Hall following the sale. Judy Zarubick will check with Marion Brown to see if she is interested in decorating again this year.

Decorate for Christmas Eve on December 20th at 10 a.m. Because of the removal of pews there will be some adjustment in how the candles are done. There are enough candles left from last year so new candles should not need to be ordered. Gord Dunbar will check to see if we still have the electric candles for the choir.

Take candles down on December 27th at 10 a.m.

3. New Year Schedule Updates, (Gord Dunbar/Judy Zarubick)

- Kevin Hart will be available in New Year for Pulpit Supply and Judy Zarubick invited him to lead one of the worship services not yet filled.
- Dates not filled yet are Feb. 9, 16, March 8, December 27.
- Gord Dunbar informed the committee that he would like to offer a regular scheduled worship service in the new year that was at 3 p.m. for those who find morning and evening services difficult to get to. The committee encouraged Gord Dunbar to look it this possibility.
- In the new year we will conduct a 3 month experiment having only 15 large print bulletins available for the worship service. The choir, David Hamilton and the AV team would require a worship outline instead of a bulletin

4. Other

– **Council Report** – not meeting in Jan or Feb unless needed

- **Booking Facilitators** – Liz Dillman and Judy Zarubick are now the Booking Facilitators – Room Booking is now done on line. The phone message will be changed to let people know to go to the Kincardine United Church Website under Facilities to book a room. Liz Dillman and Judy Zarubick will also arrange for Insurance Coverage through our Insurance provider for those that do not fall under our policy. It was recommended that in order to cover David Hamilton when he is teaching students that the added cost of that insurance be added to his benefit package, which this year will be \$89.10

Vulnerable Sector Checks are needed for Sunday School Teachers and Nursery Volunteers it has not been done as a requirement of Kincardine United Church for quite some time. The consensus of the committee was that we will accept Vulnerable Sector Checks that were done for individuals from other institutions or volunteer groups as long as they fit the time frame

Moved by Joan Gillespie Seconded by Emily Perry

That Vulnerable Sector Checks are required for Sunday School Teachers and Adult Nursery Volunteers every 6 years with an Annual Declaration that “nothing has changed” since the last check was done.

Adjournment at 1:10 pm

Date of next meeting February 11, 2020 at 11 am