

Executive:

Chair Brad Mackey ✓
 Vice-Chair Barb Baxter ✓
 Past Chair Bryce McGarvey
 Secretary Diana Fisher ✓
 Treasurer Paul Cooper ✓
 Ministry Brad Morrison ✓
 Pat Morrison ✓

Committee Representatives:

AOTS Bill Palmer ✓
 Christian Development Shirley Willis
 Communications Christopher Cooke ✓
 Congregational Care & Growth Iris Murtha ✓
 Finance Paul Cooper ✓
 Lay Presbytery Nick Monsour
 Outreach Earl Kilner
 Ministry & Personnel Laura Black
 Planning Kirk Wilson
 Property Steve Siklosi
 Proclamation and Special Events Minister(s)
 Trustees Bill Palmer ✓
 UCW X
 Worship Bryce McGarvey/Val Adamson ✓
 Growth & Giving John Cooke

✓ = present

The Meeting was held at Grace United Church as per adjournment, and began at 7:00pm. There was a quorum.

1. Devotion

Outreach ... Paul shared a reading 'A Correct Assumption'. We may not be able to control the situation, but we can always control our reactions and responses to the situation.

2. Approval of Agenda

Motion by VAL ADAMSON and seconded by IRIS MURTHA that the agenda be approved. CARRIED.

3. Approval of Minutes

October minutes have not been circulated Incomplete reports have delayed distribution. Will be distributed with November minutes.

4. Business Arising from the Minutes

NONE

5. Correspondence

NONE

6. New Business

Review of Church Rental Policy

Motion by BILL PALMER, second by CHRIS COOKE to approve the revised church rental policy, with the exclusion of the 'Worship Committee approval of chapel rental '. Rental of the chapel will be administered the same as other general areas for rental through the office. CARRIED.

7. Pastoral Team Reports and Teaching

PAT MORRISON

In October, I helped lead a Region 7,8,9 meeting of United Church youth ministry colleagues to explore how to increase the frequency of regional youth ministry events for teens. Following that meeting, I worked with Niagara leaders to ensure the continuation of the Niagara Youth Festival, not just for the sake of Grace youth participation but also youth planning and leadership.

I am working with other groups of colleagues to ensure the continuation of two regional youth ministry events, one called Worship Lude and the other called Youth Forum. Again, these events see participation and leadership from Grace youth.

BRETT BOYKO

- Continued with pastoral visits to parishioner's homes and follow up phone calls.
- Weekly Monday visits to Blue Water Health to visit parishioners'
- Preaching from the at Grace United twice including All Saints Day memorial service
- Preaching at St Clair Manor
- Created Remembrance Day service including large print bulletin; hymn selection; prayer selection; sermon and scripture passage.
- Developed prayers for worship service on different occasions
- Met weekly with Ministerial team and logistics with regards to weekly agenda logistics
- Met with Lay Supervisory Committee to monitor learning goals
- Met with Worship Committee
- Participated in Seniors Drop in Group.
- Participated in monthly Council Meeting
- Working with Brad to improve on presiding, preaching and the facilitating worship service
- Attended with Sarnia Pride; following up in relation to logistics reach out.
- Will be filling in for Brad from November 12th to 18th.

8. Key Ministry Committee Reports

Worship

Wedding Policy Review: The proposed revision to the wedding policy that was presented to Council at the October meeting was reviewed and discussed by the committee. The committee was supportive of the wording changes to reflect inclusivity with regard to gender identity.

Proposed Changes to the Worship Section of the Constitution: Discussions were held regarding the proposed changes to the rental policy that were presented at the October Council Meeting. The committee agreed that the Chapel should be managed under the umbrella of general facility bookings, with the proviso that routine renters could be asked to use an alternate space if the Chapel is required for a funeral or other worship-related activity or event. Subsequently, there was discussion regarding the continued oversight of the Worship Committee as it pertains to rental of the Sanctuary. To that end, the Worship Committee is asking Council to:

Motion by VAL ADAMSON, second by BARB BAXTER that council recommends the congregation approve the proposed changes to the Worship Committee section of the Constitution, as summarized below and details attached. CARRIED

- i. Rescind the existing “Appendix 2.1: Memorial Committee” from the official policy appendices of the Constitution.
- ii. Approve the “Appendix 2.1: Memorial Fund Policy” to take its place.
- iii. Endorse the proposed revisions to the Worship Committee section of the Constitution and request approval of these constitutional revisions at a Congregational Meeting.

The Memorial Fund Policy and proposed changes to the Worship Committee section of the Constitution are attached.

Christian Development

NONE

Congregational Care & Growth

Congregational Care & Growth donated \$200 to the Sarnia Jail Fund for the jail chaplain minister to meet needs of inmates such as haircuts or registration for educational courses.

A donation of \$50 was given toward sponsoring a child for the Children's Choir.

The following are names of inactive, non-members who have been removed from the phone directory & Grace Notes: Ian & Janet Foss, Dan & Lisa Hall, Mary Humphreys, Doug Pearson, Margaret Wilson & Micah Rabideau, Marilyn Falbraith, Rebecca Hardick, Sheila Nagel, Karen Riley, Shawn Fray & Jennifer Mullins, Malcolm & Debbie Heaton, John & Ruth Payne, Scott & Angela Wilton.

1. Motion by BARB BAXTER, second by BILL PALMER that Council endorse and recommend to the Congregation the proposed Affirming Vision Statement as printed in the October survey. CARRIED
2. Motion by BARB BAXTER, second VAL ADAMSON that Council endorse and recommend to the Congregation the proposed Affirming Action Plan as printed in the October survey. CARRIED
3. Motion by BARB BAXTER, second by BILL PALMER that Council call a Congregational Meeting for Sunday, November 25, 2018 to consider the following motions:

- i) That adherents be permitted to vote on Affirming ministry motions.
- ii) *That Grace United Church authorize the following “Affirming Vision Statement” alongside our current Statement of Purpose, Congregational Vision, and Strategic Objectives:*

Affirming Vision Statement

Grace United Church

We are called to be the Church:

People of all sexual orientations and gender identities
 In full participation in the life and work of our ministry.

To celebrate God’s presence:

Gathered around a safe and open table and font.

To live with respect in Creation:

Committed to inclusion and celebrating diversity.

To love and serve others:

Respecting and celebrating differences.

To seek justice and resist evil:

Challenging the power of class, race, sex, age, and ability.

To proclaim Jesus, crucified and risen, our judge and our hope:

Confident that God will guide us.

iii) That Grace United Church endorse the following “Affirming Action Plan” for 2019, to be reviewed and developed by the Affirming Committee annually:

Affirming Action Plan

Grace United Church

1. Education for Affirming Ministry

- What do we need to learn to realize our affirming vision?

2. Diversity as Congregation

- Who do we need to become to realize our affirming vision?

3. Partnerships with LGBTQI Communities

- How do we need to partner to realize our affirming vision?

4. Intercultural Development

- Where do we need to grow to realize our affirming vision?

iv) That Grace United Church become an Affirming Ministry of The United Church of Canada and that this motion require a minimum 75% approval to be carried.

CARRIED

Outreach

- 111 clients served at the IOGS in October.
- October soup luncheon raised over \$1800 for Lambton Center Emergency Fire Upgrades. November 18 soup luncheon will benefit training for a new initiative, MAC (Men’s Advisory Committee), a support group for the Sexual Assault Survivor’s Center. More information available in the bulletin this Sunday. Brian White is a member of MAC and will be the minute person on November 11th.
- Soup luncheon dates selected for 2019. January beneficiary will be RayJon, February beneficiary will be the Canadian Food Grains Bank, March beneficiary will be the Huron House Boy’s Home.
- HFH Guthrie street build looks to be on target for occupancy by year-end. Exterior work, including landscaping has been completed.
- Brigden United ‘Forget-me-not’ grow CFGB project has completed the harvest of about 500 bushels of soybeans. Complete financials should be available around year-end.
- L4L continues active pace including dinner on October 28th.
 submitted by Paul Cooper

Proclamation and Special Events

NONE

9. Governance and Support Committee Reports:

Planning

NONE

Finance

2019 Operating budget process

- November 2018
 - All committees requested to submit 2019 cost plans (e-mail request will be issued).
 - 2018 October YTD actual and 2018 budget cost data available as a reference.
 - Rationale for any significant changes for 2019 requested. Also, any significant cost items for remainder of 2018 or anticipated cost overruns would also be appreciated.
 - Submissions requested by **November 30, 2018**
- December 2018
 - First pass 2019 Budget to be reviewed at December 2018 Council meeting
 - Issues flagged (both cost and revenue) for follow-up by Council sub-committee
- January 2019
 - Council review/approval of final 2019 Budget (after year-end data available)
 - Printing of 2018 Annual report includes year-end financial data and 2018 Budget

Total revenue was higher in 2018 versus 2017 due to increased giving's, rental and interest income. Expenses were higher in 2018 versus 2017 due to increased staffing costs – mainly due to having an intern position in the first half of 2018. Other expenses were below 2017 spending levels by about \$2000. Our net income position is -\$11,400 which is about \$4300 worse than 2017. Thanks to all committees for maintaining good cost control and to the congregation for your continued support of the operating budget.

	<u>2018</u>	<u>2017</u>	<u>Difference</u>
Total Revenue	\$328,800	\$322,800	+\$6,000 (1.9%)
Total Expense	\$340,200	\$329,900	+\$10,300 (3.1%)
Net Income	-\$11,400	-\$7,100	

Communications

Continue to distribute the Photo Directory. Grace Notes in progress for next release of November/December.

Chris Cooke was approached to coordinate/volunteer in bell ringing ceremony on Remembrance Day at 12:30 and/or evening city wide. Due to prior commitments, we have declined participation.

Property

Recruitment appeal has secured volunteers for this committee.

Fix-it volunteer - Brian Eagleson.

Track-it invoice volunteer - Marion Staples.

Proposal from Steve Arnold, preventative maintenance for boiler system. Water treatment and testing service \$125. plus any chemicals.

Brad Mackay will investigate past agreements with PoleAir and compare with proposal from Steve Arnold.

Snow removal contract for 2018-19 is with Bore Fencing; inquire if salting is included. Custodian job responsibilities under review.

Trustees

Insurance may go up next year due to liability claim being settled out of court. Future action should involve sufficient salting and plowing of walkways and parking lot.

Ministry & Personnel

NONE

Lay Presbytery

Presbytery will cease to exist soon as the UC moves to a Regional structure. Ceremony to mark the occasion is being planned UC of Canada.

Greta Vosper will continue in her role as UC minister.

UCW

None

AOTS

The regular Sunday morning monthly meeting of AOTS for September 2018 was held on Sunday, September 28, 2018, at 8:00 AM, in the gym of Grace United. Guest speaker was intern Brett Boyko who talked about, and illustrated, the relationship of Art to Prayer. Several unique, artistic designs were presented.

---- Bill Palmer

10. Adjournment: 8:55 pm

Motion to adjourn BILL PALMER, second PAUL COOPER. Carried.

Next regular meeting: DECEMBER 5, 2018

Devotion Responsibility:

MAY – Worship

JUNE – CD

Sunday Lock-up Responsibility:

June - CD

July - CC&G

JULY – CC&G
AUGUST – AOTS
SEPT – COMMUNICATIONS
OCT – FINANCE
NOV – OUTREACH
DEC – M&P

August - AOTS
September
October - Finance
November - Outreach
December - M & P

11. Closing Prayer
Brad Morrison

Brad Mackey, Chair

Diana Fisher, Secretary

APPENDIX of attached reference documents

Memorial Fund Policy, Appendix 2.1 to replace Memorial Committee, Appendix 2.1
Worship Committee mandate from the Constitution
Rental Policy, Appendix X.X

Current list of Grace United Church APPENDIX to Constitution

Appendix 1: Council People Procedures

- 1.1 [Holy Manners](#)
- 1.2 [Conflict of Interest Policy](#)
- 1.3 [Complaint Resolution Process Policy](#)
- 1.4 [Confidentiality Policy](#)
- 1.5 [Privacy Policy](#)
- 1.6 [Nominations Committee](#)
- 1.7 [Occupational Health and Safety Procedures Policy](#)
- 1.8 [Harassment and Workplace Violence Procedure Policy](#)
- 1.9 [Accessible Service Plan Policy](#)
- 1.10 [Baptism Policy](#)
- 1.11 [Awards and Plaques Policy](#)
- 1.12 [Marriage Policy](#)

Appendix 2: Council Financial

- 2.1 [Memorial Committee](#)
- 2.2 [Financial Review Committee](#)
- 2.3 [Specified Donations Policy](#)
- 2.4 [Legacy Fund Policy](#)
- 2.5 [Youth Initiative Fund Policy](#)
- 2.6 [Lay Leadership Development Fund Policy](#)

Appendix 3: Annual Review

- 3.1 [Model of Multiple Staff Ministry](#)
- 3.2 [Annual Review Timeline](#)

Appendix 4: Council Property & Other

- 4.1 [Security Arrangements](#)
- 4.2 [Funeral Policy](#)
- 4.3 [Charitable Gaming Policy](#)

APPENDIX 2.1 MEMORIAL FUND POLICY (new)

Created: <enter the date that the policy is officially adopted into the GUC Constitution>

Origin and Purpose

The Memorial Fund (the "Fund") is a Special Fund that was created early in the life of Grace United Church – its exact origin is unknown. It is aligned with the Worship Ministries of the church and is also a vehicle to receive and hold monies donated *in memoriam*.

Parameters of the Fund

The main source of contributions to the Fund are donations that are made in memory of one or more individuals, or in celebration of a life event.

The Fund may also be the recipient of residuals remaining in other Special Funds as part of their wind-up process. (e.g. refer to Appendix 2.6 – Lay Leadersip Development Fund)

A memorial donation may be directed towards the purchase of a specific item that has been approved by the Worship Committee ("WC"), or it may be donated for 'general use' within the parameters of the Fund. The Fund is typically used to purchase equipment or items to enhance the church and its activities of service and worship.

Requests to designate the use of a donation to the Fund must be approved by the WC and must conform with the terms in Appendix 2.3 Specified Donations Policy of the Grace Constitution.

The WC is responsible for the activities associated with disbursing monies from the Fund. The intention is that the WC incorporates the Fund into their annual planning and budgeting cycle so as to make best use of the monies.

The WC is responsible for the development of proposals for using the Fund and it may also entertain proposals in writing from other individuals or groups within the church. The WC will make its decisions based on the nature of the proposal, the capacity of the Fund, and with consideration to any ongoing expenses associated with proposal. The WC will also coordinate or delegate responsibility for the purchasing and installation (execution) of said proposals.

The Finance Committee of Grace United Church is responsible for the accounting, reporting and investment activities associated with the Fund.

The Church Office Administrator assists with the recording of gifts made *in memoriam*.

The Fund is one of several Special Funds managed by the church. As such, the Memorial Fund is separate from the general operating fund and from other Special Funds so as to recognize its specific mandate within the activities of the Grace Church congregation.

Authority and Approvals

Spending from the Fund is under the authorization of the Worship Committee. The Worship Committee is accountable to Council for the Fund.

WORSHIP COMMITTEE

PURPOSE To plan and provide for corporate worship of the congregation.

REPORTING

RELATIONSHIP Reports to the Church Council.

DUTIES

1. To provide clergy with leadership and direction for planning and conducting the service of worship.
2. Obtain pulpit supply as required.
3. Oversee the preparation and administration of sacraments.
4. Arrange for ushers and greeters.
5. Provide direction for choice and presentation of music. Oversee and encourage the growth of choirs.
6. Supervise and support the work of the Director of Music Ministries (orequivalent).
7. Oversee the work of the Sanctuary Guild whose role it is to manage the decorations and symbols of worship in the sanctuary.
8. Provide opportunities and assist planning for variety and inclusiveness in worship. Coordinate the participation of lay people. Encourage the use of arts in worship.
9. Maintain and oversee operation of the sanctuary sound system equipment and audio/video taping of worship services, providing supplies and trained people.
10. Provide for the upkeep of musical instruments except where such instrumentation has been sponsored and is supported by another church committee.
11. Authorize the use of the sanctuary and chapel for purposes other than regular worship services. Authorize any changes to the design and layout of the sanctuary and chapel.
12. Oversee the liturgy and conduct of worship for weddings and funerals and other special services.
13. Oversee the work of the Memorial Committee. Oversee the administration of the Memorial Fund, assess and authorize proposals for the use of the Fund, report on activities associated with the Fund, and maintain the Memorial Book.
14. Coordinate long range planning of special church services and special events within services in connection with other committees and other special interest groups.

Grace United Church Rental Policy

Developed Sept. 7, 2003

Revised July 25, 2018

Approved by Council

Policy Statement:

This policy supports the Grace United Church mission and our strategic objective to be an inclusive, intergenerational, community partner. The property and buildings were designed and developed to facilitate the achievement of that Mission. As such, the facilities and equipment are intended primarily for church functions such as worship, study, fellowship, meetings or other activities. We encourage the use of the facilities and equipment for non-church functions which do not conflict with church functions, subject to the terms of this policy and the rental agreement. We reserve the right, in the absolute discretion of Grace United Church, to decline any rental by any person or group if such group's values or proposed use of the facilities would be contrary to the Grace United Church mission, would expose Grace United Church to risks that it is unwilling to assume for any reason, would conflict with the Rules For Building Use or would be reasonably expected to conflict with church functions.

Scope:

This policy applies to rentals of facilities or equipment to individuals or organizations ("Rental Groups") for non-church activities. Equipment included in any rental agreement will not be removed from the church property. This policy also applies when a Grace member or adherent wishes to use the facilities or equipment for non-church activities. This policy does not apply to the manse so long as the Association for Community Living occupies the manse under a separate agreement.

Sponsorship:

Any committee of Council may sponsor a non-church group. In doing so, the requirement to provide liability insurance will be waived and the non-church group will be covered under the Grace liability insurance policy. The sponsoring committee may also reduce the rental rate.

Responsibilities:

Trustees - The Board of Trustees oversee rentals of church property on behalf of the Region, and administration of specific facility rentals is assigned by the Trustees to the Property Committee and office administrator. Trustees will obtain Region approval for any rental agreements assigning first priority or exclusive use of church property to a renter.

Property Committee – The Property Committee is responsible for administration of the Rental Policy, rental rates and related documents. The committee will review the policy and related documents annually and make revisions as appropriate. The committee will review rental rates at least annually and recommend adjustments to rental rates for Council approval. The committee will provide guidance to the office administrator regarding rental problems or exceptional circumstances.

Worship Committee – The Worship Committee will review and approve all requests to rent the chapel or the sanctuary. The Worship Committee will maintain a policy regarding appropriate uses of the chapel and sanctuary.

Office Administrator – The office administrator is responsible for providing information to potential Rental Groups and negotiating rental agreements within the parameters of the procedures. The office administrator will ensure that rental payments are received and that the Rental Group adheres to the agreement. The office administrator will seek guidance from the Property Committee in the event of problems or exceptional circumstances. The office administrator will maintain a comprehensive schedule that integrates all church and non-church functions, activities, events and rentals.

Contact Person – The contact person will be the authorized representative and will sign the rental agreement on behalf of the Rental Group. The contact person will be the single point of contact between the Rental Group and Grace United Church. The contact person will ensure that all participants in the event are aware of and follow the Rules for Building Use.

Grace Representative – A Grace representative will be identified for every rental event in the sanctuary. This person may be a staff member (e.g. custodian) or a member/adherent of Grace United Church. The Grace representative will be present and visible throughout the whole time the Rental Group is in the building, make sure furnishings are treated with care, ensure the building is left in a clean state at the end of the event, and lock up the building.

Security Representative – The security representative is provided when the Rental Group does not have a person trained in lock up. The security representative will meet the group when they first arrive, answer any questions they may have about room/table/chair usage and show the group where the cleaning supplies are kept that they will need at the end of the event. The security representative will arrange to arrive at the end of the event, as clean up is taking place. The security representative is not responsible to assist with clean up but will make sure tables and chairs are returned to proper areas, bathrooms are clean, all floors/carpets are clean, and after a banquet, the gym floor wet mopped.

Sound System Technician – The person designated to operate the sound system in the sanctuary.

Documents:

The following documents form part of this policy:

Rental Contract – the office administrator must complete a copy of the rental contract for each rental. The rental contract must be signed by the office administrator and the contact person to signify acceptance. The contact person and the Grace representative or security representative must sign the rental contract at the close of the event.

Rental Rates – Lists the current rental rates, including the performance bond and hourly rates for the Grace representative, security representative, and the sound system technician.

Rental Sponsorship Form – A Grace committee will complete this form to accept sponsorship of a non-church group for rental. Sponsorship may include proof of liability insurance being waived, a change of rental rates, or both.

Worship Committee Approval Form –The Worship Committee will complete this form to approve the use of the chapel or sanctuary. The contact person will provide the details the Worship Committee needs to make their decision.

Rules For Building Use – This document summarizes the rules that the Rental Group is required to adhere to while renting the facilities. The contact person will initial, sign and date the document to indicate acceptance of the rules on behalf of the group, and the responsibility of passing the information on to the group.

Peanut Allergy Letter – This document explains and emphasizes our reason for striving to be a peanut/nut free facility. It is given to the contact person when the contract is being signed.