

Executive:

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

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 x
 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

Finance – Paul Cooper shared a story of gratitude ... 3 Hairs.

2. Approval of Agenda

Moved by BRYCE MCGARVEY and seconded by BARB BAXTER that the agenda be approved. *Carried.*

3. Approval of Minutes

Moved by BILL PALMER and seconded by PAUL COOPER that the minutes of JUNE 6, 2018 be approved. *Carried.*

4. Business Arising from the Minutes

NONE

5. Correspondence

NONE

6. New Business

Building Use Study, Rental Rates and Policies

Submitted by John Cooke -- I agreed to undertake a building use study earlier this year. The main goal is to increase rental income to Grace. Some work is done; but I have a few more tasks to do. Unfortunately, I can't attend the Oct Council meeting, so I am submitting a brief report with 2 requests for approvals.

Background Information:

2016 Rental Income was \$13,015, 3.3% of Total Income to the Operating Budget

2017 Rental Income was \$18,629, 4.6% of Total Income to the Operating Budget

1-hour rental, 3 times per week @ \$25/hr for 40 weeks per year equates to \$3,000 income per year

Administration of building rentals is managed very effectively by Lori as part of rather complex process of booking & scheduling all events in the building.

Rental Policy

The "Rental Policy" provides the guiding principles for rental agreements. There are 6 other supporting documents which Lori uses to implement a rental agreement (Rental Rates, Rental Sponsorship Form, Worship Committee Approval Form, Rules for Building Use, Peanut Allergy Letter). I worked with Lori over the summer to review and update the documents. The updated Rental Policy was circulated to Committees on August 21.

I request that the Rental Policy be approved by Council.

Rental Rates

The current Rental Rates were set in 2005. I propose the following 2 changes as shown in the attached Rental Rates document:

Gym

- Current rate - \$30 for the first hour, \$20/hr for additional hours, \$150 daily maximum
- I propose eliminating the "first hour rate" to simplify the process.
- Proposed new rate - \$25/hr, \$175 daily maximum
- New rates effective January 1, 2019. This will give Lori time to communicate the changes to the impacted groups (mostly sports groups)

Room 6 - the "popcorn room"

- Current rate - \$20/hr, \$110 daily maximum
- Proposed new rate - \$15/hr, \$80 daily maximum
- New rates effective October 1, 2018
- Room 6 is seldom rented. The current rate seems out of proportion to the nature of the room as it is only suitable for very small meetings or 1-1 consultations. The proposed rate is designed to encourage more use of the room by non-Church users.

Note – I don't think it is necessary to approve the other 5 supporting documents (Rental Sponsorship Form, Worship Committee Approval Form, Rules for Building Use, Peanut Allergy Letter) as they are more procedure than policy. Lori will share them with anyone who is interested.

Other Issues I am Working on:

I am working on several issues and will report on progress at a future Council meeting. Issues include:

- Capacity to increase rental use of the building.
- Review all other rental rates and consider a process for future rate reviews.
- Consistent application of Committee sponsorship of rental groups.

Some discussion followed regarding the disposition of the Chapel and the need to continue with Worship Committee to approve the use of this space. Since we are considering options for a multi-use of the Chapel, perhaps the Chapel use approval could fall under the general office.

Val will take this topic back to the Worship committee for further discussion.

APPENDIX: RENTAL RATES (new); RENTAL POLICY (new)

Motion by KIRK WILSON to accept new **Gym** rental rate - \$25/hr, \$175 daily maximum, as proposed; second by BILL PALMER. Carried.

Motion by KIRK WILSON to accept new **Room 6** rental rate - \$15/hr, \$80 daily maximum, as proposed; second by BILL PALMER. Carried.

HOLD THE REVISED RENTAL POLICY APPROVAL UNTIL NOVEMBER 2018 COUNCIL MEETING, until Worship Committee and others can discuss.

Affirming Committee

CC&G recommends to council that they approve Recommendation #1 that Grace United Church authorize the following "Affirming Vision Statement" alongside our current Statement of Purpose, Congregational Vision, and Strategic Objectives. (see distributed Affirming Vision Statement, copy attached.)

CC&G recommends to council that they approve Recommendation #2 that Grace United Church endorse the following "Affirming Action Plan" for 2019, to be reviewed annually. (see distributed Affirming Action Plan, copy attached.)

MOTION by BARB BAXTER to approve the Affirming Vision Statement and Action Plan to be circulated to the congregation for review (no wordsmith) and feedback; second by VAL ADAMSON. Carried

Proposed date for a congregational meeting on Nov 25, 2018 to seek congregational approval to adopt the Affirming Vision Statement and Action Plan. Motion to follow in November.

Wedding Policy revision

Affirm United has approved the revised policy, which is revised as follows (in italics):

“As a community of faith Grace United Church performs wedding ceremonies because of our belief:

- That marriage is a GIFT from God helping a couple, ***which includes people of all sexual orientations and gender identities***, to grow together in love and commitment to one another.
 - That marriage is a RESPONSE to God’s call to be in relationship with one another in love and faithfulness.
 - That marriage is a spiritual COMMITMENT involving the couple and God.
- The following policy outlines our expectations for couples who wish to be married at Grace or by one of the ministers serving Grace United Church. “

Business Achievement Awards

Grace UC has been nominated to receive Chamber of Commerce Outstanding Business Achievement Award in the category of Inclusivity. Brad completed the required paperwork to accept the nomination. Award presentation is October 12, 2018. Brad Morrison, Brad Mackey, Brett Boyko and Barb Baxter will be attending. This is the first year that the Chamber has expanded their nomination criteria to members outside of the Chamber. The nomination remains anonymous.

Brad’s acceptance statement ---

Inclusivity is first in Grace United Church’s threefold strategic objective: inclusive, intergenerational, community partner. As a faith community, we work towards inclusivity and diversity through our congregational members, who live these values in their workplaces and neighbourhoods.

Grace is the first United Church in Lambton County to undertake our denomination’s affirming ministry process, which we hope to complete this fall. An affirming ministry is intentionally and publicly welcoming of the LGBTQI community, with a focus on developing intercultural competency. Last year we hosted the community’s first Pride Family Dinner, organized with and attended by our local MP and MPP, along with Sarnia’s mayor and multiple council members. We provide space for Sarnia Pride and PFLAG executive meetings, and we organized Sarnia’s first Transgender Day of Remembrance, which continues annually. We are probably the only United Church to use a Sunday morning sermon to interview a researcher on intersex research and issues.

We take accessibility seriously, completing a major accessibility upgrade last year: automatic doors on our building’s three main entrances, sanctuary entrance, and fully accessible washroom, along with accessible exterior walkways. We invest in

visual and hearing assist technology to make our worship services accessible. We hold accessibility training events, and we have an Accessible Service Plan. As an internship training site for student ministers, our culture of inclusivity has an impact on other congregations across the country.

Because our building is fully accessible, we provide meeting and activity space for groups with accessibility needs. Our youth group hosts the monthly Community Living dance in our accessible gym. We've rented our adjacent manse to Community Living Sarnia/Lambton for \$1 annually for over 20 years.

Our strength is our people, and we are blessed with people who are active community leaders and have a strong vision for an inclusive, diverse, healthy Sarnia community. We still have a lot to learn and develop as a faith community, but as our congregational vision statement reminds us: we are confident that God will guide us.

7. Pastoral Team Reports and Teaching

Brad Morrison

April 5 – October 3, 2018

Key Ministry	Major Activity and Related Committees
Worship	Ongoing resource to Sanctuary Guild . I presided at the funerals of Bob Dell, Kay Calvert, Maurice Pascoe, Carroll Guthrie, Earith Widdowson, David Smith, John Moore. Preside at weddings of David/Walton, Acton/Bunting, Hines/Watson, Mellon/Wright. Area nursing home and seniors' residence worship services.
Inreach	Attending Sarnia Pride meetings/events (e.g., parade, game night, dance) on behalf of Affirming Committee. Supporting accessibility event with Rob Christopher. Caregivers' small group meetings. Ongoing monthly work continues with the Seniors Drop In and peer consultation at the Hospice .
Outreach	Devotion for Habitat Build day.
Teaching	Concluding Eric's Supervised Ministry Education evaluation documents and farewell events. Application process for 2018-19 SME placement. Welcoming Brett Boyko and weekly SME supervision. Youth group trip to London "Factory"
Proclamation	Partnership with Unitarian fellowship for Bokma event.
Governance/ Support	Supporting Planning Committee consultations on Affirming process. Continue as appointed pastoral support person for Rev. Adam Kilner for duration of Dunlop's congregational review. Serve as parliamentarian for Conference AGM . Organize Region 7 clergy gathering at Grace. Continue work with the General Council Task Group on Association of Ministers , exploring how to build support for ministry personnel into the pending denominational restructuring. Similarly, I continue to serve the General Council Judicial Committee Executive .
Holiday/Study	Holidays: 18.5: Apr 9-15, 2018 Holidays: 19.1: July 9-15, 2018 Holidays: 19.2: July 16-22, 2018 (1 pastoral care emergency) Holidays: 19.3: July 23-29, 2018 (1 pastoral care emergency) Study Leave 18.3: Apr 16-22, 2018 (Webinars: Trauma; solution focused grief counselling. Intercultural Development Inventory online course)

Pat Morrison report

As we move to the new Region model, I am in continued conversation with ministry colleagues about possibilities for regional youth ministry events that draw on leadership and youth participation from across Regions 7, 8, and 9 (SW Ontario). These events are valuable to Grace youth who attend as participants, and to youth participants from the larger church, but our Grace youth benefit most as they make up a generous portion of the planners and leadership teams for each of these events.

One of these events is Niagara Youth Festival and happens Oct 26-28, and I am again leading worship at the event.

Another initiative I'm investing in is working with teams of children and teens to prepare and deliver elements of worship here on Sunday mornings. I find a group of Grace teens and build a structure around their gifts and passions that allow them to intersect it with a biblical passage to create a Call to Worship, or a responsive Psalm.

Brett Boyko, born and raised in small town outside of Belleville.

- Went through the orientation at Blue Water Health; started including hospital pastoral visits as part of weekly practice.
- Continued with pastoral visits to parishioner's homes.
- Preaching from the at Grace United twice including Grace United 62nd Anniversary Service
- Preaching at Marshall Gowland Manor and Fairwinds Residence
- Created Slides for Announcements; incorporated announcements and welcome as part of presiding.
- Created Sides for worship service; including announcements, hymns, transitions as part of presiding.
- Developed prayers for worship service on different occasions
- Guest Speaker at Men's A.O.T.S meeting on Art as Prayer; \$100 from men's A.O.T.S. was donated to the youth Group as per request.
- 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
- Completed orientation through Blue Water Health
- Participated in Seniors Drop in Group.
- Ran an informal Dungeons and Dragons group for tweens who attend Grace United.

8. Key Ministry Committee ReportsWorshipDissolution of the Memorial Committee and new Memorial Fund Policy.

The Memorial Committee is a group that is currently recognized by the Grace United Church Constitution as a Sub-Committee reporting to the Worship Committee. Back in February 2018, representatives from Worship, Memorial, Finance and the Ministry team met. The eventual outcome of this discussion was the proposal that the Memorial Committee be dissolved, with its duties being absorbed by the Worship Committee. There is no requirement in the United Church Manual to have a Memorial Committee, and hence no impediments to its dissolution as long as its current duties are fulfilled within the church's governance system.

The Memorial Fund had no existing terms of reference so a new Memorial Fund policy was prepared and is included as part of this presentation.

The activities of the Finance Committee are not impacted by any aspect of this proposal.

Currently the section in the Constitution concerning the duties of the Worship Committee includes the statement:

“13. Oversee the work of the Memorial Committee”

With the proposed dissolution of the Memorial Committee, the above words should be replaced by the following:

“13. 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.”

MOTION by GORD WALKING, on behalf of the Worship Committee, to approve the following list of proposed constitutional amendments; second by CHRIS COOKE. Carried.

- a) dissolve the Memorial Committee (with thanks) and delete Appendix 2.1 from the Constitution; subject to approval from Lambton Presbytery or Region 7;
- b) accept the above amendment to the Worship Committee duties, item 13; and
- c) receive and accept the new appendix 2.1 covering the Memorial Fund Policy.

Upcoming Worship Services: Communion will be held on Thanksgiving as part of World-wide Communion Sunday. Special Remembrance Day activities will be included in the November 11 service. Due to an illness, Besig and Price will not be available to participate in the Anniversary Service, so Glenn is working to identify and invite other musical guests.

APPENDIX: MEMORIAL FUND POLICY (new)

Christian Development

- Summer programming was a great success.
- All programs up and running after reviewing curriculum, resources, leadership, safety protocol.
- CD continues to experiment with initiatives that attract and retain new, young families.
- A reminder that the Lay Leadership Development Fund has funding available to underwrite events or learning opportunities that equip lay people of Grace for leadership in the congregation and community.
- CD is working to provide an emergency EpiPen for all groups who use Grace. It would be stored in the side office, and all groups, inside and outside, will be made aware of its location when given the key tour.

Congregational Care & Growth

Members Removed from the roll by Death

- Carrol Guthrie, died July 31, 2018 - roll #1568
- Earith Widdowson, died August 4, 2018 - roll #2778
- David Smith, died August 16, 2018 - roll #2741
- John Moore, died September 1, 2018 - roll #304

Change to Non/Resident Status

- Vance Curry moved to Guelph - roll #2678

Transfer in

Motion: CC&G recommends that Council approve the admission into membership of this congregation of Marion Staples by transfer from Central Baptist Church; by IRIS MURTHA, seconded by CHRIS COOKE. Carried

Motion: CC&G recommends that Council approve the admission into membership of this congregation of Eileen MacDiarmid by transfer from Central United Church; by IRIS MURTHA, seconded by VAL ADAMSON. Carried

Weddings

- Karleigh Acton and Grant Bunting - June 30, 2018
- Christine Hines and Andrew Watson - August 11, 2018

Sydney Mellon and Connor Wright - September 1, 2018

Upcoming Weddings

Amanda Dowswell and Patrick Rondinelli, October 27, 2018

Funerals

Maurice Pascoe, died July 18, 2014 - service June 27, 2018

Patricia Pascoe, died February 4, 2018, service June 27, 2018

Carrol Guthrie, died July 31, 2018, service August 6, 2018

Earith Widdowson, died August 4, 2018, service August 8, 2018

Charles Birkshaw, died August 6, 2018, service August 9, 2018

David Smith, died August 16, 2018, service August 23, 2018

John Moore, died September 1, 2018, service September 6, 2018

Inactive, non-members removed from phone directory and Grace notes

William Brown

Mike and Cheryl Carroll

Patrick and Christine DiLosa

Evan and Dana Douglass

Scott and Danielle Dunn

Kevin and Ashley Fewster

Outreach

- 70 clients served at the IOGS in September. Great support from volunteers for serving and meal preparation.
- Successful build day on August 25th at Habitat For Humanity (HFH) build on Guthrie Drive – both on-site and with lunch served at Grace. Partnership with Central Baptist worked well. Target is to have 5 senior couples in new homes by year-end.
- Great support for evening meal for Circles on September 11. Positive feedback received from Circles folks.
- L4L school lunches restarted in September. Successful fund-raising dinner held on September 30th. Kudos to Pauline and entire program including volunteers for receiving 100 Women Who Care award of \$10,000.
- September soup luncheon raised over \$2500 for Pathways pool refurbishing. October 21st soup luncheon to help support required fire upgrades at Lambton Center.
- Awaiting notice of soybean harvesting for Brigden UC ‘Forget-me-Not’ grow project.

Proclamation and Special Events

The 2018 Fall Fair is Saturday, Oct 13th, with Bev Walking as coordinator. Bake table, frozen foods, BBQ, books, Guide tea room, silent auction, jewellery, attic treasures. FREE admission

The Festive Celebration is at the Sarnia Yacht Club on Nov 24th, with Jan Jordan as coordinator. Dinner, dancing with music by Redline. Tickets \$40

9. Governance and Support Committee Reports:

Planning

No Report

Finance

Here is the comparison of the operating budget data for 2018 and 2017 up to the end of August.

	2018	2017	Difference
Total Revenue	\$250,500	\$251,400	-\$ 900 (0.4%)
Total Expense	\$267,000	\$256,400	+\$10,600 (4.0%)
Net Income	-\$16,500	-\$5,000	

Total revenue was slightly lower in 2018 versus 2017. 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 maintained at or below 2017 spending levels. Our net income position is \$16,500 negative and \$11,500 lower than in 2017. Thanks to all committees for maintaining good cost control and to the congregation for your continued support of the operating budget.

Communications

Purchased network hardware for increased wifi coverage in gym and large kitchen.

Quote for printing Photo Directory was \$1,200. so we are printing it ourselves and is now available. Free will offering or \$5.00 for anyone who did not participate.

On the subject of streamlining policies and special funds, we are exploring dissolving the Audio Visual Fund. Part of this fund has money in it that was designated for tech equipment improvements in the sanctuary. These monies could and should go into the Worship Committee, managed Memorial Fund. The rest of the fund would merge with the Office Equipment Fund (under a new name, possibly) and its scope would cover the whole church (not just the office), except for those things pertaining to the sanctuary/chapel. So for example, this fund would include office equipment, the wifi system, the nursery tv, etc.

Property

No report

Steve Siloski has resigned due to employment demands.

Trustees

Law suit started in 2014 has been settled with the insurance company and lawyer.

Ministry & Personnel

No report.

Lay Presbytery

No report

UCW

The United Church Women of Grace exist in two groups; Helen McKay Unit and Unit C, which meet separately but work collaboratively. Our offerings make up substantial donations to Grace United, the M&S fund and the Lambton United Church camp. During the Christmas season, we are responsible for the Mitten Tree, giving the results of the hand-

knitted items to the Salvation Army. We look after the white Gift Envelope project. The money raised has gone to the Student Nutrition Program, which benefits over 40 schools in this area.

Over the past year, we have been involved with the Shoebox Project, decorating and filling shoeboxes for the Women’s Interval Home. Each box is valued at about \$50.00. We have also given many supplies for personal use at the Hub. Our members attend the World Day of Prayer and the annual meeting of the Lambton Presbyterian UCW in June.

Dorothy Plumley Marilyn Hamilton

AOTS

The regular monthly Sunday morning breakfast meeting of AOTS for September 2018 was held in the gym of Grace United at 8:00 AM on Sunday September 23, 2018 . Guest speaker was Allison Morrison of Pathways who provided an update on the current programs, and community services, delivered by Pathways and stressed the need for community support for the fundraising drive to rebuild the pool.

AOTS will be active in the Grace Fall Fair to be held on Saturday, October 13th.

-----Bill Palmer

10. Adjournment: 8:36 pm

Motion to adjourn KIRK WILSON, second BRYCE MCGARVEY. Carried.

Next regular meeting: NOVEMBER 7, 2018

Devotion Responsibility:

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

Sunday Lock-up Responsibility:

June - CD
July - CC&G
August - AOTS
September
October - Finance
November - Outreach
December - M & P

COUNCIL meeting schedule:

April 5
May 2
June 6
October 3
November 7
December 5
January 2 or 5, 2019
February 6
March 6
April 3
May 1
June 5

11. Closing Prayer

Brett Boyko

Brad Mackey, Chair

Diana Fisher, Secretary

APPENDIX of attachments

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 Leadership 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 makes 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.

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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 cleanup 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.

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RENTAL RATES

Performance Bond - \$100.00

All groups renting church facilities are required to submit a Performance Bond. The following conditions apply:

- The Performance Bond holds your reservation. If your event is cancelled, the Performance Bond will be refunded unless you fail to notify of cancellation 4 days prior to event.
- Rental groups are responsible to clean the rented facilities and remove all waste materials immediately following their event. Failure to do so may result in forfeiture of the Performance Bond.
- Damage requiring repairs will be billed directly to the rental group. The Performance Bond will not be refunded until damage repair bills have been paid.

Sanctuary

Rental of the sanctuary or the chapel requires prior approval of the Worship Committee.
 Rental of the sanctuary also includes use of one other room as a resting room.
 Use of the musical instruments (piano and/or organ) requires prior permission.
 If the sound system is required, Grace will provide a trained technician, as per rates listed below.
 A Grace Representative must be in attendance throughout any events in the sanctuary.

	Rate	Payment to	Payment Date
Sanctuary <ul style="list-style-type: none"> • Day of the event • Additional access (if required) 	\$475 \$60/hr	Grace United Church	Post dated
Musical Equipment	\$60	Grace United Church	Post dated
Sound System Technician	\$25/hr. (2hr. minimum)	Personal Cheque	Day of the event
Chapel <ul style="list-style-type: none"> • Hourly rate • Daily Maximum 	\$35/hr \$165	Grace United Church	Post dated
Grace Representative	\$25/hr (2hr. minimum)	Personal Cheque	Day of the event

Gymnasium or Other Rooms

Rental of the gym includes use of the stage and the basketball nets.
 A Security Representative may be required to open and close the facilities, and to be on call in case of problems.

	Rate	Payment to	Payment Date
Gym <ul style="list-style-type: none"> • Additional hours • Daily Maximum 	\$25/hr \$175	Grace United Church	Post dated
Rooms 1, 2/4, 3/5, 9 or 10 <ul style="list-style-type: none"> • Hourly rate • Daily Maximum 	\$30/hr \$110	Grace United Church	Post dated
Room 6 <ul style="list-style-type: none"> • Hourly rate • Daily Maximum 	\$20/hr \$110	Grace United Church	Post dated
Kitchens (flat rate) <ul style="list-style-type: none"> • Small Kitchen • Large Kitchen 	\$70 \$150	Grace United Church	Post dated
Security Representative	\$25/hr (2hr. minimum)	Personal Cheque	Day of the event

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Affirming Committee Recommendations:**Vision Statement, Action Plan, and Enabling Motion**

The final steps of the Affirming Ministry process include adopting two documents:

- a) an Affirming Vision Statement and
- b) an Affirming Action Plan.

You are invited to provide feedback on these documents. The vision statement and action plan were developed from input received at the May 6, 2018 congregational consultation event. Input from the consultation was studied by the Planning Committee, and the Affirming Committee endorsed the final language.

Affirm United is the accrediting organization that designates congregations and ministries as affirming. Affirm United has reviewed and approved our vision statement and action plan. The next step is congregational approval of these documents and a 75% majority congregational vote in favour of Grace United Church becoming an Affirming Ministry.

Feedback Process

Please review the following recommendations and provide your feedback to the Affirming Committee, by Sunday, November 4th.

Feedback can be submitted in the boxes in the Narthex or outside the main office, or emailed to office@graceucsarnia.com

Recommendation #1:

The Affirming Committee recommends the following motion to the Grace United Church congregation:

That Grace United Church authorize the following "Affirming Vision Statement" alongside our current Statement of Purpose, Congregational Vision, and Strategic Objectives:

Affirming Vision StatementGrace 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.

Rationale

The above affirming vision statement, which echoes Grace's historic vision statement, is a hybrid of

- (i) the section of A New Creed that describes the shape and mission of the church and
- (ii) explicit affirming language from the Affirm United's "Open Hearts" (p.17).

Also, the italicized lines stand on their own:

Grace United Church

*People of all sexual orientations and gender identities,
Gathered around a safe and open table and font,
Committed to inclusion and celebrating diversity,
Respecting and celebrating differences,*

*Challenging the power of class, race, sex, age, and ability.
Confident that God will guide us.*

Recommendation #2:

The Affirming Committee recommends the following motion to the Grace United Church congregation:

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?*

Rationale

The above affirming action plan reflects the four priorities identified at the May 6, 2018 congregational consultation. Each priority is expressed as a question to prompt the congregation, committees, and individuals to set goals and take action. The Affirming Committee, which is responsible to Grace Council through the Congregational Care and Growth Committee, is responsible for:

- encouraging and organizing activities that animate this aspirational action plan
- assessing the effectiveness and outcomes of these activities
- revising the action plan annually according to congregational progress and need

Feedback:

You are invited to provide feedback on these three recommendations. Feedback is welcome from members, adherents, and interested community partners.

Please keep in mind that the Affirming Vision Statement has progressed beyond the wordsmithing stage and has received approval from Affirm United in its current form. Changes to that vision statement would require another cycle of approval by Affirm United.

Feedback Questions:

1. Would you recite the Affirming Vision Statement as part of the congregation during Sunday worship? What would help you?
2. Would you set personal or congregational goals in response to the Affirming Action Plan? What would motivate you?
3. Are you ready to vote in favour of Grace United Church being recognized publicly as an affirming congregation? What do you need to be ready?