



Kincardine United Church Policies and Procedures Manual

June 2014

Table of Contents

1. ADMINISTRATIVE POLICIES	2
1.1. Guidelines for Policies	2
1.2. Guidelines for Procedures	2
1.3. Inclement Weather & Canceling Church Services	2
1.4. Commercial Advertising Policy	3
1.5. Cornerstone Publication Policy	3
1.6. Sunday School Policy	4
1.7. Policy for Sunday School and Nursery Teachers/Leaders in an Emergency.....	4
1.8. Kincardine United Church Accessibility Policy.....	5
2. FACILITIES & PROPERTY POLICIES	6
2.1. Church Facility Use Policy (Reserved).....	6
3. FINANCIAL POLICIES	6
3.1. Memorial Gifts.....	6
4. SERVICE POLICIES	7
4.1. Funerals	7
5. STANDING COMMITTEE POLICIES & PROCEDURES.....	9
5.1. Administration.....	9
5.1.1. Memorial Gifts Procedure	9
5.1.2. Procedure for the Use of Kincardine United Church Facilities for Funerals and Funeral Teas by Other Churches.....	9
5.2. Membership & Mission	10
5.2.1 Processing Transfers of Membership from Other Congregations.....	10
5.3. Ministry & Personnel.....	11
5.4. Programme.....	11
5.4.1. Conditions For Using Candles On Christmas Eve	11
5.4.2. Sunday School Procedures	11
5.4.3. Procedure for Sunday School and Nursery Teachers/Leaders in an Emergency	13
5.4.4. Sunday Funeral Services	14
6. ADMINISTRATIVE PROCEDURES.....	15
6.1. Meeting Minutes	15
Appendix - Policy & Procedure Owners	17

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.

During the course of 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 regularly.

The electronic version of this document will be entrusted to the Coordinator of Ministry Teams upon approval by Council. Thereafter, Council may instruct the Coordinator to make changes whenever it votes to do so. The date on the cover page 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 REVISED: 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. REVISED: 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 Policy

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

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 such as the Cornerstone 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.

ADOPTED: May 2013

REVISED: September 2013

1.5. Cornerstone Publication Policy

PURPOSE: To establish guidelines regarding editorial policies and practices for the church newsletter.

POLICY: The primary function of the newsletter is to inform the congregation of church programs and activities. Responsibility for the editorial policies and practices of the church newsletter rests with Council. The newsletter editor implements Council policies.

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.

Every newsletter item must include the name of the person. Every newsletter item must include the name of the person submitting the article and should be typed or submitted electronically via email directly to the newsletter editor. The publication deadline for The Cornerstone is set by the editor. Late submissions may be refused, in which case they may be considered for inclusion in the weekly Sunday bulletin provided they meet the criteria and priorities noted above.

The newsletter editor may edit material for grammar and punctuation. He/she may also edit for length or appropriateness. The editor can refuse material that is not appropriate; however, every effort will be made to be inclusive.

ADOPTED: May 2013

REVISED: September 2013

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.
 - 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), 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

2. FACILITIES & PROPERTY POLICIES

2.1. Church Facility Use Policy (Reserved)

3. FINANCIAL POLICIES

3.1. Memorial Gifts

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

POLICY: Memorial gifts from family and friends in memory of the deceased may be directed to Kincardine United Church. A Wish List of projects is available from the church office. This Wish List will be reviewed annually by Council. Any memorial and general donations to a project not

on the Wish List are subject to the discretion of Council. Funds are used to support special projects and needs of both the church building and the Church's ongoing ministry. Investments and bequests are managed by the Special Gift Trustees at the discretion of Council. Income tax receipts will be issued in February to all persons making a donation in excess of \$10.

ADOPTED: 2008 (?)

REVISED: March 2014

4. SERVICE POLICIES

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 in the grieving process and in planning the funeral service. It reminds us that we are not alone and we have companions with us on the journey. It is an opportunity to call upon God to give us strength and courage.

Kincardine United Church is committed to offering faith celebrations that remember and honour those who have died and providing spiritual support to those who are grieving. A funeral or memorial service is a service of worship to give thanks for the life as we grieve our loss. Drawing on our faith we are empowered by our hope of resurrection, which enables us to face death, offer thanksgiving for the gift of life and celebrate our Christian hope.

These pastoral services are an important 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 Kincardine United Church, be affiliated with the United Church of Canada or have any other particular church connection for a funeral or memorial service to be held at Kincardine United or officiated by a Kincardine United Minister.

As part of the service, scripture is read and a theological reflection presented by the officiating minister. The purpose of this reflection is to ground the experience in the context of our faith. Family members are welcome to consult with the minister(s) in the selection of appropriate scripture lessons

Music for funeral and memorial services held at the church, including requests for the participation of an organist, pianist and/or soloist, should be arranged in consultation with the Minister of Music. Kincardine's minister of Music can be asked to play the organ or piano for funeral and memorial services held at Kincardine United Church.

The Kincardine United Church office will prepare a service bulletin for all funeral and memorial services officiated by a Kincardine United Church Minister when the service is held at the church.

If the funeral/memorial service is held at the church, volunteers from the congregation will also extend a ministry of support to the family by operating the elevator and the sound system for the service.

During the funeral or memorial service, arrangements can be made to invite family and/or friends to offer personal remembrances of the deceased.

In celebration of the life of the deceased, family and/or friends may place flowers, a photo of the deceased, and/or the urn (in the case of a cremation) in the Sanctuary. Following the service, some or all of the flowers (if used) may be left at the Church for future use and/or for delivery to persons living in local nursing/retirement homes.

The brief committal service at the graveside is typically the final moment of the funeral service. Here, in hope of resurrection, we commend the life of the deceased to God's care and the body of the deceased to the ground. This service may be arranged at a time separate from the funeral service and at a time agreed upon by the family and the minister(s).

When the funeral/memorial service is held at Kincardine United Church, family and friends of the deceased are invited to share a time of fellowship following the service. Members of Kincardine's United Church Women are pleased to offer a ministry of service to family and friends of the deceased by serving the luncheon. Funeral Home staff will coordinate these arrangements with the family and confirm with the Catering Committee Chair.

While there is no mandatory fee associated with the use of the church building for funeral services, donations to support the ongoing ministry of the church are encouraged. If you wish to donate a voluntary honorarium, the following amounts are suggested:

the minister (as set by the Davey- Linklater funeral Home)

\$50 for the Custodian.

\$50 for the persons operating the sound system and/or the elevator, payable to each person who provides these services.

\$100 for the pianist/organist.

In cases where these honoraria present a hardship, other arrangements can be made.

Please consult the minister(s) for additional information when making arrangements.

ADOPTED: January 2012

REVISED: March 2014

5. STANDING COMMITTEE POLICIES & PROCEDURES

5.1. Administration

5.1.1. Memorial Gifts Procedure

Memorial gifts from family and friends in memory of the deceased may be directed to Kincardine United Church. A Wish List of projects is available from the church office. This Wish List will be reviewed annually by Council. Any memorial and general donations to a project not on the Wish List are subject to the discretion of Council. Funds are used to support special projects and needs of both the church building and the Church's ongoing ministry. Investments and bequests are managed by the Special Gift Trustees at the discretion of Council. Income tax receipts will be issued in February to all persons making a donation in excess of \$10.

Procedure for Making Memorial Donations/Bequests/Donations to Projects

Small Memorial Donations

How are they handled:

- via Funeral Home
 - Funeral Home notifies family of donation
 - Envelope Steward sends receipt in February
- via Church
 - Envelope Steward notifies family of donation
 - Envelope Steward sends receipt in February

Money goes into General Funds unless specified by donor or family

The Envelope Steward will provide a list of those people being remembered with a Memorial Donation to be acknowledged at the mid-December Memorial Dedication Service.

Large Memorial Donations by Family/Donations to a Project/Bequest

How are they handled:

- Envelope Steward notifies the appropriate committee
- Envelope Steward sends a receipt in February
- Envelope Steward will send a list to the Secretary before the Memorial Dedication Service in mid-December

ADOPTED: 2009

REVISED: March 2014

5.1.2. Procedure for the Use of Kincardine United Church Facilities for Funerals and Funeral Teas by Other Churches

On rare occasions, another church may request the use of Kincardine United Church facilities to **conduct a funeral or funeral tea. Kincardine united Church will try to accommodate this request.**

The decision to request Kincardine United Church as a venue will normally be made by the staff of Davey-Linklater Funeral Home. The Funeral Home staff will contact the Kincardine United Church Minister.

The Kincardine United Church Minister will check the church calendar for the availability of the facilities. Assuming no conflicts with the use of the facilities, the Minister will approve the usage and contact the Davey- Linklater Funeral Home. If there is a conflict with the use of the facilities, the Facilities Usage Policy will be consulted and followed.

No charge will be applied for the use of the facilities, although donations would be gratefully accepted. A \$50 charge, payable to the Custodian, would apply. Should the family request the use of the sound system and/or the elevator, there would be a \$50 charge, payable to each person who provides these services.

If the family desires a funeral tea following the service, Davey-Linklater Funeral Home staff would be directed to contact the head of catering to make the request, stating the time and estimated number of people. The Catering Committee Chair will then decide if volunteers will be available to accommodate the request and notify the Davey-Linklater Funeral Home staff of their decision and the cost of the service. Davey-Linklater Funeral Home staff will then notify the family and confirm with the Catering Committee Chair.

ADOPTED: January 2014

REVISED: March 2014

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

5.3. Ministry & Personnel

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 dripless
 - 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 _
 - 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

The Kincardine United Church office must be provided with a list of Sunday School teachers, nursery volunteers and House Leaders for the week. The Minister will use this information when needed.

Davey Linklater Funeral Home will contact the Minister to request the use of Kincardine United Church for a funeral service on a Sunday. If permission is granted and if a funeral tea is required, Davey Linklater will contact the Catering Committee Chair concerning

this. The Minister will then inform the Sunday School teacher and the Nursery volunteer scheduled to work on that day.

The Catering Committee Chair will inform the House Leader for the month, who will cancel coffee time on that day. As a courtesy the Catering Committee Chair will also inform a member of the Property Team.

Sunday School and Nursery will function in their usual manner, with the children out of Fellowship Hall and the Nursery before 12 noon.

The Minister will announce during the service that coffee time is cancelled. At the same time he/she will ask for volunteers to set up tables in Fellowship Hall after the service. This setup will start at 12.

ADOPTED: January 2014

REVISED: March 2014

6. ADMINISTRATIVE PROCEDURES

6.1. Meeting Minutes

Purpose: This document describes the life cycle management of meeting minutes created by/for Kincardine United Church. It outlines the requirements for the creation, approval, filing/storage, and archiving of these official 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 the minutes have been drafted, the secretary will issue to the meeting attendees for review.
- b. The meeting chair & attendees will review the minutes for accuracy, make any required changes, then forward to the meeting secretary for update. The meeting 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 the meeting 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 signatures.
- b. The meeting chair and & secretary (or delegates) shall sign the minutes.
- c. The secretary shall initial each page of the approved copy of the minutes.

4. Filing & Distribution

- a. The approved copy of the minutes shall be provided to the Church Secretary, 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 Church Secretary.

5. Archiving

- a. At an interval determined by Kincardine United Church Council, but no more than ten (10) years, all official (approved) copies of the Kincardine United Church minutes will be transferred to the United Church Archives repository designated for Hamilton Conference use. Arrangements for transfer will be conducted by the Council Secretary.
- b. Prior to transfer to Archives repository, an inventory of all records being transferred will be completed, with one copy of the inventory being retained by Kincardine United Church and one copy accompanying the records being transferred.
- c. The Council Secretary and Church Secretary will confirm that copies of all Council records transferred to Archives are available in the Church Office for reference purposes.
- d. Electronic copies of all meeting minutes will be kept available for reference purposes; a filing & retrieval system for all electronic copies will be established 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

ADOPTED: June 2010

REVISED: March 2014

Appendix - Policy & Procedure Owners

Item	Name	Owner
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
2.1	Use of Church Facility (Reserved)	Administration Committee
3.1	Memorial Gifts	Administration Committee
4.1	Funerals	Programme Committee
5.1.1	Memorial Gifts Procedure	Administration Committee
5.1.2	Procedure for the Use of Kincardine United Church Facilities for Funerals and Funeral Teas by Other Churches	Administration Committee
5.2.1	Processing Transfers of Membership from Other Congregations	Membership & Mission Committee
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
6.1	Meeting Minutes	Council