



Knox United Church Annual Reports 2018

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KNOX UNITED CHURCH
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KNOX UNITED CHURCH

MISSION:

“We exist to love God and love our neighbours”

(Matthew 22:36-40)

VISION:

*“We aspire to engage our neighbours through the arts,
building a community without loneliness”*

VISION TAG-LINE:

“engaging neighbours through the arts”

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FAQ:

What do you mean by “the arts”?

- The term, “the arts”, refers to every creative activity and expression, including literature (*drama, poetry, prose, etc.*), performing arts (*dance, music, theatre, etc.*), visual arts (*architecture, ceramics, drawing, painting, photography, filmography, crafts, sewing, sculpting, etc.*), and culinary arts: (*the art of preparing and serving good food, the study of relationship between food and culture*)

Why “the arts”?

- The medium of the arts and arts-making is the most effective way to welcome the people of all backgrounds (race, culture, color, nationality, language, lifestyle, orientation, etc.) in one place to build a sense of well-being for all.
- The doing of the arts and arts-making melts hearts, opens minds and brings neighbors of diverse backgrounds together to build a welcoming neighbourhood.
- The ministry of the arts and arts-making is the most authentic and inclusive way for the church to engage its surrounding neighbourhoods. (In the past, the church was the best patron of the local arts)
- Knox has identified the arts as the main strength and key ministry to grow further.
- By engaging our neighbours through the arts, the Knox desires to champion the neighbourhood arts and arts-making.
- Our new building can be a centre for the neighbourhood arts and arts-making.

Why “Loneliness”?

- The issue of Social Isolation and the Loneliness has been identified as one of top social challenges facing the people living in the city of Vancouver, especially those neighbours, mostly seniors, living close to the Knox United Church.
- This issue has been identified as the most challenging social issue facing the people of Knox.
- By becoming a radically inclusive church, the Knox U.C. can position itself as a sanctuary for the isolated, marginalized, and lonely ones living near the church to belong and feel a sense of home.
- Knox can partner with other neighborhood groups and individuals in working toward building a neighbourhood without loneliness.

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FYI:

What is Mission and Vision?

A Mission Statement describes **why** the organization exists.

A good mission statement is clear, concise, and useful.

A Vision Statement describes **where** the organization wants to be in the future.

A motivating vision statement is clear, concise, inspirational and memorable.

What is Church’s Mission and Vision?

Church’s Mission is given by Jesus.

Church’s Vision is unique to its local church (niche), in that, it reflects the yearning of the people in its surrounding neighborhoods (contextual) and seeks to bring about a sense of well-being to its neighbors (missional).

Knox Ministry Team Goals (2019 - 2021)

Worship Team:

1. To grow our (Sunday worship attenders) numbers including a goal of increasing our younger attendees.
2. To offer alternative worship services - different styles, aiming for radical hospitality. May be included in Sunday morning worship and/or offered at different times and locations.
3. By 2021 various forms of the arts will be fully integrated into our worship services and appreciated as such.

Social Justice Team:

1. We desire to help the Knox UC to lift up the justice of God by advocating and working on lifting up the causes of those who are marginalized in our society by continuing to work on our existing Social Justice activities: Israel/Palestine Relation, Refugee Advocate, Monthly Community Lunches.
2. To advance Knox's new vision direction, to build a neighborhood without loneliness, we desire Knox UC to be a radically inclusive and hospitable place for all to belong by becoming an Affirming Church by the end of 2021: by the end of 2019, we will initiate the process of "Affirming Church".
3. We have been called to care for God's creation. As a part of caring for our earth, we desire to live out a good stewardship practice at Knox by eliminating (minimize) a single usage of plastics in our church and families and promote this stewardship practice in our neighborhoods.

Pastoral Care Team:

1. Creating Pastoral Care Handbook for P.C. team members to provide more effective P.C. ministry
2. To provide pastoral care ministry presence on Sundays by designating a team of pastoral care ministers on Sundays before, during and after worship.
3. To reach out to our neighbors to provide pastoral/spiritual care for those who are isolated and lonely, and to those who are seeking and in need of pastoral/spiritual care.
4. To network with local churches in providing better pastoral care for the wider community.

Exploring Faith Team:

Our goal is to help our congregation become more like Jesus.

1. We aim to become a body of people rooted in our Christian faith – in Scripture, in the person of Jesus, and in our traditions - to facilitate a transforming life.
2. Like Jesus, we aim to become people of radical hospitality, actively opening our understanding, our hearts and our lives to our neighbors. We aim to love as God loves us, God being our helper.
3. We aim to explore the theology and knowledge of beauty, of the arts, as means of connection with God and with our neighbors.
4. Christian Discipleship Formation: Help people to anchor their faith in the Christian scripture, tradition and practices to become faithful followers/disciples of Jesus Christ (Informational/Transformational)

Welcoming /Communication Team:

1. Have more signage in place outside and inside the church and fellowship center
2. Hold a series of sessions on brainstorming/workshops on welcoming/follow up – what works in other places? What are we doing today that makes people feel welcome?
3. Hold a series of Country-themed gatherings where we share food from the country and people who have been there share their stories.
4. Have the greeter Team and all Knox attendees know and use the methods we will have in place to encourage continuing attendance by all----both Knox "regulars" and guests (we like the term guests)
5. Having Knox be a welcoming center for the community: Have 1-2 annual arts events in our space that are anchors in the community and have media coverage of these arts events to increase our outreach, so we connect with the lonely. Tie in a launch event to our new fellowship center

Thanks for Coming



to the Loneliness Forum



Spiritual Formation Groups

"... discovering a balanced vision of Christian faith and practice- not just informative, but transformative."

Group One: Introduction to Christian Spiritual Formation Groups (2 groups)

Starting January 15 (Tuesdays) & 16

(Wednesdays), at 9:30 am for 8 sessions.

Participants foster spiritual balance by learning together about the Six Spiritual Traditions of the Church (work book required, \$15).



Group Two: Renovare (Renewal) Christian Spiritual Formation Group

Starting January 15 on Tuesday evenings at 5 pm until April 16.

For those who have completed the Introduction to Christian S.F. The sessions will focus on sharing each member's weekly practice of the Six Spiritual Traditions of the Church. (no workbook required)

Sunday Pot-Luck Lunch

(First Sundays During Fellowship Hour)

"Sharing Food & Stories"

Beginning February, every first Sunday is Pot-Luck & Story-Telling Sunday during fellowship hour. Bring your most delicious food and memorable stories to share around the table. Everyone is welcome!

Dates:

February 3, March 3,

April 7, May 5, June 2

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Alternate Worship Services

(Second Sundays)

"Attractive and Awe-Inspiring Worship Experience for All People"

Dates:

January 13: Special Music Guest (Jeffrey Cohen, artistic director of SSEMF)

February 10:

March 10: First Sunday of Lent

April 14: Palm/Passion Sunday

May 12: Family Sunday

June 9: Special Music

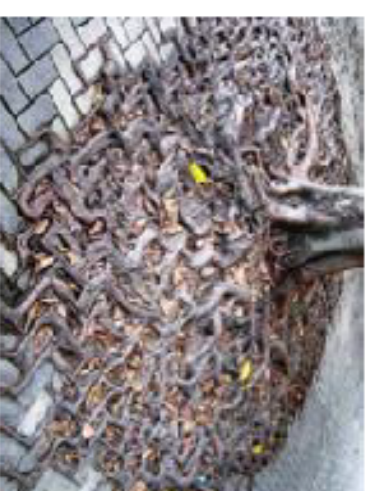


KNOX UNITED CHURCH

"engaging neighbors through the arts"
<https://www.knoxunitedvancouver.org/>

We aspire to

engage our neighbors through the arts,
building a community without loneliness.



We exist to
love God and love our neighbors

Key Programs/Activities
Spring, 2019

Sunday Worship: 10 am

5600 Balaclava St. Vancouver, BC

604-261-3747

Knox5600@telus.net

Knox Lenten Lecture Series "Loneliness"

Knox will host a lecture series during the season of Lent, 2019. In order to support the theology students and for on-going network and relationship with VST and the UBC campus, the guest speakers for the lecture series will be offered to the students currently enrolled in VST.

Lecture/Sermon Topics:

- Loneliness & Solitude: *From Isolation to Intimacy*
- Loneliness & Jesus: *Was Jesus ever lonely?*
- Loneliness & the Pastors: *Called to be lonely?*
- Loneliness & the Church: *Called to build community without loneliness*
- Loneliness & the Arts: *The role of the arts in bridging the church with the lonely world*

Dates (Wednesdays):

March 6, March 20, March 27

April 3, April 10

All lectures start at 7 pm
at Knox Sanctuary

Free Will Offering

Knox Arts/Crafts/Thrifty Fair

Date: TBD

Knox will hold its first annual Knox Arts/Crafts/Thrifty Fair (*from thrift sale*) to bring our neighbours to promote and establish Knox as a champion of local arts and arts-making as a way to

"engage our neighbors through the arts"

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Knox Conversation (Loneliness) Café

"To learn, network, and strategy to build a community without loneliness"

Starting February, Knox will host a series of Conversation Café (monthly) to bring particular community groups to present, discuss and network in addressing isolation and loneliness from their particular community perspective in a café style gathering.

- Loneliness among the artists: S.I.T.E. Theatre Performance
- Loneliness among the non-English Speaking people/recent immigrants: Beyond Conversation
- Loneliness among the Caretakers
- Loneliness among the Seniors
- Loneliness among the Young Adults
- Loneliness among ---

Dates: TBD

SSEMF @ Knox

Salish Sea Early Music Festival

This year, Knox will be a venue to various music groups and offer on-going concerts to *"engage our neighbors through the arts"*, starting with a concert series by SSEMF.

SSEMF Concert Schedule:

January 30: Music from the time of Louis XIV with John Lentl and Jeffrey Cohan

February 20: Early 19th-century trios performed on instruments made during this time with Oleg Timofever, Steven Creswell and Jeffrey Cohan

March 13: Johann Sebastian Bach: Sonata for Flute and Harpsichord with Hans-Jurgen Schmoor and Jeffrey Cohan

April 24: Baroque Winds: chamber music for recorder, oboe, bassoon, and flute with Vicki Boekman, Sand Dalton, Anna Marsh, Jeffrey Cohan and Jonathan Cohan

May 8: Seattle Baroque Trio: Elisabeth Wright, Susie Napper and Jeffrey Cohan

May 29: Baroque Concerti by Bach and others with Carrie Krause, Courtney Kuroda, Steven Creswell, Caroline Nicolas and Jonathan Oddie

June 19: Late 18th-century Quartets (J.C. Bach, Joseph Haydn, etc.) with Jonathan Oddie, Stephen Creswell, Caroline Nicolas and Jeffrey Cohan

All concerts start at 7:30 pm (Wednesdays)
Free Will Offering

Message from the Minister

“--- you are citizens with the saints and also members of the household of God, built upon the foundation of the apostles and prophets, with Christ Jesus himself as the cornerstone. In him the whole structure is joined together and grows into a holy temple in the Lord.”

Ephesians 2:19-22 (NRSV)

The cornerstone (akrongoniaios in Greek), or foundation stone or setting stone, in Paul’s time is the first stone set in the construction of a masonry foundation - important since all other stones will be aligned and set in reference to this stone, thus determining the position of the entire structure. This is the significance of Jesus to the foundation of the church. Apostle Paul reminds the church that Christ is the first and foremost element of the undergirding structure upon which everything else is aligned.

The year 2018 at Knox was a year of setting and aligning all its ministry in reference to our cornerstone, Jesus Christ. At least, that’s what I endeavored to do when I looked back, to encourage and nudge Knox to move in closer proximity and relationship with the person and teachings of Jesus Christ. Thus, my focus on Sunday morning services was mainly based on the gospel lectionary texts throughout the year. In deep gratitude and humility, I thank you, Knox family, for your spirit of willingness and trust in embracing and encouraging one another, and me along this challenging adventure.

I came to Knox as a temporary minister in January 2018. My ministry focus as a temporary minister was to bring a sense of grounding to the congregation and help guide Knox to advance toward its three-year plan, Knox-Neighbours-Next. This, while Knox searched to call a permanent minister. I believed a dynamic and transformative worship experience and on-going pastoral care delivery would ground the congregation, while the effective leadership team and system, including board and committee work and staff relationship, would bring fruitful outcome to the plan.

So, in Worship areas, with the help of our worship team and the talented worship craft team, I focused on implementing and experimenting with sensory and participatory elements in our Sunday worship services, especially during Lenten Season. The goal was to create worship experiences that would be transformational for the worshippers. We have continued to implement diverse ways; sensory, participatory and the arts, to enhance people’s worship experience throughout the year, and this will continue to evolve.

I’ve had the pleasure of visiting and knowing many Knox family members, beginning with a pastoral visit with a member in hospital on the first week of my ministry at Knox, and subsequent pastoral calls and visitations, and casual visits in the next few months. In the past, for the purpose of getting to know the congregation, the pastors had routine annual pastoral visitations to every church member on a regular basis, which I did in my previous pastoral charge. I am not sure at this point, whether this would be an effective or feasible method when we consider our current social/church context. But it is something worthwhile to explore in the future. I have given pastoral care training to our pastoral care ministry team. The team has been faithful and effective. Rev. Sharon Copeman has been a great source of help in assisting many duties relating to our pastoral care tasks, including weddings, funerals, hospital visits, and as an emergency pastoral care minister while I was away.

Initially, in the areas of working with the church board, committees and staff, I have had several person-to-person meetings - with Board chair, M&P chair, Building Project chair, Pastoral Care chair and Rev. Sharon Copeman; each worship craft team member, and church website administrator, for connection and help in updating me on the ministry and history of Knox. I have continued to meet with them regularly for further discernment and discussion for Knox future. In the Knox Board matter, I have met regularly with the chair for preparatory meetings prior to each board meeting to strategize how to most effectively use our time together as a board (oversight, visioning, and delegating), while initiating bi-monthly board breakfast gatherings (Soulmatter) for a deepening relationship.

For staff matters, at the beginning of last year, I have initiated regular monthly staff gatherings (choir director, organist, children's minister, church officer, church maintenance person, church administrator, and myself) for personal/performance check in, team building, church operational matters, and devotion (every first Wednesday of the month for one hour at 11 am.). These meetings have been very fruitful for the effectiveness of church work and for the clarity of staff communication.

Since I have been called and shifted from a temporary to a permanent minister, in April, I needed to look at Knox ministry from a long range and broader perspective. I began to discern and ask how Knox can be a thriving church in the future – not just to survive but to thrive. In other words, the main question was how Knox can be an effective missional church to carry out God's Mission faithfully in the world. Knox has had a fruitful ministry in the past and there are ministry programs that are still vital and relevant to, not only the Knox family, but to the wider community. And yet, it has been my observation, that Knox did not (or were not ready to) fully grasp a clear ministry direction for the future. Yes, the building project is one clear indication, but we were not clear on how this new project could enhance Knox and Knox ministry, mission, and benefit our neighbours as well. Yes, Knox wanted to shift from a maintenance church to be a missional church, but there was little conversation on what it meant to be missional. Knox had mission/vision statements and yet, they needed to be refined in our own context to be effective and faithful.

For any organization (including church) to be effective and thriving, there has to be clarity in its direction – in other words, a clear, convicting and motivating vision is critical. Our mission as a Christian church is given to us by Jesus Christ, in the great commandment “to love God and love our neighbours”. Our mission is to live out that commandment. But what sets each local church apart is its vision – how we are to carry and live it out in our own local context. That is why the church vision has to be both missional (outside of church building into its neighbourhoods) and contextual (incarnational) to its locality. So, we began to do the visioning process in the season of Easter. I preached on the Book of Acts, to biblically ground us in our journey as we examined and were guided by the early Christian church's example.

After a few months of conversations (on church board level, committees, and a leadership retreat), we drafted two clear directions for Knox to carry out our mission to love God and love our neighbours: loneliness and the arts. At the end of June, at a congregational meeting, we, as a congregation, approved our new mission and vision statements (along with vision tag-line).

Thus, we have the following:

Mission: We exist to love God and our neighbours.

Vision: We aspire to engage our neighbours with the arts, building a community without loneliness.

Vision Tag-Line: engaging neighbours with the arts

It will take a while for us to fully own and be passionate about our new vision. Any thing new takes time to grow. And it requires commitment and taking certain risks to mature. This means, how we organize and do church work must be revisited and refined for the vision to grow. And this requires much courage, faith and love.

During summer and fall, I have focused much of my energy in working with Knox church Board and committees in setting up ministry team goals and objectives for the next 3 years (at least) in light of our new mission and vision. This work has progressed for several months and toward the end of fall, all programming committees (Worship, Exploring Faith, Pastoral Care, Welcoming/Communication, Social Justice) were able to prioritize their goals and make recommendation to the church board for approval, which the church board did. In November, we had a leadership retreat and invited Marc Coulombe, a Regional Minister, to lead us in looking at what lies ahead in terms of reimagining and restructuring our future, including our staffing, financing and programming in light of our new vision. In the last 2 months of 2018, I have worked on drafting and prioritizing ministry programs for the year 2019 (and beyond) based on the goals of each committee and in light of our new mission and vision (*please review the attached mission, vision, FAQ, committee goals, and 2019 Spring key programs and activities pages for your information and review.*)

Meanwhile, I have participated in Summer Spirit worship services (preaching and presiding twice). It is my observation that while the Summer Spirit worship services were enjoyable and brought a sense of unity among local United churches, I think we need to discern how we can begin to work closely together considering our new structural shift within our denomination, from 4 to 3 court system, in the United Church of Canada. This requires much discernment and conversation within us and with our neighbouring United churches. I have spoken this with the church board in the past several months. But this needs to be one of our priorities as a church in the coming months and next year.

The Loneliness Forum in October was a huge success, in that, we have established community wide network and partnership (community groups and individuals) in working together toward “building a community without loneliness”. Based on this foundational gathering this year, we will host and work in partnership with various community organizations and leaders in Conversation Café (Loneliness Café), and already certain projects are on the go. One other exciting program that I am very delighted to see happen this year, which emerged out of our church vision focus, is our Knox 2019 Lenten Lecture Series: on Loneliness, where Knox is able to partner with Vancouver School of Theology in hosting 5 lectures during the Lenten season. The preparation for this event took several months beginning in the fall of 2018.

There are many other areas of church ministry last year which I did not mention here which people can review through my minister’s monthly church board reports. Over all, it has been a very busy year for me. But it has been a very fruitful and exciting year as well. To end my report, I like to share briefly what I have reported to our church board at the beginning of January, 2019. We have a new mission and vision for Knox. And, the ministry programs are new and evolving. This requires us to focus on a fresher ministry direction, mindset and role. (For full report, please review Knox board January minutes available at the office):

“--- since the programs are new and missional (outward orientation and non-traditional church programs) in nature, they will require outside of box thinking and action in the areas of finance and staff restructure, as well as how we need to adjust how we view church and church work. **Knox has entered into the year of exploration & experimentation.**

Therefore, I like to think of our role as Knox Board and board members as as Vision Keeper: The board as a vision keeper has following key areas of task - by Owning the Vision: make the vision personal; Communicating the Vision: tell, retell, reinforce, and tell again --- have a personal dialogue yourself to ingrain the vision into your heart before you can communicate to others (“why do you go to church/Knox? – to love God and love our neighbors; how are you going to do it?: at Knox, we try to live out our mission through our vision; why arts / why loneliness? – well, let me tell you why --- FAQ.); Championing the Vision: Be a cheerleader, follower, promoter, and champion of the vision, goals, and the programs by participating and supporting anyway you can; Support the Vision: through church programs & schedule, be creative in how to provide resources (finance, staff) – think, suggest and act outside of box; and Overseeing the vision (Vision Keeper): keeping the ministry teams, staff and each other accountable to the vision and their goals. Main question to ask: how did this program advance our vision? (Why, why not?) And ask, what/how can we do better?”

Well --- that’s it for my report for now. Sorry for the long read, folks! I didn’t intend it to be this long --- but --- I did. God has been more than good to us in the year 2018 – and will continue to challenge and bless us in 2019. And Knox, you have been faithful and patient with one another, and very good to me and my wife Sue. I am honored to be your minister. I am very excited and challenged by our vision to engage our neighbors with the arts (*and*) build a community without loneliness. This is an awesome adventure to be on. Let’s keep the vision alive – let’s keep each other in love, as we love God and love our neighbours.

Your servant in Jesus Christ,
Richard Chung



Message from the Chair of the Board

Welcome, 2019! Following a 2018 full of discernment and change, it's exciting to anticipate what the year ahead holds for Knox.

At the start of 2018, we were delighted to welcome Rev. Dr. Richard Chung to lead our congregation in the role of temporary minister. As a congregation, we had been working on a strategic plan to refine our focus (remember "Knox, Neighbours, Next"?), and as our MPS team went about their work, it was clear that Richard would be pivotal in helping to shape Knox's future. So, we were absolutely elated when Richard answered the call to become our permanent minister -- and could hardly wait to welcome Richard's wife Sue into our midst, too.

Think of all the projects and events we've held in a mere 365 days! A leadership retreat, a financial review engagement, congregational meetings, a refined Vision & Mission statement, Summer Spirit participation, our annual Thrift Sale, a Covenanting service, the Loneliness Forum – and these are just to name a few. The comprehensive list goes on and on, as you will read in our various team reports. And while the construction project hovers on the horizon, we know that the vision we are working towards, connecting neighbours through the arts and building a community without loneliness, will see our hearts and minds focused on the worthy work that God calls us to do.

Our dedicated teams and staff have continued their important work throughout all the changes we experienced in 2018. Each of us have had a role in serving and supporting our community: hot meals, creative worship, prayer, healing, diligent care of our property, thorough financial management, faith development, life events, and urging us into action on social justice matters. 2019 holds great promise as we anticipate concerts, art installations, refugee support work, conversation cafes on loneliness and isolation, monthly pot luck lunches, guests in worship, and continued efforts to refine our programs to closely align to our vision statement.

And so we welcome 2019 with great hope for the potential that awaits us, and with thanks for all of the good gifts around us.

Respectfully submitted on behalf of the Knox Board by Susan McAlpine, Chair





Knox United Vancouver Website

<https://www.knoxunitedvancouver.org/>

Based on data February 1, 2018 – January 31, 2019

Now in our fifth year, the Knox website is an important extension of the Knox story. It helps strengthen Knox United Vancouver visibility and provides ‘always on’ communication across many audiences.

Knox has moved from ‘*content*’ focused on information to ‘*stories*’ that provide a way for **people to connect**. An example of this is the way we used storytelling with images of ART to introduce each of the Advent segments on the web. Rather than stodgy reporting, we incorporate video, culture driven images and tennis-shoe language to help visitors learn about who we are. We appeal to community rather than exclusive members, reinforcing the Knox vision and core values at every opportunity.

Websites are always works in progress needing constant care and attention. We gain insight into important informational resources and trends by analyzing people behaviours on the website – where do they go, how long do they stay and do they go somewhere else after the Knox site.

In the last year 10,720 different people visited the Knox website. That is a 71% increase in traffic over last year. We intentionally targeted outside the Knox building over the past 12 months and were rewarded with 25,971 unique minutes of attention from visitors coming from over 100 cities – although most still come from the Greater Vancouver area. We have **1071 regulars** who re-visit the site **every single month** and an additional 823 who have come back for at least 3 months in a row.

Our mobile users have increased 94%. We get the most referrals from Google quick box at 66%, with an impressive 26% of organic users going to our anchor pages directly. Social referrals like Facebook have fallen over past years (the exception being 234 referrals from Rev Richard’s personal account). We maintain around 4289 unique pages with large, eye-popping images, music and videos loved by our users.

Some of you may have noticed that the website underwent a platform upgrade just before Christmas this year (I still can’t believe the timing of that). With the skills and dedication of ASEND (formerly ChurchOS) we will continue to implement improvements as the technology evolves.

Here are a few highlights of what captured the attention of the Knox Web Community:

- Predictably, the most accessed icons on the Knox site are location, time of service, directions, and the calendar.
- The HOMEPAGE still has the most visits, followed by EVENTS, ABOUT US, NEWS, and SERMONS.
- The LONELINESS section has moved up in a very significant way during the 5 months it has been on the website presently tracking as the 7th most visited ministry.
- PRAYERS have more visitors than ever before, currently holding the number 3 spot.
- WEDDINGS show the biggest increase with 86% more visitors. The wedding ‘guests’ also stay on the website 4 times longer than most other visitors.

- Although underutilized at present, the website is also a DONATION pipeline.
- The most visitors in a single day occurred last March 2018 when 789 visitors went to the EASTER & LENT posts.
- The Office of the Moderator of the United Church of Canada visited the Knox website 176 times over the last 12 months.



The Knox Website has attention – **How would you like to see this ministry used in the upcoming year?**

The Knox website constantly challenges us to think about what is important about our church. Many thanks to all of you who contribute to the website - YOU make the website a Web Ministry. It is indeed my privilege to serve as your webminder.

- Respectfully submitted by *Debra*

Exploring Faith Team

Exploring Faith Team started 2018 with a well-attended and stimulating study of the book *The Heart of Christianity*, a 12-week series continued from the previous fall.

The Lenten study, on the book *Why I Believe*, was similarly attended, and well-received.

Instead of a large group study in the fall, we chose to do two smaller groups to build an opportunity for closer community and more intentionality in our faith walks. We used *A Spiritual Formation Workbook* to guide and inform us of the various traditions of Christian faith practice.

During the spring the Team started research on Loneliness, to get some grounding on the issue for our congregational efforts to address our vision to build a community without loneliness, and in preparation for hosting a Forum on loneliness in the fall. The team continues to be active within the ad hoc Loneliness group as our congregation moves forward on this issue.

During the summer each committee/team was asked to refine its goals and mission. At this time we tightened our focus to emphasize and affirm our goal is to become more like Christ, and therefore to become anchored in Scripture and Jesus. Work we may do about other faith groups is primarily to become better neighbours rather than to explore other faiths. This refinement in focus led to the decision recently to change the name of the group to Faith Formation.

We welcomed Rev Richard Chung in 2018, first as temporary minister and then joyfully as our called minister. We thank Rev Richard for his active role in our team's leadership.

Thanks to the team, for all your hard work, and love.

We welcome discussion requests and feedback, and look forward to sharing our faith journeys with you.

Michelle McMaster, chair, Rev. Richard Chung, Frances Herzer, Helena Ho, Florence Humphries
Maureen Kinney

Worship Committee

At the beginning of the year we welcomed the Rev. Dr. Richard Chung to Knox and to our team. Richard has worked with us to develop our 3-year objectives and has helped the team to understand its role in the worship life of Knox. Over the year the worship staff members, Colleen, Madelene and Anne have met regularly with Richard as the Worship Craft Team. This group does just as their name implies, they “craft” the worship services by planning music, stories, readings, prayers and children’s time to support the themes and lectionary of the particular church season. We are most grateful for all the amazing work done by this team. With an understanding of the goals of the Worship Craft Team and of the season’s themes, one of the roles of the Worship Team is to be alert to the experience of worship from a personal level and to listen to input from congregational members. We then review and evaluate the services at our meetings always keeping in mind our Vision and Mission and our team’s 3-year objectives. As a team we support worship by preparing the communion elements and recruiting servers each month, finding weekly scripture readers, ushering and finding others to help with candle lighting, offering and so on. We also choose and order bulletin covers for all services. During 2018 we arranged pulpit supply for 3 services, planned lay led services for 2 Sundays, hosted 3 SummerSpirit services plus the Christmas Day SummerSpirit service. Thanks to Madelene and Colleen who arranged for, and practiced with, vocal or instrumental soloists or groups for 28 of our services!!

A few highlights of 2018 were: Richard’s covenanting service; the All Saints service with many families in attendance; our beautiful Christmas sanctuary decorations; the Advent candle lighting based on the anthem *Love’s Pure Light*; experimenting with various music genres during Lent; our ‘tree with its long roots’ crafted by Colleen; very meaningful Remembrance and Reign of Christ services; the Advent Peace Box with its weekly reflections on the meaning of Hope, Peace, Joy and Love for the Holy Land; the Christmas Sing-Along with refreshments; the outpouring of food gifts for 1st from our Thanksgiving service and from our Christmas can tree; Blessing of the Animals (Boots arrived after the dogs left!!) that for the first time also included a donation of towels to the SPCA; our Easter service with the fabulous trumpet music and, as always, the magical Christmas pageant written and directed by Anne.

Many thanks to Sharon Copeman, the Knox choir, Cheryl, Don, Ed, Josie, Paul, the Welcoming and Pastoral Care teams, Elly and Evie Bradley, Debra Danny, Joanne Melville, Joyce Kruger, Mary Evans and the Friendship group.

Huge thanks to Madelene, Colleen, Anne and Rev. Richard for your leadership and to all the Worship team for creating the richness of worship we are blessed to experience at Knox.

Respectfully submitted by Mary Graham (chair), Gloria Bender, Marnie Thomson, Dave Cass, Colleen Coulter, Madelene Klassen, Anne MacKenna



Children & Youth

The Children & Youth at Knox range in age from approximately 3-18 years. While our regular Sunday attendance may be small, we have had an increase in the number of children attending the services, often through visiting families and grandchildren.

The children participate in Sunday services during our Time For All Ages. This year, we also looked at new ways to involve the children by having them teach the congregation sign language for the Call to Worship, and participating in the dramatization of scriptures. We will continue to explore these opportunities in the coming year.

Some of our older youth sing with the choir, play in the Bell Choir, and help out in services such as The Blessing Of The Animals, and our Christmas Eve Pageant. They also regularly volunteer their time to help out with the Thrift sale, Community Lunch and a variety of other events that are a part of the life and work of Knox.

In September, we started focusing on our neighbours around the world and learning how children live and worship in different countries. Out of this came our fundraising drive for UNICEF. Through donations the children collected from the congregation and through the sale of our Christmas Cookbook, we raised \$416.00. The children then chose the following gifts to purchase through UNICEF to help children in need:

Sports Pack	\$57.00	Allows kids to just be kids. - 2 Soccer Balls - 2 Basketballs - 2 Volleyballs - 10 Skipping Ropes
Early Childhood Development Kit	\$297.00	Gives children a foundation for their early learning and education. - Includes puzzles, toys, games & activities for 50 children
Slates for a Classroom	\$14.00	40 Slates for children to use in the classroom.
School Essentials Bundle	\$20.00	Contains 35 pencils & 35 notebooks.
Water Purification Tablets	\$16.00	2,531 tablets to provide clean water for children & their families.
Plumpy Nut Bars	\$11.00	A package of nutritional bars to help children stay healthy.

The Children & Families Ministry at Knox continues to change and grow. Part of that includes connecting to our neighbours and opening up our doors. We have many children's groups that use the Knox facilities throughout the week such as Brownies, Cubs, The Preschool, Acting UP! and Little Kickers. For each of these groups, Knox provides a safe, nurturing place for these children to learn and grow. And through our new mission, we are excited to find new ways for Knox to connect with children and youth in the coming years.

Anne MacKenna
Children & Youth Coordinator

Our Pastoral Care Committee

Our Pastoral Care Team helps our congregational members and adherents celebrate their happy occasions and supports them with their sad events in consultation with Rev. Richard Chung. Each of our members has been trained in prayer, listening and responding to peoples' needs. A few of us offer to pray with people desiring this outside the chapel after church. We offer Pastoral Care by phoning or visiting our church members and adherents at home, in hospital or in care facilities. We provide strict confidentiality.



Our Pastoral Care Team includes: Rev. Richard Chung, Rev. Sharon Copeman, Helen Overgaard, Sydney MacKenna, Catherine Shen, John Carr, Charles Hou and Joyce Kruger. Several of our congregation do pastoral care but are not officially on our team. This would include those who do Healing Touch.

We usually meet with our minister, Rev. Richard Chung, monthly on the second Tuesday between September and June when we share our phone calls and visits and our concerns about our congregational members' needs. At each meeting we respond to his requests and together we update our prayer list. One of our members offers words of inspiration.

We have a "card ministry" where one of our members sends cards on happy occasions such as "special birthdays", births, marriages or graduation and get-well cards for illness or sympathy cards for bereavement. ***Please call the office if you know of someone who would appreciate receiving a card for a special occasion.

Our Pastoral Care Team is continuing to make a list of CONTACT PEOPLE for the congregation in case of a medical emergency on Knox property. ***Please call Joyce Kruger if you wish your contact information to be on the list.

Our "Information Package regarding Memorial Services" is still being used when needed by our church members. Our Pastoral Care Team Liaison offers support to those people in that situation by phoning the bereaved family member, meeting the caterer and attending the service and the reception.

Three members of our Pastoral Care Team, Rev. Sharon Copeman, Sydney MacKenna and Joyce Kruger are still involved with the "Seniors' Working Group "(SWG) of the Westside Churches planning committee. There were no special events scheduled this year by the SWG. Members of the SWG have developed a resource "A GUIDE TO SENIORS' RESIDENTIAL CARE FACILITIES IN GREATER VANCOUVER" for use by members of pastoral care teams, ministry persons and congregation members in all the west side UC congregations. Copies of this resource are available in our Fellowship Centre entrance.

We also have a "Prayer Shawl Ministry". There are seven people willing to knit prayer shawls for those who may appreciate receiving one.

On behalf of the Worship Team, we contacted relatives and/or friends of members who have passed away during the preceding year. They are invited to light a candle in memory of their loved one at our annual "All Saints' Day Service". It is a very meaningful service.

We have enjoyed working with Rev. Richard Chung this year.

Submitted by Joyce Kruger (Chair Person)

Tea Time Talk

With our minister, Rev. Dr. Richard Chung, our Pastoral Care Team sponsors and coordinates a delightful gathering on the 4th Tuesday of each month from 2 to 3 p.m., in the Knox Fellowship Lounge, from September until November and from January until May. We usually hold our special Christmas and June Strawberry Teas on an earlier Tuesday in those months. Generally, more guests attend these two special events.

At our Christmas Tea, we enjoyed seeing several children from the Little People Preschool at Knox perform their wonderful Christmas songs.

This year we enjoyed the presence and creative topics of Rev. Chung, before our tea and coffee and delicious refreshments.

Thanks very much to the Friendship Group who faithfully supply us with very tasty baking each month. We thank our dedicated Tea Time volunteers who set up, clean up, arrange flowers, act as hostesses, serve and drive their guests where needed.

If you, or a friend, need a ride to Tea Time you may call Sydney MacKenna. Tea Time welcomes men and women. Please join us and, if you like, bring a friend.

We would like to thank Rev. Richard Chung for his support of Tea Time Talk.

Submitted by Joyce Kruger on behalf of our Tea Time group and our Pastoral Care team.

Friendship Group

The Friendship Group is still meeting regularly to celebrate the long-time friendships and connections that have developed over the years as part of Knox. We have several meetings over the year, and discuss what is happening in our lives and what we can contribute to the life of Knox.

Many of our members are able to come to the annual decorating of the church for Christmas. As young families, we decided decades ago that the church needed more décor for the season, and set about doing our best to make that happen. Over the years, we have gone from making our own boughs from fresh greenery to using artificial boughs (a huge labor saving!), and getting lots of help from the members of the congregation. Now, we come to decorate as “just” members, having given the reins of organizing to the larger organization.

We are ongoing helpers and organizers (some members) of the thrift sale, and look forward to the changes and developments that will come with the new ideas that are being put forth.

Many of us contribute our time in other areas of the Vision and Mission development, as we have ladies who do Healing Touch, Tea Time, the Thrift Sale, organizing greeters, and other activities.

We enjoy contributing our baking to support the Tea Time event every month, and share the pleasure of providing goodies for those who attend.

While some of our members now live too far away to regularly attend services at Knox, they still consider them part of our welcoming group, and participate in the service activities we support.

Part of our mandate has always been to provide support and caring for each other, and to see us through any hard times with the knowledge that if anything is needed, we would be there for each other and the families. This is the basis of our church group, and the ongoing reason we continue to meet and support our fellow members in whatever they choose to do within Knox and elsewhere.

Submitted by Pam Healey

Stewardship and Social Justice Team

In 2018 the members of the Stewardship and Social Justice Team gathered for meetings in June 8, October 4 & 29, and December 13.

Our relationship with the AlZaza family continues to provide focus for some of our members and brings opportunities for learning and growth. In April we hosted a baby shower to celebrate the birth of Lana. In December some of us attended ***Can the Displaced Speak? Refugee Muslim Young Women Negotiating Identity and Belonging Through the Camera Lens***, a display produced under the guidance of a UBC PhD candidate in which Sana was a participant. We are planning to bring this display to Knox this spring as we focus on isolation and loneliness, certainly one of the potential issues for refugee families.

We continue to draw attention to the desperate situation of Palestinians in Israel through focus minutes in announcement time and sharing and forwarding information received. In July we had a guest speaker in worship who spoke of her experience as a Jewish woman living and working for a just peace in Israel/Palestine, who has moved to Vancouver, when we hosted a freestanding exhibition titled **Promised Land - The Jewish Museum of the Palestinian Experience** which traces the history of the relationship of Jews and Palestinians in the Israel/Palestine conflict. The panels are currently stored at Knox and available to others who may want to show them. In December we once again focused on the UCC Unsettling Goods Campaign, and the International No Way to Treat a Child campaign.

In affirming our call to be good stewards of our earth we will strive to minimize the use of single-use plastics in our congregation, families and neighborhood. Frances Herzer is helping us to work with this new focus.

Some of our members have attended the forums addressing our Knox vision and mission to work to address and alleviate issues of isolation and loneliness in our community and beyond. We are exploring ways that our work aligns with with mission, and new initiatives we feel called to pursue, with Richard's guidance. We are involved in the exploration of how community lunches may evolve and note that sandwich-making for First UC has been discontinued.

Preparation of the 2019 Stewardship Campaign materials was accomplished with greater ease this year, benefitting from the learning and design skills developed last year. Response was strong and achieved in a timely fashion. Thank you!

Groups under our umbrella include:

Community Lunch - \$425 per month for 10 months, totalling \$4250 per year. This sum includes fees for two workers from First United at \$60 each. Funding also comes from Vancouver Foundation at circa \$2000 yearly. This team has expressed their tiredness, and declared they will continue only till the end of June, 2019. We are meeting monthly with those directly involved to discern the future of this endeavor.

Sandwich making - 6 times a year at \$40 each. This program was discontinued by First UC.

Coffee Fellowship following worship is usually covered by members' donations.

S&SJ Team members are John Carr, Adrienne Burton, Richard Dunsterville, Frances and Bill Herzer, Betsy Morrow and Sharon Copeman. We appreciate the assistance we receive from Dave Cass, particularly in our work regarding Israel / Palestine.

Respectfully submitted: Sharon Copeman

Downtown Eastside Neighbourhood House

We continued our relationship with and support for the Downtown Eastside Neighbourhood House, although in 2018. From time to time we delivered items for them to hand out to families in need and for use in their facility. There were many staff changes, at the DTES NH, over the course of the year, thus, effective communication was affected. However, by November they had all of their programs running and new staff firmly in place. Sharon Copeman joined me on a visit to the House, in November, for a meeting with the new program director, Christa. Knox supported their fund raising drive with links on our website, and we sent a cheque to the DTES NH to assist in their programs. Find them at dtesnh.ca

Submitted by Colleen Coulter

Prayer and Share

The Prayer and Share group has met monthly for many years, meeting in the homes of participants to share conversation focused on our daily walk as followers of Jesus. The topic of conversation is determined by the group who gather. Sometimes we read from a book that has inspired one of us and share our responses or thoughts about what is on the page, and how it relates to our lives. Sometimes our conversation grows out of events in our world, or challenges we are experiencing. Always, we spend time toward the end of our gathering in prayer together. We pray for our congregation, for concerns that have been shared, for those who are named on the Knox prayer list. We pray with thankful hearts, and simple words, and silence. In 2018 we did not meet in September through December. My intention is to resume meeting in February, 2019. The location, date and time will be posted in the News and Notes.

Respectfully, Sharon Copeman

Community Lunch Ministry

Our mandate is to provide a free, nutritious meal and offer a sense of community to those who attend.

Knox volunteers are the best and working together have made our Community Lunches so successful for so many years! Bravo!

Unfortunately, over the past year the number of guests has been fewer and fewer. The causes may include more places offering free meals, people moving out of the city, advertising is difficult (the city removed our sign for being on the sidewalk), Knox is harder to get to etc. Discussions are underway regarding the future of how this ministry can serve our community.

Submitted by Mary Evans





Summer Spirit 2018

Healing Touch

Our group has been very busy this year. The list of people who sign up after Community Lunch shows that interest in achieving a peaceful, restful state is high on people's minds. "Word of mouth" has been our best advertisement as shown by the diversity of people who come and go as well as the regulars. At the Tuesday group there are typically less after holiday breaks but soon it gets busy as well.

We are fortunate to get assistance from other churches which covers our need with growing number of people being treated. As well the loyal group of fellow practitioners help make this ministry possible. With neighboring Churches holding Healing Pathway courses we have attracted a couple more practitioners who have made Knox their primary place of giving treatments.

Healing Touch uses hands-on techniques that work to restore wholeness of body, mind and spirit by promoting flow of the energy field that surrounds the body. With stresses in life we sometimes block this flow unintentionally. The process attempts to balance this flow which then balances the physical body. Restoring wholeness in this manner opens up and taps an inner reservoir of peace, insight and strength that is available to all. The effectiveness is not dependent on the recipient's conscious belief.

This ministry is under the Pastoral Care Committee and offers sessions to congregation and community on the 1st and 3rd Tuesdays of the month as well as to our friends after Community Lunch on the 2nd Wednesday of the month. We also make hospital and home visits.

We consider this ministry a privilege. Call Joanne Tench for more information. There are also brochures, on what this work is about in the rack in the Fellowship Lounge

Submitted by Joanne Tench

The Sandwich Team

The Sandwich Team met once a month from January to June making about 100 sandwiches and getting them down to First United. Unfortunately, over the summer, we learned that First United is no longer able to accept food that is prepared "off site". I want to say big THANK YOU to all who supported this outreach program for First all these many years.

Gratefully, Sandra Trueman.

Ministry and Personnel Committee



Your Ministry & Personnel Team continued to provide support for all members of our staff during 2018. We met with each employee to determine their needs and vision for the year to come, and always offered an open door for further discussion and follow up.

The highlight of 2018 was the recommendation from our Search Committee to extend an invitation to the Reverend Dr. Richard Chung to be our full-time minister at Knox. The news was greeted with great enthusiasm and unanimous support. We were further delighted to welcome Richard's wife, Sue to our congregation and have since come to know them both through the faith they share and their leadership toward a promising new future for Knox. We are blessed by their presence and enthusiasm.

Since Richard's arrival the Board has provided us with a new Vision and direction that promises to keep us, and our staff, challenged and busy in the months and years ahead. Responding to our Mission of "Engaging our neighbors through the arts while building a community without loneliness" will provide a better understanding of what it truly means to Love God and Love our neighbors in today's community. M&P stands ready to provide support for our staff as we explore and experience our way forward to that new Vision and Mission. Our objective is to ensure that the energy and time required by all is uplifting, rewarding and stress free.

Please share your support, or suggestions, for the staff with the M&P team. In a time of many changes your input, and ideas are very important and will help our Knox family plan for the future.

We are always ready to listen and respond.

Respectfully submitted

Alan MacKenna, Sandra Trueman, Adrienne Burton, Judy Langdon, Anne Earthy

Flower Ministry Report

The flowers placed in the sanctuary each week are not only a celebration of the beauty of God's world. They are also an integral part of our care for congregational members who are in need of support during stressful times, whether that is due to personal illness, bereavement or other issues.

Please consider supporting this ministry by placing flowers in the sanctuary in celebration of a new arrival in the family or in memory of a loved one.

If you would like to put flowers in the church, please call Joanne Melville at 604 263 4884. Arrangements can be made for any budget. Also, if you know of a member whose life would be brightened by flowers, please let Joanne know so that flowers can be delivered to them.

Submitted by Joanne Melville

F&PM - Facilities and Property Maintenance Committee

This committee is responsible for the maintenance of the Knox property. A caution to the congregation: The longer the delay in construction of the new church hall, the increasing risk of possibly expensive maintenance of our rented Fellowship Centre. (roofs, furnaces, plumbing, etc.)

Members are: Ed Williams, Richard Dunsterville, Don Bliss, Larry Tench, Wendy Trant, and Berkeley Scott. We have not been successful in finding a chair-person for the team, so have only held two meetings this year and this has helped us in identifying needed work and possible future work.

Completed Projects in 2018:

- The existing church security system was tested, and the 10 smoke detectors were changed from disarmed when church was occupied, to armed at all times. That made sense. A detailed write-up is being created to help others will understand the system. A new keypad was installed by the chapel door, necessary when construction prevents normal North-East entry.
- Spring/Fall Gumboot Party: Unfortunately, without someone organizing these clean-up parties, nothing was held this year. Some work on the outside was accomplished, by a few people to endure the hedges were cut, the gardens weeded, and the front lawn flattened, and many grass divots replaced. Nothing was specifically organized for inside cleaning, but M&P has hired Cheryl Freedman, to add about 4 hours weekly to special cleaning
- The Memorial garden gets special maintenance, supervised by Joanne Melville. Our sincere thanks to her!
- Richard Dunsterville pruned many overgrown branches from the various trees and bushes on the property.
- Although the boiler is only 2 years old, we decided to have an inspection in 2017, but had too many problems arranging for a company. So, in 2018 we hired Gandy Installations to service it and the gym rooftop furnace. Both required ignition work.
- The front and back steps and side rails were repainted.
- Wi-Fi: Telus installed a new router in the sanctuary and another in the lounge. Thanks to Ed Williams for arranging this.
- To meet current regulations for our buildings we are investigating the need for lighted exit signs and panic hardware for the main entrances to the church. (these will allow these doors to be locked but still provide emergency exiting). F&PM will follow-up on purchasing fin seals or other type weather-stripping to minimize air loss through the inner doors when outer doors are open.
- We had Nechako Lawn Services come two times to fertilize and put nematodes on our front and back lawn. On the front lawn it did not seem to work, because the crows have pulled numerous divots and the lawn now needs some remediation. Maybe we can get volunteers to form a team to do this.
- Richard Dunsterville and Larry Tench re-furbished the Chapel exterior door which is now like new. They also replaced the white tarp we had on the main lounge roof since the January wind storm tore up the previous tarp.
- Larry Tench installed temporary handrails on both sides of the chancel front to help some members into the choir seats. These are presently being replaced by a professional woodworker.

2019 Projects for Consideration / carry-over from 2018

- A lawn irrigation system would improve the facility grass and gardens and would also require much less staff time. This should be coordinated with the new building plans for its new gardens.
- The church dimmer system is still half operative. Repair or replace?
- Overall review of the yard plantings to make the exterior gardens more appealing and appropriate for the church setting.
- The Chapel's three windows are still awaiting protective plexiglass covers to be installed.
- The protective plastic on the east church windows were also removed to allow painting but have not been re-installed. The middle window plastic could be re-installed since it is in good condition. The plastic over the other three large windows are all cloudy in appearance and will not be re-installed. The question is should we replace these cloudy panels with new, clear plastic? There are leaded glass repairs to be done also.
- The old main notice board on Balaclava St should be replaced and illuminated.
- The risers of the front steps need renovation (not just painting).
- The chapel and the choir rooms are cold, and need added electrical heaters when electrical system capacity is increased. As a step in improving this situation, the team voted to have the chapel exterior walls insulated by an outside contractor. This in 2019's budget.
- The Knox Church community would like to see a more inviting presentation of both the exterior and interior of both buildings. Changes or additions will need to be identified that will reach this objective.

Once again, I am especially thankful to Paul O'Neil who is always committed to doing that extra effort for the benefit of the church and those whom he works with. Thank you Paul!!

Submitted by Larry Tench

Counting Teams

Many thanks again to the dedicated people in the counting teams who conscientiously go about their duties week after week with no recognition. Every Sunday after church, there is a hard-working team of volunteers who tally up the collections and prepare the bank deposit. All information is reported to the church office so that donations can be properly credited.

A special thank you to our counters:

Don and Mary Bliss

Margaret and Phil King

Ed and Robin O'Brien

Gloria Bender

Michelle McMaster

Sharon and Bob Copeman

Joan and David Cass

Adrienne Burton and Andy Jakoy

Judy Echols

Richard Dunsterville

Chris and Maryal Lay

and our spares: Richard Earthy, Peter Hamilton.

ENVELOPE REPORT

There are 43 contributors who pledge to the local church, 25 of these also give to Mission and Service. We have 57 contributors who do not pledge but give to the local church and/or Mission and Service. There are 15 People who have chosen to use the Pre-Authorized Remittance System (PAR).

Welcoming and Communications Team

This year the Knox Welcoming and Communications Team continued its practice of conducting our formal meetings via teleconference, with members dialing into a shared phone line and looking at slides shared on the computer screen. We found this continued to be a useful method to find mutually convenient times to meet, and to facilitate brainstorming and reaching consensus on goals and activities. The team continued to coordinate outside formal meetings via email.

Based on the early direction from the working vision statement from the 2018 Knox Leadership Retreat, the team met in April and May 2018 to lay out a roadmap of priorities and goals over the next 3 years that aligned with this statement. Asking "which team objectives would help contribute in advancing our vision" we found a familiar theme at the top of our near-term priority list: that of maintaining and growing a strong greeting/engagement/follow-up process. Looking further, themes of supporting more events and gatherings, improving signage, and growing media coverage came into view.

The team activities roadmap we laid out were as follows, some of these have been accomplished and others remain works in progress:

2018-2019

- By end of 2018 have an established Greeter-Engage-Follow Up "process" that is working
- Brainstorming/workshops on welcoming/follow up—what works in other places? What are we doing today that makes people feel welcome?
- By end of 2018 have all willing congregant photos up on our wall/formalize.
- Have the greeter Team and all Knox attendees know and use the methods we will have in place to encourage continuing attendance by all Guests—both Knox "regulars" and visitors. (Continuing into 2019-2010)
- Institutionalize pot-lucks every couple of months. (Continuing into 2019-2010)

2019-2020

- Have more signage in place outside and inside the church and fellowship center
- Country-themed gatherings where we share food from the country and people who have been there share their stories.
- Possible events: Hear a story/tell a story, to help people form connections. Everyone shares.

2020-2021

- Having Knox be a welcoming center for the community
- Have 1-2 annual arts events in our space that are anchors in the community
 - W/C goal: Media coverage of these to increase our reach so we connect with the lonely
 - Tie in a launch event to our new fellowship center

Our progress against these goals has been intermittent, strengthened by the leadership that Sandra Adams demonstrated in coordinating our dedicated cadre of volunteer greeters, particularly around Summer Spirit and over the Advent and Christmas season.

The Team's advertising campaigns were once again primarily focused on the prominent services around Easter, Advent and Christmas. Online promotion continued (with the help of Debra Danny) and in local community magazines in Dunbar and Kerrisdale, as well as the BC Conference (now Mountain) events calendars. As previously noted, it is a challenge to measure the effectiveness of print advertising, which was our largest line item expense.

The Team continues to value and appreciate the tremendous support it has received this year from Debra, our many greeters, and the other teams who have worked with us. We remain energized by the new visioning direction, the pending construction of the new building and the opportunities this will afford to engage all our guests, both inside and outside the walls of Knox.

Respectfully submitted, Bruce Herzer, Chair.

Kitchen Fund Report

Sunday morning Coffee Hour in the Lounge continues to offer opportunities for fellowship, welcoming and communication on many levels.

Our Host Teams are: Men's Breakfast, Bliss Family, Hou Family, Prayer & Share.

The Bliss Family provides set up twice a year on the fifth Sunday.

These teams appreciate the volunteer assistance they receive with serving, dishwashing and clean-up.

Your donations cover beverage service costs. Please refer to the financial report for the 2018 contributions to the Kitchen Fund Account.

2019 Plan: Acquire new Soup Bowls to replace existing limited and chipped crockery compliant with future kitchen project.

Your Help is Needed

Please **wash and put away** any items you or your small group uses.

Use of the Dish Machine is permitted, even for small loads.

Instructions are posted.

Food: Please remove your items temporarily stored in the refrigerator.

Serving/Storage: Please take your items home promptly.

Your individual co-operation will ensure that the kitchen we share is clean, tidy and ready for all users. This will help facilitate the many Ministries of Knox.



Mary and Sharon Bliss, Kitchen Fund Managers

Men's Breakfast Group

Excluding July and August, the Men's Breakfast Group met twelve times at either Knox or Ryerson (now Pacific Spirit U. C.) at 3-week intervals, on Saturdays at 7:30 a.m. Attendance varied from fourteen to occasionally . Reliably fuelled by Oatmeal and coffee, conversation ranges from random to politics, development and taxes, - all featured laughter and fellowship. **All men are welcome!**

Of the \$5.00/pp charge, \$1.00 used to be contributed to the Knox Sandwich Fund, but now is designated for the Knox Community Lunch Fund.

Next breakfasts: at Knox on **March 02**, at Pacific Spirit on **March 23**. Please mark your calendars!

An off-shoot is a Wednesday morning **walking group**, meeting at 16th and Sasamat at 9 AM, walking in beautiful Pacific Spirit Park, and recovering at the UBC golf club coffee shop. Welcome all men!

Submitted by Richard Dunsterville

Life Events

This past year we celebrated the weddings of:

Henry Chin Cheung Au and
Xiaoyan Situ

Kin Man Lam
and Tiffany Natasha Wong

This past year we have hosted the celebration of life &/or interred the ashes of:

Gloria Fanny MacLean
Cora Mary Halliday
Brent Woodrow Calvert
Paul Graham Stagg
Lynne Doreen Hamilton
John Kimberley Stager

Reaffirmation of Faith:
Thomas Edward O'Brien
Charles Hou



Stefan K. Zeisler
Group Commissioner
21st St. Mary's & 43rd Kerrisdale Centennial (Knox) Scouts Groups
Vancouver, B.C.

February 11, 2019

43rd Knox / 21st St. Mary's Cub Scouts – Annual Report 2018-2019

We are happy to report that the combined 43rd Kerrisdale-Centennial (Knox) / 21st St. Mary's Wolf Cub Pack had a great start in September. Our Pack, which has received several Program Quality Awards from our national Scouts Canada office, is now so popular that we have had all spots filled before the season started.

This year we have virtually the same leadership team with Christian Malcolm returning as Akela, Anna Wright, Jennifer Malcolm, Tarek Ward, Tom Dong, Joel Lirot and Daniel Zeisler as Pack Scouters. We currently have 18 Cub Scouts enrolled. We also have a short wait list and interest in Scouting seems to be steadily increasing, particularly for Cub age children.

This year's program proceeds further on the 'Canadian Path', which is based on youth-led initiatives, including outdoor activities and sports, such as camps, hikes or visits to a swimming pool. In our experience, our youth are quite capable of planning most of their Scouting activities while Scouters take more of an advisory role. Taking on responsibility for their program will increase our Scouts' self-confidence and help develop their leadership skills.

This season's Apple Day in September was again a successful fundraiser. Save-on-Foods (Dunbar) donated several cases of apples, for which we were very grateful. Scouts of all Sections handed out apples to members of the community and asked for a donation. Our net proceeds amounted to almost \$1,100.00, which will be spent on program activities and Scouter training.

In November, we joined the 150th St. Stephen's and the 25th Dunbar groups for our annual winter camp at a cabin on Mt. Seymour. This has become a recurring event in our schedule. Everything went very well and everyone had great fun.

Our Pack attended the Remembrance Day Ceremony in the UBC War Memorial Gym. As requested by the organizers, two Cub Scouts laid down a wreath on behalf of Scouts Canada, Pacific Spirit Area.

In early December, we organized a potluck dinner and enjoyed the Christmas break.

We supported Knox United Church and their thrift sale by distributing flyers in the neighborhood. The Cubs helped out with great enthusiasm and were proud to be able to 'give back' to our sponsor. They also helped with some gardening and raked leaves.

We are in the middle of building and racing our Kub Kars. It is always a highlight and probably the top favorite among our Cubs as regards indoors activities. On February 25, we will celebrate our founder Lord Robert Baden-Powell's birthday, with a potluck dinner for the combined 43rd and 21st Groups to be held at St. Mary's.

In the next few months, we'll include more outings as the weather permits. Furthermore, we are looking forward to our Area Camp at Camp Byng where we will be meeting again with hundreds of fellow Scouts from our Pacific Spirit Area. We had a wonderful experience at last year's Area Camp and will definitely provide the opportunity for all our youth members to attend. This year's camp was moved into June as the facilities at Camp Byng were unavailable on the Mothers' Day weekend.

We continue to be very happy with the facilities at Knox and always try to do our best to keep the lounge and the gym neat and tidy. Our Pack also loves to be actively involved in parish activities. Please do not hesitate to reach out if you think we could be of assistance.

We recently learned of your plans for building a new parish centre and your intention to keep providing a meeting space for our Cub Pack during the construction phase. This is invaluable for us. Losing the facilities at Knox would likely mean the end of our Cubs Section, which in turn would have an extremely negative impact on our entire Scouting Group.

In conclusion, we wish to again express our sincerest gratitude for your sponsorship of our group's activities. Thank you for making it possible to provide an enriching program for our Scouting youth. We would not be able to do this without your generous support.

Yours in Scouting,



*Stefan Zeisler, Group Commissioner
43rd Kerrisdale-Centennial (Knox) & 21st St. Mary's Scout Groups*

Rip and Stitch

The members of Rip and Stitch enjoyed another year of enjoyment.

We welcome new members who might like to spend the whole day or part thereof on Mondays between 9.30am and 4pm. Please bring a lunch with you and we will serve tea.

We participated in a craft fair in December in Burnaby.

We are grateful to the many Knox members and friends who continue to support the efforts of this group. Items on display for sale in our cupboard in the Fellowship Hall include the following:

Baby quilts	Girl's nighties size 2 – 10 years
Boy's pyjamas 2 – 10 years	Bib – burp and receiving sets
Knitted dish cloths	Shopping bags
Insulated oven mitts and mini-mitts	Casserole carriers
Plastic bag holders	Lined cosmetic bags
Tea cosies	

Thanks are offered to Paul O'Neil for setting up our tables and machines as well as the other

Gentlemen who covered for Paul each Monday.

Contributions to Knox general funds - \$1,000

First United sockfund - \$100

Several adult quilts were donated to First United

Group members

Mary Bliss, Marnie Thompson, Frances Herzer, Joyce Bolleman, Laurie Olson, Lorraine McCarlie, Convenor



Treasurer's Report

It has been an eventful year, especially with the expected building of the new fellowship center, everyone was hopeful the ground would be broken in 2018. Unfortunately city hall has slowed their permitting so the wait is still with us. Our new minister and board have started to diligently promote a new vision for Knox. As treasurer I work with both the board and finance teams to monitor and report on our operations and special funds financial status is known and understood. This year as with 2017, our pledges, offerings, special appeals and events income, and rental income did not keep up with the expenses incurred with personnel, maintenance and other team service costs, but this was the first full year we have invested the money we received for the sale of the property to Hon Towers. The trustees invested this money and over the year received a monthly income, which we never had before. This income was sufficient to cover our deficit with a small amount of a surplus for our operations in future years.

Our new minister which you will read about in his report has been very busy both with providing his ministerial services but also with meeting teams, board, trustees and staff. These were successful in understanding the overall congregational sentiment for doing more with our community than we have in the past. There are also big changes in the United Church going to a three council organization from a four council. This means the Presbytery being replaced and there will be two regional council in B.C. Initially the UCC assessments will be higher for the next 3 years (10%), and in the meantime the UCC will have time to evaluate how the full church operations can best be funded. One aspect which has been changed for the better, is that money that is donated to Missions and Services will only have a small organisation costs and most of the money will go directly to the various charities supported.

I am pleased to report that in 2018, the Congregation fully supported the church by increasing pledges and offerings, and along with much increased rental and other income, we were able to come about \$40,000 under our projected deficit. The participants in the Stewardship Campaign and other appeals should be thanked for their efforts, as well as, all other teams for carefully conserving their spending where they could.

	2014	2015	2016	2017	2018	2019
Revenue	204,900	187,700	176,300	178,400	178,500	172,400
Expenses	261,700	297,200	284,900	297,000	310,600	345,200
Personnel	180,200	221,400	220,100	220,100	236,600	235,600
F & PM	44,200	51,900	43,000	46,700	43,200	49,200
Deficit	56,800	109,500	108,600	118,500	132,100	172,800

In the table I have included the last 5 years' actual numbers and 2019 Projected budget numbers (be aware that we normally have better actual results than budgets). Also, the extra projected costs in 2019 have primarily been due to the new vision that has been adopted by the board. Included in this new vision is to upgrade the sanctuary's sound system and add two large monitors to improve the services so that all hymn

wording will be visible without requiring the hymn books, plus allowing other prospective rental venues an improved space. Facilities expenses will increase since we have purchased an AED (defibrillator), which will be located in the hallway in the fellowship centre and secondly we budgeted for adding insulation to the chapel walls to improve the heating and warmth. The land sales money has been invested and based on our full 2018 year we received about \$140,000, thus covering the larger than normal deficit.

This report also accompanies the 2018 Year End Operating Statement and the 2018 Year End Special Purpose Fund Statement.

With enthusiasm and commitment by us, the congregation, good investments by the Trustees and team help, we will prevail and hopefully thrive.

- Submitted by Larry Tench, Treasurer

VANCOUVER SOUTH PRESBYTERY

This will be the final Presbytery report to Knox as Presbytery will soon be no more. I attended the last few meetings of that body for our congregation. The change in structure has not yet been completed as the United Church of Canada was brought into being in 1925 by an act of Parliament and until the current parliament brings forth the legislation to change our structure it cannot be completed. The disposition of monies from the Vancouver South budget was clearly an important issue. It was agreed that a surplus of about \$15,000. would be moved to the upcoming Region 1 and be designated to be spent on the advocacy program run by Wilson Heights United. Similarly, the projected surplus from the Operating budget (~ \$52,000.) will be designated to support the ongoing work of the Youth and Young Adult Ministry. There is an agreement that Region 1 would honour designations of this sort during the 1 to 2 year period of transition.



Much discussion occurred regarding the size of the regions in the west. It was proposed that the western area be represented by two regions in a north-south division. However, Presbyters in British Columbia were quite against this proposal and the entire province was finally designated as Region 1 which was subsequently named the Pacific Mountain Region.

There was a very lovely farewell dinner at Pacific Spirit United in which many stories were swapped and much laughter was heard throughout the room. There were a number of activities to help members release their anxieties and enable them to embrace new ways of working.

It was evident that the Presbyters were both quite sad at the ending of Presbytery but also excited about the possibilities that the new structure will bring. There will obviously be adjustments for all the congregations in the region but already some churches have re-organized their approaches to worship and to community engagement. A significant challenge will be how to set up communication lines in such a large region and the difficulties of accommodating the differences in the character of the various parts of the province. However, we must rely on the leadership of the Spirit as we all move forward to do God's work.

Submitted by Joanne Melville

Financial Team Report

The Finance Team this year consisted of Chris Lay, Doug Graham and Bruce Herzer, Larry Tench and Margaret Pendray. In addition, Josie Barley and Robyn Brassell continue to work with Larry to ensure the accounts are accurate and assist Knox in knowing where the money comes from and goes. Thank you everyone for all that you have done over the past year.

We should celebrate the BIG MILESTONE Knox reached this year. Knox for the first time received 12 months of investment income from the \$4M Capital Fund resulting from the Property Sale to Hon Towers. This income has allowed us to cover the deficit for the first time this year. We are grateful to the Board of Trustees Investment Team, under the Chair of Chris Lay, for managing the capital fund.

The Board supported a Review Engagement again this year especially as we are still awaiting the beginning of construction of our new Building and the expenditure of considerable funds. We are pleased to advise you that our Accounts now meet the most recent Canadian Accounting standards. Manning Elliott (ME) have proven to be good Company to work with and have provided their services at a very reasonable cost.

In the fall we again reviewed the Budget Process with the Board. The ACM timing is dependent on Knox receiving the Review Engagement Report for 2018 by the end of February, which means that Knox needs to complete all its 2018 accounts by the second to third week in January so that ME can meet their deadline. This was done.

In June the Board, Board of Trustees, Building Committee and the Finance Team all met to improve integration, and collaboration. It allowed for discussion, clarification and some concepts in future finance planning. In addition, we decided that all Board of Trustees Trust Accounts and Special Purpose Accounts must have clear *Terms of Reference* stating:

the name of the account, purpose, date initiated, and amount of Funds deposited. This will provide clarity for those doing the accounting and ensure that we are handling the donation accounts responsibly.

Quickbooks, the accounting software used by Robyn Brassell, our accountant, was placed in the cloud this year. It is a major contribution to the *Risk Management* of Knox's Finances. It allows anyone with experience in the use of this software to be able to access the Knox Accounts whenever Knox requires them.

Two members of the Finance Team, Larry and Bruce, provided financial and presentation skills for the Stewardship Campaign this year. This Campaign was ably led by Sharon Copeman. Thanks to all of you.

While Knox has income from the \$4m Capital Trust Fund we still need to be vigilant in spending money as we have a limited amount of reserve funds available for any future expenses. The funds realized from the Capital Fund are dependent on the money markets. In addition, there is always the risk that Building Projects may go over budget and these may not be small expenditures. As a result, while our financial position is much healthier than it once was, we still need to be creative in looking at ways to manage our funds and to determine how to raise more money. Our goal is to help Knox be able to maximize its financial resources and serve our Vision as we are called to do.

Respectfully submitted, Margaret Pendray, on behalf of the Finance Team

Knox United Church
OPERATING BUDGET TO DECEMBER 31, 2018

	Actual	Budget	Actual
	YTD Dec - 17	12 Mths 2018	YTD Dec 2018
40000 - Pledges and Offerings			
41000 - Pledges	\$ 90,762	91,500	88,637
41500 - Unpledged	\$ 35,284	33,000	38,221
42000 - Open Offering	\$ 1,981	2,200	4,868
42900 - Previous Years Pledge	\$ 1,024	0	0
Total Offerings	\$ 129,051	128,700	131,728
45000 - Use of Facilities	\$ 35,442	18,800	36,083
45500 - Emmett Cahill Concert	\$ 2,914	200	0
45505 - Thrift Sale	\$ 9,607	6,000	8,870
45590 - Rip & Stitch	\$ 1,363	500	1,013
46100 - GST Rebate	\$ 758	1,300	1,021
Total Other Income	\$ 50,084	28,800	46,988
Total Operating Revenue	\$ 179,135	\$ 153,500	178,714
Operating Expenses			
60050 - Presbytery	\$ 10,800	11,300	11,363
60100 - Personnel Compensation	\$ 220,083	230,000	235,180
60150 - Personnel Education	\$ 687	-	0
60200 - Worship Music Families	\$ 4,205	5,500	4,845
60250 - Exploring Faith	\$ -	200	-110
60250 - Stewardship & Social Justice	\$ -	100	0
60350 - Pastoral Care	\$ 383	900	322
60400 - Communications & Welcome	\$ 3,445	3,600	1,328
60450 - Congregational Life	\$ 1,967	2,000	1,574
60500 - Minister's Discretionary Fund	\$ -	500	300
61000 - Facilities & Property Maintenance	\$ 48,660	48,000	43,231
61025 - M & P	\$ 81	200	313
61050 - Finance - Audit	\$ 5,125	5,500	5,500
61055 - Search Committee	\$ -	14,000	4,975
61070 - Bank Charges	\$ 513	500	408
61200 - Miscellaneous	\$ 933	500	352
61220 - Offset GST	\$ 758	1,300	1,021
Total Expenses	\$ 297,639	\$ 324,100	310,602
Net Operating (Deficit) YTD	\$ (118,504)	\$ (170,600)	-131,888
Investment Income from Trustees - to Offset Deficit	\$ 100,000	\$ 140,900	131,888
Net Result for Year	\$ (18,504)	\$ (29,700)	-0

Knox United Church
SPECIAL PURPOSE FUNDS
DECEMBER 31, 2018

	2018			2018
	Opening Balance	YTD Receipts	YTD Disbursed	Closing Balance
<i>Special Purpose Funds</i>				
2019 Observer	0.00	150.00	0.00	\$ 150.00
Community Lunch	2,152.45	2,946.89	3,749.03	\$ 1,350.31
First United - Coin In A Can	0.00	180.50	180.50	\$ -
First United - Individual	0.00	100.00	100.00	\$ -
Knox Christmas Appeal - Outreach	0.00	2,975.45	1,000.00	\$ 1,975.45
Note 1				
Advent Eve Party - Outreach	0.00	2,350.75	1,150.00	\$ 1,200.75
United Church Extreme Hunger :	0.00	2,150.00	2,150.00	\$ -
Easter Appeal				
United Church Thanksgiving	0.00	760.00	760.00	\$ -
Healing Touch	785.55	0.00	0.00	\$ 785.55
Memorial Garden/Flower Fund	627.83	471.00	726.26	\$ 372.57
Guest Musician Fund	500.00	300.00	600.00	\$ 200.00
Prayer Shawl Ministry	191.20	0.00	45.94	\$ 145.26
Pew Bibles	129.62	0.00	0.00	\$ 129.62
Sandwich Fund - Note 2	454.25	249.35	703.60	\$ -
Memorial Donations	0.00	1,400.00	0.00	\$ 1,400.00
2019 Pledges paid in 2018	0.00	5,600.00	0.00	\$ 5,600.00
2018 Pledges paid in 2017	10,306.25	0.00	10,306.25	\$ -
	15,147.15	19,633.94	21,471.58	13,309.51
Missions & Service	0.00	16,058.60	16,058.60	0.00
Missions & Service Individual	0.00	200.00	200.00	0.00
Missions & Service Summer Spirit	0.00	1,147.20	1,147.20	0.00
FUND BALANCES	\$ 15,147.15	\$ 37,039.74	\$ 38,877.38	\$ 13,309.51

Note 1

\$1,000 from Knox Outreach Christmas Appeal allocated to Community Lunch Fund

Note 2

Balance Per Sandwich Fund Re-allocated to Community Lunch Fund

Knox Trustees

The Knox Board of Trustees continues to take its role – “holding all of the property of the congregation for the use and benefit of the congregation as part of the United Church” - very seriously.

On your behalf, the Trustees:

- Met regularly in a series of effective and productive meetings
- Worked closely with the Board in seeking approval from Vancouver South Presbytery for use of the income from the proceeds of the sale of the Knox Property. VSP “expects Knox will see the funds from the sale of the land are invested and managed well”. VSP requested “Knox to submit a draft budget each year prior to the Annual Congregational Meeting” for approval by the VSP Executive Committee.
- Activated our Investment Committee, under Chair Chris Lay, to invest the proceeds of the Land Sale. The funds are being managed by Leith Wheeler Investment Counsel Ltd.
- Are working with the Finance Team to create ongoing Cash Flow Analyses to ensure appropriate funds are made available for Knox’s operating and Building expenses.
- Completed Terms of Reference for Trustees’ Special Purpose/Trust Accounts.
- Completed digitizing all Trustees documents.

- Submitted by: Richard Earthy, as Chair, on behalf of the Knox Board of Trustees – Doug Graham, Chris Lay, Lori Marzin and Rev Dr. Richard Chung

Knox Trustees Statement of Income and Disbursements For the year ended December 31, 2018

	All Trust Funds held by Trustees	Capital Fund Sale of Knox Land Managed investment Fund	Development Fund Penalty interest less expenses	Special Trust Funds	Knox Church Building Account	Knox Church Deficit Account
Opening Balance, January 1, 2018	\$ 4,668,753	\$ 4,369,027	\$ 279,762	\$ 19,964		
Interest and dividend income	\$ 140,889	Note 1	\$ 140,889			
Transfer to offset Knox Church deficit	\$ (109,687)	Note 2	\$ (109,687)			\$ 109,687
Capital losses, net of gains	\$ (364,552)	\$ (364,552)				
Management fee	\$ (25,651)		\$ (25,651)			
GIC income	\$ 10,505		\$ 10,265	\$ 240		
Organ repairs	\$ (1,014)			\$ (1,014)		
2017 Accounting fee adjustment	\$ 5,250		\$ 5,250			
Transfer to Knox Church Building Accounts	\$ (8,938)		\$ (8,938)		\$ 8,938	
Closing Balance, December 31, 2018	\$ 4,315,555	\$ 4,004,475	\$ 291,890	\$ 19,190	\$ 8,938	\$ 109,687

Investments and accounts receivable held by trustees

		Assessed property values of the Knox property	
		July 1 2018	July 1 2017
Managed funds--Leith Wheeler	\$ 3,655,451		
income receivable from managed investments	\$ 41,889		
Bank accounts and GICs	\$ 621,734		
Interest receivable, GICs	\$ 6,850	Land	\$ 3,281,000
GST refund receivable	\$ 318	Building	\$ 461,000
Transfer to fund Knox deficit accounts	\$ (10,687)		\$ 17,752,000
Total amount held by Trustees	<u>\$ 4,315,555</u>		<u>\$ 3,742,000</u>
			<u>\$ 18,172,000</u>

Note 1 in early 2019 Leith Wheeler distributed the \$41,889 balance of 2018 income earned in the managed funds

Note 2 During 2018 the Trustees transferred \$120,000 to help fund the operations of Knox United Church.
Early in 2019 the Trustees transferred \$10,687 to fund the balance of the operating deficit for 2018

Knox Building Committee

2018 was an eventful and hopeful year for the Building Committee and the advancement of our building project. However, with the arrival of a new City Council and a somewhat unpredictable situation at City Hall, we have met with continuing delays impacting an anticipated start to construction. This report will provide you with an up to date reality check and an explanation of the delays.



We can advise that as of the date of this report all necessary documents required for the approval of a Building Permit for the new Knox Fellowship Center are now in the hands of City Hall. This is thanks to the ongoing planning and preparation by the Architects, RHA, the support of the Contractor, Jakin Engineering & Construction Ltd, Hon Towers, the Developer and the expert advice of many consultants. John Scott, our contracted advisor, and the Chair of our Building Committee have attended bi-monthly meetings with all concerned during 2018 to ensure that the interests of Knox have been well represented.

Delays:

The delays at City Hall have resulted from the need to comply with several bylaws and the related permitting procedures they demand.

- * A critical permit is required to allow demolition of the existing houses on 41st Avenue.
- * Without demolition construction, equipment cannot access the Knox site. Delay for this permit involves the one remaining tenant in a house on the property. By law (and we support this law) he cannot be given a final eviction notice until all permitting has been approved. From this date he has four weeks to vacate the premises with adequate financial support to allow his move to a new location. This projects that the earliest time construction might begin would be late Summer or early Fall.
- * All parties involved in the Knox project requested a meeting with City Hall to explore any opportunities to reduce the time delay. We subsequently met with a City representative, expressed our disappointment at the delays, and at the same time suggested realistic options that respected the interest of the tenant and would allow earlier access for construction equipment. These options were passed on to senior City management for consideration but were later rejected. While all this took time, effort and additional cost for the architect and contractor, we were back to a possible late summer or early Fall construction start.

At the end of last year's report, we wrote the following:

Once the Building Permit is received, we can finally anticipate an early start to construction activity on our parking lot. The Building Committee will issue monthly news updates to the congregation to ensure that we are all aware of our progress.

We regret that the "early start" has been elusive but be assured we have made every effort to provide that long anticipated beginning. We all long to know the "when" but sometimes the bureaucracy we live by can be counter productive.

Please be assured that all we must do is in place and that the building will happen to support our very exciting Vision and Mission. That Vision and Mission are already a reality. Your patience and support along the way has been much appreciated. Now we need you there to cheer us on towards completion!

Submitted respectfully, The Knox Building Committee

Alan MacKenna, Larry Tench, David Boyd, Richard Dunsterville, Ed Williams, Don Bliss,
Bill Goodsir, Michelle McMaster.

Knox Building Fund
Budget vs. Actual
Position to Date - Report 2
January 2013 through December 2018

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	Available		
	Jan '13 – Dec '18	Budget	\$ Under Budget
Total 40000 · Trustees Development Transfer	\$224,458.47	\$600,000.00	
Additional Transfer Oct 23 2018	\$8,938.56		
Expense			
50000 · Project Consultants	25,076.97	0.00	25,076.97
51000 · Heritage Upgrade			
51020 · Plant Design	8,900.08	10,000.00	-1,099.92
51030 · Plant Mechanics & Electrics	124,024.14	150,000.00	-25,975.86
Total 51000 · Heritage Upgrade	158,001.19	160,000.00	-1,998.81
52000 · Project Expenses			
52000 · Kitchen Expenses	3,281.52	50,000.00	-46,718.48
53000 · Furnishings / Shelving	23,583.75	50,000.00	-26,416.25
54000 · Audio Visual	14,898.36	60,000.00	-45,101.64
55000 · Office Equipment	0.00	20,000.00	-20,000.00
	41,763.63	180,000.00	-138,236.37
56000 · Security System	0.00	25,000.00	-25,000.00
56050 · Legal & Professional Fees	11,328.43	40,000.00	-28,671.57
57000 · Administration			
57005 · Bank Service Charges	470.69	4,000.00	-1,980.19
57010 · Accounting Fees	1,148.18		
57070 · Office Supplies	400.94		
57080 · Website Development	5,154.25	6,000.00	-845.75
Total 50000 · Administration	7,174.06	10,000.00	-2,825.94
58000 · Upgrades to Developer Build	0.00	100,000.00	-100,000.00
59000 · Landscape Additions	0.00	10,000.00	-10,000.00
60000 · Contingency	0.00	75,000.00	-75,000.00
Total Expenditures to Date	\$218,267.31	\$600,000.00	-\$381,732.69
Net Balance of Building Funds	\$15,129.72		
Trustees Development Transfer TOTAL	\$233,397.03		
Net Balance of Building Funds Represented by :			
Balance at Bank	\$28,608.54		
Less: Invoices for Accounts Payable	-\$13,757.25		
To Be Refunded per 6 mths Dec 2018 GST Rebate	\$278.43		
	\$15,129.72		



Knox United Church Annual Congregational Meeting Minutes – DRAFT

Date: March 11, 2018 at 11:45am – 1:45 PM

Location: Knox United Church Fellowship Centre

Present: Rev Richard Chung, Margaret Pendray Chair, Michelle McMaster Secretary
Congregation Members & Adherents as per sign-in sheets attached.

Item #	Opening & Preparation
1.	Call to Order & Opening Prayer – <i>Rev Richard Chung</i>
2.	Quorum confirmed: more than 20 congregation Members. <i>Rev Richard Chung</i>
3.	<i>Rev Richard Chung</i> MOTION: Richard Earthy moved and Margaret Pendray seconded that voting privileges be extended to Adherents. Carried.
4.	<i>Rev Richard Chung</i> MOTION: Debra Danny moved and Mary Graham seconded to elect Margaret Pendray as Congregational Meeting Chair for meetings during 2018. CARRIED. MOTION: Debra Danny moved and Doug Graham seconded to elect Michelle McMaster as Congregational Meeting Secretary for meetings during 2018. CARRIED.
	<i>There was a break in the meeting to clear tables. 11:50 -11:55am.</i>
5.	Approval of meetings Minutes - <i>Margaret Pendray</i> MOTION: Anne Earthy moved and Debra Danny seconded that the 2016 Annual Congregational Meeting Minutes dated February 26, 2017, be approved, as printed in the 2017 Annual Congregational Meeting (ACM) Report. Carried. MOTION: Richard Dunsterville moved and Chris Lay seconded that Extraordinary Congregational Meeting minutes of September 10, 2017 be approved as circulated (attached). Carried. MOTION: Richard Dunsterville moved and Doug Graham seconded that Extraordinary Congregational Meeting minutes of December 17, 2017 be approved as circulated (attached). Carried.
	Reports:
7.	Board of Trustees Report - <i>Richard Earthy</i> <ol style="list-style-type: none"> i. Thanks to outgoing Joanne Melville for your years of service. ii. The Trustees had a busy year due to Building Project deferrals, and then to sale of land last November. iii. Refer to financials on page 19 of ACM Report: <i>Doug Graham</i> made himself available to answer any questions on report statements. No questions. iv. Developer paid us \$375 000 interest. Each month Leith Wheeler is handling our investments of these and the sale funds, and is advancing us \$9000 on the interest with the balance paid at the end of the year.
8.	Building Committee Report – <i>Alan MacKenna</i> <ol style="list-style-type: none"> i. Refer to page 25 of the ACM report. ii. Status: We sold the land. We are in the final phase of planning for the building, and have contracted with John Scott to be Project Manager. The architect is underway on building permit (BP) drawings. Knox also will be hiring on sound light and other consultants.

	<ul style="list-style-type: none"> iii. The target is to get BP by August. We should see action on the site in the fall. iv. So, the building will happen. What is important is what we do out of the building which is the critical matter. Thank you for your support. We need your continued support. v. Thanks to Bill Goodsir for his 10 years of service to the Building Committee for his knowledge and leadership. <i>Bill Goodsir's reply:</i> Paul Overgaard, Alan McKenna and I started a Future of Knox Committee, the beginning of the process, 20 years ago, and got pretty far with different ideas. It's been a large group of people over that time that have worked on the issue. Thanks to all. <p>No Questions.</p>
<p>9.</p>	<p>Nominations Team Report – Sandra Trueman</p> <ul style="list-style-type: none"> i. Presentation of the slate of Nominees – ‘Nominations 2018-2019’ distributed at the meeting (attached). ii. <u>Corrections:</u> Maureen Kinney stepped off Stewardship & Social Justice, and is joining Exploring Faith; Betsy Morrow is joining Stewardship & Social Justice; and Sylvia MacDonald is not on Pastoral Care. iii. New team members: Pastoral Care welcomes John Carr and Charles Hou; Exploring Faith welcomes Maureen Kinney; Stewardship & Social Justice welcomes Betsy Morrow. iv. Members leaving teams: Joanne Melville from Trustees; Mary Evans leaves Worship. Debra Danny steps down from being our Presbytery Rep, so is also down from the Board. Thanks to all for serving so well on these teams. <p>MOTION: Richard Earthy moves and Debra Danny seconds that the congregation approve the 2017 Nomination slate, as listed, and as amended with corrections and nominations from the floor.</p> <ul style="list-style-type: none"> v. Debra Danny can still receive information from Presbytery, and inform us, but is can't go to the meetings, so will not continue to stand as Rep. vi. Nominations from the floor – for Presbytery Rep for next 5 meetings, until Presbytery is disbanded. Joanne Melville will stand for Presbytery Rep. Thanks to Joanne. vii. A volunteer for Chair of Facilities & Property Management is needed. The position remains open. <p>Motion Carried.</p>
<p>10.</p>	<p>Finance Team Report – Margaret Pendray</p> <ul style="list-style-type: none"> i. Refer to pages 20 – 22 of the ACM report. ii. Finance experienced personnel changes last year: 3 people left the team at the beginning of last year, Doug Graham, Chris Lay, and Bruce Herzer. However we gained a Treasurer, Larry Tench. Thanks to all the participants. iii. <i>Susan McAlpine</i> – Vancouver South Presbytery's approval of our land sale included a requirement that they approve our budget annually. This year they have approved our budget, and "recognize that we are in a period of transition while a new minister is hired, and trust we will allocate time to important visioning work to be done." <p>Treasurer's Report – Larry Tench</p> <ul style="list-style-type: none"> iv. Presentation of the 2018 Budget – ‘2018 Proposed Operating Budget’ distributed at the meeting (attached). Revenue: <ul style="list-style-type: none"> o Revenue for pledges and offerings is about the same between 2017 actuals and 2018 proposed budget. o Other revenue – will be unusual due to the sale and construction so we assume this and next year will may have reductions in rental. This year the preschool

hasn't been operating since the beginning of the year because they require parent participation and most parents are now both working. They are reorganizing themselves. We expect income from the until June. Total use of rentals now \$18,800 instead of around \$35,000 last year.

- Special Events revenue – We are assuming Thrift Sale won't be as high as last year's unusually high income. We can't predict movies and other one-time events.
- Note that we will be setting up a Rentals Team this year, for this building as well as for new one, once we have it.

Expenses:

- Every year until now we've paid for our costs by ourselves. The last 4 years have been difficult, but we have been using the developer interests payments to offset the deficit. This year we are anticipating investment income of \$110,000.
- Expenses – Personnel and Search Team costs have gone up due to change in minister; we have a contingency for this. Also, we are now including our accountant in Personnel rather than as a consultant.
- Facilities & Property Management costs are budgeted at around the same, but we may have some costs coming.
- Finance Review Engagement cost this year and will also cost next year.
- Our Operating Deficit is larger than it looks, because investment income.

MOTION: Doug Graham moves and Richard Earthy seconds that the congregation approve proposed 2018 budget.

Questions & Discussion:

- *John Carr* – personnel cost breakdown available? Other churches do this. We haven't in the past. Rev. Richard Chung says it should be public. Verify from BC Conference. Susan McAlpine will add this to next Board agenda and will report back to the congregation.
- *Bill Goodsir* - What committee has responsibility for looking ahead to markets to give us a contingency? Larry Tench – Finance. Until we know what plans we have it will be hard to know what it will cost us. We have a 3 – 5 yr plan, this is what VSP will be interested in. Susan McAlpine - Many of the questions will addressed later in the meeting as we talk about Board report. Alan McKenna – the purpose of the sale was to get investment capital; Sharon Copeman – At the VSP presentation last fall we referred to visioning for mission, which will also be paid for from investments. Chris Lay – The figure presumes no increase in capital gains, whereas it is likely we would have capital gains which would increase our investment capital for the Trustees.
- Thanks to Larry Tench for all your work in learning the Treasurer position and doing it well.

Motion Carried.

- v. **Review Engagement** - external review of our finances - *Catherine Miller*, senior partner of from Manning Elliot accountants, was present to answer questions:
 - In a Review Engagement we don't test every number, but say if we've found everything correct. A Review Engagement costs 2/3 of cost of Audit. An Audit tests every number, and costs in the order of \$10,000.

Questions:

- *Debra Danny* – please clarify the note to revenue wording Revenue Recognition: It is deferred revenue received from congregation. If not received by end of year then it is deferred.

	<ul style="list-style-type: none"> ○ Also, Loss on Marketable securities: book unrealized loss under market securities. This assumes if we sold everything on Dec 31, 2017 what loss would there be. ○ <i>Wendy Trant</i> - What do we gain by doing a Review Engagement? Presbytery requires when we change ministers we must have an outsider to review our numbers. Haven't done it since before Transition (7 years). We have been strongly advised to do this annually in our own best interest. <p>MOTION: Doug Graham moved and Gloria Candido seconded that the congregation accept the Review Engagement report. 1 against. Carried.</p> <p>Thanks to Catherine Miller for her work with us.</p>
<p>11.</p>	<p><i>Knox Board Report – Susan McAlpine</i></p> <p>i. Motion to accept the 2017 Annual Report -</p> <p>MOTION: Wendy Trant moves and Berkeley Scott seconds the congregation accept the 2017 Annual Report as amended above. Carried.</p> <p>ii. Strategic Plan update: 2017, 2018, 2019 - 'Knox, Neighbours, Next'</p> <p><u>2017 - Thriving Today</u></p> <ul style="list-style-type: none"> ○ Recap of last year: closing of land sale; spring Leadership Retreat; Minute for Teams; closer relationship with VSP; congregational Covenant; expanded role in Summer Spirit worship; Canada 150 party on the lawn; Emmet Cahill concert; Review Engagement; growing relationship with Downtown Eastside Neighbourhood House; retirement party for Rev. Liz; welcoming Rev. Julie Lees & Rev. Dr. Richard Chung <p><u>2018 - Building tomorrow</u></p> <ul style="list-style-type: none"> ▪ Ministry and web ministry development ▪ Prepare to move into new building ○ Knox goals – <ul style="list-style-type: none"> ▪ Leadership retreat, all-teams, April 14; and annually 2nd Saturday in April ▪ Resume Minute For Teams after Easter ▪ Refine Church Officer role as we look to fill it ▪ Install sanctuary screen/projector and wi-fi this year ○ Neighbours goals - <ul style="list-style-type: none"> ▪ Restart weddings ministry – 4 tentative bookings already ▪ Special events – <ul style="list-style-type: none"> ● Thrift Sale, April 27 & 28 ● SummerSpirit – date TBA ● Visioning – Loneliness forum – date TBA ● Annual Christmas sing-along on Dec 12 ▪ Developing our website and web ministry – centralized access to digital documents; how will we support our cyber community? ○ Next goals - <ul style="list-style-type: none"> ▪ Cleaning out the corners – Fellowship Center clean-out. What can be moved from the cupboards into the Thrift Sale? ▪ Engage and consult with congregation and our community on the design and use of our new building ▪ Finances – <ul style="list-style-type: none"> ● establish documented terms of reference to Trustees Funds and Finance Special Funds – ● preparing 5-year cashflow statement & forecast

	<ul style="list-style-type: none"> • Design proposal for VSP or new body, to work on a way to have regularized income from investment income • Working group to be struck to look at rentals – limitations and opportunities. <p>iii. Leadership retreat meeting - April 14th - for Team chairs and Board, and other enthusiasts. 9 am – 2 pm.</p> <p>No Questions.</p>
9.	Closing Prayer – <i>Rev Richard Chung</i>
10.	Alan McKenna moves to close the meeting at 1:05 pm.

