



# Knox United Church

## Annual Report 2015





*And what does God require of you,  
but to do justice, to love kindness,  
and to walk humbly with our God?  
- Micah 6:8*

**OUR VISION:** The winds of the  
Spirit are blowing us in new  
directions! Along the way,  
- Jesus is our compass  
- Song fills our sails  
- Worship and prayer sustain us  
- Love and care support us in  
rough waters

**OUR MISSION:** Pushing off from  
the familiar shores of the past,  
we journey forward,  
experiencing the Holy,  
seeking justice,  
and comforting the lonely.

**OUR VALUES:**  
Learning and growing in faith  
Faith in action - in our community,  
and abroad  
Mutual respect and neighbourliness  
Integrity and authenticity  
Justice, compassion and healing  
Laughing and playing together

**OUR PRIORITIES:**  
- Worship  
- Music  
- Exploring Faith  
- Wisdom and Ageing  
- Being a good neighbour

**OUR INVITATION:** Bring your  
songs, energy, and imagination -  
and join us on this journey!

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## MINISTER'S REPORT



It hardly seems possible that twelve months have elapsed since last year's Annual Congregational Meeting, but, indeed, it has!

Recently, I had the good fortune to re-visit some of the various elements of our Covenanting Service from October, 2014. Some of you might remember, it was the occasion of my first formal welcome into your midst as we made promises before God and one another in community about our intentional focus for the coming years.

Since then, it is clear to me that we have been very intentional together, with the accompaniment of the Holy Spirit, about putting flesh to the bones of those shared promises and exchanges of ministry symbols we made together now some 15 months ago. Bravo and well

done, faithful servants of God!

Whether God has called you to engage in a ministries of office administration or team governance, property maintenance, faith exploration through bible study, worship or music or whether you are engaged in a ministry of service and pastoral care through visiting, outreach, or social justice initiatives, you are loved and appreciated in your efforts to respond to God's call! The proof of that is found in the pages of this report. So, do be sure to read, savour, and digest before we gather for the ACM in the fellowship hall after worship on February 21st.

As we continue to uphold our shared promises to be about the business of learning and growing in faith, knowledge, and wisdom as a faith community; as we continue to explore some new ways of engaging with our residential and church neighbours; and as we continue to seek justice and comfort the lonely both within and beyond our walls in the coming year, may we know God's sheltering love to be with us, nudging, nurturing, guiding, sustaining, and setting us free to be the people of God in this time and in this place.

Blessed Be and May it be so! - Rev. Liz

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## A MESSAGE FROM THE CHAIR OF THE BOARD

The United Church has seen considerable change over the last 90 years, as has society. Knox is no different. Gerald Hobbs, (Professor Emeritus of Church History and Music, VST) beautifully demonstrated how the changes in the United Church had mirrored the changes in society, when talking to group of us in the Sanctuary in 2012, at a time when the United Church was reviewing whether to add the 3 Statements of Faith, to the Doctrine section in the Basis of Union in 1925. During our Visioning process, Tim Scorer used the metaphor of a boat travelling down a river to help us come to terms with the fact that change is here and with us for the future. 2015 at Knox has been a time of fairly significant changes, but there is also much to celebrate.



The first half of our year was spent reviewing our Governance Structure and the second half with implementing it. The Nomination process, which was postponed from the beginning of the year until a new Governance Structure had been developed, was held on June 14<sup>th</sup>, after the Congregation had approved the new Governance structure in May. Following the imagery used during Visioning, the Governance structure was reviewed using a model of a ship - the "hull" being the facilitating/support structures, the "deck" - the mandatory United Church Boards and M&P while the "sails"

represented the winds of the Spirit.

The United Church Manual was used extensively to develop the Governance document. It was important that a team supported each small group ministry. The Board consulted the Leadership in a Workshop in May. Two new Teams were added to the 'sails' - *Exploring Faith* and *Stewardship and Social Justice*, while the *Communication and Hospitality Team* was added to the "hull".

This Nomination process was the most successful we have seen at Knox for some years. The Nomination Team encouraged the congregation to match their interests and talents to a team. We were surprised by the interest and enthusiasm generated. Members were nominated for each of the 3 new teams, while others moved from one team to another or stepped down. As notable as the nomination process, has been the remarkable amount of energy shown since then by all of the teams.

The *Exploring Faith Team* met under the Chair of Michelle McMaster. While the Terms of Reference only required the Team to meet quarterly, this Team, as well as other Teams, has been meeting much more frequently to achieve their goals. In November, *Exploring Faith* supported a Worship Service and Forum around the Theme of *Fossil Free Faith*. This topic attracted a lot of attention and as a result Knox will be exploring this further in 2016. The Team has also organized a 10-week course starting in January on the new UCC Creed: *Jesus 24/7 - A short course in Faith for the Questing Christian*.

The *Stewardship and Social Justice Team* very quickly became involved in working with folk from six neighboring west side congregations (including the United Church, Presbyterians and Mennonites) to sponsor refugee families in response to the Syrian refugee crisis. The Board supported a request from the Team to set aside \$3,000 from operations, while supporting a further \$3,000 being raised by donations. This was Knox's contribution to help fund the application to support a Syrian Refugee family. In total over \$6,475 was raised in donations for the refugee families by the end of 2015! The Stewardship Report will provide more information on this project. During this period the number of members on this Team doubled, from three to six, and have demonstrated a lot of energy, ably led by Sharon Copeman!

The *Facilities and Property Maintenance Team* has had a very busy year. In particular Larry Tench and Richard Dunsterville, and others, have done a prodigious amount of work throughout the summer and fall ensuring the exterior of the Sanctuary was painted and repaired and the boiler replaced as part of the development/heritage project. This work was almost complete when unexpectedly there was a large leak from a crack in a toilet in the Choir area above the boiler room causing a major flood on a Saturday. This was duly handled so that Worship could occur on the Sunday and was repaired under the Knox Insurance Policy. Fortunately no water damage was done to the Sanctuary or Vestry. Around the same time the organ failed due to unrelated electrical problems and had to be repaired!

In October, the Board, and the Finance Team met for a second year to review our Finances and plan for the Stewardship Campaign and the 2016 budget. The Stewardship and Social Justice Team also joined the group to assist with the Stewardship Campaign. This year the Board requested, in 2016, that the Knox expenses reflect the work of the Teams and so follow the Knox Vision and Mission through Governance to the use of our financial resources.

The *Worship Team* has been very active since the summer. This Team as described in their Report has supported the Worship Services, in their various expressions, throughout the Christian year. Each week in the past year the Congregation has been presented with Worship Services to challenge our minds and enrich our spirits, led by our Minister, our musicians, (Colleen and Madelene), Anne and the Choir. On occasion we have also been blessed further by music offered by members of the Congregation and a guest horn player. Frances Herzer handed over the Chair to Mary Graham in June while she moved to Exploring Faith.

The Children's and Youth area in the West Transept was enhanced with a new cupboard in which to store toys and supplies in the fall. It will be blessed at the Service on February 21<sup>st</sup>, the day of the ACM.





The Board received the Music Task Force Recommendations in September. These have been sent to the respective teams to review, implement and/provide feedback, where appropriate, to the Board.

June 10<sup>th</sup> 2015 was the 90th Anniversary of the United Church of Canada, which was celebrated by the ringing of the carillon bells in the tower at Knox and a short concert. The United Church had asked all churches across Canada to celebrate its Birthday by the ringing of bells at 11:00am ....so we joined in.

Knox was truly fortunate to have Bob Copeman's Big Band Sentimental Journey Concert in September, which was very well received. There was much foot tapping throughout and almost everyone at one time or another was moving in time to the music. Funds were raised for First United.

Knox's second annual *Celebration of Christmas Music* was held on December 9th. Once again this turned out to be a great success with the participation of Knox members and friends presenting a variety of musical offerings and providing the congregation, our neighbors and friends with the opportunity to sing their favorite carols. Food items and funds were raised for First United.

Other specific fund raising events this year included the Thrift Sale, the November Fun evening just before Advent, as well as the Easter, Thanksgiving and Christmas Special Appeals, donations to support the Refugee family application and donations to the Nepalese Earthquake in April. The Board has been trying to ensure that fundraising activities are balanced between global, local and Knox related outreach activities throughout the year.

Meanwhile, quietly in the background, the faithful members of our Pastoral Care Team have continued to toil away caring for our congregational members and others in many different ways. They meet monthly with our Minister to review the needs of our members and organize various activities to support them. Thanks to Joyce and her team for all their work.

Our *Board of Trustees* has seen some changes since June. Leo King resigned as Chair after skillfully managing the Funds with the Trustees for some years. Thank you Leo for all your work. The new Trustees under the Chair of Rev Liz Bowyer have been reviewing their responsibilities and becoming familiar with the Trustee Accounts. Within the next 1 - 2 years we hope to receive the remaining capital funds from the Developer at which time investment will be a major consideration for this Board. Knox will be looking to cover some of its operating funds from the interest on the capital.

In December, we were delighted to hear that the City of Vancouver approved a Development Permit (with conditions) for Hon Towers. This takes us one step closer to the construction of a new Fellowship Centre with underground parking *behind the Sanctuary*, on the car park, while the developer builds a residential seniors complex between the Sanctuary and 41<sup>st</sup> Avenue. The Building Committee and others at Knox will now be looking at the practical steps needed to do to prepare for the development.

The *Ministry & Personnel Team* have been reviewing personnel positions, their manner of employment and compensation as well as providing the Minister and staff with the opportunity to together review how things have gone throughout the year. This is a mandatory committee of the United Church. Their work is confidential and they take their work very seriously.

The Board approved the *Communications & Hospitality Team* changing its name to *Communications & Welcoming* to better reflect its Terms of Reference. We have to thank Debra Danny for her continuing enthusiasm and skills in minding our "new" web, which was 2 years old in November. The Team will be developing a formal Communication Strategy in the first half of this year. In November they submitted a motion to the Board to support upgrading of the public spaces especially in the Fellowship Centre. This was approved, and the Building Committee will be hiring an interior designer to coordinate this and ensure that any equipment or furniture purchased will be used in the new building.

At last Knox has a new Logo, which was unveiled in April and will facilitate Knox being recognized in the community (see annual report cover). Susan McAlpine and Bruce Herzer led this initiative on behalf of the Board. The aim was to graphically represent Knox's Vision and Mission statements. Alex Tench, Larry and Joanne's son, was the graphic artist. Together they developed a simple but meaningful Logo, which we hope will serve Knox well into the future.

The Board, as it has moved through the church year, has identified policies, procedures and events, which could benefit from documentation and clarification. Much knowledge resides in people's heads. We found that the Board was spending far too much time, in and outside meetings, discussing events or how things were done. This was taking attention away from the more critical task of supporting Knox's Mission and keeping an eye on its overall strategy. The Board is working on an Administrative Manual to help those who serve in the future.

Some of the Board's priorities for the next year include: Building on Governance and supporting Teams; improving internal and external communications and Knox's welcome; promoting Knox within our community; revenue generation; exploring partnerships with other churches; reviewing the Children's, Youth and Families Program (refer to ACM Minutes - Feb 2015) as well as the leadership and management needs at Knox.

None of what has happened this year would have occurred without numerous committed people: including our Minister, who has led us for almost 18 months while discovering Knox's strengths and foibles; to all of the Staff and Teams, who in their various ways help to keep Knox open, welcoming and meeting its Mission; and to all of the Congregation, who working on teams, in small group ministries and filling our pews support our programs. TO ALL OF YOU A VERY BIG THANK YOU.

For my part I would like to say how much I have appreciated the work and support of all of the Board members. We have now all worked together for 2 years. No one could have wished for a better group of people with whom to work – everyone has varying talents that they bring to the table and all have differing tasks on which they work.

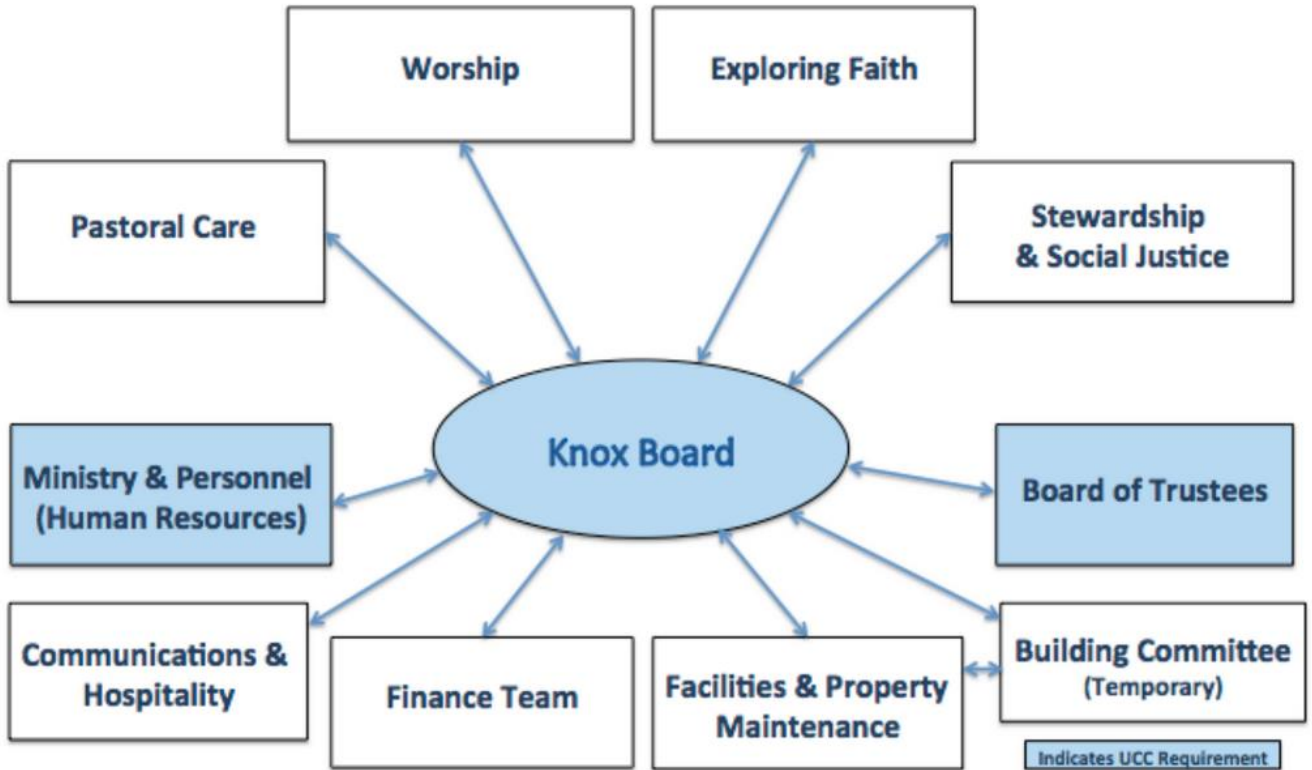
There are two people I would like to single out for special mention this year. They are Alan MacKenna and Josie Barley. Alan, over all the years I have been at Knox, has filled many positions and plugged many holes, as he still does. Currently he is Chair of M & P and the Finance Team, is on the Building Team, is a project manager, and together with Josie, looks after Knox rentals -- and all with a smile! Thank you Alan, for all you have done in the past and all you continue to do for Knox. Josie has been with us for 26 years, is a font of knowledge, keeps novices going in the right direction and makes sure that everything gets done! Knox is very lucky to have, in their community, two such people.

Outreach presents itself in many forms. The Knox congregation each year supports the UCC's Mission and Service Fund – in 2015 to the tune of \$21,500. Besides the high profile work of supporting the Syrian crisis (Easter and Thanksgiving Appeals \$5,346 and Refugee Application \$6,475 + \$3,000 from Operations), Knox supported outreach activities for the Nepal Earthquake (\$600 from Rip and Stitch as well as others sent directly to the UCC); First United with donations of time, money (\$3,813) and food; they made sandwiches once a month and also supported a weekly Coin and Can ministry. In addition, at Knox, we have our own monthly Community Lunch (Christmas Appeal and other donations \$2,580; \$2,000 from Operations) and Tea Time Talk. Healing Touch occurs twice a month. The small group of Rip and Stitch "workers" raised a substantial amount of money this year for Nepal Earthquake \$600; Syrian refugees \$600; First United Socks \$100; and the Knox Operating Budget \$1,000. **In all the Knox Congregation raised a total of \$41,334 for Outreach at Knox, First United and for the Global Community.** Thank you all for your generosity in support of God's work.

- *Respectfully submitted on behalf of the Board by Margaret Pendray, Chair*

*Rev. Liz Bowyer, Gloria Candido, Joanne Tench; Richard Dunsterville, Susan McAlpine (Vice Chair & Secretary); Michelle McMaster; Berkeley Scott*

**KNOX UNITED CHURCH GOVERNANCE STRUCTURE**  
**APPROVED MAY 2015**



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## EXPLORING FAITH TEAM

This new team started off in the fall with enthusiasm and commitment to build a strong spiritual development culture at Knox. We'd like to see us feel free to talk about our own faith journeys, share our uncertainties and confidences with mutual respect. We want topics that engage us as a group, and build links between us. We want to build a community where it is safe to express beliefs, hopes, doubts and faith-encounters, in order to encourage and challenge each other in love. We want a place to integrate our faith stories within the broader cultural perspective.

In a forum last fall we brought an important societal topic, climate change, under the lens of faith. Two Fossil Free Faith guest speakers challenged us to integrate our beliefs with our daily actions. On March 12th we host a potluck dinner for these speakers and their communities, to explore what this challenge means in more practical ways.

This January we started a weekly study of Jesus 24/7, in which we examine the core of Christianity using the New Creed ("We are not alone..."). So far we've discussed the nature of God; who Jesus is; and written the Lord's Prayer in our own words. Looking forward to more.

Future topics are many, and we welcome requests. We hope you'll join the exploration.

*- Submitted by Michelle McMaster, Chair*

## WORSHIP TEAM

Our team began the year with Frances Herzer as our leader. Following the ACM, Frances left us to join in other Knox initiatives. Many thanks to Frances for her enthusiastic participation and leadership of the Worship Team over the past several years. Our team now includes Mary Graham, Dave Cass, Gloria Bender, Sharon Scott, Colleen Coulter (choir director), Madelene Klassen (organist), Anne MacKenna (children and family ministry), and Rev. Liz Bowyer. We have worked diligently to plan for and oversee the year's worship and music calendar. Rev. Liz, Madelene, Colleen and Anne deserve the majority of thanks for providing us with meaningful services each week. Thank you to Rev. Liz for her guidance and leadership. Beautiful choral and instrumental music, organ preludes and postludes, meditative music, a wide variety of anthems and so much more is offered to us weekly by our wonderful music team of Colleen and Madelene. Anne presents a thoughtful and fun learning time for both the children and the adults. We are supported by our Knox staff through bulletins, record keeping, heat, light, sound and so much more. Thank you to all.

Throughout the year we are also assisted in our work by many Knox members. The choir, under Colleen's leadership, is with us every Sunday except for the summer months. Our bell ringers, directed by Madelene, and instrumental and choral soloists regularly add their gifts to our worship time. Communion is served once a month throughout the church year. Sharon Scott prepares the elements and Mary Evans arranges for servers. Gloria Bender manages the list of readers for each Sunday. Our thanks to Joanne Melville for arranging the sanctuary flowers and to Joyce Kruger for overseeing their distribution following the services. Thank you to Dave Cass and Bob Norton, and others, for Sunday greeting and ushering duty and to Ed Williams who faithfully mans the sound and recording system.

Our team, along with staff members, is responsible for decorating the sanctuary and hanging the correct liturgical colours for each season. Of special note this year were the red ribbons for Pentecost, the wonderful Thanksgiving food display, our Remembrance Day worship, our Advent Peace Box initiative reminding us of our connection to the Palestinian Christians and our beautiful Christmas decorations in the sanctuary. Thanks to Mary Evans for arranging our First United food tree in the Narthex. Generous donations of produce from our Thanksgiving service also went to First United. For many years Colleen, the Friendship group and other volunteers have decorated the interior of the sanctuary for our Advent and Christmas season. Our early Christmas Eve service saw over 180 people enchanted by angels and shepherds in a wonderful, bell-ringing, musical pageant. Thank you Anne, Colleen and Rev. Liz! The calm and beauty of our 10pm service was filled with Peace and Wonder.



Supply ministry was offered by Rev. Sharon Copeman, Rev. Janice Guthrie and Rev. Brian Burke. Music ministry provided by David Godin and Florence Humphries. Lay led services involved participation from several congregants. Thank you to the Bradleys for continuing to offer a weekly chapel service.

New team initiatives included spearheading the Welcome Back Sunday poster display and the introduction of the Global Concerns candle. We partnered with others for the Tech-trial Sunday and the Christmas Carol Sing-Along. Madelene rang the chimes and offered an organ recital during the UCC 90th Anniversary celebration. We are addressing the Music Task Force Report, reviewing the Worship Practices document and the Worship section of the Governance manual and hope to work with other teams on several projects in the coming year.

- Submitted by Mary Graham - on behalf of your Worship Team



## LIFE EVENTS

### Weddings

Brian Sooyung Sohn  
& Miao Zhi Dai

Adam Blair Back  
& Charlene Kwiatkowski

Kai-Chieh Hou  
& Helen Ho

Tsz Shuen Chan  
& Bik Yue Yvonne Leung

Edward William Yu  
& Dan Ping Li

Sylvain Viateur Audy  
& Lorraine May

Caleb Wai Ho Chan  
& Erin Pikchec Fung

Eric Koo  
& Amy Wan Feng Tse

### Baptisms

Hugh John William Hamilton,  
son to Hamish Robert Hamilton  
and Shannon Savage

William Soren Pedersen,  
son to Frank Skou Pedersen  
and Kim Pedersen

### In Memoriam

Mary Elizabeth Munro  
Reginald Alistair Wilson  
Helen Smith  
Margaret Airey  
Marjorie Jones

## CHILDREN & YOUTH MINISTRY

Our Children and Youth are involved in many aspects of Knox life. Sunday mornings include stories, crafts and activities based on the lectionary readings or themes of that week. We've decorated Easter eggs, made dream catchers, planted our garden and decorated it with painted stones, made Christmas cards and decorations for our tree, learned about First Nations traditions, and much more.

We've also involved the congregation in many of our activities...bringing waves and ribbons in for our Jonah story, red streamers for Pentecost, a rainbow jar for lent, sharing our ideas, prayers and music in our Youth Led service and inviting the congregation to discover their "inner child" during our Learning Times. It was wonderful to see the adults join in the fun with our Las Posadas Piñata and invite Mary, Joseph and Pedro to stay with them over the Advent Season.

We had 7 children perform in our Christmas Pageant this year, sharing their gifts of music and humour with a full congregation. In addition, we had at least 25 young angels and shepherds who joined in, ringing their bells to celebrate Christmas Eve. It was a wonderful, family night! Thank you to everyone who helped with costumes or took part in the pageant!

Throughout the year, our youth have participated in many services by reading poems and scripture, singing solos and with the choir, playing the violin and participating in the Chime group. They can often be found around during the week as well...helping serve at Community Lunch, setting up and decorating for special events, helping out with the Thrift Sale and of course, our annual Fun Night where they helped create approximately 200 gift bags for First United.

As many of our older youth have been unable to join us on Sunday mornings this fall, the focus has turned more to creating a warm and welcoming environment for our younger children in the Sanctuary. Many of our books and supplies were old and out of date so are being replaced with newer, and more age appropriate activities. A changing table and supplies are now available for families to use in the vestry office and we have added a new cupboard in the children's area to help keep things neat and tidy.

Many wonderful activities happen over in the children's area on Sunday mornings...drawings, puzzles, blocks, crafts and more. You may even see some dancing during the hymns and anthems! It's always a lively time so feel free to visit us before, during or after the services to see what we're up to...and perhaps join in!

- Anne MacKenna, Children & Youth Ministry

## STEWARDSHIP & SOCIAL JUSTICE TEAM

The first three meetings of this new team were held weekly with the initial purpose and focus of exploring how our congregation might be called to respond to the growing Syrian refugee crisis. We consulted among ourselves and with the wider congregation and Board to understand how we could, faithfully and realistically, become involved. With the approval of the Knox Board and the congregation, we joined a cluster of West Side (WS) congregations (Knox, Dunbar Heights, West Point Grey, University Hill and Ryerson United Church congregations, West Point Grey Presbyterian Church and West Point Grey Mennonite Church) to work together to sponsor refugees.

We then met monthly with some members also attending meetings of the WS congregations' representatives. Our initial donation approved by the Knox Board from the New Initiatives line in the 2015 budget was \$3,000.00 with an additional pledge of \$3,000.00 to be raised from the congregation. Further fundraising over the Christmas season has resulted in substantial financial support from individuals, families and groups in the congregation. Gifts given in honor of individuals were acknowledged with a gift card created for this purpose – this was very effective. (See the 2015 Financial Statement for details of this fundraising initiative response.)

At the time of writing this report, our first two refugees, brothers, Mohamad and Omar, have arrived in Vancouver. The initial provision for their needs has been primarily overseen by folk in the wider WS congregation cluster with more recent sponsorship experience. Several Knox members have indicated their desire to become directly involved in working with Mohamad and Omar.

Other work of our team has been the 2015 Knox Stewardship campaign, in cooperation with the Finance Team.

We are pleased that our team membership has grown from three to six members. My thanks to team members: John Carr, Maureen Kinney, Adrienne Burton, Richard Dunsterville, Bill Herzer and others in the congregation who share in our work.

- *Respectfully submitted: Sharon Copeman, Chairperson*

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## SANDWICHES FOR FIRST UNITED CHURCH

On the fourth Thursday morning of each month, a small group of volunteers gathers in the Knox Lounge at 9:30 a.m. to make sandwiches for First United Church. Everyone gets busy, and one hour later 100 sandwiches are made and ready to be driven over to First United.



A big thank you to Sandra Trueman who heads up this group, purchasing the needed goods, and to Mary Bliss for the tuna sandwich filling, and to Gloria Bender, who is the driver and to all those other ladies who come out and help prepare. A big thank you to the Men's Breakfast Group of Knox and Dunbar Heights, who help support us financially.

If you would like to make a donation to this Fund, it would be greatly appreciated.

We would also like a few more willing hands to join our group as some months not everyone can come. Please call Sandra Trueman at 604 448 8867 if you would be able to help.

- *Submitted by Sandra Trueman*

## KNOX COMMUNITY LUNCH MINISTRY

Community Lunches at Knox have been held for over 10 years. Originally, Aunt Leah's Non-Profit Society prepared the meal, served it and cleaned-up after the event. Knox members provided the funding for the meal and at-risk youth had practical experience with food preparation, serving and other aspects needed to help them gain employment. Unfortunately, Aunt Leah's did not have their government funding continued so Knox people and others took over the tasks essential for successful lunches.

Knox Free Community Lunches are held on the second Wednesday of every month, except July and August. Our mandate is to provide a free, nutritious meal and offer a sense of community to those who attend.

It takes many willing workers to successfully orchestrate our lunches:

- Flyers advertising our lunch are distributed at other churches that offer free community lunches. Our sandwich board advertising the lunch is set up on 41st and Balaclava.
- Tables, complete with bright tablecloths, and chairs are set up in the gym. Flower arrangements are added to each table. The gym is transformed into a welcoming dining hall.
- Coffee/tea and goodies are prepared for guests who arrive early and are welcomed in the warm lounge. Piano music is played and singing is encouraged.
- A meal consisting of a nutritious, hot entree, salad, bun and dessert is prepared and served to our guests. Juice, coffee and tea is offered.
- Knox folk are encouraged to join the tables to share the meal and enjoy conversations.
- An Advocate is on site to help any of our guests re housing, completing forms etc.
- Clean-up is handled by two paid workers recommended by First United.
- Healing Touch is offered by qualified practitioners after the meal.

Funding for this ministry comes from many sources. Donation envelopes are provided in the pews on Communion Sundays. Funding from the Vancouver Foundation has been received in the past and hopefully in the future. There was a special appeal for funding at Christmas. Best of all...one of our most faithful volunteers asked his friends to make a financial donation to the Knox Community Lunch instead of buying him birthday presents! That is the spirit of the Community Lunches at Knox!



## THE MEN'S BREAKFAST GROUP

The group continues to meet every three weeks and alternate venues with Dunbar United Church men's group. The numbers of attendees average 15 - 20, all who cheerfully meet Saturday mornings at 7:30 am, rain or shine. A full breakfast is available, sometimes spearheaded by a plentiful supply of porridge.

The group informally discusses a range of subjects, both church and secular. New members are welcome.

*- Submitted by Bill Herzer*

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## ENVELOPE REPORT

There are 48 contributors who pledge to the local church; 30 of these also give to the Mission and Service fund.

We have 50 contributors who do not pledge, but give to the local church and/or Mission and Service.

There are 16 people at Knox who have chosen to use the Pre-Authorized Remittance System (PAR), which facilitates monthly donations through automatic payments, and helps create more predictable cash flow for Knox.

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## COIN AND CAN MINISTRY

Our Can and Coin ministry is a year round ministry! Everyone can participate. Just bring a non-perishable food item or a coin to Sunday service. There is a basket waiting to be filled. All food items go to First United Church to be made into on-site meals or to stock their Food Bank. Monetary donations are collected and sent to First several times a year.

At our Thanksgiving service, fresh fruits and vegetables were collected and were too numerous to be counted before being transported to First. In December, the congregation grew a Christmas tree of non-perishable food. Over 270 items were donated to First's Food Bank. From January 4th, 2015 to January 3rd, 2016, over 1,069 items of food and \$76.25 were donated.

Many thanks to Judy Langdon for regularly transporting the food and other donations to First.





## THRIFT SALE

The 2015 Knox Thrift Sale continues to be a wonderful fellowship opportunity for our congregation as well as a “fundraiser”. There are so many things that worked really well and had a positive impact on workers and attendees that the thrift sale will continue to be a special event on our calendar.

There is a lot of work done behind the scenes and ahead of the actual day, from cleaning, pricing, baking, mending, organizing and sorting, to mention a few things. It wouldn't be possible to hold this event without the group of dedicated volunteers who go above and beyond every year to make this a huge success. A Huge Heartfelt THANK YOU to all of you and an invitation to everyone else to join us on April 22 and 23, 2016. It has been my pleasure to head up this event for several years.

*- Respectfully submitted, Tacye McLagan*



## RIP & STITCH

Rip and Stitch have had a very productive year. Our church members continue to lend their support at our thrift sale and the fun night in November. The group had a sales booth once again at St Thomas Aquinas School in North Vancouver, which proved to be a success and we will attend this fair again this year.

We appreciate Paul O'Neil's help in setting up the sewing machines every Monday morning.

Proceeds from our sales have been made:

- To our Knox church, funds of \$995.
- To First United Church – \$100 for socks
- To Nepal Earthquake Fund – \$600
- Syrian Refugee Fund – \$600
- Several quilts and blankets have been donated to First Church.

Group members are: Mary Bliss, Frances Herzer, Marnie Thompson, Laurie Joyce, Lorraine McCarlie



*- Submitted by Lorraine McCarlie*

## SUNDAY MORNING COFFEE / KITCHEN FUND REPORT

The fellowship of Coffee Hour following Sunday Morning Service has proven to be part of the warmth and welcoming Knox is known for. Set up and service are provided by Men's Breakfast, Rip 'n Stitch, the Scott Family, Prayer & Share and the Bliss Family.

Donations made at Coffee Hour are used to cover the cost of Coffee, Tea, Sugar, some Milk and the purchased Cookies we enjoy. These supplies are available throughout the week for many meetings. Another expense covered is the purchase of the detergents needed for dish washing and sanitation.

In 2015, the Kitchen Fund also covered the cost of a new Water Boiler (used for Spiced Apple Juice for the Carol Sing in December), 98 new juice glasses and 2 dish racks for them. We are patiently awaiting new spigots to replace those which disappeared last June. Once received and installed we will have our old Water Boiler and 36-cup Coffee Urn back in service.

The kitchen is used by so many groups as well as catered events. When needed, the Knox Board enhances the Kitchen Fund, however, your generous contributions on Sunday mornings, enable Knox to continue to provide welcoming fellowship, and support for the many Ministries held at Knox.

- Mary and Sharon Bliss, Kitchen Fund Managers



KNOX VOLUNTEERS SERVE COOKIES AND REFRESHMENTS ON THE FRONT LAWN FOLLOWING THE RINGING OF THE BELLS FOR THE UNITED CHURCH OF CANADA'S 90<sup>TH</sup> ANNIVERSARY.

## 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 & Mary Bliss	Phil & Margaret King	Doug & Mary Graham	Sharon & Bob Copeman
Chris & Maryal Lay	Judy Echols	Michelle McMaster	Gloria Bender
Bill Herzer	David & Joan Cass	Mary Evans	Andy Jakoy & Adrienne Burton
<i>And our spares:</i>	Richard Earthy	Richard Dunsterville	Peter Hamilton

## OUR PASTORAL CARE TEAM

Our Pastoral Care Team responds to God's call to help our congregational members and adherents celebrate their happy events and support them with their sad events in consultation with Rev. Elizabeth Bowyer. Each of our members has been trained in prayer, listening and responding to peoples' needs. Some of our church members also provide Healing Touch. We practice strict confidentiality. Our Pastoral Care members include: Joan Cass, Helen Overgaard, Sydney MacKenna, Catherine Shen, Rev. Sharon Copeman, Rev. Elizabeth Bowyer and Joyce Kruger. Several members of our congregation are doing Pastoral Care but are not officially on our Pastoral Care Team.

Our Pastoral Care Team usually meets with Rev. Liz on the second Tuesday of each month between September and June to review our congregational members' needs and to respond to our minister's requests of us. At each meeting a member presents some words of inspiration. We update our Prayer List at every meeting. We help Rev. Liz by phoning or visiting our congregational members at home, in hospitals or in care facilities when they are ill or unable to attend church. One of our members sends cards to help celebrate important events such as marriages, births, graduations or anniversaries, as well as express love and compassion for illness or bereavement. If you are aware of a situation in which a note from Knox would be appreciated, please call the church office.

Our Pastoral Care Team is continuing to compile a list of CONTACT PERSONS for our Knox congregational members and adherents in case of a medical emergency on our Knox property. Please contact Joyce Kruger if you wish your contact information to be on this list!

Our "Information Package regarding memorial Services" is still being used when needed by our church members. We provide liaison support with the church for bereaved families.

We sponsor and organize a monthly gathering of seniors with our minister called "Tea Time Talk", providing an opportunity for our senior shut-ins and others to share tea, refreshments, conversation and fellowship.



Three 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. It comprises representatives from Dunbar Heights United Church, Knox United Church, Ryerson United Church, St. Stephen's United Church, St. Phillips' Anglican Church, Shaughnessy United Church, University Hill Congregation and West Point Grey United Church. In 2015, the SWG held public talks for Seniors and their families on relevant topics including: "Living the Risk" in February, 2015' in partnership with the ASK Friendship Society with Isobel Mackenzie, the B.C. Seniors' Advocate and in April, 2015 with the Westside HUB at Kits Neighbourhood House – a workshop led by the Alzheimer's Society, "Friends of Dementia". In October and November, 2015 "Living the Risk was scheduled with Clarissa Green but cancelled due to illness. The SWG reached out to other churches as noted above. They connected increasing with the wider community offering services to Seniors including: ASK (Arbutus, Shaughnessy, Kerrisdale Friendship Centre); the WESTSIDE SENIORS HUB co-ordinated through Kitsilano Neighbourhood House; the Vancouver Public Library provided bibliographies and

resource lists for two public talks sponsored by the SWG and its partners and the Vancouver Senior Services providers' Network – an information exchange and forum for collaboration.

It has been a pleasure working with Rev. Elizabeth Bowyer this year.

- Submitted by Joyce Kruger (Chairperson) and the Pastoral Care Team

## 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 numbers. As well the loyal group of fellow practitioners help make this ministry possible.

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 at 1 p.m. 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 Centre.



## FLOWER MINISTRY

The flower ministry is evident each week in the sanctuary. It is an extension of the work that the pastoral care committee does in caring for our members who are ill, grieving, or celebrating significant events in their lives. This year, as in the past few years, the number of congregational members who have placed flowers in the sanctuary has fallen. However, the number of congregants who would appreciate a visit and flowers continues to rise as many in the congregation grow older and frailer. I would encourage more families to think about putting flowers in the church to celebrate life events and to support this particular method of staying in touch with those whose lives would be brightened by flowers. You can write your name on the flower calendar in the narthex and call Joanne Melville at 604 263 4884 to discuss your flower choices.



## A REPORT FROM YOUR MINISTRY & PERSONNEL TEAM

The M&P Group is both a support group for our staff members and a source for our congregation to contact regarding any staff-related matters.

During the year we meet with each of our staff members to review their job descriptions and to share their accomplishments and plans for the future. It is also a time to listen to their concerns or suggestions that will make our operating procedures more effective.

The M&P team works closely with the Board to assist with the interviewing and hiring of new or replacement staff. We also make recommendations to the Board based on our conversations with staff members. These recommendations can range from working hours and conditions to compensation and vacation requirements.

In addition to our annual staff meetings we are always open to spending time with our staff when special circumstances arise. All our conversations are on a confidential basis.

If you have concerns or suggestions regarding staff we ask that you share them directly with the M&P team who will follow up on your behalf with the appropriate staff members.

We also encourage you to share your support and appreciation directly with our hardworking and valuable staff members... we all like to be recognized for our efforts!

If you have any questions as to our responsibility as the Ministry & Personnel team please do not hesitate to contact any one of our members. We have all attended the United Church Workshop, Ministry & Personnel 101, and should be able to provide the answers!

Our blessings to all for the New Year ahead.

*- Respectfully submitted: Adrienne Burton, Judy Langdon, Sandra Trueman, Alan MacKenna*



A SMALL ADVENT  
GATHERING DURING  
FOLLOWING  
WORSHIP.

## COMMUNICATIONS & WELCOMING (HOSPITALITY) TEAM

The Communications and Hospitality Team was identified as one of 3 new Teams in the new Governance Structure as of June 2016. Members include Sandra Adams, Josie Barley, Debra Danny, Bruce Herzer, Susan McAlpine, Tacye McLagan, Rev Liz Bowyer and Margaret Pendray (Acting Chair).

The Team initially separated into 2 subgroups: “Communications” and “Hospitality” to review where the Team’s focus should be in these separate areas.

The development of a Knox Communication Strategy to guide future development of Knox’s digital ministry and internal and external communication was identified as the top priority. Work has started on this project and in the New Year the Team will be meeting more frequently to accomplish this. Making Knox more visible and welcoming in our immediate community is also a high priority and a goal for 2016. The hiring of a Communication Specialist in 2015 was seen as playing a critical role in helping achieve this goal, but for various reasons the position did not work out. The need for additional office help to communicate effectively both digitally and in more traditional ways, internally and externally, is currently being reviewed.

The Hospitality subgroup met on one occasion, separately to the larger Team, to identify areas that needed attention. Within a very short time it became clear that our public spaces are not very friendly and Knox is missing a great opportunity to promote its activities and services. Consequently a Motion was sent to the Board requesting immediate support and funds to improve the appearance of the Fellowship Entrance Hall and the Youth Lounge, jointly with the Building Committee, to ensure that any furniture or equipment purchased was transferrable to the new building and met the planning standards. In addition the Team requested that a monitor screen be installed in the Entrance Hall so that Knox could provide information about its work and services to the public. The information in the Narthex, its visibility and display also needed review. These were the first steps the Team identified to help improve the Knox’s welcome.

The Team recently requested the Board change the title of the Team from Hospitality to Welcoming to better reflect its Terms of Reference.

- *Respectfully submitted by Margaret Pendray*



## Knox's Top 10 Visited Webpages

1. Homepage Carousel
2. Events
3. News
4. Ministries
5. About Us
6. Sermons / Intros to readings
7. Rentals
8. Videos
9. Staff
10. Weddings



## Knox's Top 10 Pages by Search

1. Rentals
2. Thrift Sale
3. Events
4. Weddings
5. Easter
6. News
7. Prayers for Life
8. Christmas Services
9. Truth & Reconciliation
10. Christmas Spirit

## THE KNOX WEBSITE

In the past year the website has had 4,904 unique visitors! That is a lot of people opening the cyber front door of our church.

Knox United Vancouver dot Org hosted 8,105 sessions with an average of 5 pages per visitor at just over 3 minutes per visit. Almost 60% of those visitors were on the website for the very first time and the vast majority of our visitors come from Vancouver.

The Knox website currently has well over 1,000 pages with double that number of photos plus more than half a million typed words. People visit the website as a source of information much like a digital brochure & billboard for what is happening at and around the church, and also increasingly more as a source of resources for education, reflection and study. The cyber world is a solitary (perhaps lonely) group in search of answers. Check out the Knox TOP 10 Chart at the end of this write-up.

More than 17 million Non-church goers visited church websites in North America in the past year (according to Grey Matter Research). 22% of adults in the USA visited a church website in the past 6 months and yet only 25% of the entire population has been inside a church building in the past year. These numbers help us understand how important the website is to get our message beyond our walls.

Knox has been very intentional about growing the website. We began posting the introductions to the readings and Liz's sermons in various formats a year ago now and can boost that we have a regular following and increased traffic as a direct result. The Prayers for Life and various other prayers that we post get downloaded more than any of the other pages on the site. The ABOUT section with our beliefs, vision/mission statements, what to expect and staff profiles gets a surprising number of views.

The regular and special events for Knox lend an authenticity to the visitor's experience and the varied news articles result in search engines taking people directly to those pages giving us an even wider audience. The very best part of all of this is that, you, the Knox congregation are contributing content, editing, commenting, photographing events and thinking about how what we are doing in other parts of our church life, may "work" on the web. There are always, next steps like connecting the website to our membership, small groups, meeting files and givings, but we are well on our way and certainly already host a Web Ministry.

- Respectfully submitted by Debra Danny.

*"It is indeed my privilege to be the webminder for [knoxunitedvancouver.org](http://knoxunitedvancouver.org). Thank you for **contributing**, supporting and trusting me with your stories, images, faith and visions."*



facebook.com/  
knoxunitedvancouver



@knoxunitedvan

## **FACILITIES AND PROPERTY MAINTENANCE (F&PM) TEAM**

This committee is responsible for the maintenance of the Knox property. The members are Ed Williams, Richard Dunsterville, Don Bliss, Larry Tench, Wendy Trant and Berkeley Scott. We have been successful in holding four meetings this year and this has helped us in identifying needed work and possible future work. It was a very busy year upgrading the exterior of the church building and replacing the old boiler with a high efficiency unit.

### **Completed Projects in 2015:**

- All the exterior lower trim on the building was replaced and painted. The belfry tower trim was repaired, especially east side which was completely replaced and painted. The building roof moss was removed and a zinc strip was installed to ensure no further moss growth. The window trim on all exterior church windows was scraped and painted. This work will keep the exterior from deteriorating further.
- The old church boiler, controls and piping was removed (asbestos abatement was necessary). A new 95% efficient boiler and piping system was installed by Clairmont Mechanical. With the left-over plywood we built a new large shelving unit to store all the material needed to maintain the facility. There are now three storage shelving units in the boiler room. We expect to receive a rebate from Fortis BC for this boiler installation.
- There was a large water leak from a fractured toilet in the choir room washroom. This required Belfor Property Restoration to remove all the carpeting in the choir room and flooring in the washroom, plus remove the ceiling drywall in the boiler room below. It was all dried and then new carpeting, flooring and ceiling drywall was installed (the drywall and remainder of the boiler room was completely repainted). To complete this renovation we decided to re-carpet the stairwell and landing, to improve the safety and appearance of the stairs. Also we replaced the vanity and sink in the choir room and installed a new dual-flow toilet and repainted the room. The old vanity and sink was used to replace the older unit that was in the storage room washroom.
- We installed a new 6 gallon electric hot water tank in the boiler room to provide hot water to the three washrooms (Vestry, choir room and storage room).
- Most of the hedging was trimmed back to allow access for trim repair and painting. This year we plan to install cost-free paper machine fabric behind all the hedges, to prevent weed growth and to improve accessibility to the church exterior.
- We held two (spring and fall) cleanup sessions (called them Gumboot Parties) with the help of volunteers. This allowed us to improve both the interior and exterior of both buildings.
- The damaged sections of both Narthex stairwells and Narthex window areas were repaired and repainted to approximately match the existing colour. It was noted that there seemed to be only one layer of paint on these walls, indicating the remainder of the building may also only have one layer of paint. The paint has lasted for many years, but we should include for repainting the interior of the church in the next 2-3 years. A group should explore what paint colour and type we should have installed.
- All the joints in the gym roof heating unit were sealed and the temporary tarps were removed. This appears to prevent any further water leakage to the gym floor. Note. Another leak into the fellowship center furnace room was also sealed and water does not leak in today.
- Replacement of high watt lighting is continuing as required in the sanctuary. In December the center light dimmers had to be bypassed to allow the lights to illuminate. Clay Electric was hired to do this modification. We have asked them to investigate whether the dimmer unit can be repaired or replaced. The only time (from our understanding) that the dimmers are used is on Christmas Eve services, so this year's lack of dimmers will be a test to determine if dimming is really necessary. If not we could add on/off switches where the "B" dimmers are presently.



- The sound system (hard of hearing system, Narthex, Vestry and Choir speakers) have been repaired by Commercial Electronics (CE) and is fully functional
- We purchased four "hand sanitizer" stations for the church and fellowship center.
- Two extra wheel chairs and the shuffle board have been donated to charitable organizations.
- The front entrance stairwell sides have been repainted with a different colour scheme to naturally blend in with the main building colours.
- We upgraded the sound system in the sanctuary which included a new CD player/recorder. A new assisted hearing system was installed.
- The heating units in the fellowship center were all maintained, hopefully we will get two more years from these units plus the gym heater.

The team continues to be available whenever a need arises in helping with normal and abnormal tasks.

**2016 Projects for Consideration:**

- To meet new regulations for our buildings we are investigating the need for lighted exit signs (we have received free units) and new panic hardware for the two main entrances to the church (these will allow these doors to be locked but still provide emergency exiting).
- Investigate whether proposed small windows in the main doors will meet the heritage rules for the church. F&PM will follow-up on purchasing fin seals or other type to minimize air loss through the inner doors when outer doors are open. The small window and renovation should be handled by the Building committee.
- A lawn sprinkler system would improve the facility grass and gardens, and would also require much less time to maintain. This should be coordinated with the new building plans for its new gardens.
- Overall review of the yard plantings to make the exterior gardens more appealing and appropriate for the church setting.
- The plastic window covering on the Chapel windows were removed to allow painting. The Chapel windows were renovated to allow new plastic (to be purchased) to be installed but still allow windows to be opened.
- The plastic on the east side of the church windows was also removed for painting, but presently has not been re-installed. The middle window plastic will 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?
- 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 to reach this target.
- The concrete floor in the sanctuary will probably be sealed this year to prevent coffee staining, thus the sanctuary could become more useful for functions where coffee is served.
- Investigate how to improve the WIFI service throughout the church and fellowship center.
- This will be the year we start the building of the new fellowship center, so we expect many unexpected problems and challenges to occur.

I am especially thankful to some of the committee members who seem to always look for potential problems in the facility and the grounds. This makes our meetings much more productive. A special thank you must be extended 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, Chair

## KNOX TRUSTEES

The Knox Board of Trustees saw a number of changes to its membership in 2015. With gratitude for Leo King's leadership as Chair, Trustees welcomed two new members, Lori Marzin and Joanne Melville in the early fall. Both of the new Trustees bring a wealth of information-Lori, in her work in professional accounting, and Joanne, in her previous experience serving on the Knox Board of Trustees. As well, with clarification of the minister's automatic membership on Trustees as per The Manual, Rev. Liz was advised of and began to attend Trustees meetings starting in September this year.

With the gap in leadership resulting from Leo's resignation and in keeping with United Church of Canada polity, Liz agreed to assume the role of Chair of Trustees until a new chair is elected. Hopefully a new chair will be elected in the early spring of 2016.

The Knox Board of Trustees met a total of seven times in 2015. This in keeping with the various needs arising around financial decision making related to Knox investment management and in response to the two deferral of payment requests from Hon Towers, the Knox project development company. Since then, some time has also been spent at Trustee meetings clarifying its various roles, fiduciary responsibilities, and terms of reference as per the Trustees Handbook, The Manual, and in consultation with the Rev. Doug Goodwin, Executive Secretary of B.C. Conference.

Up to date minutes of Trustee meetings are available for any member of Knox to access. Check with Josie in the church office in that regard.

An ad hoc meeting with David Mills, HUB HKMB International UCC Protect to review the terms of our insurance policy took place in early December. This meeting proved both informative and reassuring to Trustees.

Bill Goodsir has given written of his decision to resign from Trustees as of the Annual Congregational Meeting on Feb. 21st. Citing his desire to focus more of his time on The Building Project at the same time as freeing up time to enjoy his island home, the Trustees accept Mr. Goodsir's resignation with appreciation for his service on Trustees and are grateful for his ongoing involvement in the Building Project. With a view to succession and legacy planning at Knox, the Nominations Team has been entrusted with the work of seeking out a new member to join the Trustees' team.

*- Submitted by: Liz Bowyer on behalf of the Knox Board of Trustees, including Bill Goodsir, Doug Graham, Chris Lay, Joanne Melville, and Lori Marzin*

### **KNOX TRUSTEES – FINANCIAL STATEMENT**

Cash receipts and Disbursements for 2015

Opening cash and GICs		\$	318,950.98
Interest payments from Developer		\$	144,783.25
Interest on GICs		\$	<u>1,787.66</u>
		\$	465,521.89
Transfer to Knox operating acct	\$	133,016.71	
Transfer to Bldg Fund	\$	146,500.00	
Bank charges	\$	162.58	
Organ Servicing	\$	1,416.80	
		\$	<u>281,096.09</u>
Closing cash and GICs		\$	184,425.80

## TRUSTEES REPORT FOR THE YEAR 2015

The trustees hold title to the Church property, which according to the last two BC Assessments was valued as follows:

	01-Jul-14	01-Jul-15
Land	\$7,811,000	\$11,910,000
Buildings	\$422,000	\$435,000
	<u>\$8,611,000</u>	<u>\$12,345,000</u>

### Statement of Cash receipts and Disbursements For the year 2015

	Cash and GICs	Special Trusts	Manse Fund	Development Fund	Knox Building Fund **	Knox Operating Account**
Opening cash and GICs	\$ 319,956	\$ 22,205	\$ 65,029	\$ 232,722		
Interest received from Developer	\$ 144,783			144,783		
Interest on GICs	\$ 2,049	\$ 156	\$ 29	\$ 1,864		
	<u>\$ 466,788</u>	<u>\$ 22,361</u>	<u>\$ 65,058</u>	<u>\$ 379,369</u>	<u>\$ -</u>	
Transfer interest income to Knox Building Fun	\$ (146,500)			\$ (146,500)	\$ 146,500	
Transfer Manse Fund to Knox Operating Acco	\$ (65,058)		\$ (65,058)			\$ 65,058
Bank charges	\$ (158)			\$ (158)		
Organ Servicing	\$ (1,417)	\$ (1,417)				
	<u>\$ (213,133)</u>					
Closing cash and GICs	<u>\$ 253,655</u>	<u>\$ 20,944</u>		<u>\$ 232,711</u>	<u>\$ -</u>	<u>\$ 146,500</u>
						<u>\$ 65,058</u>

\*\* monies not administered by the Trustees

#### COMPOSITION OF SPECIAL TRUSTS:

Organ Fund- congregational funds	\$ 13,038
Frances Coulter Fund - music and/or choir	\$ 2,610
Pollock Trust- memorial bench	\$ 2,198
Graves Fund - ministerial candidates/staff education	\$ 2,002
McQueen Fund - memorial garden	\$ 827
Ruth Schafer Fund - items of a permanent nature	\$ 269
	<u>\$ 20,944</u>

## FINANCE TEAM REPORT

The Finance Team reports to the Knox Board and is charged with the oversight of all financial matters relating to the operation of Knox. In this capacity the team is required to make recommendations to the Board based on our income, expenditures and cash reserves. The Team also works closely with the Stewardship and Social Justice Team to develop and implement our annual Stewardship Campaign. Based on the results of the campaign, and input from the various Knox teams, Finance works with the Board to develop a "Proposed Budget" for presentation to the annual congregational meeting.

Looking back at 2015 the Knox budget approved by the congregation called for a deficit of \$123,180. At year end the actual deficit was reduced to \$109,490. This resulted from increased rental income and lower salary expenses due to staffing changes during the year. In 2016 we can anticipate additional operating income from our contractual arrangements with the Project Developer. This will be a positive contribution to our reserves and provide Knox with some financial flexibility over the next couple of years.

The important message as we look forward is to understand that when we receive our final cash payment from the Developer the return from our capital investments will not take full effect until year end 2017. Even then with current low interest rates it will be essential that we as a congregation maintain our personal pledges and donations to ensure that the ministries of Knox not only continue but increase. Our combined approach to faithful financing will support us as we strive to achieve our Mission:

"Pushing off from the familiar shores of the past, we journey forward, experiencing the Holy, seeking justice, and comforting the lonely."

- Submitted by Alan MacKenna, Bill Goodsir, Doug Graham, Phil King and Chris Lay

## Knox United Church REPORT TO DECEMBER 31, 2015

	Actual	Actual	Budget	Budget
	YTD Dec - 14	YTD Dec - 15	YTD Dec - 15	12 Mths 2015
<b>Operating Revenue</b>				
40000 - Pledges and Donations				
41000 - Pledges	\$ 106,616	\$ 97,195.88	\$ 100,000	\$ 100,000
41500 - Unpledged	\$ 34,392	\$ 31,505.55	\$ 40,000	\$ 40,000
42000 - Open Offering	\$ 1,701	\$ 1,930.85	\$ 2,500	\$ 2,500
42700 - Christmas Eve Appeal- Note 1	\$ 1,988	\$ 1,558.80	\$ 2,500	\$ 2,500
42750 - Rip and Stitch	\$ 725	\$ 995.00	\$ 500	\$ 500
42900 - Previous Years Pledge	\$ 600	\$ 1,745.00	\$ 500	\$ 500
<b>Total Offerings</b>	<b>\$ 146,002</b>	<b>\$ 134,930.88</b>	<b>\$ 146,000</b>	<b>\$ 146,000</b>
44000 - Other Income				
45000 - Use of Facilities	\$ 44,715	\$ 43,228.18	\$ 35,000	\$ 35,000
45500 - Special Events Thrift Sale	\$ 9,838	\$ 6,447.30	\$ 10,000	\$ 10,000
45600 - Opera Preview	\$ 2,224	\$ 1,384.00	\$ 2,500	\$ 2,500
46000 - Bank Interest	\$ 55	\$ 47.87	\$ 100	\$ 100
46200 - Miscellaneous	\$ -	\$ 178.92	\$ -	\$ -
46100 - GST Rebate Note 2	\$ 2,068	\$ 1,444.76	\$ 2,000	\$ 2,000
<b>Total 44000 - Other Income</b>	<b>\$ 58,898</b>	<b>\$ 52,729.03</b>	<b>\$ 49,600</b>	<b>\$ 49,600</b>
<b>Total Operating Revenue</b>	<b>\$ 204,900</b>	<b>\$ 187,659.71</b>	<b>\$ 195,600</b>	<b>\$ 195,600</b>
<b>Operating Expenses</b>				
60201 - Sunday School Assist	\$ 4,043	\$ 5,381.05	\$ 4,000	\$ 4,000
60200 - Salaries & Contracts (Note 1)	\$ 176,107	\$ 216,035.39	\$ 231,000	\$ 231,000
<b>Total 60200 - Salaries &amp; Contractual Payments</b>	<b>\$ 180,150</b>	<b>\$ 221,396.44</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>
60300 - Property Expenses	\$ 44,158	\$ 51,918.23	\$ 50,000	\$ 50,000
60400 - Presbytery	\$ 8,388	\$ 8,879.40	\$ 8,880	\$ 8,880
60500 - Music	\$ 1,969	\$ 2,287.33	\$ 2,700	\$ 2,700
61700 - Worship	\$ 398	\$ 202.43	\$ 600	\$ 600
61800 - New Directions General Fund	\$ -	\$ 887.33	\$ 10,000	\$ 10,000
61800 - New Directions Refugee Family	\$ -	\$ 3,000.00	\$ -	\$ -
62700 - Minister's Discretionary Fund	\$ 220	\$ 254.92	\$ 500	\$ 500
63300 - Group Ministries	\$ (82)	\$ -	\$ 500	\$ 500
63800 - Pastoral Care	\$ 300	\$ 197.38	\$ 1,200	\$ 1,200
64600 - Youth Group/Church School	\$ 33	\$ -	\$ 100	\$ 100
64900 - Communication (Note 1)	\$ 5,040	\$ 1,785.36	\$ 5,000	\$ 5,000
65001 - Accounting Services	\$ 3,053	\$ 2,389.28	\$ 3,000	\$ 3,000
65100 - Miscellaneous	\$ 333	\$ 180.31	\$ 1,200	\$ 1,200
65101 - Search Committee	\$ 1,734	\$ -	\$ -	\$ -
65105 - Bank Charges Payroll / PAR	\$ -	\$ 777.14	\$ -	\$ -
65110 - Adjust for GST Amounts	\$ -	\$ 2,378.97	\$ -	\$ -
65150 - Transition Team	\$ 12,556	\$ -	\$ -	\$ -
65200 - Staff Education	\$ -	\$ 665.00	\$ 600	\$ 600
67200 - Interim Minister Sabbatical	\$ 3,439	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	<b>\$ 261,687</b>	<b>\$ 297,179.52</b>	<b>\$ 319,280</b>	<b>\$ 319,280</b>
<b>Net Operating Result (Deficit) YTD</b>	<b>\$ (56,787)</b>	<b>\$ (109,519.81)</b>	<b>\$ (123,680)</b>	<b>\$ (123,680)</b>
Transfer from Undesignated Funds	\$ 56,787	\$ 109,519.81	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Note 1 - Advent / Christmas Appeal re Knox Ministry

Note 2 - GST Rebate Received for 2014 was \$1,444.76  
GST Rebate Claim for 2015 will be \$1,315.85



**Knox United Church**  
**ANCILLARY FUND REPORT TO DECEMBER 31, 2015**

*Prepared January 8, 2016*

	2014 Balance	YTD Receipts	YTD Disbursed	2015 Balance
2016 Pledge paid in 2015	0.00	7,600.00	0.00	7,600.00
2015 Pledge paid in 2014	6,000.00	0.00	6,000.00	0.00
Children's Ministry	0.00	45.50	25.66	19.84
Kid's UNICEF Fund	489.80	0.00	0.00	489.80
Community Lunch	678.56	4,579.67	4,126.43	1,131.80
Easter Appeal - Syria	0.00	2,546.17	2,546.17	0.00
Thanksgiving Appeal - Syria	0.00	2,800.00	2,800.00	0.00
First United Coin in a Can	0.00	87.20	87.20	0.00
First United Concert Funds	0.00	1,408.00	1,408.00	0.00
First United Auction / Fun Nite (Note 2)	0.00	2,220.25	2,220.25	0.00
Guest Musician Fund	361.28	0.00	361.28	0.00
Healing Touch	509.55	42.00	0.00	551.55
Kitchen Fund (Note 3)	215.89	956.32	1,172.21	0.00
Memorial Garden/Flower Fund	1,788.48	378.00	634.84	1,531.64
Minister's Fund	158.36	0.00	35.00	123.36
Music Fund	537.90	0.00	0.00	537.90
Pastoral Care Committee	242.37	0.00	0.00	242.37
Piano Fund	285.17	0.00	0.00	285.17
Sandwich Fund	377.31	254.00	373.90	257.41
Tea-Time Talk	172.00	200.00	75.95	296.05
Transition Team	1,423.76	0.00	1,423.76	0.00
2015 Observer	60.00	220.00	280.00	0.00
2016 Observer	0.00	175.00	0.00	175.00
Refugee Family Sponsor (Note 4)	0.00	6,475.00	0.00	6,475.00
Missions & Service	0.00	16,500.00	16,500.00	0.00
M & S Individual Donation (Note 5)	0.00	5,000.00	5,000.00	0.00
Manse Fund	0.00	65,058.24	0.00	65,058.24
Undesignated Funds (Note 1)	80,139.54	60,363.27	114,485.96	26,016.85
<b>ANCILLARY FUND BALANCES</b>	<b>\$ 93,439.97</b>	<b>\$ 176,908.62</b>	<b>\$ 159,556.61</b>	<b>\$ 110,791.98</b>
Note 1 - Transfer from Undesignated Funds to Cover Budget Deficit - \$109,519.81				
Note 2 - Net cheque to First United \$1,616.55				
Note 3 - Transfer \$72.97 from Undesignated Funds to cover Kitchen Fund Expenditures				
Note 4 - Contributions in December 2015 \$6,475.00.				
Note that \$3,000 paid in November to Dunbar Heights United is recorded per Budget - "New Directions "				
Note 5 - Individual M & S \$5,000 - Payment made in December				

## BUILDING COMMITTEE

The Project, that is the replacement of the Fellowship Centre etc., took a very significant step forward in 2015. The Project Development Permit was approved subject to certain conditions set out by the City being accepted by the Developer. Progress into the future is, of course, still within the control of the developer, Hon Towers, but it does appear that the time to construction is significantly closer.

In 2015 the Facilities and Property Management Committee supported by the Building Committee and as part of the larger development completed a major project in the repair and painting of the Sanctuary exterior. This work included replacing the ancient heating boiler. It should be noted that Larry Tench and Richard Dunsterville did outstanding work in organizing, supervising and providing physical labour on these projects. This work was financed from the Heritage upgrading allowance in the Development budget.

The Committee has been asked by the Board to identify the shortcomings in the sound system in the Sanctuary and make recommendations for improvements if such are necessary. That study is underway.

The Board consulted with the Building Committee to look at upgrading some of the public spaces in the Fellowship Centre prior to construction. This request followed a motion brought to the Board by the Communication and Welcome Team to make Knox more welcoming to visitors. The Committee will do whatever is necessary to remove, after appropriate consultation, furniture and materials from the Youth Lounge, the Entrance Hall and storage areas. Using an interior decorator and collaborating with the Communication and Welcome Team, the Committee will develop colour schemes, paint the Youth Lounge and purchase furniture to improve the appearance of these areas. The furniture will be transferrable to the new building.

- Submitted by Bill Goodsir

*The following is the final information for 2015 relating to the Building Project:*

### KNOX BUILDING PROJECT CAPITAL RECEIPTS AND EXPENDITURES

Proceeds from the sale of Knox property:	\$4,600,000
Deduct capital expenditures made to December 31, 2015:	
Heritage upgrade	\$(129,000)
Monies used to fund deficit	\$(30,000) <b>Note</b>
Legal fees	\$(20,000)
Consultant's fees	<u>\$(6,000)</u>
	<u>\$(185,000)</u>
	\$4,415,000
Budgeted expenditures to complete the project	<u>\$(415,000)</u>
Capital remaining on completion of project	<u>\$4,000,000</u> <b>Note</b>

**Note:** Presbytery agreed that Knox could use \$30,000 to fund the deficit and that Knox would have a minimum of \$4.0 capital remaining at the completion of the Project.

## 43RD KNOX / 21ST ST. MARY'S CUB SCOUTS - 2015-2016

We are pleased to report that the combined 43rd Knox / 21st St. Mary's Wolf Cub Pack has resumed its program activities for the 2015-16 scouting season.

This year we had a rather difficult start because all our qualified leaders decided to quit over the summer. Scouter Sébastien Demers (Akela) joined our Scouts as a Troop Leader, as both his sons also moved up from Pack to Troop. Sébastien is also the Group Registrar. Scouter Nelson Lui resigned his role as Pack Leader because his son would not return to Pack, but Nelson agreed to remain our Treasurer for another year. Scouters Anna Wright and Jessie Ren decided to not return this fall as both their sons decided to give up Pack for other activities. In summary, we had no Scouters left to start up the program in September.



**It starts with Scouts.**

We had already accepted registrations but were reluctant to just transfer the Cubs to other groups that had spots available, since this would have in fact meant the demise of the 43rd Knox / 21st St. Mary's Cub Pack. Once disbanded, it would have been next to impossible to reopen it at a later date. Without a functioning Cub Pack our Beavers would have nowhere to go once they reach age 8 and we would also lose enthusiastic members that would usually continue on in the movement as Scouts.

In order to avoid the impending closure of the Cub Section, Scouter Stefan Zeisler, former Akela of 43rd Knox/21st St. Mary's, volunteered to return temporarily to get Pack started for the 2015-16 season. Scouter Sébastien Demers at once offered to return as well and take on the Akela role again until more adult leaders could be recruited. Since both Stefan and Sébastien are also involved with Troop, whose meeting time on Monday evening overlaps with that of the Cub Pack, the Pack meeting at Knox was moved to Tuesday evening. Many thanks to our sponsor for making this date change possible!

Our first meeting was on Tuesday, September 15 with a Registration Night, and on September 22 we resumed our regular program activities. We welcomed a smaller Pack of 11 youth, age 8-10, including 2 returning cubs, 4 swim-ups from Beavers and 5 new Tenderpads. With only two trained leaders, we cannot have more than 12 youth (1:6 ratio as prescribed by Scouts Canada).

On October 6, we went on a hike through Pacific Spirit Park. On October 13, after our regular meeting, we set up tables and chairs for the Knox Community Meal, which takes place every second Wednesday of the month. Our Pack volunteered to prepare the gym for this recurring event as a token of appreciation for our sponsor's generosity and continuing support.

This season's Apple Day fundraiser on October 17 was a tremendous success. Our net proceeds amounted to \$1,242.00, which exceeded the previous year's result. Beavers, Cubs and Scouts participated in selling apples for donation. The proceeds will be spent on camping gear and program activities such as camps.

We held a well-attended parent information night and 'Open House' on November 3, 2015 in an attempt to recruit more parent volunteers; unfortunately, no one signed up.

On November 11, our Pack attended the Remembrance Day Ceremony in the UBC War Memorial Gym.

Around Christmas time we were able to tentatively enlist another Cub Scouter, Zahra Remtulla, a former leader with the 1st Nanaimo Pack, who had moved to Vancouver in fall. She had enquired with our Area Support Team whether she could continue to volunteer anywhere in the Pacific Spirit Area and was put in contact with us. Zahra will start with our Pack in early February.

This year's program focuses on 'Health and Fitness' (Red Star) and 'Home and Community' (Blue Star). Starting with Health and Fitness, we had a Personal Trainer as a guest speaker at one of our weekly meetings, who explained to our Cubs the importance of an active life style and showed them several fitness exercises.

Over the next few weeks we will build and race our Kub Kars. It is definitely a highlight and probably the top favorite among our cubs as regards indoors activities.

On February 23 we will celebrate our founder, Lord Robert Baden-Powell's birthday. Once again the dinner will be held at St. Mary's.

In the next few months, we will include several outings, including a winter hike in the local mountains. Unlike last year, we may even be able to test our recently acquired snow shoes!

We are looking forward to our Area Camp at Camp Byng on the Sunshine Coast (May 6-8). The area camp is a gathering of hundreds of Cubs, Beavers and Scouts from the Pacific Spirit Area. The planning of this camp is slightly behind schedule as our Area Commissioner Michael Palmer, our Camp Chief of many years and the most experienced organizer, sadly passed away in November. He was a very dedicated Scouter and a great source of inspiration for all of us.

We continue to be very happy with the facilities at Knox and always do our best to keep the lounge and the gym neat and tidy. Our Pack also loves to be actively involved in supporting the Knox church through leaf raking, donations or fundraisers and any other areas or activities where we might be of help. Please do not hesitate to reach out if you think we could be of assistance.

In conclusion, we wish to again express our sincere gratitude for your sponsorship of our group's activities, in particular in these difficult times. 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,

For the 21st St. Mary's / 43rd Knox Wolf Cub Pack  
Stefan K. Zeisler Group Commissioner 43rd Kerrisdale-Centennial (Knox)  
& 21st St. Mary's Scout Groups



FRIENDS AND  
NEIGHBOURS ENJOY  
THE RINGING OF THE  
BELLS FOR THE UNITED  
CHURCH OF CANADA'S  
90<sup>TH</sup> ANNIVERSARY.



**Knox United Church**  
**Annual Congregational Meeting**  
**Sunday February 15, 2015, 11:30 am**

ATTENDANCE: Members and Adherents of the Knox Congregation; Rev. Liz Bowyer

1. CALL TO ORDER: Deb Sherrard called the meeting to order and welcomed everyone.
2. OPENING PRAYER: Rev. Liz Bowyer shared a prayer.
3. REVIEW OF RESPECTFUL COMMUNICATION GUIDELINES: Rev. Liz Bowyer shared the rules for respectful communication during the meeting.
4. NOMINATION OF MEETING CHAIR AND SECRETARY: Motion for chair, Margaret Pendray, made by Doug Graham, seconded by Michelle McMaster. Motion for secretary, Susan Evans, made by Margaret King seconded by Chris Lay. Motion approved.
5. MOTION FOR VOTING PRIVILEGES FOR ADHERENTS: Adrienne Burton moved and Sandra Trueman seconded voting privileges for adherents.
6. MOTION FOR VOTING PRIVILEGES FOR CORRESPONDING PRIVILEGES: Phil King moved and Gail Atkins seconded corresponding privileges. Motion approved.
7. APPROVAL OF MINUTES:
  - a. Annual Congregational Meeting – March 23, 2014: Helena Ho moved and seconded by Deb Sherrard. Motion carried.
  - b. Congregational Meeting – June 22, 2014: Mary Graham moved and seconded by Mary Evans. Motion approved.
8. RECOGNITIONS: Michelle thanked everyone in the congregation for their hard work over the year.
9. STAFF APRECIATIONS: The Ministry and Personnel Team led by Alan MacKenna acknowledged the work of the staff: Rev. Liz Bower, Josie Barley, Colleen Coulter, Madelene Klassen, Don Bliss, Paul O’Neil, and Anne MacKenna. Each staff member received an orchid or hellebores.
10. MINISTERS MESSAGE: Rev. Liz Bowyer shared her message. She is a resource to the Board. She described her time at Knox as amazing, wonderful, challenging and a gift.
11. REPORTS FROM CHAIRS OF COMMITTEES AND MINISTRY TEAMS:
  - a. Board Update: Presented by Margaret Pendray. She addressed the events of 2014, new directions, communications, understanding the implications of our ageing population, and the need to review the governance structure.
  - b. Trustees Report: Leo King presented the Board of Trustees report. Trustees area responsible for the Manse Fund, Special Trusts, and Development Fund.
  - c. Building Project Update: Bill Goodsir presented an update on the building project. This project continues to move forward.
  - d. Web Presentation: Debra Danny provided a brief demonstration of the new Knox website. She has an analytic (Google Analytic) that can determine who is viewing the web and for how long that she is willing to share with anyone who is interested. Thanks were extended to Debra for all her work on this project.
  - e. Discussion: David Cass asked about the governance structure. He stated his opinion that what was in the Transition report should be updated to reflect what Margaret Pendray presented earlier about the governance structure. David Cass asked about how the Board plans to address ministry to children and young adults? Margaret Pendray indicated that this will be a priority for the Board to address in order to keep Knox alive given our ageing population although it did not come up as one of the five main priorities that arose out of the transition work. Sharon Copeman presented her view from her experience with congregations who have more children and youth. Rev. Liz

Bowyer shared how she is approaching children's ministry at Knox. Judy Langdon asked about a Presbytery Report as there is not one in the Annual Report as there has been in the past. Rev. Liz Bowyer responded indicating that there were ongoing changes at the Presbytery level.

12. ACCEPTANCE OF ANNUAL REPORT (excluding budget): Phil King moved to accept the Annual Report. Seconded by Larry Tench. Motion carried unanimously.
13. PRESENTATION OF BUDGET: Alan MacKenna introduced Doug Graham to provide an introduction to the budget. Doug identified that there were sufficient funds to address the budget deficit in 2015. By 2016 revenue resulting from the sale of the Knox land was estimated to provide about \$160,000 each year if invested at 4%. Alan presented the proposed budget on behalf of the Finance Committee. Discussion re: P/T Communication Coordinator who will have the goal of integrating our present communication systems to be more efficient and effective; funds from the interest of new building fund that will be available to support the operations of Knox – nothing substantial will be available until 2016.
14. APPROVAL OF BUDGET: Alan MacKenna made a motion that the Congregation accept the proposed 2015 budget, seconded by Sandra Adams. Motion carried unanimously. Margaret Pendray thanked all who set up for the ACM, and the Finance and Stewardship Team, Board of Trustees and Building Committee for their work on the budget. She also extended her thanks to the Board.
15. NEXT MEETING – Sunday May 24, 2015
16. CLOSING PRAYER: Sung “Amen” followed by a closing prayer from Rev. Liz Bowyer.
17. ADJOURNMENT: Helena Ho moved that the meeting be closed, seconded by Gloria Candida. Motion carried.

The meeting ended at 1:39 pm.

Presiding Officer: Margaret Pendray

Secretary: Susan Evans

## **Knox United Church - Governance Teams, February 2015 (as elected March 2014)**

### **KNOX BOARD**

Margaret Pendray (Chair)  
Susan McAlpine (Vice Chair)  
Richard Dunsterville  
Berkeley Scott  
Michelle McMaster  
Gloria Candida  
Joanne Tench  
Bill Herzer (Presbytery  
Representative)  
Treasurer: (S&F group will  
report to Board.)  
Rev. Liz Bowyer, Minister

### **BOARD OF TRUSTEES**

Leo King (Chair)  
Bill Goodsir  
Doug Graham  
Chris Lay

### **MINISTRY & PERSONNEL**

Alan MacKenna (Chair)  
Sandra Trueman  
Adrienne Burton  
Susan Edmison-Evans

### **WORSHIP & EDUCATION**

Frances Herzer (Chair)  
Gloria Bender  
David Cass  
Mary Graham  
Colleen Coulter (ex-officio)  
Florence Humphries (ex-officio)

### **PASTORAL CARE TEAM**

Joyce Kruger (Chair)  
Joan Cass  
Rev. Sharon Copeman  
Margaret King  
Sydney MacKenna  
Helen Overgaard  
Catherine Shen  
Rev. Liz Bowyer

### **FACILITIES & PROPERTY MAINTENANCE**

Larry Tench (Chair)  
Ed Williams  
Richard Dunsterville  
Sandra Adams

Wendy Trant

Don Bliss (ex-officio)

### **STEWARDSHIP & FINANCE TEAM**

Alan MacKenna (Chair)  
Bill Goodsir  
Doug Graham  
Chris Lay  
Phil King

### **BUILDING COMMITTEE**

Bill Goodsir (Chair)  
Alan MacKenna  
Doug Graham  
David Boyd  
Richard Dunsterville

**Knox United Church**  
**Congregational Meeting Minutes**  
**May 24, 2015**

Chair: Margaret Pendray

Minister: Rev. Liz Bowyer

Secretary: Susan McAlpine

1. Call to order & opening prayer – 11:30 AM, led by Rev. Liz Bowyer
2. Quorum ensured
3. A motion to permit adherents to vote was made by Mary Graham and seconded by Michelle McMaster. No Discussion. Motion carried unanimously.
4. Approval of last meeting minutes will be deferred to next congregational meeting.
5. A letter from Leo King was read to the congregation in which he advised that he is resigning from the role of Chair of the Board of Trustees.
6. Review of proposed governance organization:
  - a. The Chair reminded the congregation that the structure is dynamic, and that amendments may be made in the future as needed.
  - b. The Chair provided background as to why a revision to the current governance structure is proposed, referring to the 333 Report, period of transition, and the new vision and mission statement, and congregational priorities.
  - c. The Chair identified which parts of the revised structure are mandated by the United Church of Canada.
  - d. Michelle McMaster reviewed the process by which the Board and an assembly of Knox leaders identified gaps in the current governance structure, and explained why specific changes are proposed.
  - e. The Chair reassured the congregation that editorial errors in the proposed structure document will be addressed (eg. Typos). These changes will not affect the concept of the proposed structure itself.
  - f. It is suggested that the subject of terms (length of service) for existing teams be addressed in the coming year.
  - g. A motion to approve the governance model was made by Sandra Trueman; seconded by Phil King. Topics and questions which were addressed during the discussion are as follows:
    - i. Helen Overgaard proposed an addition: On page 9 under the board meetings, “Board Meetings will be held at Knox United Church”.
    - ii. David Cass asked the Chair to clarify the significant addition of details to the Terms of Reference (compared to the old model). Liz Bowyer responded: Providing detailed terms of reference is a way to ensure that accountability is taken. Most of the content of the Board Terms of Reference is directly copied from the UCC manual.
    - iii. Judy Langdon commended the Board and others who worked to develop the document, and expressed hesitation that a sufficient number of people will come forward to fill the new vacant positions in the structure.

- iv. Margaret King asked for clarity that the Minister is required to attend Board Meetings. The Chair confirmed that the Board does not have a quorum without a Minister.
  - v. A motion to include Helen's amendment (section i above) was made by Adrian Burton; seconded by Sandra Trueman. Motion carried unanimously.
  - vi. A motion to approve the amended Governance Structure was made by Phil King; seconded by Alan Mackenna. Motion carried unanimously.
  - h. A motion was made by Michelle McMaster to support Marg King Sandra Trueman, Sharon Copeman, Mary Graham and Berkeley Scott participating on the Nominations team; seconded by Gloria Bender. No additional names came from the floor. Motion carried unanimously. The Chair thanked those who have agreed to serve on the nominations team.
7. Update from the Building Committee - Bill Goodsir:
- a. Bill addressed the unsigned public report that has been circulated recently in the neighbourhood. It was recommended that the document is unlikely to affect the City of Vancouver's plan.
  - b. An update was provided on the construction project, which is going well and as expected.
    - i. The most recent design was rejected by the City of Vancouver as not sufficiently "senior-friendly".
    - ii. In March, the developer wrote to Knox to ask for an extension on the contract due to delays caused by the City of Vancouver. As a result, an amount has been paid to Knox equivalent to an interest payment that would have been received on the 4.6 million-dollar principle on the purchase of the land. The church is now in a position to make major repairs on the sanctuary.
    - iii. Wendy Trant asked whether the land value has appreciated in the intervening years and whether we should be looking for additional monies; the response was "no".
  - c. Motion to receive the report made by Michelle McMaster; seconded by Ross McCarlie. Motion carried unanimously.
  - d. The Facilities & Property update – Larry Tench:
    - i. Repairs: It was reported that there are repairs and upgrades being made to the sanctuary. The old boiler is being replaced by a modern system over the summer, and bids are being submitted by removal companies to remove the old boiler. The Tudor boards and trim need painting and repair, especially at the lower levels where water has encroached. The building will be power washed to see whether this is sufficient or whether the stucco to be repainted. The balcony, stairwells and narthex have been identified as needing new paint. The west door will be renovated, as it is currently cracking.
    - ii. Investigations: If possible, windows may be added to the front door of the church in order to make the building seem more welcoming. Lighting will be investigated as to whether some fixtures can be replaced by LED models. Windows which should open will be restored to working condition. The Plexiglas, which protects the main windows, may be replaced with thinner, newer plastic.
    - iii. Motion to receive the Facilities report made by Sandra Trueman; seconded by Mary Evans. Motion carried unanimously.
8. Motion to adjourn by Don Bliss; seconded by Joyce Kruger. Motion carried.
9. Closing prayer and meeting adjourned at 12:30 PM.



**Knox United Church**  
**Congregational Meeting Minutes**  
**June 14, 2015**

Location: Knox Sanctuary

Present: Rev. Liz Bowyer; Margaret Pendray, Chair; Susan McAlpine, Secretary, Attendee List

1. Call to order – 11:20 AM
2. Opening Prayer – Rev. Liz Bowyer
3. Quorum ensured.
4. Motion to grant voting privileges to adherents moved by Sandra Trueman; seconded by Adrienne Burton. Motion carried.
5. Motion to approve the minutes from the Congregational Meeting held February 15th, 2015 moved by Phil King; seconded by Sandra Trueman. Motion carried.
6. Motion to approve the minutes of the Congregational Meeting held May 24th. 2015 moved by Bill Goodsir seconded by Leo King. Motion carried.
7. An addition will be added to the Terms of References of the Finance Team, Stewardship & Social Justice Team and Communications & Hospitality Team as follows: “Work collaboratively on the annual stewardship campaign”.
8. 8. Nominations Team Report – Sandra Trueman:
  - a. Thank you to Leo King, Bill Herzer and Susan Evans who are stepping down from their respective teams and who have served faithfully for many years.
  - b. The Nominations Team was pleased at how well the process went and are encouraged that many are excited to serve at Knox in the coming year.
  - c. Nominations from the floor: Judy Langdon nominated Joanne Melville to become a member of the Board of Trustees. This nomination was accepted.
  - d. Gloria moved; seconded by Richard Earthy. Motion carried unanimously.
9. The Chair acknowledged the Nominations Team for their energy and hard work to identify and fill all teams, including the three new teams.
10. The Chair thanked the slate of nominees for agreeing to serve in the coming year.
11. The Chair thanked all of those who have been involved on teams and also those who have served Knox and the greater community in so many other ways over the course of the year. Thank you ribbons were distributed by the Board to all in Knox who have served on Boards/Teams, in various capacities in Knox and in the community as well as those who are faithful members of our Congregation.
12. Blessing to old and new teams – Rev. Liz Bowyer: Scripture tells us that there are many ways to serve and many gifts, and all are given by God for the good of all.
13. Motion to adjourn by Michelle McMaster.
14. Closing prayer.
15. Meeting adjourned 11:35 AM.

## Knox United Church - Governance Teams, June 2015

### **KNOX BOARD**

Margaret Pendray – Chair  
Susan McAlpine – Vice Chair  
Gloria Candido  
Richard Dunsterville  
Michelle McMaster  
Berkeley Scott  
Joanne Tench  
Rev. Elizabeth Bowyer

### **BOARD OF TRUSTEES**

Rev. Elizabeth Bowyer,  
Minister – Chair  
Bill Goodsir  
Doug Graham  
Chris Lay  
Lori Marzin  
Joanne Melville

### **MINISTRY & PERSONNEL TEAM**

Alan MacKenna – Chair  
Adrienne Burton  
Judy Langdon  
Sandra Trueman

### **WORSHIP TEAM**

Mary Graham – Chair  
Gloria Bender  
David Cass  
Mary Graham  
Sharon Scott  
Colleen Coulter (ex-officio)

Madelene Klassen (ex-officio)  
Anne MacKenna (ex-officio)  
Rev. Elizabeth Bowyer,  
Minister

### **PASTORAL CARE TEAM**

Joyce Kruger – Chair  
Joan Cass  
Rev. Sharon Copeman  
Sydney MacKenna  
Helen Overgaard  
Catherine Shen

### **FINANCE TEAM**

Alan MacKenna – Chair  
Bill Goodsir  
Doug Graham  
Phil King  
Chris Lay

### **FACILITIES & PROPERTY**

#### **MAINTENANCE TEAM**

Larry Tench – Chair  
Richard Dunsterville  
Berkeley Scott  
Wendy Trant  
Ed Williams  
Don Bliss (ex-officio)

### **BUILDING COMMITTEE**

Bill Goodsir – Chair  
Alan MacKenna  
Doug Graham

David Boyd  
Richard Dunsterville  
Larry Tench  
Ed Williams  
Don Bliss (ex officio)

### **EXPLORING FAITH TEAM**

Michelle McMaster- Chair  
Rev. Sharon Copeman  
Frances Herzer  
Helena Ho  
Charles Hou  
Florence Humphries

### **STEWARDSHIP & SOCIAL**

#### **JUSTICE TEAM**

Rev. Sharon Copeman – Chair  
John Carr  
Maureen Kinney  
Adrienne Burton  
Richard Dunsterville  
Bill Herzer

### **COMMUNICATION AND HOSPITALITY TEAM**

Vacant - Chair  
Sandra Adams  
Bruce Herzer  
Marg King  
Susan McAlpine  
Debra Danny (ex officio)  
Julianne Keu (ex-officio)



**Knox  
United  
Church**

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