



Knox United Church - Annual Report 2016



*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

As I come to the task of reflecting on all we have been about together and all we have accomplished in 2016, I feel very, very thankful.

I feel thankful for the privilege of deepening relationship and understanding as we strive together to live out God's vision of Shalom in this time and in this place.

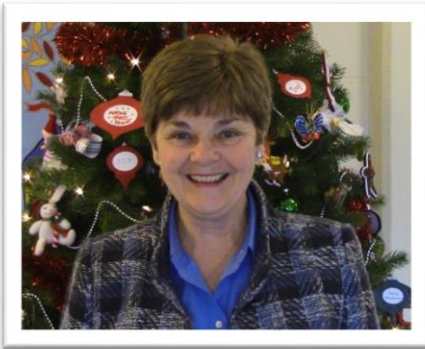
More than just thankful, however, I also feel inspired and deeply blessed by our shared engagement in our various ministries of hospitality and healing and of growing together for the sake of the gospel.

Indeed, I feel inspired and deeply blessed to work collaboratively (and effectively) with the very gifted, creative, and talented staff with whom I share leadership for weekly and seasonal worship and other special seasonal events.

I also feel inspired and deeply blessed to work so closely with the diligent and committed office, custodial, and support staff.

Ever eager to keep me apprised of *the who, what, when, where, why, and how* of offering welcome and hospitality to all who cross the thresholds of our fellowship hall and our sanctuary, you are each a blessing to me!

Last but never least, I feel inspired and blessed to work with the folks who comprise the various lay led teams here at Knox.



You, the ones who keep the cogs of the wheels of the Knox machine oiled and functioning as you strive to adhere to be accountable to yourselves and to each other. You, the ones who bring your hands and hearts and imaginations to the work of being in ministry together—all of you, alone, and together, are a blessing to me.

But, above and beyond all the work we do together to ensure deadlines and expectations are met and new initiatives undertaken, I feel doubly inspired and blessed to be invited into bearing witness to your stories, your concerns, and to your hopes, and your dreams for the wellbeing of this particular community of faith.

In responding to our call to bless and to be a blessing to one another, let us take hope, not only in our striving to be but also in our striving to become the body of Christ so as to provide a counterbalance to all that is broken, alienated, and lost in our increasingly troubled world.

May it be so, and blessed be!

- Rev. Liz

FROM THE CHAIR OF THE BOARD

From one angle, 2016 has been a fallow year for Knox. As I have become comfortable in my own new role as Chair, and as the congregation has adjusted to an ever-growing pile of future unknowns, it's not always easy to see where forward progress has been made.

From another angle, you may have seen the work which has been taking place under the guidance of our loving and energetic teams. From Gratitude-themed Bible studies to drum worship to active sponsorship and support for our Syrian refugee family, the work at Knox in 2016 has been spirited and life-giving. The Board is grateful without end to our all of our volunteers, staff, teams, and team leaders for their gifts of time, leadership, energy, and creativity.

cont...

If you'll indulge me for a moment, I'd like to talk about a pivotal moment for the Board this year. In the fall, several Board members (and others!) were privileged to attend a workshop led by Dan Hotchkiss. Many consider Dan to be an authority on church governance. Dan taught us a lot that day, but in particular he held everyone present accountable to the following: "When we don't know what to do, we do what we know.... (but) we're moving into a time where it's harder to be the church. That means we have to get better at it."

So - how does a church thrive, then?

- It defines its purpose aloud – a purpose which is relevant to the current social context of its surroundings.
- It earns trust by producing results.
- It gives people a positive experience (Hey - how has Knox changed *your* life?).

Easy, right? Well, fortunately for us, Dan also shared another concept – an epiphany for many of us, who wondered why it's so challenging to move the ball forward: "If a Board is the sum of its teams, and focuses on the day-to-day needs of the church, it is not a Board. If a Board is thinking about what the church should do next, it is a Board."

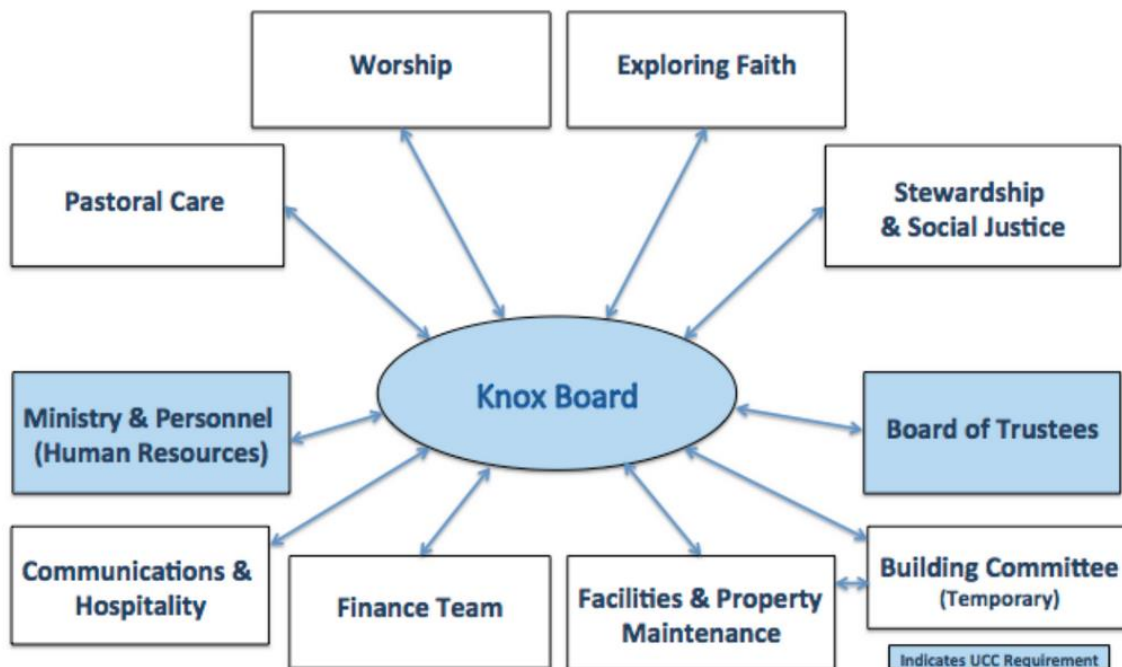
It hasn't been easy to let go of our involvement in the day-to-day at Knox (Insurance? Snow removal? Lost minutes? Old furniture?), but the Board has spent a big part of the last half of 2016 discerning what's next. Yes, we serve and worship God. Yes, we want to comfort the lonely. And how are we doing that right now? To whom is our work relevant? What will we change over the next three years if we are to thrive in the future?

The result of these conversations is a 3-year plan, which will be presented to the congregation at our Annual Congregational Meeting. If supported, we have faith that this plan will help carry Knox into a new future with relevancy, vibrancy, and vitality. And we hope we've kept it simple, too. Whether we are a Congregant, Team member or Staff member, all we need to remember (for now) is our focus for 2017: *Knox, Neighbours, Next*.

More on that at the ACM! See you there.

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

KNOX UNITED CHURCH GOVERNANCE STRUCTURE



EXPLORING FAITH TEAM

Exploring Faith team is an active team with a commitment to build a strong spiritual development culture at Knox. We act to build and strengthen our faith, and create a place to integrate our faith stories within the broader cultural perspective. We want topics that engage us as a group, and build links between us. We hope 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.

Since its beginning, in September 2015, the team has been exploring various publications to assess their suitability for group study at Knox. We are preparing an annotated list of these publications for individual use, which we hope to have out before Easter.

At the time of the ACM last year the Exploring Faith team was underway with the Tuesday soup-&-study of Jesus 24/7, a 12-week study for the questioning Christian using the New Creed. It helped us understand the New Creed more deeply, and look at basic Christian tenets in its context. This study and format were well-received. Also during the spring, we supported the Stewardship & Social Justice team on the Fossil-free Faith potluck and presentations, an enjoyable and informative multi-faith event.

In the fall, we (ambitiously) prepared a study on Gratefulness, based on the work of David Steindl-Rast, primarily from his book Gratefulness the Heart of Prayer. Knowing the topic is familiar, we delved more deeply into the practice of gratefulness as a way to build our faith, trust and love for God and for each other. During the period of the study, Michelle kept the congregation in the loop via a Minute for Gratefulness in worship services. The soup-&-study format was used, with enthusiasm. We had a positive response, and 3 attendees from outside the congregation.

Exploring Faith has also coordinated with the Worship Committee regarding new Bibles order.

Thanks to Joanne Melville for keeping the Library going.

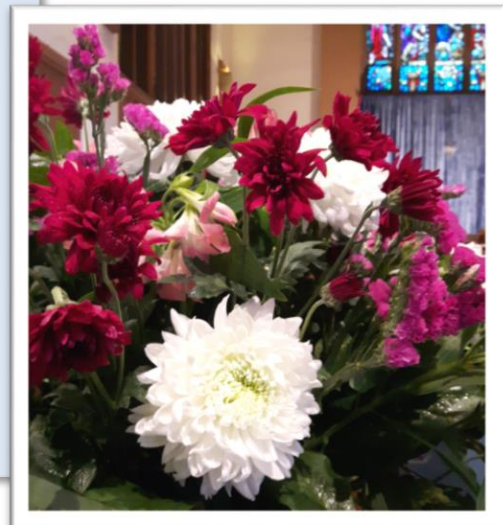
This spring we are preparing a Lenten study with guest speakers. We have initiated a Coffee & Conversation discussion on articles of interest in the United Church Observer, which we hope will become a monthly discussion group. We welcome discussion requests and hope you'll join the exploration.

- *Michelle McMaster, chair; Liz Bowyer, Frances Herzer, Helena Ho, Charles Hou, Florence Humphries*

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.



WORSHIP TEAM

Our team consists of Gloria Bender, David Cass, Mary Evans, Mary Graham, Sharon Scott and our most valued staff group of Rev. Liz Bowyer, Colleen Coulter (choir director), Madelene Klassen (organist) and Anne MacKenna (children and family ministry). As well, we are ably supported by the Knox Choir, Josie Barley, Don Bliss, Ed Williams, Paul O'Neill, Joanne Melville and Joyce Kruger (flower ministry) and the Facilities and Property Team. A myriad of others from the congregation regularly contribute in many meaningful ways to our services. Thank you to each and every one of you!

Liz, Colleen, Madelene and Anne bring inspired planning and execution to our weekly services. Through them we have been treated to prayerful worship, thoughtful meditations, wide-ranging stories, chancel dramas, rich choral, organ and piano music and a fabulous array of musical talent from within and outside our congregation. We are pleased with our commitment to our team's responsibilities within the Music Task Force. This year Madelene and Colleen have arranged for, and in all cases directed or worked closely with, many groups and individuals. We have enjoyed violin, Djembe drumming, our Knox Chimers, trumpet, flute, saxophone, Knox Strings and Winds, vocalists, choral offerings and more!! While some have been guest musicians, we are also most fortunate to have a good depth of musical talent within our own congregation who are willing to give freely of their musical gifts. Thank you!

Team members are responsible for preparing the communion elements, finding communion servers, sourcing scripture readers, ushering and greeting, selecting weekly bulletin covers, decorating the sanctuary for special Sundays throughout the year, approving baptismal requests and much more. Thank you to the Communications and Welcoming Team for training and supplying greeters during the fall season. Once again, we had a bounteous offering of food at our Thanksgiving service, a very meaningful Remembrance Day service and a fun, yet special, Blessing of the Animals service. Maundy Thursday and Good Friday services culminated in our traditional Easter Sunday service of celebration. We hosted a VST student, Kirstin Autio, on Theology Sunday and welcomed her back to the pulpit later in the year. We again supported the important Advent Peace Box initiative including weekly reflections on the Advent themes drawn from the situation in Palestine and Israel. Thank you to the Friendship Group and others who assisted Colleen with decorating the sanctuary for the Advent and Christmas season and to Mary Evans for our First United Can Tree in the Narthex.

The Christmas services presented a special challenge to our staff this year. Because Christmas Eve was on a Saturday, it meant that they had to be present for 3 consecutive services – 2 on Christmas Eve and one on Christmas morning. Each was WONDERFUL in its own way! The early Christmas Eve service saw about 180 people fill our pews and participate with delight as our young folk presented their telling of the Christmas story. Small angels and shepherds joined in eagerly and all returned home with a sparkly star. Many thanks to Anne who wrote and produced this pageant. The 10pm candlelight service was as beautiful and peaceful as ever. Christmas Day found Liz, Colleen, Madelene, Dave and Don gathered with a small group of worshippers enjoying the beauty and joy of the day together. New Year's Day was also a Sunday and Madelene and several others supported Judith Stark for the service. A wondrously, busy season!

The Worship Team participated in 3 baptisms this year. Ryan Pears was baptized in February. We had an interfaith baptism on Pentecost Sunday for Brennan Herzer and Ben Bouguerra was confirmed into membership in the church in June. Supply ministry and assistance this year was provided by Rev. Janice Guthrie, Rev. Sharon Copeman, Rev. Judith Stark, Kirstin Autio (VST student), Heidi Morgan (1st United) and various lay folk. Thank you to the Bradleys for offering a Tuesday evening chapel service.

One of our new initiatives was to replace the sanctuary Bibles. We had a wonderful response to our request for sponsorship of the new NRSV bibles. We are expecting them to arrive soon and look forward to dedicating them at a Sunday service. We also formed a new relationship with the Downtown Eastside Neighbourhood House and invited Heidi Morgan from 1st United to speak at a service. Our team supported the Board's decision to join four westside churches for Summerstream United during the month of July.

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

LIFE EVENTS

Weddings

Maggie Kar Lai Lok
& Stephen Sil Pung

Jennifer Wai-San
& Shu Jiao Yu

Natasha Wilkins
& Jonathan Harold George Ball

Laura Joy Villaruel
& Ethan Marc Martin

Wan Ying Kimmy Poon
& Tsz Tsang Chan

Kelsey MacKenney
& Mauro Perizzolo

Baptisms & Confirmations

Ryan Alexander Pears,
son of Gregory & Christina

Brennan William Herzer,
son of Bruce & Stacey

Benjamin Ryan MacKenna
Bouguerra

In Memoriam

Shelagh McInnis

John Peter Carr

Kenneth William Marsh

Edward Patrick Kinney

Catherine Isabel Dunham

Mary Gertrude Teresa Norton

Tordis Rochester

John Little

Viola Ethel Mallett

Thomas Barty

Lorna Sharon

CHILDREN & YOUTH MINISTRY

The Children & Youth at Knox range in age from approximately 2-17 years. While many are unable to join us regularly on Sunday mornings, they are still a big part of the Knox Community. They can be found participating in Community Lunch, volunteering for the Thrift Sale, attending Knox events (Fun Night, Welcome BBQ), outreach with our Syrian Family, decorating the Sanctuary for Thanksgiving & Advent, singing in the Choir, ringing Chimes, playing instruments, and participating in special services (Youth Services, Blessing of the Animals, Christmas Eve).

Those that can join us on Sunday mornings help make children's area a lively place! We read books, do puzzles, play with blocks and create all sorts of wonderful artwork. For the past few months, we have been working on creating felt squares that will eventually be sewn together to become a new banner for the children's area. Each square represents one of the themes we have talked about during the services. For example, we have a Rainbow Square (God's Promise), The Earth (Earth Day), Fruits & Vegetables (Thanksgiving), A Star (The Nativity) and many more. We hope to show these to the congregation soon!

Some Sundays, we go into the Vestry for more structured activities and a chance to talk about the themes of that day's service. We are also starting to explore some "Godly Play" activities with our younger children.

Advent was a busy time for us as we had the addition of many grandchildren attending Sunday services with their grandparents. We made decorations for the Christmas tree, sent Mary, Joseph & Pedro off on their Los Posadas journey and helped collect cans of food for First United through our Reverse Advent Calendar. Many of the adults in the congregations joined in the fun as well!

On Christmas Eve, we had 9 of our youth take on roles in the annual pageant. In a change from previous years, the children played all of the parts themselves, as they told the story of The First Christmas. They were joined by a multitude of young angels & shepherds who each went home with a special star to hang on their tree.

In this changing world, outreach is becoming a very important part of our church life. So, in the New Year, we will be turning our focus towards projects designed to help out the children & families at the Downtown Eastside Neighbourhood House... children helping children. We're excited about this new initiative and look forward to sharing our ideas with the congregation in the coming months.

Knox opens its doors to many children in the neighbourhood and has become a safe place for these children to learn and to explore their world. We have Brownies, Scouts, the Preschool children, Acting UP! groups, Little Kickers and more. It may not be a traditional Children's Ministry, but it's a wonderful thing to know that our church is regularly filled with the joyful sounds of children!

- Anne MacKenna, Children & Youth Ministry

OUR PASTORAL CARE TEAM

Our Pastoral Care Team helps our congregational members and adherents celebrate their happy occasions and supports them with the sad events in consultation with Rev. Elizabeth Bowyer. Each of our members has been trained in prayer, listening and responding to peoples' needs. We offer pastoral care by phoning or visiting our church members and adherents at home, in hospital or in care facilities. We practice strict confidentiality.

Our Pastoral Care members include: Rev. Elizabeth Bowyer, Rev. Sharon Copeman, Joan Cass, Joyce Kruger, Helen Overgaard, Sydney MacKenna and Catherine Shen. Several of our congregation do Pastoral Care but are not officially on our team.

We usually meet with our minister, Rev. Liz on the second Tuesday between September and June, when we share our phone calls and visits and our concerns about our congregational members' needs. At each meeting, we respond to her requests and, together, we update the Prayer List. One of our members presents some words of inspiration.

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

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

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

Three of our Pastoral Care Team: Rev. Sharon Copeman, Sydney MacKenna and Joyce Kruger are still involved with the "Seniors' Working Group" ("the SWG") of the Westside Churches planning committee. There were no special events scheduled this year by the SWG.

We have recently initiated a "Prayer Shawl Ministry". There are seven people willing to knit prayer shawls for those who may appreciate the comfort of receiving one. Several have been given out and more are being made as needed.

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

We have enjoyed working with Rev. Elizabeth Bowyer this year.

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

SANDWICHES FOR FIRST UNITED CHURCH

The "Sandwich Ladies" continue to meet on the 4th Thursday of each month (except July, August and December) to make 100 sandwiches for 1st United. We gather at 9:30 and in about an hour the sandwiches are finished, and the cleanup is done. There are 6 of us on the team. New members are always welcome even if you cannot be with us every month. We offer a big 'thank you' to Gloria Bender, Don Bliss and Richard Dunsterville our drivers, who transport the sandwiches down to 1st. Please call Sandra Trueman at 604 448 8867 if you would be able to help.

- *Submitted by Sandra Trueman*

STEWARDSHIP & SOCIAL JUSTICE TEAM

From January through June, 2016, our committee met four times. Our work focused consistently on our involvement with the West Side Churches (WSC) joint refugee sponsorship project, and the on-going Israeli / Palestinian conflict in the Middle East.

In February, we welcomed members of the WSC and Mohamad and Omar to Syria 101, an evening of feasting on catered Syrian food, education, fellowship at Knox.

In May, we hosted a congregational Forum following worship which focused on the strife in Israel / Palestine, with guest resource people from Independent Jewish Voices: Martha Roth, Sid Shniad, Lenna Jones and Jane Power. This Forum was well attended and well received. The UC Unsettling Goods resources were a focus in Sunday worship during Advent, with Peace Sunday most focused on this situation. Our Team has appreciated the ongoing encouragement and involvement of Dave Cass in this part of our work. It is our intention to continue with this educational effort.

Work in the fall continued through individual efforts and electronic consultations, without Team meetings. This included welcoming and working with our young Syrian family upon their arrival, collecting items for a Christmas gift, with a congregational card, and planning for a Knox congregational pot luck dinner celebration in Jan 2017 (attended by 70).

We also were asked to work with staff in developing a Knox Policy and Best Practices initiative for responding to requests for emergency support from community seekers. There is an event planned for staff and volunteers who are most likely to be in positions to receive these requests, to be held Jan 18/17 to be led by Heidi Morgan from First United Church Mission to guide our discussion as we create Policy and discuss "best practices" together. Planning for this event was completed in 2016.

Groups under our umbrella include:

- Community Lunch = \$425 per month for 10 months, totalling \$4250 per year. This sum includes fees for two workers from First United at \$60 each. Funding also comes from Vancouver Foundation at circa \$2000 yearly.
- Sandwich making = 9 times a year at \$40 each, totalling \$360 yearly.
- Coffee served after Sunday Service is usually covered by members' donations.

We appreciate the important work done by each of these groups.

In cooperation with the Finance Team, we helped to plan, prepare and collate materials and promote the 2016 Knox Stewardship campaign.

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*

ENVELOPE REPORT

There are 46 contributors who pledge to the local church, 29 of these also give to Mission and Service. We have 56 contributors who do not pledge but give to the local church and/or Mission and Service. There are 15 people who have chosen to use the Pre-Authorized Remittance System (PAR).

KNOX COMMUNITY LUNCH MINISTRY - Going strong for over a decade!

Knox 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 into 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 often 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. There was a special appeal for funding at Christmas. A donation box is out on lunch days.

The Community Lunch crew is always looking for more happy volunteers. Please consider volunteering for this ministry. "Many hands make light work!" For more information please contact Mary Evans.

COUNTING TEAMS

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

A special thank you to our counters:

Don and Mary Bliss
Phil and Margaret King
Doug and Mary Graham
Sharon and Bob Copeman
Chris and Maryal Lay
Andy Jakoy and Adrienne Burton
Judy Echols
Michelle McMaster
Gloria Bender
Bill Herzer
David and Joan Cass
Mary Evans

And our spares:

Richard Dunsterville
Richard Earthy
Peter Hamilton

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 averages 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.

HEALING TOUCH

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

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

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

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

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

RIP 'N STITCH

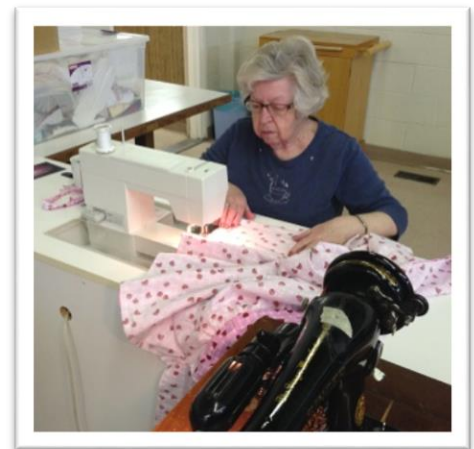
Our focus this year has been for the refugees from Syria and the craft fair at St Thomas Aquinas school in North Vancouver Nov 6th. It was a very successful day for our group and we have signed up again for this year's fair. We welcome new members to our group who would like to join us on Mondays between 9.30am and 4pm. Please bring a lunch and we will serve tea.

Donations from our sales were made to Knox United General Fund - \$500; First United sock fund – \$100

The following gift donations were made to First United Church:
Lap robes and blankets; Hats and mittens; and to the Al Zaza family – five twin bed quilts.

We have the following items for sale:

- Adult and baby quilts
- Bib and burp receiving blankets
- Boys' and girls' pyjamas – Sizes 3 – 8
- Knitted children's sweaters
- Bonnets and helmets
- Mittens, lined cosmetic bags, plastic bag holders, casserole covers,
- oven and mini-mitts, knitted dish cloths, oven towels



We would like to thank Paul O'Neal and other kind people for setting up tables and machines on Monday mornings.

- *Group members are – Francis Herzer, Joyce Bolleman, Mary Bliss, Marnie Thomson, Lorraine McCarlie*

TEA TIME TALK

Our Pastoral Care Team sponsors and coordinates a gathering of seniors with our minister, Rev. Liz Bowyer on the 4th Tuesday of each month from 2 to 3:30 pm. In the Knox Fellowship Lounge from September until November and from January until May. We hold our special Christmas and June teas usually on the earlier Tuesday in those months. We usually have more participants attend our special Christmas Tea and Strawberry Tea in June. This year we have enjoyed Rev. Liz Bowyer's company and creative discussions before we enjoy tea or coffee and tasty refreshments.

At our Christmas Tea we were pleased to have 10 children and 2 teachers from the "Little People Parent Participation Preschool entertain us with their Christmas songs. Thanks very much for attending Tea Time Talk.

Thanks very much to the Friendship Group who faithfully supply us with delicious baking each month. We also thank our dedicated Tea-Time Volunteers who set up, clean-up, arrange flowers, act as hostesses, serve and drive those guests who need them each month. Please contact Sydney MacKenna if you or a friend need a drive.

Tea Time Talk welcomes men and women of every age. Please join us and bring a friend if you would like to do so.

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 (too numerous to be counted) were collected. Thanks to the Herzer family for transporting this harvest to First United. In December, the congregation grew a Christmas tree of non-perishable food. Over 270 items were donated to First's Food Bank. Thanks again to Bill Herzer for transporting these gifts.

From January 3, 2016 to December 31, 2016, over 694 items of food and \$106.75 were donated.

Thanks to Judy Langdon for regularly transporting the food and other donations to First United.

THRIFT SALE REPORT

The 2016 Thrift Sale was a big success, not only as a major fundraising opportunity, but also as a chance for friends, family, and user groups to collaborate for a great cause. Initiatives in 2016 included:

- A grand new storage bin (saved \$800 in bin rental costs!)
- Partnering with our Brownies and Cubs (donations, baking, distributing flyers, and helping to empty the storage bin)
- Expanded digital advertising and new signage

In the end, we managed to raise approx. \$3K above plan. Hooray!

A huge debt of thanks is owed to the many, many people who gave their time and energy to bring this big event together – and especially, to Tacye Maclagan, who trained her replacement from another city - and then travelled back to town to help with preparations. Tacye, thank you for all your years of leadership, laughter and friendship.

- Respectfully submitted, Susan McAlpine

Save the date! Thrift Sale April 28 – 29, 2017

COMMUNICATIONS & WELCOMING (HOSPITALITY) TEAM

The Communications Team had a productive year. The various talents of its members have had a positive impact on what we have been able to achieve. Our top priority, which occupied much of the Team's time, was the development of a *Knox Communication Strategy* to focus promotion / marketing both internally and externally. An annual Marketing Calendar was developed for 2016 and has been in use since July. The *Knox Communication Strategy* (including the Marketing Calendar) was circulated to the Congregation for information before the ACM. These documents will be updated as and when appropriate. Susan, Debra and Bruce's expertise were key to the Team reaching these goals. Other initiatives this year include:

1. Updating of the Knox Welcome Pamphlets by Sandra Adams for visitors and newcomers. These can be found in the Narthex and Fellowship Entrance Hall
2. A project designed to invite and welcome new attendees to Knox in October-December of 2016, based on an expected increase in attendance around Advent and Christmas with three core elements:
 - Promoting Knox using our Communication Strategy principles by advertising in local papers and on the Website and social media
 - Recruitment and training of new volunteers to help with greeting at our services. This was led by Bruce and Sandra in collaboration with David Cass.

Evaluation of these activities after Advent with the expectation that there could be more greeters throughout the year

3. Proposal to the Board that there be a presentation by each Team and Boards, during Worship
 - Every quarter, each Team will update the Congregation on their activities inviting questions and discussion over coffee. A short summary to appear in News and Notes and on the web the following week
 - The Knox Board and Building Committee will present once a month
4. Transferring News and Notes into an electronic format on the web. Printed copies will continue to be available on Sundays. Susan and Josie expect it will be completed by the time of the ACM.
5. Exploration of the feasibility of placing photos of Congregation members and their names in the Narthex. This project is in its infancy.
6. Improving the physical appearance of the Fellowship Building and others areas in the Sanctuary.

The Fellowship Building is the most utilised part of Knox by visitors, and had not received much attention for years. The environment was not seen as being physically welcoming and needed some work. The areas reviewed, as a high priority, recognising that we would be moving to new space within 3 years, were the Youth Lounge (Room 1), the Entrance Hall and the need for additional storage space.

Furniture was purchased and arrived in the summer. New storage space was created in the Gym and the Room 1 and the much of the Fellowship Building was painted. This was a collaborative project involving the Board, the Building Committee and Facilities and Property Maintenance. Thanks need to go particularly to Larry Tench and Richard Dunsterville, for their hard work in creating additional storage space and painting the rooms, and to Bill Goodsir for managing the interior designer. The Team also recommended to the Board that:

- The Vestry is one of the few private counselling spaces available in Knox and would benefit from being renovated and protected for its counselling and as a meeting space.
- The Chapel become a multipurpose space with moveable chairs instead of pews.

So far funds for these projects have not been identified.

7. Implementation of a *Donate Button* on the web
 - The Board supported the installation of a *Donate Button* on the web. Tithe.ly, a software company, have developed software focused on churches. The *Donate* button will be installed within the first 3 months of this year. Development of a donate button has been supported by the Finance Team.

The Team will be evaluating their Terms of Reference to determine whether the mix of "*Communication*" and "*Welcoming*" is the most effective and efficient way to address these areas at Knox. As Chair, I would like to thank all the members of the Team for their unique contributions and willingness to attend frequent and variable meetings throughout this year.

- *Respectfully submitted by Margaret Pendray, Chair. Members: Sandra Adams, Debra Danny, Bruce Herzer, Susan McAlpine, Tacye McLagan, Rev. Liz Bowyer. Josie Barley is a corresponding member.*

THE KNOX WEBSITE

37,501 pages of the www.knoxunitedvancouver.org website were viewed by 5,783 **unique** users in the 2016 calendar year. That is an increase of more than 17% over last year. YEAH!

The website keeps us informed with weekly bulletins, news & notes, details on upcoming events and (new this year) an integrated **Calendar** that shows changes the instant they are made.

It helps people connect with each other and the community – like through the **MESSAGE US** feature where **We Answer Back** to inquires about rentals or questions about worship practices; to providing details about joining Rip N Stitch, Healing Touch appointments, or participating in one of the many ministry groups; to confirming where and when a meeting is being held; and a personal favourite - suggested edits for the website.

Over the last 3 years the website has become more than just an “address and phone number listing” – it actually shows pictures and recently, video, of people, the building, and our congregational life - giving all a sense of what we are about. It houses our vision and other doctrinal statements; faithfully offers our Sermons & Introduction to the Scripture Readings; and provides reliable information on what the Board is up too, Building Project Updates, and highlights from our many activities and ministries. It also gives other community organizers and events a way to connect with us. **6 magic words** have become a Knox mantra: **For more information check our website.**

Knox posts as much information as frequently as we can where ~~thousands~~ millions of people can see it every day – free advertising – yes - but it is also about spreading the gospel. We know that people are lost and hurting in the world and many have questions about God, The Bible, Jesus and the church. People want to read and research spiritual issues in the privacy and comfort of their own time and space. The cool part is – that they **share it** with their friends, so many more people are now using our *resources* than the number of people specifically associated with Knox.

In 2016, Knox has been intentional about *growing the resources* offered on the website and rewarded by the awesome reach we witness when something resonates with our visitors – like on July 27th – our busiest day on the website - when 500 people paid us a visit. Other days that hit around the 500 visitors mark – October 5, June 23, August 7, December 6, April 21 and December 30 – just type the date into the *Search Bar* on the website to see what features got us those terrific traffic stats.

One of the greatest benefits of the Knox website is that it constantly challenges us to think about **what is important about our church**. Many thanks to all of you who contribute to the website – and there are more of you than ever - YOU make the website a **Web Ministry**. It is indeed my privilege to serve as your webminder.

- Respectfully submitted by Debra Danny

TOP Website Pages for 2016	MOST READ Website Pages in 2016
Homepage	Homepage Welcome
Events	Ukrainian Easter Basket Traditions
News	Our Annual Thrift Sale
Blog (Sermons, Readings, Weekly Happenings)	Prayers of the People
What-We-Do	Facility Rentals
About	Lenten Poem
Media (Videos)	We Remember
Staff	We Light the Candle of Hope
Calendar	

SUNDAY MORNING COFFEE / KITCHEN FUND REPORT

Each Sunday morning Service is followed by Coffee Hour in the Fellowship Hall. It has been a mainstay of Knox for many years, when we welcome visitors who might become new members and share time with each other in so many meaningful ways. Many of our visitors are returning to their roots at Knox, and this fellowship hour brings meaning and welcoming to so many each year.

Set up and service are provided by Men's Breakfast, Rip 'n Stitch, Scott Family, Prayer & Share (and the Bliss Family if there are 5 Sundays in the month twice yearly).

Your generous donations made at Coffee Hour are used to cover the cost of Coffee, Tea, Sugar cubes, some Milk, the purchased Cookies we enjoy and the sanitation products needed for the sink, all counters, carts and dish washer. These supplies are also available throughout the week for many church meetings.

Please refer to the financial report for the contributions to the Kitchen Fund Account made in 2016. No significant kitchen equipment or repairs, cutlery or crockery were needed in 2016.

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

Mary and Sharon Bliss, Kitchen Fund Managers

- *Mary and Sharon Bliss, Kitchen Fund Managers*

A REPORT FROM YOUR MINISTRY & PERSONNEL TEAM

Last year our report identified how we operate in support of our staff and act as a resource for the congregation in staff related matters. This is important information for all of us and is worthy of repetition as you will see below.

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 spend 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 hard working and valuable staff members.... we all like to be recognized for our efforts!

We welcomed Anne Earthy to our group in 2016. This year Knox profited from an M&P Workshop, led by Marc Coulombe, Conference Minister. In addition to our own M&P team who attended the workshop as a valuable refresher course, many members of our other Knox committees were also present to better understand our personnel responsibilities. This experience was a benefit to all.

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 should be able to provide the answers! Our blessings to all for the New Year ahead.

- *Respectfully submitted: Adrienne Burton, Judy Langdon, Sandra Trueman, Anne Earthy, Alan MacKenna (Chair)*

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 three meetings this year and this has helped us in identifying needed work and possible future work.

Completed Projects in 2016:

- The building committee purchased new furniture for the new building early in 2016 and these were used to replace much of the existing furniture in the Fellowship Center and the vestry.
- A new storage area was built in the gymnasium to clean out the material that was cluttering the gym floor. This new storage area has become a necessity and was very useful for our spring sale which allowed us not to rent an outside storage bin. It also has been used to store furniture for both Syrian and Tibetan refugees. There were six volunteers building this project.
- The youth lounge (room 1) was painted and the majority of the interior doors were also painted to improve the appearance of the Fellowship Center. The gym doors were also painted.
- A baby-changing table was purchased and installed in the handicapped washroom off the Narthex.
- LED lights were purchased to allow replacement in the church. Some have already been replaced. To replace the sanctuary lighting will require the pews be unbolted from the floor and moved, thus allowing the electric man-lift access to the high lighting fixtures. We plan to do this in 2017.
- We have significant damage to the front lawn due to crows and racoons digging for chafer larvae. We had treated the lawn twice with nematodes but it didn't eliminate the larvae. Much of the damaged lawn was removed and reseeded with clover and fescue grass. We will wait and see if the results are alright.
- We held two Gumbo Parties (spring and fall) to clean up and improve the inside and outside of the buildings. The fall one was not as successful as hoped since we only had about 6 volunteers but we did have 14 in the spring.
- There was flooding in the sewer line from the church due to both a plastic bag and tree rootlets. This was cleaned by the COV and the Rooter-Rooter Co.
- A new Router was purchased to improve the WIFI capabilities in the Fellowship center.
- The emergency first aid kits in the two buildings were cleaned and re-filled with the appropriate supplies.
- The sound system in the sanctuary was up-graded. This included the hearing -impaired headphone system.

2017 Projects for consideration: carry-over from 2016

- 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 for painting. The Chapel windows were renovated to allow new plastic (still to be purchased) to be installed but still allow the windows to be opened.
- The plastic on the east side of the church windows were also removed for painting, but presently have not been re-installed. The middle window plastic could be re-installed since it is in good condition. The plastic over the other three large windows are all cloudy in appearance and will not be re-installed. The question is should we replace these cloudy panels with new, clear plastic?

cont...

- The Knox Church community would like to see a more inviting presentation of both the exterior and interior of both buildings. Changes or additions will need to be identified that will reach this 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

As set out in last year's report, the Nominations Team was entrusted with the work of seeking out a new member to join the Trustees' Team. The Nominations Team was successful and yours truly agreed to join and then took on the role of Chair!

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

On your behalf, the Trustees:

- met regularly in a series of effective and productive meetings
- have been working with the Board and our Lawyer, Rodney Yates, around financial decision making related to deferral requests and payments from Hon Towers.
- established an Investment Committee and developed an Investment Policy for the proceeds from HON Towers Kerrisdale Ltd. and submitted to the Knox Board for approval.
- suggested the need for closer cooperation among the Trustees, Finance, Building Committee and Board. This resulted in a very productive joint meeting of these Teams, led by the Board Chair, on November 9th.
- are working closely with the Finance Team to create an ongoing Cash Flow Analysis to ensure appropriate funds are made available for Knox's operating expenses.
- have engaged Robyn Brasell to undertake its accounting needs for the Trustees' Accounts.
- in keeping with its responsibilities for Knox's insurance needs, met with Dave Mills of HUB Insurance to ensure there is adequate coverage both now and as the Project unfolds.

Many thanks to Joanne Melville as she leaves the Board of Trustees after many years of faithful service. Thank you, Joanne.

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

Knox Trustees

Statement of Cash Receipts and Disbursements

For the Year Ended December 31, 2016

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

	01-Jul-15	01-Jul-16
Land	\$ 11,910,000	\$ 17,752,000
Buildings	\$ 435,000	\$ 470,000
	<u>\$ 12,345,000</u>	<u>\$ 18,222,000</u>

	Cash and GIC's	Special Trusts	Development Fund	Building Fund ***	Operating Account ***
Opening Cash and GIC's December 31, 2015	\$253,655	\$20,944	\$232,711		
Interest Received from Developer Schedule 1	\$240,000		\$240,000		
Interest on GIC's 2016	\$1,330	\$130	\$1,200		
	<u>\$494,985</u>	<u>\$21,074</u>	<u>\$473,911</u>		
Transfer Funds to Knox Building Fund 01/02/2016	-\$67,958		-\$67,958	\$67,958	
Transfer Funds to Knox Operations 6/30/2016	-\$40,000		-\$40,000		\$40,000
Transfer Funds to Knox Operations 11/02/2016	-\$40,000		-\$40,000		\$40,000
Legal Fees	-\$10,451		-\$10,451		
Bank Charges	-\$80		-\$80		
Organ Servicing	-\$787	-\$787			
Accounting Fee	-\$378		-\$378		
	<u>-\$159,654</u>	<u>-\$787</u>	<u>-\$158,867</u>	<u>\$67,958</u>	<u>\$80,000</u>
Closing Cash and GIC's December 31, 2016	\$335,331	\$20,287	\$315,044	\$67,958	\$80,000

*****Notes:**

The Building Fund is the bank account from which specific building-related invoices are paid.

Monies in the Building Fund and the Operating Accounts are not administered by the Trustees.

The Trustees transfer monies from the Development Fund to the Building Fund.

COMPOSITION OF SPECIAL TRUSTS

Organ Fund – congregational funds	\$12,332
Frances Coulter Fund – music and / or choir	\$2,626
Pollock Trust – memorial bench	\$2,212
Graves Fund – ministerial candidates / staff education	\$2,014
McQueen Fund – memorial garden	\$832
Ruth Schafer Fund – items of a permanent nature	\$271
	<u>\$20,287</u>

FINANCE TEAM REPORT

During 2016 the Finance team worked closely with the Board and our appointed accountant, Robyn Brasell to improve the clarity of our financial reporting. Recognizing that as we approach 2017 we will experience an increasingly complex cash flow with the advent of earnings from the Project capital investment and the potential capital gains from that source in future years. To accommodate a reliable system to track these finances it was agreed by all concerned that we would:

1. Retain monthly statements for Knox operating income and expenditure as a responsibility of the Finance team.
2. Implement a separate monthly statement for The Building Committee to ensure efficient management of all expenditures that will be incurred for completion of the Building Project.
3. Initiate a similar monthly statement for Knox Trustees as they oversee funds held and invested by that group.

While Finance will be responsible to the Board for the Operating statements they will also receive copies of the Building Committee and Trustees statements to ensure an overall understanding of the Knox financial situation.

Along with these important initiatives Finance is pleased to report that, with your generous pledged donations, and other sources of important income, we completed 2016 with a reduced deficit of (\$109,000) against a projection of (\$138,000). This resulted mainly from delayed hiring plans and the careful expenditure of all committees.

As we enter this new year you will see in the proposed budget for 2017 the first inclusion of projected interest payments from the investment of capital received from the developer Hon Towers of Kerrisdale. A very positive move as we plan for the continuation and expansion of our ministries in the years ahead.

Finally, you have faithfully responded to this year's Stewardship Campaign which has achieved our targeted objective. Without this essential base of income our plans and future would be challenged.

The future is never totally predictable but with the beginning of our building project now in sight, and your continuing financial support, we can plan for a new way forward that will allow all of us to achieve our Mission and discover what it means to be a faithful Church in a changing world. With the message and life of Jesus as our compass, all things are possible!

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

Knox Special Purpose Fund Statement to December 2016

	2015 Balance	YTD Receipts	YTD Disbursed	2016 Balance
Special Purpose Funds				
2017 Observer	0.00	75.00	0.00	75.00
2017 Pledge paid in 2016	0.00	9,075.00	0.00	9,075.00
Community Lunch (Note 1)	1,131.80	6,062.60	3,839.87	3,354.53
First United Coin in a Can	0.00	151.75	151.75	0.00
First United Thanksgiving Fund	0.00	870.00	870.00	0.00
First United	0.00	100.00	0.00	100.00
Healing Touch	551.55	329.00	45.00	835.55
Kid's UNICEF Fund	489.80	0.20	490.00	0.00
Knox Fun Nite	0.00	1,961.00	1,961.00	0.00
Memorial Garden/Flower Fund	1,531.64	290.00	767.30	1,054.34
Pew Bibles	0.00	1,222.00	0.00	1,222.00
Prayer Shawl Ministry	242.37	8.00	33.29	217.08
Sandwich Fund (Note 2)	257.14	551.00	461.60	346.54
National Syrian Refugee Appeal	0.00	1,000.00	1,000.00	0.00
Refugee Family Sponsor	6,475.00	2,865.00	9,340.00	0.00
Missions & Service	0.00	14,726.00	14,726.00	0.00
Undesignated Funds				
Undesignated Funds (Note 3 & 4)	91,075.09	84,414.49	108,631.08	66,858.50
FUND BALANCES	\$ 101,754.39	\$ 123,701.04	\$ 142,316.89	\$ 83,138.54

NOTE 1 : Community Lunch - Easter Appeal total \$3,953.00 - Christmas Appeal \$1,685.10

NOTE 2 : \$275.00 Christmas Appeal allocated re Sandwich Fund Expenses for 2017

NOTE 3 : Trustees Transfer \$40,000 in June and \$40,000 in November to support Operations Budget.

NOTE 4 : Transfer Final Amount \$108,631.08 to Offset Deficit in Operations Budget.

Knox Operating Statement to December 2016

	Actual	Actual	Budget
	YTD Dec - 15	YTD Dec - 16	12 Mths 2016
40000 · Pledges and Offerings			
41000 · Pledges	\$ 98,940	85,655.46	90,000
41500 · Unpledged	\$ 31,506	41,712.00	32,000
42000 · Open Offering	\$ 1,931	2,392.77	2,500
42900 · Previous Years Pledge	\$ -	-	500
Total Offerings	\$ 132,377	129,760.23	125,000
42000 · Special Appeal Christmas	\$ 1,559	0.00	
45000 · Use of Facilities	\$ 43,228	35,466.82	35,000
45500 · Special Events			
45505 · Thrift Sale	\$ 6,447	8,423.50	5,000
45520 · Community Lunch (Note 1)	\$ -	-	-
45590 · Rip & Stitch	\$ 995	500.00	500
45600 · Opera Preview	\$ 1,384	835.50	800
46100 · GST Rebate	\$ 1,445	1,300.85	1,300
Total Other Income	\$ 55,058	46,526.67	42,600
Total Operating Revenue	\$ 187,435	\$ 176,286.90	\$ 167,600
Operating Expenses			
60050 · Presbytery	\$ 8,879	9,570.00	9,300
60100 · Personnel Compensation	\$ 221,396	220,064.27	231,000
60150 · Personnel Education	\$ 665	-	800
60200 · Worship Music Families (Notes 2 & 3)	\$ 2,313	3,417.91	3,265
60250 · Exploring Faith	\$ 887	18.11	200
60250 · Stewardship & Social Justice	\$ 3,000	-	-
60315 · Community Lunch Expense	-	-	-
60350 · Pastoral Care	\$ 197	-99.54	460
60400 · Communications & Welcome	\$ 1,785	2,406.20	3,200
60450 · Congregational Life	\$ -	319.09	3,000
60500 · Minister's Discretionary Fund	\$ 255	82.88	500
61000 · Facilities & Property Maintenance	\$ 51,918	43,035.40	48,000
61050 · Finance - Audit	\$ -	-	2,000
61070 · Bank Charges & GST	\$ 729	593.92	400
61100 · Accounting Services	\$ 2,389	3,697.75	3,000
61200 · Miscellaneous	\$ 162	511.14	1,000
61220 · Offset GST	\$ 2,379	1,300.85	-
Total Expenses	\$ 296,954	\$284,917.98	\$ 306,125
Net Operating Result (Deficit) YTD	\$ (109,519)	\$ (108,631.08)	\$ (138,525)
Transfer from Undesignated Funds		\$ 108,631.08	
		\$ -	

NOTE 1 : Totals for Community Lunch are shown per the Funds Statement

NOTE 2 : Organ Costs are covered by Organ Trust Fund; Staff Education by Graves Trust Fund

NOTE 3 : Includes Guest Musicians Expenses

BUILDING COMMITTEE

In early Summer 2016 we were advised that the City had notified the developer that the Planning Department was satisfied that all outstanding questions with regard to the Development permit had been answered. This comforting statement was accompanied with the advice that the application and the Developer's responses would, as a last check, be circulated to all City Departments; Fire, Heritage, Health, Legal, etc. We were also advised that this exercise would take approximately three months.

In September, we were advised that the Legal Department had indeed identified some lingering requirements and these requirements related to unfinished and unsigned agreements relating to the Preschool, Heritage, the transfer documents and bonds to guarantee Developer performance. These documents, and probably a few more, were in the Legal Department unfinished business file. Since that time the City Lawyers and the Developer's Lawyers have been working on these issues and we are led to believe that the process is nearing completion. When these matters are finally resolved, we can move to the preparation of working drawings.

We can take some comfort in the fact that several months ago, the Developer agreed to compensate us financially for income lost as a result of ongoing delays. We do, as a result, have a monthly income which we believe compensates us appropriately.

The question remains, and is becoming increasingly important, when will we see some palpable progress? We can, because of the performance of the City, only guess. Best guess is that in mid year we may expect action on the site.

- Submitted by Bill Goodsir

9:22 AM
01/26/17
Accrual Basis

Knox Building Fund Statement of Operations January 2013 through December 2016

	Dec 31 2013	Dec 31 2014	Dec 31 2015	Dec 31 2016	Total to Date
					Dec 31 2016
Income					
40000 · Knox Trustees - Funds Transfer	10,000.00	0.00	214,458.47	0.00	\$ 224,458.47
Expenditures					
50000 · Administration					
50010 · Bank Service Charges	2.00	65.25	111.44	121.00	299.69
50070 · Office Supplies	0.00	0.00	0.00	82.55	82.55
50080 · Website Development	2,121.13	3,033.12	0.00	0.00	5,154.25
Total 50000 · Administration	2,123.13	3,098.37	111.44	203.55	\$ 5,536.49
51000 · Heritage Upgrade					
51020 · Plant Design	1,653.33	0.00	3,864.25	330.00	5,847.58
51030 · Plant / Mechanics / Electrics	0.00	0.00	123,076.84	947.30	124,024.14
Total 51000 · Heritage Upgrade	1,653.33	0.00	126,941.09	1,277.30	\$ 129,871.72
52000 · Kitchen Equipment	0.00	1,452.94	1,828.58	0.00	3,281.52
53000 · Furnishings / Shelving	0.00	0.00	0.00	23,353.75	23,353.75
54000 · Audio Visual	0.00	0.00	0.00	8,084.29	8,084.29
57000 · Legal & Professional Fees	0.00	0.00	0.00	338.25	338.25
Total Expenditures	3,776.46	4,551.31	128,881.11	33,257.14	\$ 170,466.02
Balance Per Building Fund Account	6,223.54	1,672.23	87,249.59	53,992.45	\$ 53,992.45

December 31, 2016

The above numbers are after recording the GST rebate.
Knox receives a GST rebate of 50% of GST paid -
\$2,647.04 has been filed and reimbursement received.
A further \$898.19 of GST paid will be filed in January 2017 and
the reimbursement will be deposited to the Building Fund account.

Knox Building Fund
Statement of Operations
Budget vs. Actual
January 2013 through December 2016

	Available		
	<u>Jan '13 - Dec 16</u>	<u>Budget</u>	<u>\$ Under Budget</u>
Total 40000 · Trustees Development Transfer	\$224,458.47	\$600,000.00	
Expense			
50000 · Administration			
50010 · Bank Service Charges	299.69	4,000.00	-3,700.31
50070 · Office Supplies	82.55		
50080 · Website Development	5,154.25	6,000.00	-845.75
Total 50000 · Administration	5,536.49	10,000.00	-4,463.51
51000 · Heritage Upgrade			
51020 · Plant Design	5,847.58	10,000.00	-4,152.42
51030 · Plant Mechanics & Electrics	124,024.14	150,000.00	-25,975.86
Total 51000 · Heritage Upgrade	129,871.72	160,000.00	-30,128.28
52000 · Kitchen Equipment	3,281.52	50,000.00	-46,718.48
53000 · Furnishings / Shelving	23,353.75	50,000.00	-26,646.25
54000 · Audio Visual	8,084.29	60,000.00	-51,915.71
55000 · Office Equipment	0.00	20,000.00	-20,000.00
56000 · Security System	0.00	25,000.00	-25,000.00
57000 · Legal & Professional Fees	338.25	40,000.00	-39,661.75
58000 · Upgrades to Developer Build	0.00	100,000.00	-100,000.00
59000 · Landscape Additions	0.00	10,000.00	-10,000.00
60000 · Contingency	0.00	75,000.00	-75,000.00
Total Expenditures to Date	\$170,466.02	\$600,000.00	-\$429,533.98
Net Balance of Building Funds	\$53,992.45		
Represented by :			
Balance at Bank	\$53,094.26		
Amounts to be refunded per 2016 GST Rebate	\$898.19		
	\$53,992.45		

KNOX FRIENDSHIP GROUP

We are still enjoying meeting during the year, though not as often as in the past. We do treasure our continuing friendships, and look forward to hearing what is happening with all our members and their families. Our annual Christmas party is always well attended, and enjoyed by all.

We collect and package cosmetic and hygiene products for the downtown eastside women during the year. Many of our members participate in the decorating of the church for Christmas as this is one of our traditional highlights of the season. We are grateful that many of our members donate their time and energy in their own personal way to Knox, and we support them and are thankful for their efforts for all of us. We wish all of the members of Knox a happy and healthy year in 2017, and we are thankful for the fellowship and caring that our congregation shares both within the church and in the outreach that is done from Knox.

VANCOUVER SOUTH PRESBYTERY

Well, my brothers and sisters, let's summarize. When you meet together, one will sing, another will teach, another will tell some special revelation God has given, one will speak in tongues, and another will interpret what is said. But everything that is done must strengthen all of you. - 1 Corinthians 14:26

The United Church of Canada has major decisions to make that involve matters of changing governance and discovering new ways of being the Church in the 21st century. This is important work that we as the United Church are doing. It is indeed my pleasure to serve as your Presbytery Rep.

June 2016 Knox had the privilege of hosting the Full Court meeting of the Vancouver South Presbytery and Debra Danny was introduced to the Court as the Knox Presbytery Rep. The full day itinerary started off with Knox hospitality followed by Worship themed around Reconciliation and the UCC Apology. Gifts were presented to graduating clergy and music filled our sanctuary. Joys and Concerns of the Presbytery, energetic chatter and a fast paced business meeting which included elections of the executive for the upcoming term took place in the Fellowship Hall.

A beautifully laid out catered lunch with the retirees as special guests, was served in the gym as participants gleefully networked. Presentations included the God/god Survey by Richard Bott who, that very morning, had been featured in the Vancouver Sun

Through a process of mutual invitation (Eric Law) the afternoon session focused on table groups passing a speaking stone to talk about the question: "How does what I believe about God, transform my life?" Prayers, discernment, feedback and Communion offered by the incoming and outgoing executive chairs concluded the day.

Tsawwassen United Church hosted the next full court meeting in October 2016 with a similar format! We began with worship and engaged in triad exercises of Prayer on Gratefulness. **The Business Meeting** was very informative.

- Marc Coulombe presented on **Pastoral Relations** and joined Knox later in the Fall to run a M& P Seminar.
- Richard Bott, Deb Bowen and Blake Field all reported on the **Ryerson/Dunbar Amalgamation process**. The big take-away was "Don't wait until you need to down-size, move, - do it now while you have options" This was a 6 year process for these churches. Dunbar is giving up their building and for at least the first 3 months, Ryerson is giving up their name. The church will be known as Dunbar Ryerson United Church with congregations coming together as of January 2017.
- Judith Stark gave a report on all the **Properties** sold or being sold in the Presbytery. Knox was the only property that did not have "social housing, work-force housing or affordable housing" impositions for a set number of units. It was also the only property with interest payments that were more significant than the buyout revenue stream – well done Building Project Managers!
- Dan Kirkegaard presented **several internal matters** including the Full Court Meeting Survey Summary, and placing our student ministers in charges before ordination or commissioning, and the stewardship toolkit.

In December Debra lead a Workshop for the Knox Board (and others) around the Remits as proposed at the 42nd General Council meeting.

There are 3 remits being voted on by February 2017. They are voted on by Presbyteries only and are about our understanding of ministry. The rationale is for ONE, simpler design, Order of Ministry. These remits deal with Ministry Partners, Candidacy Pathways and a New Model of Membership. Vancouver South Presbytery will cast their votes for remits, 5, 7 & 8 at a full court meeting to be held at Steveston United Church on January 21, 2017.

The proposed changes in another classification of Remits to be voted upon starting in June 2017, will directly impact congregations.

The Knox Board has scheduled a FORUM on MARCH 26, 2017 after worship to begin our conversations around the Pastoral Charge (congregational) Remits.

Here is a summary of the Congregational Remits we will be discussing:

- Remit 1, "The Three Council Model," - redefines congregations as "communities of faith" and outlines many aspects of how the communities will function, including membership, authority and responsibility, governance, spiritual life, and ministry and other leadership.
- Remit 2, "Elimination of Transfer and Settlement," - eliminates the option currently open to congregations to request a minister through the transfer and settlement process, and means each community of faith will be responsible for finding their own ministers through needs assessments and search committees.
- Remit 3, "The Office of Vocation," - affects the standards of accreditation, oversight, and discipline of the ministers serving our congregations.
- Remit 4, "Funding the New Model," - directly impacts how our donations to the United Church Mission and Service fund will be spent and how resources will be shared across the United Church.
- Remit 6, "One Order of Ministry," - impacts the education and training ministers in our pulpits will receive.

As Presbytery Rep I represent the Knox congregation to the Vancouver South Presbytery and VSP to Knox – your thoughts, concerns and comments are important to me, to Knox, to VSP and to the UCC. Let's **TALK** – you can leave a message through the website **MESSAGE US** button.

- *Respectfully Submitted by: Debra Danny*

43RD KNOX / 21ST ST. MARY'S CUB SCOUTS – 2016 - 2017

We are pleased to report that the combined 43rd Kerrisdale-Centennial (Knox) / 21st St.

Mary's Wolf Cub Pack has resumed its program activities for the 2016-17 Scouting season. We had a great start in September, with a completely new leadership team. Former Beaver Leader Christian Malcolm stepped up as Akela and Contact Scouter for the Cub Pack. He was joined by Allan Askew, Tarek Ward and Xin Wang, who all have children in the Pack. Shortly afterward, Scouter Anna Wright returned after a year's break. Her experience with many aspects of the Cub program was much appreciated.

Last year, Pack meetings were held on Tuesday nights due to Troop Leaders doubling as Cub Scouters. In the 2016-17 season, weekly meetings were moved back to Mondays, which makes it much easier to organize activities with the Beavers or the Scouts. A big Thank-you to our sponsor Knox United Church for accommodating our request.

Our first regular meeting took place on Monday, September 12. We welcomed a Pack of 14 youth members, most of them first year Cubs. This year's program will change considerably as our organization is transitioning from a Scouter-driven to a mostly youth-led program, also known as the 'Canadian Path'. We believe that our youth can plan and organize their own activities, with Scouters taking more of a facilitating role. We will be following a Plan-DoReview cycle to increase our youth's self-confidence and help develop their leadership skills.

We skipped the usual September Registration Night and instead organized a hike through the Camosun Bogs and the adjacent Pacific Spirit Park. On September 17, we participated in the Canadian Shoreline Clean-up and collected several bags of garbage in the Jericho Beach area. On October 3, we learned about the Vancouver Food Bank and went to a local supermarket to buy groceries for a donation.

This season's Apple Day fundraiser on October 22 was again a tremendous success. Although the weather was not perfect, our net proceeds amounted to \$1,262.00, which exceeded the previous year's result. Beavers, Cubs and Scouts participated in selling apples for donation. The proceeds will be spent on outdoor gear, program activities and Scouter training.

In November, we joined 150th St. Stephen's for a winter camp at a cabin on Mt. Seymour. Both Scout Troops attended as well but slept in tents. Although many of our Pack had never been to camp, everything went smoothly and we had great fun. On November 11, our Pack attended the Remembrance Day Ceremony in the UBC War Memorial Gym. A member of our Cub Pack and our new Activity Leader laid down a wreath on behalf of Scouts Canada, Pacific Spirit Area. In December, we built gingerbread houses and organized a Christmas potluck dinner.

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. We will again join the Pacific Spirit Area race organized by our neighboring Group, 13th Ryerson, later in spring. On February 20, we will celebrate our founder Lord Robert Baden-Powell's birthday. Once again, the potluck dinner will be held at St. Mary's.

In the next few months, we'll include several outings, including a snowshoe hike in the local mountains and tobogganing. We want to visit the new swimming pool at UBC, maybe do some rock climbing and learn about disaster preparation and first aid. Furthermore, we are looking forward to our Area Camp at Camp Byng on the Sunshine Coast (May 12-14). The area camp is a gathering of hundreds of Cubs, Beavers and Scouts from the Pacific Spirit Area. We had a wonderful experience at last year's camp and will definitely provide the opportunity for all our youth members to attend.

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. 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.

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

Knox United Church - Annual Congregational Meeting Minutes

Date: February 21, 2016

Minister: Rev Liz Bowyer

Chair: Margaret Pendray

Secretary: Susan McAlpine

#	Item
1.	Call to Order - 11:39 am
2.	Opening Prayer – led by Rev. Liz Bowyer
3.	Review of Respectful Communications Guidelines (as described by Eric Law, Kaleidoscope Institute)
4.	Quorum ensured by show of hands (20 members required)
5.	Motion for Voting Privileges to be extended to Adherents by Sandra Trueman; seconded by Adrienne Burton. Motion carried unanimously.
6.	Motion to Approve the Congregational Meeting Minutes dated February 15, 2015 by Richard Earthy; seconded by Larry Tench. Motion carried unanimously. Motion to Approve the Congregational Meeting Minutes dated May 24, 2015 by Michelle McMaster; seconded by Doug Graham. Motion carried unanimously. Motion to Approve the Congregational Meeting Minutes dated June 14, 2015 by Mary Graham; seconded by Sandra Adams. Motion carried unanimously.
7.	The Knox staff were thanked and recognized for their hard work and dedication throughout the year.
8.	The congregation thanked and acknowledged the tremendous gifts of work and leadership given so freely by Alan MacKenna, Larry Tench and Richard Dunsterville.
9.	Minister's Message: Rev. Liz Bowyer – Liz spoke about Knox's congregation using the analogy of a garden.
10.	Reports:

11.	<p>New Teams:</p> <p><u>Faith Exploration:</u> Michelle McMaster, Chair – The team welcomes suggestions and is excited to present upcoming opportunities to explore faith. This team began its work in 2015 by organizing a Fossil Free Faith Forum, and has been running a Bible Study course (Jesus 24/7) since the start of 2016.</p> <p><u>Stewardship & Social Justice:</u> Sharon Copeman, Chair – The team reports that they have only just begun their work. The largest ongoing project is the sponsorship of a Syrian Refugee family. An application has been made for their extended family to join them in Canada. Watch for upcoming opportunities to raise funds and lend your support for many global and local concerns.</p> <p><u>Communications & Welcoming:</u> Susan McAlpine, Team member – Susan reported that the team has met three times since the fall. Current project includes a décor facelift for the common areas of the Fellowship Building in particular, and the development of a Knox Communications Strategy.</p>
12.	<p><u>Board Report:</u> Chair, Margaret Pendray, acknowledged how much work had happened at Knox this year. She provided an overview of 2015 and the many projects, events supported, and funds raised by the congregation. Margaret then went on to provide an overview of the Board’s priorities for 2016.</p>
13.	<p><u>Trustees Report:</u> Doug Graham thanked Leo King and Bill Goodsir for their work and dedication. Doug welcomed Lori Marzin and Joanne Melville to the team. Doug provided an overview of the Trustees’ Statement of Cash Receipts and Disbursements. The Investment Committee, a sub-committee of the Board of Trustees, is expecting to be ready in time to make decisions on how the \$4 million of capital from the property sale will be invested. The Trustees report on page 22 of the 2015 Annual Congregational Report should be omitted.</p>
14.	<p><u>Building Committee Report:</u> Bill Goodsir reported that the City of Vancouver has begun to investigate traffic flow patterns during the construction project. A meeting will be held in the near future. To date there is no date yet for project commencement. Bill provided an overview of the contractual terms of the property sale, along with how the resulting cash will flow and be managed. He suggested that there will likely be surplus funds available from the \$600,000 available for the project, and the congregation may wish to explore upgrades to the facilities: eg. AV system, Sound system, shared space décor facelifts.</p>
15.	<p>Larry Tench advised that there will be a gumboot cleanup in May. Please watch for a date to be announced soon.</p>
16.	<p>Motion to accept the 2015 Annual Report by Phil King; seconded by Michelle McMaster. Motion carried unanimously.</p>
17.	<p><u>2016 Finance Report & Budget:</u> Alan MacKenna thanked the families of Catherine Dunham and Reg Wilson for bequests made to Knox and to the UCC Mission & Service Fund this year. Alan reviewed the Operating Revenue section of the budget, which reflected last year’s budget, actuals, and the proposed 2016 budget. Alan reviewed the Operating deficit, which reflects sufficient funds to operate for roughly another 2.5 years -- independent of the interest income from the property development. Alan called for a motion for Knox United Church to accept the 2016 Budget as presented, which was developed by the Finance Team and the Knox Board; seconded by Doug Graham. Motion carried unanimously.</p>
18.	<p><u>Nominations Report:</u> Berkeley Scott thanked the members of the team for their service this year. He recognized those who have resigned (stepped down) from teams this year, many of whom have moved to other teams, and identified new members to various teams. Berkeley Scott moved that the nominations slate be accepted as presented; seconded by Mary Graham. Motion carried unanimously. The Chair called for any additional nominations from the floor. There were none. Richard Dunsterville drew attention to the fact that the Treasurer and Presbytery Rep positions remain vacant. The Board will continue to work at addressing this issue.</p>
19.	<p><u>Election of ACM and Secretary for 2016:</u> Margaret Pendray proposed the option of electing a Chair and Secretary for the balance of the year, should any additional Congregational Meetings be called. These individuals would serve until the ACM in 2017. Traditionally at Knox, the Chair and Secretary have been the Chair and Secretary of the Board, but they do not have to be. Richard Earthy moved that the Chair of the Board and the Secretary of the Board be the Chair and Secretary for the Congregational meetings in 2016; seconded by Bob Copeman. Motion carried unanimously.</p>
20.	<p>The Congregation thanked Margaret Pendray for serving the Congregation, first as Transition Team Chair, and then as the Board Chair.</p>
21.	<p>Closing prayer and meeting adjourned – 1:40 PM.</p>