

KNOX UNITED CHURCH



2021 ANNUAL REPORTS



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KNOX UNITED CHURCH

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KNOX UNITED CHURCH

MISSION:

“We exist to love God and love our neighbours”

(Matthew 22:36-40)

VISION:

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

VISION TAG-LINE:

“engaging neighbours through the arts”

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FAQ:

What do you mean by “the arts”?

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

Why “the arts”?

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

Why “Loneliness”?

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



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FYI:

What is Mission and Vision?

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

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

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

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

What is Church’s Mission and Vision?

Church’s Mission is given by Jesus.

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

Minister's Annual Report

"Be Resilient!"

"Thus says the Lord of hosts, the God of Israel, to all the exiles whom I have sent into exile from Jerusalem to Babylon: Build houses and live in them; plant gardens and eat what they produce. --- Only when Babylon's seventy years are completed will I visit you, and I will fulfill to you my promise and bring you back to this place." (Jeremiah 29: 4, 5, 10 NRSV)

The Prophet Jeremiah declares God's word to Israelites who have lost everything and are held captive in exile land: build houses and live in them; plant gardens and eat what they produce." He instructs them to make the best of the situation by returning to some sense of normalcy in the exiled land. "Don't give up!" "Be resilient!"

It's been almost two years since we have been under siege from the Covid Pandemic crisis. It almost feels like we have been held captive in an exile territory, living in an ever-present fear and danger. So, the question is, "How do you go on when there seems to be no relief in sight any time soon?"

Well, here at Knox, we have followed God's command to "be resilient" into our hearts and ministry by trying to make the best out of the situation. We have continued to grow in our ministry and extended our vision into our community. Our online church has grown many folds since the launch of the new Knox website in the summer of 2020. The visitor traffic has increased in the worship services, vision-related events (please refer to our Web Administrator, Debra Danny and Knox Event coordinator, Tracy Lynn's reports), and extensive participation and contribution (networking) from the wider community.

In the area of spiritual growth, I have started the "Narrative Lectionary Cycle" from the Fall of 2021 and implemented it to our regular Sunday worship services and our weekly lectionary study sessions. It has helped us delve deeper into the Bible stories to increase our knowledge and faith. We have, also, started a book club series (four books) to enhance our understanding and reflect on the Indian Residential Schools and Indigenous Peoples' issues and have completed the first two books. We will cover two more books by the end of Spring this year. We hope to begin our local initiative in partnering (education workshops and art projects) with an indigenous community nearby as a part of our calls to act on the path to the right relationship.

We were planning and ready to start the in-person and live streaming worship services and other events in the late Fall of 2021, but we had to delay twice already due to the worsening Covid situation. So, at this point, we are uncertain but hopeful that we will be able to reopen soon with the easing of the Covid Pandemic situation. Therefore, we are cautiously optimistic and planning in-person events in 2022, with concerts, art festivals, workshops, and other community development-related events (please refer to our new budget).

At the conclusion of my annual report last year, I wrote that to grow the ministry in this challenging context requires people who exhibit a growth mindset, contextual skillset, and courageous heart (resiliency).

I want to echo it again, by adding and reemphasizing that for 2022, we want to be a resilient people of faith by continuing to adapt and grow in our changing circumstance with the spirit of courage.

As always, I want to thank our Knox staff, the Board, and the ministry teams who have been faithful in this challenging time. And, Knox, thank you for your continuing support and faithfulness. You have been resilient.

In Christ,

Minister, Richard Chung

Message from the Chair of the Board

2021 will be forever on my mind as the year we hurried and waited: Hurried to move out of the fellowship centre; waited for the property development work to begin. Hurried to prepare the church building as a multi-purpose space; waited for restrictions to be lifted so we could use it. Hurried to get our vaccinations; and thanks to Omicron, kept waiting for the world to be safe.

To say we're experiencing extreme fatigue with the hurry-up-and-wait pandemic is an understatement. And because of the fatigue, it could be easy to lose sight of the tremendous work done at Knox this year, both in the buildings and in the virtual space:

- Installation of our new Audio-Visual system / construction of new sound booth
- First ever virtual ACM (has it already been a year since then?)
- Emptying the Fellowship Centre
- "Renovations" in the church building
- An open house to see the building changes – and one another!
- Ongoing refinement of our online worship experience
- Sunday coffee & fellowship by Zoom
- Summer Spirit 2021
- Art at Knox exhibit
- Virtual book study group
- Instrumental Measures concert series
- Upgrades to our financial systems
- A rapid recovery from a malicious website attack
- Resumed some small gatherings / rentals
- Curated & Curious website blog updates
- Zoom staff & team meetings
- Caring for one another and our neighbours.

So while it feels like we've been waiting and waiting, it's clear we've been doing a lot. Maybe even more than we recognize. Please take time to review the enclosed reports, and give thanks for all the amazing people – staff and volunteers -- who worked hard to make these things (and more) happen.

Entering a post-pandemic world won't be easy. There will be many changes -- in our community, our homes, and here at Knox. But my hope and prayer for 2022 is that we will see each other again, face to face; that we will see a hole dug where a parking lot once sat; and that we will continue to be guided by the vision and mission God has determined for us. May it be so.

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

Children & Families' Ministry

As our Sunday morning worship continued online this year, there were no specific programs for the Knox Children & Youth. But we were still able to engage with them through our Time For All Ages segment during our virtual services.

And while we didn't see them as much, the younger generations were still involved in many ways. Several sang solos or duets for the services while others read the scripture lessons. It was always lovely when they appeared on the Sunday morning Zoom chats to let us all know how they were doing. We were also able to enjoy their voices and talents as we replayed last year's Christmas Pageant on our website for Christmas Eve. A big thank you again to everyone who was involved in that production!

Four young people connected with Knox graduated from High School in June of 2021. We celebrated with them by dropping off signs where we could and delivering cards and gift certificates from the Knox Congregation to wish them well on their next adventures!

We've certainly missed seeing everyone and look forward to the time when we can start up our "In Person" Sunday morning programs for Children and Youth again!

Submitted by Anne MacKenna, Children & Family Coordinator



Worship Team

Just as I have done in the past, I took some time to read through the previous year's annual report before settling down to summarize the Worship Team's activities for 2021. Susan's challenge at the end of her report last year was "Come on 2021 – show us what you've got!"

Well, it certainly did show us! We could view 2021 as "same old, same old" and see it as a disappointing repeat of 2020 but that would not be true at all. In spite of Covid still causing our sanctuary to be closed for worship services, Knox accomplished amazing things over this past year and the Worship Team has been very active.

In the spring, at the Board's request, we prepared a detailed report "Recommendations for the Use of the Church Building During the Construction Period and Perhaps into the Future". Arising from this report our sanctuary and chapel spaces were reconfigured so that the entire church building could become a multi-purpose space available to house staff and some of the many activities that previously occupied the Fellowship Centre. Anne MacKenna oversaw this move and was very helpful to our team. Richard D., Larry and Paul were invaluable to us during this transition time. Colleen was on hand almost daily, visioning, planning and preparing the space for use. Gloria, Dave, Joanne and Mary all helped whenever possible. When we met as a team Richard Chung wisely suggested that we think of this work as an opportunity to "advance our vision" and not merely to "continue our religious tradition". The whole church building is now a "sacred space waiting for God's vision to emerge". Definitely not "same old, same old"!!

Before we moved, Sharon C., Joanne and Mary sorted through the library books and have now created a small resource library of living with loss and grief, biblical, prayer and meditation books. Once the sanctuary re-opens these books will be available just outside Josie's temporary office (the old vestry).

Services continued to be virtual which meant that each week there were several recording sessions involving Richard C., Madelene, Colleen, Anne, Kevin, Tracy and Debra. Thank you to Madelene for her beautiful organ music each Sunday, to Colleen and Anne, and sometimes Ben, for singing the hymns for all the services and to Colleen for her piano accompaniment for the hymns. Colleen enlisted an amazing number of soloists this year: Anne MacKenna, Molly Borritt, Susan McAlpine, Ray Horst, Sharon Copeman, Kimberley Cheong, Juliette Herzer, Bob Copeman, Colleen Coulter, Jesse Wilkes, Naomi Hanson, Ben Bouguerra, Charlotte Tai, Chants Encounter Gregorian Singers, Knox Choir, selections from the 100th Anniversary reunion choir. We were so pleased that Madelene invited Derry Byrne to play once again on Easter and Reign of Christ Sunday. Much appreciation is extended to each of these musicians for their commitment of time to prepare the various music offerings and to come to the church to rehearse and record. The choir met, masked and distanced, in December and we can look forward to their music leadership, when able, in 2022. Anne continued to captivate us all with her lovely Time For All Ages portion of the service.

Richard Chung provided spiritual leadership on all but two Sundays. In the fall Richard began a sermon series that follows the Narrative Lectionary. Thanks to Sharon Copeman for leading us in worship on one Sunday and in prayer on several Sundays. The Worship Team provided lay leadership for Holy Humour Sunday in the spring. Thank you to Gloria for finding scripture readers and to all the readers who then willingly recorded themselves at home or were filmed in the sanctuary.

New floral banners add a splash of colour to the sanctuary last spring



cont'd.

New spring and fall banners were purchased this year and were hung over the empty hymn boards to add some colour to our worship space. Colleen, with the help of Richard D., Larry and Paul, assured that the correct seasonal liturgical curtain and antependia were hung. Colleen updated and hung the acetate clouds of witness for All Saints Sunday. Joanne purchased flowers as needed and Gloria, Colleen, Mary and Anne prepared the sanctuary for Advent and Christmas. We had our usual generous display of food for Thanksgiving. We held our traditional Remembrance and Christmas services virtually and were once more treated to the charming nativity pageant from 2020. Richard and Madelene planned the year end service of lessons and carols.

SummerSpirit services continued this year with the addition of 3 more area churches. The theme was “The Gospel According To.....”.

The Worship Team met by Zoom throughout the year. We have sub-teams considering signage, spacing, the recruitment of ushers, safe entrance protocol, safe communion service, etc. We want to be prepared to welcome everyone back as soon as we are able to do so! When we return to in-person services, our virtual services will also continue. Richard Chung has gathered an AV team that has been receiving training on our new recording equipment.

Boots the cat has visited often and has kept an eye on all that has been changing in his world and ours. He misses you, our congregational members, and hopes to see you very soon!

I hope and pray that 2022 will bring us together in the sanctuary once again but for now I would like to give a huge THANK YOU to the Worship Team and particularly to the staff members of our Worship Craft team who have been working hard to produce our beautiful and meaningful virtual services each Sunday.

Worship Team members are Richard Chung, Colleen Coulter, Madelene Klassen, Anne MacKenna, Gloria Bender, Dave Cass, Joanne Melville.

Respectfully submitted by Mary Graham, chair.



Life Events

This past year, we hosted the Celebration of Life &/or interred the ashes of:

Leora Williams

Jack Anderton.

We honour those who have died this year, but did not have a Celebration of Life at Knox:

Dorothy Pollock

Adi Schueck

Web Ministry

KnoxVan is enjoying frequent and consistent use by the people we serve. The Web Ministry has helped Knox increase our Outreach, connected Knox with the lonely and furthered our Partnerships in the local neighbourhood.

Knoxvan continues to host virtual online services that have a very loyal following – interestingly with more viewers on Tuesdays than Sundays. Our ability to reach audiences continues to grow. The Knoxvan website hosts events in our virtual venue that have become anchors in the community.

The website is getting phenomenal use for Instrumental Measures, Worship Services, Events and Curated & Curious regular postings and most recently the newly launched A Dash and a Smidgen Culinary Arts. Our Audience is starting to morph from a collection of silo groups of visitors into a gelled cyber congregation. For example, Neighbourhood visitors are participating by voting on the Digital Cards, commenting on the Purple Scavenger Hunt and making submissions of photos and content or attending workshops in equal or greater numbers of community at large to congregation.

Thirty pages on Knoxvan have been awarded the Google 'Content Achievers' designation. These are Page One on the Search Engines. We have had 75 such pages over the past year. Our 'Growing Pages' ranked by Google are consistently gaining in follow-ship with Instrumental Measures and Events leading the pack

On September 17, 2021, the Knoxvan website sustained a serious path traversal hack with security and back up implications. We were able to maintain services while we recovered and rebuilt the current website in place. Huge thanks to Alex Danny who worked skillfully, tirelessly and quickly with the Board's blessing to get us, not only back, but with every tool examined and new versions of PHP, new back up and better broadcast options.

Knox has a **web empowered ministry** where hundreds of people are on the website at the same time finding what they need to grow and engage more fully with Knox. The website serves them **all each** in their own distinctive ways

- Knoxvan search performance consistently hovers around **5.1K impressions each month**.
- 60% of our returning visitors come from Vancouver, Richmond, and Delta, – one of our primary goals was to keep the website locally focused.
- This group conducts an impressive 10,369 sessions on the website – they must be finding what they are looking for.

The website responds to neighbourhood '**felt needs**' by monitoring what is accessed and searched for on the site. It is optimized to attract new visitors who are searching for themes relevant to engaging neighbours through the arts. This facilitates timely changes to important information in real time in case anything changes - and things always change.

Knoxvan provides a secure way to receive digital donations and contributions; and a convenient way to reach leadership and staff. Finance informs that donations on the web were close to \$10,000 this year – a nice increase and yet another avenue for donations.

Knox's Web Ministry is prominent and integrated into both our congregation and our neighbourhood offering timely content, authentic presence, active response and timely engagement through constant, consistent and dynamic development. Thanks for visiting, sharing, and supporting the KnoxVan.com website. It continues to be my privilege to serve as your webminder – thank you for making this ministry possible, productive and progressive.

Respectively submitted by Debra Danny, Knox Webminder



Knox Van Events

Music - Instrumental Measures

Currently:

We have been able to watch Instrumental Measures continue to grow and specifically this year we were proud to be able to present a wide variety of musicians, instruments and genres – all of which hold the distinction of being hyper-local and professional musicians. From the musicians themselves we have received wonderful feedback about the program in addition to continuing to receive supportive feedback from our patron base. We have also had the pleasure of working with a music organization who were invited to perform and are looking forward to doing so again in the future.

Future:

We look forward to expanding the program with the ability to create a sense of flexibility to suit whatever happens in terms of venue safety and ability in 2022. We are looking at offering concerts on a dual platform – in- person, if allowed, as well as through a live-feed



modality along with the continued offering of website-based releases and talkbacks. We will also continue to offer many genres of music and plan to create outreach opportunities that foster relationships with First Nations musicians and other marginalized artists. KnoxVan Events is also looking at creating complimentary music events such as workshops, seasonally, that will allow direct interaction and learning with the musicians about topics that they are impacted by or are passionate about.

Art - Curated & Curious

Currently:

This year, KnoxVan Events was proud to offer a wide variety of artists featured on the C&C vlog. Under the KnoxVan Events and C&C banners we also enjoyed immense success of our Wayfarer Art Show. KnoxVan Events has been steadily gathering an interactive and loyal artist-based following on Instagram as well as for the vlog, itself, on the website. We are continuing to expand and explore local, professional artists with many different skill sets and backgrounds. Each artist that has been a guest on the vlog or participated in leading a workshop has generously brought their own audience to join ours and many visit other episodes and all support each other as we all continue our own artistic journeys.

Future:

We would like to have the program expand by creating further development to our workshop series, live (if possible) and through Zoom. We are also working this year to find ways of including First Nations artists and other marginalized communities opportunities to showcase their work and skills. KnoxVan Events is also excited to be working to find community projects that will marry Knox's needs and our artist's needs with our mandate of supporting the arts.

cont'd.

Community - Our Virtual Platforms

Currently:

Many new people and patrons continue to be reached through the KnoxVan Events Instagram account, Facebook & website. Patronage through these channels has continued to grow helping Knox keep in touch directly with those that are in our circle. KnoxVan Events is excited to be working on helping to create the Culinary Arts section that will be added to the Knox website shortly, as well as maintaining the event and media postings for our other regular sections such as Instrumental Measures and Curated & Curious. We have been able to use the website and Instagram most notably, to showcase a variety of KnoxVan Events offerings through these. In turn these create a fantastic gathering place for current events and offerings as well as a concrete history that can be easily viewed by anyone who is interested in supporting the programming that we offer.

Future:

We look forward to continued work in this area and we are aiming to foster growth and create meaningful relationships with those individuals and groups behind the social media accounts. We also plan to create more opportunities for content that is shareable and reaches our audience in a way that is more than just advertising.

Community - Events

Currently:

With the epidemic it is understandable that in-person events were difficult to plan, however KnoxVan Events was proud to be able to, offer several in-person events this year in addition to virtual ones. As mentioned before, the Wayfarer Art Show was a success for both patrons as well as participating artists, and the surrounding community, and we have received feedback that will help us to go on to create another art show this coming year. Our coffee-time Dabble and Babble was a chance for those in the congregation, who wanted to meet face to face, to do so in a safe way as well as offer some community positivity to Knox's garden. KnoxVan Events also was able to host some truly wonderful virtual workshops with local artists – Art Therapy, Floral Arranging, and Christmas Cookies. These workshops were all a hit with those that participated and created meaningful and tangible relationships with the participants and workshop leaders. We received amazing feedback from our November Ink Challenge that let us know that it helped participants keep Remembrance Day in their minds in a more present way. KnoxVan Events also received wonderful feedback about the Christmas Trivia event we hosted, via Zoom, with a request to host another trivia night in the future and the Valentines Day Card Mailout event was also requested to be repeated again this year.

Future:

As we move into the future some things that KnoxVan Events is working on is creating an Events schedule so that we are able to work on any future events in a more timely and more streamlined way. We are also taking on board the many things we have learned by working with those in our extended community to ensure inclusion and accessibility. KnoxVan Events is also continuing to work to take advantage of opportunities for live and in-person events (when it is possible and safe to do so) without limiting or excluding our online offerings. We intend to remain as flexible as we need to be in order to continue to provide Knox with the best possible offerings of events and programming.

Submitted by Tracy Chernaske

Ministry and Personnel

Our report last year started with this paragraph:

[We have all experienced a very different year with the arrival of Covid and our many ways of responding to a unique challenge.](#)

It now seems as if time has stood still and the words continue to describe the past year and the beginning of 2022...Covid is still with us.

In the face of this continued challenge, we have all found ways to stay in touch, continue our worship Sundays on zoom, maintain our important website and, equally important meet each other at coffee hour on screen to share our hopes, our questions and our continuing support of our Knox Vision.

To make all this happen our amazing and talented team of staff members have explored, discovered and initiated new, and virtual ways to allow us to follow that mission. New rules and new protocol provided a moving target as we all attempted to stay safe. To do this has required many extra hours of preparation and creativity by everyone.

In support of our staff M&P also remained in touch by e-mail , zoom and phone calls. It is time to say how much we have appreciated all those extra hours by our staff to keep us encouraged, informed, faithful and inspired....

THANK YOU!

Rev Richard Chung, Colleen Coulter, Madelene Klassen, Anne MacKenna, Josie Barley, Paul O'Neil, Debra Danny, Tracy-Lynn Chernaske, Jeannie Callaway.

ANOTHER THANK YOU TO ALL OUR COMMITTEE MEMBERS AND VOLUNTEERS who stayed on the job in support of our staff and kept Knox alive with a Vision and a purpose.

WE ARE BLESSED!

We offer a special welcome to Jeannie Callaway who joined our staff on a consultant basis to take care of our financial reporting. At the same time we say a sincere thank you to Robyn Brasell, who retired as our financial consultant at the beginning of the year, for her excellent service. As we enter 2022 we take courage in the hope, and promise of better days ahead. M&P will continue to engage with, and support our staff, listening to their ideas and concerns and find creative ways to gather as a Knox Family in the exciting and promising times ahead.

Blessings to all from the M&P team
Sandra Trueman, Adrienne Burton, Judy Landon, Anne Earthy,
Alan MacKenna



Stewardship & Social Justice Team

As I prepare to write this annual report, I am aware that our Team members have not held a meeting all year and it feels like there is not much to report. However, as I review notes saved over the year, I see that we have sponsored some work, some events and assisted in the Annual Stewardship Campaign, spearheaded by Rev. Richard. So here's an outline of the year 2021.

We began the year with a multi-congregational sponsors' zoom baby shower to welcome and celebrate the birth of Hassan and Milas' baby, Lia.

In March and April, we hosted a 4-week zoom study of Jean Zaru's book "**Occupied with Non-Violence: a Palestinian Woman Speaks**" led by Marianna Harris. Jean Zaru is a Palestinian Christian Quaker living in Ramallah, outside of Jerusalem, who has also served as president of the Jerusalem YWCA and as vice president of the World YWCA. She is a founding member and leader of the Sabeel Ecumenical Liberation Theology Center and Friends of Sabeel.

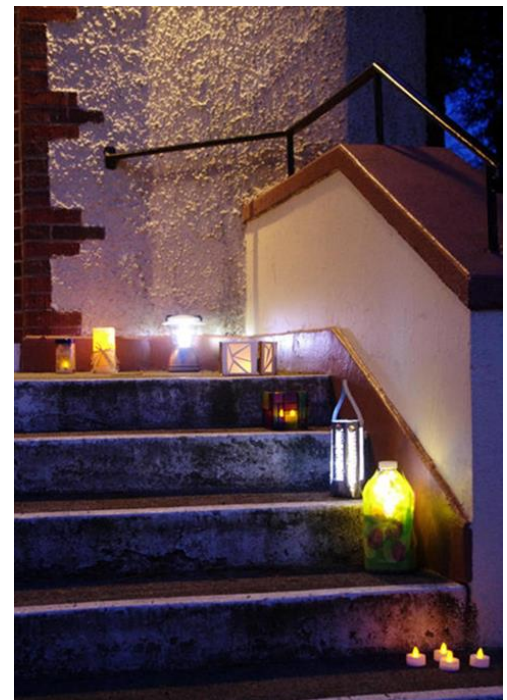
We circulated the list of links to the resources for the United Church's Unsettling Goods campaign in one place for easy access, to help us actively support the church's initiatives in support of the UCC call for peace with justice in Israel/Palestine.

In October some of our Team gathered to collate the Annual Stewardship Campaign materials and deliver some of the envelopes to Knox homes. We provided weekly stewardship notes for News & Notes for each of the Stewardship Sundays.

I was grateful to Rev. Richard for the opportunity to lead worship on Advent II Peace Sunday, focusing on the text from Ezekiel's vision of the valley of dry bones, the recent discovery of evidence of Indian Residential Schools unmarked graves and the parallel with Canada's and Israel's treatment of our Indigenous children. Dave Cass again organized the sale and delivery of the Peace Box products.

Members of our S & SJ Team include Adrienne Burton, John Carr, Richard Dunsterville, Frances and Bill Herzer and Sharon Copeman, with assistance from Dave Cass re our focus on Israel/Palestine.

Respectfully submitted by Rev. Sharon Copeman



Pastoral Care Team

Members of our Pastoral Care Team include John Carr, Rev. Richard Chung, Sharon Copeman, Marg Derkson, Sydney MacKenna, Joanne Melville and Catherine Shen. Most pastoral visits this year have needed to be in gardens or outdoors, or by phone, FaceTime or Zoom.

Through the year some, among our Knox family, have experienced serious illness, hospitalization, the enforced isolation of living in long term care, the death of a loved one, and the challenge of adjusting to major life changes. When we have known of these situations pastoral care has been offered and appreciated by our PC team members and others in the congregation. Sydney's **Card ministry** and Joanne's **Flower ministry** have both been much appreciated. The **Phone Tree** continues to be an important comfort, maintaining our community links and sense of connection.

Again, this year **Healing Touch** has not been possible.

Members of the **Prayer Shawl ministry** have continued to create shawls. We have delivered shawls where needed and appreciated and have received donations of shawls created by friends. Our supply of shawls is currently stored in Sharon Copeman's home, available to be blessed by Rev. Richard and our team and distributed when requested or needed.

The "**All Saints Sunday**" service with the lighting of memorial candles was much appreciated. We are blessed by Rev. Richard and our Worship Team and staff members who do so much to honour our precious Knox saints.



A few **memorial services** have been held in the Memorial Garden, and one was held in the sanctuary late in the fall when Covid numbers and protocols allowed. These were fuller services with stories and music but no community hymns.

At Team meetings, called by Rev. Richard and held on Zoom, we shared concerns — hoping to not lose touch with our people, and reviewed the congregational prayer list. On 2 or 3 occasions these meetings included Tracy and the Phone Tree Team. It is a privilege to serve with this Team of caring people.

Respectfully submitted by Rev. Sharon Copeman



Facilities and Property Maintenance

This was a difficult time for this Committee. Thanks are due to our members, Ed Williams, Don Bliss, Wendy Trant, Berkeley Scott and Larry Tench for their advice and help in moving from the Fellowship Center, and adapting the Sanctuary for use during the expected two years of construction. Special thanks to Paul O'Neill, for hanging in with much Covid risk and changing work.

Meetings were rare but ideas were bounced around and jobs got accomplished.

-The old "flower room" was renovated with the addition of a new stainless steel laundry tub, tap set and counter-top. Hot water was extended from the boiler room, plus painting and lighting. New Ikea cabinetry was installed in the nearby hallway.

-The vestry also got adapted as our temporary office, after painting, lighting, addition of security sensor, window blinds, and WiFi/internet, and a new shredder!

-The concrete main west steps of the sanctuary were also renovated with rebuilt riser surfaces, a \$2000 very satisfactory job!

-A small 60 Amp electrical panel was replaced with a larger one, allowing the addition of two circuits in the west transept for the audio/visual system.

-A new mailbox was installed outside the chapel door, sporting our new address "5590 Balaclava".

-The south half of the sanctuary floor was sealed, with more to be soon completed. Hoping for re-opening in-person services and good health in "22!

Submitted by R. Dunsterville.



Men's Breakfast and Walking Groups

The men's breakfast group has remained active despite COVID restrictions by meeting Saturdays at 8:00 am every three weeks via Zoom. Arthur Ross from Pacific Spirit emails the link in advance to those interested and coordinates the meeting. Participants discuss current events and keep in touch with one another.

Arthur Ross and Pat Burns coordinate the men's walking groups. A few years ago, the walkers divided into two groups. One group meets at the UBC golf course parking lot at 9:00 am for longer and more rigorous walks through Pacific Spirit Park, the UBC campus or north to Spanish Banks. A second group meets at the foot of Trimble at 9:30 am and walks at a slower pace and for a shorter distance along the beach at Spanish Banks. The two groups meet at 10:30 am on the outdoor patio at the UBC golf course cafe for coffee and socializing.

Submitted by Charles Hou



Kitchen Committee

The last Coffee Hour held in the Fellowship Hall was March 15, 2020 due to COVID-19 restrictions.

The balance of the Coffee Fund was utilized to purchase storage bins, etc for use in the Sanctuary.

The major initiative was vacating the Fellowship Hall kitchen.

Mary Graham and Mary Bliss sorted all items for 'short-term' storage, donation or disposal over a three-week period in June. This process also included the transfer of designated items for use in the Sanctuary. Major assistance was provided by many dedicated individuals....too many to name here. However, special thanks to Don Bliss who enabled the sale and removal of the cooktops, convection ovens, dishwasher and stainless-steel double sinks.

Having the gymnasium as a 'landing-zone' to facilitate the disposal, and the Fellowship Hall as a holding area for designated storage items, made the whole process so much easier for all. Having Anne Mackenna as our Coordinator was invaluable.

The renovation of the Flower/Communion Area, at the rear of the Sanctuary, included the installation of a new deep stainless-steel sink, new plumbing with hot water, natural quartz countertop, under-sink cupboard and an open trolley parking space. Some kitchen supplies are located on the shelving in this newly renovated area and also in a credenza in the Narthex.

Under the direction of Bill Goodsir, our committee was very involved in the planning of the kitchen for the new building project. This involved Zoom meetings with new kitchen planners. We drafted a revised layout plan and determined the make and model numbers of new equipment for the Specification for Tender document. This initiative was completed mid-August 2021. The committee included Mary Bliss, Mary Graham, Don and Sharon Bliss.

Wishlist: A Budget has been included for Soup Bowls and Small Wares.

Respectfully submitted, Mary Bliss

Rip N' Stitch

The last gathering of Rip n' Stitch occurred March 16, 2020.

Current bank balance is \$ 331.41.

Sales... some items from the glass display case have been sold, such as knitted dishcloths, oven mitts, oven towels, baby quilts, children's nighties and pajamas.

Consignment orders requested. If anyone is interested in any of the above items, identification "That's Mine" bag tags, knitted children's mitts or toques, please contact us... as 'working from home' is our current Rip n' Stitch status.

Rip n' Stitch assets...Clearing out the 'stuff' we owned was an arduous, but necessary, task. An evaluation system of sorting was established into "keep it, store it, donate it, recycle it, or destroy it". The team included Marnie Thompson, Mary Bliss, Lorraine and Allison McCarlie, Sharon Bliss and Joyce Bolliman. We used clear medium-sized totes to separate fabrics (cotton prints, solid colours, flannelette, batting); smaller clear totes for notions (buttons, lace, rickrack & trim, thread, Velcro, scissors, etc). The labelled and priced items from the display case were categorized and packed in bins. Only the best sewing machines, cutting boards, iron and ironing board were kept. All items we were not keeping went to the gymnasium for further evaluation by others.

cont'd.

This whole process was facilitated with the assistance of Larry Tench (who provided initial access and pesticide control); Colleen Coulter and Anne Mackenna (who had the final determination for what could be donated to Animal Rescue, Theatre Arts, etc.) Many bags of textile recyclable items were delivered to the depot. Starting in mid-June we were completely ready by mid-July for the move into storage.

Having Anne Mackenna employed as our Coordinator made what seemed to be an insurmountable task a reality. Anne assures us that if we get orders for any items in storage, they are easily accessible on short notice. Just let us know if you are interested.

Donations... During the coldest weather in December 2021, a half-dozen sets of knitted children's mitts and toques were donated to the Seksik Early Care & Learning Centre in the Strathcona area. This newly opened Downtown Eastside centre for ages 0-5 is run by Atira Women's Resource Society.

Respectfully submitted by Mary Bliss, on behalf of Lorraine McCarlie

Art at Knox

Art at Knox is an outreach program of Knox United Church that promotes creativity and neighbourhood connections in the form of a weekly drop-in painting program for artists of all levels. Coordinators are Robin O'Brien and Mary Bliss. Like many other Knox programs, the weekly drop-in has been on hold since 2020 due to Covid.

In May 2021, Artists in Our Midst's West of Main Art Walk was cancelled for a second year due to Covid. Art at Knox is aligned with Artists in Our Midst (AIOM) to act as an artists hub for the Art Walk, which enables Art at Knox members to exhibit their artwork as part of the well established AIOM program (artistsinourmidst.com). The Knox Sanctuary is now booked for this event on the weekend of May 28 and 29, 2022 and Art at Knox members are working hard in the expectation that the 2022 Art Walk will go forward as planned.

In August 2021, nine members of Art at Knox joined several other artists to display and sell their paintings and cards as part of the Wayfarer Exhibit, which was held outside on the front lawn of Knox United Church. Capturing the artist's view of the world around us while on our daily walks, the exhibition theme was neighbourhood journeys. One 'Art at Knox' painting was sold, and members had buyers lining up to purchase their unique greeting cards.

In August 2021, a Covid plan was re-submitted, and the Art at Knox program was approved and placed in the queue to re-open. Members are excited about meeting in the Sanctuary using Covid precautions.

In November 2021, the Knox Board recommended that Art at Knox be granted a budget. The coordinators suggested an annual amount of \$500 to cover costs of any incidentals for banners, canopies, card racks, display grids, publicity, etc. for events like the Advent dinner, art exhibitions, workshops and art demonstrations. Based on their success at the last in-person Advent dinner, they expect to make enough from sales of greeting cards and artworks to cover their budget as donations back to Knox.

Art at Knox members are looking forward to the construction of our new building and are hopeful that consideration will be made in the design to accommodate the visual arts, such as gallery space and installation of slatted walls and other means to facilitate the hanging and display of artwork.

Submitted by Robin O'Brien, Coordinator

Building Committee

2021 provided yet another challenging year in the progress of our Building Project. Like all other activities in our world we were impacted by the ongoing Covid pandemic which kept changing the rules for “staying safe” in an uncertain business environment.

This report will give you our best information on where the Project now stands with City Hall, Hon Towers and their Project Management team lead by Jason Glue of Make Industries. It will also clarify where Knox stands in the process.

First of all, what was accomplished todate:

1). Knox and Hon Towers agreed to change our approach to speed up the development. This was achieved by creating a Memorandum of Understanding (referred to below as the MOU) with the purpose of confirming a new way forward. A key aspect of the MOU was the early demolition of the existing Fellowship center to allow access to the property via the planned main drive way thus saving time and costs for both the New Knox building and the Condo Development. This was accomplished and the memorandum was signed and accepted by both parties...in our case by the Board /Trustees.

2) The next stage was to write an Amendment to our original contract based on the MOU which would be a legal document holding both parties to the way forward. This document would deal with all aspects of the plan including confirmation of the financial agreements reached with Hon. These would include:

- a) payment to Knox for all moving and storage costs
- b) paying all moving and storage costs incurred by the Preschool in relocating.
- c) paying the preschool an agreed cash amount in consideration of any business disruption they had experienced with the move
- d) paying Knox an agreed monthly sum during the construction period of our building to compensate for lost rentals
- e) paying Knox for a list of “planned extras” requested by Knox up to an amount of \$150,000 (Knox was originally paying for these “extras”)
- f) Paying Knox for all legal fees incurred during this process.

Our present situation:

A) Our respective lawyers are in the process of representing their clients (Hon and Knox) to develop an Amendment acceptable to both parties. This has required several lengthy zoom meetings by all concerned, and an effort on Knox’s part to ensure the best possible protection to gain our new building assuring priority and financial protection.

B) This process is now in the third draft of the amendment and very close to completion.

C) The final draft will then be reviewed by the Knox Board /Trustees and also the Hon group for agreement and signatures.

D) Meeting the understanding in the MOU, Knox has moved out of the existing Fellowship Center and placed all our furnishings and records in storage. We have made changes in the sanctuary which will allow us to operate effectively during the construction period.

cont’d.

City Hall status:

City Hall in general has been very late in dealing with all the necessary paper work / permits to allow our project to proceed. This is not unique to Knox /Hon but is a serious problem in processing building projects throughout the City. To be fair, like everyone else the City has experienced change with the advent of Covid and the need to operate under constantly changing protocol / policies.

While we have recently gratefully received a permit authorizing a change in our parking plans from three to two levels (this took approximately 6 months to obtain), we have yet to get a demolition permit for the existing Fellowship Center.

All efforts to speed up the process are in progress as we work with Jason Glue and our Project consultant, John Scott, to get the construction started.

This report will be somewhat disappointing to some. However, the intent is to let all know the complexities that are involved and our efforts to resolve them as quickly and efficiently as possible. The good news is we are closer to seeing actual activity on site in the year ahead, and will see a solid plan for construction that should see completion of our building within 18 months of the start date. Covid and the uncertainty of our current world are all factors that will influence the timing.

We look forward to listening to your input and answering any questions you may have as we share zoom time at our ACM.

With respect and determination.

The Building Committee: Alan MacKenna, Bill Goodsir, David Boyd, Larry Tench, Richard Dunsterville, Don Bliss, Ed Williams, Michelle McMaster, and our Consultant John Scott.

Flower Ministry

The flower ministry is an integral part of the pastoral care that is offered to the congregation. This ministry has, of necessity this year, been significantly changed as there have been few in person visits. However, “doorstep” visits have taken place, in which the congregant has received a telephone visit followed by a masked delivery of flowers at the doorstep. Special thanks go to Colleen Coulter who placed flowers in the church prior to the filming of our virtual services each week and distributed them after the filming.



This worked very well until the introduction of the Omicron variant into our community this past autumn which has made even doorstep visit more fraught. However, a team of elves was able to take potted poinsettias to many of our long-term members who were experiencing significant illness.

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

Submitted by Joanne Melville

Board of Trustees

In 2021, the Board of Trustees of Knox United Church, Vancouver, *as the legal title holder of all of Knox United Church property for the use and benefit of the Knox United Church congregation as part of the United Church of Canada, under (following) the lawful direction of the Knox United Church Board (UCC Congregational Trustees Handbook pages 11&12)*, have met four times March 10, May 26, June 24, July 14 (special meeting Leith Wheeler), October 28, and following are the highlights of the Board of Trustees work:

- The Trustees met with the Knox Board and the Building Committee to discuss the Building Project MOU and accepted and signed the revised MOU document.
- Knox Investment Committee has been disbanded by the request of the Board of Trustees to the Knox Board, and the Board of Trustees are taking oversight of the Knox Investment Portfolio now.
- To ensure alignment with current Knox and United Church of Canada's guidance, the Trustees met with Mike from Leith Wheeler to update on the investment policy. The Trustees are following up with some draft ESG or Responsible Investing wording to be incorporated in Knox Investment Policy statement.
- The Trustees were given authorization by The Knox Board to transfer the investment funds over \$4million at their discretion. The transferred funds are protected in an interest-bearing account until the funds are needed.
- The Trustees co-signed to provide the authorization to get the RBC credit cards for the church administrator and the minister.
- The Trustees received update from a working group looking at Knox financial system and processes.
- The Trustees have requested Hub Insurance that the Knox revised Insurance coverage be increased to 4.4 M, (not including the Fellowship Hall) and received the renewal package.
- For AGM: Richard Chung, moves that Lori Marzin, Bryan Atkins, Bruce Herzer, Richard Chung be elected as Trustees of Knox United Church in 2022.

After many years of serving as a Knox Trustee, Chris Lay has stepped down as Trustee, effective February 27, 2022, the Knox Annual Meeting Date. Chris will serve a role of Knox Trustee liaison for the Knox Investments with the Leith Wheeler (Knox investment firm).

Report drafted by Richard Chung on behalf of the Board of Trustees.

Knox Investment Portfolio

The equity markets throughout the world enjoyed a successful year in 2021. Late in the year the market decreased its valuation of tech securities and switched toward value companies and those companies appearing to benefit from inflation and increasing interest rates.

The Knox portfolio benefitted from this trend and gained 16.9% for 2021 and has had a yearly return of 6% since inception. This allowed us to withdraw funds due to capital gains as well as the monthly receipt of income generated by the portfolio. Despite these two withdrawals the Knox portfolio end of the year was valued at 4.147 million compared to 3.834 million the previous year.

Submitted by Chris Lay

Finance Team

This year found Knox in the second year of the pandemic and ensured that “Church” continued to be different than we have experienced before.... at least for all of my life! Knox was however well poised to take advantage of this situation with technology and different approaches to communication that allowed the Congregation to meet and stay in contact, while continuing to expand our Vision to our neighbours. Reverend Richard, the Executive Team, the Board and Worship Team have to be thanked for their foresight and hard work, which will also stand us in good stead in the post pandemic era. However, with these changes there were also significant additional costs and outcomes which are reflected in the Treasurer’s Report and elsewhere.

The focus of the Finance Team, this year, has been to update our Financial Systems. This was supported by the Board. External consultation helped identify where we needed to pay attention. This included restructuring the financial application, QuickBooks (QB); using electronic processes, where possible to reduce workload while increasing efficiency and accuracy, as well as updating our financial policies. We were fortunate to be able recruit Jeannie Callaway, an expert in Online QuickBooks (QB), to help us accomplish this internally, when Robyn Brassell retired in the summer.

In September, after the move of the Fellowship Centre, we formed a small working group with Larry Tench, Josie Barley, Jeannie Callaway, and me. Our first goal was to review what needed to be done, set priorities and then begin implementation. The Team have worked well together complimenting each other’s talents and expertise. Zoom has been a wonderful tool to speed the process.

To date we have accomplished:

- Consolidation all of Knox’s Bank Accounts by moving the HSBC Operating Bank Account to RBC, Kerrisdale on November 1st 2021, and initiating online banking for all the three accounts (Operating Account, Board of Trustees and Building Fund)
- Electronically transferring all financial data and documents between the Knox Office and the Bookkeeper via Hubdoc, which allows all the original and supportive data to be downloaded into QB
- Downloading all bank transactions directly online into QB, while ensuring that Knox has solid policies in place to protect security
- Updating and simplifying the structure of the new QB Chart of Accounts

As of January 1st 2022, Knox will be using the updated system for all financial reporting. Once the end of the year accounts have been closed, Jeannie will begin work on recoding and historically tracking the old ones. We expect the new systems to be more intuitive and to retain decision making for future review. Analysis of our finances will also be much easier to do.

At the ACM, the Congregation will see in the 2022 Budget with income and expenses arranged and categorized slight differently to better reflect Knox’s activities and Vision.

Besides streamlining the financial services, in tune with 2022 standards, this work will markedly reduce the manual input required in the past and hopefully free up funds for Vision activities, facilitating evaluation and providing better data for decision making.

The Board supported a Review Engagement for 2021 having missed a year in 2020. This is important with so much change occurring in 2021. The Report will not be completed in time for the ACM as the first two – three months will be primarily focused on the restructuring of the QB application and reporting processes.

cont’d.

The Finance Team (Bruce Herzer, Chris Lay and Larry Tench) are to be thanked for their guidance and ongoing support. We were sorry to lose Robyn Brasell, our bookkeeper of many years helping us with the “Books” when she wished to retire in early 2021. In June we were welcomed Jeannie Calloway as our “new” Bookkeeper. Jeannie is a delight to work with and brings expertise, which has been beneficial to our restructuring activities. Thanks go also to Josie and Larry who have contributed their knowledge and hard work to upgrading our financial services while continuing to do their “regular jobs” - a lot of extra work.

Respectfully submitted, Margaret Pendray (Chair)

ENVELOPE REPORT - 2021

There were 51 contributors who pledged to the local church, 28 of these also gave to Mission and Service. We had 43 contributors who did not pledge but gave to the local church and/or Mission and Service. There were 19 people who chose to use the Pre-Authorized Remittance System (PAR)

“Givings” received via Web Donations

Donations	Specific Purpose	Amount			
		Net	Fee paid by donor	Fee not paid by Donor	Gross
General Givings	Weekly/Monthly/Random	5,145			
Memorials		397			
Church Calendar Special Appeals					
Advent/Christmas	Red Cross Extreme Weather	978			
Lent	Community Art Therapy Workshop (\$600) plus First United	894			
Thanksgiving	First United	250			
Knox Vision					
	Vision and Virtual	679			
	Instrumental Measures	338			
Knox Workshops					
	Christmas Cookie	28			
	Flower Arrangement	78			
	Art Therapy	111			
TOTAL		8,898	103	187	9,292

Tithe.ly Processing Fee: Tithe.ly \$0.30 per transaction plus (Visa/MC = 2.9%; AMEX = 3.5%; ACH= 1%)

Treasurer's Report

This year, as last year, was eventful especially for the church operation. The use of our facilities has been dramatically reduced and a minimum of people were able to come into our sanctuary and fellowship center.

Our parking lot is still here, but the fellowship center, although it was slated to be demolished last July, it never happened. This is disappointing for all, I am sure. The delay can sometimes be very irritating.

The change to virtual services has been a challenge for the Worship team, but they have succeeded in adapting, and now are quite proficient with their weekly production. We also kept up our two successful outreach programs, Instrumental Measures and Curated and Curious, and added some innovative workshops. This coming year will also have more changes with the guidance from Rev. Chung. Due to the expansion of the virtual services and the website to handle it, our cost for this development increased, but we still were under our projected budget.

Review of the last year's financial operation begins with the revenue that was developed. Our pledges and offerings were as projected in the budget, except for unpledged offerings. Even though we couldn't hold any in-person services, that didn't stop the congregation to open their hearts and wallets to really give Knox a boost in unpledged offerings, a 40% boost. If this continues in 2022, it will really help in allowing our congregational and community programs to prosper.

During 2021, Knox raised over \$9,000 through "Online Giving". Most of the Vision related funds were raised through the web. The new Knox Web makes it easy to pay for events, manage your church offerings and donations. *Why don't you try it! It is easy!* All the funds bypass the church office and go straight into the Knox Bank Account reducing the manual work and costs. The Church Office has access to all the records and is responsible for all tax receipts.

Because we have not had the use of the Fellowship Center, Hon Towers planned to re-imburse Knox for loss of our rental income. We didn't receive this revenue as expected but it should help in 2022. In 2021 we also had the opportunity to continue receiving Federal Government aid since our revenue had dropped by more than 30% from January 2020. This program continued for Knox until June of 2021. The CEBA loan program also allowed us to take in \$10,000 as the non-refundable portion, i.e., it does not need to be repaid. The proposed transfer of \$32,000 from the building fund was based on a planned excess after the building was complete. We did not follow through with this transfer, because of uncertainty of the new building construction timing. Thus, our actual revenue was just below what was projected in the budget.

Unfortunately, as with the past 4 years, our pledges, offerings, special appeals and events income, and rental income did not keep up with the expenses incurred with personnel, maintenance, and new vision events, but with government support, investment income and other funds available to the trustees, we were able to cover our deficit. The deficit in 2021 was \$159,635. This was covered by the Capital Trust Fund managed by the Trustees and a combination of dividends and Capital Gains in 2021. Our deficits, as in the past, will continue to require careful monitoring.

Note that the donations from the Congregation did increase again in 2021 and this is much appreciated by the Knox Board, but we need to devise new ideas on how to increase our revenues, especially with our programs to involve the community.

cont'd.

This report also accompanies the 2021 Year End Operating Statement and the 2021 Year End Special Purpose Fund Statement, plus Tithe.ly Table of donations.

It has been a busy year for all the people involved with the financial aspects of Knox's operation, especially the four members of the financial structure team: Margaret Pendray, Josie Barley, Jeannie Callaway, and me. Even though the buildings have been much quieter, work still must get done, services continue, maintenance continues, and bills are paid. As I have said before: with enthusiasm and commitment by us, the congregation, good investments by the Trustees and team support, we will prevail and hopefully thrive.

Submitted by Larry Tench, Treasurer



The Chapel entrance door, located off the front lawn at the north end of the property, is now equipped with a doorbell that rings through to the church office in the vestry, and a new black mailbox has been erected outside the door, with Knox's new address: 5590 Balaclava Street. This door will be the main/only entranceway once the demolition/construction starts next door.

KNOX UNITED CHURCH

OPERATING BUDGET 12 MONTHS ENDED December 31, 2021

	Actual	Budget	Actual	Budget
	12 Mths Dec 2020	12 Mths Dec 2020	12 Mths Dec 2021	12 Mths 2021
40000 · Pledges and Offerings				
41010 · Pledges	\$ 90,990	\$ 93,000	\$ 96,101	\$ 95,000
41500 · Unpledged	\$ 47,530	\$ 34,000	\$ 57,191	\$ 40,000
42000 · Open Offering	\$ 4,107	\$ -	\$ 1,404	\$ 4,500
Total Offerings	\$ 142,627	\$ 127,000	\$ 154,696	\$ 139,500
45000 · Use of Facilities	\$ 19,302	\$ 37,200	\$ 13,435	\$ 26,896
45502 · Community Lunch	\$ 703	\$ 4,500	\$ 360	\$ -
45505 · Thrift Sale	\$ 82	\$ 5,000	\$ 602	\$ -
45530 · Rip & Stitch	\$ -	\$ 500	\$ -	\$ -
45540 · Visioning Revenues	\$ 6,356	\$ 9,975	\$ 942	\$ -
46055 · Transfers from Building Fund	\$ -	\$ 26,670	\$ -	\$ 32,000
46099 · CEBA Non Refundable Portion	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
45568 · CEWS/TWS Subsidy	\$ 62,453	\$ 18,000	\$ 23,513	\$ 18,000
Total Other Income	\$ 88,896	\$ 111,845	\$ 48,852	\$ 86,896
Total Operating Revenue	\$ 231,523	\$ 238,845	\$ 203,548	\$ 226,396
Operating Expenses				
60050 · UCC Assessment	\$ 12,603	\$ 12,499	\$ 12,437	\$ 12,500
60060 · Pac Mountain Assessment - Note 1	\$ 1,146	\$ 1,250	\$ -	\$ -
60099 · Personnel Compensation	\$ 260,496	\$ 247,512	\$ 279,052	\$ 287,772
60200 · Worship Music Families	\$ 6,447	\$ 6,850	\$ 5,254	\$ 6,800
60300 · Stewardship Social Justice	\$ 1,279	\$ 5,300	\$ 250	\$ 100
60350 · Pastoral Care	\$ -	\$ 550	\$ -	\$ 100
60400 · Communications & Welcome	\$ (200)	\$ 2,000	\$ -	\$ -
60430 · Web Ministry	\$ 2,475	\$ 7,058	\$ 2,088	\$ 2,000
60450 · Vision / Congregational Life	\$ 10,771	\$ 5,900	\$ 1,519	\$ 5,360
60469 · Audio Visual System - Note 2	\$ -	\$ -	\$ -	\$ -
60500 · Other Ministries	\$ 16	\$ 7,900	\$ -	\$ -
61022 · Ministry Support	\$ 71,752	\$ 56,436	\$ 61,359	\$ 68,987
61070 · Bank Charges	\$ 711	\$ 500	\$ 1,222	\$ 500
Total Expenses	\$ 367,496	\$ 353,755	\$ 363,181	\$ 384,119
Net Operating (Deficit) for 12 Months Period	\$ (135,973)	\$ (114,910)	\$ (159,633)	\$ (157,723)
Investment Income from Trustees - to	\$ 60,000	\$ 60,000	\$ 170,000	\$ 100,000
Offset Deficit - Notes 3 and 4				
Net Result for Period	\$ (75,973)	\$ (54,910)	\$ 10,367	\$ (57,723)

Note 1 : Assessment amounts are waived in 2021.

Note 2 : Budget for Audio Visual Systems allocated in December 2020 ; Installation was completed in January 2021.

Note 3: CEBA Government Loan Funds were received in January 2021 and have offset deficit.

Note 4: \$60,000 transferred from Trustees funds on April 1, 2021.

Knox United Church
SPECIAL PURPOSE FUNDS
 *DECEMBER 31, 2021

	2021		2021	
	Opening Balance	YTD Receipts	YTD Disbursed	Closing Balance
<i>Special Purpose Funds</i>				
United Church Broadview	0.00	375.00	275.00	\$ 100.00
Community Lunch	1,278.81	0.00	1,278.81	\$ -
First United Church	210.00	0.00	210.00	\$ -
First United Thanksgiving Fund	-30.00	2,012.78	1,982.78	\$ -
Knox Christmas Appeal 2020 :	0.00	2,108.64	1,350.00	\$ 758.64
Knox Lent / Easter 2021 : Note 1	0.00	1,277.30	1,277.30	\$ -
Healing Touch	785.55	0.00	0.00	\$ 785.55
Memorial Garden / Flower Fund	1,238.97	150.00	287.18	\$ 1,101.79
Music Youth & Children	1,505.75	0.00	1,480.64	\$ 25.11
Guest Musician Fund	175.00	1,425.00	1,550.00	\$ 50.00
Prayer Shawl Ministry : Note 2	445.28	0.00	445.28	\$ -
Pew Bibles - Note 3	129.62	0.00	129.62	\$ -
Memorial Donations - D Graham	0.00	495.90	495.90	\$ -
Memorial Donations : Note 4	150.00	200.00	350.00	\$ -
2022 Pledges paid in 2021	0.00	6,250.00	0.00	\$ 6,250.00
Undesignated	8,237.33	0.00	8,237.33	\$ -
	14,128.29	14,294.62	19,349.82	9,071.09
Missions & Service	0.00	17,668.00	17,668.00	0.00
Missions & Service Individual	0.00	100.00	100.00	0.00
FUND BALANCES	\$ 14,128.29	\$ 32,082.62	\$ 37,117.82	\$ 9,071.09

**Note 1: Knox Easter Appeal to date allocated \$600 to Vision Instrumental Measures;
 \$371.84 donation to First United Church.**

Note 2: Prayer Shawl transferred to Congregational Life - Vision.

Note 3 : Funds balance from Pew Bibles is allocated for general worship purposes in 2021.

Note 4: Memorial Donations transferred to Trustees Account for Memorial Funds.



Knox United Church 2020 Annual Congregational Meeting Minutes - DRAFT

Date: March 21, 2021, 11:44 AM – 1:19 PM

Location: At our homes using Zoom virtual meeting

Present: Margaret Pendray Congregational Meeting Chair, Michelle McMaster
Congregational Meeting Secretary, Rev. Richard Chung, and congregation - a total of 57 Full Members and Adherents.

Item #	Opening & Preparation
1.	Call to Order and Opening Prayer at 11:44 am. <i>Rev Richard Chung</i>
2.	<p>Quorum, Attendance and voting practise for these unusual circumstances: Instead of using sign-in sheets as is typical, attendance is determined at the Zoom meeting using 3 records: the Zoom participants list, video-link view-all screen snaps and a hand-written list of participants' links as they signed on to the meeting.</p> <p>Quorum confirmed: over 20 full members (20 or more full members required for quorum). Upon review after meeting the following count is made: 40 full members, 17 adherents.</p> <p>Votes were counted by show of hands review of video each link, and then invitation for those without video to verbalize their vote individually.</p>
3.	MOTION: July Langdon moves and Sandra Adams seconds to elect Margaret Pendray as Congregational Meeting Chair and Michelle McMaster as Congregational Meeting Secretary for congregational meetings during 2021. 43 votes in support. CARRIED.
4.	MOTION: Wendy Trant moves and Ed O'Brien seconds that Adherents be allowed voting privileges. 43 votes in support. CARRIED.
	MOTION: mover and seconds to approve the agenda. WE DIDN'T DO THIS.
5.	MOTION: Chris Lay moves and Ed Williams seconds to approve Annual Congregational Meeting Minutes of March 8, 2020. 45 votes in support. CARRIED.
6.	Reports
a.	<p>Minister's report – <i>Richard Chung</i> <i>pg. 5 Annual Report</i></p> <ul style="list-style-type: none"> ▪ Congregants are encouraged to refer to the written report. ▪ We were able to adapt to the pandemic conditions early, and we did it well. Thanks to the Board for giving clear direction. Although life is disruptive the ministry is not disrupted. ▪ We established a GoTeam early to manage the pandemic-related changes. It is an incubator of new ideas and a bridge between the government directives and Pacific Mountain Region on pandemic issues. ▪ We have shifted to an on-line ministry. Our new website became live in October after a few years planning. These efforts are bearing fruit, as it became a portal for all last year. ▪ Spiritual and pastoral presence for Knox members is found primarily in two ways, and affirm our community is still strong: <ul style="list-style-type: none"> - Weekly Sunday worship services and zoom fellowship meetings continue on-lin. Thanks to the Worship team for stepping up to the challenge. - A phone tree ministry was established and is ongoing. Thanks to all those involved. ▪ The website and events reports show we are partnering with people outside our congregation, and broadening our presence in the community.

	<ul style="list-style-type: none"> Thanks to the Board for good leadership, the Worship Team for their hard work, and the members for their faithfulness – spiritually, morally, and financially. Our efforts have enabled growth.
b.	<p>Board of Trustees report – <i>Richard Chung</i> <i>pg. 22 - 23</i></p> <ul style="list-style-type: none"> Richard Chung will continue as temporary chair for a few more months. The minister is intended to co-chair in the event of emergencies, and would appreciate another take the role on an ongoing basis. In losing Doug Graham this year we lost a Trustee, so only 3 Trustees remain. This Committee needs more support, and so individuals are invited to consider participating here. The Trustees are the guardians of property for the United Church of Canada, and watch over the buildings, land and finances. <p><i>Chris Lay – Investments report</i></p> <ul style="list-style-type: none"> Refer to the Annual Report. This year saw gyrations in the market due to pandemic uncertainties, resulting in a drop in value to 3 million in the summer. By the end of the year it had rebounded, to the point where a few days ago we funds are at 4 million & 20 thousand. This figure excludes funds transferred to the budget to meet deficits (totaling around \$450,000 since 2017). We are Valued investors, and since the turn of the year the market has shifted to Valued stocks away from Tech stocks. Questions: <ul style="list-style-type: none"> <i>Wendy Trant</i> – At 71% equities, 6% cash, and 12% bonds, correct? This plan is aggressive. Does the United Church of Canada have investment recommendations? <i>Reply:</i> Yes, the plan is high in equities. Knox developed an investment policy prior to receiving the 4 million funds. The investments are entrusted to Knox by the UCC who has no day-to-day interest in their management. With the stock market up and down, the average appears to be 4.1%. <i>Reply:</i> that calculation doesn't include the withdrawals of \$450000, which if included would increase the growth percentage. The report is missing things it should include such as the transfer out of \$100,000 per year. Is there a typo on page 27, December 2019 instead of December 2020? <i>Margaret Pendray</i> – Thanks to Richard Chung and Chris Lay and Trustees. Knox has benefitted from the 4 million capital budget, allowing balance of Operating and Vision costs. <p>MOTION: Richard Chung moves and Lori Marzin seconds that Doug Graham be removed from the Board of Trustees. 42 votes support. CARRIED.</p> <p>MOTION: Larry Tench moves and Judy Langdon seconds that Bruce Herzer, Chris Lay, Lori Marzin and Bryan Atkins be elected to the Knox UC Board of Trustees. 44 votes support. CARRIED.</p>
c.	<p>Building Committee report – <i>Alan MacKenna</i> <i>pg. 21</i></p> <ul style="list-style-type: none"> Hon Towers appointed a ne Project Management team: MAKE Projects. MAKE proposed to Knox that we speed up the project by making some strategic changes to our agreement. <p>Key Change: demolish the old Fellowship center <i>before</i> the new one is built.</p> <p>Why ?</p> <ul style="list-style-type: none"> It is the most efficient and safest access for construction. It is difficult for Knox's small aging congregation to continue handling the project. <p>Knox is in a significantly different position than we were 20 years ago when this</p>

project, its philosophy, and terms were first envisioned. Even the United Church of Canada is different. And, we are different due to the pandemic.

- The Fellowship Centre's roof is unrepairable. It is leaking quite badly.
- It will speed up construction by 6 to 8 months.
- Hon Towers will get compensate Knox and the preschool for the inconvenience and lost revenue.

What's happening next: The aim is for demolition to start this July. To achieve this, approvals will need to be given and then a review by our lawyers.

Schedule:

- March 25th the Building Committee, Trustees and Board will meet to review a possible final Agreement.
- If that goes forward, then in April the Board will meet to approve such an Agreement. Upon that approval the congregation will be called in April to an Extraordinary Congregational Meeting to vote on such an Agreement.
- Questions and comments:
 - *Richard Chung*: Doug Goodwin, Pacific Mountain Region's Building Developments representative, will join this Thursday's meeting. To reiterate: there is no decision at this time. Thursday's meeting will generate a recommendation for the Board's consideration.
 - *Charles Hou*: The main advantage is the 6 – 8 months earlier completion date. Will we get continued compensation if construction is delayed? Yes. There is a 14 month bracket for construction.
 - *Mary Bliss*: Asks that the coverage extends to include completion of all contingencies, as these have been known to drag on. (ie. compensation will continue beyond turn-key to actual completion.)
- *Margaret Pendray*: Thanks to Alan MacKenna for leading your team, and to help build collaboration to get to this point. We know it's been a lot of hard work.

d. Nominations Team report – *Susan McAlpine*

Teams were asked to remain as is, as much as possible, during the pandemic, so no Nominations Team was struck. Thanks to Susan McAlpine for managing the changes that were needed to present the following slate of nominees.

- The following teams will remain fallow in 2021:
COMMUNICATIONS & WELCOMING: *fallow*
FAITH FORMATION: *fallow* – Richard Chung will continue to lead these initiatives.
- Help is wanted.
 - Regional Council Rep – this could be shared, and is not a huge role. See Susan McAlpine or Debra Danny if you are able to attend one or all of these meetings.
 - Trustee – an additional Trustee would be appreciated. This could be a shared role. A new chair is needed. See Susan McAlpine or Rev. Richard Chung.
- Outgoings:
 - Pastoral Care: Helen Overgaard – A special thank you to Helen. We can't thank you enough for your faithfulness and creativity, for your time and commitment to Knox.
 - Stewardship & Social Justice: Betsy Morrow
 - Board: Kevin Wong (non-voting member)
- Incomings:

	<p>a. Trustees: Bruce Herzer b. Pastoral Care: Marg Derkson</p> <p>v. Presentation of the slate of nominees: BOARD: Susan McAlpine Chair, Michelle McMaster Secretary, Larry Tench Treasurer, Rev. Dr. Richard Chung, Richard Dunsterville, Berkeley Scott BOARD OF TRUSTEES: Rev. Dr. Richard Chung, Lori Marzin, Chris Lay, Bryan Atkins, Bruce Herzer, <i>vacant</i> MINISTRY & PERSONNEL: Alan MacKenna Chair, Adrienne Burton, Anne Earthy, Judy Langdon, Sandra Trueman FINANCE: Margaret Pendray Chair, Larry Tench Treasurer, Bruce Herzer Secretary, Chris Lay WORSHIP TEAM: Mary Graham Chair, Rev. Dr. Richard Chung, Gloria Bender, David Cass, Joanne Melville, Colleen Coulter (ex officio), Madelene Klassen (ex officio), Anne MacKenna (ex officio) STEWARDSHIP & SOCIAL JUSTICE: Sharon Copeman Chair, Adrienne Burton, John Carr, Richard Dunsterville, Francis Herzer, Bill Herzer PASTORAL CARE: Rev. Dr. Richard Chung, Rev. Sharon Copeman, Sydney MacKenna, Catherine Shen, John Carr, Joanne Melville, Marg Derkson FACILITIES & PROPERTY MAINTENANCE: Richard Dunsterville Chair, Larry Tench, Berkeley Scott, Wendy Trant, Ed Williams, Don Bliss BUILDING COMMITTEE: Alan MacKenna Chair, Rev. Dr. Richard Chung, Bill Goodsir, Don Bliss, David Boyd, Richard Dunsterville, Larry Tench, Ed Williams, Michelle McMaster PACIFIC MOUNTAIN REGIONAL COUNCIL REP: <i>vacant</i></p> <p>vi. Nominations from the Floor: None. MOTION: Alan MacKenna moves and Wendy Trant seconds to approve the slate of Nominees. 43 votes in support. CARRIED.</p>
e.	<p>Finance Team report – <i>Larry Tench</i> <i>pgs. 24 - 25</i></p> <p>This has been an unusual year. The Federal government provides financial programs to support organizations for loss of revenue due to the pandemic. We have made use of two:</p> <ul style="list-style-type: none"> i CEWS – Canadian Emergency Wage Subsidy <ul style="list-style-type: none"> - The federal government supported businesses (including churches) by providing up to 75% of salary if the business retains the employee full-time, with no layoffs or reduced hours. - Knox has 4 staff members which qualified for this subsidy. - We applied monthly for the past 11 months, and will continue until the program ends (end of June). - To date we have received \$66,000. - This injection has greatly improved our 2020 performance. ii CEBA – Canadian Emergency Business Account <ul style="list-style-type: none"> - The federal government again supported businesses (including churches) by providing 2 interest-free loans (\$40,000 and \$20,000) to subsidize operating costs for a period of 2 years. - Knox applied for both loans in 2020 and must pay back by end of 2022. - The loan is temporary support for “eligible non-deferrable expenses which could include costs such as rent, property taxes, utilities, and insurance”.

- At the end of the 2-year loan period, Knox is only required to pay back \$40,000. Thus, we gain \$20,000 to support operating costs permanently.

Questions? None.

Proposed 2021 Budget - see ACM Report pgs. 27 – 28 and 2021 ACM Budget Summary handout

- Proposed budget revenue -
 - i. Actual pledges and offerings were higher than budgeted last year, so the 2021 budget has been increased somewhat, to \$139,500
 - ii. Use of facilities is assumed to be minimal, at \$10,896, with no weddings or memorials, and rentals for the first half of the year only: the preschool and perhaps Acting Up but no other groups
 - iii. CEWS subsidy is assumed at \$3000/month for the first 6 months of 2021, and the CEBA forgiven part of the loan is \$10,000 as it was last year
 - iv. Because the proposed changes to the building Agreement include Hon Towers covering costs previously to be borne by Knox, there is a possible Building Fund excess which could be redirected to Operating
 - v. Total operating revenue \$226,396, not including any transfers from investment income to zero the budget
- Operating budget expenses –
 - i. Pacific Mountain Regional Council is forgoing their Assessment. UCC Assessment is \$12,500.
 - ii. Personnel compensation, \$287,772, is the biggest expense. This year the cost of web manger and events coordinator consultants are shifted to this category, where last year they were under Web Ministry and Congregational Life. Increases in staff costs are also due additional efforts by these consultants to implement our Vision during the pandemic. We have also budgeted for an Audio/Visual system manager as a future hire.
 - iii. Ministries – Total Ministries expenses \$14,360 instead of the \$76,000 of last year.
 - Worship was the only team that gave a detailed budget, of \$6,800. Other teams were given allowances, and will have any additional costs covered if the situation arises.
 - Web ministry – last year’s high costs were due to the development of our new website. This year the budget is lower, at \$2000, for maintenance of it.
 - Visioning and Congregational Life – \$5,260 includes the honoraria for musicians participating in our events calendar.
 - iv. Ministry Support – total \$68,987.
 - Management Restructuring Consultant , \$10,000 - a decision made several years ago and still being pursued.
 - Facilities & Property Maintenance budget appears low, at 60% of costs for both buildings, because we plan to stop use of the Fellowship Centre in July
 - Molly Maid services are doing additional cleaning, primarily of the preschool, to meet covid requirements – 1 hour 5 days/week until July, at \$17,500.
 - v. Total expenses \$384,119, which is higher than our income.

vi. Deficit anticipated \$157,723, similar to last year. It will be offset by investment income transfer of \$100,000 as we have been doing since 2017.

▪ Questions & comments:

- *Chris Lay* – For 2021 the \$50,000 received from Leith Wheeler (investment managers) should be considered capital, not investment income.
- *Margaret Pendray* - The Audio-Visual system was paid for last year although it was installed in January.
- *Charles Hou* – Molly Maid costs wipe out preschool revenue. If the church opens would we have these expenses too? *Reply:* No. The preschool is used throughout the space 5 days a week and by children. The sanctuary is lighter use.
- *Mary Graham* – Is the repayment of the CEBA \$40,000 loan being planned for? *Reply:* Yes. When the loan is due the Trustees will transfer the funds.

MOTION: Helena Ho moves and Adrienne Burton seconds to approve the 2021 Operating Budget. 43 votes supporting. CARRIED.

Margaret Pendray – Thanks to Larry Tench for the enormous work he has done, and for his sleuthing on government offered loans and subsidies.

Susan McAlpine - Thanks to Larry who carried a heavy work load, and jumped in with energy and enthusiasm.

f. Knox Board report – *Susan McAlpine*

pg. 7

▪ We acknowledge members and former members we lost in 2020. In memoriam:

- Ross McCarlie
- Doug Graham
- Judy Echols
- Joanne Chambers
- John Docherty
- Melita Miller
- Jola Gerber

▪ We should be proud of our response to the pandemic in 2020. Knox has displayed resilience, creativity, strength, and adaptability.

▪ Highlights: Well done everyone!

- Creation of Go-Team
- Staff safety / work from home
- Financial stability
- Safe rentals
- Virtual weekly worship
- Knox phone tree
- Timely & relevant sermons / series
- Virtual book study
- Expanded News & Notes
- Coffee time by Zoom
- Virtual Summer Spirit
- Outdoor memorials
- New Knox website
- Instrumental Measures
- Curated & Curious blog
- Virtual Advent dinner event... and so much more.

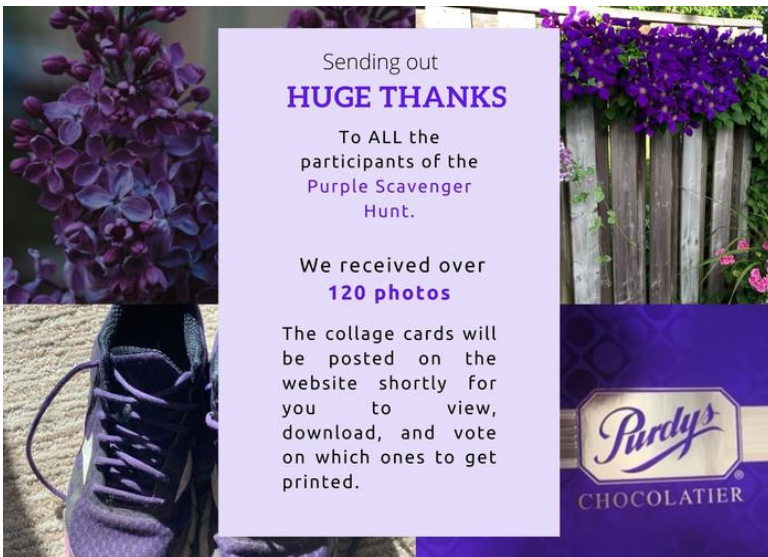
	Deep thanks to everyone for their faithfulness, encouragement, and financial support.
7.	MOTION: Sandra Trueman moves and Marg King seconds to accept the 2020 Annual Report including attachments. 42 votes support. CARRIED.
8.	Closing remarks – <i>Susan McAlpine</i> Thanks for all reports and all the information in them. <i>Marg King</i> – Thanks to Susan McAlpine for her enthusiasm, creativity, and for her leadership. Thanks to Richard and all the teams.
9.	Closing prayer - <i>Richard Chung</i> Pat yourselves on the back! Thanks, God, as we look forward to grow Your mission at Knox.
10.	MOTION: Adrienne Burton moved to adjourn at 1: 19 pm.

Margaret Pendray, ACM Chair

Michelle McMaster, ACM Secretary



AUGUST, 2021...FINAL GOODBYE TO THE FELLOWSHIP CENTRE AND MEMORY WALL SIGNING



Sending out
HUGE THANKS

To ALL the
participants of the
Purple Scavenger
Hunt.

We received over
120 photos

The collage cards will
be posted on the
website shortly for
you to view,
download, and vote
on which ones to get
printed.

