

# **KNOX UNITED CHURCH**



## **2022 ANNUAL REPORTS**

Our Thanksgiving Bounty  
See Worship, p. 11



Blanket Knox in Love  
See KnoxVan Events p. 14

Christmas Creche  
See Worship p. 11



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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, orientations, 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 neighbours 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, 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 Loneliness has been identified as one of the top social challenges facing the people living in the City of Vancouver, especially those neighbours, mostly seniors, living close to 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 neighbourhoods 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 neighbourhoods (contextual) and seeks to bring about a sense of well-being to its neighbours (missional).

## Minister's Annual Report

### "Renewal"

The Gospel of Matthew begins with this declaration:

*"This is the genealogy of Jesus, the Messiah, the son of David, the son of Abraham."*

The original Greek reads, *"The book of the **genesis** of Jesus the Christ."*

The word genesis means "in the beginning!"

Like in the beginning, when God created the world, God is recreating and renewing us and the world in Jesus Christ. And God wants to renew Knox in Jesus Christ in 2023 and beyond.

We began the year 2022 with the expectation of opening our church door for in-person Sunday worship services in the Spring, and we did in March, the first Sunday of Lent. I have been pleasantly surprised by our consistent Sunday worship attendance every Sunday – about 50 to 60 worshippers in-person, and more worship virtually on Sundays and throughout the week. Our theme for the year 2022 was "be resilient." Well, we were resilient and faithful in our devotion to God. So, well done Knox, good and faithful servants.

Several newcomers have joined our Sunday worship services since we began worshipping at the church. And we had new members' welcoming celebration on the 2nd Sunday of January, with five people joining Knox members. What a celebration. Indeed, God is already renewing Knox this year. When we put faith into action by being resilient in the face of difficulty, we will experience God's work of renewal in our midst.

Knox church choir brought a strong sense of energy and excellence in singing by adding young singers to each section. The old-time members' resiliency and the young members' energy created a synergy and renewal in the singing ministry. In addition, it contributed much enthusiasm and youthful vibrance to our worshipping experience. How wonderful!

Our vision-related programs, including the Knox church website ministry, have been resilient in their ministry and contributed much to attracting and engaging our neighbors to Knox. They are the catalyst and bridge in connecting Knox's vision to "engage our neighbors through the arts" to the broader community members. They carry out Knox's ministry and mission outside the religious boundary into the world. I encourage you to read the annual reports by Tracy and Debra. I also encourage you to visit the church website (at least once a week) and attend arts-related programs here at Knox offered throughout the year.

In the year 2023, our theme is "renewal." The Knox Board will lead us in "renewing" Knox and what renewal might look like for us. One of the areas Knox needs to address is the renewal of our spirit. Apostle Paul appeals to his church *"Do not conform to this world but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect"* ([Romans 12:1-2](#)).

We need a revival in the church. How does the revival happen in the church? Simple: by imitating Jesus Christ." We ask God to revive our spirits to be more and more like Jesus. Knox is renewing many areas of our ministry and mission. So, let's begin a spiritual renewal journey this year for all of us here at Knox. I will be on a spiritual revival journey this year.

The year 2023 is my sixth year at Knox. I have requested the Knox Board (and received approval) for a three-month sabbatical leave in the Fall (please read my attached sabbatical leave plan). The focus will be my spiritual renewal to help Knox.

Of course, any spiritual revival is up to God and God's work in the Holy Spirit. But we can engage God's renewing work by preparing ourselves as faithful and willing vessels. So, let's prepare us for God to renew us.

Thank you, Knox family, for being faithful and resilient during this challenging time.

God Is Renewing Us!

Minister, Richard Chung

**Richard Chung's Sabbatical Leave Plan**  
**Dates: September to November 2023 (3 months)**

Dear Knox Board,

I want to submit my sabbatical leave plan for this fall between September and November and request your approval. FYI, the ministers of the UCC are eligible for a three month sabbatical leave after five years of full-time service at a local community of faith. The year 2023 is my 6th year serving Knox.

During my sabbatical leave, I plan to visit **Jesus Abbey Retreat Centre** in South Korea for three 7-day work/ silent prayer retreats (7 days each in September, October, and November), and also several Korean churches in the PCRK (the Presbyterian Church in the Republic of Korea, the denomination that the UCC has mutual recognition of ministry and partnership).

My goal is to bring my retreat and church visiting experiences to help the Knox congregation further their spiritual and church growth through the renewal of prayer ministry during and beyond our building construction. I believe the prayer ministry is critical in reviving and renewing churches. Korean churches began as praying churches. Their prayer ministry helped churches grow exponentially and contribute much to the social justice movements in Korea. For Korean Christians, prayer has been the primary source of their spiritual growth. There are many Christian retreat centers in Korea, primarily located in remote mountainsides of Korea, to provide prayer direction for Christians. My sense of call to ministry began after attending prayer services when I was a teenager in Korea.

It would be good to rekindle the same experiences.

FYI, Jesus Abbey retreat center in South Korea is a well know retreat center located in the eastern mountain (Tae-Bak) part of Korea, established by a well-known American missionary evangelist, preacher, and educator Reuben Archer Torrey's grandson R.A. Torrey III in 1965, in the tradition of the Benedictine practice of "pray is work, work is pray." They receive about 10,000 visitors from around the world yearly to "work and pray." Some stay there to pray and work on a long-term basis.

Respectfully submitted on January 22, 2023

In Christ,

Richard Chung

*I have connected with the Pacific Mountain Region of the United Church of Canada to assist Knox in finding a supply minister for three months during my absence. And, at this point, the Board and the M&P are actively in search. As my sabbatical leave approaches, I will help the Knox worship team in scheduling and working with the supply minister.*

## **Message from the Chair of the Board**

As I sit down to write this report, I find myself thinking “Did 2022 even happen?” It went by quickly -- and for me, in a real blur. So, I want to start my report by thanking everyone, and Rev. Richard in particular, for lightening my burden during a difficult family time. I am deeply grateful.

On reflection, I think part of 2022’s blurriness was due to it being a year of non-stop change and adapting. Just as we’d settled into our pandemic routines, we were preparing to re-open... and then participate in Summer Spirit... and then get back to worshipping in our own sanctuary again. Start! Wait! Masks! Distance! Masks?? Hugs!! It wasn’t always smooth sailing, but Knox’s congregation and staff showed great resilience, and was willing to handle the changes as we began to surge forward.

One of the biggest challenges of 2022 was moving from virtual worship to in-person worship + live streaming. In some ways, we’re still adjusting to this new way of worshipping, which is made more complex by the fact that we don’t see our virtual congregation on Sunday mornings. Investments in our AV system and choir section leaders has brought new energy to worship, and brings a sense of momentum – that the Spirit is moving through us and these experiences, even on the hard days. My profound thanks go out to our Worship Team and Staff for their creativity, tenacity, and collaboration on work that is definitely outside our comfort zone. In this hard work, the mustard seeds of renewal are sprouting.

In mid-2022, the Knox Board began to look forward, knowing that the worst of the pandemic was behind us. We reinitiated conversations related to the future: What are Knox’s strengths and challenges? What will the construction project look like? What will our next 5 years look like? Very quickly, we acknowledged that our volunteer base is shrinking. As a first step towards building a 5-year plan, we needed to find new, modern efficiencies and adjust our staff model by hiring staff members who could take on work normally done by volunteers.

If there’s one word that our Chair of Finance loves, it’s “Efficiency”! Margaret and the Finance Team began work immediately on a series of proposals to upgrade our financial systems: new policies, processes, and tools. This work is ongoing, with many more upgrades on deck for 2023. Margaret, Josie, Jeannie, and Finance Team -- we are truly grateful for your creativity and dedication to this Finance Systems Transformation project.

And as we continued to plan, our dear Josie announced her formal retirement after 35 years of working at Knox. Talk about big change! We blessed Josie on her way with a party so big, we had to find another church at which to hold it (thank you Colleen and organizers!). What a fun afternoon we had, celebrating Josie's work and future with her family.

Hiring the right people is always a fun challenge (not) – and as it turns out, it's even harder after a pandemic. I'm grateful for Rev. Richard, Margaret Pendray, and Alan MacKenna who formed a hiring team with me, to seek someone for Knox's new Office Manager role. Just as we were beginning to feel discouraged, a resume crossed our desks that couldn't be postponed. Over the Christmas holidays, we met Christopher Cliff – and we knew we'd found our future Office Manager. Welcome Chris – we are elated to have you with us.

With Chris on board, we're ready to dive headfirst into 2023 by developing the strategic plan for Knox's future. On April 1, our Trustees, Finance Team, and Board will meet to start work on a written, 5-year strategic plan -- and an accompanying financial plan. This will be our renewal plan – a roadmap for thriving in a post-modern, post-pandemic (and largely secular) neighbourhood. We will share it with the congregation as it develops.

As I imagined at the end of my report last year, entering a post-pandemic world has not been easy. And there will continue to be changes -- in our community, our homes, and here at Knox. Together, with our Vision as our beacon, we will strive for renewal: a brighter and more connected future—making friends from neighbours, and easing the burden of loneliness where we find it in our community.

Please find time to review the full annual report, and take a moment of gratitude for the resilient people of Knox – teams and volunteers, staff and congregation -- who worked hard as we transitioned throughout 2022.

See you at the ACM!

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

## **Worship Team**

2022 was a year of transition in our worship life at Knox. We started the year by continuing with the 2021 virtual service format and then, on March 6<sup>th</sup>, we joyfully opened the sanctuary doors, and celebrated as we welcomed folks back to Knox to worship in person! We were all masked and separated in the pews, but we were happy to be home at Knox once more. At the same time, a well-trained team began live streaming our services so that those Knox members, who were not yet comfortable with being together, could continue to worship with us from home. In addition, our congregation of 'virtual viewers' from other locations could continue to join with us each Sunday. Thank you to Rev. Richard, Colleen, Madelene, Kevin, Anne, and Debra for guiding us through these changing times.

One of the highlights of 2022 was the return of our choir whose numbers have been bolstered by five section leaders. The choir members and the congregation are delighted with the success of this new initiative! Welcome Kimi, Lana, Victor, Pat, and Matthew and thank you Colleen for piloting this change. These young men and women have also sung solo and ensemble pieces on some Sundays. Thank you as well to Derry Byrne, Brandon Cheong, Bob Copeman, Anne MacKenna, Colleen Coulter, Molly Borritt and Kimi Cheong who played or sang during the year.

Rev. Richard continued to follow the Narrative lectionary this year, an interesting and engaging change from the Revised Common Lectionary 3-year cycle that we have followed for many years. Thank you to the scripture readers and to Rev. Sharon Copeman and other prayer leaders for their support during the services.

We arranged pulpit supply for four Sundays when Richard was away on holiday or study leave. Rev. Julie Lees joined us in March and Rev. Janice Guthrie was with us for three weeks in October. When Richard attended the B.C. Conference meetings in June we held a lay service with music leadership by our musicians, prayers by Sharon Copeman and narration by Ben Bouguerra and Alan MacKenna.

On June 19<sup>th</sup> we welcomed Rev. Cari Copeman as a guest speaker. She spoke to us about the First Forward Capital campaign and asked for our support of the First United building project.

Knox participated in SummerSpirit again in 2022. All services were held at Shaughnessy Heights U.C. Richard, Colleen, Madelene and the section leaders participated in several of the services throughout the summer.

We had a very bountiful harvest display at Thanksgiving. The food was then distributed to families living in the First United Housing Projects. Our beautiful cross of daffodils was again part of our Easter service.

Worship, with the approval of the Board, decided to hold only one Christmas Eve service this year. It was a service for all ages and included both a short dramatization of the Christmas story and communion. It was held at 7:30pm and was well attended. Knox hosted neighbouring churches for a Christmas Day service. It was fun to return to fully decorating the sanctuary. Thanks to all who helped Colleen put the boughs and lights in place and to take them all down in January. The church looked very beautiful with its Advent hangings, lights, and greenery.

The Worship Team continued with their many duties – Gloria sources scripture readers for each Sunday, Joanne purchases and prepares the communion elements monthly, Dave is on duty in the Narthex every Sunday and finds greeters and communion servers. We appreciate the congregation’s willingness to volunteer when asked to help with one of these tasks. Of course, Richard, Madelene and Colleen, the staff members of this team, work very hard on your behalf and for that we are very thankful. We were also well supported throughout the year by the AV team, the FPM team, Josie, Sharon Bliss, Paul and many others. Thank you all!!

It is so good to be back!!!

Worship Team members are Richard Chung, Colleen Coulter, Madelene Klassen, Dave Cass, Gloria Bender and Joanne Melville. After many, many years on the Worship Team, Joanne will be leaving our group. Thank you so very much for your wisdom and service, we will miss you!

Respectfully submitted by

Mary Graham, Chair

### **Life Events**

In 2022, we hosted the Celebration of Life and/or interred the ashes of:

Jean Bishop (Nov 9, 2021)

Joyce Kruger (June 25, 2022)

Dorothy Pollock (Oct 30, 2021)

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

Joan McLagan (March 15, 2022)

Mildred Dudlets (Oct 31, 2022)

## Web Ministry

After more than a decade, the web ministry continues to grow and thrive. KnoxVan dot com connects with 400 visitors each and every day, with over 5,000 impressions each month. More than half the KnoxVan visitors click on the Live Stream / Recorded Worship Services. Viewers follow us from screen to screen, finding content that interests them, and return to the website regularly. We have attracted new visitors from new groups – like the 40+ year old's with almost double the number of male eyes - most of whom are locally based.

The Web Ministry communicates Knox's VISION – *engaging neighbours through the arts*. We have learned that some of our digital congregants are new to faith, others new to church, with the majority of visitors discovering the KnoxVan website through our tailored arts content. Google tells us that 55% of Gen Z consume content that no one they know personally is interested in. For the first time, Knoxvan is enjoying likeability with this group. We are connecting with the lonely and enabling community.

KnoxVan has **32 Page One Searches** on Google (previous to that our largest number of Page One searches was nine). Page One refers to the page the website is presented on by the Search Engines when people search for something. In addition, KnoxVan earned **87 Google 'Content Achievers' designations**. This means that the website consistently serves up content that people are looking for. Video of Instrumental Measures concerts, the Curated & Curious Vlog, Wayfarer entertainment and artist talk, Christmas dinner graces, resources for those who find the holidays difficult, random acts of kindness postings, photo galleries and research pieces are all recent examples of unique content that have attracted search engine attention. KnoxVan helps a lot of people in a lot of ways.

Community outreach for the website is significantly amplified by the number of local musicians, artists, workshop leaders, worship groups and congregants who consistently share KnoxVan content. As a result, we enjoy increasing online engagement in our virtual community and are forging community partnerships. For 2022, virtual participation far surpassed in person event attendance.

KnoxVan provides a secure way to receive donations and contributions and just implemented **Square** as an alternate payment method for in person and virtual events.

How quickly the years have passed since a small group of people conceptualized, committed resources and believed possible the kind of web ministry that is reality for Knox today. Thank you to all of them and to all of you who visit, share, encourage, and support KnoxVan dot com. It is indeed my privilege to serve as your Webminder.

Respectively submitted by Debra Danny

## **KnoxVan Events**

2022 was an interesting year for patrons and participation of our patrons, artists, and musicians – KnoxVan Events has navigated and responded to the challenge of the changing world “post” COVID in 2022 and looks forward to the changes we are taking on board to stay relevant, interesting and serve our community in the best ways possible. We acknowledge and honour the feedback we have received and look forward to continuing to grow and develop into programming that is inclusive and relevant. In short, KnoxVan Events enjoyed a prosperous and challenging year providing over 20 individual events ranging from small congregation specific events to large scale public events.

### **Music – Instrumental Measures 2022**

Instrumental Measures proudly continued throughout 2022 and we were thrilled to be able to start providing in person concerts that have additionally been recorded and shared on our website as tangible, continued support for our virtual participants and supporters. Patron numbers were down as many options became available for our performers as well as our patrons. Patrons also were nervous about attending live events again and our online numbers continued to be strong. Concerts shared online continue to be a popular and dependable patron source.

Going forward, the Instrumental Measures program will need to continue to be competitive to attract performers and musicians as well as grow our in-person patron base and continue to serve our virtual audience. We are looking into several solutions and look forward to working with new and favourite returning musicians. Although it is only January of 2023, we have enjoyed many conversations with interested parties and feel that this year will be a successful one.

### **Art – Curated & Curious & Wayfarer 2022**

2022 brought more to the Curated & Curious platform as well. We hosted more artists who brought new and interesting content and artistic skills to the table. Our artists always go far and above to share what KnoxVan Events is doing and 2022 proved to be no different. They boosted our visibility and consistently and continually share and interact with our social accounts as well as our website content. Wayfarer 2022 grew in new ways and received helpful and wonderful feedback. Wayfarer as an event was under our projected budget and continued to be a helpful and interesting way for KnoxVan Events to participate in the larger artistic community providing our reach and visibility. We had over 20 unique artists participate, a community art project, live concert, and professional artist talk. We are taking what we learned and translating that into a refreshed and reformatted Wayfarer event for 2023. For 2022 we are excited to also be reformatting the C&C Vlog in a way that is sure to excite both Knox as well as the wider artistic community.

### Community - Our Virtual Platforms and Offerings 2022

Virtually, KnoxVan Events has been so pleased with the continuation and growth of programming and content available to our online patronage. The community is interacting and active and adds to the overall community KnoxVan Events is developing. Our social media channels continue to grow and maintain their importance for communication, interaction, and information sharing. As the history of KnoxVan Events grows over the years we continue to be an impressive part of the Vancouver artistic landscape. As much support as we have received from our patrons and performers and artists, these platforms (website, social media etc.) allows us to show up and support our community in return. This reciprocity has been and continues to be essential to the identity of what we have been creating. Virtually we have also offered a variety of congregational events including pancake dinners and multiple trivia nights. In addition, we successfully re-visited the November Ink Challenge for Remembrance Day and the Valentines Day Card Mailout.

Our workshops continue to be virtual offerings, and without a doubt, this year's most popular and successful program proves to be our Supper Club, led by workshop leaders and local foodies Steph and Dave, as a series of three incredible, jam-packed workshops.

KnoxVan Events looks forward to presenting more workshops and talks by professional and topical leaders, which has quickly become a key and original portion of the programming available through KnoxVan Events.

### In Person Events and Offerings - 2022

In 2022 one of the most exciting things was that we were able to provide safe and face-to-face events again. While we continued to face the challenge of attendance, a variety of events were organized through KnoxVan Events and successful. These events include the Plant Some Positivity event, the Expressive Arts Workshop, Blanket Knox in Love, and Candlelight Sharing Circle. Of course, all of these are in addition to the IM concerts and Wayfarer Exhibit!

Feedback points to a high interest in the connecting our artistic offerings to provide sense of community and support health. We look forward to exploring all of these going forward. We received high compliments for offering programs such as the Expressive Arts Workshop and Candlelight Sharing Circle from patrons as well as outside organizations.

## **Ministry and Personnel**

The year 2022 saw the world re-emerge after an anxious encounter with Covid. At Knox we enjoyed a return to our Sanctuary, while some of us simply enjoyed the opportunity to watch our Sunday morning worship via live streaming online.

To help us through this new and challenging experience our faithful staff continued to work diligently as they responded to the inevitable changes. Led by our Minister Richard we found courage and new hope in a sanctuary, slightly modified to provide a meeting space, where we could meet again and feel the caring, and loving support of our friends.

M&P was charged with taking care of our staff, and our Knox Family during this time. To be aware of stressful moments and to take care of changing needs. We did our best and kept in touch on screen and in person.

Hats off to our Knox Team who worked so well on our behalf:

Reverend Richard Chung, Colleen Coulter, Josie Barley, Madelene Klassen, Paul O'Neil, Anne MacKenna, Sharon Bliss, Kevin Wong, Debra & Alex Danny, Tracy Chernaske, Jeannie Calloway, and our young choir members.

This was a very important year for one of our staff members...Josie Barley. After 35 years of faithful service as our Office Manager and Secretary, it was time to say THANK YOU and to host her, her family, and friends at a special retirement party. The St. James Recreational Center was filled with enthusiastic and grateful guests. Stories were told, speeches made, laughter shared, and welcome gifts were presented to Josie in celebration of a job well done, and recognition of a friendship that will continue into the future.

We have been blessed by Josie's energy, wisdom and ability to be that friendly, welcoming, presence for all who came to visit the Knox office....a legacy that will not be forgotten.

### ***HAPPY RETIREMENT JOSIE!***

The year also saw Jeannie Calloway join us as our Accountant and later as a contracted financial adviser in the development of an improved financial system.

Colleen Coulter was very pleased to hire and secure several music students to add their talented voices to our Knox Choir. We have all been blessed by their presence. Thank you, Colleen.

We say thank you to Anne MacKenna who resigned from her position as A/V operator due to a busy life schedule. Anne remains as a support to the system preparing visual aids and scheduling each week.

Led by the excellent planning and preparation by Susan McAlpine, and the Board, we were involved in finding a replacement for Josie...not an easy task. Our search was long, and careful as we not only looked for a good replacement but also someone who could take on an extended version of the job as seen by the Board.

As this report is written we can confirm that we have secured the services of an excellent new staff member, Christopher Cliff, who many of you will have already met. Welcome Christopher!

With the imminent start of actual on-site activity for our new building we can look forward with confidence and excitement to the year ahead. The promise of new adventures that will provide new opportunities.

M&P extends a very sincere thank you to all our staff, and our Knox Family, for their support and perseverance in 2022. we are blessed by all of you and the valuable skills you bring.

With respect,

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



## **Stewardship & Social Justice Team**

As I look through my records for this team's activities in preparation for this report, I am reminded that we have only gathered on one occasion, and that was for the purpose of collating the annual Stewardship Campaign materials prepared by others. Our contribution to this year's campaign was in sharing in News and Notes, during worship on the three Stewardship Sundays, and responding to the appeal with our pledges.

Our Social Justice work has continued to focus on responding to world events as the needs arise and as we are able. We continue to participate in refugee sponsorship with the West Side Churches Refugee Sponsorship Committee. Our Knox Board approved a motion to be the signing congregation as co-sponsors with a local Afghan family in the sponsorship of family members currently living without legal status in India. New rules of sponsorship require that all the funds necessary for the sponsorship are already deposited.

The family have deposited all these funds. Progress in this sponsorship has been slowed down with the shift of focus toward Ukraine. We maintain contact with the local family as we wait.

As I write, our news is full of reports of the desperate situation created by the earthquakes in Turkey and Syria. We rejoice that our United Church of Canada responds through Mission and Service and encourage support of this work in our annual giving. We also encourage donating through the Red Cross to take advantage of the matching funds pledged by our Canadian government.

Our concern grows for the plight and survival of Palestinian children detained and killed by the Israeli military in the Occupied Territories. We appreciate the opportunity to bring awareness of their plight to the congregation in Advent, on Peace Sunday, as we also support Palestinian growers with the purchase of olive oil and other Zatoun products.

S & SJ 2022 Team members are Adrienne Burton, John Carr, Richard Dunsterville, Frances Herzer and Sharon Copeman.

Respectfully Submitted:

Sharon Copeman, Chairperson

## **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. Our pastoral visits this year have often been by phone, but some have cautiously and happily moved back to in-person home visits, or visits in a quiet corner of Knox following worship. Visits to friends or family in long-term-care homes continue to require proof of a negative Covid test, which can be administered at home.

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** is much appreciated by all who receive her messages. For some the **Phone Tree** continues to be an important connection.

Several new **Prayer Shawls** were created by Knox knitters or donated by friends, blessed, and delivered this year. 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. We would welcome new knitters into this ministry.

The **Flower Ministry** is an integral part of the pastoral care that is offered to the congregation. Mindful of Covid, we have found ways to safely deliver flowers where it has been appropriate and appreciated, with a visit at the door. If you know of a member whose life would be brightened by flowers, please let Joanne Melville know so that flowers can be delivered to them. If you would like to put flowers in the sanctuary for Sunday services, please call Joanne at 604.263.4884; arrangements can be made for any budget.

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 sanctuary this year, and interments in the Memorial Garden.

Team meetings have been called by Rev. Richard and held on Zoom. We shared concerns and reviewed the congregational prayer list. It is a privilege to serve with this Team of caring people.

Respectfully submitted by Rev. Sharon Copeman

## **Facilities and Property Maintenance**

Comprised of Ed Williams, Don Bliss, Larry Tench, Wendy Trant, and Richard Dunsterville (chair).

We met or consulted a couple of times in the past year that featured COVID avoidance. The sanctuary was the only building we had to maintain.

The flat roofs over the choir rooms and the vestry drains got plugged and resulted in a ceiling leak in the Vestry. Once cleaned of maple leaves and debris, they handled downpours again without trouble. We sure hope the huge maple is allowed to be removed!

The reliable church boiler continues its trouble-free service.

The large dump of snow before Christmas was well handled by Paul O'Neil and the snow blower. In fact, we owe Paul a special thank you for his strengths and interest in helping in many areas. Thank you, Paul!

Summer lawn watering was complicated this year by restrictive new bylaws. Use of timers, soaker hoses and new spray heads, helped by installing an underground service tunnel under the chapel walkway, helped ground coverage. We anticipate a whole-property irrigation system as part of the development.

Hedges were trimmed on the west side, and the high yew hedge over the memorial garden. With temporary fencing in place and an office trailer anticipated on the front lawn, less garden maintenance is expected. Neighbourhood Lawn Care applied Acelepryn to protect our grass from Chafer and Japanese Beetle damage, and handled our mowing when Paul was not available.

Special thanks to Joanne Melville, Joanne Tench, Marg Derkson and John Carr for keeping the gardens in great shape!

Energy Use: approx. \$ 520/mo. (Gas & Heat)

\$ 125/mo. (Vestry heat) Electrical use

New Apple laptops were purchased for Richard Chung and the A/V operator (Kevin Wong), and a PC for Josie Barley (to go to the new Office Manager). The original PC laptop for A/V, was assigned to Tracy Lynn Chernaske.

The lease of the printer/copier ended with a decision to purchase it as we should get at least two more years of trouble-free service. The lease continues for the postal machine.

Many thanks to our group.

Richard Dunsterville

### **Men's Breakfast and Walking Group**

Men from Knox and Pacific Spirit meet at Pacific Spirit for breakfast at 8:00am every third Saturday from September to June. The two groups take turns preparing the breakfast. Participants discuss current events and keep in touch with one another – great fellowship.

Men from the two churches also go walking year-round on Wednesday mornings. There are two groups. One group meets at the UBC Golf Course parking lot at 9:00am for a long and rigorous walk through Pacific Spirit Park, the UBC Campus, or north to Spanish Banks. A second group meets at Spanish Banks, at the foot of Trimble, at 9:30am and walks at a slower pace along the beach and back. The two groups meet at 10:30am at the UBC Golf Course Café for coffee and socializing.

Submitted by Charles Hou

### **Sunday Fellowship Coffee Hour**

The Fellowship Coffee Hour after Sunday Services was re-instituted in September 2022. This ministry was enthusiastically welcomed and has proven to be an ongoing success.

The use of the collection dish each Sunday morning proved to be cumbersome and insufficient to cover costs. Therefore, a budget has been requested and expenses submitted through the Knox Office.

If the congregation wishes to contribute to this ministry, tax-deductible donations can be submitted through the offering box, or to the Knox Office, designated for the Sunday Fellowship Coffee Hour.

Respectfully submitted,

Mary Bliss, Chair

## **Building Committee**

As I write this report, I have a new vision of the Knox site surrounded by construction fencing, and more recently the presence of a surveyor on Balaclava Street, making final site measurements to ensure that all new buildings will remain in bounds. These visions are signs of real action soon to be evident on our site.....the vision is about to become a reality!

While we await the moment there are still challenges to complete and these are listed below for your information:

### **NEIGHBOURS**

To protect our neighbors on all sides we are in the process, with our lawyer, of obtaining what are known as Shoring Agreements. These will protect adjacent properties both physically and legally and will be supported by overall insurance coverage. These documents will ultimately be signed by our Trustees and the Developer.

### **NEXT**

With the signing of the documents, excavation can begin on the site of our new building and final plans made to demolish our old Fellowship Hall. If you wondered why it took so long to actually see the demolition of the old structure; we had to have the old building inspected by the City for hazardous material, and arrange for the subsequent safe disposal of the material.

### **CELEBRATION**

**Within the next couple of months, we will have an on-site Sod Turning event for all of us to enjoy and celebrate the occasion.**

### **TRAILER**

In the immediate future we will have a large trailer parked on site along the front of the Sanctuary facing Balaclava. This will act as a temporary office and will contain office space for the Minister and the Office Manager. This will provide a more effective, and quieter, space for our staff over the next year or so. The trailer will be supplied with electricity, wifi connection, phone services and air conditioning. All of this will be supplied by the Contractor at no cost to Knox.

## **CONDO DEVELOPMENT**

Along with the start of the Knox excavation the Contractor will start excavation and construction activity on the site of the adjacent new condo development. By mid-year we will probably see the installation of two separate cranes to service actual building construction on both sites.

## **PROTECTION**

During the overall construction Knox will be protected by specific insurance coverage provided by the Contractor and Hon Towers. In addition, every effort will be made to physically protect the Sanctuary building itself against any damage.

## **TRAFFIC CONTROL**

The Contractor is in current discussion with the City in regard to traffic control for the duration of the overall construction. The City will, following these discussions, issue a traffic control plan.

## **WORKING HOURS**

City by law permits construction on site during weekdays within established policies... Saturdays are limited to half days and Sundays will have no construction. We have established an agreement with Hon Towers that if we need occasional times of day for “no noise on site” this can be negotiated in a positive way.

## **OVERSIGHT**

The anticipated time to complete our new building is estimated to be 14 to 18 months from the start of excavation. During this time representatives of the Building Committee, in the company of our appointed Consultant John Scott, will meet monthly with the construction team to oversee the on-site activity, and ensure that the plans are implemented as per our contract.

## **FORWARD**

As you will see from the above, we will be experiencing a new, and exciting, way of using and enjoying our church activities. It will be noisy, it will be a little more dusty, it will be more difficult to park, but it will lead us to new opportunities as we plan to reach out into our community from the base of a totally new resource. We have come this far, and it is now up to us to celebrate the activity, and use this interim time well to explore new, meaningful and effective ways to follow our Mission and Vision and be a supportive center for the lonely.

## 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”***

**We invite you to join us on this once in a lifetime adventure.**

Report submitted by the Building Committee:

With respect, and in appreciation for, the support of the Knox Family.

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

Past members: Paul Overgaard, Doug Graham



## **Board of Trustees**

In 2022, 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 for four regular meetings (February 16, May 11, August 24, November 16), and two special meetings (April 13, April 17). The following are the highlights of the Board of Trustees work:

- Trustees met with the Knox Finance Team to finalize the Quarterly Financial Report Template (Trustees Bank Account, Knox Investments, 4 GIC, Special Trust Fund, Building Fund) for Trustees' oversight and review on quarterly basis.
- Trustees accepted Chris Lay's resignation from the Board of Trustees on February 27, 2022, and to approve Chris Lay's role as the liaison person between the Knox Board Trustees and the Leith Wheeler Investment Firm. The role of liaison entails: 1. Provision of the statements, 2. An annual update on the performance of the fund, 3. Periodic recommendations when the value of the funds exceed \$4M and additional cash is available to be transferred to the Trustees account.
- Trustees accepted the Knox Board's instruction to the Trustees to sign the amended contract entitled 'Contract of Purchase and Sale Amendment' between The Trustees of Knox United Church (the Vendor) and 2236798 Alberta Ltd. (the Purchaser).
- Trustees confirmed that Knox has repaid in full to CRA all outstanding government loans.
- Trustees have requested the Knox Board to start strategizing Knox's financial situation for the future considering current budget deficit.
- Trustees revised the Investment Policy of Knox United Church, and the Knox Board approved the policy.
- The Hub Insurance has informed that the Knox revised Insurance coverage be increased to \$5.609 million (Building: \$4.804 mil, Contents: \$285,000, Glass: \$250,000, Organ: \$ 270,000) with the premium of \$1,228/Month.
- **For ACM:** Richard Chung, move that Lori Marzin, Bryan Atkins, Bruce Herzer, Mike Flynn, Richard Dunsterville, and Richard Chung be elected as Trustees of Knox United Church in 2023.

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

## **Investment Portfolio Performance**

The year 2022 will be remembered for the turbulence encountered by both the equity and fixed income markets. As inflation returned due to the war in Ukraine, supply chain disruptions and other factors, the central banks took strong actions to combat this condition by aggressively raising interest rates. The level of interest rates, which had not been seen for more than 10 years, increased the probability of an economic recession. In the face of this possibility both equity and fixed income markets retreated lower.

The Knox portfolio decreased 1.6% in the year but that reflects a good performance when compared to the U.S. S&P Index which decreased 12.3% over the same period. Despite all the problems in 2022 our portfolio has performed relatively well over that time and as of December 31st the value was \$4.069M.

## **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 a year and half ago, 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 had a few programs with our successful outreach programs, Instrumental Measures and Curated and Curious, and added some new innovative workshops. This coming year will also have more changes under the guidance of 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 overall were ahead of the budget. Even though we couldn't hold as many in- person services, that didn't stop the congregation from opening their hearts and wallets to really give Knox a boost in offerings. If this continues in 2023, it will really help in allowing our congregational and community programs to prosper. Knox had also shown its generosity when the United Church decided to rebuild the First United Building and Knox offered to donate \$100,000 towards the rebuild. This was strongly supported by a \$50,000 matching offering from Gail and Bryan Atkins.

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 did receive this revenue as expected with quite a bit carried over from 2021. The CEBA loan program was also completed in 2022 and Knox repaid the federal government, and we were allowed to keep \$20,000 without repayment.

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 remuneration, maintenance, and vision events, but with investment income and other funds available to the trustees, we were able to cover our deficit. The shortfall in 2022 was \$159,635. This was covered by the Capital Trust Fund managed by the Trustees with a combination of dividends and Capital Gains in 2021. Our shortfall, as in the past, will continue to require careful monitoring.

Note that the donations from the congregation did increase again in 2022 and this is much appreciated. But we need to devise new ideas on how to increase our revenues, especially with our programs involving the community.

The 2022 Year End Operating Statement accompanies this report.

Even though the buildings have been much quieter, work still must get done, services continue, maintenance continues, and bills are paid.

With enthusiasm and commitment by the congregation, good investments by the Trustees, new revenue streams and team support, we will prevail and hopefully thrive.

Submitted by Larry Tench, Treasurer

Revenue received via the Knox Website	
Type	Amount
General for Knox Operation	3,436
Special Appeals	1,237
Performing Arts and Workshops	398
<b>Gross</b>	<b>5,072</b>
Fees not paid by donor (3.1%) <sup>1</sup>	157
<b>Net</b>	<b>4,915</b>

1. Actual Fee per transaction this year = 3.6%

## Knox Operating Financial Statements, December 31, 2022

<div style="text-align: center;"> <b>Knox United Church</b>  <b>Year End Operating Statement 2022</b> </div>				
	2021		2022	
	Actual	Budget	Actual	Budget
<b>INCOME</b>				
<b>Pledges and Offerings</b>				
Pledges	96,101	95,000	87,105	104,770
Unpledged	58,595	44,500	66,800	44,000
<b>Total Offerings</b>	<b>154,696</b>	<b>139,500</b>	<b>153,905</b>	<b>148,770</b>
<b>Community/Congregational Development</b>	942		2,181	2,167
<b>Other</b>	962		500	0
<b>Use of Facilities</b>	<b>13,425</b>	<b>26,896</b>	<b>4,490</b>	<b>7,000</b>
<b>New Building Transition (Hon Towers) - 5 mths 2021</b>				
Loss of Rental	16,250	16,250	39,000	39,000
For Storage	12,980	12,980	31,152	31,152
<b>Total New Building Transition (Hon Towers)</b>	<b>29,230</b>	<b>29,230</b>	<b>70,152</b>	<b>70,152</b>
<b>CEBA Non Refundable Portion</b>	<b>10,000</b>	<b>10,000</b>		
<b>CEWS/TWS Subsidy</b>	<b>23,513</b>	<b>18,000</b>		
<b>TOTAL INCOME</b>	<b>232,768</b>	<b>223,626</b>	<b>231,228</b>	<b>228,089</b>
<b>EXPENSES</b>				
<b>UCC Assessment</b>	12,437	12,500	16,635	16,635
<b>Total Personnel Compensation</b>	<b>279,052</b>	<b>287,772</b>	<b>287,815</b>	<b>323,991</b>
<b>Ministry &amp; Personnel</b>			116	800
<b>Facilities and Property Management</b>	<b>51,605</b>	<b>53,186</b>	<b>40,804</b>	<b>44,614</b>
Rental Storage fees	12,980	12,980	31,520	31,520
<b>Congregational Life</b>				
Worship Music Families	5,254	6,800	15,342	11,100
Congregation Development			971	1,300
Congregation Miscellaneous including other Teams	250	200	255	1,000
<b>Total Congregational Life</b>	<b>5,754</b>	<b>7,200</b>	<b>16,568</b>	<b>13,800</b>
<b>Community Development</b>				
Web Ministry	2,088	2,000	4,984	4,659
Performing Arts	1,519	5,360	2,710	7,100
<b>Total Community Development</b>	<b>3,607</b>	<b>7,360</b>	<b>7,694</b>	<b>12,259</b>
<b>Administration</b>				
Review Engagement	0	0	15,500	10,000
Miscellaneous	9,504	15,601		
Bank Charges and Interest	1,222	500	1,296	1,000
<b>Total Operating Expenses</b>	<b>376,161</b>	<b>397,099</b>	<b>417,948</b>	<b>454,619</b>
<b>Knox Income - Expenses</b>	<b>(143,393)</b>	<b>(173,473)</b>	<b>(186,720)</b>	<b>(226,530)</b>
<b>Transferred from Trustees</b>	<b>143,393</b>		<b>186,720</b>	
<b>Balance</b>	<b>0</b>		<b>0</b>	

**Notes:**

1. QuickBooks (Financial tracking application) restructured between 2021 and 2022
2. Hon Towers Contract commenced Aug 2021: \$3250 monthly compensation for lost rentals; \$2,596 monthly to cover Knox storage cost
3. COVID Federal subsidies only in 2021 - \$72,453
4. Moved out of Fellowship Building in Summer 2021
5. Board Vision/Program Name Changes starting in 2021 - Congregation Life and Community Development

## **Finance Team**

In 2021 the Board supported the restructuring of Knox's financial systems and processes. A Project Team, consisting of Jeannie Callaway, our Bookkeeper, Josie Barley, our Administrative Secretary, Larry Tench, our Treasurer, and Margaret Pendray, was given this task. We met frequently throughout the year, usually on Zoom, which proved to be an effective tool and was good use of our time. Everyone at the table represented a different perspective and expertise and all have been critical to achieving the goals set.

The first task was the restructuring of the *Chart of Accounts* in Quick Books (QB), the financial application used at Knox. The *Chart of Accounts* is a list all the financial information, captured in an orderly manner, to facilitate the finances being monitored. These were far too numerous and disorganized. Our goal was to design a system that was organized, intuitive, and simple. It was not easy, considering that we needed to maintain a historical record and manage Knox's ongoing accounting activities, while reducing the number of accounts and reorganizing the rest.

Jeannie commenced work on restructuring the *Chart of Accounts* in January 2022 so that the new structure could be used for the whole year. We believe the *Chart of Accounts* now better reflects the operation of Knox. By the end of 2022, we were comfortable that all the financial transactions were appropriately coded and accurate. In addition, the four Financial Statements which provide for routine monitoring throughout the year have been reviewed and updated.

Electronic financial processing and banking processes have been introduced wherever possible. This includes the secure transfer of financial data as well as moving the *Knox Operations Account* from HSBC to RBC in Kerrisdale. Now all three Knox Bank Accounts reside in one Bank. This allows for electronic access between all three Bank Accounts. Funds can be moved between accounts; bills can be paid by direct deposit and bank accounts reconciled electronically. Knox's first direct payment of the payroll occurred just before Christmas. All these changes will reduce time spent on financial activities, improve accuracy, and enable easier analysis to Knox's finances.

Opportunities often arise out of setbacks. Knox was expecting Josie's successor to commence in September and to hand over to her before retiring. Unexpectedly she withdrew from the position and the recruitment process had to start again. As a result, Plan B went into action with Jeannie very graciously stepping into the financial breach. Over November, December and into January, Josie handed over her office financial tasks

to Jeannie. This ensured a smooth transition to a person who already understood Knox's finances as she had been Knox's Bookkeeper for 18 months.

For Knox this transfer of financial tasks to Jeannie has been a good process for many reasons. It has allowed Jeannie to meet people in Knox, since she came to work in Knox once a week. She also developed a much better appreciation as to how Knox works. Jeannie now manages the payroll, as well as many other tasks and no longer works in a vacuum. Knox, on the other hand, has been able to transfer many of Josie's financial tasks to Jeannie and this will enable our new Office Manager, Chris Cliff, to spend more time on other areas in Knox. As a bonus we now have two people who can cover for each other financially.

While making changes throughout the year, it has been necessary to update the Financial Policies, ensuring everyone is on the same page and Knox's financial security and risk is minimized. The Board has been supportive of these new policies.

In 2023 all Knox financial systems should be operating normally. Work will continue to improve some of the financial processes that need attention.

Going forward we believe that we have successfully met most of our goals for the past year. We must thank the Board, and many others, for their input and being patient during the QB restructuring process.

Other activities undertaken by the Finance Team in 2022 include:

- The 2021 Review Engagement was completed by Manning Elliott in 2022 after the Annual Congregational Meeting due to the need to focus early on restructuring.
- Building the 2023 Draft Budget for the Board's consideration, which Larry Tench drafted for the Team to review for which I was very grateful.

I would like to acknowledge the support and encouragement from the Finance Team, Larry Tench, Bruce Herzer and Chris Lay, in what has been rather an unusual year.

Respectfully submitted by Margaret Pendray, Chair



## Knox United Church 2021 Annual Congregational Meeting Minutes - DRAFT

Date: February 27, 2022, 11:30 AM – 1:309 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 11:41 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.</p> <p><b>Quorum confirmed:</b> over 20 full members (20 or more full members required for quorum). Upon review after meeting the following count is made: <b>38/42?</b> full members, <b>10</b> 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.	<b>MOTION: Richard Chung moves and Mary Graham seconds to elect Margaret Pendray as Congregational Meeting Chair and Michelle McMaster as Congregational Meeting Secretary for congregational meetings during 2021. 42 votes in support. No votes against. CARRIED.</b>
4.	<b>MOTION: Adrienne Burton moves and Gloria Candido seconds that Adherents be allowed voting privileges. 42 votes in support. No votes against. CARRIED.</b>
5.	<b>MOTION: Joanne Melville moves and Sandra Adams seconds to approve Annual Congregational Meeting Minutes of March 21, 2021. 43 votes in support. No votes against. CARRIED.</b>
6.	<b>Reports</b>
a.	<p>Minister's report – <i>Richard Chung</i> <span style="float: right;"><i>pg. 5 Annual Report</i></span></p> <ul style="list-style-type: none"> <li>▪ The last two years have been challenging, especially last year, dealing with Covid on and off. We were trying to open on a few occasions but couldn't.</li> <li>▪ Overall, the theme was on Growing the Ministry, which has grown. The experience of the wider church during Covid is that numbers have decreased for worship attendance in many denominations and congregations. Growth is more than numbers attending worship on Sundays. It is also about how it relates to Vision and Mission - how we've advanced our Vision every year; how it has influenced our ministry and how we've engaged the wider community.</li> <li>▪ We have grown in number of ways: <ul style="list-style-type: none"> <li>- Online church has grown manyfold with our new website in 2020, visitor traffic increased significantly.</li> <li>- events engagement and participation has increased beyond our church congregation.</li> <li>- Spiritual growth – In worship the Lectionary cycle started last fall delves deeply into Bible stories to increase our knowledge and faith. Feedback has been positive about it building faith.</li> <li>- How to we connect with Truth and Reconciliation. We started a study last fall on Canadian writers is now on the 3<sup>rd</sup> book, <i>Knock on the Door</i>. This study develops a deeper awareness of our history, how our church has impacted lives of so many people, our responsibility and legacy. 10 people attend. We hope to find ways to connect to first nations around us, what we can do to participate, and to respond to the T&amp;R calls to action. Our church is one of first to try and address the issue at congregational level.</li> </ul> </li> <li>▪ Reopening next Sunday – people have been preparing for a number of months. 10:30am. Announcements before, so come early.</li> </ul>

	<ul style="list-style-type: none"> <li>Thank you to staff, board members and ministry teams – You’ve been really faithful and resilient over the last 2 years, so thank you. And thanks for your continued support.</li> </ul> <p>Questions: none.</p>
b.	<p>Board of Trustees report – <i>Richard Chung</i> <span style="float: right;">pg. 22 - 23</span></p> <ul style="list-style-type: none"> <li>Normally the minister is not a Trustee, but since there is no chair Richard Chung will continue as temporary chair. The minister is intended to co-chair in the event of emergencies, and would appreciate another take the role on an ongoing basis.</li> <li>Review what trustees do: <ul style="list-style-type: none"> <li>Trustees are the legal title holder of all of Knox properties (finance, building, land) for use of congregation as part of United Church of Canada, under lawful direction of Knox Board. Knox doesn’t own properties, which are owned by wider church, but holds them in trust.</li> <li>Trustees sign all building development legal documents.</li> <li>Used to have Investment Committee within the Trustees, but 2 members stepped out last year leaving Christ Lay who is now resigned, so it is disbanded. So Board of Trustees are directly overseeing what is happening in our investments.</li> <li>Reviewing investment policy, to follow up on investment wording.</li> <li>Given authorizing by Board to transfer funds that are additional over the 4 million capital the funds that are permitted to be transferred to Trustees account for Knox use.</li> <li>At this time the Trustees are working with Finance Team on refining the Trustees finance statement in order to facilitate ease of review on quarterly basis. Thanks to Finance for helping.</li> </ul> </li> <li>This Committee needs more support, and so individuals are invited to consider participating here.</li> </ul> <p><i>Chris Lay – Investments Report</i></p> <ul style="list-style-type: none"> <li>Refer to the Annual Report.</li> <li>Successful year: gained almost 17% in 2021, after transfers. Transfer \$100,000 capital gains, plus \$9000/ month in transfers. Portfolio is worth \$3.999 million.</li> </ul> <p>Questions: none</p> <p><b>MOTION: Lori Marzin moves and Gloria Bender seconds that Chris Lay’s resignation from the Board of Trustees on Feb 27, 2022 be accepted, and that his role of Liaison person between Knox Board of Trustees and Leith Wheeler Investment firm be approved. The role of the liaison will entail: Provision of the statements, annual update on the performance of the fund, periodic recommendations when the value of the funds exceed \$4M and additional cash is available to be transferred to the Trustees account. 40 votes support, no votes against. CARRIED.</b></p> <p><b>MOTION: Larry Tench moves and Anne Earthy seconds that Bruce Herzer, Lori Marzin, Bryan Atkins and Richard Chung be elected to the Knox UC Board of Trustees. 45 votes support. CARRIED.</b></p>
c.	<p>Building Committee report – <i>Alan MacKenna</i> <span style="float: right;">pg. 21</span></p> <ul style="list-style-type: none"> <li>See report.</li> <li>Last summer a Memorandum Of Understanding was signed by Hon Towers and Knox UC, which agreed in principle that we would not use the Fellowship Hall continuously until we could move into the new building but instead would allow its demolition as soon as construction is permitted, and in addition would consider revising the parking to 2 floors from 3. In exchange Hon Towers would pay for up to \$150,000 in Knox requested enhancements to project which we were initially to pay, and \$3200 for lost rent each month, \$2600/storage costs each month, legal costs for the amendment, and would also pay the Preschool some moving and storage costs.</li> <li>Lawyers have sent a draft of Amendment to original contract (based on the Memorandum of Understanding), which the Building Committee is to review, and forward to the Board if they see no concerns.</li> <li>Demolition can happen only when city completes all requirements – we understand they are very near completion. Demolishment will begin start of construction – we may see excavation as early as June. Some construction action: power box has been installed! Hon Towers anticipates hiring a</li> </ul>

	<p>contractor in March sometime. Completion of construction will take approximately 18 months from start of excavation approximately.</p> <ul style="list-style-type: none"> <li>▪ Neighbour to north has agreed to allow excavation shoring and removal of the large tree immediately north of sanctuary, and will pay for a fencing quality upgrade.</li> </ul> <p>Questions and comments:</p> <ul style="list-style-type: none"> <li>- <i>Michelle McMaster</i> – deep appreciation to Alan, John and Bill for all the hard work</li> <li>- <i>Charles Hou</i> – why the change from 3 stories parking to 2? - safer (people don't use 3<sup>rd</sup> levels as perceived as unsafe), it takes out 1 level of elevator, safer for construction stability of our sanctuary, developer saves costs too. Whole parking area redesigned, so more efficient overall. Not connected to new building to south at all.</li> <li>- <i>Sharon Copeman</i> – number of stalls lost? We lost 4 stalls.</li> <li>- <i>Wendy Trant</i> – number of spaces will we have? 41 approximately. This is best possible arrangement we could negotiate.</li> </ul>
d.	<p>Nominations Team report – <i>Susan McAlpine</i></p> <p>Teams were asked to remain as is, as much as possible, during the pandemic, so no Nominations Team was struck. Thanks to Richard Chung for managing the changes that were needed to present the following slate of nominees.</p> <ol style="list-style-type: none"> <li>The following teams will remain fallow in 2022:  <b>COMMUNICATIONS &amp; WELCOMING:</b> <i>fallow</i>  <b>FAITH FORMATION:</b> <i>fallow</i> – Richard Chung will continue to lead these initiatives.</li> <li>Help is wanted: <ol style="list-style-type: none"> <li>Regional Council Representative – this could be shared, and is not a huge role. See Susan McAlpine if you are able to attend one or all of these meetings.</li> <li>Trustee – we have a shrinking Trustees team, so would appreciate one or two trustees. Don't need to have any background in finance, but we'd appreciate your wisdom. Meeting about 4x/year. This could be a shared role. A new chair is needed. See Susan McAlpine or Rev. Richard Chung.</li> </ol> </li> <li>Outgoings: Thanks to Chris Lay, David Boyd, Bill Herzer for your service. <ol style="list-style-type: none"> <li>Trustees: Christ Lay</li> <li>Building Committee: David Boyd</li> <li>Stewardship &amp; Social Justice: Bill Herzer</li> </ol> </li> <li>Incomings: none</li> <li>Nominees from the floor? None.</li> <li>Presentation of the slate of nominees:  <b>BOARD:</b> Susan McAlpine Chair, Michelle McMaster Secretary, Larry Tench Treasurer, Rev. Dr. Richard Chung, Richard Dunsterville, Berkeley Scott  <b>BOARD OF TRUSTEES:</b> Rev. Dr. Richard Chung, Lori Marzin, Bryan Atkins, Bruce Herzer, <i>vacant</i>  <b>MINISTRY &amp; PERSONNEL:</b> Alan MacKenna Chair, Adrienne Burton, Anne Earthy, Judy Langdon, Sandra Trueman  <b>FINANCE:</b> Margaret Pendray Chair, Larry Tench Treasurer, Bruce Herzer Secretary, Chris Lay  <b>WORSHIP TEAM:</b> 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)  <b>STEWARDSHIP &amp; SOCIAL JUSTICE:</b> Sharon Copeman Chair, Adrienne Burton, John Carr, Richard Dunsterville, Francis Herzer  <b>PASTORAL CARE:</b> Rev. Dr. Richard Chung, Rev. Sharon Copeman, Sydney MacKenna, Catherine Shen, John Carr, Joanne Melville, Marg Dirksen.</li> </ol>

	<p><b>FACILITIES &amp; PROPERTY MAINTENANCE:</b> Richard Dunsterville Chair, Larry Tench, Berkeley Scott, Wendy Trant, Ed Williams, Don Bliss</p> <p><b>BUILDING COMMITTEE:</b> Alan MacKenna Chair, Rev. Dr. Richard Chung, Bill Goodsir, Don Bliss, Richard Dunsterville, Larry Tench, Ed Williams, Michelle McMaster</p> <p><b>PACIFIC MOUNTAIN REGIONAL COUNCIL REP:</b> <i>vacant</i></p> <p>vii. Nominations from the Floor: None.</p> <p><b>MOTION: Wendy Trant moves and Sydney MacKenna seconds to approve the slate of Nominees with the following amendments: Bill Herzer removed from Stewardship &amp; Social Justice, and Marg Dirkson added (staying) on Pastoral Care as listed above. 42 votes in support, no votes against. CARRIED.</b></p>
e.	<p>Finance Team report – <i>Larry Tench</i> <span style="float: right;"><i>pgs. 23</i></span></p> <p>A working group has been underway since September with the goal to improve finance systems, accuracy less costs, less duplicating.</p> <p>Group: Jeannie Calloway bookkeeper QuickBooks expert, Larry Tench, Josie Barley, Marg Pendray. Contact Mark Colombe recommended UC consultant Roger Eastwood who on occasion reviews and makes recommendations. Using Zoom has been an effective working process for the group, so the pandemic has not held the work up at all.</p> <p>The Board gave approval to meet goal. Work started when Jeannie was hired in June, started in Sept, QuickBooks and Tithely All banks consolidated into online banking with Royal Bank. Transfers done electronically which keeps it right into QuickBooks. Completed new operations statement revision. Change in way board is looking at Vision organization. Congregational Life, Community Development are two areas where all ministry activates occur. Jeannie working on</p> <p>Also working on Trustees and Building statements to be processed through QuickBooks.</p> <p>Larry Tench – budget 2022</p> <p>Last year statement and next year budget.</p> <p>We only have one building this coming year. Last year we had 2 for part of the year.</p> <p>Assessments, Congregational and Community develop adds 20% to budget.</p> <p>Federal government <i>lower covid government supports (CEWS &amp; CEBA). Pay back loan portion of CEBA this year (Trustees have funds set aside).</i></p> <p>Review of Last year’s actuals. Operating budget for 2021.</p> <p>Questions?</p> <p>Board discussed in detail proposed budget:</p> <p>Proposed 2022 Budget - see ACM Report <i>pgs. 27 – 28</i> and 2022 ACM Budget Summary <i>handout</i></p> <ul style="list-style-type: none"> <li>▪ Proposed budget revenue - <ul style="list-style-type: none"> <li>i. 2021 Actual pledges and offerings <i>budget for 2022 \$148,770 to be conservative, better than 2021 budgeted but lower than actual.</i></li> <li>ii. Use of facilities is assumed to be minimal. <i>Budget \$213,520 . Assume some income but don’t know how much. includes Hon Towers payment due to rental loss. \$55,250 owed us from last year.</i></li> <li>iii. CEWS &amp; CEBA subsidies , <i>no longer includes any federal covid subsidies now zero, CEBA \$40,000 loan is due by 2023 Dec</i></li> <li>iv. <i>Building Fund excess which could be redirected to Operating</i></li> </ul> </li> </ul>

- v. Total operating revenue budget **\$213,520, not including any transfers from investment income to zero the budget** Trustees provided transfers to cover deficit
- Operating budget expenses –
  - i. Pacific Mountain Regional Council (covid didn't have to pay last year) and UCC Assessments **total \$13,650.**
  - ii. Personnel compensation is the biggest expense. All people now under personnel, whereas before previous were placed elsewhere in budget. Last year actual **\$279,052, budget going up to \$319,002.** Strategic plan for years to update our staffing model, so some changes in anticipation for this purpose. Staff has had cost of living increase. Added church officer back into budget. Events coordinator hours increase. Now need an AV technician for live streaming and recording. Increase pulpit supply – wasn't enough for relief staff last year, so increase this year. **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. Community Development Ministries – Total Ministries **\$12,159, from actual of 3,607 actual last year.**
    - Web ministry – **increase to \$4,659 from \$2,088 actual. Mechanical costs for running it have gone up (storage of our content)**
    - Congregational Life – **\$14,800, Includes Increase in Worship budget to \$11,100, to support choir restart with choral section leaders paid, on trial. Workshops new for Congregational development and lifelong learning events.**
    - Miscellaneous for ACM expenses and other miscellaneous
    - Community Development – restarting Visual and Music Arts initiatives  
Partnerships & networking - indigenous
  - iv. Ministry Support – total \$.
    - **Management Restructuring Consultant , \$10,000 - a decision made several years ago and still being pursued.**
    - Facilities & Property Maintenance budget **down to \$44,614 from last year (reduced going to one building, reduced use of Molly Maid because of preschool covid cleaning no longer). Note an error (on insurance) too high by \$4000. Heating – using more so heating more.**
    - **Finance - Review Engagement this year \$10,000 (to be started after completion of financial reports restructuring, until May or so)**
  - v. Total expenses **\$426,825, up from last year actual of \$363,182. which is higher than our income.**
  - vi. Deficit anticipated (Total Income \$213,520 less Total Expenses \$426,825) - **\$213,305, up from last year actual of \$159,635. It will be offset by investment income transfer of \$100,000 as we have been doing since 2017.**
- Questions & comments:
  - Michelle McMaster – **increase in webminder costs?** No, increase in web costs.
  - Wendy Trant – **We are not using church physically, so why are costs higher?** It costs more to do things by distance. **Huge increase of debt, salary is one thing, also increases in support of Vision events. How do we make money? We can't continue to spend it.** Our budget doesn't show our investment income, generally so it looks like we don't have money.
  - Susan McAlpine – Recall presbytery directed churches to spend money and take risks to grow their ministries, rather than shutting doors with money in the bank. This approach does require bigger budget, this is what this budget reflects.
  - Margaret Pendray – St Andrews Westly majority of churches have deficits have income from other sources.

	<p>- <i>Bill Goodsir</i> – investment – our capital has been deflated in the last 5 years due to inflation. 4 million is no longer same value, because of inflation, as long as we take top of the investment we lose the value of the investments.</p> <p><b>MOTION: Anne Earthy moves and Phil King seconds to approve the 2022 Operating Budget.</b> 37 votes supporting, 2 against. <b>CARRIED.</b></p>
f.	<p>Knox Board report – <i>Susan McAlpine</i> <span style="float: right;">pg. 7</span></p> <ul style="list-style-type: none"> <li>▪ We acknowledge members and former members we lost in 2021. In memoriam: Leora Williams, Dorothy Pollock, Jack Anderton, and Adi Schueck.</li> <li>▪ <b>We should be proud of our response to the pandemic in 2021. Knox has displayed resilience, creativity, strength, and adaptability.</b></li> <li>▪ Highlights: A lot of new things brought in in 2021. See Slides.</li> <li>▪ <b>Deep thanks to everyone for their faithfulness, encouragement, and financial support in any or all of these initiatives.</b></li> <li>▪ Next: Strategic Planning for the future. It is harder to think 7 – 10 years, so what will Knox look like in 5 years? Probably some pandemic issues. More virtual involvement. Fewer volunteers and so more paid people. New building and new neighbours. Governance and staff models in the future are key areas of focus.</li> </ul> <p>Questions – none.</p> <ul style="list-style-type: none"> <li>▪ Thanks. There was some incredible heavy lifting to get things done this year. Thanks to the team who moved out of the fellowship hall Richard Dunsterville, Larry Tench, and Anne MacKenna for project managing, Alan Mackenna, Josie. Sydney cleaned preschool and boutique. Rev Richard guidance. Thanks to the entire worship team, who considered ways to use the sanctuary. And, thanks to Joanne Melville, Joanne &amp; Larry Tench, Ed Williams, Colleen Coulter and all others who pitched in for your work.</li> </ul>
7.	<p><b>MOTION: Larry Tench moves and Sharon Copeman seconds to accept the 2021 Annual Report including attachments.</b> 30 votes support, none against. <b>CARRIED.</b></p>
8.	<p>Closing prayer - <i>Richard Chung</i></p> <p><i>Instill in us a resilient heart and mind to continue your work this year.</i></p> <p><i>Florence Humphries has been attending through the phone.</i></p>
9.	<p><b>MOTION: Mary Bliss moved to adjourn at 1:45 pm.</b></p>

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Margaret Pendray, ACM Chair

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Michelle McMaster, ACM Secretary