

KNOX UNITED CHURCH



2024 ANNUAL REPORTS

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KNOX UNITED CHURCH

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Strategic Plan Goals

Knox's Strategic Plan GOALS - 2024 to 2026

1. Making Space(s)

- Tend to the building project, as needed
- Become more creative and efficient in how we use our sanctuary building and land

2. Financial Comfort

- Find accord on the concepts of spending and saving
- Continue to refine and upgrade our financial processes
- Address the deficit



Knox's Strategic Plan GOALS - 2024 to 2026

3. Become Partner Ready

Reach out to potential partners

- Governance & staff model reviews
- Policies & efficiencies

4. "Inreach"

Foster a vibrant and cared-for congregation.

5. Expand our Web Ministry

A web ministry with clear objectives, that resonates with vision content:

- Neighbourhood
- The Arts
- Connection



Knox Minister's Annual Report 2024

Theme "Reimagining and Redirecting"

"I will instruct you and teach you the way you should go; I will counsel you with my eye upon you." (Psalm 32:8)

2024 has been a transformative year for Knox Church, as we embraced the theme *"Reimagining and Redirecting"* to align our ministry with God's vision. Together, we navigated change with hope and resilience, turning challenges into opportunities for growth.

Worship: At the Heart of Our Community

Worship has been a source of joy and renewal this year. Together, we marked meaningful milestones:

- **Lenten and Easter Services:** Moments of reflection and celebration that deepened our faith and connection to one another.
- **SummerSpirit Worship:** Under the theme *"On Earth as in Heaven,"* we joined with neighbouring congregations, creating a vibrant worship community that stretched across ten weeks. Knox hosted three services filled with creativity, fellowship, and hope.
- **Advent and Christmas Services:** Our Advent season brought the hope, peace, joy, and love we carry into the world. Christmas Eve and December 29th (Lessons and Carols) services were filled with warmth and reflection, and the contributions of newcomers, including musical offerings, enriched our celebrations.

Through worship, we found strength and inspiration, reminding us of the steadfast presence of God in every season.

Nurturing Faith

Faith initiatives this year encouraged spiritual growth and deeper connection:

- **Bible Studies and Book Clubs:** The Lenten Bible Study and monthly book discussions engaged members in thoughtful dialogue, fostering understanding of scripture and its relevance today.
- **Daily Meditations:** Beginning in September, daily meditations were shared both online and in printed handouts, providing spiritual nourishment and reflection for those in-person and online. These meditations quickly became a cherished part of our faith formation offerings, helping us grow as a community.
- **Website Ministry:** Our church website became an important platform for spiritual engagement. Weekly Sunday worship livestreams attracted about 300 worshippers online, creating a dynamic and interactive worship experience. Similarly, the weekly **podcasts**, prepared and hosted by the minister, reached a comparable audience, offering reflections that resonated with both local and global listeners.

These initiatives strengthened our bonds and equipped us to live out our faith in meaningful ways.

Stewardship: Reimagining and Redirecting Our Resources

In 2024, we reimagined how we could better serve our community and redirect our resources to align with God's vision for Knox. Highlights included:

- **Support for In-Reach Programs:** We prioritized wellness and connection through senior exercise classes, music ministries, and Sunday lunches.

- **Expanding Digital Ministry:** Weekly podcasts, livestreams, meditations, and daily reflections extended Knox’s reach, bringing hope and inspiration far beyond our walls.

This stewardship journey has not only strengthened Knox’s mission but also prepared us to meet the needs of a changing world.

Community and Care

- **Pastoral Care:** Visits to hospitals, care homes, and shut-ins brought comfort and connection. The distribution of Valentine’s Day and Easter cards, prayer shawls, and seasonal flowers reminded members they are cherished.
- **Outreach and Social Justice:** During Lent, we supported a refugee family, living out our call to love our neighbours. Thanksgiving saw over thirty donation bags delivered to the First United Housing Project, reflecting our ongoing commitment to justice and compassion.
- **Building Partnerships:** Discussions with our neighbouring churches opened new possibilities for shared ministry, helping us imagine a future built on collaboration and mutual support.

Knox’s commitment to being a place of care, connection, and justice remains steadfast.

Looking Ahead: Embracing the Shift in 2025

As we transition into 2025, our theme, *“Embracing the Shift: Finding Faith in Changing Times,”* invites us to let go of the old and embrace new possibilities.

Anchoring us in this journey is **John 1:5**: *“The light shines in the darkness, and the darkness did not overcome it.”*

This verse reminds us that **even in uncertainty, God’s light leads us forward**. As Knox faces necessary shifts in ministry, leadership, and vision, we will trust that God is making a way. We are called to prepare the congregation for transformation and begin discerning what our legacy will look like soon.

Closing Reflections: A Hopeful Future

This year, Knox has shown what it means to walk in faith, even amidst uncertainty. Together, we have reimagined how to serve, redirected our resources with intention, and opened our hearts to God’s transformative work. As we move forward, we do so with renewed hope, energy, and trust in the Spirit’s guidance.

Thank you for being part of this incredible journey. Let us embrace the shift together, knowing that the best is yet to come.

With faith and gratitude,

Rev. Richard Chung

Minister, Knox UC

Message from the Chair of the Board

How exciting to reflect on 2024 and prepare my Annual Report submission! This time last year, Knox's congregation voted on a Strategic Plan for the next three years. The Board had worked throughout 2023 on this plan to try to answer three questions about Knox's life post-pandemic: 1. Who are we now? 2. What should we do now? and 3. How will we do it? By the fall of 2023, we were ready to talk with the congregation, gaining insightful input and feedback. At our March 2024 ACM, we voted to adopt the plan and its goals:

1. Making Space(s)
2. Becoming Partner Ready
3. Financial Comfort
4. In-Reach
5. Expanding our Web Ministry

I'm thrilled to report that these goals are sparking a lot of activity at Knox. So much activity, in fact, that it's hard to capture it all here. But lucky for us, this annual report is filled with updates from teams, pairs, and individuals who have been working away on our goals. I hope you'll enjoy what you read. From my own perspective, I witness daily how the plan keeps us on track and working together, moving in the same direction.

Making Space(s):

At the end of 2024 and the start of 2025, we were able to meet, converse, and agree that it's time to end our dream of having a new fellowship centre. And while there's been a lot of sadness in knowing our future dreams must change, our plan provides us with guidelines for building something else instead. We've been able to rest gently in our sanctuary building in limbo, knowing that as our plans crystalize, how we use this building will become clear. We've demonstrated that we can use the building for gatherings, renter groups, concerts, and programs. And now a small working team will attempt to negotiate a settlement with Hon Towers – a good settlement that will secure a meaningful future for Knox.

Becoming Partner Ready:

This goal addresses our need to “clean up our administrative house” and begin reaching out to potential partners in the community. We didn't put traditional boundaries on this goal. For example, we're not aiming for an amalgamation. Instead, we hope to find a group (or groups) who share our vision and values, and who want to work alongside us as we address social isolation through the Arts. And we propose to hire people this year who will focus specifically on forging partnerships and boosting our numbers.

Financial Comfort:

Pacific Mountain Region considers us a wealthy congregation. This is a seismic shift in thinking for a congregation that's always viewed itself as chronically running a deficit. Empowered to think

differently, you'll see that this year's budget looks different, too. Not only does it better reflect our Strategic Plan goals, but it also reframes the deficit – so we can think about our financial life with comfort, and act with generosity for ourselves and others.

In-Reach:

What does a congregation of mostly seniors need? Active outreach is challenging for a small group of people well-past retirement age, so we decided to look at how we can better support one another. Perhaps the paths and programs we create here will become outreach opportunities. And so, we've introduced Monday Afternoon Socials, Fitness Stretch, Strength & Balance, and Second Sunday Meals. And we've been thrilled to welcome our Healing Touch team back into action. How is it all working? The Board would love your feedback, and we also have updates for you in this report.

Expanding our Web Ministry:

Rev. Richard has introduced weekly recorded meditations, which, combined with live and recorded worship, is helping us gain traction on our website, Facebook, and YouTube. We've asked two staff members to renew our Facebook page and to inject vibrancy (and website links) into our weekly News & Notes. There's more work still to come here, but we're underway, and you can read more in our Webminder's annual submission, as well as monthly in News & Notes.

As always, please find time to review the full annual report before the ACM. And please join me in giving thanks for our Knox family – volunteers, teams, staff and congregation – all of whom give their time, energy, treasure, and hearts to God's work every day.

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



Worship Reports

Worship Team

Team members for 2024 were Dave Cass, Gloria Bender, Mary-Ellen Flynn, Madelene Klassen, Colleen Coulter, Rev. Richard Chung and Mary Graham. Each had specific worship responsibilities and all contributed in many other ways including offering leadership, wisdom and thoughtful input at meetings.

Highlights and Happenings:

- Early in the year there was a flood in the office (former Vestry). Because the chapel was needed as a new location for the office, worshippers lost the use of the chapel for quiet prayer and reflection.
- Musically, our year began with Victor Burke conducting the choir and Patrick Zhu as pianist as Colleen continued to heal from hand surgery.
- Good Friday – Knox was invited to attend the SHUC Good Friday service.
- Easter Sunday – our traditional daffodil cross was processed. Thank you to Colleen and Joanne M. for arranging this. Derry Byrne was guest trumpeter.
- May 5th – Daniel Martin returned to lead us in worship. This allowed Rev. Richard the chance to pursue his goal of running a marathon!
- June 2nd – many from Knox joined other PMR churches at St. Andrews-Wesley for a celebration service. A small service was also held at Knox.
- SummerSpirit – Knox participated again and hosted the first three services. 135 people attended the first service and communion was served. Our team was very busy getting ushers, greeters, communion servers, etc.
- Snow Report - Worship was asked, by the Board, to contribute a section to this report on the protocol to be followed on a Sunday if a heavy snowfall meant that some staff could not get to the church or if the church were to be closed entirely. Other teams will be adding more information. The completed report will likely be available soon.
- Thanksgiving – once again Knox had a beautiful service and harvest display. The fresh and dry goods were then delivered to Sch'eyk Housing Society.
- Nov. 3rd – At our All Saints Service candles were lit and five names were added to our banners as we remembered loved ones from our Knox family.
- Nov. 10th – Remembrance Sunday – Luke Gair was our trumpeter. Richard D., John Carr and Sharon B. all participated with the readings.
- Nov. 24th – Reign of Christ. Derry Byrne was our guest trumpeter.
- Nov. 17th and 24th – we were happy to welcome our friend, Rev. Diane Halkett, to lead us as Richard took study leave and holiday time.

- Advent – *Journey to the Heart* was the theme for this season. The wreath was lit with candles for Hope, Peace, Joy and Love. Once again, our sanctuary and outdoor areas were decorated (and later ‘de-decorated’) by a group of willing volunteers under the watchful eye of Colleen. Worship hosted our annual Advent/Christmas sing-along on Dec. 10th. It was an evening of singing, group games, Christmas treats and laughter.
- Christmas Eve – Our all-ages communion and candlelight service was well attended. We added a small pageant this year with participation from Ben, Juliette, Brennan, Colleen and several other ‘volunteers’ from the congregation. Anne MacKenna was our soloist.
- Dec. 29th – Rev. Richard and Madelene held a service of lessons and carols.

We have a great depth of musical talent at Knox. As music director, Colleen spends many hours each week not only with the choir, the soloists and her own practicing but also with researching copyright and preparing material for the live-stream services. On Sundays we reap the benefits of her hard work! Madelene also puts in many hours of practice and time with the choir. We are grateful recipients of her powerful organ offerings each Sunday. Thank you to the choir for your ministry of music and special mention to our section leaders (including the newest member, Josie Thompson) for their beautiful solo and ensemble offerings. Visiting musicians included Brandon Cheong (violin, viola and choir), Luke Gair (trumpet, choir), Derry Byrne (trumpet), Georgia Blanshard (choir), Jaime Yoon (choir).

The Worship Team is grateful to all who volunteer throughout the year to help our team with communion, greeting, scripture reading, advent wreath lighting and so much more. Anne MacKenna, church officer, and Sharon Bliss, office administrator, make our tasks so much easier as they are always willing to assist us. Thank you!

Thank you to Kevin, Luke, Anne and Debra Danny for making our livestream worship so exceptional and to Larry and Richard D. for keeping our sanctuary in good order.

Richard – there are so many components to our team but you are our lynchpin. It is too easy for us to overlook all the hours you spend between Sundays with service planning and preparation and offering guidance to the rest of the team. And we are not the only folks that look to you for leadership and spiritual guidance!!! We are thankful for your presence among us.

Respectfully submitted:
Mary Graham, Chair



Pastoral Care

As we close the year 2024, the Pastoral Care Team at Knox reflects on another year of compassionate service to our church family. Through challenges and opportunities, we have carried forward our mission to bring comfort, celebrate resilience, and nurture spiritual well-being among our members. Below are the key highlights of our ministry:

Visitation

Our team continued to engage in meaningful phone and personal visits, connecting with those in need of support, especially in care homes, shut ins, hospitals, or during recovery at home. Ministerial visitations included regular trips to hospitals and care homes, providing spiritual care and companionship during critical moments. Additionally, the minister assisted with home blessings and other special ceremonies, helping members mark significant spiritual milestones.

The team consistently updated the monthly prayer list to ensure it reflects the needs of our congregation. Prayers were offered faithfully for those experiencing health challenges, loss, or other personal trials.

Card & Flower Ministry

Sydney's personalized get-well cards brought encouragement and warmth to those facing difficult times, while Valentine's Day and Easter cards added a special touch of love and hope to our shut-ins. Beautiful flowers were distributed during Easter and Christmas seasons, brightening the lives of many in our congregation, particularly those unable to join us in person.

Prayer Shawl Ministry

Our prayer shawls, lovingly crafted by dedicated knitters, symbolized the warmth and care of our community. These shawls, which were shared with those in need of comfort and healing, continue to be a treasured part of our ministry.

Memorial and Special Services

Our team supported memorial services, including the service for Mary Evans, honoring her life and contributions to our community. Additionally, we assisted with home blessings and other special ceremonies, helping members mark significant spiritual milestones.

Team Gatherings

The team met every two months to assess needs, plan activities, and share updates on ongoing care. These meetings strengthened our collective efforts and ensured a unified approach to our ministry.

Challenges and Dedication

This year, many Pastoral Care Team members found the work both rewarding and challenging, as they balanced their own personal needs, with their commitment to serving others. We are deeply grateful for their dedication, even amidst personal limitations.

Looking Ahead

The Pastoral Care Team remains steadfast in its mission to serve with compassion and grace. We continue to invite new volunteers to join our efforts, bringing fresh energy and ideas to this vital ministry.

It has been an honor to walk alongside our congregation this year, offering care and connection in every way possible. We look forward to continuing this sacred work in 2025.

Drafted by Rev. Richard Chung on behalf of the Knox Pastoral Care Team

Team Members: Sydney MacKenna, Catherine Shen, John Carr, Joanne Melville

Life Events of 2024

In 2024, we hosted the Marriage of:
Henry Blackmore and Sarah Nakashima (Sep. 19, 2024)

In 2024, we hosted the Celebration of Life of:

Mary Helen Evans (Jan. 23, 2024)

Yum Kin Godin (Apr. 26, 2024)

Joyce Schueck (Aug. 5, 2024)

Donald Norman Evans (Oct. 2, 2024)

David Edwin Kirkland Boyd (Nov. 11, 2024)

We honour those who have died, but did not have a service at Knox:

Donald Norman Evans (Oct. 2, 2024)

Refugee Sponsorship Report 2024

In 2024, Knox Church continued its commitment to sponsoring refugee families, working in partnership with a **five-church sponsorship coalition**. Our efforts during Lent focused on raising funds to support this mission. The Knox Congregation raised \$5,100.00 demonstrating our deep care for those seeking refuge and new beginnings.

Current Sponsorship Status

At present, our refugee sponsorship cases remain in a period of uncertainty. Here are the latest updates:

- **Afghani Family:** They are still waiting for their **medical examinations**, a delay that has been affecting multiple Afghan sponsorships. This issue was raised in the **UCC National Refugee Advisory Group**, and our director, **Khwaka Kukubo**, has been asked to follow up. Given the current challenges at **Immigration, Refugees, and Citizenship Canada (IRCC)**, this process may take additional time.
- **Rohingya Family:** This application is still in its early stages. We are currently waiting for an **approval number** from the **IRCC office in Ottawa**, which is the first step in the process. Once we receive confirmation, an update will be sent to all partner churches in our sponsorship coalition.

Looking Ahead

While we face delays and bureaucratic hurdles, Knox remains committed to **walking alongside refugee families** and advocating for a smoother sponsorship process. We will continue to work closely with the UCC Refugee Advisory Group and our sponsorship partners to support these families as they prepare for their new lives in Canada.

Thank you to everyone who contributed to our **Lenten fundraising campaign** and continues to uphold these families in prayer. Your generosity and faith make a tangible difference in their journey toward safety and hope.

If more updates become available, we will share them with the congregation as soon as possible.

Prepared by:
Rev. Richard Chung
Minister, Knox UC

Community Outreach

Each year at Thanksgiving, it has been a Knox custom to gather food donations for decorating our Sanctuary then to be delivered downtown to First United Church - now Sch'eyk Housing Society. They have very much appreciated the donations which are distributed to the residents and families in the buildings.

This year some of the photos of the food donations, packed in donated Choices Market bags, were shared with the Assistant Manager at Choices Market on 57th Avenue. She was impressed with the amount of donations and promptly asked whether Knox would be planning to do similar donations at Christmas.

A partnership was quickly formed with Choices Market and Sch'eyk was happily involved. The result was a bin at both Knox and Choices Market, to collect food and other donations, to be delivered to Sch'eyk during the Christmas season. Two large deliveries were transported from the collection bins by volunteers.

One delivery had many gift items and food for the Christmas parties in the units downtown. The other was a huge collection of food and other donated items, which were sorted into boxes, and given to the residents. Many of the Sch'eyk residents are seniors, along with families with children and/or teens. Tax receipts, for donations of food or gifts, were available when donations were over \$20.00 in value and submitted on a form.

Choices Market staff were very pleased, indeed, with the joint project. They have stated they would like to have a similar partnership with us for Thanksgiving and Christmas 2025, if we are willing. They would like to try to involve other branches of the store. Certainly, the staff at Sch'eyk were very pleased to receive so many gifts for the residents and have also stated that they would welcome such a partnership again. Canadian Memorial United Church also collected donations for Sch'eyk over the season.

Thank you to all who donated or volunteered during this community venture.

Colleen Coulter

Making Spaces

Facilities and Property Maintenance

Year 2024

An aging committee of Don Bliss, Ed Williams, aided by Larry Tench and myself, managed an aging facility through another year.

We all made Vestry re-building decisions to make the space warm and useful. Decisions were made to insulate the walls and ceiling (\$1,575), to reuse the old wood trim and doors and to cover six leaded glass windows (five old and one new) with 1/4-inch plexiglass (<\$1,000) for insulation and physical protection.

Building Insurance and the annual Fire and Safety Inspection were completed on time.

The duroid roof is twenty-one years old and has become quite moss covered. Moss removal would add years to its life but attempts to get quotations have had no response.

The eavestroughs and covers are eleven years old and need cleaning.

The boiler is ten years old and is performing reliably. A system flush is recommended, perhaps supervised by one of its installers.

The essential Dyson vacuum failed in July and was replaced by warranty.

The church carpet is very worn in some areas.

The huge apartment fire on August 6 on West 41st Avenue caused burning embers to land on our property. Luckily the kids play yard was not affected which had been primed for a fire by vandals. Thus warned, much of it was dismantled with wood being moved to the east side of the property. We really miss Paul O'Neill as he took sick leave to battle his illness. Lawn fertilizing and grub protection was contracted to Neighbourhood Lawn Care. Surplus garden equipment awaits disposal or sale. Summer watering restrictions affected our grass condition.

Failed Sanctuary lighting required two contractors to use our high ladders for maintenance work.

Respectfully Submitted,
Richard Dunsterville

Building Committee Report 2024

Our challenges continued in 2024 as we struggled to resolve several outstanding issues that have seriously delayed the construction of our long-awaited new Fellowship Center.

A brief summary of where we find ourselves:

While Knox has completed all the activities required, from our perspective, toward getting a release of our building permit, the developer is still awaiting final approval from the City for a number of outstanding site and structural issues.

Though the developer aggressively attempted to secure presales on their condo development, they failed to get the necessary percentage of sales that would allow the City, under current bylaws, to issue a final building permit. This caused a challenge in obtaining the overall financing for the total project. At the same time their appointed contractor departed and they were faced with searching for a replacement in a highly competitive market where contractors could select projects that offered faster returns.

These circumstances caused us to enter into serious discussions to determine if the developer could honour their contracted commitment to construct our building. If so, would they be able to complete the construction in a time that would allow Knox the benefit of managing the building for the future.

Many of you have attended the update meetings, which the Board has provided, to keep you informed of our concerns, and our options for moving forward. To date, February 2025, as this report is written, we have met as a congregation to consider our options. Subsequently the Board called a further official meeting of the congregation to vote on the options. The minutes of this meeting recorded that, a vote to open negotiations with Hon to explore alternative ways that would honour our contract to the satisfaction of all parties involved, was passed with the required majority.

The congregation will receive regular reports as to the progress of these discussions throughout 2025.

Your Building Committee regrets that due to many circumstances we have been unable to obtain our new building in time to achieve all of our future plans. As chair of the current Committee, and on behalf all our members, past and present, I would like to thank our Knox Family for your continuous and faithful support during difficult times. We have travelled a long road together and in true Knox fashion created a way forward that will, with energy, health and Faith, allow us to remain supportive to our mission and purpose within our community. It is also a good time to thank Bill Goodsir for his leadership and encouragement for many years. His experience and determination gained the respect of all those involved.

Blessings to all of you from the Committee:

Larry Tench, Richard Dunsterville, Ed Williams, Don Bliss, Michelle McMaster, Alan MacKenna

FINANCIAL COMFORT

Treasurer's Report

January 2025

This year has been very complicated from the treasurer's viewpoint. All during the year, we refined the coding of all our Knox data in QuickBooks. When we now prepare Operating Reports and Budgets, the data is easily accessible using QuickBooks. A few inconsistencies still pop up but, between the treasurer and office administrator, these errors are quick to catch. Unfortunately, Chris Cliff has still been on long term disability and has not been available to step in when he could have given guidance. We have worked out, with Sharon's persistence, where we need to focus.

Being extra careful during the year has been extremely important since our pledges, offerings, special appeals, events income, and rental income have not kept up with the expenses incurred with personnel and maintenance of the church. It was important we had an accurate monthly report, to track our balance sheet, and this allowed us to quickly determine if our operations need an influx of money from the Knox Trustees. Fortunately, they decided early in April to provide a consistent transfer of money from any growth in our investments, as well as dividends, throughout the year. The Trustees prepared nine \$20,000 post-dated cheques and every month a check was deposited in the operating bank account. The outstanding balance was monitored and we could ensure that Knox would not be in any financial difficulty. In fact, our outstanding balance was always good, so we seem to have found a balance that works.

The use of our facilities, as with 2024, has been reduced, even with special events. Some of our renters have stuck with us and we are thankful to them. Our parking lot is still here, but the fellowship center, although it was slated to be demolished a couple years ago, is still standing.

"Virtual" service is still ongoing, and the team producing it are now quite proficient in adapting our modern audio/visual system to meet their needs. Some special events were produced throughout the year, including many musical presentations, by the ICE, Aurora, Brock House, Knox Lab and Pheonix Chamber Choirs, plus two movie rentals which kept Sharon hopping. We have also introduced workshops, such as strength and balance classes, art classes, Healing Touch sessions and others. Hopefully in 2025 we can increase this type of activity with your congregational support. Most of the productions were very well attended and the workshops continue to improve.

Although our pledged and unpledged offerings were a bit lower than we had budgeted at the beginning of the year, it was heartening to receive some unexpected gifts in December. Online giving via our website and Tithely has been slow to attract donors, but still a simple and direct way for the congregation to support Knox.

With the new fellowship building not starting and the existing building not available, Hon Towers continues to re-imburse Knox for "loss of rental income" and "storage costs" for our excess furniture and files. We have been struggling to operate the Knox office, as well as maintain the church operations in the one sanctuary building. After the flood, the Vestry was completely renovated and is now used as a Vestry and as an office. Hon Towers had agreed last year to supply an on-site trailer for office space, and we are still waiting.

As stated earlier, Knox Operating finances were supported by the Trustees, as in previous years, by the Capital Funds and other funds the Trustees administer for Knox. The Trustees transferred to Knox operations a combination of dividends, capital gains, and some Capital Trust money, monthly, to make-up this difference. This year the congregation stepped up their donations and this is much appreciated by the Board. Thank you so much to the Trustees and congregation!!!

We still need to devise new ideas, on how to increase our revenues, especially with our programs that involve the community. This report also accompanies the 2025 Budget, with 2024 year-end operating data, showing how the funds were raised as income and spent on expenses.

I would like to thank Susan McAlpine for stepping in when I had my own medical needs and couldn't continue fully with my treasurer duties. Jeannie Callaway and especially Sharon Bliss were instrumental in keeping the office finances in order, thank you ladies!

Even though the building has been much quieter, work still must get done, services continue, maintenance continues, and bills are paid. Rentals have increased and this keeps the building active and even somewhat noisy at times yeah!

As I have said before: with congregation enthusiasm and commitment, good investments by the Trustees and team support, we will prevail and hopefully thrive.

Submitted by Larry Tench, Treasurer

Trustees' Report

2024

In 2024, the Board of Trustees of Knox United Church in Vancouver continued its diligent work as the legal custodians of the church's properties, ensuring faithful stewardship and alignment with the mission of the United Church of Canada. Throughout the year, we addressed financial, operational, and strategic challenges while maintaining a focus on sustainability and growth. Here is a summary of our key actions and discussions:

Appointments and Leadership:

- The Board welcomed continuity in leadership, with ongoing contributions from Trustees including Richard Dunsterville, Lori Marzen, Bruce Herzer, and Mike Flynn. Rev. Richard Chung provided leadership as an acting chair, supported by the collaborative efforts of the Board members.
- The Board is appreciative of the continuing service of Bryan Atkins (GIC Liaison) and Chris Lay (Investment Liaison).

Insurance and Risk Management:

- The Board carefully reviewed and renewed building insurance with HUB International. After evaluating options, the Trustees decided to maintain 100% replacement value coverage to ensure comprehensive protection, with an annual premium of \$15,840.
-

Building Project and Strategic Planning:

- Significant time was devoted to discussions about the delayed building project with Hon Towers. Despite setbacks, the Trustees worked with the Building Committee and the Knox Board to finalize easements and other legal obligations to avoid further delays.
- A strategic approach to negotiations was adopted, being led by the Knox Board, including engagement with the Pacific Mountain Region (PMR) for advice and support.
- Discussions on governance structure, led by the Knox Board, emphasized the potential shift to an Advisory Board model for improved oversight.

Financial Stewardship:

- Trustees monitored financial health closely and decided to automate monthly transfers of \$20,000 from the Trustees' bank to the operating account streamlining financial processes.
- Investments were managed prudently, with a mix of GICs and Leith Wheeler portfolios ensuring liquidity and stability. The Board directed the reinvestment of maturing GICs and approved the purchase of a \$350,000 RBC one-year GIC.
- Trustees maintained a robust cash position, ending the year with \$493,000 in available funds.

Looking Ahead:

- The Trustees anticipate significant decisions in 2025 related to the building project, financial sustainability, and governance restructuring. Continued engagement with Knox Board, PMR and other stakeholders will be critical.
- The Board remains committed to exploring realistic options to address declining church trends, aiming to shape a positive legacy for Knox United Church.

This report reflects a year of faithful stewardship, prudent decision-making, and dedicated service. The Trustees thank the congregation and stakeholders for their continued trust and support.

Report prepared on behalf of the Board of Trustees by Rev. Richard Chung.

Investment Report

The year 2024 showed strong performances in North American equity markets. The gain, however, was very concentrated and the vast majority was in a small number of technical stocks. The Canadian market was also quite concentrated but the S&P / TSX Index did increase by 22%. International markets lagged their counterparts in North America.

The markets also responded positively to the U.S. election results and the expectation of fewer regulations and tax cuts from the Trump Administration. Our portfolio had a gain of 12.2% despite withdrawing an amount each month indicating the income from the portfolio. We also made a one-time large withdrawal to cover the revenue shortfall in the operations of our church. The portfolio value at 2024 year-end was \$4,139m and in the early days of March the value was \$4,305m.

Year-End Financials

Knox United Church Year End Operating Statement - 2024				
	2023		2024	
	Actual	Budget	Actual	Budget
INCOME				
Pledges and Offerings				
Total Pledged	84,933	90,000	95,800	85,000
Total Unpledged	56,298	64,000	49,688	67,200
Total Offerings	141,231	154,000	145,488	152,200
Community/Congregation - Knox Sponsored	4,926	5,000	6,045	4,000
Total Other Income			11,897	
Use of Facilities	14,582	5,000	38,490	13,500
New Building Transition (Hon Towers)				
Loss of Rental	39,000	39,000	39,000	39,000
For Storage	31,152	31,152	31,156	31,152
Total New Building (Hon Towers)	70,152	70,152	70,156	70,152
Total Use of Facilities	84,734	75,152	108,646	83,652
Dividend from Capital Fund and Trustee Transfers	108,000	108,000		
Total Income	339,228	336,089	272,076	239,852
EXPENSES				
Operating Expenses				
UCC Assessment	16,635	16,635	21,410	24,200
Personnel Compensation	330,703	349,944	313,534	356,623
Facilities and Property Management	62,574	70,083	72,856	77,500
Total Worship / Music / Families	23,085	13,500	3,883	5,000
Congregation Development	4,280	1,800	1,644	1,800
Congregation Miscellaneous	869	500	6,563	5,000
Total Congregational Life	28,234	15,800	12,089	11,800
Community Development				
Web Ministry	4,363	3,900	3,224	3,900
Performing Arts	2,174	8,000	1,121	1,500
Partnerships and Networking	0	600	0	1,500
Total Community Development	6,537	12,500	4,345	6,900
Administration	30,974	24,500	9,589	12,000
Total Operating Expenses	417,948	454,619	433,823	489,023
Knox Gross Profit / Loss	-186,720	-226,530	-161,747	-249,171
Transferred from Trustees	186,720		180,000	
Net Profit / Loss after Transfers	0		18,253	

Becoming Partner Ready

Ministry and Personnel Report 2024

2024 was a year of change as our staff experienced many new directions.

With Christopher Cliff taking extended medical leave of absence, Knox made two interim decisions with the appointment of Sharon Bliss to the Office Administrator position, and Anne MacKenna to the position of Church Officer.

We are grateful to Sharon for her excellent work as our Officer Administrator under difficult conditions both from a learning perspective and adjustment to a “floating office location” due to water damage in the Vestry. Anne has taken over the majority of Paul O’Neil’s tasks while he too was absent on extended health leave. She has provided her excellent organization to manage the basic maintenance and ensure that our congregation space remains welcoming for the congregation and our renters. Both Anne and Sharon have cooperated in arranging monthly lunch Sundays approved by the Board; a tasty event that allows all of us to enjoy the time to eat and share time with our friends.

This time has also allowed us to share with our Board the plans for the future of Knox, and to support the several activities that are held at Knox during the week in line with our outreach efforts to reduce loneliness. Promising attendance numbers at the following are encouraging: weekly exercise classes, monthly Healing Touch ministry, weekly Creative Art classes, Choral group concerts and rehearsals, some of whom are talented members of our Knox choir. Thanks to Colleen Coulter for her leadership of the Gregorian Chant group, and Anne MacKenna for the Acting Up! Musical Theater weekly rehearsal time with a talented group of young people.

We thank our staff for making all this happen and to keep us active in our community.

While we will all miss his good work, and cheerful presence, we have been advised by Paul O’Neil that he has chosen to retire as of December 31st, 2024. Paul has taken care of our maintenance needs at Knox over the past ten plus years. We wish him, and his family a time to enjoy health and happiness in the days ahead. You will always be welcome Paul to share a cup of coffee as you pass by! Thank you from all of us.

A very special thank you to our Minister Richard Chung who has led us, encouraged us, and supported the congregation through this changing year with his caring ministry. We have appreciated stories of his journey and the promise of hope along the way.

A special note

Throughout the past year we have, thanks to Colleen, been blessed by the young choristers she has met, employed and welcomed to be a part of the Knox choir.

They have brought joy and inspiration to our worship services. Their gifts have been very much appreciated by the Knox Family. One of our first members from this group, Victor Burke, is sadly leaving us due to his other commitments. Hopefully we can, in the future, welcome him back as a special guest thank you, Victor!

Thank you, Madelene Klassen, for your wonderful gift of music that inspires us in so many ways. From thoughtful preludes to inspiring postludes, music that empowers us to sing and calms us in quiet moments. We thank you.

Not forgetting Kevin Wong who faithfully guides us through our online presence each Sunday, with the support of Debra Danny, our Web Manager.

Undoubtedly, there will be more changes in the year ahead, and difficult decisions to be made. Our family stands firm, and we are blessed by our excellent staff, not to mention the amazing Knox family members who volunteer in so many ways.

Blessings to you all from the M&P members
Sandra T., Adrienne B., Judy L., Anne E. and Alan M.

In-Reach

Monday Afternoon Socials

Our Monday Afternoon Socials started up in April 2024, welcoming participants to drop into the church sanctuary for an afternoon of fellowship. Each week, people gather to enjoy a variety of activities, including art, card games, knitting, puzzles, and board games. Coffee, tea, and treats are always on hand, creating a warm and welcoming atmosphere.

These gatherings provide an opportunity for social connection and creative expression, strengthening our church community. The number of people attending is increasing and we look forward to continuing this new tradition in the year ahead.

Respectfully submitted:
Robin O'Brien

Healing Touch Report

We have resumed Healing Touch. Hands-On-Healing is an energy based approach to healing which can effect changes. These changes can be experienced on a physical, mental, emotional and/or spiritual level. The goal is to restore balance and harmony to the body, mind and spirit.

Healing Touch promotes relaxation, strengthening the immune system, increasing a sense of well-being, reducing pain, increasing management of stress and increasing healing time to tissue and bone.

We meet in the Narthex the first Tuesday of each month, except for summer vacation. Sessions are arranged ahead of time according to a person's availability. Each session lasts thirty minutes.

We are grateful to be able to continue this ministry. Joanne and Robin

Senior's Fitness: Stretch, Strength and Balance

About a year ago I was asked to speak with an instructor I knew to see if she was willing to conduct a class at the back of Knox Church. She was more than willing. Thus began these sessions on Thursday afternoons from 1:45 – 2 45 PM. They are drop-in sessions, and one can pay on the day or buy a few at a time. This allows for great flexibility and seems to appeal to the attendees.

Kate Maliha has a MA in Human Kinetics from the University of British Columbia with a focus on exercise and aging. Her master's research study was on the benefits of exercise for older adults, and particularly the importance of peer group exercise programs. Kate is well qualified as she is also a Certified Medical Exercise Specialist (ACE), a Certified Functional Aging Specialist (FAS), a Certified Brain Health Trainer (FAS) and has further specialization in balance and fall prevention. Her work has been published in numerous magazines and on-line journals, and she is a frequent guest speaker.

One of the important aspects of these sessions is that Kate gently guides us to stretch and use every one of our muscles from our eyes in our head all the way to our toes. A great benefit is moving our bodies to great music from the 60's onwards. She makes it fun and friendly while encouraging everyone to do the best that they can. We now have 32 people on our list and generally have 12 in attendance, some are very regular, others come when they can work around travel and illness. The church provides a wonderful, relaxing & calming atmosphere in which to exercise. I am told that this program has made a profit of \$1,500 this past year.

It has been a great outreach project and is delightful to see many folks from around the neighbourhood visiting with each other as well as exercising.

So, it is increasing our physical abilities, creating friendships, good for the soul and it is contributing monies for Knox Church. A good program indeed.

Respectfully submitted,
Anne Earthy

Expanding our Web Ministry

Web Ministry Report

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 with the likes of UBC Researchers (The Power of The Arts), Senior Fitness, and the Feast & Fallow Cafe. Additionally, numerous neighbourhood concerts by Knox renters have made use of the web reach to advertise their events.



This year has been one of refining focus, adapting the website to Knox's emerging realities (a smaller, aging congregation with no fellowship centre). We have concentrated on delivering the Sunday Worship Services, Vodcasts and new this year, Daily Meditations. Our ability to reach audiences continues to grow. KnoxVan has between 20 – 32 pages ranking on the first page of search engine results in any given month. And Google shows from 5,450 to 11,170 visitors Knox web pages each month in response to requests for information – imagine the phone ringing that often!

The LIBRARIES we continue to build with live stream worship services, podcasts and meditations have become anchors in the community connecting a vast pool of local individuals with Knox's presence, message and ministries. The archives in the Sermon Library now represent about 25% of the mentioned Google searches.

Financial campaigns such as Refugee Sponsorship, First United, & Stewardship, plus collections for Sch'eyk Housing Society, program registrations, general giving and 'in memory of' contributions have all been successfully facilitated through the website DONATIONS module.

The RENTALS sections underwent a much-needed major revision this year and are proving to be very well received. SEARCH was rewritten to cater to visitors to help them find exactly what they are looking for without having to 'wade' through the website. Many of the website forms were reworked - LET's TALK which serves as our primary communication vehicle with community continues to receive dozens of inquiries each week. A newly added SHARED MEMORIES form where people type in their own stories on various pages like EVENTS, the VODCASTS and most recently the live streamed MEMORIALS, is getting wonderful use. The engine under the KnoxVan website saw an upgrade of the OPERATING SYSTEM. Dynamic PLUGINS are routinely updated weekly or even as often as daily, due to changing technology, especially the rapid expansion of computing power and growing security issues.

By the Numbers: KnoxVan dot com currently has 576 pages with 3,871 media items (2015 images, 724 videos, 106 documents, and 26 audio files) The busiest day of week for the website used to be Tuesday but is now Saturday. Point of information - we only count activity that spends 30 seconds or longer on the site. The Vodcasts are the most common downloads, followed by the Meditation videos and printable copy and then the weekly bulletins. An average of 42 of our images are downloaded each and every day. KnoxVan is an established website with lots of appealing content documenting our fifteen-year journey.

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. As always, your input is valued and appreciated [LET's TALK.](#)

Respectfully submitted by,
Debra Danny,
Knox Webminder



Knox United Church 2024 Annual Congregational Meeting Minutes – FINAL

Date: February 25, 2024 11:30 PM – 1:30 PM

Location: Knox Sanctuary

Present: Margaret Pendray Congregational Meeting Chair, Michelle McMaster Congregational Meeting Secretary, Rev. Richard Chung, Susan McAlpine Board Chair, and congregation - a total of **36** Full Members and **5** Adherents.

Item #	Opening & Preparation
1.	Call to Order and Opening Prayer at 11:29 am. <i>Rev Richard Chung</i>
2.	<p>Quorum, attendance and voting practise:</p> <p>Quorum confirmed by show of hands: over 20 full members, as required for quorum.</p> <p>Votes are counted by show of hands For, Against, and then Abstain for each vote.</p> <p>Attendance is recorded using Sign-in Sheets. Upon review after meeting the following count is made: Total attendees: 41, comprised of 36 full members, 5 adherents.</p>
3.	<p>MOTION: Sharon Bliss moves and Sharon Copeman seconds to elect Margaret Pendray as Congregational Meeting Chair and Michelle McMaster as Congregational Meeting Secretary for congregational meetings during 2024. Floor opened for other nominees – none proposed. CARRIED unanimously.</p>
4.	<p>MOTION: Helena Ho moves and Sharon Copeman seconds that Adherents be allowed voting privileges. CARRIED unanimously.</p>
5.	<p>MOTION: Wendy Trant moves and Larry Tench seconds to approve the Agenda. Agenda proposed allows for more time on Strategic Plan. CARRIED unanimously.</p>
6.	<p>MOTION: Berkeley Scott moves and Richard Dunsterville seconds to approve past minutes, the Annual Congregational Meeting Minutes of March 19, 2023, as amended. Correction to Title Date to read 2023 instead of 2021. CARRIED unanimously.</p>
7.	<p>MOTION: Sharon Bliss moves and Helena Ho seconds to accept the 2023 Annual Report. CARRIED unanimously.</p>
8.	<p>Reports – see Annual Report for ones not touched on today.</p>
a.	<p>In Memoriam – <i>Susan McAlpine</i> pg. 11</p> <p>We remember with love those of our congregation who left us during 2023: Bob Norton, Betty Armstrong, Betsy Morrow, Lois Jackson, David Godin, June Hollands.</p>
b.	<p>Nominations Process report – <i>Susan McAlpine</i></p> <p>No typical Nominations process was carried out this year, for a few reasons.</p> <p>Our capacity is getting smaller. We have fewer volunteers. Some committee chair seats are empty, and some committees have been fallow for years. It is therefore time to realign our governance to reflect these changes.</p> <p>There are no new proposals for governance changes to bring to this meeting. The Board needs congregational approval of the Strategic Plan before developing one, and put its efforts into completing the Strategic Plan for this meeting. We are therefore likely have another congregational meeting to vote on governance structure in next few months, once one is ready for congregational discussion.</p> <p>Proposal: we defer nominations until next meeting, later this year.</p> <p>Questions: How does this work? – if you are in a role, hold on that role until next meeting.</p> <p>MOTION: Alan MacKenna moves and Wendy Trant seconds to defer the nominations process. CARRIED unanimously.</p>

c. Knox Board Report – *Susan McAlpine*

A. Presentation of Strategic Plan

The Board report this year is comprised mainly of a presentation of our proposed Strategic Plan.

1. State of the Vision –

Knox has a vision – a unique, beautiful, and authentic vision for connecting people who may be experiencing isolation, using the Arts as a medium: Church, The Arts, Loneliness are all parts. Our Vision reflects Knox’s heart, so no need to revisit it.

How are we doing at balancing those parts? Church life and the Arts have been getting most of our time and attention since the pandemic. But we lack insight into our impact on neighbourhood isolation and loneliness. We started strong before the pandemic, but we’ve been living life like the pandemic is still on.

2. Pursuing our Vision

The Strategic Plan Working group met until about June 2023 and agreed that to secure a vibrant future we need to design Vision based initiatives into which we can all pour our hearts.

But this principle raised questions, so first we need to define:

- Finances – what could vision initiatives look like with a large deficit, dropping income, level investments, and rising operating costs?
- New Building – how will we manage during construction, what will we do in the new building, and now, with no definite start date, how can we make the most of the spaces we do have?
- Daily operations – how have these changed since the pandemic?
- Our actual capacity – what is our honest capacity as a family-sized congregation of mainly seniors?
- Congregational needs and Neighbourhood needs – How have our needs and our neighbourhood needs changed since the pandemic?
- Areas of emerging energy – What are the lively areas emerging at Knox since the pandemic?

From September the Board has taken over the strategic planning. A congregational conversation held in November asked two key questions: What do you need from Knox these days? And what do our neighbours need from Knox these days?

In January the Board agreed on a shortlist of key areas needing our attention, divided into Must Do, and Areas of Potential. A congregational conversation was held later in January to help trim the list of potentials into those of most interest to us.

Must Do:

- Finances and Governance
- Building project

Areas of potential – *each congregation member present asked to vote, max 3 votes & none the same:*

- Congregational care, which we dubbed ‘**Inreach**’ – received the most support at 27
- Becoming ready for partnership / amalgamation – support 17
- Expanding the **web ministry** – support 15
- Outreach - 13
- Supporting students (choir leads) - 11
- Becoming a neighbourhood spiritual centre - 6

3. The Plan

Strategic Directions for 2024 to 2026 and maybe beyond

Goal 1. Make Space – tending to building project as needed. Become more creative and efficient in how we use our sanctuary building and land. – we will talk honestly and creatively about how we can make best use of sanctuary and land

Goal 2. Financial Comfort – find accord on the concepts of spending and saving. Continue to refine and upgrade our financial processes. Address the deficit. – We each have different levels of comfort about money, so need to find a level of harmony. We need to agree on

shared Financial Principles and agree to be guided together by it. This will define for us what good stewardship looks like in the United Church these days.

Goal 3. Become Partner Ready – reach out to potential partners: local congregations and non-profits to see if values and visions align well. Governance and staff model reviews. Continue improving policies and efficiencies. – what is our capacity in next 3 to 5 years? Our staff model is our biggest cost and is not sustainable, yet our volunteer capacity reducing. The board hopes for governance structure to be delivered to the congregation for a vote this summer. We need to look attractive if we are partner hunting.

Goal 4. Inreach – foster a vibrant and cared for congregation. - investing time and money back into our own congregation. Finding creative ways to make sure everyone has the care they need. A lot of our programs stopped during the pandemic. We are now restarting Healing Touch and a Book Club, starting in March.

Goal 5. Expand our Web Ministry –web ministry with clear objectives that resonates with Vision content: Neighbourhood, The Arts, Connection - clarify its post-pandemic purpose, who we want as our audience, and search Knox and beyond for guest contributors and wise advisors.

Other points of consideration to keep in mind:

1. What makes Knox Unique? - Why would someone choose us? All our marketing needs to reflect this.
 - a. We are a sanctuary from post-modern life - with a unique vision which resonates well in this time, a Sanctuary carrying hold energy, traditional worship format instruments and choir, we strive to be warm and welcoming.
 - b. Our web ministry – dynamic and full of lively content, and livestream worship right from our website.,
 - c. Great event and rental space(s) – heritage building and eventually a new modern fellowship hall, great acoustics so a good music venue with Livestream capacity, cost effective for renters and fully accessible spaces and free and easy parking
 - d. Our location – a neighbourhood church in central SW Vancouver location at the junction between Dunbar, Kerrisdale and Arbutus Ridge, and near Southlands, Musqueam and UBC
2. Measuring our Success – our programs and initiatives will have objectives and indicators (measurements) attached to them - to measure success. People-in-pews is no longer only way to determine success of an urban neighbourhood church. It will help to remove gut-driven decision making, and keep our focus on tangible facts to make decisions.
3. Funding the Plan – Pacific Mountain Region continues to support the idea of accessing principal funds from the land deal. They would prefer churches try bold and generous initiatives – even if they don't succeed - than locking doors with money in bank.

B. Update on Building Project

Recent news that Hon Towers has not achieved enough presales of the condo units to secure their financing and that they have dismantle their show suites indicates another unreasonable delay in project, with projected earliest start dates at 2027 or later. Some good meetings following this news have been held with our team of experts, including Don Evans, Pacific Mountain Region's building advisor. His advice is to keep building and working our Strategic Plan. It will inform what we want to do with the building.

Our approach with Hon Towers is: Knox does not accept the delay of the project, but we are holding on.

We are taking the following steps:

1. The Reciprocal Easement Agreement with our north neighbour is ready for the Trustees to sign and will be executed shortly.
2. The License Agreement with Vancouver School Board (the crane swing agreement) is also ready for signing by Trustees. With these two signed, Knox will have no further remaining

responsibilities standing in the way of project commencement, an important factor as we deal with Hon Towers.

3. We will be talking Hon Towers to discuss items of concern related to security, care, use and maintenance of the land around us. These will be “improvements” over the current situation. A primary concern is getting an office trailer onto the property.
4. Once the documents are signed we will book a meeting with Hon Towers in near future about their plans. Our lawyers, Don Evans, will be present. We will express our frustration and ask if Hon is trying to sell the development.
5. Rodney Yates recommends we find a real estate litigator to get a ball-park estimate for the cost of a legal opinion. Litigation could take us far beyond 2027, so this is a last resort.

Congregation members have asked the following questions since the news came to light.

- Can we build something else instead? This would put us back to square one (15 year ago). So, no.
- Can we ask for an increase to the rental replacement? Lawyers says no, because it will send wrong message to Hon Towers (that we are content to wait as long as we get funds) and could weaken our position if we decide to pursue litigation in future.

C. Our Future

It is challenging to know what a family sized urban church can achieve in this time, in this neighbourhood.

No matter where the next 3 years take us, what does a Legacy look like for Knox? What will our neighbours need from Knox in 25 years or 70 yrs from now? - What can we set in place, even if we aren't here then.

MOTION: Phil King moves and Sharon Copeman seconds to approve the Strategic Plan presented.

Discussion:

- *Sharon Copeman* - Good work. Huge Thank You to all of those people who have done a whale of a job preparing it.
- *Bill Goodsir* – congregation is declining by 5 or 6 percent each year - inevitable given our age. Talk about Knox 70 years from now seems unrealistic. Joining with another church was discussed 6 years ago – could have a future that way. Details send a message – we need to accept fact our congregation will go down, the older the faster, so it is realistic to find another group to go forward with. Put in place a committee to look at potential church/group we could join. Address budget shortfall – we won't be able to afford to talk about future in just a few years. *Susan McAlpine reply* – Board want support for goals, before discussing details.
- *Wendy Trant* – Shaughnessy United has 2 churches waiting for their facility. We don't. We don't have a kitchen which impacts our attractiveness. *Susan McAlpine reply* – how we use building and land more creatively are discussions we are to have.
- *Ben Bouguerra* – thanks Susan and all the board for the time putting this together. Needs to be clearer clarity on what expanding web ministry means. We are beyond pandemic needs such as livestreaming. How much does it cost us? Are we engaging with community? Ministry serving people here today. *Susan McAlpine reply* – we will have discussions on this.
- *Sharon Copeman* – is new building a definite, or a question? *Susan McAlpine reply* - At this point, the answer is yes, it is a definite. Everything is more valuable and better with new building. We have covenants with City of Vancouver for a preschool, so could get sticky if we don't have the new building.

CARRIED unanimously.

d. Finance Team report and Treasurer's report – *Larry Tench*

1. 2023 Fiscal Year highlights *pg. 28*

Stabilizing work force – We thought we had stabilized our work force after Josie Barley's retirement in 2022, but in 2023 but 3 of 4 staff had health issues. , but in 2023 but 3 of 4 people responsible for finances had serious health issues. Thanks to Jeannie, our Bookkeeper, who after a severe leg fracture in the early spring, was tending to critical

payments within 2 weeks and helped to cover Knox office gaps for the rest of the year. Thanks to Sharon Bliss who stepped in and has been an enormous help in office to coordinate paperwork.

- a. Income – total actual income \$333,966, down around \$10,000 from budget.
 - i. Actual total offerings (pledges and offerings) was \$141,231, \$14,000 under budget, and down about 10% from last year’s actuals. Anonymous donation in December helps every year – thanks.
 - ii. Use of facilities – did well this year.
 - iii. Dividend from Capital Fund included
- b. Expenses – Total actual expenses \$483,035, down around \$14,000 from budget, but up around 15% from last year’s actuals.
 - i. UCC Assessment - now based on our financials, and went up around 30% to \$24,013.
 - ii. Personnel compensation is the biggest expense – at \$330,703, an increase of \$42,000 actuals – we had to deal with sickness coverage.
 - iii. F&PM – about the same. Rental storage expenses go here.
 - iv. Congregational Life: At \$28,234, was 44% over budget, and 60% higher than last year actuals. Choir section leaders hired in 2022 are the biggest cost, and increased in 2023.
 - v. Community Development: Actuals were similar, but under budget by around 50%.
 - vi. Administration – Actual \$30,974, up from \$24,593 and higher than budget. We had a review engagement which costed a lot more than last time.
- c. Total Income to Expenses put us in deficit by \$149,069 actual, covered by transfer from Trustees. It was about a 50% increase from last year actuals. Note that the \$149,000 transfer was over and above the \$108,000 transfers included as part of Income.

Questions:

- *Wendy Trant* - Congregational Development (any events by congregation for congregation including food) - **Reads actual \$4280**. Why the big jump? *Margaret Pendray* - Josie Barley’s retirement party. Other costs may be included here but don’t recall. **[Follow-up: Congregational Development line should have read \$2337.29. Visual Arts (Ecotones) was coded incorrectly. Corrections will be made.]**
- *Sharon Bliss* - Clarify footnotes – listed at below as 1, 2, and 1, but 1, 2, and 3 in main body text. *Margaret Pendray* - last 1 should refer to 3, in F&PM.
- *Larry Tench* – clarification: Only personnel included outside Personnel Compensation were section leaders. **Josie’s assistance to Chris included in Personnel Compensation.**

2. 2024 Operating Budget:

handout at meeting

- a. Budget Income - total \$347,852, up about \$3500 from last year’s budget and \$11,000 from its actual
 - i. Pledges and offerings \$152,200, up about \$10,000 from last year actual.
 - ii. Use of facilities is assumed similar. Hon Towers compensation of \$70,000 is same. We hope facilities rentals will increase somewhat to match actuals last year.
 - iii. \$108,000 dividend from Capital Fund managed by Leith Wheeler included.
- b. Budget Operating Expenses – total \$489,023 , about \$5000 higher than last year actuals.
 - i. UCC assessment – same as last year.
 - ii. Personnel Compensation - \$342,623, lower than 2023’s budget but higher than its actual costs. In February Office Manager Chris Cliff went onto long term disability, so we don’t pay him anymore (as we did when on short term disability)- now he is paid by his insurance company. People have to do his job, so contracts are increased in proportion to salaries.
 - iii. F&PM – budget \$77,500, up from \$70,083 budget last year, due to an increase in insurance and other incremental increases in costs. F&PM is improving vestry temperature control by insulating, since doing flooding repair work there anyway. Storm windows are being considered as well.
 - iv. Congregational Life: \$26,800, to be down \$2000 from last year actuals. Worship and Music budget increased from last year but not as much as actuals were. Team budgets, bundled under Congregation Miscellaneous, are increased in anticipation of restarting activities after pandemic.

	<p>v. Community Development - \$ 6,900 budget, not much different from last year actuals but down from last year's budget.</p> <p>c. Total Income to Expenses put us in deficit by \$141,171, a \$6000 decrease from last year actuals. Note that this deficit is over and above the \$108,000 investment income to be transferred. We hope to reign in a little better than last year. Our deficit is \$250,000 if we don't include \$108,000 transfer from Trustees.</p> <p>Questions:</p> <ul style="list-style-type: none"> - <i>Susan McAlpine</i> – Board talked about revising budget if we need to do so with now approved Strategic Plan. We may therefore replace this Budget with a new one better reflecting the Plan later in the year. - <i>Mary-Ellen Flynn</i> – I don't understand program costs because they don't include the personnel as well. <i>Margaret Pendray</i> - Decision made by Board some time ago to include all personnel costs in personnel compensation, but it would be easy to look at program costs as all the data has been collected. There was no decision to review the budget for such changes at that time. The board or finance team would need to determine if it was desirable. <p>MOTION: Frances Herzer moves and Sandra Adams seconds to approve the 2024 Budget. No further questions or discussion. CARRIED unanimously.</p>
<p>9.</p>	<p>General Questions and Comments:</p> <p><i>Margaret Pendray</i> - Thanks to Susan McAlpine, Margaret Pendray, Michelle McMaster, <i>Sharon Bliss</i> and all involved with the ACM. Thanks everyone in the congregation for their hard work for the whole of the year. This year had been demanding. Thanks so much for all who keep Knox running.</p> <p><i>Wendy Trant</i> - Are we going to hear from Board of Trustees? Regarding investment review (page 24) – is there a rule about how money is invested? <i>Bruce Herzer</i> – there is an ethical policy for Leith Wheeler to guide investments from UCC and UN. <i>Wendy</i> - Why has bond being changed? <i>Bruce</i> - They manage the portfolio with a variety of investment types, following values of UCC. We've had an ethics policy since beginning. <i>Wendy</i> - Last year's minutes say new policy was developed. Has there been changes made to how investing? For example about high or minimum risk? <i>Bruce</i> - Contemplating shifting to lower risk bonds, but want to balance it. This is an ongoing review and decision making process. Note: there was some general confusion about what policy change the last ACM minutes referred to. [<i>Michelle reviewed this after meeting and notes this is True. 2022 ACM minutes section 6b, first paragraph reads: "New investment policy was developed last year". Margaret: Policy change mentioned in 2022 ACM Minutes referred to Board addition to previous Investment Policy adding that once the capital fund went over \$4M funds could be taken out.</i>]</p>
<p>10.</p>	<p>Closing prayer - <i>Richard Chung</i></p> <p>Good job – thanks Susan!</p> <p>There are hopes in the midst of declining, We have great deal of hope for future. Keep on praying and be faithful.</p> <p>Thanks, God, for time to reassess our ministry, thanks to all people who have poured their life into supporting this ministry.</p>
<p>11.</p>	<p>MOTION: Richard Dunsterville moves to adjourn at 1:02 pm.</p>

Margaret Pendray, ACM Chair

Michelle McMaster, ACM Secretary



Knox United Church 2024 Extraordinary Congregational Meeting Minutes – FINAL

Date: April 21, 2024 11:15 PM – 12:00 PM

Location: Knox Sanctuary

Present: Margaret Pendray Congregational Meeting Chair, Michelle McMaster Congregational Meeting Secretary, Rev. Richard Chung, Susan McAlpine Board Chair, and congregation - a total of **42 Full Members and 2 Adherents.**

Item #	Opening & Preparation
1.	Call to Order and Opening Prayer at 11:08 am. <i>Rev Richard Chung</i>
2.	<p>Quorum, attendance and voting practise:</p> <p>Quorum confirmed by show of hands: over 20 full members, as required for quorum.</p> <p>Votes are counted by show of hands For, Against, and then Abstain for each vote.</p> <p>Attendance is recorded using photos. Upon review after meeting the following count is made: Total attendees: 44, comprised of 42 full members, 2 adherents.</p>
3.	<p>MOTION: Adrienne Burton moves and Sandra Adams seconds that Adherents be allowed voting privileges. CARRIED unanimously.</p> <p>Main Agenda:</p>
4.	<p>MOTION to approve past minutes, the Annual Congregational Meeting Minutes of February 25, 2024. DEFERRED.</p> <p>ACTION: Minutes to be issued to congregation, then voted on at next meeting.</p>
5.	<p>Board of Trustees – <i>Susan McAlpine</i></p> <p>Bryan Atkins has given notice he would like to retire from the Board of Trustees. The congregation needs to approve any changes to Trustee board members.</p> <p>The congregation expresses it deep thanks for the many, many years of commitment. Alan MacKenna specifically appreciated his really good questions. [Applause]</p> <p>ACTION: Send a note to him reflecting these appreciative thoughts.</p> <p>MOTION: Wendy Trant moves and Sandra Trueman seconds to remove Bryan Atkins from the Board of Trustees. CARRIED unanimously.</p>
6.	<p>Knox Board Report – <i>Susan McAlpine</i></p> <p>A. Update on Strategic Plan - Goals for Strategic Plan were approved at last Annual Congregational Meeting.</p> <ol style="list-style-type: none"> Making Spaces – use of our building and land. One part of this goal is making the Sanctuary as comfortable and functional as possible while we wait for new building. Second, the Building project, is to leverage whatever we can to move the project ahead. <i>Update:</i> Knox will have completed all of its responsibilities once the revised north shoring easement agreement is signed shortly by Trustees. We will then meet with Hon Towers to push our agenda: we are not happy about the delays, need an office trailer right away, and need the fellowship centre property to be far better cared for. ACTION: Gather interested people together on how to make best use of the sanctuary building and grounds, if it is to be our only building for the foreseeable future. Financial Comfort – refining our financial reporting and processes; coming to terms with our true financial picture; becoming objective about money; striving to understand what being a good steward is today. We have 3 reports, so when we don't have them all together we lose clarity. We need to become more objective about money – we are too emotional about it. <i>Update:</i> Tactics are being worked on for this goal. Staff and Finance Team have been making systems more efficient in recent years – work ongoing.

3. **InReach** - post-pandemic ramping up of care for our congregation. *Update:* Healing Touch restarted, Chair Fitness (24 people) new, Bible and Brew (tea or coffee), Arts and Crafts afternoons, Second Sunday Meal also now started. One side of two sided coin – other side is outreach. Our InReach initiatives may evolve into outreach initiatives. Watch for more to come.
4. **Web Ministry Expansion** – Knox website evolved from typical church website into web ministry with development of our Vision. It's purpose is less clear since pandemic, so this goal is to bring clarity about: Who are trying to serve, and why? What do we want our web ministry followers to know, do or experience? How can we use the web ministry to address loneliness and build connections through the Arts? And, how do we measure success with this ministry? *Update:* Tactics are nearing completion. Looking at the possibility of hiring a freelance web content developer.
5. **Getting Partnership Ready** – getting our house in order so we can be more professional, efficient, and organized as we look for potential ministry or operational partners. So under this goal we review policies, processes, governance and staff model. *Update:* Pacific Mountain Region (PMR) has found that churches that partner with other organizations that share values are seeing success. PMR telling us to take some risks. Be generous. Tactics are being developed for this goal, but note that partnership does not mean amalgamation, which is very specific technical term. If this were under consideration the congregation would come together and explore it deeply with many discussions before any actions would be taken.

What is next? When the Board completes its work on potential tactics, we will come together with the congregation for review and feedback. We hope for another update Congregational Meeting in May.

Reminder: Why do we need a Strategic Plan? Change is really hard and sometimes the flexibility, the calculated risk, and the creativity needed to support change seems too much. A false sense of control comes with sticking to status quo has a lot of appeal. That might be okay, if we choose it. But the status quo comes with short lifespan. If we stick to status quo we guess we have less than 5 years. As we discussed at the ACM and at the congregational conversation in January, our money and people numbers won't last a lot longer.

Good news – PMR wants us to experiment, take risks, be generous, try new things. The Strategic Plan will show PMR that we are trying new things – and this will allow us to pursue additional funding. This funding is the key to securing a longer brighter future for Knox, or at least, an enduring legacy in the neighbourhood.

Communication can be hard too. Our leadership is stretched, managing Knox work and personal demands. We've committed to communicating frequently as we pursue this plan together, and will make opportunities for ongoing conversation. Increased social contact through our InReach programs also increases possibilities for informal communication. Good communication is two ways – leaders want to hear from you directly, so reach out to the key leader involved on a topic if you you've heard something that makes you feel worried.

Questions:

- Elaborate on organizations with similar goals – religious or secular? Could be other United Church of Canada churches, other denominations, other non-profit organizations, or schools. Probably will be more than one partner. Existing example – Refugee Sponsorship Coalition.
- Read that our Little People Community Preschool is having a fundraiser and celebration of their 50 year anniversary – Knox is invited to celebrate at adult-only event coming up in June. They are fundraising (\$40). They are looking forward to the day they can come back to us when we have a space for them. **ACTION:** Request we send something tangible to the preschool for their anniversary. Check date (June?).
- AA is still using our space? Yes, Monday nights.

	<p>B. United Church of Canada Remit 1</p> <p>In 2022 the UCC national General Council proposed to identify and remove any structural barriers that would prevent the development and sustaining of an autonomous National Indigenous Organization within the UCC. The General Council proceeded to authorize this remit to test the will of the church with respect to this change. Church councils across the country voted on this remit recently, and it passed.</p> <p>Approval of this remit enables the creation of an autonomous National Indigenous Organization within The United Church of Canada. It acknowledges Indigenous peoples' rights to their own spiritual identities and to self-determination, and is consistent with the United Nations Declaration on the Rights of Indigenous Peoples.</p> <ul style="list-style-type: none"> - Results: Remit 1 has passed with substantial majority. The National Indigenous Council and all 16 regional councils voted 100% in favor. Just over 80% of pastoral charges voted (1482 yes, 93 no, with non-respondents counting towards the No vote). Knox voted yes. <p>What it will look like no one knows, but we look forward with anticipation to what unfolds.</p> <p>Check out UCC website if wanting more information. Link: https://generalcouncil44.ca/council/remit-1-establishing-autonomous-national-indigenous-organization</p>
7.	Congregation, thank you. Susan McAlpine, you've done a superb job! Deep thanks!
8.	Closing prayer - <i>Richard Chung</i>
9.	MOTION: Helena Ho moves to adjourn at 11:39 pm.

Margaret Pendray, ExtOCM Chair

Michelle McMaster, ExtOCM Secretary



Knox United Church 2025 Extraordinary Congregational Meeting Minutes – DRAFT

Date: January 26, 2025 11:15 PM – 12:00 PM

Location: Knox Sanctuary

Present: Bruce Herzer Congregational Meeting Chair, Michelle McMaster Congregational Meeting Secretary, Susan McAlpine Board Chair, Rev. Richard Chung, and congregation: 42 attendees

Item #	Opening & Preparation
1.	Call to Order and Opening Prayer at 11:19 am. <i>Rev Richard Chung</i>
2.	<p>Quorum, attendance and voting practise:</p> <p>Quorum confirmed by show of hands: over 20 full members, as required for quorum.</p> <p>Votes are counted by show of hands For, Against, and then Abstain for each vote.</p> <p>Attendance is recorded using sign-in sheets. Upon review after meeting the following count is made: Total attendees: 42, comprised of 34 full members, 8 adherents.</p>
3.	MOTION: Frances Herzer moves and Mary Graham seconds to elect Bruce Herzer as Chair of this meeting. CARRIED unanimously.
4.	<p>MOTION: Wendy Trant moves and Gloria Bender seconds to approve the Agenda.</p> <p>Discussion: The three options discussed in earlier congregational conversations are not all listed as motions on the Agenda. For procedural clarity we will move one motion at a time, so only the first motion is shown on agenda to start with - will explain a bit later in meeting.</p> <p>CARRIED unanimously.</p>
5.	MOTION: Adrienne Burton moves and Joanne Melville seconds that Adherents be allowed voting privileges. CARRIED unanimously.
Main Agenda:	
6.	<p>MOTIONS: to approve past Congregational Meeting minutes of 2024, with the corrections noted below.</p> <p>a. February 25, 2024 Annual Congregational Meeting Minutes, including spelling name correction to Wendy Trant. Sandra Trueman moves and Frances Herzer seconds motion. CARRIED unanimously.</p> <p>b. April 21, 2024 Extraordinary Congregational Meeting Minutes, with name correction to Adrienne Burton Chris Lay moves and Sandra Trueman seconds motion. CARRIED unanimously.</p>
7.	<p>Building Project –</p> <p>Introduction: <i>Susan McAlpine</i></p> <p>a. Purpose of Meeting is to discuss what Knox United Church would like to do, given developer Hon Towers has recently informed the Board that he has no intention to begin construction of the new hall or his condos in the foreseeable future. The congregation has had two informal congregational meeting to introduce the situation, discuss options and implications, and to solicit feedback. Today’s Extraordinary Congregational Meeting is called to vote on which option we would like to pursue.</p> <p>b. How we formatted the Agenda</p> <ul style="list-style-type: none"> - If the first motion is defeated we will move to second or third motions. - Question: For such a significant decision is a 75% majority needed? No, Pacific Mountain Region (PMR) says 50% + 1 is all that is required, but they encourage a clearer mandate, such as 60%. So, we are going with 60% requirement in favor to pass the motion. <p>c. Recap of motions under consideration:</p> <ul style="list-style-type: none"> - Option 1: Continue to wait on building project – keep to the status quo. Considerations: No idea when in might start. Will have to sort out who will operate the building at

whatever time it might be constructed. Reminder – we are short of manpower even now, and many of our teams are no longer functioning. Just a handful of people are running operations.

- **Option 2: Litigation.** Considerations: a prolonged process with no guaranteed outcome, very high legal costs, and a very negative tone. Pacific Mountain Region, our lawyer Rodney Yates, and our project manager John Scott all advise us not to do so. Board Chair Susan McAlpine states she will not lead the congregation through this process if this is the mandated direction.
- **Option 3: Settlement.** Considerations: Knox is put in a more powerful position than if litigating. Settlement has a more positive tone, and shorter process. PMR says United Church of Canada doesn't need more buildings, but that the money could be used powerfully for other programs at Knox and the broader church. Knox representatives would negotiate hard for best settlement and could include demolition of the existing fellowship building, installation of portables, or other details deemed necessary.

Option 3, Settlement, is first motion to be considered.

8. MOTION: Wendy Trant moves and Sandra Truman seconds that the Knox Building Committee and Board commence settlement negotiations with Hon Towers, with the intention to terminate the construction contract and arrive at satisfactory financial compensation for Knox United Church.

Discussion:

- 1 *Mike Flynn* - on behalf of Knox Trustees. Four out of 5 are in favor of this motion. Reality is there is 10 years of history for the process with Hon Towers, so we'd use up all resources paying legal for going back through it all. Most trustees are not interested, and alternate Trustees would need to be found.
- 2 *Wendy Trant* - Why would Knox be in a more powerful position? – We'd be one of two parties in negotiation rather than waiting for a judge to make a judgement
- 3 *Mary Graham* - Because we didn't put a term of time on last contract, should we amend motion to include a timeline. Hold this idea to end of discussion.
- 4 *Mary Bliss* - Have second motion to include in a timely way to report back to congregation. We have no idea how long it will take. Reasonable timeframe.
- 5 *Anne Earthy* - A timeframe can be reassessed so a set time may be more helpful.
- 6 ? - Are we going to need more help negotiating? Rodney Yates, our lawyer, is waiting to hear this meeting's outcome and will advise.
- 7 *Chris Lay* - Who is building committee now? Building Committee may not be the team that does the negotiating. Pull together team of people to do negotiating. Will include professionals on our side.
- 8 *Larry Tench* - We don't want to drive around their property to access ours, so that'd need to be included. Lots of details to be worked out, including this one.
- 9 *Joanne Melville* - Will move one by one to other motions if motion in front of us is defeated.
- 10 *Phil King* - Are we satisfied with effort to market the units? Was Hon priced out of the market? We don't know. They put it out on the market. It is unlikely to impact our decision today.

PROPOSAL TO AMMEND MOTION: Mary Graham would like to include a stated time frame, adding 'for negotiation period of 18 months' to the proposed motion. Wendy Trant and Sandra Trueman support amendment.

Discussion:

- 11 *Wendy Trant* – we should be somewhere in a year from now.
- 12 *Chris Lay* – shorter date is better – less than 6 months, perhaps September 1st. We can renegotiate. We are voting for our own timeline, and don't have to tell Hon our timeline.
- 13 *Mary Graham* – happy to amend amendment to a shorter period. Can be after we finished discussion amendment (18 months).
- 14 *Bruce Herzer* – we are setting a maximum parameter for us. Hon Towers doesn't have to know.
- 15 *Michelle McMaster* - Another Congregational Meeting would need to be called if negotiations exceed 18 months.
- 16 *Richard Chung* - Does this time period help us? Can we say As Soon As Possible instead of 18 months? We are trying to decide something that is out of our control.

	<p>17 <i>Alan MacKenna</i> – you can never determine how long things will take, and this will take a lot. It will involve the City of Vancouver for some aspects, will require determining exact costs of the building, and many other practical details. Alan advises not to commit to specific time.</p> <p>18 <i>Mary Bliss</i> – want a reporting process to congregation in place</p> <p>19 <i>Larry Tench</i> – suggest we amend instead we want to start negotiation within 3 months.</p> <p>20 <i>Bryan Atkins</i> – leave as was, without timeline. We can withdraw from process at any time.</p> <p>Call for the Vote: AMMENDED MOTION reads</p> <p>Wendy Trant moves and Sandra Truman seconds that the Knox Building Committee and Board commence settlement negotiations with Hon Towers, with the intention to terminate the construction contract and arrive at satisfactory financial compensation for Knox United Church, for negotiation period of 18 months.</p> <p>29 in favour. 6 opposed. No abstentions. CARRIED (more than 25 people support, that is we have achieved greater than 60%).</p>
9.	Alternative motions for Options 1 or 2: none needed.
10.	<p>Concluding discussion</p> <p><i>Mary Bliss</i> – Congregation would appreciate Board and Building Committee reporting back to congregation regularly. This is the Board’s intention, likely monthly along with Second Sunday monthly meal.</p> <p>A team will be set up to work at negotiations for up to 18 months. The Board will bring it again to the congregation for a vote if we need further direction or need more time.</p> <p>Will there be a professional negotiator involved? We will be speaking with our lawyer about his recommendations.</p> <p>Congregation, thank you. Bruce Herzer, Susan McAlpine, Michelle McMaster, thank you!</p>
11.	Closing prayer - <i>Richard Chung</i>
12.	MOTION: Anne Earthy moves to adjourn at 12:05 pm. CARRIED.

Bruce Herzer, ExtOCM Chair

Michelle McMaster, ExtOCM Secretary