

**Knox United Church, Parksville  
Church Council Meeting – 24 September 2019  
Minutes**

**1. Call to Order**

The meeting was called to order at 7:00 pm by Phil Spencer, Chair.

**2. Opening Prayer**

Jennifer Ferguson presented a reading and led a meditation on the question: "What do I Need?"

**3. Attendance and Regrets**

Present: Mary Allison Bell, Beth Brown, Roxey Edwards, Ken Fanning, Jennifer Ferguson, Gerry Garnett, Lois Grill, Jan Lucas, Maureen Loudon, Bruce McIntyre, Jan du Monde, Marilou Paterson, Ron Pepper, Dennis Riley, Andrew Slack, Phil Spencer, Gillian Stewart, Margaret Warburton,

Regrets: Marg Conn, Shirlene Donnelly, Harvey Diamond, Dana Goedbloed, Gayle Haughn, Ian Ward.

Visitors: Bev Harrison & Karen Freeman (re Item 7), Wayne Larson (recording secretary).

**4. Approval of Agenda**

**Motion** Mary Allison Bell, second Margaret Warburton, that the Agenda be approved. Carried.

**5. Approval of Minutes**

5.1 Council Meeting 03 September 2019. **Motion** Gerry Garnett, second Ken Fanning, that the Minutes be approved. Carried.

5.2 Council Meeting 18 July 2019. **Motion** Ron Pepper, second Marilou Paterson that the Minutes be approved. Carried.

**6. Business Arising from the Minutes**

On behalf of Stewardship & Finance, Ron Pepper reported that the windup of Organworx was almost completed: ticket refunds have been processed and work is continuing on a resolution of issues with reference to the musician who had been engaged for the concert in February 2020.

**7. Stewardship and Finance**

Ron Pepper reported on behalf of Stewardship & Finance.

**Motion** Ron Pepper, second Margaret Warburton, that Knox Council end the mandate of the Building Use Group and establish a new Committee called the Facility Management Committee with the mandate and Terms of Reference as distributed, with revised wording for Terms 1 & 2 as follows: 1. To provide oversight of Knox United Church's building use and tech equipment use policies. 2. To recommend building use policies and rental rates to Council as recommended by the Facility Coordinator. Carried.

**8. Treasurer's Report**

**Motion** Ken Fanning, second Mary Allison Bell, that the Income and Expense Statement and the Balance Sheet for 31 August 2019 be approved. Carried.

## **9. Correspondence**

9.1 Letter and Invoice: Keven Fletcher.

9.2 Email from Gail Miller. Lois Grill explained that Gail Miller had requested the opportunity to meet with Council Executive first, before the report from Keven Fletcher was presented to all members of Council. It was agreed that, following the Executive meeting on 25 September, a special meeting of Council would be scheduled as soon as possible.

## **10. Items for Decision**

10.1 Congregational Meeting

**Motion** Lois Grill, second Margaret Warburton, that a meeting of the congregation be held on Sunday 27 October 2019. Carried.

10.2 Cold Weather Shelter for the Homeless

**Motion** Marilou Paterson, second Ron Pepper, that Council accept the recommendation from Social Justice and Outreach that, subject to support of the congregation and the availability of space and volunteers, Knox participates in the proposal that each participating area church provide a Cold Weather Shelter once a week from November 1 to March 31 for 8 homeless people, from 6:00 pm to 8:00 am. Carried.

## **11. Items for Information**

There were several oral reports and discussions, including the following items.

11.1 Fun Family Friends - Gathering Place.

Jennifer Ferguson reported that an application to ProVision would not be submitted for the October 15 deadline, since there was an adequate balance remaining from the previous grant to permit projected operation for the fall of 2019. Instead, Knox would plan to submit an application early in 2020.

11.2 Role of the Secretary of Council

Lois Grill requested that mission teams not ask the Council Secretary to distribute requests and other information to members of Council; instead, teams should send out this material directly. However, the current practice of submitting monthly team reports to the Vice Chair should continue.

11.3 Job Descriptions for Team Leads

Gerry Garnett reminded members that revision/updating of the constitution is an ongoing project. Team leads will need to create a job description which will help in the work of updating the constitution. The job description can also be passed on to new team leads. Gerry will create a template.

11.4 Role of the Council Executive

Phil Spencer asked members to consider questions. What are the expectations of Council members? What is the authority of the Executive? Discussion. There was some consensus that the Executive should not have much decision-making power, - perhaps limited to emergent situations where there was a need for action without an opportunity for consultation with Council.

11.5 A Path Forward: Next Steps for Council

Lois Grill and Jennifer Ferguson offered a flip chart presentation and invited suggestions from

other members of Council. A summary text will be distributed with the Minutes.

## **12. Team Reports**

### **12.1 Ministry and Personnel**

Gillian Stewart reported that the Administrator had requested an adjustment in office hours: work hours would remain 8:30 am to 4:00 pm, Monday through Thursday; but published office hours would be 9:00 am to 3:30 pm. This could provide an hour for uninterrupted work each day. Discussion. It was agreed that Ministry and Personnel would continue discussions with the Administrator, and, perhaps, experiment with these or other adjustments.

### **12.2 Social Justice and Outreach**

Marilou Paterson and Jan Lucas asked Council to consider committing the Special Offering for Thanksgiving to a designated charity. Discussion. It was agreed that this special offering would not be assigned; instead, there would be a more general appeal for donations, - to Manna, the Food Bank, Hurricane Relief, etc.

## **13. Next Meeting of Council**

Tuesday 15 October 2019. However, Executive will undertake to schedule an earlier special meeting to receive and consider the report from Gail Miller and the recommendations from Keven Fletcher.

## **14. Adjournment**

**Motion** Lois Grill, second Roxey Edwards, that the meeting be adjourned. Carried. 9:20 pm.

Minutes prepared by Wayne Larson, Recording Secretary.

# Recommendation to Council

## Preamble:

Over the last several years at Knox United Church, there has been a trend of declining revenue. Reduced envelope offerings and other contributions have eroded our financial sustainability. Fortunately, we have been successful with our fund raising efforts, especially the Fall Fair and, for a short time, with our Organworx concerts.

However, Organworx is no longer, and we have actually produced a deficit budget for 2019-2020. We need to find additional revenue so that we can:

1. Sustain our building and equipment in its current excellent condition,
2. Retain good quality employees,
3. Meet our operating expenses,
4. Continue and grow our well-known and appreciated outreach programmes.

The Stewardship and Finance Committee believes we can reach every one of these objectives by making a few key decisions now.

## What Decisions?

Our largest financial asset is our building. Not only is it a fine church sanctuary, it also doubles as an excellent concert venue. We have proved this in the past with Organworx and Knox presents. We have the knowledge and the financial acumen to simultaneously use our facility to raise funds and reach out to the wider community.

We need to make the decision to market our venue (and our talent) to community partners efficiently and effectively.

The way forward is simple. Stewardship & Finance is recommending the following actions be taken by Knox Council:

1. Create a new committee called the Facility Management Committee with a Mandate and Terms of Reference as outlined in the attached document.
2. Rescind the Terms of Reference for the Building Use Group.

# Facility Management Committee

**Mandate: To manage the use of our facility and equipment, promote financial sustainability and develop community partnerships.**

## **Terms of Reference**

1. To provide oversight of Knox United Church's building use and tech equipment use policies.
2. To recommend building use policies and rental rates to council as recommended by the Facility Coordinator.
3. To recommend to Council variance of rates, i.e. reduction or elimination of building use rental rates for external groups or organizations.
4. To approve all fund-raising events involving third parties as recommended by the Facility Coordinator.
5. To pro-actively pursue additional revenue opportunities aligned to our mission and values
6. To receive and review a monthly report of planned events, as prepared by the Facility Coordinator.
7. The Committee appoints its own Chair
8. Membership consists of representative from each of Sacred Spaces and Stewardship and Finance. Those 2 members will appoint 3 other members of Knox to the Committee. The Facilities Coordinator is an ex-officio member of the Committee.
9. The Committee reports to Stewardship & Finance

**Income and Expense Statement**  
GENERAL FUND 01, August 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>INCOME</b>					
<b>CONTRIBUTION INCOME</b>					
<b>GIVING</b>					
Local	\$16,383.72	\$34,572.39	\$38,727.72	86.43%	\$240,000.00
Mortgage	0.00	0.00	125.00	0.00%	0.00
Open	280.00	373.00	402.35	44.76%	5,000.00
Other Income-Christmas	0.00	0.00	0.00	0.00%	10,000.00
<b>Subtotal Giving</b>	<b>16,663.72</b>	<b>34,945.39</b>	<b>39,255.07</b>	<b>82.22%</b>	<b>255,000.00</b>
<b>INCOME TO BALANCE BUDGET</b>					
Income to Balance budget	0.00	0.00	2,210.00	0.00%	0.00
<b>OTHER INC. GROSS RECEIPTS</b>					
<b>INCOME OTHER SOURCES</b>					
Bldg. Use Income	543.81	1,692.81	2,153.43	81.25%	12,500.00
Sponsorship of Bulletin	0.00	0.00	0.00	0.00%	250.00
Special Event/Fundraising	-180.06	2,556.67	3,167.18	127.83%	12,000.00
Concerts at Knox	298.78	-1,351.22	0.00	-18.72%	43,300.00
Misc Other Income	0.00	0.00	-225.38	0.00%	0.00
<b>Subtotal Income Other Sources</b>	<b>662.53</b>	<b>2,898.26</b>	<b>5,095.23</b>	<b>25.55%</b>	<b>68,050.00</b>
Fall Fair Receipts	173.91	364.91	784.06	7.06%	31,000.00
Fall Fair Donations	500.00	500.00	0.00	0.00%	0.00
<b>Subtotal Fall Fair Receipts</b>	<b>673.91</b>	<b>864.91</b>	<b>784.06</b>	<b>16.74%</b>	<b>31,000.00</b>
<b>Subtotal Other Inc. Gross Receipts</b>	<b>1,336.44</b>	<b>3,763.17</b>	<b>5,879.29</b>	<b>22.80%</b>	<b>99,050.00</b>
<b>Subtotal Contribution Income</b>	<b>18,000.16</b>	<b>38,708.56</b>	<b>47,344.36</b>	<b>65.60%</b>	<b>354,050.00</b>
<b>TRANSFER FUNDS RECEIPTS</b>					
Christmas	0.00	0.00	0.00	0.00%	5,000.00
Easter	0.00	0.00	0.00	0.00%	3,500.00
Mission & Service	2,622.88	5,805.76	4,955.76	102.45%	34,000.00
Minister's Discretionary	210.00	560.00	940.00	67.20%	5,000.00
Thanksgiving	0.00	0.00	0.00	0.00%	3,000.00
<b>Subtotal Transfer Funds Receipts</b>	<b>2,832.88</b>	<b>6,365.76</b>	<b>5,895.76</b>	<b>97.93%</b>	<b>50,500.00</b>
<b>TOTAL INCOME</b>	<b>20,833.04</b>	<b>45,074.32</b>	<b>53,240.12</b>	<b>68.81%</b>	<b>404,550.00</b>

**Income and Expense Statement**  
GENERAL FUND 01, August 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
<b>PERSONNEL</b>					
<b>MINISTER</b>					
Salary	\$7,350.00	\$14,700.00	\$14,000.00	100.00%	\$88,200.00
Vehicle	0.00	0.00	0.00	0.00%	1,000.00
MSP	75.00	150.00	150.00	100.00%	900.00
Book Allowance/Cont E	0.00	0.00	0.00	0.00%	2,000.00
EI & CPP	414.96	942.53	937.74	125.67%	4,500.00
UCC Benefits	1,111.33	2,222.66	2,049.60	100.27%	13,300.00
<b>Subtotal Minister</b>	<b>8,951.29</b>	<b>18,015.19</b>	<b>17,137.34</b>	<b>98.35%</b>	<b>109,900.00</b>
<b>MUSIC</b>					
Contract	3,176.23	3,176.23	6,215.78	50.00%	38,115.00
<b>ADMINISTRATOR</b>					
Salary	2,550.00	5,100.00	4,840.92	100.00%	30,600.00
EI & CPP	173.40	346.80	324.02	94.58%	2,200.00
UCC Benefits	382.76	765.52	703.86	97.73%	4,700.00
<b>Subtotal Administrator</b>	<b>3,106.16</b>	<b>6,212.32</b>	<b>5,868.80</b>	<b>99.40%</b>	<b>37,500.00</b>
<b>CUSTODIAN</b>					
Salary	743.00	1,486.00	1,456.00	96.91%	9,200.00
EI/ CPP	39.88	79.76	77.02	91.15%	525.00
UCC Benefits	0.00	0.00	0.00	0.00%	1,380.00
<b>Subtotal Custodian</b>	<b>782.88</b>	<b>1,565.76</b>	<b>1,533.02</b>	<b>84.60%</b>	<b>11,105.00</b>
<b>FACILITY CO-ORDINATOR</b>					
Salary	2,481.00	4,962.00	0.00	89.14%	33,400.00
2018 Salary	0.00	0.00	3,350.67	0.00%	0.00
EI & CPP	168.17	336.34	0.00	91.73%	2,200.00
UCC Benefits	372.39	744.78	0.00	89.37%	5,000.00
<b>Subtotal Facility Co-ordinator</b>	<b>3,021.56</b>	<b>6,043.12</b>	<b>3,350.67</b>	<b>89.31%</b>	<b>40,600.00</b>
<b>OTHER PERSONNEL</b>					
Accompanists	0.00	0.00	400.00	0.00%	2,400.00
Pianist/Organist/Relief M	600.00	1,200.00	450.00	1,028.63%	700.00
Web-Master	0.00	0.00	0.00	0.00%	1,000.00
Treasurer	400.00	800.00	800.00	100.00%	4,800.00
Technical Leader	200.00	400.00	400.00	100.00%	2,400.00
Relief Administrator	0.00	0.00	56.25	0.00%	1,500.00
Supply Minister	1,202.59	2,396.85	2,213.20	359.53%	4,000.00
Worksafe BC	0.00	0.00	0.00	0.00%	500.00
<b>Subtotal Other Personnel</b>	<b>2,402.59</b>	<b>4,796.85</b>	<b>4,319.45</b>	<b>166.37%</b>	<b>17,300.00</b>
<b>Subtotal Personnel</b>	<b>21,440.71</b>	<b>39,809.47</b>	<b>38,425.06</b>	<b>93.85%</b>	<b>254,520.00</b>

**Income and Expense Statement**  
GENERAL FUND 01, August 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>COUNCIL</b>					
Council	0.00	0.00	0.00	0.00%	650.00
Annual Report	0.00	0.00	0.00	0.00%	250.00
UCC Assessment	1,375.00	2,750.00	1,417.00	110.00%	15,000.00
Insurance	0.00	0.00	0.00	0.00%	7,500.00
Subtotal Council	1,375.00	2,750.00	1,417.00	105.43%	23,400.00
<b>COMMUNICATIONS</b>					
Advertising (Worship)	0.00	0.00	0.00	0.00%	1,000.00
Web Based Communications	0.00	0.00	-110.88	0.00%	550.00
Communications	0.00	0.00	93.75	0.00%	3,000.00
Photo Directory	0.00	0.00	0.00	0.00%	750.00
Subtotal Communications	0.00	0.00	-17.13	0.00%	5,300.00
<b>SACRED SPACES</b>					
Bldg Maintenance/Cleaning	2,092.80	2,680.80	1,310.60	201.06%	8,000.00
Office Supplies	344.90	423.59	414.03	63.54%	4,000.00
Cleaning Supplies	404.41	404.41	58.89	161.76%	1,500.00
Garbage	181.53	363.06	619.60	72.61%	3,000.00
Grounds Maintenance	400.00	730.00	1,047.15	62.57%	7,000.00
Hydro/Gas	642.14	1,162.14	2,205.73	58.11%	12,000.00
Property Taxes	0.00	2,451.69	3,075.20	100.07%	2,450.00
Piano Maintenance	0.00	0.00	0.00	0.00%	500.00
Security	56.37	56.37	112.75	56.37%	600.00
Copier	382.29	857.10	1,084.14	64.28%	8,000.00
Water/Sewer	0.00	0.00	0.00	0.00%	1,000.00
Telephone	267.44	534.88	475.76	106.98%	3,000.00
Internet	71.17	142.34	-84.41	142.34%	600.00
Computer Maintenance	0.00	0.00	266.50	0.00%	500.00
Technical Maintenance	0.00	120.12	119.63	28.83%	2,500.00
Subtotal Sacred Spaces	4,843.05	9,926.50	10,705.57	91.07%	54,650.00
<b>STEWARDSHIP &amp; FINANCE</b>					
Financial Review	0.00	0.00	0.00	0.00%	500.00
Bank Charges & Interest	56.75	203.50	351.44	67.83%	1,800.00
PAR expenses	41.00	83.00	87.00	90.55%	550.00
UCC Pay Service	23.81	47.62	44.32	57.14%	500.00
Stewardship	344.92	600.17	0.00	0.00%	1,000.00
SOCAN Expenses	0.00	0.00	0.00	0.00%	1,200.00
Subtotal Stewardship & Finance	466.48	934.29	482.76	196.69%	5,550.00
<b>WORSHIP &amp; ARTS</b>					
Worship	90.00	104.02	0.00	24.97%	2,500.00
Music & Arts	0.00	78.80	71.67	13.51%	3,500.00
Music Outreach	0.00	0.00	0.00	0.00%	2,000.00
Music Licenses	0.00	0.00	0.00	0.00%	500.00
Alternative Music	0.00	0.00	0.00	0.00%	725.00
Subtotal Worship & Arts	90.00	182.82	71.67	12.57%	9,225.00



**Income and Expense Statement**  
GENERAL FUND 01, August 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>SPIRITUAL FORMATION</b>					
Library	0.00	0.00	51.25	0.00%	800.00
Sunday School	0.00	0.00	21.18	0.00%	500.00
Youth	0.00	0.00	0.00	0.00%	750.00
Spiritual Formation	70.00	120.69	30.29	96.55%	750.00
Observer	0.00	0.00	0.00	0.00%	100.00
Daily Devotions	0.00	0.00	-13.00	0.00%	200.00
Retreats	0.00	0.00	778.00	0.00%	500.00
Subtotal Spiritual Formation	70.00	120.69	867.72	24.14%	3,600.00
<b>HEALING &amp; PASTORAL CARE</b>					
Pastoral Care	0.00	0.00	0.00	0.00%	500.00
<b>SOCIAL JUSTICE &amp; OUTREACH</b>					
Affirm	0.00	0.00	0.00	0.00%	175.00
Kairos	0.00	0.00	0.00	0.00%	100.00
Magazine Subscriptions	0.00	0.00	0.00	0.00%	175.00
Speakers	0.00	0.00	0.00	0.00%	700.00
Manna Food Support	150.00	150.00	0.00	100.00%	900.00
Greening Sacred Spaces	0.00	0.00	0.00	0.00%	1,500.00
Outreach	-88.00	-18.00	142.00	-21.60%	500.00
Subtotal Social Justice & Outreach	62.00	132.00	142.00	20.98%	4,050.00
<b>FUN, FAMILY &amp; FRIENDS</b>					
Refreshments - Sundays	0.00	3.99	235.88	1.60%	1,500.00
Fun Family & Friends	39.98	39.98	0.00	79.96%	300.00
Subtotal Fun, Family & Friends	39.98	43.97	235.88	14.66%	1,800.00
Subtotal Operating Expenses	28,387.22	53,899.74	52,330.53	89.89%	362,595.00
<b>TRANSFER FUND INCOME/DISP</b>					
Christmas	0.00	0.00	0.00	0.00%	5,000.00
Easter	0.00	0.00	0.00	0.00%	3,500.00
Mission & Service	2,622.88	5,805.76	4,955.76	102.45%	34,000.00
Minister's Discretionary	210.00	560.00	940.00	67.20%	5,000.00
Thanksgiving	0.00	0.00	0.00	0.00%	3,000.00
Subtotal Transfer Fund Income/disp	2,832.88	6,365.76	5,895.76	97.93%	50,500.00
<b>TOTAL EXPENSES</b>	<b>31,220.10</b>	<b>60,265.50</b>	<b>58,226.29</b>	<b>90.68%</b>	<b>413,095.00</b>
<b>EXCESS INCOME\EXPENSES</b>	<b>-\$10,387.06</b>	<b>-\$15,191.18</b>	<b>-\$4,986.17</b>	<b>1,593.27%</b>	<b>-\$8,545.00</b>

## Balance Sheet

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GENERAL FUND 01, August 2019

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	Current Year
<b>ASSETS</b>	
<b>BANK ACCOUNTS</b>	
<b>CHEQUING ACCOUNT</b>	
Operating	-\$16,650.92
Administered/Designated	8,706.86
	<hr/>
Subtotal Bank Accounts	-7,944.06
<b>INVESTMENTS</b>	
GIC - Designated/Harrower	15,371.22
GIC - Administered Funds	15,000.00
Petty Cash	75.00
	<hr/>
Subtotal Gic - Administered Funds	15,075.00
	<hr/>
Subtotal Investments	30,446.22
<b>ACCOUNTS RECEIVABLE</b>	
GST Receivable	297.22
<b>FIXED ASSETS</b>	
Church Additions	1,282,018.66
Property & Additions Amor	-743,818.66
Church Bldg & Improvement	742,916.72
Building & Improv. Amorti	-481,816.72
Church Furnishings & Fix	152,762.37
Furniture & Equip Amortiz	-152,762.37
Office Furniture & Equip	26,138.29
Office Equip Amortization	-26,138.29
Organ	89,990.00
Organ Amortization	-7,180.00
Sound System Cost	12,041.22
Accum Amort - Sound Syste	-12,041.22
Land - Pym Street	215,000.00
	<hr/>
Subtotal Fixed Assets	1,097,110.00
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<b>TOTAL ASSETS</b>	<b><u><u>\$1,119,909.38</u></u></b>

## Balance Sheet

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GENERAL FUND 01, August 2019

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	Current Year
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
<b>OTHER CURRENT LIABILITIES</b>	
Security Deposit	\$560.34
Prepaid Income	3,067.23
	<hr/>
Subtotal Other Current Liabilities	3,627.57
<b>ADMINISTERED FUNDS</b>	
Choir Fund	254.66
The Gathering Place	3,756.25
Healing Ministry	1,134.65
Memorial Fund	1,984.88
Library Fund	433.53
Men's Club	902.37
Sisters United	431.35
Rainbows Fund	4,415.06
Special Gifts	5,345.99
Vic Carvell Tech Fund	3,103.55
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Subtotal Administered Funds	21,762.29
<b>DESIGNATED FUNDS</b>	
Harrower Scholarship Fund	15,571.99
Refugee Fund	1,818.80
	<hr/>
Subtotal Designated Funds	17,390.79
	<hr/>
Subtotal Current Liabilities	42,780.65
	<hr/>
<b>TOTAL LIABILITIES</b>	42,780.65
<b>EQUITY</b>	
<b>UNRESTRICTED</b>	
Unrestricted Net Assets	\$1,077,128.73
	<hr/>
<b>TOTAL EQUITY</b>	1,077,128.73
	<hr/>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$1,119,909.38</u></u>

**KNOX UNITED CHURCH, PARKSVILLE, B.C.**  
**RECAP OF BANK ACCOUNTS/INVESTMENTS AS AT AUGUST 31, 2019**

**ROYAL BANK OF CANADA**

1. OPERATING ACCOUNT

Cash – \$6,826.70

GIC – \$15,000 @ 1.5% due October 22/19 – RBC

GIC (Harrower Fund) – \$15,371.22 @ .55% due February 24/20 – CIBC

2. MINISTERS DISCRETIONARY FUND

Cash – \$2,159.37

3. CEMETERY ACCOUNT

Cash – \$203.56

GIC – \$15,000 @ 1.95% matures July 24/22 – RBC

GIC – \$10,247.46 @ .55% matures February 24/20 – CIBC

**CIBC**

**CAPITAL AND RESERVE FUND (formerly CENTURY FUND)**

Cash – \$46,692.10

GIC – \$20,494.96 @ .55% matures February 24/20 – CIBC

Investors Edge Investment Account - \$39.10

390 Arnold Avenue  
Victoria, British Columbia  
Canada V8S 3L8

September 13<sup>th</sup>, 2019

The Council, Knox United Church  
345 Pym Street  
Parksville, British Columbia  
Canada V9P 1C8

Dear Members of Knox Council,

After sitting with you as a Council and meeting many of you in smaller groupings, I've come to appreciate how willing you've been to both address current hurdles and explore on-going cycles that have impacted Knox' life. In particular, commendable work has been undertaken to bridge misgivings, misunderstandings, and honest differences of opinion.

With these initial conversations behind you, it's time for me to take a step back so that Gail Miller can again offer her talents. I've briefed her both on the process undertaken to date and my thoughts on next steps, some general and some quite specific. Having worked with Gail in the past, I feel that you are in excellent hands. If you wish that I be present for a particular conversation, you can make arrangements through her. I'm also pleased that you'll continue to work with Phil, who is known for his calm, considered, and compassionate manner.

To my mind, the key to moving forward lies in the quality of relationship that you as the Council build between yourselves. The more the congregation sees you working together, the more assurance they will draw from your example. Based on my experience with you, I'm confident that you will find your way out of the difficulties of recent days and set a sound path that will better serve your future together.

Take care,

Keven G. Fletcher

# INVOICE

Keven G. Fletcher  
390 Arnold Avenue  
Victoria, British Columbia  
Canada V8S 3L8

September 13<sup>th</sup>, 2019

Knox United Church  
345 Pym Street  
Parksville, British Columbia  
Canada V9P 1C8

For mediation, facilitation, and coaching services in August and September 2019

54.5 hours @ \$60.00	\$ 3,270.00
304 kms x 2 trips x \$0.50	304.00
Total	\$ 3,574.00

## Notes:

- Mileage attached to time spent traveling, not hourly rates
- No costs associated with meals or lodging
- If concerns arise from this invoice, please consult Treena Duncan, Pacific Mountain Regional Council.
-

## Excerpt from E-mail received from Gail Miller September 17th

There were two aspects to the Region's intervention:

1. Keven Fletcher has completed his work though there may be, in future, a need to have Keven return for some additional mediated conversations, at the request of Council or upon the recommendation of the Region. Keven has submitted his report and included recommendations for next steps toward healthy relationships and process on the governing body. These next steps will be discussed with the Executive on September 25th and then with the full Council at the earliest opportunity.
2. Phil Spencer will remain as Chair while the governing body continues its work toward healthy relationships and process. Any decisions about next steps, including when the position of Chair can be returned to the congregation, must be undertaken in consultation with the Region.

While there may be a yearning for completion and a sense of urgency to return to the regular format, it is very important that we not rush this process. While some key conversations have taken place and some relationships have begun to be repaired, there is still work to be done to ensure that the governing body functions in a healthy way to support the mission and ministry of the congregation.

Peace,

Rev. Gail Miller

Regional Minister

Pastoral Relations and Community of Faith Support

[Pacific Mountain Region](#)

[The United Church of Canada](#)

1.800.934.0434 (ext 323) 250.888.7257

## OCEANSIDE TASK FORCE ON HOMELESSNESS

### COLD WEATHER SHELTER 2019-2020 PROPOSAL

#### **Background:**

The Task Force on Homelessness was formed by the City of Parksville in 2010 to address homelessness and issues related to homelessness in School District #69. The City of Parksville took the lead on this task force until December 2011, when the leadership was passed to community organizations. Today the task force is co-chaired by Society of Organized Services, Island Crisis Care Society and Forward House Community Society.

At this time, the steering committee of the task force also includes representatives from the Town of Qualicum Beach, Regional District of Nanaimo, Oceanside RCMP, KAIROS, Vancouver Island Health Authority – Mental Health and Substance Use, Canadian Mental Health Association Mid Vancouver Island, Vancouver Island Regional Library, Manna Homeless Society, Career Centre, Haven Society and a community nurse.

#### **Issue:**

During the last 3 winters, Island Crisis Care Society, in partnership with BC Housing and the Oceanside Task Force on Homelessness have operated a Cold Weather Shelter (CWS) in Parksville. The shelter opened nightly from November 1 to March 31, regardless of the weather conditions. This allows homeless individuals to give up their “spot” in the rural areas without fear of losing their only refuge from the cold.

#### **Project time frame:**

The shelter would be open 7 days per week, 6:00 pm to 8:00 am (times are negotiable) from November 1, 2019 to March 31, 2020.

#### **Operating framework:**

**Participating Church(s):** would provide space for up to 8 people to sleep overnight. The space would include a separate entrance, access to a washroom(s), storage space for supplies and equipment, and kitchen facilities to make coffee/tea, cook or reheat and refrigerate food for clients. As well, space for staff to be with some lighting, while clients are sleeping in a darker area.

**Island Crisis Care Society:** to provide all supplies and equipment for up to 8 clients, and provide staff for the duration of shelter opening. Island Crisis Care Society would also provide proof of liability insurance for the operation of the shelter.

**BC Housing:** would provide funding to pay for staffing, food supplies and possibly some funds for any upgrades or changes to the building that may be required to house a shelter (ie extra washroom; perhaps a shower if deemed suitable; storage locker). As well, would cover costs for transportation (taxi) for clients who wish to access the shelter at night.



**A Path Forward: Next Steps**  
**September 24, 2019**  
**Presented to Council**  
**by Jennifer Ferguson (Minister)**  
**and Lois Grill (Vice Chair)**

**MISSION: To build community**

**Immediate:**

- 1. Consider the recommendations of Keven Fletcher (Mediator)**
- 2. Meet with Gail Miller**

**Most Important:**

- 1. Retreat; Social gathering (Play); Day/Half day; Food**
- 2. Create ways to have meaningful conversation**
- 3. Learning together**
- 4. Personal and spiritual renewal**
- 5. Prayer: What is God calling us to do?**
- 6. Healing and pastoral care for those who have left**
- 7. Conflict resolution**
- 8. Book study/God talk**

**Longer Range (by June 2020):**

- 1. Create a process for governance that has consensus and that builds community**
- 2. Update the constitution: Start with Team Leads job description**
- 3. A mandate that limits the term of office and rotates leadership**
- 4. Spiritual Inventory: Get the right people in the right positions**

**Projects to Focus on in 2019-2020:**

- 1. Gathering Place**
- 2. Cold Weather Shelter**
- 3. Stewardship Program**
- 4. Spare Change Program**

## Report to Knox Council from Communications Team, September 24, 2019

**Our Purpose:** *to inform and invite the congregation and the wider community into the life and work of our church in a way that reflects the mission and values of Knox United Church.*

**Team Lead:** Marg Conn

**Secretary:** VACANT

**Publicity Coordinator:** Beth Brown

**Web Administrator, Posters, Newspaper Publicity, Publications:** Colleen Welsh

Team Meets 2<sup>nd</sup> Tuesday, 1:15 p.m. Last meeting August 27, next meeting October 8

### GOALS:

**A.** We have an outline of goals that we previewed at our August meeting and plan to spend more time on at October meeting. Will reorganize goals around a priority of promoting Knox and all its ministries as up to now the emphasis has been on promoting concerts.

### B. UPDATES:

**a. Team Lead:** Marg Conn

**a.i. Annual report:** As of July 1, 2019, the task of assembling the Annual Report is once again the responsibility of the Church Administrator and Jane is working on it. It is listed in the Constitution as the responsibility of the Chair of Council, but it may be more practical for the Vice Chair to coordinate it. Marg will proof but not edit. Marg will assemble a package of tips, checklists etc. This is a transition year with the objective of taking this off the load of Communications for next year.

**a.ii. Social Media:** Marg manages the public Facebook page and has little time for the private Facebook group. Rane had offered to do an Instagram page, but has no time.

Will ask her if she would be a co admin on the FB Page so she can add things at her own rate.

**a.iii. Knox Directory, Member/Adherent Form, Privacy:** Member/Adherent forms are being collected. Barb Roberts is entering most info on Power church. Marg has set up an Excel file and is recording the Privacy info on it. It is not possible to put all info from the form on Powerchurch. Now that FF is over, we will push to get the forms returned.

**a.iv. Signage, Software relationship with S. Spaces** Marg has been in contact with Ian Ward to discuss these areas. Plans to do an inventory of software, needs and wishes for possible purchase

**a.v. Communications Handbook** requires an update which Marg has started. It would include the current Mission statement and an updated job description for our Team Lead.

**a.vi. Communications Calendar:** Marg shared a flexible template that could outline our year. Could also load it to Dropbox so that we can all use it.

**b. PUBLICITY COORDINATOR, Beth Brown:** Summer was spent mostly on Fall Fair, organizing files, and planning 3 different types of concerts. Beth is one of the three main organizers of the Fall Fair. 😊

**a.i.** We got our own number of photocopying so that we can better keep track of expenses

**c. NEWSPAPER, Colleen Welsh:** Will look after press releases for special events

**d. WEB ADMINISTRATOR, Colleen Welsh:** Colleen has been updating the website. Then she will look at upgrades and innovations for the website. She is developing a Member's page and will research the possibility of posting a photo directory in that section. She is

exploring the option of online registrations. The Outreach poster of initiatives that Knox supports is in two different places. Colleen offered to do a workshop on use of the website once she has updated and upgraded it.

- e. **PUBLICATIONS, Colleen Welsh: visitors, newcomers, contact list, council newcomers:**
  - e.i. Colleen completed Visitor's Brochure. Will add it to the "I'm New Here" section of website.
  - e.ii. Newcomer's Booklet: rename it- "Welcome Booklet", need to meet to plan it.
  - e.iii. Marg did the 'tent cards' for the Silent Auction
- f. **Broadview Magazine, Sharon Ainslie:** have sent thanks to Cathy McNeil for filling in and for arranging for Sharon to take the position.

**CONCERNS:**

1. Need more members, a Secretary, someone for social media, needs to be discussed at next meeting.
- 2.

**People Away:** Marg—Sept 20-(Oct 4) Beth to stand in

Prepared by Marg Conn

**Update from Sacred Spaces**  
Prepared on September 15, 2019

**Celebrations**

**Completed Matters**

1. **Kitchen Sink Drain** – The intermittent problem with the north kitchen sink drain was re-addressed by a professional plumber.
2. **Painting of Narthex, Lounge and Hallways** – This project has been successfully completed using volunteer labour, organized and led by Chris Dauncey.
3. **Outside Maintenance** – Repairs to one of the front garden boxes have been completed.
4. **Upholstered Chairs** – Cleaning of all upholstered chairs, including sanctuary and lounge, was completed in June. The lounge chairs were also Scotch-Guarded.
5. **Coffee** – A new coffee machine has been purchased and installed. It was used successfully during the fall fair and for Sunday coffee times in September. 20+ volunteers have been trained in its use.

**Calendar of Events**

1. **Fire Inspection** – The Parksville Fire Department completed their annual inspection in early April. The final report has still not been received.
2. **Internet** – Following problems with both wi-fi coverage and internet bandwidth, the Knox internet service was upgraded in September. Both have been significantly improved. Wi-fi coverage has been extended to both Room 5 and the Music Leader Office. Two networks are available: one for staff and a second for building users. The new service provider is Shaw.

**Concerns**

1. **Kitchen Range** – There have been intermittent reports of problems with the kitchen range. Sacred Spaces is attempting to quantify the issue(s).
2. **Front Door** – Repair has been arranged on the locking/closing mechanism on one of the front doors. In the meantime, it is being left locked when possible.
3. **Building Use Committee** – Some members of the Building Use Committee have resigned. It needs to be reviewed and re-activated quickly.

**Costs**

1. **Knox Fax Line** – The cost of the church fax line was very expensive. It was re-negotiated in September, resulting in a 70% cost reduction from Telus. It is hoped that further savings can be realized in the future.
2. **Software** – Knox has been approved for non-profit organization programs available from software providers, including Microsoft, Intuit and others. Initial savings should be about \$50/month and will likely be substantially more in the future.

**Coming Up Matters**

1. **Fire Drill** – SS is working with W&A to schedule the annual fire drill, hopefully within the next few weeks.

Prepared by: Margaret Warburton  
Ian Ward  
Co-Team Leads, Sacred Spaces

## **SOCIAL JUSTICE AND OUTREACH MINISTRY – Report to Council September 18, 2019**

### **Celebrations –**

1. Opening of Orca Place, Supportive Housing Project, mid-August
2. Donation of 25 lap quilts and shawls from the congregation to Orca Place

### **Continuing Projects –**

1. Seventy to eighty sandwiches are prepared by Knox volunteers in the kitchen every second Friday and delivered on Sat. to the Manna location near the Legion in Parksville where they are distributed. Any extras are distributed at the Oceanside Community Church on the Alberni highway.
2. Manna advises that the new health van project is on hold waiting for further discussions with government agencies.
2. Some members are helping with the Gathering Place

### **Calendar of Events –**

1. David Suzuki Film Oct. 5 (Climate Action Month)
2. Thanksgiving Offering – October. **We noticed that the Christmas offering is included in the operating budget. Will Social Justice & Outreach be able to recommend a special offering for Thanksgiving?**
3. World Craft Fair – Nov.

### **Concerns –**

1. The Extreme Weather Shelter portion of the Orca Place project was cancelled by the city. A meeting will be held Sept. 18 at Orca place to discuss this concern. (BC Housing, Island Crisis Care Society, Kairos, Task Force, and representatives from local churches will attend.) **See motion below.**
2. Despite the letter to the congregation from Council, confusion still exists as to the issues being dealt with by Council.

Prepared by

Marilou Paterson and Jan Lucas for members of the Social Justice and Outreach team

**Following the meeting today (September 18<sup>th</sup>) Social Justice and Outreach makes the following motion:**

**Social Justice and Outreach recommends that, subject to availability of space and volunteers, Knox participates in the proposal that each participating area church provide an Extreme Weather Shelter once a week from November 1 to March 30 for 8 homeless people.**

### **Further information –**

1. BC Housing is involved.
2. Island Crisis Care Society will provide mats and 2 persons for security
3. A Shuttle bus will deliver clients (Provide screening for drugs and alcohol?)
4. A dinner, breakfast, and possible bag lunch will be required
5. Two rooms are necessary for men and women. Showers are available at SOS
6. Clean-up of rooms and bathrooms would be required.

## Spiritual Formation – September, 2019: Report to Council

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The Spiritual Formation committee held its first meeting for the year on September 4<sup>th</sup>. We welcomed two new co-chairs for Library – Debra Botelho and Mary Denholm; a new helper with the Sunday school – Melanie Goff, and two new members for Adult Educations – Susie Roller and Nancy Robinson. They joined Leslie Hawley, Els Wilms, Jennifer Ferguson and I.

We are planning a Book Study for October and November with Mark Nepo's *"More Together Than Alone"*.

On September 15<sup>th</sup> Jennifer will begin a discussion series called *"God Talk"* after Sunday Worship service.

We also discussed plans for winter and spring and those discussions will continue at our next regular meeting October 2<sup>nd</sup> at 1:30 PM.

Submitted by: Jan du Monde - Spiritual Formation Co-Chair