

**KNOX UNITED CHURCH, PARKSVILLE**  
**COUNCIL MEETING**  
**October 15, 2019**

1. **Call to Order** Phil Spencer called the meeting to order at 7:00 pm
2. **Attendance:** Mary Allison Bell, Marg Conn, Harvey Diamond, Shirlene Donnelly, Roxey Edwards, Ken Fanning, Jennifer Ferguson, Gerry Garnett, Lois Grill, Gayle Haughn, Maureen Loudon, Bruce McIntyre, Jan du Monde, Marilou Patterson, Andrew Slack, Phil Spencer, Margaret Warburton.

Ian Ward and Jan Lucan sent their regrets. Their co-leads were present.

3. **Lectio Divina** Jennifer read from I Corinthians 13 (Love is patient, Love is kind ..., after which we shared what words or thoughts came to mind by that text.

4. **Important Conversations.**

**Motion:** Moved by Mary Allison Bell, seconded by Margaret Warburton that we meet in camera.  
**Carried**

Council had a lengthy discussion in camera.

**Motion** Moved by Andrew Slack, seconded by Mary Allison Bell that we move out of in camera.  
**Carried**

**Motion** It was duly moved and seconded that Jan du Monde and Gerry Garnett draft a letter on behalf of Council to George and Lynne Pearson.  
**Carried**

5. **Agenda:** There were requests for changes to the agenda
  - Marg Conn asked for changes to items for the Communications Team: a) withdraw item 3.2 "Notes re Annual Report ..." and its accompanying motions, b) move item 3.1 Annual Report item from Decision to Items for Discussion 2.2, and c) move item 3.2 Communications Team Reports to a new item 9 under Team reports.
  - Ken Fanning suggested Council adding item 10 to reports to consider the notes of Executive meetings

**Motion:** moved by Margaret Warburton, seconded by Mary Allison Bell, that we accept the agenda with these changes.  
**Carried**

6. Council Minutes

**Motion:** moved by Margaret Warburton, seconded by Mary Allison Bell, that we accept minutes of the Sept 24, 2019 meeting.  
**Carried**

**Motion:** moved by Ken Fanning, seconded by Marilou Paterson, that we accept minutes of the Oct 7, 2019 meeting.  
**Carried**

7. **Business Arising:** There was no business arising from minutes.
8. **Treasurer's Report:** Ken Fanning pointed out some highlights from the Income and Expense report - a) items in the "YTD Budget Percentage" column that are under 100% are an indication that it is below budget b) with some expenses still to come in, the Fall Fair receipts shows that it was very successful c) the Council expense was our cost for the work by Keven Fletcher and d) the last line shows the YTD is about \$18,000 lower than last year. Regarding that last item, Ken said that Stewardship and Finance are talking about what to do about the large reduction.

Lois Grill suggested that we approach the region to cover some of our expenses for Keven's work. Ken Fanning pointed out that the Region had also paid some of his expenses and that he would follow up on Lois's suggestion.

9. **Correspondence;** There was no correspondence to report.

### **Items for Decision**

1. **Gathering Place** Gayle Haughn and Jennifer Ferguson summarized the recent Gathering Place sessions and the discussions that Karen has had with Ballenas High School which led to a youth helping in the kitchen. It was noted that there are still funds left over from the Provision Grant received earlier in the year.

**Motion:** moved by Gayle Haughn, seconded by Shirlene Donnelley that the Gathering Place is extended for the month of November as a phase 3 pilot.

**Carried**

**Motion:** Moved by Gayle Haugh that Fun, Family & Friends be changed to Fun, Family, Friends and Food. There was no seconder and it was agreed that we reflect on this until a later Council meeting.

**Motion:** Moved by Gayle Haugh that we setup a donation jar for our Sunday Morning Coffee. There was no seconder and it was agreed that we reflect on this until a later Council meeting

2. **Pastoral Care Team** Mary Allison Bell reported that the membership Roll was reviewed and a list of 94 people that could not be located or did not respond to a letter are proposed to be removed from the Role. A council member suggested that one of the names should not be there and it was agreed to remove it leaving the list with 93 names.

**Motion:** moved by Mary Allison Bell and seconded by Jan du Monde that the 93 individuals be removed from the Membership Roll of Knox United Church (see attached).

**Carried.**

### **Items for Discussion**

1. **Governance Guidelines:**

**Motion:** That Council adopt the Council Governance Guidelines.

Lois Grill explained the proposed update to the May 21, 2019 approved guidelines: in item 4, members are asked for **three (3)** positive things. Questions arose about why there had to be three positive things and whether something should be added to cover corresponding privileges.

**Motion:** Moved by Ken Fanning, seconded by Mary Allison Bell that it be tabled until the next meeting.  
**Carried.**

## 2. Congregational Meeting Oct 27<sup>th</sup> Agenda

There was discussion about the Congregational meeting. On Ken's suggestion, a financial update on our current 2019-2020 financial situation will be added.

Council Members are asked to bring muffins or snacks to the meeting, as it looks like it will be longer than usual. A reminder will be sent out to council members.

## Team Reports

1. **Healing and Pastoral Care** - see attached report from Mary Allison Bell, Linda Nelson and Maureen Loudon.
2. **Worship & Arts.** Shirlene Donnelly noted that their Team meeting was last week and was after the deadline for submitting a report.
3. **Spiritual Formation**- see attached report from Jan du Monde. Jan noted that they are considering the possibility of discussing conflict resolution and that there would be value in having a facilitator for that. They will advise next month.
4. **Fun, Family & Friends:** see attached report from Gayle Haughn
5. **Sacred Spaces**- see attached report from Ian Ward & Margaret Warburton
6. **Ministry & Personnel:** Harvey Diamond reported that they are working on Job Descriptions, going through M&P files, worked on changes to hours the office is open to the public and are looking doing a 360 performance review for staff.
7. **Social Justice & Outreach**- see attached report from Jan Lucas & Marilou Paterson
  - 7.1. Cold Weather Shelter. There was to be an Oceanside meeting on Oct 16 to discuss the efforts to have this initiated. The main issue is the provision of staffing, security and oversight. The churches appear to be on-board as long as those issues can be covered.
8. **Stewardship & Finance** - there is no currently no chair for the Team.
9. **Communications:** - see attached Report to Knox Council from Communications Team October 15, 2019 from Marg Conn. Marg saw value in the council members having access to the Power Church directory since they often need to contact members.

**Motion** moved by Marg Conn, seconded by Margaret Warburton, that all Council members will receive a copy of the church directory for members/adherents upon request of the Council Secretary to the Church Administrator  
**Carried**

cycle of publishing a directory without photos annually, and a photo directory approximately every 3 years - and we are now due for an update. The Team will focus first on updating the non-photo portion. It will be distributed in accordance with the privacy options members chose on the privacy forms that are currently being completed.

#### **10. Executive Meeting Notes:**

**Motion:** Moved by Ken Fanning, seconded by Mary Allison Bell that Council receive for information the Executive Meeting Report of September 4, 2019 and the Executive Meeting Notes of October 2, 2019.

**Carried**

#### **Closing**

1. **Other Business:** during the meeting, Lois stated that she was resigning her position as Vice-Chair and this would be her last meeting at Council. This was a great surprise to Council. Members expressed their sorrow at this and commended her for all her hard work, leadership, compassion, and heart, and that she will be greatly missed at Council.
2. **Communication with the Congregation:** one of the issues raised by the congregation was an interest in transparency - more information about what is happening at council Marg Conn and Phil Spencer will put together highlights from the meeting and make it available to the congregation through the e-news and reading it at Sunday Service.
3. **Next Council Meeting** will be on November 19 at 7 pm.
4. **Adjournment** at 9:40 pm
5. **Closing Prayer** /A closing prayer was offered by Phil Spencer.

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Phil Spencer, Acting Chair

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Gerry Garnett, Acting Secretary

## Income and Expense Statement

GENERAL FUND 01, September 2019

|                                    | Current Period   | Year to Date      | YTD Prior Year    | YTD Budget Percentage | Annual Budget     |
|------------------------------------|------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>INCOME</b>                      |                  |                   |                   |                       |                   |
| <b>CONTRIBUTION INCOME</b>         |                  |                   |                   |                       |                   |
| <b>GIVING</b>                      |                  |                   |                   |                       |                   |
| Local                              | \$18,257.17      | \$52,829.56       | \$60,379.23       | 88.05%                | \$240,000.00      |
| Mortgage                           | 0.00             | 0.00              | 175.00            | 0.00%                 | 0.00              |
| Open                               | 519.00           | 892.00            | 701.35            | 71.36%                | 5,000.00          |
| Other Income-Christmas             | 0.00             | 0.00              | 0.00              | 0.00%                 | 10,000.00         |
| Subtotal Giving                    | 18,776.17        | 53,721.56         | 61,255.58         | 84.27%                | 255,000.00        |
| <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                   | 1,387.10         | 3,079.91          | 2,197.92          | 98.56%                | 12,500.00         |
| Sponsorship of Bulletin            | 50.00            | 50.00             | 0.00              | 80.01%                | 250.00            |
| Special Event/Fundraising          | 25.00            | 2,581.67          | 3,137.18          | 86.06%                | 12,000.00         |
| Concerts at Knox                   | -441.00          | -1,792.22         | 0.00              | -16.56%               | 43,300.00         |
| Misc Other Income                  | 0.00             | 0.00              | -100.38           | 0.00%                 | 0.00              |
| Subtotal Income Other Sources      | 1,021.10         | 3,919.36          | 5,234.72          | 23.04%                | 68,050.00         |
| Fall Fair Receipts                 | 34,171.92        | 34,536.83         | 36,236.40         | 445.64%               | 31,000.00         |
| Fall Fair Donations                | 79.00            | 579.00            | 39.05             | 0.00%                 | 0.00              |
| Subtotal Fall Fair Receipts        | 34,250.92        | 35,115.83         | 36,275.45         | 453.11%               | 31,000.00         |
| Subtotal Other Inc. Gross Receipts | 35,272.02        | 39,035.19         | 41,510.17         | 157.64%               | 99,050.00         |
| Subtotal Contribution Income       | 54,048.19        | 92,756.75         | 104,975.75        | 104.80%               | 354,050.00        |
| <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                  | 2,718.09         | 8,523.85          | 7,829.14          | 100.28%               | 34,000.00         |
| Minister's Discretionary           | 455.00           | 1,015.00          | 1,220.00          | 81.20%                | 5,000.00          |
| Thanksgiving                       | 0.00             | 0.00              | 585.00            | 0.00%                 | 3,000.00          |
| Subtotal Transfer Funds Receipts   | 3,173.09         | 9,538.85          | 9,634.14          | 97.83%                | 50,500.00         |
| <b>TOTAL INCOME</b>                | <b>57,221.28</b> | <b>102,295.60</b> | <b>114,609.89</b> | <b>104.10%</b>        | <b>404,550.00</b> |

## Income and Expense Statement

GENERAL FUND 01, September 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     | \$22,050.00  | \$21,000.00    | 100.00%               | \$88,200.00   |
| Vehicle                        | 0.00           | 0.00         | 0.00           | 0.00%                 | 1,000.00      |
| MSP                            | 75.00          | 225.00       | 225.00         | 100.00%               | 900.00        |
| Book Allowance/Cont E          | 0.00           | 0.00         | 0.00           | 0.00%                 | 2,000.00      |
| EI & CPP                       | 0.00           | 942.53       | 967.10         | 83.78%                | 4,500.00      |
| UCC Benefits                   | 1,111.33       | 3,333.99     | 3,074.40       | 100.27%               | 13,300.00     |
| Subtotal Minister              | 8,536.33       | 26,551.52    | 25,266.50      | 96.64%                | 109,900.00    |
| <b>MUSIC</b>                   |                |              |                |                       |               |
| Contract                       | 3,176.23       | 6,352.46     | 9,323.67       | 66.67%                | 38,115.00     |
| <b>ADMINISTRATOR</b>           |                |              |                |                       |               |
| Salary                         | 2,550.00       | 7,650.00     | 7,104.63       | 100.00%               | 30,600.00     |
| EI & CPP                       | 173.40         | 520.20       | 1,875.35       | 94.58%                | 2,200.00      |
| UCC Benefits                   | 382.76         | 1,148.28     | 1,033.00       | 97.73%                | 4,700.00      |
| Subtotal Administrator         | 3,106.16       | 9,318.48     | 10,012.98      | 99.40%                | 37,500.00     |
| <b>CUSTODIAN</b>               |                |              |                |                       |               |
| Salary                         | 743.00         | 2,229.00     | 2,184.00       | 96.91%                | 9,200.00      |
| EI/ CPP                        | 39.88          | 119.64       | 115.53         | 91.15%                | 525.00        |
| UCC Benefits                   | 0.00           | 0.00         | 0.00           | 0.00%                 | 1,380.00      |
| Subtotal Custodian             | 782.88         | 2,348.64     | 2,299.53       | 84.60%                | 11,105.00     |
| <b>FACILITY CO-ORDINATOR</b>   |                |              |                |                       |               |
| Salary                         | 2,481.00       | 7,443.00     | 1,459.25       | 89.14%                | 33,400.00     |
| 2018 Salary                    | 0.00           | 0.00         | 3,350.67       | 0.00%                 | 0.00          |
| EI & CPP                       | 168.17         | 504.51       | 91.94          | 91.73%                | 2,200.00      |
| UCC Benefits                   | 372.39         | 1,117.17     | 212.17         | 89.37%                | 5,000.00      |
| Subtotal Facility Co-ordinator | 3,021.56       | 9,064.68     | 5,114.03       | 89.31%                | 40,600.00     |
| <b>OTHER PERSONNEL</b>         |                |              |                |                       |               |
| Accompanists                   | 200.00         | 200.00       | 600.00         | 33.33%                | 2,400.00      |
| Pianist/Organist/Relief M      | 0.00           | 1,200.00     | 450.00         | 685.75%               | 700.00        |
| Web-Master                     | 0.00           | 0.00         | 0.00           | 0.00%                 | 1,000.00      |
| Treasurer                      | 400.00         | 1,200.00     | 1,200.00       | 100.00%               | 4,800.00      |
| Technical Leader               | 200.00         | 600.00       | 600.00         | 100.00%               | 2,400.00      |
| Relief Administrator           | 0.00           | 0.00         | 459.38         | 0.00%                 | 1,500.00      |
| Supply Minister                | 0.00           | 2,396.85     | 2,213.20       | 239.69%               | 4,000.00      |
| Worksafe BC                    | 0.00           | 0.00         | 0.00           | 0.00%                 | 500.00        |
| Subtotal Other Personnel       | 800.00         | 5,596.85     | 5,522.58       | 129.41%               | 17,300.00     |
| Subtotal Personnel             | 19,423.16      | 59,232.63    | 57,539.29      | 93.09%                | 254,520.00    |

## Income and Expense Statement

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|                                  | Current Period | Year to Date | YTD Prior Year | YTD Budget Percentage | Annual Budget |
|----------------------------------|----------------|--------------|----------------|-----------------------|---------------|
| <b>COUNCIL</b>                   |                |              |                |                       |               |
| Council                          | 3,574.00       | 3,574.00     | 0.00           | 2,199.25%             | 650.00        |
| Annual Report                    | 0.00           | 0.00         | 0.00           | 0.00%                 | 250.00        |
| UCC Assessment                   | 1,375.00       | 4,125.00     | 2,067.00       | 110.00%               | 15,000.00     |
| Insurance                        | 0.00           | 0.00         | 0.00           | 0.00%                 | 7,500.00      |
| Subtotal Council                 | 4,949.00       | 7,699.00     | 2,067.00       | 184.96%               | 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        | 953.88         | 3,634.68     | 1,487.55       | 181.73%               | 8,000.00      |
| Office Supplies                  | 430.74         | 854.33       | 764.63         | 85.43%                | 4,000.00      |
| Cleaning Supplies                | 0.00           | 404.41       | 230.69         | 107.84%               | 1,500.00      |
| Facilities Enhancement           | 0.00           | 0.00         | 339.26         | 0.00%                 | 0.00          |
| Garbage                          | 204.91         | 567.97       | 929.21         | 75.73%                | 3,000.00      |
| Grounds Maintenance              | 135.00         | 865.00       | 1,353.06       | 49.43%                | 7,000.00      |
| Hydro/Gas                        | 649.12         | 1,811.26     | 2,878.87       | 60.38%                | 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                         | 169.12         | 225.49       | 112.75         | 150.33%               | 600.00        |
| Copier                           | 1,072.48       | 1,929.58     | 2,090.93       | 96.48%                | 8,000.00      |
| Water/Sewer                      | 0.00           | 0.00         | 474.60         | 0.00%                 | 1,000.00      |
| Telephone                        | 189.04         | 723.92       | 724.71         | 96.52%                | 3,000.00      |
| Internet                         | 384.65         | 526.99       | -35.14         | 351.33%               | 600.00        |
| Computer Maintenance             | 101.47         | 101.47       | 312.11         | 81.17%                | 500.00        |
| Technical Maintenance            | 40.02          | 160.14       | 127.14         | 25.62%                | 2,500.00      |
| Subtotal Sacred Spaces           | 4,330.43       | 14,256.93    | 14,865.57      | 94.26%                | 54,650.00     |
| <b>STEWARDSHIP &amp; FINANCE</b> |                |              |                |                       |               |
| Financial Review                 | 0.00           | 0.00         | 0.00           | 0.00%                 | 500.00        |
| Bank Charges                     | 366.57         | 570.07       | 420.82         | 126.68%               | 1,800.00      |
| PAR expenses                     | 41.00          | 124.00       | 130.50         | 90.19%                | 550.00        |
| UCC Pay Service                  | 23.81          | 71.43        | 67.70          | 57.14%                | 500.00        |
| Stewardship                      | 0.00           | 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   | 431.38         | 1,365.67     | 619.02         | 112.63%               | 5,550.00      |
| <b>WORSHIP &amp; ARTS</b>        |                |              |                |                       |               |
| Worship                          | 0.00           | 104.02       | 0.00           | 16.64%                | 2,500.00      |
| Music & Arts                     | 62.28          | 141.08       | 665.34         | 16.12%                | 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          | 62.28          | 245.10       | 665.34         | 11.24%                | 9,225.00      |

## Income and Expense Statement

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|                                      | Current Period     | Year to Date      | YTD Prior Year     | YTD Budget Percentage | Annual Budget      |
|--------------------------------------|--------------------|-------------------|--------------------|-----------------------|--------------------|
| <b>SPIRITUAL FORMATION</b>           |                    |                   |                    |                       |                    |
| Library                              | 15.90              | 15.90             | 51.25              | 7.95%                 | 800.00             |
| Sunday School                        | -100.00            | -100.00           | 21.18              | -79.99%               | 500.00             |
| Youth                                | 0.00               | 0.00              | 0.00               | 0.00%                 | 750.00             |
| Spiritual Formation                  | -150.00            | -29.31            | -9.71              | -15.63%               | 750.00             |
| Observer                             | 0.00               | 0.00              | 0.00               | 0.00%                 | 100.00             |
| Daily Devotions                      | -6.00              | -6.00             | -16.00             | -12.00%               | 200.00             |
| Retreats                             | 0.00               | 0.00              | 778.00             | 0.00%                 | 500.00             |
| Subtotal Spiritual Formation         | -240.10            | -119.41           | 824.72             | -15.92%               | 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                   | 0.00               | 150.00            | 0.00               | 66.67%                | 900.00             |
| Greening Sacred Spaces               | 0.00               | 0.00              | 485.13             | 0.00%                 | 1,500.00           |
| Outreach                             | 70.00              | 52.00             | 192.00             | 41.60%                | 500.00             |
| Subtotal Social Justice & Outreach   | 70.00              | 202.00            | 677.13             | 21.40%                | 4,050.00           |
| <b>FUN, FAMILY &amp; FRIENDS</b>     |                    |                   |                    |                       |                    |
| Refreshments - Sundays               | 0.00               | 3.99              | 413.78             | 1.06%                 | 1,500.00           |
| Fun Family & Friends                 | 13.34              | 53.32             | 0.00               | 71.09%                | 300.00             |
| Subtotal Fun, Family & Friends       | 13.34              | 57.31             | 413.78             | 12.74%                | 1,800.00           |
| Subtotal Operating Expenses          | 29,039.49          | 82,939.23         | 77,654.72          | 92.70%                | 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                    | 2,718.09           | 8,523.85          | 7,829.14           | 100.28%               | 34,000.00          |
| Minister's Discretionary             | 455.00             | 1,015.00          | 1,220.00           | 81.20%                | 5,000.00           |
| Thanksgiving                         | 0.00               | 0.00              | 0.00               | 0.00%                 | 3,000.00           |
| Subtotal Transfer Fund Income/disp   | 3,173.09           | 9,538.85          | 9,049.14           | 97.83%                | 50,500.00          |
| <b>TOTAL EXPENSES</b>                | <b>32,212.58</b>   | <b>92,478.08</b>  | <b>86,703.86</b>   | <b>93.21%</b>         | <b>413,095.00</b>  |
| <b>EXCESS INCOME\EXPENSES</b>        | <b>\$25,008.70</b> | <b>\$9,817.52</b> | <b>\$27,906.03</b> | <b>-1,027.81%</b>     | <b>-\$8,545.00</b> |



## Balance Sheet

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|                                   | Current Year                        |
|-----------------------------------|-------------------------------------|
| <b>ASSETS</b>                     |                                     |
| <b>BANK ACCOUNTS</b>              |                                     |
| <b>CHEQUING ACCOUNT</b>           |                                     |
| Operating                         | \$5,183.13                          |
| Administered/Designated           | 8,479.47                            |
|                                   | <hr/>                               |
| Subtotal Bank Accounts            | 13,662.60                           |
| <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                    | 554.54                              |
| <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                        |
|                                   | <hr/>                               |
| <b>TOTAL ASSETS</b>               | <b><u><u>\$1,141,773.36</u></u></b> |

## Balance Sheet

01/10/2019 12:31 PM

GENERAL FUND 01, September 2019

Page: 2

|                                     | Current Year                 |
|-------------------------------------|------------------------------|
| <b>LIABILITIES</b>                  |                              |
| <b>CURRENT LIABILITIES</b>          |                              |
| <b>OTHER CURRENT LIABILITIES</b>    |                              |
| Security Deposit                    | \$560.34                     |
| Prepaid Income                      | 224.90                       |
|                                     | <hr/>                        |
| Subtotal Other Current Liabilities  | 785.24                       |
| <b>ADMINISTERED FUNDS</b>           |                              |
| Choir Fund                          | 254.66                       |
| The Gathering Place                 | 3,373.57                     |
| Healing Ministry                    | 1,499.65                     |
| Memorial Fund                       | 1,984.88                     |
| Library Fund                        | 398.53                       |
| Men's Club                          | 902.37                       |
| Sisters United                      | 151.64                       |
| Rainbows Fund                       | 4,415.06                     |
| Special Gifts                       | 5,345.99                     |
| Vic Carvell Tech Fund               | 3,103.55                     |
|                                     | <hr/>                        |
| Subtotal Administered Funds         | 21,429.90                    |
| <b>DESIGNATED FUNDS</b>             |                              |
| Harrower Scholarship Fund           | 15,571.99                    |
| Refugee Fund                        | 1,848.80                     |
|                                     | <hr/>                        |
| Subtotal Designated Funds           | 17,420.79                    |
|                                     | <hr/>                        |
| Subtotal Current Liabilities        | 39,635.93                    |
|                                     | <hr/>                        |
| <b>TOTAL LIABILITIES</b>            | 39,635.93                    |
| <b>EQUITY</b>                       |                              |
| <b>UNRESTRICTED</b>                 |                              |
| Unrestricted Net Assets             | \$1,102,137.43               |
|                                     | <hr/>                        |
| <b>TOTAL EQUITY</b>                 | 1,102,137.43                 |
|                                     | <hr/>                        |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <u><u>\$1,141,773.36</u></u> |

**Knox United Church**  
**MOTION TO REMOVE NAMES FROM MEMBERSHIP ROLL**  
**September 24, 2019**

After an extensive review of the Membership Roll of Knox United Church it has been determined that the following names should be removed from our Roll. PLEASE NOTE that in order for these individuals to be removed from our Membership Roll a motion to that effect must be passed at our Council meeting and these names must appear in the Minutes of that meeting. Please forward a copy of the approved motion and the list of names to Jane Williams at admin@kucparksville.ca and to Barb Roberts (Membership Committee Chair) at barb664@shaw.ca for our Membership records. Thank you!

**Moved by Mary Allison Bell, seconded by \_\_\_\_\_ that the following individuals be removed from the Membership Roll of Knox United Church:**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. David Kellett Agar            | 30. Dorothy Jamieson              |
| 2. Diana Agar                    | 31. Glen Jamieson                 |
| 3. William Alexander Ainslie     | 32. Margaret Jamieson             |
| 4. Denice Melanie Barrie         | 33. Jake Janzen                   |
| 5. Robert Andrew Belanger        | 34. Patricia Eileen Marie Johnson |
| 6. Adriaan Bergink               | 35. Jamie Anne Kerr               |
| 7. Francine Bergink              | 36. Brenda Lois Lawrence          |
| 8. Marie Therese Suzanne Bernard | 37. Calvin Lebsack                |
| 9. Iris Biggs                    | 38. Sylvia Lebsack                |
| 10. Ken Biggs                    | 39. Shea Liddicoat                |
| 11. Carla May Boulet             | 40. George William Maaren         |
| 12. Gail-Anne Brighton           | 41. Margaret Jean Maaren          |
| 13. Dale Walker Brown            | 42. Hazel Joan Magnussen          |
| 14. Darin Wallace Brown          | 43. Leslie Anne Martin            |
| 15. Richard Keith Butler         | 44. Robert Lloyd Martin           |
| 16. Kathleen Anne Butler         | 45. Christopher James McArthur    |
| 17. Margaret Irene Cormie        | 46. Tammy Belle McArthur          |
| 18. Douglas Hugh Cossar          | 47. Christopher Walter Mohr       |
| 19. Jessie Dale                  | 48. Jillian Margaret Mohr         |
| 20. Margaret Gael Dickson        | 49. Bruce Charles Morrison        |
| 21. Jean Forbes                  | 50. Merle Mutch                   |
| 22. Rebecca June Fry             | 51. Andrew Garry Nicholls         |
| 23. Shirley Fulton               | 52. Eric Nicholls                 |
| 24. Melissa Nicole Galloway      | 53. Janet Noden                   |
| 25. Margaret Ann Graham          | 54. Nancy Noden                   |
| 26. Leslie Rea Hibbert           | 55. Darlene Palmer                |
| 27. Mary Jane Hibbert            | 56. Wendy Paruk                   |
| 28. Carol Hickman                | 57. Jennifer May Patterson        |
| 29. Mark Stephen James           | 58. Julie Patterson               |

59. Brent Everett Maurice Reynolds
60. Lindsay Annette Reynolds
61. Carol Lesley Roberts
62. Cathy Rossani
63. Valerie Hazel Saunders
64. Laurie Anne Selin
65. Ronald Einar Selin
66. Marilyn Sharman
67. Stephen Darryl Shipley
68. Matthew Andrew Shipley
69. Ben Simm
70. James Neal Sinclair
71. Gillian Spencer-Sinclair
72. Eileen Sinnett
73. Eleanor Mary Ada Smith
74. Ann Elizabeth Sperling
75. Catherine Vera Stewart
76. William Farquhar Stewart
77. Sara Stremel
78. Wayne Stremel
79. Sharon June Swan
80. Brigitte Sylvia Tandory
81. Mary Jean Thompson
82. Jennifer Thomson
83. Joanne Tickell
84. LaurieDawn Trippell
85. Leah Dawn Trippell
86. Patrick Alan Trippell
87. Lorraine Christine Vermeulen
88. Barbara Jo Wagar
89. Ashley Anne Walker
90. Dennis William Webb
91. Jean Anne Webb
92. Mary Woods
93. Alice Eileen Wright

# COUNCIL GOVERNANCE GUIDELINES

## Purpose of Guidelines

The purpose of these proposed procedures is to provide guidance to teams, ad hoc groups or individuals who wish to bring items or initiatives to Council for consideration. The intent is to smooth Council decision making processes; to make the processes as fair as possible for all initiatives and for all concerned; and, to ensure that Council has as much factual information as possible when holding discussions and making decisions.

The proposed guidelines are not intended to diminish innovation, discourage new ideas, nor inhibit changes but rather to provide an orderly process for sound decision making.

## Early Approval of Processes for Development of New Initiatives/Changes to Existing Initiatives

1. New initiatives or changes to existing initiatives which affect more than one ministry should come to Executive/Council for consideration prior to considerable work being done on them. They should adhere to the following recommended steps:
  - Propose a motion, with background information, recommending formation of a team to research and develop a possible plan for the initiative. The motion should include team membership and a projected time frame.
  - A lead ministry should be identified. If it doesn't work for there to be a lead ministry, show how the team will relate to Council.

## Process for Development of New Initiatives/Changes to Existing Initiatives

2. As the initiative or changes are being developed:
  - Ensure there is consultation with all the affected ministries. Try to ensure support for the initiative or seek acceptable changes from the affected ministries.
  - Assess the initiative or change against the Knox mission, vision and values statements.
  - Where an initiative involves spending, ensure the proposal is reviewed by Stewardship and Finance and that S & F is prepared to make a recommendation re the proposal.
  - Where an initiative involves existing or new personnel, ensure the proposal is reviewed by Ministry and Personnel and that M & P is prepared to make a recommendation re the proposal.

## Timely Sharing of Information with Council

3. Ensure that proposed initiatives or changes to existing initiatives are shared with members of Council far enough in advance to allow time for due consideration.

## Application of Holy Manners

4. When presenting and discussing new initiatives at Council, ensure that 'holy manners' are followed. Members are encouraged to begin by stating three (3) positive responses and things they like about the idea/new initiative. This might include good things that might result if the idea/new initiative

## COUNCIL GOVERNANCE GUIDELINES

were implemented. This could be followed by any concerns they may have about the initiative. Members are encouraged to look for opportunities and pose questions rather than listing complaints. It is important that new ideas for how to address the concerns are entertained and discussed.

### Delegated Authority

5. Ministries should try to do as much as possible within the delegated authority of their ministry but if there are questions or uncertainties, or the advice of Executive/Council could be helpful, then ministries should bring issues or concerns to Executive/Council for discussion. It's essential for a ministry to inform other ministries in advance of actions they will be taking on a topic or issue so that other ministries, who might have concerns or wish to collaborate, can respond.

### Collective Responsibility of Council to Ensure Consultation/Involvement

6. Before decisions are made, Council should consider which ministries will be impacted by the decisions and whether those ministries have been appropriately consulted and/or involved.

### Matters Raised under Other Business

7. At Council meetings, 'other business' items should be identified before or during 'approval of the agenda' and consideration will be given as to whether the items are appropriate in relation to the foregoing guidelines and in regard to availability of time for discussion.

### Participation of Observers

8. Members of the congregation are invited to attend council meetings as observers. Any issues they want to raise should be discussed with the appropriate team lead(s) prior to the meeting and the team lead(s) may raise the issue on behalf of the congregant(s).
9. Observers may speak only if listed on the agenda or if invited to speak by the appropriate team lead. The process for a member of the congregation to be listed on the agenda is outlined in Section 15, Page 10 of the Knox Constitution, 2011.
10. Occasionally there are topics that are of a sensitive nature\* or that involve staff/personal matters. Observers may be asked to leave during these discussions and/or before votes on such matters.

\* Examples of topics of a sensitive nature include human resource issues; matters related to civil or criminal proceedings; legal advice; personal health information on an individual; confidential contractual, personal or financial information; discussions of anonymous donations; staff or council member evaluations; and, examination of documents protected by privacy legislation.

**MOTION:** That Council adopt the Council Governance Guidelines. Carried, with proviso to add examples of topics of a sensitive nature

## Update from Healing and Pastoral Care Team

Sept 8/19

### Celebrations (major highlights, serendipities)

- 1) We welcome Linda Nelson as a co-lead.

### Completed Matters

- 1) The three co-leads met with Jennifer to discuss new initiatives for Pastoral Care.

#### Calendar of Events

- 1) Healing Ministry started their weekly meetings on October 2/19.
- 2) Pastoral Care starting monthly meeting on Oct 9/19.  
16 team members attending – good feedback and new ideas presented and will be acted on.
- 3) The sessions held by the Healing Ministry on Fridays for client treatments will be changed to Wednesday mornings starting Oct 16.

### Concerns

- 1) A new chart has been created for Pastoral Care to keep track of all needing pastoral contact. We depend on everyone to communicate if there is need for pastoral outreach. The outreach can be as simple as a phone call or welcoming, prayer, healing, cards, prayer shawls, food or visitations.

### Costs (budget matters)

- 1)

### Coming Up Matters (e.g. to do list)

- 1) A Pastoral Care brochure will be developed and an announcement will be made at church to bring awareness to the congregation.

### Blessings:

Mary Allison Bell

Linda Nelson

Maureen Loudon

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

---

- Fall Book Study: *“More Together Than Alone”* by Mark Nepo commences October 10<sup>th</sup>.
  - 10 people have registered
  
- “God Talk”: following Sunday service is going well
  
- Women’s Retreat: March 6 & 7, 2020
  - Will be held at Knox United;
  - Food to be catered;
  - Theme will be Chakras and Soul Work;
  - Facilitator is Ingrid Busch
  
- Membership Class: commencing Monday nights in January.
  
- Winter Book Study(ies): commencing January 9<sup>th</sup>
  - Further discussion needed
  
- Conflict Resolution Workshop:
  - TBD as to facilitator, role playing, etc.
  
- Next meeting will be held Wednesday, November 6<sup>th</sup> @ 1:30 p.m.

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



**Update from Fun, Friends, and Family  
Oct 15, 2019 Council Meeting**

**Update on Gathering Place**

Motion # 1

Move that The Gathering Place is extended for the month of November as a phase 3 pilot.  
Background. We have enough funds leftover from Provisions to extend it.

**Potluck & Dance**

I would like the floor for a minute to give everyone a heads up on the Western Fall Potluck & Dance that is coming up on Nov. 22.

**Name of the Team**

Motion # 1

Move that Fun, Family, Friends be changed to Fun, Family, Friends & Food (F4)

**Donations for Sunday Morning Coffee**

Motion # 2

Move that we set up a donation jar for our Sunday Morning Coffee.

Submitted by            Gayle Haughn

**Update from Sacred Spaces**  
Prepared on October 9, 2019

**Celebrations**

**Completed Matters**

1. **Internet** – Shaw internet service is up and running with improved WiFi coverage and bandwidth. The Telus service has been cancelled.

**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. **Parking Lot** – Pre-winter maintenance of potholes is planned for October. New staff parking signs have been purchased and will be installed this month. New handicap parking signs were also ordered and are on backorder.

**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. **Kitchen** – New cutting boards which meet the standards for commercial kitchens have been purchased.
4. **Plumbing** – A leak at one of the rear outside taps needs to be repaired.
5. **Roof Drains** – The eavestroughs were observed to be overflowing in September. Arrangements need to be made for regular cleaning of fir needles from the roof.

**Costs**

1. **Yellow Pages Advertising** – After consultation with Communications and the Facility Coordinator, automatic renewal of our Yellow Pages print media ad was cancelled. This should result in a savings of about \$400/year starting next spring.
2. **Software** – Two copies of Quickbooks have been obtained from TechSoup Canada for invoicing purposes (office and facilities management), eliminating the monthly subscription cost previously paid. A copy of Adobe Acrobat Pro was also acquired. Most commercial software will be “purchased” at substantially reduced rates in 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. It was originally scheduled for June but deferred. It is a regulatory requirement.

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

Update from Social Justice & Outreach  
Oct 15, 2019 Council Meeting

**Celebrations: In this case sharing, hearing a different perspective**

1.Sandy Herle, met with us to give us the business perspective of the homeless situation in the downtown area. We had a very good sharing of opinions and came to realize we must consider the other opinions within the church when working on Social Justice and Outreach projects.

**Continuing Projects:**

1.The Manna Sandwich making volunteers continue to make and distribute 70 to 80 nutritious sandwiches twice monthly, behind Arbutus Grove Church in Parksville.

2. Some members continue to help with the Gathering Place

**Calendar of Events:**

1.David Suzuki Film (climate Action Month) was held Oct.5th.

2. Thanksgiving: Messages were put in the Bulletin and Knox News to encourage topping up our donations to both Manna and the Food Bank. The Salvation Army was contacted and they sent over their Salvation Army Bin.

3. World Craft Fair Nov.2

4. Xmas Craft Fair and Xmas Cafe

**Future Concerns:**

1. Whether a Winter shelter can be arranged, how and where and when?

2.Working together with Council together towards a more positive future3

3. We presented and passed the Motion that SJO estimates the M&S goal for 2020 is \$32,000.

**Prepared by Jan Lucas and Marilou Paterson for members of the Social Justice and Outreach Team. October 15, 2019**

## Report to Knox Council from Communications Team, October 15, 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:** Due to Marg's vacation and illness, we have not yet had our October monthly meeting which is usually on the 2<sup>nd</sup> Tuesday

### A. UPDATES:

#### a. Team Lead Marg Conn:

i. **Annual report:** Jane our Church Administrator, has assembled the Annual Report as per her new Job Description. Please note my submissions, *Tips for Preparing the Annual Report* and *NOTES RE ANNUAL REPORT, October 7, 2019* which contain 2 motions re the Annual Report.

ii. **Social Media:**

iii. **Knox Directory, Member/Adherent Form, Privacy:** as last month

iv. **Contact Info for Council:** Jennifer has suggested the following motion: *All Council members will receive a copy of the church directory for members/adherents upon request of the Council Secretary to the Church Administrator.* This could be part of a new member's package.

#### b. PUBLICITY COORDINATOR, Beth Brown

i. Did publicity for the Fall Fair

ii. Working on publicity for the upcoming 'Perfect Gift' Christmas Craft Fair, November 9

iii. Publicized the Gathering Place, that is presently running, to some of our local media.

iv. Represented Communications at the last 2 Council meetings

#### c. Web Administrator, Posters, Newspaper Publicity, Publications: Colleen Welsh:

i. updated The Gathering Place postcards, etc. once menu has been finalized

ii. helping Fun, Family & Friends with upcoming dance in November

iii. working on possible logo ideas

iv. drafting ideas on membership brochure for newcomers.

### CONCERNS:

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

### People Away:

Submitted by Marg Conn

## NOTES RE ANNUAL REPORT, October 5, 2019

1. **Purpose:** to inform congregation, other ministries and other organizations such the bank, CRA, UCC, city of Parksville (re tax status) of our work in the past year and plans for the next year, including a financial report and minutes of congregational meetings.
2. **Responsibility for the Annual Report:** It is one of the duties of the Chair of Council as stated in the Constitution:

“Oversee the preparation of an annual report on the activities of Church Council and of committees and groups of Knox United Church”

**MOTION:** that the duty of coordinating the preparation of the Annual Report be moved from the Chair of Council to the Vice Chair of Council in the Terms of Reference. The Communications Ministry would no longer have a role in this task. (See tasks below) The budget line for Annual Report would be moved from Communications to Council.

3. **Distribution:** on the website, via email and at congregational mtg
4. **TIMELINE:**
  - a. Notice given at April Council meeting.
  - b. Ministry Reports due June 30 as current Ministry Leads have the relevant information.
  - c. Annual Report presented to Council at regular meeting in September, usually 3<sup>rd</sup> Tuesday (24)
  - d. Published and distributed at Congregation Meeting in October
5. **COLLABORATION:** Ministry Teams prepare their goals which are shared in the Stewardship & Finance Narrative Budget presented at the June Congregational Meeting. These goals then become part of their Annual Report, due June 30. They then add a review of their year to constitute their Annual Report.

**Church Administrator:** assembles the report. A compatible template must be stored on the Knox office computer.

### **Coordinator:**

1. Gives notice of deadlines, checklist, guidelines for submissions.
2. The current checklist is a composite from 3 years of annual reports. It may need editing.
3. Proofreads. Note policy on minimal editing: Note policy of minimal editing as stated at the beginning of the Annual Report:

“Please note: There were no edits or corrections made in the compilation and formatting of this document in order to maintain the integrity of each submitted report. Should you have any questions or concerns, please raise them at the Annual General Meeting.”

**MOTION:** The coordinator will proofread the Annual Report and encourage those who submit material to do their own proofing. See “Tips for Preparing the Annual Report”

Marg Conn, Communications Team Lead

## TIPS FOR PREPARING THE ANNUAL REPORT

1. Font=Arial size = 10
2. Title of File: *2018-2019 Annual Report, name of Ministry*
3. Run a Document/Spell Check before submitting
4. Read it aloud to yourself or someone else.
5. The **first** time you mention someone's name, use their full name.
6. Last line: "Submitted by your name"
7. Send as an editable document, not a pdf