

**Knox United Church, Parksville**  
**Church Council Meeting – 19<sup>th</sup> November 2019 7:00pm**  
**Minutes Package**

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**KNOX UNITED CHURCH, PARKSVILLE**  
**COUNCIL MEETING**  
**November 19, 2019 7:00 pm**

1. **Call to Order** Phil Spencer called the meeting to order at 7:03 pm
2. **Lectio Divina** Jennifer read from Ephesians 4:25 - 5:2. Members shared thoughts that came to mind from the message.
3. **Attendance:** Mary Allison Bell, Marg Conn, Harvey Diamond, Jan du Monde, Ken Fanning, Jennifer Ferguson, Dana Goedbloed, Gayle Haughn, Bruce McIntyre, Marilou Patterson, Ron Pepper, Andrew Slack, Phil Spencer, Gillian Stewart, Margaret Warburton, Ian Ward

Regrets: Shirlene Donnelly, Gerry Garnett

Guests: Shane Conn, Brian Stubbings, Nona Klontz

4. **Important Conversations:** moving forward based on Keven Fletcher's Recommendations.
  - some Council members expressed an ongoing lack of clarity around the issues
  - seeking a relief to ongoing confusion
  - other Council members felt the Council has a plan and is moving forward

**Motion:** that Council move in camera.

Moved by Ron Pepper, Seconded by Mary Alison Bell

**Carried**

Ron Pepper provided some information on current and past issues

- Council needs a plan and process to move forward. Critical to this process is identifying a Council Chair
- The goal is to achieve solidarity on Council

Phil Spencer offered to provide an attachment from a Mennonite Church Publication "Agreeing & Disagreeing in Love".

**Motion:** that Council move out of camera.

Moved by Ken Fanning, seconded by Mary Alison Bell

**Carried**

5. **Agenda:**

**Motion:** to accept the agenda as outlined.  
Moved by Ron Pepper, seconded by Andrew Slack  
**Carried**

6. Council Minutes

**Motion:** to approve Oct 15 Council meeting minutes with noted change.

Moved by Margaret Warburton, seconded by Marilou Paterson.

**Carried**

**7. Business Arising from Minutes:**

**Motion** to extend tabling motion (re Governance Guidelines) to Jan 2020 Council meeting.

Moved by Ken Fanning, seconded by Mary Alison Bell

**Carried**

**8. Treasurer's Report:**

- Local giving is down
- Final accounting for Fall Fair net income \$33, 811
- As expenses are up, the drop in income is concerning

**Motion:** to accept the Treasurer's Report

Moved by Ken Fanning, seconded by Ron Pepper

**Carried.**

**9. Correspondence:** nil.

**Items for Decision**

1.1 **Motion** that Council approve the posting of Council minutes on the Knox website after approved by Council.

Moved by Marg Conn, seconded by Dana Goedbloed

**Carried**

1.2 **Motion** that Council approve the posting of the Annual Report including Financial reports on the Knox website.

Moved by Marg Conn, seconded by Gillian Stewart.

**Carried**

1.3 **Motion** that donations intended specifically for new exterior signage be held in the Capital and Reserve fund and that a record be kept by Stewardship and Finance of the amount(s) held for this purpose.

Moved by Ian Ward, seconded by Ken Fanning.

**Carried**

**Items for Discussion**

1. Sign Survey Feedback

Limited responses to date - need response from all ministries by December Council meeting.

2. Job Description Template Feedback

General positive feedback, no concerns identified.

### 3. Long Term Planning

Priority - to integrate the Conflict Resolution Facilitators Recommendations

Strategy - Plan a retreat for January 2020 with a facilitator. Ken Fanning, Jennifer Ferguson, Shane Conn, and Dana Goedbloed offered to be part of a group to initiate planning.

### Team Reports: Highlights

1. **Communications:** - more people needed on the team  
- photo directory process going well
2. **Fun, Family & Friends:** - Pitchfork Potluck Nov 22nd
3. **Healing and Pastoral Care** - no additions to report
4. **Ministry & Personnel:** new office hours implemented with positive feedback received.
5. **Sacred Spaces-** - Fire Inspection Report results received and addressed.  
- Outstanding issue: need for a yearly fire drill.
6. **Social Justice & Outreach:** - Giving Tree in the Narthex will benefit Orca Place and Hirst House.
7. **Spiritual Formation-** no additions to report submitted.
8. **Stewardship & Finance** - Fall Fair Coordinators are looking to step aside and willing to mentor prospective replacements. FALL FAIR 2020 September 19
9. **Trustees:** No additions to report
10. **Worship & Arts.** No additions to report

### Closing

1. **Other Business:** Letters received from Lois Grill & Roxey Edwards re resignation. Marilou Paterson will draft responses for feedback from council.
2. **Communication with the Congregation:**
  - *FAQ* on website
  - Council minutes to be made available on line
  - Representative from Council to verbally share updates on Sunday morning.
  - Margaret Warburton to share Sunday Nov. 24.
3. **Next Council Meeting** December 17, 7 pm - Social Gathering - Potluck.

4. **Adjournment** Adjourned at 9:30 pm
5. **Closing Prayer** led by Jennifer Ferguson

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Phil Spencer, Acting Chair

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Nona Klontz, Acting Secretary

**Knox United Church  
Conflict Resolution Facilitator's Recommendations  
September 2019**

**Current Structure**  
What is the role of Council Executive?

**Current Structure**  
What is the role of the Council?  
(when necessary)

**Current Structure**  
• What is our process for concerns/celebrations?

Key Relationships

Communication  
(arm in arm – one voice)

Feedback for Growth

Pastoral Concern  
• the List  
• Joint Visits

Study Focus  
(Council)

Study Focus  
(clusters)

Study Focus  
(congregation)

Book Study

Clip Study

Conflict Empathy  
+++ Organizational Development  
"Fierce Conversations" – Susan Scott  
"Governance and Ministry" – Dan Hotchkiss

**Future Structure**

**Knox United Church, Parksville**  
**Church Council Meeting – 19<sup>th</sup> November 2019 7:00pm**  
**Agenda**

1. Call to Order **7:00 p.m.** Phil Spencer
2. Lectio Divina Jennifer Ferguson
3. Important Conversations Phil Spencer/
  - 3.1. Keven Fletcher's Recommendations (att)
4. Attendance and Regrets
5. Approval of Agenda
6. Approval of Council Minutes from Oct 15, 2019 (att)
7. Business Arising from Minutes
8. Treasurer's Report (att) Ken Fanning
9. Correspondence

**Items for Decision 8:00 p.m.**

1. Communications motions Marg Conn
  - 1.1. that Council approve the posting of Council minutes on the Knox website
  - 1.2. that Council approve the posting of the Annual Report including Financial reports on the Knox website.

**Items for Discussion 8:15 p.m.**

1. Sign Survey feedback (comm. att) Marg Conn / Ian Ward
2. Job Description Template Feedback (att) Gerry Garnett
3. Long Term Planning

**Team Reports 8:30 p.m.**

1. Communications (att) Marg Conn
2. Fun, Family & Friends Gayle Haughn
3. Healing and Pastoral Care Mary Allison Bell
4. Ministry & Personnel Harvey Diamond/Dana Goedbloed
5. Sacred Spaces (att) Ian Ward/Margaret Warburton
6. Social Justice & Outreach (att) Jan Lucas/Marilou Paterson
7. Spiritual Formation (att) Jan du Monde
8. Stewardship & Finance Ron Pepper
  - 8.1. - Fall Fair (att) Margaret Warburton
9. Trustees (att) Andrew Slack
10. Worship & Arts Shirlene Donnelly

**Closing 8:45 p.m.**

1. Other Business
2. Communication with the Congregation
3. Next Council Meeting/social? Dec 17?
4. Adjournment
5. Closing Prayer/Reflection Jennifer Ferguson

Confidentiality Statement: All information disclosed to and discussed by members of Knox United Church Council and the Knox United Church Executive, (in whatever form and including but not limited to oral disclosures) shall be treated as confidential and shall not be disclosed to any third party without the prior consent of the individual member and/or all members of the Church Council. However, decisions made by the Church Council are readily available through monthly minutes filed in the Library.

(att) = see attachment

**Income and Expense Statement**  
GENERAL FUND 01, October 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	\$15,671.77	\$68,501.33	\$81,415.49	85.63%	\$240,000.00
Mortgage	0.00	0.00	225.00	0.00%	0.00
Open	245.00	1,137.00	936.90	68.22%	5,000.00
Other Income-Christmas	0.00	0.00	0.00	0.00%	10,000.00
Subtotal Giving	15,916.77	69,638.33	82,577.39	81.93%	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	1,781.03	4,860.94	3,011.92	116.66%	12,500.00
Bank - Investment Income	225.00	225.00	75.00	0.00%	0.00
Sponsorship of Bulletin	0.00	50.00	0.00	60.01%	250.00
Special Event/Fundraising	282.40	2,864.07	2,852.91	71.60%	12,000.00
Concerts at Knox	1,415.81	-376.41	0.00	-2.61%	43,300.00
Subtotal Income Other Sources	3,704.24	7,623.60	5,939.83	33.61%	68,050.00
Fall Fair Receipts	-381.76	34,155.07	35,291.10	330.53%	31,000.00
Fall Fair Donations	0.00	579.00	314.05	0.00%	0.00
Subtotal Fall Fair Receipts	-381.76	34,734.07	35,605.15	336.14%	31,000.00
Subtotal Other Inc. Gross Receipts	3,322.48	42,357.67	41,544.98	128.29%	99,050.00
Subtotal Contribution Income	19,239.25	111,996.00	126,332.37	94.90%	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	2,582.38	11,106.23	10,475.52	104.12%	32,000.00
Minister's Discretionary	2,525.00	3,540.00	1,424.62	212.40%	5,000.00
Thanksgiving	0.00	0.00	2,703.00	0.00%	3,000.00
Subtotal Transfer Funds Receipts	5,107.38	14,646.23	14,603.14	95.52%	48,500.00
<b>TOTAL INCOME</b>	<b>24,346.63</b>	<b>126,642.23</b>	<b>140,935.51</b>	<b>94.97%</b>	<b>402,550.00</b>



**Income and Expense Statement**  
GENERAL FUND 01, October 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	\$29,400.00	\$28,000.00	100.00%	\$88,200.00
Vehicle	0.00	0.00	0.00	0.00%	1,000.00
MSP	75.00	300.00	300.00	100.00%	900.00
Book Allowance/Cont E	0.00	0.00	950.00	0.00%	2,000.00
EI & CPP	0.00	942.53	967.10	62.84%	4,500.00
UCC Benefits	1,111.33	4,445.32	4,099.20	100.27%	13,300.00
<b>Subtotal Minister</b>	<b>8,536.33</b>	<b>35,087.85</b>	<b>34,316.30</b>	<b>95.78%</b>	<b>109,900.00</b>
<b>MUSIC</b>					
Contract	3,176.23	9,528.69	12,431.56	75.00%	38,115.00
<b>ADMINISTRATOR</b>					
Salary	2,550.00	10,200.00	9,368.34	100.00%	30,600.00
EI & CPP	173.40	693.60	2,025.96	94.58%	2,200.00
UCC Benefits	382.76	1,531.04	1,362.14	97.73%	4,700.00
<b>Subtotal Administrator</b>	<b>3,106.16</b>	<b>12,424.64</b>	<b>12,756.44</b>	<b>99.40%</b>	<b>37,500.00</b>
<b>CUSTODIAN</b>					
Salary	743.00	2,972.00	2,912.00	96.91%	9,200.00
EI/ CPP	39.88	159.52	154.04	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>3,131.52</b>	<b>3,066.04</b>	<b>84.60%</b>	<b>11,105.00</b>
<b>FACILITY CO-ORDINATOR</b>					
Salary	2,481.00	9,924.00	2,918.50	89.14%	33,400.00
2018 Salary	0.00	0.00	3,350.67	0.00%	0.00
EI & CPP	168.17	672.68	183.88	91.73%	2,200.00
UCC Benefits	372.39	1,489.56	424.34	89.37%	5,000.00
<b>Subtotal Facility Co-ordinator</b>	<b>3,021.56</b>	<b>12,086.24</b>	<b>6,877.39</b>	<b>89.31%</b>	<b>40,600.00</b>
<b>OTHER PERSONNEL</b>					
Accompanists	200.00	400.00	800.00	50.00%	2,400.00
Pianist/Organist/Relief M	0.00	1,200.00	600.00	514.32%	700.00
Web-Master	0.00	0.00	0.00	0.00%	1,000.00
Treasurer	400.00	1,600.00	1,600.00	100.00%	4,800.00
Technical Leader	200.00	800.00	800.00	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	2,463.20	179.77%	4,000.00
Worksafe BC	0.00	0.00	0.00	0.00%	500.00
<b>Subtotal Other Personnel</b>	<b>800.00</b>	<b>6,396.85</b>	<b>6,722.58</b>	<b>110.93%</b>	<b>17,300.00</b>
<b>Subtotal Personnel</b>	<b>19,423.16</b>	<b>78,655.79</b>	<b>76,170.31</b>	<b>92.71%</b>	<b>254,520.00</b>

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

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>COUNCIL</b>					
Council	0.00	3,574.00	618.88	1,649.44%	650.00
Annual Report	0.00	0.00	0.00	0.00%	250.00
UCC Assessment	1,375.00	5,500.00	2,717.00	110.00%	15,000.00
Legal Expenses	0.00	0.00	358.75	0.00%	0.00
Insurance	0.00	0.00	0.00	0.00%	7,500.00
Subtotal Council	1,375.00	9,074.00	3,694.63	165.99%	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	652.66	4,287.34	2,813.32	160.77%	8,000.00
Office Supplies	539.94	1,394.27	1,029.27	104.57%	4,000.00
Cleaning Supplies	26.50	430.91	386.73	86.18%	1,500.00
Facilities Enhancement	0.00	0.00	339.26	0.00%	0.00
Garbage	193.08	761.05	1,241.60	76.11%	3,000.00
Grounds Maintenance	515.00	1,380.00	1,624.33	59.14%	7,000.00
Hydro/Gas	847.99	2,659.25	3,700.85	66.48%	12,000.00
Property Taxes	0.00	2,451.69	3,075.20	100.07%	2,450.00
Piano Maintenance	175.20	175.20	0.00	0.00%	500.00
Security	56.37	281.86	112.75	140.93%	600.00
Copier	1,055.86	2,985.44	2,883.03	111.95%	8,000.00
Water/Sewer	0.00	0.00	474.60	0.00%	1,000.00
Telephone	199.63	923.55	973.80	92.36%	3,000.00
Internet	114.97	641.96	14.13	320.98%	600.00
Computer Maintenance	0.00	101.47	312.11	60.88%	500.00
Technical Maintenance	595.31	755.45	170.92	90.66%	2,500.00
Subtotal Sacred Spaces	4,972.51	19,229.44	19,151.90	99.38%	54,650.00
<b>STEWARDSHIP &amp; FINANCE</b>					
Financial Review	0.00	0.00	0.00	0.00%	500.00
Bank Charges	228.80	798.87	634.56	133.15%	1,800.00
PAR expenses	40.00	164.00	173.50	89.46%	550.00
UCC Pay Service	23.81	95.24	91.08	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	292.61	1,658.28	899.14	114.36%	5,550.00
<b>WORSHIP &amp; ARTS</b>					
Worship	283.59	387.61	75.00	46.51%	2,500.00
Music & Arts	518.05	659.13	665.34	56.50%	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	100.00	0.00%	725.00
Subtotal Worship & Arts	801.64	1,046.74	840.34	35.99%	9,225.00

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

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
<b>SPIRITUAL FORMATION</b>					
Library	222.33	238.23	51.25	89.33%	800.00
Sunday School	22.98	-77.02	21.18	-46.21%	500.00
Youth	0.00	0.00	0.00	0.00%	750.00
Spiritual Formation	257.90	228.59	-460.92	91.44%	750.00
Broadview Magazine	0.00	0.00	-13.62	0.00%	100.00
Daily Devotions	-6.00	-12.00	-16.00	-18.00%	200.00
Retreats	0.00	0.00	778.00	0.00%	500.00
Subtotal Spiritual Formation	497.21	377.80	359.89	37.78%	3,600.00
<b>HEALING &amp; PASTORAL CARE</b>					
Pastoral Care	0.00	0.00	12.00	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	163.58	313.58	0.00	104.53%	900.00
Greening Sacred Spaces	0.00	0.00	485.13	0.00%	1,500.00
Outreach	-81.00	-29.00	235.00	-17.40%	500.00
Subtotal Social Justice & Outreach	82.58	284.58	720.13	22.62%	4,050.00
<b>FUN, FAMILY &amp; FRIENDS</b>					
Refreshments - Sundays	0.00	3.99	619.88	0.80%	1,500.00
Fun Family & Friends	0.00	53.32	0.00	53.32%	300.00
Subtotal Fun, Family & Friends	0.00	57.31	619.88	9.55%	1,800.00
Subtotal Operating Expenses	27,444.71	110,383.94	102,451.09	92.78%	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	2,582.38	11,106.23	10,475.52	104.12%	32,000.00
Minister's Discretionary	2,525.00	3,540.00	1,424.62	212.40%	5,000.00
Thanksgiving	0.00	0.00	2,703.00	0.00%	3,000.00
Subtotal Transfer Fund Income/disp	5,107.38	14,646.23	14,603.14	95.52%	48,500.00
<b>TOTAL EXPENSES</b>	<b>32,552.09</b>	<b>125,030.17</b>	<b>117,054.23</b>	<b>93.09%</b>	<b>411,095.00</b>
<b>EXCESS INCOME\EXPENSES</b>	<b>-\$8,205.46</b>	<b>\$1,612.06</b>	<b>\$23,881.28</b>	<b>-168.46%</b>	<b>-\$8,545.00</b>

## Balance Sheet

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GENERAL FUND 01, October 2019

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	Current Year
<b>ASSETS</b>	
<b>BANK ACCOUNTS</b>	
<b>CHEQUING ACCOUNT</b>	
Operating	-\$5,191.24
Administered/Designated	8,288.83
Subtotal Bank Accounts	3,097.59
<b>INVESTMENTS</b>	
GIC - Designated/Harrower	15,371.22
GIC - Administered Funds	15,000.00
Petty Cash	75.00
Prepaid Expenses	1,650.00
Subtotal Gic - Administered Funds	16,725.00
Subtotal Investments	32,096.22
<b>ACCOUNTS RECEIVABLE</b>	
GST Receivable	848.55
<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
Subtotal Fixed Assets	1,097,110.00
<b>TOTAL ASSETS</b>	<b>\$1,133,152.36</b>

## Balance Sheet

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GENERAL FUND 01, October 2019

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	Current Year
LIABILITIES	
CURRENT LIABILITIES	
OTHER CURRENT LIABILITIES	
Security Deposit	\$560.34
ADMINISTERED FUNDS	
Choir Fund	514.66
The Gathering Place	2,328.82
Healing Ministry	1,599.65
Memorial Fund	2,153.99
Library Fund	398.53
Men's Club	652.37
Sisters United	200.89
Rainbows Fund	4,360.06
Special Gifts	5,345.99
Vic Carvell Tech Fund	<u>3,103.55</u>
Subtotal Administered Funds	20,658.51
DESIGNATED FUNDS	
Harrower Scholarship Fund	15,571.99
Refugee Fund	<u>2,429.55</u>
Subtotal Designated Funds	18,001.54
Subtotal Current Liabilities	<u>39,220.39</u>
TOTAL LIABILITIES	39,220.39
EQUITY	
UNRESTRICTED	
Unrestricted Net Assets	<u>\$1,093,931.97</u>
TOTAL EQUITY	1,093,931.97
TOTAL LIABILITIES AND EQUITY	<u><u>\$1,133,152.36</u></u>

## NEW KNOX UNITED CHURCH SIGN

Typically, an outdoor sign is essential in:

- marketing
- conveying information
- directing visitors
- drawing attention to promotions

Your church sign is one of the first things your member, potential members and visitors see when they visit or simply drive by, so it is necessary to choose one that reflects your brand and the kind of services you offer.

Because an exterior sign is visible 24 hours a day, 365 days a year, its exposure must be prominent and continuous.

The purpose of your sign is for everyone to quickly identify your church and differentiate it from nearby churches. Here are a few suggestions to do it:

### *Brand Consistency*

The colors, font, symbols and style of your sign should be consistent with your branding. This will improve brand recall.

### *Content*

In addition to brand consistent imagery, make sure your sign has your name in a large, easy-to-read font. You can also add a marketing tagline to tell the community what your church is about at a glance.

Other factors involved in a new sign includes:

- Sign materials
- Sign design
- Sign placement
- Sign estimates
- **And ultimately the final choice for a new sign will depend upon cost and zoning regulations.**

## Questions to Ask When Choosing A Sign Shop

It's important to get several estimates in order to make the best decision.. Here are some questions to ask when you contact a sign company:

- Will the sign company apply for any needed construction permits?
- Does the company offer design service?
- What are the cost differences among materials?
- What sizes is the sign available in?
- How does more color add to my cost?
- Does the company offer installation?
- Is there an extra installation fee?
- What maintenance and cleaning is required for the sign?
- Does the company offer maintenance and at what cost?
- Inquire about company's insurance for installation and if the insurance covers any mishap should the sign fall or hurt someone in any way?
- Does the sign company offer a guarantee or a warranty for the life of the sign?
- What about scheduling? How long will it take to get your sign ready and installed?
- Here is a list of common mistakes our experts say try to avoid making when picking store signs:

<b>Common Mistakes</b>	<b>Expert Advice</b>
Didn't budget enough money	Over budget. You don't have to spend it all.
Didn't think through brand/image	Consult with artists or professional designers.
Design is too complicated	Keep lettering / imagery simple - your logo plus a tagline is really all you need.
Inflexible with design	Keep an open mind to other ideas

Avoiding these common mistakes when picking business signs will reduce the learning curve and save you cash along the way.

## SIGNAGE SURVEY (due December Council meeting)

MINISTRY TEAM: \_\_\_\_\_

To begin this process The Communications team needs to have an idea of the signage each team would consider. Please rank each as:

**4 VERY IMPORTANT                      3                      2                      1 NOT IMPORTANT**

1. In addition to the name of the church and its address, how important is it to have the:
  - 1.1 minister's name \_\_\_\_\_
  - 1.2 times for services \_\_\_\_\_
  - 1.3 United Church of Canada logo \_\_\_\_\_
  - 1.4 Affirm logo \_\_\_\_\_
2. How important is it to have a changeable message board (manual or LED)?  
\_\_\_\_\_ SEE BACK
3. How important is it to have the Mission statement on the sign? \_\_\_\_\_
4. How important is it to have the Core Values on the sign? \_\_\_\_\_
5. How important is colour? \_\_\_\_\_
6. How important is it to have the church's website address? \_\_\_\_\_
7. How important is visibility at night? \_\_\_\_\_
8. OTHER SUGGESTIONS:

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## MANUAL MESSAGE BOARD



## LED MESSAGE BOARD



# MINUTES, Knox Communications Team Meeting Tuesday, November 12, 1:15 p.m., Rm: 5

**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    **Guest(s)** Jennifer Ferguson

**Associate Members** (do work relevant to the Team, attend on as needs basis): Sharon Ainslie, Broadview Magazine

**Ex Officio:** Minister: Jennifer Ferguson, Council Chair, Acting; Phil Spencer, Facilities Coordinator: Karen Freeman, Church Administrator: Jane Williams

## 1.0 WELCOME & OPENING OF MEETING

1.1. **Open Meeting, Marg:**

1.2. **Opening Devotion, Marg**

1.3. **Agenda approval, Marg:**

1.4. **Behaviour Covenant, Marg:**

1.5. **Acceptance of minutes, August 27, 2019:** as previously circulated by email

## 2.0 CORRESPONDENCE:

2.1 email to SS re acrylic poster holders, see attached, from Beth, from Marg to SS, and from Margaret W for SS

2.2 email from Ian Ward re Software purchased, as circulated

2.3 From Trustees request to update inventory of furnishings & equipment, as circulated

2.4 Email from Allison Steward re property sign, as circulated

## 3.0 INFORMATION ITEMS:

3.1 Council agenda & minutes attached for date: October 15, agenda only, minutes not yet approved

3.2 Council Contact Lists: to be emailed to members

## 4.0 REPORTS TEAM LEAD, Marg Conn:

4.1 acrylic poster holders: It was decided to take this discussion to the Aesthetics sub committee. Alternatives were discussed, the Wall, the outside glass box, other boards. Jennifer sent us a photo of a board display centered around the ministries. Discussion of the wall deferred to next meeting.

4.2 Software: The software that Ian gets from Tech Soup is discounted with strict provisions that it only be used on site. Colleen would like a copy of Adobe Acrobat Pro for use at home. Marg will investigate that and purchase of Canva. Beth requested that Colleen send her final copies of the FF and TPG posters in editable form.

4.3 Communications Report to Council: will be taken from minutes and any other items sent to Marg

4.4 Knox Directory:

4.4.1 Member/Adherent Form with Privacy Permissions: Barb continues entering data on Power church and Marg is entering Privacy Permissions on an Excel file to be turned into the office when complete. It will be used in the Photo Directory data pages. We saw a marked Improvement of the return rate once the Photo Directory was announced. Completion is required for inclusion in the members to submit items and will be taken from minutes.

4.4.2 Privacy: The Trustees have accepted the Privacy Policy with the proviso that Nominations has the responsibility of finding a Privacy Officer when required. By default, Jennifer as minister is the Privacy Officer.

4.4.3 Knox Directory, Creation, Marg & Colleen: see Planning Notes, Cathy McNeil & Marg C as previously circulated. Cathy McNeil has previous experience with the Knox Directory and oversees the scheduling of photo shoots. There will be sets 2 of shoots, one in November and one in January, due to Don Emerson's schedule. Don will be away in December and has health issues which affect the schedule. Colleen presented 3 different drafts for the covers. We selected one with some requests for modification. Colleen noted that it could be printed on 11 x 17, heavier brochure paper. She is collecting quotes for printing including our own machine and will check with Bev Miller via Cathy as Bev is also checking this. She suggests numbering the photo pages and using a bigger font which can be done from the Excel file. It will include Affirm logo on back, a "what I love about Knox page, will be 2020. Will print 200 copies.

## MINUTES, Knox Communications Team Meeting Tuesday, November 12, 1:15 p.m., Rm: 5

- 4.4.4 Signage: re the outdoor Knox sign on the corner: Ian Ward, Sacred Spaces and Marg are working on this. Shane Conn is working on as a volunteer for the project. He has done the survey that is being circulated by Ian. Marg & Ian have met with 2 members of the congregation who are each donating a substantial sum towards the sign. Ian and Shane will collate the survey results and then research the options and costs for consideration before moving on. Colleen has experience in this area and will consider working with Ian & Shane.
- 4.4.5 Facebook Page & Group, Marg: Marg has done some work on this Private Group. She has deleted all members outside of Knox so that discussion can be more specific to Knox concerns/topics. There has been a very favourable upsurge in “reach” possibly due to vendors sharing the posters for Fall Fair and Perfect Gift, the latter reaching 4000 people. We need at least a 2<sup>nd</sup> administrator.
- 4.4.6 Membership: appeals have been made and people approached, see “Communications Team List” made with minimal results.
- 4.4.7 Communications Handbook: Council has asked all Team Leads to provide a job description which we include in our own handbook and the Council Constitution.

### 5.0 PUBLICITY COORDINATOR, Beth Brown:

- 5.1 What’s On Magazine. Beth seldom buys advertising but did so for Perfect Gift with this magazine. She will place an ad for The Gathering Place in it. She noted that she needs 1-2 months notice for campaigns.
- 5.2 Beth’s work for annual fundraisers comes under Stewardship. She has recently joined the Facility Management Team.
- 5.3 Radio advertising/interviews: Have had two lately with more to come.
- 5.4 Jennifer shared the Christmas events: Christmas Eve, 7 p.m. intergenerational, 9 pm, Celtic Christmas, Dec 15, Blue Christmas, Christmas Day Dinner mid afternoon. She noted there will be an Interfaith Worship Service coming up.
- 5.5 Beth asked for clarification re name of our weekly email newsletter and we decided that it should be “Knox eNews”

### 6.0 PUBLICITY-NEWSPAPER, Colleen Welsh:

- 6.1 Privacy: photo consent for minors: Jennifer reported that Colleen has developed a simple form for this, and that Sunday School has included permissions in their registration form.

### 7.0 WEB ADMINISTRATOR, Colleen Welsh:

- 7.1 annual report, council minutes on web? Marg is taking to Council for approval. Nov 19
- 7.2 see Colleen’s report: Communications Committee Meeting Report November 12<sup>th</sup>, 2019, Colleen Welsh, Web Administrator. Many updates and improvements to the website.

### 8.0 PUBLICATIONS, Colleen Welsh:

- 8.1 **Newcomers** Booklet: Colleen to draw up a Table of Contents for discussion. Consider inclusion in a Newcomer’s package.
- 8.2 **Healing & Pastoral Care**: Bob Goos will be working with Healing & Pastoral Care and training a team for hospitality. Linda Nelson has requested a brochure for the team, a welcome package, visitors form (connection card), card for hospital visits “We were here for a visit.” with a prayer. Linda has some samples which Marg will forward. Colleen can meet/contact Bob for input into publications.
- 8.3 Colleen will design a half fold size glossy card advertising upcoming events and to be distributed (3 x year) in new neighbourhoods.

### 9.0 Broadview Magazine, Sharon Ainslie: na

#### ADJOURNMENT:

Meeting dates to end of fiscal year 2<sup>nd</sup> Tuesday of each month, 1:15, Rm 5

People Away:

Check Out:

Communications Committee Meeting  
Report November 12<sup>th</sup>, 2019, Colleen Welsh, Web Administrator

Website Updates:

- Corrected title on Children's Registration Form attachment in Ministries: Sunday School
- Resized Choir Practice graphic under Ministries: W&A
- Added link to UCC newsletters on Ministries page
- Removed password protection from Facilities & Rental page
- Attached Outreach Poster to GIVE page
- Changed e-News entries to Ascending Order (most recent on top)
- Requested and received official UCC crest and guidelines for use from Toronto office
- Removed Staff List from Council page
- Gradually customizing page banners. According to Ascend we cannot remove default banner titles.
- Started listing Community Services.
- Wrote News blog celebrating Knox's 110<sup>th</sup> Anniversary.
- Took photos of the long banners in the Sanctuary and received permission from Beth Richards to put this up on the website.
- General tidying up of image sizes and selection of placement.

Photo Directory:

- Designed 3 mock ups for cover and back page.

Priced printing from Parks West (89¢ per side therefore 36 pages would cost \$32.04 + 9¢ for stapling = \$32.13 per book)!

- Order glossy brochure 11"x17" paper for printing in-house.
- Decision on size and quantity.

### KNOX COUNCIL 2019-2020

<b>Minister &amp; Ex officio</b>	<b>Jennifer Ferguson</b>		
<b>Council Chair &amp; Exec</b>	<b>Phil Spencer Acting</b>		
<b>Council Vice Chair &amp; Exec</b>	<b>VACANT</b>		
<b>Council Past Chair &amp; Exec</b>	<b>Gerry Garnett</b>		
<b>Council Secretary &amp; Exec</b>	<b>VACANT</b>		
<b>Stewardship &amp; Finance &amp; Exec</b>	<b>Ron Pepper</b>		
Minister Emeritus	Bruce McIntyre		
Representative to the Pacific Mountain Region			
<b>Trustee Rep</b>	<b>Andrew Slack</b>		
Treasurer	Ken Fanning		
Member at Large	VACANT		
Member at Large	<b>VACANT</b>		

### Ministry Team Leads on Council

Communication	Marg Conn		
Fun, Family & Friends	Gayle Haughn		
Healing & Pastoral Care, Co-Leads = all 3	Mary Allison Bell Maureen Loudon Linda Nelson		
Ministry & Personnel Co Leads = all 3	Dana Goedbloed Harvey Diamond Gillian Stewart		
Sacred Spaces Co-Leads	Ian Ward Margaret Warburton		
Social Justice & Outreach <b>Rep to Council</b>	Marilou Paterson		
Spiritual Formation	Jan Du Monde		
Stewardship & Finance & Exec	<b>Ron Pepper</b>		
Worship & Arts	Shirlene Donnelly		

### KNOX STAFF 2018-2019

---Minister	Jennifer Ferguson		
---Music Director	Jenny Vincent		
---Office Administrator	Jane Williams		
---Facility Coordinator	Karen Freeman		
---Relief Administrator	Kathleen Howard		
---Custodian	Carmen Corbet		

<b>--Website</b> <b>www.kucparksville.ca</b>	Colleen Welsh		
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## KNOX MINISTRY TEAM LEADS & COMMITTEE LEADS 2019-2020

<b>Communications</b>	Marg Conn		
--- Publicity Coordinator	Beth Brown		
---Website Administrator	Colleen Welsh		
<b>Fun, Family &amp; Friends</b>	Gayle Haughn		
---Hospitality	Lorna Kobelak		
---Line Dancing	Carol Ross		
---Men's Club Contact	Ken Armstrong		
---Sisters United	Barb Roberts		
---United Church Women	June McIntyre		
---GMO Men's Home Group	Shane Conn		
---Home Groups	Anne Ward		
<b>Healing &amp; Pastoral Care, Co-Leads 15 visitors</b>	Mary Allison Bell Maureen Loudon Linda Nelson		
---Cookies Cuz We Care	Mary-Anne Slack		
---Grief Group	Jennifer Ferguson		
---Healing <b>Pathway</b>	Lois Grill		
---In This Together	Bill Laurie		
---Prayer Chain	June McIntyre		
---Prayer Shawl Group	Ronine Sharp Marg Conn		
---Rainbows	Sandy Machan		
---Sunshine Person	Martha Pow		
<b>Ministry &amp; Personnel Co Leads = all 3</b>	Dana Goedbloed Harvey Diamond Gillian Stewart		
<b>Sacred Spaces Co Leads</b>	Ian Ward Margaret Warburton		
---Aesthetics	Margaret Warburton		
---Cemetery	Wayne Larson		
<b>Social Justice &amp; Outreach Rep to Council</b>	Marilou Paterson		
---Affirm	Kathleen Garnett		
---Food Bank	Larry Newland		
---Greening Sacred Spaces	Sallie Dabb		
---Homelessness Focus Grp	Jan Lucas		
<b>Spiritual Formation</b>	Jan Du Monde		
---Sunday School	Rane Love		
---Library	<a href="http://www.Librarycat.Org/Lib/Knoxunitedchurch">www.Librarycat.Org/Lib/Knoxunitedchurch</a>		
---Library Co Lead	Debbie Bothelo Mary Denholm		
Centering Prayer	Bill Laurie		
<b>Stewardship &amp; Finance</b>	Ron Pepper		
---Treasurer	Ken Fanning		
---Envelope Steward	Mary Allison Bell		
---Fall Fair Co-Lead	Margaret Warburton		
---Fall Fair Co-Lead	Beth Brown		
---Fall Fair Co-Lead	Gerry Garnett		

<b>Facility Team</b>	Bev Harrison		
---Memorial Committee	Ken Fanning		
---Perfect Gift Christmas Craft Fair	Beth Brown		
---Spring Plant Sale			

<b>Worship &amp; Arts</b>	Shirlene Donnelly		
---Creative Worship	Jennifer Ferguson		
---Music Leader	Jenny Vincent		
---Bell Choir	Jenny Vincent		
---Care Home Services	Caroline Hammill		
---Flowers	Lorna Kobelak		
---Tech	Sandy Machan		
---Hospitality Sunday	Lorna Kobelak		

**ADDITIONAL TEAMS**

<b>Trustees Co Lead &amp; Cemetery</b>	Wayne Larson 2024		
<b>Trustee Co Lead</b>			
	Caroline Hammill 2020		
	Andrew Slack 2021		
	Carl Weiss 2022		
	Les Dabb 2023		
	Sandy Herle 2025		
	Jane Wallker 2026		
Trustee Ex Officio	Jennifer Ferguson		
<b>Nominations Chair</b>	<b>VACANT</b>		
	Ken Fanning		
	Tom Cmkiewicz		
	Lorna Kobelak		
	Gayle Haughn		

**Update from Sacred Spaces**  
Prepared on November 13, 2019

**Celebrations**

**Completed Matters**

1. **Emergency Lighting** - The battery for the sanctuary emergency lights was replaced.
2. **Parking Lot** – Parking lot potholes were filled using volunteer labour.
3. **Exterior Lighting** – One of the front outside lights failed and has been replaced.

**Calendar of Events**

1. **Fire Inspection** – The Parksville Fire Department completed their annual inspection in early April. The final report was received on November 1. The report required one additional fire extinguisher, which has been installed. We also received new occupancy limit signs for the sanctuary, chancel and lounge which will be posted.
2. **Parking Lot** –New staff parking and handicap parking signs have been purchased and will be installed this month.
3. **Roof Drains** –Arrangements have been made for regular cleaning of fir needles and other debris from the roof.

**Concerns**

1. **Kitchen Range** – There have been intermittent reports of problems with the kitchen range.
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.

**Costs**

**Coming Up Matters**

1. **Fire Drill** – We were unfortunately unable to complete the required annual fire drill this year. The fire department has okayed deferring it until spring as long as it is completed *before the end of April*. W&A has agreed to provide two Sunday dates when this could be done (primary and backup).
2. **Knox Sign** – Sacred Spaces has started to work with Communications to investigate a new sign for Knox. One of the initial steps is a survey to identify needs and priorities. It was distributed to ministry team leads on November 9. Two members of the congregation have indicated that they will contribute a significant amount of money to support a new sign.

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



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

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1. Feedback given to Spiritual Formation team regarding the Facilitator's report to council;
2. Feedback from the Book Study of Mark Nepo's book "More Together Than Alone":
  - 12-15 attending weekly
  - Positive, thoughtful responses to material.
3. Book Study planned for January 9 – February 27, 2020:  
"Kryon – Recalibration of Humanity 2013 & Beyond" to be led by Susie Roller and Nancy Robinson
4. Women's Retreat, March 6 & 7, 2020
  - To be held at Knox;
  - Further discussion in December;
  - Food catering and title;
  - Facilitator – Ingrid Busch
5. Membership Class with Jennifer Ferguson
  - Starting in January (Monday evenings)
6. Conflict Resolution Workshop
  - Tabled for now
7. Possible film series with Social Justice & Outreach combining Spiritual questions with care of the planet.
8. Next meeting scheduled for Wednesday, December 4 @ 1:30 p.m.

Submitted by: Jan du Monde - Spiritual Formation

## **SOCIAL JUSTICE AND OUTREACH MINISTRY – Report to Council November 19, 2019**

### **Celebrations –**

1. We continue to support the Kairos and church initiative to provide a Cold Weather Shelter. A non-profit society has been formed, adequate insurance is being pursued, and Job descriptions can now be drawn up for workers. BC Housing is being very flexible
2. The World Craft Bazaar, co-sponsored by Knox and Kairos on Nov. 2 was a success.
3. We are thankful for the donations for the Food Bank and Manna at Thanksgiving.

### **Continuing Projects –**

1. There seems to be fewer sandwiches needed for distribution on Sat. at the Manna location. Knox volunteers continue this preparation in the kitchen every second Friday..
2. Some members are helping with the Gathering Place.

### **Calendar of Events –**

1. Two Red Dresses will be hung in the narthex Nov. 25 in response to missing and murdered indigenous women.
2. White Gift Sunday Dec. 8 – Gifts for SOS
3. Comfort Tree will be set up Dec. 1. Recipients will be confirmed at a later date.
4. Zatoun products (oil, soap, and herbs) aiding Palestinian farmers will be sold during Advent.

### **Concerns –**

1. Team members continue to be upset by the unsettled status of Council.

### **Up-coming –**

1. In association with two other churches a Lenten Film Festival is planned.

Prepared by

Marilou Paterson for members of the Social Justice and Outreach team

## Fall Fair Report to Church Council November 19, 2019

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reports to Stewardship & Finance

### KNOX UNITED CHURCH 16<sup>th</sup> ANNUAL FALL FAIR September 16<sup>th</sup> 2020

Beth Brown, Gerry Garnett and Margaret Warburton have been coordinators of the Knox Annual Fall Fair for a number of years and are looking for replacements for 2020. Roxey Edwards has agreed to shadow Margaret regarding her roll for the 2020 Fall Fair.

We need to find potential replacements for Beth and Gerry as soon as possible, in order to allow time for the new coordinators to gradually phase into the operation of our major fund raiser of the year. Please keep this in mind, as planning for next year's Fall Fair begins in January.

Thanks, from your "retiring" Fall Fair Coordinators  
Beth, Gerry and Margaret

KNOX UNITED CHURCH, PARKSVILLE  
TRUSTEES REPORT TO COUNCIL MEETING  
19 NOVEMBER 2019  
(for information)

The Knox Trustees met on Sunday 22 September 2019.

1. Assigned areas of responsibility for the year to 30 June 2020.

Caroline Hammill & Wayne Larson will serve as Co-Leads.

Caroline Hammill will continue to attend meetings of Stewardship & Finance and to monitor the Inventory.

Andrew Slack will serve as Trustee Representative to Council.

Les Dabb will continue to monitor insurance.

Wayne Larson will continue as Cemetery Director.

2. A 2019-2020 budget for the Cemetery, proposed by the Cemetery Director, was approved.

3. The Cemetery Director reported that Consumer Protection had carried out an on-site inspection, 30 July. The post-inspection letter indicated that ". . . no issues of non-compliance were noted at the time of the inspection."

4. Knox Council had approved a privacy policy at a meeting on 21 May 2019; and the Council motion of approval included a provision that the Trustees be asked to assume responsibility for oversight of the policy. The Trustees agreed to assume this responsibility, just as Trustees have a responsibility to confirm necessary actions by others at Knox, - for example, confirming that insurance premiums have been paid. Appointment of a Privacy Officer will be the responsibility of Council.

5. Next Meeting: Sunday 19 January 2020, following the Worship Service.

Wayne Larson, Co-Lead

07 November 2019

November 9, 2019

Phil Spencer, Acting Chair & Church Council

Dear Phil and friends of the Knox Church Council,

It is with profound sadness and a heavy heart that I resign my position as Vice Chair of Knox Council. It has been an honour and a privilege to have had the opportunity to use my spiritual gifts and skills to serve this congregation for the past 15 months. I have enjoyed working closely with George, Gerry, Jennifer, Linda and Bev on the Executive. We were a great team! I have also enjoyed working with Council. Together, we effectively met the challenges that were presented over the year, and under George's leadership, we made significant progress.

The highlights and accomplishments for me were: The mission: the council and congregation worked together in a very demanding and intense process; the change in the energy, participation, behaviors and atmosphere in council meetings, as council members learned to treat each other with respect; council members were speaking up in meetings; council meetings had become enjoyable and positive; the amount of energy and enthusiasm in the response of the congregation to the crisis Manna faced when Manna were removed from city property; the Gathering Place was created and the response has been positive; a very successful annual meeting was held on June 23<sup>rd</sup> receiving very positive response; and, although we had projected a deficit, we finished the fiscal year with a modest surplus in the budget.

At the end of May, 5 months ago, Knox was a vibrant community. We had a Mission statement that could guide our direction. The Executive were focused, knew what our next steps were, and knew what work needed to be done ie. policy and procedures, constitution, etc. Although a number of adaptive and technical challenges had been identified, we had begun the process of dealing with those challenges and had considered that over the next year many of them could be addressed. We were in the very early stages of planning a retreat for August where Council could determine the Mission goals, choose the adaptive challenges they wanted to work on, and make a plan for the coming year.

Today, from my perspective, Knox no longer resembles the church of 5 months ago. There is no Executive; several key leaders and a number of others have left the church; giving is down; Organworx is gone; concerts are no longer Knox events, run by Knox volunteers, and part of our mission, but are now money raisers; the congregation are in a state of confusion; there is an "acting chair" that is not a member of our congregation; and the Regional church is waiting for Knox to move forward.

I can no longer engage in the chaos and confusion that seems to be part of the environment and leadership at Knox. It is simply too stressful. I believe there are some serious underlying issues of power, that are present in the leadership, that must be addressed before Council will be able to move on. I believe a plan for "due process" needs to become a foundational principle. This means that when issues or concerns arise, the parties sit down together and have meaningful conversation in an effort to resolve the conflict in a just and compassionate way. Knox's complaint policy clearly outlines the process. I believe key conversations need to be had, and all parties need to be held accountable and responsible for their actions and behavior. I believe the organizational structure needs to be clearly outlined and adhered to by all on Council.

When the Council decides to deal with the underlying issues, I will be happy, upon request, to participate and provide my observations. In the meantime, I will return to the Healing Ministry as a leader. Thank you Phil for your assistance over the past few months. It has been fun to work with you! My hope is that the leadership and congregation of Knox can return to a stable and peaceful place.

In Peace and Love,



## **Knox United Church**

345 Pym St ▪ Parksville, BC ▪ V9P 1C8

Tel: 250-248-3927

Fax: 250-248-2616

Email: [office@kucparksville.ca](mailto:office@kucparksville.ca)

Web: [www.kucparksville.ca](http://www.kucparksville.ca)

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Lois Grill

December 5, 2019

Dear Lois :

Members of Council acknowledge with regret your resignation as Vice Chair of Council received at the November meeting.

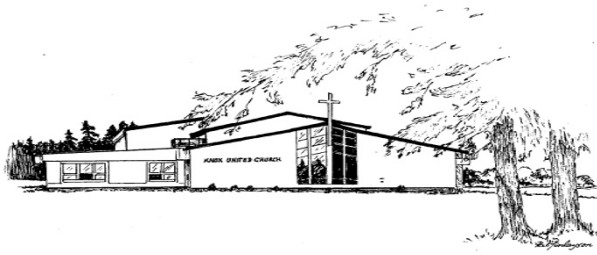
We know how hard you worked during the 15 months of your term as Vice Chair, especially your participation in developing Knox's Mission. We appreciate your foresight for changes that are needed, and thank you for the offer of your gifts in future initiatives.

The Healing Ministry gains by having you return to leadership in its work in the church and community.

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Peace and Blessings,

Knox Council  
Knox United Church  
Parksville BC



## **Knox United Church**

345 Pym St ▪ Parksville, BC ▪ V9P 1C8

Tel: 250-248-3927

Fax: 250-248-2616

Email: [office@kucparksville.ca](mailto:office@kucparksville.ca)

Web: [www.kucparksville.ca](http://www.kucparksville.ca)

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Roxey Edwards

December 5, 2019

Dear Roxey :

Members of Council acknowledge with regret your request to withdraw from the position of Member at Large which was revealed at the November meeting.

The position of Member of Large has not been fully developed, but we know that your gifts of perception and attention to detail would have helped define this role on Council.

We appreciate that you have given much thought to your decision and will limit your involvement to attending church services and supporting Knox financially.

Peace and Blessings,

Knox Council  
Knox United Church  
Parksville BC