

**Knox United Church, Parksville
Church Council Meeting – 17 December 2019
Minutes Package**

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**KNOX UNITED CHURCH, PARKSVILLE
COUNCIL MEETING
December 17, 2019 7:00 pm**

1. **Call to Order** The meeting was called to order by Phil Spencer at 7:10 pm
2. **Opening Prayer** - Jennifer Ferguson
3. **Attendance: Present:** Marg Conn, Harvey Diamond, Shirlene Donnelly, Jan du Monde, Jennifer Ferguson, Gayle Haughn, Bruce McIntyre, Linda Nelson, Marilou Paterson, Andrew Slack, Phil Spencer, Margaret Warburton, and Ian Ward,
Regrets –Ken Fanning, Gerry Garnett, Mary Allison Bell, Maureen Loudon, Ron Pepper, Gillian Stewart, Dana Goedbloed
4. **Agenda:** not available
5. **Council Minutes** Nov 19, 2019 meeting.

Roxey Edward's name should be included with Lois Grill in "Closing, Other Business "

Motion: to approve the Nov 19, 2019 Council meeting minutes with above noted change.

Moved by Marg Conn, seconded by Gayle Haughn.

Carried

6. **Business Arising from Minutes:** - none
7. **Correspondence:** Bruce brought in his copy of CONNEX which is literature sent to clergy

Items for Decision

1. **Nominations:** Harvey Diamond reported Ray Walker has agreed to this appointment and we welcome him to this role.
Motion that we appoint Ray Walker to the Ministry & Personnel Team.
Moved by Gayle Haughn, seconded by Andrew Slack,
Carried

Items for Discussion - none

Team Reports:

1. **Communications** – Marg Conn - Finished photographs for Directory. May be ready by end of January.
2. **Fun, Family & Friends** – Gayle Haughn – Dinner to Go, Feb 28, 2020
3. **Healing and Pastoral Care** – Linda Nelson– “Cookie Cuz we Care” delivered to members of the congregation, Orca Place and Forward House.

* 4000 cookies, 126 deliveries, 45 drivers and packers, Thanks to Mary Ann Slack for organizing

* Blue Christmas – Pastoral Care, 14 team members

4. **Ministry & Personnel** – no report
5. **Sacred Spaces** – Ian Ward– report submitted
6. **Social Justice & Outreach** – Marilou Paterson– White Gift Sunday gifts delivered to SOS. Also gifts delivered to Orca Place and Hirst House Film Festival for Lent.
7. **Spiritual Formation** – Jan du Monde - report submitted
8. **Stewardship & Finance** – financial were distributed
9. **Trustees** – Andrew Slack– all is good
10. **Worship & Arts** – Shirlene Donnelly–report submitted

Closing

1. **Other Business:** Gathering Place needs to reapply to ProVision for assistance, will bring to Council in January.
2. **Communication with the Congregation:** - Sunday, Marilou Paterson.
3. **Next Council Meeting** Jan 21, 2020.
4. **Adjournment** Adjourned at 8:00 pm to enjoy some social time together
5. **Closing Prayer** led by Jennifer Ferguson

Phil Spencer, Acting Chair

Margaret Warburton, Acting Secretary

Income and Expense Statement
GENERAL FUND 01, November 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
INCOME					
CONTRIBUTION INCOME					
GIVING					
Local	\$20,487.80	\$88,989.13	\$98,777.66	88.99%	\$240,000.00
Mortgage	0.00	0.00	225.00	0.00%	0.00
Open	610.25	1,747.25	1,343.65	83.87%	5,000.00
Other Income-Christmas	0.00	0.00	0.00	0.00%	10,000.00
Subtotal Giving	21,098.05	90,736.38	100,346.31	85.40%	255,000.00
INCOME TO BALANCE BUDGET					
Income to Balance budget	0.00	0.00	2,370.00	0.00%	0.00
OTHER INC. GROSS RECEIPTS					
INCOME OTHER SOURCES					
Bldg. Use Income	2,007.36	6,868.30	4,012.91	131.87%	12,500.00
Bank - Investment Income	0.00	225.00	75.00	0.00%	0.00
Sponsorship of Bulletin	0.00	50.00	100.00	48.01%	250.00
Special Event/Fundraising	1,983.62	4,847.69	4,039.61	96.95%	12,000.00
Concerts at Knox	2,128.86	1,752.45	0.00	9.71%	43,300.00
Subtotal Income Other Sources	6,119.84	13,743.44	8,227.52	48.47%	68,050.00
Fall Fair Receipts	-1,107.49	33,047.58	35,081.65	255.85%	31,000.00
Fall Fair Donations	0.00	579.00	314.05	0.00%	0.00
Subtotal Fall Fair Receipts	-1,107.49	33,626.58	35,395.70	260.34%	31,000.00
Subtotal Other Inc. Gross Receipts	5,012.35	47,370.02	43,623.22	114.78%	99,050.00
Subtotal Contribution Income	26,110.40	138,106.40	146,339.53	93.62%	354,050.00
TRANSFER FUNDS RECEIPTS					
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	2,420.38	13,526.61	12,918.40	101.45%	32,000.00
Minister's Discretionary	10.00	3,550.00	1,604.62	170.40%	5,000.00
Thanksgiving	0.00	0.00	2,703.00	0.00%	3,000.00
Subtotal Transfer Funds Receipts	2,430.38	17,076.61	17,226.02	92.72%	48,500.00
TOTAL INCOME	28,540.78	155,183.01	163,565.55	93.52%	402,550.00

Income and Expense Statement
GENERAL FUND 01, November 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
EXPENSES					
OPERATING EXPENSES					
PERSONNEL					
MINISTER					
Salary	\$7,350.00	\$36,750.00	\$35,000.00	100.00%	\$88,200.00
Vehicle	0.00	0.00	0.00	0.00%	1,000.00
MSP	75.00	375.00	375.00	100.00%	900.00
Book Allowance/Cont E	42.43	42.43	950.00	5.09%	2,000.00
EI & CPP	0.00	942.53	967.10	50.27%	4,500.00
UCC Benefits	1,111.33	5,556.65	5,124.00	100.27%	13,300.00
Subtotal Minister	8,578.76	43,666.61	42,416.10	95.36%	109,900.00
MUSIC					
Contract	3,176.23	12,704.92	15,539.45	80.00%	38,115.00
ADMINISTRATOR					
Salary	2,550.00	12,750.00	11,632.05	100.00%	30,600.00
EI & CPP	173.40	867.00	2,176.57	94.58%	2,200.00
UCC Benefits	382.76	1,913.80	1,691.28	97.73%	4,700.00
Subtotal Administrator	3,106.16	15,530.80	15,499.90	99.40%	37,500.00
CUSTODIAN					
Salary	743.00	3,715.00	3,640.00	96.91%	9,200.00
EI/ CPP	39.88	199.40	192.55	91.15%	525.00
UCC Benefits	0.00	0.00	0.00	0.00%	1,380.00
Subtotal Custodian	782.88	3,914.40	3,832.55	84.60%	11,105.00
FACILITY CO-ORDINATOR					
Salary	2,481.00	12,405.00	4,377.75	89.14%	33,400.00
2018 Salary	0.00	0.00	3,350.67	0.00%	0.00
EI & CPP	168.17	840.85	275.82	91.73%	2,200.00
UCC Benefits	372.39	1,861.95	636.51	89.37%	5,000.00
Subtotal Facility Co-ordinator	3,021.56	15,107.80	8,640.75	89.31%	40,600.00
OTHER PERSONNEL					
Accompanists	200.00	600.00	1,000.00	60.00%	2,400.00
Pianist/Organist/Relief M	0.00	1,200.00	600.00	411.45%	700.00
Web-Master	0.00	0.00	0.00	0.00%	1,000.00
Treasurer	400.00	2,000.00	2,000.00	100.00%	4,800.00
Technical Leader	200.00	1,000.00	1,000.00	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	143.81%	4,000.00
Worksafe BC	0.00	0.00	0.00	0.00%	500.00
Subtotal Other Personnel	800.00	7,196.85	7,522.58	99.84%	17,300.00
Subtotal Personnel	19,465.59	98,121.38	93,451.33	92.52%	254,520.00

Income and Expense Statement
GENERAL FUND 01, November 2019

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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
COUNCIL					
Council	70.63	3,644.63	883.43	1,345.63%	650.00
Annual Report	0.00	0.00	0.00	0.00%	250.00
UCC Assessment	1,375.00	6,875.00	3,367.00	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	1,445.63	10,519.63	4,609.18	155.37%	23,400.00
COMMUNICATIONS					
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
SACRED SPACES					
Bldg Maintenance/Cleaning	1,235.57	5,522.91	2,842.86	165.69%	8,000.00
Office Supplies	173.88	1,568.15	1,379.65	94.09%	4,000.00
Cleaning Supplies	147.38	578.29	677.19	92.53%	1,500.00
Facilities Enhancement	0.00	0.00	339.26	0.00%	0.00
Garbage	193.08	954.13	1,553.69	76.33%	3,000.00
Grounds Maintenance	472.32	1,852.32	1,904.33	63.51%	7,000.00
Hydro/Gas	931.94	3,591.19	4,643.58	71.82%	12,000.00
Property Taxes	0.00	2,451.69	3,075.20	100.07%	2,450.00
Piano Maintenance	0.00	175.20	0.00	35.04%	500.00
Security	119.92	401.78	232.67	160.71%	600.00
Copier	816.97	3,802.41	3,503.22	114.07%	8,000.00
Water/Sewer	402.37	402.37	474.60	0.00%	1,000.00
Telephone	205.77	1,129.32	1,222.75	90.35%	3,000.00
Internet	114.97	756.93	63.40	302.77%	600.00
Computer Maintenance	0.00	101.47	386.55	48.70%	500.00
Technical Maintenance	747.28	1,502.73	170.92	144.26%	2,500.00
Subtotal Sacred Spaces	5,561.45	24,790.89	22,469.87	102.97%	54,650.00
STEWARDSHIP & FINANCE					
Financial Review	0.00	0.00	0.00	0.00%	500.00
Bank Charges	50.06	848.93	768.09	113.19%	1,800.00
PAR expenses	41.00	205.00	216.00	89.46%	550.00
UCC Pay Service	23.81	119.05	114.46	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	114.87	1,773.15	1,098.55	105.08%	5,550.00
WORSHIP & ARTS					
Worship	121.88	509.49	95.10	48.91%	2,500.00
Music & Arts	144.79	803.92	878.81	55.13%	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	266.67	1,313.41	1,073.91	36.13%	9,225.00

Income and Expense Statement
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	Current Period	Year to Date	YTD Prior Year	YTD Budget Percentage	Annual Budget
SPIRITUAL FORMATION					
Library	0.00	238.23	484.04	71.47%	800.00
Sunday School	80.62	3.60	21.18	1.73%	500.00
Youth	0.00	0.00	0.00	0.00%	750.00
Spiritual Formation	-50.00	178.59	-460.92	57.15%	750.00
Broadview Magazine	0.00	0.00	-13.62	0.00%	100.00
Daily Devotions	0.00	-12.00	-16.00	-14.40%	200.00
Retreats	0.00	0.00	778.00	0.00%	500.00
Subtotal Spiritual Formation	30.62	408.42	792.68	23.34%	3,600.00
HEALING & PASTORAL CARE					
Pastoral Care	0.00	0.00	12.00	0.00%	500.00
SOCIAL JUSTICE & OUTREACH					
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	63.00	376.58	0.00	100.42%	900.00
Greening Sacred Spaces	0.00	0.00	485.13	0.00%	1,500.00
Outreach	141.29	112.29	289.00	53.89%	500.00
Subtotal Social Justice & Outreach	204.29	488.87	774.13	31.08%	4,050.00
FUN, FAMILY & FRIENDS					
Refreshments - Sundays	464.56	468.55	828.68	74.97%	1,500.00
Fun Family & Friends	164.25	217.57	0.00	174.06%	300.00
Subtotal Fun, Family & Friends	628.81	686.12	828.68	91.48%	1,800.00
Subtotal Operating Expenses	27,717.93	138,101.87	125,093.20	92.85%	362,595.00
TRANSFER FUND INCOME/DISP					
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	2,420.38	13,526.61	12,918.40	101.45%	32,000.00
Minister's Discretionary	0.00	3,540.00	1,604.62	169.92%	5,000.00
Thanksgiving	0.00	0.00	2,703.00	0.00%	3,000.00
Subtotal Transfer Fund Income/disp	2,420.38	17,066.61	17,226.02	92.67%	48,500.00
TOTAL EXPENSES	30,138.31	155,168.48	142,319.22	92.83%	411,095.00
EXCESS INCOME\EXPENSES	-\$1,597.53	\$14.53	\$21,246.33	-1.20%	-\$8,545.00

Balance Sheet

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GENERAL FUND 01, November 2019

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	Current Year
ASSETS	
BANK ACCOUNTS	
CHEQUING ACCOUNT	
Operating	-\$7,028.54
Administered/Designated	7,614.14
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Subtotal Bank Accounts	585.60
INVESTMENTS	
GIC - Designated/Harrower	15,371.22
GIC - Administered Funds	15,000.00
Petty Cash	75.00
Prepaid Expenses	1,650.00
	<hr/>
Subtotal Gic - Administered Funds	16,725.00
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Subtotal Investments	32,096.22
ACCOUNTS RECEIVABLE	
GST Receivable	1,088.32
FIXED ASSETS	
Church Additions	1,282,018.66
Property & Additions Amor	-743,818.66
Church Bldg & Improvement	742,916.72
Building & Improv. Amorti	-481,816.72
Church Furnishings & Fix	152,762.37
Furniture & Equip Amortiz	-152,762.37
Office Furniture & Equip	26,138.29
Office Equip Amortization	-26,138.29
Organ	89,990.00
Organ Amortization	-7,180.00
Sound System Cost	12,041.22
Accum Amort - Sound Syste	-12,041.22
Land - Pym Street	215,000.00
	<hr/>
Subtotal Fixed Assets	1,097,110.00
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TOTAL ASSETS	<u><u>\$1,130,880.14</u></u>

Balance Sheet

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GENERAL FUND 01, November 2019

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	Current Year
LIABILITIES	
CURRENT LIABILITIES	
OTHER CURRENT LIABILITIES	
Security Deposit	\$560.34
ADMINISTERED FUNDS	
Choir Fund	314.66
The Gathering Place	563.63
Healing Ministry	1,669.65
Memorial Fund	2,755.49
Library Fund	398.53
Men's Club	652.37
Sisters United	200.89
Rainbows Fund	4,415.06
Special Gifts	5,345.99
Vic Carvell Tech Fund	<u>3,103.55</u>
Subtotal Administered Funds	19,419.82
DESIGNATED FUNDS	
Harrower Scholarship Fund	15,571.99
Refugee Fund	<u>2,993.55</u>
Subtotal Designated Funds	18,565.54
Subtotal Current Liabilities	<u>38,545.70</u>
TOTAL LIABILITIES	38,545.70
EQUITY	
UNRESTRICTED	
Unrestricted Net Assets	<u>\$1,092,334.44</u>
TOTAL EQUITY	1,092,334.44
TOTAL LIABILITIES AND EQUITY	<u><u>\$1,130,880.14</u></u>

Update from Sacred Spaces
Prepared on December 14, 2019

Celebrations

Completed Matters

1. **Tech** - New acoustic baffles have been installed on the ceiling in the sanctuary. This should improve sound quality for services and concerts.
2. **Kitchen** - The Knox kitchen was inspected by the Environmental Health Officer and was found to be in order. Martha Pow has retired from her responsibility for taking care of the kitchen. Her replacements are Myrt Omnes and Jeanette Mossing.

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. A new lockable *Fire Safety Plan* box has been installed. We also received new occupancy limit signs for the sanctuary, chancel and lounge. Frames have been ordered and the signs should be posted within the next month.
2. **Parking Lot** – New staff parking and handicap parking signs have been purchased and should be installed within the next month.

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.
3. **Sanctuary Audio** – There have been ongoing problems with audio quality in the sanctuary which seem to originate in cabling under the chancel. A new audio “snake” has been purchased and installed temporarily. More permanent routing of the new cable is in progress.
4. **Sanctuary Video** – The tech group is investigating video quality issues for the two main (chancel) projectors.

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 scheduled the fire drill for April 26.
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. Most ministry and staff survey forms have now been received. Two members of the congregation have contributed a significant amount of money to support a new sign.

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

SOCIAL JUSTICE AND OUTREACH MINISTRY – Report to Council December 17 ,2019

Celebrations –

1. The Cold Weather Shelter (Assisi House) will be up and running Thursday Dec. 19. Knox's first night of participation will be Monday, Dec. 23 and not again until the new year, as St. Ann's/St. Edmonds is covering the week between Christmas and Jan 1. More details of the schedule, volunteer participation, and participating churches will be available for discussion at the Council meeting.
2. The wonderful Knox congregation responded generously to requests for donations on White Gift Sunday for the SOS Caring for Kids at Christmas program, and to requests for stocking stuffers for residents of Orca Place and Hirst House.
3. Sale of Zatoun products of oil, soap, and herbs helps Palestinian farmers.
4. Members were invited, along with the congregation, to participate in the St. Ann's "Pray and Stay" prayer vigil which commenced on Sunday Dec. 8 and will continue until the Cold Weather Shelter opens.

Continuing Projects –

1. Knox volunteers continue preparation of nutritious sandwiches in the kitchen every second Friday to be distributed the following Sat. at the Manna Van.
2. Work continues in arranging a Lenten Film festival in association with two other churches and possibly other community participation.

Calendar of Events –

1. In February the "Coldest Night of the Year" will not be held at Knox because of a facility booking conflict, but it is hoped that a Knox team will participate.

Concerns –

1. Team members discussed the effectiveness of Knox e-News in reminding members of upcoming events. We miss the bulletin inserts and Sunday overhead reminders. We would appreciate some discussion by Council in a future meeting.

Prepared by

Marilou Paterson for members of the Social Justice and Outreach team

Spiritual Formation – December, 2019: Report to Council

1. Books for winter Book Study ordered – 6 copies
 - “Kryon – Recalibration of Humanity 2013 & Beyond”;
 - To be led by Susie Roller and Nancy Robinson.

2. Women’s Retreat, March 6 & 7, 2020
 - To be held at Knox;
 - Lecture and experiential possibilities;
 - Facilitator plus team, leading which parts?

3. Membership Class with Jennifer Ferguson
 - Starting in January – day of the week to be determined.

4. Spring film series still under discussion.

5. Next meeting scheduled for Wednesday, January 8, 2020 @ 1:30 p.m.

Submitted by: Jan du Monde - Spiritual Formation

Knox Council: Update from Worship and Arts, December 2019.

Submitted by Shirlene Donnelly

Completed: Our team meeting was held on December 12th, 2019.

Review of recent services

- Memorial hymn-sing received positive comments – the balance between music and story worked well. We will consider making this an annual event during November.
- Advent services and the lighting of the candles was theme based, and seems to be appreciated by many – the candle lighting ritual appears to successfully engage our families.

What have we been working on?

- We have had extensive discussion to clarify and evaluate the role of Worship and Arts with a view to updating the 'Job Description' requested by Council. The original job description was limited, and we have now included the involvement of our affiliated teams (i.e. sub-committees)!
- We have produced our calendar for the year, as requested by Council, although this needs to be subject to change. Stuff happens.
- We bounce around ideas for upcoming services. Creative Worship then deals with the details. (Advent and Christmas services always require more time and planning) Planning includes our Chancel Team, Communion Coordinator, music program, flowers and décor, and the Communication team, for special services.

P.S. As we plan for future services and events we are conscious of aligning with our Mission – we question if we are 'caring, sharing, and daring' and are we building community? These questions inform us.

Ongoing issues and concerns: Announcements. There are several views out there as to how this should be handled. No-one likes starting the service at 10:20 but everyone wants their say. Solutions are welcomed!