

Knox Church Council Meeting

May 19, 2020

Chair: Sharon Christmas

Secretary: Sharon McIntosh

Present: Rev. Craig Miller, Sharon Christmas, Debby Dandy, Shelley Tataryn, Coleen Wall, Roger Bright, David Barrows, Wayne Clayton, Leanne Sprung, Laura Crookshanks, Alan Moulin, Wayne Digby

Regrets: Diane Shepherd

Call to Order. 6:35 pm

Opening Worship: On behalf of Property, Roger Bright offered the Serenity Prayer.

Adoption of Agenda as amended and Adoption of Minutes of the April 21, 2020 meeting:

Motion: Shelley Tataryn/Laura Crookshanks

Carried

Add to Business Arising: COVID-19 financial update

Business Arising from the Minutes/Old Business:

- a. Reopening Knox During COVID-19 Recommendations
Council were referred to the Executive's report previously distributed. Sharon Christmas highlighted the points of the report.
Discussion:
 - We need to develop a policy for the choir. It was suggested there be no community singing or choir at worship when we reopen for some time.
 - UCC guidelines already state that only soloists can with sing with distancing; there is to be no congregational singing or choir until further notice.
 - There was consensus that we should not open the facilities until we can open for all groups. The Office Manager will advise SMD and AI anon that facilities will not open until September at the earliest.

Motion: Coleen Wall/Debby Dandy

Carried

That the recommendations put forward by the Executive are confirmed.

Discussion:

- We should formally confirm with the Choral Director that no increase in salary is expected for providing/contributing to the music for the summer on-line worship.
- Services can be prerecorded and published on a specified date.
- The congregation should be advised of council's decision(s) regarding reopening. Debby Dandy will draft a communication to be included in the weekly CONNECTIONS. It will be included from now through summer.
- A link to The Knox Konnexion should be added to our weekly advertisement in the Brandon Sun. Craig Miller and Sharon McIntosh will look after this.

b. COVID-19 – Financial Update

- The Treasurer advised we are eligible for the 75% CEWS subsidy for the months of April and May. Preliminary calculations indicate this should work out to a subsidy of about \$6,000 per month, which gets paid to us in monthly payments equal to income tax paid (by employees) each month until paid out.
- We should have enough operating funds to cover our costs over the summer. The Treasurer does not recommend applying for a loan from UCC to help cover costs. Council is in consensus with the Treasurer's recommendation to not apply.
- The \$35,000 investment (plus interest earned) was put back into operating funds on maturity, and \$25,000 was reinvested in a short term GIC.
- The Treasurer was asked to provide a summary to the stewardship committee.

At this point, Wayne Clayton advised he had received a letter from our Insurance Broker advising discounts of 5% or 10% are applied to our property insurance if an approved security system is professionally installed, the amount depending on the type of system.

Correspondence: None

Financial Report presented by Shelley Tataryn:

Motion: Shelley Tataryn/Roger Bright.

Carried

That the April 2019 Financial Report be accepted.

Discussion:

- Givings are up over last year, but total revenue is down. Expenses are also down which has helped offset the decrease in total revenue.
- There are no planned major building expenses on the horizon.
- Investments were adjusted to ensure operating funds over the summer.
- There was some discussion regarding Outreach Committee's donation to the Brandon Bear Clan. The Clan has changed to car patrols rather than foot, but have increased the number of patrols, and are offering food.

Committee Reports:

- 1) **Ministry & Personnel (M&P):** verbal report by Coleen Wall
 - The committee met and went over the summer schedule.
 - A request was received from the minister for vacation and study leave in July/August. He chose to not use 5 days of 2019/20 vacation due to the COVID shut downs, and M&P recommend allowing him to carry over the 5 days to 2020/21 year. They will be applied to the first 5 days of his summer vacation. Council agreed by consensus. Also, 3 days in lieu of 5th Sundays have not been used, and M&P request these be used soon.
 - The Choral Director's liaison will discuss (monetary) expectations with the Choral Director for his involvement in (pre-recorded) summer worship.

Discussion:

Pulpit supply will not be required over the summer as the pre-recorded services will be offered on-line. Relief for pastoral care is not normally hired during the minister's vacation.

- 2) *Property: Attached*
Discussion:
-Regarding the church flower beds: Some monies have been donated. The volunteer system for looking after the flower beds worked well last year, however, it is possible people might not be comfortable volunteering this year due to the COVID situation. Norm Brown and Duncan Waddell have already been working on the gardens. Hoses will be put out this week. Debby Dandy will discuss the situation with Norm Brown, and will put out a call for volunteers, and track and schedule them.
-Regarding the flooring in the lounge: Roger Bright and Sharon Christmas will discuss this separately.

- 3) *Minister's Report: verbal report by Craig Miller*
-Craig has talked to Benmarks regarding technology for a more permanent livestream system. Benmarks advised there is new equipment that would be suitable for churches. They will be testing this equipment in Brandon shortly and will get back to us with recommendations.
-There continues to be a good connection with folks through youtube. Our subscriptions broke the 100 member mark. Stewardship is hoping to reach the 1,000 mark – everyone will have to reach out to relatives, colleagues, etc., to achieve this level.
-Viewership is down by about 30% but this is in keeping with trends across North America. Some possible reasons for this trend are the usual “after Easter” dip in attendance, more churches are on line now, and a general shift in activities as businesses are reopened, weather improves, etc.
-New (local) people continue to look to Knox on youtube. The majority of viewers do have some connection with Knox.
-A Broadview writer connected with Craig regarding our on-line services.
-Study leave and vacation time will be taken in July/August.
-UCC recommendations for reopening facilities are guidelines – phases/timing vary depending on where you are. It is the decision of each council board to determine when their facilities will reopen. The recommendations are a good resource for when we do implement activities.
-Some discussion followed as to how Knox should handle this, and if we need a committee to bring further recommendations to Council as the situation evolves and Public Health allows more community activity.

Motion: Wayne Clayton/Laura Crookshanks Carried
That the Executive meet and bring recommendations to Council by or on August 25th.

Discussion:
This can done be via e-mail or zoom meeting if further discussion is required.

- 4) *Worship: No report.*

- 5) *Congregational Care and Membership (PC&M)*: verbal report by David Barrows
 - Congregational Care has not met as a committee, but are continuing with phoning the congregation to keep them in touch.
 - congregational care is being provided by many (not just the committee) – people have expressed appreciation for on line worship; to Madelyn and Quentin Robinson for singalongs; for coffee talk on zoom; for the healing circle, for the Delivery/Pickup Spring Luncheon. All of this is keeping spirit alive and healthy at Knox.
- 6) *Vice Chair*: No Report.
- 7) *Christian Education*: verbal report by Leanne Sprung
 - SKC continues to meet on Zoom on Wednesdays. It is a small group but worth it to keep these kids engaged.
 - The youth group continues to meet on Thursdays.
 - It is not yet decided when they will end for the summer, but will probably follow the curriculum.
 - It was suggested having the kids invite a friend to join them on zoom. Leanne will bring this to the committee for discussion.
- 8) *Trustees*: No Report.
- 9) *Stewardship*: Attached.
- 10) *Outreach*: Attached
 - Refuge Brandon*:
 - The family met with provincial reps regarding funding as they move away from Refuge Brandon funding. Once they transition to provincial funding, Refuge Brandon can't help financially or it will be clawed back.
 - Refuge Brandon made a \$2,000 donation to set up a RESP for the 2 kids.
 - The family is likely moving to Massey Manor in early June.
- 12) *Green Team*: verbal report by Wayne Clayton
 - A couple of members are looking at details for doing an energy audit on Knox. They will be in touch with Roger Bright in this regard.
- 13) *Affirm Committee*: verbal report by Laura Crookshanks
 - The committee has not met.
 - On May 2nd, Sharon Hayter, Laura and Craig attended a webinar.
- 14) *Chair*: no report

Motion: Coleen Wall/Leanne Sprung
The adoption of all Committee Reports

Carried

New Business: None

Next Council Meeting: June 16, 2020
Opening Worship: Worship Committee

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Wayne Clayton, 8:27 pm

KNOX UNITED CHURCH COUNCIL MEETING AGENDA

May 19, 2020 6:30 pm

Chair: Sharon Christmas

Secretary: Sharon McIntosh

- 1. Call to Order – Opening Worship – Property5 minutes
- 2. Adoption of Agenda and Adoption of Minutes of Previous Meeting.....5 minutes
- 3. Business Arising/Old Business:..... 10 minutes
 - a. Reopening Knox During Covid 19 Recommendations
- 4. Correspondence.....5 minutes
- 5. Financial Report..... 10 minutes
- 6. Reports of Ministries30 minutes
 - a. Ministry and Personnel (M&P)
 - b. Property
 - c. Minister’s Report
 - d. Worship
 - e. Congregational Care and Membership (CC&M)
 - f. Vice Chair
 - g. Christian Education (CE)
 - h. Trustees
 - i. Stewardship
 - j. Outreach
 - i. Refuge Brandon
 - k. Green Team
 - l. Affirm Committee
 - m. Chair

**MOTION:
The adoption of all Committee Reports**

- 7. New Business5 minutes
- 8. Closing Prayer

Next Council Meeting Date: Tuesday, June 16, 2020
Opening Worship for June:

- 9. Motion to Adjourn

KNOX UNITED CHURCH RESERVE FUNDS & FINANCIAL POSITION 2019													
	Jan.	Feb.	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Mission and Service Fund Reserve													
Income	3,163.44	3,302.69	2,878.44	3,095.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,440.01
Expense	0.00	3,163.44	3,302.69	2,878.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,344.57
Total Mission and Service Fund Reserve													3,095.44
2019 M&S	2,901.77	2,722.77	2,816.77	3,568.77	2,472.77	2,541.77	157.00	2,780.77	2,989.77	2,924.27	3,802.77	6,170.77	35,849.97
Building Fund Reserve													
Income	626.10	432.10	467.10	313.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,346.57
Expense	0.00	0.00	0.00	235.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,838.40
Total Building Fund Reserve													33,949.22
Memorial Fund Reserve													
Income	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,165.80
Expense	0.00	0.00	72.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Total Memorial Fund Reserve													5,143.78
Bequests	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66,666.67
Transferred to Investment Accts. #004, 005, 006)													66,000.00
Total Bequests													666.67
Operating Fund Surplus (Deficit) YTD					26,681.74								
Special Outreach Funds on Hand					1,279.12								
Benevolent Fund			0.00	175.01									
Christmas Cheer			0.00	1,010.13									
Counselling Centre			21.00	84.00									
Fair Trade Sale			0.00	80.48									
Program Reserve			0.00	212.00									
7th Street Access			0.00	0.00									
Heart Bank			0.00	52.50									
Sobey's Gift Cards			(3,950.00)	(550.00)									
Samaritan House Food I			50.00	50.00									
Coldest Night of the Yea			0.00	40.00									
Safe & Warm Shelter			0.00	125.00									
Mission and Service Fund Reserve					3,095.44								
Building Fund Reserve					33,949.22								
Memorial Fund Reserve					5,143.78								
Bequests					666.67								
Transferred to Investments (Investment Accts #002, 008)					(59,671.69)								
Credit Union Patronage Dividend & Share Acct					(33.00)								
Chequing Balance - as at April 30 2020					11,111.28								
#002 Short Term 30-59 days					25,453.70								
#008 Short Term 30-59 days					35,028.69								
#004 Short Term 90-179 days					16,360.32								
#005 Long Term 12-23 months					25,600.00								
#006 Long Term 24-35 months					25,625.00								
TOTAL CHEQUING/INVESTMENTS					139,178.99	139,474.37	B/S						

Knox United Church Operating Account

April 2020

		YTD	2019 ACTUAL	2020 BUDGET	MARCH YTD	APRIL 2020	
INCOME							
Bulletin Covers	0.00	0.00	0.00		0.00		
Choir Music	150.00	150.00	0.00		0.00		
Royalties	0.00	30.54	39.34	0.00	39.34		
Donations	754.46	812.36	200.00	0.00	200.00		
Church Givings	9,755.19	41,719.01	41,458.21	153,207.00	30,079.85		
Total Church Income	10,659.65	42,711.91	41,697.55	153,207.00	30,319.19		
Fundraising							
Concert	0.00	0.00	2,719.00	3,500.00	0.00		
Fall Luncheon	0.00	0.00	0.00	1,250.00	0.00		
Taste of the Holidays	0.00	0.00	0.00	3,500.00	0.00		
Funeral Lunches	0.00	0.00	784.95	2,500.00	0.00		
Spring Lunch	0.00	0.00	0.00	1,150.00	0.00		
Rummage Sale	0.00	200.00	0.00	6,500.00	0.00		
Stewardship Events	0.00	0.00	5,429.79	4,500.00	4,250.00		
	0.00	0.00	0.00		0.00		
Total Fundraising	0.00	200.00	8,933.74	22,900.00	4,250.00		
Miscellaneous							
Brunch Club	0.00	183.00	479.25	1,250.00	230.00		
Building	0.00	0.00	0.00		0.00		
Rentals	1,345.00	11,375.00	11,830.00	33,313.00	7,095.00		
Weddings	0.00	0.00	0.00	115.00	0.00		
Total Miscellaneous	1,345.00	11,558.00	12,309.25	34,678.00	7,325.00		
Total Income	12,004.65	54,469.91	62,940.54	210,785.00	41,894.19	21,046.35	-41%
EXPENSES							
Administration	343.84	4,045.33	4,566.29	10,000.00	3,716.84		
Affirm	0.00	(35.00)	291.35	500.00	191.35		
Christian Development	25.83	320.45	803.45	2,000.00	(100.50)		
Communication	144.26	540.48	781.30	2,250.00	579.08		
Green Team	0.00	0.00	(170.00)	200.00	(170.00)		
Ministry & Personnel	11,777.74	47,832.86	48,980.46	155,135.00	35,933.05		
Ministry - Sabbatical			0.00		0.00		
New Ministries	0.00	0.00	110.58	2,000.00	118.12		
Outreach	0.00	194.00	0.00	450.00	0.00		
Congregational Care	0.00	178.55	561.96	550.00	331.60		
UCC Assessment	0.00	7,500.00	7,500.00	7,500.00	1,875.00		
Property	1,976.93	8,622.00	14,777.66	27,500.00	8,329.53		
Stewardship	0.00	0.00	200.00	200.00	0.00		
Worship	362.80	1,526.63	858.56	2,500.00	496.64		
					0.00		
Total Expenses	14,631.40	70,725.30	79,261.61	210,785.00	51,300.71		
Surplus (Deficit)	(2,626.75)	(16,255.39)	(16,321.07)	0.00	(9,406.52)		
Operating Surplus January 1, 2020		43,199.51					
PLUS: Operating Surplus (Deficit)		(16,255.39)					
Total Surplus (Deficit)		26,944.12					
GST Recoverable		(262.38)					
Operating Fund Surplus (Deficit)		26,681.74					

Reopening Knox During Covid 19 Recommendations

Worship service will be live streamed till the end of June (28th). Services for all of July and August and September 6 (long weekend) will be recorded in advance and put out on the appropriate Sunday. Pre-recorded services will be approximately 30 minutes in length. Music will be a part of these services.

The return to regular worship services will not be implemented until sometime after September 6. The exact date cannot be determined at this time as it will largely be dependent on health and government regulations. We will not resume regular worship until groups of over 100 are allowed, and only if we feel it is in the best interests of the congregation. All health guidelines will be followed.

The Office Manager will continue to work during regular office hours until the end of June. Normal summer hours will be in effect during July and August through to September 6. The Office Manager will be allowed to work on the church premises as required, but the facilities will remain closed to the public.

The decision to reopen to the public will not take place until public health regulations allow for public gatherings of over 100 people, and only then if we feel it is in the best interests of the Knox community. We must treat all groups equally and fairly, so should not do a partial reopening for smaller groups.

We have received a request from the Society of Manitobans with Disabilities (SMD) to again use our facilities for their summer camp. Regretfully, we feel we must decline their request until we open the premises to all facility users.

Submitted by,
Knox Executive

Property Notes – May 2020

As the building is basically empty some painting projects undertaken - Chapel/Choir Room, Office Hall, Club Room storage area doors and trim, washroom by Lounge/Kitchen including sink vanity, as well as various touch-ups.

Charles completed painting of quarter-round and baseboards in Auditorium, and has been requested to do baseboards in lower hallway by washrooms and Nursery School entrance, as well as baseboards in Club Room and upper hall.

Respectfully submitted

Roger Bright

Property Chair

Knox Outreach Report to Council – 19 May 2020

- ❖ **Sharing Circle**
 - Met in April and will meet again on May 25.
- ❖ **Samaritan House Work Bee**
 - Stores are still providing strong support. Sobey's west very good support.
 - Shelter to stay open until end of June.
- ❖ **Chaplaincy Art Contest Update**
 - Received a nice letter from Multi Faith Council expressing appreciation and confirming our sponsorship of event.
 - Winners have been picked. Once we can gather we will organize the art show.
- ❖ **Kairos AGM**
 - Kairos is having a monthly national Zoom meeting of different reps on how to stay active during Covid. Debby was unable to attend the last meeting however plans to participate in the next one and will fill us in after she has participated.
- ❖ **Bear Clan support**
 - The Bear Clan is finding that with Covid-19 the needs of many families are increasing. They are delivering meals to a number of families (22).
 - Maureen is staying in touch with Cyndi Price for feedback regarding their needs and if there are ways that Knox people could assist.

Stewardship Committee Report to Council
May 19, 2020

1. The stewardship letter is on hold, till the committee receives an update on federal government funding to Knox.
2. A successful Youtube channel would raise the profile of Knox, and increase donations to the church. Craig and the Knox team have done a great job, with several successful presentations on Youtube. Viewers in Youtube can support the channel if they subscribe and join the channel as members. I recommend that Knox initiate a Youtube campaign, to increase subscribers to over 1000, and watch hours to 4,000. The extended network of family and friends in Knox and Brandon could easily do this by asking relatives and acquaintances to subscribe and view the church services. Youtube channels which meet this threshold of 1000 subscriptions and 4000 watch hours become partners, and are paid thereafter for the number of views per month. These funds come from advertising revenue, channel memberships, merchandise sold on the channel, and from premium subscription fees.