

Knox Church Council Meeting

January 15, 2019

Chair: Sharon Christmas

Secretary & A/Treasurer: Sharon McIntosh

Present: Rev. Craig Miller, Sharon Christmas, Coleen Wall, Diane Shepherd, Roger Bright, David Barrows, Leanne Sprung, Wayne Digby, Wayne Clayton, Alan Moulin, Laura Crookshanks, Ken Wojnarski, Mary Gunson

Regrets: Art Godfrey, Doug Crookshanks, Wayne Clayton

Call to Order. 6:34 pm

Opening Worship: Sharon Christmas read "Blessings" and "Holy Moment" from *Chicken Soup for the Grandma's Soul*.

Adoption of Agenda as amended and Adoption of Minutes of the Dec. 18, 2018 meeting:

Motion: Diane Shepherd/Laura Crookshanks

Carried

Business Arising from the Minutes/Old Business:

a. Visioning Workshop (Update)

The committee is in the midst of planning going forward. Sunday will be the first session. It is hoped everyone can stay and take part. Craig Miller suggested it would be good for Council to attend if possible.

b. Request from 23rd Brandon Scouts for Group Sponsorship (Update)

Wayne Clayton and Wayne Digby met with the Scouting group and had a good meeting. A report on the group is attached. Discussions will continue to explore and identify opportunities of working together. The Scouts are not looking for financial sponsorship.

c. Picture Board

Coleen Wall advised the picture board is full, and there is not really room for taking pictures down as most are current. Coleen asked Les Kelly for a quote. Materials would cost \$400, and he would charge \$30/hour which he would return back as a donation to Knox.

Motion: Leanne Sprung/Coleen Wall

Carried

That we get Les Kelly to make an addition to the picture board for the cost of materials up to \$600 plus \$30/hour labour.

d. Planned Giving (Update)

Sharon Christmas has talked to Jim Cobb about finding volunteers to sit on a Planned Giving Committee, and the nominating committee will try to have names to put forward at the Annual Congregational Meeting on February 10. It was suggested by Craig Miller that the congregation be made aware at the annual meeting of the bequest received last year. Sharon Christmas will ask Wayne Clayton to do this.

Correspondence:

Jan. 10, 2019 Refuge Brandon
Subject: Support for Sponsorship of Refugee Family
Referred to: Sharon McIntosh/Sharon Christmas

On behalf of Refuge Brandon, Mary Gunson gave some more details as to the situation and invited questions from Council. It was suggested they (Refuge Brandon) might consider an LGBTQ person from Africa.

Motion: Wayne Digby/Ken Wojnarski Carried
That Knox Council provide a letter of support to UCC Head Office indicating support for Refuge Brandon in its application for a Blended Visa-Office Referred Family through the UCC Sponsorship Agreement Holder program.

Jan. 15, 2019 Lori Houle (Edge, UCC)
Subject: Canada Summer Jobs Program
Referred to: File

Financial Report: presented by Sharon McIntosh

Motion: Ken Wojnarski/Roger Bright Carried
That the December 2018 Financial Report be accepted.

Discussion:

The Stewardship Committee feels church givings have plateaued and so we need to look at increasing revenue by other means.

2019 Operating Budget – 2nd Draft: presented by Sharon McIntosh

Discussion:

Per Stewardship report, Stewardship had some suggestions. Council responded as follows:

-Proceeds from the upcoming fundraiser be used for the purchase of tables and chairs. After discussion, it was decided proceeds go to the general operating fund.

- With respect to increasing brunch costs, the brunch club is not a fundraiser – its purpose is for fellowship and the amount is only meant to cover expenses.
- Funeral Lunches – we do not usually make much on funeral lunches (2018 was an exceptional year).
- Taste of the Holidays – This budget line be can increased if Council wishes, but there is no guarantee the amount would be met. Prices are set on meeting and costs and hopefully make something, but not to meet a specific budget figure.
- Rental Rates – We currently review rates every second year. Rates will be reviewed in 2019.

It was suggested the Brunch line be moved from Fundraising to Miscellaneous. It was also suggested we take \$5,000 off of church givings and add it to other revenue, dividing the amount equally among the various lines.

Motion: Leanne Sprung/Laura Crookshanks Carried
That the 2019 Operating Budget be presented to the Annual Congregational Meeting with the above changes as suggested by council.

Committee Reports:

- 1) *Ministry & Personnel (M&P): Attached*
 - In addition to holding staff reviews, staff have been asked to sign Respectful Workplace Policy as well as the harassment policy.
 - Emergency Response – M&P feel that we should have a policy in place should an emergency occur. It was suggested Brian Kayes be approached to design a policy. It was also suggested we seek input from the school division and from the community resource person for Brandon Police. It was also suggested the United Church of Canada might have such a policy already. Coleen Wall will start by contacting Shannon McCarthy to see if UCC does has a policy.
 - Recommend the development of an honorarium for Mindy Campbell for her work with Knoyse: Considerable discussion followed regarding paying volunteers and what sort of precedent this sets. We have many volunteers donating considerable hours in various areas of the church. There was also some discussion regarding employee vs volunteer, and the expectations in each case for both the church and person involved.
It was felt that while Mindy’s skills are greatly appreciated, Council does not wish to proceed with paying an honorarium at this time.
 - M&P suggested the Music Director be provided a prepaid card for music purchases rather than using his business or personal credit

card in the hopes that might allow him to submit his receipts in a more timely fashion as they would be separate from his business/personal expenses. After discussion as to whether or not this would solve the problem, Council suggested the Music Director be asked if that would help him to submit his expenses in a timely manner.

-Audio relay system so shut-ins can listen to weekly worship services (or parts thereof). M&P will continue to look into this. It was suggested Ted Good Music be approached for advice on this. Roger Bright will also work with Coleen Wall on this endeavor.

-WHMS training: It was asked if Caretaker need to recertify each year. M&P checked and were advised that while it is not necessary, it is recommended that some sort of WHMS update/review be done each year. There could be cost involved. M&P will follow up with the organization who provided the Caretaker's training regarding updates/refresher courses available.

-Treasurer for Council – Are the nominating committee actively looking for someone, or will this be included in the office manager's job. If it is to become part of the office manager's duties, the job description will need to be amended.

- 2) *Property: Attached.*
 - No arrival date as yet for new projector.

- 3) *Minister's Report:*
 - Craig Miller asked Council to please check the calendar of events provided to them when planning events. Committees need to advise any additions so events and the facility can be coordinated effectively.

- 4) *Worship: verbal report by Diane shepherd*
 - The committee met on January 9.
 - Discussed cleaning and packing up the choir cupboard. Our caretaker volunteered and packed up the choir gowns, however, a decision has not yet been made on what to do with them. Council felt the decision could be left to the Worship Committee. The choir will be asked for input.
 - The Christmas decorations in the sanctuary were taken down, and new banners, etc. were put up.
 - The committee has started the discussion on memorials and other options we can use to honour our loved ones when the batteries on the new electric candles wear out.
 - On request, Worship gave permission for a rubber tote (mouse-proof) with coffee supplies to be kept in the Worship storage room.

- 5) *Congregational Care and Membership (PC&M)*: verbal report by David Barrows
 - The committee met last week.
 - With respect to Shelley Tataryn's letter regarding forming a "Lonely Coffee Club," David is working with Shelley. Congregational Care plans to put something in the next newsletter to see what kind of interest there is within the congregation.
 - Some people have indicated a need for a Men's Group at Knox. It was suggested we revive the Cowpokes, or start a new group. Orval Henderson has agreed to look into this.
 - Debby Dandy was approached regarding doing the lay-up/publishing work on the newsletter. She is interested, but will be away this month and unable to produce one for the end of January.
- 6) *Vice Chair*:
- 7) *Christian Education*: Attached.
 - Craig Miller advised the next session of Living the Questions (adult study group) will begin in February.
 - Family Fun Day: Council advised someone volunteered to bring his snowmobile and gives rides (not towing). A helmet will be provided. Council had no concerns or objections.
- 8) *Presbytery*: No Report. Presbytery now disbanded.
- 9) *Trustees*: No report
- 10) *Stewardship*: Attached.
 - The committee will meet tomorrow (January 16) and will finish plans for the fundraiser. If Council has no objection, the committee will bring a request to serve wine at the function to the February council meeting for approval.
- 11) *Outreach*: Attached.

Discussion:

The Bear Clan will give a presentation for the InBetweeners on January 22, and the session will be open to anyone to attend. It was decided Outreach cancel the brown bag lunch on February 12 and instead encourage people to attend on January 22.
- 12) *Green Team*: Attached.
- 13) *Affirm Committee*: Laura Crookshanks.

No report. They are still proceeding with "Little Mosque" on January 25, the "Racial Justice" session on February 21, and the PIE celebration on March 14.

14) *Chair:* No report

Motion: Roger Bright/Ken Wojnarski
The adoption of all Committee Reports

Carried

New Business:

- a. Secretary Absence for February Meeting.
Sharon McIntosh advised Council she would not be available for the February council meeting, however, Diane Shepherd has agreed to act as secretary that night. January financials will be prepared and circulated prior to the meeting, and hard copies will be available at the meeting.

Next Council Meeting: February 19, 2019
Opening Worship for February: M&P

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Laura Crookshanks

M & P Jan Report

We have meet with all staff and with this process we are to make sure their Job Descriptions are current, they are to sign Work Harassment & Violence Policy, and once the Review is done they are given a chance to read and sign it.

Elaine Rust has resigned off the committee as of December 31st. We have approached some but no commitment to date. We would ask nominating to try for us as well Coleen will contact them

Some Recommendations out of Job reviews :

a) Asking if we have in place a Emergency Response Policy and if not that a policy be developed for a Emergency Response if we don't have one. Regarding intruders, evacuation, medical emergency etc

b) Recommend development of an honorarium for Mindy Campbell who is assuming an increased role in with the group known as Knoyse.

c) Recommended some refinement to the purchase of music

d) Recommended further exploration and purchase of equipment to support audio relay of Sunday Services to shut ins or just people of interest.

Property Notes – Jan. 2019

New tables and chairs for Auditorium received and labeled. Adjustments made to storage trolleys to accommodate the new items. Old chairs and tables in storage in lower level.

Sanctuary video projector sent to manufacturer for repair.

New projector ordered.

Sharon has sign-up sheet for Knox hosts for Winter Festival Pavilion (just Friday and Saturday this year)

Respectfully submitted

Roger Bright

Property Chair

CE Committee Report
January 15, 2019

Spirit Kid's Club

Classes continue to go well with the three younger groups meeting each Sunday. Mel takes the lead in the Wigglin' Worship Room and has between 1 and 4 each week. On weeks she cannot be there, the children join the junior group. Leanne and Jonathan take the lead for the junior group and have between 4 and 8 each week in the Lower Classroom. Madelyn provides backup teaching. Judy and Jill have been taking turns in the Intermediate group and have between 2 and 4 most weeks. On weeks where there are only 1 or 2, they often join the junior group.

Youth Report - Antoinette

Attendance has decreased since October, partly due to the Taylor-John family moving out of town and attending less regularly, and others dropping off for various reasons (teens??)

A **Youth Night** on Friday, December 28 saw eight youth gather at Knox and do some baking, snacking and games.

ZEEBU Retreat for Grades 7-12 is February 16-18 in Winnipeg at the Transcona Memorial United Church. "Loving the Underloved...learning about the work of 1JustCity" is the theme; \$80 registration fee. Antoinette has promoted to all families with youth in the age range.

Knox Family Fun Day - Sunday, February 24, 2019 at Kemnay Rec Centre, 3-7 pm; skating, games and supper. All ages, family and friends are welcome. Coordinated by CE and InBetweeners.

Mardi Gras/Lent Event - Tuesday, March 5 following Pancake Supper. We will be planning some stations for Lent activities for children, youth and adults.

Reminder:

- **Recruiting some additional teachers to take a few months of the year or a few Sundays. Please pass the word if you know of anyone willing to do so. Of course, we will approach some parents of the regular attendees to help out.**

Leanne Sprung
Chair
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204 571-0864

Stewardship Report

January 14, 2019

1. Stewardship event. Planning continues, the ticket price is \$40, start time is 6 PM, and date is Saturday April 6. However the committee has yet to confirm the entertainment or an MC. Cec Foster will not be available for the supper. Some members suggested that the youth group be asked to set up tables, Craig will contact Antoinette regarding youth engagement. The objective of this fundraiser is to provide funds for tables and chairs. Deadline for advertisement is Monday January 21. Suggestions are welcome.

Will council approve serving of wine for the dinner? If so a liquor license will be required.

2. Church Budget. The committee discussed the budget at length, and suggested that several fees be increased:
 1. Church facilities, increase rental fees annually
 2. Taste of Christmas budget should be increased to \$3500.
 3. Brunch be increased (to \$5.00 or \$10 per family).
 4. Funeral budget be increased to \$3000.
3. However the committee understands that these decisions are the responsibility of council, and those who run brunch and other events.
4. Why is the UCC Assessment based on income including rental fees?

Alan

Knox Outreach Committee Report to Council January 2019

- **Responding to the Needs of the Homeless and Addicted**
 - Outreach continuing to look at ways that we can be in relationship with those that are addicted and or homeless.
 - Outreach plans to coordinate with the Knox Visioning process and involvement in a future Community Round Table.
- **Refuge Brandon update**
 - Looking at sponsoring a little larger refugee family than they thought they could do in the past. They would be more fully sponsoring a family this time. Outreach recommends that Knox Council provide a letter indicating that Council is supportive of Refuge Brandon in this next sponsoring initiative.
- **Bear Clan Brown Bag Lunch Meeting – Feb 12**
- **Next Sharing Circle Friday Jan 18, 6:30 pm**
- **Truly and Humbly: Memories of the First Apology Film – possibly March 17 in the evening.**
- **Mission and Service**
 - Kudos to everyone who helped Knox reach our 2018 Goal and beyond with donations over \$38,000.
 - Outreach recommends that the M&S Goal for 2019 be \$40000
- **Zatoun – Unsettling Goods Peace Box**
 - Plan to do earlier next time with more education and awareness as part of this initiative.
- **Donation to 7th St Access Centre**
 - Outreach recommending that the \$610 remaining in the Sobey's Fund be donated to 7th St. Access Centre
- **Westman Families of Addicts request for support**
 - Agreed that should prepare a letter in response to their request pointing out that while we are very supportive of the work that they are doing and looking for ways that Knox can be a part of addressing the needs of those suffering from addiction, we cannot support them financially.

Green Team Report to Council for Jan 15/2019

Save the Dates! Knox Green Team Speaker Events Knox United Church 451 18th Street, Brandon

“Manitoba Habitat Heritage Corporation – Home Grown Conservation”

Tuesday Feb 5/2019 6:30 PM

- MHHHC 101- “The small corporation that does it all”
- Land Stewardship – “We own it and manage it”
- Wetlands – “The importance, the class and the function”

“Insulation/retrofitting your home”

Tuesday Feb 26/2019 6:30 PM

Hear a contractor walk us through the options of upgrading the insulation/retrofitting your home to save energy (\$\$\$\$)

- What are some of the simple things (less expensive)
- What would a major retrofit be like
- What are some of the incentive available

Date to be announced

“Water Sustainability for your back yard”

Next Green Team meeting will be Jan 24/19