

Knox Church Council Meeting

April 21, 2020

Chair: Sharon Christmas

Secretary: Sharon McIntosh

This meeting was held on-line via ZOOM.

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

Regrets: None

Call to Order: 6:30 pm

Opening Worship:

On behalf of Ministry & Personnel, Coleen Wall read "A Prayer During Times of COVID-19" by the Right Rev. Richard Bott. She then offered prayers for those affected by the mass killings that took place in Nova Scotia during the past weekend.

Adoption of Agenda as amended and Adoption of Minutes of the March 17, 2020 meeting:

Motion: Coleen Wall/Diane Shepherd

Carried

Addition to Agenda: under New Business - Subsidies and Loans available to us due to COVID-19

Business Arising from the Minutes/Old Business:

a. COVID-19/contingency plans update

The Knox building remains closed. The minister and office manager continue to work from home, occasionally going to the office as necessary to conduct business. The caretaker has been coming in for cleaning and sanitizing the building, and some other projects. This will continue till we hear from the province/ public health allowing us to reopen. Worship services continue on line.

Nursery school staff occasionally go into the building as necessary.

Council agreed by consensus that the Genealogy Society can also access their library as required.

b. Security Systems/Quotes

Coleen Wall briefly highlighted the costs involved with the Triple AAA (Bell MTS) quote received after the last council meeting. After brief discussion, it was decided by consensus that this project be tabled till the fall due to the COVID-19 closure and its effects on operations and finances.

Coleen was thanked for her work on obtaining quotes.

Wayne Clayton has contacted our insurance broker regarding premium discounts for such a system, but has not yet had a reply.

Protelec has changed ownership, and a quote from them was not pursued.

Correspondence:

None

Financial Report: presented by Shelley Tataryn

Discussion:

- We are behind budget but ahead of last month.
- Compared to last year, expenses are a bit higher, but mainly because UCC assessment was paid up front this year.
- M&S givings are ahead of the same period last year.

Motion: Shelley Tataryn/Roger Bright

Carried

That the March 2020 Financial Report be accepted as presented.

Council was advised Vivian Mitchell has been given information to carry out the review of our books.

Committee Reports:

- 1) *Ministry & Personnel (M&P):* verbal report by Coleen Wall
 - The committee met, and basically will keep in line with recommendations from UCC during this time.
 - Liaisons were asked to keep in touch with staff.
 - The caretaker is working roughly every other day. He has a project to do in conjunction with Roger Bright on the basement washrooms, and will begin cleaning up the yard and gardens.
 - Call forwarding is being added to the office telephone so that callers can talk to a live person rather than just leaving a message.
 - no hours have been reduced at this time.
- 2) *Property:* Roger Bright
 - Our caretaker has painted the baseboards in the auditorium.
 - Sharon Christmas advised that Pro Coffee will be cleaning and updating the coffee makers. She will meet with the representative to give him access to the machines.
- 3) *Minister's Report:* Attached
 - Discussion:
 - Council felt the stats showing our "viewership" confirm that people like what is being done at Knox, and speak well to what Craig Miller is doing.
 - Craig reports that feedback has all been positive for both services and sing-alongs, and the youtube option allowing people to view services in their own time.
 - Spirit Kids Club on zoom has been a positive experience, with kids getting lots of opportunity to contribute.
 - Equipment to allow livestreaming came to approx. \$450. There is no cost for livestreaming or using youtube, and necessary software is free.

-We will need to look at continuing livestreaming worship after we are back to church. Craig advised we would probably want to look at purchasing a better-quality camera, mics, etc. These are not available in Brandon. We should get input from someone who does this professionally.

-Al Moulin mentioned that one can support Youtube by purchasing a membership for \$5/month (see the new "join" button on youtube).

-There was a brief discussion regarding the service fee charged by CanadaHelps. It was suggested this fee be mentioned in the "Ways to Give" announcement. E-transfer is also an option, and is listed in "Ways to Give."

- 4) *Worship:* verbal report by Diane Shepherd
- The committee has not met, and there is nothing coming up at this time.
 - They will need to look at decorating the sanctuary once we are back at church.
 - Craig suggested that once we can have groups of over 50 people again, it would be good to do something festive in celebration.
 - It was noted that Bernie Whetter has done a lot to enhance the sanctuary, providing plants and garden decorations.

It was asked if there is a contingency plan if staff get sick (COVID-19). Coleen Wall responded that M&P would follow the usual procedures for obtaining Pulpit Supply or Office Relief. We would need to get someone do to Caretaker Relief as required.

- 5) *Congregational Care and Membership:* - verbal report by David Barrows
- Congregational Care have continued contacting the congregation to see how they are doing and letting them know we care. So far, they have contacted about 75 different households. Many of the people have been thankful for the contact, and have expressed appreciation to Craig Miller for providing the online services.
 - Craig Miller has received feedback from various people that it was wonderful to have David Barrows call to check on them.
 - With April 22 being Administrative Professionals Day, on behalf of the committee and all of Knox, David Barrows thanked Sharon McIntosh for her work at Knox. Many council members added thanks.
- The Inbetweeners have been checking in with their group membership by e-mail.
- Craig Miller advised people who were not churchgoers have found the on-line worship has been a good starting point to see what Knox does.

- 6) *Vice Chair:* verbal report by Debby Dandy
- She has been in conversation with community members regarding housing (homeless) people during COVID-19.
 - The newsletter is on hold until events to report on are actually happening.

- 7) *Christian Education:* verbal report by Leanne Sprung
 -Antoinette has been meeting with youth via zoom. She has had a positive response.
 -SKC zoom meetings are going well – the kids really got into singing with Madelyn and Quentin in Jump for Joy. The next meeting's song is God's Got the Whole World in His Hands. Over the next few weeks, they will be checking on how everyone's plants are doing. The first week had 4 or 5 families participate, the second week had 3. Hopefully there will be more, but the small group also allows for lots of participation and the kids are really enjoying connecting with each other. They are following the curriculum, and each session consists of a story, conversation, and song. The half hour goes by quickly.
 -Leanne also asked council to pass along any feedback they might hear.
- 8) *Trustees:* No report
 -Wayne Clayton mentioned they still hope to do an inventory at Knox.
 -Also, he has contacted our insurance broker with respect to premium discounts for monitoring systems, and will advise when we get a response.
- 9) *Stewardship:* verbal report by Alan Moulin
 -With changing times, stewardship goals are also changing. They will wait to see the effects of the government (subsidy) programs before taking any action on approaching the congregation to contribute to any shortfalls due to the closures.
- 10) *Outreach:* Attached, highlighted by Wayne Digby
 -The committee has been meeting regularly although most activities are on hold.
 -They decided to refer people to the Mission & Service website for Minute for Mission, rather than include the Minute during on-line worship.
 -With increased patrols, the Brandon Bear Clan finds its needs are increasing. At the time of this meeting, the Sobeys Gift Card project has raised approximately \$800. Outreach wishes to donate \$200 of these funds to the Brandon Bear Clan.
 -Tipi project: Craig Miller and a small group are working on signage wordings.

Discussion:

-It was asked if support required by the Bear Clan is just financial, or if they need donations of items. Toiletries can be donated. Also, a group of individuals from Knox, Trinity, Central and Forrest United Churches are making and donating muffins.

Motion: Wayne Digby/Debby Dandy Carried
That \$200 of Sobeys funds (gift card proceeds) be given to the Bear Clan.

Refuge Brandon:

-Wayne Clayton advised the committee has a meeting coming up. The Rohingya family still wishes to move to Winnipeg, but that is on hold with the COVID situation. The committee will be discussing what support they can give.

-Wayne also mentioned much support was received for the call for household items for the foreign students moving to an apartment as their residence at the university was closed due to the COVID situation.

11) *Green Team: Attached*

-Sharon Christmas advised city compost collection will begin on May 5.

12) *Affirm Committee: Attached*

-No activities are planned at this time.

-Southwestern Affirm cluster has registered for Zoom meetings for the cluster.

13) *Chair: No report*

Motion: Laura Crookshanks/Shelley Tataryn
The adoption of all Committee Reports

Carried

New Business:

a. Annual Congregational Meeting – Part 2

The meeting will need to be postponed. The date can be set once the church is again fully open to the congregation.

b. Government Relief programs

-10% wage subsidy (federal government): Procedures for obtaining this subsidy were arranged through General Counsel and ADP. ADP will calculate the amount of subsidy and put the funds back into our account. This will begin with the April payroll.

-The Canada Emergency Wage Subsidy: This is a 75% federal wage subsidy. To apply for this subsidy, the business must have lost 15% income for March, and 30% income for April and May due to the COVID closure. As each pastoral charge has different circumstances, it is necessary for each to apply on their own. Our treasurer did calculations and Knox does not meet the 15% requirement for March.

The government has also announced there will be a program specifically for charities. Details are not yet known.

In addition to the government subsidies, the United Church Foundation is offering a \$10,000 loan to each pastoral charge interest free until Sept 30, 2021. If it is paid back by then, they give a \$500 grant (deducted off repayment). Full details are not yet known. It will be needs based and ability based. Applications will be out next week. The Treasurer's recommendation is to apply this loan.

Motion: Shelley Tataryn/Alan Moulin
That we apply for this \$10,000 loan.

Discussion:

-Many felt that while applying for the loan may be a good business decision, it may not be a good ethical decision as we do have investments we could cash in if we find are operating funds are short.

-Council were reminded that applying for the loan does not necessarily mean being accepted for the loan.

-After discussion, the consensus of Council was to table this motion until the next meeting when full details should be available. In addition, by that time we may also know more about what support we will be getting through the government programs. Shelley and Alan agreed the motion be tabled.

At this point there was a discussion regarding rental payment from our ongoing and lease renters. Some payments have been received; some have not. We have not cashed any payments by cheque since the facility closure until Council could discuss. Some payments were pre-paid or paid by automatic deposit. When asked, the office advised renters the matter would be discussed at Council. In discussion, many on Council expressed the opinion that we should not be charging rent for meeting space which cannot be used because of the closure. However, a group that rents space only for storage is not really affected by it.

Motion: Roger Bright/Wayne Clayton

Carried

To discontinue charging rents while the facilities are closed with the exception of storage only rentals.

Sharon McIntosh will contact renters and advise them accordingly. While not charging rent, we can advise that any group wishing to make a donation towards the building expenses at this time is welcome to do so. Also, we will offer reimbursement to those groups who pre-paid or pay by automatic deposit.

Next Council Meeting: May 19, 2020

Opening Worship: Property

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Roger Bright (8:20 pm)

KNOX UNITED CHURCH COUNCIL MEETING AGENDA

April 21, 2020 6:30 pm

Chair: Sharon Christmas

Secretary: Sharon McIntosh

1. Call to Order – Opening Worship – M&P5 minutes
2. Adoption of Agenda and Adoption of Minutes of Previous Meeting.....5 minutes
3. Business Arising/Old Business:.....20 minutes
 - a. COVID-19/contingency plans update
 - b. Security Systems/Quotes
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 Business 10 minutes
 - a. Annual Congregational Meeting – Part 2
8. Closing Prayer

Next Council Meeting Date: Tuesday, May 19, 2020

Opening Worship for May:

9. Motion to Adjourn

Knox United Church Operating Account				
March 2020				
INCOME		YTD	2019 ACTUAL	2020 BUDGET
Bulletin Covers	0.00	0.00	0.00	
Choir Music	0.00	0.00	0.00	
Oil Royalties	0.00	30.54	39.34	0.00
Donations	28.95	57.90	200.00	0.00
Church Givings	10,859.94	31,963.82	30,079.85	153,207.00
Total Church Income	10,888.89	32,052.26	30,319.19	153,207.00
Fundraising				
Concert	0.00	0.00	0.00	3,500.00
Fall Luncheon	0.00	0.00	0.00	1,250.00
Taste of the Holidays	0.00	0.00	0.00	3,500.00
Funeral Lunches	0.00	0.00	0.00	2,500.00
Spring Lunch	0.00	0.00	0.00	1,150.00
Rummage Sale	0.00	200.00	0.00	6,500.00
Stewardship Events	0.00	0.00	4,250.00	4,500.00
	0.00	0.00	0.00	
Total Fundraising	0.00	200.00	4,250.00	22,900.00
Miscellaneous				
Brunch Club	70.00	183.00	230.00	1,250.00
Building	0.00	0.00	0.00	
Rentals	5,105.00	10,030.00	7,095.00	33,313.00
Weddings	0.00	0.00	0.00	115.00
Total Miscellaneous	5,175.00	10,213.00	7,325.00	34,678.00
Total Income	16,063.89	42,465.26	41,894.19	210,785.00
EXPENSES				
Administration	1,402.23	3,701.49	3,716.84	10,000.00
Affirm	0.00	(35.00)	191.35	500.00
Christian Development	15.97	294.62	(100.50)	2,000.00
Communication	72.13	396.22	579.08	2,250.00
Green Team	0.00	0.00	(170.00)	200.00
Ministry & Personnel	12,612.51	36,055.12	35,933.05	155,135.00
Ministry - Sabbatical			0.00	
New Ministries	0.00	0.00	118.12	2,000.00
Outreach	194.00	194.00	0.00	450.00
Congregational Care	0.00	178.55	331.60	550.00
UCC Assessment	0.00	7,500.00	1,875.00	7,500.00
Property	2,156.14	6,645.07	8,329.53	27,500.00
Stewardship	0.00	0.00	0.00	200.00
Worship	739.77	1,163.83	496.64	2,500.00
			0.00	
Total Expenses	17,192.75	56,093.90	51,300.71	210,785.00
Surplus (Deficit)	(1,128.86)	(13,628.64)	(9,406.52)	0.00
Operating Surplus January 1, 2020		43,199.51		
PLUS: Operating Surplus (Deficit)		(13,628.64)		
Total Surplus (Deficit)		29,570.87		
GST Recoverable		(207.44)		
Operating Fund Surplus (Deficit)		29,363.43		

Council Report

Rev. Craig Miller, 21 April 2020

Pastoral Concerns

Death of Dr. Joe Gieni. Joe and Lil were big supporters of Knox. Joe was active on multiple committees including Stewardship. I think he may also have been on the search committee for Don Hudson.

Death of Reginald Eamer. Reg was very active in the community and a regular at Knox with Edna.

Services for both men will be held at a later date.

COVID-19 Response

We have followed recommendations from the General Council and the Prairie to Pine Region. United in Learning is offering weekly webinars to address issues around finances, worship, youth ministry, and pastoral care. There is a Zoom conference for ministry personnel every Tuesday with staff from the Region and I have participated most weeks.

Spiritual Care

I continue to volunteer at the health centre. I've only been called to Cancer Care this past month for MAID documentation. Visitation is very limited and rarely is immediate family present so we are not being called with frequency as volunteers. At BRHC to date, we have not seen any confirmed cases of COVID-19.

Knox Website

Jennifer Beckwith has been gradually adding information to the new website format. What a wonderful gift to have Jennifer setting it up so quickly. It is getting good reviews from folks that are using it. All committees should check out and give input as to what information they would like to see included.

Finances

We are promoting ways to give to Knox in our weekly newsletter and in every bulletin. Sharon is reviewing federal programs that we may be eligible for. The information has shifted from what we were first hearing and Sharon will likely need some support to review our application. I was hoping that there would be some ideas coming from GC regarding online fundraising but that has not happened yet.

Live Stream Worship

It has been wonderful to work with Bernie, Mindy, and Jane during this fairly stressful time. They've adapted quickly and Bernie has provided invaluable support in creating the space for our time. Bernie also made arrangements for the special music that we had for Lent and Easter that so many of our folks have expressed appreciation for. Roger came in the first Sunday to keep an eye on things but has been able to stay home since that time.

We are hearing from many that they hope we will continue to have a live stream option after we return to our normal worship gatherings. I will be reaching out to a few folks that may be able to assist us in putting a more permanent system in with a better camera(s) and ability to patch in our sound system.

Kudos to SKC Leaders

Antoinette and Leanne have been working to offer opportunities on Zoom. The gatherings have been interactive and a great way for our children and youth to support one another. Younger children are gathering on Wednesdays at 6:30 pm and youth gather on Thursdays at 7 pm. Thanks as well to Madelyn and Quentin for leading music for the children.

LIVE STREAM, SOCIAL MEDIA INFORMATION

Hardware Purchases for Live Stream and Music Offerings

Best Buy - Logitech Streamplus Webcam \$ 224.81 (checked with locally owned computer/electronic stores for hardware but they all directed me to Best Buy or Staples)

Best Buy - Yeti Microphone \$196.21

Brandon Computers - USB extension \$11.91

(Currently using my MacBook Pro to live stream the worship service using OBS Studio broadcasting free software and the Lennox desktop for the chat box on Youtube)

Video Conference Subscription

Zoom Video Conference Subscription \$ 20.00 a month

Offerings on Zoom:

2 Folk Sing Gatherings

2 Gatherings with Spirit Kids' Club younger children

3 Gatherings with Spirit Kids' Club youth

Outreach Committee - 2 meetings

Green Team - 1 meeting

Council - 2 meetings

Counselling - 3 sessions

Sharing Circle will have its first Zoom gathering on Monday

The Knox Konnexion Youtube Channel

6 worship services archived on the channel with a total of 1996 device views since 22 March

Live stream appears to range from 80-104 devices logged on during the service

4 Soul Cafe video uploaded with Quentin and Madelyn Robinson and 840 views

Analytics:

88 Current Device Subscriptions - Majority of subscribers are age 65+

Over 2.6k views in last 28 days

583.3 hours of viewing

820 unique views

Facebook Analytics 23 March - 19 April

Page views up by 57%

17 new likes for total of 322 users that like our Knox Facebook page (in comparison with local congregations — Central UCC 141, Cities Church 1,021, Bethel 563, McDiramid Drive Alliance 603, Calvary Temple 516, Salvation Army 281, St. Augustine Roman Catholic 245, St Matthew's Anglican 193, Trinity UCC 53, Grand Valley 195, First Baptist 53)

Posts during this period have reaches 2,623 users

Post engagement is 2,378 for an increase of 157% from last month

Page followers up by 161%

Knox Outreach Report to Council – 21-4-2020

- Most Outreach activities are on hold until we find a new “normal”. We have been meeting regularly via Zoom and it seems to work quite well.
- Mission and Service – we feel it is very important to keep the congregation informed about M&S through the Minute for Mission videos. Rather than trying to include the Minute for Mission videos during Sunday Virtual Worship people are being encouraged to watch them online. This information is included in Knox Connections.
- Bear Clan – the Bear Clan has an increased number of patrols going out and as a result their need for support is increasing. They are very appreciative of United Churches like Knox in the area and their contributions/help.
- Sobey’s cards - the sale of Sobey’s cards is going quite well. Sharon has been making some deliveries of cards which we appreciate very much. Outreach agreed to allocate \$200 to the Bear Clan from the Sobey’s Cards proceeds.
- Tipi Tour Legacy Project – it was agreed that most of congregational awareness for this initiative would need to be delayed until fall. Craig is going to work with a small Outreach Cttee in the development of a possible message and signage.

Knox Green Team Report to Council for April 21/2020

Unfortunately all of the Green Team events that were scheduled or in the planning stages have been cancelled. Consideration is being given to how an online presentation of some of these events might work. Nothing is planned at this point.

Last week some of the Knox Green Team listened in on a webinar from Faith & the Common Good. It was about "How to Access Your Faith Building's Energy Data." Although it was mostly about work with some churches in Ontario there may be some things that we can use here. One of the resources is a Do-It-Yourself "Faith Building Energy Audit Guide" which we can explore. There is also a program that we might be able to access to track our energy use over the last few years. The Green Team will discuss this at our next meeting.

Although these are not Knox Green Team events they might be of interests to many.

- Sustainable Building Manitoba is teaming up with the Climate Action Team to participate in a week of presentations on environment and climate action from April 20-24th. They are happening daily at noon.

Manitoba Earth Week Online will feature:

- *Monday: The Future is Wild* – Eric Reder, Wilderness Committee
- *Tuesday: Worms and Waste* – Kristen Malec, Green Action Centre
- *Wednesday: Flattening the Climate Curve* – Curt Hull, Climate Change Connection
- *Thursday: Deep Decarbonization* – with Chris Bataille, a Sustainable Building Manitoba Lunch and Learn
- *Friday: Global Climate Strike* – guest Manitoba Youth for Climate Action

You can tune in on our Facebook event which you should be able to access even with out an account. <https://www.facebook.com/events/229695374909737/>

You can [get more information or purchase tickets here for Thursday](#) OR you can tune in for free via Facebook.

The Manitoba Eco-Network invites you to register for "Building Community Climate Resiliency" online event on Wednesday April 29th from 10:00 – 11:30 AM. This event will bring together key organizations and individuals across a range a sectors to learn and share about community climate resiliency in the city of Winnipeg. Please let me know if you do sit in on this as I would like your feedback. You can register at:

https://zoom.us/webinar/register/WN_HQiwshf_S06OrsVs6Y4khg

Submitted by W. Clayton
For the Knox Green Team
April 21/2020

Affirm Committee Report to Council
April 21, 2020

Unfortunately, our May 14 PIE Day Event was cancelled. Sarah Bruer, who was to have been our guest speaker, convened a ZOOM meeting the following Wednesday. About 20 people from Alberta to Ontario participated. Three presenters shared their experiences within the church followed by an interesting discussion. Julie Graham, Regional Staff, is planning to organize another ZOOM session for anyone interested.

Brandon Pride is cancelled.

There is an Affirming Leadership Day being organized by Affirming Connections of Calgary. I have registered for it. Craig has circulated the poster/registration info.

Prairie to Pine Regional Council has created a draft Affirming vision statement to be considered by the Region at their next Annual Meeting. See below.

DRAFT Affirming vision statement in support of the LGBTQI2S+ community Prairie to Pine Regional Council of The United Church of Canada April 2020

Prairie to Pine, a Regional Council of The United Church of Canada, is called to offer an open door, an open heart, an open mind and an open hand.

An open door is evidence of the belief that all people are created in God's image and are unconditionally loved by the Creator.

An open heart follows Jesus' teachings to love one another. We extend that love to all, inclusive of their ability, age, ethnicity, gender, gender identity, race, sexual orientation, socio-economic status or any other human division.

An open mind calls us to continue working for justice, dignity, and the full inclusion of everyone in all aspects of the church community and society.

An open hand is a symbol of our work towards reconciliation as Indigenous and Non-Indigenous peoples, and our call to live into the intercultural global community.

We recognize the unique and diverse Communities of Faith and recognize we are at varying levels of development and capacities.

Respectfully submitted.
Laura Crookshanks