



Resource Manual

RENTALS

SHARING OF EQUIPMENT

Policy The members of Knox United Church welcome the opportunity to serve our community by sharing items of our property for purposes outside of our church, while maintaining a sense of stewardship in watching over it. Such property may include the loaning of dishes to another church hosting a conference, of youth choir gowns for a school play, of chairs from the choir room as vintage furniture, of tablecloths for an anniversary or wedding, of carpeted risers for a school concert and of chairs and/or tables.

Procedure The borrower(s) will complete the corresponding form in the Log Book (kept in the church office) when borrowing and returning items. Anyone wishing to borrow property belonging to the U.C.W. will negotiate directly with the president who will, in turn, communicate her permission to the office secretary. Any current Leadership Team member may give permission to borrow other church items using their discretion that the item will not inconvenience any church activity. They will ensure that the office secretary is aware of this decision in order that the correct procedure can be followed. The item(s) may be borrowed overnight or for a maximum of one week depending upon the need.

SHARING OF EQUIPMENT REQUEST FORM

Item(s) Being Borrowed

Reason for Borrowing Item(s)

Location

Date(s) Required

Signature of Borrower _____

Date _____

Telephone _____

Approved by _____

Date Returned _____

Signature of Borrower _____

RENTAL OF FACILITY

Policy Knox has several areas in the Sanctuary and Lower Hall that are available for rental to members of the congregation and of the community. The Sanctuary has a capacity of 400 people. On this same level, the Narthex is available for small meetings between six to ten people. The Lower Hall is appropriate for dinners, workshops, conferences, birthday parties, etc. The main room can comfortably seat 100 people (tables, chairs, piano). Within the Lower Hall space, there is a separate meeting room with a large table that can seat up to ten people, as well as a private lounge with seating for twelve people. Knox has a fully equipped kitchen with a dishwasher.

It is the responsibility of the renter to ensure that occupancy is restricted to the limit posted. Occupancy will include all involved in the performance or meeting, etc. - the audience, the participants and/or the performers.

There is no cleaning fee charged when renting at Knox; however, it is expected that the area being rented is left in its original state. If not, it may be necessary to charge a cleaning fee.

When an unforeseen need of the congregation arises (eg. funeral), please be advised that it may be necessary to change and/or alter all facility-use plans.

Knox's Ecclesiastical Insurance through Standard Insurance Brokers, Ltd. will cover all Knox activities and/or meetings that fit within its Mission. All other organizations, groups and/or people may be required to provide proof of insurance.

Procedure All facility rentals are scheduled and booked **only** through the Church Secretary. Persons interested in renting a space, can view the Knox calendar on Knox's website - www.knoxunitedkenora.ca. Click on "About Knox United" and then "Knox Calendar" to determine room availability. Contact the Church Secretary who will book the space for you.

All rentals shall follow a set fee schedule. The fee schedule is set by Leadership Team and reviewed annually in the fall. If a rental request is ambiguous as to how it fits within Knox's mission, the Church Secretary will contact the Leadership Team Chair to determine if the request should be approved by Leadership Team. The Church Secretary will contact the organization regarding the final decision.

When booking a space, proof of insurance may be required. The booking will be in pending status until it is provided. Once provided, the booking will be confirmed by the Church Secretary. For all activities involving vulnerable persons, the procedure for Knox's Faithful Footsteps must be strictly followed. A Knox matrix* (see Duty of Care Policy) may need to be used to determine the level of risk of an activity and the supports for and/or changes that may need to occur.

Fee Rental Schedule		
Sanctuary		\$300
Narthex		\$40
Lower Hall	Half Day	\$60
	All Day	\$100
Choir Room	Half Day	\$40
	All day	\$75
Lounge	Half Day	\$40
	All day	\$75
Kitchen	Per event	\$125
Caretaker Fee	Chairs & Tables (set up)	\$25
Hourly Rate		\$15

For small meeting groups of fewer than 12 people that meet monthly, the charge will be half of the room rate for each meeting.

There is no charge for funerals for members or adherents of Knox. For all other funerals, the fee will follow the rental schedule.

Special Rates have been set for Non-profit Organizations that rent Knox facilities on a regular/ yearly basis:

1. Lake of the Woods Concert Series - Rental of Sanctuary - \$250 per night with use of choir room and lower hall.
2. Kenora District of the Festival of the Arts - Rental of Sanctuary and year-round locked storage - \$1500 for the festival events and Hi-lites.
3. G-Clef Choir - Donation of \$300 per performance for use of Sanctuary, choir room and Lower Hall.

There is no fee for rental:

1. For a Knox Committee, Leadership Team, Interest Group, UCW, Messy Church, Youth Group Hearts of Knox, Knox choir and others as determined.
2. By Knox members and adherents hosting an Outreach function for a community organization. There is a \$25 caretaker fees if tables and chairs are required.
3. For a personal event by Knox members and adherents. There is a \$25 caretaker fees if tables and chairs are required.
4. Good Works or Outreach function by community members or organizations. There is a \$50 fee for the room.
5. For student recitals in the Sanctuary hosted by music teachers who hold practices at Knox, there is no fee. For all other music teachers, there is a minimum charge of \$50.00.

Community organizations will pay 100% of the rental charge.

GUIDELINES FOR RENTAL OF FACILITY BY OUTSIDE GROUPS

Knox United Church receives requests to host events and meetings of a wide variety and number of groups. We are pleased to host such events and with having an active building, we take many efforts to manage it with care. When planning to use Knox space, you will need to be aware of our following policies.

1. The Sanctuary space needs to be respected as a place of worship.
2. Knox is a non-smoking, non-vaping, alcohol-free facility. If someone wishes to smoke or vape, he/she must stand outside at least twenty feet away from any of the three exits.
3. When an unforeseen need of the congregation arises (eg. funeral), please be advised that all facility-use plans become subject to alterations.
4. Once the meeting or activity begins, all doors to the facility must be locked. At the end of the event after everyone has left, a check to make sure that all three doors are secured is mandatory.
5. A \$20 deposit for the key shall be collected when the key is assigned and the rental policy is signed. The deposit will be returned upon return of the key.
6. All activity must be limited to the area being rented.
7. If the rental space kitchen is part of the rental agreement, it must be left clean with the dishes washed and put away, sinks cleaned and countertops wiped. Instructions for use of the dishwasher will be given when the rental policy is signed.
8. Out of respect for other people who may be using the facility at the same time, it is requested that noise be kept to an acceptable level.
9. Proof of insurance coverage may be required when requesting a rental.
10. Activities may be assessed according to their level of risk using a Knox Risk Matrix (Resource Manual).
11. Knox is accessible on all building levels via an elevator. An accessible washroom is located on the Sanctuary level next to the Nursery. Wheelchair seating is recommended in the two rows with chairs rather than pews.
12. The Church Office and Sanctuary equipment is not available for use.
13. Many events hosted at Knox require rehearsal or set up time. This time needs to be included within your booking arrangement.
14. No form of gambling is allowed: this includes raffles and lotteries. Gratuitous door prizes are an exception.
15. Special effects such as smoke-making machines are not allowed on the premises.
16. If serving food in the Lower Hall, all garbage must be taken away or tagged with your own bag tags.
17. All Knox spaces must be returned to the state in which they were found, including furniture, equipment, liturgical items (season decorations).
18. All renters are responsible for ensuring that room occupancy including the audience, participants and/or performers does not exceed the limit as posted.
19. Please refer to Knox's Statement of ECO Practice (attached & posted in the kitchen) for recommended procedures.

I understand and agree to the terms of Knox's Rental Policy.

Signature of Renter _____

Date _____

DISTRIBUTION OF KEYS

Policy All keys to Knox United Church will be distributed based on the need for access to different areas of the building in order to do work relating to the activities at Knox. Eight keys to the Church office will be limited to the Secretary, the Minister, the Music Director, the Congregational Designated Ministers (3), the Finance and Stewardship Representative and the Pantry Coordinator. The key to the Minister's office will be available only to the Minister and the Church Secretary.

A key to KDSB Hub and Knox must be in a locked box on the Second Street outside wall.

Forty keys will be available for the Custodian (1), Church Secretary (1), Minister (1), Chair of Leadership Team (1), Finance and Stewardship (2), designated Property members (4), Organist and Choir Leader (2), U.C.W. members (3), Congregational Designated Ministers (3), Pantry (1) House Group Coordinator (1), House Group Leader (1 - returned at the end of the month), Lake of the Woods Concert Series and Festival of the Arts (2), Powerpoint Assistant (1), Renter Keys (4 - returned when the contract is up) , piano tuner (1), Instrumental or Vocal Students (2 - to be returned after the practice), Fire Safety Person (1) and People requiring Accessible Door (8).

Procedure All keys will be distributed and accounted for by the Church Secretary. If the Secretary is absent, the Minister may issue or receive a key. A record will be kept by the Secretary for the number of keys issued for the Church and offices. Extra keys will be kept in a secure place and only will be distributed to those people who are authorized to have keys. Each person receiving a key will be asked to sign the Key Distribution Form in the Log Book when signing out and returning a key. If the key is not returned, the Church Secretary will be responsible for requesting the return of the key. When the need for the key is met, it must be returned and not given to another person without permission and completion of the required form. No copy of any key can be made except by the Secretary. The Minister may approve a special key request and that decision will be communicated to the Secretary.

All user groups must follow the procedure as outlined with some further exceptions. When picking up the building key and signing the Key Distribution Form, the user group will be required to give a \$20.00 deposit which will be reimbursed with the return of the key. The user group must notify the office in advance of picking up the assigned key. The key must be returned no later than 11:30 a.m. on the next business day following the event. Only one key will be given to a user group and that key cannot be given to an unassigned person. The person signing out the key is responsible per the rental agreement. No copy of any key can be made.

KEY DISTRIBUTION FORM

Event _____

Location _____

User Group _____

Authorized Person _____

Date(s) _____

Deposit Received _____

Signature

In receiving this key, I understand that no copy is to be made and that this key is to be returned to the Church Secretary for re-distribution.

Date _____

Date Returned _____

Initials _____

Deposit Returned _____

KNOX'S STATEMENT OF ECO PRACTICE

At Knox, we strive to be environmentally conscious and we encourage you to follow the recommendations below.

1. No bottled water. Glasses and pitchers are available in the kitchen.
2. No disposable dishes, cups or cutlery.
3. Recycle in the appropriate bins found in the kitchen.
4. Compost all unwanted food scraps except meat in compost pail in the kitchen.
5. Please bring your supplies in reuseable bags or boxes.
6. When leaving, please turn off the lights.
7. We encourage a scent-free environment for events.

RECOMMENDED ECO-FRIENDLY PRACTICES

The United Church of Canada affirms that "we are called by God to live in harmony with all of creation. A Stewardship commitment to care for the earth requires us to be aware of the present and impending threats to our environment and to take action to preserve the integrity of creation". (1990 General Council, social policy position on global warming)

Following the United Church of Canada's position, Knox always has been committed to encouraging and to following environmentally conscious practices. The ECO Interest Group welcomes new members with an interest in promoting and exploring best practices. On a community level, there are many members from Knox participating in the Climate Action, Kenora Group.

Knox has an extensive recycling program with blue boxes for paper throughout the church. The bins for all types of recyclable items are in the kitchen along with compost buckets. The office secretary will put out the blue box for collection and anyone in the congregation is welcome to take a bucket of compost home to their compost bins.

No plastic bottles of water are to be brought into Knox. There are glasses and pitchers for water in the kitchen. When space is being rented at Knox, the office secretary will stress this recommendation with renters.

When food is being served, no disposable plates, cutlery, cups or containers are to be used. The kitchen is fully equipped for cooking and serving meals.

A member of the ECO Interest Group will work with the church custodian to find effective environmentally friendly, disinfecting products. Such surfaces as door handles and knobs, light switches and railings will be disinfected during every cleaning. In times of flu outbreaks, illnesses, etc., there may be a need for enhanced disinfecting.

There are many post-consumer paper products which can be purchased by the office secretary. These may include Cascade toilet paper and paper towels from Home Hardware, serviettes from Staples and photocopy paper from Wilson's.

Only Fair Trade coffee and tea is to be served. The office secretary will purchase all coffee and tea using the House Group Coffee Fund money.

Please use reusable shopping bags or boxes and do not leave any plastic bags at Knox. A Hearts of Knox quilter has made large bags to carry home quilts and handmade shopping bags and produce bags are available for sale.

If you use dishcloths or tea towels, please take them home to be washed.

At each sink in the building (four bathrooms and one sink dedicated to hand washing in the kitchen) there will be a refillable, scent-free soap dispenser and paper towels. As well, a hand washing poster from the Northwestern Health Unit will be posted at each sink.

Knox is a large building with many different areas and it is important to remember to turn off lights when you are leaving one of these areas even though there still may be other people in the building.

Knox has been declared a scent-free environment (2019) by Leadership Team due to serious scent allergies by many of its members and the building is posted as such. Renters will be made aware of this policy by the office secretary when signing the rental agreement.

No pesticides are to be used by anyone on the lawn or gardens of Knox.

EMERGENCY PLAN

Preamble From time to time, Kenora may be faced with an emergency situation. This emergency may be health related such as a serious outbreak of disease or a pandemic or a physical or “natural” disaster such as a forest fire or tornado. As Christians, we are to face such emergencies with trust in God and compassion and concern for people.

As members of a Christian faith community, we share Christ’s compassion within Knox and the wider community by being well prepared and well informed. In doing so, we minimize the impact of the disaster including reducing the potential spread of disease, thereby, enabling our community to return to a sense of normalcy as soon as possible. Our minister offers public reassurance through “the sacrament of presence” and being seen to be present.

Recommended Procedures The Minister, in collaboration with Leadership Team and a representative of the Worship Interest Group, will provide information to the congregation on an ongoing and timely basis. The Minister will serve as the link to the Prairie to Pine Regional Council and Knox congregation for any necessary communications during the emergency.

1. Fan-Out List - If there is no Neighbourhood Contact Coordinator, a fan-out list with telephone trees, e-mail lists, etc. of the congregation may be developed and updated by the Chair of Leadership Team in collaboration with the Church Secretary, House Group Leaders and the Visitation Interest Group. It may be used to augment the Knox newsletter for keeping everyone informed and connected. It may be kept in the church office and updated by the Church Secretary.

2. Preparation and Training - To prepare and train in the event that an emergency should occur, the following points may be considered:

- Periodically offer sessions on disaster and emergencies training with experienced members of the congregation;
- Work in cooperation with the local Ministry of Health, local Health Unit and/or emergency services to establish best practices;
- Network with local health unit, welfare, safety networks, funeral directors, and other service providers. Ensure contact details for these service providers are held by the Church Secretary, Minister and Chair of Leadership Team, and;
- Be aware of local information and peculiarities, e.g. water supplies, etc. When water is not safe to drink, each sink in the building will be posted with a boil water advisory.

3. Human Resources Leadership Plan

In the event that Leadership Team meetings cannot meet face-to-face, online meetings will be scheduled and decisions also may be made through e-mail communications. The congregation will be informed of any necessary decisions through ConneXions and/or mailed letters.

At the annual retreat in August, the Leadership Chair, Treasurer and authorized ADP person will name a back-up person in case they are absent in the event of an emergency. Knox's Governance Document outlines the procedure to be followed in the event an emergency decision needs to be made and not all members of Leadership Team are available. The Ministry and Personnel Committee will ensure that there are people named to assume the roles of the Minister, Office Secretary and Custodian in their absences and will ensure that this information is provided to the Worship Interest Group and Leadership Team. These names may be passed on to the congregation as needed.

The Minister shall have a hard and soft copy of the congregational roll and contact information.

In the event that the church must be closed to the public, the Minister will continue to function in that role and the Office Secretary will work from home. Depending on the activity which may continue in the building, the custodian may or may not be furloughed.

The roles of the Minister and Visitation Interest Group Chair will continue to be crucial as pastoral supports for the congregation. The House Group Coordinator will ensure that House Group Leaders contact and support the members of their House Groups during the emergency. Lay people may be identified by the Minister and/or Chair of Visitation Interest Group to provide telephone support and prayer for those who are fearful or otherwise distressed.

4. Liturgical and Sacramental Support

In some instances, it may not be possible to hold worship gatherings. In the event this occurs, it is important to uphold the community together in prayer through online gatherings or lay leaders. It also will be essential that alternative options for worship are planned in cooperation with the Minister, Congregational Designated Ministers, Organist, Choir Director and Worship Interest Group.

The Minister and members of the Worship Interest Group will be aware of local health protocols and will be prepared to follow the direction of the local Health Unit and Ministry of Health. Clergy will be prepared to lead funeral services that are ecumenical and/or multi-faith, as appropriate. Where the health emergency is severe, for people to mourn and to remember, it may be necessary to hold memorial services either through an Online Meeting Platform or during the post-emergency period.

5. Community of Faith Guidelines for Health-Related Situations

From time to time, congregational activities may be impacted by health-related concerns. This may be triggered by a specific emergency or warnings from public health, but it may also come from the Minister and/or the Chair of Leadership Team.

For further information regarding the various activities and the timelines for education and/or implementation, please refer to the Table (pages 13 & 14) in The United Church of Canada Emergency Plan Manual. The information outlined is specific to the World Health Organization.

6. Recommended General Practices

Respiratory or droplet infections are generally spread through direct contact – hand to hand, or by droplets during episodes of talking, coughing and sneezing. Risks include, but are not limited to:

- hugging or shaking hands during or after the service;
- not practising safe coughing or sneezing etiquette;
- passing of the peace by physical contact;
- receiving communion, especially with a common cup;
- providing nursery and children's toys that are not sanitized;
- having Sunday School and children's activities;
- hosting coffee hour and social times, and;
- visiting hospitals, retirement homes, nursing homes, and people who are unable to leave their homes.

Keeping these points in mind, the following practices are guidelines that may or may not be in place on a regular basis but are practices to be followed during a health-related emergency.

a) Hand Washing and Physical Distancing are two important practices available to us to prevent the spread of infection. At each bathroom sink and one sink in the kitchen dedicated to hand washing, the custodian will ensure that there are refillable soap dispensers with scent-free soap and paper towels. A hand washing poster from the local Health Unit will be posted above each sink. Each bathroom will be posted with a sign informing users that it is not being sanitized after each use and people should use a clean paper towel to turn off taps and open the door. The waste baskets will be located just outside the bathroom.

b) Hand Sanitizing is the next best alternative when hand washing is not possible. The custodian will ensure that there is sufficient alcohol-based hand sanitizers (with DIN 8-digit number) at a safe level away from children at each of the three entrances, the elevator in the Lower Hall and in the Narthex and balcony. Instead of greeting people with a handshake or a hug, alternative ways by which one would be most comfortable will be suggested.

c) Passing of the Peace is a high risk activity especially during winter flu and cold seasons. Alternative ways to pass the Peace should be considered and announced by the Minister – a peace sign, smile, wave or nods are examples to avoid hand shakes and/or hugs.

d) When celebrating **Communion**, the common cup and loaf are important symbols in our liturgy of sharing in the life of Christ. However, when the spread of disease is increased by close contact or by sharing common elements, there may be concerns over the use of a common cup and loaf.

Following are suggested guidelines for the celebration of communion for each of the elements that we may choose to follow; however, Public Health Guidelines must be followed as applicable.

1. While the common cup continues to be an integral part of communion in many communities of faith, consider these points when planning for communion:

a) Intinction is not a safe alternative and should be discouraged as well as individuals cups (Fingertips touching the juice and other cups and/or serving plate is unavoidable.);

b) A server may use tongs to give out individual grapes to each person, and;

c) Consider covering the elements either with a cloth or supplied covers (for individual serving trays).

2. A common loaf is also a traditional part of communion. Having the loaf as well as an alternative may be a means of addressing concerns about the sharing of common elements. We may use the following practice:

a) Use only individual cubes of bread. The Communion servers will use tongs to place one in the person's hand.

3. In the event that sharing communion is considered too high risk and should not be served, continue to have the elements – loaf and common cup – visible on the communion table.

e) **The Sunday School and Nursery Programs** require strict hygiene practices and will be monitored by the Youth and Young Families Worker who will ensure that there are waste receptacles and tissues in the Godly Play room, and washable or disposable baby supplies in the nursery. If a snack is served, it is essential to supervise children as they wash their hands. After each session, the tables and washable surfaces will be cleaned with soap and water. The toys will be washed on a weekly basis. Any soft toy that cannot be sanitized or creative art materials such as play dough or clay will be removed. If a child puts a toy into their mouth, it will be set aside in a basin to be disinfected after the session. It is recommended that diapers be changed only in the accessible bathroom in the nursery hall.

f) **For Coffee Time and Potluck Suppers**, designated servers from the House Groups will serve the coffee and tea to avoid people using the same utensil to serve food. The House Group server will use tongs to give out the cookies, etc.

g) **Pastoral Care Visits** When the Minister or members of the Visitation Interest Group are going on pastoral care visits, healthy hygiene procedures are practised for each visit.

7. **Protocols to be followed During a Pandemic**

According to the Ministry of Health, Knox is a public building when it is open to the public and is, then, subject to all government and local Health Unit requirements. The safety of everyone in our congregation is an utmost priority: if we close, we will not return to "business as usual" until we are comfortable to worship in person and with the recommended protocols outlined below in place.

1. There will be House Group Greeters wearing masks at the sanctuary and elevator accessible doors to greet people in a safe manner, to screen, to acquire names of the attendees and their locating information and to provide information about entry and/or exiting and seating arrangements in the sanctuary.
2. Using a checklist as outlined by the Ministry of Health, the House Group Greeters will screen all individuals, including children, before they enter the church. Anyone experiencing a symptom will be asked to return when they are well and/or symptom free. Each entrance, the Narthex and the Lower Hall will be posted with this screening information.
3. The House Group Greeters will record the names and locating information of each person attending services or events. Their locating information will be used to help support contact tracing in the event of an outbreak.
4. When entering the building, people, not in the same social or family circle, should maintain a distance of six feet at all times. It may be helpful to mark areas in six-foot intervals.

5. When masks have been mandated by the local Health Unit, they must be worn at all times by anyone who is able.
6. Alternate pews will be blocked off and people will sit physically distant from others who are not in their social or family circle.
7. At the end of the service, people sitting in the back pews will exit first maintaining a safe physical distance.
8. Alternatives to shaking hands and/or hugging such as standing in place and making eye contact, giving a wave or peace sign for passing of the Peace will be suggested by the Minister.
9. Hymn books and Bibles will be removed from the pews and the words will be on the screens. Hymns should be pre-recorded so that no live singing is occurring. Humming perhaps. There will not be a live choir in Sunday Worship until it is deemed safe to be able to sing in a group.
10. The Minister will remain physically distant in the chancel and will not need to wear a mask as long as no one is sitting on the front pews. If a person is reading scripture or giving an announcement, they will sanitize their hands before touching the lectern, a separate one from the minister's, and re-sanitize before leaving the chancel. The lectern and microphone will be sanitized at the end of the service.
11. There will be no communion, coffee times or pot luck suppers until it is absolutely safe to do so and the protocol described under Recommended General Practices may be followed.
12. There will be no Godly Play or nursery program until deemed safe to resume. If a child does enter either of these rooms, an adult must ensure that surfaces are wiped down. A sign will be posted reminding adults of this precaution.
13. Limited use of the bathrooms will be encouraged; however, each bathroom will be posted with a hand washing sign and sanitization protocol.
14. The Minister, Office Secretary and Custodian will be provided with the necessary PPE, sanitizers and sanitizing cleaners.
15. The Ministry and Personnel Committee will provide the necessary training for the strict disinfecting and cleaning protocol with the Custodian.
16. If it became necessary to close the church during a pandemic, the Minister, Secretary and custodian will return to their offices when they feel they would be comfortable and when M&P deems it to be safe.
17. Once the church is deemed to be prepared to welcome the public again and upon approval by Leadership Team, small groups may be able to meet depending on the type of activity and the number of people attending. Local Health Unit protocols must be followed which will include hand sanitizing, physical distancing, the wearing of a mask or face covering and number of attendees. No concerts with group singing will be permitted unless it is deemed to be safe by the local Health Unit.
18. A wedding may be held if it fits into the guidelines set out by the Ministry of Health and the local Health Unit.
19. In the event of a funeral, the number of people able to attend will be mandated by the Province of Ontario and protocols will be established by the funeral home and/or Knox.
20. Offering plates will not be passed but offering may be deposited into a Knox box by the contributor.
21. The Chair of Leadership Team will send out a series of communications to the congregation to inform them of the protocols to be followed before the first live service takes place.
22. A sign-in sheet with the person's name, locating information and time of entering and exiting during the week will be put at each of the three entrances.

MANDATORY USE OF MASK OR FACE COVERING WITHIN KNOX UNITED CHURCH, KENORA

1. Beginning August 17, 2020, all employees, visitors and members of the congregation are required to wear a mask or face covering when Knox United Church is unlocked and accessible to the public. The mask or face covering must fully cover the nose, mouth and chin without gaps.
 - a) The following persons are exempt from the requirement to wear a mask or face covering:
 - i) Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
 - ii) Persons who cannot safely wear a mask or face covering because of medical conditions such as breathing difficulties, hearing or communication difficulties;
 - iii) Persons who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the Accessibility for Ontarions with Disabilities Act (AODA) or who have protections under the Ontario Human Rights Code, R.S.O. 1990, c.H, 19, as amended, and;
 - iv) The Minister, Office Secretary, Custodian or a volunteer when the building is locked and members of the public are not present.
 - b) Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i) Consuming food, drink or communion, and;
 - ii) For any emergency or medical purpose.
2. This policy will be implemented and enforced in "good faith" to primarily educate people on masks and face coverings and to promote their use in enclosed public spaces.
3. Persons with exemptions listed under 1 a) are not required to show proof of exemption.
4. Signs about the requirement to wear face masks or face coverings shall be posted at all public entrances. Alcohol-based hand sanitizer will also be made available at all entrances and exits for persons entering or exiting.
5. Employees will be trained on the policy by a member of the Ministry and Personnel Committee including:
 - a) How and when to provide verbal reminders of the masking requirement to persons entering the premises without a face mask or covering, and those who remove their mask or face covering for an extended period of time;
 - b) Where and how to properly wear a mask or face covering;
 - c) How to respond to members of the public who do not have a mask or face covering;
 - d) Where people can get more information about the policy, and;
 - e) How to handle a member of the public who becomes aggressive about the requirement to wear a mask.
6. A copy of this policy will be placed in the Lower Hall and will be made available on request to a public health inspector or other person authorized to enforce the Reopening Ontario Act Ontario Regulation 364/20.

SANITIZING AND CLEANING PROTOCOL

For cleaning and disinfecting, at all times, the use of a cleaner that is scent-free and ECO-Friendly, and has an DIN 8-digit number is mandatory. It is important that the expiry date be checked routinely and the manufacturer's instructions be followed carefully.

It is essential that regular cleaning and sanitizing occur; however, after times when the building has been used, extra care may need to be given to the areas where the people gathered. Surfaces that are frequently touched with hands are most likely to be contaminated and will need to be disinfected. These surfaces include doorknobs, handles and bars, elevator buttons, light switches, toilet handles, soap/sanitizer dispensers, pew backs, seats, and arm rests, counters, hand rails, touch screen surfaces and keypads. It is not possible to clean bathrooms after each use during an event; therefore, each bathroom must be posted as such. It is highly recommended that shared spaces such as the kitchen and bathrooms be cleaned more frequently.

If gloves are used when cleaning, hands must be washed or sanitized with an approved sanitizer after removal.

Use damp cleaning methods such as damp cloths or wet mop. Do not dry dust or sweep which can distribute virus droplets into the air. Use of a vacuum with Hepa filter is permitted.

Contaminated cleaning items will be washed using regular detergent and hot water.

SPECIAL GIFTS' FUNDS

Besides contributions through church offerings and PAR, there are a number of ways a person may contribute to the life and work of Knox. The Financial Handbook for Congregations (2017) UCC Manual (Section 5) provides extensive details on such givings.

1 **Bequest Fund** - Legacy or Planned Giving is a way of investing in the future of the church and its programs. The most common legacy gift to the church is a Bequest. At Knox, the Bequest Fund is used to enhance the work of the church. It is managed by the Trustees' Committee and may be invested with interest and/or interest and principle supporting aspects of the church beyond the day-to-day operations. Requests to spend money from the Bequest Fund must be approved by the congregation at a duly, called congregational meeting or at the Annual Meeting.

2 **In Memoriam Fund** - This fund is comprised of the donations given in memory of a person who has passed away. The In Memoriam Fund is a short term fund that supports worship, outreach, education and building. Requests to spend money from the In Memoriam Fund must be approved by the congregation at a duly, called congregational meeting or at the Annual Meeting.

It is the role of the Chair of the Trustees' Committee to keep a record of the decisions to spend money from the above two funds and to track the spending of these moneys. Donors to either the Bequest or In Memoriam Fund may request the money be designated to a specific fund or project. Such gifts must be treated as a Trust and it is the role of Leadership Team to ensure the money is being applied for that purpose; however, in order to be accepted as a designated gift, its proposed purpose must be approved by Leadership Team.

3 **Discretionary Funds** - There are two Discretionary Funds at Knox.

The **Benevolent Fund** is used, in times of need, to support members and adherents of the Knox Congregation and the broader surrounding Kenora community. Assistance generally should be limited to unique, one time, short term help, rather than long term or ongoing financial support. The Fund is not intended to duplicate other social assistance or funds that may be available in the community. It is intended, in part, to provide a small measure of financial help to avoid a deeper problem or consequence. The Fund is not intended to be used to provide ongoing private benevolence.

Money for this Fund is raised, for the most part, through individual contributions. Subject to approval at the Annual Meeting, the budget will include funds sufficient to maintain a minimal annual opening balance of \$1000. At the Annual Meeting, the congregation may choose to reconsider this amount. Contributions should be made to the Fund itself, never to directly assist specific individuals or families. Then donors are issued a tax receipt.

As per UCC policy, the minister will consider each request and disperse funds. In the absence of a minister (staff vacancy, leave, illness, etc.), Leadership Team may appoint an individual to assume this role. The minister or designate is responsible to follow all guidelines including those of the Canadian Revenue Agency. Receipts and disbursements must be reported in the Knox Annual Report and on the T3010 Registered Charity Information return. These reports will not name those who have received assistance from this fund. The minister or designate must, however, maintain a confidential file which includes recipients' names and the amounts given.

The **Pantry Fund**, another Designated Fund, is used to purchase food items and/or gift certificates to augment tinned and packaged goods donated by the congregation and other supporters. Distribution of food items primarily will be through family food hampers and will be facilitated by the Pantry Outreach Interest Group. Recipients, deemed to be in need, will come from a variety of agencies and from personal referrals to this Interest Group. The number of food hampers packed and distributed will vary from year to year dependent on the funds and goods donated. The church secretary may distribute food in conjunction with the Pantry Outreach Interest Group to people requesting help. Money for this Discretionary Fund comes from donations. Since it is a designated fund, a recording of these donations must be kept by the Treasurer.

A pamphlet outlining the ways to contribute to Knox should be created by Finance and Stewardship Interest Group.

DUTY OF CARE

SERIOUS OCCURRENCE

INCIDENT REPORT (INJURY)

Policy In keeping with insurance expectations, whenever a person is injured on or by church property, an Incident Report Form (Injury) must be completed. This policy will apply to all groups using the church and its property. The Secretary will ensure that all outside groups using the church are aware of this policy.

Procedure The Incident Report Form (Injury) found in the Log Book in the church office will be completed immediately following the injury of a person or persons by the person in charge of the group and/or event. During a Church function, funeral, wedding or concert, those persons should be the Duty Elders. This policy will apply to all youth activities taking place off church property. In the event that a child is hurt but not seriously, the parent(s) or guardian(s) shall be informed. The Chair of the Leadership Team will be informed immediately and will pass the Incident Report Form (Injury) to the Board of Trustees as soon as possible. Depending upon the nature of the incident, the Chair may discuss it with the Leadership Team in order to make recommendations or changes that would avoid a reoccurrence.

The Board of Trustees will take the following action:

1. determine which Trustee will be the broker and adjuster contact;
2. deliver a copy of the Incident Report Form (Injury) to the insurance broker;
3. confirm the date and time to meet with the insurance adjuster;
4. give a copy of the Incident Report Form to the adjuster;
5. make any required police report and secure a record copy;
6. determine if any hazard needs to be rectified;
7. undertake any rectifying action recommended by the adjuster;
8. clarify with the adjuster that no settlements are to be offered or made without
9. consent or approval of the Trustees;
10. consider the name of a legal firm and/or solicitor in case independent legal advice
11. becomes necessary;
12. confirm if any deductible will be required;
13. if there is a need, and depending upon the amount, plan arrangements and timelines
14. required to access investment monies;
15. determine if changes need to be made to Knox Policies and Procedures Manual, and if so;
16. advise the Leadership Team of the appropriate changes.

INCIDENT REPORT (INJURY) FORM

Date _____ Time _____

Location _____

Description of Incident _____

911 / Doctor / Ambulance / Police

Called by _____

Phoned at _____ (time)

Help Arrived at _____ (time)

Injured Person(s) (Name - Address - Phone Number)

Witness(es) (Name - Address - Phone Number)

Medical Attention Given (Doctor / Ambulance / Police / Others)

Other Details

Signature (Person Making Report) _____

Date _____

INTEREST GROUPS

Policy As mandated by the United Church of Canada, Knox has two committees - Trustees and Ministry and Personnel. The Leadership Team may appoint Ad Hoc committees or task groups as necessary to carry out the work of Knox. All other activities of church life may be formed out of interest into Interest Groups.

Procedure

KNOX INTEREST GROUP REPORT/APPLICATION
(Please find below a copy of Knox's Mission Statement)

Name of Group _____

Name of Coordinator/Reporter _____

Members _____

Reporting Period - September

When do/will you meet? _____

Where do/will you meet? _____

Purpose/Goals of the Interest Group? Do they link with and/or support Knox's Mission Statement? _____

Budget Needs or Requirements - Please attach your budget for the next calendar year.

Key Activities for the Calendar Year or Planned Activities - With what part of the Mission Statement do they link? _____

Opportunities for the Future - Do they link with and support Knox's Mission Statement? What strategic goal do they support? _____

Challenges or Issues Impacting the Group - _____

The family of Knox will achieve its vision by...

Welcoming absolutely

Accepting compassionately

Celebrating the Holy

Nurturing **faith**

Seeking **justice**

Laughing & singing joyfully

Reaching out **bravely**

Loving **unconditionally**

Respecting God's creation

Living our faith **courageously**

...reflecting the life & teachings of

Jesus.

a place to be

a place to belong

a place to become

HOUSE GROUPS

Policy As part of the restructuring at Knox United Church, all households identified through Neighbourhood Contact are being assigned to a House Group. The changes are being made for many reasons – to offer the opportunity to serve Knox for specific and short-terms ways, to help people to get to know each other better, to encourage new ideas, to respond to an increasing need and to have fun. An elected House Group Coordinator with a three-year term will oversee these groups.

Procedure The responsibilities of the House Group Leaders and members are outlined in detail below.

Responsibilities of House Group Leaders

1. Contact your House Group Members. The best way for this to happen is to plan a face-to-face meeting. Announce your meeting from the pulpit ahead of time and include printed information in the bulletin. A “gathering” pulls together the more active participants as well as some new folk and creates a sense of enthusiasm and confidence for the month ahead. Take time for introductions. Phone those who have not attended your face-to-face meeting. Each House Group has a budget for a House Group mailing. Some people on your list will be unable to participate or will not want to participate. It is valuable to simply make contact with people through a phone call or letter. If, in a phone call, it sounds like someone is quite uninvolved, you could invite him/her to an upcoming event or special service. You could ask them if they have questions about the life and work of Knox. You could ask them if they are receiving Opportunity Knox. If they seem disinterested, ask if they want to continue to receive the newsletter or Knox mailings or be taken off our contact list. If a person wants to be taken off our list, contact the Church Office as well as the Minister because if they are members, a further contact will need to be made regarding continuing membership. If you sense that your contact is ill or burdened in some way, you may ask if they would like to have a visit from the minister. If so, let them know as soon as possible. Invite people to participate, help them to feel connected and welcome and encourage but don't insist that they must do something.
2. Organize people to fulfill the monthly responsibilities. Planning should begin a month ahead of time. The House Group Leader is not expected to do the tasks: you are to organize your House of volunteers. If someone gets sick and cannot fulfill his/her volunteer responsibility, s/he could ask another member of the House to fill in or s/he should contact a House Group Leader. The names of the people offering their time for tasks should be printed in the bulletin on a weekly basis.
3. Find another person(s) to be House Group Leader(s) for the next year. House Group Leadership will be self generating. Your term of office is up to you. One way of working this out may be to have two House Group Leaders with one rotating off each year so that there is always one “new” and one “experienced” leader.
4. During the different months of service, there may be some special considerations. The December Group will have Christmas Eve Services and will need to assign Duty Elders for the G Clef Christmas Concert. If January 1st is a Sunday, try to arrange for the usual people but let the Minister know of the “gaps” so that adjustments can be made. Duty Elders and ushers are needed for the March or April Good Friday service. Two Duty Elders are needed for the Festival Hi-Lights concert in April.

A Duty Elder is needed for weddings. The organization of Duty Elders for funerals is not the responsibility of House Groups but we hope that you will discuss this need with your membership so that some people could offer their time by putting their name on the Knox Funeral Duty Elder list held with the Church Secretary.

5. Prior to your month, contact the Church Secretary to confirm the need for Duty Elders or ushers for special services and Knox hosted events.

House Group Members' Responsibilities:

1. Fold bulletin if necessary.
2. Duty Elder on Sunday morning.
3. Greet or usher.
4. Read scripture.
 - read "Minute for Mission"
 - light the Christ Candle
 - serve communion
 - host refreshments following worship
 - supply cookies
 - Duty Elder for Knox or community events
 - supply names for the funeral Duty Elder list

A House Group also might:

- decorate the bulletin boards with a seasonal theme
- organize a "Muffins for Mission" sale
- offer to do something on the Property or caretaker's "to do" list
- plan a social gathering, ie: a pot luck supper
- send a card to someone who has been bereaved
- send a card to say 'hi' to someone in your House who is shut in
- think of a way to get to know the children and youth on your list
- say 'thank you' to someone at Knox
- send your news to Opportunity Knox
- offer to provide snacks for a Youth Group activity
- assist the caretaker with snow removal
- in the spring, clean up the debris on our church property
- drive someone to church

*******two House Groups may wish to work together on a special project

House Group Sunday Morning Tasks

Duty Host

If necessary, get a key from the Duty Host for the previous month or sign one out from the office and return it at the end of the month.

Arrive at 9:30 and:

- Unlock the Sanctuary door and the choir door. Unlock the push bar on the accessible door using the attached Allen Key;
- The heat is preset, please do not touch the thermostats;
- Turn on the lights;
- Turn on the sound system;
- The secretary will take the bulletins up to the Sanctuary on Friday. Please put them on the tables on the left and right sides of the sanctuary and in the balcony, and;
- Plug in the Bunn coffee machine.

After coffee time:

- Lock the sanctuary door, the choir door and the accessible door;
- Walk around the building and turn off all lights;
- Pick up bulletins and recycle them and straighten cushions and hymn books, turn off the sound system;
- Make sure all candles are extinguished, and;
- Make sure that all toilets/urinals have been flushed and leave the bathroom doors open.

Greeters

Two greeters are needed, one for the sanctuary entrance and one for the accessible entrance. Arrive by 10 Sunday morning. The person at the accessible door may need to assist people requiring the elevator.

If visitors are identified, invite them to sign our guest book in the coat area and invite them for coffee following the service.

Usher

Two ushers come forward up the two aisles to carry the Knox box up to the front. Come forward when the organist starts to play the Offertory and the people stand.

Scripture Reader

One person will read the lessons for the day. Phone the Church Office or the Minister(s) later in the week to find out the scripture readings.

Minute for Mission

One House Group member will read a "Minute for Mission" at one service in the month. This book is on the black bookcase in the Church Office. Read the selection for the day and let the Minister for that Sunday know that you want to read one so that it can be included on the bulletin.

Light the Christ Candle

One person or family is needed to light the Christ Candle. Please be ready to come forward at the beginning of the service.

Communion Servers

Six people are needed. Please meet in the coat area at 10 a.m. and the Minister will instruct you on the procedure. Communion is once a month on the first Sunday; although, some change to this schedule may happen. Refer to the Worship Schedule available in the Church Office.

Coffee Time After Church

- At least 2 people for preparing, serving and cleaning up are needed.
- You will need to purchase one litre of milk or cream and one can of juice or make sure they are in the refrigerator. Please use Fair Trade coffee and make sure there is enough coffee and tea for the month. Your receipts can be given to the Church Secretary for reimbursement.
- Please be at the church by 9:45 a.m. to prepare and set up. Run a pot of water through the Bunn machine before making coffee. Heat coffee and tea carafes with boiling water before filling them with coffee and tea.
- Make three pots of coffee on the Bunn machine. If there is a special service or White Gift Sunday or Easter, etc., you may need to make coffee in the coffee urn (40 to 50 cups should be sufficient) Two carafes of tea are needed for a regular Sunday.
- On the centre tables in the Lower Hall, set out cups, cream and sugars, spoons, cookies on plates, glasses, pitchers of juice and water and serviettes. There should be tablecloths in the drawer by the stove or you may wish to bring your own and even decorations for the table. Do not use disposable cups. Wipe the tables, wash the cups, put away cups and carafes and clean the countertops.

Duty Elder for a Knox or Community Event (i.e. concert series)

- Call the Church Secretary at least two days ahead of time to confirm times for the event.
- Unlock the sanctuary and accessible doors and turn on all lights.
- Speak with the person who seems to be in charge of the event so they know you are the Duty Elder.
- Assist with the elevator if needed.
- For a concert, sit on the pew at the back of the sanctuary so you are available if someone needs help or direction; for a wedding, the Minister(s) will instruct you at the rehearsal.
- After the event, turn off the lights, pick up programs and other garbage, straighten cushions, turn off microphone if used and lock all doors.

***For a G-Clef Christmas Concert, get the special list of instructions from the Church Secretary

Duty Elders for Knox Events and for community events are to be a friendly connection between Knox and the public.

Employee Wage Schedules

Policy It is the policy of Knox Untied Church (Kenora) to pay competitive wages within the limits of its financial situation. Of primary importance is the maintenance of equity within Knox. To ensure internal relationships, Knox compares jobs internally by evaluating the skill, effort, responsibilities and working conditions of each position and then compares internal wage schedules against external market conditions.

Procedure The Ministry and Personnel Committee (M&P) is responsible for reviewing this policy at least once every three (3) years and presenting its findings to the Leadership Team (LT). Changes in wage policy or structures will be recommended to the LT when survey information or legislative changes indicate need for adjustment.

The Lay Employee Wage Schedule will be composed of a three-(3) step progression from the probationary wage through to job rate. The wage schedule will be reviewed annually by M&P in advance of budget deliberations. Consideration will be made for COLA to the wage schedule. Consideration will include review of the Consumer Price Index, ability to fund, and local market standards. If M&P determines that a COLA is advisable, the M&P will make their recommendation for COLA to LT.

Progression through the steps of the wage schedule is based on a formal system of Performance Appraisal and requires, at minimum, satisfactory performance in the job in order to progress at the timeframes as set out in the various steps.

Step 1 - Start rate in place during probationary period, normally six (6) months

Step 2 - After successful completion of the probationary period, the permanent contract will be signed.

Step 3 - After a one- (1) year satisfactory performance from start of Step 2 (for the secretary), there will be an increase in salary.

	STEP 1	STEP 2	STEP 3	STEP 4	
POSITION	Step 1 Probationary Rate	Step 2 Successful completion of probationary period	Step 3 One year satisfactory performanc e from start of Step 2	Step 4 Job Rate After one year satisfactory performanc e from start of Step 3	
SECRETARY	\$13.35	\$14.00	\$15.70	\$16.50	Plus benefits (>14 hours per week)
CUSTODIAN	\$20.00	\$20.00	\$20.00	\$20. 50	No benefits (<14 hours per week)

Congregational Designated Ministers - (i). Lay Licensed Worship Leaders, hired to lead a Sunday service, will be paid according to the recommended rate set by Prairie to Pine Regional Council. (\$212 - 2021)

(ii) Youth Leader (CDM) - A Youth Leader hired to oversee programming for our nursery, children and youth will sign a yearly contract for 10-months (August to June) at an hourly rate of \$20 (<14 hours per week)

JOB DESCRIPTIONS

OFFICE SECRETARY

Qualifications and Experience - The Secretary must:

- be a High School graduate with further training in secretarial, bookkeeping and computer skills;
- be a good communicator and team player with first rate interpersonal skills in order to interact in a friendly and courteous manner with congregation members, committee and Board members, volunteers, other agencies, government, presbytery, conference and national church departments, and the general public;
- maintain confidentiality at all times and in all instances;
- have excellent organizational and problem solving skills, be able to multi-task and to prioritize responsibly, understand the mission and needs of the congregation and be able to clearly relate facts and information, referring any problems or queries to the appropriate persons
- and have the capacity to work in an office where there can be a high traffic level and many interruptions.

Specifics of Employment -

- Hours of work are 9 a.m. to Noon with one fifteen minute break for any personal time (e.g. personal phone calls, coffee break, etc.). Fifteen hours per week. Pay periods are monthly, at each month end. Salary is reviewed annually, retroactive to January 1 of that year.
- All lay employees of a United Church of Canada pastoral charge working a minimum of 14 hours per week are required to participate in the United Church pension and insurance plan, with the appropriate deductions being made from their salaries.
- One month paid vacation, which usually runs concurrently with clergy's vacation, shall be given each year. Usually the office is closed for one month in either July or August. Any exception to this scheduling shall be coordinated with the Ministry and Personnel Committee through the liaison for secretarial staff.
- The Secretary is entitled to payment for all public holidays.
- Sick leave is offered at 12 days per calendar year, non-cumulative. A doctor's certificate may be required. It also may be used for out-of-town doctor appointments for self or dependent children or other immediate family for whom the secretary is responsible.
- Up to four days will be provided for bereavement leave for immediate family as defined in the United Church of Canada Employment Guidelines Manual. Compassionate leave for other personal emergencies, with or without pay, will be discussed and negotiated with the Ministry and Personnel Committee.

- Any request for leave from work shall be in writing. Normally, such leave shall be without pay. Compensatory time at work may be negotiated if the Ministry and Personnel Committee feels this is both necessary and for the reciprocal good for both the congregation and the staff person.
- The Secretary is employed by the congregation of Knox United Church and is directly responsible and accountable to the Ministry and Personnel Committee. The clergy provides immediate supervision of the secretary's day-to-day tasks and responsibilities.
- Under the direction of the Ministry and Personnel Committee, the secretary shall participate in professional development and upgrading of skills. Tuition/course costs to be paid by Knox if the Ministry and Personnel Committee deems it appropriate.

General Work Area Headings -

1. Assistant to Clergy

- 1.1. Set up clergy appointments, when requested (e.g. for visitation, baptisms, any others requested.)
- 1.2. Word processing, typing, photocopying, telephoning or filing that clergy require.
- 1.3. Process travel expenses and other claims.
- 1.4. Respond to walk-ins and phone calls to determine the need for assistance. Determine the need for the individual to speak to Clergy. Guidelines for the dispersal of vouchers are set by the Leadership Team and should be reviewed periodically with Clergy.
- 1.5. Coordinate any funeral arrangements.
 1. Cancel/re-schedule events from prior bookings.
 2. Contact any required duty elders.
 3. Set up bulletins and a guest book if a funeral home is not providing them.
 4. Set up and print envelopes for 'In Memory' and 'Mission & Service' donations.
 5. Issue receipts for "In Memory" and "Mission & Service" donations.
2. Co-ordinate schedules for weddings and rehearsals with clergy. Contact duty elders and caretaker at least six weeks prior to the wedding, with a reminder one-week prior. Let church organist know if his/her practice time is compromised. Prepare the Order of Service for the wedding. Prepare the Wedding Bulletin if requested. The Knox Wedding Brochure information should be provided for phone call or drop-in inquiries. Refer other inquiries to Clergy.

2. General Secretarial and Receptionist Duties

2.5. As the receptionist:

- 2.5.1. Answer the telephone - taking messages, transferring calls and giving information;
- 2.5.2. Keep answering machine and fax messages up to date;
- 2.5.3. Answer the door buzzer (except during the Agape program);
- 2.5.4. Direct people to various meetings, various rooms;
- 2.5.5. Receive and sort mail;
- 2.5.6. Ensure that the office has a welcoming atmosphere; and
- 2.5.7. Distribute building keys according to policy and keep a record of recipients.

2.6. As the secretary:

- 2.6.1. Word processing and photocopying for all church service bulletins, including large print bulletins. Put one copy in permanent file, two in clergy slot and pre-determined number in music slot;
- 2.6.2. Where not already done by volunteers, type/copy any work required to complete minutes and reports for the Leadership Team and the Board of Trustees, miscellaneous items as needed by individuals and groups, sermons requested by individuals;
- 2.6.3. Prepare in MS WORD for the printer, all annual reports provided by the appropriate persons, and records of baptisms, weddings and funerals as approved by Clergy;
- 2.6.4. Maintain all Knox information bulletin boards;
- 2.6.5. Maintain the inventory of all office supplies and re-order as needed, consulting with appropriate person for any unusual items or costs;
- 2.6.6. Keep records of inspection reports, warranties, etc.;
- 2.6.7. Arrange for service and maintenance of all office equipment, consulting the appropriate committee chair for non-scheduled services;
- 2.6.8. Issue receipts as required for charitable donations and those that are non-tax deductible;
- 2.6.9. Manage the church keys, signing them out to authorized persons and receipting when returned;
- 2.6.10. Keep all filing current; and
- 2.6.11. Keep workspace organized and neat. Under computer maintenance, upgrade and scan for viruses, then de-fragment the files. Back up to independent disk all new or modified computer files.

3. Church Records: Recording and Updating

- 3.5. Update and maintain, or assist volunteers to update and maintain, the membership/adherent lists and the Historic Roll Book. List any name to be removed because of death or the transferal of membership and notify the Board.
- 3.6. Prepare and keep current each September, a list of:
 - 3.6.1. Leadership Team members;
 - 3.6.2. House leaders; and
 - 3.6.3. Interest groups, with a contact person.
- 3.7. Prepare all government and church documents for weddings, baptisms, funerals, confirmations and transferals of membership. Record in Knox Registries; make available for Clergy signature.
- 3.8. Place the original of all Leadership Team minutes (signed by the chair and secretary), and with attachments, into the permanent record books.
- 3.9. File copies of all minutes of the Board of Trustees' meetings.
- 3.10. Ensure all church record books remain in the office safe.

4. Facilities Use Coordinator

- 4.5. Co-ordinate the use and rental of facilities, consulting with Clergy or the Leadership Team on any unusual or questionable situation. If such a question arises between meetings, and the Clergy is uncomfortable making a decision, contact the Chair.
- 4.6. Any Clergy scheduled event receives priority in scheduling, although alternate space can often be negotiated.
- 4.7. All funerals take precedence over any previously scheduled event, and any user group must be notified.
- 4.8. During the Festival of the Arts booking which usually takes up most of the month of April, alternate arrangements may be required if a funeral service needs to be arranged within Knox.
- 4.9. Bookings such as Lake of the Woods concerts, weddings and Royal Conservatory exams may require that other events be moved to other rooms or re-scheduled.
- 4.10. Keep the facilities-use calendar at the office entrance current. Input all information and print a new one at the beginning of each month. Pencil in any changes from day to day. Record all facility use bookings in the book maintained for this purpose in the office. Follow the Leadership Team guidelines for fees and suggested donations, completing the transaction. Notify the House Group on the number of duty elders required for an event.

5. Bookkeeping Duties/Financial Reports

- 5.5. Code invoices received by Knox and ensure they are provided on a weekly basis to the bookkeeper.
- 5.6. Each month, file a financial statement received from the bookkeeper in the permanent office files and give one to the Chair of the Leadership Team.
- 5.7. Ensure all payments, either cheques or cash disbursements, have been authorized by a Leadership Team-approved person (e.g., the Finance Chair or other delegate.) Ensure that two Leadership Team- approved persons sign all cheques or slips for cash disbursements/payments,
- 5.8. Ensure all funds received are recorded and deposited under two authorized signatures into the financial institution chosen by the Leadership Team.
- 5.9. Maintain an appropriate balance in the petty cash fund for use for postage, discretionary needs and small expenses.
- 5.10. Record and receipt payments for facility rentals and for donations for weddings, baptisms, funerals and memorials, but not for preauthorized remittances.
- 5.11. Maintain the files for all current and historical financial records as required by the leadership team, the auditors, the United Church of Canada and the Canada Customs and Revenue Agency.
- 5.12. Invoice Presbytery or Conference office for long distance telephone charges incurred on their behalf.
- 5.13. Maintain complete computer data for all envelope-preauthorized remittance and occasional donations for Knox United Church, issuing statements and charitable donation receipts at the end of each year, or as requested by an individual donor at any time during the year. Coordinate with the bookkeeper to ensure that backup copy of all financial records is provided and stored in a safe location on a quarterly basis.