

ALL ABOUT



**Knox Presbyterian Church
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2023

Dear Friends:

I am very pleased to welcome you to Knox Presbyterian Church.

Since 1837 this congregation has provided a Presbyterian witness in St. Thomas and the surrounding area. Knox church has both a long history and a rich tradition. Our beautiful sanctuary with its stained glass windows, pipe organ and oak pews contributes to making worship at Knox a meaningful experience.

Knox Presbyterian Church's greatest strength, however, is its people. Together, we seek to make God's love a reality in our congregation, in our community and in our world. We support one another in prayer, stand alongside one another in celebration and sorrow, and work together to further the Kingdom of God in this place.

The information in this booklet describes the great variety of groups and activities of Knox church. I warmly invite your participation in the fellowship and work of our congregation.

If you have any questions about our church or a particular group/activity, do not hesitate to contact me or the church office.

Blessings,

The Reverend Mavis Currie

Court and Committee Structure in the Church

General Assembly = 1/6 clergy and elders in Canada. Meet once a year for 4 days.

Synods = all clergy and 1 elder from every charge/congregation in a large geographical area (we are part of the Synod of Southwestern Ontario). Meet once a year.

Presbyteries = all clergy and 1 elder from every charge/congregation. We are part of the Presbvtery of London. Meet monthlv.

Session = all the elders of the church plus the minister. The minister serves as the moderator of the meetings and does not have a vote. Meet monthly.

Governing Committees of Session
Appointed at Annual Meeting

Ministry Committees of Session = appointed at Annual Meeting, but new members can join midyear and be approved at the Annual Meeting.

Groups of the Church- (ex. Presbyterian Women, Brotherhood, Sew It Seams, etc.) do not need membership approval at the Annual Meeting, do not report to Session, but are under the care and ultimate authority of Session.

THE SESSION

The Session (sometimes called the Kirk Session) is the highest decision making body within the congregation. It is made up of the congregation's ruling elders, who have been elected and ordained by God through the congregation. The minister is a teaching elder of the church. It is the role of the minister to moderate the meetings of Session. There are three individuals who serve as clerks of Session at Knox. The Minute Clerk takes the minutes of the meetings. The Report Clerk ensures that the packages of reports from committees are compiled. The Representative Clerk is the face of the Session at important events. One elder serves as a representative elder to presbytery. This individual attends monthly presbytery meetings on behalf of the Knox Session.

Some of the responsibilities of Session are:

- Regulate the hour and forms of public worship
- Arrange and provide for the administration of baptism and the celebration of communion
- Ensure church members and adherents within the congregation receive the quarterly newsletter
- Provide pastoral care for church members and adherents through elders' districts
- Approve names of individuals wishing to become church members
- Oversee the work of all Christian education in the congregation
- Manage the use of the church building.

Elders, along with members of the congregation, serve on session committees. Much of the work of the church is done through these committees.

There are two kinds of session committees: **Governing Committees** and **Ministry Committees**.

The names of all committee members are approved at the annual congregational meeting. Volunteers on Ministry Committees can join midyear and be formally welcomed at upcoming meetings. Governing Committee membership can only occur by appointment at the Annual Meeting, unless otherwise determined by the Session. Generally, names for both Ministry and Governing Committees are brought to the Annual Meeting through the Nominating Committee. On several Governing Committees, there are appointed members representing specific groups (example: Knox Presbyterian Women or the church choir). It is the understanding of the church that when individuals on Session committees are representing other bodies within the church, these bodies appoint the individual and the congregation receives the names at the congregational meeting for information only.

Session meets the first Wednesday of every month at 7:00 pm in Rodney Hall.

GOVERNING COMMITTEES OF SESSION

BOARD OF MANAGERS

The Board of Managers is a group of men and women who manage the financial and temporal affairs of the congregation. This includes ensuring that the church building and property are kept in good repair and that the property is adequately insured.

Board members are elected by the congregation and serve three year, renewable terms. The sub-committees of the Board of Managers are: Finance, Investment, Maintenance and Human Resources (jointly with Session).

The Board of Managers meets on the third Monday of each month at 7:00 p.m. in our Library/Board Room.

RODNEY OUTREACH and SCHOLARSHIP FUNDS COMMITTEE

The Rodney Outreach Fund was established by the congregation to recognize the outstanding contributions made to Knox and the community by Rev Dr. Rodney and Mrs. Rodney during their years of ministry at Knox.

The Rodney Scholarship Fund was established by the congregation in 1996 in recognition of Rev. Rodney's retirement after fifty-three years at Knox.

The goals of this fund are twofold: to assist annually, the career goals of post-secondary students who are active

members or adherents of Knox Presbyterian Church and to assist individuals or groups within Knox Presbyterian church in the furtherance of the church's mission and outreach.

Two of the permanent outreach programmes supported by the committee are the purchase of Dragonfly pins and books for the Minister to give to young children who have lost a loved one and the purchase of books to be presented to children at the time of their Baptism.

Members are appointed at the Annual Meeting to a three year, renewable term and meet as required (at least three times a year). Membership includes: the minister, one elder, one Christian Education member, one member from the Board of Managers, one member representing the choir and one member representing Knox Presbyterian Women.

HUMAN RESOURCES/LEADING WITH CARE COMMITTEE

The Human Resources and Leading with Care Committee has two functions:

- 1) This committee ensures good communication between all paid staff at Knox and the church as a whole. They conduct yearly interviews/reviews with each paid staff and make recommendations to the Board of Managers regarding compensation. Members of this committee are appointed for three year renewable terms by the Board and Session. All members must be elders. At least one member must also serve on the Board of Managers.
- 2) This committee addresses issues related to our Leading with Care Policy and ensures that vulnerable

person police records checks and other appropriate forms are submitted regularly.

The Human Resources/Leading with Care Committee meets as required.

TRUSTEES

The Trustees serve as the signatories of the congregation with respect to the building and property. There are three Trustees of the church who must be members of Knox. They serve a three year renewable term and are elected yearly at the congregation's Annual Meeting. The Trustees meet as required.

INTERNAL AUDITORS COMMITTEE

This small committee of three individuals reviews the financial records of all the church groups and report to the Annual Meeting. They serve a three year renewable term and are appointed yearly at the Annual Meeting. They meet once a year in January.

NOMINATING COMMITTEE

This committee serves as a support for all committees of Session in recruiting new members. In the fall of each year, this committee approaches all committees regarding their needs for new members. They promote information and education within the Sunday bulletin regarding volunteer opportunities within the Session committees. They help to ensure that all committees have adequate membership.

Members of this committee serve three year, renewable terms and are appointed by the congregation at the Annual Meeting. They meet as required.

ORGAN AND MUSIC COMMITTEE



The Organ and Music Committee is comprised of an elder, a choir representative, several members representing the congregation, the Director of Music and the Minister, both of these two being members ex officio.

The primary function of the Organ and Music Committee is to support the ministry of music at Knox. This support includes organizing, advertising and selling tickets for special events as well as bringing visiting musicians and choirs to Knox. The Committee oversees the selection of music for services and the occasional hiring of guest instrumentalists. Other responsibilities include making recommendations regarding the acquisition of musical instruments and the maintenance and repair of musical instruments. The Committee also makes recommendations to the Human Resources Committee, when the need arises, to replace and hire individuals for music positions within the church.

This Committee is responsible for submitting an annual budget to the Board of Managers outlining the cost of music ministry at Knox, and regularly reports to the Session. Members of the Committee are nominated by the Knox Nominating Committee, appointed by the congregation at the Annual Meeting, and serve staggered three-year terms.

MINISTRY COMMITTEES OF SESSION



CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee ensures that there is a safe, fun and faith-based Sunday school and youth program at Knox. This committee offers all children and adults the opportunity to learn about the love of God and one another in a loving and caring Christian atmosphere. This includes nursery care and extra activities for youth, children and families throughout the year (beyond Sunday morning programming). Christian Education serves as a liaison committee between adult ministries and children ministries within the church.

Members of this committee are required by Church policy to submit a police records check. This committee regularly requires volunteers from the congregation to help with events like Halloween pumpkin carving, the children's Advent event, evening youth activities, Easter Eggstravaganza, the Church picnic, Indoor Playground for caregivers and tots.....and more.

Individuals interested in joining Christian Education may be added mid-year and their names submitted at the following Annual Meeting. Members of this committee serve three year, renewable terms and are elected by the congregation at the Annual Meeting. The Christian Education Committee meets on a monthly basis, generally the second Wednesday of the month at 7:00 pm often over zoom. If you would like more information on this committee, please connect with the church office regarding contact information.

PASTORAL CARE COMMITTEE

The Pastoral Care Committee cares for the members of Knox. This committee works to ensure that all members of the congregation are connected to the Knox Church family, even if they are unable to attend Sunday morning worship.

We do this by:

- Maintaining a list of those who are in hospital, long-term care, or who, for any reason are unable to worship in person.
- Regular visiting of those in long-term care or those who are not able to easily get out of their homes.
- Phone calling, emailing and sending letters to those who are unable to attend in person events.
- Sending cards at Christmas, Valentine's Day, Easter, Thanksgiving and Thinking of You cards.
- Engaging in regular training regarding the particular challenges facing those living through times of illness or grief.

Members of this committee are required, by church policy, to submit a police records check. Members of this committee serve three year renewable terms and are elected at the Annual Meeting. Individuals interested in joining the Pastoral Care Committee may be added mid-year and their names submitted at the following annual meeting.

If you know someone who is ill and would appreciate a card or a visit from the Pastoral Care Committee, or the minister, please contact the church office.

This committee meets in Rodney Hall at 1:00 pm on the third Wednesday of the month. Please communicate with the church office for contact information.

WELCOME COMMITTEE



The Welcome Committee facilitates communication within the congregation to assist newcomers, new members and new adherents to feel welcome and become more actively involved in the life and work of Knox church.

Responsibilities and projects of this committee include:

- Preparation and maintenance of children’s worship bags for use during the church service.
- Maintaining a “Welcome Package” for new members.
- Maintaining an information brochure for visitors
- Preparation of church Membership/Adherent directory.
- Preparation of name tags for church members and organize quarterly name tag Sundays.
- Provide greeters for all services.
- Keep pews supplied with pencils, offering envelopes, hymn books and offering cards.
- Ensure a quarterly newsletter is produced and distributed.

Members of this committee serve three year, renewable terms and are elected by the congregation at the Annual Meeting. Individuals interested in joining the Welcome Committee may be added mid-year and their names submitted at the following Annual meeting of the congregation. This committee meets every fourth Tuesday at 1:00 p.m. in Rodney Hall. If you are interested in joining the Welcome Committee please call the church office for contact information.

WORSHIP COMMITTEE

The Worship Committee works to coordinate all the worship activities at Knox and facilitates communication between the Minister, the Director of Music and the congregation. This committee ensures that all seasonal decorations for the sanctuary are in place. They review the bulletin layout and ensure worship services are advertised in the community.

Members of this committee serve three year renewable terms. Those interested in joining the Worship Committee may be added mid-year and their names submitted at the following Annual Meeting of the congregation.

The worship Committee meets on the first Thursday of the month at 1:00 pm in the Library/Board Room.

KNOX GROUPS

AUDIO VISUAL (A/V) VOLUNTEERS



A/V volunteers work together with the A/V co-ordinator to provide the technological support for our in person and online service. These individuals assist in setting up microphones and running the soundboard on Sunday mornings, and create power point presentations for our online service. The Knox Sunday service is broadcast on Rogers TV, YouTube and Facebook. Generally over 100 people join in our online service each week on YouTube and Facebook alone.

Training is provided for all volunteers. We need regular and occasional volunteers. Interested? Please call the church office.

BIBLE STUDY - WEDNESDAY MORNING



This in-person Bible study meets the 1st and 3rd Wednesdays of every month at 10:30 a.m. in the Church Library. Our studies often focus on the passage of scripture that is being preached the following Sunday. Occasionally, we do theme discussions based on one book of the Bible or on a topic of interest. This Bible study is generally led by the minister.

BIBLE STUDY – ZOOM - WEDNESDAY MORNING

The zoom Bible study meets the 2nd and 4th Wednesdays of every month at 10:30 a.m. Our studies complement the

passages being studied at the in person Bible Study. Many people attend both the zoom and in person study. Some only attend the zoom study. Others only attend the in person gathering. Please contact the church office if you wish to join.

BOOK CLUB



The Knox Book Club meets on Zoom on the second Thursday of the month at 1:30 pm for about an hour from September to June. We discuss a variety of books over the course of the year in several different genres. Please contact the office if you are a book lover and would like to join us for one, some or all of our meetings.

CHOIR - SENIOR



The Senior Choir is an adult choir directed by Amadeusz (Sandy) Kazubowski-Houston. The choir leads congregational singing on Sunday mornings. They also provide weekly anthems and take part in concerts and special events throughout the year within the church and community. Often the Knox Choir is joined by instrumentalists, orchestra and brass or string ensembles.

All are welcome to join the Knox Choir. The choir practices Thursday evenings from 7:00 p.m. to 8:30 p.m. in the music conservatory and in the sanctuary.



CHOIR - JUNIOR



The Junior Choir is a children's choir. The choir participates in worship at various times throughout the year. All children are welcome. Practices are after church for 20 minutes for three to four weeks before they sing in the Sanctuary. Notice of practices is printed in the church bulletin and sent by email to church families.

CHURCH ARCHIVES COMMITTEE



The Church Archives Committee works to honour the rich history of the Knox congregation. They maintain and add to the archive collection in our Library/Board Room and seek to educate the congregation regarding Knox's vibrant past. This small committee always welcomes new members. They meet at various times throughout the year. Please get in touch with the church office for contact information.

COFFEE BREAK TEAMS



There are 14 different coffee break teams in the church. Each team provides a coffee break for 2 -3 Sundays in the year. There is a team captain in each group who provides direction and support to the team members and contacts them prior to their assigned date. Please reach out to the church office for contact information on becoming part of one of these teams.

Coffee break instructions are as follows:

SUNDAY MORNING COFFEE BREAK SET UP

Before you arrive:

- Team lead purchases 2 litres of whole or 2% milk.
- Arrange for 14-16 dozen cookies from your coffee break helpers (quantity is dependent on time of year).

When you arrive:

- Wash your hands.
- Wipe down all counters and the front tables by the tartans (spray is under the sink).



9:55 – 10 am SET UP (3-5 people)




- Boil two large kettles of water (Remember to turn the exhaust fan on!!!)
- Put 4 teabags in each of the metal teapots.
- Set cookies on 2 – 4 large trays.
- At each end of the table in Rodney Hall, put a white “counter board” for the tea/coffee pots. Put cups, napkins, 1 small pitcher of milk, 1 container of sugar/sweetener, stir sticks, basket/dish for empty sugar packets and used stir sticks.
- Make 2 pitchers of juice and 1 water and put in fridge.
- Set a tray of juice glasses on the pass through counter.
- Turn on coffee maker to warm up (directions on side of coffee maker) and put coffee filters for each pot.



- Turn on dishwasher to warm up (instructions are right there).

After collection/during coffee break (4 people)

- Wash your hands.
- Make the coffee. 
- Re-boil water in kettles and pour into metal tea pots (tea can be transferred to the metal urn if you wish).
- Take out the juice and water from the fridge.
- Position two helpers at either end of the long table to pour tea/coffee.
- Position one person in the kitchen by the pass through to refill coffee pots/make more coffee.

Clean Up (4 people)

- Wash you hands.
- Soak mugs in sink water mixed with a bit of bleach, then place in dishwasher.
- Empty and rinse out tea/coffee pots and wash.
- Put everything away.
- Two people need to wipe off the tables in Rodney Hall using the spray bottles. Wear glove and apron to protect clothing from the chemicals in the spray bottle. Check chairs for crumbs.
- Turn off fan, stove, oven, dishwasher and coffee pots.
- Throw out milk in pitchers. Take home other milk or add the date marked when it was opened.
- Wipe down all counters in kitchen.
- Someone needs to take all soiled/used linens home to launder. This includes tablecloths, tea towels and dish cloths. Return to church in a timely manner and put away (they may be needed for a funeral or luncheon in the next day or two).

CRAFTERS



The Knox Crafters are a multi-talented group of individuals who enjoy making a variety of crafts and eating cookies! This group works throughout the year on many projects. A great deal of their work is available for sale at the Knox Christmas Tartan Bazaar.

The crafters meet every 2nd Thursday morning (except closer to our bazaar when we meet more often) at 9:30 am in the CE Hall. New members are always welcome.

If you are interested in joining or learning more about this group please reach out to the church office for contact information.

FOODGRAINS COMMITTEE

The Knox Foodgrains Committee works to raise funds for the Canadian Foodgrains Bank. The Canadian Foodgrains Bank was established in Canada in 1987 by farmers as a means to relieve world hunger. Truly it is Canada-wide and involves fifteen different denominations which partner with relief organizations overseas to determine needs, develop programs and deliver food (grain, cooking oil, etc.). The Canadian Foodgrains Bank also provides emergency food aid. Long-term projects are developed to encourage sustainable farming practices, support children's education and provide food for nursing mothers. Funds raised are matched **4 to 1** by the Canadian International Development Agency.

The Knox Foodgrains Committee supports the Canadian Foodgrains Bank through:

- Fundraising luncheons in June and October.
- Donations from the Knox congregation, memorials and viewers of the Knox on-line services.
- Donations and support from local businesses.
- Raising awareness within the congregation and the community regarding the work of Foodgrains.

This Committee meets several times a year as required. If you would like to join this committee, please call the church office for contact information. New members are always welcome!



HAND CHIMES

The Hand Chimes are usually played by Sr. Choir members and the youth from the congregation. Usually only two practices are needed – either before or after church depending on the group that is playing.

HEALING AND RECONCILIATION



In collaboration with the ongoing healing and reconciliation efforts of our national church, an informal gathering of several members continues to work on ways to acknowledge the indigenous people who first lived on our land. We acknowledge that the church has often been a source of hurt

and prejudice in times past, and that the church has created lasting damages to the indigenous people of Canada. Volunteers working on healing and reconciliation at Knox are committed to learn about the complicated history of our denomination with indigenous people. In the past, we have held services to commemorate Red Dress Day and Orange Shirt Day. We have provided several in person and online learning opportunities for the congregation regarding residential schools. We also have provided support to local indigenous projects and work. We meet as required. Interested in becoming part of this group? Please reach out to the church office for contact information.

INDOOR PLAYGROUND



Indoor Playground is an informal gathering of parents, grandparents and caregivers and their children. It is a time of creative play for babies, toddlers and young children. Coffee, tea and hot chocolate are served to the adults. This group meets every Wednesday morning from 9:30 a.m. to 11:30 a.m. in the CE Hall. Please use parking lot entrance.

THE KIRKIN' O' THE TARTAN COMMITTEE



The Kirkin' O' the Tartan commemorates the Scottish heritage of the Presbyterian Church. The Kirkin' O' the Tartan has been held in September each year since 2002 at Knox church.

Historically, early Scots brought their unique family or clan tartan to church, or kirk, to be blessed. Today the Kirkin' celebrates all families of the church and many extended families gather at this special service.

The Kirkin' Committee organizes the details of the Kirkin' service, including the parade, pipe band, dignitaries and the tartan banners of various clans. The Kirkin' O' the Tartan committee often hosts a lunch or coffee break around the birthday of Robbie Burns, the Scottish poet. It brings some colour and excitement into a typically cold and dreary January. We often include bagpipes and church members are encouraged to wear a tartan on this date.

Tartan banners for specific clans may be donated to the church through the Kirkin' Committee. A kilt and tartan exchange is available every September, a week prior to the Kirkin'.

This group meets several times a year and new members are always welcome. Please get in touch with the church office for contact information



KITCHEN WHICHES

This is an informal group of individuals that usually meet on the first Wednesday of each month. Meals or soup are made to give to those in need and sell to the congregation. There have been times that we have catered luncheons for a variety of organizations. During the summer months we meet more frequently to prepare preserves for the Tartan Bazaar. It is best to check the church calendar for meeting times or call the church office for contact information.

KNOX KNITTERS



The Knox Knitters are a diverse group of women who enjoy knitting and crocheting. Their skill levels run from none to extremely talented in either craft. They are a group who are willing to help those who wish to learn and those who need help on a project. The group usually works on their own projects, but at various times throughout the year may decide to work on a specific project for outreach or church events.

This group is always open to new members. They meet every Thursday afternoon between 1:00 pm – 3:00 pm. in the CE Hall. In the summer, on sunny days Knox Knitters may meet at Pinafore Park.

KNOX PRESBYTERIAN WOMEN



Knox Presbyterian Women (KPW) is the umbrella group for all women who attend Knox Presbyterian Church.

Our mission is to:

- Appreciate and encourage the use of individual talents to contribute to the life and work of the church.
- Encourage spiritual growth through devotions and programs which make us aware of the needs of the local and world communities.
- Support the Knox Community by sending cards to recognize life events.
- Raise funds to contribute to the financial needs of Knox and community groups/charities.

- Hold events that build the ministry and life of Knox. Priority is given to events which place particular emphasis on the support of women.
- KPW also provides financial assistance for women attending external events which encourage spiritual growth, as funds allow.

We invite all women to attend our June Luncheon and September potluck for a time of fellowship.

LIBRARY CAFÉ

The Library Café is an informal time for the congregation, especially our home bound people and community to get together for treats, beverages and best of all, conversation. The Library Café is held the last Friday of selected months from September to November and January to June in our Library from 2:00 – 3:00 p.m.

If transportation is required, contact the office. If you are interested in participating in the Library Café, please get in touch with the church office for contact information.

LIBRARY CREW



The Library Crew is working at rejuvenating our church library! Books are being organized and sorted regularly, with the hope of adding more resources that are relevant to our community. Our library can be accessed before church or midweek. We always need volunteers to help keep our library functioning smoothly. If interested in joining the library crew, please call the church office for contact information.

MEN'S CLUB

The Knox Men's Club is a group of men from the congregation. They hold a pancake dinner on Shrove Tuesday and a Ham and Scalloped Potato dinner in the fall. They work together to help and support the overall life and mission of the church. They meet as required. If you are interested in joining the Men's Club please call or email the church office for contact information.

Mom's Night Out

This group is for mothers with young children to enjoy a hot and uninterrupted meal and adult conversation. We meet for dinner several times a year. Volunteers from the congregation provide the meal. Please reach out to the church office for contact information on this group.

NURSERY



The Knox Nursery is open on Sunday mornings from 10:45 until the end of the service. A registered Early Childhood Educator is in the nursery to ensure our youngest members are well cared for and safe. Volunteers are welcome, particularly on Sundays when we know there will be a larger attendance. NOTE: All volunteers must submit a vulnerable persons screening check and obtain Leading with Care Training. Parents are encouraged to leave their cell phone numbers on the white board in the nursery on Sunday mornings so that the Nursery co-ordinator can contact them if their child needs assistance.

OUTREACH CIRCLE

The Knox Outreach Circle is a gathering of women from the congregation. They hold meetings 7 times a year in the church library. Each meeting consists of worship, business and socialization over tea and treats. At each meeting a collection is taken in support of the Caring Cupboard.

New members are always welcome. If you are interested in joining the Knox Outreach Circle, please reach out to the church office for contact information.



PRAYER CHAIN

This prayer chain is a large group of people within and outside of our congregation who are committed to pray for those in particular need. Requests for the prayer chain can be emailed to the minister or the prayer chain co-ordinator. The co-ordinator sends out prayer requests via email to all who wish to volunteer as “pray ers”. We pray for those in our own congregation as well as those in the wider community.

If you are interested in becoming a link in our prayer chain please communicate with the church office for contact information.



SEW IT SEAMS

Sew it Seams is an informal gathering of women in the church who enjoy sewing, laughing and sharing time together. The group produces items for sale at the Tartan Bazaar and sews items needed for the church and charity projects. Sew it

Seams meets twice monthly, on Tuesday mornings from 9:00 – 12:00 in the CE Hall, taking breaks in the months of July, August and December. Basic sewing skills are an asset but not a requirement. Some sewing machines are available at the church if needed.

Sunday School is Cool

SUNDAY KOOL



Sunday Kool is the Christian education program for the children of Knox Church. Sunday Kool is offered September to June from 10:45 until the end of worship. This program follows an experienced- based model which focuses on experiencing a Bible story through art, science, drama and cooking. There are three Sunday Kool stations: The Garden of Eatin', Noah's Art and Famous Prayers. Bible stories are explored over the space of three Sundays through activities in these centres. All Sunday Kool teachers have submitted a Vulnerable Persons Screening Check and received Leading with Care training.



OTHER WAYS TO PLUG IN AT KNOX.....



BREAKFAST TEAMS

The breakfast teams prepare and serve breakfast the first Saturday of every month from 9 – 10 a.m. Church breakfasts are low cost (\$2/person or \$5/family) and provide an opportunity for the Knox family to re-connect over a home cooked hot breakfast. Friends are welcome to attend. If you are interested in joining a breakfast team, please communicate with the church office regarding contact information.

BUSY WOMEN EVENTS

Occasionally, throughout the year, events and activities are planned for women who are still in the workforce or with children/teens at home. These activities include craft or cooking nights, yoga or other activities.

FUNERAL LUNCHEON VOLUNTEERS

Knox Presbyterian Women provide and serve light lunches following funerals. The groups are always in need of volunteers to prepare, serve and clean up for these events. If you would like to be added to the list of volunteers to help with these luncheons please call the church office for contact information.

GREETERS



Greeters are an essential part of Knox church as they are the first contact as people enter the church on Sunday. Greeters warmly welcome people to worship and direct them to the sanctuary via the stairs or elevator. Greeters are also responsible for providing direction regarding washrooms, Sunday School and Nursery.

Greeters are the responsibility of the Welcome Committee. If you would like to be added to our list of greeters please get in touch with the church office for contact information.

GREETER INSTRUCTIONS

Arrive at church by 9:45 a.m.

There are two greeting stations: 1) the front foyer – near the front door, and 2) the back door parking lot entrance, just off the C.E. Building.

- **Please be sure to wear your name tag.**

Greet people with a handshake or nod and a good morning smile.

Direct newcomers to the stairs leading to the sanctuary, or to the elevator, if required. Also be prepared to direct people to washrooms, Sunday school and nursery and to answer questions about Knox, as you are able.

Remain at your station until 10:30 a.m. and then proceed to the sanctuary.

Security will take care of any late comers.

RESPONSIVE READERS

Every Sunday, volunteers lead the congregation in the reading of the responsive psalm. Individuals interested in volunteering as a responsive reader should call the church office for contact information.



SECURITY PERSON/ELEVATOR OPERATOR

The Security Person operates the elevator before and after Sunday service. They are responsible for locking all outside entrance doors with the exception of the main foyer door as soon as the service begins, then remain in the foyer observing the service via closed circuit TV while monitoring the front foyer during the service.

If you are interested in becoming part of the Security Person/Elevator Operator team, please call the church office for contact information.

SECURITY/ELEVATOR INSTRUCTIONS

Arrive at church at 9:45 a.m. and go to the elevator on the entrance level.

Assist people onto the elevator, and accompany them in the elevator up to the sanctuary. Return to the entrance level to “collect” more riders.

At 10:30 a.m. the Security Person locks the Mitchell Street and parking lot (back door) entrances. (Please either arrange for a

greeter to “mind the front door” while you do it, or lock the front door while you are not present there.)

The security person then remains in the front foyer where they watch the service on TV while monitoring the front foyer during the service time. If someone enters late, ensure they are welcomed and are able to locate the sanctuary. If someone disruptive enters the building, call 911.

When the service is close to finishing, lock the front door.

Go back to the sanctuary level to collect riders.

**In case of a false fire alarm, find and reset the alarm that has been triggered. Open fire alarm box with key (on top of box). Press alarm silencing button (sound will shut off). Press and hold “RESET BUTTON” until the small yellow light above it goes out. Close and lock the box. Write report in log book.

** If for any reason, you are required to “leave your post in the front foyer” please ensure the front door is locked, in your absence.

USHERS

Ushers welcome people to worship at the sanctuary level and provide Sunday bulletins to each person and child. They also take up the collection from the congregation. Ushering is conducted by the various groups of the church as well as by individual volunteers. If you would like to volunteer to usher, please call the church office to be added to the list.

USHERING INSTRUCTIONS

6 ushers in total are needed each Sunday.

Two will be **Bulletin Ushers** and four will be **Offering Only Ushers**.

Bulletin Ushers:

2 of the ushers come early at 9:45 a.m.

Each stand in the narthex at the top of the two stairways.

They greet and hand out bulletins to each person and child. Please note that there are large print hymns, copies of the sermon, Bibles, and Welcome Bags for children in the narthex, for those who request them. There are also several bottles of water, for anyone who is unwell.

Special Needs: Escort these folks to a seat, if required.

Wheelchair accommodation is available at the front left and right sides and at the back left side.

Seating: Please sit in seats near the back during the service. One usher should remain in the narthex at least until the children's time to welcome late comers and help those who need assistance mid-service.

NOTE: *4 additional "offering only" ushers join these 2 ushers when it is time to take up the offering during the service.

Offering: As soon as the sermon is finished (during the prayer after the sermon), all 6 ushers (the offering ushers and the bulletin ushers) need to move to the back centre aisle of the church, and collect the empty offering plates.

The Minister will announce: "the offering will now be received".

Carrying an offering plate each, 2 ushers go down each aisle.

- Starting at the front, pass the plate down each pew row and watch for the other plate coming back to you in the next row.
- No offering is taken in the balcony as those sitting in the balcony are invited to place their gifts on a plate prior to the service or give it to an usher.
- When finished, meet in the back centre aisle and compile all of the envelopes onto two plates.

Dedication: As soon as the organist starts to play the doxology (“Praise God from Whom All blessings flow”) 2 ushers walk up the centre aisle carrying the offering and remain standing, holding the offering plates, while the minister pronounces the prayer of dedication.

NOTE: If there are offerings from the choir on the plates on the communion table, please pick up the entire plate. If there is only one or two envelopes, you can pick up those envelopes and place them on the plate in your hand. The prayer of dedication is spoken from the pulpit by the minister. After the prayer of dedication, **carry the plates to the back of the church.** A member of the Board of Managers will meet you there. The Board of Managers arranges counters for the offering. You may return to your seats.



Minister

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NOTES

Please join us!



We would love to
welcome **YOU!**