



CONGREGATIONAL PROFILE



"Vintage Knox (1883)" by St. Thomas artist, Laura Woermke (2019)

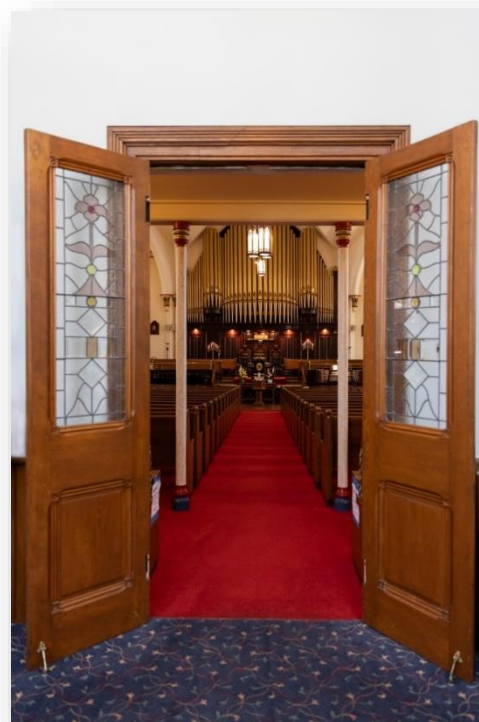
Knox Presbyterian Church

55 Hincks Street

St. Thomas, Ontario

N5R 3N9

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Introduction – Who We are

We open wide our doors

To all who would know God and do God's will; to all who would live and serve to make the world better; to all who seek comfort and would find rest; to old and young, wise and unlearned, rich and poor, saint and sinner, this church opens wide its doors and in the name of Jesus Christ bids you welcome to our Father's house.

For decades these words of welcome have appeared on our Sunday worship bulletin. In many ways, the phrase “we open wide our doors” has been our watchword at Knox and we continue to strive to live this vision in the following ways:

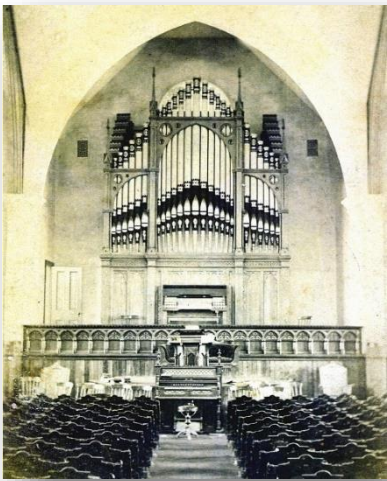
As a community of welcome and hospitality in our neighbourhood. Several of our activities and events are designed to be meaningful for our neighbours, including a monthly Twoonie breakfast, a Wednesday morning caregiver and tots program, a knitting group, and musical productions throughout the year featuring outside performers. Knox regularly donates to the local Foodbank and our women's groups and committees host events to raise funds for the local hospice, El Sistema, and a local housing project.

As a community that ensures newcomers and long-timers feel at home. Our weekly coffee times after worship and numerous activities midweek have helped us to continue to live our identity as welcoming people of God. Knox has a strong pastoral care committee that regularly visits the over 75 people connected to our congregation who are in long-term care, retirement homes, or confined to their own houses due to illness or age. While these members can no longer attend worship, we believe that our congregation can still be a church home to these people. We seek to provide a worship experience that is traditional and accessible. The noise and excitement of children are welcome in our sanctuary. We value a meaningful children's time and have invested in programming for our youngest members so that they can enjoy and find value in Sunday School (known at Knox as “Sunday Kool”), at children's activities, and in our nursery. As a welcoming congregation, we believe that all people – regardless of their abilities, age, sexual orientation, wealth, ethnicity, or past experiences are beloved children of God, and belong within the family of the church. Knox is an inclusive congregation.

As a community that shares the gift of our building. Every week, “we open wide our doors” to community groups who need space to meet. Golden K Kiwanis meet in Rodney Hall; Girl Guides, Embers, and Scouts use the Christian Ed Hall; AA, University Women, and Field Naturalists groups hold meetings in various spaces within our church. Recently, we have been blessed to welcome local musical groups into our sanctuary for concerts. We allow worshippers who are a part of the local mosque down the street to use our parking lot during those times when we do not require it.

Our Story

In the early 1830's, new immigrants from Scotland began holding worship services in St. Thomas. By 1837, the first Presbyterian church building was constructed on New Street and the congregation was named St. Andrew's. This congregation moved to Talbot Street, and finally settled on Hincks Street in 1883. Knox continues to worship in this 141-year-old sanctuary. Over the decades, numerous renovations and upgrades



have taken place, while still honouring the legacy and integrity of the neogothic



construction. Knox, St. Thomas was the first Presbyterian Church in Canada to install a fully operational elevator, to ensure all people were able to access the sanctuary for worship.

In the 1950's, a Christian Education building was constructed to meet the growing needs of young families; a small chapel was added on the main level. In the 1980's, a Library/meeting room and conservatory were built. Neighbouring homes were purchased to create a large, paved parking lot. The sanctuary and front hall were renovated in the 1990's and in the last decade, the Christian Education space and nursery were updated. Throughout the years, Knox has become known for its faithful presence, generosity, and forethought in the community.



Worship at Knox

As the only Presbyterian Church in St. Thomas, we seek to offer traditional worship that is relevant and meaningful for all. We are proud of our choir, our beautiful Casavant organ, and grand pianos. Our service is livestreamed and recorded for broadcast on the local Rogers television network. We appreciate traditional hymns, but also welcome music and liturgy from a variety of times and places. We are currently discussing ways to make the front of our



sanctuary space more flexible and accessible. The sounds of children and babies are welcome in our sanctuary. We have embraced the use of “worship wands” during our youth hymn. Youngsters are welcome throughout worship, but generally join in the service for the first fifteen minutes, and then attend nursery or Sunday Kool for the duration of the service. All children are welcome at the Lord’s Table at Knox. Hymn

books are located in every pew. A weekly bulletin is produced, and often a newer hymn is included. Knox has CCLI and One Music licensing for copying and livestreaming.



Welcoming new Members



The Ministry of Music at Knox

At Knox Presbyterian Church, the Music Ministry is an old and cherished tradition. The first small pump organ was approved at Knox in 1880. It was a very controversial decision by the Session. A small group of Knox members were so outraged by the notion of music in the sanctuary that they left St. Thomas and walked to the Presbyterian Church in Fingal (a journey of about 3 ½ hours) to attend church and demonstrate their protest.

The protest was short lived because a space for an organ was incorporated into the design of the current building. Knox now houses one of the largest pipe organs in Ontario, perhaps surpassed by only one in the Toronto area. The Knox organ is a 4 manual Casavant Organ (4209 pipes in 73 ranks). The sanctuary also houses a 7'6" Yamaha grand piano. Both instruments are used weekly in the Knox services. Knox has an assortment of other instruments that are used as needed.



The Knox Senior Choir is a vital part of worship services at Knox. It is a choir of about 20 SATB voices (post-Covid). There are currently three paid section leads in addition to one section lead position that is currently vacant. The music at Knox is a blend of traditional hymns and anthems as well as more contemporary works. While maintaining the traditional focus of our worship services, there is an intentional move to include music that is relevant to our younger members and young families. Knox also has a small children's choir and a hand chime choir under lay leadership.

Our Knox Director of Music, Amadeusz (Sandy) Kazubowski-Houston is a gifted, multi-talented musician. He prepares the weekly music plan in consultation with the Minister and then leads the Senior Choir in their Thursday night practices as well as Sunday morning services. He plays both the grand piano and the organ with enthusiasm and amazing skill. He is known for his impromptu flexibility, his creativity, and his charismatic style.



The Ministry of Music at Knox St. Thomas is an integral component of the weekly worship experience.

Stewardship of God’s Gifts

The Gift of the People

Knox’s greatest strength is its people. A strong Session oversees the life and ministry of the church’s various committees and groups. We seek to be a congregation that encourages all members to use their gifts of time, talent, or treasure for the glory of God. While elders are ordained and serve for life (unless they request a leave or resign); committee membership is reviewed yearly by the Nominating Committee, and terms are generally a three-year renewable commitment. Below is the organizational chart for our congregation.

| | | |
|---------------------|--|---|
| Knox Session | Governing Committees (members added at annual meeting only) | Board of Managers Rodney Outreach and Scholarship Fund Nominating Committee Human Resources (and Leading with Care) Trustees Internal Auditor's Committee Organ and Music |
| | Ministry Committees (members can be added mid-year and approved at annual meeting) | Christian Education Worship Committee Pastoral Care Welcome Committee |

There are many other groups and activities within the congregation. While these groups do not regularly report to the Session, they are ultimately accountable to the Session. They include:

- Knox Presbyterian Women (and its subgroups: Knitters, Sew-It-Seams, Kitchen Whiches, Crafters, Young Moms’, Outreach Circle)
- The Canadian Food Grains Committee
- The Men’s Club
- The Book Club
- The Wednesday Morning Bible Study
- “Let’s Do Something”
- The Archives Committee
- The Library Committee
- Library Café
- The Knox Talks quarterly newsletter

For a complete listing and description of all the committees and groups at Knox, please refer to the “All About Knox Booklet” attached as Appendix 2.

The Gift of Church Staff

All church staff report to the Human Resources Committee. The Minister is an ex officio member of this committee.

- Christian Education and Outreach: Meghan Brockington (30 hours/week)
- Director of Music: Amadeusz (Sandy) Kazubowski-Houston (15 hours/week)
- Office Administrator: Kathy Kestle (24 hours/week)
- Communications Assistant: Aylin Gorgun (as required)
- ECE Staff in the Nursery on Sunday Mornings: Angie Anderson (1 hour/week)
- Custodian: Woolley Maintenance Service
- Audio-Visual: Dion Vansevant



The Gift of Our Building

The building of Knox Presbyterian Church is one of the most beautiful sanctuaries in the city. Built in sections over the span of 140 years, it is a monument to our congregation's faithful stewardship of the gifts that have been shared with us from generations past.



The sanctuary has a seating capacity of 500 and is located on the second floor of the main building. It can be accessed via three stairways and a full-service elevator. The audiovisual equipment is located in the balcony. It is a concert-ready audio-visual system run by a team of trained volunteers, under the direction of a professional audio-visual technician.

Rodney Hall is named in honour of much loved and long-serving minister, Rev. Dr. Harry Rodney (who served Knox from 1944-1996), and seats over 200 people. It is used weekly for coffee and refreshments following worship, for funeral and wedding luncheons, and for numerous meetings. Rodney Hall has a large screen TV which is used for announcements, presentations, and recognition of birthdays and anniversaries.

The Church Library was built in the 1980's and is home to our church's library and archives. It is also used for meetings and Bible study mid-week. The Knox library is fortunate to have a professional librarian who volunteers her time to keep the book collection organized, functional, and up-to-date.



The Kitchen Whiches

The W.D. Carroll Conservatory is a large space for the choir to practice and meet on the east side of the sanctuary that was constructed in the 1980's. It includes office space for the Director of Music and a grand piano.

The Kitchen is well used! It is a health unit approved facility with a commercial dishwasher and coffee maker, and the Kitchen Whiches use this space for preparing meals; the breakfast teams cook up eggs and bacon for Saturday breakfasts and the Men's Club

flip pancakes here every Shrove Tuesday. The kitchen is also used every Sunday for the preparation of goodies and coffee.

The Christian Education Hall and Nursery Spaces are used for large group Sunday School activities, Indoor Playground, Scouts, Guides, Ember meetings, and for other functions (small luncheons, midweek group meetings etc.). Knox has a dedicated and well equipped nursery space for children ages 0-4. The nursery is staffed by a licensed Early Childhood Educator and a group of volunteers.



Indoor Playground

The Upstairs Classrooms are accessed via two stairways and are used every Sunday for our "Sunday Kool" program. They are also used for children's programming like Vacation Bible School and Kids' Clubs. The space is newly renovated and multi-functional and includes two dedicated children's washrooms.



Minister's office

The Office Space is located at the front of the Christian Education building. The administrator's office is right in front of the entrance. The minister's office is to the right of the entrance and includes a private closet and washroom, an electric fireplace, and ample storage for books. A seating area provides space for small meetings with the minister.

The Gift of Church Finances

As a longstanding community of faith with a spirit of good stewardship and generosity, Knox grows its ministry through the management of several funds.

The General Fund is our operating budget. General offerings given through Pre Authorized Remittance (PAR), Canada Helps, e-transfers, cheques and cash are managed in this fund.

The Legacy Fund was established over a century ago and is managed by the Board of Managers. The terms of the fund state that interest generated can be used for the general work of the church. Each year, the general fund receives \$50,000-\$70,000 in interest from the Legacy Fund.

The Building and Restoration Fund is used to cover major repairs or improvements at Knox since the building is quite large and old. Memorial donations are placed in this fund which is managed by the Board of Managers. In times past, the Building and Restoration Fund has been used to replace windows in the Christian Education building, purchase new boilers and improve the electrical system of the church.



Rodney Outreach and Scholarship was established in recognition of Rev. Dr. Harry Rodney and is used to award scholarships to students from Knox entering post Secondary education. It is also used to fund outreach endeavours within the church and the community. In the past, this fund has been used to provide seed money to support the hiring of new staff, support a neighbouring church's work to become self sufficient, send children to Camp Kintail, and support youth mission trips (recent trips include mission work in Newfoundland and in Kamloops, British Columbia). This fund is managed by the Rodney Outreach and Scholarship Fund.



Mission trip to Kamloops, BC

The Welfare Fund is managed by the Session to address immediate financial needs within the congregation and the community.

The Gift of Our Time

The church calendar at Knox is filled with a variety of regular events, activities and meetings. There are also a number of key events that are well known in our community and that are anticipated and well attended.

September

- The Neighbourhood Party - a Friday or Saturday evening in the church parking lot with free hotdogs and refreshments, live music, face painting and games.
- The Kirkin' o' the Tartan – a worship service that acknowledges the Scottish roots of St. Thomas and the Presbyterian Church in Canada, this service is a “homecoming” Sunday for many and includes the London Firefighters’ Pipe Band leading us in a parade through the streets of St. Thomas to worship.
- Orange Shirt Sunday – on the Sunday closest to September 30th, Knox acknowledges our denomination’s contribution to the Residential School System and colonialism and its impact on the Indigenous people of Canada.



The Kirkin' o' the Tartan



Neighbourhood Party

October

- World Communion Sunday – celebrated on the first Sunday of the month
- Foodgrains Sunday – Worship is followed by a luncheon in support of the Canadian Foodgrains Bank
- Pumpkin Carving – a community event for children and young families.

November

- Anniversary Sunday – This worship service date is moveable, depending on the date of Remembrance Day.
- Remembrance Day Sunday
- The Annual Tartan Bazaar

December

- Communion is celebrated the first Sunday in December
- A Time to Remember Service – organized alongside VON Bereavement Services, this is an evening service for those in the congregation and community who are grieving.
- Christmas Pageant Sunday – a full service led by the children of the church.
- Christmas Eve Family Service 6pm – averaging 50-100 people
- Christmas Eve Traditional Service 8pm – averaging 300-450 people



January

- Knox Women's Retreat
- Robbie Burns Luncheon (after worship)

February

- Pay It Forward Luncheon hosted by youth and young families

March

- Communion is celebrated the first Sunday in March
- Shrove Tuesday Pancake Dinner
- Ash Wednesday Service (10:30am) in the Knox Chapel
- Garage Sale

April

- Maundy Thursday Supper and Evening Worship (averaging 50-80)
- Good Friday Morning Worship, featuring choir and guest musicians
- Easter Morning Worship at 10:30am (averaging 300-400)
- Mission Awareness Sunday with a special coffee break, focusing on a particular mission project.



June

- Communion is celebrated on the first Sunday in June
- Bibles are presented to students in grade 3
- Worship at Pinafore Park, followed by the church picnic

July & August – Worship takes place in the air-conditioned Rodney Hall



Knox by the numbers

Active members: 348

Adherents: 60

Average Worship Attendance: 190

Average Viewership Online: 100 (on livestream), 300-500 (broadcast on Rogers TV)

Average Christmas and Easter Attendance: 400

New members in 2023/24: 42

Baptisms in 2023/24: 15

Weddings in 2023/24: 7

Funerals in 2023/24: 53

Children enrolled in Sunday School: 60

Average Sunday Kool Attendance: 8-30

2023 Annual Report available upon request

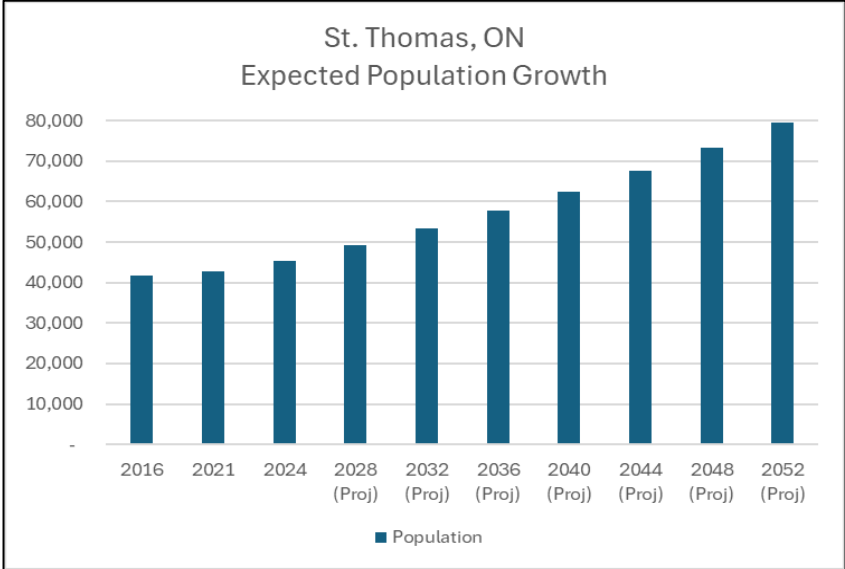


St. Thomas – Our community

Watch us grow!

Located in the heart of Southwestern Ontario in beautiful Elgin County, St. Thomas is a growing city, surrounded by numerous picturesque towns, lakeside villages and historic hamlets. While it is a short 25-minute drive to London, St. Thomas functions very much as an independent community. With over 42,000 residents, St. Thomas is large enough to provide all the amenities of city living, without the hassles of busy streets or expensive parking!

In 2023, it was announced that St. Thomas will be the home for Canada’s largest EV battery plant. It is projected that this facility will employ 3000 people. According to Census Canada, the rate of growth in our community will be increasing dramatically over the next 20 years.



Anticipated annualized growth of 8%
Source: Growth Analysis Study, Watson & Associates
Presented to St. Thomas City Council, June 7, 2024

Health Care in St. Thomas

There is a 157-bed hospital which offers comprehensive health care, including imaging and an MRI machine. There is a chemotherapy and physiotherapy unit within the St. Thomas hospital, as well as a new emergency department and mental health wing. St. Thomas is also served by two larger, “state of the art” hospital and medical research facilities in London.

There are several long-term care facilities in the county, as well as numerous retirement homes. Funds have recently been raised for a community hospice, and ground has been broken for this endeavour.

Education

The community boasts numerous excellent elementary and high schools totaling nine elementary schools and four high schools. These schools belong to either the Thames Valley District School Board or the London District Catholic School Board, with both offering French Immersion as an option at one of their elementary schools. Additionally, there are several private schools in St. Thomas, with many offering faith-based education programs.

St. Thomas also hosts a satellite campus for Fanshawe College in town, and is only a short drive from the main campus in nearby London, Ontario. That close proximity also places Western University within easy reach offering easy access to many undergraduate, masters, and doctoral programs.

Recreation

St. Thomas is known for its outstanding parks system, with thirty-five parks spread over 457 acres. There is an excellent indoor skating rink facility with two ice sheets, a fitness track, and a gymnasium (Joe Thornton Community Centre), and a second arena has an additional ice sheet (Memorial Arena and Auditorium).

There are outstanding youth hockey programs for both girls and boys and the city is home to the St. Thomas Stars (Greater Ontario Junior Hockey League).

The city also offers an indoor pool and recreation facility at the St. Thomas-Elgin YMCA, and numerous classes, activities, and athletic adventures are offered through the city and private organizations. There are several nearby golf courses, a curling rink, tennis and pickleball courts, as well as new soccer and football fields at various city parks. St. Thomas



Worship in Pinafore Park

also boasts plenty of different youth and community organizations. There are the Rotary Club, Kiwanis Club, and Lions Club. Scouts and Guides, Air and Army Cadets, 4H, and many more – there truly is something for everyone. Located 15 minutes from the village of Port Stanley, there is also easy access to two beaches and plenty of additional recreation options.



Arts and Culture

St. Thomas has a vibrant arts and culture presence both in town and the surrounding area. With a number of venues showcasing both local and national artists, there is no shortage of opportunities for exposure to creative talent. Along with fascinating museums to see, one can always take in live entertainment with the Elgin Theatre Guild, West Elgin Dramatics Society, Port Stanley Festival Theatre, Aylmer Performing Arts or visit the St. Thomas Public Art Centre and view some world class art. Additionally, the city of London, only a short drive away, has all the opportunities of a larger city right at your doorstep. All in all there is no shortage of things to stimulate, educate and entertain in the immediate area.

Caring for the vulnerable

The city continues to work hard to ensure that all members of the community have food to eat and a place to call home. A recent InDwell construction has helped to ease the housing crunch for those in need. The St. Thomas Elgin Food Bank is well established along with numerous agencies that supply food relief and assistance.

Currently, a joint endeavour lead by the YWCA in partnership with business and government is now under construction. It is called “Project Tiny Hope” and when completed, will provide 40 new “tiny homes” (1, 2, and 3 bedroom) rental units. It will also offer on-site social support services for its residents.



Knox Foodgrains Luncheon

The Kind of Minister We Need

A Minister for Knox St. Thomas wears many hats. This individual will not just be a leader, they will be a collaborative member of our active church family, and in the local community. We are looking for a Minister who can balance the intellectual, spiritual, and social fabric of our church; a Minister with strong skills in leading worship, who can connect with a diverse audience through homiletics would be best suited to the Knox family. As a healthy, vibrant church with members of all ages and from a variety of backgrounds and needs, pastoral care is also a large component of tending to our flock, particularly for those who find themselves in time of crisis, or less able to physically join the church community. We are hopeful to find an individual who will open our eyes to new approaches in meeting our goals of growth in the community and spiritual growth within ourselves.



Who We Hope to Be

We are proud of our long traditions, but also look forward to building and incorporating new traditions into the Knox experience. Our future must continue to expand our membership and attempt to meet the needs of our growing population. We have an opportunity to grow our membership, increase adherents, and expand our reach in the community. At Knox, our hope is to welcome new members of all ages with continued outreach, new initiatives, and expanded existing programs. Increased use of church facilities will open our doors to more community members, particularly new Canadians, new residents of our town and those that need our help. We wish to continue to walk in the footsteps of Christ, by living our vision of "opening wide our doors".



Conclusion

Knox Presbyterian Church, St. Thomas, is an inclusive and dynamic congregation in the heart of St. Thomas, Ontario. With a strong sense of history, a commitment to serve, and appreciation for joy-filled worship, we hope you will give prayerful consideration to joining us as we grow in faith to love and serve our Lord and Saviour.

To learn about Knox Presbyterian Church, St. Thomas, please visit our website at knoxstthomas.ca

For inquiries regarding the position at Knox, St. Thomas, please contact the Interim Moderator:

Rev. Deb Dolbear-Van Bilsen at revdeb1717@gmail.com
or at 1-519-287-2743 (Glencoe Presbyterian Church)
or 1-519-318-0821 (Cell)

If you feel God's call to Knox, St. Thomas, please submit your covering letter and personal profile by email, in strictest confidence, to Rev. Deb Dolbear-Van Bilsen and copy Donna Ellis, Chair, the Knox Search Committee at donnaellis782@gmail.com. Links to your online presence are much appreciated.

Please note: The position at Knox, St. Thomas includes a housing allowance, as well as allowances for telephone, travel, books and study.

“For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29: 11

Appendix 1 – Pastoral Skills Inventory

Summary of Knox Church Search Committee Skills Survey

A total of 178 surveys were returned during the allotted time period representing approximately half of the Knox congregation. The survey contained 18 skills which the congregation was asked to rank from highest priority (1) to lowest priority (18). Not all surveys returned ranked all 18 skills; therefore, there is a discrepancy in the final totals in some of the skills from the total of 178. Survey results were refined through a representative methodology to more accurately reflect the total of 178 responses.

Results analysis:

1. Using only raw data and the information from the **highest priority** (rank #1), the top 5 skills are as follows:
 - i. Leading worship & preaching (124)
 - ii. Crisis visiting (10)
 - iii. Equipping church members (7)
 - iv. Administration (6)
 - v. Working with youth (6)

2. Using only raw data and the information from the **lowest priority** (rank #18), the skills ranked as minimally-essential for the congregation are as follows:
 - i. Denomination services (26)
 - ii. Evangelism (23)
 - iii. Mission outreach (22)
 - iv. Community leadership (18)
 - v. Inter church co-operation (18)

Because many people found it difficult to rank skills as a 1, 2, 3, 4 etc, the first five rankings (1 to 5) were combined to achieve more representative totals. It did not change the highest priority for the congregation, but it did change the ranking of the skills that followed. Using this revised methodology, the top 5 skills are:

- i. Leading worship & preaching (144)
- ii. Crisis visiting (100)
- iii. Pastoral care (84)
- iv. Working with youth (61)
- v. Christian education (59)

Since the survey mentioned that some of the skills should be considered together as one skill, other than the top results of “Leading worship & preaching”, the remaining skills were then grouped together under appropriate headings. The groupings are as follows:

1. **Pastoral care** (3) includes
 - Crisis visiting (10)
 - Home visiting (5)
 - Working with seniors (4)
 - Working with youths (6)Total (28)
2. **Christian education** (3) includes
 - Leadership development (2)
 - Equipping church members (7)
 - Personal & Spiritual development (1)
 - Stewardship (3)Total (16)
3. **Administration** (6) includes
 - Program development (0)
 - Denominational services (2)Total (8)
4. **Community Leadership** (1) includes
 - Inter church co-operation (0)
 - Mission outreach (1)
 - Evangelism (0)Total (2)

Therefore, using these revised groupings, the top 5 prioritized skills are as follows:

1. Leading worship & preaching (124)
 2. Pastoral care (28)
 3. Christian education (16)
 4. Administration (8)
 5. Community leadership (2)
- Total (178)

This total matches the number of surveys collected.

Based on the above summarized data along with commentary submitted through the Congregational Survey, the ideal Minister for Knox would possess the following pastoral and personal skills, experiences, and habits.

Pastoral Skills

- Preaches Bible based, thoughtful sermons
- Able to work with and appeal to all ages
- Effective speaker
- Good pastoral visitor
- Well read
- Brings solid biblical and theological knowledge and understanding to worship and pastoral care
- Able to make ministry and sermons relevant to today and our way of life
- Respects confidentiality
- Able to motivate and inspire people
- Has solid counselling experience
- Brings experience from large, growing congregations
- Provides meaningful children's time to make the children eager to come to church
- Team player, supportive of the staff and lay leaders in the church

Personal Skills

- Friendly, personable and approachable
- Has a sense of humour
- Is patient, kind, compassionate and sincere
- Non-judgemental and empathetic
- High Energy, self starter
- Can provide strong, flexible leadership
- Demonstrates honesty, integrity and trustworthiness
- Humble
- Effective communicator and a good listener
- Someone who can "walk the talk" in their faith
- Tech savvy
- Able to attract and support young families
- Creative and able to "think outside the box"

Appendix 2 – All About Knox Booklet

ALL ABOUT



**Knox Presbyterian Church
55 Hincks Street
St. Thomas, Ontario
N5R 3N9**

519-631-2414

Email: office@knoxstthomas.ca

www.knoxstthomas.ca

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 Presbytery of London. Meet monthly.

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 in 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.

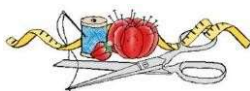
New members are always welcome. If you are interested in joining the Knox Outreach Circle, please reach out to the church office for contact information.



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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Director of Music

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Please join us!



**We would love to
welcome YOU!**