Parish of Central Saanich Council Minutes – June 20, 2017
7:00 p.m. at St. Stephen's

ACTION ITEMS

Name	Action Item	Page Reference	Target Date	Completed
All	Consider the Nominating Committee	1		
All	Give Derek Feedback on Strategies & Tasks document	4		

Attendees: Rev. Rob Szo (Chair)
Derek Osman Lynda Clifford Greg Robinson
Nancy Choat Ken Pedlow Karen McColm [arrived for item V(2)]
Leslie Pedlow (Recording Secretary)

Regrets: Jen Buscall, Allan Carlson, Don Wilson,

I Open meeting with Prayer

Rob Opened the meeting with a prayer at 7:03 p.m. He took a moment to highly recommend that Council Members read and inwardly digest the Parish Council Guidelines from the Diocese that were previously circulated if they had not already done so. He felt that they were extremely good and could make the health of our already good Council even better.

II Changes or Additions to the Agenda

Rob asked if there were any changes or additions to the Agenda. None being noted the agenda was adopted.

II Minutes:

The Minutes of the May 16, 2017 Council Meeting were approved by Electronic Vote. Electronic Voting Results – 5/6 members who voted, voted in favour. The approved minutes were posted to the website on June 1, 2017.

IV Review of Action Items:

Strike A Nominating Committee – As several members were absent from the last meeting Derek reiterated his invitation to participate on the Nominating Committee this year. If you are interested please see him after this meeting, or otherwise contact him. We are seeking to appoint a Nominating Committee of 2 members from each church, and a Chair to break the tie votes!

1. This year, we would like the Nominating Committee to:
    a. review all positions filled by members of Council (including Synod Delegates) and
    b. review the current volunteers in those positions to determine pending needs (their desire to continue with Council, the number of years already served on Council, or any other criteria you or the Committee deems appropriate).
    c. Then we'd like the Committee to develop their recommendations such as agreement or encouragement to 2 year appointments, staggered to provide continuity within Council.

d. Benefit impact of reducing the number of Council members.
e. all pertinent aspects of Succession Planning.

2. Timing: Have the membership of the committee set before the September Council meeting and begin meeting that month so that their recommendations can be understood by Council at least a month before the AGM in February.

3. Please let Derek know if you are interested within the next week or two. Nancy Choat volunteered. If you think someone else would be interested, and would do a good job, please discuss your recommendation with Rob before approaching the person. As a reminder, Rob will be away for most of July, so you need to get to him soon, or soon after he gets back from vacation.

V Business Arising/Discussion from Minutes

1. Haro Regional Meeting – A report written by David Stewart was attached to the Council Package for information along with supporting documentation as received with thanks. Derek reported that the Parish had sent feedback as requested. Rob felt that we have done very well on the educational aspects relating to clause 59 especially with the assistance of Fern and Mark Perkins.

   Karen McColm arrived at the meeting.

2. Parish Financial Management Consultant – Derek circulated a revised report that included the names of the parties concerned. He explained the background leading up to the proposed Letter of Engagement and its contents. Greg asked how the figure of $1,500 had been arrived at and Derek advised that it was the figure quoted by the company. Everyone felt that it was an incredibly good offer. Having presented the information as written it was **MOVED** by Derek Osman, **SECONDED** by Greg Robinson that Lynda Clifford and Derek Osman be authorized to sign the engagement letter with Collins Barrow Victoria Ltd. for the initial engagement to provide sufficient accountant resources to:

   a) Review the accounting policies, procedures, and practices used within each church and the cemetery
   b) Define the roles and responsibilities of the Parish Treasurer and the Bookkeepers.
   c) Identify potential opportunities for improvement.
   CARRIED.

   Each church has identified specific units of work that should be completed this year. Further, through the course of completing the work associated with the first engagement as above, each church may decide that it is prudent to contract for the assistance of Collins Barrow to correct specific significant deficiencies. Although a policy already exists that permits wardens to authorize up to $10,000 of capital expenditures and up to $10,000 of operating expenses without seeking Council approval, the Wardens decided to bring forward a motion in connection with any work done outside of the Letter of Engagement. Therefore, it was **MOVED** by Derek Osman, **SECONDED** by Greg Robinson that the warden(s) from each church will be authorized to approve additional work to be performed by Collins Barrow, so long as the budget for the Financial Consultant is not exceeded for each church. **CARRIED.**

The report on the status of the work will be brought to the September Council meeting.

VI **Reports:** *All reports are filed with the original Minutes*

1. **Rector's Report:** Rob's report was circulated and received as presented. It highlighted his upcoming presentation on "Should We Change Our Game Plan?" and his plans for his summer vacation entitlement.

2. **Wardens' Reports:**
   a) St. Mary's: Derek's report was presented as circulated. He asked Nancy to comment on the First Nations Bursary. Nancy reported that Liam Paul was the successful candidate for this year's Bursary and that he will receive a Letter of Intent that he will receive $1,000 upon successful completion of his first year of post secondary studies and upon proof of registration into his second year. Fern Perkins has been pleased to participate this year.

   Derek also reiterated that we are praying that someone steps forward to assist with the Sunday School for September. It would be wonderful to have someone who would coordinate the program as well as four leaders and helpers. Rob will place an announcement in the bulletin.

   Our Smile Card application has been approved for $2,500 to pay off the lawn tractor and for funds to put down new carpeting in the boardroom and the library.

   The Photo Display frame is in place and the photos have just been received. Derek was also pleased that there are now group photos of both congregtations and he will ask John Beresford to update the website at his earliest convenience.

   Derek is also pleased that a small team consisting of David Stewart, Ken Pedlow and himself has been put in place to develop a 5-year Capital Plan. An Operating Plan is also being developed.

   b) St. Stephen's: Greg presented his reported which he indicated was short on purpose. He ran through each item briefly. He was pleased that Bishop Logan would preside at the St. Stephen's service on June 25th.

   It was **Moved** by Nancy Choat, **Seconded** by Ken Pedlow that the non-financial reports be received. **CARRIED.**

3. **Financial Reports**:
   a) St. Mary's: Derek presented the St. Mary's Financial package to May 31, 2017 as circulated by email. He circulated a new copy of page 7, Statement

of Income and Expenses to May 31st. He was pleased that income was up over the same period last year and expenditures were down, although that was due to no costs for a Youth Worker. He outlined the transfers that had taken place. The Smile Card grant this year will be used to pay off the lawn tractor and to replace funds from the St. Mary's Guild Fund that will be used to replace the carpeting in the boardroom and library. RAPID will be concluding at the end of June. It is Derek's understanding that the RAPID Committee will be asking the Diocese for an extension of the deadline as there is still significant dental work outstanding and new housing is required. The reinvestment of a GIC, and the investment strategy, was outlined. Derek noted that even if St. Mary's was on budget (and they are very close), at the end of the year there would still be a deficit of about $2,900. St. Mary's and St. Stephen's have both completed their portions of the CRA Report and the submissions are with Jen for consolidation. The consolidated CRA report needs to be submitted by June 30th.

It was **Moved** by Derek Osman, **Seconded** by Lynda Clifford that St. Mary's Financial Statements to May 31, 2017 be adopted. **CARRIED.**

b) St. Stephen's: Greg drew attention to the financial statement that was circulated with the Council package. Greg thanked Derek for guiding him through to a better understanding. He was pleased that income was up slightly but noted that they are still behind. It was his belief that the crawl space insulating work had been paid from Designated Funds and that when the grant was received that it should reimburse Designated Funds.It was noted that the Designated Funds amount was about the same as the Capital Expenses. As there was no one available to speak directly to the statement it was **Moved** by Greg Robinson, **Seconded** by Karen McColm that the St. Stephen's financial statement to May 31, 2017 be received only. **CARRIED.**

VII. Strategies and Tasks for 2017:

Derek reviewed the newly formatted report, hoping that it was now clearer to Council Members. He asked people to read and assess each area and submit your feedback to him, especially as it relates to the third strategy. How can we improve? Can any of the identified 22 ways that the Tasks can take on life enrich our spiritual growth ? What might we be able to drop? Can we add anything else? What have been our successes?

The initial response was that the format and content was a significant improvement over the previous rating approach. This version would be more meaningful for parishioners.

VIII Correspondence: None

IX New Business: None

X Next and Upcoming Meetings

September 19 at St. Mary's
October 17 at St. Stephen's
November 21 at St. Mary's
December 12 at St. Stephen's (normally cancelled)
January 16/18 at St. Stephen's
February 18 AGM at St. Mary's
(Council meeting in February TBD, at least 1 week prior to AGM)

XI Closing with Prayer and Grace

The meeting was closed with a prayer by Greg Robinson and with the saying of the Grace. The meeting adjourned at 8:40 pm.

Rev. Rob Szo, Chair

Parish of Central Saanich Council Agenda - June 20, 2017
7:00 p.m. at St. Stephen's

Regrets: Jen Buscall

Open meeting with Prayer - Rob

II **Changes or Additions to the Agenda?**

III **Minutes:**

1. Council Meeting – May 16, 2017 approved electronically ?/6 who voted, approved.

IV **Review Action Items from Minutes** - status, date adjustment, explanations?

a. Strike a Nominating Committee - Derek

V **Business Arising/Discussion from Minutes**

1. Haro Regional Meeting (May 27) – David Stewart's report *(Attached)*
2. Parish Financial Management Consultant *(Attached)*

VI **Reports**

1. Rector	- Rob	(will bring report to meeting)
2. Wardens'	- Derek	*(Attached)*
	- Lynda/Greg	*(Attached)*

./ *Motion to receive non-financial reports*

3. Financials.
   a) St. Mary's Statements to May 31, 2017 - Derek *(Attached)*
./ *Motion to adopt*

   b) St. Stephen's Statements to January 31, 2017
./ *Motion to adopt - only received at March meeting*
   c) St. Stephen's Statements to February 28, 2017 and to April 30, 2017
./ *Motion to adopt*
   d) St. Stephen's Statements to May 31, 2017
./ *Motion to adopt*

VII Our Parish Spiritual Growth: Strategies & Tasks

– Derek (*Attached*)

VIII Correspondence

IX New Business

X Next & Upcoming Meetings

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XI Closing with Prayer and Grace

Hi Rob--

My brief notes that I used to report on the Haro region meeting are below. Attached are two documents.

1. A **Vision Fund update**, presented at the Haro meeting, giving details on the fund, how to apply for funding, and the funds dispersed to-date. This latter information is useful as it gives examples of how these funds have been used by various parishes, and thus perhaps provide encouragement for other parishes to apply for funding. (Vision Fund-Spring 2017[10581])

2. A **Relationship Matters report** to the Diocesan Council. This brief document gives the "Church's" responsibilities outlined by the Truth and Reconciliation Commission, and in particular the one most relevant to most parishes is #59 regarding education of parishioners. (015-01 Relationship Matters REV[10582])

Regards,

David Stewart

2017 Spring Regional Meeting

Five of us attended a Haro Regional meeting at Holy Trinity on Saturday: Rob Szo, Derek Osman, Nancy Choat, Don Wilson, David Stewart.

The main purpose of these Spring meetings is to get feedback on four draft goals to be achieved by the Synod in 2018.

The four goals are:

1) **All Synod delegates understand the Diocesan Vision, have seen examples of it being lived out, and are optimistic going forward.**
2) **There is good evidence of healing and reconciliation within the life of the Diocese.**
3) **There is good evidence that the Diocese is beginning to establish new relationships with the First Peoples of these islands and inlets.**
4) **A five-year financial plan, including a fund-raising component, is presented and supported by Synod.**

A second set of regional meetings to be held in the fall, will be to share that feedback and confirm or modify the Synod goals.

The meeting started with a healing Eucharist, and then the Bishop spoke on the various components of the Vision: Faith in Action, Faith in Formation and Faith in Foundation. There was an update on the Vision Fund (you may remember that at the last Synod $675,000 was set aside to support Vision activities), and to date over 30 grants have been approved for about $200,000.

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THE DIOCESAN VISION FUND
BACKGROUND & UPDATE
SPRING 2017

What is it, and why does it exist?

The Diocesan Vision Fund was established by a vote of Synod in Fall 2015. Its purpose is to faithfully seed local, regional and diocese-wide initiatives that give tangible expression to the directions of the diocesan vision, and thus strengthen us for God's service here on these islands and inlets.

In particular, the fund is designed to support current and emerging ministries by:

- Revitalizing and transforming existing spiritual communities.
- Encouraging and supporting new forms of spiritual community.
- Enabling innovative congregational development proposals.
- Strengthening parish life.
- Supporting youth and family ministries.
- Encouraging lay ministry and leadership formation.
- Engaging God's world and promoting efforts at reconciliation.
- Sharing resources, providing training.
- Creating centres of excellence and innovation.

A jury made up of seven clergy and laity solicits and reviews submissions, makes recommendations to award funds to successful proponents, and follows up on the results.

How much money is available, how much has been spent so far, and how much can we apply for?

The fund is designed to operate for three years (2016 through 2018) as a bridging mechanism pending a major diocesan fundraising campaign. In each of those three years, up to $125,000 is available in the general Vision Fund, plus a further $50,000 designated specifically to support initiatives for youth and families, and another $50,000 earmarked for projects related to social and economic justice, environmental issues, and reconciliation with First Nations. The total funding available is $225,000 per year, or $675,000 over thee years.

Over its first eighteen months of operation, the Vision Fund has approved over thirty grants, totalling over $200,000.

Normally, grants are limited to a maximum of $10,000 in one year. Usually, parishes and other existing entities are eligible for "matching grants," i.e. up to 50% of the total project budget, whereas new entities may receive up to 100% funding. Proponents can indicate in advance a desire to seek multi-year funding, but decisions and disbursements are generally made one year at a time.

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How do we apply?

Initial applications should take the form of an "expression of interest," submitted to the Executive Office of the Diocese. The guidelines are currently being updated, so watch for new information to be posted on the diocesan website, but in general . . .

Submissions should:

- ✓ Identify the entity making the application.
- ✓ Provide a brief description of the project proposal.
- ✓ Explain how the proposal would advance specific aspects of the diocesan vision.
- ✓ Specify the amount of funds being requested, and the total budget of the project.
- ✓ Provide other relevant background information, e.g. key individuals involved.
- ✓ Be signed by an identified officer of the entity, and provide contact information.
- ✓ Be submitted by e-mail to smartin@bc.anglican.ca.

Process:

- ✓ Some expressions of interest may be deemed ready to for immediate consideration.
- ✓ More often, there will be a request for additional information to be submitted.
- ✓ A phone call, in-person conversation or site visit may be suggested.
- ✓ After this "due diligence" is completed, the application will be considered by the jury.
- ✓ The jury may decide to approve the application as submitted, approve it in modified form, or explain why it is not being approved at this time or in this form – sometimes with an encouragement to rethink and resubmit.
- ✓ Decisions usually have conditions attached, e.g. submission of reports by specified dates.
- ✓ All of the jury's decisions are subject to ratification by Diocesan Finance Committee and Diocesan Council.

Deadlines:

For the coming year, the Vision Fund jury will be receiving applications on an ongoing "rolling" basis. There are **four deadlines: August 1st and October 1st 2017, January 1st and March 1st 2018.** However, applicants are invited to submit at any time – the earlier the better!

Other things to bear in mind:

- ✓ The jury strives to make the application process as streamlined and easy as possible, while ensuring that precious diocesan resources are used prudently, and that there is appropriate accountability. The jury strives to work in partnership with applicants to create conditions for success.
- ✓ While the guidelines and process are flexible and adaptable, programming is generally favoured over capital projects, and funding is not usually provided for permanent salaries or routine property maintenance.
- ✓ Because the Vision Fund is a three-year program, the jury seeks to support term-definite initiatives, and to help launch pilot projects and new ventures that demonstrate potential to become self-sustaining over time.
- ✓ If in doubt, ask! We want to work with you!

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Who has received grants, and for what kinds of projects?

In 2016 and the first half of 2017, the following grants were approved.[1]

Cowichan-Malaspina Region:

- $5,000 to the Cowichan Regional Anglican Youth Connection to help fund program costs, including an honorarium for the group's leader.
- $1,500 to the former parishioners of St. John the Evangelist, Ladysmith to continue their monthly community meal program in new premises.
- $1,000 subsidy for second year of Ladysmith Open Table: rent only this year; other costs borne by other community partners.
- $9,500 to St. Mary, Nanoose Bay to launch expanded "Delicious Hospitality" program, including equipment purchase, supplies and part-time staff.

Haro Region:

- $9,500 to the Parish of Salt Spring Island to help with repurposing and programming of St. Mary, Fulford as the Star of the Sea Centre for Spiritual Living and Practice.
- Up to $2,500 to the Parish of Pender & Saturna Islands to assist in establishing a permanent labyrinth and meditation walk on the grounds of St. Peter's Church.
- Second grant of up to $2,500 to the Parish of Pender & Saturna Islands to help fund weekend retreat / workshop to launch new labyrinth.

Nimpkish Region:

- Up to $10,000 in seed money to assist with the ongoing development of a Kwakwaka'wakw Anglican contextualized church on northern Vancouver Island (Rev. Tanya Packer-McKoen)
- $10,000 in second-year funding for Kwakwaka'wakw Language Contextualized Church, focused this time on translation and transcription of Biblical texts.
- $10,000 to underwrite programs being led, enabled and enlarged by the curate at St. Peter's Comox, including a weekday service, food bank and parish retreat weekend.
- $8,300 in assistance to St. Columba, Port Hardy to help expand Rev. Alastair Harding from 70% to 100% time to support work with Gwa'sala-'Nakwaxda'xw First Nation.
- $10,000 to support Spirituality Beyond Borders programs at Bethlehem Retreat Centre and Parksville, organized by Rev. Andrew Twiddy.
- $8,800 to St. John Gualbert, Port McNeill, to hire two part-time students for summer assistance with the church's community programs.
- $8,000 to St. John Gualbert, Port McNeill, as 50% subsidy to launch wellness program for seniors this fall. Balance of funding to be sought from United Church.

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[1] Note that a few projects have not proceeded as planned, in which case funds either have not been advanced, or may have to be returned.

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Selkirk Region:

- $5,000 to Holy Trinity, Sooke to assist with training of lay worship leaders and starting a new partner relationship with the T'Sou-ke Nation.
- $900 to St Peter & St Paul, Esquimalt as partial funding for the first three months of a new monthly community lunch program for low-income seniors (became self-funding).
- $4,000 to St. Peter & St. Paul, Esquimalt as partial funding for capital improvements required to support community programming initiatives (new sound system).
- $5,000 to St. Mary of the Incarnation, Metchosin, to support week-long summer program for children and monthly Messy Church during next school year.

Tolmie Region:

- $7,230 to St. Luke, Cedar Hill for one-time funding to help establish a contemporary worship service.
- $5,000 to St. Barnabas, Victoria towards start-up funding for their new Waldorf-inspired, faith-based preschool program called The River.
- $10,000 to support the start-up of Let It Shine, the new child care program being established at St Dunstan's, Victoria.
- $5,000 in partial funding to help establish Parish/Community Garden at St. George the Martyr, Cadboro Bay.
- $5,600 to St. Philip, Oak Bay, in partial support of two programs for young people: week-long summer music theatre camp and six Pro-D Day cultural programs during school year.

Multi-Parish or -Region / Diocese-Wide / Non-Parish / Other Entities:

- $10,000 in 2016 to support the administrative costs of the Diocesan Refugee Sponsorship Program; commitment in principle to renew for 2017 and 2018.
- $10,000 towards start-up funding for Greater Victoria Acting Together; a coalition of faith groups and other parts of civic society to advance economic and social justice.
- Up to $6,000 to support Dismantling Racism Workshops in Victoria and Nanaimo, plus potential followup work, to be identified.
- $3,000 to Creation Matters to underwrite carbon emissions audit pilot for Synod Office and parishes of Selkirk Region.
- $10,000 in 2017 to support Parish Web Site Support and assist parishes with costs of conversion to ChurchOS platform; commitment in principle to renew for 2018.
- Up to $8,000 to support Selkirk & Tolmie Regions Lay Pastoral Care Training involving participants from multiple parishes: bursaries for workshops, plus potential followup activities, to be specified.
- Up to $7,500 as partial support for one-year pilot of "Living Awake" Program for the Spiritual but not Religious (The Rev. Ernest Morrow), organized in conjunction with UVic Chaplaincy.
- $10,000 to Coalition to Preserve Truth to help subsidize costs of intervention before the Supreme Court of Canada in the so-called "IAP Case" concerning preservation of documented first-hand accounts of residential school survivors.

Attention Diocesan Council: In response to your request from the April Meeting: May 9, 2017.

Relationship Matters is happy to partner with Diocesan Council in engaging parishes in the Ninety-four Calls to Action from the Truth and Reconciliation Commission. We understand that you have identified specifically the six directed to Communities of Faith.

We acknowledge that there are people, parishes and groups that are openly apathetic and or negative to matters of reconciliation. This troubles us all and we seek to engage and to challenge those folk.

We will also encourage the people who are progressing in these important areas of reconciliation. We look to the Vision and specifically to Reconciliation and Beyond. We thank our Bishop for his amazing and persistent holding of the values of our Diocesan Vision.

We endeavor to make real the commitment from across our diocese to the words from Justice Murray Sinclair, all who wrote the Calls to Action and especially for survivors of Residential Schools and their families. Therefore we propose what follows.

- Diocesan Council assigns to our Team at least one or two more people to work with the Relationship Matters Team for this particular event. Janice Varga is now beginning to become a part of our team so it may work well to have one more from south and one from North.
- We further suggest that there may be an opportunity to align us with the organizing Team of the We Together Conference this September.

- That this group write an invitation asking that each parish demonstrate to their diocesan by the time of The We Together Gathering in mid- September how that they have engaged in at least one of the Calls to Action. If this is not consistent with the We Together theme than we would suggest another date and perhaps a gathering.
- If parishes struggle and cannot name one we invite them to talk to us, use us resource and support.
- We ask for creativity in responding. We hope that rather than being seen as "another diocesan hoop or report that we have to do", **that it be seen as an opportunity to tell reconciliation stories, relate experience and share hope! Just a few ideas: Videos, interviews, bring along a guest, posters....**

Truth and Reconciliation Commission: Calls to Action:

59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.

60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in

Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and Communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.

61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:

i. Community-controlled healing and reconciliation projects.

ii. Community-controlled culture- and language revitalization projects.

iii. Community-controlled education and relationship building projects.

iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.

73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children. 74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at

residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of Calls to Action I 9 appropriate memorial ceremonies and commemorative markers to honour the deceased children.

Co-Chairs: Sister Brenda Jenner &The Ven Lon Towstego

2017-06-20

Subject: Parish Financial Management Consultant - **Confidential**

Objectives:

1. Review and discuss the recommendations of the wardens on the subject matter with the Bookkeepers from both St. Mary's and St. Stephen's.
2. Engage the Bookkeepers in the refinement of the recommendations from the wardens so that they are both supportive of the direction and recommendation(s), and
3. Prepare a motion for adoption at the Council Meeting on June 20.

Background:

Through the course of interviewing candidates for the position of Parish Financial Management Consultant, Lynda and Derek interviewed options involving a person with extensive bookkeeping experience to an accounting firm with a focus in the Victoria area. With both options, they had experience in working with the Diocese of British Columbia.

In the case of the accounting firm, Todd Troyer (a principal of Collins Barrow Victoria Ltd.), asked for the opportunity to highlight the benefits of how working with a company of accountants having a variety of skills (and thus a variety of costs) would better satisfy our needs than relying solely upon a single financial management consultant.

The Proposal:

To demonstrate these benefits, Todd prepared a Letter of Engagement for the Parish. It was to address 3 deliverables, being:

a) Review and report on the accounting policies, procedures, and practices used within each church and the cemetery; to note inconsistencies, particularly where they were contrary with Diocesan direction or generally accepted accounting procedures.
b) Articulation of the roles and responsibilities (including job descriptions and segmentation of duties) of the Parish Treasurer and the Bookkeepers.
c) Identify potential opportunities for improvements; and prioritize the proposed improvements based upon the benefits to be achieved, ease of implementation, and desirability to have.

Through the course of discussions, it was disclosed that some immediate assistance could be provided, if needed.

We subsequently met to clarify a few points, the cost estimate, and the time requirement needed of the Parish staff to complete this initial engagement.

An initial budget of $1,500 for this engagement was established.
The time requirements needed of Parish staff and volunteers is (conservatively) estimated to be:

- Jen Buscall - St. Stephen's Church– 2 hours; plus, an hour for the St. Stephen's Cemetery (total of 3 hours for this phase).
- Leslie Pedlow – St. Mary's – 2 hours
- David Scarth - St. Stephen's Cemetery – 1 hour
- Derek Osman – Interim Treasurer – 1.5 hours

Rector's Report
June 2017

1. **"Should We Change Our Game plan?"**

I will do a presentation on the book of the same name by American church growth expert George Hunter on Tuesday June 27, 7pm (St S) and Wednesday June 28, 11am (St M). A time for questions and discussion will follow. My hope is that we will engage deeply with the material and use it as a way of furthering gospel ministry in the parish.

2. **Summer Vacation**

I'll be away from July 5 – August 2, which is my full vacation entitlement. Pastoral emergencies will be handled by Archdeacon Penelope Kingham and regular Sunday services are planned with guest clergy, laypeople and our own Brett Cane. Bible study and Wednesday communion takes a break for the summer.

Rev. Rob Szo

A. Community Involvement (Outreach):

a. **First Nations Bursary:** This year, Fern Perkins is assisting Nancy Choat to award the bursary as well as to select the candidate to potentially receive the bursary next year. Fern and Nancy met with **Liam Paul** last week and will present the letter of "intent" at the Stelly's Awards Ceremony on Thurs June 29th. The presentation of the bursary to last year's selected candidate, **Isabella Kennedy** is pending the confirmation of Fall registration at Camosun. She has completed her first year at Douglas college with straight A's! It is hoped that this confirmation of enrollment at Camosun will be received in time so that Nancy and Fern can present it at Indigenous Sunday (June 18th).

b. **Sunday School:** We have been blessed with families who have come to experience who we are, and they have been impressed with how friendly and accommodating we have been. They have begun to worship with us, but are thirsting for a Sunday School program. Irene Feir led Sunday School for several weeks, but has declined the opportunity to continue beyond June. She and Rob are reviewing options for a program, including confirming what program is being used at St. Stephen's. We need to attach a high priority to this program review and leadership team to have a solution ready to implement for September. Should we re-new our efforts to recruit a Children's Ministry leadership person, at least for St. Mary's? We need:

   1) someone to provide overall coordination and direction of the volunteers and the program. Called a **"Coordinator"**, this person would need to have a police background check completed, and have completed the Safe Church session, once every five years.
   2) a few (4 – 5) people to lead the Sunday School sessions, according to a schedule of once per month. Called **"Leaders"**, these people would need to have a police background check completed, and have completed the Safe Church session, once every five years.
   3) a few (4 – 5) people to help the "Leaders" of the Sunday School sessions, according to a schedule of not more than once per month. Called **"Helpers"**, these people can be anyone from the congregation, including the parents of the children in the Sunday School.

c. **Wine Fest:** After brisk ticket sales for the Early Bird Tickets, sales have slowed. However, the number of tickets for adults under 65 is about the same as those over 65. To date, we have sold 84 paying tickets and received 2 donations. Posters are being distributed now. The Silent Auction team is making progress as well. As expected, the Food team has everything well in hand. We cannot get comfortable though if we hope to achieve our target of $10,000 of Outreach to be shared by a) Saanich Peninsula Hospital, b) Mount Newton Centre Society, and c) Stelly's Secondary School. All other plans seem to be working well and volunteers are being organized.

d. **Home Schooled Friday Meetings:** One of the members proposed that they be permitted to meet on Friday nights during the summer. There would be games for the kids, toasted marshmallows and other fun initiatives. Rob has decided to decline this request, in light of all of the other activities that are planned, but with limited resources. We need more volunteers who are prepared to commit their time to have fun,, on a once a month schedule, for example.

B. <u>Operations Committee</u>:

a. **Security Camera**: A camera was installed near the peak of the exterior hall wall on the east side of the Hall. It is directed towards activity along the fense and in the parking lot as well as the area adjacent to the Hall. Other options will be considered as well, to provide additional coverage.

b. **Carpet Replacement in Board Room and Library:** Len has been in touch with Hourigan's who have updated their quote. Labour remains the same but the price of the product has increased. The estimated cost for doing the Board Room and the Library has increased from $1,800 to $2,200 ($2,052 pre tax). The intent is to pay for the carpet installation up front and then be reimbursed by the Smile Card funds. We have now received approval of our Smile Card application to Thrifty's.

c. **Photo Display:** Irene has installed the photo frames, and the photos of parishioners are being printed (with the names on the photo). When Len returns from vacation , he will have a few remaining photos to take to complete St. Mary's. It was suggested that he set a date for a photo session so that he might be able to capture our newer parishioners as well. Len can get the requisite approval on our permission form when he takes the photograph. Also, we now have group pictures of parishinoers from both St. Mary's and St. Stephen's – so they can be posted on the home page of the website.

d. **Capital Plan**: Derek will begin, with the assistance fom David Stewat and Ken Pedlow, to develop the Capital Plan – having about a 5-year horizon. A similar plan will be developed for the Operating budget. Leslie has been accumulating significant maintenance costs, their frequency, and the last date the we incurred the expense; all to be used as input to the Operating Plan..

e. **Moss Removal on roof:** Following a review of the proposal from Thomson's and from Roof Cleaning Victoria, the Operations Committee voted to accept Len's recommendation to proceed with Roof Cleaning Victoria. They offered more services, improved guarantee, and reduced cost relative to Thompson's. Roof Cleaning Victoria will do the work on June 27.

f. **New Shelving in Maintenance Room:** The old shelving structure in the Maintenance room has been replaced with 2 steel framed shelving units. The parts and pieces were grouped by type on the shelves, and then labels were made for the shelves. The safety concern with the old shelving has been eliminated. Some very old paint cans were re-cycled.

g. **Parking Lot Re-Painted**: Last fall during the wet & rainy season, the lines in the parking lot were re-painted. However, shortly thereafter, the paint began to flake off. Scho's did an on-site inspection and committed to re-paint the area in front of the entrance. On June 9, they did that work, and much more when they re-painted much of the parking lot. Kudo's to Scho's!

C. Other Activities:

a. **Haro Regional Meeting**: Was attended, with the focus of the meeting being to prepare for next year's Synod meeting. A response to their questionnaire was forwarded to Stephen Martin.

b. **Nominating Committee**: Derek has been soliciting the names of people interested in working on this year's Nominating Committee. Following a review of all volunteers in all positions, recommendations should be presented to the Council Meeting around October 17. We currently have recommendations for 3 people, who have yet to be approached to be involved. The target is to have 2 people from each church, plus a chair of the Committee.

c. **AED Certification:** Much to our surprise, we found out that our AED device was no longer certified because we had failed to provide valid expiry date information for both of the adult pads, and for the children's pads (only the adults pad information had been provided). New children's pads have been ordered, and this issue will be straightened out shortly.

Respectfully submitted,

Derek Osman

		Operations Committee (St. Mary's)	St. Mary's Wardens'	St. Stephen's Wardens'	Joint Wardens' At St. Stephen's	Council
July			July 12	July 23	July 11	
August			Aug. 9	Aug. 27	Aug. 8	
Sept.		Sept. 8 Sep 12 (St St)	Sept. 13	Sept. 24	Sept. 12	Sept. 19 (St. Mary's)
Oct.			Oct. 11	Oct. 22	Oct. 10	Oct. 17 (St. Stephen's)
Nov.		Nov. 10 Nov 14 (St St)	Nov. 8	Nov. 26	Nov. 14	Nov. 21 (St. Mary's)
Dec.			Dec. 13	Dec. 24 ?	Dec. 12 (9:00 AM)	Dec. 12 (if needed) (St. Stephen's)
January						
February						Feb 18: **AGM**

Notes:

1. **St. Mary's Operations Committee:** 1:00 to 3:00, generally on Friday, every 2nd month, except for the summer months.
2. **St. Stephen's Operations Committee**: 7:00pm each 2nd Tuesday, every 2nd month beginning with March, except for summer months.
3. **St. Stephen's Outreach Committee:** Quarterly, after Sunday Service, Mar. 19, June 18, Sept. 17, Dec. 17
4. **St. Mary's Wardens' Meetings**: 1:00 to 3:00 on the 2nd Wednesday of each month.
5. **St. Stephen's Wardens' Meetings**: Every 4th Sunday right after Sunday Service.
6. **Joint Wardens' Meetings:** 10:00 to 12:00 on the 2nd Tuesday of each month; at St. Stephen's.
7. **Council Meetings:** 7:00 to 9:00pm, on the 3rd Tuesday of each month, except for the summer months, with the meeting location alternating between the two churches.
8. Rob is away (out of the country) on vacation throughout the month of July.

1) These are the significant Events that have been approved by Council:

Event Name	Date	Location	Leaders of Event
a) A Float in the Sidney Days (July 1) Parade	July 1	Sidney	Rachel Moss
b) Peninsula Wine Fest	July 15	St. Stephen's	Sandra Scarth & Derek Osman
c) Blessing of the Animals	August 13	St. Stephen's	Al Gerenser & Greg Robinson
d) Garlic Gala	Nov. 4	St. Stephen's	Don & Susie Wilson
e) Holly Fair	Nov. 25	St. Mary's	Sue Smith & Leslie Pedlow

2) When considering future requests for Event approvals, we need to also consider the dates when the St. Mary's Facilities Manager has approved the follow Hall rentals:

Sept. 30th	Thrift Sale		Nov. 8th	Saanichton Spaghetti Dinner		Dec 10th	Soundings Concert
Oct. 29th	Sunday Serenade Concert		Dec. 2nd	Saanichton Community Christmas		Dec.23rd	Child's Christmas in Wales
			Dec. 3rd	Sunday Serenade Concert			

St. Stephen's Wardens' Report

Our finances are off but we are doing better than we were and there is some reason for a bit of optimism.

The sealing of the earthen floor and the installation of the foam insulation in the church crawl space was completed.

The red emergency phone has been installed in the church.

The voltage drop to the church was discussed and it was decided that upgrading the wiring wasn't necessary. It does not pose a safety risk and is only a problem during cold weather. Even then the situation should be improved due to the insulation that has been installed.

Our $4,000.00 rebate has been confirmed and although delayed we will receive it.

The installation of the time lock for the church was completed with just a couple of issues such as the existing lock to be dealt with.

We are currently voting on installing a pad of concrete blocks underneath the east stairs. In addition, we are voting on having a cabinet built at the back of the church to keep alter linens.

We have something of a mouse problem in the hall which we are currently dealing with

We have the Bishop taking next Sunday's service at St. Stephen's.

St. Stephen's Warden's report.

Anglican Parish of Central Saanich
St. Mary's Church   St. Stephen's Church

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

June 20, 2017

By Email

St. Mary's Operations Committee and
Parish of Central Saanich Council

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to May 31, 2017 – St. Mary's, Saanichton

Attached are the financial statements as of May 31, 2017 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. Balance Sheet: demonstrates growth in Assets from 2016 to 2017.
2. Statement of Income and Expenses: Illustrates an increase in the surplus year over year, for the same period.
3. Statement of Changes in Equity: also notes the transfers between funds.
4. Memorial Account: documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 3 "in-trust" funds.
5. Church (Parish) Events: Shows the financial contribution of each of the Events.
6. Budget Review: documents the Operating Account income and disbursements, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, primarily for the month of May.

Please do not hesitate to contact me if you have any questions pertaining to these reports.

Respectfully,

Derek Osman
Church Warden

Attachments

Comparative Balances – All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. St. Mary's has **three banking Accounts**, being:
   a. General Operating, to support the daily operating revenues and expenses.
   a. Memorial to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
      i. the investment portfolio (GIC's),
      ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
      iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
   b. Church Events, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Wine Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards.
3. **Balance Sheet – May 31, 2017**
   At the end of May, the Balance sheet appears more favorable in 2017 than in 2016. Assets are greater by almost $7,000; although this is less than at the end of April. Accounts Payable are less, but our commitment to Outreach is less than the same period last year.
   The Equity position has improved from last year as well, however the equity position of the Memorial Account was not determined.
4. **Statement of Income and Expenses:** By the end of May the surplus was $9,470 (almost triple) more than in 2016. Even without the transfer of $3,705 from Parish Events, Income was up by $3,327 over 2016. The Expenses were $3,937 less than the same period in the previous year. The main reason is because in 2016, there was the expense for the Youth Worker. ~~Of the $3,705 that got transferred from Parish Events, 10% of it will get transferred to General Outreach~~.
5. **Statement of Changes in Equity:** The Equity as of May 31 is significantly more than the opening balances of the General and Parish Events Accounts (the equity position of the Memorial Account was not

determined). In January, $18,500 was transferred from the Memorial Account to the Operating Account; an amount expected to be transferred back by year-end. This amount is to assist in funding regular operating expenses. In past years, this amount has been $20,000 - $25,000. However, thus far, the funds transferred have not been needed to meet operational expenses. In May as the GICs were being re-invested, the interest earned was transferred to the Parish Events fund. A third transfer took place from the Parish Events (from the Thrift Sales) to the General Account, increasing the accumulated amount from the Thrift Sales to $3,705.

6. **Memorial Account:** The following transactions are highlights of this account:
   a. As previously reported, in January, $18,500 was transferred to the Operating Account, but is expected to be transferred back by the end of the year.
   b. Thanks to the Thrifty Foods' program, there was sufficient funds received to transfer $823 to pay towards the garden tractor (at the end of May, there was only $406 remaining to be paid), A new application was submitted for this year, and has now been approved. The funds from this year's application will be to pay off the tractor, and then to pay the replacement of the carpet in the Boardroom and the Library.
   c. There was $4,000 (courtesy of the Guild) earmarked for the green hangings. However, on April 16, we were informed that we would be paying only for the materials, and not the labour costs, and even the material costs would be donated back to St. Mary's. So, there is still about $3,600 that is still in the Memorial Account, and the cost of the materials ($367) was returned as a Gift-In-Kind (revenue to the General account).
   d. **There are 3 In-Trust Accounts that have a balance of $48,092:**
      i. **Ron Smith Legacy:** Has a balance of $5,795. It primarily for use as Rector's Discretion, but also funded the acquisition and installation of a commemorative bike rack. The plaques have been ordered, but not received. The only financial transaction this month was for $500 in support of Rector's Discretionary spending.
      ii. **RAPID (Syrian Refugee Family):** The Memorial account is being depleted because of dental bills beyond expectations for our refugee family. A financially successful fund-raising concert was hosted in early May. St. Mary's provides only the "banking &

bookkeeping services" for this account. At the beginning of the year, the balance was $22,924, and the balance at the end of May was $14,062. However, June is the anniversary for this program, at the end of which residual funds must be forwarded to the Diocese. .

iii. **PRF (Refugees)** The balance at the end of May remained at $28,235.

e. **Investments:** There were two GIC investments for a total of $119,700:

i. **A 1 year GIC**, redeemable May 20, 2017, for $45,200

ii. **A 3 -year GIC** with Rising Rate, to mature June 12, 2019 for $74,500

The 1-year GIC was redeemed on its anniversary date. Then $45,200 was re-invested in May as follows:

i. $10,000 in a 1-year Redeemable GIC; matures May 20, 2018

ii. $20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.

iii. $15,000 in a 5-year GIC; matures May 17, 2022.

iv. The interest earned to-date plus the $200 of the principle (total of $582) was transferred to the Parish Events Account.

7. **Church (Parish) Events** Two Thrift Sales generated proceeds of $4,338. Of these proceeds $3,705 was transferred to the General Account to assist with eliminating the deficit at year-end. ~~By past agreement, 10% of these proceeds is subsequently transferred to General Outreach.~~ Because we invite people for coffee after the 9:00am service, we stopped putting out the basket for donations. To compensate for that decision, we provided some marginal funding last year. This year, a parishioner donated $300 of start-up funding.

8. **Budget Review:**

The financial statement in the package offers a positive message. The Regular Offerings continue to track very close to budget, as were our expenses despite some unusual costs. However, even if we were on budget, we would still be in a deficit position of about $2,900 at year-end. The current deficit position is $5,526.

The May statement does include the delayed Payroll transaction from last year, and the offsetting recovery of the deductible coverage from the Diocese of the wind damaged siding on the chapel. But given that the target for May is to be at 41.6% of Budget: a) Regular Offerings are at 40.8%, b) Parish Thrift Sales is at 74.1%, and c) Total Revenue is just a bit off the mark at 39.5%. However, in past years, we have not recorded (transferred) the funds from the

Thrift Sales and from the Deficit Elimination Appeal until year-end.

The expenses are being kept in check too, coming in at 42.6% of Budget. There are a few areas that need some attention because the deficit projection has risen from $2,873 to $5,526. But we also need to celebrate these successes!

Other things worthy of note is that the annual report for Revenue Canada that is required by June 30 were completed by both churches, and then Jen Buscall consolidated the report on behalf of the Parish.

9. Concerns & Considerations:

a. The new financial system (QuickBooks) is not yet fully implemented. The software is installed and being used. However, the Code of Accounts was revised in conjunction with the system upgrade. We have yet to transpose the data into the new Code of Accounts, and to automate the generation of the financial reports so that the new format committed to the Diocese (with comparative reporting) is generated without undue intervention by Leslie. Also, the Memorial Account is still managed via a spreadsheet. It needs to be installed into the new version of the QuickBooks system, and the associated reports developed.

St. Mary's
Balance Sheet - May 31, 2017

Assets	2017	2016	Liabilities & Equity	2017	2016
Bank	$24,680	$20,004	Accounts Payable	$76	$1,234
Investments	$119,500	$117,294			
Accounts Receivable	$0	$0	Outreach	**$2,485**	**$4,059**
				$2,561	**$5,293**
			Equity		
			General Fund	$13,233	$3,622
			Memorial Account		
			Parish Events	$7,031	$11,088
				$20,264	**$14,710**
Total	**$144,180**	**$137,298**	**Total**	**$22,825**	**$20,003**

St. Mary's

Statement of Income and Expenses - May 31, 2017

Income	2017	2016
Regular Offerings	$36,847	$35,577
Open Offerings	$993	$1,153
Festival	$1,237	$1,307
Total Offerings	$39,077	$38,037
Rent	$6,635	$6,970
Interest	$2	$3
Specific Donations / Outreach	$922	$100
Miscellaneous	$0	$0
Guild/Parish Events	$0	$0
GST Rebate	$1,332	$237
Deficit/ Capital Appeal	$3,106	$2,399
Total Operatng Fund	**$51,073**	**$47,746**
Memorial Account	$18,500	$20,000
Parish Events	$3,705	$0
Total Income	**$73,278**	**$67,746**
Expenses:		
Operating Fund:		
Stipend/Benefits	$21,107	$21,072
Youth Worker	$0	$3,145
Relief Clergy	$188	$113
Music Services	$5,174	$6,968
Admin. Support	$10,275	$7,966
Parish Financial Mgt. Consult.	$0	$0
Total Salaries	**$36,744**	**$39,264**
Diocesan Assessment	$8,960	$8,300
Christian Education	$536	$946
Outreach	$0	$0
Music Services	$519	$146
Insurance	$3,265	$3,174
Office General	$1,729	$3,043
Maintenance - General	$1,612	$591
Maintenance - Cleaning	$2,080	$1,974
Utiities	$4,735	$5,423
Miscellaneous	$200	$1,457
Major Capital	$0	$0
Total Operating Fund	**$60,381**	**$64,318**
Memorial Fund		
Parish Events		
Total Expenses	**$60,381**	**$64,318**
Surplus (Deficit)	**$12,898**	**$3,428**

St Mary's
Statement of Changes in Equity - May 31, 2017

	General	Memorial	Events	Total 2017	Total 2016
Equity, Beginning of Year	$335	$76,590	$5,111	$82,036	
Income	$54,778	$17,748	$13,767	$86,293	
Expenses	$60,304	$17,980	$9,992	$88,276	
Net Income	**-$5,526**	**-$232**	**$3,775**	**-$1,983**	
Transfers:					
From Memorial	$18,500	-$18,500			
From Memorial		-$582	$582		
From Parish Events	$3,705		-$3,705		
Total:	**$22,205**	**-$19,082**	**-$3,123**		
Equity, End of Month	**$13,233**		**$7,031**	**$20,264**	**$77,425**

St. Mary's
Other Funds' Activity - May 31, 2017
Memorial Account

	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance May 31, 2017
General	$18,713				
Interest					
Rec'd (Jan 31, Feb 28, Mar 31, Apr 30)		$5			
May 20 from GIC redeemed + int.		$582		-$582	
Rec'd (May 31)		$1			
Transfer to Operating Fund (Jan)				-$18,500	
Transfer to Investments					
Total:	$18,713	$588	$0	-$19,082	$219
Thrifty Foods	$0				
Receipts from Thrifty's (Jan 13)		$264			
Receipts from Thrifty's (Feb 9)		$20			
Receipts from Thrifty's (Feb 10)		$156			
Receipts from Thrifty's (Mar 10)		$174			
Receipts from Thrifty's (Apr 7)		$170			
Transfer to Mower (Apr 18)		-$784	-$784		
Receipts from Fairway's (Apr 7)		$38			
Transfer to Mower (May 15)		-$38	-$38	-$823	$38
Bequests & Donations	$0	$0			$0
First Nations Bursary	$2,501	$2,501			$2,501
Guild	$4,000		-$367		$3,633
Mower	-$1,228	$823		$823	-$405.79
	$42,699	$3,874	-$405	-$19,082	$5,986

In-Trust Funds:					
Ron Smith Legacy	$6,795				
Rector's Discretinary (Mar 15)			$500		
Rector's Discretinary (May 16)			$500		
		$0	$1,000	$0	$5,795
RAPID (Refugees)	$22,924				
Receipt (Jan 31)		$200			
Receipt (Feb 27)		$1,200			
Receipt (Mar 30)		$200			
Receipt (May 8)		$3,902			
Receipt (May 8)		$200			
Receipt (May 8)		$2,572			
Receipt (May 15)		$70			
Receipt (May 22)		$80			
Receipt (May 31)		$100			
Dental (Jan 5, Mar 27)			$6,470		
Allowances (Jan 2,9,16,23,30)			$2,500		
Allowances (Feb 6,13,20,27)			$2,000		
Allowances (Mar 6, 13, 20, 27)			$2,000		
Allowances (Apr 3, 10, 17, 24)			$2,000		
Allowances (May 3, 22)			$415		
Allowances (May 8.15.22.29)			$2,000		
	$22,924	$8,524	$17,385	$0	$14,062
PRF (Refugees)	$22,885				
Receipt (Jan 24)		$5,350			
	$22,885	$5,350	$0	$0	$28,235
	$75,528	**$13,874**	**$18,385**	**$0**	**$71,016**
TOTALS	**$118,226**	**$17,748**	**$17,980**	**-$19,082**	**$77,002**
Investments					
GIC (1 yr Redeemable May 20, 2017) Plus $382 Interest	$45,200	-$45,000			
Reinvest GIC May 17			$20,000		$20,000
Reinvest GIC May 17			$15,000		$15,000
Reinvest GIC May 20			$10,000		$10,000
GIC (3 yr Rising Rate Mature June 12, 2019)	$74,500				$74,500
	$119,700	**-$45,000**	**$45,000**	**$0**	**$119,500**
TOTALS	**$237,927**	**-$27,252**	**$62,980**	**-$19,082**	**$196,502**

St. Mary's
Other Funds' Activity - May 2017
Parish Events Fund

	Jan 1. 2017	Revenue	Expenses	Transfers IN (OUT)	Balance May 31, 2017
Altar	$1,308	$100			$1,408
Choir					$0
Flower	$1,365	$1,320	$898		$1,787
Holly Fair	$191	$200	$200		$191
Musical Festival:		$3,245			$3,245
Performers			$500		-$500
Advertising			$719		-$719
Other	$1,806		$297		$1,509
Total Musical:		$3,245	$1,516		$3,534
General:					$0
Calendars					$0
Books					$0
Gifts		$485	$463		$22
Bank		$582			$582
Other	-$241	$58	$17		-$200
Transfer from Social					$0
Parish Sale	$133	$4,338	$2,512		$1,959
Transfer to General Fund **			$3,705	-$3,705	-$3,705
Social	$256				$256
Wine Fest	$7	$1,589	$1,022		$574
Youth	$286				$286
Floats	$288	$1,200	$1,200		$288
Other & Misc.					$0
Comfort		$351	$137		$214
Sunday Coffee		$300	$178		$122
Interest		$0			$0
	$5,399	$13,767	$11,847	-$3,705	$7,319
Net Income		$1,920			

** 10% of this amount will subsequently be transferred to General Outreach.

ST MARY'S BUDGET REVIEW - 31 MAY 2017

Operating Revenue & Expenses Compared to Budget

ITEM	2017 BUDGET	TO 31-May	%AGE 41.6%	RMKS
INCOME				
REGULAR OFFERINGS	$90,000	$36,722	40.8	
OPEN OFFERING	$3,000	$993	33.1	
FESTIVAL	$3,750	$1,237	33.0	
~~spell-check~~ Hall Booking	$17,000	$6,635	39.0	
INTEREST	$5	$2	43.6	
SPECIFIC DONATIONS	$0	$422	0.0	2 GIK - Communion supplies/Altar Set
ENVELOPES	$125	$125	100.0	
H/M/D	$500	$500	100.0	
GST REBATE	$1,000	$1,332	133.2	NFA
MISCELLANEOUS	$200		0.0	
TX FROM HOLLY FAIR	$8,500		0.0	
PARISH THRIFT SALES	$5,000	$3,705	74.1	
DEFICIT ELIMINATION APPEAL - 2	$8,000	$3,106	38.8	
DEFICIT ELIMINATION APPEAL - 2	$1,500		1500.0	
TX FROM MEMORIAL			0.0	
TOTAL REVENUE	**$138,580**	$54,778	39.5	
DISBURSEMENTS				
STIPEND/BENEFITS	$51,000	$21,107	41.4	
RELIEF CLERGY	$700	$188	26.8	
MUSIC DIRECTOR	$11,300	$4,175	36.9	
RELIEF ORGANIST	$600	$999	166.6	incl. $549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	$19,600	$10,275	52.4	
PARISH FINANCIAL MGMT. CONS	$4,000		0.0	
DIOCESAN ASSESSMENT	$21,503	$8,960	41.7	
CHRISTIAN EDUCATION	$500	$319	63.9	
CLERGY CONFERENCES	$400	$217	54.2	
MUSIC	$700	$519	74.1	
SANCTUARY SUPPLIES	$400	$111	27.7	
ADVERTISING	$300	$188	62.7	
INSURANCE	$3,500	$3,265	93.3	NFA
OFFERING ENVELOPES	$200		0.0	
PHOTOCOPY	$3,000	$807	26.9	
POSTAGE	$400	$104	26.1	
STATIONERY	$1,250	$504	40.3	
MAINTENANCE - GENERAL	$3,000	$1,438	47.9	recovery of $1063 rec'd.
MAINTENANCE - CLEANING CONT	$4,700	$1,706	36.3	
MAINTENANCE - CLEANING SUPP	$500	$374	74.8	
MAINTENANCE - GARDENING	$500	$174	34.8	
GARBAGE	$500	$215	43.0	
HYDRO	$7,500	$3,015	40.2	June is huge catch up for budget billing
INTERNET	$1,200	$346	28.8	
TELEPHONE	$2,000	$758	37.9	
WATER/SEWER	$600	$325	54.2	
MISCELLANEOUS	$1,500	$200	13.4	
BANK CHARGES & RECONCILLIAT	$100	$15	15.0	
TOTAL EXPENDITURES	**$141,453**	**$60,304**	42.6	
OPERATING SURPLUS/DEFICIT	-$2,873	-$5,526	192.4	

ST. STEPHEN'S - INCOME, EXPENSES & BUDGET COMPARISON
GENERAL ACCOUNT ONLY
MAY, 2017

	Budget	Monthly Budget	Monthly Actual	Year to Date Budget	Year to Date Actual	2016 Year to Date
INCOME						
Envelopes	99,000	8,250.00	7,538.00	41,250.00	36,866.05	38,906.50
Open Offerings	2,000	167.00	92.50	835.00	903.35	1,021.36
Hall Rentals - Preschool	8,000	667.00	800.00	3,335.00	4,000.00	4,000.00
Other Rentals	3,000	250.00	850.00	1,250.00	950.00	-
Interest Income	1,500	125.00	49.36	625.00	274.19	296.47
Weddings & Funerals	4,500	375.00	200.00	1,875.00	500.00	1,150.00
Social Events	1,000	83.00	42.30	415.00	348.43	363.65
GST Rebate	4,000	333.00	-	1,665.00	-	-
Trans. from Designated Funds	42,500	3,542.00	5,246.09	17,710.00	7,441.59	2,068.82
TOTAL INCOME	**165,500**	**13,792.00**	**14,818.25**	**68,960.00**	**51,283.61**	**47,806.80**
GENERAL EXPENSES						
Advertising	1,500	125.00	227.25	625.00	227.25	227.31
Assessment	21,444	1,787.00	1,787.00	8,935.00	8,935.00	9,254.15
Cleaning - Hall & Church	5,500	459.00	333.12	2,295.00	1,665.60	1,665.60
Electricity - Church	1,500	125.00	-	625.00	1,036.37	812.46
Electricity - Hall	2,700	225.00	-	1,125.00	1,313.36	1,419.84
Garbage & Re-Cycling	2,000	167.00	-	835.00	624.20	561.72
Heating Oil - Hall	3,000	250.00	-	1,250.00	1,331.21	1,439.55
Insurance	4,250	354.00	-	1,770.00	3,923.00	3,813.00
Newsletter	250	21.00	96.00	105.00	303.46	159.00
Security	406	34.00	-	170.00	201.72	194.80
Social Events	1,600	133.00	92.00	665.00	371.07	657.25
Repairs & Maintenance	18,800	1,567.00	529.00	7,835.00	3,369.56	4,414.67
Capital Expenses	-	-	4,971.76	-	5,461.76	-
Telephone & Internet	2,400	200.00	118.07	1,000.00	445.49	667.06
Total Clergy Payroll	53,000	4,417.00	4,305.72	22,085.00	21,107.56	21,071.70
Bookkeeper	2,500	208.00	119.00	1,040.00	867.00	1,156.00
Consultant/Treasurer	4,000	333.00	-	1,665.00	-	-
Total Family/Youth Worker	-	-	-	-	-	3,144.98
Total Secretary Payroll	15,000	1,250.00	1,123.96	6,250.00	3,288.07	3,041.70
Church Supplies	1,800	150.00	-	750.00	83.28	192.68
Musicians	9,000	750.00	500.00	3,750.00	2,500.00	2,275.00
Music & Audio Supplies	1,000	83.00	-	415.00	154.35	24.09
Office Supplies	2,800	233.00	439.93	1,165.00	656.13	1,072.18
Photocopier	3,000	250.00	-	1,250.00	928.86	810.43
Relief Clergy	850	71.00	75.00	355.00	275.00	74.00
Clergy Conferences & Retreats	1,500	125.00	212.10	625.00	212.10	486.00
Spiritual Education	1,500	125.00	-	625.00	467.57	311.08
Sunday School	1,500	125.00	-	625.00	-	125.77
Youth/Family Ministry	2,700	225.00	45.00	1,125.00	225.00	179.57
TOTAL EXPENSES	**165,500**	**13,792.00**	**14,978.64**	**68,960.00**	**59,972.97**	**59,251.59**
TOTAL INCOME	**165,500**	**13,792.00**	**14,818.25**	**68,960.00**	**51,283.61**	**47,806.80**
NET PROFIT/LOSS	-	-	(160.39)	-	(8,689.36)	(11,444.79)

Our Parish Identity and Mission:

We are:

I. **Committed Learners**

We nurture our faith and display the joy Christ gives us (**D**iscipleship)

II. **Friendly Inviters**

We invite our 'neighbour' to experience our parish family (**E**vangelism)

III. **Sacrificial Givers**

We reach out to others (**O**utreach)

Our Strategy for Growth 5-Year Plan (as agreed to in September, 2015)

I. Advance our spiritual growth through worship, teaching and Bible study

II. Strengthen our relationship with the community (local, national, and international)

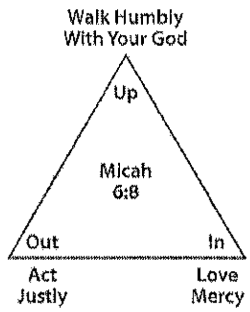
III. Increase the number of engaged parishioners

Ways that the Tasks can take on life in our Parish; for focus in future years:

1. Bible Study	2. Soundings
3. Home Group	4. Spring Fling (April 25)
5. Thrift Sale (Jan. 31)	6. Save the Mothers Walk
7. Taize Evening Prayer	8. Car Boot Sale
9. Pancake Supper (Feb.9)	10. Peninsula Wine Fest
11. Luncheon, pre AGM	12. Thrift Sale (Sept.25)
13. Bless the Animals	14. Garlic Gala
15. Craft Group	16. Skating Party
17. Stations of the Cross	18. Sock Hop
19. Sunday Serenades (4)	20. Holly Fair (Nov.21)
21. Hymn Sing	22. Advanced Care Planning

Tasks achievable in 12 months:

I. **Advance our spiritual growth: {the Strategy}**



Three Tasks

1. **"Triangle Teaching"** :
   (start with "Up")

   Gospel Shaped Worship

2. **Parish Weekend**
3. **Parish Workshops**

II. **Strengthen our relationship with the community: {the Strategy}**

Three Tasks

1. **Engage friends in the community, by inviting them to the following special events:**
   a) Peninsula Wine Fest
   b) Free Valentine's Dance
   c) Free CPR course in February

   Ways to give Life to the Task

2. **Build upon community outreach programs, specifically:**
   a) Christmas Tree Trail
   b) "Soup's On"
   c) Christmas Hampers
   d) Summer Camp

   Ways to give Life to the Task

3. **Achieve greater support by our community of churches for the YFC Blue Bus outreach**

III. **Increase the number of engaged parishioners: {the Strategy}**

Three Tasks

1. **Increase the number of new parishioners by**:
   a) Inviting Boomers and their "families" to attend worship
   b) Inviting friends and "neighbours" to workshops focused on current needs

2. **Increase the engagement of current parishioners and quickly engage newcomers by inviting them to:**
   a) Share their gifts and talents with the parish family
   b) Actively participate in a newcomer program

3. **Support children and youth programs, specifically:**
   a) Sunday School
   b) Youth Group & Confirmation Preparation
   c) "Gems" Group (Girls Everywhere Meeting the Savior)

<u>Note:</u> When we have "Succeeded" in mastering a task, we don't stop doing it, but we do challenge ourselves to take on another task in support of the Strategy. However, periodically, we will have to drop some tasks in order to be able to take on new tasks, being always cognizant that whatever new Tasks we take on, they should be done in a fashion that enables us to achieve "balance" amongst the three strategies for growth.

*** The challenge is to strike a balanced approach to the three strategies; then we will be the most successful!

<u>Following is our self assessment for successful achievement of the Tasks for each Strategy:</u>

<u>Strategy I:</u> Advance our spiritual growth through worship, teaching, and Bible study.

1. **"Triangle Teaching":** Triangle Teaching is based upon Gospel-shaped worship, and the teachings in Micah 6:8. The three points of the triangle are simply, Up, Out, and In, referencing the focus of learning (or teaching). Rob began with the "Up", or "**Walk humbly with your God**". We have further work to do with this model. The "Out" will focus on "**Acting Justly**", and the "In" will focus on "**Love and Mercy**".

In consideration of our other liturgy, it may well take a year or two to fully grasp the benefit of Triangle Teaching. In terms of the Diocesan Vision, Triangle Teaching might fall within the grouping "Faith in Action".

2. **Parish Weekend:** Our Parish Weekends are opportunities to learn from one another while strengthening our personal and congregational spiritual journeys. We are blessed to have these weekends (Friday evening, Saturday half-day, and Sunday worship service) led by clergy who are well-studied in the chosen subject matter. Typically, there have been 40 – 50 parishioners from both churches who attend each segment of the Parish Weekend, and a strong attendance for each of the two Sunday worship services.

   When measured by the attendance and by the comments and participation throughout the weekend, the Parish Weekends are deemed to be a success, and should continue to be hosted each year.

3. **Parish Workshops:** Throughout the year, the parish hosts a number of Parish Workshops that are patterned off of the Parish Weekend. They might replace the regular Bible study, but usually each session is longer, and the number of sessions per workshop might vary from 5 – 6 to 10 – 12. Because they become a substitute for the weekly Bible study, these sessions are hosted during the day at St. Mary's or in the evening at St. Stephen's. They can be based upon scripture (by Rob or Brett) or other subject matter important to a group of parishioners, for example Indigenous Perspectives.

   When measured by the attendance (40 – 45) and by the comments and participation throughout the workshop, the Parish Workshops are deemed to be a success, and should continue to be hosted to satisfy an appetite for increased learning to help those continue to grow and advance along their spiritual journey.

Strategy II: Strengthen our relationship with the community:

1. **Engage friends in the community, by inviting them to the following special events:** In terms of the Diocesan Vision, Engaging friends in the Community might fall within the grouping "Faith in Formation". While there are many Events within our parish life that exemplify this Task, for this period, we have chosen to assess our contribution in terms of the following three Events:
   a. Peninsula Wine Fest: The Wine Fest is a special new Event that is now in its third year of operation. As a measure of success, we deemed it to be more successful with the

increased number of attendees being from the community (that is, who were not parishioners of the Parish of Central Saanich). This ratio has been in the 60 – 75% of patrons being from the community – a very good success factor. Also, we have a number of patrons who join us for this Event year after year.

b. Free Valentine's Dance: The Valentine's Day Dance is also well attended by the community – in the range of about 60% of the attendees being from the community who join us for this FREE Event. This Event too has been hosted for three years, with the music being provided by members of the praise band from St. Stephen's church.

c. Free CPR course in February: Over the 2 years of offering this free course, run by certified instructors from the Central Saanich Fire Department, we have welcomed about 40 attendees who were a mix of parishioners, their family members, and members of the community. Training includes CPR instruction for adults and infants, and training on the AED (defibrillators) equipment that was donated to St. Mary's, and to St. Stephen's.

These three Events should be continued so long as they continue to be successful. However, if sufficient volunteers are available to support a review of additional Events that are currently being hosted.

2. **Build upon community outreach programs, specifically the four identified below:** These programs support the members of our community in a variety of ways, each in its own unique way.
    a. Christmas Tree Trail – This program is largely driven by the business community of Central Saanich and Saanichton. In that sense we have little to contribute to the overall organization of the Event, but we certainly noticed for the parts that we play. We start things off with a pancake breakfast put on by the Sidney Lions. The church and the hall is decorated, and St. Mary's is a key stop for the free rides on the horse-drawn carriage throughout Saanichton. A bonus attraction to St. Mary's is the chance for families to have their picture taken with Santa!
    b. Soup's On: This ministry has become very popular, serving free soup and desert to as many as 60 people from the parish and the community at noon on Fridays. It is truly a labour of love by the ladies in the kitchen at St. Stephen's, with ladies from St. Mary's also helping out as well. It was initiated by St. Stephen's, but has morphed into a parish event.
    c. Christmas Hampers: This Ministry continues to grow year over year. Throughout the year, food items are purchased or donated, but the real busy time obviously is closer to Christmas. The hampers are for local indigenous families in need, and other less fortunate families in our community. Both churches are very active in this ministry, and now work together to leverage their efforts and funds.
    d. Summer Camp: For a number of years, a summer camp was hosted on the grounds of St. Stephen's. However, it consumed a lot of resources – both money and volunteers from both churches – that it was decided to accept the recommendation of the camp leader to make a change. The recommendation was to cancel the significant investment in the summer camp, and rather divert those resources and energies to other program(s) for the children and youth that would run throughout the year (rather than just for a couple of weeks). Hence, the summer camp was not hosted last year.

With the exception of the Summer Camp, these successful Events should continue to be used to reach out to the community. All are an excellent way to inform the community about the other programs and Events that we host. The Summer Camp is a good example of cancelling a program or Event when it is judged that the demand for scarce resources can be better invested elsewhere.

3. **Achieve greater support by our community of churches for the YFC Blue Bus outreach**
   During the first year in which we assisted in the operation of the Blue Bus ministry, it was recognized that we, as a parish, could not support it by ourselves. It needed a group of parishes to support this ministry in order to share the demand for volunteers. Fortunately, other parishes have stepped forward to provide the necessary support, to the degree that our parish could step away. Thus we have provided the necessary assistance for this on-going community ministry, for the time when it was desperately needed for it to succeed.

Strategy III: **Increase the number of engaged parishioners:** For this growth strategy to be of optimum effectiveness, we need to emphasize that the parishioners, current and new, need to be **engaged** in the life of the church, and work in harmony with those striving to achieve a **balance** in the success of this strategy with the successes of the other two growth strategies. We think we are doing well with the first two growth strategies, but could be more successful with this third strategy.

Newcomers:

For a newcomer, you might feel more comfortable if you invited them out for a coffee, or for soup and a sandwich, if you notice that they have joined us for a Sunday Service for 2 or 3 weeks. But keep the conversation light – treat this as an opportunity for you to get to know them better and what interests them – so that then you can invite them to show us how we can improve things with their help and direction.

It's not rocket science – just get comfortable inviting someone to share what challenges you, or excites or fulfills you.

Maybe you can approach increasing engagement by thinking about what you can share with someone that will be of interest to them. Then they may begin to think about what is in it for them, and how they could help us to continue to grow. This cycle can continue to grow and enhance your relationship, - with each other, and with God. When you get "engaged", others surrounding you will want to get engaged too. You will feel better – because you are contributing to something and having fun too

1. **Increase the number of new parishioners by:**
   a. Inviting Boomers and their "families" to attend worship: This initiative was intended to capitalize upon our more senior parishioners by encouraging them to invite their friends and families to join us for our worship services. It also included grandparents bringing their grandchildren to experience our worship services, Sunday School, and other programs. There is some of this happening, but we need to encourage it to happen more frequently.

   b. Inviting friends and "neighbours" to workshops focussed on current needs: This can get blurred with some of the efforts expended under Strategies I and II, but it is important enough to reference again under this Task. Many new parishioners comment about how friendly we are. So if they accept our invitation to a workshop that we think will be of interest to them, they will enjoy the workshop, and find out how friendly we are. If we put them at ease, they are more likely to consider making the decision to return. The workshops can be anything that you think will be of interest to them – CPR, Stages of Life, Wills, Travelogues, for example.

2. **Increase the engagement of current parishioners and quickly engage newcomers by inviting them to:**
   a. Share their gifts and talents with the parish family. When you find out what interests someone of our current parish family, or a newcomer to our family, invite them to share their skill or talent with others. Often, they just need to be encouraged. The spectrum of talents is as broad as you can open your mind – carpentry, reading, teaching, gardening – whatever. They will likely feel pleased to be able to help someone else out. If they are contributing, they will be engaged.

   b. Actively participate in a newcomer program. We do have some informal newcomer programs. But what was intended with this initiative was to develop a little more structure into our newcomer programs. An example is to invite someone out for coffee if you see that they have attended one of our services for three or more times. Then when you are out for coffee with them, you can get to know them better – their talents and skills – to suggest to them how they might want to share their talents or skills. Also, it is an opportunity for you to let them know about the various program that we have to offer, should they like to participate.

To engage current parishioners, the approach is pretty intuitive, but strangely enough we have done little of it! The basic success approach is simply "to ask", or "to invite" someone to help out, and ultimately to become engaged. We found with recent events, in particular the Wine Fest, that if you approached someone and told them what was needed, they would quickly volunteer to help out. Some liked to receive on-going direction, but still others preferred to feel empowered to run with it.

Another effective way to increase engagement is to invite someone – current or newcomer – to an event that you think that they would really enjoy. Examples of the event would be the Blessing of the Animals (if they have a pet), CPR training, sessions on retirement or wellness. If they attend one event with you, you will have broken the ice – for you and for them. Then you will feel comfortable inviting them to a Sunday Serenade concert, and then the Lessons and Carols, and soon, perhaps a Sunday service. When you get to this point, you need to let them witness what excites you about worship at our Sunday services. If you let them see your energy - they can learn and get excited too. You can be successful with this approach with new comers and with current parishioners. Try it with a current parishioner – invite them to share your enthusiasm with craft work, or perhaps the Altar Guild or Bible Study!

3. Support children and youth programs, specifically:

It seems intuitive that supporting and building upon our child and youth programs will increase the number of engaged parishioners, but that will only happen if we are intentional about how we lay out, deliver and evaluate our child and youth programs. Sunday School seems a given and most folks are familiar with youth group but I'd like to talk a little about a program you may not be familiar with: GEMS, which stands for Girls Everywhere Meeting the Savior. It works much like youth group but is designed for pre-teen girls 8 – 12 years. Parents among you know this to be a particularly vulnerable age for young girls. The focus of GEMS is to bring girls into a living, dynamic relationship with Christ. GEMS girls lean how to face the challenges of being a young girl in today's world through the embracing the qualities of faith, charity, humility and worship. You don't have to look far to see what awaits young girls in the secular world, you need only turn on your television to see the exploitation, stereotypical expectation of a world that knows little restraint.

a. Sunday School: Sunday School has a good foundation at St. Stephen's. Prayers and efforts at St. Mary's may be starting to pay off. There was a group of families with home-schooled children who asked if they could use the hall at St. Mary's as a meeting place on Friday afternoons as a place for socialization. Some parishioners joined them to play board games, hockey in the parking lot and generally anything to have fun with the kids. When they were personally invited, they accepted the invitation to worship with us on Sundays. There are now 3 families regularly attending services – with their children! This created the need and environment for Sunday School to begin; albeit only for about 15 minutes. But with prayers, there has been hope that has not gone unrewarded.

b. Youth Group & Confirmation Preparation: We are still praying about this opportunity! All thoughts are welcome.

c. "Gems" Group (Girls Everywhere Meeting the Savior): GEMS is a successful program when Gems girls:
   i. Trust in their faith, resisting temptation and exploitation by secular influences,
   ii. Build comradery with others united in faith, and
   iii. Honor and embrace the teachings of Christ

   We can measure success when:
   i. The program attracts and retains a viable membership of girls of faith,
   ii. Girls remain faithful, attend and are actively involved in the church,
   iii. Girls attend Youth Group and Confirmation Preparation.

Thanks to the volunteer efforts, GEMS is flourishing in our parish. Currently, we have 12 girls coming to GEMS twice a month. All of this has developed with a minimum of support from the parish amounting to a small dab of funding for materials.

Intuitively, we see the opportunity here to be tremendous: an organized effort to address the needs of a vulnerable time in a young girls path of faith, but the challenge is how we can be intentional about how and when "measure" success...and perhaps that is where feedback from parents and grandparents of GEMS girls along with the feedback of volunteers who work with GEMS girls and of course the "GEMS" themselves comes into play. Your impressions and suggestions/questions are not just welcome – they are greatly needed.

If we are successful in child and youth programs they will do a couple of key things: keep our youth engaged with their relationship with Christ and increase the number of engaged parishioners.