

Parish of Central Saanich Council Minutes

June 22, 2021 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Date
Team	Permissive Tax Grant Application Preparation	Sept. Deadline
Wardens	DONATE button	Now
Wardens & David Stewart	Event to brainstorm worship perhaps with social aspect	When we are fully back in our bldgs..

Participants: The Rev. Lon Towstego, Chair
Lynda Clifford Deb Butler Ken Pedlow Ian Stuart
John Beresford David Cooper Terry Hartley Karen McColm
Sandra Scarth David Stewart Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Don Wilson

I Open meeting – Lon called the meeting to order at 7:00p.m. and opened with a land acknowledgement and prayer.

II Welcome to New Member – Tracy Stubbs.

II Changes or Additions to the Agenda? – There were no changes to the Agenda as written. However, Lon asked Leslie to read a piece of correspondence from Gail Gauthier, Diocesan Finance Officer, advising the Parish that she has submitted an application for Wage subsidy in the amount of \$10,800 on our behalf. Lon asked Leslie to acknowledge her email and thank her.

III Minutes:
Lon explained the process for reviewing and voting on the Minutes to Tracy. The May 18, 2021 Minutes were adopted via Electronic Vote.

IV Reports

1. Rector– The report was circulated electronically. Lon asked if there were any questions. Ian asked what should be done with the photos and video of the bellringing in memory of the 215 Indigenous children. Lon reminded us that we were asked to keep this fairly low profile but that the material could be put onto our website in a suitable location. David Cooper suggested a piece in the next ConneXion and Ken agreed that he had a plan to do so.
There was a question regarding the Prosser Road Housing. Lon advised that there had been a multifaith meeting and there has not been much to update since. He suspects things will be fairly quiet over the summer. Ian advised that he understood that there were some geotechnical issues that could cause a delay. Lon reported that there had been a couple camping on-site at St. Stephen. Several people have had interaction with them. Lon gave them permission to stay for a day or two. When they overstayed, they were asked gently but firmly to move along. Neighbours had been concerned and did make inquiries with the local police department who also visited the couple. It was a good lesson that No Camping should be permitted and we will continue to monitor this.

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2. Wardens

St. Mary – David Stewart commented that he liked the format of the St. Mary's report. Ken added that he is just putting the finishing touches on the report for the CRA. He asked if anyone knew of any 2020 tax receipts issued for non-financial donations. Lynda acknowledged that there was a piece of artwork donated and a tax receipt was given. Ken was asked to liaise with Bob asap for the details.

St. Stephen - There were no comments or questions

It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley, that the Non-Financial reports be received. **Carried.**

3. Financials:

a) St. Mary Statements to May 31, 2021 – The reports were circulated electronically. Ken indicated there wasn't much to add. He called for questions. David Stewart inquired if we budgeted our expenses taking into account Covid closures. Leslie advised that we did, indeed, but we had no way of predicting the length of the closure. (*post meeting an example: 2020 Hydro budget was \$7,500. 2021 Hydro budget was \$5,250.*) Leslie advised that we have accumulated a large credit with BC Hydro and have not had to pay the June invoice and still have a credit of \$875 pending. Our equal payment plan amount has been decreased on three occasions and we will need to be aware when budgeting for 2022 that our expenses for most things will actually be at 2019 equivalents or higher!

David Cooper asked how the wage subsidy will be applied. We will not know the breakdown until we receive the cheque which will outline how it should be shared.

It was **Moved** by Ken Pedlow, **Seconded** by David Stewart, that the St. Mary Financial Statements to May 31, 2021 be adopted. **Carried.**

b) Answers to financial questions from April meeting – the answers were circulated electronically. There was a discussion on how transfers between St. Stephen Church and Cemetery were undertaken. There was a recommendation that David Stewart and Lynda Clifford liaise with Bob to ensure that these were being done appropriately.

David Cooper asked for clarification about donations to the Cemetery. Any donations to the Cemetery should be made payable to St. Stephen Cemetery. We will look for opportunities, including the website, to make this information more common knowledge.

It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley that St. Stephen Financial Statement to April 30, 2021 be approved. **Carried**

c) St. Stephen Statements to May 31, 2021 – Lynda had nothing to add and there were no questions.

It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the St. Stephen Financial Statements to May 31, 2021 be adopted. **Carried.**

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V Business Arising/Discussion from Minutes

- a) Website Restructuring – Ian advised that we have now updated to the latest Tithely platform with the exception of the banner photos which will need some thought. He spent considerable time correcting an issue with the email distribution and is pleased with the result. The website content needs to be updated and the Donate button will go up soon. Ian needs to liaise with Leslie on this.
Lon advised that we have photos of the most recent recipient of the St. Mary Bursary for the website and ConneXion. Ian reminded us that we must have parental permission for anyone under nineteen.
David Stewart asked who he should contact to review the content on the Cemetery. Lon suggested that he discuss this with Ian. Ian has suggested that the Cemetery have its own tab on the website instead of being entangled with the Church material.
- b) Central Saanich Affordable Housing – See brief comments under Lon's report.
- c) Pet Memorial Update – Lon gave a verbal update on the progress of this project. The excavation work has been done. There is one sample brick in place. The whole path will be covered in blank bricks and signage will be erected. Lon is hoping that there might be an "unveiling" at an outdoor service late in August that could be combined with a Blessing of the Animal time. Lon has reported to Gail Gauthier on the progress and that we have utilized the Visioning Grant. Marcia McMenamie will look after the accounting transactions and the Funds will flow through the "Pet Memorial Fund" of the Church.

VI New Business

- a) Worship Re-opening July 4 and 11 – Lon reiterated that these two services will be spoken Eucharists with no music. He emphasized that we cannot ask people who are attending if they have been fully vaccinated. He reported on the Clergy meeting that was held today and it would appear that on July 2, the Provincial Health Orders will be stripped away on places of worship. It will then be up to the Diocese to interpret the "regulations" and to give us direction. Despite any announcement on July 2 by Dr. Henry, the July 4 and 11 services will proceed as planned.
Lon divided Council into two break out groups and asked us to consider two questions: What would excite you most about return to worship? and What would you feel awkward about? After ten to fifteen minutes we return to the meeting of the Whole and comments were shared by both groups. One group came back and reiterated the importance of people taking their holiday time!
- b) Outdoor Joint Worship in August – At this time we are considering holding an outdoor Eucharist at St. Stephen on August 15 and a Morning Prayer/Blessing of the Animals and dedication of the Pet Memorial Pathway on August 29.
He is hoping that we can have a grand re-opening on September 12 should conditions allow. The Parish Virtual Service Team has agreed to continue on-line services for July and August and once we are into September, perhaps one recorded service a month but with video recorded sermons going up on the website each week.

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There will be absolutely no live-streaming of services. The cost of the technology is prohibitive and frankly, it is distracting to the intimacy of the Eucharist.

VII Correspondence

- a) Ad Clerum from the Bishop – Lon circulated the correspondence for information and guidance.

VIII Next Meeting

July 13, 2021 at 7:00 p.m. via Zoom

Ken Pedlow - Motion for adjournment at 8:56p.m.

X Closing with Prayer and the Grace

Ken closed with a prayer.

The meeting adjourned at 9:00 p.m.



Lon Towstego, Chair

Parish of Central Saanich Council Agenda – June 22, 2021
7:00 p.m. Via Zoom

Regrets:

I Open meeting with Land Acknowledgement and Prayer

II Welcome to New Member, Tracy Stubbs

III Changes or Additions to the Agenda?

IV Minutes:

Council Meeting – May 18, 2021 - Minutes were approved by electronic vote.

V Reports

1. Rector – Lon

2. Wardens – St. Mary
 - St. Stephen

✓ *Motion to receive above reports*

3. **Financials:**

a) St. Mary Statements to May 31, 2021 – Ken

✓ *Motion to adopt*

b) Answers to financial questions from April meeting (attached)

c) St. Stephen Statements to May 31, 2021 - Lynda

✓ *Motion to adopt*

VI Business Arising/Discussion from Minutes

a) Website Restructuring

b) Central Saanich Affordable Housing (See Lon's Report) – Lon/Ian

c) Pet Memorial Update – Verbal - Lon

VII New Business

a) Worship Re-opening July 4 & 11

b) Outdoor Joint Worship in August

VIII Correspondence

a) Ad Clerum from the Bishop

IX Next Meeting

We wouldn't normally meet in July? Do we want to hold July 20 just in case?

Motion for adjournment

X Closing with Prayer and the Grace

Parish Priest's Report to Parish Leadership Team for June 22, 2021, meeting.

Greetings!

Worship

See new business. As archdeacon I have approved various opening plans for all the parishes of Haro and expect to finalize our gradual re-opening plan at this meeting. I have had discussions with Cathy Quicke, Rachel Moss and Bev Taylor looking more to the Fall.

We had an excellent live visit with Bishop Anna when she was with us to record for the June 20 service, and you will have had the opportunity to hear and gather with her on the Sunday as well.

Being a Teaching Parish Community

You will have seen the interview that Sandra did with Leslie Flynn for the June issue of the ConneXion. We look forward to her September start with us.

Pastoral Care

Ongoing primarily by phone. As I have now received my second vaccine, I will gradually be able to resume visiting with people more than I have. A priority for me is that I have met with Lynn Fallan and with Brian Wood to begin planning Memorial Services for Len Fallen and for Paddie Wood. More details TBA

Reconciliation and Beyond Team: Looking at all that we do through the lens of Reconciliation.

Assisting our Neighbors continues. Thank-you Lynda for your ongoing work and connecting on this.

The ringing of the church bells 215 times to mark the finding of the 215 unmarked graves of children beside the Kamloops Residential School drew 20-25 people at both St. Mary and St. Stephen. In following with the bishop's and with my personal feelings we did not seek publicity. (Despite the Times Colonist front page article and the Peninsula News pictures and story from St. Andrew). This is not the time for the church to pat itself on the back, but to walk humbly and listen as we all grieve.

I sent out my doctoral work to the parish which prompted good discussion. I hope to have small groups meet to discuss how we move forward. It is vital to allow a few things to happen. First is for enough time beyond the finding of the 215 graves, another is for full second vaccines in the communities. We need to listen and work as partners.

I was invited and did attend with Mark and Fern Perkins, a Memorial with the Tsartlip Peoples on Sunday, June 13. It was deeply moving and significant. Both the Shaker Church and Assembly of Praise Pentecostal Church from the Tsawout had various roles and we did feast together safely.

1909 Prosser Road Supportive Housing Development/ Parish Group

We had a gathering of the Multi-faith, multi denominational group on Zoom June 4. It was a productive meeting with some good ideas. We are in a holding/waiting pattern and ask all of you to continue to hold the development, future residents and all involved in operating it in prayer. Do pray as you drive by the site.

June 2021

My Surgery went well, and I thank all who supported me in that time and process and for prayers.

Haro Regional News and Diocesan

Some dates to note:

2021

June 22 - All Clergy Meeting

September 12 - Ordination of Deacons

September 17-19 - Provincial Synod

October 23 - Order of the Diocese Investiture

November 6 - Vocations Day

2022

May 7 - Diocesan Confirmations

May 16-18 - Clergy Conference in Chemainus

July 12-17 - General Synod in Calgary

September 23-25 - We Together Diocesan Conference

See attached Ad Clerum to clergy.

We attended Diocesan Synod on Saturday, May 29 via Zoom. Our parish lay representatives wrote for the ConneXion and between them and I can answer most questions.

Thank-you to all of you for your leadership and initiative

The Ven. Dr. Lon Towstego

Warden's Report for St Mary's to Parish Council – June 22, 2021

Activities - completed

- 1) Continued efforts to purge and organize the materials removed from utility (janitors) room.
- 2) Prepared Year to May financial documentation.
- 3) Removed the string of white lights from the church exterior.
- 4) Archived the existing materials on the parish website and rebooted it from scratch.
- 5) Preparing the annual registered charity return for the parish.
- 6) Complete the First Nations bursary process for this year's candidate who is entering a one year trades program.
- 7) Begin the process of returning to in-person worship.
- 8) Prepared a stewardship letter to parishioners regarding this year's financial situation.
- 9) Supervised the memorial ringing of the bell on Sunday June 6th.

Activities – Underway or planned

- 10) Continued the so far unsuccessful recruitment efforts for a new Parish Treasurer.
- 11) Repair the leaking urinal in the men's washroom.
- 12) Replace the hot water tank.
- 13) Waiting for the Central Saanich Fire Dept to do a site visit to put the completed Fire Safety Plan into force.
- 14) Undertake to complete a Capital & Significant Operating Issues Plan.
- 15) Finish the repairs to the curb at the entrance to the parking lot.
- 16) Replace the church land line phone system with a Voice Over Internet Protocol system costing \$2,000 using funds from the Guild account.
- 17) Complete the sort through and organization of the materials from the Utility room and reinstall when projects complete.
- 18) Complete the installation of the Cooper Hall LED lights.
- 19) Support the website redesign project by the existing committee.
- 20) Arrange for replacement of Derek Osman's Office 365 software licenses for the Parish with versions from the Diocese.
- 21) Review the existing garden plots around the church with a view to simplifying the plantings in consultation with the gardeners which are still undertaking maintenance activities.
- 22) Proceed with seeing what interest there is among parishioners in continuing with the Thrifty's Smile Card program under its new parameters.
- 23) Clean the moss and roof debris off the northeast corner of the church roof where the trees were removed.
- 24) Complete the CRD required testing of the back flow system on the church's water lines.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens' Report – June 2021

The Church has received \$7500 grant from the Anglican Foundation to be put towards the painting of the church. Painting will be started in late August and will take up to 3 weeks.

Howie is arranging the painting of the inside of the fence around the cemetery. Gary Stubbs has agreed to help.

With regards to painting of the church, the company that we are using to paint the church, which is Envision, is offering their customers the opportunity to have interior painting done in January and February at cost. This might be something we could look forward to. The inside of the hall could certainly do with some updating.

The cemetery clean-up that Howie arranged was very successful. We even had helpers from the United Church. Brett continued to work on the Holly trees so that Diana did not get poked as she maneuvered around them when mowing the grass. Thanks all!!!

Peter has put a 'real' mail slot in the door at the lower hall and has been working with preschool to look after a couple of things in the playground. He is a great go to person!! Pet memorial pathway is in progress.

Burn Pile was eliminated as it removed by the same company Peter had working on the pathway. The grounds funds will cover the cost of this, it is suggested that any future burning when permitted be kept to within the fire ring and done each time cutting is done. Trying very hard to keep heavy limbs out or cut up so removal is easier. We will continue to work with those who are involved with clearing up.

Preschool has been doing work in their area and have managed well with COVID guidelines.

Financial

There are answers to the last PC financial questions on separate sheets. There are notes for you on the budget sheet, if this helps with questions you might have.

The confusion about the Education/teaching fund has been cleared up. \$1000 will be moved into the Pet Memorial fund as the original donation came from an animal lover, Elizabeth Deatherage and hence the movement of money.

The King fund is another old account that has not had any activity in some time and the decision has been made to move the balance to church restoration account., FYI it nearly covers the 30% deposit that is required for the church painting contract.

Balance in chequing account, is high because of GIC payout, we let this go because of low interest rate and we will consider some to DCF (dioceses consolidated fund) but some needs to be held back for the church painting and the possibility of doing the grounds work that did not get done last fall as was planned.

DCF monies are meant to be there long term.

Should we consider keeping some back until year end to cover the deficit we are showing, even though we have some in the deficit fund? We are working on a letter to go out to our congregation that will update them on our deficit at this point in the year.

It was wonderful to have Bishop Anna with us this past Sunday and to enjoy coffee zoom afterwards. We all look forward to being back to worship together soon. And plans will unfold as we hear more from the diocese and the Health Officer for the province.

Respectfully
Lynda

11:30 AM
2021-06-17
Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 May 2021

	31 May 21	31 May 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1005 · Consolidated Bank Account			
1010 · General Operating Account	13,208.69	24,373.20	-45.8%
1110 · St. Mary's Church Events	6,658.67	9,593.86	-30.6%
1210 · St. Mary's Memorial Operating	19,363.00	21,006.22	-7.8%
Total 1005 · Consolidated Bank Account	39,230.36	54,973.28	-28.6%
1500 · Investments - GIC's			
1550 · Memorial Account GIC (107)	0.00	74,500.00	-100.0%
1570 · Memorial Account GIC (104)	0.00	25,495.90	-100.0%
1580 · Memorial Account GIC (111)	20,000.00	20,000.00	0.0%
1585 · Memorial Account GIC (112)	10,000.00	10,000.00	0.0%
1590 · Memorial Account GIC (113)	25,000.00	0.00	100.0%
1591 · Memorial Account GIC(114)	75,000.00	0.00	100.0%
Total 1500 · Investments - GIC's	130,000.00	129,995.90	0.0%
Total Chequing/Savings	169,230.36	184,969.18	-8.5%
Accounts Receivable			
1400 · GST Receivable	236.13	252.74	-6.6%
Total Accounts Receivable	236.13	252.74	-6.6%
Total Current Assets	169,466.49	185,221.92	-8.5%
TOTAL ASSETS	169,466.49	185,221.92	-8.5%
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
3100 · Current Special Ministries - CE			
3110 · Church Events - Altar Fund	1,003.58	1,003.58	0.0%
3120 · Church Events - Flower	2,018.51	2,035.41	-0.8%
3130 · Church Events - Holly Fair			
3131 · Church Events - Holly Fair Sale	441.82	1,907.53	-76.8%
Total 3130 · Church Events - Holly Fair	441.82	1,907.53	-76.8%
3150 · Church Events - General	47.34	18.34	158.1%
3160 · Church Events - Church Sales	1.88	1,481.88	-99.9%
3170 · Church Events - Social Fund	346.24	346.24	0.0%
3190 · Church Events- Recycle Refunds	920.00	920.00	0.0%
Total 3100 · Current Special Ministries - ...	4,779.37	7,712.98	-38.0%
3400 · Outreach Funds			
3410 · Outreach - Rector's Discretion	50.00	15.00	233.3%
3420 · Outreach-ORRCA Dental Clinic	25.00	0.00	100.0%
3440 · Outreach-General Use	370.00	250.00	48.0%
3480 · Outreach-PWRDF	385.00	105.00	266.7%
3492 · Outreach-S. P. Lions Food Bank	350.00	230.00	52.2%
3493 · Prayer Shawl Ministry	68.11	68.11	0.0%
3495 · Outreach-St. Matthews Library	4,082.02	1,277.02	219.7%
Total 3400 · Outreach Funds	5,330.13	1,945.13	174.0%

11:30 AM
2021-06-17
Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 May 2021

	31 May 21	31 May 20	% Change
3500 · Deferred Sp. Ministries - Mem.			
3510 · Memorial-General	2,887.69	1,219.31	136.8%
3515 · Memorial - Deficit Reserves	0.00	4,500.00	-100.0%
3520 · Memorial- Thrity's/Fairways	1,616.72	0.00	100.0%
3530 · Memorial-Bequests	10,000.00	10,000.00	0.0%
3540 · Memorial-Bursary	2,232.43	3,203.27	-30.3%
3560 · Memorial-Guild	3,261.06	3,261.06	0.0%
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97	0.0%
3580 · Memorial - Kitchen Renos	0.00	4,771.63	-100.0%
3585 · Memorial - Hall Lighting	838.20	0.00	100.0%
Total 3500 · Deferred Sp. Ministries - Me...	25,923.07	32,042.24	-19.1%
Total Long Term Liabilities	36,032.57	41,700.35	-13.6%
Total Liabilities	36,032.57	41,700.35	-13.6%
Equity			
32000 · Retained Earnings	9,918.75	8,411.23	17.9%
3900 · Opening Balance Equity-General	246.16	246.16	0.0%
3910 · Retained Earnings-General	3,811.81	3,811.81	0.0%
3920 · Retained Earnings-Church Events	6,515.82	6,515.82	0.0%
3930 · Retained Earnings-Memorial Acct	115,404.27	113,037.12	2.1%
Net Income	-2,462.89	11,499.43	-121.4%
Total Equity	133,433.92	143,521.57	-7.0%
TOTAL LIABILITIES & EQUITY	169,466.49	185,221.92	-8.5%

St. Mary's May 2021 Financial Review

ITEM	Actual To BUD May 31/21	% To Budget Target= 42%	BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	\$37,962.82	36.0%	\$105,350	
OPEN OFFERING	\$0.00	0.0%	\$250	
FESTIVAL	\$1,755.00	35.1%	\$5,000	
HALL /FACILITIES USE DONATIONS	\$80.00	8.0%	\$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$0.00	0.0%	\$400	
MISCELLANEOUS	\$160.00	32.0%	\$500	
WAGE SUBSIDY	-\$98.33	0.0%	\$0	
TX FROM HOLLY FAIR	\$0.00	0.0%	\$2,000	
PARISH THRIFT SALES	\$0.00	0.0%	\$0	
DEFICIT ELIMINATION APPEAL - 2020	\$0.00	0.0%	\$0	
DEFICIT RESERVE	\$4,500.00	100.0%	\$4,500	
TOTAL RECEIPTS	\$44,359.49	37.3%	\$119,000	
TOTAL REVENUE	\$44,359.49	37.3%	\$119,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$21,205.52	43.7%	\$48,567	
RELIEF CLERGY	\$150.00	50.0%	\$300	
ASSIST CURATE	\$3,269.30	110.8%	\$2,951	Reflects rebalancing of costs with S S
MUSIC DIRECTOR	\$4,826.43	41.7%	\$11,582	
RELIEF MUSICIAN	\$0.00	0.0%	\$200	
ADMIN. ASST/BOOKKEEPER	\$11,662.63	41.7%	\$27,946	
SALARIES - LUMP SUM	\$0.00	0.0%	\$0	
DIOCESAN ASSESSMENT	\$8,316.25	41.7%	\$19,959	
CHRISTIAN EDUCATION	\$32.50	10.8%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$200	
MUSIC MINISTRY	\$224.06	29.9%	\$750	
SANCTUARY SUPPLIES	\$0.00	0.0%	\$225	
ADVERTISING	\$0.00	0.0%	\$200	
INSURANCE	\$4,296.00	95.3%	\$4,510	Paid in full for the year
PHOTOCOPY	\$712.41	23.7%	\$3,000	
POSTAGE	\$0.00	0.0%	\$200	
STATIONERY	\$105.10	30.0%	\$350	
COMPUTER EXPENSES	\$45.23	3.0%	\$1,500	
MAINTENANCE - GENERAL	\$1,757.87	87.9%	\$2,000	Catchbasin drain repairs
MAINTENANCE - CLEANING CONTRACT	\$0.00	0.0%	\$3,000	
MAINTENANCE - CLEANING SUPPLIES	\$0.00	0.0%	\$250	
MAINTENANCE - GARDENING	\$1,544.22	154.4%	\$1,000	Tree removal
GARBAGE	\$0.00	0.0%	\$460	
HYDRO	\$2,483.90	47.3%	\$5,250	
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$0.00	0.0%	\$100	
INTERNET	\$1,049.15	42.0%	\$2,500	
TELEPHONE	\$269.75	22.5%	\$1,200	
WATER/SEWER	\$358.20	51.2%	\$700	
MISCELLANEOUS	\$13.86	5.5%	\$250	
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$100	
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$500	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00	0.0%	\$0	
DEFICIT ELIMINATION RESERVE	\$0.00	0.0%	\$0	
TOTAL EXPENDITURES	\$62,322.38	44.5%	\$140,050	
OPERATING SURPLUS/DEFICIT	-\$17,962.89	85.3%	-\$21,050	

ANSWERS TO FINANCIAL QUERIES FROM MAY 18TH MEETING

Karen McColm asked why there was a discrepancy between the two churches in wages for the Assistant Curate. It will be investigated!

On the summary of St. Mary's March 15th Payroll from the Diocese, there was a credit for vacation accrual payout for the Assistant Curate. Unbeknownst to Leslie, St. Stephen did not receive any credit. Following the Council meeting, Leslie checked with the Diocese and learned that they did not split the credit. Subsequently, St. Stephen was reimbursed for half of the March 15th credit. The two figures should now be in balance.

It was Moved by Don Wilson, Seconded by Lynda Clifford, that the St. Stephen Financial Statements to April 30, 2021 be received with the recognition that we will have clarification on the King Fund, the Deficit/Asset question, the Assistant Curate wage amount and the negative interest figure for the next meeting. Carried.

This relates to King Fund and the Teaching Education fund. Lon was asking if we used some of the King Fund to open the Education fund, leaving some in that original account. I thought that was what we did, maybe you can check please.

I do not believe so. QuickBooks records go back to January 01, 2009 at which point The Education Fund was opened with a \$3,000.00 transfer from Equity. Thereafter it has grown to the present date mostly from annual interest from a GIC invested, a one-time infusion from General Operating Bank Account and some small donor amounts. Balance as of today \$5,988.91

The King Fund seems to have begun with a donation from the King Family in May 2009, a part of which was transferred out then returned (with interest it seems) in November 2009. It received \$0.31 interest in February 2010 and has been dormant ever since. Balance as of today \$5,738.31

Account 4340: Interest

- March 05/2021 Transferred \$1,948.62 to the Cemetery representing the September and December 2020 CTF Cemetery Interest payments received by the church but not credited (transferred) in 2020. This created a negative \$1,948.62 on the March P&L report.
- April 09/ 2021 Church CTF Interest received \$866.81 reducing the negative amount of interest to \$1,081.81 as shown on the April P&L

Account 4950: Deficit/Asset Transfer

- Early in 2021, when the Diocese changed from Book Value to Market Value reporting, Derek suggested we create an Equity Account (32150) to show the unrealized Gain/Loss in the market Value of the CTF.
- Originally I increased the QuickBooks amount in the CTF by \$4,682.00 and created the new Account with that same amount. (See March Balance Report)
- In April I realized that doing this ups our Equity by double, so in order to balance that transaction I needed an adjustment. I returned the CTF to its Book Value (100,000.00) by removing the excess, but needed to use an off-set account.
- My first choice was Ask My Accountant (80000) but then realized that wouldn't work. Using the Transfer Account as that holding area was what this account is designed to show; movements of money between the various accounts (such as when we take money from our contingency fund to off-set a deficit)

10:26 AM

St. Stephen Church -Anglican ParishCS

06/01/21

Balance Sheet

Accrual Basis

As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash	125.07	176.35	-51.28
1010 · Coast Captial Operating Acco...	126,039.12	65,701.55	60,337.57
Total 1000 · CASH	126,164.19	65,877.90	60,286.29
Total Chequing/Savings	126,164.19	65,877.90	60,286.29
Accounts Receivable			
1410 · ACCOUNTS RECEIVABLE			
1420 · Receivable -General	1,857.79	0.00	1,857.79
1440 · Receivable -Internal	1,337.90	611.42	726.48
1410 · ACCOUNTS RECEIVABLE - Ot...	0.00	1,175.00	-1,175.00
Total 1410 · ACCOUNTS RECEIVABLE	3,195.69	1,786.42	1,409.27
Total Accounts Receivable	3,195.69	1,786.42	1,409.27
Other Current Assets			
1400 · GST -(2.5%) Recoverable	325.27	476.71	-151.44
1500 · INVESTMENTS			
1505 · Diocesan Investment (CTF)	130,000.00	100,000.00	30,000.00
1510 · GIC #3 (Coast Capital 05/21)	0.00	50,000.00	-50,000.00
1515 · GIC #4 -Coast Capital	0.00	50,000.00	-50,000.00
1520 · GIC #5 13-Mar-22	20,000.00	0.00	20,000.00
Total 1500 · INVESTMENTS	150,000.00	200,000.00	-50,000.00
Total Other Current Assets	150,325.27	200,476.71	-50,151.44
Total Current Assets	279,685.15	268,141.03	11,544.12
TOTAL ASSETS	279,685.15	268,141.03	11,544.12
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2010 · Diocese Payable	3,490.02	9,468.75	-5,978.73
2020 · Individuals Payable	0.00	3,899.93	-3,899.93
2030 · Parish Payable	0.00	496.64	-496.64
2040 · Suppliers Payable	288.75	19,451.66	-19,162.91
2000 · ACCOUNTS PAYABLE - Other	0.00	-32,706.99	32,706.99
Total 2000 · ACCOUNTS PAYABLE	3,778.77	609.99	3,168.78
Total Accounts Payable	3,778.77	609.99	3,168.78
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRI...			
3110 · Altar Flowers /Guild	71.11	92.51	-21.40
3160 · Community Lunch (#5)	3,215.56	2,923.18	292.38
3175 · Sunday School / Christian Ed.	20.00	20.00	0.00
Total 3100 · CURRENT SPECIAL MINI...	3,306.67	3,035.69	270.98

	May 31, 21	May 31, 20	\$ Change
3400 · OUTREACH PROJECTS			
3410 · Rector's Discretionary Fund	20.00	30.00	-10.00
3417 · Gendemi Mission	452.82	50.00	402.82
3420 · General Outreach (Fairway)	275.75	890.44	-614.69
3430 · Precious Jewels	0.00	50.00	-50.00
3447 · Street Hope Ministry	0.00	30.00	-30.00
3470 · South Island Centre for Cou...	20.00	70.00	-50.00
3480 · PWRDF	50.00	0.00	50.00
3492 · Saanich Peninsula Food Bank	20.00	20.00	0.00
3493 · Prayer Shawls	5.22	133.54	-128.32
3495 · St. Matthew's Theo Library	20.00	1,090.00	-1,070.00
Total 3400 · OUTREACH PROJECTS	863.79	2,363.98	-1,500.19
Total Other Current Liabilities	4,170.46	5,399.67	-1,229.21
Total Current Liabilities	7,949.23	6,009.66	1,939.57
Long Term Liabilities			
3500 · DEFERRED SPECIAL PROJECTS			
3505 · Church Restoration (CTF)	100,556.23	100,556.23	0.00
3510 · Contingency Reserve Fund	25,895.90	15,430.90	10,465.00
3520 · Garden Project (#5)	215.47	215.47	0.00
3525 · Grounds Maintenance (CTF)	28,298.20	28,298.20	0.00
3532 · King Project (#5)	5,738.31	5,738.31	0.00
3535 · Lych-gate (#5)	2,844.37	2,844.37	0.00
3540 · Memorial Hall Fund			
3541 · Chairs	0.00	944.39	-944.39
3542 · Furnace (Smile Cards)	-1,015.68	-3,795.51	2,779.83
3543 · General Memorial Funds	45,894.92	45,894.92	0.00
Total 3540 · Memorial Hall Fund	44,879.24	43,043.80	1,835.44
3545 · Pet Memorial (#5)	2,384.22	2,384.22	0.00
3550 · Sound Equipment	0.00	-1,337.01	1,337.01
3555 · Summer Camp Fund	0.00	1,628.69	-1,628.69
3560 · Education Fund (#5)	5,988.91	5,988.91	0.00
3575 · Transforming Futures Fund	700.00	450.00	250.00
Total 3500 · DEFERRED SPECIAL PRO...	217,500.85	205,242.09	12,258.76
Total Long Term Liabilities	217,500.85	205,242.09	12,258.76
Total Liabilities	225,450.08	211,251.75	14,198.33
Equity			
30000 · Opening Bal Equity	40,712.67	40,712.67	0.00
32000 · Retained Earnings	34,616.69	35,237.31	-620.62
32150 · Unrealized Gain/Loss	4,682.00	0.00	4,682.00
Net Income	-25,776.29	-19,060.70	-6,715.59
Total Equity	54,235.07	56,889.28	-2,654.21
TOTAL LIABILITIES & EQUITY	279,685.15	268,141.03	11,544.12

St. Stephen's May 2021 Financial Review

ITEM	Actual To May 31/21	% To Budget Target= 42%	BUDGET	REMARKS 2021 Budget to 2021 Actual
INCOME				
REGULAR OFFERINGS	\$37,038.44	31.0%	\$119,600	
OPEN OFFERING	\$6.00	0.6%	\$1,000	
FESTIVAL	\$1,180.00	39.3%	\$3,000	
HALL /PreSchool Donation	\$3,740.00	53.4%	\$7,000	
OTHER HALL DONATIONS	-\$20.00		\$0	Grounds use \$180.00
WEDDINGS/ FUNERALS	\$0.00	0.0%	\$400	
SOCIAL EVENTS	\$0.00		\$0	
INTEREST INCOME	-\$422.73	-14.1%	\$3,000	GIC \$659.08
DONATIONS/Targeted	\$0.00		\$0	
WAGE SUBSIDY		0.0%	\$0	
PERPETUITY ACCOUNT	\$0.00		\$0	
DEFICIT RESERVE	\$0.00		\$0	
TOTAL RECEIPTS	\$41,521.71	31.0%	\$134,000	
TOTAL REVENUE	\$41,521.71	31.0%	\$134,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$21,205.85	43.7%	\$48,567	
RELIEF CLERGY	\$75.00	25.0%	\$300	
ASSIST CURATE	\$3,027.13	102.6%	\$2,951	3694.13 minus dio 667.00
MUSICIANS	\$1,500.00	30.0%	\$5,000	
RELIEF MUSICIAN	\$0.00	0.0%	\$0	
ADMIN. ASST/BOOKKEEPER	\$7,217.42	48.1%	\$15,000	
PAYROLL BULK CHARGES	\$0.00	0.0%	\$0	
DIOCESAN ASSESSMENT	\$9,178.35	39.9%	\$23,000	
BOOKKEEPING	\$0.00	0.0%	\$0	
CHRISTIAN EDUCATION	\$0.00	0.0%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$300	
MUSIC SUPPLIES	\$270.97	90.3%	\$300	OneLicence \$242.5
SANCTUARY SUPPLIES	\$181.91	36.4%	\$500	
ADVERTISING	\$0.00	0.0%	\$200	
INSURANCE	\$5,235.03	103.7%	\$5,047	
PHOTOCOPY	\$1,130.02	37.7%	\$3,000	
POSTAGE	\$90.40	0.0%	\$0	
STATIONARY(Print Paper/Pens)	\$201.38	13.4%	\$1,500	
PUBLICATIONS	\$77.00	0.0%	\$0	
OFFICE COMPUTERS	\$83.75	16.8%	\$500	
SOCIAL EVENTS	\$0.00	0.0%	\$200	
MAINTENANCE - GENERAL	\$4,707.86	94.2%	\$5,000	
SECURITY	\$239.34	47.9%	\$500	
MAINTENANCE - CLEANING CONTRAC	\$1,511.84	37.8%	\$4,000	
MAINTENANCE - CLEANING SUPPLIES	\$20.79	0.0%	\$0	
MAINTENANCE - GROUNDS	\$445.07	8.9%	\$5,000	
GARBAGE	\$358.62	35.9%	\$1,000	
HYDRO	\$2,682.75	48.8%	\$5,500	
AMALGAMATION OF SERVICES			\$0	
HEATING OIL (HALL)	\$2,612.74	87.1%	\$3,000	
INTERNET	\$670.15	134.0%	\$500	
TELEPHONE	\$110.13	13.8%	\$800	
YOUTH MINISTRY	\$0.00	0.0%	\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
BANK CHARGES & RECONCILIATIONS	\$25.00	0.0%	\$0	
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$1,000	
TOTAL EXPENDITURES	\$62,858.50	47.2%	\$133,265	
OPERATING SURPLUS/DEFICIT	-\$21,336.79	-2903.0%	\$735	



A Word from the Bishop

Colleagues,

As we continue to become acquainted in our shared ministry, I am pleased to announce the important diocesan and clergy event dates (below) to mark on your calendars for over the next year. I would ask that you make careful note of each event and be sure not to schedule any parish activities at the same times. There are also some events you may be invited to participate in, and I hope you will be willing, as you are able, to attend or contribute.

All the events listed below will be posted to the diocesan [calendar of events](#) on the website.

Also, directly below are two directives from me regarding rest/vacation. Please do consider them directives. Taking time and space for rest is beneficial to the health and wellbeing of both yourself and your parish. Please prioritize booking your vacation and planning a restful summer.

+Anna

Bishop's Office Summer Closure

The bishop's office would like to lead the diocese in establishing the months of July and August as relaxed, slower periods in our shared life and ministry. As diocesan council does not meet during these months (and many parish councils also take a break), we encourage you to push all "serious business" to the fall. Please spend these months enjoying God's creation and your parish community socially.

The bishop's office will be closed for the month of August.

Rest assured, the synod office will, of course, still be open for other business. For emergencies that require the bishop, please contact [Tara](#), as she will be watching her email traffic for matters of urgency. Otherwise, we hope you spend the summer dreaming and planning, but taking a break from any large projects or challenges, as you are able.

Clergy Vacation: Please Take It!

While we understand many clergy haven't taken their annual vacation time due to Covid, we are now asking all clergy to take their annual vacation and banked vacation by the end of 2021 to avoid any undue financial hardship on their parish.

As per the canons, full-time clergy are allowed to carry forward up to one week into the next calendar year, but due to the pandemic, many clergy have taken very little of their accrued 2020 vacation and the canonical requirement hasn't been enforced. By the end of 2021, all earned vacation time must be taken, with the exception of the (up to) one week that can be carried into 2022.

When you have confirmed the dates of your vacation, please notify **Gillian** at payroll@bc.anglican.ca **AND Tara in the bishop's office** at tsaracuse@bc.anglican.ca. Please be sure to include your plan for Sundays and pastoral coverage in your email to Tara.

New Guidelines for Capital Projects

The diocese has developed new guidelines for real estate and property development. Any parish contemplating a capital project or a property redevelopment should start by reading [these guidelines](#). Having read the guidelines, the next step is to [email Bob Brandle](#), our property management advisor for an initial discussion.

All Clergy Meeting

There will be an **all clergy meeting on June 22 at 3:00pm** by Zoom to discuss the re-opening of worship and parish activities. Please be sure to attend this meeting; all active

clergy will have received an Outlook365 calendar invitation on May 26 with the Zoom credentials. Please press "accept" on this invitation so we know you will be in attendance.

A [pastoral letter that was distributed widely](#) on May 26 outlines why we are taking a more measured approach to re-opening worship and parish activities.

Ordination of Deacons

September 12, 2021

God willing, the bishop will hold an ordination to the diaconate on **September 12, 2021 at Christ Church Cathedral**. We are planning for this service to be an in-person celebration, however the service will also be live-streamed.

Provincial Synod

September 17-19, 2021

Please note the announced dates for Provincial Synod which will be held via Zoom. More information to follow.

Order of the Diocese Investiture

October 23, 2021

The 2021 investiture service for the Order of the Diocese of British Columbia will take place **October 23, 2021 at 10:30am at Christ Church Cathedral**. The purpose of the Order is to honour and give special recognition to members of the diocese (and in the case of honorary awards, those not part of the diocese) who have given outstanding service over a significant period of time.

Nominations have been received and the Order's advisory council is currently reviewing and preparing the make recommendations to the bishop. The secretary of the Order will

communicate with the recipients about the bishop's wish to bestow an award on them by June 30, 2021.

Please **share this information widely with your parish** so that those who wish may attend and celebrate their peers. As the purpose of the investiture is to gather and celebrate: in the event that capacity-restrictions still apply in October, the recipients will be announced but the investiture will be postponed to the spring.

Vocations Day

November 6, 2021

While all people have a vocation and are called to live into their baptismal covenant, an important part of our life as church is to raise up from among us those who are called to ordained ministry. The bishop invites all those who wish to learn more about diaconal and presbyterial ministry to attend a **Vocations Day on Saturday, November 6** (location TBA). The day is open to those who themselves might be discerning a call to ordination or those wishing to just know about the process. As clergy, please consider who in your parish should be invited to this. A registration deadline will be released in September. The sessions will also be recorded and posted online for those who are unable to travel.

Diocesan Confirmations

Saturday, May 7, 2022

On **Saturday, May 7, 2022**, we will be having a diocesan confirmation at Christ Church Cathedral, Victoria. Anyone throughout the diocese who is interested in being confirmed or received into the Anglican Communion is welcome. The mid-day service will be preceded by a lunch for all the candidates and time with the bishop and the dean. The service will also be live streamed.

Clergy are invited to make this event known in their parishes and to prepare candidates.

The registration deadline will be April 15, 2022.

Please share [this link](#) with your candidates and ask them to fill out the registration form as they make their interest known.

Clergy Conference

May 16-18, 2022

SAVE THE DATE!

We've booked the Sawmill Taphouse and Conference Centre in Chemainus for May 16-18, 2022 in the hopes that we may hold a fully in-person clergy conference. Please put these dates in your calendar now and hold them.

Reminder: Attending the clergy conference is a mandate of your appointment.

The planned speaker for the conference is the Rev. Dr. Bill Kondrath:

<http://www.billkondrath.com/>

General Synod

Calgary July 12-17, 2022

We Together Conference

September 23-25, 2022

In picking up our previous pattern of a diocesan conference in the year between synods, please **mark September 23-25, 2022 for the We Together conference**. While the location and theme is still yet to be determined, please **share these dates with your parish early** so that all laity can set aside time to attend the conference. Clergy are not required to attend, but are highly encouraged.

In Brief

2021

June 22 - All Clergy Meeting

September 12 - Ordination of Deacons

September 17-19 - Provincial Synod

October 23 - Order of the Diocese Investiture

November 6 - Vocations Day

2022

May 7 - Diocesan Confirmations

May 16-18 - Clergy Conference in Chemainus

July 12-17 - General Synod in Calgary

September 23-25 - We Together Diocesan Conference

If you have gotten this far, congratulations! Please email Tara the word "dragonfly" and receive a prize!