Parish of Central Saanich Council Minutes
June 21, 2022 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Wardens & David Stewart	Event to brainstorm worship perhaps with social aspect	When we are fully back in our bldgs..

Participants: The Ven. Dr. Lon Towstego, Chair
Lynda Clifford, Deb Butler, Ken Pedlow, Ian Stuart
John Beresford, Lynn Fallan, Terry Hartley, Karen McColm
Gary Moss, David Stewart, Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Sandra Scarth

I **Open meeting with Prayer** – Lon called the meeting to order at 7:01 p.m. and acknowledged Indigenous Day and his experience visiting the Tsawout territory(?) earlier this evening. He then opened with prayer.

II **Changes or Additions to the Agenda?** – Gary Moss asked if St. Stephen's audio equipment could be added to the agenda as New Business and Lon had an item to add to Business Arising.

It was **Moved** by John Beresford**, Seconded** by Ian Stuart that the Agenda be adopted with the requested addition**. Carried.**

III **Minutes:**

1. Council Meetings – April 19, 2022 were approved electronically and posted to the website.

IV **Reports**

1. Rector – Lon reiterated his thanks to all while he was away on vacation. – There were no questions or comments.
2. Wardens
   - St. Mary – There were no comments or questions.
   - St. Stephen – Lon reminded Lynda that the use of the Bottle Recycling funds were to be discussed at the last Operations Committee and it didn't happen. Please make sure to add it to the next St. Stephen Ops Com agenda. There were no questions

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

3. Financials:
   a) St. Mary Statements to May 31, 2022 – presented by Ken Pedlow. He reminded Council that brief Stewardship notices were in the March bulletins and a more detailed report was in the June ConneXion in order to keep stewardship front and centre. David Stewart commented that he thought the ConneXion report was excellent. There were no questions.

   It was **Moved** by Ken Pedlow, **Seconded** by Lynn Fallan that the St. Mary Financial Statements to May 31, 2022 by adopted. **Carried**.

b) St. Stephen Statements to May 31, 2022 – presented by Lynda Clifford. Lynda advised that the statements that were circulated by email were prepared by Bob prior to his vacation and prior to him having the complete payroll statements from the Diocese. Hard copies of statements were distributed at the meeting of statements that Bob had prepared this morning. Lynda asked for clarification of the category "Bulk Payroll Charges". Leslie explained that this was a holding spot for Diocesan originated payroll errors that were in need of correction and once the correction came from the Diocese (not until the next pay period), that this account code should be reduced. The only exception was when the error occurred in December and the correction was not made until January of the following year. There was a question relating to income for "Funeral Bulletin Fees". Lon advised Council that we were now charging a fee for the photocopying of funeral bulletins. Leslie reported that she put these fees as a recovery against our photocopying and/or stationery expenses and indicated that she had a discussion with Bob about doing the same so that he is not incurring assessable income. It appears no action has been taken in this regard.
Leslie expressed concern that the Rector's Salary figure still did not closely resemble the figure presented by St. Mary. Council seemed satisfied that the Budget Review summary matched the Profit and Loss statement.

It was **Moved** by Lynda Clifford, **Seconded** by Don Wilson that the St. Stephen Financial Statements to May 31, 2022 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) "The Post Quarantine Church" Book Study – Will continue on Wednesdays as planned after the start being delayed one week. David Stewart commented that we should take care and make time to present this study at a time when people who work can attend.
b) Safe Church – Lynn Fallan gave an update on the revised program. She has the email up and running and is making headway. She has started looking at the on-line modules. She noted that once she has finished her training, she will be looking at staff and Council Members to take the course.
c) Lay Leadership in Worship Course – Lon advised that there is a new training program in the Diocese that will begin in September on Zoom. This does not take the place of the former Lay Readers program and it is not a requirement for those who are currently involved in the Liturgical Assistant role. This is a course that will equip those recommended to attend with resources, particularly on being able to give sermons or the ability to find a suitable sermon that may be read. Lon has currently reached out to a few people asking if they would be interested in attending and would welcome anyone who is interested to reach out to him.

VI Correspondence

a) Bishop's Pastoral Letter regarding Synod staffing – Although included in this month's package, this letter was sent to Council electronically on May 25th. It was received for information. The changes were briefly discussed.

VII New Business

a) St. Stephen Audio Equipment – Gary Moss reported that he had undertaken the inventory. He noted that while most equipment is older, it is still in working order. The exception is that three out of five mic stands are broken and he wonders if they could be replaced. He estimates it would cost about $50 each. Lon and the Wardens will discuss this with Gary and likely proceed.
Gary also asked if the sound equipment is used for funerals or with hall rentals and he suggested that there should be a charge for this. He also indicated that there are times when he isn't notified with sufficient time to set up if the equipment is needed. Lon agreed that there should be better notification and more clearly defined fees related to audio equipment use, especially for private functions. Lon indicated that St. Mary is charging a minimum fee of $100 for funerals to have a technician in place. Leslie advised that these fees are put into a special Sound/Video fund that could be used to replace or purchase equipment as needed.

VIII Next Meeting

Perhaps a social time later in July. TBD

Ken Pedlow Motion for adjournment at 8:01 p.m.

X Closing with Prayer and the Grace

Don Wilson led a closing prayer and the Grace was said together.

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Lon Towstego, Chair

Parish of Central Saanich Council Agenda – June 21, 2022
7:00 p.m. at St. Mary

Regrets:

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – April 19, 2022 – approved electronically & posted

IV **Reports**

1. Rector – Lon

2. Wardens – St. Mary
 - St. Stephen

✓ *Motion to receive above reports*

2. Financials:
 a) St. Mary Statements to May 31, 2022 *(would incl. April)* – Ken

✓ *Motion to adopt*

 b) St. Stephen Statements to May 31, 2022 *(would incl. April)* - Lynda

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Parish Identity: "The Post Quarantine Church" Book Study
b) Safe Church Update – Lynn Fallan & Sandra Scarth

VI **Correspondence**

a) Bishop's letter re Diocesan Office staffing – sent to Council on May 25th

VII **New Business**

VIII **Next Meeting**

July 19, 2022 ???

Motion for adjournment

IX **Closing with Prayer and the Grace**

Wardens' Report for St Mary's to Parish Council – June 21, 2022

Activities - completed

1) Prepared the Parish's Charitable Registration Filings for the Canada Revenue Agency.
2) Prepared the May year to date financial package for review by the parish council.
3) Participated in the Spring Fling Sale on Saturday June 11th.
4) Supported new usage of the facilities (AA meetings and Choir rehearsals).
5) Provided support to the Stanlake and Otto funerals.
6) Adapted the Covid 19 protocols as they change.
7) Prepared financial and operational reports for the May 20th Operations Committee meeting.
8) Participated in the Stelly's First People's bursary decisions.
9) Ian has purchased and donated a handheld vacuum for use around the church.
10) Installed signage on the hall fire doors to aid in preventing security lapses when the doors are opened.

Activities – Underway or planned

11) Order the remaining new phones and complete the rest of the phone system repairs.
12) Complete the re-organization of the utility room in cooperation with janitor.
13) Following up as required from the annual fire inspection (repairs to drywall in the electrical room)
14) Arrange for the Fire Dept to agree to implementation of the Fire Safety Plan when they follow up on the fire inspection repair.
15) Undertake to complete a Capital & Significant Operating Issues Plan.
16) Reinstall re-bar in the damaged parking lot curb and repaint the curbs at the entrance.
17) Plan and budget for the repainting of the parking lot lines (Estimated cost $1,849).
18) Update the subscribed website format to the latest Tithe.ly version and support the website redesign committee.
19) 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.
20) Complete the CRD required back flow water system testing using ASD Backflow Testing.
21) Upgrade the existing office computer system in 2022 based on research and usage requirements.
22) Additional treatment of the moss on some areas of the roof is needed in the spring.
23) Complete repairs (foam insulation and finishing) to the Altar Guild sink drain.
24) Keep informed about Diocesan initiatives. Transforming Futures update/ Bishop Anna's Six Priorities.
25) Repaint the exterior wood frames on the 2 stained glass window either side of the chancel.
26) Repair and install waterproofing of circular window above the main front door.
27) Repair gutter leak above the hall door.
28) Find new supplier for paper towels in the washrooms, purchase new hand soap bags for the dispensers.
29) Looking into the purchase of thermostats than can be operated through the internet to reduce unnecessary heating of the building.
30) Look into installing a keypad lock on the entrance door near the hall to improve security and better control security lapses.
31) Making efforts to have unused keys returned.

Respectfully submitted by Ian Stuart & Ken Pedlow

St Stephen Wardens Report June 2022

To Be Done

Inventory needs to be done, areas needing help, Music and all related equipment, ? Gary Moss, Kitchen- Group, Office and equipment ? -Bob, Howie's office- ? Howie, Furniture, Hall and Church, including artwork - group, Lon's office. Shed - ?? This is required by Diocese. Photos help make this easier.

Safe church, set up soon to be done on line.

Peter is working on upgrade for alarm system, also a new and better and greener light over the Lichgate.

Carpet for the hall altar area and also repair to the lectern stand.

Storage area, under the hall, clean up is required, paint to recycle and several signs can be disposed of, maybe the desk…. Some items could go to be sold. Peter and I had a start at it recently when trying to uncover the wood to be used for boxes for Cremation ashes., these are made by Jack Watters.

Plans for Frontal fabrics and Altar hangings

Fundraising plans, Community Garage Sale on late August or Sept.

Find a project that we can work on with our First Nations Neighbours

Consider a Bursary similar to the one given by St. Mary

Church steps, waiting until the weather is dryer

Fence around Cemetery to be painted when weather permits

Repairs to Stain Glass window, Estimate is in and $6-8,000 to be booked to be done this summer and glazing of windows estimate to come. Chimney at the church may be in need of grouting replacement.

Discussion about wreath and candles for Advent, need to do this soon.

Discussion with Envision Painting on site about the back wall of the church. Repainting to be done in the summer in dryer weather.

Trying to find new volunteers for things like coffee time and counting helpers. Comfort Ministry is needed for memorial teas.

Consider finding ways to reduce paper use and copier costs.

Check Floor in the Hall Entranceway, Peter has looked but repair still to be considered.

There is a plan B suggestion for the area where blackberries were cut, to be discussed at operations, will receive an estimate for some levelling which it is felt will be a good next step with some seeding to follow.

New contract for preschool has been done, included are increase in rent and also a financial benefit to them when extra push back is required by renter, the charge will be passed along to preschool. They are planning to go back to 4 days a week in September.

Recently discovered leak inside from turning on outside tap. Has made opening up and fans installed to help dry the area.

Completed

Floor in entrance way has been looked at but will follow up after preschool is out for the summer.

Blackberry cutting has been done and came in under estimate,

Reinforcement of the covers of Septic Holding Tanks beside the Hall.

Shed Clean up partially done, empty bottles removed, move to be done,
Bottles were taken to Hartland recycle as well as some tires found when blackberry bushes were cleared.
This also had the loose gravel which had been moved during snow plowing to be pushed back onto the road way

Obtained gravel to fill pot holes, waiting for cement to mix in with this.

With the help of Terry and Deb we managed to move a few things around in the office and also cleaned up generally. We spent a fair bit of time sorting through Historical items. We also found boxes of old financials that can be shredded.

Collection of bottles and funds collected is ongoing

Submitted,
Lynda and Deb

St. Mary's May 2022 Financial Review

ITEM	Actual To May 31, 2022	% To Budget Target=42%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$36,432.90	34.4%	$106,000	
OPEN OFFERING	$267.00	53.4%	$500	
FESTIVAL	$2,070.00	27.6%	$7,500	Easter
HALL /FACILITIES USE DONATIONS	$1,655.00	165.5%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$1,400.00	175.0%	$800	
MISCELLANEOUS	$190.00	38.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$0.00	0.0%	$2,000	
PARISH THRIFT SALES	$0.00	0.0%	$2,000	
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEAL - 2022	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
TOTAL REVENUE	**$43,423.34**	35.6%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$19,085.21	39.0%	$48,939	
RELIEF CLERGY	$562.50	112.5%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$4,203.60	35.5%	$11,845	
RELIEF MUSICIAN	$125.00	31.3%	$400	
ADMIN. ASST/BOOKKEEPER	$11,689.20	42.1%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$9,086.25	41.7%	$21,807	
CHRISTIAN EDUCATION	$136.43	68.2%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$175.20	23.4%	$750	
SANCTUARY SUPPLIES	$112.55	37.5%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$365.01	12.2%	$3,000	Includes recoveries
POSTAGE	$0.00	0.0%	$275	
STATIONERY	$143.15	14.3%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$1,450.37	36.3%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$2,123.64	28.3%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$36.00	36.0%	$100	
INTERNET	$1,049.15	42.0%	$2,500	
TELEPHONE	$269.75	21.6%	$1,250	
WATER/SEWER	$347.40	49.6%	$700	
MISCELLANEOUS	$0.00	0.0%	$250	
BANK CHARGES & RECONCILIATIONS	$214.19	107.1%	$200	New Cheques Purchased
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TRANSFER TO MEMORIAL ACCOUNT	$0.00	0.0%	$0	
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$56,649.10**	38.5%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$13,225.76**	52.7%	**-$25,086**	

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 May 2022

	31 May 22	31 May 21
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	21,151.51	13,208.69
1110 · St. Mary's Church Events	7,902.36	6,658.67
1210 · St. Mary's Memorial Operating	96,275.13	19,363.00
Total 1005 · Consolidated Bank Account	125,329.00	39,230.36
1500 · Investments - GIC's		
1580 · Memorial Account GIC (111)	0.00	20,000.00
1585 · Memorial Account GIC (112)	0.00	10,000.00
1590 · Memorial Account GIC (113)	0.00	25,000.00
1591 · Memorial Account GIC(114)	0.00	75,000.00
1592 · Memorial Account GIC (115)	50,400.00	0.00
Total 1500 · Investments - GIC's	50,400.00	130,000.00
Total Chequing/Savings	175,729.00	169,230.36
Accounts Receivable		
1400 · GST Receivable	211.88	236.13
Total Accounts Receivable	211.88	236.13
Total Current Assets	175,940.88	169,466.49
TOTAL ASSETS	**175,940.88**	**169,466.49**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,303.58	1,003.58
3120 · Church Events - Flower	801.65	2,018.51
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1,576.82	441.82
3135 · Church Events - Holly Fair 2021	250.00	0.00
Total 3130 · Church Events - Holly Fair	1,826.82	441.82
3150 · Church Events - General	32.84	47.34
3160 · Church Events - Church Sales	1.88	1.88
3170 · Church Events - Social Fund	346.24	346.24
3190 · Church Events- Recycle Refunds	1,712.00	920.00
Total 3100 · Current Special Ministries - CE	6,025.01	4,779.37

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 May 2022

	31 May 22	31 May 21
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	50.00	50.00
3420 · Outreach-ORRCA Dental Clinic	175.00	25.00
3440 · Outreach-General Use	480.00	370.00
3480 · Outreach-PWRDF	435.00	385.00
3492 · Outreach-S. P. Lions Food Bank	525.00	350.00
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,816.08	4,082.02
Total 3400 · Outreach Funds	6,549.19	5,330.13
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	2,390.01	2,887.69
3520 · Memorial- Thrifty's	1,560.00	1,616.72
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43	2,232.43
3560 · Memorial-Guild	3,061.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3585 · Memorial - Hall Lighting	414.53	838.20
3590 · Memorial-Sound/Video	600.00	0.00
Total 3500 · Deferred Sp. Ministries - Mem.	23,545.00	25,923.07
Total Long Term Liabilities	36,119.20	36,032.57
Total Liabilities	36,119.20	36,032.57
Equity		
32000 · Retained Earnings	10,671.70	9,918.75
3900 · Opening Balance Equity-General	246.16	246.16
3910 · Retained Earnings-General	3,811.81	3,811.81
3920 · Retained Earnings-Church Events	6,515.82	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95	115,404.27
Net Income	1,774.24	-2,462.89
Total Equity	139,821.68	133,433.92
TOTAL LIABILITIES & EQUITY	**175,940.88**	**169,466.49**

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through May 2022

	Jan - May 22	Jan - May 21
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	267.00	0.00
4120 · Offering-Weekly	36,432.90	37,962.82
4130 · Offering - Festivals		
4131 · Offeirng-Festival-Easter	2,070.00	1,735.00
4133 · Offering - Festival-Christmas	0.00	20.00
Total 4130 · Offering - Festivals	2,070.00	1,755.00
Total 4100 · Offering Income	38,769.90	39,717.82
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	1,400.00	0.00
4330 · General Income-Facilities Use	1,655.00	80.00
4360 · General Income-Misc./Interest	190.00	160.00
4370 · General Income - Wage Subsidy	1,408.44	-98.33
Total 4300 · General Income	4,653.44	141.67
4400 · Transfers IN-General		
4440 · Transfers IN-Mem. Acct (Loan)	15,000.00	15,500.00
4460 · Transfers In - Deficit Reserve	0.00	4,500.00
Total 4400 · Transfers IN-General	15,000.00	20,000.00
Total 4000 · INCOME - General	58,423.34	59,859.49
Total Income	58,423.34	59,859.49
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	19,085.21	21,205.52
5120 · Salary/Benefits-Music Director	4,203.60	4,826.43
5130 · Salary/Benefits-Admin./Bookeep.	11,689.20	11,662.63
5140 · Relief Clergy	562.50	150.00
5150 · Relief Musician	125.00	0.00
5170 · Assisting Clergy	712.50	3,269.30
5180 · Salaries - Payroll Variances	0.00	0.00
Total 5100 · Wages & Benefits - General	36,378.01	41,113.88
5300 · Expenditures - Admin - General		
5310 · Website/Electronic. Media	36.00	45.23
5330 · Stationery Expenses		
5331 · Stationery - General	67.88	0.00
5330 · Stationery Expenses - Other	75.27	105.10
Total 5330 · Stationery Expenses	143.15	105.10
5340 · Photocopier - General	365.01	712.41
5350 · Insurance	4,762.00	4,296.00
5360 · Diocesan Assessment	9,086.25	8,316.25
5390 · Bank Charges/Errors - General	214.19	0.00
Total 5300 · Expenditures - Admin - General	14,606.60	13,474.99

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through May 2022

	Jan - May 22	Jan - May 21
5400 · Expenditures-Ministries-General		
5410 · Music	175.20	224.06
5420 · Sanctuary	112.55	0.00
5430 · Christian Education	136.43	32.50
Total 5400 · Expenditures-Ministries-General	424.18	256.56
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	0.00	1,757.87
5520 · Cleaning-General		
5521 · Cleaning-Contract	1,450.37	0.00
Total 5520 · Cleaning-General	1,450.37	0.00
5530 · Grounds and Equipment	0.00	1,544.22
Total 5500 · Expenditures-Maintenance-Gener.	1,450.37	3,302.09
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	347.40	358.20
5620 · Hydro	2,123.64	2,483.90
5640 · Telephone	269.75	269.75
5650 · Internet	1,049.15	1,049.15
Total 5600 · Expenditures-Utilities-General	3,789.94	4,161.00
5800 · Miscellaneous Expenses-General	0.00	13.86
Total 5000 · EXPENDITURES - General	56,649.10	62,322.38
Total Expense	56,649.10	62,322.38
Net Income	**1,774.24**	**-2,462.89**

** Prepared 01 June 2022 **				by Bob Quicke
St. Stephen Church Annual Financial Review				Figures Accurate to 29 May 2022 (Vacation Leave)
ITEM	Actual To	% To Budget	2022	NOTES:
	29 May 2022	Target=42%	BUDGET	
INCOME				
REGULAR OFFERINGS	$33,838.50	28.3%	$119,600	
OPEN OFFERING	$981.50	122.7%	$800	Cash Gift of $750.00 in April
FESTIVAL	$725.00	24.2%	$3,000	
HALL /Preschool Donation	$5,400.00	56.8%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$1,150.00		$0	Includes Ground Users ($300.00)
WEDDINGS/ FUNERALS	$1,400.00	350.0%	$400	
FUNERAL BULLETIN FEES	$210.00		$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	$0.00		$0	
INTEREST INCOME	$1,684.25	56.1%	$3,000	
DONATIONS/Targeted	$0.00		$0	
WAGE SUBSIDY	$0.00	0.0%	$0	Three Diocesan Deposits (Bank Statement)
Cemetery Support	$0.00			
DEFICIT RESERVE	$0.00		$0	
MISCELLANEOUS INCOME	$151.98			Stale Cheques Last Year / Sunday Coffee
TOTAL RECEIPTS	$45,541.23	33.4%	$136,300	
TOTAL REVENUE	$45,541.23	33.4%	$136,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$19,495.07	39.8%	$48,939	
RELIEF CLERGY	$562.50	112.5%	$500	Leslie Flynn preach May 29 / Brett Presiding May
ASSIST CLERGY 7:45 am	$637.50	31.9%	$2,000	
MUSIC1ANS	$2,580.60	41.6%	$6,200	
RELIEF MUSICIAN	$1,087.50	0.0%	$0	$762.50 Musician Relief; $150.00 Projection Fee
ADMIN. ASST/BOOKKEEPER	$5,776.64	32.7%	$17,645	
PAYROLL BULK CHARGES	$2,124.84	0.0%	$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$8,461.25	41.7%	$20,307	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	$0.00	0.0%	$0	Category held for Future Use
CHRISTIAN EDUCATION	$136.42	27.3%	$500	Study Books (Summer)
CLERGY CONFERENCES	$0.00	0.0%	$400	Based on Diocesan Designed Amount
MUSIC SUPPLIES	$0.00	0.0%	$300	
SANCTUARY SUPPLIES	$313.77	62.8%	$500	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	Actual Amount (Pre-Paid)
PHOTOCOPY	$2,011.77	67.1%	$3,000	
POSTAGE	$192.52	38.5%	$500	
STATIONARY(Print Paper/Pens)	$296.34	19.8%	$1,500	
PUBLICATIONS	$84.50	0.0%	$0	
OFFICE COMPUTERS	$0.00	0.0%	$500	
SOCIAL EVENTS	$8.45	4.2%	$200	After Service Coffee
MAINTENANCE - GENERAL	$1,401.76	28.0%	$5,000	
SECURITY	$245.64	49.1%	$500	
MAINTENANCE - CLEANING CONTRA	$1,691.22	48.3%	$3,500	
MAINTENANCE - CLEANING SUPPLIE	$62.23	12.4%	$500	
MAINTENANCE - GROUNDS	$667.93	22.3%	$3,000	
GARBAGE	$398.85	39.9%	$1,000	
HYDRO	$3,112.03	62.2%	$5,000	
Web Maintenence	$36.00			Diocese Licences and Fees
HEATING OIL (HALL)	$4,924.99	98.5%	$5,000	New Contractor as of Mar 16th, 2022
INTERNET	$607.44	40.5%	$1,500	
TELEPHONE	$110.27	11.0%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
BANK CHARGES & RECONCILIATION	$90.00	0.0%	$0	
MISCELLANEOUS EXPENSES	$0.00			
RECONCILIATION VARIANCES	-$5.90	0.0%	$0	Book-keeping Adjustment
TOTAL EXPENDITURES	$62,834.13	46.5%	$135,213	
OPERATING SURPLUS/DEFICIT	-$17,292.90	-1590.5%	$1,087	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of May 30, 2022

	May 30, 22		May 30, 21	
ASSETS				
Current Assets				
Chequing/Savings				
1000 · CASH				
1005 · Petty Cash	139.10		125.07	
1010 · Coast Captial Operating Account	147,055.04		128,574.72	
Total 1000 · CASH		147,194.14		128,699.79
Total Chequing/Savings		147,194.14		128,699.79
Accounts Receivable				
1410 · ACCOUNTS RECEIVABLE				
1420 · Receivable -General	1,246.82		1,857.79	
1440 · Receivable -Internal	0.00		656.88	
Total 1410 · ACCOUNTS RECEIVABLE		1,246.82		2,514.67
Total Accounts Receivable		1,246.82		2,514.67
Other Current Assets				
1400 · GST -(2.5%) Recoverable		397.64		320.35
1500 · INVESTMENTS				
1505 · Diocesan Investment (CTF)				
1506 · CTF Market Value Fluctuation	18,001.00		0.00	
1505 · Diocesan Investment (CTF) - Other	130,000.00		134,682.00	
Total 1505 · Diocesan Investment (CTF)	148,001.00		134,682.00	
1520 · GIC #5 13-Mar-22	0.00		20,000.00	
Total 1500 · INVESTMENTS		148,001.00		154,682.00
Total Other Current Assets		148,398.64		155,002.35
Total Current Assets		296,839.60		286,216.81
TOTAL ASSETS		**296,839.60**		**286,216.81**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · ACCOUNTS PAYABLE				
2010 · Diocese Payable	1,692.25		5,325.69	
2020 · Individuals Payable	342.57		0.00	
2040 · Suppliers Payable	2,121.00		87.72	
Total 2000 · ACCOUNTS PAYABLE		4,155.82		5,413.41
Total Accounts Payable		4,155.82		5,413.41
Other Current Liabilities				
3100 · CURRENT SPECIAL MINISTRIES				
3110 · Altar Flowers /Guild	77.17		71.11	
3160 · Community Lunch (#5)	2,215.56		3,215.56	
3175 · Sunday School / Christian Ed.	20.00		20.00	
Total 3100 · CURRENT SPECIAL MINISTRI...		2,312.73		3,306.67
3400 · OUTREACH PROJECTS				
3410 · Rector's Discretionary Fund	1,200.00		20.00	
3417 · Gendemi Mission	-0.01		452.82	

	May 30, 22		May 30, 21	
3420 · General Outreach (Fairway)				
3422 · Christmas Hampers	55.75		0.00	
3420 · General Outreach (Fairway) - O...	23.50		255.75	
Total 3420 · General Outreach (Fairway)		79.25		255.75
3447 · Street Hope Ministry		100.00		0.00
3470 · South Island Centre for Counsel		20.00		20.00
3492 · Saanich Peninsula Food Bank		145.00		20.00
3493 · Prayer Shawls		-3.44		5.22
3495 · St. Matthew's Theo Library		1,020.00		20.00
Total 3400 · OUTREACH PROJECTS		2,560.80		793.79
Total Other Current Liabilities		4,873.53		4,100.46
Total Current Liabilities		9,029.35		9,513.87
Long Term Liabilities				
3500 · DEFERRED SPECIAL PROJECTS				
3505 · Church Restoration (CTF)		96,495.13		100,556.23
3510 · Contingency Reserve Fund		25,895.90		25,895.90
3520 · Garden Project (#5)		215.47		215.47
3525 · Grounds Maintenance (CTF)		26,529.58		28,298.20
3532 · King Project (#5)		0.00		5,738.31
3535 · Lych-gate (#5)		2,844.37		2,844.37
3540 · Memorial Hall Fund				
3542 · Furnace (Smile Cards)	0.00		-1,015.68	
3543 · General Memorial Funds	45,392.38		45,894.92	
Total 3540 · Memorial Hall Fund		45,392.38		44,879.24
3545 · Pet Memorial (#5)		5,054.45		2,384.22
3560 · Education Fund (#5)		4,988.91		5,988.91
3575 · Transforming Futures Fund		700.00		700.00
Total 3500 · DEFERRED SPECIAL PROJECTS		208,116.19		217,500.85
Total Long Term Liabilities		208,116.19		217,500.85
Total Liabilities		217,145.54		227,014.72
Equity				
30000 · Opening Bal Equity		40,712.67		40,712.67
32000 · Retained Earnings		38,273.29		34,788.71
32150 · Unrealized Gain/Loss		18,001.00		4,682.00
Net Income		-17,292.90		-20,981.29
Total Equity		79,694.06		59,202.09
TOTAL LIABILITIES & EQUITY		**296,839.60**		**286,216.81**

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January 1 through May 30, 2022

	Jan 1 - May 30, 22	Jan 1 - May 30, 21
Ordinary Income/Expense		
Income		
4000 · OPERATING INCOME		
4100 · Offering Income		
4110 · Open Offerings	981.50	6.00
4120 · Identified Donors		
4122 · Canada Helps	5,157.79	4,918.99
4120 · Identified Donors - Other	28,680.71	29,434.64
Total 4120 · Identified Donors	33,838.50	34,353.63
4130 · Festival Donations		
4131 · Easter Envelopes	695.00	1,180.00
4133 · Christmas Season	30.00	0.00
Total 4130 · Festival Donations	725.00	1,180.00
Total 4100 · Offering Income	35,545.00	35,539.63
4300 · General Income		
4310 · Weddings / Funerals		
5331 · Office Supply Cost Recovery	210.00	200.00
4310 · Weddings / Funerals - Other	1,400.00	0.00
Total 4310 · Weddings / Funerals	1,610.00	200.00
4350 · Miscellaneous Income	151.98	0.00
Total 4300 · General Income	1,761.98	200.00
4330 · Facilities Income		
4332 · Incident Cemetery Support	0.00	0.00
4334 · Community Facilities Use	850.00	0.00
4335 · Community Grounds User	300.00	180.00
4337 · Pre-School	5,400.00	3,740.00
Total 4330 · Facilities Income	6,550.00	3,920.00
4340 · Interest	1,684.25	(422.73)
4400 · Transfers -IN		
4415 · Loans or Support from Cemetery	0.00	0.00
Total 4400 · Transfers -IN	0.00	0.00
Total 4000 · OPERATING INCOME	45,541.23	39,236.90
4095 · Total Income - Operations		
4020 · Hall Use Donations		
4029 · Other Rentals	0.00	(200.00)
Total 4020 · Hall Use Donations	0.00	(200.00)
4091 · Diocesan Direct Deposits	0.00	0.00
Total 4095 · Total Income - Operations	0.00	(200.00)
4950 · Funds (Deficit Asset Transfer)	0.00	0.00
Total Income	45,541.23	39,036.90
Expense		
Reconciliation Discrepancies	(5.90)	0.00
5000 · General Expenditure		
5100 · Wages & Benefits		
5110 · Priest Salary/Benefits	19,495.07	19,083.39
5130 · Administrator -Salary/Benefits	5,776.64	6,495.68
5140 · Relief Clergy	37.50	75.00

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January 1 through May 30, 2022

	Jan 1 - May 30, 22	Jan 1 - May 30, 21
5150 · Musicians		
5151 · Musicians -Contract	2,580.60	1,500.00
5152 · Occasional Musicians	887.50	0.00
5153 · Sound/Projection	200.00	0.00
Total 5150 · Musicians	3,668.10	1,500.00
5170 · Assistant Clergy		
5171 · Early Prayer Book Service	637.50	3,694.13
5172 · Relief (Occasional) Clergy	525.00	(667.00)
Total 5170 · Assistant Clergy	1,162.50	3,027.13
5180 · Payroll Variences	2,124.84	0.00
Total 5100 · Wages & Benefits	32,264.65	30,181.20
Total 5000 · General Expenditure	32,264.65	30,181.20
5300 · General Administration		
5310 · Web Maintenence	36.00	0.00
5320 · Post Box & Postage	192.52	90.40
5330 · Office Supplies	296.34	401.38
5332 · Office Computers / Software	0.00	83.75
5340 · Photocopier	2,011.77	1,215.78
5350 · Insurance	5,722.00	5,235.03
5355 · Publications	84.50	77.00
5360 · Diocesan Assessment	8,461.25	9,178.35
5390 · Bank Charges /Error Correction	90.00	25.00
Total 5300 · General Administration	16,894.38	16,306.69
5400 · Ministry Expense		
5410 · Music Supplies	0.00	270.97
5420 · Church & Sanctuary Supplies	313.77	181.91
5430 · Christian Education (VBS/SS)	136.42	0.00
5450 · Social Events	8.45	0.00
Total 5400 · Ministry Expense	458.64	452.88
5500 · Maintenence Expenses		
5510 · General Maintenance	1,401.76	4,707.86
5520 · Cleaning Expense		
5521 · Janitorial Contract	1,691.22	1,229.97
5522 · Cleaning Supplies	62.23	20.79
Total 5520 · Cleaning Expense	1,753.45	1,250.76
5530 · Grounds Keeping		
5531 · Grounds Keeping Supplies	129.56	0.00
5532 · Grounds Equipment	0.00	220.07
5533 · Grounds Labour	538.37	225.00
Total 5530 · Grounds Keeping	667.93	445.07
5550 · Security	245.64	239.34
Total 5500 · Maintenence Expenses	4,068.78	6,643.03
5600 · Utilities Expenses		
5620 · Hydro		
5621 · Electricity - Church	1,798.98	1,295.11
5622 · Electricity - Hall	1,313.05	1,387.64
Total 5620 · Hydro	3,112.03	2,682.75
5630 · Heating Oil - Hall	4,924.99	2,612.74

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January 1 through May 30, 2022

	Jan 1 - May 30, 22	Jan 1 - May 30, 21
5640 · Telephone Links		
5642 · Office Line		
5643 · Long Distance Fees	1.04	0.91
5642 · Office Line - Other	109.23	109.22
Total 5642 · Office Line	110.27	110.13
Total 5640 · Telephone Links	110.27	110.13
5650 · Internet Service	607.44	670.15
5660 · Garbage & Recycling	398.85	358.62
Total 5600 · Utilities Expenses	9,153.58	6,434.39
5900 · GST (2.5%) -Non Recovered	0.00	0.00
7980x · Uncategorized Expenses	0.00	0.00
Total Expense	62,834.13	60,018.19
Net Ordinary Income	(17,292.90)	(20,981.29)
Other Income/Expense		
Other Expense		
80000 · Ask My Book-keeper	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	**(17,292.90)**	**(20,981.29)**

ANGLICAN DIOCESE
OF ISLANDS AND INLETS

The Right Rev. Anna Greenwood-Lee
900 Vancouver Street
Victoria BC V8V 3V7
p 250.386.7781 tf 1.800.582.8627
e bishop@bc.anglican.ca w bc.anglican.ca

May 24, 2022

Dear clergy, wardens and parish administrators,

I write you to offer an overview of recent and upcoming changes to diocesan synod office staff. The synod office is in a time of transition and is taking a wholistic look at roles, responsibilities, resources and needs. Personnel changes in the bishop's office, finance and communications, as well as diminishing apportionment income, mean that there are opportunities and challenges ahead. We are working to find a sustainable and life-giving way for the synod office to fulfill its ministry of oversight, administration and communication. The remainder of 2022 will focus on transition in preparation for a new iteration of roles and responsibilities in 2023.

Recent and Upcoming Changes in the Synod Office

- At the end of May, **Barry Foster** is permanently relocating to Calgary to be reunited with his family. Barry will continue as our executive officer until the end of 2022, working remotely from his Calgary office (aka, the kitchen table) and returning to Victoria as required. During this period, he will shift to working half-time, in part to save the diocese some employment expenses. While Barry will retire at the end of 2022, he will be available throughout 2023 to provide counsel if required.
- **Tara Saracuse** continues to serve in the bishop's office and is undertaking training so that she is more able to take responsibility for a myriad of human resources tasks including recruitment and strategic development. She also serves as the bishop's assistant and is responsible for the bishop's calendar.
- **Anna van der Hooft** joined the staff as administrative assistant late last year and continues to work closely with Tara managing a wide variety of administrative matters. Anna will be increasing her weekly hours in the fall to offer more support. Many of the administrative tasks that were previously done by Tara, and some of the communications tasks that were previously done by Catherine Pate, are being shifted to Anna.
- **Gillian Astbury-Heinke** has become the finance officer, and both she and Gail Gauthier worked through March and April to affect a smooth transition.
- **Michealle Skwara** joined the office team in March 2021, initially to cover Zena McCreary's maternity leave. Michealle has proved herself to be an invaluable asset to the team and has moved into the accounting assistant position that was occupied by Gillian. Michealle will now handle all matters related to payroll.
- **Eric Partridge** is going to join the synod office team part-time beginning in September. Eric will be made executive archdeacon and will be responsible for advising Bishop Anna on pastoral transitions and clergy human resources matters. His time at the synod office will be increased in 2023 after Barry retires.
- **Brendon Neilson** has acquired several work files well beyond his initial role as vision animator and is increasingly overseeing synod operations. Brendon has capably managed the refugee program and its transition towards a more sustainable program. He also works with Bishop Anna on parish visioning and diocesan programs and events. In 2023, Brendon will be

transitioned to serving as executive director of the diocese and will work with Eric Partridge in fulfilling the multitude of tasks previously handled by the executive officer position.

- **Zena McCreary** was on maternity leave for most of 2021 and has returned for 10 hours per week to handle insurance matters as a contractor.
- **Naomi Racz** has been ably serving as editor of *Faith Tides* (formerly the *Diocesan Post*) for over a year now and we are grateful that she will be continuing in this role.
- **Alvaro Moreno** returned from medical leave in March and has resumed his part-time role as coordinator of the refugee program.
- **Chance Dixon** joined the team as diocesan archivist last summer. She works for the diocese on Mondays and Tuesdays and is a fantastic addition to the synod team. She is working hard to digitize and modernize our archives so that they are more accessible.

What about communications?

Catherine Pate's employment ended a month ago after a little over six years. She worked diligently to bring the diocese into the 21st century, digitally-speaking, through our internal and external communications platforms and techniques. Catherine has left us a legacy of robust platforms, such as Office365 and our websites, to carry us forward and keep us current in today's ever-changing digital world. Communications will continue to be an important feature of our work together and, in the synod office, we are currently auditing our communications needs and what staff, infrastructure and support are needed.

What's next?

I have said often since I arrived in the diocese that we live in liminal times. Liminality can be trying and anxiety producing, yet it also offers opportunities to discover creative and generative new ways of being. In all of this, we rely on the invigorating presence of the Holy Spirit to enliven us and guide us forward.

Yours in Christ,

+ Anna Greenwood-Lee

The Right Reverend Anna Greenwood-Lee
bishop