

Parish of Central Saanich Council Minutes
October 19, 2021 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Date
Leslie	Diarize the AGM date as February 27, 2021	
Leslie	Add "Aspirations" to the November Agenda	
Lynda/Deb	Formalize St. Stephen's Operations Committee	
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 Sandra Scarth
David Stewart Don Wilson Leslie Pedlow (Recording Secretary)

Regrets: Tracy Stubbs, Karen McColm (*power failure*)

Guest: Jacob Paul

I **Open meeting** – Lon called the meeting to order at 7:05p.m. and opened with a land acknowledgement and prayer, especially remembering Jenny Jenner who died on Sunday, October 17th.

II **Guest Speaker:** Lon welcomed Jacob Paul to the meeting for his presentation on bursaries. David Cooper introduced Jacob to the members of Council and gave a brief background on his history with the Parish and with the St. Mary's Bursary. Jacob thanked the Parish for their support of his education and their efforts in reconciliation. At his time with Stelly's Secondary, a fellow student, Lilly Shields, showed him great kindness. Ms. Shields has died and Jacob and his wife, Allison, would like to remember her kindness by assisting the Parish in establishing the Lilly Shields Memorial Bursary. It is their wish that the donors to this bursary stay anonymous. The Bursary would be \$1,000 and would be awarded to someone for furthering their education.

It was **Moved** by John Beresford, **Seconded** by Ken Pedlow, that the Lilly Shields Memorial Bursary be established and administered by St. Mary Church and that it be awarded annually to an indigenous student from Stelly's Secondary School for the furthering of their education. **Carried.**

It was recommended that this matter now be referred to St. Mary's Operations Committee to outline the criteria for both the St. Mary's Bursary and the Lilly Shields Memorial Bursary and it was further recommended that Jacob be asked to provide input and to sit on the selection committee to review the applications.

III **Changes or Additions to the Agenda?** – Please add Item 4 under New Business – Date for the next Annual General Meeting. The agenda was amended as requested.

IV **Minutes:**
The September 21, 2021 Minutes were adopted via Electronic Vote.

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V Reports

1. Rector – The report was circulated electronically. Lon asked if there were any questions. David Stewart asked for clarification on the name of the St. Francis Memorial Pathway. Lon acknowledged that there was a typographical error on the material and that it would be corrected.

2. Wardens

St. Mary – No comments or questions were forthcoming.

St. Stephen – Lynda indicated that by setting out the report as an outline showed the need for St. Stephen's to have an active Operations Committee. Lon agreed that this should be initiated as soon as possible.

David Stewart commented that he liked the format that is being used for the Wardens' Reports.

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

3. Financials:

a) St. Mary Statement to September 30, 2021 – Ken apologized for not getting the Budget Forecast done. He asked if he might send it out electronically in the next week or so. It was agreed. Ken feels that we are doing better than expected. It was asked if the bequest was put into General Operating and Ken advised that it was. It had no strings and it was felt that it would be best used during this difficult financial time. When asked how it would be assessed, Council was advised that it would be assessed at 10 per cent because it was a new bequest not at the higher regular assessment rate. We will have to ensure that it is reported correctly on the Parish Financial Return.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart, that the St. Mary Financial Statements to September 30, 2021 be adopted. **Carried.**

b) St. Stephen Statement to September 30, 2021 – Lynda was asked that since revenue was down considerably, if she would be producing a projection. David Stewart complimented Lynda and Bob on the improved reporting. Well done!

It was **Moved** by Lynda Clifford, **Seconded** by Sandra Scarth, that the St. Stephen Financial Statements to September 30, 2021 be adopted. **Carried.**

c) St. Stephen Cemetery Statements to June 30 and September 30, 2021 – The statements were circulated for information only. They were approved by the Cemetery Board on October 19th. David Stewart indicated that there was nothing out of the ordinary. He also reported that a new contractor (a certified horticulturalist) has been hired to replace the previous contractor who had returned to his regular job. The financial situation is fairly good at the moment and the present quarter has been very busy. Lon stated that he is very pleased with Howie's performance. Also, there were some outstanding matters regarding how much work should be done by families and how much should be undertaken by the cemetery board. David Cooper asked about the transfer of funds to the Perpetual Fund and David Stewart explained where and how that transaction would appear on the financial statements.

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It was **Moved** by David Stewart, **Seconded** by Lynda Clifford, that Council receive the submitted Cemetery Financial Statements. **Carried.**

VI Business Arising/Discussion from Minutes

- a) Permissive Tax Grant application – Lon reported that he and Ken attended the October 18th meeting of Central Saanich Council where this topic was on the agenda. With a quiet drumroll, Ken announced that the Bylaw approving the grant passed first, second and third reading. This amounts to over \$50,000 per year for the parish. The Bylaw also stated that it was in effect for two years and that Council would then be extending it for an additional four years following the expiration of the two years. This is Great News! Ken was asked to draft a letter to Council offering our thanks and this will be done once we have received formal notification from Municipal staff.
- b) Aspirations – This item was tabled until the next meeting.
- c) Fundraising – Lon reported that no one in the Diocese seems to be doing the traditional style Christmas Fairs this year. The Capital Regional District have indicated that their rules for food haven't changed. David Stewart advised that St. Michael and All Angels have had two sales. Ian reported that any sales will be mostly online or word of mouth. He is trying to establish a pre-ordering form.
- d) Bursary – See previous information in these Minutes. It will be brought forward to St. Mary's November Operations Committee.
- e) Liaison with other Indigenous Groups – Lon reported that the September 30th service and learning circle was well received. He has assisted Holy Trinity's measures (which are also assisted and endorsed by the Parish of Central Saanich) in receiving a grant for this lay-lead, clergy-endorsed work. However, COVID-19 is still a barrier to much of our work
- f) 7:45 a.m. Service – a question was raised regarding this service. Lon indicated that this will be a topic for more in-depth discussion at the next meeting. However, 15-25 people have been in attendance. Many of those people have not been attending one of the later services. It is serving the intended purpose of spreading out attendance. Congregations are travelling between both churches.

VII New Business

- 1 Small Team to Develop Christmas Music – Lon advised that he has hopes that a small team will be developed to look at the Christmas music and the Sunday, December 26th service. Ian and Cathy have spoken. Lon will take the service on Christmas Day and Logan will preside on December 26th. Lon hopes that this service will be something different.
- 2 On-Line Diocesan Safe Church – New on line training has been developed by the Diocese. The Diocese was looking for a coordinator for the Haro Region. Sandra Scarth's name has been put forward and she will ask Lynn Fallan to assist her. As of this date she had not been contacted.
- 3 Diocesan Event in St. Stephen Hall – Saturday, December 4. The Diocese has been doing a book study. The author will present a workshop for not more than 40 people. There will not be a charge to the Diocese for this usage.

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- 4 Annual General Meeting Date – We will set aside February 27, 2022 for the AGM. It is hoped that by that time it may be an in-person event.

VIII **Correspondence** – There were three pieces of correspondence from the Diocese circulated. One related to the Diocesan Council granting Clergy an extra week of vacation to be taken before December 31, 2022, in recognition of the extra work that has been done during the COVID-19 period. There was a recommendation that this courtesy also be extended to lay staff. The Bishop subsequently wrote to the Wardens encouraging them to take time to rest and reflect, too. This should be taken as a whole span of time, not a day here and there. It is important for everyone's physical, mental and spiritual health! There was also a letter outlining continuing COVID protocols.

IX **Next Meeting**
November 23, 2021 at 7:00 p.m. Zoom

Ken Pedlow - Motion for adjournment at 8:29 p.m.

X **Closing with the Grace**
Sandra led us in a prayer and the meeting closed with the saying of the Grace together.



Lon Towstego, Chair

Parish of Central Saanich Council Agenda – Oct. 19, 2021

7:00 p.m. Via Zoom

Regrets:

I Open meeting with Land Acknowledgement and Prayer

II Welcome to Jacob Paul – Topic: Bursary

III Changes or Additions to the Agenda?

IV Minutes:

Council Meeting – September 21, 2021 - Minutes were approved by electronic vote.

V Reports

1. Incumbent – Lon

2. Pet Memorial Pathway – submitted by Marcia McMenamie via Lon

3. Wardens – St. Mary
- St. Stephen

✓ *Motion to receive above reports*

4. **Financials:**

a) St. Mary Statements to September 30, 2021 – Ken

✓ *Motion to adopt*

b) St. Stephen Statements to September 30, 2021 - Lynda

✓ *Motion to adopt*

c) St. Stephen Cemetery Statements to June 30, 2021 & Sept. 30, 2021
(subject to Cemetery Board approval)

✓ *Motion to receive*

VI Business Arising/Discussion from Minutes

a) Permissive Tax Grant application update

b) Ten Aspirations

c) Fundraising – feedback from Archdeacons' meeting

d) Bursary – refer back to St. Mary's Operations Committee?

e) Liaison with other Indigenous Groups

VII New Business

1. Small Team to develop Christmas Music

2. On Line Diocesan Safe Church 2.0 – Lon/Sandra Scarth

3. Diocesan Event in St. Stephen Hall – Saturday, December 4

VIII Correspondence

a) Sept 28 Letter from Bishop re one-week paid leave

b) Oct 6 letter from Bishop encouraging lay volunteers to take time to refresh

c) Oct 11 letter from Bishop re Covid 19 protocols

IX Next Meeting

November 16, 2021 at 7:00 p.m.

Motion for adjournment

X Closing with Prayer and the Grace

Report from Parish Incumbent to Parish Leadership Team October 19, 2021.



On September 30 we hosted at St. Mary a Truth telling and Reconciliation Learning Circle and Eucharist. It was a blessing and a Privilege to have had Marvin Underwood and a friend Larry Fletcher in attendance. I meet with Marvin regularly and he told me that as a survivor of residential school he felt welcomed, safe, and encouraged by the day. There were twenty-six people in attendance. This educational day is a direct example of Call #59 of the Truth and Reconciliation Calls to Action. Thank you to all that attended and spoke.

Our joint parish effort with Holy Trinity continues as we are able. We are beginning to plan for post-Covid 19. I give thanks to Lynda Clifford for her consulting with Holy Trinity. I have collaborated with the wardens of Holy Trinity in securing Diocesan support and via the diocese, support from a New England Grant. The funding will flow through them and it is named a two-parish initiative.

We held our first full staff meeting on October 7 with Cathy Quicke, Leslie Pedlow, Bob Quicke, Howard Kolson, Rachel Moss, me and a warden from each congregation, Lynda Clifford, and Ian Stuart. We will have private reviews with each staff person beginning later this week. It will take a few months to complete them all.

Ian, Cathy, (Lynda and Rachel) and others are forming a small team to select Christmas Music for 2021. We will also re-post our Christmas Video from last year. We are also looking at the December 26 Sunday Service. I will take the Christmas Day Service. Logan is available for the Sunday 26th service. We tentatively plan a combined service. The team will determine what type of service it will be. We are hoping for something unique.

I have will take some more 2021 vacation time November 12-20. Brett Cane will preside, and Leslie Flynn is preaching November 14. Logan will be at Holy Trinity November 14 and 21 as Ian Powell is away.

I have been working with Rev. Gil Shoesmith, Bishop Anna and Dean Ansley Tucker, director of deacons to have Gil accepted and approved as an active retired deacon in our parish again. It is verbally and Email approved with details being in place shortly. I am pleased to welcome Gil to our Ministry Team.

Gil will assist Brett and Logan at 7:45 liturgy, other liturgies, work with me on chaplaincy with the RCMP Veterans chaplaincy. His pastoral care is with his wife Cheryl. Pastoral Care will not be his parish role.

You will see attached a report from the first meeting of the St. Francis Memorial Pathway Team. Because we are one of two “pilot projects” in the diocese, I have a five-year reporting and follow up function. I will be in close contact with this team.

I have been involved in leading multiple memorial Services, Interment services in the past month. There are several more services planned. I thank Leslie, Bob, Howard, Cathy, Rachel, Ian Stuart, David Stewart, both Altar Guilds and others for their assistance and roles in this vital parish ministry.

I will attend Central Saanich Town Council meeting Monday, October 18 and hope and pray that we bring positive news about our Permissive Tax Exemption Application.

I congratulate Marcia McMenamie and Eva Townsend as they receive the Order of the Diocese this Saturday October 23 at Christ Church Cathedral. Plans are in place to watch the Diocesan Live Stream at St. Mary.

I thank each of you for your leadership.

Lon

ST. FRANCIS PET MEMORIAL PATHWAY

Oct. 14, 2021

Present: Peter Simpson, Marcia McMenamie, and the Ven. Dr. Lon Towstego. These people will make up the committee and make all decisions regarding the Pet Memorial Pathway.

The name will be St. Francis Pet Memorable Pathway.

Chain of command: Rector to Peter Simpson and Marcia McMenamie

Procedure for purchasing of a memorial brick in the pathway:

1. Application filled in (available on the website or in office), accompanied by payment of \$100.00.
2. Monies and form to be handed into the office. On application form mark method of payment. Office to deposit funds. Application to be scanned and sent to Marcia McMenamie.
3. A copy of the completed form and payment be left in office for Peter Simpson to pick up.
4. Peter will take form and take to Mortimer's Stone works. The engraved brick orders will be placed when we have a few on hand.
5. When brick is in place, we will notify the owner by email.

Monies received:

All monies will be deposited into the account of St. Stephen's Church under the line of St. Francis Pet Memorable Pathway.

The account will be reviewed by the annual vestry meeting.

The account will carry forward a minimum of \$500.00 each year.

Funds in surplus will be used for improvement of the Pet Memorial Pathway. Funds in surplus may be used for projects within the Parish at the discretion of the committee (Peter Simpson, Marcia McMenamie, and the Ven. Lon).

Blueprint of the Pathway:

Bishop McMenamie will draw up an official blueprint of the Pathway area.

Email Address:

Ian Stuart is working on this.

Pet Blessing Date:

In 2022 The Pet Blessing Service will be held on St. Stephen's property and will take place on a Saturday or Sunday afternoon. At the end of the service Fr. Lon will go to the pathway and bless all the animals that are remembered there.

It is hoped that the date for the Pet Blessing service will be decided well in time so that advertising etc. can be in place.

Advertising:

Advertising will take place through the Parish website and posters in local businesses etc. Marcia will look into getting these made.

Submitted by Marcia McMenamie

Wardens' Report for St Mary's to Parish Council – October 19, 2021

Activities - completed

- 1) Prepared Year to September financial documentation.
- 2) Attended the Central Saanich council adjudication of the parish Property Tax Exemption application.
- 3) Had Garden City pest control remove the wasp nest outside of the church office.
- 4) Upgraded the electrical system to facilitate the hall light replacement and the emergency lighting system battery pack replacement.
- 5) Completed the installation of the Cooper Hall LED lights.
- 6) Supported Irene Feir in the continuation of the Thrifty's Smile Card program under its new parameters.
- 7) Cleaned the moss and roof debris off the northeast corner of the church roof and applied moss remover to the remainder of the roof.
- 8) Participated in the church yard clean up on October 2nd.
- 9) Made a presentation to the September Parish Council meeting on online fundraising options for the rest of 2021.
- 10) Ian is increasingly providing audio/visual support to in and out of house clients (weddings/funerals).
- 11) The emergency lighting system was repaired (new battery unit for hallway lights) and is now fully operational.

Activities – Underway or planned

- 12) Complete the purge and organization of the materials from utility (janitors) room.
- 13) Arrange for a Central Saanich Fire Dept site visit to put the completed Fire Safety Plan into force now that the emergency lighting system is fully operational.
- 14) Undertake to complete a Capital & Significant Operating Issues Plan.
- 15) Repaint the curb at the entrance to the parking lot.
- 16) Complete the replacement of the church phone system now that the equipment has arrived.
- 17) Encourage the Diocese to update the subscribed website format to the latest Tithe.ly version and support the website redesign committee.
- 18) 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.
- 19) Complete the CRD required testing of the back flow system on the church's water lines. On two waiting lists.
- 20) Upgrade the existing office computer system.
- 21) Complete the cleaning of the church gutters once the moss has started to die off.
- 22) Continue the so far unsuccessful recruitment efforts for a new Parish Treasurer.
- 23) Work on the implementation of an online replacement for the Holly Fair.

Respectfully submitted by Ian Stuart & Ken Pedlow

St Stephen Warden report

To be done

- Find some ways to do some fundraising.
 - Fire permit for burning, there should not be a build up-cut-burn-cut.
 - Burn pile left over, which didn't get removed post Pet memorial cleanup
 - more estimates re the blackberry clean up needed grounds
 - Completion of church painting,
 - Purchase and install new outside lights
 - Decide what to do with the steps at the front of the church
 - Contact someone about rotting frame around the stain glass window
 - Continue to watch glazing on the windows of the church, work needed
- The above is something we should have been aware of prior to painting as many of the windows and also the chimney needs work done.
- Decide if we want to take advantage of "deal" for inside painting from Envision in January and February
 - [Christmas](#) planning, with a group TBA
 - Pianist search
 - Hall altar space needs new carpet or at least cleaned and lectern carpet needs repair or replace, it is a mess!
 - Live plants to replace old plastic ones(gone) in the hall by the stairs
 - Office needs tidy up, again can we get rid of the shelves and pain and Possibly change the layout?
 - Do we want the new cemetery office locked?
 - Can we leave the old cemetery office unlocked now, for easy access to storage area. Can we get some tidy up done in this storage area and remove the desk in there?? Paint cans?
 - Investigation of fabrics for new frontal hangings in blue for [Christmas](#) is ongoing.
 - Suggest running the dishwasher, as it has not been used for sometime as it would be good to know all seals etc are in good working order before needing it!
 - Need more volunteers for altar and chair set up on occasion.
 - Work party needed for shed tidy up. And specifically someone to sort through tools and all the "good junk" in there and reorganize.
 - Move the wooden folding chairs back to the shed. Put the other chairs under the BBQ shelter for now, covered well.

Done:

- Asking for more help on Sundays for moving chairs etc.
- Painting has been completed on the church, Envision found to be very efficient, polite and considerate and careful. Only issue was broken water pipe, due to the weight of the lift which was needed, this was reported immediately when noticed and repaired quickly by Peter.

Lynda and Debra
Wardens

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 September 2021

	30 Sep 21	30 Sep 20
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	23,629.07	20,043.13
1110 · St. Mary's Church Events	382.75	9,709.86
1210 · St. Mary's Memorial Operating	73,903.79	18,700.70
Total 1005 · Consolidated Bank Account	97,915.61	48,453.69
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)	25,275.00	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	75,675.00	130,000.00
Total Chequing/Savings	173,590.61	178,453.69
Accounts Receivable		
1400 · GST Receivable	363.26	348.48
Total Accounts Receivable	363.26	348.48
Total Current Assets	173,953.87	178,802.17
TOTAL ASSETS	173,953.87	178,802.17
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,053.58	1,053.58
3120 · Church Events - Flower	1,230.74	2,035.41
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	441.82	1,957.53
Total 3130 · Church Events - Holly Fair	441.82	1,957.53
3150 · Church Events - General	-47.16	34.34
3160 · Church Events - Church Sales	1.88	1,481.88
3170 · Church Events - Social Fund	346.24	346.24
3190 · Church Events- Recycle Refunds	920.00	920.00
Total 3100 · Current Special Ministries -...	3,947.10	7,828.98

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 September 2021

	30 Sep 21	30 Sep 20
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	495.00	110.00
3440 · Outreach-General Use	810.00	655.00
3460 · Outreach-Saan. Pen. Hospital	310.00	270.00
3470 · Outreach-SICCT	0.00	10.00
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,086.08	1,287.02
Total 3400 · Outreach Funds	5,769.19	2,400.13
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	2,235.09	-112.31
3515 · Memorial - Deficit Reserves	0.00	4,500.00
3520 · Memorial- Thrity's/Fairways	0.00	1,084.79
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary	1,232.43	2,182.43
3560 · Memorial-Guild	3,261.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3580 · Memorial - Kitchen Renos	0.00	2,581.13
3585 · Memorial - Hall Lighting	2,995.71	-1,199.92
Total 3500 · Deferred Sp. Ministries - Me...	24,811.26	27,384.15
Total Long Term Liabilities	34,527.55	37,613.26
Total Liabilities	34,527.55	37,613.26
Equity		
32000 · Retained Earnings	9,918.75	8,411.23
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	116,731.87	115,404.27
Net Income	2,201.91	6,799.62
Total Equity	139,426.32	141,188.91
TOTAL LIABILITIES & EQUITY	173,953.87	178,802.17

St. Mary's September 2021 Financial Review

ITEM	Actual To	% To Budget	BUDGET	REMARKS
	BUD 30-Sep	Target= 75%		
INCOME				2021 Budget to 2021 Actuals
REGULAR OFFERINGS	\$70,858.69	67.3%	\$105,350	
OPEN OFFERING	\$60.00	24.0%	\$250	
FESTIVAL	\$1,755.00	35.1%	\$5,000	\$1,735 Easter + \$20 Christmas
HALL /FACILITIES USE DONATIONS	\$80.00	8.0%	\$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$375.00	93.8%	\$400	
MISCELLANEOUS	\$932.60	186.5%	\$500	Interest income
WAGE SUBSIDY	\$5,345.32	0.0%	\$0	
TX FROM HOLLY FAIR	\$0.00	0.0%	\$2,000	
PARISH THRIFT SALES	\$0.00	0.0%	\$0	
SPECIFIC DONATIONS	\$1,000.00		\$0	Building maintenance
NEW BEQUESTS	\$5,000.00			Jean Perry estate
DEFICIT ELIMINATION APPEAL - 2021	\$200.00	0.0%	\$0	
DEFICIT RESERVE	\$4,500.00	100.0%	\$4,500	
TOTAL RECEIPTS	\$90,106.61	75.7%	\$119,000	
TOTAL REVENUE	\$90,106.61	75.7%	\$119,000	Excludes \$15,500 Memorial Acct. transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$37,717.13	77.7%	\$48,567	
RELIEF CLERGY	\$187.50	62.5%	\$300	Inc. recovery from SS
ASSIST CURATE	\$3,269.30	110.8%	\$2,951	Reflects rebalancing of costs with S S
MUSIC DIRECTOR	\$8,279.38	71.5%	\$11,582	
RELIEF MUSICIAN	\$250.00	125.0%	\$200	
ADMIN. ASST/BOOKKEEPER	\$19,220.31	68.8%	\$27,946	
SALARIES - PAYROLL VARIANCES	\$0.01	0.0%	\$0	
DIOCESAN ASSESSMENT	\$14,969.25	75.0%	\$19,959	
CHRISTIAN EDUCATION	\$121.14	40.4%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$200	
MUSIC MINISTRY	\$480.06	64.0%	\$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	\$1,963.57	65.5%	\$3,000	
POSTAGE	\$0.00	0.0%	\$200	
STATIONERY	\$282.48	80.7%	\$350	
COMPUTER EXPENSES	\$79.73	5.3%	\$1,500	Website maintenance
MAINTENANCE - GENERAL	\$3,866.35	193.3%	\$2,000	Catchbasin drain/Hot Water Tank/Urinals
MAINTENANCE - CLEANING CONTRACT	\$492.00	16.4%	\$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	\$2,840.21	54.1%	\$5,250	
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$0.00	0.0%	\$100	
INTERNET	\$1,888.47	75.5%	\$2,500	
TELEPHONE	\$1,085.56	90.5%	\$1,200	Inc. annual cell phone for Rector
WATER/SEWER	\$558.17	79.7%	\$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	\$103,404.70	73.8%	\$140,050	
OPERATING SURPLUS/DEFICIT	-\$13,298.09	63.2%	-\$21,050	

12:18 PM

St. Stephen Church -Anglican ParishCS

10/04/21

Balance Sheet

Accrual Basis

As of September 30, 2021

	Sep 30, 21	Sep 30, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash	125.07	162.05	-22.8%
1010 · Coast Captial Operating Acco...	127,257.01	110,131.89	15.6%
Total 1000 · CASH	127,382.08	110,293.94	15.5%
Total Chequing/Savings	127,382.08	110,293.94	15.5%
Accounts Receivable			
1410 · ACCOUNTS RECEIVABLE			
1420 · Receivable -General	1,175.00	0.00	100.0%
1440 · Receivable -Internal	2,398.88	364.92	557.4%
1410 · ACCOUNTS RECEIVABLE - Ot...	0.00	1,175.00	-100.0%
Total 1410 · ACCOUNTS RECEIVABLE	3,573.88	1,539.92	132.1%
Total Accounts Receivable	3,573.88	1,539.92	132.1%
Other Current Assets			
1400 · GST -(2.5%) Recoverable	1,070.48	584.28	83.2%
1500 · INVESTMENTS			
1505 · Diocesan Investment (CTF)	130,000.00	100,000.00	30.0%
1510 · GIC #3 (Coast Capital 05/21)	0.00	50,000.00	-100.0%
1520 · GIC #5 13-Mar-22	20,000.00	0.00	100.0%
Total 1500 · INVESTMENTS	150,000.00	150,000.00	0.0%
Total Other Current Assets	151,070.48	150,584.28	0.3%
Total Current Assets	282,026.44	262,418.14	7.5%
TOTAL ASSETS	282,026.44	262,418.14	7.5%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2010 · Diocese Payable	1,452.09	0.00	100.0%
2020 · Individuals Payable	176.40	-524.07	133.7%
2040 · Suppliers Payable	15,408.67	455.99	3,279.2%
2000 · ACCOUNTS PAYABLE - Other	0.00	671.00	-100.0%
Total 2000 · ACCOUNTS PAYABLE	17,037.16	602.92	2,725.8%
Total Accounts Payable	17,037.16	602.92	2,725.8%
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRI...			
3110 · Altar Flowers /Guild	108.60	92.51	17.4%
3160 · Community Lunch (#5)	3,215.56	3,123.18	3.0%
3175 · Sunday School / Christian Ed.	20.00	20.00	0.0%
Total 3100 · CURRENT SPECIAL MINI...	3,344.16	3,235.69	3.4%

	Sep 30, 21	Sep 30, 20	% Change
3400 · OUTREACH PROJECTS			
3405 · African Orphans Support -HS	80.00	100.00	-20.0%
3410 · Rector's Discretionary Fund	200.00	500.00	-60.0%
3417 · Gendemi Mission	3,500.00	3,350.00	4.5%
3420 · General Outreach (Fairway)	375.75	980.44	-61.7%
3430 · Precious Jewels	30.00	160.00	-81.3%
3447 · Street Hope Ministry	0.00	30.00	-100.0%
3455 · Victoria Animal Humane So...	830.00	545.00	52.3%
3460 · YFC Victoria -Blue Bus	70.00	50.00	40.0%
3470 · South Island Centre for Cou...	20.00	70.00	-71.4%
3480 · PWRDF	50.00	40.00	25.0%
3492 · Saanich Peninsula Food Bank	110.00	135.00	-18.5%
3493 · Prayer Shawls	-39.01	133.54	-129.2%
3495 · St. Matthew's Theo Library	20.00	1,090.00	-98.2%
Total 3400 · OUTREACH PROJECTS	5,246.74	7,183.98	-27.0%
Total Other Current Liabilities	8,590.90	10,419.67	-17.6%
Total Current Liabilities	25,628.06	11,022.59	132.5%
Long Term Liabilities			
3500 · DEFERRED SPECIAL PROJECTS			
3505 · Church Restoration (CTF)	94,524.54	100,556.23	-6.0%
3510 · Contingency Reserve Fund	25,895.90	15,430.90	67.8%
3520 · Garden Project (#5)	215.47	215.47	0.0%
3525 · Grounds Maintenance (CTF)	28,298.20	28,298.20	0.0%
3532 · King Project (#5)	0.00	5,738.31	-100.0%
3535 · Lych-gate (#5)	2,844.37	2,844.37	0.0%
3540 · Memorial Hall Fund			
3541 · Chairs	0.00	944.39	-100.0%
3542 · Furnace (Smile Cards)	-815.68	-3,180.96	74.4%
3543 · General Memorial Funds	45,894.92	45,894.92	0.0%
Total 3540 · Memorial Hall Fund	45,079.24	43,658.35	3.3%
3545 · Pet Memorial (#5)	4,131.20	2,384.22	73.3%
3550 · Sound Equipment	-502.54	-1,432.24	64.9%
3555 · Summer Camp Fund	0.00	1,628.69	-100.0%
3560 · Education Fund (#5)	4,988.91	5,988.91	-16.7%
3575 · Transforming Futures Fund	700.00	650.00	7.7%
Total 3500 · DEFERRED SPECIAL PRO...	206,175.29	205,961.41	0.1%
Total Long Term Liabilities	206,175.29	205,961.41	0.1%
Total Liabilities	231,803.35	216,984.00	6.8%
Equity			
30000 · Opening Bal Equity	40,712.67	40,712.67	0.0%
32000 · Retained Earnings	34,859.19	33,455.81	4.2%
32150 · Unrealized Gain/Loss	4,682.00	0.00	100.0%
Net Income	-30,030.77	-28,734.34	-4.5%
Total Equity	50,223.09	45,434.14	10.5%
TOTAL LIABILITIES & EQUITY	282,026.44	262,418.14	7.5%

St. Stephen's August 2021 Financial Review

ITEM	Actual To Sept. 30/2021	% To Budget Target= 75%	BUDGET	REMARKS 2021 Budget to 2021 Actual
INCOME				
REGULAR OFFERINGS	\$61,776.24	51.7%	\$119,600	
OPEN OFFERING	\$96.00	9.6%	\$1,000	
FESTIVAL	\$1,380.00	46.0%	\$3,000	
HALL /PreSchool Donation	\$4,988.00	71.3%	\$7,000	
OTHER HALL DONATIONS	\$510.00		\$0	
WEDDINGS/ FUNERALS	\$1,200.00	300.0%	\$400	
SOCIAL EVENTS	\$0.00		\$0	
INTEREST INCOME	\$687.84	22.9%	\$3,000	GIC \$659.08
DONATIONS/Targeted	\$100.00		\$0	
WAGE SUBSIDY	\$5,443.65	0.0%	\$0	
PERPETUITY ACCOUNT	\$0.00		\$0	
DEFICIT RESERVE	\$100.00		\$0	
TOTAL RECEIPTS	\$76,281.73	56.9%	\$134,000	
TOTAL REVENUE	\$76,281.73	56.9%	\$134,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$38,269.15	78.8%	\$48,567	
RELIEF CLERGY	\$187.50	62.5%	\$300	
ASSIST CURATE	\$3,027.13	102.6%	\$2,951	3694.13 minus dio 667.00
MUSICIANS	\$3,475.00	69.5%	\$5,000	
RELIEF MUSICIAN	\$0.00	0.0%	\$0	
ADMIN. ASST/BOOKKEEPER	\$12,316.34	82.1%	\$15,000	
PAYROLL BULK CHARGES	-\$1,477.19	0.0%	\$0	
DIOCESAN ASSESSMENT	\$14,685.36	63.8%	\$23,000	
BOOKKEEPING	\$0.00	0.0%	\$0	
CHRISTIAN EDUCATION	\$0.00	0.0%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$300	
MUSIC SUPPLIES	\$673.60	224.5%	\$300	OneLicence \$242.5
SANCTUARY SUPPLIES	\$239.21	47.8%	\$500	
ADVERTISING	\$133.25	66.6%	\$200	
INSURANCE	\$5,235.03	103.7%	\$5,047	
PHOTOCOPY	\$1,797.92	59.9%	\$3,000	
POSTAGE	\$262.39	0.0%	\$0	
STATIONARY(Print Paper/Pens)	\$236.81	15.8%	\$1,500	
PUBLICATIONS	\$96.22	0.0%	\$0	
OFFICE COMPUTERS	\$235.08	47.0%	\$500	
SOCIAL EVENTS	\$0.00	0.0%	\$200	
MAINTENANCE - GENERAL	\$6,563.77	131.3%	\$5,000	
SECURITY	\$352.16	70.4%	\$500	
MAINTENANCE - CLEANING CONTRACT	\$2,352.33	58.8%	\$4,000	
MAINTENANCE - CLEANING SUPPLIES	\$42.62	0.0%	\$0	
MAINTENANCE - GROUNDS	\$1,624.97	32.5%	\$5,000	
GARBAGE	\$584.43	58.4%	\$1,000	
HYDRO	\$3,377.22	61.4%	\$5,500	
AMALGAMATION OF SERVICES			\$0	
HEATING OIL (HALL)	\$2,612.74	87.1%	\$3,000	
INTERNET	\$1,125.47	225.1%	\$500	
TELEPHONE	\$797.92	99.7%	\$800	
YOUTH MINISTRY	\$0.00	0.0%	\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
BANK CHARGES & RECONCILIATIONS	\$25.00	0.0%	\$0	
MISCELLANEOUS EXPENSES	\$1.79			
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$1,000	
TOTAL EXPENDITURES	\$98,853.22	74.2%	\$133,265	
OPERATING SURPLUS/DEFICIT	-\$22,571.49	-3071.0%	\$735	

St. Stephen's Cemetery

Balance Sheet

As of June 30, 2021

	Jun 30, 21	Jun 30, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Capital Chequing Account	66,402.96	60,174.65	10.4%
Total 1000 · CASH	66,402.96	60,174.65	10.4%
Total Chequing/Savings	66,402.96	60,174.65	10.4%
Accounts Receivable			
1410 · Accounts Receivable	0.00	20.44	-100.0%
Total Accounts Receivable	0.00	20.44	-100.0%
Other Current Assets			
1200 · INVESTMENTS			
1205 · General Funds Reserves			
1210 · Coast Capital GIC-702 (04-22)	20,000.00	20,000.00	0.0%
1220 · Coast Capital GIC-703 (08-22)	20,000.00	20,000.00	0.0%
1230 · Coast Capital GIC-704 (09-23)	10,000.00	10,000.00	0.0%
Total 1205 · General Funds Reserves	50,000.00	50,000.00	0.0%
1250 · Perpetual Care Funds			
1270 · Diocese of BC Investment	117,664.97	93,717.97	25.6%
Total 1250 · Perpetual Care Funds	117,664.97	93,717.97	25.6%
Total 1200 · INVESTMENTS	167,664.97	143,717.97	16.7%
1460 · GST -Refundable	0.00	0.59	-100.0%
1800 · Capital Assets			
1850 · Custodian Computer (2020)	467.93	0.00	100.0%
1800 · Capital Assets - Other	40,000.00	40,000.00	0.0%
Total 1800 · Capital Assets	40,467.93	40,000.00	1.2%
Total Other Current Assets	208,132.90	183,718.56	13.3%
Total Current Assets	274,535.86	243,913.65	12.6%
TOTAL ASSETS	274,535.86	243,913.65	12.6%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			
2100 · Internal Payables	2,042.88	0.00	100.0%
2200 · Suppliers Payables	635.00	0.00	100.0%
2000 · Accounts Payable - Other	800.00	-579.81	238.0%
Total 2000 · Accounts Payable	3,477.88	-579.81	699.8%
Total Accounts Payable	3,477.88	-579.81	699.8%
Total Current Liabilities	3,477.88	-579.81	699.8%
Total Liabilities	3,477.88	-579.81	699.8%
Equity			
30000 · Opening Bal Equity	230,321.24	230,321.24	0.0%
32000 · Unrestricted Net Assets	8,015.28	9,863.91	-18.7%
32150 · Unrealized Gain/Loss	23,947.00	0.00	100.0%
Net Income	8,774.46	4,308.31	103.7%
Total Equity	271,057.98	244,493.46	10.9%
TOTAL LIABILITIES & EQUITY	274,535.86	243,913.65	12.6%

St. Stephen's Cemetery
Profit & Loss
January through June 2021

	Jan - Jun 21	Jan - Jun 20	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	0.00	3,736.67	-3,736.67
Total 4100 · Gifts and Support	0.00	3,736.67	-3,736.67
4200 · Interments			
4230 · Plot Opening/Closing Fees	1,000.00	1,000.00	0.00
Total 4200 · Interments	1,000.00	1,000.00	0.00
4300 · Reservations			
4310 · Burial Plot Reservations	4,400.00	1,500.00	2,900.00
4320 · Cremation Plot Reservations	7,920.00	0.00	7,920.00
4340 · (20%) Perpetual Funds Reserve	3,080.00	0.00	3,080.00
Total 4300 · Reservations	15,400.00	1,500.00	13,900.00
4400 · Investment Income			
4410 · Funds Transfer	-994.75	0.00	-994.75
4440 · Interest	3,322.93	4,679.66	-1,356.73
Total 4400 · Investment Income	2,328.18	4,679.66	-2,351.48
Total 4000 · OPERATING INCOME	18,728.18	10,916.33	7,811.85
Total Income	18,728.18	10,916.33	7,811.85
Expense			
5000 · General Expenses			
5200 · Operations			
5210 · Office Space paid to Church	0.00	0.00	0.00
5240 · Heating - share	0.00	150.00	-150.00
5245 · Maintenance	1,722.50	2,657.44	-934.94
5250 · Plot Opening/Closing Costs	0.00	200.00	-200.00
Total 5200 · Operations	1,722.50	3,007.44	-1,284.94
5300 · Administration			
5315 · Bookkeeping	0.00	750.00	-750.00
5320 · Consumer Protection Licence	59.00	0.00	59.00
5330 · Secretary	0.00	1,650.00	-1,650.00
5340 · Custodian Salary/Benefits	8,172.22	0.00	8,172.22
Total 5300 · Administration	8,231.22	2,400.00	5,831.22
5600 · Utilities			
5630 · Electricity - share	0.00	150.00	-150.00
5640 · Internet - share	0.00	150.00	-150.00
5650 · Telephone - share	0.00	150.00	-150.00
Total 5600 · Utilities	0.00	450.00	-450.00
Total 5000 · General Expenses	9,953.72	5,857.44	4,096.28
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	750.00	-750.00
Total 5700 · Parish Transfers	0.00	750.00	-750.00
5820 · GST (2.5%) Non Recovered	0.00	0.58	-0.58
Total Expense	9,953.72	6,608.02	3,345.70
Net Ordinary Income	8,774.46	4,308.31	4,466.15
Net Income	8,774.46	4,308.31	4,466.15

St. Stephen's Cemetery
Balance Sheet
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Capital Chequing Account	67,824.18	61,521.64	10.2%
Total 1000 · CASH	67,824.18	61,521.64	10.2%
Total Chequing/Savings	67,824.18	61,521.64	10.2%
Accounts Receivable			
1410 · Accounts Receivable	550.00	20.44	2,590.8%
Total Accounts Receivable	550.00	20.44	2,590.8%
Other Current Assets			
1200 · INVESTMENTS			
1205 · General Funds Reserves			
1210 · Coast Capital GIC-702 (04-22)	20,000.00	20,000.00	0.0%
1220 · Coast Capital GIC-703 (08-22)	20,000.00	20,000.00	0.0%
1230 · Coast Capital GIC-704 (09-23)	10,000.00	10,000.00	0.0%
Total 1205 · General Funds Reserves	50,000.00	50,000.00	0.0%
1250 · Perpetual Care Funds			
1270 · Diocese of BC Investment	117,664.97	93,717.97	25.6%
Total 1250 · Perpetual Care Funds	117,664.97	93,717.97	25.6%
Total 1200 · INVESTMENTS	167,664.97	143,717.97	16.7%
1460 · GST -Refundable	66.13	1.98	3,239.9%
1800 · Capital Assets			
1850 · Custodian Computer (2020)	467.93	0.00	100.0%
1800 · Capital Assets - Other	40,000.00	40,000.00	0.0%
Total 1800 · Capital Assets	40,467.93	40,000.00	1.2%
Total Other Current Assets	208,199.03	183,719.95	13.3%
Total Current Assets	276,573.21	245,262.03	12.8%
TOTAL ASSETS	276,573.21	245,262.03	12.8%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			
2200 · Suppliers Payables	-800.00	0.00	-100.0%
2000 · Accounts Payable - Other	800.00	322.69	147.9%
Total 2000 · Accounts Payable	0.00	322.69	-100.0%
Total Accounts Payable	0.00	322.69	-100.0%
Total Current Liabilities	0.00	322.69	-100.0%
Total Liabilities	0.00	322.69	-100.0%
Equity			
30000 · Opening Bal Equity	231,034.17	230,321.24	0.3%
32000 · Unrestricted Net Assets	10,058.16	9,863.91	2.0%
32150 · Unrealized Gain/Loss	23,947.00	0.00	100.0%
Net Income	11,533.88	4,754.19	142.6%
Total Equity	276,573.21	244,939.34	12.9%
TOTAL LIABILITIES & EQUITY	276,573.21	245,262.03	12.8%

8:20 AM

10/14/21

Accrual Basis

St. Stephen's Cemetery
Profit & Loss
 July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	250.00	265.00	-15.00
Total 4100 · Gifts and Support	250.00	265.00	-15.00
4200 · Interments			
4230 · Plot Opening/Closing Fees	1,000.00	500.00	500.00
Total 4200 · Interments	1,000.00	500.00	500.00
4300 · Reservations			
4310 · Burial Plot Reservations	0.00	3,000.00	-3,000.00
4320 · Cremation Plot Reservations	5,400.00	0.00	5,400.00
4340 · (20%) Perpetual Funds Reserve	1,350.00	0.00	1,350.00
Total 4300 · Reservations	6,750.00	3,000.00	3,750.00
4400 · Investment Income			
4440 · Interest	1,584.31	611.68	972.63
Total 4400 · Investment Income	1,584.31	611.68	972.63
Total 4000 · OPERATING INCOME	9,584.31	4,376.68	5,207.63
Total Income	9,584.31	4,376.68	5,207.63
Expense			
5000 · General Expenses			
5200 · Operations			
5240 · Heating - share	0.00	75.00	-75.00
5245 · Maintenance	2,738.77	1,579.41	1,159.36
5250 · Plot Opening/Closing Costs	0.00	100.00	-100.00
Total 5200 · Operations	2,738.77	1,754.41	984.36
5300 · Administration			
5315 · Bookkeeping	0.00	375.00	-375.00
5330 · Secretary	0.00	825.00	-825.00
5340 · Custodian Salary/Benefits	4,086.12	0.00	4,086.12
Total 5300 · Administration	4,086.12	1,200.00	2,886.12

8:20 AM

10/14/21

Accrual Basis

St. Stephen's Cemetery
Profit & Loss
July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change
5600 · Utilities			
5630 · Electrcity - share	0.00	75.00	-75.00
5640 · Internet - share	0.00	75.00	-75.00
5650 · Telephone - share	0.00	75.00	-75.00
Total 5600 · Utilities	<u>0.00</u>	<u>225.00</u>	<u>-225.00</u>
Total 5000 · General Expenses	6,824.89	3,179.41	3,645.48
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	750.00	-750.00
Total 5700 · Parish Transfers	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>
5820 · GST (2.5%) Non Recovered	<u>0.00</u>	<u>1.39</u>	<u>-1.39</u>
Total Expense	<u>6,824.89</u>	<u>3,930.80</u>	<u>2,894.09</u>
Net Ordinary Income	<u>2,759.42</u>	<u>445.88</u>	<u>2,313.54</u>
Net Income	<u><u>2,759.42</u></u>	<u><u>445.88</u></u>	<u><u>2,313.54</u></u>

11:50 AM

10/04/21

Accrual Basis

St. Stephen's Cemetery

Profit & Loss

January through September 2021

	Jan - Sep 21	Jan - Sep 20	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	250.00	4,001.67	-3,751.67
Total 4100 · Gifts and Support	250.00	4,001.67	-3,751.67
4200 · Interments			
4230 · Plot Opening/Closing Fees	2,000.00	1,500.00	500.00
Total 4200 · Interments	2,000.00	1,500.00	500.00
4300 · Reservations			
4310 · Burial Plot Reservations	4,400.00	4,500.00	-100.00
4320 · Cremation Plot Reservations	13,320.00	0.00	13,320.00
4340 · (20%) Perpetual Funds Reserve	4,430.00	0.00	4,430.00
Total 4300 · Reservations	22,150.00	4,500.00	17,650.00
4400 · Investment Income			
4410 · Funds Transfer	-994.75	0.00	-994.75
4440 · Interest	4,907.24	5,291.34	-384.10
Total 4400 · Investment Income	3,912.49	5,291.34	-1,378.85
Total 4000 · OPERATING INCOME	28,312.49	15,293.01	13,019.48
Total Income	28,312.49	15,293.01	13,019.48
Expense			
5000 · General Expenses			
5200 · Operations			
5210 · Office Space paid to Church	0.00	0.00	0.00
5240 · Heating - share	0.00	225.00	-225.00
5245 · Maintenance	4,461.27	4,236.85	224.42
5250 · Plot Opening/Closing Costs	0.00	300.00	-300.00
Total 5200 · Operations	4,461.27	4,761.85	-300.58
5300 · Administration			
5315 · Bookkeeping	0.00	1,125.00	-1,125.00
5320 · Consumer Protection Licence	59.00	0.00	59.00
5330 · Secretary	0.00	2,475.00	-2,475.00
5340 · Custodian Salary/Benefits	12,258.34	0.00	12,258.34
Total 5300 · Administration	12,317.34	3,600.00	8,717.34
5600 · Utilities			
5630 · Electricity - share	0.00	225.00	-225.00
5640 · Internet - share	0.00	225.00	-225.00
5650 · Telephone - share	0.00	225.00	-225.00
Total 5600 · Utilities	0.00	675.00	-675.00
Total 5000 · General Expenses	16,778.61	9,036.85	7,741.76
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	1,500.00	-1,500.00
Total 5700 · Parish Transfers	0.00	1,500.00	-1,500.00
5820 · GST (2.5%) Non Recovered	0.00	1.97	-1.97
Total Expense	16,778.61	10,538.82	6,239.79
Net Ordinary Income	11,533.88	4,754.19	6,779.69
Net Income	11,533.88	4,754.19	6,779.69



The Right Rev. Anna Greenwood-Lee
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September 28, 2021

Dear clergy and lay colleagues,
c.c. parish wardens and treasurers

I am writing to share with you that, in recognition and gratitude for the effort you have made in adapting to the extraordinary demands of doing ministry during the pandemic, a motion was passed at the last diocesan council meeting to grant all paid clergy and lay synod staff a one-time week of paid leave, to be taken between October 2021 and December 2022 (it cannot be carried forward into 2023). The intention is that parishes will consider offering the same time to their lay staff, who have similarly gone above and beyond during this last eighteen months. In terms of Sunday coverage, this may be an opportunity to join with another parish for worship and/or have a lay-led service.

At the online synod leadership meeting on September 16, I was struck by the general lack of energy in the system right now. The pandemic has gone on longer than any of us expected and we are individually and collectively spent. The intention of this break is to collectively take time to rest and rejuvenate so that the whole system has the energy it needs to move forward together post pandemic.

Please prayerfully consider how best to use this time off. All of us need different things to refresh and restore body, mind and spirit. Travel restrictions mean that some of us have not spent as much time with family as we would like, others may need to take advantage of our employee assistance program through Walmsley and connect with a counsellor. Perhaps this is a good time for reading, learning or reflection. Many may just need a week to decompress and unwind—to simply be.

Once you have, together with your leadership team, determined when you will take this time off, please notify the payroll department. As with all time off, clergy are to also inform Tara Saracuse in the bishop's office. Please be in touch with your archdeacon if you have any questions.

*You have traveled too fast over false ground;
Now your soul has come, to take you back.
Take refuge in your senses, open up
To all the small miracles you have rushed through.
Become inclined to watch the way of rain*

*When it falls slow and free.
Imitate the habit of twilight,
Taking time to open the well of color
That fostered the brightness of day.
Draw alongside the silence of stone
Until its calmness can claim you.*

—Excerpt from the blessing, 'For One Who is Exhausted.' John O'Donohue

Thank you for all that you do in service of Christ's church.


+Anna



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October 6, 2021

Dear parish wardens and treasurers,
c.c. incumbents

On September 28, 2021, I sent a letter to clergy that you were copied on, stating that "in recognition and gratitude for the effort they have made in adapting to the extraordinary demands of doing ministry during the pandemic, a motion was passed at the last diocesan council meeting to grant all paid clergy and lay synod staff a one-time week of paid leave, to be taken between October 2021 and December 2022."

I know that you, as wardens and treasurers, are also feeling the effects of having worked extraordinarily hard through ever-changing circumstances over the last 18 months of pandemic.

The intention of the break offered to the clergy and lay staff is to collectively take time to rest and rejuvenate so that the whole system has the energy it needs to move forward post pandemic—and that system includes our wardens and treasurers. I would like to encourage you therefore, if possible, to take intentional time off from your volunteer roles in the parish in the coming months. Work with your incumbent and your parish leadership team to set this time aside to step-back from your duties so that you too can be part of this system-wide 'circuit-breaker.' All of us need different things to refresh and restore body, mind and spirit. I hope you will do what is best for you during this time.

Thank you for all that you do in service of Christ's church.

+ Anna



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OF ISLANDS AND INLETS

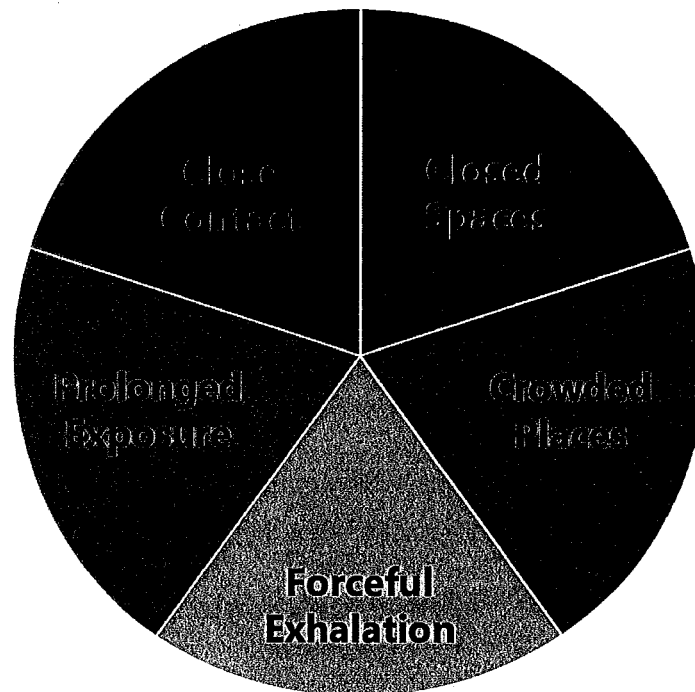
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October 11, 2021

Dear parish clergy and wardens;
cc administrators

At the recent House of Bishops meeting, Michael Garner, a priest and epidemiologist from the Diocese of Ottawa, gave an excellent presentation about this uncertain fall season as it relates to the pandemic and the cold and flu season. He emphasized the continued need for physical distancing, masking, increased hand hygiene and limiting personal exposures. Michael underlined for us that COVID is most easily transmitted through talking and singing because of the transference of spittle. He offered the following graphic of the five things we should be avoiding to keep one another safe during this highly transmissible fourth wave.

FIVE THINGS TO AVOID TO HELP STOP THE SPREAD OF COVID-19



This means that masking, especially when singing, will remain in place for the foreseeable future.

However, now that we understand more about the virus and how it is transmitted, we can adjust a couple of our other protocols. Those wishing to resume using pew books, for example, may do so, provided proper hand hygiene is accommodated.

With the return to school, it is up to parish leadership, using the five criteria above, to determine when it's the best time to resume children's education programs, keeping in mind that vaccinations are not yet available for children under twelve years of age. Masking, as it is now in schools, is expected for this demographic in our indoor spaces.

On the next page you will find a detailed COVID-19 update, including what I have advised above, from the diocesan COVID working group. Please share this information as appropriate. It will also be available in the COVID-19 section of the diocesan website.

In Christ,

A handwritten signature in black ink, appearing to read "Anna", preceded by a large, stylized cross symbol.

+Anna

COVID-19 PROTOCOLS AND GUIDANCE

UPDATE: October 11, 2021

Masks, hand sanitizing and social distancing continue to be recommended by BC public health officials in all indoor settings. Social distancing is also recommended in outdoor settings.

HYMNALS & PRAYER BOOKS

Because the risk of spread through surface contamination is low, hymnals and prayer books may be used for worship services. Read more: <https://www.nature.com/articles/d41586-021-00251-4>

FOOD HOSPITALITY

Indoor social activities including but not limited to coffee hours, potlucks, congregational church dinners, tea or meals at bazaars etc. are not yet permitted.

Small meals or food service at meetings for groups of **no more than ten** as per provincial guidelines (committees, bible studies, training programs etc.) may proceed under the following conditions:

- a) All attendees must be double vaccinated.
- b) No one should attend who is experiencing symptoms of COVID or who have had possible exposure. See more: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.
- c) Masks, sanitizing and social distancing for all in attendance.
- d) Use tables for meals that are large enough to allow spacing of participants.
- e) All participants should be informed of protocols ahead of time and all must agree and be comfortable with those protocols.
- f) Participants should bring their own food; or individual meals are the safest. Potluck meals should not occur.
- g) Masks should only be removed once people are seated.
- h) A record of attendance should be kept.

Please use safe practice and common sense when planning these events.

CHILDREN'S MINISTRY

Children are always welcome in worship. Please continue to provide support so that children may be in worship with their family group.

At this time, large group activities such as Messy Church are not recommended. Sunday school and other small group activities for children may be offered under the following conditions:

- a) No one should attend who is experiencing symptoms of COVID or who have had possible exposure. See more: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.
- b) All church school leaders must be double vaccinated, and all must wear masks and practice distancing and hand sanitizing.
- c) To be consistent with provincial guidelines, children must wear masks and be encouraged to practice sanitizing and social distancing. These are the same hygiene practices as in schools. These guidelines should be comfortable and familiar for all school age children and should be adopted as the church standard. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-safe-school>
- d) If outside, masks are not required.
- e) A record of attendance should be kept.