Parish of Central Saanich Council Minutes
January 17, 2023 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Date
Leslie	Research 2022 St. Stephen's Interest	

Participants: The Ven. Dr. Lon Towstego, Chair The Rev. Gil Shoesmith, deacon
Deb Butler Lynda Clifford Ken Pedlow Ian Stuart
Lynn Fallan Terry Hartley Karen McColm Sandra Scarth
Don Wilson Leslie Pedlow (Recording Secretary)

Regrets: John Beresford, Gary Moss

I **Open meeting with Prayer** – The meeting was called to order at 7:02 p.m. Archdeacon Lon opened the meeting with the land acknowledgment and prayer, remembering Brian Wood and Suzie Beresford who were experiencing medical emergencies.

II **Changes or Additions to the Agenda?** – Men's Breakfast and Bible Study was added to New Business. Lon advised that he has appointed Gil Shoesmith to Parish Council, a move endorsed by the Coordinator of Deacons, Ansley Tucker. It was **Moved** by Lon Towstego, **Seconded** by Sandra Scarth, that council wholeheartedly supports the appointment of our deacon, the Rev. Gil Shoesmith to Council. **Carried.**

III **Minutes:**
Council Meeting – November 23, 2022
Moved by Ken Pedlow, **Seconded** by Don Wilson that the Minutes of the November 23, 2022 Parish Council meeting be approved. **Carried.**

IV **Reports**

1. **Financials**

a) St. Mary's 2022 Report: Ken presented the 2022 year-end financial statements. He noted that while Regular Offerings were down, other categories of income were up, some considerably, and reported that, thanks to everyone's generosity, we only had a deficit of less than $40. He reiterated the process of bringing the operating loan from the Memorial Account into the General Operating Account and repaying it at year-end. He also noted that due to some issues getting the correct figures from the Diocese, the 2022 Cost of Living allowance for the Administrator had not been paid and will have impacts for the 2023 year. Ken called for questions or comments. Lynn Fallan congratulated the team on their realistic 2022 budget projections.

It was **Moved** by Ken Pedlow, **Seconded** by Lynn Fallan to accept the 2022 Year-end Financial Statements and recommend that they be submitted to the Annual General Meeting subject to the results of the Financial Review. **Carried.**

Lon suggested that we look at the St. Stephen Year-end Financials before proceeding on to 2023 Budgets.

b) St. Stephen's 2022 Report: Lynda Clifford asked if there were any questions. She reported that Regular Offerings were down significantly from budget. It was noted that money from the Deficit Contingency Fund was needed. She also noted that due to issues originating at the Diocese, the salary for the Administrator/Bookkeeper had not been paid from September to year-end. Don indicated that the Operations Committee would like to see the outstanding amount posted as an Accounts Payable and the additional necessary amount transferred from the Deficit Contingency Fund.

It was **Moved** by Lynda Clifford, **Seconded** by Don Wilson that the 2022 year-end financial statements for St. Stephen, as amended to reflect the payroll issue, be accepted and that they be submitted to the Annual General Meeting subject to the Financial Review. **Carried.**

Budgets:

St. Mary's Draft 2023 Budget: Ken directed Council Members to the sheet containing the draft budget which was presented separately from the year-end Review because the "Remarks" for each purpose were different. He gave a brief line by line review commenting especially on the expense figures for Administrator salary and insurance. These figures were still not confirmed. A letter from the Executive Archdeacon suggested that we budget a **30 per cent** increase for insurance. Leslie was asked to attach the letter to the minutes. Hopefully we will have the final figure prior to the AGM.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that Council recommend the budget be presented to the Annual General Meeting with the necessary amendments. **Carried**

St. Stephen Draft 2023 Budget: Lynda Clifford indicated that, as with St. Mary, the Administrator salary was only a guestimate at this time. The information regarding the suggested insurance increase has been incorporated into her figure and she hoped that we will have confirmation of the actuals soon.

It was **Moved** by Lynda Clifford, **Seconded** by Ken Pedlow, that the Draft Budget be presented to the Annual General Meeting with necessary amendments. **Carried.**

Don Wilson asked why the budgeted amount for interest had dropped. Leslie was asked to review the make-up of the interest for 2022.

Lon thanked the Wardens for their work. Lynda thanked Ken for his assistance.

d) Parish Treasurer's Report for AGM – For info only - Ken Pedlow is willing to pull together a combined report for AGM Report if necessary along with the APCS account report

e) Identification of the Financial Statement Reviewers:
Karen McColm for St. Mary/APCS and Don Wilson for St. Stephen

2. Incumbent – Archdeacon Lon's report was circulated in the Council Package. Before asking for questions, Leslie asked if she could interject and said a prayer for Lon who would be travelling to Alberta next week to preside at the funeral of Nicholas Towstego, a young man (nephew twice removed?) who had died in Sechelt over the Christmas season of a toxic drug poisoning. Appropriate expressions of condolence were made. There were no questions on the report.

Deacon – There were no questions.

3. Wardens – St. Mary – There were no questions
- St. Stephen – There were no questions

Lynn Fallan wondered how we might better communicate what it is that the Wardens actually do, acknowledging that she has challenged parishioners who question certain things, not realizing that the Wardens have no particular control over non-discretionary expenses or tasks that are mandated by the Diocese or governments.

It was **Moved** by Ken Pedlow, **Second** by Lynda Clifford that the non-financial reports be received. **Carried**

V **Business Arising/Discussion from Minutes:** None were discussed at this meeting.

VI **Correspondence**
Leslie was asked to attached the letter from the Executive Archdeacon regarding the insurance increase to the Minutes.

VII **New Business**
Diaconal Covenant: Lon spoke about the Diaconal Covenant that has been signed by himself, the Wardens, Gil and Ansley Tucker. Gil will be taking on some of the visiting and is open to suggestions. It was suggested that the previous email offering home communions be redrafted and sent again offering visits.
Nominating Committee: It was agreed that the Wardens would fill this role in consultation with the Incumbent. Lon is in charge of Appointments. John Beresford has previously made known that he would like to step down from Council but will continue with the St. Mary's Operations Committee.
Lynda also expressed some concern that Deb Butler and herself will likely be stepping down in 2024 and that perhaps a 'deputy' warden needs to be elected or appointed for 2023 or at least someone as a member at large who is willing to step up the following year.
Order of the Diocese of BC: Lon explained that this award is a public recognition of service within the Parish and/or Diocese. Lon indicated that David Cooper was endorsed at the St. Mary Ops Com meeting.

It was **Moved** by Ken Pedlow, **Seconded** by Lynn Fallan, that David Cooper be nominated for the Order of the Diocese of British Columbia. **Carried.**
Leslie and Ken Pedlow will complete the application form.

Men's Breakfast & Bible Study: Lon advised that Gary Moss has suggested that the Parish host such an event.
Shrove Tuesday Pancake Breakfast: Lon would like to see this take place again. Admission by donation. However, people should sign up so that we can adequately prepare. Shrove Tuesday is February 21.

VIII Next Meeting

Any business required can be performed electronically.

The AGM will be held on Sunday, February 26th beginning with a combined service at 10:00 a.m. at St. Mary. Light refreshments to follow before convening back in the church for the meeting at ??? (time)??

Ken Pedlow made a motion for adjournment at 8:29 p.m.

IX Closing with Prayer and the Grace: Ian said a prayer and lead us in the Grace.

Lon Towstego, Chair

Parish of Central Saanich Council Agenda – January 17, 2023
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 – November 23, 2022 - vote needed

✓ Motion to approve

IV **Reports**

1. Financials.

   a) St. Mary's 2022 Report & Draft 2023 Budget – Ken

✓ *Motion to adopt 2022 Financial Statements*

✓ *Motion to recommend budget to AGM*

   b) St. Stephen's 2022 Report & Draft 2023 – Lynda

✓ *Motion to adopt 2022 Financial Statements*

✓ *Motion to recommend budget to AGM*

   c) Parish Treasurer's Report for AGM – For info - Ken Pedlow willing to pull together a combined report for AGM Report along with the APCS account report

   d) Identification of the Financial Statement Reviewers (Representative for each church who will be providing statement for AGM).

2. Incumbent

3. Wardens – St. Mary
   - St. Stephen

✓ *Motion to receive above reports*

V **Business Arising/Discussion from Minutes**

VI **Correspondence**

VII **New Business**

Gil Shoesmith – Diaconate Covenant - Lon
Nominating Committee?
Order of the Diocese of BC

VIII **Next Meeting**

Prior to AGM if needed

Motion for adjournment

IX **Closing with Prayer and the Grace**

St. Mary's December 2022 Financial Review

ITEM	Actual To 31-Dec	% To Budget Target=100%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$99,934.90	94.3%	$106,000	
OPEN OFFERING	$682.00	136.4%	$500	
FESTIVAL	$10,285.00	137.1%	$7,500	Easter/Thanksgiving/Christmas
HALL /FACILITIES USE DONATIONS	$7,370.00	737.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$3,500.00	437.5%	$800	
MISCELLANEOUS	$190.00	38.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$2,430.00	121.5%	$2,000	
PARISH THRIFT SALES	$3,450.00	172.5%	$2,000	Spring Fling Sale
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEAL - 2022	$5,600.00	0.0%	$0	
TRANSFER FROM MEMORIAL ACCOUNT	$15,000.00			Operating Loan Transfer In
TRANSFER - OTHER	$700.00			
DEFICIT RESERVE	$0.00	0.0%	$0	
TOTAL REVENUE	**$150,550.34**	123.4%	**$121,958**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$47,600.17	97.3%	$48,939	
RELIEF CLERGY	$825.00	165.0%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$10,512.20	88.7%	$11,845	
RELIEF MUSICIAN	$750.00	187.5%	$400	
ADMIN. ASST/BOOKKEEPER	$26,441.60	95.1%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$21,807.00	100.0%	$21,807	
CHRISTIAN EDUCATION	$136.43	68.2%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$847.90	113.1%	$750	
SANCTUARY SUPPLIES	$319.14	106.4%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$2,233.52	74.5%	$3,000	Includes recoveries
POSTAGE	$44.80	16.3%	$275	
STATIONERY	$317.41	31.7%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$1,938.23	64.6%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$3,602.87	90.1%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$228.96	61.1%	$375	
MAINTENANCE - GARDENING	$91.90	9.2%	$1,000	
GARBAGE	$339.35	67.9%	$500	
HYDRO	$7,469.15	99.6%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$70.80	70.8%	$100	
INTERNET	$2,517.96	100.7%	$2,500	
TELEPHONE	$1,247.40	99.8%	$1,250	
WATER/SEWER	$531.65	76.0%	$700	
MISCELLANEOUS	$23.66	9.5%	$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	$15,000.00	0.0%	$0	Operating Loan Transfer Out
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$150,585.79**	102.4%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$35.45**	0.1%	**-$25,086**	

St. Mary's Anglican Church
Balance Sheet
As of 31 December 2022

			31 Dec 22
ASSETS			
Current Assets			
Chequing/Savings			
1005 · Consolidated Bank Account			
1010 · General Operating Account		6,703.63	
1110 · St. Mary's Church Events		5,909.86	
1210 · St. Mary's Memorial Operating		119,042.33	
Total 1005 · Consolidated Bank Account			131,655.82
1500 · Investments - GIC's			
1592 · Memorial Account GIC (115)		50,853.60	
Total 1500 · Investments - GIC's			50,853.60
Total Chequing/Savings			182,509.42
Accounts Receivable			
1400 · GST Receivable			488.91
Total Accounts Receivable			488.91
Total Current Assets			182,998.33
TOTAL ASSETS			**182,998.33**
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
3100 · Current Special Ministries - CE			
3110 · Church Events - Altar Fund		1,453.58	
3120 · Church Events - Flower		1,065.12	
3130 · Church Events - Holly Fair			
3131 · Church Events - Holly Fair Sale	1.82		
3135 · Church Events - Holly Fair Prev	55.00		
Total 3130 · Church Events - Holly Fair		56.82	
3150 · Church Events - General		42.84	
3160 · Church Events - Church Sales		43.85	
3170 · Church Events - Social Fund		256.80	
3190 · Church Events- Recycle Refunds		1,442.00	
Total 3100 · Current Special Ministries - CE			4,361.01
3400 · Outreach Funds			
3440 · Outreach-General Use		0.62	
3493 · Prayer Shawl Ministry		68.11	
Total 3400 · Outreach Funds			68.73

St. Mary's Anglican Church
Balance Sheet
As of 31 December 2022

	31 Dec 22
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	2,918.00
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43
3560 · Memorial-Guild	3,061.06
3570 · Memorial-Ron Smith Legacy	5,086.97
3585 · Memorial - Hall Lighting	414.53
3590 · Memorial-Sound/Video	800.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,103.00
Total Long Term Liabilities	44,532.74
Total Liabilities	44,532.74
Equity	
32000 · Retained Earnings	10,671.70
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,265.41
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-35.45
Total Equity	138,465.59
TOTAL LIABILITIES & EQUITY	**182,998.33**

St. Mary's Anglican Church
Profit & Loss
January through December 2022

		Jan - Dec 22	
Income			
4000 · INCOME - General			
4100 · Offering Income			
4110 · Offering-Open Offering		682.00	
4120 · Offering-Weekly		99,934.90	
4130 · Offering - Festivals			
4131 · Offeirng-Festival-Easter	2,220.00		
4132 · Offering-Festival-Thanksgiving	2,920.00		
4133 · Offering - Festival-Christmas	5,145.00		
Total 4130 · Offering - Festivals		10,285.00	
Total 4100 · Offering Income			110,901.90
4200 · Income-Deficit Elimination			5,600.00
4300 · General Income			
4310 · General Income-Bapt./Wed/Funer.		3,500.00	
4330 · General Income-Facilities Use		7,370.00	
4360 · General Income-Misc./Interest		190.00	
4370 · General Income - Wage Subsidy		1,408.44	
Total 4300 · General Income			12,468.44
4400 · Transfers IN-General			
4410 · Transfer IN-CE-Holly Fair		2,430.00	
4420 · Transfer IN-CE-Church Sales		3,450.00	
4430 · Transfer IN-CE-Other		700.00	
4440 · Transfers IN-Mem. Acct (Loan)		15,000.00	
Total 4400 · Transfers IN-General			21,580.00
Total 4000 · INCOME - General			150,550.34
Total Income			150,550.34
Expense			
5000 · EXPENDITURES - General			
5100 · Wages & Benefits - General			
5110 · Salary/Benefits - Rector		47,600.17	
5120 · Salary/Benefits-Music Director		10,512.20	
5130 · Salary/Benefits-Admin./Bookeep.		26,441.60	
5140 · Relief Clergy		825.00	
5150 · Relief Musician		750.00	
5170 · Assisting Clergy		712.50	
5180 · Salaries - Payroll Variances		0.00	
Total 5100 · Wages & Benefits - General			86,841.47

St. Mary's Anglican Church
Profit & Loss
January through December 2022

		Jan - Dec 22
5300 · Expenditures - Admin - General		
5310 · Website/Electronic. Media		70.80
5320 · Postage		44.80
5330 · Stationery Expenses		
5331 · Stationery - General	317.41	
Total 5330 · Stationery Expenses		317.41
5340 · Photocopier - General		2,233.52
5350 · Insurance		4,762.00
5360 · Diocesan Assessment		21,807.00
5390 · Bank Charges/Errors - General		214.19
Total 5300 · Expenditures - Admin - General		29,449.72
5400 · Expenditures-Ministries-General		
5410 · Music		847.90
5420 · Sanctuary		319.14
5430 · Christian Education		136.43
Total 5400 · Expenditures-Ministries-General		1,303.47
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance		1,938.23
5520 · Cleaning-General		
5521 · Cleaning-Contract	3,602.87	
5522 · Cleaning-Supplies	228.96	
Total 5520 · Cleaning-General		3,831.83
5530 · Grounds and Equipment		91.90
Total 5500 · Expenditures-Maintenance-Gener.		5,861.96
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer		531.65
5620 · Hydro		7,469.15
5640 · Telephone		1,247.40
5650 · Internet		2,517.96
5660 · Garbage Disposal		339.35
Total 5600 · Expenditures-Utilities-General		12,105.51
5700 · Expenditures-Trans. OUT		
5720 · Transfer to Memorial Acc't Gen.		15,000.00
Total 5700 · Expenditures-Trans. OUT		15,000.00

St. Mary's Anglican Church
Profit & Loss
January through December 2022

	Jan - Dec 22
5800 · Miscellaneous Expenses-General	23.66
Total 5000 · EXPENDITURES - General	150,585.79
Total Expense	150,585.79
Net Income	**-35.45**

ITEM	2022	2022	Budget Variance	2023	
	ACTUALS	BUDGET	2023 vs 2022	Budget	2023 Budget Remarks
INCOME					
REGULAR OFFERINGS	$99,934.90	$106,000	($6,000)	$100,000	Reduced slight to reflect actual pattern of offerings.
OPEN OFFERING	$682.00	$500	$0	$500	Cash and offerings from non-envelope attendees
FESTIVAL	$10,285.00	$7,500	$0	$7,500	Easter, Thanksgiving, Christmas Offerings
HALL /FACILITIES USE DONATIONS	$7,370.00	$1,000	$7,000	$8,000	Increased to reflect current arrangements
BAPTISMS/ WEDDINGS/ FUNERALS	$3,500.00	$800	$1,200	$2,000	Increased to reflect projected needs at a higher level.
MISCELLANEOUS INCOME	$190.00	$500	$0	$500	
WAGE SUBSIDY	$1,408.44	$1,408		NA	Eliminated from 2023 Budget
TX FROM HOLLY FAIR	$2,430.00	$2,000	($2,000)		Used to show money from Holy Fair transferred into the General Operating account
POTENTIAL INCOME FROM HOLY FAIR		$0	$3,000	$3,000	Potential income generated by a Holy Fair in 2023
PARISH THRIFT SALES (SPRING/FALL)	$3,450.00	$2,000	$3,000	$5,000	Based on a higher then expected spring 2022 sales
SPECIFIC DONATIONS	$0	$250	$0	$250	
NEW BEQUESTS	$0	$0	$0	$0	
DEFICIT ELIMINATION APPEALS - 2022/2023	$5,600.00	$0	$0	$0	
TRANSFER FROM MEMORIAL ACCOUNT	$15,000.00	$0	$0	$0	
TRANSFER - OTHER	$700.00	$0	$0	$0	
TOTAL REVENUE	**$150,550.34**	**$121,958**	**$4,792**	**$126,750**	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	47,600.17	$48,939	$1,088	$50,027	Reflects current cost of living increase
RELIEF CLERGY & OTHER CLERGY	$825.00	$500	$750	$1,250	Increased to reflect actual projected need in 2023
ASSISTANT CLERGY	$712.50	$2,000		NA	Eliminated from 2023 Budget
CHURCH MUSICIAN	$10,512.20	$11,845	($517)	$11,328	Changed to reflect requirements under a new contract for a new employee
RELIEF MUSICIAN	$750	$400	$800	$1,200	Increased to reflect actual projected need in 2023
ADMIN. ASST/BOOKKEEPER	$26,441.60	$27,791	$1,823	$29,614	Changes to hours of work and cost of living increase
SALARIES - PAYROLL VARIANCES	$0.00	$0		NA	Eliminated from 2023 Budget
DIOCESAN ASSESSMENT	$21,807.00	$21,807	($953)	$20,854	Reduced amount (based on qualified income from 2 years ago)
CHRISTIAN EDUCATION	$136.43	$200	$50	$250	
DIACONATE PROFESSIONAL DEVELOPMENT	$0	$0	$200	$200	New fund to allow our Deacon to take educational and other training.
CLERGY CONFERENCES	$0	$400	$100	$500	Increased to reflect an in-person conference this year for Lon to attend.
MUSIC MINISTRY	$847.90	$750	$125	$875	Increased to reflect higher cost of piano tuning , licenses and other music related costs.
SANCTUARY SUPPLIES	$319.14	$300	$25	$325	Increased slightly to reflect higher costs
ADVERTISING	$0	$200	$100	$300	Post COVID with no ads placed, plan for 2023 to plan Christman, Easter and Thanksgiving ads
INSURANCE	$4,762.00	$4,762	$1,429	$6,191	Reflects a projected increase in premium per ltr or 01/17 E. Partridge.
PHOTOCOPY	$2,233.52	$3,000	$0	$3,000	
POSTAGE	$44.80	$275	($125)	$150	Donations of stamp rolls has reduced the cost
STATIONERY	$317.41	$1,000	($250)	$750	Donations of copier paper has reduced the cost
COMPUTER EXPENSES	$0	$1,500	$0	$1,500	New computer purchase planned for admin.
MAINTENANCE - GENERAL	$1,938.23	$3,000	$2,250	$5,250	Increased to reflect higher cost of snow removal, and needed repairs, parking lot line painting.
MAINTENANCE - CLEANING CONTRACT	$3,602.87	$4,000	$200	$4,200	Projected increase in contracts
MAINTENANCE - CLEANING SUPPLIES	$228.96	$375	$25	$400	More cleaning material needed with increased building usage.
MAINTENANCE - GARDENING	$91.90	$1,000	$0	$1,000	Thanks to dedicated volunteers the cost of ground maintenance is remaining the same.
GARBAGE	$339.35	$500	$0	$500	No increase in cost projected.
HYDRO	$7,469.15	$7,500	$1,300	$8,800	An increase in both cost and higher usage
WEBSITE SUPPORT (Tithe.ly)	$70.80	$100	$500	$600	Diocesan subsidy of fees and license costs ending.
INTERNET	$2,517.96	$2,500	$250	$2,750	Projected increase in contracts
TELEPHONE	$1,247.40	$1,250	$150	$1,400	Projected increase in contracts
WATER/SEWER	$531.65	$700	$100	$800	Slight increase in cost and usage
MISCELLANEOUS	$23.66	$250	$250	$500	Projected increase in costs of misc services
BANK CHARGES & RECONCILIATIONS	$214.19	$200	($150)	$50	Decreased as no cheque purchase planned for
GST PAID	$0.00	$0		NA	Eliminated from 2023 Budget
TRANSFER TO MEMORIAL ACCOUNT	$15,000.00	$0	$0	$0	
TOTAL EXPENDITURES	**$150,585.79**	**$147,044**	**$7,519**	**$154,563**	
OPERATING SURPLUS/DEFICIT	($35.45)	-$25,086		-$27,813	

St Stephen's December 2022 Financial Review

ITEM	Actual To December 31, 2022	% To Budget Target=100%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$86,344.81	72.2%	$119,600	
OPEN OFFERING	$1,843.65	230.5%	$800	
FESTIVAL	$1,985.00	66.2%	$3,000	
HALL /Preschool Donation	$11,700.00	123.2%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$3,183.70	0.0%	$0	Includes Grounds Users ($1,080)
WEDDINGS/ FUNERALS	$2,400.00	600.0%	$400	
FUNERAL BULLETIN FEES	$0.00	0.0%	$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	$0.00	0.0%	$0	
INTEREST INCOME	$6,258.03	208.6%	$3,000	
DONATIONS/Targeted	$0.00	0.0%	$0	
WAGE SUBSIDY	$0.00	0.0%	$0	
CEMETARY SUPPORT	$0.00	0.0%	$0	
DEFICIT RESERVE	$11,400.00	0.0%	$0	
MISCELLANEOUS INCOME	$1,224.39	0.0%	$0	Includes $371.43 uncategorized income
TOTAL REVENUE	**$126,339.58**	92.7%	**$136,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$48,254.75	98.6%	$48,939	
RELIEF CLERGY	$712.50	142.5%	$500	
ASSIST CLERGY	$750.00	37.5%	$2,000	
MUSICIANS	$7,244.35	116.8%	$6,200	
RELIEF MUSICIAN	$2,262.50	0.0%	$0	Includes $500 for sound/projection
ADMIN. ASST/BOOKKEEPER	$11,845.08	67.1%	$17,645	4 months of 2022 salary owing in 2023
SALARIES - PAYROLL VARIANCES	$1,671.08	0.0%	$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$20,307.00	100.0%	$20,307	Will increase for 2023
FINANCIAL CONSULTANTS	$0.00	0.0%	$0	Category to be eliminated in 2023
CHRISTIAN EDUCATION	$136.42	27.3%	$500	Study books (Summer)
CLERGY CONFERENCES	$0.00	0.0%	$400	Based on Diocesan designated amount
MUSIC SUPPLIES	$206.50	68.8%	$300	
SANCTUARY SUPPLIES	$460.77	92.2%	$500	
ADVERTISING	$133.25	66.6%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	No Further Action
PHOTOCOPY	$2,994.07	99.8%	$3,000	Includes recoveries
POSTAGE	$287.97	57.6%	$500	
STATIONERY	$646.19	43.1%	$1,500	Includes recoveries
PUBLICATIONS	$222.20	0.0%	$0	
OFFICE/ COMPUTERS	$208.24	41.6%	$500	
SOCIAL EVENTS	$102.44	51.2%	$200	After service coffee
MAINTENANCE - GENERAL	$2,750.36	55.0%	$5,000	
SECURITY	$589.74	117.9%	$500	
MAINTENANCE - CLEANING CONTRACT	$3,182.59	90.9%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$193.81	38.8%	$500	
MAINTENANCE - GROUNDS	$891.93	29.7%	$3,000	
GARBAGE	$810.21	81.0%	$1,000	
HYDRO	$4,462.73	89.3%	$5,000	
WEB MAINTENANCE	$70.80	0.0%	$0	Diocese Licences and Fees
HEATING OIL (HALL)	$6,778.31	135.6%	$5,000	New contractor as of Mar 16th, 2022
INTERNET	$1,480.47	98.7%	$1,500	
TELEPHONE	$865.18	86.5%	$1,000	
YOUTH MINISTRY			$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$34.42	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$90.00	0.0%	$0	
RECONCILIATRION VARIANCES	-$6.38	0.0%	$0	0wed to cemetery / Discrepancy
TOTAL EXPENDITURES	**$126,361.48**	93.5%	**$135,213**	
OPERATING SURPLUS/DEFICIT	**-$21.90**	-2.0%	**$1,087**	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of December 31, 2022

	Dec 31, 22			
ASSETS				
Current Assets				
Chequing/Savings				
1000 · CASH				
1005 · Petty Cash			167.80	
1010 · Coast Captial Operating Account			138,496.56	
Total 1000 · CASH				138,664.36
Total Chequing/Savings				138,664.36
Accounts Receivable				
1410 · ACCOUNTS RECEIVABLE				
1420 · Receivable -General			850.00	
Total 1410 · ACCOUNTS RECEIVABLE				850.00
Total Accounts Receivable				850.00
Other Current Assets				
1400 · GST -(2.5%) Recoverable				869.92
1500 · INVESTMENTS				
1505 · Diocesan Investment (CTF)				
1506 · CTF Market Value Fluctuation		18,001.00		
1505 · Diocesan Investment (CTF) - Other		130,000.00		
Total 1505 · Diocesan Investment (CTF)			148,001.00	
Total 1500 · INVESTMENTS				148,001.00
Total Other Current Assets				148,870.92
Total Current Assets				288,385.28
TOTAL ASSETS				**288,385.28**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · ACCOUNTS PAYABLE				
2020 · Individuals Payable			(125.00)	
Total 2000 · ACCOUNTS PAYABLE				(125.00)
Total Accounts Payable				(125.00)
Other Current Liabilities				
3100 · CURRENT SPECIAL MINISTRIES				
3110 · Altar Flowers /Guild			25.11	
3160 · Community Lunch (#5)			215.56	
3175 · Sunday School / Christian Ed.			20.00	
Total 3100 · CURRENT SPECIAL MINISTRIES				260.67
3400 · OUTREACH PROJECTS				
3405 · African Childrens' Support -HS			20.00	
3415 · First Nations Lunch			(24.65)	
3420 · General Outreach				
3422 · Christmas Hampers		25.75		
3420 · General Outreach - Other		368.05		
Total 3420 · General Outreach			393.80	
3492 · Saanich Peninsula Food Bank			25.00	
3493 · Prayer Shawls			71.56	
Total 3400 · OUTREACH PROJECTS				485.71
Total Other Current Liabilities				746.38

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of December 31, 2022

		Dec 31, 22
Total Current Liabilities		621.38
Long Term Liabilities		
3500 · DEFERRED SPECIAL PROJECTS		
3505 · Church Restoration (CTF)		89,400.78
3510 · Contingency Reserve Fund		15,395.90
3520 · Garden Project (#5)		215.47
3525 · Grounds Maintenance (CTF)		26,529.58
3535 · Lych-gate (#5)		2,844.37
3540 · Memorial Hall Fund		
3543 · General Memorial Funds	45,392.38	
Total 3540 · Memorial Hall Fund		45,392.38
3545 · Pet Memorial (#5)		6,031.45
3560 · Education Fund (#5)		4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS		190,798.84
Total Long Term Liabilities		190,798.84
Total Liabilities		191,420.22
Equity		
30000 · Opening Bal Equity		40,712.67
32000 · Retained Earnings		38,273.29
32150 · Unrealized Gain/Loss		18,001.00
Net Income		(21.90)
Total Equity		96,965.06
TOTAL LIABILITIES & EQUITY		**288,385.28**

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2022

	Jan - Dec 22			
Ordinary Income/Expense				
Income				
4000 · OPERATING INCOME				
4100 · Offering Income				
4110 · Open Offerings		1,843.65		
4120 · Identified Donors				
4122 · Canada Helps	5,157.79			
4120 · Identified Donors - Other	81,187.02			
Total 4120 · Identified Donors		86,344.81		
4130 · Festival Donations				
4131 · Easter Envelopes	695.00			
4132 · Thanksgiving / Harvest	600.00			
4133 · Christmas Season	690.00			
Total 4130 · Festival Donations		1,985.00		
Total 4100 · Offering Income			90,173.46	
4300 · General Income				
4310 · Weddings / Funerals				
5331 · Office Supply Cost Recovery	0.00			
4310 · Weddings / Funerals - Other	2,400.00			
Total 4310 · Weddings / Funerals		2,400.00		
4350 · Miscellaneous Income		852.96		
Total 4300 · General Income			3,252.96	
4330 · Facilities Income				
4332 · Incident Cemetery Support		0.00		
4334 · Community Facilities Use		1,855.00		
4335 · Community Grounds User		1,080.00		
4337 · Pre-School		11,700.00		
4339 · Donation Boxes		248.70		
Total 4330 · Facilities Income			14,883.70	
4340 · Interest			6,258.03	
4400 · Transfers -IN				
4410 · Transfers in -General		11,400.00		
4415 · Loans or Support from Cemetery		0.00		
Total 4400 · Transfers -IN			11,400.00	
Total 4000 · OPERATING INCOME				125,968.15
4095 · Total Income - Operations				
4091 · Diocesan Direct Deposits			0.00	
Total 4095 · Total Income - Operations				0.00
4990 · Uncategorized Income				371.43
Total Income				126,339.58

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2022

	Jan - Dec 22			
Expense				
Reconciliation Discrepancies				(6.38)
5000 · General Expenditure				
5100 · Wages & Benefits				
5110 · Priest Salary/Benefits		48,254.75		
5130 · Administrator -Salary/Benefits		11,845.08		
5140 · Relief Clergy		712.50		
5150 · Musicians				
5151 · Musicians -Contract	7,244.35			
5152 · Occasional Musicians	1,762.50			
5153 · Sound/Projection	500.00			
Total 5150 · Musicians		9,506.85		
5170 · Assistant Clergy		750.00		
5180 · Payroll Variences		1,671.08		
Total 5100 · Wages & Benefits			72,740.26	
Total 5000 · General Expenditure				72,740.26
5300 · General Administration				
5310 · Web Maintenence			70.80	
5320 · Post Box & Postage			287.97	
5330 · Office Supplies			646.19	
5332 · Office Computers / Software			208.24	
5340 · Photocopier			2,994.07	
5350 · Insurance			5,722.00	
5355 · Publications			222.20	
5360 · Diocesan Assessment			20,307.00	
5370 · Advertising			133.25	
5390 · Bank Charges /Error Correction			90.00	
Total 5300 · General Administration				30,681.72
5400 · Ministry Expense				
5410 · Music Supplies			206.50	
5420 · Church & Sanctuary Supplies			460.77	
5430 · Christian Education (VBS/SS)			136.42	
5450 · Social Events			102.44	
Total 5400 · Ministry Expense				906.13
5500 · Maintenence Expenses				
5510 · General Maintenance			2,750.36	
5520 · Cleaning Expense				
5521 · Janitorial Contract		3,182.59		
5522 · Cleaning Supplies		193.81		
Total 5520 · Cleaning Expense			3,376.40	
5530 · Grounds Keeping				
5531 · Grounds Keeping Supplies		157.31		
5532 · Grounds Equipment		0.00		

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2022

	Jan - Dec 22
5533 · Grounds Labour	734.62
Total 5530 · Grounds Keeping	891.93
5550 · Security	589.74
Total 5500 · Maintenence Expenses	7,608.43
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	2,169.29
5622 · Electricity - Hall	2,293.44
Total 5620 · Hydro	4,462.73
5630 · Heating Oil - Hall	6,778.31
5640 · Telephone Links	
5642 · Office Line	
5643 · Long Distance Fees	1.04
5642 · Office Line - Other	264.14
Total 5642 · Office Line	265.18
5644 · Rector's Cell	600.00
Total 5640 · Telephone Links	865.18
5650 · Internet Service	1,480.47
5660 · Garbage & Recycling	810.21
Total 5600 · Utilities Expenses	14,396.90
5700 · Transfers -OUT	
5720 · Parish Transfers	
5728 · Owed to Cemetery	0.00
Total 5720 · Parish Transfers	0.00
Total 5700 · Transfers -OUT	0.00
7980x · Uncategorized Expenses	34.42
Total Expense	126,361.48
Net Ordinary Income	(21.90)
Other Income/Expense	
Other Expense	
80000 · Ask My Book-keeper	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	(21.90)

Report from Incumbent to Parish Leadership Team, January 17, 2023, A snapshot of what has been happening

- Christmas services: Good attendance considering weather concerns.
- Wednesday Eucharist/ Bible Study re-started after Christmas, to follow (Each Wednesday)
- Help to plan and participate in all Sunday Services.
- Attended Christmas Gathering for Retired RCMP group as chaplain. Gil, Cheryl, and Marian also attended.
- Regularly attended Grief and Loss Circle with Companion Journey Group, Holy Trinity/ Parish of Central Saanich.
- Further formulated covenant with Gil Shoesmith, met with Gil and the Director of Deacons approves it.
- Met with and or visited various parishioners at their homes, hospital, in the offices or at coffee shops.
- Collaborated with the wardens to put together a job description for Musician job and to discuss committee members.
- Interviewed for above and met with the St. Mary wardens to discuss next steps.
- Met with Rachel and St. Stephen wardens to discuss St. Stephen music 2023.
- Attended Archdeacon Meeting by Zoom, Jan 4
- Interacted with various parishes in diverse ways as they search for new clergy.
- Presided at wedding at Royal Jubilee Hospital, Pemberton Chapel.
- Did Zoom marriage preparation session with couple being married in September 2023.
- Met several times and planned a wedding for Jan 21 at St. Stephen, Holly Grace, and Juan Carlos.
- Attended Operations Meetings for both St. Stephen and St. Mary and assisted in budgeting process as I was able.
- **Diocesan:** Attended with Bp. Anna, funeral for Rev. Ellen Willingham on Pender Island. Assisted the Parish of Pender and Saturna in forming a short term Rota of clergy to keep the parish going after the sudden loss of their long time rector.
- **Diocesan:** Attended the ordination as a priest of Rev. Kirsten Eveden, Jan 7.
- **Diocesan:** Met with Archdeacon Alistair McCollum, debriefing his Sabbatical and discussing diocesan matters and theological schools and plans.
- Planning of Interment Service for Hilda Shilliday.
- Planning for "End of Life and Funeral Planning Workshop" upcoming Jan 28.
- Thank-you each for your service to God and to our parish.

Deacon's Report for Parish of Central Saanich Council Meeting, Tuesday Jan. 17th, 2023

I report that I am excited by the fact that I have been reinstated as your active deacon by our Bishop and endorsed by our Rector, The Ven. Dr. Lon Towstego. Please know that I am certain that this procedure is definitely a result of God's calling to do His will in the Parish.

The Covenant that I have agreed to with our Diocese stipulates that my work is to be concentrated in the community outside the physical walls of our Church building.

With deep appreciation I thank everyone who has accepted and encouraged me so far along this path I am currently on and my prayer is that everything that I do will be to the Glory of God in the Name of Jesus our Lord.

Rev. Gil D. Shoesmith, deacon

Wardens' Report for St Mary's to Parish Council – January 17, 2023

Activities - completed

1) Prepared the December year end financial package for review by the parish council.
2) Prepared financial, budget and maintenance project information for the Jan. 13th Ops Comm meeting.
3) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
4) Worked with the selection team on a job description for the Church Musician position.
5) Worked with the selection team to Complete and distribute the Church Musician job posting.
6) Assisted with Christmas services and decorating.
7) Assisted with the Saanichton Community Christmas event on December 3rd.
8) Arranged for and participated in the snow clearing in the church parking lot.
9) Sent out a financial update letter to all parishioners in mid December.

Activities – Underway or planned

10) Get final sign off on the approved Fire Safety Plan and post.
11) Repair and rebuild of the circular window frame in the spring of 2023.
12) Order the remaining new phones and complete the rest of the phone system repairs.
13) Resolve the emergency lighting issue and get Capital City Fire sign off.
14) Undertake to complete a Capital & Significant Operating Issues Plan.
15) Repair parking lot curbs after recent snow clearing.
16) Plan and budget for the repainting of the parking lot lines (Estimated cost $1,849).
17) Refresh the website appearance and upgrade the functionality to a more modern level.
18) Review the gardens around the church in light of simplifying the maintenance requirements.
19) Coordinate the office computer systems upgrades required for both churches to meet future needs.
20) Improve the networking of the computers between the two churches in the parish.
21) Additional treatment of the moss on some areas of the roof is needed in the spring.
22) Keep informed about Diocesan initiatives. Planning for the Spring General Synod and changes to the Electronic Collection Plate.
23) Investigate the purchase of internet operatable thermostats to reduce unnecessary heating of the building.
24) Making efforts to have unused keys returned.
25) Review the facilities usage fees for implementation in 2023.
26) Review the quality and waste of paper product supplies in the washrooms.
27) Repair damaged roof soffit area on the church in the spring.
28) Participate in the hiring process of a new Church Musician for St. Mary.
29) Prepare draft 2023 budget for St Mary for the Annual General Meeting.
30) Prepare a Wardens' Report for the AGM
31) Upgrade sound system wiring and connections to improve performance and reliability.
32) Replace the hall entrance door to include a keypad lock. (est. $4,200).

Respectfully submitted by Ian Stuart & Ken Pedlow

ST. STEPHEN'S WARDENS' REPORT – JANUARY 2023

To Be Done. (many of the following have not moved from this list in some time, any creative ways ?? Suggestions appreciated!!

Review of the all rental prices and contracts to be done and be in line with St. Mary.

Praise Sunday will no longer use overheads as the laptop and program we were using are no long functioning. It was felt that we can manage with leaflets for songs and liturgy without much disruption. Many thanks to the Moss family for the time they have spent working to prepare the slides and doing the work on Sundays.

Plans for a spring dance for the community as has been done previously in February, will be in March with St Patricks theme this time.

We have an interested neighbour who wants to take care of several beds in the fenced garden area. She plans to revitalize the soil with the help of her experienced son, she wants to grow flowers, herbs etc. and has offered us the opportunity to pick flowers for the church on Sundays. Very pleasant lady, named Karen, I met with her and Don has spoken with her too. She found us walking her dog!! Always happy to have someone help out!

Pet Memorial Pathway continues to grow brick by brick and there is a donation portion which we receive into the operating account.

Annual Ride on Mower servicing is being done again by the Rashleigh family. Diana thinks there will be a need for a lawn mower or mowers this summer - any volunteers??

Generous donations allowed us to distribute about $1775 in gifts cards to those in need. And we also participated in the Reverse Advent calendar, collecting food items for the food bank.

Snow removal not done this past Christmas due to the cost and the fact that rain was expected. We managed by being creative and had a good turn out with visitors which made the evening service special. The music, candles helped to set the scene. We did miss the candle lit path after the service, but it just could not happen. Many thanks to Peter and others who shovelled snow for us. Peter also attempted using the tractor but the snow was too deep.

Office managing without regular person there but how are we handling the costs?? **Payment is still not been dealt with.**

The burn pile needs to be worked on when the weather and index is appropriate. Fire permit is on hand, thanks Peter

Preschool increased their hours/days in January, should be increase their rent? **Peter has worked on a fuel cost and believes it necessary.**

Participation in Journeying together with Holy Trinity. We have been asked as a parish to share in the Grief and Loss group. This is a group that comes together from 3 First Nations Communities here on the peninsula. They meet on Fridays weekly, at Holy Trinity. We provide a hot meal and dessert, tea and coffee. The meal is eaten and then the group has a time of sharing. We will be looking for volunteers to provide meals and help with serving and clean up Lon and Gil join when they can and are welcomed to the circle. There are a couple of facilitators, one of whom has appropriate training. **Ongoing and going wel**l. **Can this be a budget item for the coming year, specifically to help defray costs of food for the lunches.**

We are waiting for the hall ducts to be cleaned, the company(Green Generation) is to get back to me to arrange a date, Peter plans to change filters on the furnace when this is completed, it has actually been done. We had a failure to the furnace that provides heat to the preschool side x 2. Seems to be an air block?? They have come quite quickly, apparently the company we use only has one oil furnace repair person.

We have discussed having all locks for the hall redone and changed so that we have master keys and can have a better key log. The church keys will remain as they are. In process of getting estimates. This idea has been downsized and we will get an estimate about what is cheapest and covers our needs.

We have received a quote from MCM to level off the area where the blackberries were removed and have it ready for grass to be planted in the spring, which will allow grass cutting, under discussion, **perhaps our tractor can do some of the work, will need to wait until ground is dryer.**

Office management is moving along successfully, except pay has not yet happened, it has not been arranged by the Diocese as yet, therefore our financial report does not show the admin office costs from September and to cover this we will need to move more money from the surplus deficit account.

Games night in the future, hopefully!!

Inventory needs to be done, areas needing help, Music and all related equipment, Gary Moss- done, I should get a copy. Kitchen- Group, Office and equipment ? -Admin, 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.

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

Carpet for the hall altar area needs cleaning and also repair to the carpet on lectern stand. Perhaps this can be looked after soon.

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 be sold.

Plans for Frontal fabrics and Altar hangings working on info for this still

Fundraising plans ???

Find a project that we can work on with our First Nations Neighbours, **perhaps the Grief and Loss is it for now,**

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

Church steps, waiting until the weather is dryer, confusion as to who will do and when!!

Fence around Cemetery to be painted when weather permits,

Chimney at the church may be in need of grouting replacement.

Discussion about wreath and candles for Advent. Will use up the candles from last year, and make a plan for next year.

Trying to find new volunteers for things like coffee time and counting helpers. This work is falling to the same few people.

Check Floor in the Hall Entranceway, Peter has looked but repair still to be considered, will wait until the summer, also there is an area in the hall floor that needs attention, Peter is working on it.

Shed Clean up partially done, empty bottles removed, more to be done, **Peter has been working on this**
Bottles of wine need to be emptied and taken away. Don has offered to move some boxes down from the shelves which will make it easier for us to take home to empty and dispose of the bottles. The work bench needs some TLC

Tax receipts are ready to be printed.

Huge thanks to Peter Simpson who has been incredibly helpful around the church. He is a great resource person to me and gives generously of his time. We want to thank also his wife, who is the one who hears " I will be back soon, just headed to St. Stephens to do………"

Completed:

Preschool has requested cleaning of heating ducts. Peter did what he could with vacuuming, more to be done in the spring. They are planning a clean up outside and want to add to our burn pile. The fans were also cleaned by Blaine on his regular cleaning day

Safe church, done!!!! Thank you Sandra

Furnace filters changed, after furnace shut down and repair was done x 2; Oil delivery is happening monthly. Furnace and duct cleaning to wait until later in the summer.

Comfort Ministry for memorial teas. We will work with St. Marys when needed and they with us.

Bob Buchanan has helped with sorting of the piles of Boxes in the lower hall so we can decide what is to be kept and what might be sent to archives and what can be thrown away, boxes will need to go to shredding, cost++

Some branches cleared as requested by Preschool. The work was done by Adam who does the cemetery work.

Fly infestation seems to be gone!!! Thanks to the Moss family who took on this task with fly catchers, lets hope they don't find us next year.

Pianist for 2nd Sunday of the month is working out well, as she gets use to our service format. We are enjoying her talent.

Envision Painting have repainted the back wall of the church, I am now inquiring as to the rusty marks that have bled through, most noticeable on the front.

Repairs to Stain Glass window is complete and final protection on the outside is also complete, we still hope to receive more gifts to cover the costs of the repairs.

Some clean up has been done in the office, computers and desk have had a good sort out, there is still lots to go through, what do we keep and let go. Fairly large amount of shredding needs to be done.

Collection of bottles and funds collected is ongoing, over $300 in total.

Respectfully submitted
Lynda and Deb

Diaconal Covenant between Gil Shoesmith and Parish of Central Saanich, St. Mary, St. Stephen

This covenant is to begin Jan 17, 2023, and it will be in place on an ongoing basis and until Jan 17, 2025, or the present rector leaves for any reason or the bishop re-assigns Gil. It is meant to be an organic document that may change from time to time with agreement from all parties. This is a volunteer, non-stipendiary position. There is to be provision on the parish budget for Professional Development. The primary goal is to point to and articulate the exciting dynamic between the Church and the rest of the world. **What can a deacon, Gil specifically, bring from the world for the Church to learn and then to act upon?**

Gil will interact with Lon in an open and honest manner. They will meet regularly for supervisory oversight. This will include a review of Gil's Theological Reflection as he looks for God and Christ in all he does.

Gil will clearly communicate with parishioners and community contacts and avoid triangulation with the Rector of the parish and direct people to Lon if necessary. One priority is for Gil to search for and articulate to the parish his Diaconal Identity.

Ministry in community:

This will be based around being a presence within the larger community outside the parish walls. In collaboration with Lon, Gil will assist in expanding and deepening relations with First Nation, Inuit, and Metis people in our neighborhood.

A specific current component of this which Gil has offered is to be a part of the Grief and Loss Circle Lunch and Gatherings that our parish is sharing with Holy Trinity, North Saanich.

Gil will also assist Lon when possible as Chaplain to the Retired RCMP officers in Victoria and area. It should be noted that he is member as he is also a retired RCMP officer, himself.

Ministry in the Diocese involves participating in the Chapter of Deacons, interacting regularly with the Director of Deacons, and serving liturgically at Diocesan Events when requested and practical.

Ministry in Parish: Worship Services and extraordinary events: This will include occasional Sunday worship times and a very occasional Wednesday morning Eucharist. Focus within liturgy is diaconal competencies i.e.: Serving and occasionally preaching within context of the two points. Gil is active in supporting and encouraging our Lay Assistants. Gil is invited and appoint by the incumbent, Lon to sit on parish Council with voice and vote. His picture will be on the Board and website and other electronic communication. As clergy, he has previously signed permission for use of photos.

Self-care and Personal Prayer Life:

Gil is a lifelong Christian and cares for himself and Cheryl spiritually very well. He utilizes Lon as his "pastor." Lon has made clear that he will invite Gil often but is just fine if the answer is no. Gil and Lon will continue this open dialogue. Gil tends to and is encouraged to worship as a parishioner with his wife Cheryl as well.

Specific Things to be completed whenever requested. They are now current.

- Complete Current Safe Church program. Connect with Tara from the Synod Office to initiate and complete this. Done
- Complete Criminal Record Check and supply copy to Leslie Pedlow and to Tara Syracuse. Done

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Gil Shoesmith

Ven Dr. Lon Towstego, Incumbent

Wardens of the Parish of Central Saanich:

Ken Pedlow

Ian Stuart

Director of Deacons:

St. Mary's Draft of 2023 Budget Revised

Amount yet to be confirmed

ITEM	2022 ACTUALS	2022 BUDGET	Budget Variance 2023 vs 2022	2023 Budget	2023 Budget Remarks
INCOME					
REGULAR OFFERINGS	$99,934.90	$106,000	($6,000)	$100,000	Reduced slight to reflect actual pattern of offerings.
OPEN OFFERING	$682.00	$500	$0	$500	Cash and offerings from non-envelope attendees
FESTIVAL	$10,285.00	$7,500	$0	$7,500	Easter, Thanksgiving, Christimas Offerings
HALL /FACILITIES USE DONATIONS	$7,370.00	$1,000	$7,000	$8,000	Increased to reflect current arrangements
BAPTISMS/ WEDDINGS/ FUNERALS	$3,500.00	$800	$1,200	$2,000	Increased to reflect projected needs at a higher level.
MISCELLANEOUS INCOME	$190.00	$500	$0	$500	
WAGE SUBSIDY	$1,408.44	$1,408		NA	Eliminated from 2023 Budget
TX FROM HOLLY FAIR	$2,430.00	$2,000	($2,000)		Used to show money from Holy Fair transferred into the General Operating account
POTENTIAL INCOME FROM HOLY FAIR		$0	$3,000	$3,000	Potential income generated by a Holy Fair in 2023
PARISH THRIFT SALES (SPRING/FALL)	$3,450.00	$2,000	$3,000	$5,000	Based on a higher then expected spring 2022 sales
SPECIFIC DONATIONS	$0	$250	$0	$250	
NEW BEQUESTS	$0	$0	$0	$0	
DEFICIT ELIMINATION APPEALS - 2022/2023	$5,600.00	$0	$0	$0	
TRANSFER FROM MEMORIAL ACCOUNT	$15,000.00	$0	$0	$0	
TRANSFER - OTHER	$700.00	$0	$0	$0	
TOTAL REVENUE	$150,550.34	$121,958	$4,792	$126,750	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	47,600.17	$48,939	$1,088	$50,027	Reflects current cost of living increase
RELIEF CLERGY & OTHER CLERGY	$825.00	$500	$750	$1,250	Increased to reflect actual projected need in 2023
ASSISTANT CLERGY	$712.50	$2,000		NA	Eliminated from 2023 Budget
CHURCH MUSICIAN	$10,512.20	$11,845	($517)	$11,328	Changed to reflect requirements under a new contract for a new employee
RELIEF MUSICIAN	$750	$400	$800	$1,200	Increased to reflect actual projected need in 2023
ADMIN. ASST/BOOKKEEPER	$26,441.60	$27,791	$1,823	$29,614	Changes to hours of work and cost of living increase
SALARIES - PAYROLL VARIANCES	$0.00	$0		NA	Eliminated from 2023 Budget
DIOCESAN ASSESSMENT	$21,807.00	$21,807	($953)	$20,854	Reduced amount (based on qualified income from 2 years ago)
CHRISTIAN EDUCATION	$136.43	$200	$50	$250	
DIACONATE PROFESSIONAL DEVELOPMENT	$0	$0	$200	$200	New fund to allow our Deacon to take educational and other training.
CLERGY CONFERENCES	$0	$400	$100	$500	Increased to reflect an in-person conference this year for Lon to attend.
MUSIC MINISTRY	$847.90	$750	$125	$875	Increased to reflect higher cost of piano tuning , licenses and other music related costs.
SANCTUARY SUPPLIES	$319.14	$300	$25	$325	Increased slightly to reflect higher costs
ADVERTISING	$0	$200	$100	$300	Post COVID with no ads placed, plan for 2023 to plan Christman, Easter and Thanksgiving ads
INSURANCE	$4,762.00	$4,762	$1,429	$6,191	Reflects a projected increase in premium per ltr or 01/17 E. Partridge.
PHOTOCOPY	$2,233.52	$3,000	$0	$3,000	
POSTAGE	$44.80	$275	($125)	$150	Donations of stamp rolls has reduced the cost
STATIONERY	$317.41	$1,000	($250)	$750	Donations of copier paper has reduced the cost
COMPUTER EXPENSES	$0	$1,500	$0	$1,500	New computer purchase planned for admin.
MAINTENANCE - GENERAL	$1,938.23	$3,000	$2,250	$5,250	Increased to reflect higher cost of snow removal, and needed repairs, parking lot line painting.
MAINTENANCE - CLEANING CONTRACT	$3,602.87	$4,000	$200	$4,200	Projected increase in contracts
MAINTENANCE - CLEANING SUPPLIES	$228.96	$375	$25	$400	More cleaning material needed with increased building usage.
MAINTENANCE - GARDENING	$91.90	$1,000	$0	$1,000	Thanks to dedicated volunteers the cost of ground maintenance is remaining the same.
GARBAGE	$339.35	$500	$0	$500	No increase in cost projected.
HYDRO	$7,469.15	$7,500	$1,300	$8,800	An increase in both cost and higher usage
WEBSITE SUPPORT (Tithe.ly)	$70.80	$100	$500	$600	Diocesan subsidy of fees and license costs ending.
INTERNET	$2,517.96	$2,500	$250	$2,750	Projected increase in contracts
TELEPHONE	$1,247.40	$1,250	$150	$1,400	Projected increase in contracts
WATER/SEWER	$531.65	$700	$100	$800	Slight increase in cost and usage
MISCELLANEOUS	$23.66	$250	$250	$500	Projected increase in costs of misc services
BANK CHARGES & RECONCILIATIONS	$214.19	$200	($150)	$50	Decreased as no cheque purchase planned for
GST PAID	$0.00	$0		NA	Eliminated from 2023 Budget
TRANSFER TO MEMORIAL ACCOUNT	$15,000.00	$0	$0	$0	
TOTAL EXPENDITURES	$150,585.79	$147,044	$7,519	$154,563	
OPERATING SURPLUS/DEFICIT	($35.45)	-$25,086		-$27,813	

St. Stephen's Draft of 2023 Budget

Amount yet to be confirmed

ITEM	2022 ACTUALS	2022 BUDGET	Budget Variance 2023 vs 2022	2023 Budget	2023 Budget Remarks
INCOME					
REGULAR OFFERINGS	$86,344.81	$119,600	($19,600)	$100,000	Reduced - Pattern
OPEN OFFERING	$1,843.65	$800	$0	$800	
FESTIVAL	$1,985.00	$3,000	($500)	$2,500	Pattern
HALL /Preschool Donation	$11,700.00	$9,500	$1,000	$10,500	
OTHER HALL DONATIONS	$3,183.70	$0	$0	$0	
WEDDINGS/ FUNERALS	$2,400.00	$400	$0	$400	
MISCELLANEOUS INCOME	$1,224.39	$0	$0	$0	
SOCIAL EVENTS	$0.00	$0	$0	$0	
SPECIFIC DONATIONS	$0.00	$0	$0	$0	
INTEREST INCOME	$6,258.03	$3,000	$0	$3,000	
DEFICIT RERSERVE	$11,400.00				
DEFICIT ELIMINATION APPEALS - 2022/2023	$0.00	$0	$0	$0	
TRANSFER - OTHER	$0.00	$0	$0	$0	
TOTAL REVENUE	$126,339.58	$136,300	($19,100)	$117,200	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	$ 48,254.75	$48,939	$1,088	$50,027	
RELIEF CLERGY & OTHER CLERGY	$1,462.50	$2,500	($1,300)	$1,200	Combined - Not in past
CHURCH MUSICIAN	$7,244.35	$6,200	$1,300	$7,500	Based on 2022 Actuals
RELIEF MUSICIAN	$2,262.50	$0	$2,000	$2,000	Based on 2022 Actuals
ADMIN. ASST/BOOKKEEPER	$11,845.08	$17,645	($2,645)	$15,000	Pending Info
SALARIES - PAYROLL VARIANCES	$1,671.08	$0		NA	Eliminated from 2023 Budget
DIOCESAN ASSESSMENT	$20,307.00	$20,307	$815	$21,122	Based on income two years ago
CHRISTIAN EDUCATION	$136.42	$500	$0	$500	
DIACONATE PROFESSIONAL DEVELOPMENT	$0	$0	$200	$200	New fund to allow our Deacon to take educational and other training.
CLERGY CONFERENCES	$0	$400	$100	$500	As per the Diocese
MUSIC SUPPLIES	$206.50	$300	$0	$300	
SANCTUARY SUPPLIES	$460.77	$500	$0	$500	
ADVERTISING	$133.25	$200	$0	$200	
INSURANCE	$5,722.00	$5,722	$1,562	$7,284	30% increase as per Diocese
PHOTOCOPY	$2,994.07	$3,000	$0	$3,000	2 more years on lease
POSTAGE	$287.97	$500	($100)	$400	
STATIONERY	$646.19	$1,500		$1,000	
PUBLICATIONS	$222.20	$0		NA	Eliminated from 2023 Budget
COMPUTER EXPENSES	$208.24	$500	$1,500	$2,000	New computer purchase planned for admin.
SOCIAL EVENTS	$102.44	$200	$100	$300	
MAINTENANCE - GENERAL	$2,750.36	$5,000	$500	$5,500	Painting needed
SECURITY	$589.74	$500	$150	$650	
MAINTENANCE - CLEANING CONTRACT	$3,182.59	$3,500	$0	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$193.81	$500	$0	$500	
MAINTENANCE - GARDENING	$891.93	$3,000	$0	$3,000	
GARBAGE	$810.21	$1,000	$0	$1,000	
HYDRO	$4,462.73	$5,000	$500	$5,500	
WEBSITE SUPPORT (Tithe.ly)	$70.80	$0	$600	$600	
HEATING OIL (HALL)	$6,778.31	$5,000	$2,000	$7,000	
INTERNET	$1,480.47	$1,500	$50	$1,550	
TELEPHONE	$865.18	$1,000	$0	$1,000	
YOUTH MINISTRY	$0.00	$100	$0	$100	
SUNDAY SCHOOL	$0.00	$200	$0	$200	
MISCELLANEOUS	$34.42	$0	$0	$0	
BANK CHARGES & RECONCILIATIONS	$90.00	$0	$100	$100	
RECONCILIATION VARIANCES	($6.38)	$0	$0	$0	
TOTAL EXPENDITURES	$126,361.48	$135,213	$8,020	$143,233	
OPERATING SURPLUS/DEFICIT	($21.90)	$1,087		-$26,033	