Parish of Central Saanich Council Minutes
January 16, 2024 - 7:00 p.m. at St. Mary

Participants: The Ven. Dr. Lon Towstego, Chair

Lynda Clifford	Deb Butler	Ken Pedlow	Ian Stuart
Judi Clark	David Cooper	Lynn Fallan	Karen McColm
Gary Moss	Sandra Scarth	Don Wilson	

Leslie Pedlow (Recording Secretary)

Regrets: The Rev. Gil Shoesmith, Deacon, Terry Hartley

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

II **Changes or Additions to the Agenda?** – Lon asked if there were any changes to the Agenda. Lon suggested that we move the order of the Financials presentations to deal with both churches' 2023 year-end reports first and then deal with the 2024 budget material. Ian also asked that we include a financial report/budget from the Cemetery Board. Lon also suggested that we add Nominations to New Business.

It was **Moved** by Ian Stuart, **Seconded** by Judi Clark that the Agenda be accepted as amended. Carried.

III **Minutes:**

1. Council Meetings – November 21, 2023, were circulated for feedback. There were a couple of edits relating to the St. Stephen Wardens' Report.

   It was **Moved** by David Cooper, **Seconded** by Lynn Fallan, that the November 21, 2023 Minutes be adopted. **Carried**

IV **Reports**

1. **Financials**

   a) St. Mary's 2023 Report: Ken presented the 2023 year-end financial statements. He ensured that members were looking at the updated version.

   It was **Moved** by Ken Pedlow, **Seconded** by Judi Clark to accept the 2023 Year-end Financial Statements and recommend that they be submitted to the Annual General Meeting subject to the results of the Financial Review. **Carried.**

   b) St. Stephen's 2023 Report: Lynda Clifford asked if there were any questions.

   It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the 2023 year-end financial statements for St. Stephen, be accepted and that they be submitted to the Annual General Meeting subject to the Financial Review. **Carried.**

   c) St. Stephen's Anglican Cemetery: Ian presented 2023 year-end financial figures and asked Leslie to attach the document to the Minutes. He reported that income was 24 per cent over budget and expenses were 20 per cent under budget. Lon expressed his thanks to Howie for his diligence and professionalism in working with clients. He felt that this, combined with the Funeral planning workshop that was held has lead to people taking a more proactive approach in pre-planning arrangements. Ian asked if there were any questions. David Cooper inquired about the available capacity of the Cemetery. Lon responded that there might be a life span of five to ten years.

At the Cemetery Board meeting held on this date, the Board discussed placing forward planning on the agenda for the next meeting with a look at possible expansion. Don Wilson inquired about whether our rates were on parity with other organizations. Lon responded that people who are not members, pay a significantly higher rate than parishioners. The non-member rate falls in the middle of the scale of other Diocesan churches but is not on par with commercial entities such as Royal Oak where the level of services offered is much higher.

It was **Moved** by Ian Stuart, **Seconded** by Judi Clark that Council accept the financial statement for the Cemetery. **Carried.**

David inquired whether Ian was the Chair of the Cemetery Board and confirmed that he was with Lon ultimately being responsible as the Rector of the Parish. Lon also mentioned that Ian has been asked to take on a position with the Diocesan Committee on Cemetery matters.

Budgets:

St. Mary's Draft 2024 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. Ken pointed out that many of our expenditures were fixed and were not discretionary. Income projections were based on 2023 Actual receipts, not 2023 budget. Ken and Lon also explained that there had been discussion at the St. Mary's Operations Committee about how to best to communicate what is required to meet our budget obligations. It was determined that presenting two versions of the same budget was most transparent. The two-version budget as presented to Council will be how it is presented 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 as a result of the Review. **Carried**

St. Stephen Draft 2024 Budget: Lynda reiterated Ken's comments. Lon reiterated his comments about how the two-version budget came to be. Lynda also commented on the Donation Boxes that are on the grounds at St. Stephen. She has concerns that there has been negative feedback from parishioners. She would like Council members to reassure people that not only are they bringing in $80-$100 per month, they have been built to be very safe and very secure. Peter Simpson is working with Ian Stuart to add electronic donation capability via a QR code.

It was **Moved** by Lynda Clifford, **Seconded** by Sandra Scarth, that the Draft Budget be presented to the Annual General Meeting with necessary amendments as a result of the Review. **Carried.**

Lon expressed his gratitude for how everything came together in December and congratulated those involved in the communications.

d) Parish Treasurer's Report for AGM – For info only – As the Treasurer position is vacant, Ken Pedlow is willing to pull together a combined report for the AGM

Report along with the Anglican Parish of Central Saanich account report.

e) Identification of the Financial Statement Reviewers for 2024 books: Karen McColm for St. Mary/APCS and Don Wilson for St. Stephen both agreed to taking on the role again.

2. Rector – Lon asked if there were any questions. He mentioned that the Lenten series that he and Logan will present will begin on February 21st and will be in lieu of the regular Bible study. There was also a brief conversation regarding the electronic piano in the church at St. Stephen.

3. Wardens:
St. Mary – Ken called for questions. None were received.

St. Stephen – Lynda called for questions. Gary Moss spoke of his experience of being at a church where name tags were used and asked if name tags could be reinstated. The name tag board has been found at St. Stephen. St. Mary has a case in the narthex. Don Wilson and Irene Feir have created the name tags in the past.

For both Churches – Lon asked if there were snow removal plans in place. Lynda indicated that Peter Simpson would do his best at St. Stephen. Ian spoke with the contractor that gave us an estimate. He indicated that we would like to be added to their list but we would need to sign the quote and send a cheque for the $250 retainer. While Leslie would be taking the cheque books home and could cut a cheque, if the expected snowfall accumulation arrived as forecast, we could not get a second signature on the cheque or get a cheque and the document in the mail in time. There was no option to send payment electronically.

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

V **Business Arising/Discussion from Minutes** None

VI **Correspondence:** None

VII **New Business**

a) Shrove Tuesday Pancake Supper – February 13th – Ian has agreed to organize the event along with his son, Daniel. There was some discussion about whether the event should include gluten free items. It was decided that we would not as we could not ensure cross-contamination for those who are celiac. As this event has barely broken even due to last-minute donations/sales of leftovers, Ian felt that we needed to suggest a minimum donation. It was agreed that it should suggested $10 per person and $25 per family. It was also important to advise people to RSVP and then to honour their commitment with a donation if they do not show up or cancel prior to a specific deadline. Leslie will liaise with Mark Chase of the Peninsula Singers to extend an invitation and work on updating the poster.

b) Nominations – Lon went around the Council table and asked current members if they wished to remain on Council in 2024. Deb Butler and David Cooper advised that they will not continue.

c) Pledges – Lynda asked whether the Parish would consider resurrecting the use of pledge forms. Lon did indicate that there could be some discussion over the course of the year.

VIII Next Meeting

March 19, 2024

IX Dates to Note:

February 14, 2024 – Ash Wednesday Services – 10am St. Mary/7pm St. Stephen
February 25, 10 a.m. combined service at St. Mary followed by AGM

Ken Pedlow made a Motion for adjournment at 8:45 p.m.

X Closing with the Grace

The Grace was said together.

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The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – January 16, 2024
7:00 p.m. at St. Mary

Regrets: The Rev. Gil Shoesmith

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – November 2, 2023 - vote needed

✓ Motion to approve

IV **Reports**

1. Financials.
   a) St. Mary's 2023 Report & Draft 2024 Budget – Ken

✓ *Motion to adopt 2023 Financial Statements*
✓ *Motion to recommend budget to AGM*

b) St. Stephen's 2023 Report & Draft 2024 – Lynda

✓ *Motion to adopt 2022 Financial Statements*
✓ *Motion to recommend budget to AGM*

c) Parish Treasurer's Report for AGM – For info only - 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 for 2024 books (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**

a) Shrove Tuesday Pancake Supper – February 13th

VIII **Next Meeting**

Prior to AGM if needed

Motion for adjournment

IX **Closing with Prayer and the Grace**

Parish of Central Saanich Council Minutes
November 21, 2023 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date

Participants: The Ven. Dr. Lon Towstego, Chair
Lynda Clifford, Deb Butler, Ken Pedlow, Ian Stuart
Judi Clark, David Cooper, Lynn Fallan, Terry Hartley
Karen McColm, Gary Moss, Sandra Scarth
Leslie Pedlow (Recording Secretary)

Regrets: The Rev. Gil Shoesmith, Deacon, Don Wilson

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

II **Changes or Additions to the Agenda?** – Lon asked if there were any changes to the Agenda. None were noted except to change the date on the header to November 21, 2023.

III **Minutes:**

1. Council Meetings – October 17, 2023, were circulated for feedback. There were a couple of typing edits.

   It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford, that the October 17, 2023 Minutes be adopted. **Carried**

IV **Reports**

1. Rector – Lon asked if there were any questions. None were forthcoming. Lon drew attention to the date for a proposed social gathering on December 19th at the Towstego home. More information will follow in the invitation. Lon also advised Council that an applicant for the position of Music Director at St. Mary was interviewed this afternoon. It should also be noted that any new contract for a musician at St. Mary will include a component to have the person play on the second and fifth Sundays at St. Stephen.
2. Deacon – Gil's Deacons' meetings have been rescheduled to the third Tuesdays of the month, therefore he sent his regrets. He hopes to be able to speak with the coordinator of the Deacons to see if he could perhaps alternate attendance between the two groups.
3. Wardens:
   St. Mary – Ken called for questions. None were received.

   St. Stephen – Lynda called for questions. None were received. She did clarify that while the flags had been moved from the front of the church to the back. Lon advised that there would be a similar discussion held at St. Mary's with the Wardens. This has not yet been done as it is more complex to move the flags at this location. David Cooper inquired as to the reason behind the move and there was a brief discussion indicating that moving flags from the Sanctuary of the Church to another area is now being done is most Canadian and Diocesan churches.

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

4. Financials:

a) St. Mary Statements to October 31, 2023 – presented by Ken Pedlow. There were no questions. Ken indicated that the payroll issues were still unresolved. Lon indicated that Leslie has written a lengthy email to the Diocesan Financial Officer outlining the outstanding issues that are in need of correction as soon as possible. Ken was pleased to note that St. Mary's is tracking to budget.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the St. Mary Financial Statements to October 31, 2023 be adopted. **Carried**.

b) St. Stephen Statements to October 31, 2023 - presented by Lynda Clifford. She reiterated Ken's comments regarding the outstanding payroll issues. She expressed concern about the cost of garbage and recycling pick up as she has noticed that St. Stephen's is paying more than St. Mary. Lynda was advised that Pan-insula Disposal was the supplier at St. Mary and it would be worth asking them for a quote. Lynda advised that the Operations Committee has authorized transferring funds from the Lychgate fund and the Pet Memorial Fund to the Contingency Reserve Fund that will be used to offset the growing deficit. David Cooper expressed his concern and he was thanked for his input. Ken noted that he plans to put a financial report in the next issue of the ConneXion outlining the state of affairs and encouraging parishioners to give as they are able. He also mentioned that it is important to note that due to the timing of Christmas Eve and Christmas Day, the opportunities for people to make offerings is reduced this year. This too, will be communicated to parishioners.

It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the St. Stephen Financial Statements to October 31, 2023 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Gilbert & Sullivan Concert – will be held at St. Mary's at 3:00 p.m. on December 16th. The concert is one hour long with no intermission. We have agreed to be the "hosts" by offering them the use of the space at no set charge. The Society has indicated that they will make a donation if they are able.

VI Correspondence: None

VII New Business

a) The Draft Christmas Service/Events Flyer– prepared by John Beresford was circulated. Leslie asked for input/edits before going to press with these inserts that will be handed out at the Holly Fair and beyond.

b) Alternative to Reverse Advent Food Collection – Since there are no morning services on December 24th, Leslie and Lynda felt that supporting the Saanich Peninsula Lions Food Bank "Twelve Days of Giving" program would work well. This will be communicated to parishioners via email blast and in the bulletins.

c) Stewardship – Ongoing. As Ken mentioned, there will be information in the next newsletter and a letter will be sent as necessary. Lon advised that the Cost-of-Living Adjustment for employees has been set at 3%.

VIII Dates to Note:

- Saturday, November 25 – Induction of the Rev. Kelly Duncan as Rector of St. Andrew at 2:00 p.m.
- Weekend of November 25 & 26 – No access to St. Stephen's Hall due to outside use.
- Wednesday, November 29 at 1:30 p.m. Replay of Peking to Paris Slideshow at St. Mary's
- Saturday, December 2, 9:00 a.m. – SVA Breakfast with Santa at St. Mary's
- Saturday, December 16, 3:00 p.m. G & S Victorian Christmas Concert

IX Next Meeting

Social Gathering/dinner hosted by Lon & Marian Towstego, Tuesday, December 19 at 5:00p.m. Invitation to follow. There will be no meeting at this event.

Actual next meeting – January 16, 2024 at 7:00 p.m. with a focus on budgeting and succession planning.

Ken Pedlow made a Motion for adjournment at 7:55 p.m.

X Closing with the Grace

Gary Moss closed with a prayer and the Grace was said together.

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The Ven. Dr. Lon Towstego, Chair

St. Mary's December 2023 Financial Review

ITEM	Actual To 31-Dec	% To Budget Target=100%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$107,125.18	107.1%	$100,000	
OPEN OFFERING	$1,287.00	257.4%	$500	
FESTIVAL	$11,117.00	148.2%	$7,500	
HALL /FACILITIES USE DONATIONS	$12,080.00	151.0%	$8,000	Includes some January rental pre-payments
BAPTISMS/ WEDDINGS/ FUNERALS	$850.00	42.5%	$2,000	
MISCELLANEOUS	$110.00	22.0%	$500	
INCOME FROM HOLLY FAIR	$7,000.00	233.3%	$3,000	
PARISH THRIFT SALES	$5,480.00	109.6%	$5,000	
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00		$0	
DEFICIT ELIMINATION APPEAL - 2023	$250.00		$0	
DEFICIT RESERVE	$0.00		$0	
TRANSFER FROM MEMORIAL ACCOUNT			$0	
TOTAL REVENUE	**$145,299.18**	114.6%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$50,295.69	100.5%	$50,027	
RELIEF CLERGY	$300.00	24.0%	$1,250	
CHURCH MUSICIAN	$5,383.47	47.5%	$11,328	
RELIEF MUSICIAN	$4,250.00	354.2%	$1,200	
ADMIN. ASST/BOOKKEEPER	$26,521.21	105.2%	$25,200	COLA for 2021 & 2022
DIOCESAN ASSESSMENT	$20,853.96	100.0%	$20,854	
CHRISTIAN EDUCATION	$152.51	61.0%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$200	
CLERGY CONFERENCES	$290.40	58.1%	$500	
MUSIC MINISTRY	$695.11	79.4%	$875	
SANCTUARY SUPPLIES	$320.08	98.5%	$325	
ADVERTISING	$231.55	77.2%	$300	
INSURANCE	$7,198.00	125.7%	$5,725	No Further Action Required
PHOTOCOPY	$2,781.69	92.7%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$471.08	62.8%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,964.60	56.5%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$3,690.00	87.9%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$850.55	212.6%	$400	
MAINTENANCE - GARDENING	$73.22	7.3%	$1,000	
GARBAGE	$481.92	96.4%	$500	
HYDRO	$6,300.88	71.6%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$108.08	18.0%	$600	
INTERNET	$2,953.12	107.4%	$2,750	
TELEPHONE	$1,319.37	94.2%	$1,400	
WATER/SEWER	$659.99	82.5%	$800	
MISCELLANEOUS	$236.83	47.4%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$139,479.70**	93.2%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**$5,819.48**	-25.4%	**-$22,934**	

St. Mary's Anglican Church
Balance Sheet
As of 31 December 2023

		31 Dec 23
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account		24,229.82
1110 · St. Mary's Church Events		2,722.51
1210 · St. Mary's Memorial Operating		162,710.88
Total 1005 · Consolidated Bank Account		189,663.21
Total Chequing/Savings		189,663.21
Accounts Receivable		
1400 · GST Receivable		612.82
Total Accounts Receivable		612.82
Total Current Assets		190,276.03
TOTAL ASSETS		**190,276.03**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund		1,743.58
3120 · Church Events - Flower		1,630.98
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	306.25	
3135 · Church Events - Holly Fair Don	576.57	
Total 3130 · Church Events - Holly Fair		882.82
3150 · Church Events - General		49.85
3160 · Church Events - Church Sales		29.01
3170 · Church Events - Social Fund		663.57
3190 · Church Events- Recycle Refunds		555.00
Total 3100 · Current Special Ministries - CE		5,554.81
3400 · Outreach Funds		
3493 · Prayer Shawl Ministry		68.11
3495 · Outreach-St. Matthews Library		1,000.00
Total 3400 · Outreach Funds		1,068.11

St. Mary's Anglican Church
Balance Sheet
As of 31 December 2023

	31 Dec 23
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	2,178.11
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	830.65
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	5,086.97
3590 · Memorial-Sound/Video	1,000.00
Total 3500 · Deferred Sp. Ministries - Mem.	38,527.60
Total Long Term Liabilities	45,150.52
Total Liabilities	45,150.52
Equity	
32000 · Retained Earnings	10,636.25
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,951.93
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	5,973.40
Total Equity	145,125.51
TOTAL LIABILITIES & EQUITY	**190,276.03**

St. Mary's Anglican Church
Profit & Loss
January through December 2023

	Jan - Dec 23			
Income				
4000 · INCOME - General				
4100 · Offering Income				
4110 · Offering-Open Offering		1,287.00		
4120 · Offering-Weekly		107,125.18		
4130 · Offering - Festivals				
4131 · Offeirng-Festival-Easter	3,312.00			
4132 · Offering-Festival-Thanksgiving	2,175.00			
4133 · Offering - Festival-Christmas	5,630.00			
Total 4130 · Offering - Festivals		11,117.00		
Total 4100 · Offering Income			119,529.18	
4200 · Income-Deficit Elimination			250.00	
4300 · General Income				
4310 · General Income-Bapt./Wed/Funer.		850.00		
4330 · General Income-Facilities Use		12,080.00		
4360 · General Income-Misc./Interest		110.00		
Total 4300 · General Income			13,040.00	
4400 · Transfers IN-General				
4410 · Transfer IN-CE-Holly Fair		7,000.00		
4420 · Transfer IN-CE-Church Sales		5,480.00		
Total 4400 · Transfers IN-General			12,480.00	
Total 4000 · INCOME - General				145,299.18
Total Income				145,299.18
Expense				
5000 · EXPENDITURES - General				
5100 · Wages & Benefits - General				
5110 · Salary/Benefits - Rector		50,295.69		
5120 · Salary/Benefits-Music Director		5,383.47		
5130 · Salary/Benefits-Admin./Bookeep.		26,521.21		
5140 · Relief Clergy/Other Clergy		300.00		
5150 · Relief Musician		4,250.00		
Total 5100 · Wages & Benefits - General			86,750.37	
5300 · Expenditures - Admin - General				
5310 · Website/Electronic. Media		108.08		
5320 · Postage		96.39		
5330 · Stationery Expenses				
5331 · Stationery - General	471.08			
Total 5330 · Stationery Expenses		471.08		

St. Mary's Anglican Church
Profit & Loss
January through December 2023

		Jan - Dec 23	
5340 · Photocopier - General		2,781.69	
5350 · Insurance		7,198.00	
5360 · Diocesan Assessment		20,853.96	
5370 · Advertising		77.63	
5380 · Fundraising Expenses		203.93	
Total 5300 · Expenditures - Admin - General			31,790.76
5400 · Expenditures-Ministries-General			
5410 · Music		695.11	
5420 · Sanctuary		320.08	
5430 · Christian Education		152.51	
5440 · Conferences		290.40	
Total 5400 · Expenditures-Ministries-General			1,458.10
5500 · Expenditures-Maintenance-Gener.			
5510 · General Maintenance		2,964.60	
5520 · Cleaning-General			
5521 · Cleaning-Contract	3,690.00		
5522 · Cleaning-Supplies	850.55		
Total 5520 · Cleaning-General		4,540.55	
5530 · Grounds and Equipment		73.22	
Total 5500 · Expenditures-Maintenance-Gener.			7,578.37
5600 · Expenditures-Utilities-General			
5610 · Water/Sewer		659.99	
5620 · Hydro		6,300.88	
5640 · Telephone		1,319.37	
5650 · Internet		2,953.12	
5660 · Garbage Disposal		481.92	
Total 5600 · Expenditures-Utilities-General			11,715.28
5800 · Miscellaneous Expenses-General			32.90
Total 5000 · EXPENDITURES - General			139,325.78
Total Expense			139,325.78
Net Income			**5,973.40**

St. Mary's Draft 2024 Budget (Revised)	Note: Budget 1 and 2 have the same Income and Disbursements Figures. Budget 1 shows a deficit budget, Budget 2 projects the amount of the deficit elimination appeal required to balance.				
ITEM	2023	2023	2024	2024	
	Actuals	Budget	Budget (1)	Budget (2)	2024 Budget Remarks
INCOME					
REGULAR OFFERINGS	$107,125.18	$100,000	$110,000	$110,000	Budgetted slightly higher than 2023 actuals
OPEN OFFERING	$1,287.00	$500	$1,300	$1,300	Cash and offerings from non-envelope attendees have increased
FESTIVAL	$11,117.00	$7,500	$11,000	$11,000	Easter, Thanksgiving, Xmas Offerings increased to reflect current trend
HALL /FACILITIES USE DONATIONS	$12,080.00	$8,000	$13,000	$13,000	Increased to reflect higher usage
BAPTISMS/ WEDDINGS/ FUNERALS	$850.00	$2,000	$1,500	$1,500	Reduced to reflect the actual useage.
MISCELLANEOUS INCOME/INTEREST	$110.00	$500	$500	$500	Remain projected to be the same to reflect higher returns in 2024
INCOME FROM HOLLY FAIR	$7,000.00	$3,000	$7,500	$7,500	Increased to reflect 2023 actuals
PARISH THRIFT SALES (SPRING/FALL)	$5,480.00	$5,000	$5,500	$5,500	Increased slightly
SPECIFIC DONATIONS	$0	$250	$0	$0	
NEW BEQUESTS	$0	$0	$0	$0	
DEFICIT ELIMINATION APPEALS	$250.00	$0	$0	$16,625	This is the amount needed to balance the budget
TRANSFER - OTHER	$0.00	$0	$0	$0	
TOTAL REVENUE	$145,299.18	$126,750	$150,300	$166,925	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	50,295.69	$50,027	$52,686	$52,686	50% of clergy costing sheet from the Diocese
RELIEF CLERGY & OTHER CLERGY	$300.00	$1,250	$2,150	$2,150	Increased to reflect new rate schedule with 6 Sundays of relief
CHURCH MUSICIAN	$5,383.47	$11,328	$14,820	$14,820	Contract cost for St Mary
RELIEF MUSICIAN	$4,250.00	$1,200	$1,200	$1,200	
ADMIN. ASST/BOOKKEEPER	$26,521.21	$25,200	$26,814	$26,814	Reflects 3% COLA as per Diocesan template
DIOCESAN ASSESSMENT	$20,853.96	$20,854	$22,485	$22,485	
CHRISTIAN EDUCATION	$152.51	$250	$250	$250	
DIACONATE PROFESSIONAL DEVELOPMENT	$0	$200	$1,000	$1,000	Increase to cover 50% of the cost of a Dianconate Conference that is planned for in 2024 if Gil is to attend.
CLERGY CONFERENCES	$290.40	$500	$750	$750	Increased to reflect an in-person conference this year for Lon to attend.
MUSIC MINISTRY	$695.11	$875	$900	$900	Increased to reflect higher cost of piano tuning , licenses and other music related costs with a new church musician
SANCTUARY SUPPLIES	$320.08	$325	$350	$350	Slight increase in cost projected.
ADVERTISING	$231.55	$300	$750	$750	Ads for Easter/Christmas/other events
INSURANCE	$7,198.00	$5,725	$8,638	$8,638	This is a projected 20% increase as per the Diocese's recommendation
PHOTOCOPY	$2,781.69	$3,000	$3,000	$3,000	To remain unchanged from previous year
POSTAGE	$96.39	$150	$150	$150	To remain unchanged from previous year
STATIONERY	$471.08	$750	$750	$750	Donations of copier paper has reduced the cost
COMPUTER EXPENSES	$0	$1,500	$1,500	$1,500	Expected cost for new equipment
MAINTENANCE - GENERAL	$2,964.60	$5,250	$8,500	$8,500	Increased to take care of outstanding projects
MAINTENANCE - CLEANING CONTRACT	$3,690.00	$4,200	$4,200	$4,200	To remain unchanged from previous year
MAINTENANCE - CLEANING SUPPLIES	$850.55	$400	$500	$500	More cleaning material needed with increased building usage.
MAINTENANCE - GARDENING	$73.22	$1,000	$1,000	$1,000	Thanks to dedicated volunteers the cost of ground maintenance has been low.
GARBAGE	$481.92	$500	$525	$525	Slight increase in cost projected.
HYDRO	$6,300.88	$8,800	$7,032	$7,032	Based on $586 per month from BC Hydro
WEBSITE SUPPORT/Online Licenses	$108.08	$600	$750	$750	Name change. Ian to review for a Diocesan cost download to Parish
COMMUNICATIONS (Internet/telephone)	$4,272.49	$4,150	$4,800	$4,800	Projected increase in contracts
WATER/SEWER	$659.99	$800	$875	$875	CRD water rate increase applied for of 6.5%
MISCELLANEOUS	$236.83	$500	$500	$500	To remain unchanged from previous year
BANK CHARGES & RECONCILIATIONS	$0.00	$50	$50	$50	No cheque purchase planned for in 2024.
TOTAL EXPENDITURES	$139,479.70	$149,684	$166,925	$166,925	
OPERATING SURPLUS/DEFICIT	$5,819.48	-$22,934	-$16,625	$0	

St Stephen's December 2023 Financial Review (2)

ITEM	Actual To 31-Dec	% To Budget Target=100%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$80,489.46	80.5%	$100,000	
OPEN OFFERING	$2,190.62	273.8%	$800	
FESTIVAL	$11,270.00	450.8%	$2,500	
HALL /Preschool Donation	$11,820.00	112.6%	$10,500	
OTHER HALL DONATIONS	$7,311.40	0.0%	$0	Includes $2,750.85 for grounds use.
WEDDINGS/ FUNERALS	$2,400.00	600.0%	$400	
FUNERAL BULLETIN FEES	$0.00	0.0%	$0	
SOCIAL EVENTS	$0.00	0.0%	$0	
INTEREST INCOME	$3,794.28	63.2%	$6,000	
DONATIONS/Targeted	$0.00	0.0%	$0	
WAGE SUBSIDY	$0.00	0.0%	$0	
CEMETERY SUPPORT	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$2,806.90	0.0%	$0	Diocesan CTF interest for church & cemetery
NEW BEQUESTS	$10,000.00			
TOTAL REVENUE	**$132,082.66**	109.9%	**$120,200**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$50,296.64	100.5%	$50,027	
RELIEF & OTHER CLERGY	$300.00	25.0%	$1,200	
CHURCH MUSICIAN	$7,963.92	106.2%	$7,500	
RELIEF MUSICIANS	$2,100.00	105.0%	$2,000	Includes $100 for sound/projection
ADMIN. ASST/BOOKKEEPER	$14,208.94	103.0%	$13,800	
PAYROLL VARIANCES	$0.00			
DIOCESAN ASSESSMENT	$21,122.04	100.0%	$21,122	
CHRISTIAN EDUCATION	$28.18	5.6%	$500	
DIACONATE PROFESS. DEVELOPMENT	$0.00	0.0%	$200	
CLERGY CONFERENCES	$290.40	58.1%	$500	
MUSIC SUPPLIES	$217.00	72.3%	$300	
SANCTUARY SUPPLIES	$352.23	70.4%	$500	
ADVERTISING	$376.37	188.2%	$200	
INSURANCE	$7,121.00	97.8%	$7,284	No Further Action
PHOTOCOPY	$3,576.50	119.2%	$3,000	
POSTAGE	$172.75	43.2%	$400	
STATIONERY	$647.78	64.8%	$1,000	$120 for shredding backlog
OFFICE COMPUTERS	$77.99	3.9%	$2,000	
SOCIAL EVENTS	$0.00	0.0%	$300	Moved to special fund.
MAINTENANCE - GENERAL	$2,842.86	51.7%	$5,500	
SECURITY	$428.28	65.9%	$650	
MAINTENANCE - CLEANING CONTRACT	$3,413.24	97.5%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$195.10	39.0%	$500	
MAINTENANCE - GROUNDS	$396.48	13.2%	$3,000	
GARBAGE	$1,114.07	111.4%	$1,000	
HYDRO	$4,401.12	80.0%	$5,500	
WEB MAINTENANCE	$108.08	18.0%	$600	
HEATING OIL (HALL)	$3,579.93	51.1%	$7,000	
INTERNET	$1,540.77	99.4%	$1,550	
TELEPHONE	$887.12	88.7%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$89.80	0.0%	$0	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$154.49	154.5%	$100	
RECONCILIATRION VARIANCES	$1,542.14	0.0%	$0	CTF transfer owed to cemetery
TOTAL EXPENDITURES	**$129,545.22**	91.2%	**$142,033**	
OPERATING SURPLUS/DEFICIT	**$2,537.44**	-11.6%	**-$21,833**	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 December 2023

	31 Dec 23
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Consolidated Bank	
1010 · Coast Captial Operating Account	142,270.19
Total 1000 · Consolidated Bank	142,270.19
Total Chequing/Savings	142,270.19
Accounts Receivable	
1410 · ACCOUNTS RECEIVABLE	
1420 · Receivable -General	2,806.90
Total 1410 · ACCOUNTS RECEIVABLE	2,806.90
Total Accounts Receivable	2,806.90
Other Current Assets	
1400 · GST -(2.5%) Recoverable	1,404.35
1500 · INVESTMENTS	
1505 · Diocesan Investment (CTF)	
1506 · CTF Market Value Fluctuation	(8,308.26)
1505 · Diocesan Investment (CTF) - O...	130,000.00
Total 1505 · Diocesan Investment (CTF)	121,691.74
Total 1500 · INVESTMENTS	121,691.74
Total Other Current Assets	123,096.09
Total Current Assets	268,173.18
TOTAL ASSETS	**268,173.18**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	
2020 · Individuals Payable	(125.00)
2040 · Suppliers Payable	1,542.14
Total 2000 · ACCOUNTS PAYABLE	1,417.14
Total Accounts Payable	1,417.14
Other Current Liabilities	
3100 · CURRENT SPECIAL MINISTRIES	
3110 · Altar Flowers /Guild	105.45
3160 · Community Lunch (#5)	215.56
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	361.56
Total 3100 · CURRENT SPECIAL MINIS...	702.57

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 December 2023

		31 Dec 23
3400 · OUTREACH PROJECTS		
3415 · Grief & Support Lunch	39.04	
3420 · General Outreach	119.70	
3493 · Prayer Shawls	719.37	
Total 3400 · OUTREACH PROJECTS		878.11
Total Other Current Liabilities		1,580.68
Total Current Liabilities		2,997.82
Long Term Liabilities		
3500 · DEFERRED SPECIAL PROJECTS		
3505 · Church Restoration (CTF)	91,048.58	
3510 · Contingency Reserve Fund	25,256.47	
3520 · Garden Project (#5)	215.47	
3525 · Grounds Maintenance (CTF)	26,529.58	
3535 · Lych-gate (#5)	500.00	
3540 · Memorial Hall Fund		
3543 · General Memorial Funds	44,392.49	
Total 3540 · Memorial Hall Fund	44,392.49	
3545 · Pet Memorial (#5)	438.50	
3560 · Education Fund (#5)	4,988.91	
Total 3500 · DEFERRED SPECIAL PROJE...		193,370.00
Total Long Term Liabilities		193,370.00
Total Liabilities		196,367.82
Equity		
30000 · Opening Bal Equity		40,712.67
32000 · Retained Earnings		36,863.51
32150 · Unrealized Gain/Loss		(8,308.26)
Net Income		2,537.44
Total Equity		71,805.36
TOTAL LIABILITIES & EQUITY		**268,173.18**

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2023

	Jan - Dec 23			
Ordinary Income/Expense				
Income				
4000 · OPERATING INCOME				
4100 · Offering Income				
4110 · Open Offerings		2,190.62		
4120 · Identified Donors		80,489.46		
4130 · Festival Donations				
4131 · Easter Envelopes	1,125.00			
4132 · Thanksgiving / Harvest	140.00			
4133 · Christmas Season	10,005.00			
Total 4130 · Festival Donations		11,270.00		
Total 4100 · Offering Income			93,950.08	
4300 · General Income				
4310 · Weddings / Funerals		2,400.00		
4350 · Miscellaneous Income		0.00		
4380 · General Income - New Bequests		10,000.00		
Total 4300 · General Income			12,400.00	
4330 · Facilities Income				
4334 · Community Facilities Use		3,600.00		
4335 · Community Grounds User		2,750.85		
4337 · Pre-School		11,820.00		
4339 · Donation Boxes		960.55		
Total 4330 · Facilities Income			19,131.40	
4340 · Interest			3,794.28	
Total 4000 · OPERATING INCOME				129,275.76
4990 · Uncategorized Income				2,806.90
Total Income				132,082.66
Gross Profit				132,082.66
Expense				
5000 · General Expenditure				
5100 · Wages & Benefits				
5110 · Priest Salary/Benefits		50,296.64		
5130 · Administrator -Salary/Benefits		14,208.94		
5140 · Relief Clergy		300.00		
5150 · Musicians				
5151 · Musicians -Contract	7,963.92			
5152 · Occasional Musicians	2,000.00			
5153 · Sound/Projection	100.00			
Total 5150 · Musicians		10,063.92		

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2023

	Jan - Dec 23		
5180 · Payroll Variences	0.00		
Total 5100 · Wages & Benefits		74,869.50	
Total 5000 · General Expenditure			74,869.50
5300 · General Administration			
5310 · Web Maintenence		108.08	
5320 · Post Box & Postage		172.75	
5330 · Office Supplies		647.78	
5332 · Office Computers / Software		77.99	
5340 · Photocopier		3,576.50	
5350 · Insurance		7,121.00	
5360 · Diocesan Assessment		21,122.04	
5370 · Advertising		376.37	
5380 · Fundraising Expenses		89.80	
5390 · Bank Charges /Error Correction		154.49	
Total 5300 · General Administration			33,446.80
5400 · Ministry Expense			
5410 · Music Supplies		217.00	
5420 · Church & Sanctuary Supplies		352.23	
5430 · Christian Education		28.18	
5440 · Conferences		290.40	
Total 5400 · Ministry Expense			887.81
5500 · Maintenence Expenses			
5510 · General Maintenance		2,842.86	
5520 · Cleaning Expense			
5521 · Janitorial Contract	3,413.24		
5522 · Cleaning Supplies	195.10		
Total 5520 · Cleaning Expense		3,608.34	
5530 · Grounds Keeping			
5532 · Grounds Equipment	396.48		
5533 · Grounds Labour	0.00		
Total 5530 · Grounds Keeping		396.48	
5550 · Security		428.28	
Total 5500 · Maintenence Expenses			7,275.96
5600 · Utilities Expenses			
5620 · Hydro			
5621 · Electricity - Church	1,630.46		
5622 · Electricity - Hall	2,770.66		
Total 5620 · Hydro		4,401.12	
5630 · Heating Oil - Hall		3,579.93	
5640 · Telephone Links			
5642 · Office Line	287.12		

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through December 2023

	Jan - Dec 23
5644 · Rector's Cell	600.00
Total 5640 · Telephone Links	887.12
5650 · Internet Service	1,540.77
5660 · Garbage & Recycling	1,114.07
Total 5600 · Utilities Expenses	11,523.01
5700 · Transfers -OUT	
5720 · Parish Transfers	
5728 · Owed to Cemetery	1,542.14
Total 5720 · Parish Transfers	1,542.14
Total 5700 · Transfers -OUT	1,542.14
Total Expense	129,545.22
Net Ordinary Income	2,537.44
Net Income	**2,537.44**

St. Stephen's Draft 2024 Budget (Revised)	Note: Budget 1 and 2 have the same Income and Disbursements Figures. Budget 1 shows a deficit budget, Budget 2 projects the amount of the deficit elimination appeal required to balance.				
ITEM	2023	2023	2024	2024	
	Actuals	BUDGET	Budget (1)	Budget (2)	Budget Remarks
INCOME					
REGULAR OFFERINGS	$80,489.46	$100,000	$81,000	$81,000	Budgetted slightly higher than 2023 actuals
OPEN OFFERING	$2,190.62	$800	$2,000	$2,000	Cash and offerings from non-envelope attendees have increased
FESTIVAL	$11,270.00	$2,500	$11,000	$11,000	Easter, Thanksgiving, Xmas Offerings increased to reflect 2023 actual
HALL/Preschool Donation	$11,820.00	$10,500	$13,500	$13,500	Increased to reflect 2023 actual
OTHER HALL DONATIONS	$7,311.40	$0	$3,000	$3,000	Increased to reflect 2023 actual
WEDDINGS/ FUNERALS	$2,400.00	$400	$1,000	$1,000	Increased to reflect 2023 actual
FUNERAL BULLETIN FEES	$0.00	$0	$400	$400	Can this category be removed? Handled as recoveries to photocopying
INTEREST INCOME	$3,794.28	$6,000	$6,000	$6,000	Receivable expected and will be dealt with later
DEFICIT ELIMINATION APPEALS	$0.00	$0	$0	$26,672	This is the amount needed to balance the budget
MISCELLANEOUS INCOME	$2,806.90	$0	$0	$0	Diocesan CTF interest for church & cemetery
NEW BEQUESTS	$10,000.00	$0	$0	$0	
TOTAL REVENUE	$132,082.66	$120,200	$117,900	$144,572	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	50,296.64	$50,027	$52,686	$52,686	50% of clergy costing sheet from the Diocese
RELIEF CLERGY & OTHER CLERGY	$300.00	$1,200	$2,150	$2,150	Increased to reflect new rate schedule with 6 Sundays of relief
CHURCH MUSICIAN	$7,963.92	$7,500	$9,701	$9,701	2023 budget (Rachel)+ 3% cost of living + $1,976 cost for Joanne
RELIEF MUSICIANS + SOUND	$2,100.00	$2,000	$1,200	$1,200	Reduced because of Joanne's contract
ADMIN. ASST/BOOKKEEPER	$14,208.94	$13,800	$13,445	$13,445	Reflects 3% COLA as per the Diocesan template
DIOCESAN ASSESSMENT	$21,122.04	$21,122	$17,945	$17,945	Reduced as per Diocesan information
CHRISTIAN EDUCATION	$28.18	$500	$400	$400	Reduced slightly
DIACONATE PROFESSIONAL DEVELOPMENT	$0	$200	$1,000	$1,000	Increase to cover 50% of the cost of a Dianconate Conference that is planned for in 2024 if Gil is to attend.
CLERGY CONFERENCES	$290.40	$500	$750	$750	Increased to reflect an in-person conference this year for Lon to attend.
MUSIC MINISTRY	$217.00	$300	$300	$300	To remain unchanged from previous year
SANCTUARY SUPPLIES	$352.23	$500	$500	$500	To remain unchanged from previous year
ADVERTISING	$376.37	$200	$750	$750	Increased to cover ads for holidays/other events/Cent Saanich Signage
INSURANCE	$7,121.00	$7,284	$8,545	$8,545	This is a projected 20% increase
PHOTOCOPY	$3,576.50	$3,000	$3,500	$3,500	Increased to cover 2023 expense
POSTAGE	$172.75	$400	$400	$400	To remain unchanged from previous year
STATIONERY	$647.78	$1,000	$600	$600	Reduced to match 2023 expenditure
COMPUTER EXPENSES	$77.99	$2,000	$2,000	$2,000	Expected cost for new equipment
SOCIAL EVENTS	$0.00	$300	$0	$0	Delete category. Moved to special fund
MAINTENANCE - GENERAL	$2,842.86	$5,500	$5,000	$5,000	Decreased slightly
SECURITY	$428.28	$650	$650	$650	To remain unchanged from previous year
MAINTENANCE - CLEANING CONTRACT	$3,413.24	$3,500	$3,500	$3,500	To remain unchanged from previous year
MAINTENANCE - CLEANING SUPPLIES	$195.10	$500	$500	$500	To remain unchanged from previous year
MAINTENANCE - GARDENING	$396.48	$3,000	$3,000	$3,000	Thanks to dedicated volunteers the cost of ground maintenance has been low.
GARBAGE	$1,114.07	$1,000	$1,000	$1,000	Reduced cost hoped for with a new contractor
HYDRO	$4,401.12	$5,500	$5,500	$5,500	To remain unchanged from previous year
WEBSITE SUPPORT/Online Licenses	$108.08	$600	$600	$600	Ian to review for a Diocesan cost download to Parish
HEATING OIL (HALL)	$3,579.93	$7,000	$6,000	$6,000	Reduced due to 2023 costs
COMMUNICATIONS (Internet/telephone)	$2,427.89	$2,550	$2,550	$2,550	To remain unchanged from previous year
YOUTH MINISTRY	$0.00	$100	$100	$100	To remain unchanged from previous year
SUNDAY SCHOOL	$0.00	$200	$200	$200	To remain unchanged from previous year
MISCELLANEOUS	$89.80	$0	$0	$0	To remain unchanged from previous year
BANK CHARGES & RECONCILIATIONS	$154.49	$100	$100	$100	To remain unchanged from previous year
RECONCILIATION VARIANCES	$1,542.14	$0	$0.00	$0.00	CTF transfer owed to cemetery
TOTAL EXPENDITURES	$129,545.22	$142,033	$144,572	$144,572	
OPERATING SURPLUS/DEFICIT	$2,537.44	-$21,833	-$26,672	$0	

Report to Parish Leadership Team, January 16, 2024.

- Thank-you each of you for your service with this leadership team in 2023 and already into 2024. I look forward to our Annual General Meeting together.
- It is very encouraging to experience our groups with Invite, Welcome and Connect groups. We have about ten people and are coming together as one group beginning this week. I am pleased that the group grasps that this is way more than having “greeters” but more to do with overall change and looking forward. More news will follow.
- Logan and I will be offering a Lenten Series, “So Simple So Complex,” Anglicanism 101.
- The time is shorter than usual for the journey from Christmas to Ash Wednesday and, in fact, to Easter. Therefore, we are focussed on pastoral visits and planning for Lent and beyond as well as the AGM.
- We are enjoying getting to know our new musician, Joanne Lambert. Early indicators have been incredibly positive.
- Have a blessed 2024!

Wardens' Report for St Mary's to Parish Council – January 16, 2024

Activities – completed.

1) Prepared 2023 year-end financial review documentation for both churches.
2) Prepared a revised Church Musician contract and hired Joanne Lambert for duties at both churches.
3) Approved a de-mossing proposal for the church roof. Work delayed from Jan. 12 due to weather.
4) Prepared 2024 budget proposals for review by both church operations committees.
5) In consultation with the Operation's Committee decided to remove the current malfunctioning automatic door opener on the women's washroom and replace with a standard type of door closer.
6) Assisted with Christmas season decorating in the church.
7) Assisted with the Holly Fair, Saanichton Xmas, concerts at the church, men's breakfasts.
8) Provided a financial update to parishioners.

Activities – Underway or planned.

9) Posting the Fire Safety Plan in its metal box.
10) Repair and rebuild of the circular window frame in 2024.
11) Order the remaining new phones and complete the rest of the phone system repairs.
12) Undertake to complete a Capital & Significant Operating Issues Plan.
13) Refresh the website appearance and upgrade the functionality to a more modern level.
14) Purchase a laptop computer for use at both churches and complete the networking and coordination of their computer systems.
15) Keep informed about Diocesan initiatives and participate as required.
16) Investigate the purchase of Wi-Fi operatable thermostats to reduce unnecessary heating of the building. The current thermostat in the Narthex failed and was replaced temporarily. It has been determined that the kind installed were the wrong type and the remaining two will also fail. The Cooper Hall thermostat has also been replaced.
17) Review the quality and waste of paper product supplies in the washrooms with U-Line.
18) Repair damaged roof soffit, repaint spire and install harness clips on the roof peak to facilitate this work. A man lift costing $1,900 will be required to provide access for this project to be undertaken next spring.
19) Upgrade sound system wiring and connections to improve performance and reliability.
20) Replace the hall entrance door to include a keypad lock, planned for later this year, doors and hardware are on site and need priming, painting and then installation.
21) Complete the cleaning of the remaining carpets in the sanctuary.
22) Get the Country Grocer loyalty program operational at St Mary's. Underway awaiting approval of the application.
23) Implement the new stormwater source control monitoring requirements for parking lot catch basins and prepare mitigation kit for hazardous spills in the parking lot in accordance with CRD bylaws/regulations.
24) Transfer funds to the Diocesan Trust Fund for investment.
25) Update the Welcome Board in the narthex.
26) Replace the fans in both the washrooms. Cost $200 X 2.
27) Refresh the congregation photo display in the hallway.
28) Arrange for stripping and recoating of men's washroom floor.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens Report. Jan 2023

Done:

Of course we all enjoyed the services over Christmas and certainly the best part was having friends, family and other community members join us. We are, as always, thankful for all who work together to make this happen, it takes many people working together. We thank you all!!!!

We are looking forward to a new organist playing this month for our 2nd and 5th Sundays.

The flags in the church have been moved to the back, this was requested by the Bishop. They will hang.

We held a successful pot luck lunch after the service on Nov. 12 and people agreed they would like to do it again, we decide Praise Band Sundays would be great for this, so the first is January 28th.

We had 3 paying hall rentals booked before the new year.

The Grief and Loss group at Holy Trinity has not resumed from the Christmas break, delayed by one week because of extreme cold.

Lych Gate brochure about the church history has been updated with information about the repair on the window. They are being taken and recently I restocked.

This month a further $ 80+ has come from the Donation Boxes that we have at the field and parking lot area, there has been a reasonable amount each time Peter has emptied them.

We had a cheque from Return it for just over $300.00 in December for bottles returns, the number to use anywhere in the city is 213.

Country Grocer fund raiser reached the required $5000.00 of receipts that was needed to receive the $50.00 gift card.

We had an amazing response to help out with our anticipated deficit and this will allow us to end with a small surplus.

Our AED needs to be replaced soon and we will need to purchase one this time, perhaps our surplus could be used for this purpose? cost is about $1,500.

With the cold weather Peter has been wrapping necessary outside taps and has salted the hall area. We have a supply of salt on hand.

Peter has done some work on the organ in the church and it has been tested by Michael and Peter!! Joanne has been in to practise too and apparently it is working well.

Our Tax receipts are ready to print, which should be available soon.

We have a write up ready for Seaside Magazine regarding the Pet Memorial Pathway. This has been requested and Peter is sending this in.

To Be Done:

Waiting to hear from Emergency plan folks regarding having St. Stephen as a part of the plan for the area. Still nothing, perhaps I need to send another email.

Considering a Neighbourhood Outreach consisting of possibly 4 evenings in March each with a different organization. Police, Scam etc. Computer security, possible BC Hydro and CRD Not a fund raiser. There might be an advertising cost.

Fire Permit being obtained as we have some burning to be done. This needs to be completed by May.

Working on ideas for ways for congregation to help seniors within the area, to be able to get to church etc. just in beginning stages.

Tractor service to be arranged? This may have been done.

We discussed bringing back the Tuesday Pot Luck Dinners. This was done pre COVID and was found to be successful, it included communion and a sharing or teaching.

Discussion about whether we could resume using the auto lock function on the church door and have it open in the day time.

Searching for more ways for this property to be used by the community and of course, the hall.

Respectfully Lynda and Deb