

St. Mary's Operation Committee Minutes

January 11, 2019

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date
Past Meeting			
Derek Osman	Liaise with Don Wilson to see if he wishes to continue to do sermon recordings		
Ian Stuart	Pick Up Counter Top Samples		
All	Attend special meeting re kitchen reno – to be determined		March 8, 2019
Ian Stuart	Capital Plan – including Hall Lighting and Heating		
Leslie Pedlow	Investigate questions re Hymnals		
Leslie Pedlow	Draft thank you letter to Ted McLeod		

MINUTES

Attendees: John Beresford, Len Fallan, Derek Osman (Chair),
Leslie Pedlow, Ian Stuart

Regrets: Lon Towstego, Irene Feir, Doughnuts

- I. **Opening:** The meeting was called to order at 1:02 pm. Leslie opened with our meeting prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. None being noted the Meeting proceeded.
- III. **Minutes of November 9, 2018:** Approved by electronic vote (6/6 in favour).
- IV. **Thanks:**
Derek thanked everyone for attending and for their assistance in getting things ready for the AGM. Derek also thanked Len for quietly getting things done behind the scenes while Derek was busy in a whirlwind of business. He also thanked Leslie for the myriad of ways in which she assists and Ian for dealing with the CRD's mandated Cross Connection Control plumbing issue.
Leslie also thanked John, Carl and Len for cleaning up the grounds following the windstorm. It went above and beyond routine expectations.
- V. **Financial Reports:**
 1. **Financial Statements to December 31, 2018 and the Variance Comments:**
Derek asked if anyone had any questions regarding the material that was circulated. He proactively pointed out a couple of spots where corrections were needed on page 10. Ian asked for clarification on the intended use of the Ron Smith Legacy and Derek explained that it was a gift but the intended use was for people who found themselves in a similar situation as Ron had been in. As we try to keep Ron's sister informed of how the funds are used, it wouldn't fit the parameters of the confidentiality of the Rector's Discretionary Fund, even

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though there has been one circumstance where it was necessary to do so. Derek gave Karen McColm an advance copy of this package in her role as Financial Reviewer. Karen questioned why we were avoiding the use of the word "Rent" in the financial statements. It was agreed that we would use the term "Facilities Use" and Derek will make the adjustment. Derek suggested the best way to review the 2018 Actuals would be to review the statement in the 2019 Budget package that showed 2018 actual versus 2018 budget plus the proposed 2019 Budget and then return to the Financial Statement discussion for approval.

It was **Moved** by Ian Stuart, **Seconded** by Len Fallan, that the Financial Reports to December 31, 2018, with the suggested corrections and amendments, be received and recommended for adoption by Council. **CARRIED.**

It was **Moved** by John Beresford, **Seconded** by Ian Stuart, that \$18,500 be transferred from the Memorial Fund to the General Operating Account as a cash-flow loan. **CARRIED.**

VI. 2019 Draft Budget:

1. General Operating: Derek took us through the budget line by line. There was a consensus that clear and concise explanations for the proposed increases in offerings and other areas must be presented at the AGM. When discussing the income for Baptisms, Weddings and Funerals, it was suggested that a clear and easily found area on the Website might be helpful. There were some suggested changes to the budgeted expenses to more accurately reflect needs. Derek indicated that Ascend has done a web re-design that is available at no monetary cost but needs significant man hours.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford, that the General Operating Budget be amended as suggested and presented to Council to recommend approval at the Annual General Meeting. **CARRIED.**

2. Capital Plan:

- a) Cross Connection Control: Ian has received two estimates. The estimates were very close and, with a 15% contingency added, would suggest a budget of \$5,000. As this work is mandated by the CRD it must proceed at the earliest opportunity, although we will not make the deadline set by the CRD. Possible ways of funding the project were discussed. Derek & Leslie will review the funding options and recommend the most feasible.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford, that we budget up to \$5,000 for the mandated plumbing work. **CARRIED.**

- b) Hall Lighting: It was agreed that this project should also be undertaken given the age of the lighting system and the legitimate complaints of noise from our facility users. The estimated cost is approximately \$2,500.

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It was **Moved** by Ian Stuart, **Seconded** by Leslie Pedlow that we budget up to \$2,500 to replace the lights in the Hall. CARRIED.

It was also noted that the kitchen will need painting this year prior to the sink and countertop upgrade and that the Narthex, Church and Hall will also require painting in the near future. It was felt that the kitchen painting would fall under the purview of the existing Smile Card program.

3. Summary Budget Narrative: Derek also drew our attention to the Summary Budget Narrative. This is for our information only. It is based on a template received from the Diocese. John pointed out that there seemed to be some percentages missing from one of the graphs. Derek thanked John for catching that and agreed that it needed to be revisited.
4. Detailed Narrative Budget: Already dealt with in previous discussions at the meeting.

VII. Other Reports:

1. John – Nothing further to add. There was agreement that the cost of the Memorial Roll Scan should be a Miscellaneous expense.
2. Derek – was pleased to note that his report (which will also go into the Annual Report) was only one and a half pages versus his usual 5!
3. Ian – Nothing to add. Derek asked when we would be holding our special meeting in order to choose between the samples for the kitchen upgrade.

VIII New Business

1. Nominations Committee Recommendations: Asking that the information remain confidential, Derek spoke about the work of the Nominating Committee.
2. Lon's Induction: Leslie provided an update on the preparations for the Induction Service on February 2 at 2:00 p.m. Lon has invited a good balance of people to participate in the service. Leslie feels that the attendance at this service will likely be between 150 – 200. Lynn Fallan and Diana Abbott are organizing the kitchen for the reception to follow. Derek asked if parking attendees would be needed and it was agreed that it would be a good idea.
3. Donations online (via the website): John asked if there had been any changes to the way that Ascend might facilitate this feature suggesting that it might improve our donations to the monthly outreach assignments. Derek agreed that it should be revisited. Members agreed that it should only be done if it provides for a good balance of income versus the cost of providing the service.

XI Next Meeting: It was agreed that a meeting was not necessary prior to the AGM

1. March 8th at 1:00 p.m. in the Board Room.
2. Proposed Meeting Schedule – 2019. There was some concern expressed that May to September might be too long to go without a meeting.
 - May 10th

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- Sept. 13th
- Nov. 8th

Derek inquired when the special meeting might be held regarding the kitchen reno. It was agreed that we would build it into the March meeting.

XII. Adjournment: The meeting adjourned at 4:10 p.m. with the saying of the Grace.



Derek Osman, Chair

St. Mary's Operation Committee Agenda – January 11, 2019

Regrets: Lon

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Minutes of the November 9, 2018 Meeting** – 6/6 approved
- IV. **Thanks ?**
- V. **Financial Reports**
 1. Financial Statement to December 31, 2018 & Variance Comments – Derek
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
 - ✓ Motion to transfer funds from Memorial Account to General Account as a cash flow loan for 2019
- VI. **2019 Draft Budget**
 1. General Operating
 2. Capital
 3. Summary Budget Narrative per Diocese template - Derek
 4. Detailed narrative budget - Derek
- VII. **Other Reports**
 1. John (attached)
 2. Derek
 3. Ian – status of special meeting for kitchen reno; status of response to testing of backflow waste to city water supply
 - ✓ Discussion & Motion to receive non-financial reports
- VIII. **New Business**
 - a. Nominations Committee recommendations – Derek
 - b. Lon's Induction update – Leslie
 - c. Donations online (via the website) - John
- IX. **Next Meeting** (at 1:00 p.m.)
 - Before AGM – February 8th ???
 - See draft schedule – attached.
- X. **Closing with Prayer and Grace**



Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

St. Mary's Anglican Church
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Faith - Family - Friendship

January 4, 2019

By Email

Attention: St. Mary's Operations Committee and Parish of Central Saanich Council

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to December 31, 2018 –
St. Mary's, Saanichton

Attached are the financial statements as of December 31, 2018 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. **Balance Sheet:** Our Assets, Liabilities, & Equity are collectively greater than for last year. This is primarily because of the sharp increase since September 2018 (still \$39,440 at December 31) in the funds being retained on behalf of the RAPID 2 Syrian Refugee Family (note the Memorial Account investments).
2. **Statement of Income and Expenses:** Shows a surplus that is \$5,222 more than that reported last year. However, this ratio continues to erode each month now that we are sharing the costs of a full time Rector with St. Stephen's, versus a Priest-in-Charge working only 3 days per week.
3. **Statement of Changes in Equity:** The General; Memorial, and Events areas all performed better this year. St. Mary's has hosted fewer Events this year. The transfer of funds occurs mainly between the General and the Memorial business initiatives.
4. **Memorial Account:** The Memorial Account (page 10 & 11) documents the use of funds needed to support more significant projects, and where multiple disciplines are needed to achieve greater success. This year, the Memorial Account was used mainly to manage the RAPID2 Refugee account. The portfolio of investments (\$131,604 of GIC's) are recorded within the Memorial Account.
5. **Church (or Parish) Events:** Shows the financial contribution of each of the significant Parish Events. This account provides incremental funding for the General account throughout the year
6. **Budget Review:** documents the Operating Account income and disbursements, as measured against the Budget year-to-date.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the year ended December 31, 2018.

Please do not hesitate to contact me if you have any questions pertaining to these reports.

Attachments

Respectfully

Derek Osman
Church Warden

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. St. Mary's has **consolidated their banking at Coast Capital Credit Union** for the three separate bank interests (General, Memorial, and Church Events) into one (General) bank account. This QuickBooks Accounting system manages and reports on the three business aspects of St. Mary's.

3. Balance Sheet – December 31, 2018

At the end of December, the Balance Sheet was more favorable in 2018 than it reports the status for at the end of December in 2017. In 2018, we received a gift from a family and a bequest from another estate. These new sources of funds were invested, thereby increasing our assets.

The significant variance is the way that some of the Trust Funds are now reported. For the Balance Sheet reported in 2018, the impact of the Memorial Account is reported directly from the QuickBooks system, rather than a separate spreadsheet. This change has increased the confidence in the numbers reported.

Also, in 2018, there was \$1,303 of Accounts Receivable (GST) reported as Assets. This is related to the GST paid for the deductible for the damage caused by the break in the water main in the Hall. The accrued, or carried forward, Deficit Elimination \$1,500 from 2015 is reported within the Memorial Account Funds.

Very significant though is the addition of the funds (\$39,440 at the end of December) associated with the RAPID 2 Refugee support team of churches on the Peninsula. St. Mary's is providing the "banking services" for the RAPID 2 Team, and currently are the custodians of those "new" funds. The initial funding provided was \$63,263, but initial one-time and some prepaid expenses have been realized.

4. **Statement of Income and Expenses:** The Income to December 31, 2018 was \$146,895 (not including the RAPID 2 funds). This is \$8,725 (or 5.6%) less than last year. In 2017, \$8,116 had been donated towards the Deficit Elimination fund, whereas nothing has been donated towards that fund in 2018 - and the campaign was not run in 2018. The emphasis in 2018 shifted to increase the awareness of Stewardship. The Total Offerings for 2018 were \$1,369 (or 1.4%) more than for 2017 (Regular Offerings were \$1,779 more than in 2017).

The operating Expenses to December 31 were \$13,947 or 9.2% less than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2018 costs at \$32,259 were 75.3% of that for 2017). Previously, the costs associated with the watermain break were projected to be \$2,686. However, with the claim expenses exceeding \$25,000, the deductible was waived, and the impact of the water main break was limited to \$558, plus GST.

The Surplus is a positive number to report for 2018. At the end of December, the Surplus was \$9,382, versus \$4,160 in 2017. The receipts from the Holly Fair at \$8,000 contributed significantly to the surplus achieved. Based upon these projections in late November, it

was decided that, for the first time in five years, there would be no Deficit Elimination campaign in 2018!

5. **Statement of Changes in Equity:** This report reveals the summary level income receipts and expense disbursements from the three business lines – General Operating, Memorial, and Parish Events – and the resulting overall net income of \$16,019, versus a deficit of \$8,871 reported in 2017. Our end-of-year Equity position was \$203,159. It is noted that the performance (contribution) of the Parish Events activities has slipped compared to past years. In 2018, the Sunday Serenade concert series did not make a profit like in past years, and they have been discontinued. Net profit for the Parish Events is \$15,145, this amount being primarily due to the “thrift sales” and the recent success of the Holly Fair.

The only transfer that occurred in January was the transfer of \$18,500 from the Memorial to the Operating Account for working capital throughout the year. This amount was repaid in December. In March, there was a transfer of \$1,650 and in May \$2,120 from the Parish Events fund to the General operating Account.

In May, there were some other transfers, but they were related to the re-investment of the GIC's and had little impact on the reporting of transfers from one account to another.

Since then, the significant funding for the RAPID 2 Refugee program has reflected total financial gains of \$63,263 (most of it being an anonymous donation). The current balance has been reduced to \$39,440.

Due to the success of the Holly Fair event, there was a transfer of \$8,000 from Parish Events to the General account to assure a surplus for 2018.

6. **Memorial Account:** The following transactions were the only activity of this account to the end of 2018:

- 1) As previously reported, in January, \$18,500 was transferred to the Operating Account from the Memorial Account. It was transferred back in December.
- 2) Thanks to the Thrifty's Foods and Fairway's programs, there was \$2,374 received. It was applied to the balance of the carpet replacement program leaving a balance owing of \$158.36. The application for a new grant from Thrifty's for the 2018 was approved. The new grant will fund the remainder of the carpeting, and then begin to fund some kitchen renovations.
- 3) The \$1,000 Indigenous Bursary for 2018 was awarded to Liam Paul at a Sunday service in July. Liam is now registered in 2nd year computer science courses at UVIC. The Presentation was made by Nancy Choat and Fern Perkins. To fund the commitment for 2019, \$1,956 was transferred from the music concert series fund. This is a short-term funding measure though.

4) **There are now only 2 In-Trust Accounts that have collective balance of \$47,141 after \$10,000 has been transferred to the RAPID 2 Refugee Initiative.:**

- i. **Ron Smith Legacy:** The balance has been reduced to \$5,087 due to the Rector's discretion to assist a former St. Stephen's parishioner achieve gainful employment. This fund is primarily for use as Rector's Discretionary, in support of those in the community who are challenged like Ron was. St. Stephen's shared in this support of the Rector's Discretionary fund.
- ii. **RAPID 2 Syrian Refugee Family:** This initiative is supporting a family of nine who have immigrated to Canada via Turkey. So, unless there are some unforeseen expenses, the focus of this RAPID2 team will be to support the new family to speak English, organize personal and family finances, etc. A home in Sidney has been found for the family. At the end of December, the various startup costs have reduced the balance of the RAPID 2 funding to \$39,440.

5) **Investments:** Following the re-investment of the GIC's, and the investment of the recently donated gift and bequest in May, the investments in November are as follows:

Investment	Dec. Bal.
3 yr Rising Rate GIC; @ 2.4%; Matures June 12, 2019	<u>\$76,299</u>
3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020	<u>\$20,230</u>
1Yr Redeemable GIC; @ 1.2%; Matures May 20, 2019	<u>\$10,075</u>
1Yr Redeemable GIC; @ 2.0%; Matures May 25, 2019 (formerly 1-5 GIC ANN to mature May 30, 2019)	<u>\$15,000</u>
1Yr Redeemable GIC; @2.25%; Matures May 30, 2020 (Bequest - S.Rainey)	<u>\$10,000</u>
<u>Total Investments:</u>	<u>\$131,604</u>

Given that most of the GIC's will mature next year, we will seize that opportunity to establish a "laddering" investment strategy.

7. Church (Parish) Events: The Thrift Sales were very well received by the community. From the proceeds, \$6,070 was transferred to the General Account to help with the Deficit Elimination.

However, the Sunday Serenade Concert series did not generate a profit in 2018, and this historical source of revenue has been cancelled. Also, the Wine Fest has been a significant Outreach contributor. Due to limited and constrained resources, this fund raiser was cancelled for 2018.

The Holly Fair generated net receipts of \$8,859. This assisted in delivering a surplus without the need for a Deficit Elimination Campaign in 2018 – for the first time in the last five years.

8. Budget Review:

This report is like the Statement of Income and Expenses on page 8, except that it also includes a comparison to the Budget.

The revenue was \$146,895 after including:

- a) the transfer of \$18,500 from the Memorial Account (paid back by year-end),
- b) the transfer of \$6,070 from the Thrift Sales, and
- c) the transfer of \$8,000 from the Holly Fair.

The expenses were \$145,953, yielding a surplus of \$942.

The Flood expenses (due to the water main break) were projected to be \$2,686 for St. Mary's, with some recovery of those expenses is expected. However, because the claim was more than \$25,000, the deductible of \$2,500 was waived. The impact of the water main break for St. Mary's is \$558.41, plus the GST.

Regular Offerings for 2018 were \$90,428 – slightly exceeding the Budget. Total Revenue was \$146,895, exceeding Budget by \$6,775. The Total Expenses were \$145,953. This is \$6,702 more than the Budget despite having lower than normal clergy costs. However, \$7,000 was transferred to the reserve for Deficit Elimination, which according to the 2019 Budget will be needed to pay for increased clergy costs, and the increased Assessment in 2019.

9. Concerns & Considerations:

Given the projections of the receipts and expenses, the decision was made that the annual Deficit Elimination Appeal would not be required in 2018. That decision has been communicated to the St. Mary's congregation, but with the awareness of the reason for the changes that will increase the 2019 budget (letter attached on page 14). The success of achieving this objective should be celebrated – Congratulations, and Thank You!

The 2019 Budget does rely upon the Deficit Elimination Reserve.

FINANCIAL REVIEW – 2018 RECORDS

As requested, I have examined the church's financial records including those of the General, Memorial and Parish Events Accounts and have found that the records accurately reflect the transactions for the year. I am confident that the Warden and the Administrative Assistant/Bookkeeper have performed their duties and provided adequate financial control over the administration of the church's funds.

Karen McColm

January 2019

			St. Mary's		
			Balance Sheet - December 31, 2018		
<u>Assets</u>			<u>Liabilities & Equity</u>		
	<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>
Bank	\$14,292	\$12,378	Accounts Payable	\$0	\$0
Memorial Account Invest	\$131,604	\$119,500	Memorial Acct Funds	\$39,888	\$57,623
Memorial Operating	\$81,638	\$0	Memorial - RAPID2 Refugee	\$41,325	\$0
			Deficit Elim. Reserve	\$8,500	\$1,500
Def. Elim. C. Fwd.	\$0	\$1,500	General Outreach	\$372	\$1,386
			Church Events	\$6,123	\$0
Accounts Receivable (GST)	\$1,345	\$0			
Memorial Not Invested	\$0	\$57,623	<u>Equity</u>		
			Opening Balance Equity -General	\$246	\$4,496
			Retained Earnings - General	\$2,996	\$0
			Retained Earnings-Church Events	\$6,516	\$6,496
			Retained Earnings - Memorial Acct	\$113,037	\$119,500
			Net Income	\$9,382	\$0
				\$132,177	\$130,492
<u>Total</u>	<u>\$228,879</u>	<u>\$191,001</u>	<u>Total</u>	<u>\$228,385</u>	<u>\$191,001</u>

<u>St. Mary's</u>		
Statement of Income and Expenses -December 31, 2018		
<u>Income</u>	<u>2018</u>	<u>2017</u>
Regular Offerings	\$90,428	\$88,649
Open Offerings	\$1,502	\$2,605
Festival	\$4,669	\$3,976
<u>Total Offerings</u>	<u>\$96,599</u>	<u>\$95,230</u>
Rent	\$15,763	\$16,830
Interest	\$0	\$4
Specific Donations / Outreach	\$145	\$422
Miscellaneous	\$227	\$0
Guild/Parish Events	\$775	\$550
GST Rebate	\$816	\$1,332
Deficit/ Capital Appeal	\$0	\$8,116
<u>Total Operating Fund</u>	<u>\$114,325</u>	<u>\$122,482</u>
Memorial Account	\$18,500	\$18,500
Holly Fair	\$8,000	\$9,000
From Parish Events	\$6,070	\$5,638
<u>Total Income</u>	<u>\$146,895</u>	<u>\$155,620</u>
<u>Expenses:</u>		
<u>Operating Fund:</u>		
Stipend/Benefits	\$15,673	\$36,599
Interim Priest-In-Charge	\$16,023	\$5,462
Youth Worker	\$0	\$0
Relief Clergy	\$563	\$750
Relief Organist	\$525	\$1,149
Music Services	\$11,518	\$10,885
Admin. Support	\$25,197	\$21,566
Parish Financial Mgt. Consult.	\$979	\$722
<u>Total Salaries</u>	<u>\$70,478</u>	<u>\$77,133</u>
Diocesan Assessment	\$18,256	\$21,503
Christian Education	\$45	\$631
Flood Expenses net of recovery	\$558	\$0
Music Services	\$2,468	\$1,242
Insurance	\$3,409	\$3,265
Office General	\$4,505	\$8,470
Maintenance - General	\$1,093	\$5,209
Maintenance - Cleaning	\$5,233	\$4,731
Utilities	\$11,710	\$10,372
Miscellaneous	\$1,259	\$403
Major Capital	\$0	\$0
<u>Total Operating Fund</u>	<u>\$119,013</u>	<u>\$132,960</u>
Memorial Fund	\$18,500	\$18,500
Parish Events		
<u>Total Expenses</u>	<u>\$137,513</u>	<u>\$151,460</u>
<u>Surplus (Deficit)</u>	<u>\$9,382</u>	<u>\$4,160</u>

<u>St Mary's</u>				
<u>Statement of Changes in Equity - December 31, 2018</u>				
	<u>General</u>	<u>Memorial</u>	<u>Events</u>	<u>Total 2018</u>
Equity, Beginning of Year	\$4,495	\$176,129	\$6,516	\$187,140
Income	\$146,895	\$22,623	\$26,737	\$196,255
Expenses	\$137,513	\$23,706	\$19,017	\$180,236
Net Income	<u>\$9,382</u>	<u>-\$1,083</u>	<u>\$7,720</u>	<u>\$16,019</u>
<u>Equity, End of Month</u>	<u>\$13,877</u>	<u>\$175,046</u>	<u>\$14,236</u>	<u>\$203,159</u>
<u>Transfers Year-to-Date:</u>				
From Memorial (Jan.)	\$18,500	-\$18,500		
From Parish Events to General (Mar 23)	\$1,650		-\$1,650	
From Redeemable GIC to General	\$19,032	-\$19,032		
From General to Memorial (GIC)	-\$19,032	\$19,032		
From PRF Refugees to RAPID 2 Refugees - Remained within Memorial		\$10,000		
From PRF Refugees to RAPID 2 Refugees - Remained within Memorial		-\$10,000		
From Parish Events to General (May 22)	\$2,120		-\$2,120	
Mem. Prn. Refugee Fund (PRF) to Diocesan Refugee support fund		-\$18,235		
Thrifty's Smile Card to Carpet - stayed within Memorial Fund		\$1,091		
To Carpet from Thrifty's Smile Card- stayed within Memorial Fund		-\$1,091		
To First Nations Bursary		\$1,956	-\$1,956	
To Rector's Discretionary from Ron Smith Legacy		-\$791		
From Anonymous (Diocese) to RAPID2		\$53,163		
From Anonymous (St.Mary's) to RAPID2		\$100		
From Altar Guild			-\$50	
From Parish Events to General (Oct. 31)	\$2,300		-\$2,300	
To Flower Fund	-\$50		\$50	
From RAPID2 to Memorial Dec. 17)		\$365		
to Dental Fund		-\$365		
from Holly Fair (Dec. 17)	\$8,000		-\$8,000	
<u>Total:</u>	<u>\$32,520</u>	<u>\$17,693</u>	<u>-\$16,026</u>	

St. Mary's					
Other Funds' Activity - December 31, 2018					
Memorial Account					
	Balance	Revenue	Expenses	Transfers	Balance
	Jan 1, 2018			IN (OUT)	Dec.31, 2018
General	\$19,032				
Transfer to Operating Fund (Jan 18)				-\$18,500	
Gift from Lott (Apr 24)		\$4,000			
Interest Earned on GIC (May 17)		\$180			
Interest Earned on GIC (May 20)		\$75			
Compound Interest (May 30)		\$1,799			
Compound Interest (May 30)		\$230			
Redeem 5-year Redeemable (to General)				\$19,032	
RE-invest 5-year Redeemable (from General)				-\$19,032	
From PRF (Refugees) June/18				\$18,235	
To Diocese from PRF Refugees (June)				-\$18,235	
Transfer from Operating Fund (Dec. 31)				\$18,500	
Total General:	<u>\$19,032</u>	<u>\$6,284</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,316</u>
Interest	\$13				
Rec'd (Jan 31)		\$1			
Rec'd (Feb 28)		\$1			
Rec'd (Mar 31)		\$1			
Rec'd (Apr 30)		\$1			
Interest Earned (May 17)		\$180			
Interest (May 20)		\$75			
Compound interest (May 30)		\$1,799			
Compound interest (May 30)		\$230			
Rec'd (May 31)		\$1			
Total Interest:	<u>\$13</u>	<u>\$2,288</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,301</u>
Deficit Elimination: Carry Fwd (2016)	\$1,500				<u>\$1,500</u>
Deposit Deficit Elimination Reserve		\$7,000			<u>\$7,000</u>
Total Deficit Elimination:	<u>\$1,500</u>	<u>\$7,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,500</u>
Thrifty Foods & Fairway's	\$0				
Receipts from Thrifty's (Jan 15)		\$306			\$337
Receipts from Fairway's (Jan 29)		\$32			
Receipts from Thrifty's (Feb 8)		\$122			\$460
Receipts from Thrifty's (Mar 8)		\$191			\$651
Receipts from Thrifty's (Apr 5)		\$200			\$851
Receipts from Fairway's (Apr 24)		\$25			\$876
Receipts from Thrifty's (May 10) FINAL		\$215			\$1,091
Transfer to Smile Card (May 10)				-\$1,091	\$0
Receipts from Thrifty's (New Program June)		\$175			\$175
Receipts from Thrifty's (July 5)		\$227			\$402
Receipts from Thrifty's (July 29)		\$25			\$427
Receipts from Thrifty's (Aug. 27)		\$201			\$628
Receipts from Thrifty's (Oct 10)		\$176			\$804
Receipts from Thrifty's (Sept 10)		\$213			\$1,017
Receipts from Fairway's (Oct. 29)		\$40			\$1,057
Receipts from Thrifty's (Nov. 8)		\$226			<u>\$1,283</u>
Receipts from Thrifty's (Dec. 6)		\$182			<u>\$1,465</u>
Transfer to Memorial for carpet (Dec.6)				-\$158	<u>\$1,306</u>
Total Thrifty & Fairway:	<u>\$0</u>	<u>\$2,556</u>	<u>\$0</u>	<u>-\$1,250</u>	<u>\$1,306</u>
Bequests & Donations					
Bequest from Shirley Rainey's Estate (May 7)		\$10,000			\$10,000
Bequests & Donations	<u>\$0</u>	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,000</u>
First Nations Memorial Bursary	\$1,476				\$1,476
Gift for 2019 recipient			-\$25		-\$25
2018 Bursary awarded to Liam Paul			-\$1,000		-\$1,000
Transfer funds				\$1,956	\$1,956
Total Bursary:	<u>\$1,476</u>	<u>\$0</u>	<u>-\$1,025</u>	<u>\$1,956</u>	<u>\$2,407</u>
Guild	\$3,633				
Purchase of chairs			-\$372		
Total Guild	<u>\$3,633</u>	<u>\$0</u>	<u>-\$372</u>	<u>\$0</u>	<u>\$3,261</u>
Carpet (funded by Smile Card)	-\$1,250				
Transfer From Thrifty's Smile Card (May 10)				\$1,091	
Total Carpet:	<u>-\$1,250</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,091</u>	<u>-\$158</u>

In-Trust Funds:					
Ron Smith Legacy	\$5,483				\$5,483
Rector's Discretionary for PIC				-\$791	-\$791
Recovery from St. Stephen's		\$396			\$396
	\$5,483	\$396	\$0	-\$791	\$5,087
PRF (Refugees)	\$28,235				
Transfer to RAPID2 Refugee Fund (June)				-\$10,000	-\$10,000
Transfer to Memorial - General (June)				-\$18,235	-\$18,235
	\$28,235	\$0	\$0	-\$28,235	\$0
RAPID 2 Syrian Refugee Dental Fund					
Donation (Private Nov. 29)		\$1,100			\$1,100
Donation (Private Dec. 17)		\$1,150			\$1,150
transfer to memorial fund (Dec. 17)				-\$365	-\$365
	\$0	\$2,250	\$0	-\$365	\$1,885
RAPID 2 Syrian Refugee Fund					
Anonymous Don. (March 25)- St. Mary's				\$100	\$100
Transfer from PRF Refugees Fund				\$10,000	\$10,100
Transfer from anonymous donor				\$53,163	\$63,263
House Startup (B. Erickson)			-\$2,650		\$60,613
Startup cash for Khalid			-\$900		\$59,713
October Rent			-\$2,650		\$57,063
#4 Family Allowance			-\$900		\$56,163
Startup for groceries			-\$148		\$56,015
Groceries			-\$203		\$55,812
Test transfer			-\$10		\$55,802
Startup Internet Office			-\$117		\$55,685
Startup cleaning supplies			-\$178		\$55,507
Door mats. Etc/			-\$90		\$55,417
Oct. 1 Allowance for Khalid			-\$1,940		\$53,477
Startup - Sandra Scarth			-\$42		\$53,435
Startup - Bob Bailie			-\$200		\$53,235
Startup - Barb Erickson			-\$47		\$53,187
Startup - Barb Erickson Nov			-\$2,650		\$50,537
Biweekly Allowance - Khalid			-\$1,800		\$48,737
Dental Dr. Braun			-\$365		\$48,373
Biweekly Allowance - Khalid			-\$1,800		\$46,573
Biweekly Allowance - Khalid			-\$1,800		\$44,773
Shaw hook-up: Derek Osman			-\$218		\$44,554
Biweekly Allowance - Khalid			-\$1,800		\$42,754
Family allowance to Khalid (Dec. 14)			-\$1,800		\$40,954
Donation for coats		\$295			\$41,249
Donation for dental expenses (Dec. 17)		\$365			\$41,614
to Barbara Erickson for start-up			-\$307		\$41,308
to Ramsay Attisha for photo retake			-\$67		\$41,240
to Khalid for Family Allowance			-\$1,800		\$39,440
RAPID 2 Total:		\$660	-\$24,483	\$63,263	\$39,440
	\$0	\$0	-\$22,309	\$63,263	\$40,954
Total In-Trust:	\$33,718	\$1,496	-\$22,309	\$34,237	\$47,141
TOTALS	\$58,123	\$22,623	-\$23,706	\$36,034	\$93,075
INVESTMENTS:					
3 yr Rising Rate GIC; @ 2.4%; Matures June 12, 2019	\$76,299				\$76,299
3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020	\$20,230				\$20,230
1Yr Redeemable GIC; @ 1.2%; Matures May 20, 2019	\$10,075				\$10,075
1Yr Redeemable GIC; @ 2.0%; Matures May 25, 2019 (formerly 1-5 GIC ANN to mature May 30, 2019)	\$0			\$15,000	\$15,000
1Yr Redeemable GIC; @2.25%; Matures May 30, 2020 (Bequest - S.Rainey)	\$10,000	\$0			\$10,000
Total Investments:	\$116,604	\$0	\$0	\$15,000	\$131,604
	\$174,726	\$22,623	-\$23,706	\$51,034	\$224,678

St. Mary's					
Other Funds' Activity - December 31, 2018					
Parish Events Fund					
	Balance Jan 1. 2018	Revenue	Expenses	Transfers IN (OUT)	Balance Dec.31, 2018
Altar	\$1,458	\$50			
Funds Transfer				-\$50	
Paper Towels		\$50	-\$14		
	\$1,458	\$100	-\$14	-\$50	\$1,495
Flower	\$1,355	\$1,331	-\$917	\$50	\$1,819
Holly Fair 1,3	\$478	\$11,757	-\$2,446	-\$8,000	\$1,789
Sunday Serenade:		\$2,160			\$2,160
Performers			-\$500		-\$500
Advertising			-\$1,075		-\$1,075
Other	\$2,002		-\$631	-\$1,956	-\$585
Total Sunday Serenade:	\$2,002	\$2,160	-\$2,206	-\$1,956	\$0
General:	\$597				\$597
Calendars		\$135	-\$120		\$15
Books		\$0			\$0
Gifts		\$0			\$0
Bank		\$0			\$0
Other 2,4		\$2,916	-\$3,161		-\$245
Total General	\$597	\$3,051	-\$3,281	\$0	\$367
Parish Sale	\$58	\$7,910	-\$1,752	-\$6,070	\$146
Wine Fest		\$0			\$0
Wine Fest to Outreach	\$168				\$168
Social:	\$399				\$399
Comfort		\$0	-\$100		-\$100
Sunday Coffee		\$328	-\$288		\$40
Social Total	\$399	\$328	-\$388	\$0	\$339
	\$7,973	\$26,737	-\$11,017	-\$16,076	\$6,122
Net Income		\$15,719			
Transfer Notes:					
1. Auction Gourmet Dinner Expenses recovered.					
2. Smth Farewell Proceeds. Did not put through Social Fund in order to track it separately.					
3. Holly Fair Gourmet Dinner Expenses					
4. \$600 Gift for Smith's. Balance is fee/gratuties for caterer.					
5. \$6,070 from proceeds of Parish Sales transferred to General Account.					
6. \$1,956 from Sunday Serenade transferred to Memorial for Bursary fund.					
7. \$8,000 from Holly Fair to General account (Dec. 17)					

ST MARY'S Budget Review - December 31, 2018

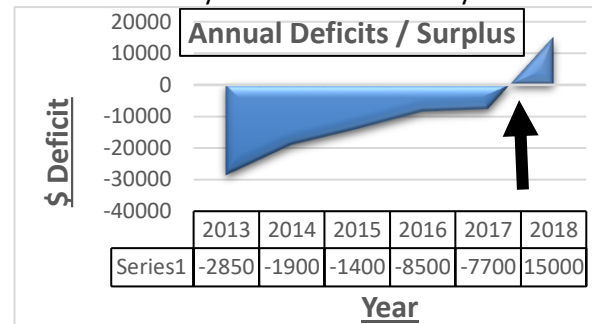
ITEM	2018 BUDGET	To Dec 31,2018	%AGE 100.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	\$90,000	\$90,428	100.5%	I think I can, I think I can!
OPEN OFFERING	\$2,500	\$1,502	60.1%	
FESTIVAL	\$4,000	\$4,669	116.7%	Nice!
HALL /FACILITIES USE DONATIONS	\$17,000	\$15,763	92.7%	
SPECIFIC DONATIONS	\$300	\$145	48.3%	
H/M/D	\$520	\$775	149.0%	Hard to budget.
GST REBATE	\$0	\$816	164.9%	
MISCELLANEOUS	\$200	\$227	113.6%	
TX FROM HOLLY FAIR	\$9,000	\$8,000	88.9%	Impressive,
PARISH THRIFT SALES	\$5,600	\$6,070	108.4%	
DEFICIT ELIMINATION APPEAL - 2019	\$8,500	\$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2018		\$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2016		\$0	0.0%	
TX from Sunday Serenade	\$2,500	\$0	0.0%	
TX FROM MEMORIAL		\$18,500	100.0%	
TOTAL REVENUE	\$140,120	\$146,895	104.8%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	\$35,396	\$15,673	44.3%	Recruiting period for new Incumbent took longer
RELIEF CLERGY	\$750	\$563	75.0%	
STIPEND/BENEFITS - Interim Priest-In-Charge	\$11,700	\$16,023	136.9%	PIC worked beyond the date budgeted.
MUSIC DIRECTOR	\$11,100	\$11,518	103.8%	
RELIEF ORGANIST	\$600	\$563	93.8%	
ADMIN. ASST/BOOKKEEPER	\$24,700	\$25,197	102.0%	
PARISH FINANCIAL MGMT. CONSULT.	\$750	\$979	130.5%	Implemented new Chart of Accounts
DIOCESAN ASSESSMENT	\$18,256	\$18,256	100.0%	
CHRISTIAN EDUCATION	\$350	\$45	12.8%	
CLERGY CONFERENCES	\$600	\$0	0.0%	
MUSIC	\$915	\$2,468	269.7%	Un budgeted maintenance of organ and speakers
SANCTUARY SUPPLIES	\$400	\$288	72.1%	
ADVERTISING	\$300	\$315	104.9%	
INSURANCE	\$3,500	\$3,409	97.4%	
PHOTOCOPY	\$3,700	\$2,561	69.2%	
POSTAGE	\$350	\$208	59.5%	
STATIONERY	\$1,400	\$895	64.0%	
MAINTENANCE - GENERAL	\$4,500	\$951	21.1%	
MAINTENANCE - CLEANING CONTRACT	\$4,850	\$4,587	94.6%	
MAINTENANCE - CLEANING SUPPLIES	\$670	\$646	96.4%	
MAINTENANCE - GARDENING	\$350	\$141	40.4%	Dry season, so little for the refuse dump
Flood Expenses net of recovery		\$558	0.0%	
GARBAGE	\$450	\$439	97.6%	
HYDRO	\$9,650	\$7,189	74.5%	
WEBSITE SUPPORT (Church OS)	\$447	\$237	53.1%	
INTERNET	\$1,324	\$2,600	196.4%	being investigated
TELEPHONE	\$693	\$795	114.7%	Includes a share of Lon's cell phone
WATER/SEWER	\$600	\$690	115.0%	
MISCELLANEOUS	\$750	\$800	106.7%	
BANK CHARGES & RECONCILIATIONS	\$200	\$459	229.6%	Includes \$29 of reconciliation costs re COA change
GST RECEIVABLE		\$1,400	71.4%	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT		\$18,500	100.0%	
DEFICIT ELIMINATION RESERVE		\$7,000		
TOTAL EXPENDITURES	\$139,251	\$145,953	12.4%	
OPERATING SURPLUS/DEFICIT	\$869	\$942	-74.8%	

Annual Financial Message To St. Mary's Parishioners

November 18, 2018

Dear Friends in Christ:

No doubt you are interested to hear the financial update that we share with you at this time each year. We are pleased to advise you that we do not have to ask you to support a Deficit Elimination Campaign. Since 2013 we have projected deficits that were managed by successful Deficit Elimination Campaigns and the exceptional fundraising efforts of the Holly Fairs. However, in 2018, we are projecting that we will record a surplus. The chart to the right depicts the deficits from 2013 to 2017, and the surplus in 2018.



There are a few key factors that permit us to share this positive news with you. The final numbers won't be determined for a few more weeks, so we cannot give you a final number for the surplus. To what do we attribute the surplus? The key factors are:

1. The Clergy costs for the first eight months of 2018 (shared with St. Stephen's) were for our interim clergy (Peter) at only three days per week and for our full-time Rector (Lon) were only for four months. Also, we did not incur relocation expenses upon hiring a new Pastor. We will have to budget for the full-time cost of our Pastor next year (still shared with St. Stephen's).
2. The Diocesan Assessment was less in 2018 than in 2017, but we now know that it will be higher next year.
3. The Offerings remained very close to the budget throughout the year. We thank all of you for this achievement: those who use the option of the electronic collection plate, and those who give regularly, even when you go on vacation.

So, congratulate yourselves for the success this year. Thank you for your support. We do ask you to continue to give in the many ways that you do – volunteering your time and talents, and supporting your church and the many programs through your donations and regular offerings. These few examples make you good stewards of God's gifts to you. Where you can, we ask that you try to increase your financial gifts going into next year. You have been doing a great job – even with the familiar 10% increase. Someone once said – Give until it feels Great. No doubt that some of you must already feel Great!

Lon will be sharing his thoughts with us beginning in December about what stewardship means and how we can all become better stewards of our gifts through some simple every day changes.

Until then, we thank you again for helping us achieve our first Surplus in over 5 years!

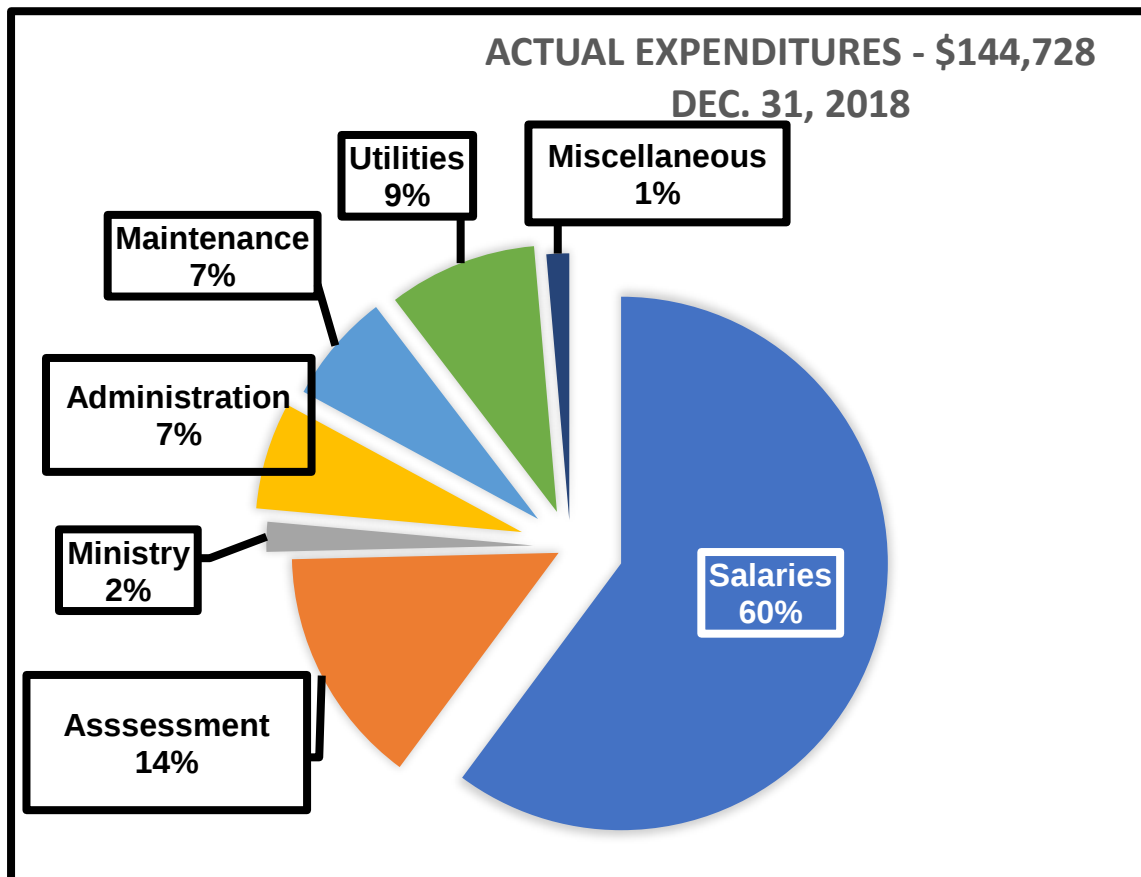
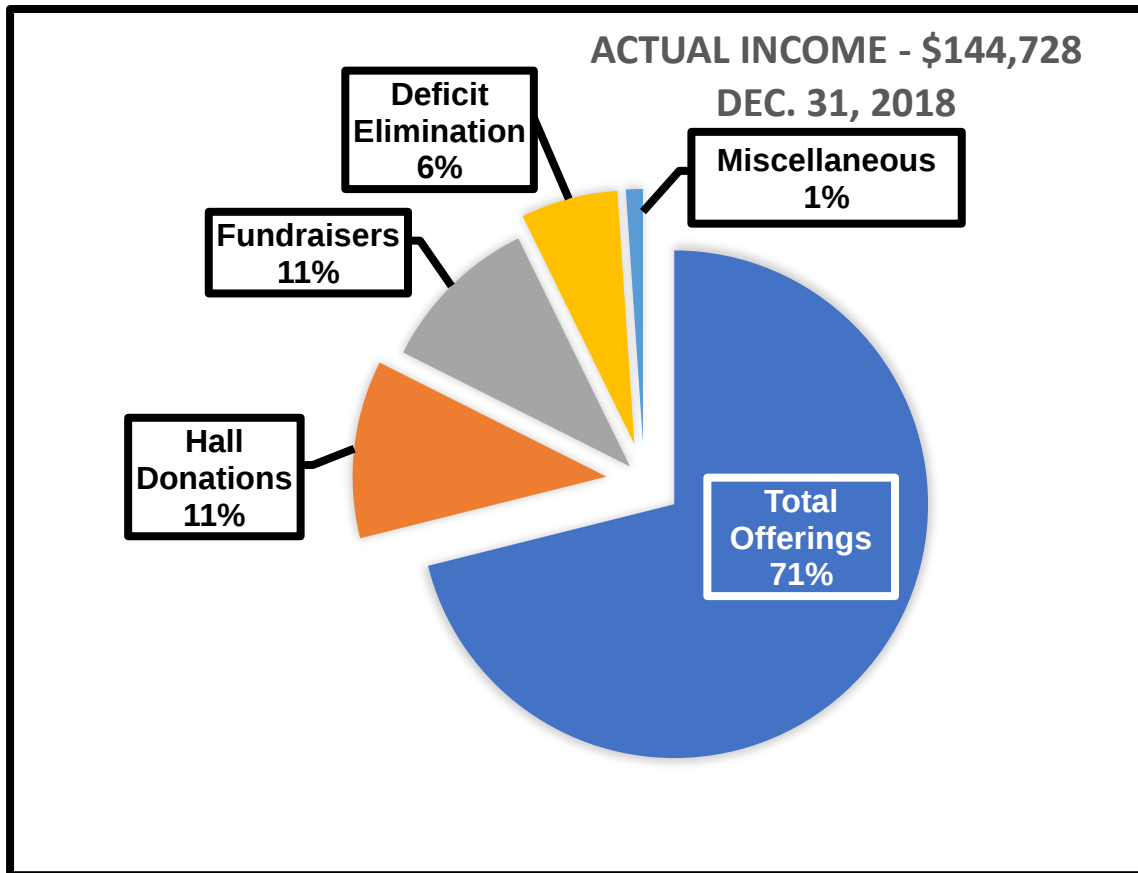
Yours in Christ,

Lon Towstego +

Derek Osman

Ian Stuart

Leslie Pedlow



2019 Budget for St. Mary's Church

Your Kingdom Come



Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

Faith - Family - Friendship



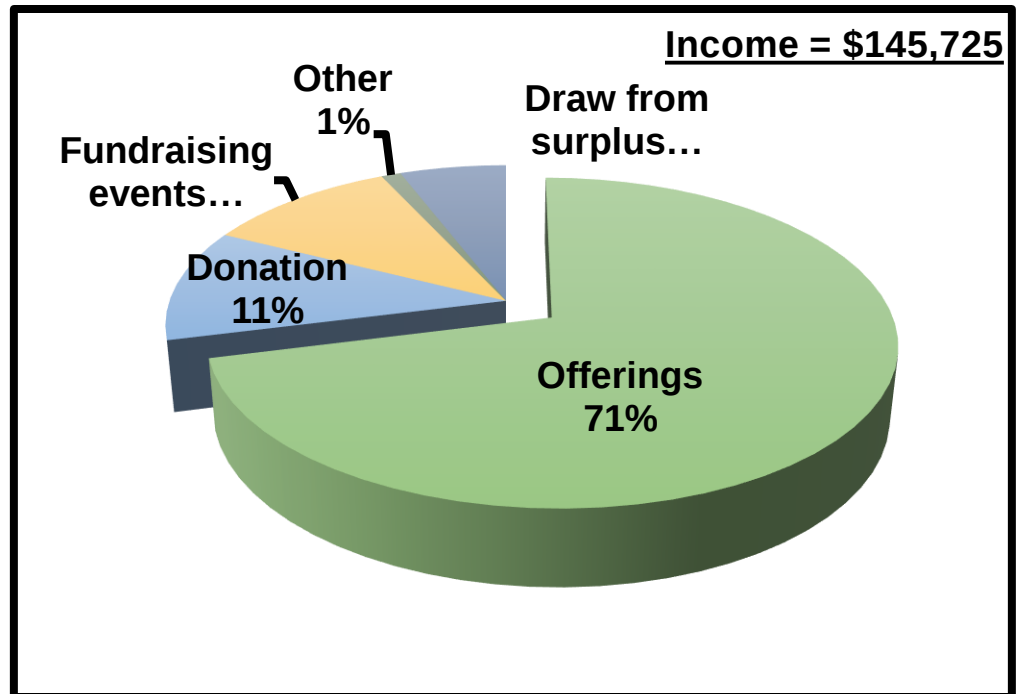
Whatever your age and wherever you are on your spiritual journey, we invite you to join us as we learn to follow Jesus Christ together.

2019 Budget for St. Mary's Church

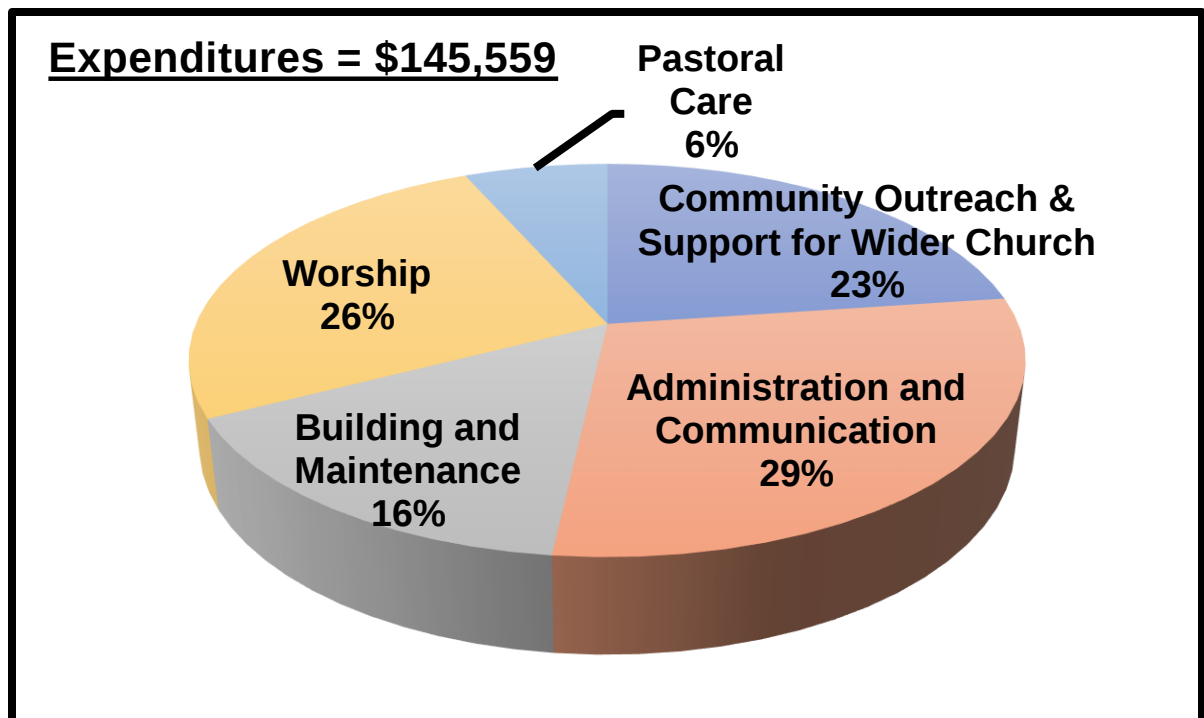
Each year, members of our community give generously to support our shared work as disciples of Christ Jesus, and in turn we support local, regional, national and international efforts to be a transforming, positive presence in the lives of our neighbours.

Thank you for support!

Income **\$145,725**



Expenditures:
\$145,559



2019 Budget for St. Mary's Church

Faith in Action

Community Outreach & Support for Wider Church \$33,206

Each Sunday, we are sent into the world to get involved in what God is already up to. We do this through the following three key strategies:

- I. Advancing our spiritual growth through worship, teaching, and Bible study. This takes the form of teaching based upon Gospel-shaped worship, Parish weekends to learn from one another while strengthening our personal and congregational spiritual journeys, and parish workshops to which we welcome parishioners and members of the community.
- II. Strengthen our relationship with the community. However, we view this strategy as being more closely aligned with the Faith in Formation Diocesan focus.
- III. Increase the number of engaged parishioners. We invite friends and “neighbours” to workshops focussed on current needs. The workshops can be anything that you think will be of interest to them – CPR, Stages of Life, Wills, or Travelogues for example.

Another way of contributing to local charities is to identify one month out of the year for a specific charity. Parishioners' donation for that month are then directed to that specific charity, or the Rector's Discretionary fund.

Faith in Formation

We are committed to ensuring that we are equipped and enabled to be the hands of Christ in the world and spiritual formation. These are the areas of our life together where we are fed and enabled for Christ's service. There are many Events within our parish life that exemplify “Faith in Formation”, from the well-known Wine Fest to the free Valentine's Dance and free CPR course each year. Their success is measured in terms of the attendance and participation by the community.

Christian Education

Teaching, baptizing and nurturing Christians is central to how we equip and enable people in our parish, so they may exercise their gifts for the benefit of all. We do this through a variety of Bible study, Bible series learning (parishioners and members of the community), focused learning opportunities (e.g. N.T. Wright), and teaching/coaching sessions too help people with their journey of getting to know God and Jesus better.

2019 Budget for St. Mary's Church

Worship \$37,772

Central to who we are, we gather to lay down our burdens, to support one another and to give praise to God. The **Anglican Parish of Central Saanich** is made up of two congregations: St Mary's and St Stephen's. We work together as one parish. Why? For **"Faith – Family – Friendship"**.

Our worship strives to lead us into God's presence through the simplicity and beauty of Anglican liturgy. We emphasize the reading and preaching of God's word, the receiving of Holy Communion, and our response through prayer and singing. Our worship alternates between traditional and contemporary language. We also strive to offer excellent programs for children and youth. Here's what you can expect at each location on Sunday:

St. Mary's is a modern building located in Saanichton. **Sunday worship is at 9am with children's program.** The service is a bit more formal, with music led by the choir, accompanied by piano and organ. A quiet, meditative Taizé service by candlelight is offered the 3rd Sunday of each month at 7pm. There is also a quiet service of Holy Communion on Wednesday at 10am, followed by coffee and Bible study.

St. Stephen's Church is a [heritage](#) building located in the Mount Newton valley. **Sunday worship is 11am with a children's program.** The service is more informal, with music led by the congregation, accompanied by piano and organ. A band made up of guitars and drums leads the worship on the 4th Sunday of the month, in the church hall.

Both congregations have opportunities for Bible study, prayer, outreach and fellowship.

Pastoral Care \$9,648

Caring for our neighbours is one important way we extend Christ's Eucharistic table out into a sometimes-hurting world. Life has ups and downs for all of us. When it gets challenging, it can be helpful to have a Christian friend share the burden and offer support. Our Pastoral Care Team is made up of ordained and non-ordained people from within the parish who visit individuals in their homes or in the hospital. A member of the team would be happy to visit, listen and pray with you. Contact the parish office to request a visit or to learn how you can join this team.

Special Ministries

In addition to the regular programs offered by our parish, this year we are continuing with the RAPID 2 Refugee program to support a Syrian family of 9 that arrived in Victoria in September 2018, and located in Sidney. St. Stephen's and St. Mary's are joined with 6 other churches on the Peninsula to form the RAPID 2 sponsorship team.

Also, St. Mary's continues to support a First Peoples student enrolled in their second year of post secondary school. The successful recipient receives a bursary of \$1,000.

2019 Budget for St. Mary's Church

Faith in Foundation

Administration and Communication **\$42,127**

This is the ongoing work of our parish; the ways in which we support the many ministries of our community through the day-to-day operations of our parish and the ongoing communications between ourselves and the rest of our community.

The success of the work that is achieved in this area is often measured by how little you see the work being done, but always know that the work will be done professionally, and on time! From always leaving positive feedback as the first point of contact for the church, to preparing the bulletins, managing the use of the meeting rooms (for external groups too), working with the Diocesan staff on your behalf, and many more things. Then add that this area is also the contact point for the website, for copier, and following up on sanctuary supplies. We are blessed to have so much done by so few, within a well managed budget.

Building and Maintenance **\$22,806**

As one of the most expensive parts of our budget, the faithful stewardship of our physical assets is critical. This year, we had the following ordinary and extraordinary expenses associated with the care and upkeep of our parish property. We arrive one Saturday morning for a CPR course to find that the entire Hall, hallway, boardroom and offices and storage rooms were flooded due to a break in the main water pipe into the building! That restoration effort exceeded the \$25,000 threshold for insurance deductible, but most impressive was the way that everyone helped to deal with the incident. Another success story was reducing our Hydro bills after it was confirmed that the heating system was being controlled by a bad thermostat!

View the full 2019 parish budget at [\[URL\]](#)



Ministering
together towards

Renewed Hearts Renewed Spirits and Renewed People

2019 Budget for St. Mary's Church



Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

Faith - Family - Friendship

[Abstract](#)

This 2019 Budget Narrative is intended to offer everyone an insight into where we plan to obtain the revenue necessary to pay for the expenses that have been identified to maintain the day-to-day operation of the St. Mary's Church, being one of the two churches in the Anglican Parish of Central Saanich, as part of the Diocese of British Columbia. While most of the content is narrative, the traditional spreadsheets are attached in the Appendices.

Derek Osman
Derek.osman@shaw.ca

2019 Budget for St. Mary’s Church

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2019 Budget for St. Mary's Church

BACKGROUND:

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Both congregations have opportunities for Bible study, prayer, outreach and fellowship.

St. Stephen's Cemetery: The first known date of a burial in the St. Stephen's Cemetery was that of another member of the pioneer Thomson family. Young William aged nine was laid to rest in 1869. The burials have expanded from that first in 1869 to well over five hundred in the 1990's.

To read more about the Cemetery, or about either of the two churches, please refer to our website at www.ParishCS.ca.

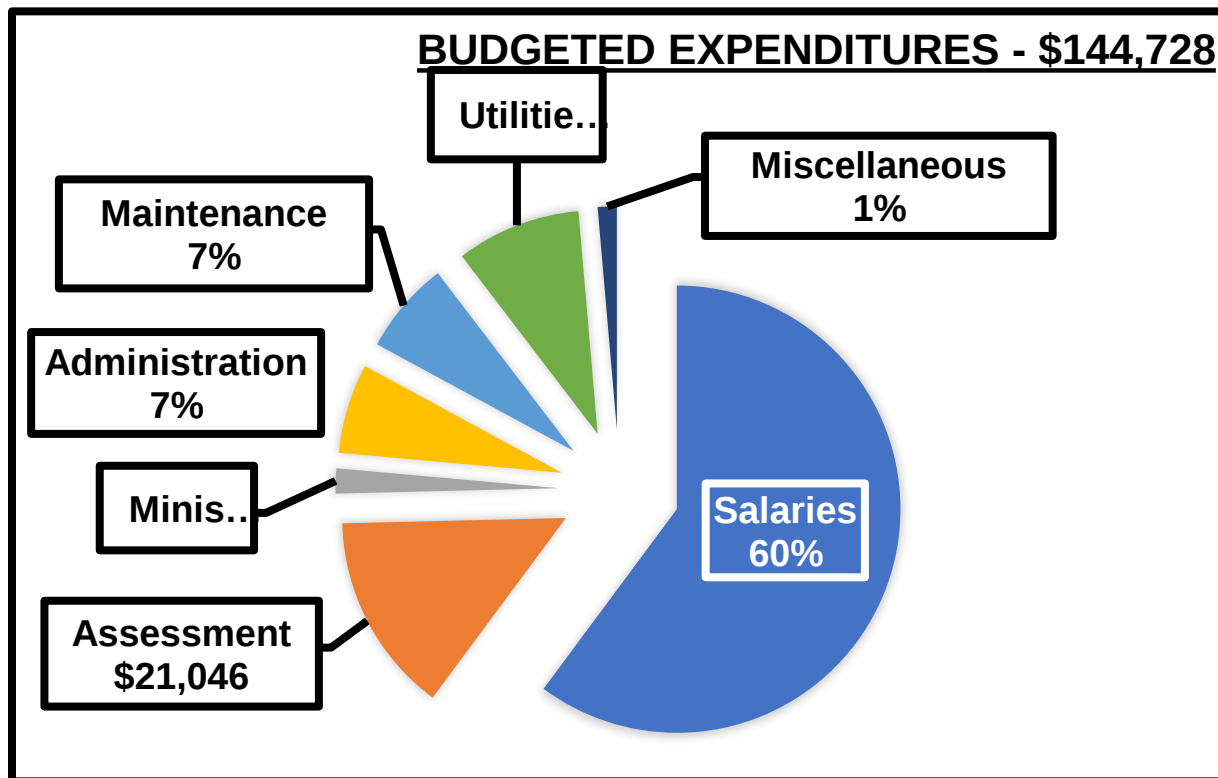
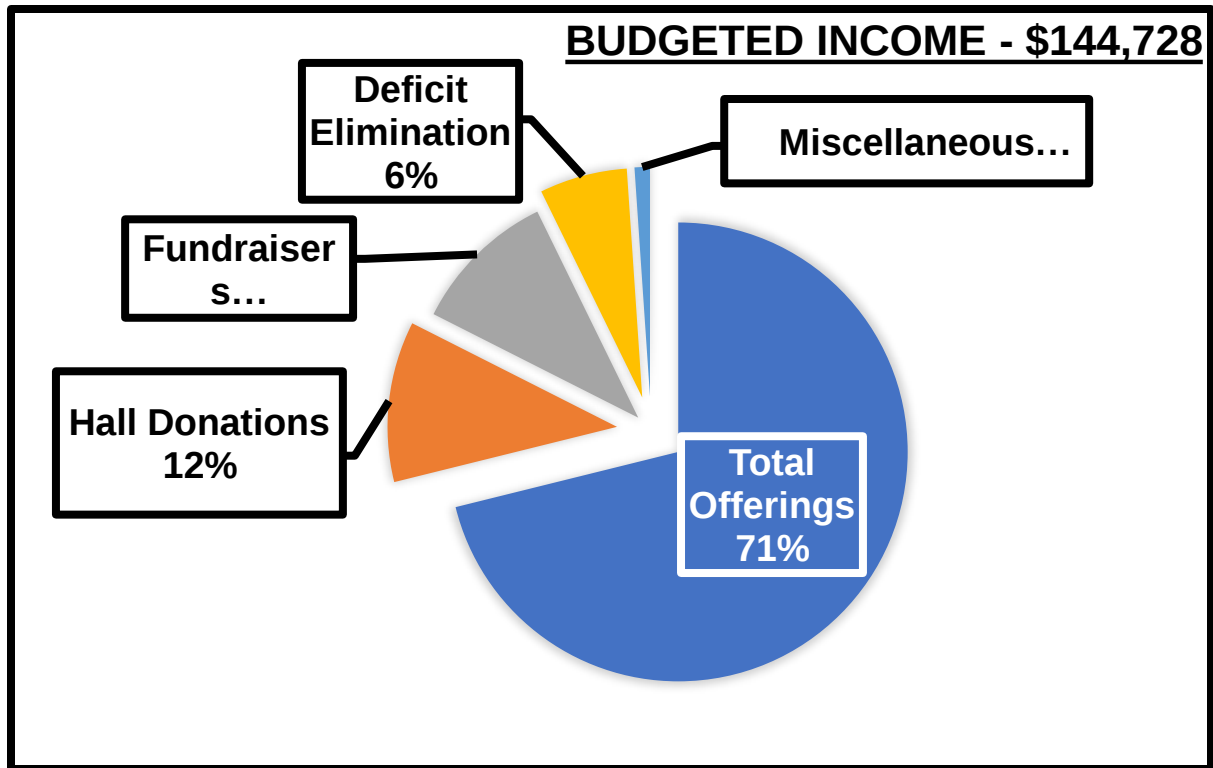
The Anglican Parish of Central Saanich doesn't 'go it alone'. We see ourselves as partners in God's mission in the world, along with all people of faith. More formally, though, we are part of a larger family:

We are a proud member parish of the [Anglican Diocese of British Columbia](#), those Anglican churches found on Vancouver Island, the Gulf Islands, and Kingcome Inlet on the Sunshine Coast. Informally, some have taken to calling us 'THE DIOCESE OF THE ISLANDS AND INLETS'.

In 2015, we adopted a **Vision as a diocese: RENEWED HEARTS, RENEWED SPIRITS, RENEWED PEOPLE**. Since then, we have embarked on a vision fulfillment journey to discern how God will guide us towards seeing our vision come to life in our parishes, communities and regions.

2019 Budget for St. Mary's Church

ST. MARY'S 2019 OPERATING BUDGET AT A GLANCE



Please refer to Appendix 1 for the detailed budget.

2019 Budget for St. Mary's Church

WHAT ARE WE STRIVING TO ACHIEVE?

During 2018, we had cause to re-visit our Parish Profile to ensure that it still represented our parish strategies, and conversely that the programs supported by each (or both) of the churches were understood to support the goals and strategies of the church, and thus of the parish.

In preparing the 2019 Budget, and subsequently approving it, we need to apply a similar understanding – does the budget support the strategies and objectives for St. Mary's and/or the Parish for 2019?

The three descriptors of our Parish Identity, and therefore the strength of our Mission are:

- I. **Committed Learners:** We nurture our faith and display the joy Christ gives us. This is in partnership with our diocese as we walk together in a Season of Discipleship”.
- II. **Friendly Inviters:** We invite our “neighbor” to experience our parish family (or could be labeled Evangelism).
- III. **Sacrificial Givers:** We reach out to others (or what we refer to as Outreach).

The key to supporting ministries and programs for our parishioners, and to attract new parishioners, is growth. We are an aging parish and need to grow with younger families, or extended families (like grandchildren). To position ourselves for growth, we developed a 5-year plan, that was agreed to by the parish in September of 2015. Interestingly, it does mirror portions of the Diocesan Vision! Our strategy for growth is:

- I. Advance our spiritual growth through worship, teaching and Bible study
- II. Strengthen our relationship with the community (local, national, and international)
- III. Increase the number of engaged parishioners

There are several activities (ministries) that were being conducted throughout the parish, and they needed to be focused to better support our overall strategy for growth. Some of these programs include the following:

1. Bible Study	2. Soundings	3. Advanced Care Planning
4. Spring Fling (April 25)	5. Thrift Sales (3)	6. Taizé Evening Prayer
7. Car Boot Sale	8. Pancake Supper	9. Peninsula Wine Fest
10. Hymn Sing	11. Car Boot Sale	12. Bless the Animals
13. Garlic Gala	14. Craft Group	15. Skating Party
16. Stations of the Cross	17. Sock Hop	18. Holly Fair (Nov.21)

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There are several activities (ministries) that were being conducted throughout the parish, and they needed to be focused to better support our overall strategy for growth. Some of these programs include the following:

Existing Programs (ministries) were associated for each of the three identified strategies for growth. The intention was to complete these programs within a year. However, we found that because they were part of our “DNA” we tend to continue to support them. The significant supporting programs for each of the strategies for growth are:

Note: When we have “Succeeded” in mastering a task, we don’t stop doing it, but we do challenge ourselves to take on another task in support of the Strategy. However, periodically, we will have to drop some tasks in order to be able to take on new tasks, being always cognizant that whatever new Tasks we take on, they should be done in a fashion that enables us to achieve “balance” amongst the three strategies for growth.

The challenge is to strike a balanced approach to the three strategies; then we will be the most successful!

I. DISCUSSION OF OUR STRATEGIES:

1. Advance our spiritual growth through worship, teaching, and Bible study.

- 1) **“Triangle Teaching”:** Triangle Teaching is based upon Gospel-shaped worship, and the teachings in Micah 6:8. The three points of the triangle are simply, Up, Out, and In, referencing the focus of learning (or teaching). We began with the “Up”, or **“Walk humbly with your God”**. We have further work to do with this model. The “Out” will focus on **“Acting Justly”**, and the “In” will focus on **“Love and Mercy”**.

In consideration of our other liturgy, it may well take a year or two to fully grasp the benefit of Triangle Teaching. In terms of the Diocesan Vision, Triangle Teaching might fall within the grouping “Faith in Action” and we will look to integrate this with the “Seasons of Discipleship”.

- 2) **Parish Weekend:** Our Parish Weekends are opportunities to learn from one another while strengthening our personal and congregational spiritual journeys. We are blessed to have these weekends (Friday evening, Saturday half-day, and Sunday worship service) led by clergy who are well-studied in the chosen subject matter. Typically, there have been 40 – 50 parishioners from both churches who attend each segment of the Parish Weekend, and a strong attendance for each of the two Sunday worship services.

When measured by the attendance and by the comments and participation throughout the weekend, the Parish Weekends are deemed to be a success, and should continue to be hosted each year.

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3) Parish Workshops: Throughout the year, the parish hosts several Parish Workshops that are patterned off the Parish Weekend. They might replace the regular Bible study, but usually each session is longer, and the number of sessions per workshop might vary from 5 – 6 to 10 – 12. Because they become a substitute for the weekly Bible study, these sessions are hosted during the day at St. Mary's or in the evening at St. Stephen's. They can be based upon scripture, or other subject matter important to a group of parishioners, for example Indigenous Perspectives.

When measured by the attendance (40 – 45) and by the comments and participation throughout the workshop, the Parish Workshops are deemed to be a success, and should continue to be hosted to satisfy an appetite for increased learning to help those continue to grow and advance along their spiritual journey.

While both the Parish Weekend and the Parish Workshops have been deemed to be successful, as we consider continuing them, they are subject to planning and prayerful discernment.

2. Strengthen our relationship with the community:

- 1. Engage friends in the community, by inviting them to the following special events:** In terms of the Diocesan Vision, Engaging friends in the Community might fall within the grouping "Faith in Formation". While there are many Events within our parish life that exemplify this Task, for this period, we have chosen to assess our contribution in terms of the following three Events:
 - a. Peninsula Wine Fest: The Wine Fest is a special new Event that is now in its fourth year of operation. As a measure of success, we deemed it to be more successful with the increased number of attendees being from the community (that is, who were not parishioners of the Parish of Central Saanich). This ratio has been in the 60 – 75% of patrons being from the community – a very good success factor. Also, we have several patrons who join us for this Event year after year. Last year, we did not host the Wine Fest, primarily due to a shortage of volunteers. However, we intend to host this event in 2019, along with the help from a few other churches on the Peninsula, and some new volunteers from St. Mary's.
 - b. Free Valentine's Dance: The Valentine's Day Dance is also well attended by the community – in the range of about 60% of the attendees being from the community who join us for this FREE Event. This Event too has been hosted for four years, with the music being provided by members of the praise band from St. Stephen's church.
 - c. Free CPR course in February: Over the 2 years of offering this free course, run by certified instructors from the Central Saanich Fire Department, we have welcomed about 40 attendees who were a mix of parishioners, their family members, and members of the community. Training includes CPR instruction for adults and infants, and training on the AED (defibrillators) equipment that was donated to St. Mary's, and to St. Stephen's.

These three Events should be continued so long as they continue to be successful. However, if enough volunteers are available to support a review

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of additional Events that are currently being hosted, that effort should be taken.

2. Build upon community outreach programs, specifically the four identified below: These programs support the members of our community in a variety of ways, each in its own unique way.

- a. Christmas Tree Trail – This program is largely driven by the business community of Central Saanich and Saanichton. In that sense we have little to contribute to the overall organization of the Event, but we are certainly noticed for the parts that we play. We start things off with a pancake breakfast put on by the Sidney Lions. The church and the hall are decorated, and St. Mary's used to be a key stop for the free rides on the horse-drawn carriage throughout Saanichton. A bonus attraction to St. Mary's is the chance for families to have their picture taken with Santa!
- b. Soup's On: This ministry has become very popular, serving free soup and desert to as many as 60 people from the parish and the community at noon on Fridays. It is truly a labour of love by the ladies in the kitchen at St. Stephen's, with ladies from St. Mary's also helping as well. It was initiated by St. Stephen's, but has morphed into a parish event. It has recently received some financial support from the Diocese.
- c. Christmas Hampers: This Ministry continues to grow year over year. Throughout the year, food items are purchased or donated, but the real busy time obviously is closer to Christmas. The hampers are for local indigenous families in need, and other less fortunate families in our community. Both churches are very active in this ministry.
- d. Summer Camp: For several years, a summer camp was hosted on the grounds of St. Stephen's. However, it consumed a lot of resources – both money and volunteers from both churches – that it was decided to accept the recommendation of the camp leader to make a change. The recommendation was to cancel the significant investment in the summer camp, and rather divert those resources and energies to other program(s) for the children and youth that would run throughout the year (rather than just for a couple of weeks). Hence, the summer camp was not hosted for two years, but was tried again last year in a different format. Due to its success, it is anticipated that the revised format will be used again in 2019.

These successful Events should continue to be used to reach out to the community. All are an excellent way to inform the community about the other programs and Events that we host. The Summer Camp is a good example of cancelling a program or Event when it is judged that the demand for scarce resources can be better invested elsewhere. Yet, when a new format was proposed, it was adopted.

3. Achieve greater support by our community of churches for the YFC Blue Bus outreach

During the first year in which we assisted in the operation of the Blue Bus ministry, it was recognized that we, as a parish, could not support it by ourselves. It needed a group of parishes to support this ministry in order to share the demand for volunteers. Fortunately, other parishes have stepped forward to provide the necessary support, to the degree that our parish could step away. Thus, we have provided the necessary assistance for this on-going community ministry, for the time when it was desperately needed for it to

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succeed. Now we include the Blue Bus on our list of charities to receive parishioners' donations.

- III. **Increase the number of engaged parishioners:** For this growth strategy to be of optimum effectiveness, we need to emphasize that the parishioners, current and new, need to be **engaged** in the life of the church, and work in harmony with those striving to achieve a **balance** in the success of this strategy with the successes of the other two growth strategies. We think we are doing well with the first two growth strategies but could be more successful with this third strategy.

Newcomers:

For a newcomer, you might feel more comfortable if you invited them out for a coffee, or for soup and a sandwich, if you notice that they have joined us for a Sunday Service for 2 or 3 weeks. But keep the conversation light – treat this as an opportunity for you to get to know them better and what interests them – so that then you can invite them to show us how we can improve things with their help and direction.

It's not rocket science – just get comfortable inviting someone to share what challenges you or excites or fulfills you.

Maybe you can approach increasing engagement by thinking about what you can share with someone that will be of interest to them. Then they may begin to think about what is in it for them, and how they could help us to continue to grow. This cycle can continue to grow and enhance your relationship, - with each other, and with God. When you get “engaged”, others surrounding you will want to get engaged too. You will feel better – because you are contributing to something and having fun too

1. Increase the number of new parishioners by:

- a. Inviting Boomers and their “families” to attend worship: This initiative was intended to capitalize upon our more senior parishioners by encouraging them to invite their friends and families to join us for our worship services. It also included grandparents bringing their grandchildren to experience our worship services, Sunday School, and other programs. There is some of this happening, but we need to encourage it to happen more frequently.
- b. Inviting friends and “neighbours” to workshops focussed on current needs: This can get blurred with some of the efforts expended under Strategies I and II, but it is important enough to reference again under this Task. Many new parishioners comment about how friendly we are. So, if they accept our invitation to a workshop that we think will be of interest to them, they will enjoy the workshop, and find out how friendly we are. If we put them at ease, they are more likely to consider making the decision to return. The workshops can be anything that you think will be of interest to them – CPR, Stages of Life, Wills, Travelogues, for example.

2. Increase the engagement of current parishioners and quickly engage newcomers by inviting them to:

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- a. Share their gifts and talents with the parish family. When you find out what interests someone of our current parish family, or a newcomer to our family, invite them to share their skill or talent with others. Often, they just need to be encouraged. The spectrum of talents is as broad as you can open your mind – carpentry, reading, teaching, gardening – whatever. They will likely feel pleased to be able to help someone else out. If they are contributing, they will be engaged.
- b. Actively participate in a newcomer program. We do have some informal newcomer programs. But what was intended with this initiative was to develop a little more structure into our newcomer programs. An example is to invite someone out for coffee if you see that they have attended one of our services for three or more times. Then when you are out for coffee with them, you can get to know them better – their talents and skills – to suggest to them how they might want to share their talents or skills. Also, it is an opportunity for you to let them know about the various program that we have to offer, should they like to participate.

To engage current parishioners, the approach is intuitive, but strangely enough we have done little of it! The basic success approach is simply “to ask”, or “to invite” someone to help, and ultimately to become engaged. We found with recent events, in particular the Wine Fest, that if you approached someone and told them what was needed, they would quickly volunteer to help. Some liked to receive on-going direction, but still others preferred to feel empowered to run with it.

Another effective way to increase engagement is to invite someone – current or newcomer – to an event that you think that they would really enjoy. Examples of the event would be the Blessing of the Animals (if they have a pet), CPR training, sessions on retirement or wellness. If they attend one event with you, you will have broken the ice – for you and for them. Then you will feel comfortable inviting them to a Sunday Serenade concert, and then the Lessons and Carols, and soon, perhaps a Sunday service. When you get to this point, you need to let them witness what excites you about worship at our Sunday services. If you let them see your energy - they can learn and get excited too. You can be successful with this approach with new comers and with current parishioners. Try it with a current parishioner – invite them to share your enthusiasm with craft work, or perhaps the Altar Guild or Bible Study!

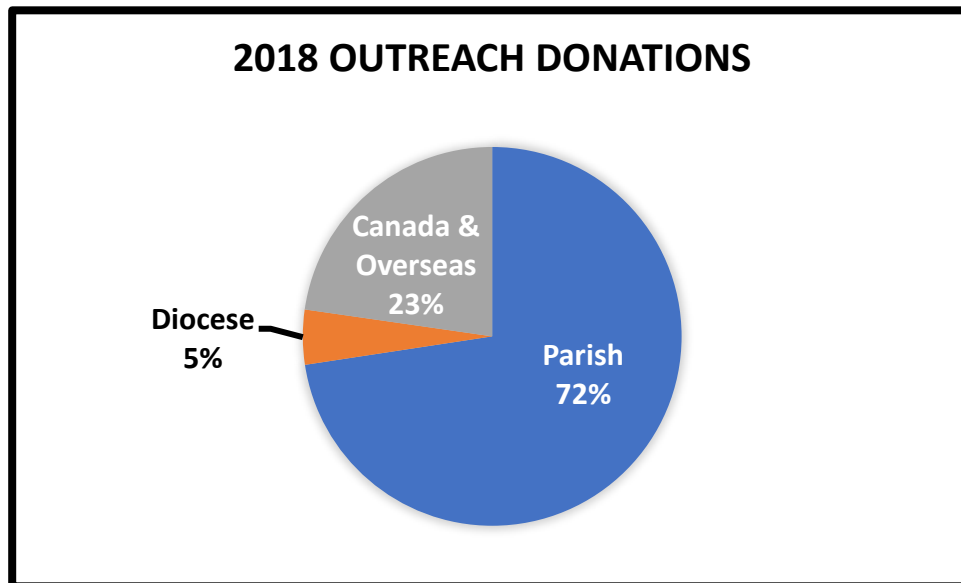
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OUTREACH:

Throughout the previous section, a variety of Outreach initiatives were discussed. The Wine Fest initiative (that was not hosted last year) has been our most successful event that is purely for community outreach, often supporting 3 key community recipients that in turn have focussed community outreach programs. One such example would be the Saanich Peninsula Hospital. Also, after a Thrift Sale, we donate the unsold items to a local thrift clothing business, and they in turn sell the items. The value of these donations over the past two years has been significant, and the recipients and local thrift businesses have been most appreciative.

Another way of contributing to local charities is to identify one month out of the year for a specific charity. Parishioners' donation for that month are then directed to that specific charity. There are some generic months, and one dedicated for the Rector's Discretionary fund.

Not including the above described Outreach donations, in 2018 St. Mary's donated a total of \$3,901. The chart below depicts the focus of the annual donations. The detailed schedule appears as appendix 2.



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NOTICE OF MOTION BY ST. MARY'S OUTREACH COMMITTEE

Moved – Ken Pedlow, Seconded – Derek Osman

That the following be the 2019 Outreach Designations for St. Mary's Church:

MONTH	DESIGNATION	DESCRIPTION
January	Rector's Discretionary Fund	This is a dedicated fund under the Rector's control and discretion which provides (but is not limited to) financial assistance to members of the parish and the wider community.
February	St. Mathews Community Library in Addis Ababa, Ethiopia	This allocation supports the operation of a library serving up to 2,000 children from the surrounding community, one of the poorest in the city. It provides them with reference books and computers for study and homework. This parish is visited regularly by Dt. Brett Cane.
March	General Outreach	Monies donated for General Outreach are dedicated at the end of the year to be used for requests received during the year and to "top up" totals in monthly outreach designations.
April	Primates' World Relief and Development Fund	We support the Anglican Church of Canada's agency for sustainable development, relief, refugees, and global justice.
May	Sidney Food Bank	Donations in monetary form combined with an ongoing collection of staple foods and hygiene products allow us to help this non-profit, charitable organization support those in need on the Peninsula.
June	Youth for Christ Mobile Outreach (Blue Bus) Program	Under the direction of Rick Wismer, Youth for Christ partners with volunteers from local churches to lead weekly youth programs in the First Nations communities of Tsawout and Tseycum.
July	General Outreach	
August	Anglican Appeal	Donations support the mission work and ministry in Canada's North and our church partners overseas.
September	Saanich Peninsula Hospital Foundation	Donations provide funding toward equipment, facilities and programs at the hospital.
October	Christmas Hamper Program	Donations of funds and staple foods assists us in filling hampers to support families in both our Peninsula and local First Nations communities.
November	South Island Centre for Counselling & Training	Our donations help fund programs and staffing at this non-profit counselling and training agency which is funded solely through donations, fees, and grants.
December	General Outreach	

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2019 CAPITAL BUDGET:

Where the Operating Budget encompasses those routine revenue and expense items associated with the on-going support of the church, the Capital Budget includes those expenditures or investments associated with the larger projects required to sustain or enhance our assets, or to acquire new assets.

Typically, a capital budget is prepared each year to identify the significant expenditures or investments that are proposed to take place over the upcoming three to five years. This plan is then updated each year so that there is an on-going five-year perspective of how much “planned” funding will be required over that period of time. However, seldom does the capital plan come to fruition, sometimes due to other unforeseen emergency expenditures. Ian Stuart has a lot of personal experience of developing these capital plans – for churches and for other companies and corporations. He has been working on a capital plan for St. Mary's and it is expected to be ready for review by the Operations Committee and then the Council later this year.

In a fashion similar to the capital plan, we have also begun to think about our significant Operating Expenses in terms of a Operations Annual Plan that stretches over 4 years. It includes things like painting the parking lot, fire equipment inspection and maintenance, and tuning the piano and organ. A sample of a recent version of our Operations Plan is in Appendix 3. By using this tool, we will be better able to level our significant operating expenses, rather than having years in which we have spikes of very significant operating expenses.

1. Operating Budget:

Examples of projects that we are considering in support of our assets, and that are considered Operating Budget projects are:

1) Website Re-design:

The company that is responsible for the website design and support of the server and security infrastructure – for our Parish and many of the other parishes in the Diocese of BC - is Ascend (formerly ChurchOS).

In December, they announced that they had completed a redesign of the website platform, and the new design also has new features and functionality. They are now ready to help each Parish to upgrade to the new website platform.

This upgrade is provided to us within the context of our annual maintenance fee. There are no incremental costs to take advantage of the new features

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associated with the software we are currently using. There is of course the effort necessary to understand the new version of the website software and implement it efficiently and effectively.

2) Painting:

Despite the painting that has been achieved over the recent years, there are still areas that are in need of a paint job. The next area to be done is the kitchen. The walls and ceiling need a fresh coat of paint before the new countertops get installed. The countertops are being paid for by the contributions from the Thrifty Foods Smile Card program.

Other areas needing a fresh paint job include the Narthex and the Hall.

2. Capital Plan:

Some of the capital projects that need the attention of the Operations Committee in 2019 are:

1) Water Backflow Control: In November 2018, the facilities at St. Mary's were inspected to determine exposures to the public water system from the backflows of chemicals and other effluents. Three such potential situations were identified at St. Mary's, each requiring immediate attention. The cost estimate to correct these situations is about \$5,000, but because the parts are in limited supply the work may not be done before April..

2) Kitchen Countertops: This project was approved in 2018. The funding was approved by Thrifty Foods to apply from the Smile Card program toward the replacement of the countertops in the kitchen.

3) Lighting Upgrade in the Hall: The cost of this project was reviewed in 2018 but considered to be too expensive in relationship to the other work that needed to be done.

However, we have now received a second complaint from one of the groups that is using the Hall after hours, and we don't want these complaints to erode the revenue that we receive from the Hall donations. Also, there is a moderate cost saving associated with upgrading to the LED technology, plus the flexibility of lighting options when conducting classroom and training presentations. This project is supported.

APPENDIX 1: OPERATING BUDGET:

ST. MARY'S 2019 BUDGET Proposal # 3

ST MARY'S 2019 BUDGET Proposal # 3

ITEM	2018 BUDGET	2018 Actuals	2019 Budget	%AGE Increase	RMKS 2019 Budget to 2018 Actuals
INCOME					
REGULAR OFFERINGS	\$90,000	\$90,428	\$96,800	7.0%	% increase driven by stewardship
OPEN OFFERING	\$2,500	\$1,502	\$1,500	-0.1%	essentially Visitors (engaging family & community)
FESTIVAL	\$4,000	\$4,669	\$4,400	-5.8%	% increase engaging family & community
HALL /FACILITIES USE DONATIONS	\$17,000	\$15,763	\$16,500	4.7%	5% increase driven by rate increases
SPECIFIC DONATIONS	\$300	\$145	\$180	24.1%	% increase driven by stewardship
H/M/D	\$500	\$775	\$775	0.0%	Status Quo
GST REBATE	\$800	\$816	\$1,345	64.9%	Equal to 2018 GST Receivable
MISCELLANEOUS	\$200	\$225	\$225	0.0%	Status Quo
TX FROM HOLLY FAIR	\$9,000	\$8,000	\$9,000	12.5%	No Opening Balance
PARISH THRIFT SALES	\$5,600	\$6,000	\$6,000	0.0%	No Opening Balance
DEFICIT ELIMINATION APPEAL - 2019	\$8,500	\$0	\$500	0.0%	No commitment until late 3rd Quarter
DEFICIT ELIMINATION RESERVE - 2018		\$0	\$7,000	0.0%	Dedicate to Outreach
DEFICIT ELIMINATION RESERVE - 2015	\$1,500	\$0	\$1,500	0.0%	
TX from Sunday Serenade	\$2,500	\$0	\$0	0.0%	Sunday Serenade cancelled due to losses
TX FROM MEMORIAL		\$18,500	\$18,500	0.0%	Loaned from Memorial for cash flow
TOTAL REVENUE	\$142,400	\$146,823	\$164,225	11.9%	
DISBURSEMENTS					

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STIPEND/BENEFITS - Rector	\$35,396	\$15,673	\$48,240	207.8%	Full Time Priest shared with St. Stephen's (plus 2.1% COLA)
RELIEF CLERGY	\$750	\$563	\$766	36.1%	More needed in 2019 in part for Lon's doctoral program
STIPEND/BENEFITS - Interim Priest-In-Charge	\$11,700	\$16,023	\$0	-100.0%	Only Full Time Priest
MUSIC DIRECTOR	\$11,100	\$11,518	\$11,760	2.1%	Increase of 2.1% (Perf. Adj + COLA Adj.)
RELIEF ORGANIST	\$600	\$525	\$613	16.7%	status quo to 2018 Budget.
ADMIN. ASST/BOOKKEEPER	\$24,700	\$25,197	\$26,189	3.9%	2.1% Perf. Adj + COLA Adj. Plus buy back 2 weeks of Vacation
PARISH FINANCIAL MGMT. CONSULT.	\$750	\$979	\$0	-100.0%	
DIOCESAN ASSESSMENT	\$18,256	\$18,256	\$21,046	15.3%	2019 Assessment based upon 2017 Financial Results
CHRISTIAN EDUCATION	\$350	\$45	\$100	122.6%	Status quo to 2018 Budget plus 10%
CLERGY CONFERENCES	\$600	\$0	\$325	0.0%	Note memo of Oct 18, 2018 from Gail Gauthier
MUSIC	\$915	\$2,468	\$2,200	-10.9%	\$1,000 (Maintenance on organ completed in 2018)
SANCTUARY SUPPLIES	\$400	\$288	\$400	38.7%	Status quo to 2018 Budget
ADVERTISING	\$300	\$315	\$350	11.2%	Status quo to 2018 Budget plus 10%
INSURANCE	\$3,500	\$3,409	\$3,850	12.9%	Status quo to 2018 Budget plus 10%
PHOTOCOPY	\$3,700	\$2,561	\$3,457	35.0%	new copier
POSTAGE	\$350	\$208	\$350	68.2%	Increased in cost of stamps
STATIONERY	\$1,400	\$895	\$1,037	15.9%	Status quo to 2018 Actual Costs plus 10%
MAINTENANCE - GENERAL	\$4,500	\$951	\$4,000	320.6%	Status quo with 2018 Actual expenses
MAINTENANCE - CLEANING CONTRACT	\$4,850	\$4,587	\$4,850	5.7%	Status quo to 2018 Actual Costs plus 10%
MAINTENANCE - CLEANING SUPPLIES	\$670	\$646	\$711	10.0%	Status quo to 2018 Actual Costs plus 10%
MAINTENANCE - GARDENING	\$350	\$141	\$200	41.5%	Status quo to 2018 Actual Costs plus 10%
Flood Expenses net of recovery		\$558	\$0	0.0%	Expenses not expected in 2019
GARBAGE	\$450	\$439	\$470	7.1%	Status quo to 2018 Actual Costs plus 10%
HYDRO	\$9,650	\$7,189	\$8,000	11.3%	Status quo to 2018 Actual Costs plus 10%
WEBSITE SUPPORT (Church OS)	\$447	\$237	\$260	9.5%	Status quo to 2018 Actual Costs plus 10%
INTERNET	\$1,324	\$2,600	\$2,860	10.0%	Status quo to 2018 Actual Costs plus 10%
TELEPHONE	\$693	\$795	\$800	0.7%	Status quo to 2018 Actual Costs plus 10%
WATER/SEWER	\$600	\$690	\$725	5.1%	Status quo to 2018 Actual Costs plus 10%

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MISCELLANEOUS	\$750	\$800	\$800	0.0%	Status quo to 2018 Actual Costs
BANK CHARGES & RECONCILIATIONS	\$200	\$459	\$200	-56.45%	Should be no Reconciliation costs in 2019
GST RECEIVABLE		\$1,400	\$1,000	-28.57%	GST from Kitchen Countertop, Hall Lighting.
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT		\$18,500	\$18,500	0.0%	Repay cashflow loan from Memorial Account
DEFICIT ELIMINATION RESERVE		\$7,000			
TOTAL EXPENDITURES	\$139,251	\$145,916	\$164,058	12.4%	
OPERATING SURPLUS/DEFICIT	\$3,149	\$907	\$167	-81.6%	

Note: the highlighted amounts (\$18500) are not considered as part of the budget. Those funds are transferred from the Memorial Account to the General Operating Account for the purpose of meeting cashflow needs throughout the year. The funds are transferred back to the Memorial Account prior to year-end.

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APPENDIX 2 : 2018 OUTREACH DONATIONS AND DISTRIBUTION

St. Mary's Outreach 2018 December 14, 2018

<u>Outreach Initiative</u>	<u>Balance</u> <u>Nov. 30</u>	<u>Opening</u>	<u>Donations</u>	<u>Disbursed</u>	<u>Distribution</u> <u>Proposal</u>	<u>Total</u>	
Rector's Discretionary	\$0.00	\$165.20	\$2,655.00	\$2,820.20		\$2,820.20	P
Youth for Christ	\$265.00	\$0.00	\$265.00	\$0.00	\$85	\$350.00	P
Refugee Support	\$0.00	\$500.00	\$970.00	\$1,470.00		\$1,470.00	P
General Use	\$375.00		\$425.00	\$50.00		\$425.00	P
Saan. Pen. Hosp.	\$315.00		\$315.00	\$0.00	\$85	\$400.00	P
SICCT	\$445.00		\$445.00	\$0.00	\$5	\$450.00	D
PWRDF	\$0.00		\$115.00	\$115.00		\$115.00	O
Christmas Hampers - children gifts	\$950.00		\$950.00	\$0.00		\$950.00	P
Christmas Hamper Other	\$1,150.22		\$1,344.82	\$194.60		\$1,344.82	P
Anglican Appeal	\$105.00		\$105.00	\$0.00		\$105.00	O
Lions Food Bank	\$0.00		\$1,045.00	\$1,045.00		\$1,045.00	P
Prayer Shawl Ministry	\$100.87		\$261.59	\$160.72		\$261.59	P
ETHIOPIAN Library	\$212.00	\$117.38	\$2,822.00	\$2,727.38		\$2,939.38	O
Sisters of St. John	\$0.00	\$0.00	\$0.00	\$0.00	\$200	\$200.00	D
TOTALS	<u>\$3,918.09</u>	<u>\$0.00</u>	<u>\$782.58</u>	<u>\$11,718.41</u>	<u>\$8,582.90</u>	<u>\$375.00</u>	<u>\$12,875.99</u>
Remaining for distribution					\$0		
All Nations Memorial Bursary	\$2,407	\$1,476		\$1,025			P
Transferred from Concerts			\$1,956				
Total Outreach Donations			<u>\$13,674.41</u>			<u>\$14,831.99</u>	

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APPENDIX 3: 2018 DRAFT OPERATIONS ANNUAL PLAN

Yellow Highlight = Not confirmed

2018		2019		2020		2021	
Catch basins	\$400	Catch Basins	\$400	Catch Basins	\$400	Catch Basins	\$400
Church Piano Tuning 3x	450	Church Piano Tuning 3x	500	Church Piano Tuning 3x	500	Church Piano Tuning 3x	500
Hall piano tuning	150			Hall piano tuning	150		
Capital City Fire Inspection	200	Capital City Fire Inspection/Extinguishers recharged	400	Capital City Fire Inspection	200	Capital City Fire Inspection/Extinguishers recharged	400
Mower Service	?	Mower Service	?	Mower Service	?	Mower Service	?
		Adult AED Pads (June)	\$155				
		AED Lithium battery (June)	475				
		Pediatric AED pads - date?	150				
		Moss Treatment Roof (July) comped	\$0			Moss Treatment Roof (July)	\$2500

2019 Budget for St. Mary's Church

Depreciable Capital Assets ?:

1. Hot water heaters - Main – and sacristy – Nov. 2011
2. Riding Lawn Mower purchased March 2015
3. Office Computer purchased June 2016
4. Roof on Shed – 2016
5. Church Roof – installed May 2000 or 2001 – 30-year shingle (Parker Johnson)
6. Sound System – installed 2009
7. Stove, Wall Oven & Cooktop – May 2012
8. Dishwasher –
9. Projector – November 2014

Operations Committee Report: January 2019

Memorial Roll

- The original is at Island Graphics for scanning.
- When the file is ready I will retouch it as necessary and have it printed
- The digital copy will be placed on top of the original in the frame
- Cost of the scanning and printing will be \$80 plus tax

Groundskeeping Report

- The recent high winds brought down a number of large branches and when combined with last year's grass clippings will require removal by a professional pickup service. We propose that in the spring (after the winter storms have finished) an approach be made to Michells (or another contractor) to see if a concessionary rate could be arranged for the removal of the material

Respectfully submitted,
John Beresford

St. Mary's Operation Committee Meeting Report

for Jan. 11th 2019

Lighting replacement, I have done considerable research on LED replacement fixtures for the Hall and have narrowed the choice of fixtures down to 2 possible ones that while expensive when compared to T8 fluorescent tubes will last several lifetimes and are silent in operation. One fixture looks much like the existing with brushed metal (nickel finish) end caps. My preferred choice is a light panel which is about 1 inch thick with a thin metal edge and mounts on a frame about ½ inch thick. I will bring the data sheets to the meeting for both lights. The cost of replacement of the hall light fixtures (12), changing the wiring to allow for 4 banks of 3 lights on Programmable dimmer switches is estimated to be \$3765. Some savings can be realized if the old lights are removed and new lights are installed by volunteers and then an electrician hired to do the final wire up and test. The energy savings with the new light is 614 watts when on. The lumens (measurement of light intensity) will at full brightness be 127% of the current lights (not measured just estimated).

CRD Cross Connection Control (CRD -CCC), As most members of the committee are aware we had a visit from the CRD in early Dec., 2018. We have received a letter directing us to install devices on the main water line, irrigation line and dishwasher line to prevent back-flow during a low pressure event on the public water line. We also need to install vacuum breaker on the hose bibs outside and on the janitor's sink. It has been a little bit of the challenge to find plumbers who do this work who are able to quote. I have had two plumbers out to the property and have received one quote back from North Saanich Plumbing for \$4110 plus the cost of soil to resurface the area around the water meters as required. I hope to have the second quote in time for the meeting. The work is required and will be budgeted for in the annual budget for approval at the AGM.

Capital Plan – I continue to work on this large project, getting closer just not finalized yet.

Countertops Kitchen painting – this project will be restarted after the plumbing work which may well require some re-organization of countertop sink area for venting of the new back-flow assembly (not sure yet don't panic).

Ian Stuart,

Warden

The Past, The Present , and of course, the Future!

This past year has been a real enjoyable journey for me, in so many ways.

The Past:

As we were getting ready for last year's AGM, we were also thinking about the fastest way – and yes, most economical way, to recruit our new Pastor. I recall being challenged at the AGM for not providing more financial details about the cost of hiring our new Pastor, and what the relocation expenses were going to be. Well that grew into becoming a member of a great team to help Bishop Logan select and appoint our new Pastor. The team – John Beresford, Lynda Clifford, Jackie Kolson, Leslie Pedlow, Greg Robinson, and myself – soon learned to capitalize on each other's talents. Coached by Penelope [Black] , they even gave us a special name of the Bishop's Consultation Team. It made us feel good until we also learned about the work that was associated with it. But it was a labour of love interviewing candidates from around the world, and then recommending someone in our own back yard. We were asked to remain with the Team for a period up to a year to help the new Pastor get settled in, but Lon has needed very little help getting settled in. Rather, I think that he has been working extra hard to capitalize on his connections to help our Parish congregations out in a variety of situations that I think have surprised even Lon!

The Present:

Well it didn't take long for Lon to turn the tables on us, and now he has us running - sometimes at his beck and call it seems! Some of us thought we had a plan in place from the time of the Bishop's Consultation Team, but we were soon reminded that if you think that you have a plan, then you had better check it at the door and find out what God's plan is! Because who would have predicted that we would have substituted a CPR class for a day of pushing water out of the church and Hall, and pulling up the carpeting that had been laid less than a year before that? But people continue to change and grow – advancing at their own pace along their own spiritual journey. Bob Baillie is back healthy again, and helping at St. Andrews too, and with our RAPID2 Refugee team. New friends are stopping in to see who we are, and choosing to stay and grow with us. The Summer Camp this year was deemed a success, and plans are being worked on by Dave Shields to run another Summer Camp this year too.

The Future:

The Past and The Present has been setting us up for a bright Future. Lon has taken on a significant leadership role(s), supported by Brett, Bob and others. No doubt that Greg Robinson had some influence with the N.T Wright Bible Study series being hosted. David Stewart has the interest of several other churches on the Peninsula to join us with hosting a Wine Fest this year – ah, more new volunteers to help, with fresh ideas to make our key Outreach event even more successful. David has also agreed to be actively engaged in leadership aspects. This will be Ian Stuart's second year as a

warden at St. Mary's. His years of previous experience as a warden has certainly helped me out. By the way, if you have any interest or experience too, we would love to hear from you. This is my last year of service as a warden that I can contribute, according to the Canons. If you would be interested in attending a few meetings to see that we aren't all animals, or would be interested in participating on a project that has a defined start and end date. Please let me know and we will try to work something out that suits you the best. Take a chance – help us to make the future dreams become a reality.

One example of which I'm particularly proud, is when in late November I shared with you that we were going to be challenged to achieve a surplus by the end of the year. I was truly surprised and heartened to witness the quick response and turn around that saw us go from a deficit to a surplus. Some increased their offering via electronic plate. Lon will be introducing some concepts on stewardship that will help us all focus a bit more on the sharing of our talents, time, and funds.

And soon, we will all be hearing more about what Transforming Futures means for us as a parish, and for our Diocese. I think it just might be a way for us to leverage our fund raising to achieve things that we will have to do anyway, but will be able to do with a significant portion of the funds that we realize for the Diocese – some of the funds which we may qualify for in support of the initiatives that we take on. We are still at the brainstorming (early) stage, but if you have some thoughts about how we can best take advantage of this program over the next 2 – 3 years, please let us know.

Cheers,

Derek.

Len's Ops Com report January 2019-01-11

Several inside and outside light bulbs were replaced. It is still on the agenda as agreed to in the Operations Committee report from 2017 that the bulbs for the isle lights be changed to dimmable LD's. When that change is completed the switches for those lights will be changed out for a rheostat type switch (dimmers).

Prior to the Childs Christmas in Whales concert with the Vox Humana choir in December Susan Rumble and I went through the parking lot picking up branches making the lot safe to walk after our high winds broke many branches off our trees.

Finally we have tracked down Ken Pedlow's photo for the photo board and will have his photo up soon. Also there are still a number of members who's photos have yet to be taken, but we are still working on it.

I feel we are at a crossroads with some of our parishioners due to their age, and should be considering (once again) how we will be able to get these parishioners to our church on Sunday's and other occasions.

Respectfully
Len Fallan

OPERATIONS COMMITTEE

Meeting schedule – 2019

Fridays @ 1:00 p.m.

January 11, 2019

March 8, 2019

May 10, 2019

September 13, 2019

November 9, 2019

January 10, 2020