

Parish of Central Saanich Council Minutes – May 16, 2017

7:00 p.m. at St. Mary's

ACTION ITEMS

Name	Action Item	Page Reference	Target Date	Completed
Derek	Strike a Nominating Committee	4	June 15	

Attendees: Derek Osman (Chair)
Greg Robinson
Nancy Choat Karen McColm Ken Pedlow Allan Carlson
Leslie Pedlow (Recording Secretary)

Regrets: Rev. Rob Szo (Clergy Conference), Lynda Clifford, Don Wilson,
Jen Buscall

I Open meeting with Prayer

Derek called the meeting to order at 7:02pm. Members were pleased to see Allan return to the table following illness. Derek discussed the Canonical definition of a Quorum of Parish Council. It was determined that there were enough members in attendance and the meeting could proceed. Leslie opened with a prayer for the work of Council and for those who were ill.

II Changes or Additions to the Agenda

Derek asked if there were any changes or additions to the Agenda. None being noted the agenda was adopted.

II Minutes:

1. The Minutes of the April 18, 2017 Council Meeting were approved by Electronic Vote. Electronic Voting Results – 6/6 members who voted, voted in favour. The approved minutes were posted to the website on May 3, 2017.
2. Electronic Vote regarding participation in local Parades: The Questions asked were outlined on the agenda as a reminder. 6/10 voted. 5 voted in favour of the first question and 1 voted in favour of both questions. The Events (participation in both parades) were approved.

IV Review of Action Items:

1. Haro Regional Meeting – A reminder of the meeting for Wardens, Treasurers, Synod Delegates and anyone who would like to attend, Saturday, May 27 at Holy Trinity beginning at 10:00 a.m. Bring a bag lunch. Nancy indicated her intention to attend. Leslie indicated that she thought Don had indicated he would attend. Allan asked who might attend and was told all parishioners in the Haro Region are welcome.

V Business Arising/Discussion from Minutes

1. Parish Financial Management Consultant – Derek indicated that in keeping with the commitment to disclose and communicate with firstly, the Wardens, then the Bookkeepers, then Council, that he regrettably, had no further update at this time. Allan asked for and received clarification on the purpose of the Consultant.

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VI **Reports:** *All reports are filed with the original Minutes*

1. Wardens' Reports:

- a) St. Mary's: Derek's report was presented as circulated. He gave a verbal update on the Wine Fest, indicating that the Early Bird tickets sold out rapidly. The Wine Fest will support the Saanich Peninsula Hospital Foundation, the Mt. Newton Society and Stelly's Secondary. He reminded Council we were now only two months out from the event and that he would welcome Council Members' support of the event by purchasing tickets. Leslie indicated that people could also use the ticketing tab on the website to make a donation for this Parish event which has raised \$16,900 in the first two years.

Derek indicated that the framing had been completed and that we were just awaiting the printing of the photographs for our pictorial directory at St. Mary's. He asked if St. Stephen's were still going to proceed with taking parishioner photographs, if not for display on site, but at least for the Directory on the website. He has liaised with Bob Quicke and asked Greg to follow up. On a similar note, the Web Steering Committee has been waiting for a year for a group photograph from St. Stephen's in order to feature "people not buildings" on the home page of the website. Derek asked Greg if this could be expedited. Greg graciously told Derek that the St. Mary's photograph could go onto the website without a St. Stephen's photograph and everyone was in agreement that it would not be a wise decision.

Derek advised Council of Nancy's decision to resign as Rector's Warden in order to focus on other Ministries at St. Mary's. Nancy will also continue as a Synod Delegate and a Council Member. He thanked Nancy for her service.

- b) St. Stephen's: Greg presented Lynda's report as circulated. He had nothing further to add. Derek apologetically asked if there is difficulty in getting people engaged in some of the different volunteer duties. He agreed but also pointed out that despite there being no formal schedule, coffee always seemed to be available for Sunday after church.

Derek also explained that the Minutes and the Reports to Council are posted on the Members Area of the website and sometimes physically posted at the churches. He asked Greg if he wanted an opportunity to revise the report in any way before it became more "public" because, as it stands, it could be offputting to those who might be looking for a spiritual home. Ken indicated that while Council does need to know about these important operational matters, adding some positive messages would give a more balanced tone. Derek asked Greg to liaise with Leslie if he wanted to submit a revised report.

It was **Moved** by Ken Pedlow, **Seconded** by Karen McColm that the non-financial reports be received. **CARRIED.**

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2. Financial Reports:

- a) St. Mary's: Derek presented the St. Mary's Financial package to April 30, 2017 as circulated by email. Greg asked Derek to confirm that this was the format that was wanted by the Diocese. Derek responded it, indeed, was. There was some discussion about the amount of work involved and Derek acknowledged that he knows it was a great deal of work because he has been producing the St. Mary's statements from Leslie's QuickBooks reports. Ken wondered if we should be pushing back at the Diocese. He found it improbable that all parishes in the Diocese would have the skill set necessary to comply. At the very least, Ken wondered what the Diocese will provide back to Parishes in the way of reporting, especially on their own status. Much discussion ensued, but it was noted that until the parishes are providing more complete and timely reports, then it is difficult for the diocese to provide meaningful feedback for the parishes..

Derek drew attention back to the "Concerns & Considerations" in the April statement.

- a) \$18,500 was transferred to the General Operating Account from the Memorial Account for the purposes of cash flow. The amount was down from previous year's as \$18,500 was all that was available. A GIC in the Memorial Account will mature on May 20th and will be reinvested in a way as to allow for more liquid assets.
- b) A void in the Treasurer's role has created extra paperwork for both he and Leslie. This is now exacerbated by the resignation of one Warden. Signing authorities are in need of review, the RAPID program is quickly coming to a close. In the absence of a Parish Treasurer, Rob has appointed Derek Osman as Interim Parish Treasurer to ensure that our Parish responsibilities are being met.
- c) The new QuickBooks "company" consolidating the three St. Mary's accounts into one is under way but is not yet operational. The new chart of accounts as approved by the Diocesan Financial Officer is input. Karen asked if there was any way that she could assist in inputting data. Derek thanked her for her offer but felt that as our Auditor, she should remain neutral.

It was **Moved** by Derek Osman, **Seconded** by Ken Pedlow that St. Mary's Financial Statements to April 30, 2017 be adopted. **CARRIED.**

- b) St. Stephen's: St. Stephen's Treasurer's Report and Financial Statement to April 30, 2017 were circulated by email. Greg spoke to the report indicating that the Wardens read an appeal letter to the congregation and also put it in as a bulletin insert. He reiterated that there was a good response to the Easter appeal and that offerings were up over budget in April. He reiterated Jen's optimism that things would turn around. Derek applauded the progress made for April while expressing concern about the overall deficit to date. How would that be rectified? Does the inclusion of the transfer of funds from Designated Funds in the budget help or hinder the process? Derek did see Jen on a recent visit to St. Stephen's, spoke to

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her about the quarterly report to the end of March and alerted her to the fact that the Diocese will be following up with all Parishes to ensure that they are in compliance. Derek indicated that she accepted the comment but he does not know how she is coming along.

it was **Moved** by Greg Robinson, **Seconded** by Karen McColm that the St. Stephen's financial statement to April 30, 2017 be received only.
CARRIED.

- VII. Strategies and Tasks for 2017:** Derek circulated material with the Council package. He drew everyone's attention to page 3 of 5. This is the chart that included the feedback from the last meeting. It was hoped that we could review the successes resulting from the Tasks over the past year or more and prioritize the 22 Tasks for review in future meetings. However, Council became bogged down in re-working the format of the report so that it would be more positively received by the parish in general. There appears to still be some confusion over the purpose or meaning of the Tasks, and whether they ever have an end. Greg suggested that Derek had sufficient feedback to re-work the report.

VIII. Correspondence:

1. Note from Stelly's Secondary expressing thanks for assistance from our Parish: Council were very pleased to receive a hand written note.
2. Various Diocesan Directives: There have been several Directives from the Diocese in recent weeks and it was suggested that they could be formed into a booklet for each office, either hard copy or electronic and, perhaps, go onto our website. Could a link be placed on our website directly to the Diocesan website where the documents could be found?

IX. New Business:

1. Welcoming Newcomers: Nancy had asked for this item to go on the agenda. Her suggestion is that we come at this task from a Parish perspective rather than an individual church perspective. She is open to suggestions and is willing to work with someone from St. Stephen's to develop recommendations.
2. Succession Planning (Nominating Committee): What do we do when someone resigns? With Rob's agreement, it was felt that a Nominating Committee should be struck sooner than later so that there isn't a rush to judgement when it comes time to fill positions at the AGM. Greg expressed concern that there were too many committees. However, it was pointed out that canonically we needed to have a nominating committee in order to put names forward for the AGM. The members of the Committee should have a knowledge of the people in their congregation and their skill sets. If anyone is willing to work with Derek, please speak with him quietly.
3. Parade Hand Out: Derek circulated the hand out as developed by Leslie which incorporates the two pieces of paper that were handed out at last year's parades into a more professional looking document. There were a couple of suggestions for additions but it was noted that the handout had been approved by Rob and Leslie didn't have time to revamp the brochure. Derek pointed out

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that this would be a perfect place to have photos of people on the front, not buildings.

X Next and Upcoming Meetings

June 20 at St. Stephen's
September 19 at St. Mary's
October 17 at St. Stephen's
November 21 at St. Mary's
December 12 at St. Stephen's (normally cancelled)
January 16/18 at St. Stephen's
February 18 AGM at St. Mary's
(Council meeting in February TBD, at least 1 week prior to AGM)

XI Closing with Prayer and Grace

Ken Pedlow moved for adjournment at 9:00 pm.
The meeting was closed with the Grace.



Derek Osman, Chair

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Regrets:

I Open meeting with Prayer - Leslie

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – April 18, 2017 approved electronically 6/6 who voted, approved.
2. Parish Events Planning Committee – Electronic Vote conducted on participation in Brentwood and Sidney Days Parades as below:

Motion 1:

Moved by Derek Osman and Seconded by Lynda Clifford that the Parish Events Planning Committee be granted the privilege to approve new requests for Events to take place (as presented on a Pre-Event Approval document) subsequent to the annual plan being approved by the Council.

If the above motion is not approved, then we seek approval of the following motion:

Motion 2:

Moved by Derek Osman and Seconded by Lynda Clifford that the Joint Event to participate in the Brentwood Bay Days Parade on June 3, and in the Sidney Days Parade on July 1 be approved by Council. The Pre-Event Approval document for participation in the Community Parades is attached. The revised schedule of Events is also attached to assess the impact of this Event upon other dates in close proximity.

QUESTION 1: Are you in favour of Motion 1? If so please reply to me "Yes to Question 1" or "No to Question 1".

QUESTION 2: In the event that Question 1 does not pass, are you in favour of Motion 2? If so, please reply "Yes to Question 2" or "No to Question 2".

6/10 voted. 5 voted in favour of first question. 1 voted in favour of both questions. – events approved.

IV Review Action Items from Minutes – status, date adjustment, explanations?

- a. Attendees to Haro Regional Conference – May 27th

V Business Arising/Discussion from Minutes

1. Parish Financial Management Consultant

VI Reports

1. Wardens' –Derek (Attached)
– Lynda/Greg (Attached)

✓ Motion to receive non-financial reports

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3. Financials.

a) St. Mary's Statements to April 30, 2017 – Derek (*Attached*)

✓ *Motion to adopt*

b) St. Stephen's Statements to January, February & March, 2017

✓ *Motion to adopt – only received at March meeting*

c) St. Stephen's Statement to April 30, 2017

✓ *Motion to adopt*

VII Strategies and Tasks

a) Successes resulting from the Tasks addressed over the past year or more

b) Prioritize the 22 Tasks for review in future meetings

VIII Correspondence

a) Note from Stelly's Secondary (*Attached*)

b) Various Diocesan Directives

i) Council Guidelines

ii) Refugee Committee Reporting Procedures

iii) Other recent ones: Churchwardens' Manual, Checklist for Dealing With Capital Projects

IX New Business

o Welcoming Newcomers

o Succession Planning (Nominating Committee)

X Next Meeting

June 20 at St. Stephen's

XI Upcoming Meetings

September 19 at St. Mary's

October 17 at St. Stephen's

November 21 at St. Mary's

December 12 at St. Stephen's (normally cancelled)

January 16/18 at St. Stephen's

February 18 AGM at St. Mary's

(Council meeting in February TBD, at least 1 week prior to AGM)

XII Closing with Prayer and Grace

A. Community Involvement (Outreach):

- a. **Sunday School:** The Home Schooled families will meet in surrounding parks during July and August, and return to meeting at St. Mary's in September. However, at least one of the families intends to continue to worship with us during the summer as well. Irene Feir has agreed to lead the Sunday School until about the middle of June, but expects someone else to lead this ministry, beginning in September. Perhaps one or more of the mothers could step forward to lead this ministry. Irene was also interested in undersanding what program St. Stephen's was following, with the intent that St. Mary's would also follow the same program.
- b. **Wine Fest:** Early Bird tickets went on sale at \$35. The limit of 50 tickets was reached so quickly that the limit was increased to 60 tickets and a week added for the deadline to sell the tickets. The tickets once again sold out before the deadline! They are now being sold at the regular price of \$45 (or \$40 for Seniors and students). The Promotions program is gearing up, including a varied distribution of the posters, information cards, etc. The plans were reviewed with Catherine Pate of the Diocese who offered some suggestions to formalize the target marketing efforts for next year, but felt we had a pretty good handle on the plan for this year. Catherine will help with a media release and with posting information on the Diocesan website. We cannot get comfortable though if we hope to achieve our target of \$10,000 of Outreach to be shared by a) Saanich Peninsula Hospital, b) Mount Newton Centre Society, and c) Stelly's High School. All other plans seem to be working well and volunteers are being organized.
- c. The Pre-Event Approval for participating in **the Brentwood Bay and Sidney Days Parades** was approved. A new handout pamphlet was drafted by Leslie Pedlow and has been adopted. In addition to announcing our services, it highlights the Wine Fest and the Blessing of the Animals. Quantities will be printed and provided to Rachel to be handed out at the parades.

B. Operations Committee:

- a. **Security Camera:** A camera has been ordered from the U.S. and will be installed near the peak of the exterior hall wall on the east side. If it is satisfactory, another can be ordered.
- b. **Copier & Printer Cost Allocations:** Tthe codes are up and running as of May 1. Leslie is just waiting for the backlash!
- c. **Carpet Replacement in Board Room and Library:** Len has been in touch with Hourigan's who have updated their quote. Labour remains the same but the price of the product has increased. The estimated cost for doing the Board Room and the Library is \$1,800. The intent is to pay for the carpet installation up front and then be

reimbursed by the Smile Card funds. However, we have not yet received approval of our application to Thrifty's.

- d. **Photo Display:** Irene showed us a photo of the photo frame. The Committee were very pleased with the result. Len has now borrowed the USB Flash drive so that he might transfer the existing photographs to John who will then put the names on them. He will then give the file to Irene who will have the photos printed at Costco. It was suggested that we set a date for a photo session so that we might be able to capture our newer parishioners as well. Len can get the requisite approval on our permission form when he takes the photograph. Derek reminded Leslie that she was to send the permission template to Bob Quicke who will likely be taking the photographs for St. Stephen's. Derek asked Len to provide John with our Easter Group photo for the website. John expressed concern that there wasn't a similar photo from St. Stephen's.
- e. **Capital Plan:** Derek clarified the Capital Planning should begin by September in order to be available for budgeting purposes in November. Derek indicated that David Stewart was willing to work with Operations Committee on this important project. Derek asked if anyone was willing to participate.
- f. **Moss Removal on roof:** Len indicated that he had asked Thomson's to reconsider their quote for a second time and they declined. The cost would be \$2,995 plus taxes. Len presented another quote from Roof Cleaning Victoria which was substantially lower. As this company was unknown to any of the committee members, Len was asked to get more information so that the quotes that we were comparing were equal in service provided, and to ask for references. Derek confirmed that this work would be considered Maintenance and would need to come out of our General Operating Budget.

C. Other Activities:

- a. **Nancy Choat:** Nancy resigned as Rector's Warden , effective April 25. She will continue attending Council meetings in order to fulfill her role as Synod Delegate. She will also continue to actively support many other ministries that she enjoys.

Respectfully submitted,

Derek Osman

		<u>Operations Committee (St. Mary's)</u>	<u>St. Mary's Wardens'</u>	<u>St. Stephen's Wardens'</u>	<u>Joint Wardens' At St. Stephen's</u>	<u>Council</u>
<u>May</u>		May 16 (St St)		May 28		May 16 (Derek Chair) (St. Mary's)
<u>June</u>			June 14	June 25	June 13	June 20 (St. Stephen's)
<u>July</u>			July 12	July 23	July 11	
<u>August</u>			Aug. 9	Aug. 27	Aug. 8	
<u>Sept.</u>		Sept. 8 Sep 12 (St St)	Sept. 13	Sept. 24	Sept. 12	Sept. 19 (St. Mary's)
<u>Oct.</u>			Oct. 11	Oct. 22	Oct. 10	Oct. 17 (St. Stephen's)
<u>Nov.</u>		Nov. 10 Nov 14 (St St)	Nov. 8	Nov. 26	Nov. 14	Nov. 21 (St. Mary's)
<u>Dec.</u>			Dec. 13	Dec. 24 ?	Dec. 12 (9:00 AM)	Dec. 12 (if needed) (St. Stephen's)
<u>January</u>						
<u>February</u>						Feb 18: <u>AGM</u>

Notes:

1. **St. Mary's Operations Committee:** 1:00 to 3:00, generally on Friday, every 2nd month, except for the summer months.
2. **St. Stephen's Operations Committee:** 7:00pm each 2nd Tuesday, every 2nd month beginning with March, except for summer months.
3. **St. Stephen's Outreach Committee:** Quarterly, after Sunday Service, Mar. 19, June 18, Sept. 17, Dec. 17
4. **St. Mary's Wardens' Meetings:** 1:00 to 3:00 on the 2nd Wednesday of each month.
5. **St. Stephen's Wardens' Meetings:** Every 4th Sunday right after Sunday Service.
6. **Joint Wardens' Meetings:** 10:00 to 12:00 on the 2nd Tuesday of each month; at St. Stephen's.
7. **Council Meetings:** 7:00 to 9:00pm, on the 3rd Tuesday of each month, except for the summer months, with the meeting location alternating between the two churches.
8. Rob is away (out of the country) on vacation throughout the month of July.

1) These are the significant Events that are being recommended for the Council to approve:

<u>Even Name</u>	<u>Date</u>	<u>Location</u>	<u>Leaders of Event</u>
a) A Float in the Brentwood Bay Days (June 3) and Sidney Days (July 1) Parades	June 3 July 1	Brentsod Bay Sidney	Rachel Moss
b) Peninsula Wine Fest	July 15	St. Stephen's	Sandra Scarth & Derek Osman
c) Hymn Sing	July 23	St. Stephen's	Al Gerenser & Greg Robinson
d) Blessing of the Animals	August 13	St. Stephen's	Al Gerenser & Greg Robinson
e) Garlic Gala	Nov. 4	St. Stephen's	Don & Susie Wilson
f) Holly Fair	Nov. 25	St. Mary's	Sue Smith & Leslie Pedlow

2) When considering future requests for Event approvals, we need to also consider the dates when the St. Mary's Facilities Manager has approved the follow Hall rentals:

May 28 th	Soundings Concert		Nov. 8 th	Saanichton Spaghetti Dinner		Dec 10 th	Soundings Concert
Sept. 30 th	Thrift Sale		Dec. 2 nd	Saanichton Community Christmas		Dec.23 rd	Child's Christmas in Wales
Oct. 29 th	Sunday Serenade Concert		Dec. 3 rd	Sunday Serenade Concert			

Report to Parish Council

I don't think there is a lot to report on, I have heard that the laying of the floor layer has been done in the church, or I probably should say ground layer. Apparently, this went well. The phone line is to be looked at now. The rest of the project will be done soon, if not already by the time of the meeting. The funds should be out towards the end of the month. Jen is aware and will look after getting the necessary form back to them.

After Easter, we shared a message with the congregation regarding the fact that being a member is not about being a spectator but a participant, we shared the information with them about our shortfall in the budget. Encouraged them to remember their offering even when they are away, and asked them to consider is their giving equal to what they receive each week from our times of worship. This is a general idea of what was said.

Bob will have returned to the office since I left, after his holiday.

Diana Abbott asked for someone to power wash the front steps and I believe Dave Shields agreed to do this.

The electrician who did the work on the kitchen was contacted regarding a faulty plug, apparently it was the breaker, which is old and we may need to replace it in the future. He also made clearer notation on the electrical panel as to which plugs are with which breaker. He kindly did not charge for his trip to do this.

We are still trying to get some organization to the ladies who have offered to help with the Altar preparation, holidays and other things seemed to get in the way, but when I return I hope to get some sort of rotation worked out.

We need to encourage volunteers to help on Sundays, both within the service and coffee time.

Soup's on will finish at the end of May.

Grounds maintenance has picked up, with grass cutting beginning.

We have had a problem with mice in the lower hall, believe to have been due to the children taking their snacks downstairs, so we have asked them to eat only up in the hall, traps have been placed in two rooms.

There will be a clean up, sort out planned for the Sunday School room soon, as it has become very untidy, and various food/drink related items have been found in there too, the visibility of this room and the state is in has become a concern. Diana offered to set it to order, and will find some helpers.

Wine Fest plans are well underway, I am sure Derek will report on this.

Submitted respectfully

From afar

Lynda

Comparative Financial Statements & Commentary to April 30, 2017



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

May 12, 2017

By Email

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

Members of Operations Committee and Council:

**RE: Comparative Financial Reporting to April 30, 2017 –
St. Mary's, Saanichton**

Attached are the financial statements as of April 30, 2017 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: demonstrates growth in Assets.
2. Statement of Income and Expenses: Illustrates an increase in the surplus when the Memorial Account: is included in the analysis.
3. Statement of Changes in Equity: illustrates growth in Equity in 2017.
4. Memorial Account: documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 3 "in-trust" funds.
5. Church (Parish) Events: Shows the financial contribution of each of the Events.
6. Budget Review: documents the Operating Account income and disbursements for the quarter, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, primarily for the month of April.

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

Respectfully


Derek Osman
Church Warden

Attachments

Comparative Balances – All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. St. Mary's has **three banking Accounts**, being:
 - a. **General Operating**, to support the daily operating revenues and expenses.
 - a. **Memorial** to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
 - i. the investment portfolio (GIC's),
 - ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
 - iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
 - b. **Church Events**, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Wine Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards.

3. Balance Sheet – April 30, 2017

At the end of April, the Balance sheet appears more favorable in 2017 than in 2016. Assets are greater by over \$8,000, Accounts Payable are less, but our commitment to Outreach is less than the same period last year. The Equity position has improved from last year as well.

4. **Statement of Income and Expenses:** By the end of April the surplus was \$7,076 (91.5%) more than in 2016. Income was up slightly despite the amount transferred from the Memorial Account being \$1,500 less than last year. The Expenses were \$3,241 less than in the previous year. One reason is because in 2016, there was the expense for the Youth Worker. There was \$1,665 transferred from Parish Events to General income. This was the proceeds from the Thrift Sale, net of the 10% that gets transferred to General Outreach.
5. **Statement of Changes in Equity:** The Equity as of April 30, is significantly more than the opening balances of the three Accounts. In January, \$18,500 was transferred from the Memorial Account to the Operating Account; an amount expected to be transferred back by year-end. This amount is to assist in funding regular operating expenses. In

Comparative Financial Statements & Commentary to April 30, 2017

past years, this amount has been \$20,000 - \$25,000. However, thus far, revenues have exceeded expenses – a very positive sign.

6. **Memorial Account:** The following transactions are highlights of this account:
- a. As previously reported, in January, \$18,500 was transferred to the Operating Account, but is expected to be transferred back by the end of the year.
 - b. Thanks to the Thrifty Foods' program, there was sufficient received to transfer \$784 to pay out the garden tractor! Thanks to everyone who used their Thrifty's Smile card to assist in the funding of capital acquisitions like the tractor. An application was submitted for next year, but it apparently got misplaced, so another one was hurried put together. It has been accepted, and we should know soon if it is approved.
 - c. There was \$4,000 (courtesy of the Guild) earmarked for the green hangings. However, on April 16, we were informed that we would be paying only for the materials, and not the labour costs, and even the material costs would be donated back to St. Mary's. So, there is still about \$3,600 that is still in the Memorial Account, and the cost of the materials (\$367) was returned as a Gift-In-Kind (revenue to the General account).
 - d. **There are 3 In-Trust Accounts that have a balance of \$52,188.:**
 - i. **Ron Smith Legacy:** Has a balance of \$6,295. It primarily for use as Rector's Discretion, but also funded the acquisition and installation of a commemorative bike rack. The plaques have been ordered, but not received, so there have been no financial transactions this month.
 - ii. **RAPID (Syrian Refugee Family):** The Memorial account is being depleted because of dental bills beyond expectations for our refugee family. A financially successful fund-raising concert was hosted in early May. St. Mary's provides only the "banking & bookkeeping services" for this account. At the beginning of the year, the balance was \$22,924, and the balance at the end of April was \$9,554.
 - iii. **PRF (Refugees)** The balance at the end of April was \$28,235.
 - e. **Investments:** There are two GIC investments for a total of \$119,700:
 - i. **A 1 year GIC**, redeemable May 20, 2017, for \$45,200
 - ii. **A 3 -year GIC** with Rising Rate, to mature June 12, 2019 for \$74,500

Comparative Financial Statements & Commentary to April 30, 2017

The 1-year GIC will be redeemed on its anniversary date. Then \$10,000 will be re-invested in a GIC redeemable in 2018, \$20,000 will be re-invested in a GIC redeemable in 2020, and the remainder will be invested in a high interest savings account to permit ready access when needed without penalty.

7. **Church (Parish) Events** The Thrift Sale generated proceeds of \$1,850 (exceeded the budget of \$1,500). Of these proceeds \$1,665 was transferred to the General Account to assist with eliminating the deficit at year-end. By past agreement, 10% of these proceeds is subsequently transferred to General Outreach.

Because we invite people for coffee after the 9:00am service, we stopped putting out the basket for donations. To compensate for that decision, we provided some marginal funding last year. This year, a parishioner donated \$300 of start-up funding.

8. **Budget Review:**

The financial statement in the package offers a positive message. The Regular Offerings are tracking very close to budget, as were our expenses despite some unusual costs. However, despite being on budget, we would still be in a deficit position of about \$2,900 at year-end.

The April statement does include the delayed Payroll transaction from last year, and the offsetting recovery of the deductible coverage from the Diocese of the wind damaged siding on the chapel. But given that the target for April is to be at 33% of Budget: a) Regular Offerings are at 33.3%, b) Parish Thrift Sales is at 33.3%, and c) Total Revenue is just a bit off the mark at 31.7%

The expenses are being kept in check too, coming in at 33.4% of Budget. There are a few areas that need some attention because the deficit projection has risen from \$2,873 to \$3,225. But we also need to celebrate these successes!

Other things worthy of note is that the annual Parish Information Report (PIR) and Parish Annual Financial Return (PAFR) were completed by the deadline of April 30. The Quarterly financial report, in the new format agreed upon last year, was also submitted to the Diocese at the same time.

To help get better information about the cost of printing and photocopying, the feature was implemented on the printer that tracks usage by a pre-assigned code to each major user.

9. Concerns & Considerations:

- a. To support the cash flow needs of the church throughout the year, funds have historically been transferred from the Memorial Account, and then transferred back by the end of the year. However, in 2017 there was only \$18,500 available in the Memorial Account to be utilized for this purpose, instead of the traditional \$20,000 or \$25,000. If more than the \$18,500 is needed in 2017, we will need to begin to redeem some of the investment portfolio (GICs).

Response: This is no longer a concern because: a) Income has been exceeding expenses, so we have not had to use the \$18,500 transferred from the Memorial account yet, b) there is a GIC that is becoming due this month, so we can reserve some of the \$45,200 rather than reinvesting the entire amount, and c) the full amount of the \$4,000 from the Guild for the green hangings only needed \$367 for the material. Therefore, there is now \$3,600 available for urgent cash flow (operating expenses).

- b. The current void in the Treasurer's role will challenge St. Mary's to complete government paperwork and church financial reporting. The parish intends to recruit a Financial Management Consultant, but until this individual has been recruited we are without someone in the Treasurer role. This will incrementally tax the Administrative Assistant (Leslie Pedlow is also performing as our Bookkeeper), and the Church Wardens (who are ultimately responsible for all financial matters).

Response: One Warden has resigned. While we are achieving some progress towards hiring a Parish Financial Management Consultant, there are some things that needed a Treasurer to handle (for example winding up the financial component of the RAPID refugee agreement). On an interim basis, Derek was appointed temporary Parish Treasurer.

- c. The new financial system (QuickBooks) is not yet fully implemented. The software is installed and being used. However, the Code of Accounts was revised in conjunction with the system upgrade. We have yet to transpose the data into the new Code of Accounts, and to automate the generation of the financial reports so that the new format committed to the Diocese (with comparative reporting) is generated without undue intervention by Leslie. Also, the Memorial Account is still managed via a spreadsheet. It needs to be installed into the new version of the QuickBooks system, and the associated reports developed.

St. Mary's
Balance Sheet - April 30, 2017

Assets

	<u>2017</u>	<u>2016</u>
Bank	\$17,838	\$12,110
Investments	\$119,700	\$117,294
Accounts Receivable	\$0	\$0

Liabilities & Equity

	<u>2017</u>	<u>2016</u>
Accounts Payable	\$486	\$609
Outreach	<u>\$2,243</u>	<u>\$3,580</u>
	<u>\$2,729</u>	<u>\$4,189</u>

Equity

Operating Fund	\$15,110	\$7,921
Memorial Account	\$49,992	\$58,183
Parish Events	\$9,495	\$8,862
	<u>\$74,597</u>	<u>\$74,966</u>

Total **\$137,538** **\$129,404**

Total **\$77,326** **\$79,155**

St. Mary's		
Statement of Income and Expenses - April 30, 2017		
<u>Income</u>	<u>2017</u>	<u>2016</u>
Regular Offerings	\$29,984	\$28,138
Open Offerings	\$761	\$996
Festival	\$1,212	\$1,424
<u>Total Offerings</u>	<u>\$31,957</u>	<u>\$30,558</u>
Rent	\$5,085	\$5,365
Interest	\$2	\$3
Specific Donations / Outreach	\$922	\$100
Miscellaneous	\$0	\$0
Guild/Parish Events	\$0	\$0
GST Rebate	\$1,332	\$237
Devicit/ Capital Appeal	\$3,006	\$2,369
<u>Total Operatng Fund</u>	<u>\$42,302</u>	<u>\$38,632</u>
Memorial Account	\$18,500	\$20,000
Parish Events	\$1,665	\$0
<u>Total Income</u>	<u>\$62,467</u>	<u>\$58,632</u>
<u>Expenses:</u>		
<u>Operating Fund:</u>		
Stipend/Benefits	\$16,802	\$16,857
Youth Worker	\$0	\$3,145
Relief Clergy	\$113	\$38
Music Services	\$4,216	\$4,353
Admin. Support	\$6,508	\$6,373
Parish Financial Mgt. Consult.	\$0	\$0
<u>Total Salaries</u>	<u>\$27,638</u>	<u>\$30,766</u>
Diocesan Assessment	\$7,168	\$6,640
Christian Education	\$319	\$482
Outreach	\$0	\$0
Music Services	\$307	\$146
Insurance	\$3,265	\$3,174
Office General	\$1,775	\$2,596
Maintenance - General	\$1,549	\$504
Maintenance - Cleaning	\$1,739	\$1,632
Utilities	\$3,702	\$3,505
Miscellaneous	\$200	\$1,457
Major Capital	\$0	\$0
<u>Total Operating Fund</u>	<u>\$47,661</u>	<u>\$50,902</u>
Memorial Fund		
Parish Events		
<u>Total Expenses</u>	<u>\$47,661</u>	<u>\$50,902</u>
<u>Surplus (Deficit)</u>	<u>\$14,806</u>	<u>\$7,730</u>

St Mary's
Statement of Changes in Equity - April 30, 2017

	<u>Operating</u>	<u>Memorial</u>	<u>Events</u>	<u>Total 2017</u>	<u>Total 2016</u>
Equity, Beginning of Year	\$335	\$76,590	\$5,111	\$82,036	
Income	\$62,467	\$9,874	\$62,467	\$134,808	
Expenses	\$52,068	\$15,470	\$47,661	\$115,199	
Transfers	\$18,500	-\$18,500	\$0	\$0	
Equity, End of Month	<u>\$133,370</u>	<u>\$83,434</u>	<u>\$115,239</u>	<u>\$332,043</u>	<u>\$77,425</u>

St. Mary's					
Other Funds' Activity - April 30, 2017					
Memorial Account					
	Balance			Transfers	Balance
	Jan 1, 2017	Revenue	Expenses	IN (OUT)	Apr 30, 2017
General	\$18,713				
Interest					
Rec'd (Jan 31, Feb 28, Mar 31, Apr 30)		\$5			
Transfer to Operating Fund (Jan)				-\$18,500	
Transfer to Investments		\$5	\$0	-\$18,500	<u>\$218</u>
Thrifty Foods	\$0				
Receipts from Thrifty's (Jan 13)		\$264			
Receipts from Thrifty's (Feb 9)		\$20			
Receipts from Thrifty's (Feb 10)		\$156			
Receipts from Thrifty's (Mar 10)		\$174			
Receipts from Thrifty's (Apr 7)		\$170			
Transfer to Mower (Apr 18)		-\$784			
		\$0	\$0	-\$784	<u>\$0</u>
Bequests & Donations	\$0	\$0			<u>\$0</u>
First Nations Bursary	\$2,501	\$2,501			<u>\$2,501</u>
Guild	\$4,000	-\$367			<u>\$3,633</u>
Mower	-\$1,228	\$784		\$784	<u>-\$444</u>
	<u>\$23,986</u>	<u>\$2,924</u>	<u>\$0</u>	<u>-\$18,500</u>	<u>\$5,908</u>
<u>In-Trust Funds:</u>					
Ron Smith Legacy	\$6,795				
Rector's Discretionary (Mar 15)		\$0	\$500	\$0	<u>\$6,295</u>
RAPID (Refugees)	\$22,924				
Receipt (Jan 31)		\$200			
Receipt (Feb 27)		\$1,200			
Receipt (Mar 30)		\$200			
Dental (Jan 5, Mar 27)			\$6,470		
Allowances (Jan 2, 9, 16, 23, 30)			\$2,500		
Allowances (Feb 6, 13, 20, 27)			\$2,000		
Allowances (Mar 6, 13, 20, 27)			\$2,000		
Allowances (Apr 3, 10, 17, 24)			\$2,000		
		\$1,600	\$14,970	\$0	<u>\$9,554</u>
PRF (Refugees)	\$22,885				
Receipt (Jan 24)		\$5,350			
		\$5,350	\$0	\$0	<u>\$28,235</u>
	<u>\$52,604</u>	<u>\$6,950</u>	<u>\$15,470</u>	<u>\$0</u>	<u>\$44,084</u>
<u>TOTALS</u>	<u>\$76,590</u>	<u>\$9,874</u>	<u>\$15,470</u>	<u>-\$18,500</u>	<u>\$49,992</u>
<u>Investments</u>					
GIC (1 yr Redeemable May 20, 2017)	\$45,200				
GIC (3 yr Rising Rate Mature June 12, 2019)	\$74,500				
	<u>\$119,700</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$119,700</u>
<u>TOTALS</u>	<u>\$196,290</u>	<u>\$9,874</u>	<u>\$15,470</u>	<u>-\$18,500</u>	<u>\$172,194</u>

St. Mary's
Other Funds' Activity - April 2017

	<u>Parish Events</u>				
	<u>Balance</u>			<u>Transfers</u>	<u>Balance</u>
	<u>Jan 1, 2017</u>	<u>Revenue</u>	<u>Expenses</u>	<u>IN (OUT)</u>	<u>Apr 30, 2017</u>
Altar	\$1,308	\$100			\$1,408
Choir					\$0
Flower	\$1,365	\$1,090	\$755		\$1,701
Holly Fair	\$191				\$191
Musical Festival:		\$3,045			\$3,045
Performers			\$500		-\$500
Advertising			\$719		-\$719
Other	\$1,806				\$1,806
Transfer to Operating Fund					\$0
General:					\$0
Calendars					\$0
Books					\$0
Gifts		\$485	\$463		\$22
Bank					\$0
Other	-\$241				-\$241
Transfer from Social					\$0
Parish Sale	\$133	\$1,884	\$66		\$1,951
Social	\$256		\$137		\$119
Transfer to General **				-\$1,850	-\$1,850
Wine Fest	\$7		\$849		-\$842
Youth	\$286				\$286
Floats	\$288	\$600	\$600		\$288
Other & Misc.			\$17		-\$17
Comfort		\$200	\$0		\$200
Sunday Coffee		\$300	\$178		\$122
Interest		\$0			\$0
	<u>\$5,399</u>	<u>\$7,704</u>	<u>\$4,282</u>	<u>-\$1,850</u>	<u>\$6,971</u>

** 10% of this amount will subsequently be transferred to General Outreach.

BUDGET REVIEW - APRIL 2017

ITEM	2017 BUDGET	TO 30-Apr	%AGE 33.00%	RMKS
INCOME				
REGULAR OFFERINGS	90,000	29,983.56	33.32	
OPEN OFFERING	3,000	761.10	25.37	
FESTIVAL	3,750	1,087.00	28.99	
HALL/PARKING RENT	17,000	5,085.00	29.91	
INTEREST	5	1.80	36.00	
SPECIFIC DONATIONS	-	421.86	0.00	2 GIK - Communion supplies/Altar Set
ENVELOPES	125	125.00	0.00	
H/M/D	500	500.00	100.00	
GST REBATE	1,000	1,331.63	133.16	NFA
MISCELLANEOUS	200		0.00	
TX FROM HOLLY FAIR	8,500		0.00	
PARISH THRIFT SALES	5,000	1,665.00	33.30	
DEFICIT ELIMINATION APPEAL - 2017	8,000	1,505.50	18.82	
DEFICIT ELIMINATION APPEAL - 2015 CF	1,500	1,500.00	100.00	
TX FROM MEMORIAL			0.00	
TOTAL REVENUE	138,580	43,967.45	31.73	
DISBURSEMENTS				
STIPEND/BENEFITS	51,000	16,801.53	32.94	
RELIEF CLERGY	700	112.50	16.07	
MUSIC DIRECTOR	11,300	3,216.62	28.47	
RELIEF ORGANIST	600	999.46	166.58	Incl. \$549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	19,600	6,507.80	33.20	
PARISH FINANCIAL MGMT. CONSULT.	4,000		0.00	
DIOCESAN ASSESSMENT	21,503	7,167.68	33.33	
CHRISTIAN EDUCATION	500	319.33	63.87	
CLERGY CONFERENCES	400		0.00	
MUSIC	700	306.58	43.80	
SANCTUARY SUPPLIES	400	110.82	27.71	
ADVERTISING	300	169.31	56.44	
INSURANCE	3,500	3,265.00	93.29	NFA
OFFERING ENVELOPES	200		0.00	
PHOTOCOPY	3,000	589.21	19.64	
POSTAGE	400	104.37	26.09	
STATIONERY	1,250	290.25	23.22	
MAINTENANCE - GENERAL	3,000	1,437.94	47.93	recovery of \$1063 rec'd.
MAINTENANCE - CLEANING CONTRACT	4,700	1,365.00	29.04	
MAINTENANCE - CLEANING SUPPLIES	500	373.86	74.77	
MAINTENANCE - GARDENING	500	142.70	28.54	
GARBAGE	500	215.00	43.00	
HYDRO	7,500	2,404.00	32.05	
INTERNET	1,200	288.44	24.04	
TELEPHONE	2,000	606.57	30.33	
WATER/SEWER	600	197.89	32.98	
MISCELLANEOUS	1,500	200.28	13.35	
BANK CHARGES & RECONCILIATIONS	100		0.00	
TOTAL EXPENDITURES	141,453	47,192.14	33.36	
OPERATING SURPLUS/DEFICIT	- 2,873	- 3,224.69	112.24	

TREASURER'S REPORT – ST. STEPHEN'S – APRIL, 2017

What a difference a month makes!! April was a "5 Sunday" month which helped, but the biggest difference was the Easter offerings. Folk really gave this year! Rob's Easter letter went out at exactly the right time for timely responses. The letter to our parishioners from the Wardens has helped as quite a few have increased their weekly/monthly donations.

Once the crawl space in the Church is "foamed" we will see a reduction in Electricity costs. The telephone costs are still righting themselves after the switch to Shaw & a refund from Telus.

All in all we are in better financial shape than the previous 3 months. I am hopeful that this will continue.

Jen

ST. STEPHEN'S - INCOME, EXPENSES & BUDGET COMPARISON
GENERAL ACCOUNT ONLY
APRIL, 2017

	Budget	Monthly Budget	Monthly Actual	Year to Date Budget	Year to Date Actual	2016 Year to Date
<u>INCOME</u>						
Envelopes	99,000	8,250.00	10,069.21	33,000.00	29,328.05	29,011.00
Open Offerings	2,000	167.00	271.05	668.00	810.85	903.36
Hall Rentals - Preschool	8,000	667.00	800.00	2,668.00	3,200.00	3,200.00
Other Rentals	3,000	250.00	-	1,000.00	100.00	-
Interest Income	1,500	125.00	52.92	500.00	224.83	241.36
Weddings & Funerals	4,500	375.00	-	1,500.00	300.00	250.00
Social Events	1,000	83.00	99.93	332.00	306.13	318.05
GST Rebate	4,000	333.00	-	1,332.00	-	-
Trans. from Designated Funds	42,500	3,542.00	591.85	14,168.00	1,655.00	2,068.82
TOTAL INCOME	165,500	13,792.00	11,884.96	55,168.00	35,924.86	35,992.59
<u>GENERAL EXPENSES</u>						
Advertising	1,500	125.00	-	500.00	-	227.31
Assessment	21,444	1,787.00	1,787.00	7,148.00	7,148.00	7,403.32
Cleaning - Hall & Church	5,500	459.00	333.12	1,836.00	1,332.48	1,332.48
Electricity - Church	1,500	125.00	379.27	500.00	1,035.37	778.33
Electricity - Hall	2,700	225.00	609.72	900.00	1,313.36	1,229.15
Garbage & Re-Cycling	2,000	167.00	418.28	668.00	833.94	508.02
Heating Oil - Hall	3,000	250.00	(25.00)	1,000.00	1,331.21	1,464.55
Insurance	4,250	354.00	-	1,416.00	3,923.00	3,813.00
Newsletter	250	21.00	87.46	84.00	207.46	63.00
Security	406	34.00	100.86	136.00	201.72	194.80
Social Events	1,600	133.00	-	532.00	279.07	565.25
Repairs & Maintenance	18,800	1,567.00	269.40	6,268.00	2,840.56	4,020.95
Capital Expenses	-	-	490.00	-	490.00	-
Telephone & Internet	2,400	200.00	(107.59)	800.00	327.42	544.44
Total Clergy Payroll	53,000	4,417.00	4,305.72	17,668.00	16,801.84	16,857.36
Bookkeeper	2,500	208.00	238.00	832.00	748.00	952.00
Consultant/Treasurer	4,000	333.00	-	1,332.00	-	-
Total Family/Youth Worker	-	-	-	-	-	3,144.98
Total Secretary Payroll	15,000	1,250.00	848.96	5,000.00	2,164.11	2,733.36
Church Supplies	1,800	150.00	31.15	600.00	83.28	47.68
Musicians	9,000	750.00	625.00	3,000.00	2,000.00	1,750.00
Music & Audio Supplies	1,000	83.00	-	332.00	154.35	24.09
Office Supplies	2,800	233.00	(125.00)	932.00	216.20	956.29
Photocopier	3,000	250.00	437.09	1,000.00	928.86	637.28
Relief Clergy	850	71.00	75.00	284.00	200.00	74.00
Clergy Conferences & Retreats	1,500	125.00	-	500.00	467.57	-
Spiritual Education	1,500	125.00	(39.49)	500.00	-	311.08
Sunday School	1,500	125.00	-	500.00	-	66.14
Youth/Family Ministry	2,700	225.00	45.00	900.00	180.00	179.57
TOTAL EXPENSES	165,500	13,792.00	10,783.95	55,168.00	45,207.20	49,578.43
TOTAL INCOME	165,500	13,792.00	11,884.96	55,168.00	35,924.86	35,992.59
NET PROFIT/LOSS	-	-	1,101.01	-	(9,283.34)	(13,585.84)

Our Parish Identity and Mission:

We are:

I. Committed Learners

We nurture our faith and display the joy Christ gives us (**D**iscipleship)

II. Friendly Inviters

We invite our 'neighbour' to experience our parish family (**E**vangelism)

III. Sacrificial Givers

We reach out to others (**O**utreach)

Our Strategy for Growth 5-Year Plan (as agreed to in September, 2015)

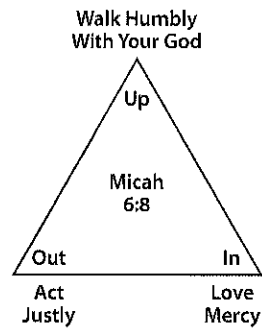
- I. Advance our spiritual growth through worship, teaching and Bible study
- II. Strengthen our relationship with the community (local, national, and international)
- III. Increase the number of engaged parishioners

Tasks for review in future years:

1. Bible Study	2. Soundings
3. Home Group	4. Spring Fling (April 25)
5. Thrift Sale (Jan. 31)	6. Save the Mothers Walk
7. Taize Evening Prayer	8. Car Boot Sale
9. Pancake Supper (Feb.9)	10. Peninsula Wine Fest
11. Luncheon, pre AGM	12. Thrift Sale (Sept.25)
13. Bless the Animals	14. Garlic Gala
15. Craft Group	16. Skating Party
17. Stations of the Cross	18. Sock Hop
19. Sunday Serenades (4)	20. Holly Fair (Nov.21)
21. Hymn Sing	22. Advanced Care Planning

Tasks achievable in 12 months:

I. Advance our spiritual growth:



1. “Triangle Teaching” :

(start with “Up”)

Gospel Shaped Worship

2. Parish Weekend

3. Parish Workshops

II. Strengthen our relationship with the community:

1. Engage friends in the community, by inviting them to the following special events:

- a) Peninsula Wine Fest
- b) Free Valentine’s Dance
- c) Free CPR course in February

2. Build upon community outreach programs, specifically:

- a) Christmas Tree Trail
- b) “Soup’s On”
- c) Christmas Hampers
- d) Summer Camp

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

III. Increase the number of engaged parishioners:

- 1. Increase the number of new parishioners by:**
 - a) Inviting Boomers and their “families” to attend worship
 - b) Inviting friends and “neighbours” to workshops focused on current needs
- 2. Increase the engagement of current parishioners and quickly engage newcomers by inviting them to:**
 - a) Share their gifts and talents with the parish family
 - b) Actively participate in a newcomer program
- 3. Support children and youth programs, specifically:**
 - a) Sunday School
 - b) Youth Group & Confirmation Preparation
 - c) “Gems” Group (Girls Everywhere Meeting the Savior)

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

Our Self Assessment for successful achievement of the Tasks for each Strategy:

Note: In drawing a parallel with the Diocesan Vision, our energies throughout this endeavour could be described as “Faith in Action”

Strategy I: Advance our spiritual growth through worship, teaching, and Bible study

<u>Task</u>	Succeeded; Start new task	In progress; Continue	Do over; Try again	<u>Comments</u>
1. “Triangle Teaching”		X		“Faith in Formation”
2. Parish Weekend		X		Good participation from both churches
3. Parish Workshops		X		EG. Brett’s Bible study, Indigenous Perspectives

Note: When we have “Succeeded” in completing 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 to take on new tasks.

Strategy II: Strengthen our relationship with the community:

<u>Task</u>	Succeeded; Start new task	In progress; Continue	Do over; Try again	<u>Comments</u>
1. Engage friends in the community, by inviting them to the following special events:				“Faith in Formation”
a. Peninsula Wine Fest	X			
b. Free Valentine’s Dance	X			
c. Free CPR course in February	X			
2. Build upon community outreach programs, specifically:				
a. Christmas Tree Trail			X	Not ours to decide
b. Soup’s On	X			
c. Christmas Hampers		X		
d. Summer Camp	X			
3. Achieve greater support by our community of churches for the YFC Blue Bus outreach	X			

Strategy III: Increase the number of engaged parishioners:

<u>Task</u>	Succeeded; Start new task	In progress; Continue	Do over; Try again	<u>Comments</u>
1. Increase the number of new parishioners by:				
a. Inviting Boomers and their “families” to attend worship			X	
b. Inviting friends and “neighbours” to workshop focussed on current needs.		X		
2. Increase the engagement of current parishioners and quickly engage newcomers by inviting them to:				
a. Share their gifts and talents with the parish family.		X		
b. Actively participate in a newcomer program.			X	
3. Support children and youth programs, specifically:				
a. Sunday School		X		
b. Youth Group & Confirmation Preparation			X	
c. [Gems] Group (Girls Everywhere Meeting the Savior	X			

St. Marys / St Stephens

Just a quick note

Thank you again for the support the Church has given to Stellys. we continue to hand out

30+ sandwiches, fruit and granola bars to students who are hungry. what a difference that makes!

I hope you can help Stellys again for the 2017/2018 school year? I also hope the church(es) can keep Christmas in your minds

So we can continue to help the needy families in our community. we helped over 30 families with your help.

Thank again
for all you
do.

Stellys



Parish Council Guidelines

Introduction

These guidelines have been created to assist parish leaders in the unique roles they serve with an Anglican congregation in the diocese. They are not a substitute for the Canons of the Diocese of British Columbia. Additionally, there are common practices in the diocese and these guidelines are meant to complement them.

Essential Characteristics of a Parish Council

Parish council is both a process and a structure to enable parishioners to accept and to share more fully the task of continuing the church's work in the parish and neighbourhood. Its work should call forth and affirm the many gifts and competencies needed to meet the pastoral needs of God's people and make manifest the presence of Christ in the communities it serves.

In order that a parish council successfully serve its leadership role in the parish, it should foster some important characteristics so it doesn't get bogged down in avoidable conflicts.

A parish council is **prayerful**. Its members are to be persons of prayer; that is, they see the value of private prayer for their own personal growth in holiness, as well as the value of community prayer for growth in Christ's community of faith and love. The council spends time together in prayer and retreat experiences to draw together in love and trust, to heal divisions, and for the discernment of God's will for the community.

A parish council is **pastoral**. It strives to discern the movement of the Holy Spirit among God's people in the parish for investigating and weighing matters that bear on pastoral activities affecting the lives of parishioners. The council decides what specific actions or programs a parish should adopt to perform its mission—that of making the Gospel known and of helping people in their spiritual journeys. Only then can it determine what resources (people, facilities, money) it needs to carry out those activities and how to provide such resources.



A parish council is **representative**. It is a representative body rather than a body of representatives. A council member is not the representative for a particular neighbourhood, age bracket, special interest group or organization: each council member ministers to the entire parish community. Thus, the council represents, in a holistic sense, all the demographics of a parish; old and young, men and women, laity, clergy and religious people with divergent viewpoints, experiences and ethnic/cultural backgrounds. All work together in an atmosphere and spirit of trust and openness, merging their expertise, insights and experiences to further the mission of Christ among all people. The priests of the parish and a representative number of people, with their respective gifts and talents, are to be members of the council. Eligibility requirements for council membership are to be reasonable; some form of elective/selective process in which the entire parish is involved is necessary. All members of the council are voting members of the council.

A parish council is **discerning**. Its members participate in the policy-making process for the parish by bringing together the needs and the hopes of the parishioners and of the entire community (neighbourhoods) in which they live or serve. Through dialogue and deliberation, it merges the insights, the diverse experiences, the expertise and the faith of council members to provide vision and direction for the parish community. That vision finds expression in the priorities established and the broad policies adopted. Four principles are to be observed in this connection:

Principles

1. Only policy decisions are to be made by the parish council; day-to-day parish administrative decisions are made by the parish staff.
2. Council decisions are to be consistent with Anglican faith and teachings, as well as civil and canon law.
3. The clergy/pastoral team ratifies the decisions of the council through their presence at meetings and participation in the discussion and refinement of proposals.
4. The pastoral team is accountable to the diocesan bishop for the parish, and is responsible for the spiritual life of each parishioner. Council members must be open to reconsideration of any decision in light of this responsibility.



A parish council is **prophetic**. Experiencing the fullness of God's word brings a broader, more challenging vision to parish life. Parish council should strive to move outward, seeking ways to be instruments of justice, peace, reconciliation and practical love, while bearing witness to and engaging in what God is already doing in the world. Council is a group of people unafraid to challenge and take risks; who support, affirm and share their convictions with one another as they strive to build more trusting relationships in the process of building up the body of Christ. Council membership calls people to be sensitive to the anguish and pain of others and to respond in healing, reconciling ways.

A parish council is **enabling**. It strives to recognize and acknowledge the gifts in God's people and to enable each person's unique gifts to contribute to building up the community of faith. To accomplish this, council works with standing committees which correspond to the church's vision.

The council works to promote unity in diversity—keeping the parish together by enabling people to think, pray, work and play together.

Practical Considerations

Who should be on a parish council? Anyone who wishes to serve on a parish council should understand that he/she serves the whole parish and not just one part of it or constituent group such as the choir. Members must be clear about their responsibilities and about the respective roles of the council and clergy. The council should model Christian community.

What is a parish council supposed to do? A parish council cooperates with the clergy for the good of the parish. This idea of cooperation or collaboration is not as passive as it may sound. Getting along is a goal of mature people who want to accomplish something, and it works two ways. The "good of the parish" should be the litmus test for all our motivations and reactions, for what we say and do. Personal likes and dislikes should be minimized and issues should, whenever possible, not be personalized.

When should a parish council meet? Monthly meetings are the best pattern to keep people interested and get results. Councils do not always have to be doing business; a couple of meetings a year there should be worship and a social. The dates for the meetings for the year should be established at the beginning of the year so members



can prioritize the time in their calendars. Choosing one night of the month and sticking to it will help attendance. Having the dates pre-set will help people determine whether they should seek appointment or election if there is a conflict in their schedule. Reminders in the form of meeting announcements should be sent out ten days before each session. Meetings should begin and end on time, and we recommend that they take no more than ninety minutes. Consider having coffee and other refreshments ready fifteen minutes before the scheduled starting time to encourage promptness and to create a social environment conducive to collaboration.

How can we make the council effective? Like good parties, good meetings require good preparation. Here are some things to consider:

Advance Preparation

- Churchwardens and clergy should meet and setup the agenda two weeks in advance.
- Chair (usually the incumbent, but can alternate with churchwardens) should ensure, in advance that, persons or committees scheduled to give reports are present and prepared.
- Set an established agenda for all meetings. For example:
 - Opening prayer
 - Chairperson's report (procedural matters, announcements, updates)
 - Clergy report
 - Special focus discussion
 - Committee reports
 - Old business
 - New business
 - Closing prayer

At the Meeting

A chairperson should facilitate, never dominate. Your role is to encourage and moderate. For example, by ensuring all voices are heard and those most willing to speak up do not dominate. Here are a few suggestions:

- Offer each member a chance to speak at each meeting.
- Accept conflict in the group—this is the necessary steam to get movement. No pressure—no movement. BUT work hard to ensure conflict does not become dispute.



- Keep meeting post-mortems to a minimum; encourage people talk in the meeting, not after or between meetings.
- Be creative in setting the agenda.
- Be realistic—you will not please all the people all the time.
- Be patient—results are often hard to see.

Stand by Decisions

Decision-making is often by consensus or by show of hands. The minutes state merely the decision reached and the names of the mover and seconder. Occasionally a council member will ask for their name to be noted as abstaining from voting; this is done normally to avoid conflict of interest situations. Once a decision is reached and recorded for the minutes agree as a group to support the decision regardless of personal feelings and avoid gossip regardless of the outcome.

Relevant Diocesan Canons

CANON 6.8—APPOINTMENT AND ELECTION OF CHURCHWARDENS

- a. In every parish there shall be two churchwardens selected from the communicants, one to be appointed by the incumbent and one to be elected by the electors; provided that, if the incumbent declares a desire to waive the incumbent's right of appointment, both the churchwardens shall be elected by the electors.
- b. If any incumbency is vacant at the time fixed for the election and appointment of churchwardens, one shall be elected by the parishioners duly assembled (normally at the annual general meeting) and the other shall be appointed by the bishop or the commissary. The churchwarden appointed by the bishop or the commissary shall remain in office until the incumbent shall has been duly appointed.
- c. No person shall be appointed or elected as churchwarden who has held the office for the previous six years.
- d. No churchwarden may be removed from office except by direction of the bishop.



CANON 6.9—PARISH COUNCIL

- a. In every parish there shall be a parish council elected from and by the parishioners of not less than three nor more than twelve in number in addition to the ex-officio members. This council shall meet at least quarterly.
- b. The council may, at a meeting after the parishioners' meeting, add to its membership a number not more than one-third of those elected at the vestry meeting, with the unanimous consent of its members to each appointment.
- c. The incumbent shall be entitled to appoint a number equal to those added under paragraph b. above.
- d. Unless elected or appointed to parish council, the treasurer and secretary do not have a vote.
- e. Members added under the provisions of paragraphs b. and c. above shall have the same powers and privileges as those members elected by the vestry.
- f. Alternate lay delegates to Synod not elected or appointed to parish council are not ex-officio members of parish council, unless the elected lay delegate states that he/she cannot attend Synod.
- g. The incumbent, any other clergy licensed to the parish, the churchwardens and lay delegates to Synod shall be ex-officio members of the parish council and all have the right to vote.
- h. No paid lay employee of the parish shall be a member of the parish council without the unanimous consent of the council.
- i. The duty of the parish council shall be to assist and support the incumbent and the churchwardens in the general business and the programs of the parish.
- j. The incumbent shall be the convener of the parish council; if there be no incumbent, then the meetings shall be convened by the churchwardens.
- k. The incumbent, the incumbent's nominee, or a person elected by the council, in that sequence, shall be the chair of the parish council. If the parish be vacant, or



if the absence of the incumbent is approved by the archdeacon or the bishop, the council shall elect as chair one of the churchwardens.

- l. The incumbent shall call a special meeting of the parishioners or parish council on receiving a written requisition to that effect, signed by the churchwardens and by a majority of the parish council or on such requisition signed by any ten parishioners.
- m. A quorum of the parish council shall be the chair and one of the churchwardens and one-third of the membership of the council.
- n. Between annual and special meetings of the parishioners, their powers shall be vested in the parish council.

Other Considerations

- o Spouses are not encouraged to be on council together.
- o Seasonal members (people who are out of the parish for long periods of time each year) should not undertake churchwarden duties without the support of a deputy churchwarden.
- o Whenever possible, candidates should be members of the parish for one year prior to election.



4.2 Refugee Committee Reporting Procedure

Responsibility of the Synod and Parish

The Anglican Synod of the Diocese of British Columbia is the Sponsorship Agreement Holder (SAH) with the Government of Canada and is responsible for any financial shortfalls in the sponsorship of our refugees. Both the synod and parishes are also responsible for ensuring that all outlays (from the charitable donations received) are in accordance with the Canada Revenue Agency rules for outreach. The synod and parishes must demonstrate to our insurance provider that volunteers have received appropriate training. To that end, the following procedures have been established:

Sponsorship Group Quarterly Reports

Due dates are as follows:

Q1	Jan 1 to March 31	Due April 21
Q2	April 1 to June 30	Due July 21
Q3	July 1 to September 30	Due October 21
Q4	October 1 to December 31	Due January 21

1. Narrative / Check-in Report on the volunteers and the newcomer family:

- Prepared by the chair and submitted to Refugee Coordinator
- Required only once the family has arrived
- Provided form to be filled out and returned by email

2. Financial Reports:

- Prepared by the Sponsorship Group Treasurer and submitted to Refugee Coordinator and Parish Treasurer.
- Excel spreadsheets preferred for detail listings, but other formats acceptable.
 - **Detail listing of all donations and fundraising amounts**, from the group's inception to the current quarter-end. Please include a grand total.
 - **Detail listing of all disbursements paid to or on behalf of the family**, from the group's inception to the current quarter-end. Please include a grand total.
 - **Copy or scan of the CG's bank account statement as well as the parish's statement indicating moneys held on behalf of refugee sponsorship**, for the final month of the current quarter.

The Role of the Parish Treasurer

The sponsoring group bank account is an asset of the sponsoring parish. This is why the financial reports must also be submitted to the parish treasurer. The parish treasurer must then incorporate that information into the parish's financial reporting, and reflect the balance in that account on its own books at the end of the fiscal year.

If the treasurer for the Sponsorship Group is *not* the parish treasurer please make sure you share this information and collaborate on the report.

4.3 Funds Given for Refugee Settlement

As sponsorship groups near the end of their sponsorship commitment, some groups may have undistributed funds at the end of the 12-month period. This may have occurred for a variety of reasons ranging from generous donors in the initial fundraising to less financial requirements than budgeted.

During the fundraising, it was usually conveyed (or implied) that the funds would be used for family sponsorship and refugee resettlement. Any donations, receipted or not, must be used for sponsorship expenses as outlined in our SAH agreement (e.g. shelter, food, clothing, language learning, medical and dental expenses). Purchase of an automobile or a contribution to an RESP is not permitted with these funds. Expenditures outside of the parameters of the SAH agreement can be funded with other income sources of the family (e.g. Canada Child Benefits, employment, GST rebates).

Any surplus funds must be used for programs within the charity's (Anglican Diocese of BC) mandate and corresponding programs. If a group is planning to sponsor another family within the upcoming year, the monies can stay with the parish and be used to kick-start the fundraising for the next sponsorship. If a group is not planning on sponsoring another family, the monies should be transferred from the parish to the Anglican Diocese of BC (a qualified donee) to be used, at the discretion of the Diocesan Refugee Committee, towards upcoming sponsorships. If another Sponsorship Group operating under the Diocesan Sponsorship Agreement requires additional support, surplus funds transferred as per above, may be designated for that group.

Unused balances in a group's contingency fund should not be distributed to the refugee family at the end of the sponsorship. Those monies will be applied towards future sponsorships under the same circumstances stated above as they were raised for "settling" refugees.

Transfers to the Anglican Diocese of BC will not be used towards the administration of the program as this would contravene what has been conveyed or implied during the fundraising program.

If your group clearly indicated to donors that some monies raised would be used towards the cost of running the program, then the diocese should be notified, as we are looking for funds to offset the next fiscal year's program costs. The diocese has applied for grants through third party foundations to offset some of the costs, but in order to receive a grant we must demonstrate that the program is partially self-funded.