

Parish of Central Saanich Council Minutes – January 17, 2017

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

ACTION ITEMS

Name	Action Item	Page Reference	Target Date	Completed
	Previous Meetings			
All	Continue to Review 3 strategic goals and questions that were in the Nov. meeting package.			
Wardens	Prepare Recommendations for Outreach oversight			

Attendees: Rev. Rob Szo
Nancy Choat Derek Osman Lynda Clifford Don Wilson
David Cooper Jen Buscall
Karen McColm Ken Pedlow Susan Pullan Greg Robinson
Leslie Pedlow (Recording Secretary)

Regrets: Allan Carlson

I Open meeting with Prayer

Rob called the meeting to order at 7:00pm and opened with a reading from 1 Corinthians and a prayer.

II Changes or Additions to the Agenda

Rob asked if there were any changes or additions to the Agenda. None being noted the meeting proceeded.

III Minutes:

The Minutes of the November 15, 2016 Council Meeting were approved by Electronic Vote. Electronic Voting Results –100% of those in attendance voted in favour. The approved minutes were posted on the website once they were signed by the Chair.

IV Reports:

1. Financial Reports:

- a) **St. Mary's 2016 Year-End Financial Statement:** David circulated his report on the General Operating Account to the end of December, 2016 which showed a surplus of \$335.38. He was very pleased that the incomes exceeded projections. For clarification, he reported that the GST Rebate was far lower than expected due to a change in reporting procedures. Expenses were much as expected. The lack of a Children and Youth Worker and the accompanying salary kept us in the black. He then gave a brief summary of the Memorial and Parish Events accounts. It was

Moved by David Cooper, **Seconded** by Derek Osman, that St. Mary's 2016 year-end financial statement be adopted. **CARRIED.**

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St. Mary's 2017 Draft Budget: David quickly reviewed the figures. There is a slight increase projected in income for a total of \$138,580. David also included carried over Deficit Elimination funds from 2016. He has also included projected revenue from Holly Fair and from the Deficit Elimination 2017 campaign; all of which David has not done historically. Expenditures were projected to be \$145,453 which would result in a deficit of \$6,873. Expenses fluctuate because in 2017, there is no Youth Worker. (In comparison, St. Stephen's still has Sunday School and Spiritual Education budgeted.) Both churches have budgeted for costs associated with an experienced treasurer who initially will be hired on an hourly basis in a consultant capacity. The amount budgeted by each church is \$8,000, an amount for April to December.

- b) St. Stephen's 2016 Year-End Financial Statement: Jen submitted her report as circulated. She was pleased to report that December was better than November had been. Having the Christmas letter and special envelopes out earlier was a big help in boosting the December numbers. Even though expenses were kept in line, St. Stephen's ended the year with a \$6,700 deficit.

St. Stephen's 2017 Draft Budget: Jen quickly reviewed her figures as presented. She indicated that she had not budgeted for a Children and Youth Worker either.

The floor was open to questions regarding either draft budget. Ken asked if there was any Capital Expenditure budgeting or planning happening. Derek indicated that while no formal budget is presented, there is always an indication in the Treasurer's Report of expected Capital projects to be undertaken. St. Stephen's indicated that they used a similar method of advising of capital expenditures for the coming year.

Ken asked for more details regarding the decision to hire a "Parish" Treasurer. This led to an extensive discussion on the matter. There were concerns regarding a lack of terms of reference and a review of the duties of the bookkeepers and even the title of the position. It was suggested that the title needed to reflect the role as that of a consulting function. It was agreed that there should be a write-up in the Annual Report placed just prior to the Draft Budgets, which could explain many of the details that were discussed at Council and so that people would have an explanation of the new budget line item. It was

Moved by Derek Osman, **Seconded** by Jen Buscall that the Draft 2017 Budgets for St. Mary's and St. Stephen's be received by Council for presentation and recommendation to the AGM. **CARRIED.**

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2. **Rector's Report:** Rob circulated his written report which highlighted the Bishop's visit to St. Mary's, the upcoming Lenten Program, the formation of a new small group which grew from the Alpha Program with Joy and Nick Hunter facilitating, and the Nominating Committee. Rob indicated that the Nominating Committee consisted of Greg Robinson and himself. Due to the challenge with getting nominees to be Council Members, this year there will be reduced to 2 members at large, rather than 3.

3. **Wardens' Reports:**

- a) St. Mary's: Derek and Nancy presented their report as circulated. Derek indicated that it would be the report that would be submitted for the Annual Report. It's focus is based on the three goals and strategies.
- b) St. Stephen's: Lynda and Don presented their report as circulated. It was **Moved** by Lynda Clifford, **Seconded** by Ken Pedlow that the non-financial reports be received. **CARRIED**.

V. **Action Items:**

1. Gifts in Kind Review Committee – Nancy presented the final version of the draft Parish policy emphasizing that the details were in line with the Diocesan Treasurers' Handbook. It was

Moved by Nancy Choat, **Seconded** by Jen Buscall, that the Parish adopt the Gifts in Kind Policy, effective January 1, 2017. **CARRIED**.

2. Wardens' Parish Recommendations for Church Outreach Committees – (composition, functional scope, etc.) This matter is still pending so it will not impact on the Outreach Committee this year.

VI **Business Arising/Discussion**

1. Proposal from the Parish Event Planning Committee: Derek indicated that the Committee worked very well together. A revised document was presented which shows that the Committee took an extensive look at last year's events. It also listed several events for 2017 but in many cases the Committee didn't feel that there was enough information to bring a completed list forward to Parish Council for approval. Derek indicated that the document would be circulated on line seeking leadership where needed. It was

Moved by Derek Osman, **Seconded** by Lynda Clifford that Council approve the direction of the Event Plan prepared by the Event Planning Committee. However, Council directs the Committee to determine who the leader(s) is for each Event, the scope of each event, and the proposed date of each event (i.e. the Pre-Event Assessment content). The Pre-Event Assessments are to be retrieved within the next month and a revised annual Event plan prepared for the approval by Council. The Events for which no leader steps forward by the cut-off date will be placed in abeyance until a leader is identified. The exception are those 10 Events hosted by St. Mary's for concerts (hall rentals)

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and community sales events that generate funds to help balance the books for St. Mary's. **CARRIED.**

VII New Business:

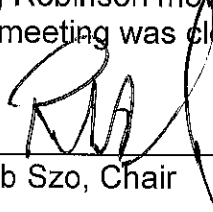
Lynda reported that she had attended a Diocesan-wide Wardens' meeting and felt that she had come away with some valuable information.

VIII Next Meeting

March 21, 2017 at St. Mary's at 7:00 p.m

XI Closing with Prayer and Grace

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



Rev. Rob Szo, Chair

Parish of Central Saanich Council Agenda – January 17, 2017
7:00 p.m. at St. Stephen's

Regrets:

I Open meeting with Prayer

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – Nov. 15, 2016
 - Electronic Voting Results – voted to adopt
 - The approved minutes were posted on the website.

IV Reports

1. Financials.
 - a) St. Mary's 2016 Report & Draft 2017 Budget – David (*attached*)
 - ✓ *Motion to adopt 2016 & recommend budget to AGM*
 - b) St. Stephen's 2016 Report & Draft 2017 – Jen (*attached*)
 - ✓ *Motion to adopt 2016 & recommend budget to AGM*
2. Rector
3. Wardens – Derek/Nancy (*attached*)
 - Don/Lynda (*attached*)
- ✓ *Motion to receive above reports*

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

1. Gifts in Kind Review Committee - Nancy (*revision attached*)
2. Wardens' Parish Recommendations for Church Outreach Committees (composition, functional scope, etc.)

VI Business Arising/Discussion from Minutes

1. Proposal from the Parish Event Planning Committee (*attached*)

Proposed motion:
Council approves the direction of the Event Plan prepared by the Event Planning Committee. However, Council directs the Committee to determine who the leader(s) is for each Event, the scope of each event, and the proposed date of each event (i.e. the Pre-Event Assessment content). The Pre-Event Assessments are to be retrieved within the next month and a revised annual Event plan prepared for the approval by Council. The Events for which no leader steps forward by the cut-off date will be placed in abeyance until a leader is identified. The exception are those 10 Events hosted by St. Mary's for concerts (hall rentals) and community sales events that generate funds to help balance the books for St. Mary's.
Moved by _____, Seconded by _____, CARRIED.

VII Correspondence

From the Diocese: Wardens' Manual (*Intro attached*)
Capital Project Check List (*attached*)

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VIII New Business

IX Next Meeting

March 21, 2017 at St. Mary's at 7:00 p.m

Motion for adjournment - name, and at what time

X Closing with Prayer and Grace

ST MARY'S BUDGET REVIEW - 31 DECEMBER 2016

AND PROPOSED BUDGET FOR 2017

ITEM	2016 BUDGET	TO 31 Dec 16	%AGE 100.00%	DRAFT BUDGET 2017
INCOME				
REGULAR OFFERINGS	85,000	86,526.26	101.80	90,000.00
OPEN OFFERING	3,000	2,787.30	92.91	3,000.00
FESTIVAL	3,750	3,924.00	104.64	3,750.00
HALL/PARKING RENT	16,000	16,795.00	104.97	17,000.00
INTEREST	10	5.20	52.00	5.00
SPECIFIC DONATIONS	300	196.32	65.44	NIL
ENVELOPES	150	117.00	78.00	125.00
H/M/D	1,000	150.00	15.00	500.00
GST REBATE	1,000	236.83	23.68	1,000.00
MISCELLANEOUS	200	68.90	34.45	200.00
TX FROM HOLLY FAIR	8,000	9,700.00	121.25	8,500.00
PARISH THRIFT SALES	4,000	4,754.00	118.85	5,000.00
DEFICIT ELIMINATION APPEAL - 2016	-	8,460.17	0.00	8,000.00
TX FROM MEMORIAL				
BANK BALANCE 1 Jan16/DEFICIT ELIMINATION C/F		191.85		1,500.00
TOTAL REVENUE	122,410	133,912.83	109.40	138,580.00
DISBURSEMENTS				
STIPEND/BENEFITS	49,000	48,173.73	98.31	51,000.00
YOUTH WORKER	11,000	1,572.45	14.30	
RELIEF CLERGY	900	637.50	70.83	700.00
ORGANIST	11,600	12,531.12	108.03	11,300.00
RELIEF ORGANIST	600	900.00	150.00	600.00
SECRETARY	17,530	18,437.26	105.18	19,600.00
TREASURER				8,000.00
DIOCESAN ASSESSMENT	19,910	19,910.00	100.00	21,503.00
CHRISTIAN EDUCATION	750	243.79	32.51	500.00
CLERGY CONFERENCES	250	626.52	250.61	400.00
MUSIC	500	901.30	180.26	700.00
SANCTUARY SUPPLIES	250	336.06	134.42	400.00
ADVERTISING	300	287.89	95.96	300.00
INSURANCE	3,500	3,174.00	90.69	3,500.00
OFFERING ENVELOPES	250	199.57	79.83	200.00
PHOTOCOPY	2,500	2,934.55	117.38	3,000.00
POSTAGE	450	327.60	72.80	400.00
STATIONARY	900	1,100.03	122.23	1,250.00
MAINTAINANCE - GENERAL	3,000	1,833.18	61.11	3,000.00
MAINTENANCE - CLEANING CONTRACT	4,700	4,803.75	102.21	4,700.00
MAINTENANCE - CLEANING SUPPLIES	500	504.47	100.89	500.00
MAINTENANCE - GARDENING	500	74.94	14.99	500.00
GARBAGE	500	452.00	90.40	500.00
HYDRO	6,000	7,010.96	116.85	7,500.00
INTERNET	1,200	1,112.06	92.67	1,200.00
TELEPHONE	1,950	1,904.88	97.69	2,000.00
WATER/SEWER	650	511.98	78.77	600.00
MISCELLANEOUS	1,000	1,453.21	145.32	1,500.00
BANK CHARGES & RECONCILIATIONS	100	122.65	122.65	100.00
DEFICIT ELIMINATION CARRIED FORWARD		1,500.00		
TOTAL EXPENDITURES	140,290	133,577.45	95.22	145,453.00
OPERATING SURPLUS/DEFICIT	- 17,880	335.38	-1.88	- 6,873.00

ST. STEPHEN'S - INCOME, EXPENSES & BUDGET COMPARISON
GENERAL ACCOUNT ONLY
DECEMBER, 2016

	Budget	Monthly Budget	Monthly Actual	Year to Date Budget	Year to Date Actual	2015 Year to Date
INCOME						
Envelopes	99,000.00	8,250.00	9,768.50	99,000.00	92,519.06	94,874.30
Open Offerings	2,000.00	167.00	448.00	2,000.00	2,552.17	1,958.43
Hall Rentals - Preschool	8,000.00	667.00	800.00	8,000.00	8,000.00	8,000.00
Other Rentals	3,000.00	250.00	-	3,000.00	-	1,900.00
Interest Income	1,500.00	125.00	60.87	1,500.00	717.08	872.97
Weddings & Funerals	4,500.00	375.00	-	4,500.00	1,484.18	1,550.00
Coffee Fund	1,000.00	83.00	41.60	1,000.00	741.84	684.37
GST Rebate	4,000.00	333.00	-	4,000.00	-	-
Trans. from Designated Funds	45,800.00	3,817.00	3,000.00	45,800.00	14,782.25	30,509.25
TOTAL INCOME	168,800.00	14,067.00	14,118.97	168,800.00	120,796.58	140,349.32

GENERAL EXPENSES

Advertising	1,500.00	125.00	-	1,500.00	941.78	767.05
Assessment	22,211.00	1,851.00	1,850.83	22,211.00	22,209.96	16,615.44
Bookkeeping	1,600.00	133.00	136.00	1,600.00	2,108.00	1,449.25
Church Supplies	1,737.50	144.00	-	1,737.50	529.46	624.78
Cleaning - Hall	5,500.00	459.00	333.12	5,500.00	4,663.69	4,102.44
Clergy Conferences & Retreats	2,000.00	167.00	-	2,000.00	391.08	1,151.39
Insurance	3,813.00	318.00	-	3,813.00	3,813.00	3,825.00
Newsletter	250.00	21.00	-	250.00	255.00	234.00
Office Supplies	2,500.00	208.00	388.43	2,500.00	2,987.36	1,010.08
Security	400.00	33.00	-	400.00	389.60	383.34
Special Events	1,611.00	134.00	-	1,611.00	1,060.52	707.02
Total Clergy Payroll	50,000.00	4,167.00	3,574.30	50,000.00	48,174.78	46,696.00
Total Youth/Family Worker	15,000.00	1,250.00	-	15,000.00	3,144.98	10,914.00
Total Secretary Payroll	13,000.00	1,083.00	676.16	13,000.00	6,412.93	7,124.00
Musicians	9,500.00	792.00	500.00	9,500.00	5,975.00	6,070.00
Music Supplies	200.00	17.00	-	200.00	99.65	662.31
Vacation Clergy	712.50	59.00	-	712.50	599.00	300.00
Spiritual Growth	1,500.00	125.00	-	1,500.00	462.92	18.50
Youth/Family Ministry	2,750.00	229.00	107.09	2,750.00	1,178.46	590.97
Photocopier	3,000.00	250.00	-	3,000.00	2,412.61	1,730.06
Repairs & Maintenance	17,075.00	1,423.00	983.20	17,075.00	8,690.96	4,024.29
Capital Expenses	-	-	-	-	1,504.70	27,761.81
Sunday School	1,500.00	125.00	-	1,500.00	125.77	185.92
Electricity - Hall	2,700.00	225.00	408.80	2,700.00	3,106.54	2,702.77
Electricity - Church	1,500.00	125.00	339.42	1,500.00	1,524.26	1,283.51
Heating Oil - Hall	3,000.00	250.00	498.01	3,000.00	1,861.74	930.62
Garbage & Recycling	2,000.00	167.00	53.70	2,000.00	1,288.80	1,058.28
Telephone & Internet	2,240.00	187.00	178.54	2,240.00	1,632.91	1,895.00
TOTAL EXPENSES	168,800.00	14,067.00	10,027.60	168,800.00	127,512.46	144,817.25
TOTAL INCOME	168,800.00	14,067.00	14,118.97	168,800.00	120,796.58	140,349.32

NET PROFIT/LOSS	-	-	4,091.37	-	(6,715.88)	(4,467.93)
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Narrative:

Offering Envelopes	99,000	8,250	9,769	99,000	92,519	94,874
Open Offerings	2,000	167	448	2,000	2,552	1,959
Rentals	11,000	917	800	11,000	8,000	9,900
Weddings & Funerals	4,500	375	-	4,500	1,484	1,550
Miscellaneous Income	6,500	542	102	6,500	1,459	1,557
Trans. from Designated Funds	45,800	3,817	3,000	45,800	14,782	30,509
Total	168,800	14,067	14,119	168,800	120,796	140,349
Clergy Leadership	50,000	4,167	3,574	50,000	48,175	46,696
Leadership Support	45,750	3,479	1,701	45,750	24,269	29,884
Property Maintenance	17,075	1,423	983	17,075	8,691	4,024
Spiritual Growth	7,750	646	107	7,750	2,158	1,947
Building Maintenance & Supplies	48,225	4,185	3,663	48,225	42,714	34,504
Capital Expenditures	-	-	-	-	1,505	27,762
Total	168,800	14,067	10,028	168,800	127,512	144,817

PARISH OF CENTRAL SAANICH - ST. STEPHEN'S ANGLICAN CHURCH

General Fund Budget - 2017

Income

Envelope Donations	\$ 99,000
Open Offerings	2,000
Hall Rentals - Pre-School	8,000
Other Rentals	3,000
Interest Income	1,500
Weddings & Funerals	4,500
Social Events	1,000
GST Rebate	4,000
Transfers from Designated Funds	45,800
Total Income	\$ 168,800

General Expenses

Advertising	\$ 1,500
Assessment	21,444
Cleaning - Hall & Church	5,500
Electricity - Church	1,500
Electricity - Hall	2,700
Garbage & Re-cycling	2,000
Heating Oil Hall	3,000
Insurance	4,250
Newsletter	250
Security	406
Social Events	1,600
Repairs & Maintenance	18,800
Telephone & Internet	2,400
Total Clergy Payroll	53,000
Bookkeeper	1,800
Finance Officer	8,000
Total Secretary Payroll	15,000
Church Supplies	1,800
Musicians	9,000
Music & Audio Supplies	1,000
Office Supplies	2,800
Photocopier	3,000
Relief Clergy	850
Clergy Conferences & Retreats	1,500
Spiritual Education	1,500
Sunday School	1,500
Youth/Family Ministry	2,700
Total Expenses	\$ 168,800
Net Profit/Loss	\$ -

Rector's Report to Parish Council
January 2017

1. **Bishop's Visit:** Bishop Logan visited St Mary's on January 4th for a 'town hall' meeting. There was a healthy turnout and people were invited to ask questions. The bishop shared more details of the diocesan vision and his call for 2017 to be a "Year of Reconciliation" in our homes, in our churches and in our communities. Reconciliation can be expressed in many ways and his hope is that Anglicans in the diocese will engage in this work.
2. **Lenten Program:** Brett Cane will be leading a study on the Psalms during Lent. Weekly sessions will be Tuesday evenings at 7 at St Stephen's and Wednesday mornings at 11 at St Mary's. I will follow up with a Sunday sermon on the particular psalm for the week.
3. **New Small Group:** I'm happy to report that a new group has started on Wednesday nights in a private home. This group is an offshoot of the last Alpha course and is attended by approximately 8 people. Nick and Joy Hunter from St Mary's are the facilitators and are starting the group with an 8-week teaching course called "Discipleship Explored."
4. **Nominating Committee:** Greg Robinson and I are recruiting new people for Parish Council. We will present our slate of names at the AGM in February.

Rev. Rob Szo

Wardens' 2016 Annual Report – St. Mary's

In 2015, we witnessed a number of very positive signals that at St. Mary's we had 'turned the corner'. For example, it was the first in many years that we balanced the books, without having to borrow from the Memorial Account. We saw our Outreach allocations almost double to \$12,135. The number of parishioners grew, and the number who regularly attended Sunday services grew and stabilized. What we witnessed was that our vision and strategies for increasing growth were beginning to work.

In 2016, we improved upon the performance of 2015!

In describing our identity, (based upon surveys from you, our parishioners) we said we are:

1. Committed Learners. We nurture our faith and display the joy that Christ gives us.
2. Friendly Inviters. We invite our neighbours to experience our parish family.
3. Sacrificial Givers. We reach out to others in the community.

The strategies that we adopted to reinforce and grow our identity are:

1. Advance our spiritual growth (through worship, teaching, and Bible study).
2. Strengthen our relationship with the community; locally, nationally, and internationally.
3. Increase the number of engaged parishioners.

Many parishes are successful in achieving one of the above 3 goals. But the real "win" is to improve in all 3 areas while achieving a balance amongst them. We are most successful with achieving the second goal – that of being Friendly Inviters, evidenced by 75% of our Events¹ supporting that goal. New comers often comment that we are very friendly. The other 25% of Events support the first and third goals equally. So, the challenge for 2017 and beyond has been identified – we need to strike more of a balance amongst the 3 goals – but in a fashion that will see us improve upon our performance with the first and third goals, not simply ease off with the second goal. What will make it challenging is that we don't have the answers yet.

We feel we are doing a pretty good job with **the first goal – being Committed Learners**. For example,

- in addition to our Sunday services when 60 – 70 parishioners now attend regularly, we have a weekly Bible study.
- Last year there were 3 special Bible study sessions that focussed on specific topics; being Perspectives on Life (7 weeks), The Good News, and Spiritual Gifts (3 weeks). About 40 parishioners attended the special study sessions.
- When added to the Parish Family Weekend, we thought that we were doing a pretty good job at the first goal – Committed Learners.
- Furthermore, the Bible study material was available to others, and the sermons and talks from the special Bible study sessions were recorded and posted to our website.

¹ Refer to the attached Appendix A for the listing of Activities and the associated Identity.

We also feel that we are doing a pretty good job with growing **the third goal – being Sacrificial Givers** by reaching out to others.

- We reached out to the community – to donate and to participate (or engage) - at the Wine Fest, resulting in 69% of the attendees being from the community. Further, the \$4,800 of proceeds went back into the community as Outreach allocations.
- We presented a \$1,000 scholarship to a First Nations student at Stelly's.
- We organized a Walk and invited parishioners to bring along a neighbour or friend, with the proceeds going toward the Syrian refugees. Also, we, along with 6 other churches on the peninsula, sponsored a Syrian family. The entire proceeds of the Victoria Police Chorus concert went to the fund for the refugees.
- While we were waiting for the Syrian refugee family to arrive, we made their home available to a displaced family from the devastating Fort McMurray fire.

In total, the Outreach for 2016 is \$15,854; being \$3,719 (or 30%) more than last year! We're doing a pretty good job aren't we?

Ah, but our strength is **goal number 2 - being Friendly Inviters**.

- Ten percent of the proceeds from our thrift sales is channeled to Outreach programs.
- We invite the community to CPR courses, thrift sales, Wine Fest, numerous concerts, Alpha study sessions, Indigenous Reconciliation presentations, Pancake breakfasts and suppers, and the list goes on.
- We partner with the Saanichton Village Association for 2 different community events.

We do exceptionally well growing this goal!

In part, these initiatives improve our profile within the community, resulting in some new parishioners joining St. Mary's. Despite some significant cost savings from not incurring the labour costs for a Youth Worker and Children Ministry person, we have balanced the books for the second consecutive year, without having to borrow from the Memorial Account (the capital fund).

While we were paying close attention to growing our numbers in support of our three key strategies, we were also **sustaining our facilities**. We incurred a significant capital expense to complete the refurbishment of the parking lot, and to install new carpeting in three office areas and along the hallway. Those same office areas and the hallway were also painted. Seventeen new card tables were acquired to replace the old ones. New tables and chairs gave the boardroom a more professional appearance. To prepare for new young families, infant change tables were acquired and installed in both washrooms. For our visitors, Shaw established us as a zone for free WIFI. New lighting for the St. Mary's sign improved the appearance from the street. A new roof was installed on the garden implements shed. A new computer and software was acquired for the Administrative Assistant. Aside from the capital costs for some of those initiatives, much of the other work was completed via donations.

Some of the Ron Smith Legacy fund was used to help a family in need, and to purchase a bicycle rack that will be installed in 2017.

So, have we done a pretty good job in 2016? Yes, you have! In addition to growing our numbers and enhancing the 3 key goals, you “balanced the books” for the second consecutive year. You have made the successes achieved in 2015 become a trend, instead of 2015 being an anomaly! Well done. Now let’s continue to achieve more success with achieving a balance amongst our 3 strategies for growth.

Respectfully,

Your Wardens,

Nancy Choat & Derek Osman

Appendix A: Listing of Activities and their associated Identity.

<u>ACTIVITY</u>	<u>IDENTITY/GOAL</u>
2 CPR classes in Feb	Strengthen our relationship with the community
Pancake Supper - with assistance from Lions Club of Central Saanich	Strengthen our relationship with the community
Spring Fling in March	Friendly inviters; strengthen our relationship with the community, locally, nationally and internationally (proceeds of planter sales to RAPID)
3, 10 week Alpha Courses	Jan., May, Sept with food prepared by parishioners from both churches. Committed learners; Friendly inviters; Advance our spiritual growth
Flight path to Freedom - June	“Walk/run for Refugees” Strengthen our relationship with the community internationally (all proceeds to our Syrian refugee family)
Participation in Brentwood Bay Days and July 1st parades	Strengthen our relationship with the community, locally; friendly (with St Stephens) inviters
Rental of apt to Fort McMurray family (while awaiting for arrival of our Syrian family)	Sacrificial givers (reaching out to others); strengthen our relationship with the community nationally
Presentation of \$1,000 scholarship to a First Nations Stellys’ student	Sacrificial givers; strengthen our relationship with the community, locally
Educational sessions in June/July (history of First Nations/Metis by Fern and Mark Perkins)	Friendly inviters
Panel discussion on Mercy, Mortality, Medically Assisted Dying	Friendly inviters
2nd Wine Fest held at St Stephen’s	Committee composed of members of St Mary’s and St Stephen’s. Friendly inviters; sacrificial givers; strengthen our relationship with the community, locally (69% of attendees from the community)
2 Indigenous Reconciliation presentations and a Field Trip by Fern and Mark Perkins	Strengthen our relationship with the community, locally; increase the number of engaged parishioners
Fall Thrift Sale	Friendly inviters; strengthen our relationship with the community locally
Weekly Wed Bible Study led by our Rector, Rob	Committed learners; Advance our spiritual growth
Two, 3 week Bible Study courses, led by Brett Crane: 1) Simply Good News 2) Gifts of the Spirit	Committed learners: Advance our spiritual growth
Social evening with slide presentation on Ethiopia by Brett Crane	Friendly inviters
Giving out candy to local residents on Halloween	Friendly inviters; sacrificial givers; strengthen our relationship with the community, locally

Spaghetti Dinner presented by the Saanichton Village Association (\$1,000 given to St Mary's)	Friendly inviters; strengthen our relationship with the community, locally
Santa's Breakfast with assistance from Central Saanich Lions Club	Friendly inviters; strengthen our relationship with the community, locally
The Holly Fair with participation from St Stephen's parishioners	Friendly inviters; strengthen our relationship with the community, locally
16 ? Christmas Food Hampers	Sacrificial givers; strengthen our relationship with the community
Concerts offered 4 times a year	Friendly inviters
ConneXion quarterly newsletter produced in cooperation with St Stephen's	Committed learners; friendly inviters; advance our spiritual growth; increase the number of engaged parishioners

NOTE: Outreach is not included in this report as it is presumed that the Outreach Committee would be providing their own report, and it would be a duplication in the Annual Report.

Parish Council January 2017

St. Stephen's Wardens' Report

Regarding Finance:

- At Operations Committee in December Jen reported that, though September offerings were above normal, November envelope offerings were disappointingly low ...down 3.7%. Expenses are being held.
 - Rental income of properties is abysmal...No advertising
 - Population has decreased without replacement: Sandra noted that if we lose 2 people, we need to add 4.
 - We need to re-enact growth and retention strategies....and re-address Stewardship
- QuickBooks Premier 2017 has been installed on Jen's computer in the office.

Regarding Repairs and Maintenance:

- November was primarily spent on preparing for Christmas, including a paint job in the church and also the entrance way to the hall. Looks great and the church wall is very much improved.
- Furnace failure in December in the hall: the fuel jets were plugged on furnace #1. This was repaired but we are working on the replacement of the ageing furnace. This furnace is scheduled to be replaced sometime in the future and Jen has set money aside. Consideration is being given to possible gas replacement.
- There have been a number of improvements in and around, new lighting at the Lych-gate. The preschool continues to make their space work for them.
- Our vestry cupboard is finished and we are working to make the best use of the space. A collapsible work table was to be installed in the washroom. Instead, a piece of plexiglas was placed on the top of the cabinet in the bathroom. Flower arrangers might make use of that and if the need occurs for more space, we can make further changes. There is a new heater in the vestry also.
- We are looking to replace the sink taps with spring loaded automatic shut-off valves.
- Ed Buscall has provided and hooked up a new thermostat in the church which makes it possible to pre-program the heat in the church. This will be monitored.
- There was a tree removed just to left of the church at the rear, it had suffered a broken limb in a storm and because of the deterioration it was felt safer to remove it.
- Motion sensor lighting has been installed outside the vestry to help those using the church after dark.
- We are looking for a small desk for the vestry.

Regarding HR and Operations Ministries:

- As a Parish, we are working together to fill the new Treasurer position for the parish. This person is to assume the position of overall Financial management of the Parish coordinating with two Administrator/Bookkeeping functions at each church
- St. Stephens is also in search of new office staff, as Tracy has given her notice and will finish mid-January. This position is going to be modelled after Leslie's at St. Mary's.
- There is a newly formed Altar Guild - at the moment there are 6 new members - these people will work with Doreen over the next several weeks to learn from her and then will work in pairs. We want to acknowledge the dedication that Doreen has had for this ministry over the years. It is by no means our intention to take over, but rather relieve her and gain from her knowledge. She has said in conversation that she appreciates the help so it should be a win-win for us all. There will probably be some jobs that this newly formed group will be doing that will relieve Jackie of some of her Sunday morning duties.

Regarding OutReach:

- We supported over 70 Operation Christmas Child Shoeboxes.
- We were offered the opportunity to make the Christmas brighter for 5 Bayside Middle School families; our church family was extremely generous and provided gifts for the families. It was appreciated immensely as in the letter from school counsellor Michelle Maxwell.
- We also committed to food hampers to 5 Tsartlip families, which we prepared together with St. Mary's as they did theirs for the Tsawout community. Al was instrumental in making sure there were hampers for some families from Stelly's and also arranged food for the Bayside Families. A learning curve for next year is that any hampers for the schools must be arranged prior to school finishing as they cannot give out contact information and as we generally do our hampers the week before Christmas it did present a problem this year, but Al found a solution. Also, next year for St. Stephens the gifts will have a capped \$ amount and the choice of gift will be the giver's. This will spread the joy more equally, both sides!!
- At one point it was suggested that we were almost at a one for one ratio and that is extraordinary and something to be very thankful for, in that we are in a position to willingly and lovingly offer our money and time to help others who are struggling. It was pointed out that often this lift up, is just enough to get folks back on track so that parents are able to be able to provide the support to their own families.
- We were able to continue the gift card gifts to the three families that we have been supporting at this time over the years. We know these make life easier for these three people.

The help we were able to offer this holiday season was truly a joy! It was great to work with parish friends and the help of money from the Wine Fest enabled us to do all that we wanted to.

Regarding Services:

- Our services over the holidays welcomed many visitors, and afforded us an opportunity to worship with family and friends and even had the joy of a New Years Day Baptism. Great Grandson of Anne Mitchell.
- The participation of the children in their Christmas pageant, the readings and the singing made it a very special time. Our musicians gave the extra required to make the songs and praises especially joyful. We are all grateful for all the folks who share in our worship services.

Other items to note:

- St. Stephen's will host the CPR course this year. Lynda has established the date to be in February.

Respectfully submitted,

Warden's, St. Stephen's
Lynda Clifford,
Don Wilson

Gifts-In-Kind (GIK) – What are they, and what is their value?

The attached Treasurers Handbook (file named Collection Financial Diocesan Directive) contains a comprehensive directive of the definition, and process for accepting a Gift-In-Kind (a GIK), and issuing a receipt for it in an appropriate amount.

This information is in the section entitled Issuing Donation Receipts (pages 41 – 57). There are several pages devoted to what the Canadian Revenue Agency (the CRA), considers to be “a gift” and how parish treasurers are to deal with them. Gifts-in-Kind are physical items, and are not donations of money. Therefore, “GIK’s” are considered to be a subset of “charitable donations”.

The Parish of Central Saanich uses the information in the Treasurer’s Handbook as the guideline for identifying GIK’s. In general, the following types of goods or physical items are not GIK’s:

- Donations to Silent Auction Donations for gifts,
- The cost of materials (under \$75) used for bake sales,
- The cost of materials (under \$75) used for crafts,
- Travel expenses, and
- Admission to events (e.g. Wine Fest, Garlic Gala).

If there is uncertainty as to whether an item qualifies to be a GIK, the Treasurer should be consulted, who may consult with the Finance Officer of the Diocese to deliver a final decision.

The process for attributing a value to the Gift in Kind in order to reimburse the donor can be done in one of the two following ways:

- 1) the donor submits the bill/receipt to the Treasurer who issues a cheque to the donor in the amount of the bill/receipt. The Donor can then either endorse the cheque and return it back to the Treasurer or issue a new cheque made out to the church. The value of the GIK becomes the lesser amount of the two cheques. If the amount of the new cheque is more than the cheque issued by the Treasurer, then the difference in amounts is considered a donation. This is the process that is used by St Mary’s.
- 2) the donor submits the receipt to the Treasurer and completes and signs a Gift in Kind form. This is the process that is used by St Stephen’s.

2017 Events Planning-Highlights (discussion notes)

Overall direction for Parish events for 2017: Continue to engage Youth and Children to participate in each event, or host a special program for them. Increase promotion efforts.

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
1	Jan.28	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Proceed
<u>Lynn Fallan & Leslie Pedlow:</u> Generates operating revenue (\$2,003) for St. Mary's, 10% of which goes to Outreach. Popular within the community (donating, volunteering, buying, benefiting from free items, social event). Support effort not significant (1 day of setup, 1/2 day of selling, almost runs by itself due to good documentation of the process). Fellowship amongst volunteers (St. Mary's and St. Stephen's). 150 attendees.						
2	Feb. 11th	Valentine's Day Dance	St. Stephen's	Placeholder	Community	Proceed
<u>Greg Robinson:</u> Fellowship amongst the parish, 60% from community. The FREE event of the year sponsored by the parish. Entertainment from Greg's band. Donations invited for Outreach.						
	Feb. 26 th	Sunday Serenade Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed
3	Feb.28th	Pancake Supper Shrove Tuesday	St. Mary's	Lions Club to advertise?	Community	Proceed; Check with Lions Club
<u>Lynn Fallan & Leslie Pedlow:</u> Attendance waining, largely St. Mary's, plus members of close community. Proceeds to Sidney Food Bank.						
4	March 31 - April 2nd	Parish Weekend	St. Mary's	Yes; Placeholder; Assessment needed	Parish	Proceed
<u>Rob Szo:</u> Relatively low cost; except for the guest speaker. Average attendance 40; separate church services on Sunday yields more attendees than a joint parish service. A focused Bible study over the weekend.						
5	April 15m	Spring Faire	St. Stephen's	Placeholder only	Outreach	Leader by March 1.
Replaced by Boot Sale and Wine Fest 2 years ago. Hosted last year, and had a Silent Auction despite agreement otherwise; it conflicted with the Silent Auction for Wine Fest. Proceeds used for Outreach.						
	April 23rd	Sunday Serenade	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed
<u>Sue & John Smith:</u>						
6	May 13m	Spring Fling	St. Mary's	Yes	Fund-raiser / Community	Proceed
<u>Lynn Fallan and Leslie Pedlow:</u> Similar to Thrift Sale in format, effort to host, community involvement and participation, and proceeds.						

2017 Events Planning - Highlights (discussion notes)

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
	May 28	Soundings Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed
Sue & John Smith:						
7	June 1 st in	Flight Path to Freedom - Walk/Run for Refugees	Parish		Outreach	Drop for this year unless new proposal
Sue Smith Christine Malmbera: Lower Participation. Proceeds to specific Outreach.						
8	June ? & July 1	Parades - Brentwood Bay, & Sidney	Parish	Yes	Parish	Proceed
Rachel Moss: Hosted for first time last year; last minute planning. Achieved community awareness and fellowship amongst parishioners. Donated Float vehicles, so low cost.						
9	July 8 th	Peninsula Wine Fest	St. Stephen's	Yes	Parish Fund-raiser / Community	Proceed
Sandra Scarth & Derek Osman: Requires a lot of volunteers to be successful, but is a significant Parish event. Generates \$9,500 for Outreach. Great exposure within the community. 75% of 190 attendees were from community. Successful Silent Auction, despite conflict with Spring Faire. Complex Event, but after 2 years it is beginning to "run by itself".						
10	Aug. 8-11	GEMS Girls Summer Camp	St. Stephen's		Community	Proceed
Katherine Carlson: Restricted to girls and their friends active with GEMS. Religious teaching.						
11	August 13th	Blessing of the Animals	St. Stephen's	Yes ; Placeholder	Outreach	Leader by June 1
Al Geresner: Recommended to not host this event.						
12	Sept. 23ra	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Proceed
Lynn Fallan and Leslie Pedlow: Similar to previous Thrift Sale and Spring Fling.						
	October 1 st	Sunday Serenade Concert	St. Mary's	Placeholder only - no assessment needed	Fund-raiser / Community	Proceed
Sue & John Smith:						

2017 Events Planning - Highlights (discussion notes)

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
13	Nov. 4 th	Garlic Gala	St. Stephen's	Assume Don Wilson to lead.	Outreach	Proceed
<u>Don Wilson:</u> Proceeds of about \$1,000 towards Outreach (Hilda). Linked to Outreach.						
14	Nov. 8 th	Saanichton Spaghetti Dinner	St. Mary's	No – SVA determined	Fund-raiser / Community	Proceed
<u>Lynn Fallan & Leslie Pedlow:</u> Saanichton Village Assoc. invites St. Mary's to provide a facility, for a donation of \$1,000. Work done by SVA (Fresh Cup) and Brownies. Mostly community attendees.						
	Nov. 25 th	Holly Fair	St. Mary's	Yes	Fund-raiser / Community	Proceed
<u>Sue Smith and Leslie Pedlow:</u> Generated \$9,700 towards Deficit Elimination. 200 attendees, largely community. Multi-faceted, including silent auction, luncheon, baking, garden produce, etc.. Donations from business community.						
	Dec. 2 nd	Saanichton Community Christmas	St. Mary's		Community	Proceed
<u>Lynn Fallan & Leslie Pedlow:</u> Pancake Breakfast and pictures with Santa, in conjunction with the SVA Community Christmas. Proceeds go to Sidney Food Bank.						
	Dec 3rd	Sunday Serenade	St. Mary's	Placeholder only – no Assessment needed	Fund-raiser / Community	Proceed
<u>Sue & John Smith:</u>						
	Dec. 17th	Soundings Concert	St. Mary's	Placeholder only – no Assessment needed	Fund-raiser / Community	Proceed
<u>Sue & John Smith:</u>						
	Dec. 23rd	Child's Christmas in Wales	St. Mary's	Placeholder only - no Assessment needed	Fund-raiser / Community	Proceed
<u>Sue & John Smith:</u>						
	September??	Garage Sale	St. Stephen's	Placeholder only	Fund-raiser / Community	Leader by July 1.
<u>Lynda Clifford:</u> To be hosted this year if no Spring Faire. Garage Sale instead of Boot Sale.						
	June??	Hymn Sing	St. Stephen's / St. Mary's	Keep outside unless raining.	Community	Leader by April 1.
<u>Lynda Clifford:</u> Declining attendance (30); mostly from the parish (not community). If host this event again, consider holding it at St. Mary's.						
		Alpha courses	St. Mary's	Test run shorter course	Community	Suspend for this year.
<u>Rob Szo:</u> Ran 3 courses in 2016. Sporadic attendance at times. But, 2 attendees from last session recently started a new home Bible Study session. Rob to "test drive" a new shorter course.						

2017 Events Planning - Highlights (discussion notes)

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
	February	CPR Course	St. Stephen's or St. Mary's	Invite community members	Community	Lynda Clifford to arrange.
Lynda Clifford: To host the session(s) in Nancy Chout's absence. Could host the sessions at St. Stephen's or St. Mary's						
		Summer Camp	St. Stephen's	Fund youth / children option to attend existing camp.		Remove from calendar
Recommendation to divert the funds to other programs for youth & Children, that run throughout the year. Could fund youth / children to attend another summer camp hosted by someone else.						
	February	AGM meeting	St. Mary's	Joint service, then meeting		Proceed
Rob Szo: Conduct Joint Service at St. Mary's, followed by meeting in the church.						

2017 Events Planning-Highlights (discussion notes)

Summary:

1	Jan.28	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Proceed
2	Feb. 11th	Valentine's Day Dance	St. Stephen's	Placeholder	Community	Proceed
	Feb. 26 th	Sunday Serenade Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed
3	Feb.28th	Pancake Supper Shrove Tuesday	St. Mary's	Lions Club to advertise?	Community	Proceed; Check with Lions Club
4	April 7 – 9 th	Parish Weekend	St. Mary's	Yes; Placeholder; Assessment needed	Parish	Proceed
5	April 15m	Spring Faire	St. Stephen's	Placeholder only	Outreach	Leader by March 1
	April 23rd	Sunday Serenade	St. Mary's	Placeholder only -noassessment needed	Outreach	Proceed
6	May 13m	Spring Fling	St. Mary's	Yes	Fund-raiser / Community	Proceed
	May 28	Soundings Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed
	June 17th	Flight Path to Freedom - Walk/Run for Refugees	Parish		Outreach	Drop for this year unless new proposal
8	June ? & July 1	Parades - Brentwood Bay, & Sidney	Parish	Yes	Parish	Proceed
9	July 8th	Peninsula Wine Fest	St. Stephen's	Yes	Parish Fund-raiser / Community	Proceed
10	Aug.8 - 11	GEMS Girls Summer Camp	St. Stephen's		Community	Proceed
11	August 13th	Blessing of the Animals	St. Stephen's	Yes ; Placeholder	Outreach	Leader by June 1
12	Sept. 23ra	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Proceed
	October 1st	Sunday Serenade Concert	St. Mary's	Placeholder only - no assessment needed	Fund-raiser / Community	Proceed
13	Nov. 4th	Garlic Gala	St. Stephen's	Assume Don Wilson to lead	Outreach	Proceed
14	Nov. 8 th	Saanichton Spaghetti Dinner	St. Mary's	No – SVA determined	Fund-raiser / Community	Proceed

2017 Events Planning-Highlights (discussion notes)

	Nov. 25 th	Holly Fair	St. Mary's	Yes	Fund-raiser / Community	Proceed
	Dec. 2 nd	Saanichton Community Christmas	St. Mary's		Community	Proceed
	Dec 3rd	Sunday Serenade	St. Mary's	Placeholder only -- no Assessment needed	Fund-raiser / Community	Proceed
	Dec. 17 th	Soundings Concert	St. Mary's	Placeholder only -- no Assessment needed	Fund-raiser / Community	Proceed
	Dec. 23rd	Child's Christmas in Wales	St. Mary's	Placeholder only - no Assessment needed	Fund-raiser / Community	Proceed
		Garage Sale	St. Stephen's	Placeholder only	Fund-raiser / Community	Leader by July 1.
		Hymn Sing	St. Stephen's or St. Mary's	Keep outside unless raining	Community	Leader by April 1.
		Alpha courses	St. Mary's	Test run shorter course	Community	Suspend for this year.
	February	CPR Course	St. Stephen's or St. Mary's	Invite community members	Community	Lynda Clifford to arrange.
		Alpha courses	St. Mary's	Test run shorter course	Community	Suspend for this year.
	February	CPR Course	St. Stephen's or St. Mary's	Invite community members	Community	Lynda Clifford to arrange.
		Summer Camp	St. Stephen's	Fund youth / children option to attend		Remove from calendar
	February	AGM meeting	St. Mary's	Joint service, then meeting		Proceed

Introduction

This manual outlines the common roles found in an Anglican congregation in the Diocese of British Columbia. It is not a substitute for the canons of the diocese.

The roles of incumbent (clergy appointed by the bishop to serve in a parish) and churchwarden in the Anglican church were established centuries ago. Each congregation has one incumbent and two churchwardens (or warden).

One warden is elected by the congregation at its annual "vestry" meeting (or sometimes referred to as the annual general meeting [AGM]) and one is appointed by the incumbent. Together, the incumbent and churchwardens form the group of dedicated people who provide the core leadership for the local "vestry" or congregation.

This leadership triumvirate is quite Anglican in its creation—it is a pragmatic form of governance. The churchwardens, by and large, look after the "temporal" affairs of the congregation: money, property and governance. They always act jointly, never one without the other. The bishop has the chief responsibility for oversight of ministry in all parishes in the diocese. The incumbent, as the bishop's representative in the parish on a day-to-day basis, has primary responsibility for the "spiritual" affairs: liturgy, education and pastoral concerns.

That might seem like a clean and simple way of delegating responsibilities and authority. There is, however, often not such a simple or easy separation of duties. There is very little, if anything, we do in our churches that can be separated from our mission and God's holy work. Therefore, the churchwardens will always work very closely with the incumbent as nothing we do is totally "temporal" and everything we do here on earth is at least in part "spiritual."

As you proceed through this manual, if you find quite a few areas of "shared responsibility" then you are reading this correctly. Our system of governance, which relies on teamwork and collaboration is a source of support.

There is one more concept that you need to be aware of before you delve into the specifics in this manual. The Diocese of British Columbia is a legal corporation created under its own Act(s) of the BC Legislature dating from the mid 1800s. This means that the rules we refer to (our Canons or Canon law) are not "private rules" or bylaws of a private corporation; they are provincial statute.

Anglican Synod of the Diocese of BC

CHECKLIST FOR DEALING WITH CAPITAL PROJECTS

(In order of steps to be taken)

- ☐ Identify Capital Project and potential source of funding.
- ☐ Talk with Asset Management if you are planning a Capital Project. They have the experience, knowledge and contacts to assist and protect you when contracting with 3rd parties.
- ☐ Secure Parish approval of project, budget, timing and plans for raising funds and the costs of ongoing additional maintenance costs. This may be Parish Council approval or Vestry approval depending on project and Parish Council authority in place.
- ☐ Notify Asset Management of decision and to discuss possible funding through Anglican Foundation and other Grants. This process is time sensitive as specific deadlines are in place for annual grants. Please note that Synod approval to submit for Grant funding is not approval for a project.
- ☐ If approvals are required under Canons (OVER \$20,000 AND LARGER CAPITAL PROJECTS must be approved by Finance Committee and Diocesan Council) then arrange for process with Synod Office. Discuss with Asset Manager what the process for approvals will be; what additional information is required to take the approvals forward; what special consultant or professional design, legal or other management services are required; what funding assistance may be required and source. ie. Grant Funding, Linked Banking, withdrawal from Trust Funds, etc.
- ☐ Present applications for funding approval to Finance Committee and Diocesan Council.
- ☐ Advocacy as required to secure Diocese approval of project. Note that this can take 4-6 weeks depending on schedules. Special circumstances can reduce this time requirement.

Contact Information for Asset Manager Peter Daniel
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250-514-7797 mobile
assetmgmt@bc.anglican.ca