



# 13 May 2017 Minutes - SMM Church Committee #4 Held at Retreat #4 at Manning Park

PRESENT: Moses Kajoba (Chair), Rev. Wilmer Toyoken, Terry & Marg Cutforth, Brigette Castro, Grace Wandag, Darse Carruthers, James Baldo, Judith Carling, Michiko & Greg Tatchell (Secretary).

Given the lengthy nature of some of the agenda items, and the unique opportunity the weekend provided to take extra time to tunnel down into time consuming items, a luxury we don't usually have at a regular CC meeting, the agenda ratified for this meeting was considerably shortened (and in the event we went considerably over time!). A few items not on the agenda, involving no motions, are not included, but a full agenda will be restored for 27 June.

13 May Agenda – MSC'd (Moved, Seconded & Carried) by James & Terry.

18 Apr 2017 Minutes – After being read out loud, the minutes were MSC'd by Terry & Grace.

1. **Minister's Report** - see p-3 report, as accepted by CC. Primary discussion was around Cecelia Pampanico having begun w/Sunday School on April 1<sup>st</sup>, & the 12-month grant to pay her starting in April with a cheque, & the remaining 11 months w/ADP, per the Diocesan Statements.

### 2. Finance Committee

- 24 April Income Statement & Balance Sheet MSC'd by GT & Darse. The important item for this review was full transparency on the Whittaker Strategic Reserve, as encouraged by our Accountant. Church Committee fully understood the five \$40,000 GIC's, the 5<sup>th</sup> of which will be in place on 20 Jan 2018, and that each year thereafter one of them will mature, hopefully for renewal. In lockstep, a Tactical Reserve of five \$10,000 GIC's will operate in parallel (see page 7 itemization of these 10 GIC's, ratified last month, designed to augment Balance Sheet lines 1351 & 1353). Took the unusual step of having Church Council ratify the 24 April Financial Statements to emphasize this focus and understanding (FS's are usually received, not ratified).
- **Organ Re-Leathering & Electrical Projects** MSC'd by the Finance Committee & Judith that funding to finish the Organ Re-Leathering and Electrical projects be financed as follows:
  - 1. For the \$6,800 Organ project estimate, \$3,800 to come from Balance Sheet line 2540 (see page 6), plus \$3,000 from the IS Contingency Fund, as budgeted, and
  - 2. That the rough estimate of \$1,100 for Terry's Electrical project come from the Income Statement Maintenance budget line.
- **Givings** starting a new tradition, the givings for the retreat were \$550.
- **Sister Churches** this item was tabled at the April Church Committee meeting, to allow adequate time for discussion. The challenge for St. Michael's is that, in addition to the two sister churches from the Philippines that we covenanted with in 2014, the Diocese is asking us to adopt two additional churches from the Philippines, to give us a total of four sister churches. Three different points of view were expressed:
  - 1. Concern that we have not been doing a responsible job with the 2 sister churches we are covenanted with already. It was questioned whether it was responsible to take on 2 more.
  - 2. Given that we are not honoring the covenant with our two current churches, it was suggested that we drop them, and take on the two new ones recommended by the Diocese.
  - 3. The third point of view was to honor the Diocesan request, take on the 2 additional sister churches, on a prayer only basis, and increase our sister church count to four.

At the suggestion of James Baldo, it was agreed to set up a sub-committee to do a more rigorous consideration of the three options above, and prepare a recommendation for the November Church







Committee Meeting, aiming for a Vestry resolution well prior to the summer 2018 Strat Plan review. The sub-committee to be comprised of Padi (chair), James, Sandra, Grace, Richard & Greg.

#### 4 Rentals:

- 1. **Maranatha** Further to April Church Committee deliberations, Brigette advised CC that the Maranatha Filipino-Canadian Church has since begun their six month trial rental of our Sanctuary, for the period May through October, at 1:30-4:30, for \$400 per month. Agreed to allow use of our screen during the trial period. Further agreed to educate the congregation that the Sanctuary needs to be cleared early; recommended that it be locked up when the choir is done.
- 2. **Renaissance** MSC'd by the Rental Committee & Darse that a letter be written to Renaissance Church advising them that *mr. Blake*'s \$4,200 grant towards Renaissance rent takes effect for the 6-month period July to December. The letter also to advise that the rent on 1 January 2018 will return to \$700 per month.
- 3. **Ethiopians** Padi & Greg to follow up with the Ethiopians regarding stains on the new carpet.
- **Manning Park Retreat & Future Retreats:** Agreed that St. Mike's will return to the 2012-2014 policy of Annual Retreats, ensuring that there is at least one retreat every two years. Reporting on our 4<sup>th</sup> retreat, this 2017 Manning Park Retreat, is included at the end of these minutes, with the following introduction:
  - There were four primary activities at the 12-14 May 2017 Manning Park Retreat:
    - 1. a Church Committee meeting, as reflected in these minutes (pages 1 & 2).
    - 2. 3 Sacred Circles, one each day (pages 9 & 10).
    - 3. a Team Building exercise using the MBTI results from last summer (page 9).
    - 4. a Eucharistic Service on Sunday morning (see Homily on page 11).
  - The final version of the 3 day program is preserved as a template for future retreats (see page 8), while a summary of the Sacred Circles and MBTI Leadership Training activities are summarized following the program, on pages 9 & 10.
- **FilCon 2017:** Padi presented the minutes and agenda from the 6 May FilCon meeting. Things well under control, except for the Friday discovery that the 15 Best Western rooms lapse 4 June, not 4 July as originally planned. Padi to ensure the States are made aware of this immediately.

### 7 Upcoming Meetings

- 1. CC #5 June 27<sup>th</sup>
- 2. CC #6 July 18<sup>th</sup> restricted to two agenda items; FilCon 2017 & 1H Financials
- 3. CC #7 Sept 19<sup>th</sup>

Finished at 12:25, after over 3 hours, 30 minutes late, but still just before lunch! Our first morning meeting, and everyone was very fresh, and participation was very good.

Attachments:

- P. 3 Ministers Report
- P. 4 Glossary
- pp 5-6 April 24th IS & BS
- P. 7 GIC Summary Document, to be associated with the BS, as ratified 18 April
- P. 8 Final Version of Manning Park Retreat program, for future retreats
- P. 9 Summary of Sacred Circle and MBTI Team Building activities
- P. 10 11 Highlights of Weekend, & 11 Highlights of times at St. Mike's
- P. 11 "Retreats" Homily from Sunday Church Service







# SPC/Minister's Report to CC meeting #4

May 14, 2017 – Manning Park

### 1. Sanctuary Services

 $1.1 - 1^{st}$  Quarter 2017

	YTD
a. Sunday HE 10am (ASA)	94.1
b. Sunday HE 8am (ASA)	1.6
c. Sunday EP 4pm (ASA)	0.6
d. Weekly Services (EP)	12.4

**2.** Children/Youth Ministry – Cecilia already started her position as Sunday school music teacher and Consultant last April.

### 3. Adult/Youth Education.

- 1. Catechism to be done once in a month, Jeffrey is in charge.
- 2. 1 day summer youth camp set on July 22 (Saturday). Registration form is now open.
- 3. Music instrument tutoring started. Cecilia and Jose are coaching after Sunday mass.
- 4. Traditional dance and music instrument tutoring will start this coming Sunday, this will be led by Pilong & Jose.

### 4. Church partnership:

- 1. We need a contact person from our parish to initiate the partnership with St. Michael's and all angels and St. Phillip Mission in EDNP.
- 2. Partnership update with St. Philip (EDNCP) and St. Peter (EDS)
- **5. Synod Lay delegates:** St. Michael's are entitled to send 3 lay delegates to attend diocesan synod this year.
- **6. Deacon/s:** Mr. Jeffrey Priess is doing well in his internship at St. Michael's. Deacon Eric is cooperatively working with Rev. Peter of the Mission to Seafarer.

Prepared by: Padi Wilmer







### GLOSSARY of terms used in the Minutes (thx Judith!):

ACAM - Anglican Canadian Asian Ministry - Canadian Equivalent to EAM - Padi Co-Chairs this Diocesan group.

ACAM West - the ACAM organization in the Diocese of New Westminster.

ACAM East - the ACAM organization in Eastern Canada.

ACW - Anglican Church Women's Group - active since 2010.

ADP - Payroll system used by the Church & the Day Care (ADP is a World Wide payroll company, with revenues over \$12b).

AOB - Any Other Business - used at end of agenda's for items not listed on the agenda itself.

ART - Anti-Racism Training (the Diocesan training/educational program regarding racism).

BS - Balance Sheet (Non-operational Financials; one of two Financial Reports ratified by Vestry; IS is the other)

CC - Church Committee, or Church Council (confusingly known as Vestry in the Philippine's & the US).

DSPD - Diocesan School of Parish Development - a leadership development program encouraged for parish leaders.

EAM - Episcopal Asian Ministry - Our Episcopalian/Anglican Asian brothers and sisters in the US.

F&SP - Finance & Strategic Planning Committee - constitutionally responsible for FS's, Budgets, and Strategic Planning.

FilCON - Episcopalian Filipino Convocation - An EAM group that St. Mike's is hosting in 2017 (FilCON 2017).

FS - Financial Statements - the IS & BS (Income Statement & Balance Sheet); submitted to the Diocese & Revenue Canada.

MBSM - Multicultural Brotherhood of St. Michael's - St. Mike's Men's Group - active since 2015.

MSC - Moved, Seconded, and Carried - shorthand notation of the process of passing motions at CC.

IS - Income Statement (Profit and Loss; one of two Financial Reports ratified by Vestry; BS is the other).



- Nestorian Cross - the official icon for EAM in the States; permission granted for adoption in Canada.

PAD - Pre-Authorized Debit - automatic monthly Givings (bank account or credit card) - a Givings option other than Envelopes.

SMM - St. Mike's Multicultural [comparable to SJS (St. John Shaughnessy) and SMK (St. Mary's Kerrisdale)].

SMART - Strategic, Measurable, Achievable, Relevant & Timetable (our 21 SMART Goals from the 2021 Strat Plan).

SPC - Sanctuary Planning Committee - chaired by Padi, with oversight over all Ministry, and all aspects of the Sanctuary 2021



\_\_\_\_\_ - 2021 Strat Plan Icon - St. Michael's 7-year Strategic Plan, ratified at the 2014 Vestry.

YE - Year End IS & BS (used when referring to year end Vestry Financials, as opposed to, say, third quarter Financials).

YTD - Year to Date (used when referring to Financials, and any time other than YE).







	Jan - Apr 17
Ordinary Income/Expense	
Income	
4000 · Givings	
4010 · Envelope - PAD	11,470.00
4020 · Envelopes - Collection	9,613.00
4030 · Open	1,839.20
4040 · Special donations	8,719.67
Total 4000 ⋅ Givings	31,641.87
4100 · Interest & misc revenue	2,631.52
4150 · In Kind Donations	0.00
Total Income	34,273.39
Expense	
5000 · Salaries	
Total 5000 ⋅ Salaries	25,496.56
5100 · Assessments	5,400.00
5160 · Instrument R&M	2,755.20
5200 · Repairs and Maintenance - Bldg	2,275.90
Total 5300 · Utilities	922.06
5350 · Property taxes	1,040.68
5400 · Insurance	4,535.32
5500 · Office expenses	2,003.93
5510 · Janitorial supplies	582.02
5520 · Church supplies	935.25
5525 · Sunday school	226.24
5530 · Unrecoverable Sales Tax	193.05
5550 · Telephone	695.75
5560 · Bank charges & interest	121.76
5575 · Strategic Plan	557.47
5580 · Meal ministry	1,268.00
5586 · In-kind	0.00
Total Expense	49,009.19
Net Ordinary Income	(14,735.80)
Other Income/Expense	
Other Income	
5600 · Recovery bldg exp (1/2 assmt)	22,170.00
Other Expense	
5800 · Furnace replacement	0.00
Net Other Income	22,170.00
let Income	7,434.20



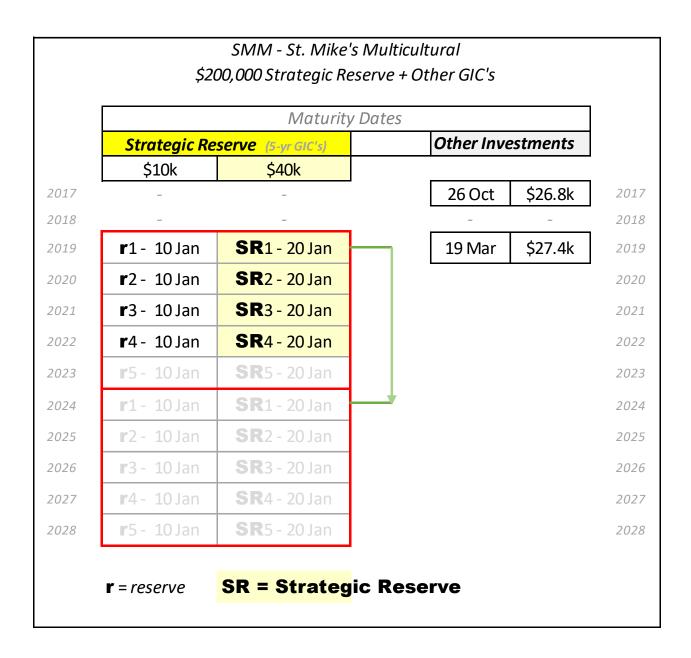


		3	0 Apr 17		
ASSETS					
Current As	sets				
Chequi	ing/Savings				
1000 ⋅ Royal Bank			17,333.99		
1020 · Capital Project Account - Royal			11,000.00		
1050 · Petty Cash/Coin			122.20		
Total Chequing/Savings			28,456.19		
Other C					
130	0 · Prepaid insurance		9,070.68		
130	1 - Prepaid property tax		520.32		
130	5 · Renaissance - Prepaid Rent		(4,200.00)		
135	0 · GICs				
	1351 - Whittaker Strategic Reserve		170,000.00		
	1352 - GIC held for Daycare		25,668.35		
	1353 - Building GIC		40,000.00		
	1355 · Investments (GIC May/14)		25,061.18		
Tot	al 1350 · GICs		260,729.53		
137	5 · Sales Tax Recovery -to be filed		193.06		
149	9 · Undeposited Funds		375.00		
Total O	ther Current Assets		266,688.59		
Total Curre	ent Assets		295,144.78		
TOTAL ASSETS	3		295,144.78		
LIABILITIES & E	QUITY				
Liabilities					
	2000 · Accounts Payable		150.00		
	2150 - Due to Diocese - operating		613.72		
	2200 · GST Payable		(115.40)		
	2210 · Unearned revenue		17,957.13		
	2220 · Contingent liability SM Daycare		25,000.00		
	2225 · Accrued contingency expense		25,000.00		
	2520 - ACW reserve		6,000.00		
	2521 · MBSM reserve		2,400.00		
	2522 · BIBAK - Wheelchair Access		2,000.00		
	2540 · Organ Phase 2 Allocation		3,800.00		
Total Liabil	ities		82,805.45		
Equity					
3900 · Retained Earnings			194,905.13		
Net Income			17,434.20		
Total Equity			212,339.33		
TOTAL LIABILI		295,144.78			

April Balance Sheet: Highlights the focus of 13 May Church Committee











### SMM - St. Michael's Multicultural

## **Manning Park Retreat**

12-14 May, 2017

1. Friday, May 12 <sup>th</sup> , 2017					
1.1	4:00 Forward	Check-in			
1.2	7:00 – 9:00	St. Mike's provided Supper in Cabins			
1.3	9:00 – 10:00	Sacred Circle #1 of 3 (the Ice Breaker)			
2. Saturda	<mark>y</mark> , May 13 <sup>th</sup> , 2017				
2.1	8:00	Breakfast – St. Mike's provided in Cabins			
2.2	9:15	Church Committee – see Agenda next page			
2.3	12:30	St. Mike's Sandwiches in Cabins, or Attendee paid lunches in the Cafe			
2.4	2:00	Team Building – MBTI (Myers-Briggs) from Jeremy			
2.5	4:00	Free Time			
2.6	7:00	Supper at Cabin 17			
2.7	9:00	James' Slide Show			
2.8	10:00	Sacred Circle #2 of 3 (Growing Pains)			
3. Sunday, May 14 <sup>th</sup> , 2017					
3.1	8:00	Breakfast - St. Mike's provided in Cabins			
3.2	9:30	Sunday Eucharist Service			
3.3	11:00	Sacred Circle #3 of 3 (Getting it Right)			
3.4	11:30	St. Mike's Sandwiches in Cabins, or Attendee paid lunches in the Cafe			

3.5 1:30

Checkout/Home





### I. Team Building - SACRED CIRCLES (3)

St. Michael's reintroduced a technique that it had used previously, in the 2010-2011 period.

The *Sacred Circle* is a First Nations tradition that allows for communication in a safe, confidential, respectful, peaceful, un-interrupted, non-confrontation, non-judgmental communications environment. For the Manning Park retreat, St. Michael's spent an hour in the Sacred Circle, on each of the three days.

It had its desired effect, in that every participant was able to communicate as little or as much as they wanted, with a process that guaranteed they were listened to and not interrupted.

### 1. Friday Evening Sacred Circle – The Ice Breaker

For many of the participants this was their first engagement in a sacred circle, so the evening was a `Breaking the Ice` evening for the team. That said, engagement quickly developed depth as people experienced the freedom to speak at their own pace. Honoring the code of silence while others were speaking was the most difficult skill to learn! All spoke, all spoke respectfully, and all were respectful of the time so that everyone got to speak on several occasions. It was successful enough, that it was agreed to repeat the exercise on Saturday & Sunday, with the continued guarantee that what is said in the circle stays in the circle.

### 2. Saturday Evening Sacred Circle – Growing Pains

The second sacred circle of the retreat continued the process of gaining comfort with the process. With only an hour for 11 people to speak, a big learning was that when there is only an hour, limiting time to 5 minutes, while not part of the tradition, does ensure that momentum is maintained and that everyone gets a chance to speak several times in the hour.

### 3. Sunday Morning Sacred Circle – Getting it Right

The third sacred circle of the retreat was the most successful, as all participants became fully comfortable with the guidelines, and relaxed in speaking in the respectful environment. The group agreed to make an exception regarding what is said in the circle stays in the circle; each participant shared their highlight of the weekend, and their highlight of their time in the church, and agreed that these comments could be included in this summary report.

Those highlights are included in a table in the page following.

### II. Team Building – Myers-Briggs Type Indicator (MBTI)

On July 9 and September 11 of 2016, the Rev. Jeremy Clark-King gave one day MBTI (Myers-Briggs Type Indicator) workshops to over 20 people from St. Michaels. The workshop today was St. Mike's first opportunity to reflect on the individual results from a team perspective.

- Using page 9 of the MBTI Booklet received last year, and which 10 participants brought for the weekend, each of us reviewed our 'type' with the group. The consensus was universal that the 'type' accurately reflected who we were as individuals.
- The second part of the exercise was to review how our different 'types' came together in a team context. As Jeremy taught us last summer, this was done by dividing the room into four quadrants, with each of the 11 participants clustering in their respective quadrants.

This provided a wonderful visual context of the different skills and gifts that we bring to the team, and it was realized that, taken together, our body of many members make a healthy whole, a well-balanced team.





	Primary Memories					
	Initials	of the Retreat	of their time at St Mikes			
1	JB	Grateful and lucky to be a part of this team	The joy of watching the look on people's faces as they watched the slide show on Saturday evening.			
2	ВС	When Marg said during meal Fellowship "The Family that eats together stays together"	The time that Michiko & Greg came to Grace's house (after the Rev. Paulina left) for a Filipino Canadian fellowship meal way back in 2006 She considered this to be "in the beginning" of the resurrection of St. Mike			
3	DC	the Connectivity and deeper connections that grew over the weekend, especially through the Sacred Circle sharings and, ``not everyone had a Caesar?``	Hiroki`s Wedding, and being honored as the best man during the rehearsals			
4	JC	the Laughter, & Moses' leadership in this regard	when Lily encouraged her when she first came to SMM, and when James invited her to join Church Committee.			
5	MC	the Fellowship with her Church Family	When she received a copy of Terry's 2010 ODNW nomination write-up, she sent it to the family, and they all replied the same day with "We're coming." As a family, they proudly sat in the front row at the ODNW ceremonies.			
6	тс	Why do we have to wait so long between retreats!	Managing the very large and complex Re-Roofing & Chimney removal project in 2010 (\$120,000), and then the big Sanctuary Restoration project in 2012.			
7	МК	That we are equals, and that we all treat one another as equals.	After many years of resisting, finally accepting the 2014 ODNW award as a "sidekick" ("The TEAM" on the plaque in the Narthex)			
8	GT	The joy of James' slide shows, looking back over 12 years of being together, right back to the night at Grace's house, when she first came to the church.	Again, captured by James' slide show, the Whistler Retreat when we finalized and ratified the Strategic Plan, after three years of hard work, with Bishop Alex in attendance; along with Rev. Paulina Lee's encouragement with LOVE, FAITH, PERSEVERANCE & HOPE.			
9	МТ	The warm feelings of being in a family gathering, enhanced by the fun with Darse`s <i>Caesars</i> .	Looking back over 12 years at St. Michael's, not as a single event, but rather with the realization that all the challenges were a joy, given how the team worked through them together			
10	WT	The Rest & Refreshment and the Glenlivet (thank you Moses!)	Receiving the assignment as Priest-in-Charge at St. Mike's, and then when the family finally came to join me.			
11	GW	The Dinner Fellowship, the Laughter and the Food Sad that it was going to end.	The formation of the ACW in 2010. As a Bishop's wife, she didn't think she should be President. But when no one else felt they could do it, and that the ACW would not form without a President, she agreed to get it started.			





Retreat in Manning Park, BC May 14, 2017 Easter 5: John 14:1-14- 'The Way, the Truth, and Life of our ministry as church servant leaders'

Happy Mother's day to all! Today is a special day to all the mothers, we remember and give thanks to all the mothers of their love and sacrifices. May God's immeasurable love and grace be always with them. Today our children and youth in St. Michael's are doing a special presentation for the mother in our church. Also members of the MBSM will be rendering a special song for them. Hope and pray that they are all well there, as we are here today at Manning Park.

2 days ago I was thinking of what to say this Sunday morning, and to tell you the truth I was tempted not to do a homily for today and let Greg do it for me. Last Tuesday, I asked him to lead the evening prayer because I still have this terrible cough lingering in me. After the prayer, he said, if I am not yet okay within the week he can do a homily today as his penance of making me do the stewardship homily last Sunday. I almost email him last Thursday and say yes you can do the homily for me in Manning Park. But I regained my composure and told to myself not now maybe one day he will do it.

Anyway, what I want you to do this morning are to think on the things that we have done together as servant leaders of the church, what have we accomplished as servant of the Lord? Why do we need to come together and have a retreat? What is retreat? Why the church doing retreat?

I heard this statement before which says "church should not be doing retreat, church suppose to be advancing not retreating. Is the church not brave enough to face challenges?

Let us look the definition of retreat that we may understand what it really mean. According to Webster dictionary, retreat is a process of moving back or withdrawing away from unpleasant environment or circumstances. It also means a period of solitude or group separation for planning, studying, instructing, prayer or meditation in order to recuperate or energize.

In short doing church retreat doesn't mean cowardliness but it is an important strategy to regain or to build up potential strength to move on. A retreat can be a time of solitude or group experience. It can be a silent retreat or a working retreat.

Every year the diocese of New Westminster is conducting a silent retreat for all active clergy. We distance ourselves from the busy and hectic ministry of the church and gathered into a quiet place and have a silent meditative retreat.





And you know what silent means no talking during the duration of the retreat, even when you eat no talking, you are there to listen to a retreat director leading you for a spiritual direction. This kind of retreat is personal deepening of spiritual relationship with God. The calm and quite environment helps in a thorough meditation with God. One can be energized with the beauty of silent.

What we are doing today is a special one; it is not a silent retreat. It is a working retreat. However, it doesn't mean that our retreat is not in line with the Lord, actually it is. The only difference is we are doing something that is not only for our personal spiritual development but we are working as servant-leaders for the betterment of God's church. Sometime's this kind of retreat is exhausting because it involves the pondering of thoughts in making plans for the development of the church.

To mind you, being a leader of a certain organization or business is exhausting, and church leaders are not exempted in this. We as servant-leaders are also vulnerable to exhaustion, we are get distracted by so many things: like pushy people, the demands of running programs, the desire to avoid conflict, the financial pressures and new opportunities that are attractive even they're not at the heart of our calling. All of them can destruct our work if we don't address them efficiently.

One important thing to deal with these destructions in our ministry as servant-leaders of the church is to have a retreat. In so doing, we have to move away from the church and come together in a suitable place where we can have time and work together to ponder new thoughts and make efficient decisions and guidelines on how to do church ministry together.

I believed that of all the four working retreat that we've been doing including this present retreat, with God's help we have done important things that are not for ourselves but essential things that are for the benefit of the church as a whole.

Our retreat here at Manning Park, we gathered not just to plan but we come together to strengthen our team building relationship. The Sacred circle played an important role for us all to express our thoughts in our church ministry. In the MBTI session, we are able to know each other well and strengthen more our team building relationship. We were able to express and bring ideas or concerns at the table to ponder on. We are free to bring out what is in our mind concerning the church. And lastly, this is what I like; we have the time to relax. We scheduled time for fun, a time for laughter and team bonding. I think leaders that find a time together for recreation can create a healthy and productive decision.

Finally, let us continue building our strong relationship as servant-leaders of the Lord. Let us work together for the church as a team. Above all, let us always seek God to guide us in our plan and work, Let us seek his grace in all our decisions because 'He is the way, the truth and the life' of our ministry as church servant-leaders. Amen