

ST. MICHAEL'S CHURCH COMMITTEE MEETING #6

SEPT 22, 2015 MINUTES

PRESENT: Moses Kajoba (chair), the Rev. Wilmer Toyoken, Brigitte Castro, Terry & Marg Cutforth, Sam Copley, Bart Alatan, Greg Tatchell.

Call to Order: Meeting #6 in 2015 was called to order at 6:26.

1. Adoption of June 23 Minutes: Moved by Terry, seconded by Bart, carried.

Given the importance of the June business, and the need for a refresh after the summer, the minutes were read seriatim.

2. FINANCIAL STATEMENTS TO 25 AUGUST 2015 - The review began by reflecting on the first quarter statements, and the associated minutes from 23 June: *"St. Michael's have had positive net income Financial Statements over the last 8 years (2007-2014). The first quarter Income Statement (attached) required a detailed focus because it was in the negative by \$1,000. Finances will require particular attention to ensure we are back in the black, hopefully in the second quarter."*

The trend since then is somewhat encouraging. Although we were still in the red at the end of the 2nd Quarter, we were in the black in the 25 Aug statements presented this evening. This was primarily thanks to the Rental Committee and their work in bringing rents in above forecast. ACW deposits in September (\$1600) should hopefully have the same effect on the 3Q statements in November.

3. ORGANIZATION STRUCTURE – "TEAM OF TEAMS" - ok as is. Item closed.

4. 2021 STRAT PLAN POLICY/IMPLEMENTATION BEGINNING IN 2015 - SPIRITUAL VS SECULAR

Covered under item 6.

5.1 RECTOR'S JOB DESCRIPTION – CLOSED.

5.2 OTHER JOB DESCRIPTIONS

June 23 minutes still apply: *"Job descriptions for Administration, Janitorial and the Choir Director are now required. It was agreed to treat the Administration job description as the next priority, building on the job description that existed for Felly Farinas. Templates for Janitorial and the Choir Director would be sought after from the Diocese, as was done for the Rector. Each of these three will be individually championed by three different Trustee's, and brought to Church Council by that Trustee when ready for ratification."*

Agreed that the following sentence from the 23 minutes should change from 'Janitorial' to 'Custodial':

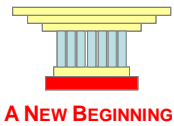
(Padi to co-ordinate the Admin job description, Bart the Custodial, and Moses the Choir Director, to be finalized at Trustee's meeting, and brought to Church Committee).

Tabled to the next Trustee's meeting.

6. RECTOR'S REPORT - Padi presented a detailed report, which generated concurrence after much interest and discussion. It was presented in the form of the minutes from Sunday's SPC meeting. Find those minutes attached.

7. WHEELCHAIR ACCESS - Item from the 23 June minutes still pending: *"Brigitte advised the Committee that she also had a \$2,000 cheque from BIBAK for the same purpose (for the Wheelchair Fund)."*

8. BUILDINGS - Terri advised that the church furnace likely needs replacement. If necessary, funding would come from the Contingency Account, preferably in the New Year. For resolution at the November meeting. Terry also got a great deal for the church - \$400 worth of tiles for \$50!



9. FOOD BANK

The Meal Ministry team met with the CEO of the GVFBS at their offices on 9 September, and meet again with them on 25 September. The following minutes summarize.

1. *As has happened on several occasions over the last 10 years, the GVFBS would like to make changes to the St. Michael's Food Bank program.*
2. *On this third occasion, they lack knowledge of our shared history, and the extent to which we follow their lead. As an example, we were asked on 9 September why we screen people for the Food Bank, but not our Hot Meal (GVFBS designated our Food Bank as a Student Food Bank in 2009).*
3. *And then, they suggested that St. Michael's could pick up the food in the future, or pay \$40 for delivery.*
4. *In discussing options for the future, St. Michael's gave the GVBS our support in closing the Student Food Bank."*

The minutes from the 9 September meeting, when they are received, will be circulated to Church Committee.

The Meal Ministry team was given the following authority for the meeting with the GVFBS on Sept 25th.

It was moved by the Meal Ministry team, seconded by Terry, passed unanimously, that the Meal Ministry team be given the following authority:

"Church Committee gives full authority to the Meal Ministry team to negotiate the future of the Food Bank Program with the GVFBS, as follows:

1. *Continue as is.*
2. *Move back to Fridays, as it was.*
3. *Discontinue the Student Food Bank.*

"This authorization does not include any financial commitments, beyond the \$400 per month in the approved budget."

10. FUTURE MEETINGS

MEETING #8 - TUESDAY, NOVEMBER 24 (GUILD ROOM OR CHAPEL)

2016 VESTRY - SUNDAY, FEBRUARY 21 (NOT THE 14TH!)

11. **ROUND TABLE – HOW DID WE DO?** - Despite a 2' 20" meeting, Terry summarized it for us by saying we "Couldn't be Better."

Adjourned with the Grace at 8:46.

	Jan - Mar 15	Jan - Mar 14
Ordinary Income/Expense		
Income		
4000 · Givings	18,467.45	17,297.97
4100 · Interest & misc revenue	46.58	198.00
4150 · In Kind Donations	901.00	0.00
Total Income	19,415.03	17,495.97
Expense		
5000 · Salaries	18,827.99	17,512.46
5100 · Assessments	3,630.51	3,369.00
5160 · Instrument R&M	0.00	260.00
5200 · Repairs and Maintenance - Bldg	1,312.44	750.72
5300 · Utilities	2,258.51	606.24
5350 · Property taxes	1,347.99	1,291.21
5400 · Insurance	3,302.25	2,938.26
5500 · Office expenses	497.84	1,054.84
5510 · Janitorial supplies	1,184.46	752.09
5520 · Church supplies	1,055.75	978.46
5525 · Educational supplies	121.00	181.50
5530 · Unrecoverable Sales Tax	144.52	99.95
5550 · Telephone	357.18	302.67
5560 · Bank charges & interest	75.86	61.13
5580 · Meal ministry	150.00	500.00
5586 · In-kind	1,240.78	62.67
Total Expense	35,507.08	30,721.20
Net Ordinary Income	-16,092.05	-13,225.23
Other Income/Expense		
Other Income		
5600 · Recovery bldg exp (1/2 assmt)	15,095.00	16,560.00
Total Other Income	15,095.00	16,560.00
Net Other Income	15,095.00	16,560.00
Income	-997.05	3,334.77

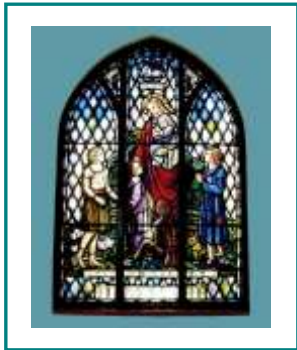
St. Michael's Organizational Structure

"A Team of Teams"

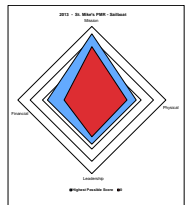
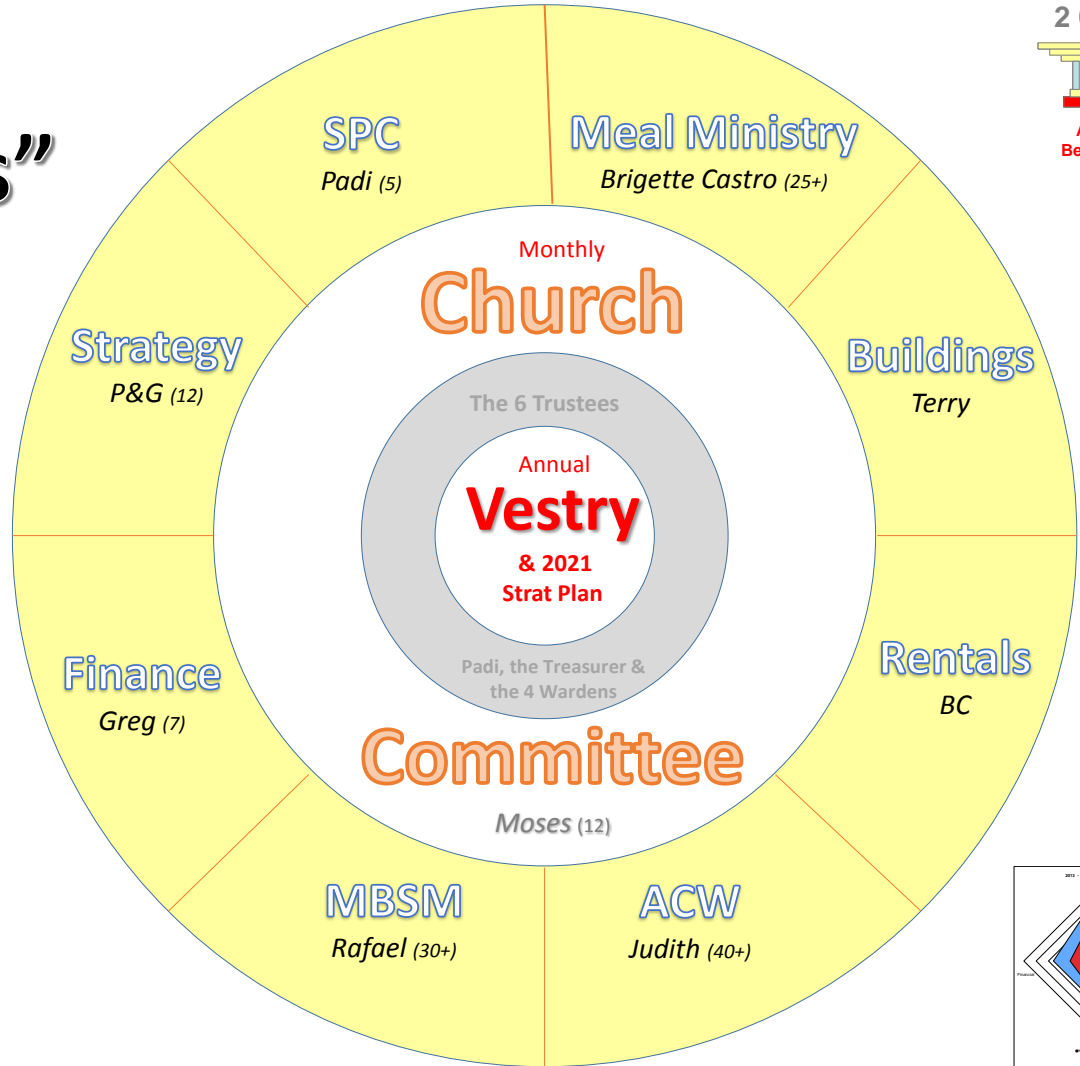
2015

"Establish Authority"

Authority as laid down in the Canons of the Diocese of New Westminster and the Constitution of St Michael's Multicultural Anglican Church



v1 – ratified by Church Council 23 June 2015: To be updated annually at Vestry



ST. MICHAEL'S TRUSTEES MEETING #3

MAY 21, 2014 MINUTES

PRESENT: Rev. Wilmer Toyoken, Moses Kajoba, Greg Tatchell

ABSENT: James Baldo (Graduation), Bart Alatan (Baguio), Brigitte Laweng (School)

It was proposed at this meeting, given the average attendance over the last year (3-4 out of the six), that we institute a policy of keeping minutes to ensure that all six of us are kept fully informed and engaged. Also, these minutes will serve to act as an agenda for what to bring forward to Church Council, and as a review at the beginning of the following meeting, in the form of adoption of these minutes.

Adoption of Agenda.

1. FINANCIALS

- Reviewed the Income Statement and Balance Sheet for the Church Only.
- Revisions Pending for Church Council in June

2. 2021 STRAT PLAN – SPIRITUAL VS SECULAR

- Church Committee Minutes: Balancing our time/efforts between SPIRITUAL & SECULAR
 - It was decided to begin implementation of the Strat Plan by choosing a Smart Goal for each of these two areas.
 - **SPIRITUAL:** Smart Goal 5 will be proposed to address the SPIRITUAL: Via Media
 - **SECULAR:** Smart Goal 18 will be proposed to address the SECULAR: Leadership Dev
- These will be presented to Church Committee in June for Feedback/Concurrence.

3. THE PRIEST'S JOB DESCRIPTION

- Reviewed the 2015 Job Description developed at the Trustee Meeting #2 in February.
 - For presentation to the Church Committee in June.
 - Job Review in July?

4. ROLES AND RESPONSIBILITIES

- Decided to resurrect the Organization Chart used 2006-2008 (see Attachment).
 - For presentation to Church Committee in June.

Sanctuary Planning Committee Meeting # 2 Minutes

June 21, 2015

Attendance: Present - Bart, Greg, Wilmer and Agnes Apology - Brigitte Laweng.

1. Meeting started with a prayer led by Padi Wilmer.
2. All accepted the agenda
3. February 8, minutes – Accepted with one revision (AOB 7.4.) To allow parishioners /renters using the church address as their mailing address in consultation with the priest-in-charge.

Agenda 2.1. -On Church Partnership – Smart Goal # 2

Sister Parishes are communicating with St. Michael through email and face book. Greg and Wilmer to follow up.

Agenda 2.2. – On Lay Participation in the Sanctuary– Smart goal # 19

2.2.a - on lay administrator

Agnes to replace Brigitte Laweng on the list of Lay administrators. Teofilo, Teves and Agnes were given some guidance and instruction on administering the cup.

2.2.b - on Lay Reader

Lay reader has broader duties in the sanctuary. Diocesan canon doesn't have any specific details on it. However, it is a common practice with some churches, including St. Mikes, that the tasking of lay duties in the Sanctuary is the prerogative of the parish priest.

2.3.c - on Altar assistant

In addition to Greg and Bart assisting padi at the altar, Teofilo and Ramon were also trained to assist Padi.

Agenda 2.3 – Stewardship Homilies – Smart Goal # 8

Stewardship Homily Schedules: June 28 and October 11 - Bart; August 16 and December 13 – Greg

Agenda 2.4. Summer Church Activities

2.4.a - Deanery Picnic at Q.E. (Sunday, July 5) and St. Mike Picnic at Cate's Park. (Saturday, Aug.8).

2.4.b - ACAM Vision Retreat – Smart goal #17

St. Mike to host on June 27, 9am-3pm, Agnes to bring noodles, Greg to bring sushi, Church Coffee & cookies.

2.4.c - Church wheel Chair Accessibility – Smart goal # 15

The two successful concerts raised funds amounting \$3,400. Plan for another concert this August cancelled.

Agenda 2.5. Adult Education - Smart goal 5

The Via Media Resource Kit not available. Greg & Wilmer task to look on the website. Target to start is fall.

Agenda 2.6 – Youth/Sunday School – Smart goal # 4

Virgie Toyoken to continue teaching Sunday school. SPC defers the motion from the ACW to hire a Sunday school teacher. Reasons: No budget allotted and kids are still manageable.

Youth involvement is still a challenge for the church.

Agenda 2.7. AOB

2.7.a – Bp. Dixie Taclobao to preach on the baptism of his granddaughter on July 19.

Bart to follow up and Wilmer to ask permission from Bp. Melissa.

2.7.b - Church organizational Structure – Accepted Greg's presentation with the addition of Moses comment.

2.7.c - Meal Ministry – Smart goal # 6

- Agreed to have a moveable hot meal signage for hot meal program.

2.7.d –St. Mike's Banner – Agreed to have a banner for St. Michael. To send to Fanny after presentation to CC.

St. Michael's Multicultural Anglican Church

Diocese of New Westminster,
Anglican Church of Canada

Position Description

Position Title: **CLERGY – INCUMBENT** **The Rev. Wilmer Toyoken**

Date approved by Church Committee: June 2015
Date to be revised by Church Committee: January 2016

Overview

The Incumbent leads the parish of St. Michael's Anglican Multicultural Church in Mount Pleasant, as priest, pastor, and teacher. He leads by sharing in the councils of the congregation and of the whole Church, in communication with the Bishop. By word and action, informed at all times by the Holy Scriptures, the authorized rites of the Anglican Church, the Constitution of St. Michael's, and the Constitution and Canons of the Diocese of New Westminster and the General Synod of Canada, the Incumbent proclaims the Gospel, loves and serves Christ's people, nourishes them, and strengthens them to glorify God. The Incumbent's work includes not only activities directed to his congregation and its well-being, but also activities which are directed to and which benefit the Diocese and the community.

Objective

To provide leadership for the congregation so that it fulfills the 2021 Strat Plan Mission of the Parish:

1. WE AT ST. MICHAEL'S ARE AN ANGLICAN COMMUNION MULTI-CULTURAL COMMUNITY OF FAITH CALLED INTO THE FELLOWSHIP OF JESUS CHRIST.

The fulfilling of this Mission Statement will exert positive leadership in the Mount Pleasant Community, the Diocese, the City and beyond, and internationally.

Achievement of these objectives will continue to occur within the context of the leadership culture at St Michael's. The leadership culture at St Michael's was first established on 26 October 2010, and continues to guide the six Trustees in their leadership of the church. It is repeated here below for emphasis:

OUR LEADERSHIP CULTURE:

1. **THE TEAM**
 - i. We will strive to achieve for the six of us what the Athanasian Creed says is achieved in the Trinity;
"Unity in Trinity and Trinity in Unity."
 - ii. Our general aim will be to strive to achieve for St. Michael's what the BCP (p.720) describes as "the preservation of Peace and Unity in the Church."
2. Three Management Commandments - to help achieve the second of our two team objectives above, we will strive to champion three Management Commandments (from the Management Methods of Jesus):
 - i. Stand Up For Your People
 - ii. Settle Disputes Quickly
 - iii. Establish Authority

ACCOUNTABILITY

The Incumbent is the principal pastor of the Parish, a Trustee, and responsible primarily to the five other Trustees, through the 6 member Executive/Finance Committee, and also through that lens, to the annual Vestry and the Church Committee. The Incumbent also reports indirectly to the Bishop, in accordance with Diocesan Canons.

AUTHORITY

The Minister licensed to St. Michael's will be in charge of all aspects of Spiritual Life. Subject to the Rubrics of the Book of Common Prayer and the direction of the Bishop, the authority of the Minister in charge at St. Michael's Parish includes the conduct and ordering of all Services, music, rites and ceremonies at the Church. This authority also includes the selection of Supply Clergy, and any church activities of other ordained clergy.

NATURE AND SCOPE

I. Pastoral Care

- A. The Incumbent is the chief liturgist of the Parish, conducting worship and preaching regularly. The Incumbent conducts baptisms, marriages, and funerals, and responds to parish pastoral needs as required.
- B. The Incumbent will chair the Sanctuary Planning Committee, meeting at least six times a year, and bring the results of those meetings to Church Committee.

II. Parish Administration

- A. The Incumbent contributes leadership to the Parish Council and its Committees on parish policy matters, and more intimately with the other five Trustees (the four Church Wardens and the Treasurer). The Incumbent functions in relation to other organizations of the parish as:
 - a recruiter of volunteer leaders,
 - consultant on process and content, and
 - educator and enabler (when required) of each organization in its efforts to define and carry out tasks.His leadership in spiritual matters is primary, and is emphasized as such as the first responsibility under 'specific responsibilities' on page 3.
- B. The Incumbent will work directly with the Trustees, the Parish Secretary, Music Director, Organist, and Sanctuary Planning Committee.
- C. Community Relationships - The Incumbent represents the Parish to the community, serving on boards of trustees, ecumenical and interfaith associations, and participating in the councils of the Church in accordance with his ordination vows.

III. Essential Knowledge and Skills

- A. In addition to the usual theological training and educational background required of all clergy, the Incumbent requires the background and presence to function in inherited community responsibilities and institutional associations and requires above average management skills.
- B. An essential challenge of the position is the fostering of Parish health in every sense, including:
 - Identifying and calling forth gifts of ministry among parishioners,
 - Involving parishioners in the life and activity of the church beyond attendance at worship, and
 - Using the Parish's location and heritage creatively in the city's life.
- C. To meet this challenge, the Incumbent uses the resources of a varied and talented laity, and of the Diocese of New Westminster. Within the parish, the leadership culture of St Michael's (as articulated on page 1) will be fostered.
- D. The parish's professional ministry team supports and extends the Incumbent's ministry and support staff can be used to free the ministry team to focus their energies on the fulfillment of program goals.

SPECIFIC RESPONSIBILITIES & TASKS

PRIEST

1. Lead worship, preach the Gospel, and administer the Sacraments so the congregation is given opportunity for spiritual renewal and to experience a fulfilling response to Christ.
2. To provide this leadership in a full multi-cultural context.
3. Participate in community, deanery, and wider church activities so that the mission of the congregation beyond itself is furthered.
4. Participate actively and visibly in St. Michael's primary Outreach initiative, the Meal Ministry program. To support and communicate with those Anglican Churches that share in that Ministry with St Michael's.
5. Encourage and participate actively and visibly in all other St. Michael's outreach initiatives.

PASTOR

6. Provide for pastoral care of the parishioners so that individual and family joys, anxieties, and distress are addressed with Christian concern.
7. Provide leadership to staff, lay leaders, and the congregation, to help St. Michael's achieve the 21 Smart Goals over the seven years of the 2021 Strat Plan, as ratified by Special Vestry, so that its viability and sustainability is assured and its mission strengthened.
8. Participate as part of the Executive/Finance Committee to ensure fiscally and ecologically prudent management/leadership in all the above activities.
9. Provide leadership to the parish's professional ministry team, support staff, and lay leaders in developing and implementing programs, so that the congregation fulfills its mission and reaches its goals.
10. Maintain a pattern of life that sets a wholesome Christian example.
11. Oversee the state of the property, and interact with renters as appropriate.
12. Continuing as an active member on the Board of the Day Care.

TEACHER

13. Challenge the congregation to recognize the needs of others so that parishioners respond with their time, abilities, and money within and beyond the parish.
14. Provide for a Christian education program through which persons of all ages will learn the content of the Christian faith and its application to daily living.
15. Especially, to provide leadership to the Sunday School Program, to ensure an active Sunday School is in place, including having a formal curriculum in place.

As indicated under the dates at the beginning of this Job Description, and as stipulated in Article 12, paragraph 44.3 of the Constitution of St Michael's, yearly reviews/updates occur as follows:

- (g) *A Executive/Finance Sub-committee will have responsibility for the following:*
- i. *a performance review, based on the job description & objectives of the Priest-in-Charge for the current year, and,*
 - ii. *an update to the job description & objectives of the Priest-in-Charge for the upcoming year,*

