

ST. MICHAEL'S CHURCH COMMITTEE MEETING #7

NOV 24, 2015 MINUTES

PRESENT: Moses Kajoba (chair), the Rev. Wilmer Toyoken, Brigette Castro, Terry & Marg Cutforth, Bart Alatan, James & Sandra Baldo, Brigitte Laweng, Greg Tatchell.

Call to Order: Meeting #7 in 2015 was called to order at 6:22.

1. Adoption of 24 Nov Agenda & 22 Sept 2015 Minutes: - both MSC, separately

2. BUILDINGS - Terry had a \$4,541.25 quote for a new furnace. He recommended that we proceed, and all agreed the need was critical. Moved by Marg, 2ndd by Sandra, carried unanimously. Terry also advised that the fire extinguishers had all been tested & certified, and that new acoustic tiles had been put into the ceiling of the Mission room, and other areas. Finally, he recommended that the Pop(e) machine be disconnected and moved out. Agreed.

3. FINANCIAL STATEMENTS - minutes from the Finance Committee (Attachment 3) summarized the 1-Nov-15 status:

- *The October Income Statement was reviewed (the October BS was not).*
 - *The YE projections were also reviewed & refined.*
 - *Both were in **deficit**.*
- *Considerable time and effort went into strategizing how to avoid a deficit at year end. The 3 strategies will be implemented, as appropriate, over the next six weeks (see them detailed under **DEFICITS**, below).*

Action on this item appears in item 4 below.

4. DEFICITS - after considerable discussion, it was moved by the Finance Committee, seconded by Sandra, passed unanimously, that the following (from Attachment 3) be adopted as policy at St. Michaels:

"The Trustee's wrestled with a question from the congregation;

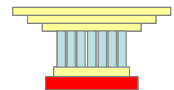
"Why can't we have a Deficit?"

- *We first endeavored to understand the reason for the question. It was agreed that it was likely asked because members were feeling stretched. Giving's growth over the last three years (>25%) supports this; congregational support of ambitious Stewardship planning has always been strong, positive & uncomplaining.*
- *It was the unanimous consensus of the Trustee's, however, that one of the key Diocesan measures of our vitality and sustainability was net income. We remembered that the 'Sails' methodology used in our Strat Plan gave a score of '0' if net income had ever been in deficit in any of the 5 previous years.*
 - *Also, the Trustee's wanted to continue their discipline of the last 8 years, when we have always intentionally managed towards a positive net income (after a deficit of \$26,000 in 2006).*
 - *But, to respond to the question, three strategies were developed to help avoid a deficit at year end:*

1. *Deposit ALL coins, effective immediately (& set up a Petty Cash fund in January)*
2. *Exercise IN KIND*
3. *Operationalize a segment of the annual Whittaker endowment, ensuring, however, that the amount that goes into the Capital Fund will always be at least \$10,000.*

5. 1ST DRAFT OF 2016 BUDET - the following highlights came from the FC Minutes (Attachment 3):

- *Ver. 2 of the 2016 Budget was reviewed for presentation to Church Committee next week.*
- **Wages** - *Agreed to adhere to the Strat Plan provisions for Padi to go to 85% in 2016. With a recent increase for our other three employees, it was agreed to hold for 2016.*
- **Givings** - *Tabled until January discussion regarding the \$79,000 giving's target for 2016, & if it was too much of a stretch for the congregation, after growth of 25%+ in the last three years.*



There was some discussion on how to relieve the load on a congregation that has grown giving's by over 25% in the last three years. It was further agreed that to expect another 10% increase in 2016 was too much. Ways to move the load off the congregation, while still aiming for growth in 2016, included:

- Approach the Men's & Women's groups to see if they could make some contribution to giving's.
- Consider allocating the surplus of the Whittaker Fund (over \$10,000) into the giving's budget, at least for 2016.

6. SANCTUARY PLANNING COMMITTEE - 7 items highlighted from the 22 Nov SPC Minutes (Attachment 4):

- SMART GOAL #4 - Evening Prayer and Youth Coordinator items evolving.
- SMART GOAL #5 - Adult Education & *Living the Question* scheduled to begin in 2016.
- SMART GOAL #17 - EAM - endorsed the Asian Trip report (see agenda item #9 following).
- SMART GOAL #21 - Anti-Racism Training schedule for 2016 under development. Looking for trainers.
- SMART GOAL #6 - Endorsed the Meal Ministry 5-point & 3-point policy/strategy proposals (see item 9 below).
- Church Carpet – agreed to see if a *RENAISSANCE* proposal for replacing the sanctuary carpet could be redirected.
- Padi on Vacation 27 Dec & Jan 3.

7. MEAL MINISTRY - Brigitte and Wilmer presented the 5-point & 3-point Food Bank strategy proposal (Attachment 1)

- It was moved by the Meal Ministry team, seconded by James, that the 5-point proposal negotiated with the GVFBS (as authorized by the Sept Church Council) be ratified by Church Committee. Passed unanimously.
- It was moved by the Meal Ministry team, seconded by Sandra, that the 3-point proposal developed by the Meal Ministry team on 13 November be ratified. Passed unanimously

8. NOMINATING COMMITTEE - the Nominating Committee for 2016 was re-established by Church Committee. Recommended that we maintain the status quo (James, Brigitte & Greg).

9. EAM TRIP REPORT – SEOUL & TOKYO – 30 SEPT TO 7 OCT (ATTACHMENT 2)

- Moved by the SPC, seconded by Brigitte, that the EAM trip report be accepted. Passed unanimously.
- The following motion was moved by the SPC, seconded by Terry, passed unanimously:

The Sanctuary Planning Committee moves, per recommendation 1 of the accepted report, 'ST. MICHAEL'S MULTICULTURAL ANGLICAN CHURCH OFFICIAL REFLECTIONS ON THE 2015 EAM CONFERENCES IN ASIA, CELEBRATING EAM'S 42ND ANNIVERSARY,' that

- **'St. Michael's extend an official invitation to host the Filipino-American Convocation for 2017'**
with the understanding that the commitment would incur minimal costs.

10. FUTURE MEETINGS:

- January Finance Committee Meeting - Tuesday, Jan 12th
- January Pre-Vestry Meeting - Thursday, Jan 26th
- Vestry - Sunday, Feb 21st

NOTE: *Unscheduled – Financial Seminars, after Jan. 12th, with the Men's Group & the Women's Group.*

11. HOW DID WE DO?

- It was recommended that we continue our '*paperless*' meetings, using the overhead projector & screen for future meetings.

MEAL MINISTRY PERSPECTIVE: 13 NOVEMBER REVIEW OF 5 POINT GVFBS SUMMARY.

1. *We think we should continue.*
2. *In January, we will develop a draft plan for a new beginning in 2016.*
3. *In February, we will present this plan to Vestry for ratification.*

Signed: Brigette, Caroline, Marjie, Shirley, Lily, Josie, Wilmer, & Greg

ST. MICHAEL'S focus is on Multi-Cultural & Meal Ministry

MEAL MINISTRY TEAM REVIEW

*For Meal Ministry Team Discussion & Brainstorming prior to
Finance Committee & Church Committee Reviews*

*The **THREE MEETINGS WITH THE GVFBS** (9 & 25 Sept, and 9 Nov) were summarized as follows:*

1. **DISSOLUTION:** *The existing St. Michael's GVFBS Food Bank will end in December.
- there will be no GVFBS Food Bank at St. Michael's in January*
2. **NEW HOMES:** *The GVFBS will work with the existing clients at St. Michael's
to find them another home. Members of the GVFBS will
attend the Food Bank on 26 November to begin that process.*
3. **AGENCY STATUS:** *St. Michael's has been granted status as an Agency, which
gives it the flexibility to pre-order significant quantities
of food for St. Michael's programs.
Forms highlighting this were given out by Amy,
and will be presented to Church Committee on 24 November.*
4. **MATERIAL FOR OUR CLIENTS:** *In addition, Trish will provide Wilmer & Greg
with a copy of the material that will be handed out
to the Food Bank clients on 26 November, for
presentation to Church Committee on 24 November.*
5. **A SINGLE JANUARY DELIVERY:** *With St. Michael's Church Committee concurrence of
points 1 to 4 above, it is anticipated that there will be
one delivery in January, for \$40 - this will likely occur
on the same day of the week as occurs now (Thursday)*

Signed: Trish, Amy, Wilmer & Greg

ST. MICHAEL'S MULTICULTURAL ANGLICAN CHURCH
**OFFICIAL REFLECTIONS ON THE 2015 EAM CONFERENCES IN ASIA,
 CELEBRATING EAM'S 42ND ANNIVERSARY**

30 SEPT - 5 OCT IN SEOUL, KOREA
 6 & 7 OCT IN TOKYO, JAPAN

I. STRATEGIC CONTEXT:

1. 2015 – 1st Canadian Strategic Planning Workshop on Establishing an EAM Equivalent Body in Canada

At a Strategic Planning Workshop in June of 2015, one of the Goals established was:

3. *Along the lines of the Korean EAM event in October, and St. Michael's sister church program, **build international relationships.***ⁱ

2. 2015 – A Perspective from Korea - from the American Presiding Bishop

In the opening words of Presiding Bishop Katharine Jefferts Schori (equivalent to the Canadian Primate)

*"The work you are doing is **changing the face of the Episcopal Church!** ..."*

" ... (EAM is) an expansive blessing for this church ..."

*... (and is) an unfolding & growing reality in North American"*ⁱⁱ

3. 2015 – Bishop Melissa - 1st Canadian Strategic Planning Workshop (EAM/ACAM)

At a June Strategic Planning Workshop, Bishop Melissa opened with the following encouragement/insights:

*"the mission would be **"creating a new thing,"** which would be **"life giving for you, and a need of the Diocese."***

*She encouraged the group to aspire **"to be a lab"** (for multiculturalism),*

*and realize that it was **"not just about you, but how you teach others."***ⁱⁱⁱ

4. 2014 – St. Michael's Plan 2021 - SMART GOAL #17 – EAM

*"The Episcopal Church in the US has had **an active, well-resourced, national, Asian Pacific program** since 1973.*

... We have participated in three of their programs in the last four years (2011, 2013, & 2014),

and been pro-active in championing a similar program in Canada, initially proposed by the Primate at CoGS^{iv}

5. 2013 - What EAM might look like in Canada

*A three-fold ministry: ministry to **Asian immigrants**, ministry to **Asian Canadians** and a ministry of **building bridges** to the Anglican Communion. Initially, per resolution 5 above, the focus could be on EAM bridge building.^v*

6. 2013 – A Perspective from Los Angeles - from the American Presiding Bishop

In the words of Presiding Bishop Katharine Jefferts Schori (equivalent to the Canadian Primate)

*New and abundant life awaits those who are willing to pick up and cross over. There is a reason why we call this **cross-cultural ministry** – if it is faithful it is about the culture of the cross. Walk on, my friends. That is the way to the kingdom!*^{vi}

II. HIGHLIGHTS

- 180+ participants from North American, the UK, and across the Pacific; 8 from DoNW (in both Korea & Japan)
- 20+ Primates & Bishops – Keynote Addresses by Korean, American & Japanese Primates
- St. Michael's joined the Filipino-American Convocation on Saturday, Oct. 3rd - 25+ in attendance
 - The Filipino-American Convocation was invited to Vancouver in 2017
 - A Filipino-American (Rev. Bayani Rico) was re-elected Chair of EAM (*thanks to Sandra & James for the intro!*)
 - The Rev. Brent Quines (Alhambra, CA) was elected Chair of the Filipino-American Convocation
- The Japanese-American Convocation has been invited to Vancouver in 2016
- This was St. Michael's 4th international EAM Convocation (2011, 2013, & 2014 in the US, + 2015 in Asia)

III. RECOMMENDATIONS

1. That St. Michael's extend an official invitation to host the Filipino-American Convocation for 2017.
2. In addition to re-emphasizing Smart Goal #17 (EAM), that St. Michael's actively encourage/support members to attend/participate in future EAM events (*7 members of Holy Cross participated in Korea & Japan*).



**ST. MIKE'S FINANCE COMMITTEE (TRUSTEES)
2015 MEETING #4
Nov 19, 2015 MINUTES**



PRESENT: Rev. Wilmer Toyoken, Moses Kajoba, James Baldo, Bart Alatan, Brigitte Laweng, Greg Tatchell (Chair)
Adoption of Agenda & May Minutes – MSC,* separately

1. FINANCIAL STATEMENTS

- The October Income Statement was reviewed (the October BS was not).
 - The YE projections were also reviewed & refined.
 - Both were in deficit.
- Considerable time and effort went into strategizing how to avoid a deficit at year end. The 3 strategies will be implemented, as appropriate, over the next six weeks (see them detailed under **DEFICITS**, below).
- Provision of details required for our Accountant (*from the Diocese, to the level provided by the Controller on 17 Nov*) will be coordinated by the Finance Committee Chair &/or the Church Committee Chair.
- To year end, weekly updates on giving's will appear in the Sunday Program, beginning 29 Nov.

2. DEFICITS

The Trustee's wrestled with a question from the congregation;

"Why can't we have a Deficit?"

- We first endeavored to understand the reason for the question. It was agreed that it was likely asked because members were feeling stretched. Giving's growth over the last three years (>25%) supports this; congregational support of ambitious Stewardship planning has always been strong, positive & uncomplaining.
- It was the unanimous consensus of the Trustee's, however, that one of the key Diocesan measures of our vitality and sustainability was net income. We remembered that the '**Sails**' methodology used in our Strat Plan gave a score of '0' if net income had ever been in deficit in any of the 5 previous years.
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 - But, to respond to the question, three strategies were developed to help avoid a deficit at year end:

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5. Exercise *IN KIND*
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3. 2016 BUDGET

- Ver. 2 of the 2016 Budget was reviewed for presentation to Church Committee next week.
- **Wages** - Agreed to adhere to the Strat Plan provisions for Padi to go to 85% in 2016. With a recent increase for our other three employees, it was agreed to hold for 2016.
- **Givings** - Tabled until January discussion regarding the \$79,000 giving's target for 2016, & if it was too much of a stretch for the congregation, after growth of 25%+ in the last three years.

4. JOB DESCRIPTIONS

- Per June & September Church Committee minutes, the Trustee's will bring the four job descriptions to Church Committee in January.

5. FOOD BANK – DISSOLUTION AND RE-SET

- 5-point agreement between St. Mike's & the GVFBS was reviewed and approved.
- 3-point plan/response of the Meal Ministry Team was reviewed and approved.

* **MSC = Moved, Seconded, Carried**

SPC Meeting Minutes # 4

November 22, 2015

Present: Wilmer, Greg, Bart, Agnes, Brigitte

Agenda:

1. Smart Goal # 4 – Spiritual program

- Evening prayer – Agreed that a written survey question would be inserted to church bulletin for the congregation to response prior to vestry 2016.
- Youth Coordinator – A suggestion from the men's group of having a youth coordinator from the congregation to help organize the church youth. They offered a thousand dollar for youth activities in the future. The SPC proposed to look how Holy Cross got a grant in the diocese for their church youth program.

2. Smart Goal # 5 – Adult Education

- **Living the Question** – The title of the propose adult education program have seen by the SPC and proposed to try next year starting from the ACW and MBSM organization.

3. Smart Goal # 17 – EAM (ACAM)

- Greg reported what transpired in attending the EAM in Korea and Japan. The SPC agreed and supported the 2 recommendations from his report and endorse to Church Committee for final concurrence. (see Greg's EAM report)

4. Smart Goal 21- Anti Racism Training

- With regards to St. Mikes plan to host one training session. Rev. Vivian one of the trainers told that she will bring our request to their group. The diocese is focusing the training on every archdeaconry for this year. She also told that the diocese needs people to be a trainor.

5. Smart Goal # 6 – Meal Ministry

- After a review of the report from the meal ministry team, the SPC approved and endorsed the report to Church Committee for finality. (See Meal Ministry Team Review report)

6. AOB

1. Church Carpet – Mr. Blake from the renaissance church offered to change the church carpet and willing to pay the cost of it. The SPC suggested not for now because Mr. Vern Hermanus the donor of the existing carpet is still alive. Padi to talk with Mr. Blake.
2. Church Day By Day Booklet - to continue ordering from Forward Movement.
3. Vacation – Padi to take his last two Sunday vacation December 27 and January 3.

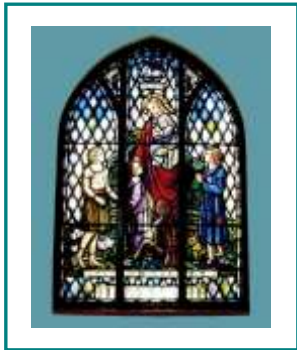
St. Michael's Organizational Structure

"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

