

DEC. 16 , 2010 MINUTES - ST. MICHAEL'S CHURCH COMMITTEE

PRESENT: Rev. Expedito Farinas, Bart Alatan, Brigitte Castro, Brigitte Laweng, Terry & Marg Cutforth, Martine Lubin (part-time), Sandra Baldo, Michiko & Greg Tatchell (pro tem chair).

Expedito gave the opening prayer shortly after 6:30.

Given Moses Kajoba's absence (in Uganda, upon the death of his Mother), it was moved by Terry, seconded by Bart, that Greg Tatchell be the pro tem Chairman in Moses' absence. Carried.

- 1. Adoption of Agenda & Agenda Times:** Moved by XP, seconded by Bart, carried.
- 2. Adoption of Nov. 18th Church Council Minutes:** Moved by Bart, seconded by XP, carried.

MINISTRY

3. MEAL MINISTRY: Brigitte

The Meal Ministry and Food Bank year concluded on Friday, December 10th. Next meal will be 3rd Friday in January. The Meal Ministry team is having a Volunteer Appreciation night tomorrow (the 17th). A \$100 Christmas bonus was gratefully received from St. Philips. Brigitte indicated that the amount budgeted for 2010 would be adequate for 2011, especially if volunteers can be found to pick up free food from Richmond. A schedule will be developed by Brigitte to try and spread the workload around on this.

- Under new business, Martine indicated the need for another team. There are currently 3 teams (Martine, Brigitte and Michiko), and the load is heavy. Every effort will be made to add a 4th team. If the Meal Ministry is not able to establish this on their own, they can bring this back to Church Committee.

4. SANCTUARY PLANNING COMMITTEE - Bart

It was moved by Bart Alatan, seconded by Terry Cutforth, that the Sanctuary Planning Committee report, most especially paragraph 4.iv of the Nov. 28th SPC minutes (page 4), and the 2011 Sanctuary Schedule (page 6), be adopted by Church Committee. Carried.

During discussion, Bart added that Rev. Wilmer Toyoken had joined the SPC, while Expedito asked Bart to elaborate upon item 4.v of the Nov. 28th SPC minutes.

- 5. SUNDAY SCHOOL -** The Christmas Pageant is this Sunday, and many kids came back from last year. Grefa has been a big help. Brigitte Laweng, who manages the \$100 per month for the Sunday School, was able to make \$150 available to the Sunday School for Xmas. Martine indicated the role of her Sunday School Committee beginning in the New Year. Finally, there was discussion around the need for Bible Study for the kids, along the lines of the Confirmation Classes in 2008. This will be taken up by the SPC at their next meeting.

COMMITTEES

6. STEWARDSHIP COMMITTEE:

Sandra led the Committee through the top half of the Income Statement, showing clearly the givings to the end of November, and her projection for Year End. Congratulations were given to Sandra on the clear progress made in this area over the last three years, including PAD givings that have nearly doubled.

7. BUILDINGS & MAINTENANCE:

- i. Terry listed activities achieved over the last month; new ceiling panels in the west hall where squirrels were trying to get in; the removal of old lino from the entrance of the hall; the installation of another set of taps in the women's washroom.
- ii. There is a need for pre-planned removal of snow from the sidewalks, as per city-laws. Agreed that Terry can arrange for Ernie Downey to do this, with a Day Care focus.

8. RENTAL COMMITTEE - New 2011 rents have been negotiated with Tango and Renaissance, and a letter delivered to the Ethiopians. All of these rents were raised by \$100 per month. A full report on the rentals received in 2010 will be presented in January.

In order for the pro tem Chairman to be able to give the Finance Report, Bart Alatan assumed the chair for the Finance Committee agenda item.

9. FINANCE COMMITTEE - Greg gave the following summary, based on the 60 minute review by the Finance Committee on Dec. 12th (James, Bart, Sandra, Sam & Greg present).

At the Dec. 12th meeting, Bart Moved, Sandra seconded, unanimously recommended that the 4 Nov. 30th Financial Statements (pages 7-10) be presented to Church Committee, with the following emphasis:

1. Net Income in the Black - \$4,416.72
 2. Structural Changes to the Income Statement – Full, Half & No Assessments
 3. GST - unrecoverable (Profit & Loss), & recoverable (Balance Sheet)
 4. Balance Sheet line 1215 - PAD
 5. Day Care Income Statement - Only \$70k of \$190k from Parents
 6. Day Care Loss of \$12,133.41 YTD - Income down \$18,000+ YTD
- On a second order of business for the Finance Committee, Brigitte Laweng made the following motion, seconded by Terry Cutforth, carried:

That the 'lost' Scotia Bank Day Care GIC of \$9,000+ be redeemed. Given that the signatures associated with the GIC are no longer available, authority is hereby given to Moses Kajoba, Church Warden, and Greg Tatchell, Treasurer, as signing officers of the Church and Day Care, to execute this redemption.

OTHER BUSINESS

10. CONSTITUTION: Two motions were presented by members of the Constitution Committee:

1. It was moved by Bart Alatan, seconded by Brigitte Laweng, that the Constitution Revisions Committee (CRC) be formally established, with the mandate of presenting a revision of the out-of-date 1989 Constitution for ratification by Church Council and Vestry in 2011. Membership on the CRC is to continue with the 5 Officers and Expedito, who have been developing the draft over the last two months. Carried.
2. It was moved by Expedito Farinas, seconded by Terry Cutforth, carried, that members of Church Committee and Vestry be actively engaged with the CRC in the revision process over the next two months leading up to ratification at Church Council and Vestry in 2011, with the following schedule:
 - i. Jan. 9, 2011 - A Sunday Church Committee Review & Workshop
 - ii. Jan. 20, 2011 - Church Committee Ratification (seriatim; see below)
 - iii. Jan. 23, 2011 - A Sunday Congregational Review & Workshop
 - iv. Feb. 6, 2011 - A Special Vestry dedicated to this item.
(seriatim: RONR p.541-42, up to line 29).

Members asked if they would receive copies in advance of the January 9th meeting. It was agreed that a .pdf copy would be sent to all Church Committee members, offering to have copies of the 22 page document made for those who so desired.

- 11. NOMINATING COMMITTEE:** On behalf of James, Sandra presented the following motion:
It was moved by James Baldo, seconded by Bart Alatan, carried, that the 2010 Nominating Committee be reconstituted for 2011, with the addition of one member, Martine Lubin. The mandate shall be that of Articles 7 & 11 of the Draft Constitution.

ARTICLE 11. NOMINATING COMMITTEE

39. A Nominating Committee of up to three (3) shall be appointed by the Church Committee no later than the December meeting.
40. In fulfilling their duties, the Nominating Committee will pay particular attention to the multi-cultural objectives established in paragraphs 12 and 23, and as codified in the Charter for Racial Justice in Appendix I.

12. NEW BUSINESS - 120th Anniversary Committee:

- a. Including two amendments, the motion by Marg Cutforth, seconded by Sandra Baldo, was carried, as follows:
That the remaining 120th Anniversary Funds of \$784.52 be allocated for the cost of the first Station, and for the bronze plaques associated with the 14 stations, that a quote be brought to Church Committee with regards to the bronze plaque costs, and that Church Committee delegate that task at the next meeting.
- b. It was asked if it was possible to consider Church Committee on a different evening in 2011. Tabled to the January 20th meeting.

13. MEETINGS NEXT YEAR:

- | | | |
|------|---|--------------------------------------|
| i. | Constitution Review by Church Committee | - Sunday, Jan. 9 th |
| ii. | Finance Committee Year End Review | - Sunday, Jan. 16 th |
| iii. | Church Committee | - Thursday, January 20 th |
| iv. | Constitution Review by Congregation | - Sunday, January 23 rd |
| v. | Special Vestry for Constitution | - Sunday, Feb. 6 th |
| vi. | Regular Vestry | - Sunday, Feb. 20 th |

- 14. ADJOURNED:** Moved by Bart, seconded by Terry, carried at 8:50, and concluded with Glory to God.

ATTACHMENTS:

1. Sanctuary Planning Committee Nov. 28th Minutes & Schedules
2. Nov. 30th Financial Statements, Church & Day Care

Sanctuary Planning Committee (SPC) Meeting: Minutes – November 28, 2010

In Attendance: Rev. Expedito Farinas, Rev. Wilmer Toyoken, Bart (Chair) & Agnes Alatan, Brigitte Laweng, Michiko & Greg Tatchell (SPC Secretary)

Expedito opened with prayer at 12:20.

Bart had invited Rev. Wilmer Toyoken to the SPC meeting. Wilmer was officially accepted as a member after a motion by Expedito, second by Brigitte, carried unanimously.

1. **Adoption of Agenda & Times:** Moved by XP, seconded by Agnes, that the agenda and times be adopted. Carried.
2. **Oct. 31st Minutes:** Moved by Greg, seconded by XP. Carried.
3. **Nov. 18th Church Council: SPC Minutes Arising:** Section 4 of the Church Council minutes of Nov. 18th, summarizing Bart's SPC presentation and motions, were moved by Brigitte, seconded by Agnes, carried.
4. **SCHEDULES:**
 - i. **December/Christmas** - as per v12 attached, the Christmas schedule for 2010 was moved by XP, seconded by Agnes, carried. Note the resolution on Xmas day.
 - ii. **2011 Schedule** - version 2 of the 2011 St. Michael's liturgical calendar was moved by Agnes, seconded by XP, carried. First six months of 2011 attached.
 - iii. **SPC Meetings** - to align with the new dates for Church Council, it was moved by Greg, seconded by XP, that SPC meetings now be the Sunday before Church Council, with the understanding that they occur only every second month, beginning on January 16th. Brigitte moved, Wilmer seconded, that the March SPC meeting be a week early if the Bishop attends St. Michael's on March 11. Carried. 2011 v2 now incorporates these changes.
 - iv. **8:00BCP Services** - Moved by Brigitte, seconded by Greg, that the 8:00am BCP service be continued in 2011. The one change to the BCP schedule will be to have the whole congregation attend the 10:00am BAS service once per month for pot-luck Sundays, beginning Dec. 19th. Carried. Incorporated into the 2011 v2 schedule.
 - v. **Homilies** - As a carry over from the August SPC meeting, moved by XP, seconded by Brigitte, that homilies be scheduled in such a way that, as much as possible, XP's homilies fall on alternate weekends. Carried. These are now reflected in v2 of the 2011 schedule.
5. **CHOIR UPDATE:** Nothing new to report, other than preparation for December 19th (see item 7.a below).
4. **SPIRITUAL FORMATION:** Agreed that this would become a permanent agenda item.
 - a. **VIA MEDIA** - The eight week VIA MEDIA program will end on Dec. 9th. In the New Year, consideration will be given to running it a second time.
 - b. **ALPHA** - Brigitte moved, Agnes seconded, that the SPC purchase the Alpha package (given that the SPC received Church Council approval for a budget of \$1200 in 2011), and that the Alpha program begin on February 3rd (incorporated into v2 of the 2011 St. Michael's liturgical calendar). Carried.
5. **SUNDAY SCHOOL** - Moved by Bart, seconded by Agnes, that a Sunday School Committee be formed to properly support Martine and the Sunday School staff. XP to convene a first meeting, along with Wilmer, to formalize the program, and to report back to the next SPC meeting. Carried.
6. **CHURCH COUNCIL UPDATE** - The SPC update at Church Council on Dec. 16th to include five items; one, the Dec/Xmas v12 schedule; two, the 2011 v2 Schedule; three, the proposal for the 8:00BCP service; four, the recommendation re: Alpha, and, five, the plan for an SPC Sunday School sub-Committee.
7. **OTHER BUSINESS**
 - a. **ADVENT IV Liturgy** - XP moved, Agnes 2ndd, adoption of the Advent IV liturgy presented by XP. Carried.
 - b. **Organ Tuning** - A carry over from the October meeting. Action required before Christmas.
 - c. **Christmas Letter to the Congregation** - Christmas letter to the congregation read out loud. Final edit by tomorrow, for Warden signatures on Tuesday evening.
8. **NEXT MEETINGS:** January 16th (confirmed), and March 13th (Provisional, contingent on the Bishop's presence on that date).
9. **ADJOURNMENT:** Adjourned at 2:00, the Chairman having guided the meeting to come in precisely on time!

Closed with the Grace.

SANCTUARY PLANNING COMMITTEE (SPC) - Dec/Xmas Schedule - v12											
ST. MICHAEL's in MOUNT PLEASANT		I. OFFICIANT				II. Scheduling/Training RESPONSIBILITY				III. ORGAN	
SANCTUARY PLANNING Dec/Xmas SCHEDULE - v12 Nov. 28, 2010		1. 8:00 BCP	2. 10:00 BAS	3. Occasional		Felly/Agnes	XP/Greg		Greg		
						5. 2nd Reading	6. Gospel	7. Lay Administrator	8. Prayers of the People		
Thurs. Dec. 2		-	-	Via Media #7	Day Care						
December	Sun. Dec. 5	Wilmer	XP	-	-		Greg	Mart. & Webst.	Martine	Gail	
	Thurs. Dec. 9	-	-	Via Media #8	Day Care						
	Sun. Dec. 12	XP	XP	-	-		Wilmer	C.G. & L.G.	Greg	Gail	
	Thurs. Dec. 16	-	-	Church Council							
	Sun. Dec. 19	None	Wilmer				Brigitte	J & S Baldo	Bart	Gail	
	Fri. Dec. 24	10:00pm	None	XP			To be assigned at the time of these services, given the unpredictable nature of who will be showing up for these seasonal services.				
	Sat. Dec. 25	11:00am	None	Wilmer							
	Sun. Dec. 26	10:30am	XP	XP	-	-					
	Fri. Dec. 31	10:00pm	None	XP	-	-					

SANCTUARY PLANNING COMMITTEE (SPC) - 2011 Liturgical Schedule - v2										
ST. MICHAEL's in MOUNT PLEASANT		I. OFFICIANT				II. Scheduling/Training RESPONSIBILITY				III. ORGAN
SANCTUARY PLANNING 2011 SCHEDULE - v2 Nov. 28, 2010		1. 8:00 BCP	2. 10:00 BAS	Spiritual Development Programs		Felly/Agnes	XP/Bart/Greg		Greg	
						5. 2nd Reading	6. Gospel	7. Lay Administrator	8. Prayers of the People	
JANUARY	Sun. Jan. 2		Wilmer	XP						
	Sun. Jan. 9		XP	XP/G#1						
	Sun. Jan. 16	SPC Mtg #1	None	Walter						
	Thurs. Jan. 20	ChrchCncl #1								
	Sun. Jan. 23		Wilmer	XP						
	Sun. Jan. 30		XP	XP/B#1						
FEBRUARY	Thurs. Feb. 3				ALPHA #1	Day Care				
	Sun. Feb. 6		Wilmer	XP						
	Thurs. Feb. 10		-	-	ALPHA #2	Day Care				
	Sun. Feb. 13		XP	XP/G#2						
	Thurs. Feb. 17		-	-	ALPHA #3	Day Care				
	Sun. Feb. 20	VESTRY	None	Wilmer						
	Thurs. Feb. 24		-	-	ALPHA #4	Day Care				
Sun. Feb. 27		XP	XP							
MARCH	Thurs. March 3		-	-	ALPHA #5	Day Care				
	Sun. March 6		Wilmer	XP/B#2						
	Wed. March 9	Ash Wed.								
	Sun. March 13	?SPC Mtg #2?	XP	XP						
	Thurs. March 17	ChrchCncl #2	-	-						
	Sun. March 20		None	Walter						
	Thurs. March 24		-	-	ALPHA #5	Day Care				
	Sun. March 27		XP	XP						
Thurs. March 31		-	-	ALPHA #6	Day Care					
APRIL	Sun. April 3		Wilmer	XP/G#3						
	Thurs. April 7		-	-	ALPHA #7	Day Care				
	Sun. April 10		XP	XP						
	Thurs. April 14	ChrchCncl #3	-	-						
	Sun. April 17		None	Wilmer						
	Thurs. April 21	Maunday		XP		-				
	Fri. April 22	Good Friday		XP/B#3						
	Sun. April 24	Eater Sunday		XP						
Thurs. April 28				ALPHA #8						
MAY	Sun. May 1		Wilmer	XP/G#4	-	-				
	Thurs. May 5		-	-	ALPHA #9	Day Care				
	Sun. May 8		XP	XP						
	Thurs. May 12		-	-	ALPHA #10	Day Care				
	Sun. May 15	SPC Mtg #3	None	Walter						
	Thurs. May 19	ChrchCncl #4	-	-						
	Sun. May 22		XP	XP						
	Thurs. May 26		-	-	ALPHA #11	Day Care				
Sun. May 29		XP	XP/B#4							
JUNE	Thurs. June 2		-	-	ALPHA #12	Day Care				
	Sun. June 5		Wilmer	XP		-				
	Thurs. June 9									
	Sun. June 12		XP	XP/G#5	-	-				
	Thurs. June 16	ChrchCncl #5								
	Sun. June 19		None	Wilmer	-	-				
Sun. June 26		XP	XP	-	-					

**St Michael's Anglican
Balance Sheet
As of 30 November 2010**

	30 Nov 10
ASSETS	
Current Assets	
Chequing/Savings	
1000 ₖ Royal Bank	23,323.03
1020 ₖ Capital Project Account - Royal	62,398.60
1100 ₖ Mutual Funds	31,890.03
1110 ₖ Canada Savings Bond	5,455.00
Total Chequing/Savings	123,066.66
Other Current Assets	
1215 ₖ Due from Diocese	5,055.03
1300 ₖ Prepaid insurance	541.87
1499 ₖ Undeposited Funds	849.89
Total Other Current Assets	6,446.79
Total Current Assets	129,513.45
TOTAL ASSETS	129,513.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2160 ₖ Rectory security deposit	700.00
2200 ₖ GST Payable	-5,885.42
2210 ₖ Unearned revenue	25,141.13
2500 ₖ Reserve for capital projects	15,000.00
Total Other Current Liabilities	34,955.71
Total Current Liabilities	34,955.71
Total Liabilities	34,955.71
Equity	
3900 ₖ Retained Earnings	68,875.97
Net Income	25,681.77
Total Equity	94,557.74
TOTAL LIABILITIES & EQUITY	129,513.45

St Michael's Anglican
Profit & Loss
January through November 2010

	Jan - Nov 10
Ordinary Income/Expense	
Income	
3999 ✕ Givings	
4000 ✕ Envelopes	33,618.18
4001 ✕ Open	2,000.63
4002 ✕ Special donations	2,262.30
4003 ✕ Mission Donations	0.00
Total 3999 ✕ Givings	37,881.11
4200 ✕ Stations of the Cross - Net	
4205 ✕ Stations of the Cross revenue	5,940.00
4210 ✕ Stations of the Cross expense	-6,605.86
Total 4200 ✕ Stations of the Cross - Net	-665.86
Total Income (Full Assessment Rate)	37,215.25
Expense	
5000 ✕ Priests	15,021.55
5010 ✕ Caretaker	3,870.79
5020 ✕ Organist	6,155.48
5030 ✕ Office Administrator	3,103.84
5100 ✕ Assessments	9,829.00
5160 ✕ Instrument R&M	210.35
5200 ✕ Repairs and Maintenance - Bldg	19,413.40
5300 ✕ Hydro	1,694.66
5310 ✕ Utilities	1,340.48
5320 ✕ Gas	2,413.67
5350 ✕ Property taxes	2,253.00
5400 ✕ Insurance	6,951.40
5500 ✕ Office expenses *	3,217.56
5510 ✕ Janitorial supplies	685.71
5520 ✕ Church supplies	2,111.59
5525 ✕ Educational supplies	1,286.32
5530 ✕ Unrecoverable GST **	2,019.39
5550 ✕ Telephone	878.59
5560 ✕ Bank charges & interest	182.07
5570 ✕ Contingency	713.31
5580 ✕ Meal ministry	2,335.00
Total Expense	85,687.16
Net Ordinary Income	-48,471.91
Other Income	
Other Income	
5590 ✕ Rectory Rent - net	
5591 ✕ Rectory rent received	15,526.00
5592 ✕ Rectory Expenses	-1,103.43
Total 5590 ✕ Rectory Rent-net (Full Assessment Rate)	14,422.57
5600 ✕ Recovery of building expense (Half Assessment Rate)	38,466.06
Total Other Income	52,888.63
Net Other Income	52,888.63
Net Income	4,416.72
5700 ✕ Capital Project donations *** (No Assessment)	21,265.05

* \$600 for Accounting Services, \$500 for Church Software, remainder for VANPRINT.

** High because of the GST associated with the \$120,000 roof job.

*** Change in Accounting with the Diocese re: Assessments

St. Michael's Day Care Center
Balance Sheet
As of 30 November 2010

	<u>30 Nov 10</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 ₣ Royal Bank Chequing	24,780.65
Total Chequing/Savings	<u>24,780.65</u>
Total Current Assets	24,780.65
Fixed Assets	
1700 ₣ Roof replacement	
1705 ₣ Roof replacement cost	41,728.44
1710 ₣ Accum Amort - Roof	-1,390.95
Total 1700 ₣ Roof replacement	<u>40,337.49</u>
Total Fixed Assets	<u>40,337.49</u>
TOTAL ASSETS	<u><u>65,118.14</u></u>
LIABILITIES & EQUITY	
Equity	
3500 ₣ Retained Earnings	78,642.50
Net Income	-13,524.36
Total Equity	<u>65,118.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>65,118.14</u></u>

St. Michael's Day Care Center
Profit & Loss Prev Year Comparison
January through November 2010

	<u>Jan - Nov 10</u>
Ordinary Income/Expense	
Income	
4000 † Parent Fees - Direct	69,056.12
4100 † Prov. Child Care Subsidy	82,107.32
4200 † CCOF Supplemental Funding	29,227.08
4500 † Other Funding	9,961.97
Total Income	<u>190,352.49</u>
Expense	
5000 † Wages and Salaries	153,337.31
5010 † Benefits	7,736.32
5020 † Training	0.00
5100 † Rent	15,400.00
5110 † Taxes	0.00
5120 † Fuel	4,095.62
5130 † Utilities	2,450.00
5140 † Janitorial	405.08
5150 † Maintenance	2,921.90
5160 † Insurance	1,097.00
5200 † Food Costs	5,700.00
5210 † Supplies/Toys/Equip/& Misc	6,921.25
5310 † Professional Fees	1,200.00
5320 † Telephone	862.73
5330 † Office Expenses	212.79
5340 † Bank Service Charges	145.90
Total Expense	<u>202,485.90</u>
Net Ordinary Income	-12,133.41