

2012 VESTRY

St. Michael's Anglican Church
... in Mount Pleasant



A Parish of
The Diocese of
New Westminster
ANGLICAN CHURCH OF CANADA

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19 February, 2012

6 DATES/MEETINGS LEADING UP TO 2012 VESTRY

- 1. Jan. 10 & 17** - *Final pre-Vestry meetings with Accountant/Auditor*
- 2. Jan. 18** - *Final pre-Vestry Finance/Executive Committee Meeting*
- 3. Jan. 26** - *Final pre-Vestry Church Council Meeting*
- 4. Feb. 5** - *Special Vestry (Constitution), + pre-Vestry Congregational Financial Review*
- 5. Feb. 9** - *Day Care Board Meeting*
- 6. Feb. 19** - *2012 Vestry*

St. Michael's Annual Vestry Meeting

Feb 19, 2012 Agenda: CHAIRMAN: Moses Kajoba

Opening Prayer

1. Review of Vestry Minutes All :00
 - 1.1 Feb. 20, 2011 (*pages 2-6*)
 - 1.2 Feb. 9, 2012 (Special Vestry (*pages 7-9*))
2. Wardens Report – 2012 Plans (*pages 10-11*) Moses :15
3. Financials Fin. Comm. :30
 - 2.1 Treasurer's Report (*page 12*)
 - 2.2 2011 YE Financials (*pages 13-15*)
 - 2.3 2012 Church Budget (*page 16*)
 - 2.4 Scotia Bank Motion* (*below*)
4. Canonical Committee – Final Report (*pages 17-19*) Canonical Cmttee :50
5. Reports 1:00
 - 5.1 Minister's Report (*verbal*) Rev. Wilmer
 - 5.2 Building & Grounds (*verbal*) Terry
 - 5.3 Stewardship (*page 20*) Sandra
 - 5.4 Meal Ministry (*page 20*) Brigitte
 - 5.5 Sanctuary Planning (*page 21*) Bart
 - 5.6 Sunday School (*page 22*) Martine
 - 5.7 ACW (*verbal*) Grace
 - 5.8 Choir (*verbal*) Brigitte
 - 5.9 Day Care (*included in '3'*) Moses
6. Election of Officers (*page 23*) James (*Chair*)/Mart/Greg 1:30
7. Any Other Business 1:45

The Grace

3.4. SCOTIA BANK (SAFETY DEPOSIT BOX & GIC)

St. Michael's Anglican Church in Mount Pleasant has had a safety deposit box at the Scotia Bank at Oakridge longer than anyone present can remember. At Vestry last year, the key was given to the Executive. No one had a key to this box prior to that. Those with signing authority to access the box are no longer on Church Council, and the names are at least ten years out of date. Scotia Bank has advised that Rev. Walter Bayley, who left St. Michael's in 1998, still has signing authority. Scotia Bank continues to ask for payment on this box, while making access to it tightly restrictive, and this process has now dragged on for three years, despite considerable effort to resolve it. This is the second year this, or a motion similar to it, has been made at Vestry.

MOTION 3.4:

Further to the Feb. 20, 2011 Vestry Minutes (*Motion 2.4, page 3 following*), it is hereby moved once again that the Treasurer be given the authority to close out the Scotia Bank safety deposit box, and recover whatever might be in the box. Also, that the Treasurer be given the authority to close out the St. Michael's Day Care GIC at Scotia Bank, and transfer the funds to the RBC Day Care account.

Feb. 20th, 2011 Minutes - St. Michael's Vestry Meeting

CHAIR: Moses Kajoba

PRESENT: 39 people registered on the sign up sheet.

Expedito gave the opening prayer at 11:57, and the meeting began at 12:00.

1. REVIEW of 3 sets of Vestry Minutes:

1.1 Feb. 6, 2011 - Special Vestry - Constitution ICR 5.0 Ratification

The Feb. 6, 2011 Special Vestry was convened for a single purpose; ratification of St. Michael's Constitutional changes ratified by Church Council on Jan. 20, 2011. Adoption of the Feb. 6, 2011 Special Vestry minutes was moved by Felly Farinas, seconded by Brigitte Laweng, passed unanimously.

1.2 April 11, 2010 - Special Vestry - Election of a Warden

The April 11, 2010 Special Vestry was convened to elect a Warden. Additionally, Special Vestry ratified a St. Michael's response to the Diocesan Parish Ministry Review received from the Rev. Paul Borthistle on March 5, 2010. Adoption of the April 11, 2010 Special Vestry minutes was moved by Sandra Baldo, seconded by Cris Ticad, passed unanimously.

1.3 Feb. 21, 2010 - Annual Vestry

Feb. 21, 2010 was last years Annual Vestry. Adoption of the Feb. 21, 2010 Annual Vestry minutes was moved by Lyn Gonzalo, seconded by Jane Agustin, passed unanimously.

2. FINANCIALS - Greg Tatchell

2.1 Treasurers Report (page 6)

Adoption of the 2010 Treasurer's Report was moved by Terry Cutforth, seconded by Susan Peck, passed unanimously.

2.2 2010 YE Financials (pages 7-10)

- Adoption of the two Church 2010 Financial Statements was moved by Greg Tatchell, seconded by Marg Cutforth, passed unanimously.
- Adoption of the two Day Care 2010 Financial Statements was moved by Greg Tatchell, seconded by Brigitte Castro, passed unanimously.

2.3 2010 Budget (page 11)

Adoption of the 2010 Budget was moved by Greg Tatchell, seconded by Agnes Alatan. 36 in favor, 1 opposed, passed.

2.4 Scotia Bank Safety Deposit Box and GIC

St. Michael's Anglican Church in Mount Pleasant has had a safety deposit box at the Scotia Bank at Oakridge longer than anyone present can remember. Prior to this meeting, it was thought that no one had a key to this box - it magically appeared during the meeting, to the relief and laughter of all. Those with signing authority to access the box, however, are no longer with the church. Scotia Bank has been asking for payment on this box.

It is recommended that instead of making further payments on a box which we do not have access to, that instead we close it out. Secondly, a GIC also needs to be cashed in to close out the last of St. Michael's connections with Scotia Bank.

MOTION 2.4:

It was moved by Greg Tatchell, seconded by Sandra Baldo, that further to the April 11, 2010 Special Vestry Minutes (*para 7*), that the Treasurer be given the authority to close out the Scotia Bank safety deposit box, and recover whatever might be in the box. Also, that the Treasurer be given the authority to close out the St. Michael's Day Care GIC at Scotia Bank, and transfer the funds to the RBC Day Care account. Passed unanimously in a standing vote, with 36 votes in favor.

3. WARDEN'S REPORT - pages 12-13

In consultation with the Sanctuary Planning Team & the Canonical Committee, we recommend the following 5-point strategic focus for St. Michael's in 2011, in order of priority:

1. **ADULT WORSHIP/EDUCATION** - The Wardens would like to see continued energy and focus given to our worship life and spiritual education. The Sanctuary Planning Committee has been encouraged to oversee and promote these activities, and now has seven active Church Committee members committed to these objectives. VIA MEDIA was an example of this in 2010; Alpha is an example of what is being considered for 2011. A commitment is hereby made to a Confirmation class beginning in late 2011, for Easter 2012.
2. **YOUTH WORSHIP/EDUCATION** - As our second priority for 2011, we will endeavor to secure more resources for the Sunday School and youth education. The leader of Sunday School is also one of the Wardens, and is committed to securing the appropriate resources to make these programs successful. Martine has the full support of the Officers in this endeavor.
3. **BUILDINGS** - With the three major achievements of 2010 behind us, the projects proposed for 2011 will be smaller in scale. They are, however, natural progressions of the work done in 2010. 1st, the kitchen needs to be modernized/upgraded to handle the load put upon it, both by our hot meal ministry, and for renters. Financial provision has already been made for this. 2nd, one of the last significant projects after the work of the last 5 years is with the 2 washrooms. They are in clear need of upgrading and modernization. A 3rd project, carried over from 2010, is to enhance the Stations of the Cross by painting the Sanctuary walls below the level of the windows.
4. **FINANCIALS** - Continuation of the financial discipline shown in 2007 through 2010, to achieve a fifth straight year of being in the black in 2011.
5. **PARISH MISSION REVIEW** - Leadership development - In 2010, based on the findings of a Diocesan Parish Mission Review, the Wardens focused on Financial planning, education and control. In 2011, the other finding of that Review requiring the attention of the Wardens was leadership development. The Wardens believe that the energy of the Officers can focus on this in 2011, given the achievements behind us in 2010.

The complete Wardens report was moved by Martine, seconded by Bart Alatan, passed unanimously.

4. REPORTS — pages 14-17.

9 reports were presented, 5 written (pages 14-17 following) and 4 verbal. They were moved as a complete set, after the completion of the 9th report.

In order of presentation: Rev. Expedito Farinas (verbal), Terry Cutforth (verbal), Sandra Baldo, Brigitte Castro, Greg Tatchell, Bart Alatan, Martine Lubin, Brigitte Laweng, and Moses Kajoba.

- 4.1 **Minister's Report** (verbal) - Rev. Expedito Farinas emphasized how much St. Michael's achieved in 2010. He emphasized how we were trying to live our core values, as highlighted in the Parish Profile. The use of three new officiants in 2010 was highlighted (Rev. Walter Bayley, Rev. Wilmer Toyoken and Rev. Lexson Maku). Finally, baptismal activities and the strength of Sunday attendance was described.
- 4.2 **Building Report** (pages 12 & 13) - In addition to the written record (paragraphs 3 on pages 12 & 13), Terry Cutforth thanked Sam Copley for all of the work he has done in the last year. The written record shows the huge achievements under Terry's management in 2010; a new roof for all three buildings, completion of the 5 year outside painting project, and Ramon Busaing's refinishing of the Hall Floor, not mentioning the day to day maintenance Terry undertakes.
- 4.3 **Stewardship** (page 14) - In addition to her written report, Sandra Baldo highlighted the transition in producing year-end Tax Receipts for 2010. As her Stewardship Committee discovered, it is a very labor intensive job. Thanks was given to Grefa Rodante for all the years that she did it by herself. The Church has grown so much since she first started doing it, that it just was not possible for one person to do it anymore. Finally, Sandra highlighted a 2011 Stewardship Strategy to help achieve the \$54,000 giving objective; *'Use your envelopes, every week, if possible.'*
- 4.4 **Meal Ministry** (page 14) - Brigitte Castro emphasized the 4 strategic partnerships that St. Michael's has in our Meal Ministry Programs (Hot Meal and Food). She also welcomed Viola LaBrosse to the team of volunteers, highlighting her devotion to this Ministry over the last year.
- 4.5 **Order of the Diocese of New Westminster** (page 15) - The congregation congratulated Terry Cutforth on being awarded with the Order of the Diocese of New Westminster on Nov. 7, 2010; *"All of St. Michael's, past, present and future, thank you, Terry and Marg, for your dedication and fellowship. Good and faithful servants, both."*
- 4.6 **Sanctuary Planning Committee** (page 16) - Bart Alatan emphasized the addition of two members to the Sanctuary Planning Committee in 2010; Brigitte Laweng as liaison with the Choir, and Rev. Wilmer Toyoken, with liaison responsibilities with the Sunday School, as well as the Sanctuary schedule, produced six times per year.
- 4.7 **Choir** (verbal) - Brigitte Laweng asked the congregation to consider joining the choir. In particular, the choir would be happy to have more male voices. Brigitte highlighted the fact that there were lots of gowns for the new members; she had purchased them when she was in the Philippines last year. She also pointed out that her liaison responsibilities with the Choir Director/Choir does not include wages/job description; as the Constitution makes clear, that is the responsibility of the Wardens.
- 4.8 **Sunday School** (page 17) - Martine Lubin had assumed responsibility for the Sunday School in September, after Tricia Bagni returned to the Philippines in the summer. Martine highlighted the fact that Rev. Wilmer Toyoken had formally joined the Sunday School Planning Workgroup, and how much of a difference that, along with Paul Fraser providing music every week, will make for the children.
- 4.9 **Day Care** (verbal) - Moses Kajoba reviewed the major activities undertaken in 2010; negotiation of a new contract, dealing with the Labour Board, dealing with the City,

and converting the payroll system from semi-monthly to bi-weekly. It was pointed out by Greg Tatchell the considerable time that Moses devotes to Day Care activities, time which often comes during the Day, which is time taken away from his Law Practice. The congregation acknowledged this sacrifice with a round of applause. Moses finished optimistically, stating that 2011 promises to be a year of much less work for the Day Care Board.

Adoption of these 9 reports was moved by Susan Peck, seconded by Johnny Baguiewen, passed unanimously.

5. ELECTION of OFFICERS - On behalf of the nominating committee, and given the absence of James Baldo in the Philippines, Martine Lubin made the following motion:

Based on seven primary paragraphs of the Constitution, the Nominating Committee nominates the following 15 names for consideration as members of Church Council:

- I. Members-at-Large** (Para.'s 25 & 26)
 - 1. Terry Cutforth (Building & Rental Chair)
 - 2. Brigette Castro (Meal Ministry Chair)
 - 3. Brigette Laweng (Choir Liason)
 - 4. Sandra Baldo (Stewardship Chair)
- II. Synod** (Para. 24)
 - 5. Sam Copley
 - 6. Johnny Baguiewen
 - 7. Marg Cutforth
 - 8. Susan Peck
- III. Officers** (Article 5)
 - 9. Moses Kajoba (Church Warden, Canonical Cmtee Chair)
 - 10. James Baldo (Church Warden, Nominating Cmtee Chair)
 - 11. Martine Lubin (Assoc. Warden, Sunday School Chair)
 - 12. Bart Alatan (Assoc. Warden, SPC Chair)
 - 13. Greg Tatchell (Treasurer, Finance Committee Chair)
- IV. Ministers**
 - 14. Rev. Expedito Farinas
 - 15. Rev. Wilmer Toyoken

Nomination of these 15 members of the 2011 Church Committee was seconded by Felly Farinas, and passed unanimously.

6. CANONICAL COMMITTEE

6.1. Canon 1442 Motion - to extend the mandate of the Canonical Committee until such time as they have hired a priest, the following background was highlighted by Moses:

... where the appointment of any ordained person to a vacancy in a Parish is outstanding as at the date of the Annual Vestry Meeting, the Vestry may by resolution direct that the Canonical Committee as it was constituted prior to the Annual Vestry Meeting, shall continue in office until such appointment has been made ...

Motion 6.1: As per Canon 1442:

Bart Alatan moved that Vestry extend the mandate of the St. Michael's Canonical Committee per Canon 1442, with membership as per the cover of the Parish Profile (*James Baldo, Bart Alatan, Brigette Castro, Martine Lubin, Sandra Baldo, Moses Kajoba, Greg Tatchell, Lyn Gonzalo, Grace Wandag and Cris Ticad*), and that the Wardens continue to work with the Diocese to bring this matter to a conclusion.

Seconded by Greg Tatchell, passed unanimously.

6.2. 2011 Parish Profile (version 5) - as their first act under their newly extended mandate, the 10 Canonical Committee members presented the signed 2011 Parish Profile (version 5; an updated version of the 2010 version 4 Parish Profile) for ratification (see Cover & History, pages 20-21).

Version 5 updates were primarily in Section 12, expanding upon the Parish Mission Review Report received from the Diocese on March 5th, 2010 (after last years Vestry), and the canonical response to that report by St. Michael's at the Special Vestry on April 11, 2010.

Moved for ratification by the Canonical Committee, passed unanimously.

- Rector's Warden Moses Kajoba and People's Warden James Baldo to sign the letter (see page 22) on the very last page of the attachments associated with these minutes (from page *i* of version 5 of the Parish Profile) upon James Baldo's return from the Philippines, providing Rev. Dr. Ellen Clark King with the fully vestry package used at the Annual Vestry on this date, including both the Parish Profile (version 5) and the Constitution (ICR 5).

7. ADJOURNMENT - After 2 1/2 hours, at 2:30, Moses Kajoba moved adjournment.

GLORY TO GOD: In closing with the St. Michael's circle, Expedito led 36 members of the congregation in Glory to God.

***NOTE:** Prior to circulation and posting, the minutes, or their portion of the minutes, were reviewed the week of Feb. 20, 2011, and at the March 20 Church Council meeting, by the following members of Church Council who made reports; Moses Kajoba (Chairman), Terry Cutforth, Sandra Baldo, Martine Lubin, Bart Alatan, Rev. Expedito Farinas, Brigitte Laweng, Brigitte Castro and Greg Tatchell.*

February 5th, 2012 Minutes - St. Michael's Special Vestry Meeting

CHAIR: Moses Kajoba

PRESENT: 44 members of St. Michael's were present.

The Chairman called the Special Vestry to order immediately after Church Service, in the Sanctuary.

1. This Special Vestry was convened for a single purpose; ratification of ICR 5.1, a revision to the fifth version of St. Michael's Constitution, which was ratified last year. The three month process to update/refine the Constitution was coordinated by the Finance/Strategic Planning Committee.
2. The revisions in 2012 were for three reasons; one, to clean-up some confusing elements from the major revision in 2012; two, to ensure strategic planning responsibilities were clearly defined in the constitution; and, three, to deepen the multi-cultural provisions of the constitution to ensure multi-cultural diversity was always reflected in church committee make-up.
3. As noted below, these changes affected paragraphs 11, 26, 33, 40, 44 and 58. The changes did not affect any of the paragraph numbers (they remain at 60), the pagination, or any of the appendices.
4. The history of St. Michael's Constitutional adoptions by St. Michael's Vestry is included on page 2 of the Constitution, and is repeated here for the minutes.

1.	January 28, 1952	(1.0)	Original Constitution
2.	January 27, 1964	(2.0)	Amendments
3.	March 1, 1987	(3.0)	Amendments
4.	January 29, 1989	(4.0)	Amendments
5.	February 6, 2011	(ICR 5.0)	Major Additions & Canonical Updates
6.	February 5, 2012	(ICR 5.1)	Amendments to Para's 11, 26, 33, 40, 44 & 58.
5. As per St. Michael's parliamentary authority, RONR (10th Edition), the Constitution was read seriatim (paragraph by paragraph), discussed after each paragraph, and voted upon as a whole after the readings and discussion were completed.
6. There were six seriatim readings. .

1.	Paragraph 11 - Vestry	- Rev. Wilmer Toyoken
2.	Paragraph 26 - Church Committee	- Martine Lubin
3.	Paragraph 33 - Continuity	- Bart Alatan
4.	Paragraph 33.4 & 40 (Nom. Cmmttee)	- James Baldo (<i>Bart & Greg reading for him</i>)
5.	Paragraph 44 - Finance Committee	- Greg Tatchell
6.	Paragraph 58 - Day Care	- Moses Kajoba
7. The six readings are attached to these minutes, in the two pages following, and as included in the church bulletin for the congregation prior to the meeting. The revised 10 page constitution (sans appendices, which were unchanged) will form part of the February 19th Vestry package.
7. There were no changes arising. After the readings and discussion, it was moved by the Committee, seconded by Brigitte Laweng, that "*this Special Vestry ratify the six revised paragraphs of St. Michael's Constitution ICR 5.1, as read seriatim today, and as ratified by Church Committee on January 26th.*"
8. The Chairman asked for a standing vote, and instructed that the results be recorded:

In Favor: 44, Opposed: 0.
9. Per Article 12 of the 2011 Constitution (CONFIRMATION AND CHANGES), the 44 votes in favor meets the constitutional requirement of "*a two-thirds majority of the members present at a meeting of the Vestry*" for amendments to the Constitution.

NOTE: *St. Michael's 2012 Constitution (ICR 5.1), incorporating the changes resulting from February 5th, is attached to this 2012 Vestry Package on pages 25-34. The 10 pages do not include the Attachments, as these were unchanged by the revisions listed in the two pages following. A complete Constitution is posted in the Hall.*

*2012 INCORPORATION, CONSTITUTION and RULES OF ORDER (ICR)
OF ST. MICHAEL'S PARISH, VANCOUVER*

ARTICLE 4. MEETINGS OF THE VESTRYⁱ

11. **WILMER:** The Annual Vestry Meeting shall be held on or before the end of February in each year.ⁱⁱ The following shall be the order of business.
- (4) Appointment and election of ~~two~~ Church Warden(s) and ~~two~~ Associate Warden(s), a Treasurer, and other members of the Church Committee as provided for in this Constitution.

ARTICLE 7. CHURCH COMMITTEEⁱⁱⁱ

26. **MARTINE:** The Members-at-Large should include the Chair~~person~~~~man~~ (or, under special circumstances, a member) of those committees that are not represented by the canonical members of Church Committee. Non-canonical Committee's which should be represented on Church Committee include, but are not necessarily restricted to; the Sanctuary Planning Committee, the Sunday School Committee, the Building & Rental Committee, the Stewardship Committee, and the Meal Ministry Committee.

ARTICLE 8. CONTINUITY

- 33.1 **The** St. Michael's four warden (two wardens and two associate wardens) model allows for continuity by changing one warden each year. In the event that St. Michael's chooses to elect all four wardens (see paragraph 13), the four shall each serve a ~~three~~ ~~four~~-year term, with the re-election of a single warden each year **except for year C**. In the event that St. Michael's chooses to elect only three wardens (see paragraph 13), the three shall each serve a three year term, with the re-election of a single warden each year.
- .2 **BART:** The elections of the Wardens will follow the liturgical calendar, as follows:^{iv}
- | | | | |
|--------|---|-------------------------------|---------------------------------|
| Year A | - | The Associate Warden | (2014, 2017, etc.) |
| Year B | - | The People's Warden | (2012, 2015, etc.) |
| Year C | - | The People's Associate Warden | (2013, 2016, etc.) |
- (&, optionally, the Rector's Warden)
- .3 If the Rector elects to have the Rector's Warden elected by the congregation, that election will occur in Year C, along with the People's Associate Warden, as per the schedule above.
- .4 **JAMES:** To further achieve the objectives of para 12 of this constitution (multi-cultural diversity), one of the Associate Wardens will be known as the People's Associate Warden, electable in year C. Together, the People's Associate Warden and the People's Warden must represent the multi-cultural diversity of the congregation; one of these must be Filipino-Canadian, while the other must be from one of the other multi-cultural groups in the congregation.

ARTICLE 11. NOMINATING COMMITTEE

40. **JAMES:** In fulfilling their duties, the Nominating Committee will pay particular attention to the multi-cultural objectives established in paragraphs 12, 23 & 33.4, and as codified in the Charter for Racial Justice in Appendix I.^v

ARTICLE 12. FINANCE & STRATEGIC PLANNING EXECUTIVE COMMITTEE

- 44.1 A Finance Committee will oversee the financial and strategic planning affairs of the parish and will report to Church Committee and Vestry.
- .2 **GREG:** Finance Committee membership shall consist of the Directors/Trustees of the *Parish of St. Michael* (the registered name with Revenue Canada). The Directors/Trustees (as annually submitted to Revenue Canada on form T1235) are publicly listed on the Revenue Canada web-site at www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html, and serve on the Finance Committee as follows:
- i. the Church Treasurer, who shall be its Chairperson;^{vi}
 - ii. the Wardens;
 - iii. the Minister in charge.
- .3 Finance Committee responsibilities include:
- (f) To co-ordinate and facilitate Strategic Planning activities. In particular, it will be the responsibility of the Finance & Strategic Planning Committee to ensure planning at St. Michael's dovetails with the 2018 Diocesan Strategic Planning initiatives.

ARTICLE 15. DAY CARE^{vii}

- 58.1 **MOSES:** The Day Care Board will be comprised of a minimum of four members appointed by Church Committee. It will be constituted of, at a minimum, a Chairperson~~man~~, a Treasurer, and a Secretary, while the fourth member of the Day Care Board will be the Manager of St. Michael's Day Care will automatically be a member of the Board. In addition to the four above, other members may be: the Rector, if they so desire; additional members from Church Council or the congregation; and, if possible, parent(s) of children in the Day Care. ~~one of whom may be the Minister.~~ The positions from within the church can be held by any member of Vestry, as defined in paragraph 8.
- .2 The Treasurer of the Day Care will be the same person as the Treasurer of St. Michael's Parish (see paragraph 20)

Ratifications by St. Michael's Vestry:

January 28, 1952	(1.0)	Original Constitution
January 27, 1964	(2.0)	Amendments
March 1, 1987	(3.0)	Amendments
January 29, 1989	(4.0)	Amendments
February 6, 2011	(ICR 5.0)	Major Additions & Canonical Updates
February 5, 2012	(ICR 5.1)	Amendments to para's 11, 26, 33, 40, 44 & 58.

2. Wardens 2012 Vestry Report

A. SUMMARY OF 2011

At the 2011 Vestry meeting, the Wardens proposed the following five-point focus for 2011:

1. **ADULT WORSHIP/EDUCATION** - more energy & focus on adult worship life & spiritual education.
2. **YOUTH WORSHIP/EDUCATION** - more energy & focus on youth spiritual education.
3. **BUILDINGS** - three projects (kitchen, washrooms, sanctuary painting)
4. **FINANCIALS** - 5th straight year of balanced budgets in '11.
5. **PARISH MISSION REVIEW** – an emphasis in 2011 on Leadership Development.

Find following a summary of progress on these five 2011 strategic objectives:

1. **ADULT WORSHIP/EDUCATION** - In response to this strategy, but constrained by the energy devoted to finally securing a Priest-in-charge for St. Michael's, only one Christian Education program was provided at St. Michael's in 2011. As in 2010, a Stations of the Cross program was held during Lent, utilizing the Stations of the Cross installed in 2010. Even though they were not used, financial resources were provided for in the 2011 Budget to facilitate this strategy. They will be put in place again in 2012 to ensure that the Wardens #1 priority continues to grow.
2. **YOUTH WORSHIP/EDUCATION** - Just as Executive energy directed at securing a Priest-in-charge for St. Michael's impacted the adult worship/education strategy in 2011, it impacted youth worship. It should be pointed out that this item does not refer to Sunday School. It refers, rather, to programs in addition to the Sunday School program.
3. **BUILDINGS** – After a frenetic building project program in 2010, 2011 was characterized by continued maintenance, but deferral of the three proposed 2011 projects into 2012. Two building enhancements were achieved in 2011; re-doing the Hall floor, and an upgrade of the key system at St. Michael's to a Master key system.
4. **FINANCIALS** - We achieved continuation of financial discipline, with a fifth straight year of being in the black in '11, and an increase in the building fund, after the major expense of the roof in 2010.
5. **PARISH MISSION REVIEW** - With Financial strength returning to the parish, the next challenge highlighted by the Diocesan Parish Mission Review was the need for Leadership Training. This objective was not achieved in 2011, giving the energy the Wardens needed to put into hiring a Priest-in-charge in 2011.

B. OUR PROPOSED FOCUS FOR 2012

In consultation with the Priest-in-Charge and the Sanctuary Planning Team, we recommend the following 5-point strategic focus for St. Michael's in 2012, in order of priority:

1. **2018 STRATEGIC PLANNING** - Strategic Planning last took place at St. Michael's in 2007, during the process of producing a Parish Profile to hire a priest for St. Michael's. While the Parish Profile was updated every year, there has not been a rigorous Strategic Planning re-work since 2007. With the 'New Beginning' for St. Michael's articulated by Bishop Michael, it is time to again do a rigorous Strategic Planning exercise at St. Michael's, developing St. Michael's new Strategic Plans relative to the 2018 Strategic Plans of the Diocese. Financial resources have been budgeted for the initiative over the next three years (line 15), it has been Constitutionally delegated to the Finance Committee for oversight, and this activity will be a top priority of the Wardens in 2012. This initiative will be kicked off with a workshop three weeks after Vestry.

2. **ADULT & YOUTH WORSHIP/EDUCATION** - The Wardens would again like to emphasize the need for energy and focus to the worship life and spiritual education of youth and adults at St. Michael's. With a ¾ time Priest-in-Charge, the Wardens are optimistic that what we failed to achieve in 2011 will be eminently achievable in 2012. The Sanctuary Planning Committee has been encouraged to oversee and promote these activities in the past, and with the Rev. Wilmer Toyoken as a ¾ time Priest-in-Charge and an active member of this committee, our optimism seems well placed. St. Michael's has not had a Confirmation program at St. Michael's since 2006. Six years later, it seems like a part of our 'New Beginning' to have one in 2012.
3. **BUILDINGS** – As a carry-over from 2011, the three pending projects remain unchanged, with the exception that full funding now exists for all of them. The three projects remain; **1st**, the kitchen needs to be modernized/upgraded to handle the load put upon it, both by our hot meal ministry, and for renters. **2nd**, one of the last significant projects after the work of the last 5 years is with the 2 washrooms; they are in clear need of upgrading and modernization. **3rd**, is to enhance the Stations of the Cross by painting the Sanctuary walls below the level of the windows. Additionally, the Wardens would like to see, **4th**, the brass commemoration plaques completed in time for Lent 2012, and, if possible, **5th**, improved lighting in the Sanctuary.
4. **FINANCIALS** - Continuation of the financial discipline of the last year, to achieve a sixth straight year of being in the black in 2012. It is understood that with wages for the sanctuary more than doubling now that we have a Priest-in-Charge, that this will be a challenge for the Finance Committee in 2012.
5. **PARISH MISSION REVIEW** - Leadership development - In 2010, based on the findings of a Diocesan Parish Mission Review, the Wardens focused on Financial planning, education and control. In 2011, the other finding of that Review, Leadership Development, was stated as an objective, but, like Buildings, was not achieved in 2011. Most especially with a Priest-in-Charge in place now, the Wardens believe that the energy of the Officers will exist to truly focus on this in 2012. Provision made for this in line 15 of the 2012 Budget, and the first workshop planned for March.

C. CONCLUDING REMARKS

The biggest change for the church, and the Wardens, has been the move, after five years, of St. Michael's away from Supply Clergy in 2011 to a ¾ time Priest-in-Charge in 2012. It is believed that the personnel issues which consumed so much time in 2011 will not be a requirement in 2012. We believe this leaves time and energy for the 5 part Strategic Program listed in 'B' above.

The depth and strength of the lay leadership team at St. Michael's continues to grow. 2011 was the first full year that the entire Executive team worked together with no changes in personnel. The effectiveness of this team in meeting the challenges of the last 12 months was felt by the full team. It was a unanimous team effort that enabled St. Michael's to move from a Supply Clergy environment to a Priest-in-Charge environment. The eight month process that began on Feb. 20, 2011, and only finally ended on Nov. 15, 2011, was intensive, in time and energy. The Canonical Committee report presented at this Vestry (immediately following) provides insights into just how great that effort was.

The Wardens would like to acknowledge the five years that the Rev. Expedito Farinas worked as Supply Clergy at St. Michael's, from the time the Priest-in-Charge left on March 31, 2007, until the time our new Priest-in-Charge arrived on Nov. 15, 2011. The bronze plaque under Station 8 in the Sanctuary is a permanent record of the churches thanks. At the same time, we greet the Rev. Wilmer Toyoken with warmth, and look forward to working together with him in the years ahead.

Finally, we thank the Canonical Committee for the 64 months they invested in securing a Priest-in-Charge for St. Michael's. Their report to Vestry (*pages 18-20, excluding attachments*) reveals just how much effort went into their activities in those 64 months; the church cannot thank them enough for persevering for over five years; good and faithful servants all.

Respectfully Submitted by the 2011 Wardens:

Moses Kajoba, Rector's Warden
Martine Lubin, People's Associate Warden

James Baldo, People's Warden
Bart Alatan, Associate Warden

3. 2011 Financial Report

The Finance Committee hereby presents to Vestry the 2011 Financial Statements for St. Michael's Church and St. Michael's Day Care. The following points summarize 2011.

- A. HARMONIZED BOOKS:** We have continued to produce harmonized financial statements; i.e. the day care and church financial statements are inter-related, and the statements reflect that reality. An acknowledgement of this fact was built into the 2012 revisions to the Constitution, codifying the fact that the Treasurer of the Church needs to be the same as the Treasurer of the Day Care.
- B. FINANCE COMMITTEE:** The Finance Committee has completed its first full year since being re-established in the 2011 Constitutional revisions (as part of Article 12). It met six times in 2011. The Finance Committee is comprised of the four Wardens, the Treasurer, and the Priest-in-Charge. It did an in-depth review of the four 2011 statements presented today, and recommended their presentation to Church Council and Vestry for ratification. They were approved at the January Church Committee meeting. Extended Finance Committee meetings (for Church Committee and congregational members) have been regularly scheduled, but turnout has declined over time (question for January: what might work better?). The Finance Committee meetings have increased the efficiency of Church Committee meetings considerably, however, and helped the Executive become increasingly engaged in the Financial affairs of the Church and Day Care.
- C. FINANCIAL HIGHLIGHTS OF 2011:** The most significant highlight of the 2011 Financial Statements is that St. Michael's Parish is in the black again, for the 5th year in a row. With regards to the Treasurer's time in 2011, it was spread across 6 activities in 2011:
1. Continued Harmonization of the Parish and Day Care Financial Statements.
 2. Regular meetings of the Finance Committee, with provision of congregational reviews.
 3. Five years of GST/HST rebates (2006-2010), totaling \$6,000+.
 4. Continued engagement with the Diocesan Comptroller, Mark Beley.
 5. Institution of a 'Contingency' provision in the Balance Sheet
 6. Coordination of the Constitutional updates for 2012 (six paragraphs).
- D. INITIATIVES FOR 2012:** In 2012, in addition to managing towards a sixth year in the black, priority will be given to the only outstanding issue from before my time as Treasurer:
7. Closing out the Scotia Bank GIC & Safety Deposit Box & recovering our CSB.

FINANCIAL HEALTH: The Financial health of the parish is strong. The balance sheet is over \$200,000 for the first time in this millennium. For the fifth year in a row, St. Michael's has ended the year in the black, since its last loss of \$20,000+ in 2006. The 2012 Budget has a good chance of enabling us to achieve a positive bottom line for the sixth year in a row.

BALANCE SHEET PROVISIONS: Considerable provisions have been built into the Balance Sheet for building projects and contingency. \$12,000 remains from the Kitchen Re-build fund from 2010, while \$15,000 was added for 3 projects suggested in the 2012 Wardens & Building Reports. This will likely be the last year St. Michael's will be able to add funds to the building fund, but, with building projects already completed, or funds set aside, this should not present any difficulties for some time to come.

EXPANDED MANDATE: Finally, the mandate of the Finance Committee has been expanded to include Strategic Planning for 2018, to be in alignment with the Diocesan 2018 Strategic Planning initiative. With the 'New Beginning' articulated by Bishop Michael in announcing the Rev. Wilmer Toyoken's appointment, the Executive is committed in 2012 to crafting a Strategic Plan to ensure the 'New Beginning' builds on a solid foundation for the future.

Respectfully Submitted

The Chairman of the Finance Committee, on behalf of the Finance Committee
Greg Tatchell, Treasurer of St. Michael's

	<u>Jan - Dec 11</u>	<u>Jan - Dec 10</u>
Ordinary Income/Expense		
Income		
3999 · Givings		
4000 · Envelopes	45,059.91	38,432.42
4001 · Open	4,465.92	2,427.74
4002 · Special donations	<u>722.27</u>	<u>2,262.30</u>
Total 3999 · Givings	<u>50,248.10</u>	<u>43,122.46</u>
4200 · Stations of the Cross - Net		
4205 · Stations of the Cross revenue	0.00	5,940.00
4210 · Stations of the Cross expense	<u>0.00</u>	<u>-6,605.86</u>
Total 4200 · Stations of the Cross - Net	<u>0.00</u>	<u>-665.86</u>
Total Income	<u>50,248.10</u>	<u>42,456.60</u>
Expense		
5000 · Priests		
5001 · Priest - Wilmer	5,120.93	0.00
5002 · Supply Clergy	3,530.00	0.00
5003 · Supply Clergy - Expedito	10,840.00	0.00
5000 · Priests - Other	<u>0.00</u>	<u>16,129.25</u>
Total 5000 · Priests	<u>19,490.93</u>	<u>16,129.25</u>
5010 · Caretaker	4,918.48	4,240.03
5020 · Organist	6,091.50	7,460.48
5030 · Office Administrator	3,633.84	3,380.76
5100 · Assessments	11,052.00	10,092.00
5160 · Instrument R&M	940.00	210.35
5200 · Repairs and Maintenance - Bldg	18,344.64	20,502.39
5300 · Hydro	1,178.54	2,091.98
5310 · Utilities	1,000.00	1,555.36
5320 · Gas	3,191.98	2,413.67
5350 · Property taxes	4,911.57	5,199.07
5400 · Insurance	8,252.00	7,493.27
5500 · Office expenses	2,597.32	3,457.52
5510 · Janitorial supplies	1,039.87	685.71
5520 · Church supplies	3,136.13	2,443.88
5525 · Educational supplies	492.87	1,386.32
5530 · Unrecoverable HST	2,374.82	2,203.67
5550 · Telephone	810.42	959.84
5560 · Bank charges & interest	368.90	191.10
5570 · Contingency	8,000.00	713.31
5580 · Meal ministry	<u>3,000.00</u>	<u>2,471.41</u>
Total Expense	<u>104,825.81</u>	<u>95,281.37</u>
Net Ordinary Income	-54,577.71	-52,824.77
Other Income/Expense		
Other Income		
5590 · Rectory Rent-net (Full Assmt)		
5591 · Rectory rent received	15,820.00	16,968.00
5592 · Rectory Expenses	<u>-1,165.00</u>	<u>-1,857.93</u>
Total 5590 · Rectory Rent-net (Full Assmt)	<u>14,655.00</u>	<u>15,110.07</u>
5600 · Recovery bldg exp (1/2 assmt)	47,988.84	42,466.06
5700 · Capital Proj Donatn (0 assmt)	<u>31,054.56</u>	<u>21,419.57</u>
Total Other Income	<u>93,698.40</u>	<u>78,995.70</u>
Net Other Income	<u>93,698.40</u>	<u>78,995.70</u>
Net Income - Excluding 5700 (Capital Proj)	<u>8,066.13</u>	<u>4,751.36</u>

	<u>Jan - Dec 11</u>	<u>Jan - Dec 10</u>
Income		
4000 · Parent Fees - Direct	68,394.79	75,449.23
4100 · Prov. Child Care Subsidy	116,619.81	90,897.34
4200 · CCOF Supplemental Funding	32,689.97	31,999.80
4500 · Other Funding	25,050.00	9,961.97
Total Income	<u>242,754.57</u>	<u>208,308.34</u>
Expense		
5000 · Wages and Salaries	176,069.31	166,901.78
5010 · Benefits	10,156.87	8,180.57
5020 · Training	270.00	0.00
5100 · Rent	15,700.00	16,800.00
5120 · Fuel	3,900.00	4,420.62
5130 · Utilities	2,440.00	2,570.00
5140 · Janitorial	257.28	405.08
5150 · Maintenance	4,432.37	4,312.85
5160 · Insurance	1,109.00	1,097.00
5200 · Food Costs	6,650.00	6,200.00
5210 · Supplies/Toys/Equip/& Misc	9,239.67	7,845.17
5310 · Professional Fees	1,200.00	1,200.00
5320 · Telephone	1,020.00	947.73
5330 · Office Expenses	306.64	212.79
5340 · Bank Service Charges	196.34	163.85
Total Expense	<u>232,947.48</u>	<u>221,257.44</u>
Net Income	<u>9,807.09</u>	<u>-12,949.10</u>

	<u>31 Dec 11</u>
ASSETS	
Current Assets	
Chequing/Savings	
Royal Bank (Church)	11,559.62
Royal Bank (Day Care)	13,553.95
Capital Project Account	131,906.55
GIC (Day Care Contingency)	25,000.00
Mutual Funds	31,890.03
Canada Savings Bond	5,455.00
Total Chequing/Savings	<u>219,365.15</u>
Other Assets	
Due from Diocese	1,384.99
Prepaid insurance	7,923.00
Prepayment - Rectory repairs	900.00
Roof repair	41,728.44
Amort of roof repair	-2,781.90
HST recovery - filed (2010)	3,538.47
HST Recovery - to be filed (2011)	751.06
Total Other Current Assets	<u>53,444.06</u>
Total Current Assets	<u>272,809.21</u>
TOTAL ASSETS	<u><u>272,809.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rectory security deposit	0.00
Accrued liabilities	2,000.00
HST Payable	0.00
Unearned revenue	25,141.13
Accrued contingency expense	9,000.00
Reserve for Kitchen (2010)	12,000.00
Reserved for 2012 bldg projects	15,000.00
Total Other Current Liabilities	<u>63,141.13</u>
Equity	
Retained Earnings	160,740.30
Net Income (Church)	8,066.13
Net Income (Day Care)	9,807.09
Capital Project Donations	31,054.56
Total Equity	<u>209,668.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>272,809.21</u></u>

2012 Budget

Completed, except for 2012 Wages

With the apologies of the Finance Committee, however,

Wage details regarding the splits between the Diocese and the Parish have still not been finalized.

With the exception of this one item, the Budget had been completed and recommended by the Finance Committee in early January.

Ratification of the 2012 Budget will occur at a Special Vestry one Sunday sometime in Lent, once discussions with the Diocese are done.

St. Michael's Anglican Church

... in Mount Pleasant



A Parish of
The Diocese of
New Westminster
ANGELICAN CHURCH OF CANADA

409 E. Broadway
Vancouver, BC V5T 1W8 604.876-8191
stmichaels_in_mountpleasant@hotmail.com

Nov. 7, 2011

SUBJECT: St. Michael's 2011 Canonical Committee Final Report – for Church Committee & Vestry

The Canonical Committee at St. Michael's has been working together since June 26, 2006, the day that St. Michael's was advised by Rev. Paul Borthistle of the Diocese that the Wardens needed to approach the Bishop regarding a new priest for 2007.

From the Canonical Committee final sign-off sheet, the members who had been active since 26 June 2006 were presented as follows:

- 1). **THE 64 MONTH GROUP** the Six members of the Canonical Committee who were active for the full life of the committee, including its preliminary work in 2006 (Moses Kajoba, James Baldo, Sandra Baldo, Brigitte Castro, Lyn Gonzalo & Greg Tatchell), and
- 2). **THE BEGINNERS & FINISHERS** Seven members of the Canonical Committee served for several years each; Eleanor Jones, Michiko Tatchell and James Gonzalo served in the first several years, while Grace Wandag, Martine Lubin, Cris Ticad and Bart Alatan served in the subsequent years, to the blessed conclusion of 15 Nov 2011 (listed in order of service).

The extent of the activities undertaken by this group is summarized in the 10-point *CANONICAL COMMITTEE 64 MONTH SUMMARY TABLE* following:

<i>CANONICAL COMMITTEE 64 MONTH SUMMARY TABLE</i>						
		Ratifications/Comments		Corresp./Document'n	Meetings	Attachments
1.	1	Jun. 26	2006	Rev. Borthistle initiates the process	Church Council minutes	p. 25
	2	Nov. 22			#1 - Wardens Meet w/Commissary	p. 24
2.	1	Mar. 15	2007	Ministry Plan, by Church Council	Letter #1 to + Michael	p. 23
	2	Mar. 29			#2 - Wardens Review with + Michael	-
3.	1	Sept. 16	2007	Parish Profile (v1), by Church Council	Letter #2 to + Michael	p. 22
	2	Nov. 29			#3 - Wardens Review with + Michael	-
4.	1	Feb. 8, 2009	2009	Parish Profile (v2), by Vestry	Letter #3 to + Michael	p. 21
	2	Mar. 12, 2009			#4 - Wardens Review with + Michael	p. 18-20
5.	1	Apr. 2	2009			#5 - Wardens Review with ECK
	2	Apr. 8		Parish Profile (v3), by Church Council		p. 16-17
	3	May 15			PP(v3) emailed to + M	p. 15
	4	Spr/Smmr		Multiple Attempts to make contact	Rob Dixon	-
6.	1	Feb. 21, 2010	2010	Parish Profile (v4), by Vestry	PP(v4) mailed to ECK	p. 14
7.	1	Feb. 20, 2011	2011	Parish Profile (v5), by Vestry	PP(v5) mailed to ECK	p. 13
8.	1	May 14	2011	Submission #1 for Rev. Toyoken	Letter #4 to + Michael	p. 11-12
	2	Aug. 8		Submission #2 for Rev. Toyoken	Letter #5 to + Michael	p. 9-10
	3	Aug. 25		Meeting #1 regarding Rev. W. Toyoken		#6 - Exec. Mtg. with D. Fenton & ECK
	4	Aug. 26		St. Mikes Official Meeting Summary, with Financials	Email to +M, ECK, DF	p. 8
9	1	Nov. 7, 2011	CANONICAL COMMITTEE sign-off & closure, with reference to 2 documents 1: 2012 Vestry Report (p 3-7) - 2: 25 page Primary Documents Package associated with this table (p 1-25)			p. 3-7
10	1	Nov. 15, 2011	2011	Rev. Wilmer Toyoken begins at 50%	Nov. 7 email from Ron Harrison; + follow -on Confirmation letter from +M	p. 1-2

As with all teams that work & persevere together in unity through adversity, the St. Michael's Anglican Church 2006-2011 Canonical Committee has its share of war stories which will endure amongst the team members. It was felt by the team that some of these stories should also become part of the official record so that they will endure as part of the history of the transformation wrought at St. Michael's between 2006 and 2011.

For the historical record, then, we make six of these stories part of our official report to Vestry.

1. March 29, 2007 Meeting in Bishop Michael's Office (item 2.2 in the table above).
2. March 12, 2009 Meeting at the Diocesan Boardroom (item 4.2).
3. May 14, 2011: How to Get the Diocese Engaged (item 8.1)
4. July 19, 2011 Correspondence with the Philippines (item 8.2).
5. August 25, 2011 Meeting with the Diocese at the New Westminster Quay (item 8.3).
6. October 2, 2011 Visit to St. Michael's by Bishop Michael (item 8.5).

1. March 29, 2007 - First Meeting with Bishop Michael

This was the first meeting held with Bishop Michael regarding a new priest for St. Michael's, and occurred two days prior to the incumbent leaving St. Michael's. The primary objective was to review the Ministry Plan submitted on March 12th, and determine the steps required to hire a priest for St. Michael's.

The 'Eureka' moment of the meeting was after Associate Warden James Baldo had explained the growth at St. Michael's, with the vision of 'From 2 to 52 to 152' (referring to the growth in the Filipino-Canadian segment of the congregation). Upon being asked by the Bishop if it was realistic, James' answer of "I believe so" seemed to impress the Bishop.

2. March 12, 2009 - Two Years Later - Diocesan Meeting with Bishop Michael

This meeting, called by the Bishop, did not start well.

First, three members of the Canonical Committee (Sandra Baldo, Brigette Castro and Lynne Gonzalo) were attending in the place of James Baldo, who was unable to attend. Possibly misunderstanding why they were there, Bishop Michael put his hand on Brigette's back and guided the three of them out of the Boardroom and asked them to wait outside. The question "*would the Bishop have ever done this to white Anglican ladies?*" hung in the air.

Second, Bishop Michael then proceeded to lecture Moses that this was his meeting and his agenda. It didn't seem to affect the spirits of our team members, but it did seem that the Bishop's Officers (Ron Harrison, Paul Borthistle, Rob Dixon and Ellen Clark-King) were stunned, judging from their silence over the next hour.

The happy news was when Sandra, Brigette and Lyn were finally allowed in an hour later, after repeated requests by the Wardens that they be allowed back. Completely unperturbed, they spoke with confidence and aplomb, and seemed to win over a tough group. Lyn marching the length of the room and putting a document in front of the Bishop was the highlight of the spirit of our ladies that day.

3. May 14, 2011 - Another Two+ Years Later - How to get the Diocese Engaged

Promising the February Vestry that the Canonical Committee would become more proactive in 2011, letters were written on Feb. 20, and then again three months later, on May 14th. These were met with silence, despite repeated efforts on Moses' part to follow up on the May 14th letter.

On July 1, 2011, at a Canada Day barbeque, a retiring Anglican priest asked Greg how the process was going at St. Michael's. It seems he had been briefed by the host of the BBQ, Rev. John Shozawa, and that his question was a leading one. Over the span of a couple of hours, the topic was returned to several times. The essence of this priest's advice? Writing letters will not work. Administration is not the strong point of the Bishop's office, and that if we wanted results, we were going to need some face-to-face time with someone from the Diocese.

This priest's primary recommendation was to meet with Rev. Douglas Fenton. This turned out to be the catalyst we had been looking for for over 5 years. How good this advice was is best indicated by the results: 2 months after the meeting (item 5) with Douglas, 64 months of frustration were ended, and St. Michael's had a half time priest assigned by the Bishop.

4. July 19, 2011 - The Pace Quickens - A 12 hour turnaround from the Philippines Within twelve hours of sending a letter to the Rt. Rev. Renato M. Abibico, Rev. Wilmer Toyoken's Bishop in the Philippine's, an answer was received. The request was emailed in the evening, after supper. Upon getting up in the morning, an answer was already back.

In a letter to Bishop Michael on August 8th, attaching Bishop Abibico's letter, we stated

"We believe it clearly emphasizes Wilmer's ability and availability."

Our rationale for that statement were Bishop Abibico's words,

"I (therefore) recommend the Rev. Wilmer Toyoken to be considered as a Priest-in-Charge of St. Michael Church, Vancouver, British Columbia."

In hindsight, with this letter of support, and our strong financials, there was no longer any reason for the Diocese to say no to St. Michael's. The leaders of St. Michael's merely had to adopt the July 1st recommended strategy of assertiveness.

5. August 25, 2011 - Perseverance Pays Off
Acting on these July 1st recommendations, Moses, Bart and Greg each took responsibility to try and arrange a meeting with separate individuals in the Diocese; Moses continued to try to reach the Bishop; Bart tried to engage Ron Harrison; and Greg tried to make arrangements with the primary recommendation, Rev. Douglas Fenton.

Douglas was the only one of the three who responded to the requests from Moses, Bart and Greg. The meeting, set up in mid-July, was deferred to Aug. 25th. The frustration of having to wait another six weeks was offset by the fact that we were finally going to get a face-to-face.

Moses, James, Martine, Bart & Greg met with the Rev. Douglas Fenton and the Rev. Dr. Ellen Clark-King at the Boathouse Restaurant at the New Westminster Quay. St. Michael's paid for the lunch!

Moses, James, Martine, Bart & Greg met on August 18th to prepare for the 25th, and developed a two page position paper to ensure focus. The objective was clear: hiring Wilmer as a half time priest. We agreed upon 8 points we wanted to make. And, we decided who was to make those points. Finally, we were clear on our Philosophy. We were not there to listen; after 5+ years, we were there to insist.

Based on results, this meeting clearly broke the impasse that had so frustrated the leadership and congregation of St. Michael's. Rev. Douglas Fenton seemed to take responsibility following this meeting, and his presence at St. Michael's the following Sunday was a sign of that commitment.

6. October 2, 2011 - The Bishop Makes a Public Statement
Providentially, arrangements had been made in December of 2010 to have the Bishop attend St. Michael's for our celebration of the 122nd St. Michael's Day in Mount Pleasant. At the time, we had no way of knowing that his presence would coincide with the time to announce a pending priest for St. Michael's. The Lord's ways are profound, indeed!

Bishop Michael talked with the Rev. Expedito prior to the service to make him aware of the pending appointment of the Rev. Wilmer, without getting into specifics or dates. He talked with Moses one-on-one after the service, and was quite specific about the appointment, and the letter of confirmation pending in the next few weeks. Then, during the pot-luck, Bart asked if the Bishop could make a comment for the congregation. In general terms, without the specifics he gave Moses, he made the congregation aware that an appointment was pending, avoiding the specifics of both name and date.

The Bishop Makes an Appointment - His November 10, 2011 Appointment Letter

At the time of the Nov. 7 final Canonical Committee meeting, a little over a month after the Bishop's Oct. 2nd conversation with Moses, confirmation was still pending. The next best thing arrived three hours before this final meeting of the Canonical Committee. In an email (item 9.1), Ron Harrison stated *"it is the Bishop's intent to make a grant ... to enable you to increase to ¾ time,"* and *"details will be put in an appointment letter"*. Three days later, we received an electronic version of the official letter of appointment from the Bishop (item 9.1), with permission to read it at church on Sunday morning. Bishop Michael made the effective start date for Wilmer Nov. 15th, and reinforced Ron's 2 points above. He closed by observing that *"This is a new beginning for the Parish"* and *"May God bless you all in this endeavour of ministry."*

With this, the 64 months that St. Michael's had evolved and thrived during their search for a priest was over. How much more will we evolve and thrive now that we finally have one again? The future looks bright, is all that needs be said.

5.3 Stewardship Report: Sandra Baldo

Last year at Vestry, I reported that the \$49,000+ givings in 2010 had grown from a base of only \$18,000+ in 2006.

- This year, the givings increased to over \$50,000, the first time this Millenium we have gone over \$50,000.
- We are budgeting for a stretch increase in 2012, going up to \$60,000.

The logic behind the number \$60,000 relates to us finally having a Priest-in-Charge at St. Michael's, for the first time in over five years.. Your Executive and the Diocese want to ensure that our givings meet the full cost of paying for our priest, and that we continue to grow the givings enough to allow St. Michael's to move to a full-time priest in the three year time f rame.

- To achieve the \$60,000 objective in 2011, we are going to focus heavily on increasing our givings by PAD; with PAD, you never miss an envelope. We now have over 20 PAD givers, and take in half our givings using this method. Please help us add to these numbers. Our objective is 30 PAD givers by the end of the year.
- If we can get our people to continue to give the same amount they do each week now, but ensure they do it every week, or as often as you can, we should easily achieve our \$60,000 objective.

For 2012 our Stewardship Theme will be from Psalm 116;

"What can I give back to the Lord for all he had done for me."

We are going to implement a recommendation from the Diocese that spoke to who we are; in the future, you will hear us referring to The Stewardship Team. You all, of course, are part of that team. Your Stewardship Team leaders now have the tools in place to monitor givings monthly, and will provide ongoing feedback to help people increase their givings merely by increasing the number of envelopes they use in a year. Our motto for the year will be the same as last; *'Use Your Envelopes, Every Week, if Possible; even better, join PAD.'*

We thank all members of the congregation for giving what they can, and pray that they can see it in their hearts to stretch a little bit more to help us achieve our 2012 objectives.

Sincerely Yours, Sandra Baldo, Chair, The Stewardship Team.

5.4 MEAL MINISTRY REPORT: Lily Ba-day/Brigette Castro/Martine Lubin/Michiko Tatchell

Meal Ministry is the biggest Outreach Ministry at St. Michael's. We have a "Food Bank" and "Hot Meal" Program three Fridays a month, from 6 – 7 p.m.

Food Bank: The Food Bank is sponsored by the "Greater Vancouver Food Bank Society". Holy Cross Anglican Church also donates food while St. Philip's Anglican Church provides volunteers. St. Michael's is the only Recipient Agency in the GVRD which is open in the evening for full-time students and employed individuals.

A New Kitchen: Martine Lubin is co-ordinating a major initiative of the Meal Ministry Team, with Terry Cutforth and Rainbow Church's input, to re-do/upgrade the kitchen. We are hopeful that a new kitchen will make our Meal Ministry better than ever, not to mention making it better for the church as well.

Hot Meal Program: The Hot Meal co-sponsors are Rainbow Church and St. Philip's. Rainbow Church prepares the Hot Meal two Fridays while St. Michael's does the other. In 2010, we were spending \$400 a month, \$200 of which was contributed by St. Philip's. Included in the Hot Meal budget is \$500 for the annual Thanksgiving Turkey dinner, described for 2011 in the following paragraph.

Thanksgiving Day: At the October 2011, Thanksgiving Day, Rainbow Church and St. Michael's organized a "Turkey Dinner" for our neighbourhood community, serving nearly 600 people. The volunteers from both churches cooked over 30 turkeys for the night.

Youth Involvement: During the school year, the students from Balmoral Junior Secondary in North Vancouver continued to help the Hot Meal Program. Also stepping up to help has been the DeMolay Youth group from the Freemasons organization. Jeffson Gonzalo, a son of one of St. Michaels parishioners, has shown great leadership in coordinating this initiative.

Lily & Marina: Beginning last March, Lily Bad-ay and Marina Tiwaquen, who have been long-time volunteers for the Food Bank, offered their help to prepare the Hot Meal. This gave the Meal Ministry team a total of four teams to take a turn preparing the Hot Meal (the signatories below being the other three).

Respectfully submitted, Brigette Castro, Martine Lubin Lily Ba-day and Michiko Tatchell .

5.5. SANCTUARY PLANNING COMMITTEE (SPC): Bart Alatan

- A. The Sanctuary Planning Committee (SPC) had its second full year of operation in 2011, after first appearing in Church Council minutes on March 8th, 2009.

In 2011, the Committee stabilized at five members after Rev. Wilmer Toyoken was appointed Priest-in-Charge of St. Michael's on November 15, 2011.

For the record, the five members at the end of 2011 were; Bart Alatan (chair), Rev. Wilmer Toyoken, Brigitte Laweng, Agnes Alatan and Greg Tatchell.

The Sanctuary Planning Committee thanks Rev. Expedito Farinas and Felly Farinas for their time on the Committee, and wishes them luck in the new endeavors.

The Warden's report states "2011 was the first full year that the entire Executive team worked together with no changes in personnel. The effectiveness of this team in meeting the challenges of the last 12 months was felt by the full team. It was a unanimous team effort.." It is the hope and belief of the SPC that these words will apply to us in 2012.

- B. At the 2010 Vestry, the SPC was given two mandates:

1. WORSHIP/EDUCATION - *The Wardens would like to see more energy and focus given to our worship life and spiritual education. The Sanctuary Planning Committee has been authorized to oversee and promote these activities, under the authority of the Wardens and Church Council.*

- For the Lent season, the SPC sponsored a Stations of the Cross program, utilizing the availability of all 14 Stations of the Cross at St. Michael's, for the first time, in 2011.
- The SPC budget for Adult Education/Spiritual Formation in 2012, if approved by Vestry, is for \$1200. This will be used to for the Confirmation classes running through the 2012 Lent Season, and for purchase of the ALPHA program, to be run in the Fall of 2012..

2. SANCTUARY SCHEDULING - *Continue maintaining a yearly schedule of assignments for the Sanctuary, including officiants, readings, prayers of the people, etc., for ALL activities in the Sanctuary, including non-Sunday activities.*

- In 2011, the SPC met on average once every two months, and typically finalized the schedule for the following three months.
- With the beginning of a Priest-in-Charge on Nov. 15, 2011, the work associated with the schedule has been drastically reduced, given that we aren't having to schedule multiple priests. The scheduling activities now are primarily for special events.

- C. We remind vestry that the overarching mandate for the SPC was spelled out by the Wardens in the Oversight Section of February 2010. The first two of those we believe are still germane.

II. OVERSIGHT

- 1. SANCTUARY PLANNING COMMITTEE** - *the Wardens and Church Council assign day to day working requirements to the Sanctuary Planning Committee ...*
- 2. WARDENS** - *the Sanctuary Planning Committee is reportable to the Wardens, and will keep them apprised as appropriate.*

As in 2011, the 2012 SPC team enthusiastically undertakes the responsibilities detailed in sections 'B' and 'C' above.

5.6 SUNDAY SCHOOL REPORT: Martine Lubin

Mission

- Teach Sunday school classes to the children in at the Parish of St Michael's.
- Give the opportunity to the children to have an experience every week not as obligation but rather in a joyful special way.

Goals:

- Make the Sunday School Lord's Day.
- Provide the opportunity to grow closer to each other and to God.
- Feel free to drop in anytime

Activities: Every Sunday from 10:00 am to 11:30 am

- Workshops
- Bible study
- Special guest speakers
- Closing the session to reflect the special day

Planning wokgroup

Martine/Wilmer

Helpers

Musician

Paul (every Sunday for 15 min.)

The decision for Rev. Wilmer Toyoken to join the Sunday School Planning Workgroup and be the official liaison with the Sanctuary Planning Committee (as Brigitte Laweng is for the Choir) was taken at the Jan. 30, 2011 meeting of the Sanctuary Planning Committee.

Budget: \$100 a month (Brigitte Laweng from the Finance Committee co-ordinates)

- For Halloween: \$65
- Christmas gift: \$250
- Special day at Starbucks: \$35

Additional verbal remarks to be added at Vestry

BALLOT and ELECTION/NOMINATING COMMITTEE GUIDELINES

St. Michael's Multicultural Anglican Church

2012 Church Committee Elections at Feb. 19, 2012 Vestry

I. MULTICULTURALISM: (Written Constitutional Directives: ARTICLE 11)

- 39. A Nominating Committee of up to three (3) shall be appointed by the Church Committee no later than the December meeting (in 2012: James Baldo (chair), Martine Lubin, & Greg Tatchell).
- 40. In fulfilling their duties, the Nominating Committee will pay particular attention to the multi-cultural objectives established in paragraphs 12, 23 and 33.4, and as codified in the Charter for Racial Justice in Appendix I.
 - 12. Every endeavor will be made to ensure that the 5 parish officers of St. Michael's are representative of the multi-cultural diversity of the congregation.
 - 23. Every endeavor will be made to ensure that members of Church Committee are representative of the multi-cultural diversity of St. Michael's
 - 33.4 To further achieve the objectives of paragraph 12 of this constitution (multi-cultural diversity), one of the Associate Wardens will be known as the People's Associate Warden, electable in year C. Together, the People's Associate Warden and the People's Warden must represent the multi-cultural diversity of the congregation; one of these must be Filipino-Canadian, while the other must be from one of the other multi-cultural groups in the congregation

II. LEADERS WHO LEAD BY EXAMPLE: (Unwritten Guidelines)

The Nominating Committee also suggests additional guidelines based on unwritten cultural standards and traditions at St. Michael's, with a particular focus on recommending 'Leaders Who Lead By Example.'

The three primary unwritten cultural guidelines recommended by the Nominating Committee are as follows:

- 1. Leaders at St. Michael's are regular, identifiable givers.
- 2. Leaders at St. Michael's worship regularly.
- 3. Leaders at St. Michael's give generously of their time and talents.

III. NOMINATING COMMITTEE 2012 BALLOT RECOMMENDATIONS (Based on I & II above)

I. Members-at-Large (Para.'s 25 & 26)		WRITTEN VOTE (x)
Vote for all 4	Terry Cutforth (Building & Rental Chair)	
	Brigette Laweng (Choir Liason)	
	Sandra Baldo (Stewardship Chair)	
	Grace Wandag (Women's Auxiliary Chair)	

II. Synod Delegates & Alternates (Para. 24)		WRITTEN VOTE (x)
Vote for 2 Only	Sam Copley	
	Marg Cutforth	
Vote for 2 Only	Johnny Baguiven	
	Brigette Castro	

III. Lay Directors/Trustees (Article 5)		WRITTEN VOTE (x)
Vote Both	James Baldo (People's Warden, Nominating Cmtee Chair)	
	Greg Tatchell (Treasurer, Finance Committee Chair)	
No Voting	Martine Lubin (People's Assoc. Warden, Sunday School Chair)	Re-Electable in 2013
	Bart Alatan (Assoc. Warden, SPC Chair)	Re-Electable in 2014
	Moses Kajoba (Rector's Warden, Church Cmtee Chair)	Assigned by the Rector

IV. Ordained Director/Trustee		
	Rev. Wilmer Toyoken	Automatic

ST. MICHAEL'S
2012 CONSTITUTION
ICR 5.1



This is the sixth version of the Constitution of St. Michael's Multicultural Anglican Parish, Vancouver, with the following history:

Ratifications by St. Michael's Vestry:

1. January 28, 1952 (1.0) Original Constitution
2. January 27, 1964 (2.0) Amendments
3. March 1, 1987 (3.0) Amendments
4. January 29, 1989 (4.0) Amendments
5. February 6, 2011 (ICR 5.0) Major Additions & Canonical Updates
6. February 5, 2012 (ICR 5.1) Amendments to para's 11, 26, 33, 40, 44 & 58.

The fifth version of the Constitution was dedicated in 2011 to long-time members of St. Michael's Parish who have embraced the multi-cultural ethos that is St. Michael's. More particularly, the support of two St. Michael's winners of the Order of the Diocese of New Westminster, Eleanor Jones (2009) and Terry Cutforth (2010), has been unequivocal.

On their behalf, this sixth version continues to be dedicated to an historical figure of St. Michael's, Susannah Wilson, the 'first lady' of St. Michael's from 1903-1947. It was Susannah who donated the stained glass window in the Baptistry, featured on the cover of this Constitution as symbolic of the heart of this Constitution. This stained glass window highlights multi-culturalism, and was revolutionary for its time in 1956. Not only with this window, but during WW II, Susannah Wilson showed bravery in promoting multi-culturalism in a time of rampant racism, and, as much as she was able in those dark days, had zero tolerance for racism. As a patron saint for St. Michael's, Susannah speaks from the past, and epitomizes the spirit of tolerance and respect for diversity which has been built into this fifth version of the Constitution of St. Michael's.

NOTE: If you look closely at the stained glass window on the cover, you can see the year 1901 embedded in the window, directly underneath the white St. Michael's church of that date. This is significant; 1901 was the year that St. Michael's was incorporated (see Attachment III). History comes to life!

2012 INCORPORATION, CONSTITUTION and RULES OF ORDER (ICR) OF ST. MICHAEL'S PARISH, VANCOUVER

ARTICLE 1. INCORPORATION & NAME

1. The name of this Parish shall be *St. Michael's Parish, Vancouver*.
2. This name was legally established in the Certificate of Incorporation¹ for *St. Michael's Parish, Vancouver*, on the 22nd day of August, 1901, by the Registrar-General of Titles (Appendix III).
3. The Declaration for St. Michael's to become incorporated was done under Chapter 7 of "*The Anglican Synod of the Diocese of New Westminster Incorporation Act, 1893 [S.B.C. 1961, c.72, s.9]*" (Statutes of British Columbia 1893, Chapter 45, with amendments to 1961 [18 April 1893]).²
4. While the legal name of paragraphs 1 and 2 remains 'St. Michael's Parish, Vancouver', Vestry authorizes Church Committee to use the name "*St. Michael's Multi-cultural Anglican Church*" as it sees fit, in advancing the Multicultural Ministry and nature of St. Michael's Parish.³
5. The multi-cultural nature of St. Michael's mission was ratified as part of its Vision on March 15, 2007:

WE AT ST. MICHAEL'S ARE A MULTI-CULTURAL COMMUNITY
OF FAITH CALLED INTO THE FELLOWSHIP OF JESUS CHRIST.⁴
6. This Vision was codified as the ST. MICHAEL'S CHARTER OF RACIAL JUSTICE, and was ratified by Vestry on February 17, 2008. In this constitution, we reaffirm the first sentence of paragraph A of that Charter; WE WILL HAVE ZERO TOLERANCE FOR RACISM.⁵ The complete charter can be found as Appendix I.

ARTICLE 2. MISSION: Multi-Cultural & Meal Ministry

7. The two primary missions of St. Michael's are Multicultural Ministry and Meal Ministry. These two missions were defined and ratified in the St. Michael's Ministry Plan on March 15, 2007, and are reaffirmed here:
 - i St. Michael's will provide an ever more welcoming, nourishing, multi-cultural community of worship, where people will be treated with dignity and respect, and which is determined to be free of racism.⁶
 - ii St. Michael's primary outreach program will continue to be the Mission and Food Bank Program, focusing on providing a better quality of food to the 5,000 per year that it currently feeds.⁷

ARTICLE 3. MEMBERS OF THE VESTRY⁸

8. The members of the Vestry of St. Michael's Parish, Vancouver, shall consist of all baptized persons of the age of fifteen or over who are accustomed worshippers at St. Michael's Church and whose names have been on the Membership Roll of the Parish for at least the three months preceding the Vestry Meeting, but no person shall have their name on the Membership Roll of more than one Parish in this Diocese at the same time. Only those members of the Vestry who have within the preceding twelve months provided an identifiable commitment of time, talents or financial resources to the Parish, or have been in receipt of the ministrations of the Parish because of illness or other incapacity shall have the right to vote at any Vestry Meeting. Any questions as to a person's right to be on a Membership Roll or to vote at any Vestry Meeting shall be determined by the Canonical Committee of the Parish.

ARTICLE 4. MEETINGS OF THE VESTRY⁹

9. Meeting of the Vestry shall be called by the Minister or the Rector's Warden or the People's Wardens by notice in writing picked up, delivered, mailed or sent electronically to all those persons on the Membership Roll of the Parish, at least fourteen days prior to the date fixed for the Vestry Meeting. Where a number of persons in the same family residing at the same address are on the Membership Roll of the Parish a notice addressed to and picked up, delivered or mailed to one of such persons shall be deemed to be a proper notice to all such persons. Such notice shall set out the date, time, place and purpose of the meeting. The Minister in charge of the Parish shall be responsible for the announcing of such a meeting at all regular Sunday services of worship at least eight days prior to the date fixed for the meeting. In the event of a request being made by ten percent of the members of a Parish for a Vestry Meeting being refused by the Minister in charge of a Parish or Wardens, an appeal may be made in writing to the Bishop stating the reasons for requesting a Vestry Meeting. The Bishop shall make a decision and shall notify the petitioners and the Minister in charge of the Parish.¹⁰
10. The Parliamentary Authority for St. Michael's parish will be RONR¹¹ (10th Edition). A Chairman, recommended by the Nominating Committee and elected by Church Council, shall preside at Vestry meetings, using RONR as the parliamentary authority.¹²
11. The Annual Vestry Meeting shall be held on or before the end of February in each year.¹³ The following shall be the order of business.
- (1) Reading and confirming of minutes of previous meeting.
 - (2) Receiving and consideration of reports and financial statements.
 - (3) Election of Lay Delegates and Alternate Lay Delegates to Synod.
 - (4) Appointment and election of Church Warden(s) and Associate Warden(s), a Treasurer, and other members of the Church Committee as provided for in this Constitution.
 - (5) Deferred and general business, correspondence, etc.

ARTICLE 5. PARISH OFFICERS¹⁴

12. Every endeavor will be made to ensure that the 5 parish officers of St. Michael's are representative of the multi-cultural diversity of the congregation.¹⁵
13. Of the Church Wardens, one shall be appointed by the Minister in charge of the Parish, and the others shall be elected by the Vestry; or all may be elected by the Vestry, if the Minister so prefers.¹⁶
14. If there be no Minister in charge of the Parish at the time fixed for the appointment or election of Wardens, one shall be appointed by the Bishop, and the others be elected by the Vestry. The Church Warden so appointed shall remain in office until the Minister in charge of the Parish has been appointed and has nominated a Church Warden.¹⁷
15. If the office of a Warden who must be elected by the Vestry shall become vacant before the Annual Vestry Meeting, a meeting of the Vestry shall be called within 30 days to elect a successor. If the office of a Warden who may be appointed by the minister in charge of the parish shall become vacant before the Annual Vestry Meeting, the minister shall appoint a successor or cause a meeting of the Vestry to be called within 30 days to elect a successor.¹⁸
16. The duties of the Church Wardens are to oversee, care for, and administer, buildings, records, and funds of the Parish, to make an annual report and to have made an audited financial statement for the Annual Vestry Meeting. Provided however that the Wardens may delegate these responsibilities to other persons with the consent of the Church Committee. The Church Wardens shall also assist in guiding the implementation of the programs of the Parish and generally share with the Minister in charge the pastoral and spiritual concerns of the Parish.¹⁹
17. Parish Staff. Personnel issues are the responsibility of the wardens. The wardens shall appoint the music director and other non-clergy staff with the concurrence of the Church Committee and the rector. The wardens will review contracts, job descriptions and working conditions and also evaluate performance of all staff on an annual basis. Personnel responsibilities also include new hire/termination paperwork required for payroll.²⁰
18. St. Michael's has implemented²¹ the "Alternate Warden Structure," using Canon 1421 (g) (iii), 'Two Wardens and two Associate Wardens.'²²
19. The two Associate Wardens shall assist the Wardens and may attend to any duties delegated to them by the Wardens.²³
20. The Treasurer shall report to and take directions from the Church Wardens. The Treasurer shall be appointed or elected at the Annual Vestry Meeting as Vestry shall see fit.²⁴ The Treasurer will be guided by Article 12 of this Constitution, with responsibilities further defined in the Diocesan *Parish Treasurer's Manual*.²⁵

ARTICLE 6. CANONICAL COMMITTEE

21. There shall be a Canonical Committee consisting of the Church Wardens, the Associate Wardens, the Lay Delegates and Alternate Lay Delegates, and other members as so deemed by the Church Committee. The Committee shall choose a chairperson.²⁶
22. In developing a Parish Profile and in selecting a Minister in charge, the Canonical Committee will ensure that the candidate fulfills the multi-cultural requirements of St. Michael's.²⁷

ARTICLE 7. CHURCH COMMITTEE²⁸

23. Every endeavor will be made to ensure that members of Church Committee are representative of the multi-cultural diversity of St. Michael's.²⁹
24. The Church Committee shall consist of the Minister or Ministers licensed thereto, the Church Wardens, the Associate Wardens, together with the Lay Delegates, the Alternate Lay Delegates, the Treasurer, the Church Committee Secretary and two or more Members-at-Large, with power to add to its members.³⁰
25. At each Annual Vestry Meeting, Vestry shall determine if there shall be more than two Members-at-Large to be elected and shall elect all Members-at-Large.³¹
26. The Members-at-Large should include the Chairperson (or, under special circumstances, a member) of those committees that are not represented by the canonical members of Church Committee. Non-canonical Committee's which should be represented on Church Committee include, but are not necessarily restricted to, the Sanctuary Planning Committee, the Sunday School Committee, the Building & Rental Committee, the Stewardship Committee, and the Meal Ministry Committee.
27. Church Committee should not exceed 15 members.
28. 8 members of the Church Committee shall constitute a quorum.
29. The Church Committee shall meet on a regular basis, a minimum of nine times a year.³²
30. A Chairman elected by Church Committee shall preside at Church Committee meetings.
31. The Chairman will use Roberts Rules of Order³³ in conducting Church Committee business, as adapted by Church Committee, and as found in Appendix II. A Parliamentarian will be assigned to assist the Chairman with the Rules of Order. These Rules of Order may be modified by Church Committee as they see fit, with the understanding that RONR (10th Edition) is the ultimate Parliamentary Authority for St. Michael's Parish.

ARTICLE 8. CONTINUITY

32. Church Wardens and all other Officers and Committee members shall continue in office until their successors are appointed or elected.³⁴
- 33.1 The St. Michael's four warden (two wardens and two associate wardens) model allows for continuity by changing one warden each year. In the event that St. Michael's chooses to elect all four wardens (see paragraph 13), the four shall each serve a three-year term, with the re-election of a single warden each year except for year C. In the event that St. Michael's chooses to elect only three wardens (see paragraph 13), the three shall each serve a three year term, with the re-election of a single warden each year.³⁵
- .2 The elections of the Wardens will follow the liturgical calendar, as follows:
- Year A - The Associate Warden
 - Year B - The People's Warden
 - Year C - The People's Associate Warden
- (&, optionally, the Rector's Warden)
- .3 If the Rector elects to have the Rector's Warden elected by the congregation, that election will occur in Year C, along with the People's Associate Warden, as per the schedule above.
- .4 To further achieve the objectives of paragraph 12 of this constitution (multi-cultural diversity), one of the Associate Wardens will be known as the People's Associate Warden, electable in year C. Together, the People's Associate Warden and the People's Warden must represent the multi-cultural diversity of the congregation; one of these must be Filipino-Canadian, while the other must be from one of the other multi-cultural groups in the congregation.

ARTICLE 9. QUALIFICATION OF OFFICERS

34. Church Wardens must be members who have the right to vote at the time of their election or appointment and shall be communicants of at least one year's standing and be at least twenty-one years of age.³⁶
35. Lay Delegates and Alternate Lay Delegates shall be members who have the right to vote at the time of their election and shall be communicants of at least one year's standing and be at least 15 years of age.³⁷
36. At the time of election or appointment to the Church Committee a person must be a member of the Vestry who has the right to vote.³⁸
37. The Vestry may elect one youth member who shall be at least sixteen years of age and a regular communicant in the Parish.

ARTICLE 10. CHURCH COMMITTEE DUTIES³⁹

38. The duties of the Church Committee shall be, between the different meetings of the Vestry, to perform all such acts as are provided for them to do by this Constitution, and by the Articles hereinafter enacted; to act as the agents of the Vestry in the transaction of such business as it shall be competent for them to do

without an express resolution of the Vestry, such as the collection of monies and disbursing the same; and shall have power to affix the seal⁴⁰ of the Vestry when legally required. The Church Committee shall make to each Annual Vestry Meeting a report upon such work so done.

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, 23 and 33.4, and as codified in the Charter for Racial Justice in Appendix I.⁴¹

ARTICLE 12. FINANCE & STRATEGIC PLANNING EXECUTIVE COMMITTEE

41. The Financial Year of St. Michael's Parish shall be from January 1st to December 31st of the same year.
42. The budgeting horizon for St. Michael's Parish will be 5 years. The five year budget will be ratified by Church Committee prior to being ratified by Vestry.⁴²
43. To protect the treasury and make the budgeting process meaningful, the only way to authorize spending money that is not already set forth in the budget is by amending the budget.⁴³
- 44.1 A Finance Committee will oversee the financial and strategic planning affairs of the parish and will report to Church Committee and Vestry.
 - .2 Finance Committee membership shall consist of the Directors/Trustees of the *Parish of St. Michael* (the registered name with Revenue Canada). The Directors/Trustees (as annually submitted to Revenue Canada on form T1235) are publicly listed on the Revenue Canada web-site at www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html and serve on the Finance Committee as follows:
 - i. the Church Treasurer, who shall be its Chairperson;⁴⁴
 - ii. the Wardens;
 - iii. the Minister in charge.
 - .3 Finance Committee responsibilities include:
 - (a) Preparation of the annual budget for consideration by Church Committee.⁴⁵
 - (b) As part of the budget process, review annually compensation and benefits for parish staff.⁴⁶
 - (c) To administer the budget as approved by Church Committee and approve expenditures within such budget.⁴⁷
 - (d) To administer all funds of the Parish including capital and trust funds.⁴⁸
 - (e) To provide a minimum of four quarterly financial reports to Church Committee.⁴⁹ Interim reports may be of a verbal nature.⁵⁰

- (f) To co-ordinate and facilitate Strategic Planning activities. In particular, it will be the responsibility of the Finance & Strategic Planning Committee to ensure planning at St. Michael's dovetails with the 2018 Diocesan Strategic Planning initiatives.
45. No action of acceptance by the Church Committee is required – or proper – on the financial reports from the Finance Committee unless it is of sufficient importance, as an annual report.⁵¹ For the quarterly reports, Church Committee 'receives' them from the Finance Committee. In the case of the annual report, Church Committee 'accepts' it from the Finance Committee and the designated reviewing authority by a formal vote. Understanding the expense of professional audits, the Diocese allows churches with less than \$500,000 in income to forego the expense of a professional auditor (see footnote 42).
46. Further to paragraph 43 above, the Finance Committee may from time to time submit an amending motion on the budget for the current fiscal year, which may be adopted by a two-thirds majority vote.⁵² The amending motion must include a report as to whether the money proposed to be spent is presently available, or if not, what steps should be taken to provide such money should such motion be adopted.⁵³

ARTICLE 13. CONFIRMATIONS AND CHANGES⁵⁴

47. No Article of this Constitution shall be amended or deleted save by a two-thirds majority of the members present at a meeting of the Vestry, due notice of at least fourteen days having been given of the proposed change, and said change having been considered by the Church Committee at the previous committee meeting.

ARTICLE 14. MEMORIAL GARDENS⁵⁵

48. A portion of the property owned by the Parish of St. Michael's, Vancouver shall be set aside as a Memorial Garden for cremated ashes, said portion to be suitably marked and curbed.
49. The cost of maintaining the Memorial Garden shall be a charge on the funds of the Parish.
50. Subject to the provisions of the Cremation, Interment and Funeral Services Act, S.B.C. 2004, Chapter 35⁵⁶ and the regulations made thereunder, and amendments thereto, the Memorial Garden shall be used only for the seemly disposition of the ashes of former members of the Parish, or their relatives, or such other persons as may be determined by the Minister in charge and Church Wardens.
51. The disposition of the ashes shall take place in the presence of the Minister in charge, or a person appointed by him to be present on his behalf.
52. There shall be no individual markers, stones, tablets, flowers, nor any other means of identification placed in the Memorial Garden, nor shall any urn or other permanent container be placed in the Memorial Garden.

53. The Minister shall cause to be entered in a book, designated the Memorial Book, the names of all persons whose ashes have been deposited in the Memorial Garden.
54. No fee shall be charged for the disposition of ashes in the Memorial Garden.

ARTICLE 15. DAY CARE⁵⁷

55. St. Michael's Day Care is wholly owned and operated by the parish of St. Michael's Anglican Church. The mission has always been, and remains, to provide community support in the Mount Pleasant area.
56. All aspects of the Day Care fall under the authority of Church Committee.
57. Responsibility for oversight and management of St. Michael's Day Care is delegated by Church Committee to a Day Care Board, reportable to Church Committee.
- 58.1 The Day Care Board will be comprised of a minimum of four members appointed by Church Committee. It will be constituted of, at a minimum, a Chairperson, a Treasurer, and a Secretary, while the Manager of St. Michael's Day Care will automatically be a member of the Board. In addition to the four above, other members may be: the Rector, if they so desire; additional members from Church Committee or the congregation; and, if possible, parent(s) of children in the Day Care. The positions from within the church can be held by any member of Vestry, as defined in paragraph 8.
 - .2 The Treasurer of the Day Care will be the same person as the Treasurer of St. Michael's Parish (see paragraph 20).
59. The Day Care Board shall meet on a regular basis, a minimum of at least four times per year.
60. Financial oversight of the Day Care will be exercised as defined in Article 12 above, FINANCES AND FINANCE COMMITTEE.

Over half of the footnotes above refer to the Diocesan Canons on the Diocesan web-site, CCR Release 3.0. <http://www.vancouver.anglican.ca/Resources/Downloads/tabid/60/Default.aspx> (June 2008 - text current as of close of the 107th Session; CCR = Constitution, Canons, Rules of Order and Regulations).

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