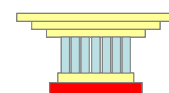


2021



A NEW BEGINNING

# 2015 VESTRY

## ***St. Michael's Multicultural Anglican Church***

*... in Mount Pleasant*



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

**125<sup>th</sup> Anniversary Year**

409 E. Broadway

Vancouver, BC V5T 1W8

604.876-8191

[stmikes-church.ca](http://stmikes-church.ca)



**The Anglican Communion**

**Mt. Pleasant Community**

**Our Congregation**

**Servant-Leadership**

**Strategy**

**CULTURE**

*22 February 2015*





**THE 2021 STRAT PLAN TEAM – WHISTLER RATIFICATION OF THE 2021 STRAT PLAN – 14 IX 14.**



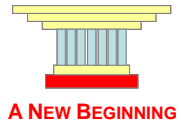
## St. Michael's 2015 Annual Vestry Meeting

**Feb 22, 2015 Agenda:** CHAIRMAN: Moses Kajoba

### Opening Prayer

- |    |  |              |      |
|----|--|--------------|------|
| 1. | Review of Vestry Minutes   | All          | :00  |
|    | 1.1 Feb. 2, 2014 ( <i>pages 3-6</i> )                              |              |      |
|    | 1.2 Oct. 26, 2014 ( <i>page 7</i> )                                |              |      |
| 2. | Financials   | Fin. Comm.   | :15  |
|    | 2.1 Finance/Strat Plan Committee Report ( <i>page 9</i> )          |              |      |
|    | 2.2 Church Income Statement & Budget ( <i>pages 10-12</i> )        |              |      |
|    | 2.3 Balance Sheets & Day Care IS ( <i>pages 13-14</i> )            |              |      |
| 3. | Reports  |              | 0:45 |
|    | 3.1 Minister's/SPC Report ( <i>Motion 3.1</i> )                    | Rev. Wilmer  |      |
|    | 3.2 Warden's Report ( <i>Motion 3.2</i> )                          | Moses        |      |
|    | 3.3 2021 Strat Plan - Mandate<br>( <i>page 8, and Motion 3.3</i> ) | Greg         |      |
|    | 3.4 Buildings, Grounds & Rental                                    | Terry        |      |
|    | 3.5 Stewardship  | Sandra       |      |
|    | 3.6 Meal Ministry  | Brigitte     |      |
|    | 3.7 Sunday School  | Wilmer/Moses |      |
|    | 3.8 ACW  | Judith       |      |
|    | 3.9 MBSM ( <i>Motion 3.9</i> )                                     | Rafael       |      |
|    | 3.10 Choir   | Brigitte     |      |
|    | 3.11 Day Care ( <i>FS's in '2.2'</i> )                             | Moses        |      |
| 4  | ODNW Nomination ( <i>Motion 4</i> )                                | Moses/Greg   | 1:45 |
| 5. | Election of Officers ( <i>Handout</i> )                            | James Baldo  | 1:50 |
| 6. | Any Other Business   |              | 2:15 |

### Adjournment & the Grace



## **10 DATES/MEETINGS IN THE 2015 VESTRY SEASON**

- |                    |   |
|--------------------|---|
| 1. Jan. 15 & Feb 4 | - Final pre-Vestry meetings with Accountant/Auditor     |
| 2. Jan. 22 & Feb 3 | - Final pre-Vestry Finance/Executive Committee Meeting  |
| 3. Jan. 29         | - Final pre-Vestry Church Council Meeting               |
| 4. Feb. 01         | - ACW - Pre-Vestry Financial Education Session          |
| 5. Feb. 04         | - Final pre-Vestry Day Care Board Meeting               |
| 6. Feb. 08         | - Final pre-Vestry Sanctuary Planning Committee Meeting |
| 7. Feb. 15         | - MBSM - Pre-Vestry Financial Education Session         |
| 8. Feb. 22         | - 2015 Vestry   |

### **1. MOTION 3.1 - EAM REPRESENTATIVES**

It is hereby moved that St. Michael's have three formal representatives on the EAM North Committee, one ordained and two lay. These would be members of the Sanctuary Planning Committee; the Rev. Wilmer Toyoken, Bart Alatan (prime on the EAM Smart Goal), and Greg Tatchell. Their responsibilities would include:

1. Achieve an initial beginning for **SMART GOAL #17**: *Expand the EAM Program to include Lay Participation*, and then
2. Act to further that Lay Participation by involving additional members of the congregation whenever possible.

### **2. MOTION 3.2 - CONSTITUTIONAL UPDATES**

It is hereby moved that five paragraphs be added/revised in St. Michael's Constitution, as follows:

5. *The multi-cultural nature of St. Michael's mission was first ratified as part of its Vision in 2007, and again as part of the 2021 STRAT PLAN on 26 October 2014. The two words 'ANGLICAN COMMUNION' were added to the original Vision:*

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

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

- 44.2 *i. the Church Treasurer, who shall ideally be its Chairperson*

- 55.2 *At the request of the City of Vancouver, the Day Care was registered as a Society on 13 January 2015 with Society Incorporation # S-0063512, Business # 816726384BC0001, and under the name St. Michael's Church Daycare Centre. The certificate is included as Appendix IV of this Constitution.*

- 58.2 *Ideally, the Treasurer of the Day Care will be the same person as the Treasurer of St. Michael's Parish*

### **3. MOTION 3.3 - 2021 STRAT PLAN –MANDATE**

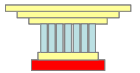
It is hereby moved by the Finance & Strategic Planning Committee that, as per the 2021 Strat Plan recommendations, a renewed mandate, as per page 8, be ratified for 2015 to 2021.

### **4. MOTION 3.9 - MULTICULTURAL BROTHERHOOD OF ST MICHAEL'S (MBSM)**

It is hereby moved that the Multicultural Brotherhood of St Michael's be formally ratified by this Vestry as the official Men's Group of St Michael's.

### **5. MOTION 4. - ORDER OF THE DIOCESE OF NEW WESTMINSTER**

It is hereby moved that the Nomination for the 2015 Order of the Diocese of New Westminster for St. Michael's be the People's Warden, James Baldo.



## **Feb. 2<sup>nd</sup>, 2014 Minutes - St. Michael's Annual Vestry Meeting**

CHAIR: Moses Kajoba

PRESENT: 51 people registered on the sign up sheet.

The Rev. Wilmer Toyoken gave the opening prayer at 11:50.

### **1. REVIEW of 2013 Vestry Minutes:**

- 1.1 **10 February 2013 Annual Vestry** - Moved by Brigitte Laweng, seconded by Peter Miller, carried.
- 1.2 **6 October 2013 Special Vestry** - Moved by Marg Cutforth, seconded by Grace Wandag, carried.

### **2. FINANCE COMMITTEE** (pp. 7-10)

#### **2.1 Finance Committee Report & 2013 Financial Statements - Greg Tatchell**

Given the extensive time spent at the Congregational Educational Session on 19 January, it was possible to do this in 10 minutes. The primary emphasis was on the 7 years of being 'in the black,' illustrating this for the congregation with the aid of pages 28 & 29.

The four pages (Finance Committee Report and 3 Financial Statements, pages 7-10) were adopted as a block, moved by Greg, seconded by Wilmer, carried unanimously.

#### **2.2 Constitutional Revision - Moses Kajoba**

It was moved by the Finance Committee, seconded by Sandra Baldo, that at the request of our bankers (RBC), a new paragraph [44.3.(f)] be added to the constitution as follows: "*Authorization to set up a Credit Card with a limit not to exceed \$5,000, payable in full monthly, and an overdraft line of credit not to exceed \$20,000.*" Carried unanimously.

#### **2.3 2014 Budget** (page 29) - **Bart Alatan**

The budget was explained in the context of the 2013-2018 line 75%-75%-80%-85%-92%-100%. The target is to have Wilmer at 100% by 2018, and was the agreement with the Diocese that led them to assign Wilmer to St. Michael's, without term.

It was explained to Vestry that the 2014 budget was slightly in deficit, but that the Trustees and Church Committee would monitor this very closely, with every effort going into making it positive by year end.

With that understanding, moved by Bart, seconded by Grace, passed unanimously.

### **3. REPORTS**

11 reports were presented; 7 written and 4 verbal.

In order of presentation: Rev. Wilmer Toyoken (Minister's Report, verbal), Moses Kajoba (Warden's Report, written), Greg Tatchell (2018 Strat Plan, written), Terry Cutforth (Buildings & Rentals, verbal), Sandra Baldo (Stewardship, written), Brigitte Castro (Meal Ministry, written), Bart Alatan (Sanctuary Planning Committee, written), Moses (Sunday School, verbal), Grace Wandag (ACW, written), Brigitte Laweng (Choir, verbal), Moses (Day Care, written). The written reports are included in their entirety (pages 11-27).

#### **3.1 Minister's Report** (verbal)

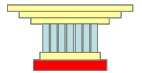
Wilmer focused on four areas: one, Pastoral Statistics (emphasizing our parish roll membership count of 227, and leading the congregation through the six year attendance history on page 27); two, Pastoral Ministries; three, International Events (highlighting the multi-cultural aspect of EAM, both down south, and here up north); and, fourth, Deanery/Diocesan participation (including participation in the Truth & Reconciliation parade, referred to by the ACW in their report). The full report can be found on page 6.

#### **3.2 Warden's Report** (page 11) - Moses indicated that the greatest achievement of the Wardens in 2013 was securing the appointment of the Rev. Wilmer Toyoken as incumbent, without term, effective 1 January 2014.

- i. Moses moved ratification of the 7 ½ year history behind this achievement as follows:

*The Trustees hereby move that the updated 7 YEAR CANONICAL COMMITTEE 29 STEP TABLE (page 24) be ratified by this Vestry as the official history of St. Michael's 7 year journey to 1 January 2014. It includes 25 November 2013, the day that the Rev. Wilmer Toyoken was officially announced as the Incumbent of St. Michael's, Without Term, the first since 1998.*

Seconded by Letty Castro, carried unanimously.



- ii. On behalf of the Wardens/Trustees, Greg presented the following motion:

*The Trustees hereby move that discussion with BIBAK for renewal of the St. Mikes/BIBAK Strategic Partnership begin with Vestry ratification of the letter on page 12, addressed to the BIBAK Executive, including the original 2007 Agreement, and a Draft proposal with which to begin the discussion, with a target date for signing being August 2014, the 7<sup>th</sup> anniversary of the original agreement.*

Seconded by Agnes Alatan, carried unanimously.

Immediately after, signed copies of the letter were presented to two BIBAK representatives present at the Vestry; Ceasar Castro, who had been asked to attend for this reason, and Fanny Balaki, BIBAK Secretary (representing the BIBAK President, Ramon Bosaing).

- 3.3 2018 Strat Plan Report** (pp. 25-30) - Greg reviewed the progress made in the second full year of the 3-year 2018 Strategic Planning Project.

In particular, he focused on the PMR graph at the end of these minutes (page 30). He emphasized how scoring has improved substantially on financials since 2010. It was also emphasized how our primary Mission of the last six years has been achieved (hiring a priest without term), and that our new 2018 Mission will be finalized by the 2018 Strat Plan Team for presentation to next year's Vestry. It was pointed out that the Diocesan MAP initiative being presented to St. Mike's for consideration on 20 February might impact timeframes somewhat.

- 3.4 Building & Rental Report** (verbal) - From the written record (page 11, para B.2), Terry Cutforth emphasized plans with regards to the women's washroom, and that quote's would be forthcoming in March.

As Terry did in 2013, he concluded the Building Report by repeating from Vestry 2013 the important words;

***"The Buildings are all in good shape."***

The Chairman emphasized that the reason *"The Buildings are all in good shape"* is because of the countless hours that Terry puts in.

With regards to rents, a motion was made by Brigitte Castro on behalf of the Rental Committee as follows:

*It is hereby moved that the Rental Contract Form (pp. 13 & 14) and associated rates be ratified by Vestry, that it be posted on the web site, and that the Rental Committee of Brigitte Castro (Chair), Terry Cutforth, Lily Bad-ay and Greg Tatchell continue to have full responsibility for its administration, reporting to Church Committee for guidance when necessary.*

Seconded by Marg Cutforth, carried unanimously.

- 3.5 Stewardship** (page 15) - Sandra continued the Stewardship emphasis on PAD, and shared with the Vestry the fact that the 2014 objective of 30 people on PAD had already been exceeded (it was now 32). She indicated that people should already have their tax receipts, and thanked everyone for their part in helping us to continue reaching our objectives.

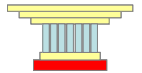
- 3.6 Meal Ministry** (page 15) - Brigitte Castro overviewed the four highlights on page 15, emphasizing the centrality of Meal Ministry at St. Michael's. She highlighted the Thanksgiving Day dinner for our neighborhood community, serving nearly 600 people. She noted the help from Balmoral Junior Secondary, and the DeMolay youth group under James (Jr) Gonzalo's leadership, and concluded by welcoming and thanking Darce Carruthers for recently joining the meal ministry team.

- 3.7 SPC - Sanctuary Planning Committee** (page 16) - Bart focused the 2014 SPC report on completion of the *"2012 RESTORATION OF THE SANCTUARY"* work undertaken in September and October of 2012, emphasizing a list of 16 work items.

On behalf of the SPC, he also moved the following motion:

*"That St. Michael's celebrates its 125<sup>th</sup> Anniversary during the period between its inception date (March 10<sup>th</sup>) and St. Michael's Day Sunday (Sept 28<sup>th</sup>), and that, at a minimum, during those six months, the following six projects be undertaken;*

1. *Finishing off the 2012 Sanctuary Restoration Project (see SPC list on page 16).*



2. *Establish signage out front (including on the south Baptistry Chapel wall)*
3. *Renewal of the 2007 BIBAK Strategic Partnership (see Motion 3.2.ii above).*
4. *Establish a 'TWIN CHURCH' policy at St. Michael's.*
5. *Submit an ODNW nomination to the Diocese (see Motion 4.2 below)*
6. *A Blessing of our Racial Justice & Chapel plaques during the Bishop's visit for Wilmer's induction.*

Seconded by Ceasar Castro, carried unanimously.

**3.8 Sunday School** *(verbal)* - In the absence of a Sunday School leader, Moses spoke to this gap in our leadership team. He noted that in lieu of Sunday School, there was increased usage of the new Susannah Wilson Chapel (an ACW project for use as a baby/parent nursery during services, done during the '2012 RESTORATION OF THE SANCTUARY' work). Sunday School remains an ongoing challenge for St Michaels.

**3.9 ACW – Anglican Church Women** *(page 17)* - Grace Wandag's report documented the continuing high level of activities and achievements in the second full year of the ACW resurrection at St. Michael's. The ACW report emphasized the contributions made to St. Michael's successful financial year, with fund raising of over \$1,800, in addition to the \$1,500 from the previous year. Their participation in the Truth & Reconciliation parade referred to in the Minister's report also showed their role modelling within the Diocese (the ACW participation was pictured in TOPIC).

**3.10 Choir** *(verbal)* - Brigitte Laweng, as the Choir Liaison on the SPC, described the stability that has been achieved in the choir under the leadership of the choir director, Hiroki Uchino. The choir continues to grow under his leadership, especially with the practices before and after the service, and Brigitte is optimistic that it will continue to grow. The feedback they get is that the congregation likes the music (yes!).

**3.11 Day Care** *(page 18)* - Building upon his comments in reviewing the Day Care Income Statement, Moses reviewed the Day Care Report ratified and submitted by the Day Care Board. He emphasized the results of the Day Care parent survey included in table form on the page 18 report. Moses indicated that this is the 2nd year that a written report for the Day Care has been submitted to Vestry, and how the need for this was identified by the City as a formal accompaniment with Grant applications. Moses concluded by pointing out the three points of emphasis in the report:

- **Parent Family Involvement** - annual parent surveys.
- **Web Site** - increasing the marketing potential of the Day Care.
- **Finances** - increase financial viability by targeting a 90% occupancy in 2014.

Adoption of these 11 reports was moved by Grace Wandag, seconded by Sandra Baldo, passed unanimously.

#### **4.1 CONSTITUTION** *(pp. 19-20)*

For the fourth year in a row, the Constitution of St. Michael's was revised. The first change occurred under item 2.2 in the minutes above. The second change was to update page 11 of 28 of the Constitution, ST. MICHAEL'S CHARTER FOR RACIAL JUSTICE, as follows:

*To align St. Michael's official CHARTER FOR RACIAL JUSTICE with the November 2013 plaque installed in the Sanctuary, the Trustees move that the changes adopted in the plaque version of the CHARTER be institutionalized into the official version included as page 11 of 28 of the Constitution.*

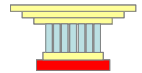
*The November 2013 changes were as follows:*

1. *Where appropriate, references to St. Michael's Anglican Church were changed to read St. Michael's **Multicultural** Anglican Church.*
2. *References to the Anglican Church of Canada web site location of the National Charter were removed.*
3. *A final line was added to the Charter, as follows: "**& Incorporated into the Constitution on Feb. 6, 2011.**"*

Seconded by Agnes Alatan, carried unanimously.

The Constitutional note describing the 2014 changes will read as follows:

8. February 2, 2014 (ICR 5.3) Addition of para 44.3 (f), and update of the CHARTER FOR RACIAL JUSTICE *(page 11 of 28).*



#### **4.2 ODNW Nomination** (p.21-24) - Terry Cutforth

Terry Cutforth opened by reminding Vestry that Eleanor Jones had been awarded the ORDER OF THE DIOCESE OF NEW WESTMINSTER (ODNW) in 2009, and that he had been so honored in 2010. Terry had been very proactive over the last two years in championing the Nomination which he presented to Vestry.

He made his motion by reading the last paragraph of his Nomination package:

*On behalf of the extended lay leadership team and the congregation of St. Michael's, and in concert with the three of us who worked with Moses & Greg over the full 7+ years of our pilgrimage (Terry, James & Brigitte C), I hereby recommend that Vestry ratifies this nomination, not as two individuals, but as the inseparable team that modelled unity, inclusiveness and leadership.*

The motion for the Nomination package of 4 pages was seconded by Flavia Kajoba, carried unanimously.

#### **5. ELECTION of OFFICERS** (p.5) – James Baldo

The Nominating Committee continued the new approach begun in 2012, adhering to the five Constitutional paragraphs pertaining to multiculturalism (see top of page 5, under MULTICULTURALISM), and the three traditions (see middle of page 5, under LEADERS WHO LEAD BY EXAMPLE). In developing the ballot and the candidates, James Baldo, as Chair of the Committee, ensured these eight criteria were abided by.

Ballots were handed out, and the results were unanimous, as shown on page 5.

#### **6. OTHER BUSINESS -**

6.1 **SUCCESSION PLANNING** - Greg Tatchell shared with Vestry his recent health issues, and the fact that he needed to step back from some of his Administrative Duties. He emphasized that he wasn't going anywhere, and would continue in support of Wilmer (SPC), Moses (Day Care), Brigitte (Meal Ministry) and Brigitte (Treasurer), as well as his canonical responsibilities as an Associate People's Warden. But, beyond these responsibilities, he advised that he had given a list of nine administrative duties to the Wardens for re-assignment.

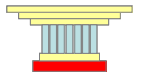
He especially cited the inspiration that Flavia Kajoba had provided when she volunteered to create a web site for St. Michael's. Greg used Flavia as an example of the talent that exists in our congregation to professionally assume parts of the workload, and that the Strat Plan would emphasize this aspect of leadership development (as if to validate this approach, within an hour after Vestry, Brigitte Castro found an Excel expert to take over the Envelope Data Base: as Bart said during his budget presentation, the Lord provides).

6.2 **RENTALS** - Further to ratification of the Rental Forms earlier in the Vestry (*see item 3.4 above*), Caroline Gapongli asked for clarification on the policy regarding rents charged to renters who are also members of St. Michael's so as to ensure consistency and uniformity. Part of the clarification was to show how rents had increased from \$32k in 2006 to \$54k in 2013 (*see pages 28 & 29*), and that rents were such an essential part of achieving a balanced budget. It was agreed that the Rental Committee would take Caroline's request under consideration, and bring it forward to the next Church Committee meeting.

After a very positive meeting, Vestry concluded forty minutes earlier than in 2013 (at 2:00), with the St. Michael's circle of grace led, for the first time in 15 years, by a St. Michael's priest with a tenure of "Without Term".

**NOTE: Prior to final circulation and posting, the minutes, or their portion of the minutes, were reviewed/approved the week of Feb. 3 by the following members of Church Council who were present and made reports at Vestry; the Rev. Wilmer Toyoken, Moses Kajoba (Chairman), Greg Tatchell, Terry Cutforth, Sandra Baldo, Brigitte Castro, Bart Alatan, Grace Wandag, Brigitte Laweng and James Baldo (in order of presentation).**





## 26 OCTOBER 2014 MINUTES - ST. MICHAEL'S SPECIAL VESTRY MEETING

PRESENT: 36 members signed up and received a full 36-page copy of the '2021 Strat Plan: Vision 2021.'

Special Vestry called to order at 11:50, opening with the prayer for Vision 2021, from the Strat Plan.

1. **PURPOSE:** This Special Vestry was convened for a single purpose; ratification of the 36-page **2021 Strat Plan: Vision 2021**, as ratified by the Strat Planning Team on 14 Sept 14, and as received by the Bishop and the Church Committee on the 16<sup>th</sup> & 18<sup>th</sup> of September, respectively.
2. **PREPARATION:** Prior to this Special Vestry, there were two congregational Education sessions.
  1. Oct. 5, 2014 - Reviewing the 21 SMART Goals (Women's & Men's groups separately).
  2. Oct. 19, 2014 - Reviewing Strategies/Vision (with the congregation as a whole).
3. **SERIATIM:** 6 of the 12 sections of the report were read seriatim. They were read by the Strat Plan team leaders (the three substituting for Bart, who was in the Philippines), in the following order:
  5. MISSION SMART Goals (7) - Greg Tatchell
  6. Financial SMART Goals (5) - Brigitte Laweng
  7. Physical SMART Goals (4) - Moses Kajoba
  8. Leadership SMART Goals (5) - Rev. Wilmer Toyoken
  12. 2021 Strat Plan: Vision 2021 - Moses/Wilmer
  1. Executive Summary - Moses/Wilmer
4. **NOT:** The remaining 6 of the 12 sections of the report were not read seriatim; these were all strategy, background and process sections.
  2. INTRODUCTION: A New Beginning - Wilmer
  3. Canonical Committee: 2006-2011 - Moses
  4. PMR – Parish Mission Review Process - Bart
  9. 5 Marks of Mission & Vision 2019 - Wilmer
  10. Diocesan Strategic Plan - Bart
  11. Synthesis: Strategies & SMART Goals - Moses

The logic behind the format of reading only 6 sections was partially articulated by the Bishop on her reflection on St. Michael's '**2021 Strat Plan: Vision 2021**' (from a December TOPIC article);

"When asked to comment about her experience, the Bishop said,

*'this parish is an inspiring example of what a multi-cultural community can be and do in the Vancouver area. The planning team has done an amazing job of focusing on making progress on specific goals so that this unique parish can flourish. And they know how to dance here!'*"

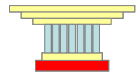
5. **MOTION:** After 70 minutes, at the conclusion of the 6 seriatim readings and concluding discussions (Cyril on youth, Monica on reception, and Shirley on complexity), it was moved by the Strategic Planning Committee, seconded by Monica Bosaing,

*"That this Special Vestry ratify St. Michael's 36-page '2021 Strategic Plan: Vision 2021'*

- as read seriatim today for Sections 5-8, 12 and 1,*
- as ratified by the Strat Plan Team at Whistler on 14 Sept 14,*
- as presented to the Bishop on 16 September,*
- as reviewed during two Congregational Education Sessions, and*
- as received by Church Committee on 18 Sept 2014."*

6. Ratified unanimously, no abstentions.

Closed with the grace at 1:05



## 2021 STRAT PLAN MANDATE – 2015-2021

### 1. FROM THE 2021 STRAT PLAN EXECUTIVE SUMMARY

The 2021 Strat Plan report carried with it a recommendation to continue with a modified oversight mandate, and that for the following seven years (2015-2021), an updated membership & mandate proposal be prepared for the 2015 vestry, as follows:

**“CONTINUED IMPLEMENTATION:** A second insight we take from the Diocesan Strategic Plan 2018 is their principle of *“continued implementation of strategic priorities.”*

- *The strategic planning team has recommended that it continue with a modified oversight mandate, tasked with oversight of the implementation, and that formal reviews in preparation for Vestry occur in 2016, 2018, and 2020. These reviews would have two primary objectives: one, update the PMR scores for that year (in the ‘Big Picture’ graph on the inside cover); two, provide status on the 21 SMART Goals.”*

### 2. MANDATE

The mandate for the 2021 Strategic Planning Implementation team would be as highlighted in the box above.

- As per the constitution, this initiative would continue under the oversight of the Finance & Strategic Planning committee.

### 3. MEMBERSHIP

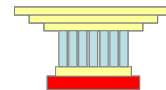
The members of the Finance & Strategic Planning committee would continue on the 2021 Strategic Planning Implementation team.

- Up to six additional members, as in 2012, would also serve as representatives of the congregation. Members who served from 2012-2014 would continue if they wished.
- Additional members, to make up any gap in the previous point, would be recommended by the Finance & Strategic Planning committee to Church Committee.

### 4. SCHEDULE

1. 2016 - Meetings to prepare a report for 2017 Vestry
2. 2017 - Vestry presentation of 2015-2016 progress, with recommendations.
3. 2018 - Meetings to prepare a report for 2019 Vestry
4. 2019 - Vestry presentation of 2017-2018 progress, with recommendations, including recommendations re: the need for an updated Strat Plan.
3. 2020 - Meetings to prepare for 2021 Vestry
4. 2021 - Vestry presentation of 2019-2020 progress (& updated Strat Plan?)

In the ‘odd’ years (i.e. 2015, 2017, & 2019), oversight of the 21 SMART Goals will be the responsibility of Church Committee, with bi-annual reviews.



## 2.1 2014 FINANCIAL YEAR REPORTS, STRAT PLANNING, & 125<sup>TH</sup> ANNIVERSARY

The Finance Committee hereby presents to Vestry the 2014 Financial Statements for St. Michael's Parish, and St. Michael's Day Care. The following points summarize 2014.

**A. HARMONIZED BOOKS:** We have continued to produce harmonized financial statements. The downside of this integration of the Day Care and Church Financial Statements (FS's) has added a level of complexity that can only really be dealt with rigorously over the 90 minutes allowed for it at a Finance Committee meeting, or at the pre-Vestry Financial Education Workshop(s).

**B. FINANCIAL HIGHLIGHTS OF 2014: - three significant highlights**

1. **CLERGY SALARY:** The most significant highlight of 2014 was that givings were able to fully cover the salary of a 75% priest. Meeting this challenge in 2014, with the end of the Diocesan subsidy of \$15,000 at the end of 2013, was a great achievement of the congregation.
2. **IN THE BLACK:** The second significant highlight of the 2014 Financial Statements is that St. Michael's Parish is in the black, for the 8<sup>th</sup> year in a row, while at the same time being able to again increase the contingency reserve (to \$25,000).
3. **GIVINGS>RENTS:** The third equally significant highlight of 2014 was that for the third consecutive year givings exceed rental income. In the Diocesan 'Sail' model, this is one of the key Diocesan measures of financial health in a parish (along with givings > than 50% of income).

These three important measures of parish financial health have been incorporated into the 2021 Strat Plan budget presented at this Vestry.

In addition to financial oversight, two additional activities demanded great amounts of time from the Trustee's:

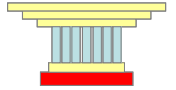
**2021 STRAT PLAN:** The mandate of the Finance Committee was expanded in 2012 to include Strategic Planning. The completion of the 3-year project is covered under the Special Vestry minutes of 26 October: the 2015-2021 mandate followed. To say that we exceeded expectations is probably an understatement. That was possible because of the great dedication demonstrated by the 11 members over the 3 years of the project. Congratulations is also due to the congregation as well, for their participation via questionnaires, and who faithfully participated in Education sessions.

**125<sup>TH</sup> ANNIVERSARY:** As Bishop Melissa said while blessing our 7-achievement 125<sup>th</sup> Anniversary plaque, we were very ambitious in undertaking so much in 2014. The '2021 Strat Plan: Vision 2021' could easily have been enough, but we aggressively undertook 6 other objectives as well. We were busy right up to the end of the year, with Commemorative services in the Philippines on the 25<sup>th</sup> & 28<sup>th</sup> of December. There were several articles in TOPIC over the course of the year which highlighted our achievements. For the record, the 7 achievements were (as listed on the plaque): St. Michael's Day visit by Bishop Melissa, Completion of the 2012 Sanctuary Restoration, Updating the Cadman Narthex Gallery, Establishing Sister Church Relationships (2), Renewing the BIBAK Strategic Partnership, Concluding the 2021 Strategic Plan, and having an ODNW Team Nomination (in slightly modified form!) celebrated on 2 November 2014. The Official 125<sup>th</sup> Anniversary Day Celebration on 28 September with Bishop Melissa was a great success.

**2015:** After such a frenetic 2014, the Finance & Strategic Planning Committee is covenanting to a much more moderate level of activity in 2015!

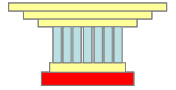
Respectfully Submitted on behalf of the Finance Committee  
Greg Tatchell, Chair





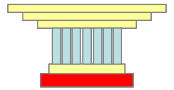
	<u>Jan - Dec 14</u>
<b>Income</b>	
4010 • Envelope - PAD	34,210.00
4020 • Envelopes - Collection	22,937.01
4030 • Open	6,001.91
4040 • Special donations	<u>6,605.67</u>
Total 4000 • Givings	69,754.59
4100 • Interest & misc revenue	<u>3,500.90</u>
<b>Total Income</b>	73,255.49
<b>Expense</b>	
Total 5000 • Salaries	68,679.84
5060 • Employee benefits	49.12
5100 • Assessments	13,476.00
5160 • Instrument R&M	260.00
5200 • Repairs and Maintenance - Bldg	6,568.53
Total 5300 • Utilities	<u>4,962.27</u>
5350 • Property taxes	5,519.92
5400 • Insurance	11,753.00
5500 • Office expenses	2,580.84
5510 • Janitorial supplies	1,911.60
5520 • Church supplies	3,975.67
5525 • Educational supplies	181.50
5530 • Unrecoverable Sales Tax	512.67
5550 • Telephone	1,306.46
5560 • Bank charges & interest	280.75
5570 • Contingency	5,881.15
5575 • Strategic Plan	1,249.20
5580 • Meal ministry	2,500.00
5586 • In-kind	<u>425.62</u>
<b>Total Expense</b>	<u>132,074.14</u>
<b>Net Ordinary Income</b>	-58,818.65
<b>Other Income</b>	
5600 • Recovery bldg exp (1/2 assmt)	<u>61,817.50</u>
<b>Net Income</b>	<u><u>2,998.85</u></u>

Initially reviewed by the Finance Committee on 22 Jan 2015 (Moses, Wilmer & Greg in attendance).



2014 YE Income Statement & Some Formatting Changes: Now ready for Church Committee			2014	2015
I. Givings & Miscellaneous Income			FINAL	Budget
1.1	Open donations		6,002	4,000
1.2	Parish donations		63,753	70,128
I.	Total Givings		69,755	74,128
II. Expenses				
			75%	80%
GIVINGS	i	Diocesan Assessments	13,476	14,522
	1	Clergy - Incumbent - Diocese	-	-
		Total Clergy Salaries		
	2	Total Other Salaries		
	1 & 2	TOTAL ALL SALARIES	68,729	74,874
RENTS	3.4	Total Utilities	4,962	5,395
	4	Property tax	5,519	5,795
	5	Insurance	11,753	13,010
	7.1	Rep & Maint - Monthly	6,569	3,000
	7.2	Rep & Maint - Contractors		500
	7.3	Organ & Sound Systems	260	500
	8.1	Office and misc	2,581	2,500
	8.2	Office supplies - Stewardship		300
	8.3	Office supplies - Sanctuary		300
	9	Telephone	1,306	1,372
	10	Janitor supplies	1,912	1,912
	11.1	Church supplies - General	3,976	3,000
	11.2	Church Ed - Youth	182	600
	11.3	Church Ed - Adult		300
	12	Unrecoverable GST	513	564
	13	Bank Charges & Interest	281	300
	14	Meal Ministry	2,500	3,000
	15	2021-Strat Plng/Leadership Dev.	1,249	1,500
	15	EAM	(*329)	1,000
	16	Contingency	5,881	3,000
	17	In Kind	426	
II.	Total Expenses		132,074	137,244
III.1	Church & Hall Rental Income (50%)		61,818	64,908
.2	Interest Income (100%)		3,501	3,592
IV.	Surplus / (Deficit) = (I + III) - II		2,999	1,793

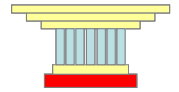
Introducing the Church Income Statement  
In the Format of the  
2021 Strat Plan 7-year Budget – 2015-2021



## 2021 Strat Plan 7-year Budget - 2015-2021

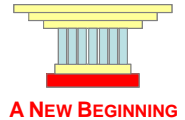
Updated with Correct Priest-in-Charge Salary 10-Feb-2015		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
				FINAL	Budget							
I. Givings & Miscelaneous Income												
1.1	Open donations	4,267	6,013	6,002	4,000	4,000	4,500	4,600	4,600	4,600	4,600	
1.2	Parish donations	54,074	56,449	63,753	70,128	75,738	81,797	89,977	94,476	99,200	104,160	
I.	Total Givings	58,341	62,462	69,755	74,128	79,738	86,297	94,577	99,076	103,800	108,760	
II. Expenses												
GIVING	i	Diocesan Assessments	75% 12,348	75% 13,116	75% 13,476	80% 14,522	85% 14,459	92% 15,648	100% 16,951	100% 17,813	100% 18,873	100% 19,876
	1	Total Clergy Salaries										
	2	Total Other Salaries										
	1 & 2	TOTAL ALL SALARIES	47,698	52,444	68,729	72,997	77,873	84,293	91,578	93,921	96,336	97,853
RENTS	3.4	Total Utilities	4,908	6,601	4,962	5,395	5,868	6,384	6,949	7,566	8,242	8,981
	4	Property tax	5,500	5,015	5,519	5,795	6,085	6,389	6,709	7,044	7,396	7,766
	5	Insurance	7,923	10,882	11,753	13,010	13,661	14,344	15,061	15,814	16,604	17,435
	7.1	Rep & Maint - Monthly	7,310	4,406	6,569	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	7.2	Rep & Maint - Contractors				500	500	500	500	500	500	500
	7.3	Organ & Sound Systems	380		260	500	500	500	500	500	500	500
	8.1	Office and misc	3,090	2,168	2,581	2,500	1,500	1,500	1,500	1,500	1,500	1,500
	8.2	Office supplies - Stewardship				300	300	300	300	300	300	300
	8.3	Office supplies - Sanctuary				300	300	300	300	300	300	300
	9	Telephone	664	1,213	1,306	1,372	1,440	1,512	1,588	1,667	1,751	1,838
	10	Janitor supplies	1,373	1,321	1,912	1,912	1,912	1,912	1,912	1,912	1,912	1,912
	11.1	Church supplies - General	4,223	3,040	3,976	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	11.2	Church Ed - Youth	429		182	600	600	600	600	600	600	600
	11.3	Church Ed - Adult				300	300	300	300	300	300	300
	12	Unrecoverable GST	2,406	684	513	564	620	682	751	826	908	999
	13	Bank Charges & Interest	303	285	281	300	300	300	300	300	300	300
	14	Meal Ministry	3,840	2,300	2,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000
15	2021-Strat Plng/Leadership Dev.	1,545	590	1,249	1,500	1,500	1,000	1,000	1,000	1,000	1,000	
15	EAM		(*685)	(*329)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
16	Contingency	7,864	9,172	5,881	3,000	2,000	1,000	-	-	-	-	
17	In Kind		3,095	426								
II.	Total Expenses	111,803	116,331	132,074	135,367	139,718	147,465	156,798	161,863	167,323	171,959	
III.1 Church & Hall Rental Income (50%)		54,695	54,726	61,818	61,818	61,818	61,818	61,818	61,818	61,818	61,818	
.2 Interest Income (100%)		-	-	3,501	3,592	3,592	3,592	3,592	3,592	3,592	3,592	
IV. Surplus / (Deficit) = (I + III) - II		1,233	857	2,999	579	1,838	650	(404)	(970)	(1,705)	(1,382)	





	<u>31 Dec 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000 - Royal Bank (Church)	42,476.44
1000 - Royal Bank (Day Care)	8,109.21
1020 - Capital Project Account - Royal	<u>16,009.30</u>
<b>Total Chequing/Savings</b>	66,594.95
<b>Other Current Assets</b>	
1210 - Sales Tax Recovery	4,094.74
1300 - Prepaid insurance	13,209.00
<b>Total 1350 - GICs</b>	177,558.38
Roof Repair	<u>34,773.69</u>
<b>Total Other Current Assets</b>	<u>230,604.16</u>
<b>TOTAL ASSETS</b>	<u><u>297,199.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Liabilities</b>	
2000 - Accounts Payable	450.00
2140 - Primates Relief Fund	25.10
<b>Total 2150 - Due to Diocese</b>	11,826.66
2210 - Unearned revenue	25,141.13
2520 - MBSM reserve	0.00
2520 - ACW reserve	1,513.16
2225 - Accrued contingency expense	<u>25,000.00</u>
<b>Total Other Current Liabilities</b>	63,956.05
<b>Equity</b>	
3900 - Retained Earnings	241,124.15
Net Income	<u>-7,881.09</u>
<b>Total Equity</b>	<u>233,243.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>297,199.11</u></u>

**NOTE: Line 2150 –** A 14 January 2015 letter from the Diocesan auditors had a different amount. This Balance Sheet is ratified with the caveat that the two numbers (with a difference of approximately \$400) be rationalized. Greg Tatchell & the new Controller tasked with this responsibility.



	<b>Jan - Dec 14</b>
<b>Income</b>	
4000 · Parent Fees - Direct	102,500.84
4100 · Prov. Child Care Subsidy	67,918.55
4200 · CCOF Supplemental Funding	59,110.00
4300 · Vanc. City Grant	15,648.00
4500 · Other Funding	1,336.70
<b>Total Income</b>	<b>246,514.09</b>
<b>Expense</b>	
5000 · Wages and Salaries	190,993.14
5010 · Benefits	11,247.22
5020 · Training	625.00
5100 · Rent	13,750.00
5120 · Fuel	4,600.00
5130 · Utilities	3,255.00
5140 · Janitorial	2,601.08
5150 · Maintenance	10,287.96
5160 · Insurance	1,150.00
5200 · Food Costs	6,255.89
5210 · Supplies/Toys/Equip/& Misc	9,394.33
5310 · Professional Fees	1,350.00
5320 · Telephone	1,659.60
5340 · Bank Service Charges	224.81
<b>Total Expense</b>	<b>257,394.03</b>
<b>Net Income</b>	<b>-10,879.94</b>

**As Ratified at 4-Feb-15 Day Care Board Board**

END OF 2015 VESTRY PACKAGE