

The Parish
of
St. Michael and All Angels
Royal Oak
(Anglican Diocese of British Columbia)

2023
ANNUAL REPORT
Called to live with and for Christ

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Wardens: Brian Goddard
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1 Annual Vestry Meeting Agenda - February 18th, 2024

I. Call to Order

Opening Prayer

Our Father in Heaven, source of true life, love, and wisdom, by the working of the Holy Spirit, be present in our hearts and minds as we gather in this Annual Meeting, so that we may work rightly for the renewal of our parish in your service.

Teach us in all things to seek first what honours your loving kindness.

Guide us to perceive your gracious will, and grant us both the courage to pursue it and the grace to accomplish it; through your Son, our Saviour, Christ Jesus. **Amen.**

II. Welcome and Regrets

III. Approval of Minutes of 2023 Annual General Meeting

IV. 2023 Reports

V. 2024 Plan & Budget

VI. Elections

VII. Other Business

VIII. Closing

Closing Prayer

Our Father in Heaven, we thank you for all you have helped us to accomplish today.

In this new year of our parish community, strengthen our faithfulness, enliven our hope, and turn us fully to your ways of living and loving.

Grant us all things necessary for our common life. Center it on you; and by the working of the Holy Spirit, fashion our lives according to the example of your Son, Jesus, so that we give generously, gratefully, and joyfully of ourselves to you, to each other, and to those among whom we live; through Christ Jesus, our Lord. **Amen.**

Blessing:

And now may the grace of God, which passes all understanding, keep our hearts and minds in the knowledge of God our Creator, our Redeemer, and our Sanctifier, this day and forever more.

Amen.

2 Minutes of Annual General Meeting - February 26th, 2023

**MINUTES OF THE
ANNUAL VESTRY MEETING
ST. MICHAEL AND ALL ANGELS' CHURCH
26 FEBRUARY 2023**

I. Call to Order

The Chair, Rev. Paul Schumacher, called the meeting to order at 12:09 and opened with a prayer.

II. Welcome and Regrets

Regrets for absence were noted for Deb Ayotte, Don MacSween, Lonnie Palmer, Valda Kitching, Norm and Peggy McEvoy, Marion Edgar, Sally Tuckey, John Beckett and Lanny Hubbard.

Thirty (30) people attended the meeting at the Parish Hall. Quorum was declared.

Melissa Hogg was appointed as secretary of this vestry (AGM).

III. Agenda

The Chair called for any additions to the agenda under "Other Business".

Motion to approve the agenda: Nancy Whysker, seconded by Gerry Norie. Carried.

IV. Minutes

The Chair called for amendments to the AGM minutes of 27 February 2022.

Motion to approve the minutes: Stan Willow, seconded by Joan Brooks. Carried.

V. 2022 Reports

Paul thanked all the members, chairs and coordinators who served on our various committees and groups, and also expressed gratitude to Angela and Brian for providing Technical Services. The AGM package was distributed to the members on February 12, and opportunities to ask questions and give feedback about the reports, budget and plans had been provided on February 12 and 19. Parish Council approved the recommendation of the AGM package unanimously on February 8. Questions addressing the reports to the AGM will be noted and forwarded to Parish Council. Elizabeth Griffin asked what is being done to "green" the church, and discussion was held on representing the Education Committee in the report.

Motion to approve the 2022 Reports as presented: Geoff Huggill, seconded by Stan. Carried.

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VI. 2022 Financial Reports

Dick Tuckey presented the financial report and budget in Lanny's absence.

Balance Sheet: Total Cash and Investments have increased over last year. Endowed funds for the cemetery of \$63,000 are not included in the accounts but will be added when Lanny returns.

Income and Expenses Statement: the negative to positive balance of -\$29,374 in 2021 to \$24,374 in 2022 is not indicative of St. Michael's activities but is rather a way of claiming funds for charitable donations as funds are coming through the accounts. There is actually a positive cash flow of about \$1800.

Motion to approve the 2022 financial report as presented: Dick Tuckey, seconded by Pegg Lovig. Carried.

VII. 2023 Proposed Budget

Dick Tuckey presented the budget in Lanny's absence. The budget as established is realistic. Donations are anticipated to be about \$35,000 higher this year. The budget for Clergy Leadership and Leadership Support have increased, reflecting the new full-time clergy plus moving costs. The Capital special projects budget has increased based on repairs already taking place. Directed donations is a best estimate.

Investments should produce more income this year as terms come up. Helen noted that capital projects were not included in the budget last year, and that Lanny had restructured the financial statements to align with financial practices and recommendations from the diocese. The expected deficit is attributable to engaging the new priest.

Motion to approve the 2023 budget as presented: Dick Tuckey, seconded by Helen Love. Carried.

VIII. Elections

Bishop's Warden:

Brian Goddard was initially appointed as Bishop's Warden by Bishop Anna under Canon 6.8b. After Rev. John was formally installed as Rector, Brian's appointment was modified to that of Rector's Warden.

Treasurer: Lanny Hubbard was appointed as Treasurer under Canon 6.10.03

People's Warden: hearing no other nominations from the floor, Helen Love was appointed as the People's Warden.

Lay Delegates and Alternatives to Synod: Helen Love and Brian Goddard were appointed as Lay Delegates. Alternative Delegates will be Stan Willow and Margaret Eagle.

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Parish Council: The nominations were Peter Goddard (3rd Year Renewed), Margaret Eagle (2nd Year Renewed), Chris Bullen (2nd Year), Marnie Sandborn (2nd Year), Gerry Norie (2nd year Renewed), Lanny Hubbard (2nd Year), Wendy London (1st Year), Stan Willow (1st Year), Nancy Whysker (1st Year), Jo-Lynn Forbes (1st Year), Sue Jones (1st Year), and Lenore English (1st Year). Motion to accept the slate for Parish Council as presented: Stan Willow, seconded by Angela Goddard. Carried.

It was questioned by Stan and noted by Paul that the new incumbent will decide whether the parish council terms will be limited to two three-year terms.

IX. 2023 Capital Budget Plan

Discussion occurred on the proposed budget of \$19,500 for Capital Projects and the time-line for Property Maintenance Projects. Volunteers will be appreciated for painting the office.

Motion to approve the 2023 Capital & Special Projects Budget as presented: Brian Goddard, seconded by Terry Willow. Carried.

X. Other Business.

There was no other business.

XI. Votes of thanks

Thanks were recorded from the Chair to our Wardens, recording secretary, members of council, chairs, coordinators and members of groups and committees, including the selection committee for this incoming Parish Council. Paul thanked everyone in attendance for helping the parish to move forward. Elizabeth gave thanks to God for sending the most well-equipped organist, David Palmer, and David thanked everyone at the parish for their very warm welcome.

XII. Motion to Adjourn:

Angela. 1:01 p.m. Closing Prayer and Blessing.

3 2023 Reports:

3.1 Rector's Report

"How good and pleasant it is when God's people live together in unity." (Psalm 133:1, NIV)

Cat and I feel very blessed to be a part of the community of the Anglican Church of St. Michael and All Angels, Royal Oak! Thank you for your warm welcome at the beginning of May.

In my first eight months as Rector, you richly blessed me with your thoughts about our Parish's long journey through the COVID Pandemic and then a year of interim pastorship – with four interim priests-in-charge! Almost all parishes experience some flagging of their ministries during an interregnum. Add in the Pandemic (which closed many church doors), and I heartily commend all of you who – in partnership with your interim priests – kept alive the ministries of St. Michael's.

When a parish's interregnum includes substantial internal conflict, a new rector can expect to spend much of his first year not just making connections with current parishioners but also helping parishioners to reconnect with one another. Congregational studies show that it is almost always harder to woo back a disgruntled parishioner than to welcome in a neighbour as a new parishioner. I am very happy that you and I have reconnected with a few parishioners who had left and are happy to be again part of our Sunday worship, and that we have also welcomed in several new parishioners.

Our first months together have thus been a time of both connecting and reconnecting, both building and rebuilding. I have been delighted with our parishioners' continuing leadership of maintaining and improving our buildings and grounds, keeping up our historic cemetery, overseeing our finances, providing Christian education, and preparing for, leading, and recording our worship services.

Likewise, I have rejoiced to support new leadership of our Pastoral Care ministries and of our coffee hour and social events. These areas of ministry are essential for maintaining and strengthening the bonds among us who are fellow members of the Body of Christ (the Church).

Thank you to all who organize and host our coffee hours after the 8:30 am Service (at Timmy's) and the 10:30 am Service (in our Parish Hall). These times of hospitality are crucial to our welcoming those who come through our doors on Sunday mornings. I encourage each of you to come regularly to our coffee hours, find someone you don't know well, and say, "Good Morning. How are you doing?"

Of course, the past eight months have also been about celebration! Every Sunday is a "little Easter", a celebration of the Resurrection in which Christ Jesus makes his presence known through all who participate in our services. It has been a pleasure to have David as my colleague, to plan with him how music can support our worship more strongly, to observe his building up

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our wonderful parish choir, and to hear David play.

On October 1st we observed the 140th Anniversary of St. Michael's Church. We thanked God for His gifts both to those who persevered before us and to us who are growing now in trust, hope and love through the Holy Spirit. We celebrated our fellowship in our part of the Body here during the anniversary luncheon and programme, that Sunday afternoon – and again in our Vintage Fashion Show and tea two days later.

Celebrating our 140th Anniversary took a great deal of our time, effort, and energy – especially as it came soon after our annual Fall Sale and the Truth and Reconciliation Sunday, and just days before our afternoon Blessing of the Animals and annual observance of Thanksgiving Sunday. I give thanks again to all who joined in making each of these Fall events a great success.

During those weeks Melissa left our office for a new secretarial position at her children's school. I was amazed at how hard it was to find someone who was willing and able to fill Melissa's role! I am grateful to Paula Skippon for volunteering in our parish office, and to Helen Love for joining me in interviewing so many candidates, over many more weeks than any of us expected. We are blessed indeed to have found Sara to serve as our Parish Secretary.

I have been observing the many gifts God has given us, so that together we may serve God by caring for one another and for the members of our wider community around us. In this era of great distrust of institutions (some well-deserved), I am eager to work with you on inviting those who are reticent to visit a church. I long for them to join in our worship and parish events, so that they can experience our warm welcome, and, in a Christ-centred community - find the hope, fellowship, and peace that the World cannot give.

I am extremely thankful to the members of our Parish Council, and to all who belong to our committees and teams who work so hard in the ministry that we share by virtue of Holy Baptism. I am tremendously grateful to our Wardens (Brian Goddard and Helen Love) and to our Parish Treasurer (Lanny Hubbard), on whom I rely continually for support and counsel.

God has already adopted us into the household of Jesus, who promised that the powers of death will never conquer the Church founded on faith in him as the Christ, the Son of God. I am proud and happy to be your Rector, and I am excited to see where the Holy Spirit leads us on this journey of growing in knowing, loving, and serving God.

John Perris, Rector

3.2 Wardens' Report

The year 2023 commenced with a general feeling of optimism mingled with excitement and anticipation, a feeling that seems to have rooted and flourished as each of the many different events (described in this Report) took centre stage in turn. To be sure, at the start a strong band of "experienced volunteers" (in all sub-departments, from worship to music to cooking to selling

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to fundraising to building and to re-building ...) was already established, both ready and willing to carry forward the aspects of that special community which is St. Michael's and to embrace cheerfully the changes which the year would inevitably bring. There have of course been losses too, that we all recall with sadness, but in all departments where they had already volunteered, even pioneered, their legacy of numerous tried and tested traditions helped us significantly as we went forward.

The year started with a Lay-led Christmas Carol service, before Rev. Paul Schumacher joined us as our interim leader from Epiphany to Easter, providing steady support as we anxiously awaited John and Cat's arrival in early May. Then just before Paul bowed out, he unfortunately succumbed to Covid, so John was needed to take up the reins a week earlier than planned. From then on, the year became even more busy than usual, with our planned celebration of the church's 140th anniversary (fixed for October 1st) began to demand events that were additional to our regular ones. Busy - yes, but definitely more exciting!

In the event John's arrival was as smooth a transition as we could have hoped for. Over the past months he has settled in well, and now we could not imagine our community without him and Cat. It has been a pleasure welcoming them not only into our parish, but also to Canada. John has come with new ideas and energy but has also been open and respectful of our traditions. His close collaboration with the Altar guild and choir have rejuvenated those ministries. We can't mention the choir without also expressing our deep gratitude to David Palmer, whose talent and vision have brought music in kaleidoscopic forms to our services and celebrations.

Our prime focus on rebuilding was to re-establish our Pastoral Care team, not only to care for parishioners in need but also to connect with those we have not seen since before Covid. Under Nancy Paxton's able leadership and John's caring ministry, this has been a resounding success. We have an active prayer circle, a "driver volunteer" team and a greetings card ministry (thank you Valda!), and we are actively contacting and supporting parishioners who are home-bound.

During November we held our first pledge drive, asking parishioners to think about the "treasure" that they could pledge, and also their time and talent. We were overwhelmed with the positive responses; those have helped us not only to plan our budget for 2024 realistically but have also provided opportunities to welcome new ideas and new ministries.

In September a few from St. Michael's attended the "Invite, Welcome & Connect" training (<https://www.invitewelcomeconnect.com/>) offered by the diocese. This year there will be opportunities to explore those ideas further, with an initial focus on "Invite" as we look for new and possibly novel ways to open our doors to our community and invite them into our space, events and worship. Your ideas and contributions are critical to this ministry, and as we welcome them we look forward to constructive conversations in the coming year.

Submitted by Brian Goddard and Helen Love

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The Warden's direct areas of responsibility cover the management of the Facilities (Buildings & Grounds), Communications, Technical Services and Mission & Outreach. These reports are therefore included within this section.

3.2.1 Buildings & Grounds

The Buildings and Grounds committee has been working to maintain the three buildings, the cemetery and the surrounding property of the Parish of St. Michael and All Angels.

The list of 2023 projects included:

1. Cleaning-up of all outdoor areas, picking up branches and windfall debris from our trees.
2. Trimming hedges and trees around the property as needed.
3. Repairing the blocked septic line out from the church.
4. Installing piping to redirect Hall down-spout water away from the perimeter drains to help prevent basement floods.
5. Replacing some of the incandescent bulbs in the Church light fixtures with LEDs.
6. Replacing the Church Hot Water tank.
7. Replacing the Rectory Hot Water Tank.
8. Building an access path down to the Outdoor Worship area from the upper level.
9. Replacing the "Anglican Church Welcome" sign at the driveway entrance.
10. Repairing the Hall's kitchen sink faucet.
11. Installing and re-sloping roof gutters on the Hall to help prevent basement floods.
12. Re-sloping the roof gutters on the Rectory to help prevent basement floods.
13. Repairing both church furnaces.
14. Acquiring and installing a tree for the church interior during Advent and Christmas.
15. Painting lines in the parking lot.

We will continue to repair and upgrade our 140-year-old church and property as required, with a continuing awareness of our financial situation. We always have a running list for potential future projects. Some of those include the Outdoor Worship area, exterior paint on the church, repairs to the asphalt drive around the church and parking lot, ... the list goes on.

I would again like to recognize our tenants Steve and Tamara for being always able and willing to help with repairs and maintenance.

Thank you to the hard-working committee members: Peter Goddard, Lanny Hubbard, Gordon and Lenore English.

Submitted by Brian Goddard

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3.2.2 Communications

In 2023 we introduced a weekly “Good News on Thursday” newsletter. It has transitioned from a manually crafted document to a sleek e-mail newsletter that follows the diocesan model generated from our website. Anybody can manage their subscription to the newsletter from the website (<https://www.stmikevictoria.ca/subscribers>). In addition to a principal article (most often authored by Rev. John), the newsletter includes reminders of upcoming events, weekly highlights, a link to the recorded services and other useful information. If you would like to contribute to the newsletter please contact Helen Love.

We also continue to send out an “e-blast” email on Sunday afternoon with the link to the recorded service and highlights from the “notices” section. If you are not receiving either of these newsletters, please contact Sara in the office.

This year a Messenger newsletter was published in April for Spring, and a special “Heritage” issue in September to coincide with the 140th anniversary celebration. We purposely left a small ‘breathing space’ by not publishing an Advent Messenger (a feature of recent years), but produced instead a Christmas/Epiphany edition in January 2024.

As we start the new year the communications team is expanding towards its goal of improving communications both to parishioners and to the community at large. This will be valuable for getting the word out about upcoming events such as a talk on *Birds of the Spring and Summer in Victoria*, arranged by the Education Committee on March 1st, and the *Community Garage Sale* on June 8th.

We will be putting a special emphasis on the use of our website, social media (e.g. Facebook, Instagram) and local no/low cost newspapers and on-line publications. If you are interested in participating in this activity, please contact Helen or the new communications email (communications@stmikevictoria.ca).

Submitted by Helen Love

3.2.3 Mission & Outreach

St. Michael’s continues to support local charities through cash and material donations. Financial donations have been well supported through donations and fundraising activities. The special appeals on behalf of the Parish Church have assisted in helping our fiscal reality directly. The total Outreach disbursed in 2023 was \$16,422.

Our contributions to the St John’s Food Bank have seen a reduction in foodstuffs but an increase in cash donations. This seems to have balanced the scales well. The food bank is highly appreciative of our support of their focus on supporting the inner-city working poor. There is a continuing and growing demand from our local charities for support, but we continue to maintain a focus on the selected charities that we have supported over the last five years. Your

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ongoing support of those is much appreciated.

For the details of our [Outreach Income & Disbursements](#) , please see the financial reports.

Submitted by Stan Willow

3.2.4 Technical Services

Over the past year Angela Goddard has continued to record diligently our Sunday 10:30 am service, and only missed three Sundays over the entire year. Her gradual improvements to the technology and processes have streamlined this task significantly, so that on a Sunday the recording is usually published within a couple of hours of the service. Angela is looking actively for assistance with this ministry, either to assist her on Sundays or to learn the system in order to be able to relieve her from this weekly task. If you are interested in learning more, please contact Angela directly.

In 2024 there is a budget request for \$500 to improve the quality of the sound in the recordings which we ask you to support.

As shown in the following table, we continue to have consistent viewership for our weekly recorded services with a total views for the year of 3,254 and an average of 60 views per service.

Date	Special Services	You-tube	Vimeo	Total
2023-01-01		40	15	55
2023-01-08		38	21	59
2023-01-15		51	19	70
2023-01-22		20	26	46
2023-01-29		23	26	49
2023-02-05		16	14	30
2023-02-12		66	22	88
2023-02-19		19	28	47
2023-02-22	Ash Wednesday	40	20	60
2023-02-26		19	17	36
2023-03-05		17	15	32
2023-03-12		30	12	42
2023-03-19		17	24	41
2023-03-26		43	15	58
2023-04-02		50	12	62
2023-04-06	Maundy Thurs	30	18	48
2023-04-07	Good Friday	21	19	40
2023-04-09	Easter Sunday	34	20	54
2023-04-16		23	16	39
2023-04-23		110	17	127
2023-04-30	John's First	43	20	63
2023-05-07		58	25	83

Date	Special Services	You-tube	Vimeo	Total
2023-06-14	John Induction	36	34	70
2023-06-18		18	11	29
2023-06-25		25	17	42
2023-07-09		23	33	56
2023-07-16		39	25	64
2023-07-30		21	26	47
2023-08-06		19	13	32
2023-08-20		40	15	55
2023-08-27		47	13	60
2023-09-03		20	20	40
2023-09-10		33	12	45
2023-09-17		23	23	46
2023-09-24	Orange Shirt	32	372	404
2023-10-01	140Anniversary	31	31	62
2023-10-08	Thanksgiving	26	29	55
2023-10-15		14	21	35
2023-10-22		29	19	48
2023-10-29		31	26	57
2023-11-05	All Souls	34	20	54
2023-11-12	Remembrance	60	-	60
2023-11-19		23	22	45
2023-11-26		28	9	37

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Date	Special Services	You-tube	Vimeo	Total
2023-05-14		30	18	48
2023-05-21		49	20	69
2023-05-28		48	9	57
2023-06-04		37	16	53
2023-06-11		28	20	48

Date	Special Services	You-tube	Vimeo	Total
2023-12-03		30	37	67
2023-12-10		24	33	57
2023-12-17	Advent Carol	24	30	54
2023-12-24	Christmas Eve	43	32	75
2023-12-31	Christmas Carol	30	24	54

Totals	1,803	1,451	3,254
Average	33	27	60

Submitted by Angela Goddard and Helen Love

3.3 Worship & Spirituality

3.3.1 Altar Guild

When we began 2023, we were still receiving excellent leadership from interim clergy. Having had four interim clergy, we became pretty adept at adjusting to different styles. The Search Committee's diligence located a new full-time rector, John Perris, who came to us all the way from New York city last May. John is very supportive of the duties of the Altar Guild and has given us some fresh ideas, some of which we are still implementing.

The membership of the Altar Guild consists of nine parishioners who set up the altar every week. We are always happy to receive more members; you will discover what a rewarding duty it is. In addition, we are entirely dependent on donations of flowers by parishioners, and hope that we fill our flower chart with names for 2024. Many thanks to those who have already signed up.

A main focus for the present is writing a new Altar Guild manual. We are grateful to Sue Jones and Sara Baker for all their help in completing it; it will very soon be ready for publication.

Financial information concerning the Altar Guild is included in the financial reports in [Section 3](#) of this report.

Submitted by Nancy Whysker

3.3.2 Christian Conversations

Our parish's Christian spirituality conversations have continued for an hour each Wednesday morning, as we share thoughts on a variety of writings. Our numbers have ranged a bit but generally there are about a dozen folk present. Often John is the sole male, but we have had up to four others joining us at times and bringing their individual perspectives. We are offered a cup of coffee each week and would like to thank Nancy Whysker for her caring and consistency in preparing the coffee pot, and in organizing a cleanup afterward.

We spent some weeks looking at Margaret Guenther's *Toward Holy Ground, Spiritual Directions for the Second Half of Life*. We also ordered through the parish this season's *Living Compass*

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offering, *Living Well Through Advent 2023*. Between books we look at the readings for the coming Sunday, so there is always something to "chew on" and digest. As to the latter, it does help us, when hearing the readings on Sunday, to be able to "dive a bit deeper", so to speak.

We welcomed John into our circle when he arrived in the Spring, and I think he would agree that this time is a highlight of our midweek that we share in a variety of ways. No one needs fear preferring simply to listen, but most folk have things to contribute to our discussions (which can become quite animated!) We are indeed fortunate to have John in our midst as he offers an educational component which few - if any - of us can match.

We will welcome each of you, should you think of coming to the group, -and we will be the richer for your presence. Do please consider it.

Submitted by Sally Tuckey

3.3.3 Music Programmes

Following the guidelines of the parish, the music at St. Michael's in 2023 emphasized congregational participation. Since the arrival of our new Rector, Rev. John Perris, in May, more of the elements of the service have been sung or chanted. These include the psalm refrain, Gospel responses, the dialogue of the Eucharistic prayers, and the Fraction Anthems. As for hymns, the Music Director, in consultation with the Rector, chooses them according to the readings, chiefly using the Biblical Index at the back of *Common Praise*. At the same time, every attempt is made to respond to requests and observations from the congregation.

The re-formed choir rehearsed regularly on Thursday afternoons, including summer months, offering anthems on an average of two each month, and learning hymns and other service music. Members were especially pleased to work on more complex music for festive occasions. A highlight was the 140th Anniversary Service on October 1 during which they presented Anton Bruckner's motet "Locus Iste", augmented by 10 guest singers. Another was Evensong at the Dominion Astrophysical Observatory on August 20, when we sang Elizabeth Griffin's light-hearted version of Psalm 19, subtitled "Dome Ditty". The Advent and Christmas season generated several favourite anthems.

We are deeply appreciative of new music folders given by an anonymous donor. We are also grateful to Dick and Sally Tuckey for hosting us in their home on December 12 for an evening of fun, food and Christmas music.

On behalf of the parish, I offer a sincere thank-you to members of the choir for their hard work and commitment to raising joyful voices each Sunday. Our fellowship includes Barbara Forsyth, Elizabeth Griffin, Valda Kitching, Don MacSween, Norm McEvoy, Lonnie Palmer, Cheryl Pardue, Nancy Paxton, Grant Smalley and Dick and Sally Tuckey.

Submitted by David Palmer, Music Director

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3.3.4 Observatory Evensong

Observatory Evensong was able to resume this year, when a congregation of about 30 (including a full choir) assembled in the dome of the 72-inch Plaskett telescope at 6:30 pm on Sunday August 20 for a special service of Evensong, formally hosted by Elizabeth Griffin. For many of those present it was a novel and quite awesome experience to be inside the dome and beneath the big telescope, especially as the shutters were opening. After the service, several people accepted Elizabeth's invitation to see round the smaller (48-inch) telescope.

Submitted by Elizabeth Griffin

3.3.5 Pastoral Care

Our Pastoral Care Team is comprised of Nancy Paxton, Sally Tuckey, Sue Jones, Valda Kitching, Nancy Whysker, Marion Edgar, and Deb Ayotte. We were Commissioned by our Rector at the 10:30 service on September 10, 2023.

Our Rector John has requested that we accompany and assist him in the spiritual care of our parishioners, who for various reasons are home bound and are unable to join our Sunday service of Holy Communion. In carrying out home communion we represent the parish of St. Michael's, and share in the consecrated Body and Blood of the Risen Lord.

Several of our parishioners have requested rides to our Sunday Services. We were able to accommodate them because we now have a small group of dedicated drivers, but we will continue to ask our parishioners for their help in assisting others who cannot drive themselves to our Sunday worship and coffee fellowship after the service. If you would like to be part of this ministry, please tell John or me.

The Pastoral Care Team has committed to praying daily for our parishioners whose needs have been made known to our team. Their names will appear in an email, after I have had a weekly communication with John. This email will be treated with the highest confidentiality and will contain first names only. All names will be known to John through members of our Pastoral Care team or through speaking directly to our Rector. Our Team is open to new people, and if you want to be a part of this important ministry, please tell John. The only other stipulation will be that you must take the Safe Church Course. The information about the course will be provided to you by Stan Willow.

Since John's arrival, our Pastoral Group has been very busy. We needed to reorganize what Pastoral Care meant to all of us, and tailor it to fit the needs of our parish. I must add that, through John's leadership, we hit the floor running. We have reorganized our phone calling, our daily prayers for people in need, and visiting our shut-in parishioners. Valda has been very active in mailing cards for all occasions, including sickness, birthdays, anniversaries, and many other occasions. In our parish we are fortunate to have our service videotaped and aired by Angela Goddard. I believe that this broadcast reaches our shut-in parishioners and reminds them that they are still a part of our Christian Community.

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As we go forward in this our ministry of Pastoral Care, we have represented St. Michael's by joining John in an Internment Service in the Memorial Garden. We have accompanied John in his own ministry of sharing in private Holy Communion in various homes. In pairs, members of the Committee have visited parishioners to see how they are doing, to offer our support and prayers, and to request a visit from John to impart this information to him.

Each of our members is an integral part of Pastoral Care. Their dedication to this ministry is vital to St. Michael's. It has been a privilege to serve as Team Leader, and I look forward to seeing our Team expand into other areas of our Christian Community in 2024.

Submitted by Nancy Paxton.

3.3.6 Special Services

There was one wedding, one baptism and ten memorial services and/or interments in the Parish in 2023.

- April 11th Kathleen Mary Boughey
- April 14th Tom Eagle
- April 23rd Lily Shields
- May 14th Dorothy Pernitsky
- June 9th Marie MacQueen
- August 18th Richard Patrick Macbride
- August 18th Alexander Sandor Dobos
- August 25th Eileen Dundee
- October 15th Ruth Brown
- November 28th Mary Baggott

There was one Memorial Reception hosted at St. Michael's in 2023 on April 11th. This reception was catered by an external group and facilitated by the People's Warden, Helen Love.

The special services resulted in additional donations to the church of \$4,800.

Submitted by Helen Love

3.3.7 Sunday School

About 10 children presently attend, though the majority not regularly. The age span (3 to teenage) is challenging, but the leader (Marnie Sandborn) works conscientiously to keep all the age groups engaged and involved. Each Sunday's tasks centre round one of the day's readings and may include elements from Godly Play. Other facilities for the younger children are being discussed, and efforts are going ahead to establish a Youth Group. Several of the youths are involved intermittently in reading at the Sunday morning service. This year's Christmas Pageant, organized for the Sunday School but set up as a walk-in for anyone else, and without rehearsal, took place on Sunday December 24. It was again quite lovely to behold. The Parish is greatly indebted to all who assist with running the various programmes and events that constitute the Sunday School.

3.4 Social & Fundraising

3.4.1 Celebrations & Special Social Events

The past year reflected an active and welcoming social life within the St. Michael's community. It began with the ever-popular Shrove Tuesday Pancake Supper in the Hall, and was a very successful evening thanks to the team of volunteers, parishioners and friends who participated. Donations met the cost of the magician and raffle prizes.

In April parishioners provided a variety of soups and bread before the service on Maundy Thursday.

On July 29th the Hall was once again full for our inaugural Summer Tea. 43 people attended, and a very large team of volunteers helped to ensure the success of this new event. People donated their time, talent, and groceries. The sandwiches, salads and desserts were delicious. Phyllis Fatt donated and arranged beautiful summer flowers for each table. David Palmer entertained us with summer music, there was a poetry reading, and an in-depth explanation by John Perris on the history of labyrinths. Afterwards, people had an opportunity to walk the labyrinth with him in our outdoor worship space.

In mid-September the Parish came together for the "Welcome Back Fellowship" after the main service. Cake, coffee and tea were provided.

October 1st saw grand celebrations for the 140th Anniversary of St. Michael's. The main service was enhanced by the Bruckner motet, *Locus Iste*, with several strong singers from other parishes joining the singing. After a group photo, some 60 parishioners and guests were treated to a luncheon buffet of sandwiches, pickles, salads and a Dutch Bakery cake. Salads were kindly provided by members of the parish. Phyllis Fatt and Brian Goddard donated flowers for this event; David Palmer played the piano, and Linda Dryden, Peter Goddard and Elizabeth Griffin organized historical trivia quizzes.

On December 17th our "Holiday Fellowship" rounded off a successful year of social functions at St. Michael's; eggnog, sherry, Christmas baking, juice, tea and coffee were appreciated by all.

The costs of these social activities were either donated or were reimbursed to donors of items. The church budget paid for the 140th luncheon other than the salads.

I would like to thank all the parishioners who regularly donated their time and groceries to ensure that our social functions are welcomed and supported. In addition, a special acknowledgement goes to Gerry Norie, Don McSween, Brian Goddard, Helen Love, Stan Willow, Jo-Lynn Forbes, Margaret Eagle, Deb Ayotte, Eva McBride and Nancy Paxton for their continual assistance with our social functions.

Submitted by Terry Willow

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3.4.2 Craft Card Sharks

Card Sharks, the card group (leader Terry Willow), meet on the 2nd and 4th Monday of each month in the Hall. Techniques for creating cards are taught by professionals.

3.4.3 Education

The Purpose of the Committee is to provide opportunities for church members of all ages, and the community at large, to learn and grow in knowledge and understanding of the Christian faith in the context of contemporary issues. The Committee organizes courses and studies for the Parish and beyond, and acts as the parent body for the Sunday School, the Library, and several other activities. All involved emphasize the value to the individual of the Fellowship that they enjoy.

On June 30 the Committee organized a popular course in which Dr. Patricia Gunton (retired GP) gave a very lucid presentation on two life-saving measures: CPR and AED. The church has since purchased two AED devices. In early October, and in support of the church's 140th celebrations, we were entertained by a truly delightful Fashion Show featuring dresses and uniforms that were in vogue 140 years ago. Our next course will be on 2024 March 1 by Ann Nightingale, an expert on Birds; other courses are being planned for later in the year.

Membership: The Parish is very grateful to all the teachers, organizers and helpers involved in the Committee's activities, and to Committee members Marion Edgar, Elizabeth Griffin (Recorder), Jim Kempling, Valda Kitching, Susan Hoffmann, Betty Ann Martin and Linda Dryden (Chair). However, more members are always welcome.

The Education Committee supports many areas of parish social and educational activities including the [Sunday School](#), [Walking Group](#), [Mobility Classes](#), [Card Sharks](#) and [Stitching Ladies](#). Please refer to these activity reports submitted by the Education Committee in this section.

Submitted by Linda Dryden & Elizabeth Griffin

3.4.4 Fundraising

St. Michael's has had a successful fundraising year, bringing in a total of \$20,471. In addition to the specific events listed below, we raised \$722.40 from deposits on recycled bottles. Those funds are donated to the St. Matthias Project Upgrade Endowment Award, a scheme run by Camosun College to provide bursaries for students who have overcome obstacles to their education and are currently in financial need. (St. Michael's is the only institution that pays into the scheme, so drink diligently and keep those empty bottles coming!)

We remind you of two other easy (and costless) ways for parishioners to contribute to St. Michael's: (1) You can use our church's Co-op code (9300) whenever you shop at the Co-op, whether for groceries or for gasoline. The dividend accumulates into a shareholders' cheque at the end of the year; in 2023 we received \$210. (2) If you shop at Country Grocer, save your

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receipts and drop them off in the basket in the Narthex. Country Grocer gives us 1% of the total in gift cards, and that also adds up quickly. We use the cards to support parish events and sale concessions and can be offered to parishioners in need.

In 2024 we may see some changes to our fundraising activities as our Sales lead Lenore has had to step back for a little owing to personal commitments. We will be trying a new approach with the May Spring Sale, drawing on the experience of the many volunteers over the years. A new event, the “Community Garage Sale” will be hosted in the parking lot in **June** and will be an opportunity to welcome the community into our facilities in a new way. A key ingredient to the successes of our fundraising events has always been the contributions and ideas from the parish community, and in 2024 that will be even more true.

March Shredding Event

This fundraising event was held in March and coordinated by Lenore English. It brought together a small group of parishioners and saw steady traffic from the community throughout. However, owing to the cost of renting the shredding truck and driver, only a modest profit of \$360 was achieved. We decided to not continue this event in 2024, as the company providing the shredding truck had significantly increased its rates and we do not believe we would be able to cover the higher cost.

May Plant Sale

In 2023 the Spring Plant Sale was held on May 6th, one week prior to Mother’s Day (as requested by the organizers). The event was a firm financial success, raising \$6,143 through the sale of plants (thank you hugely for the tomato plants, Phyllis Fatt and the hanging baskets from Peter Goddard!) plus an expansive selection of household and outdoor items. The Concession Stand served the usual hot drinks and delicious “Egg McMichael’s” – always a popular breakfast.

September Fall and November Christmas Sale

The Fall Sale was held on September 16th and the Christmas Sale on November 18th. Both events were successful in bringing our parishioners together, in welcoming the community to our church, and in raising funds for important outreach and operational needs. The sales realized \$6,758 and \$4,278, respectively.

During the summer we planned how to turn the downstairs room in the Hall into a permanent “Books & More” shop, to be open for set hours each week. The proposal, from Lenore English, was given approval by the Parish Council, who also addressed any insurance concerns. Lenore discussed this proposal with parishioners, and several volunteered to help. Unfortunately, health matters intervened, so this project is on hold for the present.

Purdy’s Chocolates

The Purdy’s Fundraising Campaign of 2023 was a great success. 53 orders were placed by St.

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Michael's parishioners, their family members and friends. Chocolate orders totaled \$4,885.52, resulting in an income for the Parish of \$1,222.40 (significantly up from 2022). Several parishioners also assisted in collating and grouping the orders for picking up in Hall. Thanks especially for Terry Willow's leadership and to Nancy Paxton, Sue Jones, Helen Love, Marcus Love and Stan Willow.

3.4.5 Men's Fellowship (Brotherhood of Anglican Churchmen (BAC))

The BAC did not hold any meetings in 2023, but interest has recently been expressed in restarting a "Men's Fellowship" opportunities. Please contact Peter Goddard or Stan Willow if you are interested in participating. Although formal meetings have not occurred, the men of St. Michael's have continued to support all the fundraising, liturgical and social events in the parish.

Submitted by Stan Willow and Peter Goddard

3.4.6 Mobility Classes

The Mobility Exercise Class, started seven years ago, currently has eight enthusiastic participants who enjoy a free, non-strenuous programme set to music. This one-hour class is attended by both men and women and is held every Thursday in the Hall from 10:30 to 11:30 a.m.

The 2022 schedule began in February, owing to inclement weather (snowstorms) in January, but was otherwise uninterrupted; attendance numbers varied between five and eight, with the summer months proving the most popular. The exercises provide physical and spiritual benefits to both body and mind; they also enhance camaraderie and help to generate a positive outlook on everyday life. Our motto: If you don't use it, you lose it!

For more information or to register, please contact Valda Kitching.

Submitted by Linda Dryden and Elizabeth Griffin, on behalf of Valda Kitching

3.4.7 Stitching Ladies

The Stitching Ladies (led by Diana Caleb) get together to stitch, knit and quilt on the 1st and 3rd Tuesdays from 1:00–3:00 pm in Diana's house. Attendance varied from two to 12. 13 pillows have been embroidered for the hard church seats, and 5 more are in preparation.

3.4.8 Walking Group

The Walking Group (led by Ricky Love) continued strongly, whatever the weather. We average three or five people per week, and we endeavour to ensure that everyone is comfortable with any walk we do. Walks commence at 10 am (9:30 in summer), last about 1 hour, and cover about 4 km.

3.4.9 Women's Fellowship (Women's Guild)

2023 was a momentous year for the Guild. We found ourselves leaderless when Lenore English

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retired after many years of sterling service as Guild Chair and Coordinator of Fundraising and other events. Lenore is much commended for her efforts on our behalf and we thank her from the bottom of our hearts.

As a temporary measure, Chris Bullen was appointed chair of the Guild until such time as John arrived a few months later. During this hiatus, much discussion took place as to the direction we would like to take, and eventually it was decided that we should continue our efforts in full support of church activities and of the needs of all the women in the parish and community, which we see as our key role. In the process we decided that The Women's Fellowship was a more accurate descriptor of our activities.

Meetings take place at noon on the second Tuesday of each month, preceded by a bag lunch. Treats, coffee and fruit are provided. The new chair of the Women's Fellowship is Phyllis Fatt, with Jo-Lynn Forbes as secretary.

All women are invited to join us and enjoy a time of happy fellowship and mutual support. Anyone who decides to attend our meetings can be sure of a warm welcome and an enjoyable couple of hours.

Submitted by Chris Bullen

3.5 Cemetery

The Diocese has appointed a manager (Mark Oldnall) to lead a process to get all cemeteries up to date with the requirements of the British Columbia legislation and regulations, Canons of the Diocese, and best practices. We have established a Cemetery Committee (including the Rector, Wardens, Lanny Hubbard, Peter Goddard, Jim Bullen, and Margaret Eagle (the latter recently to replace Lenore English). Our Funeral and Interment Policy is being amended to correct some terminology, and we are awaiting further advice from Mr. Oldnall on the next steps to take.

The Cemetery maps have been digitized and checked against reality in order improve the accuracy of the records. Photographs of all headstones and markers have been linked to the database records of interments.

Cemetery Accounts, reported within the Parish financial statements, are the responsibility of the Cemetery Committee. The accounts have been reorganized to identify and track clearly which funds must be held for perpetual care and which ones may be used for regular maintenance.

Gone But Not Forgotten is our new publication that describes the historical nature of our cemetery and includes information about persons interred there. This publication is available on request; its content will increase continuously as new information becomes available.

Parishioners are encouraged to submit information about their loved ones, and to offer relevant details that they may like to see included.

Submitted by Lanny Hubbard

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4 Financial Reports

4.1 Parish Statistics

	2019	2020	2021	2022	2023
Average Sunday attendance*	90	118	98	99	115
Average Weekly attendance**	134	144	112	114	127
Baptisms	5	0	1	1	0
Confirmations	0	0	0	0	0
Weddings	4	2	0	0	2
Funerals & Memorial Services	14	9	3	5	8
Households on Parish List	145	145	131	138	113
Christmas Services	185	259	154	224	239
Easter Services	175	266	158	153	283

*Average Sunday Attendance is total Sunday attendance (all services in-person and virtual) divided by the number of Sundays.

**Average Weekly Attendance is total year attendance (all services in-person and virtual including baptisms and funerals) divided by number of weeks.

4.2 Envelope Secretary

During 2023 83 sets of envelopes were issued to members of St. Michaels and All Angels. 76 sets were used actively compared to 74 the previous

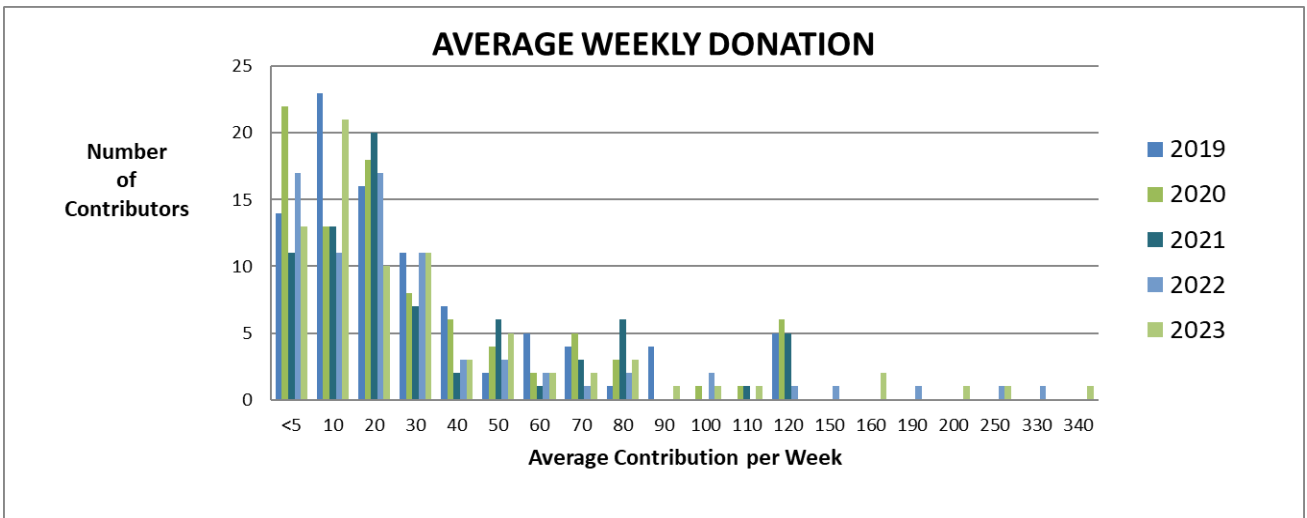
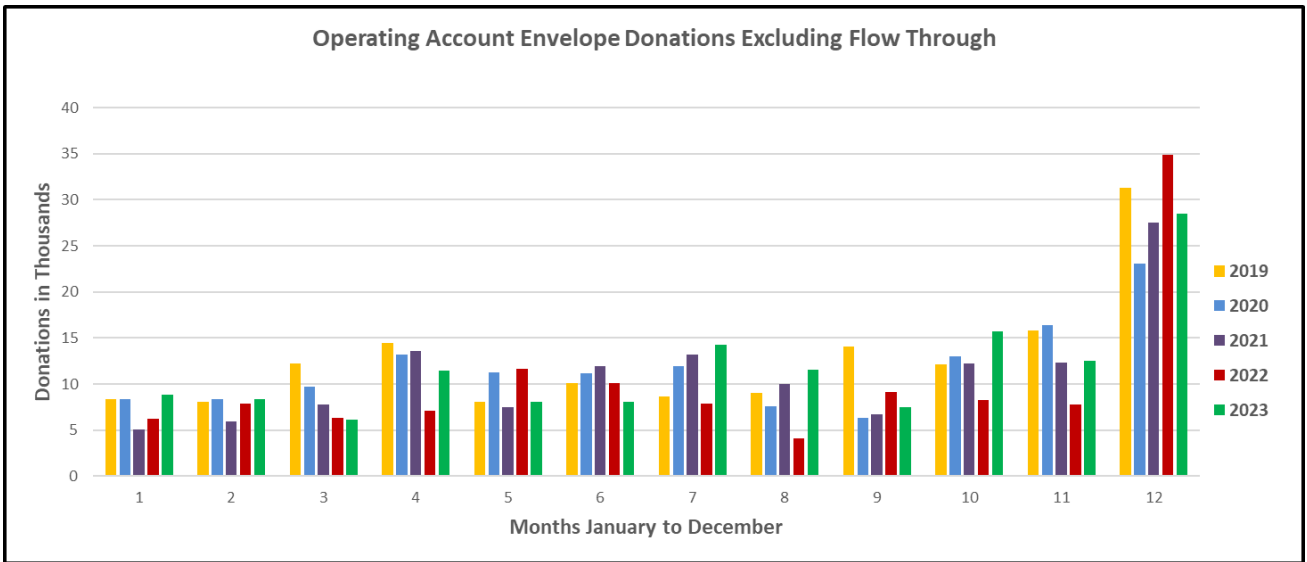
Donation Distribution	2023 Total	%
Envelopes	\$ 125,148	77%
Planned Giving	\$21,182	13%
Pre-Authorized Remittance	\$ 11,349	7%
Open & Donations	\$ 4,752	3%

year. We had 21 visitors for whom income tax receipts were provided. The table and charts below include special offerings for Easter, Thanksgiving, and Christmas.

Parishioners also contributed generously to other purposes. Including \$12,894 for Mission and Outreach and \$9,620 to special projects identified in the financial reports.

Envelope and PAR Donations (\$Thousands)													
Year/Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	8.9	10.3	8.5	15.3	8.5	8.8	12.7	8.9	10.7	13.1	12.8	34.1	152.6
2019	8.4	8.1	12.2	14.5	8.1	10.1	8.7	9.0	14.1	12.1	15.8	31.3	152.4
2020	8.4	8.4	9.7	13.2	11.3	11.2	11.9	7.6	6.3	13	16.4	23.1	140.5
2021	5.1	5.9	7.8	13.6	7.5	11.9	13.2	10.0	6.7	12.2	12.3	27.5	133.7
2022	6.2	7.9	6.3	7.1	11.7	10.1	7.9	4.1	9.1	8.3	7.8	34.9	121.4
2023	8.8	8.4	6.1	11.5	8.1	8.1	14.3	11.6	7.5	15.7	12.5	28.5	141.1

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4.2.1 2024 Pledge Report

In the Fall of 2023, our parish carried out a Stewardship Pledge Drive as required by the Diocesan Canons. This was the first of its kind at St. Michael's in the memory of our parishioners.

Pledge cards were completed and returned by 33 households which represents approximately 1/3 of the households on our Parish membership list. In addition to pledges of direct participation in our parish ministries ("Time and Talent"), these households pledged approximately \$110,000 to support our 2024 ministries. As the only person to see the financial data, Diana Caleb, our Envelope Secretary, compiled and reported the total of the financial pledges to Parish Council.

Submitted by Lanny Hubbard, Treasurer

4.3 Treasurer's Report

This year has seen a return to almost normal operations. We were blessed with the arrival, in May, of John Perris as our new Rector along with his wife, Cat. Our wonderful Organist and Choir Director, David Palmer completed his first full year with us, and we had excellent secretarial support in our office for 10 months, first from Melissa Hogg and then from Sara Baker.

Reorganization of the financial accounts has continued this year along with a reduction in the number of actual bank accounts. This process should be completed in 2024 when some investments mature at TD Canada Trust and the funds can then be consolidated into the main accounts at the Bank of Montreal.

The overall financial results for the year were good. Our deficit for the year was \$359 compared to a budgeted deficit of \$15,530. Our Balance Sheet shows an increase of \$ 4,897 including an increase in value of the funds we have invested with the Diocese in the Consolidated Revenue Fund to \$64,450. The value of the unrealized gain in the CRF investment is \$14,450 while the original investment was \$50,000. The return on investment of these funds is forecast to continue at 4.25% for the coming year.

Giving by Parishioners as recorded through the envelope system (which includes e-transfers and PAR) was \$136,497 an increase of \$16,912. However, Special offerings for Easter, Thanksgiving, and Christmas decreased by \$5,725. Planned Giving was \$21,182 an increase of \$15,416. Fundraising was very successful at \$20,471 an increase of \$2,605. Overall income from all sources was \$243,805.

On the expenses side of the ledger, spending was \$244,164 an increase of \$61,024 compared to the previous year. This was primarily due to having near full staffing for the year and was anticipated in the budget.

Outreach disbursements for the year were \$16,422 a decrease of \$1,310.

There were a few surprise expenses during the year including repairing the sewer from the church (\$1,875), replacing the Hot Water Tanks in both the Rectory and Church (\$2,685), and repairing / replacing gutters on the Rectory and Hall (\$1,670).

Work on the Outdoor Worship Area continued with construction of a path to improve access. Expenditures for the year were \$1,545 and were almost entirely offset by a donation of \$1,500. The other significant non-budgeted expense was the purchase of two defibrillators (\$3,073) which again was more than offset by donations of \$3,520.

The Budget for 2024 is presented later in this document. It anticipates a deficit of \$9,100 which includes \$6,000 for purchase of a new (refurbished) photocopier for the office. As always, special donations for such capital expenditures will be very much appreciated.

Thank you, Diana Caleb and Peter Goddard, for the counting, recording and depositing of weekly offerings.

Submitted by Lanny Hubbard, Treasurer

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4.4 2023 Financial Report

4.4.1 Summary Balance Sheet (Statement of Cash & Investments)

The Balance Sheet shows the amount of money the Parish holds in Cash and Investments on a specific date. The Balance Sheet below compares the accounts on December 31st, 2023, against the same day in 2022. Restricted Investments include endowments whose principle must be retained, but the interest can be used if needed and other amounts given for a specific purpose. Cash and Non-Restricted Investments may be used as needed to support general Parish operations and projects. A detailed report of all investment accounts is included in [Appendix A Section 7](#)

Balance Sheet	Dec 31, 2023		Dec 31, 2022	
General Account				
General Parish Operations	41,903		46,035	
Fundraising	30,927			
Undispersed Outreach Funds	500			
Directed Donations & Projects	1,500			
Altar Guild			600	
Sunday School			1,387	
Choir			319	
BAC			12,166	
Women's Guild			19,220	
Transforming Futures			7,735	
Total General Account	\$ 74,830		\$ 87,462	
Investment Accounts	Cash	Invested	Cash	Invested
Cemetery and Church Property Income			2,367	20,162
Cemetery and Church Property Operating			79,121	0
Cemetery Perpetual Care Accounts	735	40,478		
Cemetery Operating Accounts	9,491	55,000		
Savings & Capital Reserve - Restricted				
General	0	27,691	25,357	
H. McLellan Youth Programs	895	10,000	9,508	0
Outdoor Worship Area	7,735	0		
Savings & Capital Reserve - Not Restricted	20,398	74,545	6,872	76,736
St. Thomas Trust Mission & Outreach	19,143	52,380	18,855	52,000
Organ And Music Programs	4,424	10,095	4,097	10,000
Mission & Outreach Account	0	0	2,900	0
Freeman Repairs & Maintenance Reserve	641	12,076	4,531	8,000
Total Investment Accounts	\$ 63,464	\$ 282,266	\$ 161,343	\$ 166,898
Total	\$ 138,294	\$ 282,266	\$ 248,805	\$ 166,898
Total Cash and Investments	\$ 420,560		\$415,703	

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4.4.2 Summary Income & Expenses Statement

The Income Statement shows the income and expenses for the year and is shown here with the 2021 information for comparison. This report is helpful for understanding our sources of income and where we are spending Parish funds.

That information is provided below in a summary format; and a more detailed breakdown is in [Appendix A - Section 7](#).

Income / Expense Statement Summary	2023	2022	Variance
Income			
Offerings	162,431	128,941	33,490
Other Income from Operations	32,577	29,938	2,639
Fundraising Income	20,471	17,866	2,605
Directed Donations	9,620	11,694	(2,074)
Outreach Donations Received	12,874	13,732	(858)
Investment Income & Dividends	3,232	4,342	(1,110)
Cemetery Plot Sales	2,600	0	2,600
Total Income	\$243,805	206,513	\$37,921
Expenses			
Property Maintenance	30,356	28,651	1,705
Clergy Leadership	106,602	61,931	44,671
Leadership Support	44,197	34,201	9,996
Partnerships	31,727	29,876	1,851
Outreach Disbursements	16,422	17,732	(1,310)
Fundraising Expenses	931	879	51
Other Expenses	0	2,710	(2,710)
Capital and Special Project Expenses	13,928	7,160	6,769
Total Expenses	\$ 244,164	183,140	61,024
Surplus / Deficit	(359)	23,373	(23,733)

I have reviewed the financial summary for The Parish of St. Michael and All Angels Royal Oak year ended December 31, 2023, as presented to the Parish Council meeting on February 6, 2024, including the December 31, 2023 Summary Balance Sheet (Statement of Cash and Investments), and Summary Income and Expenses Statement for the year ended December 31, 2023.

I believe these statements present fairly the Cash and Investments, and Operating Income and Expenses for St. Michael and All Angels Church Royal Oak for year ended December 31, 2023.

Richard Tuckey
February 6, 2024

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4.4.3 Outreach Income & Disbursements

The following table details outreach donations received, and disbursements made on behalf of St. Michael's. In some cases, the donations received are passed directly through to the intended organizations; in other cases, general donations and campaign donations are disbursed according to the priorities identified by the Parish. For example, Christmas Help Campaign funds, received directly from parishioners and through fundraising, provided support for several outreach priorities including the Dioceses of the Arctic and Yukon.

	Received	Disbursed
Christmas Help Campaign – Parishioners	8,145	
PWRDF Donations ^{Note 1}	9,196	10,399
Project Upgrade (Bottle Drive)	722	722
Threshold Housing	500	1,000
Sorrento Centre	500	500
St. John Food Bank	210	1,000
Diocese of the Arctic		4,200
Diocese of the Yukon		2,000
Local Shelters		1,000
Rainbow Kitchen		1,000
Compassionate Warehouse		500
Victoria Women's Transition Society		500
Total ^{Note 2}	19,273	22,821

- **Note 1.** Includes \$6,399.12 to PWRDF via a parishioner's sale of shares (processed and receipted by Diocese).
- **Note 2.** Disbursed amount included \$2,900 carried forward from 2022 plus \$650 from General Operations funds.

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5 2024 Proposed Budget

The proposed budget income for 2024 is \$260,950, and proposed expenses of \$270,850. These figures include all sources of income and all anticipated expenses. This represents a projected deficit of \$10,000 which could be met by drawing on funds held in the Cemetery Operating Account (\$3,100) and other Non-Restricted Savings Reserves (\$6,900).

The narrative budget describes the sources of income and the purpose of major categories of expenses. It is a summary reflecting our beliefs and what we are striving to do in 2024 at St. Michael and All Angels.

Income Comments

Donations: The largest part of our income (67%) comes from Parishioner Giving, Planned Giving, Open Offerings and Special Collections	176,100
Other Income Sources: Other operating sources include Rectory Rental, donations toward hall use, and donations for weddings and funerals.	33,450
Fundraising: We anticipate income from Fundraising Activities to be	20,000
Outreach Donations: We expect donations for outreach to be at least	15,000
Investment Income & Dividends: Income from investments is estimated to be	7,900
Directed Donations: Income from donations for flowers, cemetery maintenance and other projects	6,500
Cemetery Plot Sales	2,000
Total Budget Income:	\$ 260,950

Expenses Comments

Partnerships: Our ministry goes beyond the direct needs of our parish. Support for the work of our larger family of the Diocese and the National Church through our Diocesan Assessment, \$28,098. We also include \$100 for the Rector's discretionary use if needed.	28,198
Clergy Leadership: Our clergy lead us in our worship, study and pastoral care and provide administration of the parish. This section includes salary, housing allowance, Relief clergy payments and Wedding and Funeral Payments, some of which are not income to our Rector.	120,515
Leadership Support: To support the leadership of the parish, we employ an organist, caretaker, secretary, groundskeeper, A/V support and other relief staff. We also provide supplies for worship, education, fellowship, and administration.	51,237
Property Maintenance: We need a place in which to gather for worship, study, and fellowship. Thus, we need to keep our church building, the parish hall, and the rectory in good repair. This category also includes utilities and property taxes. We are also responsible for the maintenance of our cemetery.	32,800
Outreach Disbursements: Our outreach disbursements are dependent on the generosity of our Parishioners and success of our fundraising efforts. We hope to be able to exceed this amount.	15,000
Fundraising Expenses: We have some associated expenses to enable our fundraising activities such as advertising and refuse disposal fees.	100
Capital and Special Projects: This includes major maintenance expenses, major projects, and capital expenditures.	22,200
Total Budget Expenses:	\$ 270,050

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5.1 2024 Budget Statement Summary

	2023 Budget	2023 Actual	2024 Proposed
Income			
Donations	163,432	162,431	176,100
Other Income from Operations	33,100	32,577	33,450
Fundraising	20,000	20,471	20,000
Outreach Donations	15,000	12,874	15,000
Investment Income & Dividends	5,000	3,232	7,900
Directed Donations	2,500	9,620	6,500
Cemetery Plot Sales		2,600	2,000
Total Income	239,032	\$243,805	260,950
Expenses			
Property Maintenance	31,850	30,356	32,800
Clergy Leadership	108,250	106,602	120,515
Leadership Support	46,310	44,197	51,237
Partnerships	32,652	31,727	28,198
Outreach Disbursements	15,000	16,422	15,000
Fundraising Expenses	1,000	931	100
<u>Capital & Special Project Expenses</u>	19,500	13,929	22,200
Total Expenses	254,562	244,164	270,050
Surplus / Deficit	-15,530	-359	-9,100

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5.2 2024 Capital & Special Projects Budget

5.2.1 Office and Church Equipment

A new copier (refurbished) was acquired at the end of December with payment occurring from the 2024 budget. The previous copier was giving frequent problems and parts were no longer available for it. It served well, operating 6 years which was a year beyond the original contracted service life. Additional equipment is required to enhance the quality of sound in the recordings of Sunday Services.

Office and Church Equipment	2024 Proposed
New Copier	6,100
A/V Sound Equipment	500
Subtotal	\$ 6,600

5.2.2 Outdoor Worship Area (Led by: Buildings & Grounds Team)

This project will continue improving accessibility to the Outdoor Worship. This year, a path connecting the labyrinth to path constructed last year is planned as well as a retaining wall around the labyrinth slope to prevent erosion. At least one additional bench donation is anticipated this year for seating in the cemetery. Work will continue on the *Gone but not Forgotten* booklet that provides a record of burial locations and details of those interred in our cemetery.

Outdoor Worship Area Budget	2024 Proposed
Paths and retaining wall (Transforming Futures Funds)	2,000
Subtotal	\$ 2,000

5.2.3 Property Maintenance Project (Led by: Buildings & Grounds Team)

This project will include improvements and maintenance of the church and rectory.

Property Maintenance Project Budget	2024 Proposed
Church: Paint Exterior Portions	10,000
Rectory: Paint Office	500
Subtotal	10,500

5.2.4 Historical Research Project (Led by: Parish Council)

Work will continue the project to research the history of the stained-glass windows, church, and churchyard. Information will be compiled and edited to publish booklets (or update existing publications) that can be made available to parishioners and visitors.

This project may include the organization of a historical open house tour.

5.2.5 Cemetery Maintenance

Annual hedge trimming is required. Also, the Memorial Garden requires an additional Plaque Wall as the current one is reaching capacity. Funds to be drawn from Cemetery Operating Account.

Cemetery Maintenance Budget	2024 Proposed
Hedge Pruning	1,100
Add Plaque Wall in Memorial Garden	2,000
Subtotal	\$ 3,100

Total Capital & Special Projects Budget	2024 Proposed
Total	\$ 22,200

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6 Elections

The following names have been submitted by the nominations committee chaired by Stan Willow. These parishioners have agreed to let their names stand for election to Parish Council and as Synod Delegates and Alternate Synod Delegates and to abide by the regulations as set out in the Diocese Canons.

A motion is required at the meeting to move the nomination of the slate of candidates and/or nominate other candidates.

Refer to [Appendix D for Leadership Role Descriptions](#):

Rector's Warden: Stan Willow (appointed)

People's Warden: Helen Love

Deputy Warden: Brian Goddard

Treasurer: Lanny Hubbard (appointed)

Parish Council: (Minimum 3, Maximum 12)	Lay Delegates to Synod: (2)
Margaret Eagle Peter Goddard Lanny Hubbard Brian Goddard Gerry Norie Nancy Paxton (new)	Helen Love Stan Willow
	Alternate Lay Delegates to Synod: (2)
	Brian Goddard Margaret Eagle

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7 Appendix A – 2022 Financial Statement Detail

7.1 2023 Income and Expenses Statement Detail

Income Detail	2023	2022	Variance
Income			
Offerings			
Open Offerings	2,577	1,419	1,158
Envelopes	123,862	101,224	22,637
Donations	2,175	2,172	3
Planned Giving Receipts	21,182	5,766	15,416
Special Offerings - Easter	2,205	2,730	(525)
Special Offerings - Thanksgiving	1,585	1,525	60
Special Offerings - Christmas	8,845	14,105	(5,260)
Other Income from Operations			
Rectory Rental	21,600	19,200	2,400
Hall Usage	1,400	1,000	400
Weddings, Baptisms, Funerals	4,800	5,423	(623)
Adult Education	122	0	122
Flower Donations	1,493	1,195	298
Calendar Sales & Name Tags	215	166	49
Receptions	250	1,944	(1,694)
Social Events Donations	1,251		1,251
Wage Subsidy		3,060	(3,060)
GST Rebate	1,446	1,089	357
Fundraising Income			
Shredding Event	1,227	1,000	227
Plant Sale	6,143	5,005	1,138
Fall Sale	6,758	6,355	403
Book Sale	66	2,157	(2,091)
Purdy's Chocolates	2,066	727	1,339
Christmas Sale	4,212	2,622	1,590
Directed Donations			
Rector's Discretionary	100		100
Cemetery Maintenance	2,500	2,500	0
A/V Equipment	500	2,075	(1,575)
Organ Maintenance	1,000		1,000
Defibrillator	3,520		3,520
Rector's Departure Gift		2,710	(2,710)
Projects			
Rectory Plumbing Repairs		500	(500)
Church Sewer Repairs	500		500
Transforming Futures		620	(620)
Outdoor Worship Area	1,500	150	1,350
Outreach Donations Received	12,874	13,732	(858)
Investment Income & Dividends	3,232	4,342	(1,110)
Cemetery Plot Sales	2,600		2,600
Total Income	243,805	206,514	37,291

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Expenses Detail	2023	2022	Variance
Property Maintenance			
Insurance	7,844	6,297	1,547
Property Taxes	2,043	1,829	214
Repairs & Maintenance		110	(110)
Rekeying	0	554	(554)
Church	1,502	200	1,302
Hall	653	661	(8)
Office & Rectory	646	1,235	(589)
Organ & Piano	0	144	(144)
Grounds	6,852	6,300	522
Heating Costs			
Church	2,195	3,437	(1,242)
Hall	1,356	1,731	(374)
Office & Rectory	272	327	(54)
Utilities			
Electricity	2,942	1,998	945
Internet	1,291	1,335	(44)
Telephone	1,478	1,721	(243)
Water	1,282	772	510
Property Maintenance Subtotal	30,356	28,651	1,706
Clergy Leadership			
Stipend (including housing allowance and benefits)	88,418	55,580	32,836
Relief Clergy	972	450	522
Clergy payments for Weddings, Funerals	1,700	1,250	450
Rector Recruitment	15,514	4,651	10,863
Clergy Leadership Subtotal	106,602	61,931	44,671
Leadership Support			
Adult Education & Bible Study	152	0	152
Audio-Visual Services	4,875	4,800	75
Bank Fees	13	30	(18)
Catering and Kitchen Expenses	700	819	(259)
Choir Expenses	0	248	(248)
Church School Expenses	0	0	0
Church Supplies	449	311	103
Clergy Conference	0	0	0
Custodian	6,223	5,229	994
Calendars	90	164	(74)
Flowers	1,599	1,195	404
Holy Week Packages	0	0	0
Music & Summer Musicians	354	485	(131)
Name Tags	143	0	143
Office and Miscellaneous Supplies	1,909	1,603	305

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Expenses Detail	2023	2022	Variance
Organist (including relief)	12,200	9,556	2,643
Organist (Funerals & Weddings)	450	600	(150)
Mobility Exercises Program	600	0	600
Pastoral Care	45	0	45
Photocopier	535	357	177
Secretary	12,029	8,722	3,307
Social Events	1,760	0	1,760
Website	45	70	(25)
Workers' Compensation	26	12	14
Leadership Support Subtotal	44,197	34,201	9,996
Partnerships			
Assessment	31,652	29,876	1,776
Rector's Discretionary	75	0	75
Partnerships Subtotal	31,727	29,876	1,851
Outreach Disbursements	16,422	17,732	(1,310)
Fundraising Expenses			
Shredding Truck	866	866	0
Plant Sale	65	0	65
Christmas Sale	0	13	(13)
Fundraising Expenses Subtotal	931	879	51
Other Expenses			
Rector's Departure Gift	0	2,710	(2,710)
Other Expenses Subtotal	0	2,710	(2,710)
Capital and Special Project Expenses			
AV Equipment		2,442	(2,442)
Sewer Repairs	1,876	2,841	(965)
Pruning	1,080	998	83
Replace Rectory Bathtub	2,000		2,000
Church Hot Water Tank Replacement	716		716
Rectory Hot Water Tank Replacement	1,969		1,969
Line Painting		879	(879)
Outdoor Worship Area	1,545		1,545
Rectory & Hall Gutter Replacement	1,670		1,670
Defibrillator	3,073		3,073
Capital and Special Project Expenses Subtotal	13,928	7,160	6,769
Total Expenses	244,164	183,140	61,024

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7.2 2023 Investment Statements Detail

The Investment Accounts have been restructured during 2023 to reduce the number of physical bank accounts and increase clarity in bookkeeping. There will be a further adjustment in 2024 by moving cemetery funds that are in the TD Canada Trust accounts to the Bank of Montreal where the bulk of cemetery funds are held.

7.2.1 Cemetery Accounts

This account, along with the Cemetery and Church Property Operating account, are used to manage the funds dedicated to the operations and long-term management of the cemetery. As investments mature, funds in this account will be moved to the Bank of Montreal.

TD Cemetery Perpetual Care Account	Cash	Investment
Opening Balance	2,367	39,662
Investment Income	127	35
Matured Investment	4,719	-4,719
New Investment	-7,000	7,000
Transfer to Bank of Montreal		-19,500
Closing Balance	\$	\$ 22,478
\$7,000 invested at 4.2%, Term 3 Months, Matures Feb 9th, 2024 \$15,478 Invested at 4.5% compounding, Term: 18-Months, Matures May 27th, 2024		

Bank of Montreal Cemetery Account	Cash	Investment
Perpetual Care Sub-Account		
Opening Balance	0	-19,500
Investment Income	0	0
Plot Sales (25%)	650	0
Transfer from TD Canada Trust		19,500
Transfer from Cash Balance in BoM Operating Sub-Account		18,000
Closing Balance	\$ 650	\$18,000
Amounts from the following Restricted Endowments Invested at 5.35% Matures 03-Oct- 2028 A. Rashleigh \$15,000; N. Lewis \$1,000; E. Gran \$2,000		
Operating Sub-Account		
Opening Balance	79,121	0
Investment Income	0	0
Unrestricted Maintenance Gifts	2,500	
Plot Sales (75%)	1,950	0
Total Income	4,450	
Cemetery Maintenance	-1,080	0
Transfer to Investments	-73,000	55,000
Closing Balance	\$ 9,491	\$55,000
Amounts from the following Restricted Endowments Invested at 5.35% Matures Oct. 3 rd , 2028 Historical \$20,500 and \$24,500		

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7.2.2 Savings & Capital Reserve Funds

Savings & Capital Reserve Funds contain Endowed and Non-Endowed amounts. Endowed amounts must be retained but earned interest can be used. Non-endowed amounts can be used to fund capital projects and major expenses. Refer to [Capital Budget Projects](#) for information on planned projects and expenditures for 2024. Investments are held at the Bank of Montreal, Coast Capital Credit Union, and in the Diocesan Consolidated Revenue Fund (CRF) as shown below.

Savings & Capital Reserve Restricted Funds	Cash	Investment
Bank of Montreal General Sub-Account		
Opening Balance	20,120	
Donations	0	
Transfer from Investments	0	0
Transfer to Investments	(20,120)	20,120
Closing Balance	0	20,120
\$ 20,120 invested at 5.35% Matures 03-Oct- 2028 Includes endowments from K. Tuckey \$12,120; D. Blake \$2,000; G. Rogers & I. MacDonald \$4,000; G. MacDonald \$1,000; E. Ingram \$1,000		
Bank of Montreal Youth Programs Sub-Account		
Opening Balance	9,508	0
Transfer in old Sunday School Account	1,387	
Transfer to Investments	(10,000)	10,000
Closing Balance	895	10,000
\$ 10,000 invested at 5.35% Matures 03-Oct- 2028 This consists mostly of funds from the McLellan Youth Programs Bequest.		
Bank of Montreal Outdoor Worship Area Sub-Account		
Opening Balance	7,735	0
Donations	0	0
Expenses	0	0
Closing Balance	7,735	0
Total Bank of Montreal Closing Balance		
	8,630	30,120
Coast Capital Savings Sub-Account		
Opening Balance	0	7,500
Compound Interest	0	71
Closing Balance	0	7,571
\$ 7,571 invested at 2.1% at Coast Capital Savings, Matures Jan 7th, 2025 Includes endowments from H. English \$2,500 and A. Goddard \$5,000		

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Savings & Capital Reserve Non-Restricted Funds	Cash	Investment
Bank of Montreal Account		
Opening Balance	13,123	
Income		
Investment Income	1,847	
Co-op Dividend	210	
Total Income	2,057	
Expenses		
Rectory Gutter Replacement	1,670	
Total Expenses	1,670	-
Closing Balance	13,510	
Coast Capital Savings Account		
Opening Balance	6,872	10,000
Interest Income	16	95
Closing Balance	6,888	10,095
\$ 10,095 invested at 2.1% at Coast Capital Savings, Matures Jan 7th, 2025		
Synod Consolidated Trust Fund²		
Opening Balance		59,235
Unrealized Capital Gain / Loss on CRF Investment		5,215
Closing Balance		64,450
<p>2 \$64,450 invested with Synod at 4.25%</p> <p>Original investment in Synod Consolidated Trust Fund was \$50,000 which included bequests from M. Vincent, D. English, Ewart, and Darby.</p> <p>The current value includes \$14,450 unrealized capital gain. Dividends are paid quarterly and vary depending on the performance of the underlying investments. For 2023 the return was approximately 4.25%</p>		
Total Closing Balance Savings & Capital Reserve Non-Restricted Funds	20,398	74,545

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7.2.3 St. Thomas Mission & Outreach

This account is set aside for Mission and Outreach projects. There are currently no planned projects for this investment in 2024.

Coast Capital Savings Credit Union	Cash	Investment
Opening Balance	18,855	52,000
Investment Income	288	380
Closing Balance	19,143	\$ 52,380
Investments at Coast Capital Savings \$12,000 at 2.4% Matures Oct 19, 2024		
\$40,380 at 2.1%, Matures Jan 7th, 2025. Includes \$20,000 from the E. Geise Endowment		

7.2.4 Freeman Bequest Repairs & Maintenance Reserve

This account is money set aside to support repair and maintenance projects when needed. These funds may be used to support the 2024 Buildings and Grounds project as outlined in [Capital Budget Projects](#).

Coast Capital Credit Union	Cash	Investment
Opening Balance	4,531	8,000
Investment Income	110	76
Transfer to Investment	(4,000)	4,000
Closing Balance	\$ 641	\$ 12,076
Investments at Coast Capital Savings \$ 8,076 at 2.1%, Matures Jan 7th, 2025 and \$4,000 at 4.35% Matures Apr 27 th , 2026.		

7.2.5 Organ And Music Programs Fund

This account is reserved for music related projects and expenses. There are currently no projects planned for 2024.

Coast Capital Credit Union	Cash	Investment
Opening Balance	4,097	10,000
Investment Income	8	95
Transfer from previous Choir Account	319	
Closing Balance	4,424	\$ 10,095
Investment at Coast Capital Savings \$10,095 Invested at 2.1%, Matures Jan 7th, 2025		

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8 Appendix B – 2023 Financial Budget Detail

8.1 2024 Budget Income Statement Detail

	2023 Budget	2023 Actual	2024 Proposed
Donations			
Open Offerings	1,632	2,577	2,500
Envelopes	131,600	123,862	142,600
Donations	2,200	2,175	2,000
Planned Giving Receipts	6,000	21,182	10,000
Special Offerings - Easter	4,000	2,205	4,000
Special Offerings - Thanksgiving	3,000	1,585	3,000
Special Offerings - Christmas	15,000	8,845	12,000
Other Income Operations			
Weddings, Baptisms, Funerals	5,000	4,800	5,000
Rectory Rental	21,600	21,600	21,600
Hall Usage	1,000	1,400	1,500
Adult Education, Bible Study, Lenten & Daylight Books	500	122	150
Flower Donations	1,300	1,493	2,000
Calendar Sales, Name Tags	300	215	300
Receptions	2,000	250	250
Social Events Donations	400	1,251	1,250
GST Rebate	1,000	1,446	1,400
Fundraising	20,000	20,471	20,000
Outreach Donations	15,000	12,874	15,000
Investment Income & Dividends	5,000	3,232	7,900
Sale of Plots		2,600	2,000
Directed Donations			
Rector's Discretionary		100	
Organ Maintenance		1,000	
A/V Equipment		500	
Defibrillator		3,520	
Cemetery Maintenance	2,500	2,500	2,500
Photocopier			3,000
Projects			
Church Sewer Repairs		500	
Outdoor Worship Area		1,500	1,000
Total Income	239,032	243,805	260,950

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8.2 2024 Budget Expenses Statement Detail

2024 Budget Expenses Statement Detail	2023 Budget	2023 Actual	2024 Proposed
Property Maintenance			
Insurance (30% increase)	8,100	7,844	9,400
Property Taxes	2,000	2,043	2,200
Repairs & Maintenance			
Church	500	1,502	500
Hall	500	653	600
Office & Rectory	500	646	600
Organ & Piano	500		500
Grounds	7,500	6,852	7,500
Heating Costs			
Church	3,600	2,195	2,500
Hall	1,850	1,356	1,600
Office & Rectory	500	272	300
Utilities			
Electricity	2,100	2,943	3,000
Internet	1,500	1,291	1,500
Telephone	1,800	1,478	1,600
Water	900	1,282	1,000
Property Maintenance Subtotal	31,850	30,356	32,800
Clergy Leadership			
Stipend (including housing allowance and benefits)	91,000	88,416	118,215
Supply Clergy	750	972	800
Clergy payments for Weddings, Funerals	1,500	1,700	1,500
Rector Recruitment & Moving Expenses	15,000	15,514	
Clergy Leadership Subtotal	108,250	106,602	120,215
Leadership Support			
Adult Education, Bible Study, Lenten & Daylight Books	300	152	300
Audio - Visual Services	5,200	4,875	5,100
Bank Fees	30	13	
Catering and Kitchen Expenses	900	700	700
Church School Expenses	500		500
Church Supplies	350	449	450
Clergy Conference	650		1,375
Custodian	5,500	6,223	6,200
Calendars	165	90	120
Flowers	1,300	1,599	2,000
Holy Week Packages	400		400
Music & Summer Musicians	500	354	400
Name Tags	50	143	150
Office and Miscellaneous Supplies	1,500	1,909	2,000
Organist (including relief)	13,000	12,200	14,000
Organist (Funerals & Weddings)	1,000	450	1,000

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2024 Budget Expenses Statement Detail	2023 Budget	2023 Actual	2024 Proposed
Mobility Exercises Program		600	600
Pastoral Care	250	45	250
Photocopier	400	535	600
Secretary	14,000	12,029	14,000
Social Events	200	1,760	1,012
Website	100	45	50
Workers' Compensation	15	26	30
Leadership Support Subtotal	43,680	44,197	51,237
Partnerships			
Assessment	31,652	31,652	28,098
Rector's Discretionary	1,000	75	100
Partnerships Subtotal	32,652	31,727	28,198
Outreach Disbursements	15,000	16,422	15,000
Fundraising Expenses			
Advertising			
Shredding Truck	900	866	0
Other	100	65	100
Fundraising Expenses Subtotal	1,000	931	100
Capital & Special Project Expenses			
New Photocopier			6,100
Add Plaque Wall in Memorial Garden			2,000
AV Equipment			500
Cemetery Maintenance Hedge Pruning		1,080	1,100
Replace Rectory Bathtub	2,000	2,000	
Paint Office	500		500
Church - Paint Exterior Portions	10,000		10,000
Church Sewer Repairs	2,000	1,876	
Outdoor Worship Area	5,000	1,545	2,000
Parking Lot Line Painting			
Church Hot Water Tank Replacement		716	
Rectory Hot Water Tank Replacement		1,969	
Defibrillator		3,073	
Capital & Special Project Expenses Subtotal	19,500	13,929	22,200
Total Expenses	254,562	244,164	270,050
Surplus / Deficit	(15,530)	(359)	(9,100)

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9 Appendix C - 2024 Proposed Annual Plan

9.1 Proposed Calendar Events

Date(s)	Type	Event	Leader
Tue Feb 13	Social	Shrove Tuesday Pancake Supper	Terry Willow
Wed Feb 14	Liturgical	Ash Wednesday Services	John Perris
Sat Mar 23	Liturgical	Palm Cross Folding	Nancy Whysker
Sun Mar 24	Liturgical	Palm Sunday	John Perris
Thu Mar 28	Liturgical	Maundy Thursday Evening Service	John Perris
Thu Mar 28	Social	Maundy Thursday Soup Dinner	Terry Willow
Fri Mar 29	Liturgical	Good Friday	John Perris
Sun Mar 31	Social	Easter Messenger	Helen Love
Sun Mar 31	Liturgical	Easter Sunday	John Perris
Sun Mar 31	Social	Dressing of the Graves	Marnie Sandborn
Sat May 11	Fundraising	Spring Plant Sale	Helen Love
Sun May 19	Liturgical	Pentecost Sunday	John Perris
Sun May 26	Liturgical	Trinity Sunday	John Perris
Sat June 8	Fundraising	Community Garage Sale	Helen Love
Sun Sep 8	Social	Welcome Back Sunday	Terry Willow
Sat Sep 21	Fundraising	Fall Fair	TBC
Sun Sep 22	Liturgical	Truth and Reconciliation Sunday	John Perris
Sun Sep 29	Liturgical	Feast of St. Michael and Angels	John Perris
Sun Sep 29	Social	Patronal Lunch	Terry Willow
Sat Oct 5	Liturgical	Animal Blessing Service	John Perris
Sun Oct 13	Liturgical	Thanksgiving Service	John Perris
Sun Nov 3	Liturgical	Feasts of All Saints and All Souls (Obs.)	John Perris
Sat Nov 26	Fundraising	Christmas Sale	TBC
Sun Dec 3	Social	Advent Messenger	Helen Love
Sun Dec 1	Liturgical	Advent 1	John Perris
Sun Dec 8	Liturgical	Advent 2	John Perris
Sun Dec 15	Social	Christmas Social	Wardens
Sun Dec 15	Liturgical	Advent 3 with Advent Lessons & Carols	John Perris
Sun Dec 22	Liturgical	Advent 4	John Perris
Tues Dec 24	Liturgical	Christmas Eve	John Perris
Wed Dec 25	Liturgical	Christmas Day	John Perris
Sun Dec 29	Liturgical	Christmas Lessons & Carols at 10:30	John Perris
Sun Jan 5	Liturgical	Feast of the Epiphany (Obs.)	John Perris
TBC	Liturgical	Observatory Service	Elizabeth Griffin

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9.2 2024 Proposed Recurring Activities and Events

Days		Event	Leader	New
Monday	1 st & 3 rd Monday	Card-Making	Terry Willow	No
Tuesday	1 st & 3 rd Tuesday	Craft/Sewing Club	Diana Caleb	No
Tuesday	2 nd Tuesday	Women's Fellowship Lunch	Phillis Fatt	No
Tuesday	3 rd Tuesday	Parish Council	Wardens	No
Wednesday	Weekly	Christian Conversation	John Perris	No
Wednesday	3 rd Wednesday	Computer 101 Drop-in	Lanny Hubbard	Yes
Thursday	Weekly	Mobility Classes	Valda Kitching	No
Thursday	Weekly	Choir Practice	David Palmer	No
Friday	Weekly	Walking Group	Linda Dryden	No
Saturday	TBC	Work Bee	Brian Goddard	Yes
Sunday	Weekly	BCP Eucharist Service	John Perris	No
Sunday	Weekly	8:30 St. Tim's Social	Margaret Eagle	No
Sunday	Weekly	BAS Eucharist Service	John Perris	No
Sunday	Weekly	Coffee & Fellowship	Gerry Norie	No
Sunday	TBC	Summer Evensong	John Perris	Yes
	TBC	Men's Fellowship	Stan Willow	Yes
	Once/month	Lecture Series	Linda Dryden	Yes

Christian Study Ideas

- Lent and Advent Study Group
- Meditation evening

Monthly Parish Social Ideas

- Tea & Games
- Guest Speakers
- Dance Hop
- Hot-Dog Sunday
- Musical Evening

Lecture Series Ideas

- Computer 101
- Celestial Observations
- Elderly Driving
- First Nations History & Spirituality

Social Opportunities

- Men's Social Fellowship
- Women's Social Fellowship
- Youth Social Fellowship & Field Trips
- Saturday Work-Bee Social Gathering to work on Grounds, Church, Hall projects

10 Appendix D: Leadership Role Descriptions

10.1 Ministry Position Title: **Warden**

Members:	People's Warden, elected by the parishioners Rector's Warden, appointed by the Incumbent
Term of Office:	Until their successor is elected/appointed, as appropriate. However, their term of office may not exceed 6 years.
Supervision & Support:	<i>Reports to:</i> Incumbent (Rector's Warden) Parishioners (People's Warden) <i>Staff Liaison:</i> Parish Office Secretary <i>Committee Responsible for this Ministry:</i> N/A

Population(s) served: St. Michael's parishioners and the Diocese of British Columbia

Purpose:

1. With the Incumbent, the Wardens carry out the directions of the Diocesan Synod and annual Church Vestry, as well as the implementation of the policies of the Diocese, in a position of primary leadership in the Parish. They are bound by the constitution, canons and regulations in force and that are, from time to time, amended by the Anglican Synod of the Diocese.

Duties & Responsibilities: (from Canon 6.8, Regulation 6.8.01):

- To see that the divine service is regularly and decently performed by the persons licensed by the bishop or holding the bishop's permission to officiate, and to ensure that all things requisite for divine service are provided.
- To set an example of regular attendance and hearty response on the part of the congregation, and generally to assist and support the incumbent by zeal and moral support in all matters affecting the welfare and advancement of the parish; to take care that order is preserved in the church, and to see that the parishioners are sufficiently accommodated in the church.
- To have supervision of all financial matters of the parish, and to ensure that a financial statement is drawn up each month for presentation to the parish council.
- To ensure that the incumbent's stipend is paid in full regularly each month.
- To ensure that the yearly accounts, duly examined and reviewed, are laid before the parishioners at the annual meeting; and that a copy of such accounts is sent to the diocesan finance officer, as well as the parish annual return form sent from the Synod office.
- To hand over to their successors in office any cash balance in hand after the approval of the accounts, together with the church goods and inventory.
- To ensure that all properties belonging to the parish are in repair and insured; and all premiums and taxes are paid. (See Canon 6.6 – Insurance).
- To execute contracts normally entered into on behalf of the parish, having obtained the previous consent or subsequent ratification of the parish council.
- To undertake, with the incumbent, the management and control of the church cemetery or cemeteries within the parish, subject to the terms of any trust affecting the same, and subject to the regulations on cemeteries.
- To ensure the following books or records are kept by the parochial (parish) authorities:
 - (1) Register book or books of baptisms, confirmations, banns, marriages and burials;
 - (2) A register of all services that take place in the church, with the names of the officiating ministers, and the offerings received;
 - (3) The minutes and resolutions of the vestry meetings and parish council;
 - (4) The parish accounts;
 - (5) The constitution, canons, and regulations of the Diocese, to be retained permanently in the parish, in addition to any other copies required by the incumbent and other officers;
 - (6) An inventory of all church goods and lands.

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- At the beginning of the year to assist the incumbent in preparing and promptly submitting a table of statistics on a form provided by the diocesan office.
- To provide for the care of the parish during the annual holiday of the incumbent.
- To report to the bishop the death of the incumbent, or the inability from any cause to fulfill the duties of the incumbent.
- To take care of the rectory during the vacancy of the incumbency.
- To assist the incumbent in the appointment of all lay employees.
- To assist in the completing, signing and remitting of all necessary filings under the Income Tax Act, in a timely manner, so that the parish's standing as a registered charity can be maintained.
- Ensures that the Church Office has a current, up-to-date file containing all building blueprints, property maps and related materials which record assets, structures, etc.
- Prepares an annual report for presentation to the Congregation at the Vestry Meeting.

Skills/ Knowledge Required:

- Good social and communication skills.
- Organized and dependable.
- Intimate knowledge of the issues of the Parish in relation to those of the Diocese.
- Canons of the Diocese of British Columbia.
- Some financial management and budgetary training, an asset.

Qualifications Required:

- Be known in the Parish and a regular member for at least 12 months.
- Regularly attend Church services, and be aware of the issues affecting the Parish.
- Able to work as a member of a team.

Limits of the position:

- Will comply with the Diocesan Privacy and Parish Confidentiality policies.
- Will comply with the Sexual Misconduct Policy of the Diocese of British Columbia and sign an acknowledgement form.
- Will comply with the Responsible Ministry: Screening in Faith Policy of the Diocese of British Columbia
- Attend a Diocesan Sexual Misconduct policy training session at the beginning of the ministry and every three years thereafter.
- Undergo a Criminal Record Check prior to commencing the ministry, and every five years thereafter.

Terms of work/service:

- Prepare for and attend Executive Committee meetings.
- Prepare for and attend Parish Council Meetings.
- Attend additional Committee meetings as required.
- Has authority to sign cheques on behalf of the Parish.
- Attend Church functions on a regular basis.

Training Provided:

- "On the job" training, as required.
- Sexual Misconduct training sessions

Position Risk Assessment: High

Benefits & Opportunities:

- To become an integral part of an effective Parish leadership team.
- To build a close working relationship with the Incumbent.
- To have a profound effect on the overall financial well-being of the Parish.
- To have a profound effect on the tone and direction of the Parish, in keeping with its mission statement.

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10.2 Ministry Position Title: Treasurer

Members:	N/A
Term of Office:	One year, renewable appointment by the Incumbent and Wardens, with the consent of Parish Council
Supervision & Support:	<i>Reports to:</i> Wardens <i>Staff Liaison:</i> Office Secretary and Bookkeeper <i>Support:</i> Finance Committee and Envelope Secretary <i>Committee Responsible for this Ministry:</i> Parish Council
Population(s) served:	Parishioners of St. Michael and All Angels

Purpose:

1. To plan and advise on financial matters in conjunction with the Finance Committee.
2. To administer all financial matters for St. Michael and All Angels.

Duties & Responsibilities:

From Diocesan Canon 6:10 Parish Finances - Regulation 6.10.03: Parish Treasurer:

- Ensures all monies received by the Parish are accounted for, recorded and deposited into a recognized financial institution in a safe and timely manner.
- Ensures all parish financial obligations (clergy stipend and housing, staff salaries, benefits, bills, taxes, insurance, assessment, etc.) are paid in a timely manner.
- Controls and maintains the accounting records of the financial activities of the Parish.
- Ensures the Incumbent, Wardens and Parish Council are kept aware of the Parish's financial condition and presents accurate, comparative financial statements to them monthly.
- Assists in the development of an annual budget for the Parish.
- Attends all Executive, Parish Council, regional and other meetings as required.
- Ensures that all of the Parish financial information is available for audit, review or examination, and be prepared to answer any questions relating to it.
- Passes all records to a successor in a neat and tidy condition, and in a timely manner.

Parish Specific:

- Reconciles with the Envelope Secretary monthly.
- Ensures the envelopes are stored for seven years and subsequently shredded.
- Analyzes income and expense trends and makes recommendations to the Finance Committee and Parish Council.
- Completes and submits forms for the HST/GST rebate.
- Ensures all leases (e.g., photocopier) are active and in good standing.
- Works with the Finance Committee to ensure the Parish investments are in a relatively risk-free and ethical portfolio and to make investment recommendations to Parish Council.
- Queries property tax assessments and follows through with Church Wardens as appropriate.
- Meets regularly with the Finance Committee and Wardens for feedback, monitoring, support and information pertinent to this ministry.
- Meets annually with the Vestry-appointed auditor for an independent review of the financial records of the Parish.

Skills/ Knowledge Required:

- Basic bookkeeping and accounting skills.
- Computer skills.
- Excellent Interpersonal and communication skills.
- Excellent knowledge of the Diocesan Canons, particularly as they relate to financial management of a Parish.
- Working knowledge of the Parish and its expectations.

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Qualifications Required:

- Be known in the Parish and a regular member for at least 12 months.

Limits of the position:

- Will comply with the Diocesan Privacy and St. Michael's Confidentiality policies.
- Will comply with the Sexual Misconduct Policy of the Diocese of British Columbia and sign an acknowledgement form.
- Will comply with the Responsible Ministry: Screening in Faith Policy of the Diocese of British Columbia
- Undergo a Criminal Record Check prior to commencing the ministry, and every five years thereafter.
- As set out in the Diocesan Canons regarding the Treasurer's position and management of the Parish's finances.

Terms of work/service:

- Be prepared for the time commitment to administer and maintain the Parish's finances.

Training Provided:

- "On the job" training by the previous treasurer and Incumbent, as required.

Position Risk Assessment:

- High – Financial Management and Confidentiality of Information

Benefits & Opportunities:

- Opportunity to contribute to the overall financial well-being of the Parish.

10.3 Ministry Position Title: Parish Council

Members: Parishioners of St. Michael and All Angels

Term of Office: One year.

Supervision & Support: *Reports to:* Parishioners of St Michaels and All Angels
Staff Liaison: None
Committee Responsible for this Ministry: Executive

Population(s) served: Parishioners of St. Michael and All Angels

Purpose:

- 1. Elected by the congregation, from its members, Parish Council members represent the interests of St. Michael and All Angels Parish between Annual and Special Vestry meetings. There will be a minimum of three and maximum of twelve elected members of Council. The member's primary duty is to assist and support the incumbent and the church wardens in the general business and programs of the Parish.

Duties & Responsibilities:

- Regularly attend Church services, and take part in parish gatherings afterwards
- be aware of issues affecting the Parish.
- Attend monthly Parish Council meetings to represent the interests of the Parish of a business/financial or program nature, and to make decisions on their behalf.
- Act as a liaison between Parish Committees and the Council as assigned.
- Bring concerns of the congregation to the Council for consideration.
- Assist Church Wardens in their duties, if required.
- Provide leadership in the Parish.

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Skills/ Knowledge Required:

- Good communication and listening skills.
- Intimate knowledge of the issues of the Parish and Diocese
- Diocesan Canons, and specifically Canon 6.9 (The Parish Council)

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Qualifications Required:

- Be known in the Parish and a regular member for at least 12 months.
- Regularly attend Church services, and be aware of the issues affecting the Parish.
- Able to work as a member of a team.

Limits of the position:

- Will comply with the Diocesan Privacy and St. Michael's Confidentiality policies.
- Will comply with the Sexual Misconduct Policy of the Diocese of British Columbia and sign an acknowledgement form.
- Will comply with the Responsible Ministry: Screening in Faith Policy of the Diocese of British Columbia
- Undergo a Criminal Record Check prior to commencing the ministry, and every five years thereafter.

Terms of work/service:

- Prepare for and attend monthly Parish Council Meetings, including time for the Committees with which each member liaises.
- Attend additional Committee meetings as required.
- Attend Church and Church functions regularly.
- Assist Council by assuming leadership of church activities and campaigns as available.

Position Risk Assessment:

- High – Confidentiality of Information

Benefits & Opportunities:

- To become an integral part of an effective Parish leadership team.
- To interact with and establish relationships with members of the Parish.
- To develop a strong team relationship with other members of Council.
- To serve and guide the work of God in the Parish.