

# st. catherine's church



**We have this hope, a sure and  
steadfast anchor of the soul.**

Hebrews 6:19a

2017 annual report

## Memorials - 2017

Joan Edwards

John Edwards

John Alfred "Jack" Perkins

Andrew Wilhelm-Boyles

Frank Willis

We commend into your hands, O Lord,  
Those whom we have loved.  
You gave them breath,  
And loved them through their lives.  
Receive them now in your infinite tenderness,  
And give them peace.

Give rest, O Christ, to your servants with your saints,  
where sorrow and pain are no more,  
neither sighing, but life everlasting.  
"You only are immortal, the creator and maker of all;  
and we are mortal, formed of the earth,  
and to earth shall we return.  
For so did you ordain when you created me, saying,  
You are dust, and to dust you shall return."  
All of us go down to the dust;  
yet even at the grave we make our song:  
Alleluia, alleluia, alleluia.  
Give rest, O Christ, to your servants with your saints,  
where sorrow and pain are no more,  
neither sighing, but life everlasting.

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## **Interim Priest Report**

This past year has been one of refocusing on our future with hope. God has blessed us with a sense of renewed vision. God has blessed us with a strengthening of faith and of our commitment to our journey as Christians, in particular to this parish of St Catherine's. It has been a good year. It has been a continuing time of transition in which there has been healing and growth. And it has been a year in which the hope that sustains us has been that sure and steadfast anchor.

2017 has been another year of Interim Ministry with a major development in that the canonical committee was called to their work in late June and the process for selecting a new priest has begun. The parish is ready for the next chapter in their life. It was of concern to us all that The Reverend Keith Gilbert went on medical leave December 1<sup>st</sup>. It is hoped that he will be able to return in due course. In the meantime, the Reverend Sharon Salomons was able to increase her time in order to carry on with the Interim Ministry.

### **Parish Vision**

We continued our work with the Diocesan Consultant, Maureen Simons, and redeveloped our Mission and Vision statements. She led parish council through a session in early January and came out to facilitate a Town Hall meeting on a Sunday after church in April. This work was a good process for coming together and being able to articulate our values and hopes for this parish. It also enabled us to move forward and begin the canonical process and provided useful material for the parish profile.

One of the issues that arose out of an earlier consultation session in 2016 was the need to look more closely at our buildings and property and to discern what creative opportunities could be there. The Task Force to Research Options for Property Development was created late in the autumn of 2016. The Task Force has completed their work and have prepared a report that you will find elsewhere in this annual report. This is also very useful information as it will guide us in making responsible decisions for the future of our parish.

### **Stewardship and Community Life**

One of the very positive signs of renewal in our parish in 2017 was the stewardship campaign and your outstanding response to the invitation to step up. We are grateful to the Archbishop Douglas Hambidge who led a Saturday morning session with us in September that laid the foundation for this program. Thank you to everyone who stepped up this year in support of your parish.

Other important events in our community life were the Bishop's Visit in March and our Parish Barbeque in July. Bishop Melissa presided and preached at both services, and met with Parish Council after the service. People's Warden Tony Dodd took the lead on organizing a Canada Day weekend Barbeque in celebration of Canada's 150<sup>th</sup> anniversary of confederation.

Neighbours came and joined in and we enjoyed a very festive lunch together.

In the fall of 2017, there was also the creation of a new Program Committee which will oversee events and activities planned in the parish. The committee is chaired by Heather Peacock and other committee members are Heather Luccock, Brenda Stenson and the Reverend Sharon Salomons.

I would also like to mention the newsletter as an important contribution to the community life and am grateful to Heather Luccock for her leadership in editing and producing the newsletter. Increasingly our website is an important place for communication and in October we began posting recordings of sermons on the website for those unable to attend church. Thanks to Brenda Stenson and Alison Watt for their continued work on this.

## **Buildings and Properties**

There is a more extensive report in this annual report about the issues of our buildings and grounds that I commend to you. I do want to mention my deep gratitude to John Luccock to his continued guidance in providing oversight to the maintenance issues and for the summer students. John has certainly gone above and beyond the call of duty and it is very much appreciated.

## **Worship**

Our worship this past year is, as always enriched by our great choir under the direction of our Music Director Siiri Rebane. We are so blessed to receive the other musical contributions of Joyful Voice, the Bell Choir, and the Capilano Brass Ensemble. We were also blessed to have a few guest preachers including on July 2<sup>nd</sup> - Melanie Delva, Reconciliation Animator from national church and in October, the Reverend Laurel Dykstra, from Salal and Cedar Discipleship Community. The Reverend Jeanette Stigger continues to preside at the Wednesday 10 am Contemplative Eucharist and I am grateful for her leadership there.

## **Seniors Ministry**

One of the goals that is included in our parish vision is our ministry to Seniors. As many of our own parishioners moved into the Amica facility across the street we were able to establish a positive working relationship with the staff there. A blessing of the facility was held in May and since then we have offered a monthly Eucharist service. There is currently discussion about helping to support a bible study program there in the future. A seniors eucharist was held in early December for those who are not able to attend church regularly. The Amica bus delivered residents from Amica and others came by wheelchair taxi or in rides organized by the pastoral care team.

As can be seen in this report, even though St Catherine's is in an interim period, we are a very active parish. I have tried to touch base on some of the significant activities but I know that there are things I have missed. I do want to extend on behalf of Keith and myself, our thanks to everyone who volunteers of their time and skill towards the life of this parish – from the various committee members, to those who participate in worship, to those who show hospitality in a multitude of ways, to those serving on parish council and in particular to the wardens – Susanne, Tony and Vivian. I am most grateful for the care and support that I receive continually, especially since Keith has gone on leave. I know there will be changes in the coming year, but for the time being, I am honoured to be priest among you.

*Respectfully submitted,*

Sharon+

on behalf of

The Reverend Sharon Salomons, Interim Priest-in-Charge

The Reverend Keith Gilbert, Interim Priest-in-Charge

## **Wardens Report**

We were blessed that 2017 provided greater stability at St. Catherine's. The Reverend Keith Gilbert and the Reverend Sharon Salomons have continued their phenomenal support for our parish through their time with us. In early July, Bishop Melissa initiated the Canonical Process and we are now actively searching for a permanent ¾ time Vicar.

In September to kick off our Stewardship campaign, we welcomed the Archbishop Douglas Hambidge who joined us for a Saturday and shared with us his wisdom. He encouraged us to discern our vision of how we are to carry out God's work in our community. We must recognize that "we are not passengers" and we all need to participate to bring our vision to life. We had a phenomenally successful campaign that helped us all to appreciate our greater community, our parish and each other. We also, as a group, increased our pledges substantially from last year. We have great hope and faith in the future.

We have had many other wonderful activities this year. The Welsh Mens' Choir performed at Highlands United Church in February in a joint fundraising concert. Bishop Melissa celebrated and preached in March. Many parishioners took part in a very emotional and moving Maundy Thursday service as they experienced the Stations of the Cross. In April we welcomed Mina Abernathy, House Manager, from Turning Point Recovery who spoke to us about the existing women's and the upcoming mens' programs and how much the donated baskets we put together are truly appreciated by people staying in the houses. The Milleraires Big Band performed two benefit concerts in support of those who lost so much in the fires in B.C.'s interior this summer and to raise funds for solar suitcases which provide light to women in childbirth in Nepal. Both events were very successful. We held our annual Community Thanksgiving Dinner in October and opened our doors to almost 150 people so they could share a home cooked dinner with us. We thank the Pastoral Care team for their devotion to providing regular visits to Evergreen House and many other pastoral visits as well.

We are thankful for the continuing support of Randy Williams, Parish Administrator, Siiri Rebane, Music Director, Faranak Lailaby, Bookkeeper, and Linda Morrison, Custodian.

It has been an honour and a privilege to serve the parish of St. Catherine's.

*Respectfully submitted,*  
*Susanne Stockdill, Bishop's Warden*  
*Anthony J. Dodd, People's Warden*  
*Vivian McGie, Associate Warden*

### **Music Director Report**

The Adult Choir continues to work hard and provide weekly musical leadership during Sunday morning services, which include special music selections from a variety of styles and composers. This year we welcomed Nicole Geha to our soprano section and MInyoung Yoo to our tenor section. Min is also a wonderful percussionist. We are very fortunate to have both Nicole and Min in the choir. The choir rehearses every Thursday and we have sectional rehearsals on Wednesdays. I am very thankful to all our choir members who are so faithful and generous with their time, and committed to providing leadership Sunday by Sunday.

The Handbell Choir has been meeting once a week and playing at Sunday services every few months. In December, the Handbell Choir performed at the Evergreen House. It was very well received.

The Joyful Voice, under the leadership of Alice Korfman, continues to lead the congregational singing a few times a year. Their repertoire includes mainly contemporary and multicultural hymns, but also some new arrangements of old favorites.

Again, I would like to extend my sincere thanks to all who have contributed to the music programme at St. Catherine's.

*Respectfully submitted,*  
*Siiri Rebane*

### **Parish Administrator Report**

The church office continues to operate 24 hours per week as a support hub for parish staff, council, committees, parishioners, and rental clients. Facilities rentals and client relations are ongoing administration functions. The rental client base was remarkably stable in 2017. After the demise and departure of several long-term renters in 2016, the parish has retained *all* of its new rental clients. This includes our parking lot renters, who will continue lease stalls through 2018.

I would like to extend my heartfelt thanks to Elizabeth Barratt, Janet Morris, Sandra Falck, and Elaine Van Horn for their ongoing support of the church office. Together, they are a volunteer team most *extraordinaire*.

*Respectfully submitted,*  
*Randy Williams*

### **Envelope Secretary Report**

This past year has been very fulfilling. I have so enjoyed experiencing the generosity of St. Catherine's parishioners.

In 2017 we saw total contributions to the church as a whole of \$200,052.81. We have 142 active contributors. I have included a yearly comparison for the last 4 years which show we are on an upswing as well as a contribution range report (see addendum 1). One of the contributors is open giving which makes our total active contributors 143. If you are interested in signing up for PADS please see me.

*Respectfully submitted,*  
*Heather Peacock*

### **Altar Guild Report**

The work of the altar guild continues with the dedication of the members. We are very pleased to welcome new members. The old candles in the Chapel have been replaced with new oil burning ones..

There were ; Baptisms 0  
Marriages 0  
Memorials 2

*Respectfully submitted,*  
*Molly Koning*  
President

### **Pastoral Care Team Report**

Again Pastoral visits to our shut-ins were on going. We had our end of month visits to Amica, with good turn outs with our own parishioners and visitors, all presided by our interims, Rev. Keith Gilbert and Rev. Sharon Salomons. We had a memorial service to honour one of our long time members, Frank Willis, which was well attended. A number of get well cards and Christmas greetings were sent out, thanks to Heather Luccock. I would like to thank at this time our dedicated Pastoral team: Heather Luccock, Phyllis Mittlestead, Janet Morris, Lois MacGregor, Micheal Burns and The Reverend Sharon Salomons. If you have need of some one for Pastoral Care, please see one of the team.

*Fraternally submitted,*  
*In Faith*  
*Tony Dodd*

### **Messy Church Report**

St Catherine's Church has continued to welcome children from our pre-school, their families and young members of our own church family to Church activities over the past year.

During Advent we included the successful "Advent Sheep trail" in the church building culminating in a "sheep draw" at the Christmas Eve children's service.

It is proposed that the next Messy Church event be incorporated within the Shrove Tuesday Pancake supper. Easter books will be distributed to some of the older children in St Catherine's pre-school as part of our Messy Church partnership

A faithful team of volunteers and keen knitters for the sheep ensures this project continues to be part of the St Catherine's fellowship.

*Respectfully submitted,*  
*Gaynor Stone*

### **Turning Point Recovery Society**

In 2017 St. Catherine's and Gloria Day put together approximately 30 baskets for the Women's Turning Point Recovery House. We also collected supplies, including socks, razors and playing cards, for the new men's house which sadly although completed, has not yet opened. Brenda Stenson and I continue to be grateful for the support St. Catherine's provides for this important ministry. As we heard when Mina Abernathy came to speak the women who receive baskets are overwhelmed by the generosity. To come into a recovery house, with at times nothing but the clothes on their backs, and have the basket of essentials, we often take for granted, means the world to someone who has nothing. Thank you for your generous support.

*Respectfully submitted,*  
Heather Peacock and Brenda Stenson

### **Communications Committee**

This past year (2017) the Communications Committee has continued to produce and distribute four parish newsletters. Thanks to Lois MacGregor who has joined the Committee and assists with distributing the hard copies on Sundays and the mailing. Thanks to Randy Williams who prepares the labels for mailing and sends out the newsletter electronically. We also created a Welcome Brochure for newcomers and visitors to the parish, which was used as part of the Stewardship Package.

Heather Peacock continues to be the liaison with the Parish Council. Heather, with some assistance also takes care of keeping the church foyer tidy and decorating the foyer at Christmas.

A big thank you to Susan Kimm-Jones, a founding member of the Committee, and its Chairperson. Susan moved to Gibsons on the Sunshine Coast. She worked tirelessly in facilitating communications within the Parish. As of this writing the Communications Committee does not have a formal Chairperson.

*Respectfully submitted,*  
*Heather Luccock (Newsletter Editor)*

### **Community Life (Stewardship) Committee**

## **STEP UP**

St. Catherine's parishioners saw that phrase every week for ten weeks from September 16 to November 19. There is absolutely no doubt that it was taken to heart and acted upon.

We began with a weekend workshop led by Archbishop Douglas Hambidge where he challenged us to think about "What is God Calling Us to Do in This Place?" Archbishop Hambidge assures us that we are not responsible for the success of event, but we are only called to be faithful. He further reminded us that there are no passengers on this journey – we all have a part to play and something important to contribute.

At both the 8:00 and the 10:00 Sunday Service we learned and experienced proof that this place is a vibrant, active and faithful community. We enjoyed an outward display of your blessing on the St. Catherine's Blessing Tree. We heard personal stories from friends, Susana

Valente and Chris Wensley. We learned of the important ministry to children in which are involved through our Sunday School and Preschool.

2018 marks 70 years of Ministry and presence in Edgemont Village. The Community Life committed 7 new and exciting events in 2018 which will give us an opportunity to come together. Then we offered our financial pledge to St. Catherine's Parish and shared a great lunch together.

St. Catherine's has redefined the term **Step Up!**

	<u>2018</u>	<u>2017</u>
Pledges	69	64
St. Catherine's	\$ 137,000	\$ 115,000
PWRDF	11,000	3,200
Diocesan Care & Share	3,700	2,300

This is a 19% increase in pledges to the Parish and the 26% increase in giving overall is a testament to the commitment St. Catherine's has to Mission and Outreach.

This response is amazing! It gives us all a sense that anything is possible. The common thread through most of the personal blessings that hung on that Blessing Tree was a sense of gratitude for this faith community. It is the individuals that make up any parish and the blessings are each one of you.

I extend a huge thank you to The Reverend Keith Gilbert, The Reverend Sharon Salomons, John Luccock, Heather Peacock and Pip Stigger for their commitment and hard work on this Community Life Group.

I know they all join me in extending a vote of gratitude to each and every one of you.

Thank you all for **STEPPING UP!**

Respectfully submitted,  
*Brenda Stenson*  
Chairperson

### **Program Committee**

Last fall, as a result of our successful stewardship campaign, Sharon called together a group to form a program committee. Myself, Sharon, Brenda Stenson, Bonnie Grundy and Heather Luccock make up the committee which does not plan programs per se, but keeps a calendar and supports groups who are interested in putting on activities. We have had a very yummy luncheon on Jan 21st, are looking forward to out Lenten studies, instructed Eucharist, secular meets sacred musical Sunday, movie gathering, Preschool Sunday and topical speaker. We look forward to an exciting new year of program development!

Respectfully submitted,  
Heather Peacock

## **Nominating Committee**

The 2018 Nominations' Committee included the Reverend Sharon Salomons, Interim Priest-in-Charge, Tony Dodd, People's Warden, and Vivian McGie, Associate Warden. We thank this year's Parish Council for their dedication to the people and parish of St. Catherine's.

In order to meet Diocesan Canonical requirements, and after some re-assignments of those eligible persons wishing to stand again, we invited several new members. The Diocese requires that all persons must be re-elected or appointed annually. The committee presented the following:

Bishop's Warden (appointment): Susanne Stockdill (year 3)

Secretary of the Vestry Meeting (appointment): Randy Williams

People's Warden: Gordon Lee (year 1)

Associate Warden: Heather Peacock (year 1)

Treasurer: *vacant*

Synod Delegates (three required):

1. (year 4) Bonnie Grundy
2. (year 3) Brenda Stenson
3. (year 3) Janet Morris

Alternate Synod Delegates (three required):

1. (year 2) Chris Wensley
2. (year 1) Monica Macdonald
3. (year 1) MInyoung Yoo

Youth Synod Delegate (one required): Jessica Wee

Alternate Youth Synod Delegate (one required): *vacant*

Members-at-Large

1. (year 1) Sharon Fedorak
2. (year 1) Nicole Geha

*Respectfully submitted,*

*Vivian McGie*

Chairperson

## **Property Development Task Force**

The Property Development Task Force has now been in place for just over a year. 2017 was busy as we continued to gather information on potential options for the development of our property.

Within the context of our Parish Newsletters over the past year, I tried to keep the parish informed of the latest developments. My objective within this report will be to provide an overview of the information within those newsletters.

We had meetings with a number of different individuals/organizations during the course of the year highlighted by:

- March 9<sup>th</sup> - Alison and I met with a District of North Vancouver Planner and Policy Planner

- April 22<sup>nd</sup> - Alison, John, Susanne and I met with the co-chairs of the Property Development Committee at Lynn Valley United Church
- August 12<sup>th</sup> - John and I met with one of the chairs of the Property Development Committee at LV United
- October 11<sup>th</sup> - John and I met with representatives of Marcon Developments Ltd. to discuss our proof of concept
- November 29<sup>th</sup> - John and I met with Simon LeMare of LeMare Construction to discuss his assessment of the Church, Gymnasium and Rectory

A key factor, within the information gathering process, was the excellent contacts we made, providing us with a level of insight and expertise far beyond the skills sets of the Task Force. These contacts included Lynn Valley United Church, Marcon Developments and LeMare Construction.

Following many years of planning/discussion Lynn Valley United made the decision to demolish their old Church building replacing it with a beautiful new structure and 75 condominiums. During our meetings, they shared, in great detail, their entire journey including the many highlights and challenges. In addition, they were able to make specific recommendations in terms of what they would do differently the next time around.

One of the recommendations we received from Lynn Valley United, was to obtain a 'proof of concept' fairly early in the process. This involved putting together a wish list in terms of the redevelopment of our property. A varied number of factors were considered to meet our future needs including: size of worship areas (fixed seating versus movable chairs), pre-school/daycare requirements, senior/special needs accessible, meeting rooms/administration offices, size/type of kitchen and parking.

During our meeting in October, we shared the above information with representatives of Marcon Developments. Based upon our wish list, the size and location of our property, a few weeks later, they were able to confirm support of our high level 'proof of concept.'

In November, Simon LeMare completed his assessment of our existing buildings providing us with the estimated cost of bringing all structures up to current building code.

In early December, the Task Force made presentations to both A & F and Parish Council, to share the results of Simon's report and provide an overview of our proof of concept discussions with Marcon Developments.

During the Annual Vestry Meeting, it is our intention to provide the parish with a general overview of Simon's report and the proof of concept. A more in-depth information meeting, to discuss a variety of property development options, is planned for late March or early April.

In closing, I would like to offer my thanks to Elizabeth Barratt, John Luccock, Susanne Stockdill and Alison Watt for their hard work and strong support over the past year.

Respectively submitted,  
*Gary Stewart*  
 Chairperson

## **Primate's World Relief and Development Fund (PWRDF)**

Once again, the Primate's World Relief and Development Fund would like to thank both the individual and collective membership of St. Catherine's Church in support of the Fund. You make a positive difference in so many ways.

It is impossible to describe the individual projects of the Fund in an Annual Report. Please go to [www.pwrdf.org](http://www.pwrdf.org) for up to date information. We also have a small display at the top of the stairs as you enter the Mary Pellatt Lounge, to see the varied activities that your money is supporting

In the last two summers, Canada has seen the devastation that forest fires can bring to an area. Both Alberta and British Columbia have experienced these catastrophes . The PWRDF has been involved by contributing to long term projects which address the needs of people directly affected. This has included housing needs, and providing places for families and especially children, to meet together for both support and social functions. They have done this work with the cooperation of local Churches in the areas most affected.

St. Catherine's is most appreciative of the Milleraires Orchestra, who have donated the monies raised through their concerts, for the work of PWRDF. This project has been facilitated by our Warden, Tony Dodd.

Respectfully submitted

*John Luccock*

Parish Representative

## **Building & Grounds**

The Buildings & Grounds Group is a subcommittee of Administration & Finance. We are responsible for the Church buildings, grounds, and Rectory.

### **Rectory**

This year, considerable time was spent on the Exterior of the Rectory. Debris was removed from the roofs and gutters. The Shed on the property was cleaned up with a new roof and coat of paint. The West side, of the grounds, were raked and rubbish removed. The porches and stairs were painted. The inside fencing/gate was repaired and stained. The bushes/trees on the Ridgewood side were all trimmed and cleaned up. The rectory is part of the LeMare Report on Buildings. A number of items were identified as needing attention, including a new roof.

### **Church Buildings**

There are the usual ongoing items that are looked at on a regular basis such as changing light bulbs, unplugging sinks and toilets, and keeping the heating system working at an acceptable level. Our biggest problem was dealing with skunks, which had set up housekeeping under the Church. We hope we have solved that problem, for now, by filling in holes around the church. We have dealt with some problems of pipes leaking in our walls both from bathroom pipes and a heating pipe. This winter, we are dealing with leaking roofs. While we were able to patch a leak in the Chapel roof and the Ridgewood entrance, the roof over the Stage in the Gym is being replaced. The LeMare Report has identified problems, which must be rectified. These include poor drainage around the buildings, some electrical areas, which need to be brought up to code.

## **Summer Student Workers**

Again, this year, we were able to hire two students with the financial assistance of the “Canada Works Summer Student Program, sponsored by the Federal Government. They provided two positions at minimum wage. St. Catherine’s supplemented that wage to bring it to \$12.00 per hour for 9 weeks. Randy, our Parish Administrator, looked after the paper work and assisted when needed in making the program possible.

Our two Students, *Rhys Moore* and *Will Stuart*, completed so many jobs, it is difficult to list them all. Some of the projects have included cleaning light boxes, cleaning out heating vents, painting numerous areas and items around the church complex, power washing all the stone work, clearing the brush from the east side of the church; cleaning out gutters, refurbishing the rectory shed, and doing more than was asked. We thank them for dedication and responsible attitude to all the jobs assigned.

## **Volunteers**

We appreciate those, who have given their time and expertise to help with our buildings and grounds items. *Nairn Grundy* who helps with a number of projects and has been adept at welding our broken chairs. *Joe Coogan* who again volunteered his time to wash and wax all floors throughout the Complex. *Steve Jackson, and Evan Jennings*, who don’t mind climbing a ladder to replace lights or clean a plugged gutter, *Kirsty Milligan* who looks after our Parish Kitchen.

## **Paid, but valuable people**

*Mike (Boulder Mechanical)* – looks after our Boiler System, hot water tanks, and leaking pipes, even if it happens late at night or on weekends.

*Art Haxton* – our electrician, who doesn’t mind climbing ladders that reach the ceiling in the Church He replaced our flood lights in the Chancel this year.

*Linda Morrison* – our Cleaner who looks after our daily needs in terms of bathroom, carpets and floors.

*Milani Plumbing* who attempts to keep our drains cleared.

*Sunflower Gardeners* who looked after cutting the grass, hedges, and shrubs.

*Neil Grundy* who looks after our needs in terms of cutting and pruning our large trees.

Respectfully submitted,

*John Luccock*

(still) Interim Coordinator

## **St. Catherine’s Childcare Society Report**

St. Catherine’s Preschool is a mission of St. Catherine’s Church. We believe that caring for the children and families who come through our preschool doors gives them opportunities to grow, learn and develop in a safe, enriching and happy environment and to experience church for themselves and with their families, especially through their participation in their Christmas and Easter services.

The needs of our families change and so we reassess yearly to offer the correct combinations of services our families need. We are committed to our Philosophy of **Learning through Play**.

This year we are offering a new program, Play, Eat, Learn, which allows children to have a flexible time at the preschool up to 5¼ hours per day. St. Catherine’s has always accepted and provided support for children with special needs. In turn, because these children are supported,

other children learn empathy for those who learn differently and this valuable skill is taken away with them when they leave the preschool to continue their early elementary education. This year I again give thanks for our administrative team, Tina Spencer and Marion Porter. These two women thoughtfully and professionally work to guide our staff, and enrich the programs offered for our children and their families. They work hard to ensure the preschool meets the highest standards.

This school year, the Childcare Society is working to upgrade the outside playground and Great Canadian Landscaping Co. has fixed the bridge, replaced the rotten wood outdoor floor sections and added mulch to our play yard.

St. Catherine's Childcare Society's Board is indebted to those members of the Parish Council who support the work of the preschool. We give our thanks to Keith and Sharon for their care and encouragement for the work of the preschool, and especially to Sharon for our annual Christmas preschool services. All parishioners are invited to join us each year for these delightful twenty-minute times of joy and celebration.

As always, it is the staff of the preschool, who are the face and heart of the preschool for each child and their family. This group of joyful, talented and caring women, bring their devotion and talents to provide the programming that makes St. Catherine's Preschool the best on the North Shore. They are church at work in our community.

We would like to thank all of our church community for supporting us through your prayers, and by participating in our Purdy's fundraiser at Christmas. At any time of the year, if you go into Cobs Bakery in the village, and mention the preschool at time of purchase, 5% of your sale is donated to the preschool. This is something we might all do and it really helps provide for all the wonderful activities the children have the chance to engage in during the preschool year. Again, this year, one of our former preschool staff, Gabi continues to offer a church preschool program at our 10:00 a.m. church service, which is open to all children who are attending this service.

Respectfully submitted,  
*Gillian Holland*  
Chair

## St. Catherine's Parish Annual Vestry Meeting Minutes

**Sunday February 26, 2017**

Prior to commencing with the prepared agenda, the Reverend Sharon Salomons provided an overview of the procedural order and intent of the Vestry meeting. Parishioners were asked to respect the norms and protocol set out by Parish Council for parish meetings.

The Annual Vestry meeting was held in Gower Hall at St. Catherine's Church after a combined 8:00 a.m. and 10:00 a.m. service at 9:30 a.m. The 63 people in attendance constituted a quorum.

1. The Reverend Keith Gilbert opened at 11am with prayer. Reverend Gilbert also chaired the meeting.

### **Memorials:**

Florence Christine Allan	John Kenneth Brown	Frank Elborne
Shirley Daniels	Naomi Eyre	Bonnie Henderson
Shelly (Gaye) McCance	Kathryn Matthews	June Pulford
Josephine Reid	Richard (Dick) Rennie	Mary Silver
Rose Smith	Anne Starr	

2. **Regrets:** Robert Watt, Alison Watt, Joy Wee, Gary Stewart  
Approval of Vestry Meeting Agenda.  
M/S/C (Motion: Tony Dodd/ Seconded: Vivian McGie)
3. **Motion** to approve the minutes of the 2016 Annual Vestry Meeting  
Call for amendments or corrections by the chair.  
M/S/C (Susan Kimm-Jones, Phil Sunderland)
4. **Business Arising from the Minutes:**  
No business was brought forth.
5. **Report of the Nominating Committee** Susanne Stockdill  
Committee members Susanne Stockdill and Sharon Salomons canvassed the retiring council and learned that two members did not wish to stand for re-election, and one had served the customary maximum four year limit.

In order to meet Diocesan Canonical requirements, and after some re-assignments of those wishing to stand again, one of the two member-at-large positions remained vacant. Chris Wensley was asked and accepted the nomination.

The Diocese requires that all persons must be re-elected or appointed annually; the committee presented the following:

Bishop's Warden (appointment) (year 2)	Susanne Stockdill
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Secretary of the Vestry Meeting (appointment)	Randy Williams
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Secretary of Parish Council (appointment) (year 4)	Elaine van Horn
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People's Warden (year 3)	Tony Dodd
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Associate Warden (year 3)	Vivian McGie
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Treasurer	-vacant-
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Synod Delegates (three required):

1) (year 4)	Steve Jackson
2) (year 2)	Brenda Stenson
3) (year 3)	Tony Dodd

Alternate Synod Delegates (three required):

1) (year 3)	Bonnie Grundy
2) (year 4)	Elaine van Horn
3) (year 2)	Janet Morris

Youth Synod Delegate (one required): (year 2)	Emma Wensley
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Alternate Youth Synod Delegate (one required):	-vacant-
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Members-at-Large:

1) (year 1)	Chris Wensley
2) (year 2)	Elizabeth Barratt

Motion to receive the Report of the Nominating Committee: M/S/C (Heather Peacock/ Brenda Stenson)

**6. Nominations from the floor**

Reverend Keith Gilbert

Being as there were no further nominations, the following motion was put forth:

**Motion:** that the nominations close and as there are no additional nominations, the candidates proposed be elected by acclamation and appointment by the Bishop.

**M/S/C** (Phil Sunderland, Michael Burns)

**7. Elections** [No elections were required].

**8. Receipt and Discussion of 2016 Annual Vestry Report:**

Reverend Keith Gilbert

Motion to receive the Annual Report as amended.

M/S (Steve Jackson/ Heather Peacock)

Discussion:

A question was raised from the floor as to what efforts will be made to fill open council positions.

The Reverend Keith Gilbert responded that the Parish Council will address the current vacancies. Particular attention and importance will be placed on finding a competent treasurer. John Luccock, in his capacity as a member of the Task Force to Research Options for Property Development, addressed the Vestry. Mr. Luccock noted that some parishioners have voiced concern that the church and buildings will be prematurely “bulldozed”. He assured those present that concerns regarding hasty demolition are unfounded. A report from a qualified engineer will be sought to determine the scope of work required to bring the church and its buildings in line with the building code. The Task Force will also determine the costs associated with any proposed work.

**Motion Carried**

**9. Report of the Independent External Accountant’s Review Report for 2016**

An overview was presented by Urmilla Mereigh, outgoing Parish Treasurer:

The content of a PowerPoint presentation prepared by Ms. Mereigh was printed and distributed to all in attendance. Formal financial statements for 2016 were made available in advance to all parishioners. Ms. Mereigh introduced Ms. Faranak Leilaby, the bookkeeper retained by St. Catherine’s.

- Unqualified Financial Statements for 2016 were prepared by Rolfe, Benson LLP, Chartered Accountants.

- Financial position: The church is not currently drawing on its available BMO overdraft. This had been the case when the church ran an overdraft greater than \$11,000 following work and pavement of the church parking lot. Overdraft debt resulting from the parking lot expenses was retired in 2015. The year 2016 ended with a healthy cash balance.
- Revenue analysis: Year-over-year revenue detail was presented and trending emphasized. There has been a steady increase in rental income that has offset a steady decline in offertory plate collections in recent years.
- Expense analysis: Actual 2016 overall expenses came in under budget with a notable decrease in the 'Rector's/Clergy's expenses'.

Derek Barratt commended the Treasurer on the clarity of the documents and presentation. With regard to Revenue and Expenditures he had a question re bequests. Ms. Mereigh clarified that some gifts are received with conditions of how they are to be used and others are received without conditions and are therefore placed in general revenue.

-Apportionment: A three year rolling average is used to determine the annual apportionment. In 2017 we will see an increase over the prior year.

John Luccock asked about the current Diocese review of the assessment formula. Reverend Gilbert responded that the revision of the assessment formula will be voted on by delegates at Synod in May 2017, where the term "assessment" will be renamed. The introductory date for the new formula has not yet been determined. John Luccock had concerns that the parish was not in a position to meet steep increases in apportionments, and that the delegates should make note of the situation. Reverend Gilbert responded, "We are plate poor and parking rental rich."

-Parking Lot project: Reverend Gilbert reviewed the November 14, 2012 Parish Council documentation where it was decided that restricted funds would be used and subsequently reimbursed. The restricted funds have now been fully paid back, demonstrating that the 2016 Parish Council succeeded in following through on the 2012 Parish Council's motion to repay monies "borrowed" from restricted funds.

- There was an overview of the restricted funds disbursements followed by a call for questions.

-St. Catherine's Childcare Society has church representation on its board. A revenue overview was provided.

-Net income analysis (2011 – 2016): An overview of financial performance was provided. No questions were raised.

**Motion:** to approve the reviewed Financial Statements for the year ending December 31st, 2016 and that the People's Warden and Rector's Warden sign them.

**M/S/C** (Urmilla Mereigh, Susanne Stockdill)

**Budget: Discussion on Proposed 2017 Operating Budget (previously circulated)**

Projections of gross revenues were given as were actual figures for Clergy and administrative salaries. It was confirmed that the Diocese sets the apportionment. Building and maintenance

spending was under last year's budget. More monies are budgeted in 2017 for major repairs. (John Luccock commented: Removing the moss off the roof will be a major expense and a section of the roof over part of the church buildings is in need of repair.)

Overall budget is approximately \$340K

**M/S/C** (Urmilla Mereigh/ Bonnie Grundy)

Discussion:

Susan Kimm-Jones brought forward a concern about decreasing festival offerings. Discussion is needed to increase communication to potential gifters.

Vivian McGie mentioned that we have a Canada Helps link on our website which enables people to donate quite easily.

Urmilla Mereigh suggested increased mailings and mail out communications in 2017.

John Luccock stated that there were regional youth worker funds set aside, in prior years, and enquired if that was the case this year. Ms. Mereigh responded that the funds had been reduced this year. Mr. Luccock was concerned and requested that the Parish Council look for ways to engage in family ministry in a part-time way.

Heather Luccock, from the, Communication committee, noted that Susan Kimm-Jones is moving and will be leaving the parish. She mentioned that a number of newsletter expenses have been underwritten by parishioners and suggested distributing an electronic version to those who are willing to receive email copies to reduce mailing expenses.

Reverend Gilbert requested that those who wish to have email communication to see Randy at church office.

10. Treasure's Report and 2017 Proposed Budget

Urmilla Mereigh

The budget proposal was prepared by Urmilla Mereigh with input from Parish Council.

Budget documents were made available to parishioners one week in advance of Vestry.

**Motion** to approve the proposed 2017 budget.

**M/S/C** (Susanne Stockdill/Phil Sunderland)

11. **Appointment of Independent Accountants**

Susanne Stockdill

Motion: that Rolfe Benson LLP Chartered Accountants be appointed to perform a Review engagement of the Parish's financial statements for the 2017 fiscal year.

**M/S/C** (Monica Macdonald, Tony Dodd)

12. **Appointment of the Signing Officers:** Susanne Stockdill

**Motion:** that the signing officers be any two of the Wardens, Priest-in-Charge, Treasurer, and Parish Administrator, with the Parish Administrator signing authority limited to a cap of \$1000 in non-multiple cheques to the same payee.

**M/S/C** (Susanne Stockdill/Tony Dodd)

13. **Motion to appoint Fund Trustees:** Susanne Stockdill

Election of Administrators – Parish Initiatives Fund & Parish Capital Development Fund

The bylaws of the Parish Initiatives Fund (Part 6.1) and the bylaws of the Parish Capital Development Fund (Part 5.1) state:

- a) The Funds shall have three Administrators;
- b) The Parish Treasurer shall be an Administrator by virtue of his or her office;
- c) The other two administrators will be elected annually by the Vestry; at the time of taking office an elected administrator must have been a communicant for at least one year and shall have attained the age of majority;
- d) An elected Administrator may serve more than one term;
- e) Any vacancy in the office of elected Administrator may be filled by appointment or election by Parish Council.

**Motion:** that Ann Mansfield and Gordon Lee be appointed as Administrators for the Parish Initiatives Fund and the Parish Capital Development Fund.

**M/S/C** (Susanne Stockdill, Vivian McGie)

14. **New Business:** Reverend Keith Gilbert

There was a call for new business by the chair. No new business was brought forward.

- a) Susanne Stockdill presented the 'Friends of St. Catherine's Award' to Vivian McGie in acknowledgement of her outstanding contribution to the parish community.
- b) Esad (Eso) Ramadanovic is to be awarded the 'Friend' distinction in acknowledgement of many years' service as the parish gardener. Eso is unable to attend Vestry and will be invited to an upcoming community service at which he will be properly acknowledged.

15. **Approval of Eucharistic Ministers:** Reverend Keith Gilbert

Elizabeth Barratt, Derek Barratt, Lori Burns, Tony Dodd, Sandra Falck, Bonnie Grundy, Dora Harvey, Julia Hadrill, Gillian Holland, Janet Johnston, Susan Kimm-Jones, Molly Koning, Gordon Lee, Bev London, Heather Luccock, John Luccock, Ann Mansfield, Monica Macdonald, Vivian McGie, Phyllis Mittlestead, Janet Morris, Heather Peacock, Linda Robertson, Lynn Spence, Brenda Stenson, Donna Stewart, Gary Stewart, Susanne Stockdill, Gaynor Stone, Nancy Sunderland, Phil Sunderland, Alison Watt, Robert Watt.

**Motion** to approve the updated list of Eucharistic Ministers and to send the names to the Bishop to be licensed.

**M/S/C** (Lori Burns/Monica Macdonald)

Closing remarks by the Reverend Keith Gilbert:

Reverend Gilbert offered his sincere thanks on behalf of the parish to the outgoing treasurer, delegates, and members-at-large. Thanks were also extended to Siiri Rebane for exceptional musical programs, Alice Korfman for leading Joyful Voice, the Parish Administrator, Randy Williams, for his work to support the parish as well as for administration of rentals, Kirsty Milligan for overseeing kitchen supplies, and all who volunteered in hospitality and all worship functions during 2016.

On behalf of the parish, Brenda Stenson extended sincere thanks to the Reverends Keith Gilbert and Sharon Salomons for their exceptional service to the parish. Keith and Sharon expressed their mutual collegial thanks. Keith noted the upcoming task of the parish is to consider and devise a forward-thinking vision for the parish.

16. **Motion to adjourn** **M/S/C** (Sharon Salomons)

The meeting was adjourned at 12:40 p.m. and ended with a prayer lead by the Reverend Sharon Salomons.

# # #

## Yearly totals by fund

	2017	2016	2015	2014	Total
1 - Offertory: Envelopes	165,282.35	166,827.70	186,924.68	198,135.79	717,170.52
2 - Parish Activities (Other)	997.30	567.04	195.00	0.00	1,759.34
3 - Festival Gifts	15,875.90	2,277.85	2,490.00	6,127.00	26,770.75
4 - P.W.R.D.F. *	4,641.05	4,640.00	6,716.00	7,590.92	23,587.97
5 - Altar Guild *	1,155.36	1,425.00	1,630.00	2,375.00	6,585.36
6 - Refugee Donations*	720.00	1,660.00	5,245.00	660.00	8,285.00
7 - Sunday School	1,970.00	850.00	0.00	0.00	2,820.00
8 - Miscellaneous Income	30.00	824.30	2,041.71	4,705.00	7,601.01
9 - Website/Mktg*	0.00	0.00	15.00	250.00	265.00
11 - Special Fundraising	142.00	0.00	1,330.00	0.00	1,472.00
13 - M & R Donations	1,100.00	0.00	0.00	0.00	1,100.00
14 - Memorial Fund/Gifts	0.00	100.00	0.00	700.00	800.00
17 - Martha Fund *	0.00	0.00	500.00	1,000.00	1,500.00
20 - On Eagle's Wings *	530.00	520.00	475.00	460.00	1,985.00
21 - PWRDF - Syrian Ref	0.00	0.00	100.00	0.00	100.00
22 - Parish Bulletin	0.00	0.00	330.00	0.00	330.00
24 - Receipts/Gift In Kind	0.00	0.00	142.15	0.00	142.15
25 - Parish Outreach	0.00	0.00	0.00	200.00	200.00
27 - Mission to Seafarers *	0.00	500.00	500.00	750.00	1,750.00
31 - Parish Newsletter	250.00	0.00	250.00	0.00	500.00
32 - Music Fund *	0.00	0.00	660.00	1,000.00	1,660.00
33 - Paint Fund (Rep & Mt)	0.00	1,000.00	100.00	1,000.00	2,100.00
34 - Memorial Garden	250.00	100.00	150.00	400.00	900.00
36 - Memorials	0.00	100.00	0.00	120.00	220.00
37 - Thanksgiving Dinner/Par	250.00	50.00	0.00	141.40	441.40
40 - Parking Lot	0.00	0.00	90.00	120.00	210.00
41 - Camp Artaban *	0.00	0.00	0.00	2,030.00	2,030.00
44 - Care & Share*	2,600.00	1,111.89	2,618.88	3,568.96	9,899.73
48 - Fort McMurray Fire*	0.00	285.00	0.00	0.00	285.00
50 - Offertory: Open	3,698.85	0.00	0.00	0.00	3,698.85
51 - Turning Point	560.00	0.00	0.00	0.00	560.00
<b>Total</b>	<b>200,052.81</b>	<b>182,838.78</b>	<b>212,503.42</b>	<b>231,334.07</b>	<b>826,729.08</b>

**ST. CATHERINE'S ANGLICAN CHURCH**

01/27/2018 11:13 AM

**Yearly Comparison**

**Yearly totals by contribution type**

	2017	2016	2015	2014	Total
Cash	29,503.00	21,795.05	10,906.13	0.00	<b>62,204.18</b>
Check	82,104.81	76,283.85	155,039.35	231,334.07	<b>544,762.08</b>
Online	0.00	175.00	0.00	0.00	<b>175.00</b>
Pre-Auth Pymt	88,445.00	84,584.88	46,557.94	0.00	<b>219,587.82</b>
<b>Total</b>	<b>200,052.81</b>	<b>182,838.78</b>	<b>212,503.42</b>	<b>231,334.07</b>	<b>826,729.08</b>

**Yearly statistics**

	2017	2016	2015	2014
# Contributors	115	121	111	111
# Families	112	119	109	109
# Active Funds	17	17	22	20

**ST. CATHERINE'S ANGLICAN CHURCH**

**Contribution Range Report**

01/27/2018 11:22 AM

For Period: 01/01/2017 to 12/31/2017

<u>Contribution Range</u>	<u># of Contributors</u>	<u>Total Given</u>	<u>Average per Contributor</u>
0 - 0	29	0.00	0.00
0.01 - 100	8	525.00	65.63
100.01 - 200	4	595.00	148.75
200.01 - 300	6	1,485.00	247.50
300.01 - 400	5	1,700.00	340.00
400.01 - 500	2	950.00	475.00
500.01 - 750	10	5,896.00	589.60
750.01 - 1,000	8	7,103.00	887.88
1,000.01 - 1,500	19	23,426.00	1,232.95
1,500.01 - 2,500	22	42,379.00	1,926.32
2,500.01 - 5,000	26	88,252.36	3,394.32
5,000.01 - 999,999,999	4	27,291.45	6,822.86
<b>Total</b>	<b>143</b>	<b>\$199,602.81</b>	<b>\$1,395.82</b>

## **Addendum 2**

### **Annual Vestry Meeting Agenda**

Sunday, February 25, 2018

1. Opening Prayer and Memorials
2. Regrets, New Business and approval of agenda
3. Minutes of the 2017 Annual Vestry Meeting (see Report Booklet pp. 15 - 21)
4. Business Arising from the Minutes
5. Report of Nominating Committee
6. Call for nominations from the floor
7. Elections if any
8. Receipt and Discussion of Annual Report
9. Report of independent external accountants for 2017
10. Treasurer's Report - 2018 Proposed Budget
11. Appointment of Independent Accountants
12. Appointment of Signing Officers
13. Approval of Eucharistic Ministers
14. New Business
  - a) Friends of St. Catherine's Awards
  - b) Motion for the continuance of the Canonical Committee
  - c) Motion regarding the Martha Fund
  - d) Property Task Force report
15. Motion to appoint Fund Trustees
16. Adjournment / Closing Prayer

Date of next Annual General Vestry Meeting: Sunday, February 24, 2019

**st. catherine's**  
**church**

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