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**Jesus said: “**Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.” *John 14:27*

**Annual Report 2018**

**Memorials - 2018**

**Daphne Margaret Kohlaas**

**Robert Ian Stickney**

**Wilma Angela Garton**

**Jacqueline (“Jacqui”) Britta Leon Perkins**

**Patricia (“Pat”) Anne Taylor**

**Gordon Harold Horwood**

**Kathleen Mary Brown**

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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**OFFICERS AND STAFF REPORTS**

**Interim Priest Report**

January – June 2018

Greetings friends. I am grateful to your Vicar, Sharon Smith, for the invitation to share a few thoughts at this time as you reflect on the year that was.

As we began the year 2018, the parish was in the height of transition. We were just adjusting to the fact that the Rev'd Keith Gilbert was on medical leave leaving myself as your sole Priest-in-Charge. The canonical committee was in the midst of seeking a new priest and the job was being posted for the second time. Although there was some uncertainty about these transitions, we also began the year 2018 with a lot of hope and trust. The year before had given us the time and opportunity for healing and refocusing our energy. Plans were underfoot for acknowledging and celebrating our 70th year with a variety of different events including the Instructed Eucharist in February and the Secular meets Sacred special music service in May, among many others.

The appointment of your new Vicar was announced at the end of April and my work among you shifted towards preparing for her arrival and for my leave-taking. I am so grateful that Keith was able to return for our farewell service on June 30th and I was very touched by your kindness, generosity and love.

I was with St Catherine's for just over two years as Interim Priest, and in that short time became extremely fond of the parish. You remain in my thoughts and prayers and I wish you God's continued guidance and blessing for the year 2019.

Respectfully submitted,

The Reverend Sharon Salomons (Sharon 1.0)

**Vicar Report**

July – December 2018

As I reflect over 2018, I am filled with deep gratitude for each one of you; for the welcome and kinship you have extended to me. My office is filled with cards and growing plants! And the induction service in July was a WARM blessing to me.

In collaboration with our wardens and treasurer, we formed a Ministry Plan for the first six months of our journey together. This included three distinct goals:

1. Growing Parish/Vicar Relationships;

2. Parish Council and Admin & Finance Committee collaboration; and

3. Working with worship volunteers/teams;

**1. Growing Parish/Vicar Relationships:**

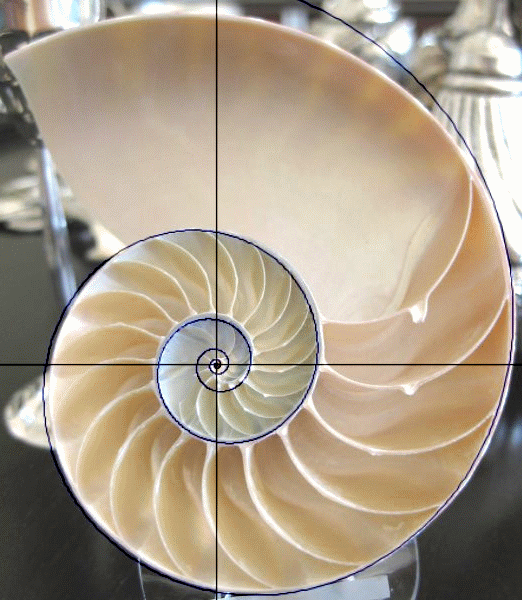
72 parishioners joined me in conversation during the months of August, September and October for gatherings about St Catherine’s memories and future hopes. We began to find our way together – listening and sharing. Many also participated in the HOPES survey during our stewardship season, to further clarify a direction for our life together.

And relationships are more than just formal meetings and ideas. In the weekly rhythm of Sunday preparation, worship & coffee hour; Wednesday reflective worship & gospel chit-chat; home & hospital visits; walks; phone calls and emails; planning meetings and problem solving; we are being knitted together in a truly miraculous way. The Apostle Paul was onto something when he compared community to a body. Sometimes, we really do work well together!

**2. Parish Council and the Admin & Finance Committee collaboration:**

These two groups of dedicated community volunteers continue to be a delight to work with. Thank you for your time, your energy, your creativity and your faithfulness.

In September the Parish Council participated in a morning retreat. The aim was to get to know and trust each other as Parish Council; to visualize our parish structure and figure out ways to build stability in order to poise ourselves for growth; and to develop a strong plan for inter-group communication and visioning for our property development project.

We discussed ways that the purpose of the Administration and Finance Committee has changed, given the size of our parish now. We discussed how the Administration and Finance Committee (now made up of the Wardens, Treasurer and Vicar) could function as a subgroup of Parish Council, proposing items to the Parish Council for decision. This conversation informs one of the motions for Vestry (see Addendum 2).

Another outcome of our discussion was a model of our parish, that pictures St. Catherine’s as a shell with a spiral inward. Where everything we do is an invitation to others and is a way of deepening the faith of our community. We imagined 6 streams that move inward:

- Worship,

- Pastoral Care,

- Leadership & Decision Making,

- Community Connection,

- Communication,

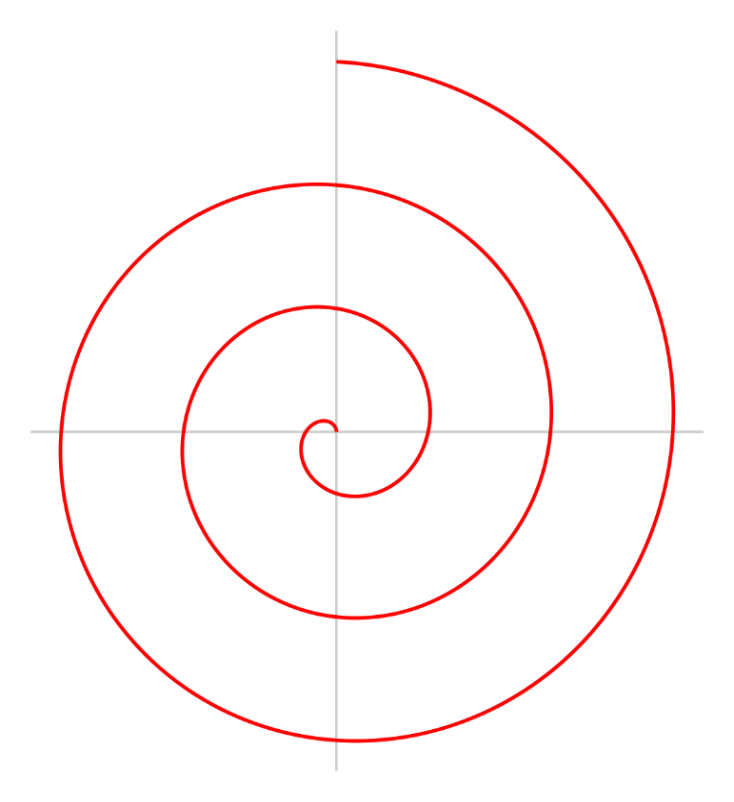
- Spiritual Education (Christian Formation).

**3. Working with worship volunteers/teams:**

In September and October the worship teams (Readers, Intercessors, Altar Guild, Eucharistic Ministers and Sub-deacons, Servers, Greeters & Sides-people) gathered to find our way onto the same page. The Sunday services are deeply enriched by community participation, including those behind the scene roles like collection counting and coffee/tea hospitality. Thank you to each of you for your ministries. We are blessed.

\*As a side note - If you are new here or not (yet) on one of our worship teams, there are many places to get involved. Come and talk to me!

In October we gathered together a Liturgical Advisory Committee. Making use of the ‘Shell’ model, we discussed ways that our Advent, Christmas and Epiphany seasons could be **Inviting, Orienting** and **Deepening**.



**Inviting**

**Orienting**

**Deepening**

**Inviting** worship meant that we needed easy-to-follow bulletins, advertising and invitations, website descriptions, ordinary language, accessible music, introductions to community (e.g. names given before announcements).

**Orienting** worship needed to have diverse liturgical leadership; invitations for participation; explanations about symbols in the service; the presence of pew hosts; and Christian education/formation that supports learning.

**Deepening** worship experiments with forms of prayer, has variety and depth of tradition, regular avenues for feedback, grounding sounds such as bells and singing bowls, and sung responses to intercessions, with space to be silent.

I am privileged to work with Siiri Rebane, a creative, resourceful and gifted musician. We are growing and learning together. Thank you to all musicians, choir members, bell choir members and to Alice Korfman & Joyful Voice. Inviting people to worship with us, is only possible because of your generosity in sharing of your talents. Our temporary administrator, Mayne Ellis, is an asset to our community. She is wonderfully supporting our worship services with easy-to-follow bulletins, enlarged readings and volunteer scheduling. Thank you!

Our worship life is intergenerational. And finding place for children, teens, young adults, 40+ and seniors is an important and a tricky dance. Perhaps more than ever, it is here we are called toward sacrificial love of our neighbour. I am grateful that we seem to be finding our way together.

**Looking ahead…**

We continue to journey in conversation and exploration about the future of the property and ways to develop it, so that St Catherine’s can continue to be a vibrant community and a gift to our neighbours. We have a faithful, experienced and trustworthy **Property Development Working Group**. We look forward to how this process evolves.

I am equally enthused about the development of our faith. After Easter, we are planning to pilot a Christian Formation series called **Pilgrim**.

Pilgrim is a teaching and discipleship resource from the Church of England. It aims to help every local church create a place where people can explore the Christian faith together and see how it can be lived out each day.

Pilgrim takes a different approach to other Christian programmes. It approaches the great issues of faith not through persuasion, but participation in a pattern of contemplation and discussion with a group of fellow travellers.

Pilgrim is comprised of two stages: the Follow stage for those very new to faith, and the Grow stage for those who want to go further. Each stage contains four short six-session courses which focus on a major theme of Christian life.

Everyone will be invited to try it out and give feedback on their experience. It will have particular significance for any among us who are newer to exploring faith.

Intrigued, visit the website: http://www.pilgrimcourse.org/

As Edgemont expands and densifies, Parish Council has been thinking through ways we can **be a stronger presence in the neighborhood.** During your years of interim ministry, this community worked hard to name the parish’s unique identity. The next step is to distill this into a few words and images that express our vision and mission to those outside the community.

As this process unfolds, my hope and prayer is that we will be able to say in a few words:

*Join us at St Catherine’s because…*

*If you are looking for a community that… come to St Catherine’s.*

*St Catherine’s is unique because we…*

*Our programs focus on…*

*We are different from the other churches in the neighborhood because…*

Grateful to be on this journey with you. May God’s grace and peace continue to accompany us.

*Respectfully submitted,*

*Sharon+*

*The Reverend Sharon Smith, Vicar*

**People’s Warden Report**

**WITH HEARTFELT THANKS**

This was both an eventful and a very positive year for St. Catherine’s. Highlights included concluding our period of interim ministry with Keith Gilbert and Sharon Salomons, and welcoming Sharon Smith as our new Vicar. I would like to take this opportunity to personally thank Keith and Sharon for their leadership, and for their contributions to our worship and parish life.

Also, I thank the Canonical Committee for its excellent work choosing Sharon Smith as our new Vicar. Sharon is a joy to work with. Her leadership, pastoral caring, and her attention to detail are supported by her intelligence and sensitivity, and grounded in her deep spirituality.

Finally, I thank Susanne Stockdill for her commitment to St. Catherine’s and her many contributions to the Parish as Bishop’s/Vicar’s Warden, and Chair of the Canonical Committee. Susanne’s leadership has made a difference, and her investiture into the Order of the Diocese of New Westminster was well deserved.

**2018 REPORT**

2018 was a busy year for me as People’s Warden. Here is a summary of the activities in which I have been involved in no particular order:

* **Introduction of new Vicar**: Interviewing Sharon Smith and writing article for the Parish Newsletter based on the interview; Orientation of new Vicar.
* **Diocesan Conferences and Workshops**: Ministry Conference; Anti-Racism and Safe Church Workshops.
* **Rectory**: New rectory roof installation – soliciting bids, choosing a contractor, and working with that company to install a new roof; completing rectory renovations as identified in the LeMare Report – soliciting bids, choosing a contractor and working with that contractor to complete those repairs under budget; addressing rectory basement flood – dealing with insurance claim and coordinating remediation and restoration; and, tree removal – working with neighbour on the removal of trees that were in danger of falling and causing damage and injury.
* **Property Development**: Developing Terms of Reference for the Property Development Working Group; liaising with Diocesan Finance and Property Director; working with Vicar and Parish Council to establish the Property Development Working Group; convening meetings of the Property Development Working Group to review its Terms of Reference, and to design the January 27, 2019 Property Development Workshop.
* **Parish Survey**: With Nicole Geha compiling results of the Parish Survey; writing survey results report to the Parish.

*Respectfully submitted,*

*Gordon Lee*

*People’s Warden*

**Vicar’s Warden Report**

This has been a year of substantial change at St. Catherine’s. In the first half of the year we finalized the Canonical process and were very pleased to recommend Archbishop Melissa appoint Rev. Dr. Sharon Smith as our new vicar. I am deep appreciative for the work of Rev. Sharon Salomons and Rev. Keith Gilbert for their significant support for our community during the interim period.

There have been a few changes to our services and it has been lovely to see the return of a stable Sunday School to our weekly services as well as the inclusion of the children/teens as servers.

We continued our ongoing outreach endeavours with our annual Community Thanksgiving Dinner. Despite the loss of our grant from the City of North Vancouver to support this event, we came together to ensure there were adequate funds to cover the costs. This year, many of us contributed to the Long, Long Night of Hope, sponsoring a number of our parishioners as they braved a night sleeping in their cars to raise funds for the Lookout Shelter. I also appreciated the continued contributions of the Milleraires who held several concerts to raise funds for various charities.

Much of this year has been focusing on administrative processes and documentation. I completed the Standard Operating Procedures for most of the parish administration, finalized a new scheduling process for all those who volunteer to support our Sunday services, in collaboration with the St. Catherine’s Pre-school and the Diocesan General Counsel, finalized a new lease agreement for the Pre-School, and supported the continued discussion regarding the future of our buildings.

As I step down from my role as warden, I would like to express my appreciation for your support and patience with me over the past three years. This is a wonderful community and I feel very blessed to be part of it. I know we will faithfully continue to do God’s work in the world.

*Respectfully submitted,*

*Susanne Stockdill*

**Associate Warden Report**

This past year has been a whirlwind of changes and activity at St. Catherine’s. On June 24th, 2018 we said good bye to The Reverends Sharon Salomons and Keith Gilbert as we awaited the installment of our new vicar. The support we received from Sharon 1.0 was so appreciated and helped us to be able to welcome The Reverend Dr. Sharon Smith at the start of July. July 1st was a lunch to welcome Sharon 2.0 into our congregation.

In September we celebrated our annual Pet Blessing Service, which was well attended by a number of dogs! We had a very successful Parish Council Retreat on Sept 22nd that saw the council embracing an inclusive model of Worship, Hospitality and Community.

October brought the start of our Stewardship Campaign and the annual Thanksgiving dinner. We had a wonderful sing a long movie, State Fair, and pizza dinner, which was well attended at the start of November. Stewardship culminated in November with Archbishop Melissa blessing our pledges and celebrating our 70th anniversary! Our pledge campaign was not as successful as we’d hoped, plus some loss of revenue from the parking lot, and we are facing a deficit budget next year. If you have not put your pledge in it is never too late! I know that there are some who do not believe in pledging but it is very difficult to properly budget when we do not know how much we have coming in. In December we decided to put out a plea for additional support to help reduce the deficit. Thank you to all who have contributed.

In December our Administrative Assistant, Randy, left us and we hired a temp from an agency to help with that position. We welcomed Mayne as our temporary admin person until the job can be filled permanently. Our long time cleaner, Linda, also left us and thanks go to Steve Jackson, who also took over as our gardener in the spring, for taking the job until a suitable custodian replacement can be found. The job has been posted twice and interviews are forthcoming.

The start of Advent brought interested parishioners a Prayer Bead Workshop and lunch. It was much fun as we chased prayer beads all over the gym floor! We are looking at having another later in the year.

One of the areas I was directly involved in was the development of a calendar on the wall next to the handicap and men’s washroom. There are 2 months at a time posted with activities highlighted. I was also responsible for decorating the lobby for Christmas with the help of Roz Jackson. I purchased a new tree, which looked much “healthier” than our old one!

Thank you to all who keep St. Catherine’s going with their time and effort. Special thanks to Brenda Stenson for stepping up last vestry as our treasurer. Thanks to Bruce Davidson for putting his name forward for treasurer for next year.

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

*Respectfully submitted,*

*Heather Peacock*

**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. The choir rehearses every Thursday and we have sectional rehearsals on Wednesdays.

Membership of the choir has changed slightly as it happens every year. We welcomed Angela Brickell to the alto section and on Sundays our choir has often been augmented by the voices of Joy Wee and Alice Korfman. Last summer we said goodbye to a few members for various reasons, including Yvonne, Minh who went back to school and Gaynor who has moved back to England. 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.

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*

*Music Director*

**Joyful Voice Report**

2018 was not only a time for St. Catherine’s to celebrate and reflect on its 70 years, it also marked 20 years that Joyful Voice has been a part of St. Catherine’s music life. The group has changed significantly over that time. I think we only have one member that was part of the group when it first began. And the purpose of the group has also changed from the desire to introduce newer music, in a time period that was still very traditional in its music, to a simple desire to sing joyous, energetic music whenever it is possible for this small group to get together.

We are a very small group of dedicated but very busy people. We are not able to sing often, as getting the entire group together to sing for a service, not to mention rehearsals, has been likened to “herding cats.” And sometimes cats would be easier. Nevertheless, we love to sing, and we love to get together with each other, catch up on each other’s lives. And so, we do what we can, which amounted to four service dates this past year.

April 22 – Earth Day: we sang songs of creation and the earth’s beauty. Members of the congregation especially noted their appreciation for our Tanzanian hymn, “Listen, God is calling”. This was our last service during the interim period with Sharon Salomons.

October 21 – Our first service with our new vicar, Sharon Smith. The theme of the morning’s service was “The Stewardship of Self-giving”.

November 25 – Joyful Voice had the privilege of providing music during communion at this important 70th anniversary service.

December 16 – 3rd Sunday in Advent, the responsibility for the music was shared with the choir and looked toward a way in which the two groups might mingle their talents without giving up their unique identities.

Looking to that future, we could use a couple new members. We still feel the loss of Judith Bicknell, tennis ace, down with Alzheimer’s, and Yuen Pau Woo, Independent Senator of Canada, spending far too much time, in our view, in Ottawa.

I want to thank the members of Joyful Voice: Heather Peacock, Alison Watt, Vivian McGie, Gordon Lee, and Tony Dodd. They are not only dedicated but caring, a joy to be with, and a group of very cool cats.

*Respectfully submitted,*

*Alice Korfman*

*Director, Joyful Voice*

**Sunday School Report**

My name is Gabrielle Tumaneng and I am currently a Grade 12 student at St. Thomas Aquinas Regional High School. I am very involved with my school, being a part of various school clubs or organizations such as Jazz Band, Campus Ministry, and Student Council Representative in Grade 11. I help lead and plan out programs such as Thinkfast or help out with retreats for the younger kids in grades 9 and below. Previously, I have also had experience with children as a volunteer at the Vancouver Aquarium. I am an active volunteer for the Kids Aqua Camp Program, which is for children from ages 4-8 come together and spend their week learning about marine life at the Aquarium. As a helper/camp leader, we are trained accordingly, such as safety precautions or procedures and as well as how to interact with children, the do’s and don’ts, etc.

I was only assigned to stay for two weeks, but instead I volunteered for a whole month because I enjoyed it just as the kids did. I did as much as I could to teach them about marine life and help them have fun while learning. This experience opened my eyes to see that teaching and playing with kids was something I really enjoyed and so I decided that this could also become a future career for me. I also volunteer at the CEFA Early Learning Centre in Capilano Mall, where I also spend time with children ages 4-5.

I have been leading the Sunday School program since the beginning of 2018 as Mrs. Rebane introduced this opportunity to me. As for how many kids I have, the number of children usually change from time to time, but generally I get about 4 to 6 children. When it comes to the lesson plans, I used to use lesson plans on Catholicmom.com, where they provided artwork, colouring pages, stories and games relevant to the Gospel Reading of the day. But now, I have been provided with a full year of lessons that I now follow accordingly from a website that was provided to me by the Church. When I teach, I like to use props or bring objects relevant to the gospel for them to see and feel so that they may have a better understanding. There hasn’t been any special events besides the children’s stories being read at the beginning of mass, but I can tell you that they are a very curious bunch and are always eager to learn. Other than that, everything has been great and is going smoothly.

***Difficulties/Needs***

Here are some things that I feel have been difficult for me or needs:

● End of Session System

I currently go to the Holy Trinity Church, which is a Catholic Church. They hold Sunday masses at 11:30am and I must be at the Church before that time as I am part of the Church choir at that parish. My system right now to end session is to clean up the preschool room, lead the kids upstairs for communion and afterwards make sure that they sit together as a group by the sound system with Emily & Anna’s Mother or otherwise some kids like to go with their mother. I make sure that they are being watched by an adult but even so I feel it is not enough. Personally, I think it would be easier for me if someone were to come downstairs and bring them up for communion, which will allow me to clean up the remaining mess and be on time for mass at my Parish. Then, that adult can bring them to their parents or have them sit in a specific area with them until Mass is over. Other than that, if you want to make a different system that works than let me know.

● Age Difference

The age differences was definitely something I noticed, as majority of the children I have are ages 4-6 and on the other side of the spectrum there is one 7 year old and one 10 year old (I believe). I feel that sometimes the material I teach may be too simple for them, especially the 10 year old, as sometimes he does get a bit antsy when I am trying to teach. The 7 year old does cooperate though, but I feel that when she is older she may need something more complex. The material I do teach is mainly catered to the little ones, but I do my best to broaden it and ask them more complex questions about the gospel or try different approaches or games to keep them all engaged. I believe that having a different Sunday School Program for older kids may be beneficial.

● Bathroom Breaks

During my duration of my time as a volunteer at the Vancouver Aquarium, we were taught to always accompany a more than one child to the bathroom, not just one. I still stand by this rule. But it is difficult for me to monitor the kids in one room while two other kids are in the bathroom all the way down the hall. Although, I have come up with two solutions: a) Make sure the entrance at the end of the hallway is closed and locked, then I stand outside in the hallway so I can still see the kids in the room and as well as make sure that I can see the kids coming back from the bathroom b) Have them go to the bathroom first.

● Allergies

I love to bake and especially giving my baked treats to others, but I am worried if the kids have allergies. It would be beneficial for me to be aware of their medical history/allergies so that I may bring something or make something that is safe for the children to eat.

*Respectfully submitted,*

*Gabrielle Tumaneng*

**Parish Administrator Report**

Facilities rentals were remarkably steady in 2018. The only significant change has been the increase in week-long rentals for musical theatre day camps. The church office operates twenty-four weekday hours each week. Activity increased in the office wing with the relocation of Rev. Sharon’s workspace to the adjacent room. The challenge of keeping up with administration needs continues to be admirably supported by a faithful group of volunteers. I would like to acknowledge their unstinting dedication and longstanding encouragement. Their ongoing office and reception support is greatly valued.

*Respectfully submitted,*

*Randy Williams*

**Envelope Secretary Report**

*Forthcoming.*

**worship and hospitality ministries**

**Altar Guild Report**

St. Catherine's Altar Guild has seen several changes in its membership during this past year. Molly Koning, our dedicated President for many years, retired from her position. The Altar Guild would like to express its gratitude for her devotion to keeping the sanctuary looking beautiful and ensuring that things behind the scenes ran smoothly. Bonnie Grundy assumed the leadership position June 1. Several new members have joined us to help maintain and beautify our altar area in support of our new Vicar, Sharon. We were happy to welcome Ros Jackson and Susana Wensley into the Altar Guild.

We have been kept very busy with special services: Sharon's Induction Service July 25, our visit from Archbishop Melissa Nov. 18, and St. Catherine's 70th Anniversary Service Nov. 25. As well, the Altar Guild continues on an ongoing basis to help prepare for Memorial Services. Our Advent Season was very busy and our church looked its best for our three Christmas Eve services. Our Candlelight Midnight service, a more intimate and reflective service, was held in the chapel for the first time.

An innovative change to our altar area this past year has been the installation of votive candle tables. We are aware of how meaningful lighting votive candles is to many members of our congregation, so we now have a 50-candle table in the church and a 25-candle table in the chapel.

We are happy to arrange flowers given in memory of loved ones or for special occasions. The flower calendar sign-up board has been moved from the Narthex and is now located outside the Sacristy.

It is an honour and a privilege to serve God in this place.

*Respectfully submitted,*

*Bonnie Grundy,*

*President*

**Outreach at Amica Retirement Living**

St. Catherine's established a strong presence at our new Edgemont Seniors' Residence as soon as it opened early in 2017. We began monthly Eucharistic services in July 2017 which have had a faithful following since then. Following the early afternoon service, we have a time of fellowship for everyone-Amica residents and members of St. Catherine's who come to support this Outreach initiative. As well, Bonnie Grundy has led an evening service monthly since March, 2018 - 'Food for the Soul' - for Memory Care residents, with several other Amica residents attending regularly as well. At this time, we are the only church offering worship opportunities to the residents there. Those who attend are vocal in their gratitude for our service to them!

*Respectfully submitted,*

*Bonnie Grundy*

**Pastoral Care Team Report**

Pastoral Care has been busy in visitations to our shut-ins, or who are sick, either by phone or by bringing Communion. We have three parishioners in Evergreen House who receive visits each week. Good to see those who have been too unwell to attend church back and doing well. We have had a few memorials over the last few months, presided over by our Vicar Rev. Sharon Smith. We would like to improve our care of those we do not see. If you know of someone who has not been at church for a long time, give Rev. Sharon or one of our Pastoral team a call so we can follow through. Again, thanks to all our team for their caring work in remembering our Church Family.

*Respectfully submitted,*

*In Faith,*

*Tony Dodd*

**Liturgical Arts Report**

It was with great delight in September, 2018 to be able to put up the Creation banners that Dorothy Mash and the Liturgical Arts Group made. They had been in storage since 2006 and were made to go with the white set that included an altar hanging, chasuble and the small panels that hang on the font. Phil Sunderland, nicknamed the “Parish Hangman”, fabricated a metal hoop for the largest piece, to replace the plastic one that could not hold its weight. With the help of the Karate group they were hung with great difficulty due to the riggings that badly need repair - a project for next year. Taking them down proved to be a challenge as well but Bonnie and Nairn Grundy and their son came to the rescue and it was accomplished! Thanks to all.

Soon after Sharon came to St. Catherine’s to be our Vicar I was pleased to be asked to make binder covers for her use in the services - one for each Liturgical Season of the year. So far I have made a red, blue and a white one and plan to do a purple one and a green one next year.

I am a ‘one man band’ and can only imagine what wondrous things could be accomplished with the miracles of God working through many hands. Please consider joining me in this very rewarding ministry.

*Respectfully submitted,*

*Nancy Sunderland*

**Homeless Shelter Cookies**

The Lookout Society opened its North Shore Homeless Shelter in 2005 and St. Catherine’s ACW began supplying home-baked cookies to the residence once a month. Fourteen years on, the tradition continues as on the fourth Tuesday of every month we collect and deliver the “Homeless Cookies”. That’s a lot of cookies!- and they are much anticipated and enjoyed at coffee or tea time by residents at the shelter. We would appreciate your donations at any time –no commitment necessary.

*Respectfully submitted,*

*Phyllis Mittlestead*

**Christmas Hampers**

Continuing a twenty year plus tradition, St. Catherine’s community generously supported the 2018 North Shore Christmas Bureau. We responded to requests from twelve individuals, with gifts and food vouchers. This year we helped more older folk, many living with disabilities. Festive hampers were assembled and delivered to a central location, run by N.S. Family Services. Thanks to all who helped bring joy to our needy neighbours.

*Respectfully submitted,*

*Phyllis Mittlestead*

**Turning Point Recovery Society**

This year the new Men’s Recovery House was opened out at Mount Seymour Parkway. It was decided, with Lin Parkinson, our counterpart at Gloria Dei Lutheran, that Gloria Dei would continue to make up baskets for the Woman’s Recovery House and we would do the baskets for the Men’s Recovery House. This year I have taken 3 loads of 10 baskets to the men’s house and they were greatly appreciated. I am always looking for donations of goods or cash. I will be asking Mayne, our administrator, to put a list of needed articles in the weekly bulletin. If anyone is interested in helping with this very worthwhile ministry please see me as I can always use help. Thank you to all who donated to this very important outreach ministry.

*Respectfully submitted,*

*Heather Peacock and Brenda Stenson*

**“On Eagles Wings” Report**

On Eagles Wings is an ecumenical Christian ministry dedicated to the Canadian Arctic region, sensitive to the cultural and diverse traditions of these remote villages. St. Catherine’s interest and support has been for their children’s summer bible camps. Various craft supplies pertinent to the theme of the camps are requested and which we fill as we are able. These are collected in the spring and sent to the headquarters in Edmonton. You may wish to donate materials or financially when the list is posted. [www.oneagleswingsnorth.org](http://www.oneagleswingsnorth.org)

*Respectfully submitted,*

*Phyllis Mittlestead*

**Coffee & Conversation Report**

Coffee & Conversation is held on the third Tuesday of the month (excepting August and December) continues to be an activity people look forward to. On average there were 15 people in attendance and the conversation is lively. Thanks to Elizabeth Barratt, Lois MacGregor, Molly Koning and Daphne Lakes who contribute goodies each month. We are pleased that Rev. Sharon, our Vicar has been able to drop in.

*Respectively submitted,*

*Heather Luccock and Elizabeth Barratt*

*Co-convenors*

**STEWARDSHIP AND PARTNERSHIP**

**Stewardship Report 2018**

Stewardship took on a new form in 2018. There was a shift towards a more holistic look at Stewardship by incorporating specific emphases into our worship over a two-month period.

We took some time to pray and reflect on our responsibility to be faithful Stewards. We showed our gratitude for our pets through a Pet Blessing service. There was an opportunity to share the practical ways we show our gentleness and care for God’s world with others in our community. We were fortunate to listen to Judy Graves speak about her thirty plus years of ministry among the community of the Downtown Eastside of Vancouver. This community became her spiritual place and her community full of strong, caring relationships.

Our financial stewardship focus was a post-sermon dialogue with the Reverend Sharon Smith and me. We talked about the changes in our Revenue we will see in 2019 due to the termination of parking lot rental income and the need for all of us to prayerfully consider our personal giving for God’s work at St. Catherine’s. A few weeks later, we celebrated Saint Catherine’s Day with Archbishop Melissa. Parishioners offered their financial pledges for 2019 and Bishop Melissa blessed those symbols of faithfulness.

The result of the Financial Stewardship saw a decline of 8.3% in 2019 pledges compared to 2018 pledges. This decrease, coupled with the loss of the parking lot rental income, identifies the work we need to do as a community.

We shared much about how we strive to be the best stewards of all God’s gifts. We face some struggles with our finances in 2019, but with a renewed sense of Stewardship, a deep sense of gratitude and with God’s help – anything is possible.

*Respectfully submitted,*

*Brenda Stenson  
Chairperson*

**Regional Planning Group**

The Regional Planning Group is made up of the ordained and lay representatives from each of the five Anglican and two Lutheran churches in North Vancouver.  The term of Regional Planning Group representative begins in September and runs until June. We meet three to four times a year to discuss and plan regional events for all ages that can be delivered better on a regional basis than in each parish. The group also shares resources to improve ministry development, community engagement and stewardship.

Some of the events organized in 2018 by the Regional Planning group included:

**Book Studies** – general year-round as well as special Lenten study  
**Men’s Group** - meeting monthly, coordinated by The Reverend Patrick Blaney  
**Joint Ash Wednesday Service** - morning, noon and evening, each hosted by a different community  
**Mystics Course** - led by The Reverend Lynne McNaughton  
**Joint Regional Service** – held in June at St. Catherine’s   
**Youth Progam** - coordinately by The Reverend Lynne McNaughton and Pastor Carolina Glauster  
**Joint Christmas Day Service** – held at St. Martin’s

The yearly calendar of events is planned in early June, with input from all parishes.  New people and ideas are very welcome!  Please check out the Regional blog (<http://northvandeanery.blogspot.ca/>) as well as visiting different church websites to see what else is going on locally.

*Respectfully submitted,*

*Brenda Stenson*

**Nominations Committee**

The 2019 Nominations' Committee included the Reverend Sharon Smith (Vicar), Susanne Stockdill (Vicar's Warden) and Bonnie Grundy (Synod Delegate).

We wish to thank the 2018 Parish Council for their dedication to the people and parish of St. Catherine's.

Special thanks to those who are retiring from their roles: Janet Morris (Synod Delegate), Minyoung Yoo (Alternate Synod Delegate), Bonnie Grundy (Synod Delegate), Susanne Stockdill (Vicar's Warden) and Brenda Stenson (Treasurer).

In order to meet Diocesan Canonical requirements, we invited several new members, some have accepted nomination and others are still considering and whose names do not appear in this report.

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

Vicar's Warden (appointment): Robert Watt (year 1)

Secretary of the Vestry Meeting (appointment): Susanne Stockdill

People's Warden: Gordon Lee (year 2)

Associate Warden: Heather Peacock (year 2)

Treasurer (appointment): Bruce Davidson (year 1)

Synod Delegates (three required):

Brenda Stenson (year 4)

Philip Stigger (year 1)

(vacant)

Alternate Synod Delegates (three required):

Chris Wensley (year 3)

Monica MacDonald (year 2)

(vacant)

Youth Synod Delegate (one required): Jessica Wee (year 2)

Alternate Synod Delegate (one required): (vacant)

Members at Large:

Sharon Fedorak (year 2)

Nicole Geha (year 2)

*Respectfully submitted,*

*Rev. Sharon Smith, Susanne Stockdill, Bonnie Grundy*

**Property Development Task Force**

On April 15, Tasha Carrothers, Missioner for Congregational Development facilitated a Parish workshop that assessed participants’ interest in each of the 5 options from the LeMare Report. Those options were:

1. Maintain the status quo
2. Sell Rectory; use funds to maintain or upgrade current property
3. Sell the entire property and close the parish
4. Redevelop the property and use the funds gained to renovate and upgrade the church building only
5. Redevelop the property and use the funds gained to construct a new church building as part of the entire plan.

Only Options 4 and 5 were supported by significant numbers of workshop participants. Here are the numbers.

|  |  |  |
| --- | --- | --- |
| **Option 4** | Votes | Percentages |
| I really like it - Wholehearted endorsement | 7 | 18.42% |
| Not perfect, Good enough - Agree with a minor point of contention | 4 | 10.53% |
| I can live with it - Support with reservations | 2 | 5.26% |
| I don't understand the issues well enough More discussion needed | 2 | 5.26% |
| Not great but I don't want to hold up the group - Don't like but will support | 7 | 18.42% |
| I seriously disagree - Serious disagreement | 16 | 42.11% |
|  | 38 | 100.00% |
|  |  |  |
| Total Number in support of Option 4 | 13 | 34.21% |

|  |  |  |
| --- | --- | --- |
| **Option 5** | Votes | Percentages |
| I really like it - Wholehearted endorsement | 22 | 56.41% |
| Not perfect, Good enough - Agree with a minor point of contention | 10 | 25.64% |
| I can live with it - Support with reservations | 0 | 0.00% |
| I don't understand the issues well enough More discussion needed | 1 | 2.56% |
| Not great but I don't want to hold up the group - Don't like but will support | 1 | 2.56% |
| I seriously disagree - Serious disagreement | 5 | 12.82% |
|  | 39 | 100.00% |
|  |  |  |
| Total Number in support of Option 5 | 32 | 82.05% |

Parish Council reviewed these results with parishioners and with Sharon Smith when she arrived in July. Also, Council decided based on the Vicar’s recommendation, not to move forward with property development plans until Sharon first had an opportunity over the summer months to get to know parishioners and for the parishioners had the time to get to know her.

In September work began again on property development with the drafting of a preliminary process for property development, the creation of Terms of Reference for a new Property Development Working Group, and the recruitment of members to serve on this Group. Subsequently, Parish Council appointed the following parishioners to the Property Development Working Group: Janet Benjamin, John Geha, Gordon Lee, John Luccock, Gary Stewart, and Chris Wensley. These members have experience and knowledge in the areas of engineering, construction, finance and business. The Working Group has now met twice. It met first to review its Terms of Reference, and then to design the Property Development Workshop to assess Options 4 and 5 that took place on Jan 27, 2019.

Here is summary of the preliminary results of that second workshop.

|  |  |  |
| --- | --- | --- |
| **Option 4** | Votes | Percentages |
| I really like it - Wholehearted endorsement | 7 | 16.28% |
| Not perfect, Good enough - Agree with a minor point of contention | 3 | 6.98% |
| I can live with it - Support with reservations | 1 | 2.33% |
| I don't understand the issues well enough More discussion needed | 4 | 9.30% |
| Not great but I don't want to hold up the group - Don't like but will support | 4 | 9.30% |
| I seriously disagree - Serious disagreement | 24 | 55.81% |
|  | 43 | 100.00% |
|  |  |  |
| Total Number in support of Option 4 | 11 | 25.58% |

|  |  |  |
| --- | --- | --- |
| **Option 5** | Votes | Percentages |
| I really like it - Wholehearted endorsement | 20 | 46.51% |
| Not perfect, Good enough - Agree with a minor point of contention | 5 | 11.63% |
| I can live with it - Support with reservations | 7 | 16.28% |
| I don't understand the issues well enough More discussion needed | 3 | 6.98% |
| Not great but I don't want to hold up the group - Don't like but will support | 0 | 0.00% |
| I seriously disagree - Serious disagreement | 8 | 18.60% |
|  | 43 | 100.00% |
|  |  |  |
| Total Number in support of Option 5 | 32 | 74.42% |

It is clear from the January 2019 workshop that the majority of participants favoured Option 5 and that a significant number preferred Option 4. The Parish now needs to decide how to proceed.

Thanks to the former Property Development Committee for its work and contribution to St. Catherine’s for developing and presenting a number of property related options for the Parish to consider. Members of that committee were: Gary Stewart, Susanne Stockdill, Elizabeth Barrett, Alison Watt, and John Luccock.

*Respectfully submitted,*

*Gordon Lee*

*People’s Warden*

**Primate’s World Relief and Development Fund (PWRDF)**

The Primate’s World Relief and Development Fund has been connecting Anglicans in Canada to people in need in Canada and around the world since 1958. PWRDF supports a dedicated network of volunteers across Canada through communications, promotional, and educational resources. We strive to make PWRDF part of the outreach and social justice ministry of every parish.

The Goal of PWRDF is a way of having Canadian Anglicans join hands with people trying to rise above poverty, injustice, and oppression around the world. It is a way to put love and concern into action, by responding to Canadian and international disasters and needs.

The PWRDF thanks St. Catherine’s parishioners for your assistance over the past 60 years. This year, monies raised at the Pancake Supper and the concert performed by the ‘Milleraires’ have all gone to PWRDF causes. Individually, you have responded to many appeals over the last year.

The PWRDF responds to Isaiah’s prophecy: “Then your light shall break forth like the dawn, and your healing shall spring up quickly……Then you shall call, and the Lord will answer, you shall cry for help and He will say, “Here I am”.

*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**

Considerable time and money has been spent on the Rectory in 2018. This was due to a number of items as required in the LeMare Report (2017) and some unforeseen circumstances during the year. Carpentry and maintenance was carried on inside the house and on the outside. Major repairs were done to the sliding exterior doors off the Master bedroom. The Patio, off the bedroom, was repaired and painted. A new roof was put on the whole building. The porches were painted and gutters cleaned out.

We had to have some dead and dying evergreen trees cut down and removed from the property. We shared this expense with the neighbours in the house next door.

We had to replace the water pipe from Ridgewood Road to the Rectory as it had rusted out. Then in the early Fall we had a back up in the Sewage pipe which resulted in flooding in the basement. The sewer pipe had to be replaced from the Rectory to Ridgewood Road. Due to the flooding in the basement considerable damage occurred which has resulted in a restoration of the area. Although some of this work has been paid for by the Insurance Company, the Parish has had to pay the ‘deductible’.

Our thanks to Gordon Lee who coordinated the major work carried out at the Rectory.

**Church Buildings**

There are the usual ongoing items that are undertaken on a regular basis, such as changing light bulbs, unplugging sinks and toilets, and keeping the heating system working at an acceptable level. This year a new ‘Torch On” roof was put on the flat roof portion of the Gym (Stage & Office area). Based on the “LeMare Report”, electrical items were brought up to code throughout building. The lights in the Gym were replaced with LED bulbs that do not require ‘ballasts’, therefore there is no annoying sound from the lights. The ceiling panels in the Greig Hall, under the Gym were restapled.

**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 $14.00 per hour for 8 weeks. Randy, our Parish Administrator, looked after the paper work and assisted when needed in making the program possible.

Our two Students, Alec Cumming and Trev Flanigan, completed some 30 jobs. There isn’t space to list them all. Some of the major projects included switching the offices of our Music Director and Vicar, along with moving furniture and painting, 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, repainting the parking lot lines, and “immortalized” the green tape ball. We thank them for their dedication and responsible attitude to all the jobs assigned.

**Gardens**

This past year, Steve Jackson took on the position of Gardener for the Church. He has done a great job of keeping the Memorial Garden in such good condition and looked after the Ridgewood area. He has also been diligent in keeping the Parking Lot and surrounding areas free of debris,

**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 a tool for any job. Joe Coogan who again volunteered his time to wash and wax all floors throughout the Complex and stapled the ceiling panels in Greig Hall. Patrick Coogan who cleaned out gutters on numerous occasions throughout the year. Steve Jackson, and Evan Jennings, who don’t mind climbing a ladder to replace lights or put up exterior Xmas lights.

**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 Gym lights this year along with a myriad of other electrical jobs.

Linda Morrison – our Cleaner, who looked after our daily needs in terms of bathroom, carpets and floors these many years has retired from that position. We wish her well in her other endeavours.

Milani Plumbing - attempt to keep our drains cleared and water running. This year, they have been especially busy with the problems at the Rectory.

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

*Respectively submitted*

*John Luccock,*

*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 our newest program, Play, Eat, Learn, allows children to have a flexible time at the preschool, up to 5¾ hours per day. As we respond to the changing needs of our families, our licenses also need to change and we will run one room under a day-care license next year. 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.

My deep gratitude goes again to 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.

The Childcare Society continues its work to maintain and upgrade the outside playground.

St. Catherine’s Childcare Society’s Board is indented to those members of the Parish Council who support the work of the preschool. We give special thanks to our Vicar, Sharon for her support and especially 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.

The staff of the preschool 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.

Many thanks go to the members of the Preschool Board. One of the goals of our board is to work towards ensuring each staff earns a living hourly wage. Keeping and rewarding good staff is a priority. St. Catherine’s Childcare Society has submitted an updated Constitution which was required by the province for all non-profit societies.

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. Again, this year, we are grateful to Gabi, who 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*

**VESTRY MEETING DOCUMENTS**

**St. Catherine’s Parish Annual Vestry Meeting Minutes - Sunday February 25, 2018**

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 40 people in attendance constituted a quorum.

1. The Reverend Sharon Salomons opened at 11:06 am with prayer. Reverend Salomons also chaired the meeting. In her open remarks Sharon provided an update regarding the leave of the Reverend Keith Gilbert. Keith’s appreciation for the ongoing support of the parish was expressed.

**Memorials**:

Joan Edwards John Edwards John Alfred “Jack” Perkins

Andrew Wilhelm-Boyles Frank Willis

The memorial role was read by Sharon, who followed this with a recitation of the prayer of commendation.

2. **Regrets and Approval of Agenda**

**Regrets**: Derek Barratt, Michael Burns, Gillian Holland, Chris Wensley, Min Joon Yoo, and Diane Stickney.

**Approval of Vestry Meeting Agenda**

**M/S** (Phil Sunderland/ Heather Luccock)

**Carried**

3. **Minutes of the 2017 Annual Vestry Meeting**

**Motion:** to approve the minutes of the 2017 Annual Vestry Meeting

**M/S** (Heather Peacock / Tony Dodd)

Call for amendments or corrections by the chair.

Amendments to the 2017 minutes:

p. 4 “M/S/C (Urmilla Mereigh/Bonnie Grundy)” should be deleted as there is no motion to which it refers.

p.5 “treasurer” spelling corrected

**Carried**

4. **Business Arising from the Minutes**:

No business was brought forth.

5. **Motion for the continuance of the Canonical Committee** Susanne Stockdill

Susanne Stockdill provided an overview of the ongoing role of the committee, and details of the motion before the membership. Vestry was asked to continue with the current members of the committee, including those exiting parish council. Tony Dodd, Vivian McGie, Elaine Van Horn, Emma Wensley, and Steve Jackson are finishing their terms on Parish Council. If the motion is passed, they will remain on the Canonical Committee.

**Motion:** that the Canonical Committee currently constituted complete the work it has begun and remain in place until such time as the next Incumbent has been appointed by the Bishop.

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

6. **Report of the Nominating Committee** Vivian McGie/Tony Dodd

Nominating Committee members canvassed the retiring council and learned there were eight vacancies.

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

Vivian, on behalf of the Nominating Committee presented the following:

**Motion**: for Vestry to appoint Brenda Stenson as treasurer

**M/S/C** (Vivian McGie / Heather Peacock)

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)

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) Min Joon 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

Motion to receive the Report of the Nominating Committee:

**M/S/C** (Tony Dodd / Vivian McGie)

7. **Nominations from the floor** Reverend Sharon Salomons

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.

**Carried**

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

9. **Receipt and Discussion of 2017 Annual Vestry Report**: Reverend Sharon Salomons

Motion to receive the Annual Report as amended.

**M/S** (Shirley Stockdill / Nancy Sunderland)

Discussion:

Joy Wee: What is On Eagles Wings? Phyllis Mittlestead response: On Eagles Wings is an ecumenical organization providing service to people in the far north; mostly Inuit and first nations peoples. St. Catherine’s have supported their youth camps in the past.

**Carried**

10. **Report of the Independent External Accountant’s Review Report for 2017**

In the absence of outgoing Treasurer, Derek Barratt, Susanne Stockdill presented an overview of the external review.

Susanne noted that there was a slight decrease in donation revenue. Increases were seen in festival gifts, and in rental income. The rental of air space rights, a new revenue stream in 2017, was specifically noted. Membership was notified that roof repairs and replacements will constitute a significant expense in 2018. Funds were allocated for these repairs in 2017, however the wet weather season has delayed this work. Anticipated costs are now reflected in the proposed 2018 budget.

**Motion**: to approve the reviewed Financial Statements for the year ending December 31st, 2017 and that the People’s Warden and Rector’s Warden sign them.

**M/S/C** (Susanne Stockdill / Joy Wee)

11. **Treasurer’s Report and 2018 Proposed Budget**

The proposed budget was prepared by Derek Barratt and approved by Parish Council.

Budget documents were made available to parishioners four days in advance of Vestry.

In place of Derek Barratt who was absent due to ill heath, Susanne Stockdill made brief introductory remarks.

Susanne noted that the auditors retained by the parish requested changes to the documentation procedures relating to restricted funds. Specifically, changes in our documentation of fund use.

The parish presently enjoys a high cash balance. This position is, in part, in anticipation of possible relocation costs for a new Rector. Therefore, additional funds have not been designated for use as restricted funds.

**Motion:** that the proposed 2018 Budget be approved.

**M/S** (Susanne Stockdill / Bonnie Grundy)

Discussion:

Gary Stewart asked why funds needed for upgrades to the Rectory are not reflected in the proposed budget. Susanne responded that this funding will be addressed later in the meeting with a special motion.

Heather Peacock asked why the proposed budget does not include an entry for Sunday school expenses. In response, Rev. Sharon indicated that the Sunday school budget is included in the proposed amounts for youth pastoral ministry.

**Carried**

12. **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 2018 fiscal year.

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

13. **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.

This motion reflects an amendment to the wording presented at prior Vestry meetings. Where the motion now specifies “treasurer”, it previously specified “bookkeeper.”

**M/S/C** (Susanne Stockdill / Steve Jackson)

14. **Report of Parish Funds** Gordon Lee/Wardens

Gordon Lee acknowledged the key role that the Reverend Keith Gilbert played in renewing the Parish Funds policy. The proposed revisions are based on Keith’s historical inquiry of into previous Parish Council decisions. The revised wording is now offered as a motion to the membership.

Rev. Sharon specified that the terms of reference for three of the four church funds have been approved by vestry in 2011. The terms of the Martha Funs had not been approved by vestry

Printed documentation of the original fund terms and proposed changes were made available to all members in attendance. Subsequent to Gordon Lee’s preliminary remarks, a motion was put forth to accept the proposed wording (as documented and distributed).

1. **Motion to approve terms of Martha Fund**: Susanne Stockdill

**Motion:** that the wording of the terms of the Martha Fund be amended to reflect the proposed wording of ‘Revision V4 – 17 January, 2018.’ (see the attached for a comparison of the original wording and the proposed revisions).

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

Discussion from the floor:

Bonnie Grundy asked whether the Brady family are aware that policy changes are proposed? In response, Heather Peacock answered that members of the Brady family are aware.

John Luccock shared that in 2010 a committee did see the proposed changes, subsequently approved in 2011, but not approved by vestry.

Brenda Stenson asked if expenditures from the fund are limited to the interest the fund generates, or whether maintaining a balance not less than $15,000 the governing guideline.

Susanne Stockdill responded that the only restriction is that the fund cannot be depleted below $15,000.

Heather Peacock noted that the current expenditure limit of $1000 per child, “does not go very far for a sponsor family.” Often the recipients are single mothers, and there is a desire to support them to the greatest extent the church can.

**Motion from the floor**: To increase the subsidy limit from $1,000 per child to $2,000 per child.

**M/S** (Heather Peacock / John Luccock)

Discussion on motion to increase subsidy limit:

Bonnie Grundy strongly suggested that the church speak to the family about the specific policy revisions proposed, prior to making changes.

Steve Jackson asked whether there has been discussion with St. Catherine’s Child Care Society regarding offering bursaries. Heather Peacock affirmed that subsidies were gifted by the childcare society this past year. To this, Brenda Stenson added that subsidies should be handled independent of the childcare society.

Phyllis Mittlestead asked where additional donations to increase funding would come from. Susanne Stockdill reiterated that, under the terms of the Martha Fund, the church cannot provide support if the fund balance drops to $15,000.

**Motion from the floor carried**

Discussion resumed on the original motion as amended:

John Luccock reminded the membership that the child care society is only one of many possible sponsorship expenditures for the Martha Fund to consider. In a previous year dental work was funded. Phyllis Mittlestead shared that Doreen Brady originally proposed this fund to sponsor participants in the Open Door Society.

Immediately prior to the vote, Heather Peacock advised the membership that St. Catherine’s Child Care is the only daycare in the area that accepts children with special needs. Additional expenses are incurred by parents to meet their special requirements.

**Carried**

Note: after the vote Rev. Sharon recommended that the Brady family be advised of the wording change.

1. **Motion to appoint Fund Trustees**:

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 John Luccock be appointed as Administrators for the Parish Initiatives Fund and the Parish Capital Development Fund.

**M/S/C** (Susanne, Heather Peacock)

15. **Approval of Eucharistic Ministers**: Reverend Sharon Salomons

Elizabeth Barratt, Derek Barratt, Lori Burns, Tony Dodd, Sandra Falck, Bonnie Grundy, Dora Harvey, Julia Hadrill, Gillian Holland, Janet Johnston, Molly Koning, Gordon Lee, Hoony 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, Susana Wensley.

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

**M/S/C** (Bonnie Grundy / Vivian McGie)

16. **New Business**:

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

a) **Property Task Force report** Gary Stewart/John Luccock

Gary Stewart, Chair of the Property Development Task Force, offered introductory remarks regarding the purpose of the facilities assessment undertaken by Simon LeMare. recommendations

John Luccock presented a summary to the membership:

In 2008 Simon LeMare authored a report on the church facilities, and their state in relation to (then) current building codes. The Property Task Force, aware that that this most recent assessment was undertaken 10 years ago, believed an up-to-date audit was needed. Simon LeMare was contracted to conduct the audit. He subsequently brought in specialists to review the multiple elements requiring assessment. A summary of the new assessment (the “precise”) has been prepared.

[Note: copies of the precise to the “LeMare Report” were made available to the membership prior to the meeting].

A summary in brief of items requiring attention:

- Rectory items (as detailed in the precise) are critical needs that need to be addressed.

- Gym roof and adjoining flat roof

- Church building issues:

* Issues with the heat in the sanctuary during winter (LED replacement lamps project less heat than original lamps).
* Perimeter drainage has not been addressed adequately…some is now collapsing.
* Asbestos is a minor concern in the church, but is plentiful in the Rectory.

Responding to a question from the floor, John advised that LeMare estimates the cost to bring the facilities up to current building codes is in the range of $1,750,000 to $2,000,000.

Gary Stewart: The entire report will be made available to parishioners. The task at this meeting is to present “top-line” issues.

[Gary read aloud the five options identified by LeMare as potential responses to his findings.]

A Parish Town Hall meeting will be held on April 15 to review available options, and to discuss next steps. In anticipation of potential redevelopment, a “proof of concept” document is recommended. It documents the feasibility of redevelopment with reference to the Parish’s vision. Representatives of Marcon Construction have offered input. In their opinion, redevelopment is feasible even if the redevelopment is modest. Input from Lynn Valley United Church has been very beneficial. Their redevelopment successfully raised a $2,000,000 legacy fund.

Discussion:

Joy Wee stated she understands that the Diocese of New Westminster owns the property, and inquired whether they have a say in property redevelopment. In response Gary indicated that there are three approvals that are required, including diocese approval.

Gary referred to the Nanaimo Ecumenical Centre Society as an established model of ecumenical sharing of facilities. Their concept is a potential option to consider.

Phil Sunderland recounted the parish’s exploration of an ecumenical partnership with Gloria Dei Lutheran. A lot of preparation work completed before the diocese advised joint ownership could not go forward. If response Gary noted that, if the parish were to consider ecumenical sharing of facilities, the appropriate due diligence would be undertaken.

Linda Robertson asked whether any other Anglican Churches have redeveloped their property, and if so, can they assist us? Gary advised that there is assistance at the diocese level now to help parishes investigate development scenarios. Our first step is to decide if we wish to go forward with redevelopment. Phil Sunderland noted that there is historical precedent for redevelopment on the North Shore. St. Michael in the Wood redeveloped twenty-five years ago. Gary specified that Lynn Valley United is being presented as a financial, rather than a building model.

Rev. Sharon shared that the diocese is involved with three parishes considering redevelopment. A committee to this end is being struck by the diocese. Our town hall on April 15 will include Tasha Carrothers. Tasha will facilitate our discussion about going forward, our concerns, and our dreams.

Shirley Stockdill asked how the LeMare report be distributed. Brenda Stenson responded that a summary will be posted online, and hard copies of the full report will be made available through the office.

Phyllis Mittlestead voiced concern over the length of the process, and whether it will benefit current members. Gary Stewart let it be known that the whole process at Lynn Valley united required ten years. They were out of their building for two years. St. Catherine’s has a good head start on the process.

**Motion from the floor**: To give thanks to the Property Task Force Committee for all of their excellent work.

**M/S/C** (Gordon Lee / Linda Robertson)

b) **Rectory Repair** Susanne Stockdill

Susanne Stockdill advised that there are currently sufficient funds in the fund to cover necessary rectory repairs.

**Motion**: To approve allocation of $25,000 from the contingency to replace the rectory roof, sliding glass doors, and windows.

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

Discussion:

Susanne advised that there is also a need to bring railings up to building code standards at the rectory. The grounds, as well, need a thorough clean up.

Phil Sunderland asked if it is wise to fund these repairs given that the rectory may be “bulldozed” in several years’ time. Susanne noted that the redevelopment process would likely require a longer timeframe.

Gary Stewart commented that, given the length of time required for property redevelopment. a $25,000 investment in the rectory makes sense. Will any costs arising from a need to relocate the rectory tenants be funded from contingency as well? Susanne responded, Yes, that is correct.

Heather Peacock asked whether volunteers could clear grounds at the rectory? Susanne noted that that volunteer help would be wonderful.

**Carried.**

17. **Friends of St. Catherine’s Award** Vivian McGie/Tony Dodd

Vivian McGie announced that this year’s deserving recipient is Nancy Sunderland; stressing how happy she is to be giving this award to such a lovely gentle person.

Vivian provided an overview of Nancy’s contribution to Parish life. This includes volunteering in numerous ministries, including liturgical arts, Eucharistic administration, care home visits, the annual thanksgiving diner, and serving as Secretary to the Parish Council. The award was given with thanks for “all you do”. Nancy graciously responded that “we have to keep the church going,” and that she continues coming to St. Catherine’s because “all of my friends are here.”

Closing remarks were offered by the Reverend Sharon Salomons. Rev. Sharon expressed he thanks to all attendees. Specific thanks we offered for the work of Bonnie and Nairn Grundy for setting up for Vestry, to the Parish administrator, the outgoing council members, and special thanks to Derek Barratt for stepping in and assuming the Treasurer role half-way through the year. Rev. Sharon expressed her appreciation for the longstanding service of Tony Dodd and Vivian McGie.

Brenda Stenson stepped forward on behalf of the membership to thank Rev. Sharon for her presence and continued leadership.

18. **Motion to adjourn**  **M/S/C** (Vivian McGie / Phil Sunderland)

The meeting was adjourned at 12:45 pm. and ended with a prayer lead by the Reverend Sharon Salomons.

**ADDENDUM 1:**

**Annual Vestry Meeting Agenda -** Sunday, February 24th , 2019

1. Opening Prayer and Memorials
2. Regrets, New Business and approval of agenda
3. Minutes of the 2018 Annual Vestry Meeting (see page: )
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 2018
10. Treasurer’s Report – 2019 Budget
11. Appointment of Independent Accountants
12. Appointment of Signing Officers
13. Motion to appoint Fund Trustees
14. Approval of Eucharistic Ministers
15. New Business:
    1. Motion to change the St Catherine’s Parish Procedures relating to the composition (and function) of the Administration and Finance Committee.
    2. Motion for Property Development.
    3. Friends of St Catherine’s Award.
16. Adjournment/Closing Prayer

Date of next Annual General Vestry Meeting: Sunday February 25th, 2020.

**ADDENDUM 2:**

**Motions for discussion and vote:**

**Motion 15a:**

“That we change the St. Catherine’s Parish Procedures relating to the composition (and function) of the Administration and Finance Committee from 2001:

From:

“The Administration and Finance Unit Committee shall consist of the Rector, both Wardens, the Treasurer, the chair of the Property and Grounds Committee, the Bookkeeper, the Parish Administrator (ex officio) and at least two other members at large appointed by the Parish Council.”

(St. Catherine’s Parish Procedures, from Extra-Ordinary Vestry Meeting on April 22nd, 2001)

To:

“[The Administration and Finance Committee shall consist of] the clergy leader and the Wardens (with the assistance of the Treasurer) as a leadership team that has the oversight of and responsibility for the overall health and direction of the parish and that assists Parish Council in working as a team with them in the decisions and tasks related to the work of the parish.”

(Wardens and Treasurer’s Manual by Archbishop Melissa, 2018)

**History**

In September the Parish Council participated in a morning retreat. The aim was to get to know and trust each other as Parish Council; to visualize our parish structure and figure out ways to build stability in order to poise ourselves for growth; and to develop a strong plan for inter-group communication and visioning for our property development project.

We discussed ways that the purpose of the Administration and Finance Committee has changed, given the size of our parish now. We discussed how the Administration and Finance Committee (now made up of the Wardens, Treasurer and Vicar) could function as a subgroup of Parish Council, proposing items to the Parish Council for decision. This conversation informs one of the motions for Vestry.

**Motion 15b:**

“That Vestry supports the redevelopment of St. Catherine’s property, instructs Parish Council to undertake research that assesses all aspects of the feasibility of Option 5 and Option 4, and that Parish Council presents this report to a future meeting of Vestry.”

**History**

On April 15 2018 at a Parish workshop about property development, 32 participants indicated that supported Option 5 (Redevelop the property and use the funds gained to construct a new church building as part of the entire plan) and 13 participants supported Option 4 (Redevelop the property and used the funds gained to renovate and upgrade the church building only). 1 participant favoured maintaining the status quo.

In November 2018 in a Setting Priorities Survey, Parishioners were asked were asked whether the St. Catherine’s community is ready to move forward on a process to redevelop our property. Out of 44 respondents, 38 said “yes”.

On January 27 2019 a second property development workshop was held to assess the pros and cons of Options 4 and 5. After these discussions, participants were asked again about their support for each of the options. 32 were in favour of Option 5, and 11 preferred Option 4.