

## ST. MICHAEL'S CHURCH COMMITTEE MEETING #5 JUNE 23, 2015 MINUTES

**PRESENT:** Moses Kajoba (chair), the Rev. Wilmer Toyoken, Brigette Castro, Terry & Marg Cutforth, Sam Copley, Bart Alatan, Peter Miller (visitor), Greg Tatchell.

**Call to Order:** Meeting #5 in 2015 was called to order at 6:03.

**1. Adoption of June 23 Agenda:** Moved by Bart, seconded by Terry, carried.

The agenda was streamlined compared to our traditional meetings. The reason for this is shown in the attached minutes from a Trustee's meeting on May 21<sup>st</sup>. Those minutes introduce four Major Business items requiring 90 minutes time. They were covered first in the evenings proceedings following, each of which resulted in a motion from the Trustee's.

### MAJOR BUSINESS

**2.1. FINANCIAL STATEMENTS** - St. Michael's have had positive net income Financial Statements over the last 8 years (2007-2014). The first quarter Income Statement (attached) required a detailed focus because it was in the negative by \$1,000. The circumstances behind this were reviewed in some detail. Finances will require particular attention to ensure we are back in the black, hopefully in the second quarter. The Trustee's first motion of the evening moved that the Income Statement be received. Seconded by Marg, carried.

**2.1. GIVINGS** - For a complicated set of reasons, even though givings appeared to be ahead of last year, they are a concern for the rest of the year. Agreed to defer presentation on this point to Sunday's homily, when Bart will deal with it during his Stewardship Homily.

**3. ORGANIZATION STRUCTURE – "TEAM OF TEAMS"** - St. Michael's had an organizational structure, ratified by Vestry, in the years 2006, 2007, and 2008. Recent questions regarding hierarchy at St. Michael's motivated the Trustee's to resurrect the discipline, with a new organization chart.

The second motion by the Trustee's, seconded by Sam, was that the attached *ST. MICHAEL'S "TEAM OF TEAMS" ORGANIZATION STRUCTURE* diagram be ratified as the official representation of authority at St. Michael's. As indicated in the figure, it is grounded in the Canons of the Diocese, and the Constitution of St. Michael's. It was further moved that the figure be updated annually at Vestry, socialized appropriately, displayed prominently in the hall, and introduced during announcements on Sunday. Carried unanimously.

### 4. 2021 STRAT PLAN POLICY/IMPLEMENTATION BEGINNING IN 2015 - SPIRITUAL VS SECULAR

PRIOR to introducing this item, Church Committee was reminded that we have 7 years to implement the 2021 Strat Plan, and that in this first of those 7 years, we would begin formal implementation with just two of the 21 SMART GOALS, recognizing that there are 6 years after 2015, and that we committed to giving the Strat Plan team a bit of a break in 2015, after their labors in 2014.

From their May 21<sup>st</sup> minutes (attached), the Trustee's made this third motion:

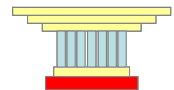
*"Church Committee Minutes (from the Spring): Balancing our time/efforts between SPIRITUAL & SECULAR*

- o *It was decided to begin implementation of the Strat Plan by choosing a Smart Goal for each of these two areas.*

1) **SPIRITUAL:** Smart Goal 5 will be proposed to address the **SPIRITUAL: Via Media**

2) **SECULAR:** Smart Goal 18 will be proposed to address the **SECULAR: Leadership Development"**  
*(POST MEETING: Likely to begin in July)*

Seconded by Sam, carried unanimously. In terms of timing, it was proposed to target *Smart Goal 5 (Via Media)*, for the Fall. It was proposed to begin *Smart Goal 18 (Leadership Development)* with the Trustee's over the summer, and then subsequently with the rest of Church Council in 2016.



## 5.1 RECTOR'S JOB DESCRIPTION

Almost exactly one year ago, at the 26 June 2014 Church Committee, the 2014 job description for the rector of St. Michael's was ratified as follows:

*"Job Description - After a seriatim reading of draft 5 of the initial Job Description for the Rector of St. Michael's, it was moved by Greg, seconded by Marg, passed unanimously, that it be ratified by Church Committee ... "*

After a seriatim reading of the 2015 job description of the rector of St. Michael's, it was moved by the Trustee's, seconded by Terry, passed unanimously, that it be ratified by Church Committee (as attached). It was further agreed that it had been socialized well enough in its first iteration (as part of the 26 June minutes, posted in the Hall and on our web-site), that posting it in the Hall and on the web-site in 2015 would be sufficient.

## 5.2 OTHER JOB DESCRIPTIONS

Job descriptions for Administration, Janitorial and the Choir Director are now required. It was agreed to treat the Administration job description as the next priority, building on the job description that existed for Felly Farinas. Templates for Janitorial and the Choir Director would be sought after from the Diocese, as was done for the Rector. Each of these three will be individually championed by three different Trustee's, and brought to Church Council by that Trustee when ready for ratification (*POST MEETING: Tentatively, Padi to co-ordinate the Admin job description, Bart the Janitorial, and Moses the Choir Director, to be finalized at August Trustee's meeting, and September Church Committee*).

6. **RECTOR'S REPORT** - Padi presented a detailed report, which generated concurrence after much interest and discussion. It was presented in the form of the minutes from Sunday's SPC meeting. Find those minutes attached.
7. **WHEELCHAIR ACCESS** - A very successful May 25<sup>th</sup> Concert was staged by the men's and women's group, and raised a very impressive \$2,400 (there was another Concert June 1<sup>st</sup>, raising another \$1,000). These funds from May 25<sup>th</sup> be used to establish a Balance Sheet Capital Fund for **WHEELCHAIR ACCESS** at St. Michael's. Brigitte advised the Committee that she also had a \$2,000 cheque from BIBAK for the same purpose. It was proposed, and agreed, that we would add a line to the Balance Sheet showing this \$4,400 as the beginning of a fund which will need to grow to at least \$25,000. The Committee was optimistic that we can likely achieve this by 2020 at the latest, without impacting budgeted givings.
8. **ELECTRICAL** - Terry to get a proposal from his electrician for the "Pope" machine!
9. **BUILDINGS** - Terri has been busy! Part of the 2014 Sanctuary Restoration was replacing six lead framed windows. To protect them, he has had Plexiglas put up outside. He has done the same thing in the Susannah Wilson side chapel after a fall/accident that broke two panes on the door. A north side tree has been removed, and a new manhole cover replaced. In addition to all of this, resolution was achieved with a 'critter' that had been tormenting the church and day care!

Additionally, Terry made arrangements with the summer Farmer's Market to again host their container, which the Church is again very pleased to do. Church Committee agreed that the rent fall under the standards established by Church Committee for all of our renters. Padi to follow-up.

## 10. FUTURE MEETINGS

**MEETING #6 - TUESDAY, SEPTEMBER 22**

**MEETING #7 - TUESDAY, OCTOBER 27**

**MEETING #8 - TUESDAY, NOVEMBER 24**

**2016 VESTRY - SUNDAY, FEBRUARY 21 (NOT THE 14<sup>TH</sup>!)**

9. **ROUND TABLE – HOW DID WE DO?** - Despite a 3 hour meeting, Terry summarized it for us by saying it went "Very Well." We got a lot of very substantive work done, and had fun doing it. Plus it was nice having a guest (Peter Miller joining us for part of the meeting).

Adjourned with the Grace at 9:15.

|                                       | <b>Jan - Mar 15</b> | <b>Jan - Mar 14</b> |
|---------------------------------------|---------------------|---------------------|
| <b>Ordinary Income/Expense</b>        |                     |                     |
| <b>Income</b>                         |                     |                     |
| 4000 · Givings                        | 18,467.45           | 17,297.97           |
| 4100 · Interest & misc revenue        | 46.58               | 198.00              |
| 4150 · In Kind Donations              | 901.00              | 0.00                |
| <b>Total Income</b>                   | <b>19,415.03</b>    | <b>17,495.97</b>    |
| <b>Expense</b>                        |                     |                     |
| 5000 · Salaries                       | 18,827.99           | 17,512.46           |
| 5100 · Assessments                    | 3,630.51            | 3,369.00            |
| 5160 · Instrument R&M                 | 0.00                | 260.00              |
| 5200 · Repairs and Maintenance - Bldg | 1,312.44            | 750.72              |
| 5300 · Utilities                      | 2,258.51            | 606.24              |
| 5350 · Property taxes                 | 1,347.99            | 1,291.21            |
| 5400 · Insurance                      | 3,302.25            | 2,938.26            |
| 5500 · Office expenses                | 497.84              | 1,054.84            |
| 5510 · Janitorial supplies            | 1,184.46            | 752.09              |
| 5520 · Church supplies                | 1,055.75            | 978.46              |
| 5525 · Educational supplies           | 121.00              | 181.50              |
| 5530 · Unrecoverable Sales Tax        | 144.52              | 99.95               |
| 5550 · Telephone                      | 357.18              | 302.67              |
| 5560 · Bank charges & interest        | 75.86               | 61.13               |
| 5580 · Meal ministry                  | 150.00              | 500.00              |
| 5586 · In-kind                        | 1,240.78            | 62.67               |
| <b>Total Expense</b>                  | <b>35,507.08</b>    | <b>30,721.20</b>    |
| <b>Net Ordinary Income</b>            | <b>-16,092.05</b>   | <b>-13,225.23</b>   |
| <b>Other Income/Expense</b>           |                     |                     |
| <b>Other Income</b>                   |                     |                     |
| 5600 · Recovery bldg exp (1/2 assmt)  | 15,095.00           | 16,560.00           |
| <b>Total Other Income</b>             | <b>15,095.00</b>    | <b>16,560.00</b>    |
| <b>Net Other Income</b>               | <b>15,095.00</b>    | <b>16,560.00</b>    |
| <b>Income</b>                         | <b>-997.05</b>      | <b>3,334.77</b>     |

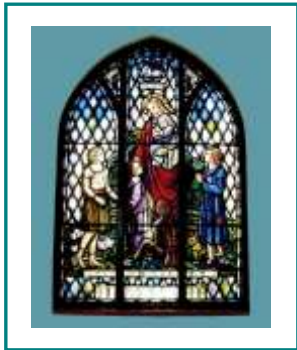
### St. Michael's Organizational Structure

# "A Team of Teams"

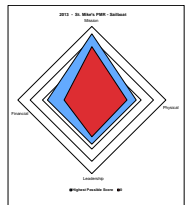
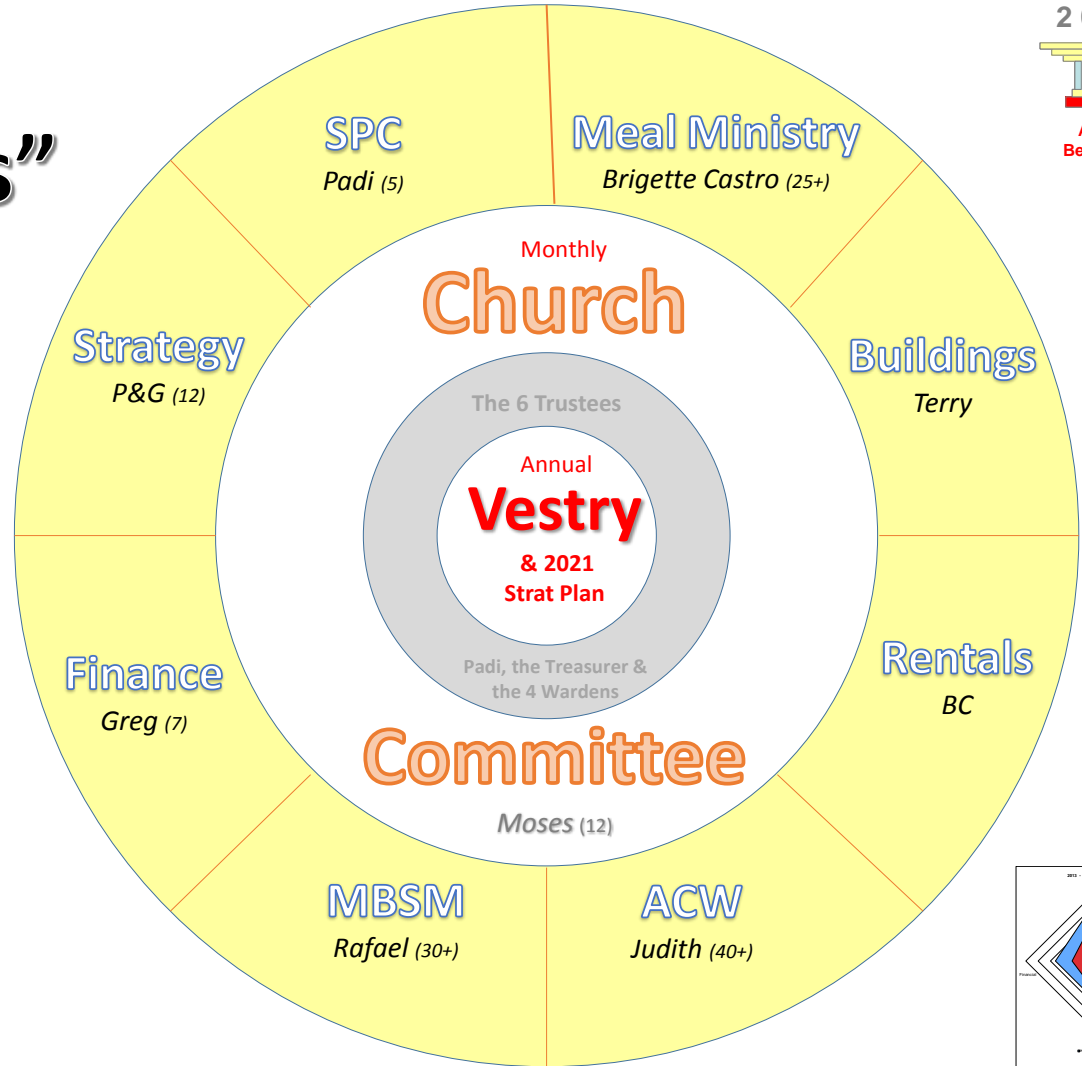
## 2015

### "Establish Authority"

Authority as laid down in the Canons of the Diocese of New Westminster and the Constitution of St Michael's Multicultural Anglican Church



v1 – ratified by Church Council 23 June 2015: To be updated annually at Vestry



## ST. MICHAEL'S TRUSTEES MEETING #3

### MAY 21, 2014 MINUTES

PRESENT: Rev. Wilmer Toyoken, Moses Kajoba, Greg Tatchell

ABSENT: James Baldo (Graduation), Bart Alatan (Baguio), Brigitte Laweng (School)

*It was proposed at this meeting, given the average attendance over the last year (3-4 out of the six), that we institute a policy of keeping minutes to ensure that all six of us are kept fully informed and engaged. Also, these minutes will serve to act as an agenda for what to bring forward to Church Council, and as a review at the beginning of the following meeting, in the form of adoption of these minutes.*

#### Adoption of Agenda.

#### 1. FINANCIALS

- Reviewed the Income Statement and Balance Sheet for the Church Only.
- Revisions Pending for Church Council in June

#### 2. 2021 STRAT PLAN – SPIRITUAL VS SECULAR

- Church Committee Minutes: Balancing our time/efforts between SPIRITUAL & SECULAR
  - It was decided to begin implementation of the Strat Plan by choosing a Smart Goal for each of these two areas.
  - **SPIRITUAL:** Smart Goal 5 will be proposed to address the SPIRITUAL: Via Media
  - **SECULAR:** Smart Goal 18 will be proposed to address the SECULAR: Leadership Dev
- These will be presented to Church Committee in June for Feedback/Concurrence.

#### 3. THE PRIEST'S JOB DESCRIPTION

- Reviewed the 2015 Job Description developed at the Trustee Meeting #2 in February.
  - For presentation to the Church Committee in June.
  - Job Review in July?

#### 4. ROLES AND RESPONSIBILITIES

- Decided to resurrect the Organization Chart used 2006-2008 (see Attachment).
  - For presentation to Church Committee in June.

## **Sanctuary Planning Committee Meeting # 2 Minutes**

June 21, 2015

Attendance: Present - Bart, Greg, Wilmer and Agnes      Apology - Brigitte Laweng.

1. Meeting started with a prayer led by Padi Wilmer.
2. All accepted the agenda
3. February 8, minutes – Accepted with one revision ( AOB 7.4.) To allow parishioners /renters using the church address as their mailing address in consultation with the priest-in-charge.

### **Agenda 2.1. -On Church Partnership – Smart Goal # 2**

Sister Parishes are communicating with St. Michael through email and face book. Greg and Wilmer to follow up.

### **Agenda 2.2. – On Lay Participation in the Sanctuary– Smart goal # 19**

#### **2.2.a - on lay administrator**

Agnes to replace Brigitte Laweng on the list of Lay administrators. Teofilo, Teves and Agnes were given some guidance and instruction on administering the cup.

#### **2.2.b - on Lay Reader**

Lay reader has broader duties in the sanctuary. Diocesan canon doesn't have any specific details on it. However, it is a common practice with some churches, including St. Mikes, that the tasking of lay duties in the Sanctuary is the prerogative of the parish priest.

#### **2.3.c - on Altar assistant**

In addition to Greg and Bart assisting Padi at the altar, Teofilo and Ramon were also trained to assist Padi.

### **Agenda 2.3 – Stewardship Homilies – Smart Goal # 8**

Stewardship Homily Schedules: June 28 and October 11 - Bart; August 16 and December 13 – Greg

### **Agenda 2.4. Summer Church Activities**

**2.4.a** - Deanery Picnic at Q.E. (Sunday, July 5) and St. Mike Picnic at Cate's Park. (Saturday, Aug.8).

#### **2.4.b - ACAM Vision Retreat – Smart goal #17**

St. Mike to host on June 27, 9am-3pm, Agnes to bring noodles, Greg to bring sushi, Church Coffee & cookies.

#### **2.4.c - Church wheel Chair Accessibility – Smart goal # 15**

The two successful concerts raised funds amounting \$3,400. Plan for another concert this August cancelled.

### **Agenda 2.5. Adult Education - Smart goal 5**

The Via Media Resource Kit not available. Greg & Wilmer task to look on the website. Target to start is fall.

### **Agenda 2.6 – Youth/Sunday School – Smart goal # 4**

Virgie Toyoken to continue teaching Sunday school. SPC defers the motion from the ACW to hire a Sunday school teacher. Reasons: No budget allotted and kids are still manageable.

Youth involvement is still a challenge for the church.

### **Agenda 2.7. AOB**

**2.7.a** – Bp. Dixie Taclobao to preach on the baptism of his granddaughter on July 19.

Bart to follow up and Wilmer to ask permission from Bp. Melissa.

**2.7.b** - Church organizational Structure – Accepted Greg's presentation with the addition of Moses comment.

#### **2.7.c - Meal Ministry – Smart goal # 6**

- Agreed to have a moveable hot meal signage for hot meal program.

**2.7.d –St. Mike's Banner** – Agreed to have a banner for St. Michael. To send to Fanny after presentation to CC.

# St. Michael’s Multicultural Anglican Church

Diocese of New Westminster,  
Anglican Church of Canada

## Position Description

**Position Title:** **CLERGY – INCUMBENT** **The Rev. Wilmer Toyoken**

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Date approved by Church Committee: June 2015  
Date to be revised by Church Committee: January 2016

### Overview

The Incumbent leads the parish of St. Michael’s Anglican Multicultural Church in Mount Pleasant, as priest, pastor, and teacher. He leads by sharing in the councils of the congregation and of the whole Church, in communication with the Bishop. By word and action, informed at all times by the Holy Scriptures, the authorized rites of the Anglican Church, the Constitution of St. Michael’s, and the Constitution and Canons of the Diocese of New Westminster and the General Synod of Canada, the Incumbent proclaims the Gospel, loves and serves Christ’s people, nourishes them, and strengthens them to glorify God. The Incumbent’s work includes not only activities directed to his congregation and its well-being, but also activities which are directed to and which benefit the Diocese and the community.

### Objective

To provide leadership for the congregation so that it fulfills the 2021 Strat Plan Mission of the Parish:

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

The fulfilling of this Mission Statement will exert positive leadership in the Mount Pleasant Community, the Diocese, the City and beyond, and internationally.

Achievement of these objectives will continue to occur within the context of the leadership culture at St Michael’s. The leadership culture at St Michael’s was first established on 26 October 2010, and continues to guide the six Trustees in their leadership of the church. It is repeated here below for emphasis:

- OUR LEADERSHIP CULTURE:**
1. **THE TEAM**
    - i. We will strive to achieve for the six of us what the Athanasian Creed says is achieved in the Trinity;  
*“Unity in Trinity and Trinity in Unity.”*
    - ii. Our general aim will be to strive to achieve for St. Michael’s what the BCP (p.720) describes as “the preservation of Peace and Unity in the Church.”
  2. Three Management Commandments - to help achieve the second of our two team objectives above, we will strive to champion three Management Commandments (from the Management Methods of Jesus):
    - i. Stand Up For Your People
    - ii. Settle Disputes Quickly
    - iii. Establish Authority

### ACCOUNTABILITY

The Incumbent is the principal pastor of the Parish, a Trustee, and responsible primarily to the five other Trustees, through the 6 member Executive/Finance Committee, and also through that lens, to the annual Vestry and the Church Committee. The Incumbent also reports indirectly to the Bishop, in accordance with Diocesan Canons.

## **AUTHORITY**

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

## **NATURE AND SCOPE**

### **I. Pastoral Care**

- A. The Incumbent is the chief liturgist of the Parish, conducting worship and preaching regularly. The Incumbent conducts baptisms, marriages, and funerals, and responds to parish pastoral needs as required.
- B. The Incumbent will chair the Sanctuary Planning Committee, meeting at least six times a year, and bring the results of those meetings to Church Committee.

### **II. Parish Administration**

- A. The Incumbent contributes leadership to the Parish Council and its Committees on parish policy matters, and more intimately with the other five Trustees (the four Church Wardens and the Treasurer). The Incumbent functions in relation to other organizations of the parish as:
  - a recruiter of volunteer leaders,
  - consultant on process and content, and
  - educator and enabler (when required) of each organization in its efforts to define and carry out tasks.His leadership in spiritual matters is primary, and is emphasized as such as the first responsibility under 'specific responsibilities' on page 3.
- B. The Incumbent will work directly with the Trustees, the Parish Secretary, Music Director, Organist, and Sanctuary Planning Committee.
- C. Community Relationships - The Incumbent represents the Parish to the community, serving on boards of trustees, ecumenical and interfaith associations, and participating in the councils of the Church in accordance with his ordination vows.

### **III. Essential Knowledge and Skills**

- A. In addition to the usual theological training and educational background required of all clergy, the Incumbent requires the background and presence to function in inherited community responsibilities and institutional associations and requires above average management skills.
- B. An essential challenge of the position is the fostering of Parish health in every sense, including:
  - Identifying and calling forth gifts of ministry among parishioners,
  - Involving parishioners in the life and activity of the church beyond attendance at worship, and
  - Using the Parish's location and heritage creatively in the city's life.
- C. To meet this challenge, the Incumbent uses the resources of a varied and talented laity, and of the Diocese of New Westminster. Within the parish, the leadership culture of St Michael's (as articulated on page 1) will be fostered.
- D. The parish's professional ministry team supports and extends the Incumbent's ministry and support staff can be used to free the ministry team to focus their energies on the fulfillment of program goals.



## **SPECIFIC RESPONSIBILITIES & TASKS**

### **PRIEST**

1. Lead worship, preach the Gospel, and administer the Sacraments so the congregation is given opportunity for spiritual renewal and to experience a fulfilling response to Christ.
2. To provide this leadership in a full multi-cultural context.
3. Participate in community, deanery, and wider church activities so that the mission of the congregation beyond itself is furthered.
4. Participate actively and visibly in St. Michael's primary Outreach initiative, the Meal Ministry program. To support and communicate with those Anglican Churches that share in that Ministry with St Michael's.
5. Encourage and participate actively and visibly in all other St. Michael's outreach initiatives.

### **PASTOR**

6. Provide for pastoral care of the parishioners so that individual and family joys, anxieties, and distress are addressed with Christian concern.
7. Provide leadership to staff, lay leaders, and the congregation, to help St. Michael's achieve the 21 Smart Goals over the seven years of the 2021 Strat Plan, as ratified by Special Vestry, so that its viability and sustainability is assured and its mission strengthened.
8. Participate as part of the Executive/Finance Committee to ensure fiscally and ecologically prudent management/leadership in all the above activities.
9. Provide leadership to the parish's professional ministry team, support staff, and lay leaders in developing and implementing programs, so that the congregation fulfills its mission and reaches its goals.
10. Maintain a pattern of life that sets a wholesome Christian example.
11. Oversee the state of the property, and interact with renters as appropriate.
12. Continuing as an active member on the Board of the Day Care.

### **TEACHER**

13. Challenge the congregation to recognize the needs of others so that parishioners respond with their time, abilities, and money within and beyond the parish.
14. Provide for a Christian education program through which persons of all ages will learn the content of the Christian faith and its application to daily living.
15. Especially, to provide leadership to the Sunday School Program, to ensure an active Sunday School is in place, including having a formal curriculum in place.

As indicated under the dates at the beginning of this Job Description, and as stipulated in Article 12, paragraph 44.3 of the Constitution of St Michael's, yearly reviews/updates occur as follows:

- (g) *A Executive/Finance Sub-committee will have responsibility for the following:*
- i. *a performance review, based on the job description & objectives of the Priest-in-Charge for the current year, and,*
  - ii. *an update to the job description & objectives of the Priest-in-Charge for the upcoming year,*