

Nov 3, 2011 MINUTES - ST. MICHAEL'S CHURCH COMMITTEE

PRESENT: Rev. Wilmer Toyoken, Moses Kajoba (chair), Brigette Castro, Terry & Marg Cutforth, Bart Alatan, Sandra Baldo, Brigitte Laweng, Sam Copley, Greg Tatchell, Michiko Tatchell (part-time).

Call to Order The meeting was called to order at 6:48 with an opening prayer by Rev. Wilmer.

1. **Adoption of Nov. 3 Agenda & Agenda Times** – moved by Wilmer, seconded by Terry, carried.
2. **Sept. Minutes** - deferred to Dec. 8th meeting.

MINISTRY

3. **MEAL MINISTRY** – Brigette indicated that Rainbow would like to have St. Michael's in official attendance at their AGM. The suggestion was well received, and Wilmer and Greg will attend their AGM at the end of November.
 - The Thanksgiving dinner for the neighborhood was a great success, and 600 people were fed.
4. **SANCTUARY PLANNING COMMITTEE**
 - i. **November Schedule**
Scheduling for the Sanctuary has been a day-to-day thing, pending receipt of the expected letter from the Diocese.
 - ii. **Organ Repair/Tuning**
Essentially completed, pending Hiroki's acceptance. A detailed summary of all of the repairs effected, along with the invoice, is forthcoming. To be presented at next Church Council meeting. For future years, annual maintenance will occur each September.
 - iii. **Stations of the Cross Brass Plaques (see Attachment I)**
Given all of the other activities since Easter, the Brass Plaques have not been actioned. Given that six of them have been paid for already, Wilmer suggested that the SPC provide families with write-ups, as opposed to waiting for write-ups. Agreed.
5. **SUNDAY SCHOOL** – Martine in the States. Sam suggested the use of DVD's for the Sunday School, & offered a donation. For Martine to follow-up on.

COMMITTEES

6. **STEWARDSHIP COMMITTEE**
 - i. **PAD**
Following the Stewardship Homilies by Bart and Greg, and given the Bishop's Oct. 2nd announcement to St. Michael's, Sandra is finding that people are much more forthcoming with regards to PAD. For the first time ever, the monthly PAD amount was \$2,000 (compared to \$700 just 2 years ago).
 - ii. **Diocesan Stewardship Workshop**
Sandra, Brigette, Moses, Bart, Wilmer, Expedito and Greg attended the one day Diocesan Stewardship conference back in September, and came away with many ideas, as well as an affirmation that we were on the right track in many areas. Sandra & the attendees recently received a follow-on letter from the Diocesan Givings Director, directing attendees to the new Diocesan Givings web-site.
 - iii. **Quarterly Stewardship Homilies**
One of the ideas arising from the Stewardship Conference was the idea of a three year Stewardship Schedule. Wilmer, Bart & Greg proposed, as part of that schedule, a quarterly Stewardship Homily, given alternately by Bart & Greg. It was recommended that these be given before Easter, before Thanksgiving, before Christmas, and once during the long stretch between Easter and Thanksgiving. The Sanctuary Planning Committee will ensure that these are scheduled accordingly.

7. **CANONICAL COMMITTEE** - With the decision making process for a priest for St. Michael's essentially completed, the job of the Canonical Committee is done. Assuming the receipt of the letter from the Diocese making the appointment of a priest for St. Michael's official, it was anticipated that at the December meeting an official summary of the activities of the Canonical Committee over the last five years would be included in the minutes as part of the official record, and as part of the process of the Church Council saying thanks to the Canonical Committee.
8. **BUILDINGS & MAINTENANCE** Terry has been very busy with a variety of projects, including plumbing, mirrors, electrical work and dividers for the stage. Additionally, the furnace filters have been changed, all fire extinguishers in the building are up-to date, the west side foyer has been painted (upper & lower), while the Hall piano has been tuned and refurbished, with 16 ivories replaced.
9. **RENTAL COMMITTEE** From a Rental Committee motion tabled at the September Church Committee meeting, Brigitte moved and Terry seconded that re-keying the church would require \$500 from the contingency fund. Carried unanimously. See Attachment II.

10. **FINANCE COMMITTEE (SEE ATTACHMENT III).**

Given the the meeting was considerably ahead on time, the Treasurer requested an additional 15 minutes to cover off the YE financial projections and draft 4 of the 2012 Budget in more detail. Seconded by Wilmer, carried.

- i. **2011 YE Projections** - following a Finance Committee review on Oct. 27, and a review with the Accountant on Nov. 2nd, a detailed review of our year end financial estimates were covered (see Attachment). The primary point made was that for the fifth year in a row, St. Michael's will have a positive Net Income. This has the potential to be higher if Sandra succeeds in increasing givings beyond the current estimate of \$49,700.
- ii. **Line 16 of Expenses: Contingency** - it was moved by Greg, seconded by Brigitte, that unspent funds from Line 16 of expenses be transferred to a Contingency fund on the balance sheet for use in future years. Carried unanimously.
- iii. **2012 Budget** - the 2012 Budget is very close to finalization. Several line items were discussed and clarified. Changes can be found in the Attachment. The primary highlight was that the budget does have a slight negative projection for 2012, but that, if a negative balance occurs, it is more than covered by the Whitaker fund received each year. The addition of Strategic Planning to the budget for the first time was also explained.

It is anticipated that the Finance Committee will finalize the 2012 Budget at their meeting on Dec. 1, and that Church Council will be asked to ratify it on Dec. 8th.

11. **CONSTITUTIONAL UPDATES**

Church Committee was advised of a need for a minor touch-up to 4 or so paragraphs of the 60 paragraph, 28 page Constitution ratified at Vestry in February. These are anticipated to be mostly minor in nature, and should require no more than 30 minutes of agenda time in February. One example given was the paragraph regarding the Day Care Board. The current wording states that the Board will be three members. Three has proven to be a limiting problem, so it is proposed that the paragraph be changed to say a **minimum** of three. First draft of these changes will be brought to Church Committee in December.

OTHER BUSINESS**12. Screening in Faith**

Letters have been provided to Wilmer, the four Wardens and the Treasurer to do the police checks required by the Diocese for Officers and Priests. Wilmer and Bart have already acted on the letter, and advise that the process is painless and quick. Once the five Officers and Wilmer are completed, the second phase will be planned for.

13. Day Care

It was moved by Greg, seconded by Brigitte, that Marg Cutforth become the fourth Church Council member on the Day Care Board, joining Moses, Terry, and Greg, as well as Dana, who sits on the Board as the Day Care Manager. Carried. Wilmer was advised that the Constitution allows for the incumbent to join the Board, and whenever he feels ready, he is more than welcome.

14. Future Meetings

December 8 - Church Council Meeting

January 26 - Church Council Meeting

February 19 - Vestry (Annual General Meeting).

15. Adjournment

After guiding the meeting to a close 44 minutes ahead of schedule, it was decided that Moses would be chairman for life. Moved to adjourn by Brigitte, 2ndd by Bart, carried.

The Grace Rev. Wilmer led the Council in the Grace to conclude the meeting.

	STATIONS of the CROSS	Sponsor/Group Lead	Mentor	Testimonial Completed	Plaque Mounted?	\$56 Paid?
1	<i>Jesus is Condemned to Death</i>	Terry & Marg		Yes	21-Apr-11	
2	<i>Jesus is Given His Cross</i>	Michiko & Greg		Yes	21-Apr-11	
3	<i>Jesus Falls the First Time</i>	James & Sandra & Family		Yes		
4	<i>Jesus Meets His Mother</i>	Brigitte & Joseph & Richard	Self			
5	<i>Simon of Cyrene Carries the Cross</i>	Bart & Agnes & Family	Greg			
6	<i>Veroncia Wipes the Face of Jesus</i>	James & Lynn & Family	Greg			
7	<i>Jesus Falls the Second Time</i>	Kajoba Family	Self			
8	<i>Jesus Meets the Daughters of Jerusalem</i>	Cris and XP & Felly	Self			
9	<i>Jesus Falls the Third Time</i>	Brigitte & Ramon	Self			
10	<i>Jesus is Stripped of His Garments</i>	Kollin Family	Sandra			
11	<i>Crucifixion: Jesus is Nailed to the Cross</i>	Lily & Fanny & Family	Brigitte			
12	<i>Jesus Dies on the Cross</i>	Fidel Tade & Family	Sandra			
13	<i>Jesus' Body is Removed</i>	Johnny & Shirley & Family	Brigitte?			
14	<i>Jesus is Laid in the Tomb and Covered in Incense</i>	Muriel & Cristy Bosaing	Brigitte?			

November 21st Implementation - Contract with Lock Smith					
v6	Door Designation		Door Description	Key # Planning Range	
Accessible with MASTER KEY	Outside Entrances	I	A	Church - Front Door	1-19
			B	Church - Side Chapel	
			C	Church - Vestry Door	
			D	Church - Pulpit Door	
		II	E	Guild Room - Outside Entrance	20-49
			F	Guild Room - Inside Entrance	
		III	G	Food Bank	50-59
		IV	H	Day Care - Public Entrance	60-69
	I		Day Care - Basement Entrance		
	J		Basement Entrance - Bottom of Stairs		
	Inside Keys	V	K	Vestry	70-79
		VI	L	Secretaries Office (Church)	80-84
			M	Rectors Office (Rectory)	
		VII	N	Stage Door	85-89
VIII		O	Future	90-99	
Master	IX	-	For doors 'A' to 'O' , but NOT 'P' & 'Q'	100-104	
Rectory	X	P	Rectory - Back Yard Door	110-115	
		Q	Rectory - Guelph Street Door		
Kitchen		Rental Committee recommends no lock			

St. Michael's in Mount Pleasant - 2012 Budget - Draft 4 - October 31, 2011									
2012 Draft Budget		6 YEARS ACTUALS					3 YEAR BUDG		
<small>Nov. 3, 2011: Following Oct. 27 Finance Committee Mtg. Nov. 2nd Follow-up Meeting with David, & Nov. 3rd Church Commitee Mtg.</small>		2006	2007	2008	2009	2010	2011	2012	2013
							<i>Estimate</i>		
I. Givings & Rectory Rent		38	67	77					
1.1	Open donations	1,260	3,134	3,591	1,272	2,428	3,300	2,780	2,780
1.2	Parish donations	17,009	25,196	35,747	41,287	46,635	46,400	57,330	63,063
1.3	Total Parish Givings	18,269	28,330	39,339	42,559	49,062	49,700	60,110	65,843
2	Special donations	14,064	12,040	139	12,001	-	-		
3	Mission & Interest	100	125	200	-	-	-		
4.1	Rectory rent	10,691	14,592	14,976	16,680	16,968	15,884	18,353	19,087
4.2	Rectory expense	(1,849)	(986)	-	(3,121)	(1,858)	(1,500)	(1,000)	(1,000)
I.	Total Givings & Rectory Rent	41,275	54,101	54,654	68,119	64,173	64,084	77,463	83,930
II. Expenses									
1.1	Clergy - Incumbent	-	-	-	-	-	9,000	55,903	57,021
1.2	Clergy - Supply - Rev. Exp.	2,400	7,925	12,575	16,400	14,400	10,500	-	-
1.25	Clergy - Supply - Other	-	750	1,200	1,460	1,729	3,500	350	375
1.3	Clergy - Cluster	34,040	8,352	-	-	-	-	-	-
1.4	Total Clergy Salaries	36,440	17,027	13,775	17,860	16,129	23,000	56,253	57,396
2.1	Caretaker	4,900	1,038	2,175	2,400	4,240	5,038	5,038	5,638
2.2	Organist & relief	8,425	4,650	5,791	6,785	7,460	6,291	5,600	5,880
2.3	Office coordinator	5,040	3,600	3,923	3,600	3,381	3,725	3,725	3,911
2.4	Total Other Salaries	18,365	9,288	11,889	12,785	15,081	15,054	14,363	15,429
3.11	Gas	8,579	2,142	2,843	4,230	2,414	3,095	3,250	3,575
3.12	Oil	-	10,989	1,393	-	-	-	-	-
3.2	Hydro	5,707	2,932	1,305	1,257	2,092	2,000	2,200	2,420
3.3	City Utilities	1,456	1,945	1,431	1,199	1,555	1,633	1,715	1,801
3.4	Total Utilities	15,742	18,008	6,971	6,686	6,061	6,728	7,165	7,796
4	Property tax	3,033	3,154	3,740	1,920	5,199	4,955	5,203	5,463
5	Insurance	9,848	11,040	12,254	8,543	7,493	8,252	8,665	9,098
6	Diocesan Assessments	9,768	11,304	11,328	10,788	10,092	11,047	12,351	12,956
7.1	Rep & Maint - Monthly	3,015	3,422	18,089	37,573	20,279	18,554	3,000	3,000
7.2	Rep & Maint - Contractors	-	-	-	-	-	600	1,200	1,200
7.3	Organ & Sound Systems	276	-	28	2,065	210	1,000	1,000	1,000
8.1	Office and misc	322	2,007	2,134	1,762	3,458	2,481	1,500	1,500
8.2	Office supplies - Stewardship	-	-	-	-	-	50	300	300
8.3	Office supplies - Sanctuary	-	-	-	-	-	50	300	300
8.4	Office supplies - Canonical	-	-	-	-	-	50	-	-
9	Telephone	792	725	923	975	960	884	928	975
10	Janitor supplies	304	903	630	1,258	686	1,158	1,274	1,337
11.1	Church supplies - General	493	864	967	1,667	2,444	1,219	1,500	1,500
11.2	Church Ed - Youth	-	759	1,139	1,100	1,386	500	500	500
11.3	Church Ed - Adult	-	-	-	-	6,606	500	500	600
12	Unrecoverable GST	535	557	557	574	2,204	758	500	550
13	Bank Charges & Interest	315	316	350	184	191	351	351	351
14	Meal Ministry	-	200	-	3,400	2,471	3,000	3,000	3,000
15	Strategic Planning	-	-	-	-	-	-	500	500
16	Contingency	(2,000)	2,000	(1,103)	1,197	713	2,000	3,000	4,000
II.	Total Expenses	97,398	81,575	83,672	110,338	101,664	102,192	123,352	128,751
III. Church & Hall Rental Income		35,244	36,376	38,973	45,226	42,466	43,466	43,466	45,466
IV. Surplus / (Deficit) = (I + III) - II		(20,880)	8,903	9,954	3,007	4,975	5,358	(2,423)	645
Capital Donations		14,064				21,420	20,154	10,000	10,000

