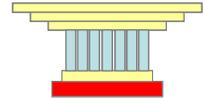




ST. MICHAEL'S CHURCH COMMITTEE MEETING #8

NOV 29, 2012 MINUTES

2018



PRESENT: Moses Kajoba (chair), Terry Cutforth, Brigette Castro, Brigitte Laweng, Bart Alatan, Sam Copley, Martine Lubin, Greg Tatchell (the Rev. Wilmer Toyoken in the Philippines).

Call to Order: Meeting #8 in 2012 was called to order at 6:50 with an opening prayer by Bart Alatan. This meeting was held in the Rectory, with the kind permission of Wilmer prior to his Sunday departure.

1. **Adoption of Nov 29 Agenda.** Moved by Greg, seconded by Terry, carried.
2. **Acceptance of Oct 25, 2012 Minutes** - moved by Brigitte L., seconded by Terry, carried.
- 12.1 **FINANCE COMMITTEE** - Given the importance of the minutes to the format & content of the Financial Statements, it was decided to do the Finance Committee reports out of order, immediately following the minutes.
 - i. **The Big 5** - Of the 21 points arising from the Treasurer's Workshop of Oct. 20th, five of them were actionable by the Finance Committee; one, Financial Statement Frequency; two, Church Income Statement Detail; three, Parish Insurance Appraisal Review; four, Insurance for Renters; and, five, Inventory of Contents.

Disposition of the Big 5 - 'one' and 'two' were dealt with under this agenda item (12.1), 'three' under Buildings & Maintenance (9), 'four' under Rental Committee (10), and 'five' under the Sanctuary Planning Committee (5).
 - ii. **Church Financial Statements to Nov 24** - by way of preparation for YE in five weeks; 45 minutes were spent reviewing the new format Income Statement (IS) and Balance Sheet (BS) for the Church; received unanimously. The new 'compressed' format for both the IS and BS were explained (wages, utilities, and investments compressed). This was contrasted with the 'expanded' format used by the Finance Committee in their reviews prior to Church Committee.

MINISTRY

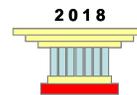
3. **PRIEST-IN-CHARGE** - Wilmer took a well deserved vacation beginning on the 25th, returning on the 16th.
4. **MEAL MINISTRY**- A special Xmas hot meal on the 14th will complete the Hot Meal cycle for 2013.
5. **SANCTUARY PLANNING COMMITTEE (SPC) :**
 - i. **Ellen Clark-King Visit** - the visit by Ellen Clark-King on the 25th was successful. The pot-luck social, with a powerful assist from our visiting Bishop from the Philippines, Bishop Alex Wandag, even more so.
 - ii. **Sanctuary Restoration Project** - 99% complete. No longer an agenda item. With the \$5,000 anonymous donation, the project came in slightly under budget.
 - iii. **XMAS Schedule** - The Xmas schedule was on the back of the Bulletin this last Sunday. Bart has arranged a visit between Bishop Michael and Bishop Alex for Dec. 5. This should allow for Alex to preach on the 24th.
6. **SUNDAY SCHOOL:** Targetting a re-start in January.

COMMITTEES

7. **ACW FAMILY ROOM:** - has been in use by families the last three weeks. Other than a Speaker and a Crucifix, all work is completed. The ACW did not have to use their funds for the renovation. This is now a closed agenda item.
8. **STEWARDSHIP COMMITTEE** - In absentia, Sandra had a report presented, highlighting givings to date, year end projection, and two stewardship activities to help achieve that projection (Newsletter, then Dec. 16 Homily). Encouraging the Crucifix giving teams to get their \$200 in before year end should get us over the top.

IN KIND Donations - At the Oct. 20th Treasurer's Workshop, Brigitte, Bart, Moses & Greg learned how to implement an IN-KIND Donation program at St. Michael's. The following motion, moved by the Finance Committee, seconded by Martine, was passed unanimously.

1. *Any "In Kind" contribution has to be of use to the church.*
2. *Determination of usefulness, of an "In Kind" contribution up to \$500, falls under the jurisdiction of the Stewardship Committee.*



3. *Determination of usefulness, of an "In Kind" contribution over \$500, falls under the jurisdiction of the Finance Committee.*
4. *Any value under paragraph 3 that is over \$1000 will require a certifiable appraisal.*
9. **BUILDINGS & MAINTENANCE** - The Church is in good shape! It was pointed out to Terry that there is \$900 on the balance sheet for the Rectory, should the need arise.
Moses prepared a written report for the Diocese based on an insurance appraisal done earlier this year. That report is attached (see page x), has been responded to positively by the Diocese, and should close this item. It should be noted that arising from this appraisal, insurance at St. Michael's is being increased from approximately \$7800 in 2012 to \$10,880 in 2013. The Diocese had vaguely hinted at this on Oct 20th, although we had anticipated maybe \$9,000. The budget will have to be adjusted accordingly.
10. **RENTAL COMMITTEE** - another learning at the Oct. 20th Treasurer's Conference was the need to expedite liability insurance for renters. The Rental Contract forms incorporating this need had been ratified by Church Council back in April of 2012. A Certificate of Liability Insurance was received from Renaissance this week, and was passed around to Church Committee. The Ethiopian Church was advised of the need earlier this month, and decided to take advantage of Diocesan Insurance. The Diocese confirmed that this will be \$75 for 2013, payable in January. The Rental Committee will now extend the program to our other renters. The Diocese advised St. Michael's that there is no need for Insurance for AA and NA, as these are considered forms of Ministry.
11. **DAY CARE BOARD** - The Chairman described the recent outbreak of sickness in the Day Care which led to the deferral of the Day Care Board Meeting which usually precedes Church Committee. Review of the 3Q Income Statement highlighted the significant drop in revenues in 2012, without a corresponding decline in wages. Grants are what kept us in the black in 2012. Increasing the attendance of Day Care is becoming a first priority need for 2013.
- 12.2 **FINANCE COMMITTEE** - The Church Income Statement & Balance Sheet was covered under 12.1, and the Day Care under 11. For this agenda item, the 2013 5-Year Budget was reviewed. It incorporates the same format as the 'compressed' Church Income Statement (i.e. totals only for wages and utilities). Bart emphasized the critical achievement of now having givings greater than wages, as well as givings greater than rents. This is a significant achievement for St. Michael's, and increases the 'scoring' we receive for Financials in the 4-corner 'Sail' methodology. The budget presentation today was for information only, by way of preparing Church Committee for review and approval of the final budget in January.
13. **2018 STRATEGIC PLANNING COMMITTEE** - this will ramp up again after Vestry in February. Significant progress was made in 2012 towards a report that is due in 2014. Only action item outstanding is to prepare a vestry report.

OTHER BUSINESS

14. NEW BUSINESS & ANNOUNCEMENTS

- i. **Church Council Responsibilities** – An 8-point job description for Church Committee members was presented by Moses. It was moved by Greg, seconded by Brigitte Laweng, passed unanimously, that this 'creed' be officially adopted by St. Michael's.

8 RESPONSIBILITIES

1. Reads Church Committee Minutes prior to the monthly meeting.
 2. Attends and participates in monthly Church Committee/Parish Council meetings on a regular basis.
 3. Follows up on 'work to be completed' between monthly Church Committee meetings.
 4. Provides information to the Incumbent/Chair/Secretary if unable to attend a Committee meeting.
 5. Participates in the life of the parish, listens to and talks with parish members/newcomers/visitors and brings their comments to the Church Committee.
 6. Attends the Annual Vestry and Special Vestry Meetings.
 7. Shares information and ideas.
 8. Seeks to understand the perspectives & interests of others and respects differences where they may occur.
- ii. **Church Committee Minutes** - further to item 1 of the 8 RESPONSIBILITIES above, it was agreed to immediately begin the policy of reading out the minutes prior to moving the minutes for acceptance.
15. **Jan/Feb Meetings** - none in December. January 24 Church Committee meeting, followed by February 17 Vestry.
16. **HOW DID WE DO?** - We did fine, says Terry. And finished right on time, despite a long, complex agenda.

At 9:13, adjourned with the grace, and gratitude to Wilmer for allowing us to use the Rectory in his absence.