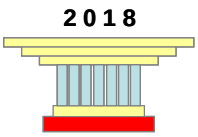


2013 VESTRY

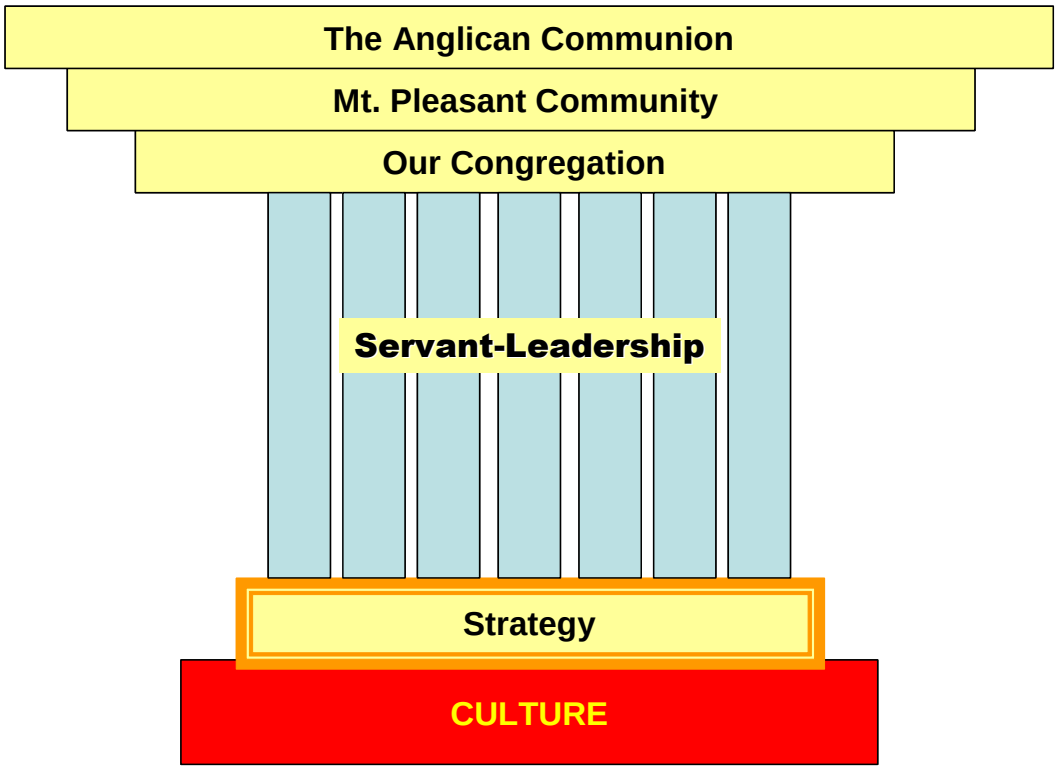
St. Michael's Multicultural Anglican Church

... in Mount Pleasant

A Parish of
The Diocese of
New Westminster
ANGLICAN CHURCH OF CANADA

409 E. Broadway
Vancouver, BC V5T 1W8 *604.876-8191*

stmichaels_in_mountpleasant@hotmail.com



10 February, 2013

6 DATES/MEETINGS IN 2013 VESTRY SEASON

1. ***Jan. 10*** - *Final pre-Vestry meetings with Accountant/Auditor*
2. ***Jan. 17*** - *Final pre-Vestry Finance/Executive Committee Meeting*
3. ***Jan. 24*** - *Final pre-Vestry Church Council Meeting*
4. ***Jan. 30*** - *Final pre-Vestry Day Care Board Meeting*
5. ***Feb. 3*** - *Pre-Vestry Financial Education Session & Constitutional Revision Review*
6. ***Feb. 10*** - *2013 Vestry*

==========

MOTION 3.7

The Sanctuary Planning Committee hereby moves that

> *"St. Michael's Charter for Racial Justice, ratified by Vestry on 17 Feb 2007, prominently displayed on the Hall wall since then, and since incorporated into the Constitution of St. Michael's Multicultural Anglican Church on 6 Feb 2011, be enshrined in the Sanctuary on a brass memorial plaque, and be mounted in a prominent location. The intention behind this enshrinement in the Sanctuary is to reinforce, six years after their original adoption, the continuing centrality of the principles of the Racial Justice Charter amongst the core values of St. Michael's Multicultural Anglican Church."*

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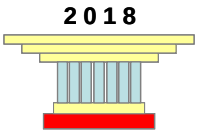
MOTION 3.9

The ACW hereby moves, and the Sanctuary Planning Committee hereby seconds, that

1. *The newly renovated Chapel be named the "Susannah Wilson Memorial Chapel," and*
2. *that a brass plaque go above the door so that the name of the Chapel is clear to all, and*
3. *that an historical plaque be mounted in the Sanctuary, near the South Chapel door, based on the history from the inside cover of the St. Michael's Constitution, as follows:*

> *"Susannah Wilson was the 'first lady' of St. Michael's from 1903-1947. It was Susannah who donated the stained glass window in the Baptistry, featured on both the cover of the Constitution and the Charter for Racial Justice, as symbolic of a core tenet at the heart of St. Michael's Multicultural Anglican Church. The Baptistry stained glass window highlights multi-culturalism, and was revolutionary for its time in 1956.*
>
> *Not only with this window, but during WW II, Susannah Wilson showed bravery in promoting multi-culturalism in a time of virulent racism. As much as she was able during those dark, racist days of the early 1940's, she demonstrated zero tolerance for racism.*
>
> *As a long time President of the ACW at St. Michael's (and for the Diocese), and now patron saint for St. Michael's ACW, Susannah speaks from the past. She epitomizes the spirit of selfless service, tolerance and respect for diversity being lived out at St. Michael's in the 21st Century, and which has been institutionalized within the Constitution of St. Michael's."*



St. Michael's Annual Vestry Meeting

Feb 10, 2013 Agenda: CHAIRMAN: Moses Kajoba

Opening Prayer

1.	Review of Vestry Minutes		All	:00
	1.1	Feb. 19, 2012 *(pages 1-5)*		
2.	Financials		Fin. Comm.	:15
	2.1	Treasurer's Report *(page 6)*		
	2.2.	2012 YE Financials *(pages 7-9)*		
	2.3	2013 Church Budget *(page 10)*		
3.	Reports			:45
	3.1	Minister's Report *(verbal)*	Rev. Wilmer	
	3.2	Wardens Report *(pages 11-12)*	Moses	
	3.3	Strat Plan 2018 Report *(pp. 13, 21-27)*	Greg	
	3.4	Building & Grounds & Rental *(verbal)*	Terry	
	3.5	Stewardship *(page 14)*	Sandra	
	3.6	Meal Ministry *(page 14)*	Brigette	
	3.7	SPC *(page 15)* (see motion 3.7)	Bart	
	3.8	Sunday School *(verbal)*	Martine	
	3.9	ACW *(page 16)* (see motion 3.9)	Grace	
	3.10	Choir *(verbal)*	Brigitte	
	3.11	Day Care (*page 17, w/FS's in '2.2'*)	Moses	
4.	Constitutional Revision *(page 19)*		Exec Comm	1:30
5.	Election of Officers *(page 20)*		James	1:40
6.	Any Other Business			2:00

The Grace

Feb. 19th, 2012 Minutes - St. Michael's Vestry Meeting

CHAIR: Moses Kajoba

PRESENT: 38 people registered on the sign up sheet.

The Rev. Wilmer Toyoken gave the opening prayer at 11:57, and the meeting began on time at 12:00.

1. REVIEW of 2 sets of Vestry Minutes:

1.1 Feb. 20, 2011 - Annual Vestry

Feb. 20, 2011 was last years Annual Vestry. Adoption of the Feb. 20, 2011 Annual Vestry minutes was moved by Terry Cutforth, seconded by Shirley Baguiewen, passed unanimously.

1.2 Feb. 5, 2012 - Special Vestry - Constitution ICR 5.1 Ratification

The Feb. 5, 2012 Special Vestry was convened for a single purpose; ratification of St. Michael's Constitutional changes ratified by Church Council on Jan. 26, 2012. One correction was noted for the minutes (paragraph 2, line 2, should read '2011,' not '2012'). With this change, adoption of the Feb. 5, 2012 Special Vestry minutes was moved by Ramon Busaing, seconded by Sandra Baldo, passed unanimously. A full constitution will be kept at the front of the yellow Diocesan Canons book (in the Vestry), while a second copy will be kept posted in the hall.

2. WARDEN's REPORT -

Moses read out the 2 page report, with emphasis on the proposed focus for 2012.

In consultation with the Priest-in-Charge and the Sanctuary Planning Team, we recommend the following 5-point strategic focus for St. Michael's in 2012, in order of priority:

*1. **2018 STRATEGIC PLANNING** - Strategic Planning last took place at St. Michael's in 2007, during the process of producing a Parish Profile to hire a priest for St. Michael's. While the Parish Profile was updated every year, there has not been a rigorous Strategic Planning re-work since 2007. With the 'New Beginning' for St. Michael's articulated by Bishop Michael, it is time to again do a rigorous Strategic Planning exercise at St. Michael's, developing St. Michael's new Strategic Plans relative to the 2018 Strategic Plans of the Diocese. Financial resources have been budgeted for the initiative over the next three years (line 15), it has been constitutionally delegated to the Finance Committee for oversight, and this activity will be a top priority of the Wardens in 2012. This initiative will be kicked off with a workshop three weeks after Vestry.*

*2. **ADULT & YOUTH WORSHIP/EDUCATION** - The Wardens would again like to emphasize the need for energy and focus to the worship life and spiritual education of youth and adults at St. Michael's. With a ¾ time Priest-in-Charge, the Wardens are optimistic that what we failed to achieve in 2011 will be eminently achievable in 2012. The Sanctuary Planning Committee has been encouraged to oversee and promote these activities in the past, and with the Rev. Wilmer Toyoken as a ¾ time Priest-in-Charge and an active member of this committee, our optimism seems well placed. St. Michael's has not had a Confirmation program at St. Michael's since 2006. Six years later, it seems like a part of our 'New Beginning' to have one in 2012.*

*3. **BUILDINGS** – As a carry-over from 2011, the three pending projects remain unchanged, with the exception that full funding now exists for all of them. The three projects remain; **1st,** the kitchen needs to be modernized/upgraded to handle the load put upon it, both by our hot meal ministry, and for renters. **2nd**, one of the last significant projects after the work of the last 5 years is with the 2 washrooms; they are in clear need of upgrading and modernization. **3rd**, is to enhance the Stations of the Cross by painting the Sanctuary walls below the level of the windows. Additionally, the Wardens would like to see, **4th**, the brass commemoration plaques completed in time for Lent 2012, and, if possible, **5th**, improved lighting in the Sanctuary.*

*4. **FINANCIALS** - Continuation of the financial discipline of the last year, to achieve a sixth straight year of being in the black in 2012. It is understood that with wages for the sanctuary more than doubling now that we have a Priest-in-Charge, that this will be a challenge for the Finance Committee in 2012.*

*5. **PARISH MISSION REVIEW** - Leadership development - In 2010, based on the findings of a Diocesan Parish Mission Review, the Wardens focused on Financial planning, education and control. In 2011, the other finding of that Review, Leadership Development, was stated as an objective, but, like Buildings, was not achieved in 2011. Most especially with a Priest-in-Charge in place now, the Wardens believe that the energy of the Officers will exist to truly focus on this in 2012. Provision made for this in line 15 of the 2012 Budget, and the first workshop planned for March.*

The complete Wardens report was moved by Moses, seconded by James Baldo, passed unanimously.

3. FINANCIALS - Greg Tatchell

3.1 Treasurers Report

Adoption of the 2011 Treasurer's Report was moved by Greg, seconded by Sandra Baldo, passed unanimously.

3.2 2011 YE Financials

- Adoption of the two 2011 Income Statements (Church & Day) and the combined Balance Sheet was moved by Greg Tatchell, seconded by Terry Cutforth, passed unanimously.
- There was a discussion regarding Financial Statement Seminars for the Church on a quarterly basis. Given the sophistication of the questions asked today, it was agreed that these seminars should continue, but that better attendance should be encouraged.

3.3 2012 Budget

The Budget has been completed since January. However, one item is still pending; the precise split between the Diocese and the Parish for Wilmer's wages. A 15-minute Special Vestry will be convened once this final budget line is clarified.

3.4 Scotia Bank Safety Deposit Box and GIC

St. Michael's Anglican Church in Mount Pleasant has had a safety deposit box at the Scotia Bank at Oakridge longer than anyone present can remember. Terry Cutforth has contacted Rev. Walter Bayley to enlist his aid in closing this out (we discovered this last year that he is still the signing authority!).

It is recommended that instead of making further payments on a box which we do not have access to, that instead we close it out. Secondly, a GIC also needs to be cashed in to close out the last of St. Michael's connections with Scotia Bank. It was moved by the Finance Committee, seconded by Terry Cutforth, passed unanimously, that

MOTION 3.4:
Further to the Feb. 20, 2011 Vestry Minutes, it is hereby moved once again that the Treasurer be given the authority to close out the Scotia Bank safety deposit box, and recover whatever may be in the box. Also, that the Treasurer be given the authority to close out the St. Michael's Day Care GIC at Scotia Bank, and transfer the fund to the RBC.

4. CANONICAL COMMITTEE – Final Report

With the 15 November 2011 hiring of the Rev. Wilmer Toyoken, the 64 month task of the Canonical Committee was concluded. This item put their final report into the record.

The Chairman thanked the Canonical Committee for their 64 months of dedication. The proof was in Wilmer sitting at the head table, today, as our new Priest-in-Charge, and as one of the six Directors/Trustees of St. Michael's.

5. REPORTS

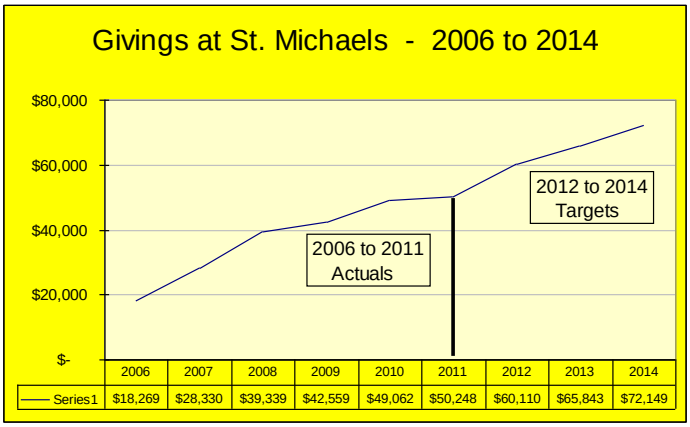
9 reports were presented; 4 written and 5 verbal. They were moved as a complete set, after the completion of the 9th report.

In order of presentation: Rev. Wilmer Toyoken (verbal), Terry Cutforth (verbal), Sandra Baldo, Brigette Castro, Wilmer (for Bart), Brigette Laweng (for Grace Wandag), Brigitte Laweng, Martine Lubin, and Moses Kajoba.

5.1 **Minister's Report** (verbal) **-** the Rev. Wilmer Toyoken used as the primary reference for his presentation the Parochial Statistics for 2011, drawing some comparisons with 2010, and projecting some activities out into 2012.

5.2 **Building Report** (written) **-** In addition to the written record (paragraph 2.3 at the top of the previous page), Terry Cutforth also indicated some of the background work that goes on during the year. The Chairman acknowledged the tremendous amount of work that Terry does week to week, and led a robust round of applause for Terry.

5.3 **Stewardship** (written) **-** In addition to her written report, Sandra Baldo shared some results from a Diocesan Stewardship Workshop two weeks ago where the Diocese described St. Michael's as a Diocesan '*Miracle Church*,' and where they acknowledged Sandra's leadership. Finally, Sandra highlighted the objective of reaching 30 PAD givers, and handed out a Graph to show the trend of givings between 2006 and as projected out to 2014.



5.4 **Meal Ministry** (written) **-** Brigette Castro reviewed the six highlights on page x, emphasizing Martine Lubin & Terry Cutforth's work in trying to get a new kitchen in place, the involvement of the Demolay group in assisting the Hot Meal, and Lily Bad-ay & Marina Tiwaquen forming a fourth leadership team in preparing hot meals.

5.5 **SPC - Sanctuary Planning Committee** (written) **-** Wilmer read the SPC report in Bart Alatan's absence.

5.6 **ACW – Anglican Church Women** (verbal) **-** Brigitte Laweng (in Grace Wandag's absence) reported on the recent formation of an ACW organization at St. Michael's. Wilmer chaired the first meeting, 24 women showed up, and Grace Wandag was elected chair. A second meeting will be held soon to establish objectives. One of the activities that will fall under the wing of the ACW will be the altar guild.

5.7 **Choir** (verbal) **-** Brigitte Laweng, as the Choir Liason on the SPC, described the stability that has been achieved in the choir with the new choir director, Hiroki Uchino. The choir is still relatively small, but Brigitte is optimistic that it will continue to grow. The Vestry made Brigitte aware of how much appreciated the choir is.

5.8 **Sunday School** (written) **-** Martine Lubin had assumed responsibility for the Sunday School in September of 2010, after Tricia Bagni returned to the Philippines in the summer. Not much has changed in the status of the Sunday School over the last year, with over 10 kids, plus 3 assistants in addition to Martine's leadership.

5.9 **Day Care** (verbal) **-** Building upon his comments in reviewing the Day Care Income Statement, Moses emphasized how 2011, when compared to 2010, was a somewhat quieter year, with no new contract to be negotiated. The 2012 Constitution expanded the size and composition of the Day Care Board, and Marg Cutforth was thanked for joining the expanded Board.

Adoption of these 9 reports was moved by Brigitte Laweng, seconded by Marg Cutforth, passed unanimously.

6. **ELECTION of OFFICERS** - The Nominating Committee took a different approach in 2012. The five Constitutional paragraphs pertaining to multiculturalism were listed in Section I, MULTICULTURALISM, while three traditions and standards were listed in Section II, LEADERS WHO LEAD BY EXAMPLE. In his explanation, James Baldo, as Chair of the Committee, emphasized that those approached by the Nominating Committee met the eight criteria of Sections I & II.

The 8 criteria used in these elections were listed on the ballot as follows:

I. MULTICULTURALISM: (Written Constitutional Directives: ARTICLE 11)

39. A Nominating Committee of up to three (3) shall be appointed by the Church Committee no later than the December meeting *(in 2012: James Baldo (chair), Martine Lubin, & Greg Tatchell).*
40. In fulfilling their duties, the Nominating Committee will pay particular attention to the multi-cultural objectives established in paragraphs 12, 23 and 33.4, and as codified in the Charter for Racial Justice in Appendix I.
    - 12. Every endeavor will be made to ensure that the 5 parish officers of St. Michael's are representative of the multi-cultural diversity of the congregation.
    - 23. Every endeavor will be made to ensure that members of Church Committee are representative of the multi-cultural diversity of St. Michael's
    - 33.4 To further achieve the objectives of paragraph 12 of this constitution (multi-cultural diversity), one of the Associate Wardens will be known as the People's Associate Warden, electable in year C. Together, the People's Associate Warden and the People's Warden must represent the multi-cultural diversity of the congregation; one of these must be Filipino-Canadian, while the other must be from one of the other multi-cultural groups in the congregation

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II. LEADERS WHO LEAD BY EXAMPLE: (Unwritten Guidelines)

The Nominating Committee also suggests additional guidelines based on unwritten cultural standards and traditions at St. Michael's, with a particular focus on recommending *'Leaders Who Lead By Example.'*

The three primary unwritten cultural guidelines recommended by the Nominating Committee are as follows:

1. Leaders at St. Michael's are regular, identifiable givers.
2. Leaders at St. Michael's worship regularly.
3. Leaders at St. Michael's give generously of their time and talents.

Ballots were handed out, 37 were returned, and 4 counters tallied the results and returned them to the Chairman. All were elected, as in the table (ballot) following. The Chairman instructed that the ballots be kept for now.

I. Members-at-Large (Para.'s 25 & 26)	
	Terry Cutforth (Building & Rental Chair)
	Brigette Laweng (Choir Liason)
	Sandra Baldo (Stewardship Chair)
	Grace Wandag (Women's Auxiliary Chair)
II. Synod Delegates & Alternates (Para. 24)	
	Sam Copley
	Marg Cutforth
	Johnny Baguiwen
	Brigette Castro
III. Lay Directors/Trustees (Article 5)	
	James Baldo (People's Warden, Nominating Cmtee Chair)
	Greg Tatchell (Treasurer, Finance Committee Chair)
No Voting	Martine Lubin (People's Assoc. Warden, Sunday School Chair)
No Voting	Bart Alatan (Assoc. Warden, SPC Chair)
No Voting	Moses Kajoba (Rector's Warden, Church Cmtee Chair)
IV. Ordained Director/Trustee	
	Rev. Wilmer Toyoken

7. ADJOURNMENT - After 2 hours, at 2:00, Moses Kajoba moved adjournment.

GLORY TO GOD: In closing with the St. Michael's circle, Wilmer led the members of Vestry in Glory to God.

NOTE: Prior to final circulation and posting, the minutes, or their portion of the minutes, were reviewed the week of Feb. 27, 2012, and at the March 20th Church Council meeting, by the following members of Church Council who were present and made reports at Vestry; the Rev. Wilmer Toyoken, Moses Kajoba (Chairman), Terry Cutforth, Sandra Baldo, Martine Lubin, Brigitte Laweng, Brigette Castro and Greg Tatchell.

2.1 2012 Financial Report

The Finance Committee hereby presents to Vestry the 2012 Financial Statements for St. Michael's Parish, and St. Michael's Day Care. The following points summarize 2012.

A. **HARMONIZED BOOKS:** We have continued to produce harmonized financial statements. The downside of this integration of the Day Care and Church Financial Statements (FS's) has added a level of complexity that can only really be dealt with rigorously over the 90 minutes allowed for it at a Finance Committee meeting, or at the pre-Vestry Financial Workshop.

B. **FINANCE COMMITTEE:** The Finance Committee has completed its second full year since being re-established in 2011. The Finance Committee is comprised of the Trustees of St. Michael's (the four Wardens, the Treasurer, and the Priest-in-Charge). It presents the FS's here today, after their ratification at the January pre-Vestry Church Committee meeting. The in-depth Finance Committee meetings have increased the efficiency of Church Committee meetings considerably, and helped the Trustees become increasingly engaged and knowledgeable in their oversight and direction of the Financial affairs of the Parish. This was made especially clear at the Diocesan Treasurer's Workshop on Oct. 20th (see 'D' below).

C. **FINANCIAL HIGHLIGHTS OF 2012: - three significant highlights**

1. **IN THE BLACK**: The most significant highlight of the 2012 Financial Statements is that St. Michael's Parish is in the black again, for the 6th year in a row, while at the same time being able to increase the contingency reserve by over $7,000. It should be noted, however, that without a 20% increase in rental income, this would not have been possible.
2. **CLERGY SALARY**: The second significant highlight of 2012 was that it was the first in the six year period where givings fully covered the salary of a half-time priest (the previous 5 years were at Supply Clergy rates).
3. **GIVINGS > RENTS**: The third equally significant highlight of 2012 was that for the first time in memory givings exceed rental income. In the Diocesan 'Sail' model, this is one of the key Diocesan measures of financial health in a parish.

These three important measures of parish financial health have been incorporated into the 2013 budget.

D. **DIOCESAN TREASURER's WORKSHOP IN 2012:** At a Diocesan Treasurer's Workshop in October, four members of St. Mike's were in attendance (Moses, Bart, Brigitte L., and Greg). They learned the extent to which St. Mike's was following best practices (12 items). They also learned where there was room for progress in moving towards best practices. Labeling these 'The Big 5', four of them were implemented in 2012. The remaining recommendation, to inventory all assets and ensure the inventory is secure in the Anglican Archives, is pending.

FINANCIAL HEALTH: The Financial health of the parish is strong. For the sixth year in a row, St. Michael's has ended the year in the black, since its last loss of $20,000+ in 2006. The 2013 Budget has a good chance of enabling us to achieve a positive bottom line for the seventh year in a row. In 2012, Church Committee authorized establishment of a $100,000 Strategic Reserve. With the last of the major building expenditures completed in 2012, the Finance Committee has set for itself the objective of bringing this Strategic Reserve up to $200,000 within the next five years. The annual Whitaker Fund submission makes this a realistic objective.

BALANCE SHEET PROVISIONS: With the exception of a small amount for the Rectory, no funds are set aside for building projects. The Finance Committee has been building up a Contingency Fund for unexpected eventualities, and will strive to continue to maintain it at its current level ($15,000). An example in 2012 of what it can be used for was the outside screens on the west end of the Hall being blown out during a winter storm. Terry quickly effected repairs, and the unbudgeted expenses came from the contingency fund.

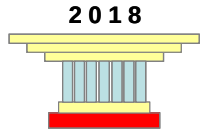
STRATEGIC PLANNING: Finally, the mandate of the Finance Committee was expanded in 2012 to include Strategic Planning for 2018, to be in alignment with the Diocesan 2018 Strategic Planning initiative. The 2013 Vestry Report on the first year of this three year initiative is included separately on page 13.

Respectfully Submitted
The Chairman of the Finance Committee, on behalf of the Finance Committee
Greg Tatchell, Treasurer of St. Michael's

	Jan - Dec 12
Ordinary Income/Expense	
Income	
3999 · Givings	
4000 · Envelopes	48,811.79
4001 · Open	4,266.54
4002 · Special donations	3,785.00
Total 3999 · Givings	56,863.33
4100 · Interest & misc revenue	1,477.51
Total Income	58,340.84
Expense	
Total 5000 · Salaries	47,698.20
5100 · Assessments	12,348.00
5160 · Instrument R&M	380.00
5200 · Repairs and Maintenance - Bldg	7,309.64
Total 5300 · Utilities	4,908.40
5350 · Property taxes	5,500.00
5400 · Insurance	7,923.00
5500 · Office expenses	3,089.73
5510 · Janitorial supplies	1,373.20
5520 · Church supplies	4,222.59
5525 · Educational supplies	428.86
5530 · Unrecoverable HST	2,405.99
5550 · Telephone	663.56
5560 · Bank charges & interest	303.39
5570 · Contingency	7,864.00
5575 · Strategic Plan	1,544.61
5580 · Meal ministry	3,840.17
Total Expense	111,803.34
Net Ordinary Income	-53,462.50
5600 · Recovery bldg exp (1/2 assmt)	54,695.00
Net Income	**1,232.50**
5700 · Capital Proj Donatn (0 assmt)	5,000.00

	31 Dec 12
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Royal Bank (Church)	29,031.43
1000 · Royal Bank (Day Care)	15,564.89
1020 · Capital Project Account - Royal	5,087.41
Total Chequing/Savings	49,683.73
Other Current Assets	
1210 · HST recoverable	947.08
1300 · Prepaid insurance	10,882.00
1302 · Prepayment - Rectory repairs	900.00
Total 1350 · GICs	176,890.03
1700 · Roof repair	41,728.44
1705 · Amort of roof repair	-4,172.85
1375 · HST Recovery - to be filed	1,886.44
Total Other Current Assets	229,061.14
TOTAL ASSETS	**278,744.87**
LIABILITIES & EQUITY	
Current Liabilities	
2000 · Accounts Payable	900.00
Total 2150 · Due to Diocese	14,783.17
2210 · Unearned revenue	25,141.13
2215 · Deferred revenue	5,000.00
2225 · Accrued contingency expense	15,000.00
Total Other Current Liabilities	59,924.30
Equity	
3900 · Retained Earnings	209,668.08
Net Income	8,252.49
Total Equity	217,920.57
TOTAL LIABILITIES & EQUITY	**278,744.87**

	Jan - Dec 12
Income	
4000 · Parent Fees - Direct	39,155.14
4100 · Prov. Child Care Subsidy	126,030.73
4200 · CCOF Supplemental Funding	35,461.21
4300 · Vanc. City Grant	26,467.00
Total Income	227,114.08
Expense	
5000 · Wages and Salaries	175,724.05
5010 · Benefits	7,342.47
5020 · Training	230.00
5100 · Rent	15,825.00
5120 · Fuel	1,620.00
5130 · Utilities	2,993.31
5140 · Janitorial	371.04
5150 · Maintenance	3,865.68
5160 · Insurance	1,121.00
5200 · Food Costs	6,132.14
5210 · Supplies/Toys/Equip/& Misc	7,185.87
5310 · Professional Fees	1,500.00
5320 · Telephone	876.96
5330 · Office Expenses	182.68
5340 · Bank Service Charges	123.89
Total Expense	225,094.09
Net Income	**2,019.99**



				6 YEAR BUDGET				
Actuals since 2006 (available)								
Based on Jan. 10 YE Actuals, for Jan. 17 Finance Committee pre-Vestry Review.	2012	2013 Budget	2014	2015	2016	2017	2018
I. Givings & Rectory Rent							
1.1	Open donations	4,267	4,267	4,267	4,267	4,267	4,267	4,267
1.2	Parish donations	54,074	57,482	63,230	69,553	76,508	84,159	92,575
I.	**Total Givings & Rectory Rent**	**58,341**	**61,748**	**67,496**	**73,819**	**80,775**	**88,426**	**96,841**
II. Expenses								
1 & 2	**TOTAL ALL SALARIES**	**47,698**	**51,700**	**56,649**	**62,013**	**67,834**	**74,155**	**81,025**
3.4	**Total Utilities**	**4,908**	**6,792**	**7,391**	**8,046**	**8,763**	**9,546**	**10,404**
4	Property tax	5,500	5,775	6,064	6,367	6,685	7,020	7,371
5	Insurance	7,923	10,881	11,425	11,996	12,596	13,226	13,887
6	Diocesan Assessments	12,348	13,116	13,476	13,667	14,047	14,994	16,204
7.1	Rep & Maint - Monthly	7,310	3,000	3,000	3,000	3,000	3,000	3,000
7.2	Rep & Maint - Contractors		500	500	500	500	500	500
7.3	Organ & Sound Systems	380	380	380	380	380	380	380
8.1	Office and misc	3,090	2,400	1,500	1,500	1,500	1,500	1,500
8.2	Office supplies - Stewardship		300	300	300	300	300	300
8.3	Office supplies - Sanctuary		300	300	300	300	300	300
9	Telephone	664	697	732	768	807	847	889
10	Janitor supplies	1,373	1,442	1,442	1,442	1,442	1,442	1,442
11.1	Church supplies - General	4,223	5,000	5,000	5,000	5,000	5,000	5,000
11.2	Church Ed - Youth	429	600	600	600	600	600	600
11.3	Church Ed - Adult		600	600	600	600	600	600
12	Unrecoverable GST	2,406	500	550	605	666	732	805
13	Bank Charges & Interest	303	303	303	303	303	303	303
14	Meal Ministry	3,840	3,000	3,000	3,000	3,000	3,000	3,000
15	2018-Strat Plng/Leadership Dev.	1,545	1,500	1,500	1,500	1,500	1,500	1,500
16	Contingency	7,864	5,000	5,000	5,000	5,000	5,000	5,000
II.	**Total Expenses**	**111,803**	**113,785**	**119,712**	**126,889**	**134,822**	**143,945**	**154,010**
III.	**Church & Hall Rental Income**	54,695	54,695	57,430	60,301	63,316	63,316	63,316
IV.	**Surplus / (Deficit) = (I + III) - II**	**1,233**	**2,658**	**5,214**	**7,232**	**9,269**	**7,797**	**6,147**
	Capital Donations	5,000	10,984	10,984	10,984	10,984	10,984	10,984

3.2 Wardens 2012 Vestry Report

A. Summary of 2012

At the 2012 Vestry meeting, the Wardens proposed the following five-point strategic focus for 2012:

1. **2018 STRATEGIC PLANNING** – beginning of a 3 year Strategic Planning Process.
2. **ADULT & YOUTH WORSHIP/EDUCATION** - more energy & focus on adult & youth education.
3. **BUILDINGS** - 5 projects; kitchen, washrooms, Stations plaques, Sanctuary painting & lighting.
4. **FINANCIALS** - 6th straight year of balanced budgets.
5. **PARISH MISSION REVIEW** – an emphasis on Leadership Development.

Find following a summary of progress on these five 2012 strategic objectives:

1. **2018 STRATEGIC PLANNING** - The Strategic Planning Committee had a very good first year. A complete summary of their progress follows as a separate report (p.13). This Executive summary of that report notes that greater progress was made than could reasonably have been expected in the first year of this 3-year project. The altar like icon at the top of each page of this report captures that progress. Based on the progress in year-1 (2012), confidence is high that the 3-year project will finish on time, with much of it ready at the end of year-2 (2013), at the time of the end of Wilmer's current 2-year contract.

2. **ADULT/YOUTH WORSHIP/EDUCATION** - For the first time in five years, St. Michael's had a Confirmation class. In his first three months on the job, Wilmer prepared 11 candidates for Confirmation; a picture of 22 of us at the Confirmation ceremonies at Christ Church Cathedral with the Bishop appeared in TOPIC, and highlighted our multi-cultural identity. Wilmer was very busy in this period, as he also ran a Lent program of the Stations of the Cross at the same time.

3. **BUILDINGS** – 4 of the 5 objectives set for 2012 were achieved; one, the kitchen upgrade was finished; two, Sanctuary Restoration was completed to a standard not originally planned for, but made possible because of a thousand hours of congregational volunteer time (this was the second occasion for a St. Mike's article in TOPIC in 2012); three, the plaques for the Stations, as well as some historical plaques, were done at the same time as the Restoration; four, upgrading/restoring the east side Chapel was also done in conjunction with the Restoration of the Sanctuary. Carpeted & heated, it now serves three purposes; Chapel, ACW Meeting Room, and Family Room (during Church service).

4. **FINANCIALS** - We achieved continuation of financial discipline, with a sixth straight year of being in the black. A Diocesan Workshop was attended by a team of four from St. Michael's. The Workshop revealed St. Mike's achievements in addressing the financial shortcomings identified in the Parish Mission Review of 2010. While focus shouldn't be lost, primary energies can now move on, as highlighted in 5 following. Attendance at the Workshop also had a way of emphasizing the level of financial expertise in the St. Michael's leadership team.

5. **PARISH MISSION REVIEW** - With all of the accomplishments of 2012, time for Leadership Development was not a primary focus. The 2018 Strategic Planning Committee developed a strong team environment; the same was the case as the Church Committee evolved its processes. Finally, the Diocesan Police Records Check was completed in the winter, adding yet one more measure of the 'quality' of the St. Michael's Leadership Team.

B. PROPOSED FOCUS FOR ST. MICHAEL'S IN 2013

In collaboration with the Priest-in-Charge and the Sanctuary Planning Team, we recommend the following 5-point strategic focus for St. Michael's in 2013, in order of priority:

1. **2018 STRATEGIC PLANNING** - A rigorous Strategic Planning initiative at St. Michael's was launched by Vestry in 2012. 2013 will represent the second year of this 3-year project. The second year will be kicked off the same as the first; with a weekend workshop in March. The primary objective for 2013 will be to have most of the 'meat' in place prior to the end of the year, to aid us in the process of extending Wilmer's two year tenure to that of Incumbent.
2. **ADULT & YOUTH WORSHIP/EDUCATION** - With a ¾ time Priest-in-Charge, the Wardens are optimistic that we can build on the Confirmation success of 2012. In 2012, Strategic Planning and Building Projects diverted much of the energy of the Leadership Team away from Adult Spiritual Education after March. While Building Projects should not be an energy drain in 2013, we will be engaged to the same extent in Strategic Planning in 2013 as we were in 2012. It is understood that this may limit Adult Education in 2013.
3. **BUILDINGS** – As a carry-over from 2012, only one project remains; the 2 washrooms (especially the women's washroom). Given the energy that went into building projects in 2012, it is understood that this project may be divided into two projects (women's first, men's second), targeting completion in 2014, the 125th Anniversary of St. Michael's. Second, the SPC is managing a variety of small outstanding jobs associated with completion of the Sanctuary Restoration project. Third, a Diocesan project suggesting an inventory of all assets for the Anglican Archives needs to be done in 2013.
4. **FINANCIALS** - Continuation of the financial discipline of the last six years, to achieve a seventh straight year of being in the black in 2013, while at the same time beginning the 2018 five-year process of building the strategic reserve up to $200,000.
5. **PARISH MISSION REVIEW** - Leadership development - In 2010, based on the findings of a Diocesan Parish Mission Review, the Wardens focused on Financial planning, education and control. That task is largely completed. The other finding of that Review, Leadership Development, was not overtly targeted in 2011 or 2012, other than through incremental improvements. It is anticipated that this will be one of the recommendations arising from the Strategic Planning process.

C. CONCLUDING REMARKS

The biggest change for the church, and the Wardens, was the first full year of having a dedicated Priest-in-Charge at St. Michael's. Issues which had so consumed leadership energies in 2011 were minimal in 2012.

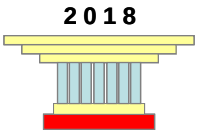
- The second big change for the church was the first full year of having an active ACW. Their contributions in 2012 included fund raising and the restoration of the side chapel. Praise the Lord!
- There were at least three highlights in 2012; one, the Confirmation ceremony at Christ Church, with 23 people from St. Michael's in attendance; two, the Restoration of the Sanctuary; and, three, the celebration of Wilmer's ministry by the Rev. Dr. Ellen Clark-King, on Sunday, Nov 25th, followed by an energetic, hope fueled pot-luck afterwards, the joy strongly added to by the presence of Grace's husband, the Right Rev. Alex Wandag. High praise to the many volunteers of the 2012 Restoration!!!
- We would like to acknowledge the work of the many Committee's which report to Church Council at St. Michael's. Much of the detailed work that used to be attempted at Church Committee is now carried out in bodies like the Sanctuary Planning Committee, the Finance Committee, and the Rental Committee, to name just a few. Other bodies, like the Stewardship Committee, the Hot Meal Mission, and the ACW, make vital contributions to the Mission of the Church. We are a blessed body.

Finally, we welcome Fanny Balaki as the new Administrative Assistant of St. Michael's, and thank Michiko for 'temporarily' volunteering to fill in after the previous Admin Assistant left suddenly and unexpectedly in January of 2010. Her contributions in the three years of 'filling in' helped the church transition as seamlessly as possible from Supply Clergy to Priest-in-Charge, and to the new Admin Assistant who began in January 2013.

Respectfully Submitted by the 2012 Wardens:

Moses Kajoba, Rector's Warden — James Baldo, People's Warden

Martine Lubin, Associate Warden — Bart Alatan, Associate Warden



3.3. ST. MIKE'S 2018 STRATEGIC PLANNING INITIATIVE UPDATE

1. WHAT IS THE DRIVER OF THE ST. MICHAEL'S 2018 STRATEGIC PLANNING INITIATIVE?
The focus of the '***St. Michael's 2018 Strategic Planning Initiative'*** is to update the Strategic Plan developed in 2007 for the Canonical Committee process. That process was successfully concluded on Nov. 15, 2011, with the appointment of a Priest-in-Charge for St. Michael's, the Rev. Wilmer Toyoken.

2. WHAT HAS CHANGED BEYOND HAVING A PRIEST-IN-CHARGE?
Three things have changed. First, the primary objectives established by the 2007 plan have been achieved. We need to establish new objectives. Second, the Diocese of New Westminster has ratified a new Diocesan Strategic Plan at the 2010 Diocesan Synod, titled 2018. A new Strategic Plan for St. Michael's must incorporate consideration of that plan, just as our updated Constitution incorporated changes to Diocesan Canons. Third, just before the Olympics, the Diocese produced a PMR (Parish Mission Review) for St. Michael's, to which a canonical response was developed at Vestry. The PMR and our response need to be incorporated into St. Michael's new Strategic Plan.

3. WHAT ARE THE OBJECTIVES OF THE 2018 STRATEGIC PLANNING INITIATIVE?
The objective of the '***St. Michael's 2018 Strategic Planning Initiative'*** is to produce a St. Michael's specific 2018 Vision, Mission and Strategic Plan that builds on four elements; First, our 2007 Strat Plan; Second, the 2010 PMR (and our vestry response); Third, our 2012 Constitution; and, Fourth, the Diocesan 2018 Strat Plan.

4. HOW MUCH IS IT EXPECTED THAT THIS NEW INITIATIVE WILL CHANGE THE 2007 PLAN?
By way of analogy, the 2011 Constitutional changes grew the 1989 Constitution from 27 to 60 paragraphs, and included many additional updates for the pre-existing 27 paragraphs. The changes to St. Michael's Strategic Plan is anticipated to be along the lines of the 2011 changes to the Constitution; i.e. greater than 50%.

5. WHY GREATER THAN 50%?
In 2007, we began with a blank sheet of paper. In 2012, we not only have our 2007 plan as a base, we have the 2010 PMR, our 2012 Constitution, and the Diocesan 2018 Strategic Plan. The 2010 PMR in particular is substantively focused on St. Michael's, and has guided the Wardens and St. Michael's over the last two years.

6. WHERE DOES THE AUTHORITY COME FROM FOR THIS INITIATIVE?
Strategic Planning was specifically added to the 2012 St. Michael's Constitution. It was delegated to the Finance & Strategic Planning Committee (**FSPC**), with the mandate of synthesizing with the 2018 Diocesan Strategic Plan. It was included in the Warden's 2012 Vestry recommendations, and provisions for it were built into the 2012, 2013 and 2014 Budgets. It is also recognized that the ultimate authority for this initiative is the congregation, as part of the process, and as the ultimate ratifying body for the work.

7. WHO IS REPRESENTING THE AUTHORITY OF THE CONGREGATION IN THIS WORK?
Six members of the congregation have agreed to join this initiative as representatives of the authority of the congregation; Terry & Marg Cutforth, Sandra Baldo, Brigette Castro, Brigitte Laweng, and Grace Wandag.

8. WHO IS RESPONSIBLE/WHO PROVIDES THE LEADERSHIP?
The 6 members with congregational authority join the 6 with the constitutional authority to lead this work; the Rev. Wilmer Toyoken, Moses Kajoba, James Baldo, Martine Lubin, Bart Alatan, & Greg Tatchell (chair). The congregational & constitutional signatures ratifying the objectives of this page follow on the next page.

9. WHAT ARE THE TIMEFRAMES?
Less than the 64 months of the Canonical Committee process. The budget has made provisions for up to a three year project (2012-14). The team of the 12 disciples will develop a specific schedule and objectives for presentation and ratification at the May 2012 Church Committee meeting. That schedule will likely incorporate the need for a second retreat in 2013, following a team presentation by the 12 to the 2013 Vestry.

For the full 3-year ratified Project Plan, see the last five pages of this vestry package.

3.5 Stewardship Report: Sandra Baldo

Last year at Vestry, I reported that the $50,000 of givings in 2011 had grown from a base of only $18,000+ in 2006.

- This year, givings increased to over $56,000, below our $60,000 objective, but still an increase of 10+%.
- We are forecasting $61,000 in givings in 2013, an increase of less than the 10% we did in 2012.

As covered in the Finance Committee Report, your Executive and the Diocese want to ensure that our givings meet the full cost of paying for our priest, and that we continue to grow the givings enough to allow St. Michael's to move to a full-time priest in the three year time frame.

- To achieve the $61,000 objective in 2013, we are going to continue our focus on increasing our givings by PAD; with PAD, you never miss an envelope. We now have over 20 PAD givers, and take in half our givings using this method. Please help us add to these numbers. Our stretch objective is 30 PAD givers by the end of the year.
- If we can get our people to continue to give the same amount they do each week now, but ensure they do it every week, or as often as you can, we should easily achieve our $61,000 objective.

For 2013 our Stewardship Theme will continue to be from Psalm 116;

"What can I give back to the Lord for all he had done for me."

For the first time in our mandate, tax receipts were issued early in January. Your Stewardship Team leaders now have the tools in place to monitor givings regularly, and will provide ongoing feedback to help people increase their givings merely by increasing the number of envelopes they use in a year. Our motto for the year will be the same as last;

'***Use Your Envelopes, Every Week, if Possible; even better, join PAD.'***

We thank all members of the congregation for giving what they can, and pray that they can see it in their hearts to stretch a little bit more to help us achieve our 2013 objectives.

Sincerely Yours, Sandra Baldo, Chair, Stewardship Team.

3.6 MEAL MINISTRY REPORT: Lily Ba-day/Brigette Castro/Martine Lubin/Michiko Tatchell

Meal Ministry is the biggest Outreach Ministry at St. Michael's. We have a "Food Bank" and "Hot Meal" Program three Fridays a month, from 6 – 7 p.m.

Food Bank: The Food Bank is sponsored by the "Greater Vancouver Food Bank Society." Holy Cross Anglican Church also donates food while St. Philip's Anglican Church provides volunteers. St. Michael's is the only Recipient Agency in the GVRD which is open in the evening for full-time students and employed individuals.

A New Kitchen: Martine Lubin and Terry Cutforth, with input from Rainbow Church, completed the re-do/upgrade of the kitchen in 2012. It has made it much easier to handle the volumes associated with the Hot Meals described next.

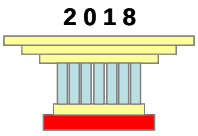
Hot Meal Program: The Hot Meal co-sponsors are Rainbow Church and St. Philip's. Rainbow Church prepares the Hot Meal two Fridays while St. Michael's does the other. Since 2010, we have been spending $400 a month, $200 of which has been contributed by St. Philip's. Included in the Hot Meal budget is $600 for 'Special' Hot Meals, usually the annual Thanksgiving Turkey dinner, as described for 2012 in the following paragraph.

Thanksgiving Day: At the October 2012, Thanksgiving Day, Rainbow Church and St. Michael's organized a "Turkey Dinner" for our neighborhood community, serving nearly 600 people. The volunteers from both churches cooked over 30 turkeys for the night.

Youth Involvement: During the school year, the students from Balmoral Junior Secondary in North Vancouver continued to help the Hot Meal Program. Also stepping up to help has been the DeMolay Youth group from the Freemasons organization. Jeffson Gonzalo, a son of one of St. Michaels parishioners, has shown great leadership in coordinating this initiative.

Lily & Marina: Beginning in March of 2012, Lily Bad-ay and Marina Tiwaquen, who have been long-time volunteers for the Food Bank, offered their help to prepare the Hot Meal. This gave the Meal Ministry team a total of four teams to take a turn preparing the Hot Meal (the signatories below being the other three).

Respectfully submitted, Brigette Castro, Martine Lubin, Lily Ba-day and Michiko Tatchell .



3.7. SANCTUARY PLANNING COMMITTEE (SPC): Bart Alatan

2012 SANCTUARY RESTORATION PROJECT - SEPT & OCT 2012

This is the Sanctuary Planning Committee Vestry report of the 2012 Sanctuary Restoration Project.

GETTING STARTED: This project had a long gestation period, proposed to Vestry in the Wardens Reports of 2010, 2011, and 2012. Until a priest-in-charge had been hired, the Sanctuary Planning Committee did not have the band-width to devote to the project, despite a strong requirement, as expressed by the Wardens in 2010, 2011 and 2012, to get this work done. In addition, renovation energy had gone into an extended project upgrading the kitchen, while a blow-out of the west windows in the winter occupied additional time.

OVERVIEW: The best high-level overview of the project appeared on the Diocesan web-site on Oct. 31 (& December TOPIC):

> *The Restoration included five primary points of emphasis; one, re-painting the entire Sanctuary with a lighter shade than before; two, stripping down all the rich dark wood and refinishing it; three, re-doing the wood floors; four, substantially brightening the Sanctuary by making several changes to the pre-existing lights and wiring; five, being very intentional with regards to what went back up on the walls, especially in light of the Stations of the Cross installed by the congregation in 2010, and the memorial Crucifix purchased in 2012.*

CONGREGATIONAL INVOLVEMENT: Congregational involvement was highlighted by the Diocese on Oct. 31:

> *The most vivid testimonial arising from the Restoration was the enthusiasm of volunteers; there were a thousand hours of congregational volunteer time that went into the Restoration. When the congregation returned on October 21, 2012, they returned to a brighter, cleaner, less cluttered Sanctuary. Many members of the congregation could point to 'their spot' where their time was made manifest, or where they laid out meals for the volunteers.*

OVERSIGHT: Roles and responsibilities appeared on the Diocesan web-site on Oct. 31, as follows:

> *A 5-member Sanctuary Planning Committee (SPC) had planning & oversight responsibility for Theological & Historical integrity, from colors to cut glass, and from Memorial plaques to the new Crucifix. Bart & Agnes Alatan, Brigitte Laweng, Rev. Wilmer Toyoken, and Greg Tatchell undertook to ensure consensus and consistency, while an independent three-member advocacy sub-committee undertook to represent the traditions at St. Michael's.*

GUIDING PHILOSOPHY: CONSENSUS, CONSISTENCY & TRADITIONS: The SPC was guided throughout by two factors. The first was to ensure 'consensus and consistency.' The second was to attempt to ensure that the traditions of St. Michael's were represented. The SPC believes they have achieved the first of these, consensus and consistency, and that they also achieved theological and historical integrity. As an appendix to this SPC summary report, their success with the second is highlighted in the independent three-member advocacy report by Terry & Marg Cutforth and Moses Kajoba.

FINANCIALS: The budget for the 2012 Sanctuary Restoration Project was $14,339; it came in $712 under budget. Five thousand dollars was provided anonymously to ensure, given the extremely high volunteer hours, that the work on the Sanctuary wouldn't suffer because of a lack of funds. Separate from the budget, the congregation raised $3,000 to purchase a Memorial Crucifix, which was featured along with the TOPIC article referred to above. The final accounting for the Restoration project can be seen in the table following.

2012 Sanctuary Restoration Project			
1	Electrical	$	5,885
2	Carpets	$	1,866
3	Scaffolding	$	1,696
4	Paint Wholesaler (55% price)	$	1,237
5	Glass	$	941
6	Home Depot, Rona, Food Supplies	$	671
7	Locksmith	$	565
8	Lead Glass Windows (x6)	$	437
9	Historical Placques	$	302
10	Family Room Heaters	$	203
Cost of the Sanctuary Restoration Project to Nov. 3, plus provision for replacing cracked lead windows.		$	13,802

Submitted by the Sanctuary Planning Committee
Bart (Chair) & Agnes Alatan, the Rev. Wilmer Toyoken, Brigitte Laweng, Greg Tatchell.

3.09 ACW Report

A. Introduction.

It shall be recalled that for some time the Anglican Church Women (ACW) of St. Michael's Anglican Church was somewhat dormant. However, in the first quarter of 2012, the women moved to formally re-organize/ reactivate the ACW. Following are the activities leading to the resurrection of the ACW at St. Michael's, and some of their early accomplishments.

B. Meetings and accomplishments.

1. **February 12, 2012** – A good number of women met to brainstorm on the state of the ACW. As a result, the ACW was re-organized with the following officers:

President	–	Ms. Grace A. Wandag	Vice President – Ms. Martine Lubin
Secretary	–	Ms. Brigitte Laweng Busaing	Assistant Secretary – Ms. Carmen Coteng
Treasurer	–	Ms. Agnes Alatan & Ms. Anne Kajoba	
PRO	–	Shirley and Laura for Vancouver	Marina Tiwaquen for Burnaby
		Marina Paticawen for Surrey	
Advisers:		Fr.Wilmer Toyoken & Ms. Fanny Ho	

After the election of officers, the members agreed in consensus to adopt the Constitution and by-laws (CBL) using the existing CBL (if there be any). Ms. Brigitte L. Busaing, Ms. Brigitte Castro and Ms. Grace Wandag were tasked to produce a draft.

2. March 25, 2012 – The draft Constitution and By-laws was presented to the members of the ACW for discussion and comment. After some clarification, the CBL was adopted by the members present and a copy presented to Fr. Wilmer Toyoken. Among the salient points of the CBL; frequency of meetings, on the last Sunday of the month to coincide with the Potluck. Likewise the membership fee for duly enrolled members is $10.00 and an annual due of $5.00.
3. April 22, 2012 – At the usual Guild Room location, the ACW met and discussed among other things the following:
   a) Fund Raising for the finances of the ACW –this drew many suggestions which included: Collection of bottles, Sponsorship of Friday Night Dancing, Elephant Sale, Bake Sale and BP Exams for fee.
   b) Uniform of the ACW – among the matters discussed is the uniform of the ACW. It was decided that it shall be a white T-shirt and tasked Ms. Carol Gapongli, Ms. Brigitte Castro and Ms Fanny Balaki to see the appropriate Logo and quality of T-shirts.
4. June 17, 2012 – Orientation for the Altar Guild was undertaken with the help of Ms. Pauline Emerick and Fr. Wilmer Toyoken. As a result the members were organized into four groups to attend to the preparation of the altar every Saturday afternoon in preparation for the service next day.
5. July 29, 2012 - The Uniform project was reviewed but not ready. There was a plan for a picnic at the Queen Elizabeth Park on August 19, 2012, in which the ACW were mobilized to prepare and provide for the food. Likewise the Parishioners of Holy Cross were to be invited to join, to enhance inter-parish solidarity and partnership.
   - Another project was discussed, the Babies Room, where mothers with babies may stay during the service. The side chapel was designated for the purpose. Ms. Grace Wandag, Ms. Carol Gapongli and Ms. Marge Philip were tasked to confer with Mr. Terry Cutforth, Mr. Greg Tatchell and Fr. Wilmer Toyoken.
   - Fund raising tickets for the Friday Night Dance (Sept. 28) was distributed to the members.
6. Sept. 30, 2012 – The Friday Night Dance sales were reviewed and proved to be successful. It was reported that something like $1,492.76 was generated after deducting the payables. The purpose of the fund raising was originally for the renovation of the Side Chapel as Babies Room. However, a generous donation paid for the renovation of the side chapel. The ACW Funds are therefore now available for future projects under the direction of the ACW. Said fund was remitted to the Parish Finance Committee for safe keeping, designated solely for the use of the ACW.

There were informal meetings in the months of October to December and during this time it was decided that the ACW participate in the Halloween Programs and Christmas Pageant. All activities were undertaken with the participation of everyone including some members of the congregation.

C. Susannah Wilson Memorial Chapel

1. Inspiration for the newly re-formed ACW at St. Michael's comes from Mrs. Susannah Wilson, head of the ACW at St. Michael's for 47 years. A motion will be presented at 2013 Vestry to have the side chapel officially named the '*Susannah Wilson Memorial Chapel'* in honor of her many years as head of the ACW at St. Michael's, and her championing of racial justice in the 1940's.

D. Points of Prayer for 2013

1. The CBL provision on the frequency of meetings was not religiously observed for the reason that members, especially the officers, do not have synchronized off days due to varying work schedules. We pray that despite this reality remedies can be found so that there shall be more meetings, especially during our second year, as we become more & more a fabric of the church.
2. That an Annual Action Plan complete with monthly and quarterly doable activities will be formulated to provide a clear guide as well as serve as basis for better evaluation of accomplishments. The ACW seeks assistance with this.
3. That the members of the ACW shall not grow weary but instead "strength to strength advancing" as we continue to journey with our Lord and Savior.

Submitted by: Grace A.Wandag, ACW President

3.11 DAY CARE REPORT

2012 at St. Michael's Day Care has been filled with both challenges and wonderful achievements. The following are some highlights summarized.

Parent/Family Involvement

We saw even more parent involvement in 2012 than in past years; parent engagement activities included:

- Field trip participation and parent volunteer time. Thanks to the $1000 Lydia Albert Grant we received through West Coast Childcare Resource Centre, we were able to go on several more field trips than we do most years.
- A mini renovation of our playground including a complete replacement of sand. To save labour costs we requested the help of all the parents to shovel away the old sand and unload a whole new truckload of fresh sand. We had more than half the parents give of their time and effort to help with this project.
- Seasonal/Holiday celebrations were very well attended by the families and extended families of our children (including siblings, aunts/uncles, grandparents). Many of the families stayed after the celebrations to help clean up and take down the tables, chairs, etc.

A survey undertaken by the Board mirrored the positive light in which these activities were seen by parents and families:

		- 1	2	3	4	+ 5	Total	Average
1	**Is the child care setting will maintained?**					11	55	**5.0**
2	**Do you feel confident that your child is safe and secure in this program?**				2	9	53	**4.8**
9	Are you comfortable with the style and forms of limit setting/discipline used by the staff?			1	2	8	51	**4.6**
7	Do you feel the meals (breakfast, snacks, and hot lunch) are nutritous?			1	3	8	55	**4.6**
6	Do you feel that the teachers respond to your child's individual needs?			1	3	7	50	**4.5**
11	Overall, how satisfied are you with the childcare services your child receives in the program?				5	6	50	**4.5**
4	Are the activities and learning opportunities age appropriate for your child?			1	3	6	45	**4.5**
3	Do you feel welcome as a parent?			2	2	7	49	**4.5**
8	Is it easy to talk to the teachers about your child?		1	1	1	8	49	**4.5**
5	**Are the activities and learning opportunities interesting for your child?**			1	2	7	46	**4.2**
10	**Do you feel well informed about what is happening in the program?**		1	2	3	4	40	**4.0**

SIX CONCLUSIONS:

1	Child Care Setting (Q.1) and Child Safety (Q.2) received the highest ratings.
2	Activities & Learning Opportunities (Q.5) and Perception of Being Informed (Q.10) received the lowest ratings.
3	Average scores for all 11 questions were at least 4.0.
4	67% of the scores were 5 out of 5; a further 23% were 4 out of 5.
5	10% of the scores were 3 (10 of them) or 2 (2 of them). No scores of 1 were received.
6	Overall satisfaction (Q.11) received a score of 4.5 (no 2's or 3's).

Finances

The biggest source of challenge this year was financial. Due to low registration in the 3rd and 4th Quarters, caused by almost half our children leaving for kindergarten in September, grants from the Province and CCOF were down substantially, and except for the City Grants, we would have lost money in 2012. We were able to manage to get through the year without staff lay-offs through management of staff schedules and reduction of substitute hours. This was a great example of staff, management, and the Board working together in the best interests of the Daycare.

The assistance provided by the various grants and funds we received was crucial to the survival of the Daycare. In 2012 we qualified for and received:

- A Childcare Enhancement Grant from the City of Vancouver.
- An Emergency Repair & Relocation Grant from the Province.
- The Lydia Albert Grant through West Coast Childcare Resource Centre.

On the expenditures side, renovations and updates to the centre included:

- New carpet flooring throughout the playroom.
- New indoor and gym toys and art supplies.
- New sand in the playground.

Community Support Involvement

Throughout the year, several outside partner agencies came in to support our children and programs:

- **PUBLIC LIBRARY**: The local Public Library staff comes several times per year. They bring in books, lead a story time and inform staff and families about new library services.
- **DENTAL STUDENTS**: Dental students come in (every Friday for 6 weeks) with full dental equipment/set-up and introduce the children and their families to oral health and hygiene. At the end of the series, the families enter a draw to win prizes such as electric toothbrushes and oral health supplies.
- **EYE SPECIALIST**: Comes yearly to check the children's eyesight and identify those who need additional help.

Staff Development

One of our staff have completed the required 40 hours of professional development in order to maintain their ECE certification. The other four will complete prior to their certification expiring (two in 2014).

Children With Special Considerations

In 2012 our program had more children than ever with special considerations such as:

- **Dietary Requirements** (allergies, vegetarian diets, religious restrictions) - This can be a challenge when preparing group meals and requires more effort in meal planning, shopping for groceries, and in the preparation/cooking itself.
- **Speech Therapy** - We worked with speech pathologists to help each child individually get through their speech challenges.
- **Behavior Issues** - Children with behavior issues always present a challenge in a group daycare setting since we need to accommodate them and modify the program, but still give the other children our full attention. We also need to devote extra time and resources to helping parents get the outside support they need.
- **Young Children (Under 3 age group) -** Every month in 2012 we had 2 children enrolled that were between 30 and 36 months old. As each of these children reached the age of 3 we took on another from our under 3 wait list (a very long list in our neighborhood) and this cycle continued through the year until a large proportion of our children were between the ages of 3 and 4 (very young). This age distribution (which happens during a baby boom) also has a significant impact on our program since these young children often require more attention and assistance than the older 4 and 5 year olds.

2013 Objectives *(see YE Board minutes for full 2-page plan)*

The Day Care Manager & the Day Care Board have three primary objectives in 2013:

- **Parent Survey -** for a second year running, conduct a parent survey as a follow-up to the positive survey highlighted on the previous page of this 2012 Day Care report.
- **Finances -** endeavor to minimize the 'cliff' we often face with the fall-off in September enrollment, and to manage the operation in such a way that we don't incur losses for the third year running.
- **Union Contract -** the current contract comes up for renewal on July 1, 2013.

Submitted to Vestry by the Day Care Manager, Dana Walter, as approved by the Board of Directors

2013 INCORPORATION, CONSTITUTION and RULES OF ORDER (ICR) OF ST. MICHAEL's PARISH, VANCOUVER

ARTICLE 12. FINANCE & STRATEGIC PLANNING EXECUTIVE COMMITTEE

44.1 A Finance Committee will oversee the financial and strategic planning affairs of the parish and will report to Church Committee and Vestry.

.2 Finance Committee membership shall consist of the Directors/Trustees of the *Parish of St. Michael* (the registered name with Revenue Canada). The Directors/Trustees (as annually submitted to Revenue Canada on form T1235) are publicly listed on the Revenue Canada web-site at ***www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html*** and serve on the Finance Committee as follows:

i. the Church Treasurer, who shall be its Chairperson;[i]
ii. the Wardens;
iii. the Minister in charge.

.3 Finance Committee responsibilities include:

(a) Preparation of the annual budget for consideration by Church Committee.[ii]
(b) As part of the budget process, review annually compensation and benefits for parish staff.[iii]
(c) To administer the budget as approved by Church Committee and approve expenditures within such budget.[iv]
(d) To administer all funds of the Parish including capital and trust funds.[v]
(e) To provide a minimum of four quarterly financial reports to Church Committee.[vi] Interim reports may be of a verbal nature.[vii]
(f) To co-ordinate and facilitate Strategic Planning activities. In particular, it will be the responsibility of the Finance & Strategic Planning Committee to ensure planning at St. Michael's dovetails with the 2018 Diocesan Strategic Planning initiatives.

(g) A 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.

iii. completion of the annual Diocesan wage package for the Priest, as well as a review for all other employees.

Ratifications by St. Michael's Vestry:

January 28, 1952	*(1.0)*	Original Constitution
January 27, 1964	*(2.0)*	Amendments
March 1, 1987	*(3.0)*	Amendments
January 29, 1989	*(4.0)*	Amendments
February 6, 2011	*(ICR 5.0)*	Major Additions & Canonical Updates
February 5, 2012	*(ICR 5.1)*	Amendments to para's 11, 26, 33, 40, 44 & 58.
February 10, 2013	*(ICR 5.2)*	Amendments to para 44.3

BALLOT and ELECTION/NOMINATING COMMITTEE GUIDELINES

St. Michael's Multicultural Anglican Church

2013 Church Committee Elections at Feb. 10, 2013 Vestry

I. MULTICULTURALISM: (Written Constitutional Directives: ARTICLE 11)

39. A Nominating Committee of up to three (3) shall be appointed by the Church Committee no later than the December meeting *(in 2012: James Baldo (chair), Martine Lubin, & Greg Tatchell).*
40. In fulfilling their duties, the Nominating Committee will pay particular attention to the multi-cultural objectives established in paragraphs 12, 23 and 33.4, and as codified in the Charter for Racial Justice in Appendix I.
    - 12. Every endeavor will be made to ensure that the 5 parish officers of St. Michael's are representative of the multi-cultural diversity of the congregation.
    - 23. Every endeavor will be made to ensure that members of Church Committee are representative of the multi-cultural diversity of St. Michael's
    - 33.4 To further achieve the objectives of paragraph 12 of this constitution (multi-cultural diversity), one of the Associate Wardens will be known as the People's Associate Warden, electable in year C. Together, the People's Associate Warden and the People's Warden must represent the multi-cultural diversity of the congregation; one of these must be Filipino-Canadian, while the other must be from one of the other multi-cultural groups in the congregation

II. LEADERS WHO LEAD BY EXAMPLE: (Unwritten Guidelines)

The Nominating Committee also suggests additional guidelines based on unwritten cultural standards and traditions at St. Michael's, with a particular focus on recommending *'Leaders Who Lead By Example.'*

The three primary unwritten cultural guidelines recommended by the Nominating Committee are as follows:

1. Leaders at St. Michael's are regular, identifiable givers.
2. Leaders at St. Michael's worship regularly.
3. Leaders at St. Michael's give generously of their time and talents.

III. NOMINATING COMMITTEE 2013 BALLOT RECOMMENDATIONS (Based on I & II above)

I. Members-at-Large (Para.'s 25 & 26)		WRITTEN VOTE (x)
Vote for 4	Terry Cutforth (Building & Rental Chair)	
	Brigette Laweng (Choir Liason, Assistant Treasurer)	
	Sandra Baldo (Stewardship Chair)	
	Grace Wandag (Women's Auxiliary Chair)	

II. Synod Delegates & Alternates (Para. 24)		WRITTEN VOTE (x)
Vote for 2 Only	Sam Copley	
	Marg Cutforth	
Vote for 2 Only	Judith Carlin	
	Brigette Castro	

III. Lay Directors/Trustees (Article 5)		WRITTEN VOTE (x)
Vote Both	Martine Lubin (People's Assoc. Warden, Sunday School Chair)	
	Greg Tatchell (Treasurer, Finance Committee Chair)	
No Voting	Bart Alatan (Assoc. Warden, SPC Chair)	Re-Electable in 2014
	James Baldo (People's Warden, Nominating Cmtee Chair)	Re-Electable in 2015
	Moses Kajoba (Rector's Warden, Church Cmtee Chair)	Assigned by the Rector

IV. Ordained Director/Trustee		
	Rev. Wilmer Toyoken	Automatic

St. Michael's Multicultural Anglican Church ... in Mount Pleasant

A Parish of The Diocese of New Westminster

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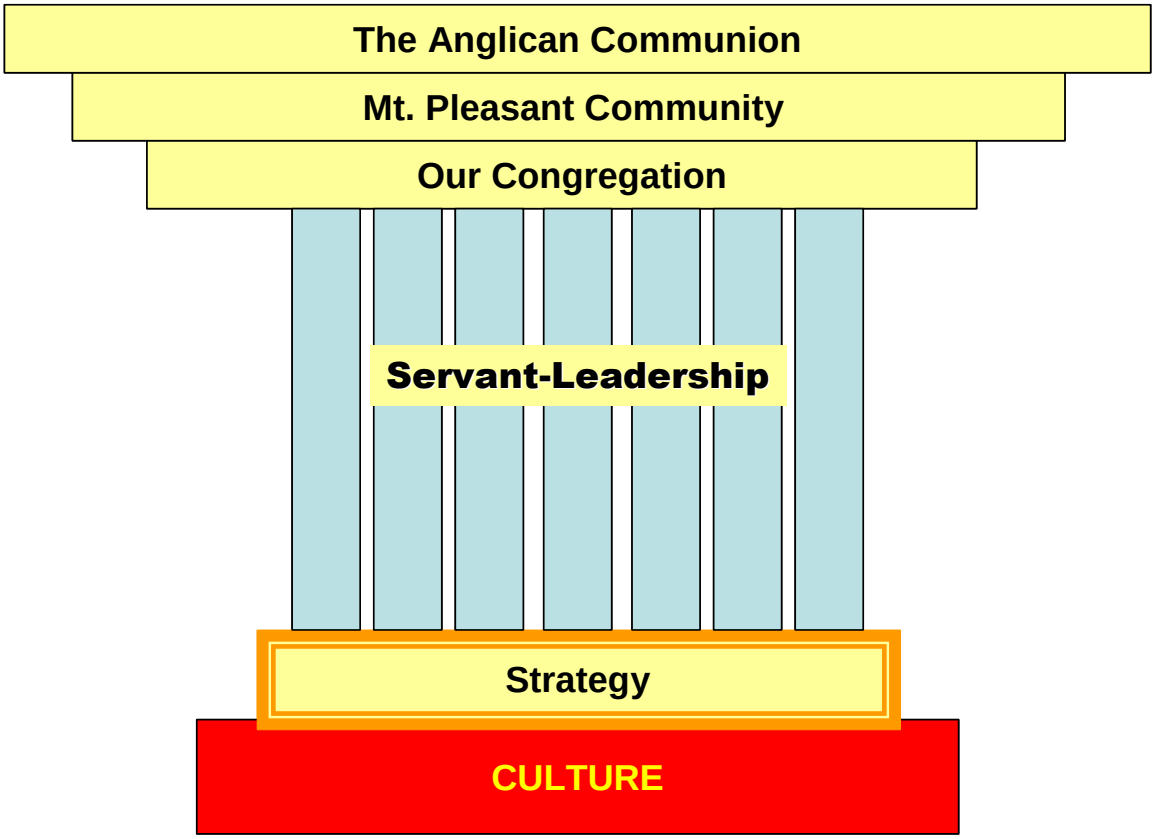
2018

St. Michael's 2018
Strategic Planning Initiative
Ratified Project Plan

STRATEGY & LEADERSHIP

in a

Community & Cultural Context



Ratified by St. Michael's Church Committee

April 17, 2012

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ST. MICHAEL'S 2018

STRATEGIC PLANNING INITIATIVE RATIFIED PROJECT PLAN

AT 2012 VESTRY, ST. MICHAEL'S MADE A 3 YEAR COMMITMENT TO AN UPDATED STRATEGIC PLAN UNDER THE DIRECTION OF THE FINANCE & STRATEGIC PLANNING COMMITTEE (FSPC). THE TWO BASIC PRIMARY BUILDING BLOCKS ARE ST. MICHAEL'S 2007 MINISTRY PLAN AND THE DIOCESAN 2018 STRATEGIC PLAN (PLAN 2018).

THREE WEEKS AFTER VESTRY, THERE WAS A FORMAL KICK-OFF OF THIS PROCESS AT A 3 DAY WORKSHOP AT PENDER ISLAND, MARCH 9-11, 2012. THE STRATEGIC PLANNING TEAM COMMITTED TO THIS PROCESS INCLUDED SIX MEMBERS FROM THE CONGREGATION, AND THE SIX CONSTITUTIONAL MEMBERS OF THE FSPC.

OVER THE THREE DAYS, FOUR SEPARATE WORKING SESSIONS WERE HELD, TOTALING OVER 10 HOURS.

1. THE FIRST SESSION, ON FRIDAY EVENING, HAD EACH OF THOSE PRESENT FOR THE WORKSHOP (10 IN TOTAL) TELL A STORY FROM ST. MICHAEL'S PAST. PRESENTED CHRONOLOGICALLY, THE 1ST STORY WAS OF 1907, WHILE THE 10TH WAS OF THE BISHOPS APPOINTMENT OF A PRIEST-IN-CHARGE IN NOVEMBER OF 2011.
2. THE SECOND SESSION, ON SATURDAY MORNING, WAS A ST. MICHAEL'S FOCUS ON ITS 2007 MINISTRY PLAN, ITS 2011 PARISH PROFILE, & THOSE ASPECTS OF ITS CONSTITUTION THAT PERTAINED TO STRATEGIC PLANNING.
3. THE THIRD SESSION WAS A DIOCESAN FOCUS, ON ITS PLAN 2018, & ITS 2010 PMR FOR ST. MIKE'S. THE TEAM THEN TOOK A WELL-EARNED BREAK FOR FELLOWSHIP & RECHARGE AMIDST THE BEAUTY OF PENDER ISLAND.
4. AFTER A '*RUACH*' FILLED MORNING SERVICE SURROUNDED BY THE BEAUTY OF GOD'S NATURE *(SEE PICTURE ABOVE)*, THE FOURTH SESSION BEGAN. THE FOCUS OF THE LAST SESSION WAS TO REVIEW ALL WE HAD COVERED IN THE FIRST THREE SESSIONS, REFLECT ON HOW WE HAD DONE, AND ESTABLISH A SCHEDULE FOR THE PROJECT PLAN.

I. SCHEDULE:

1. 7 MEETINGS IN 2012, REPORTING TO 2013 VESTRY.
2. WORKSHOP/RETREAT #2 AFTER 2013 VESTRY.
3. FINAL DRAFT TO CHURCH COMMITTEE IN OCTOBER 2013.
4. RATIFICATION AT JAN 2014 CHURCH COMMITTEE, THEN 2014 VESTRY.

II. OBJECTIVES - BACKGROUND, OBJECTIVES, PARTICIPANTS & AUTHORITY:

1. SIGNED BY STRATEGIC PLANNING COMMITTEE AT PENDER ISLAND *(ATTACHMENT I)*.
2. MISSING ONE SIGNATURE *(BRIGITTE LAWENG, IN THE PHILIPPINES)*.
3. TABLED AT MARCH 20TH CHURCH COMMITTEE MEETING.

III. MAP OF PROJECT INPUTS – A TRIANGLE, A SQUARE, A SAIL AND A DONUT:

1. DEVELOPED OVER THE COURSE OF THE 4 WORKSHOP SESSIONS *(ATTACHMENT II)*.
2. INCORPORATES ALL OF THE MAJOR INPUTS REVIEWED OVER THE WEEKEND.
3. TABLED AT MARCH 20TH CHURCH COMMITTEE MEETING.

IV. HOW WE DID - THE OVERWHELMING CONSENSUS WAS, ONE, THAT THE INFORMAL, REMOTE LOCATION KEPT US REALLY FOCUSSED AND PRODUCTIVE; TWO, THAT THIS OPTIMIZED TEAM COHESION & ENHANCED FELLOWSHIP; AND, THREE, THAT WE SHOULD PLAN ON A SECOND SUCH WORKSHOP AFTER THE 2013 VESTRY.

THIS PAGE IS THE FIRST PAGE OF A 5-PAGE PROJECT PLAN (SUBMITTED TO THE APRIL 17TH CHURCH COMMITTEE MEETING FOR RATIFICATION). AFTER RATIFICATION AT THE APRIL 17TH MEETING, THIS 5-PAGE DOCUMENT BECAME THE OFFICIAL PROJECT PLAN FOR THE 2018 STRATEGIC PLANNING PROCESS AT ST. MICHAEL'S.

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ST. MICHAEL'S 2018 STRATEGIC PLANNING INITIATIVE

1. WHAT IS THE DRIVER OF THE ST. MICHAEL'S 2018 STRATEGIC PLANNING INITIATIVE?
The focus of the '***St. Michael's 2018 Strategic Planning Initiative'*** is to update the Strategic Plan developed in 2007 for the Canonical Committee process. That process was successfully concluded on Nov. 15, 2011, with the appointment of a Priest-in-Charge for St. Michael's, the Rev. Wilmer Toyoken.

2. WHAT HAS CHANGED BEYOND HAVING A PRIEST-IN-CHARGE?
Three things have changed. First, the primary objectives established by the 2007 plan have been achieved. We need to establish new objectives. Second, the Diocese of New Westminster has ratified a new Diocesan Strategic Plan at the 2010 Diocesan Synod, titled 2018. A new Strategic Plan for St. Michael's must incorporate consideration of that plan, just as our updated Constitution incorporated changes to Diocesan Canons. Third, just before the Olympics, the Diocese produced a PMR (Parish Mission Review) for St. Michael's, to which a canonical response was developed at Vestry. The PMR and our response need to be incorporated into St. Michael's new Strategic Plan.

3. WHAT ARE THE OBJECTIVES OF THE 2018 STRATEGIC PLANNING INITIATIVE?
The objective of the '***St. Michael's 2018 Strategic Planning Initiative'*** is to produce a St. Michael's specific 2018 Vision, Mission and Strategic Plan that builds on four elements; First, our 2007 Strat Plan; Second, the 2010 PMR (and our vestry response); Third, our 2012 Constitution; and, Fourth, the Diocesan 2018 Strat Plan.

4. HOW MUCH IS IT EXPECTED THAT THIS NEW INITIATIVE WILL CHANGE THE 2007 PLAN?
By way of analogy, the 2011 Constitutional changes grew the 1989 Constitution from 27 to 60 paragraphs, and included many additional updates for the pre-existing 27 paragraphs. The changes to St. Michael's Strategic Plan is anticipated to be along the lines of the 2011 changes to the Constitution; i.e. greater than 50%.

5. WHY GREATER THAN 50%?
In 2007, we began with a blank sheet of paper. In 2012, we not only have our 2007 plan as a base, we have the 2010 PMR, our 2012 Constitution, and the Diocesan 2018 Strategic Plan. The 2010 PMR in particular is substantively focused on St. Michael's, and has guided the Wardens and St. Michael's over the last two years.

6. WHERE DOES THE AUTHORITY COME FROM FOR THIS INITIATIVE?
Strategic Planning was specifically added to the 2012 St. Michael's Constitution. It was delegated to the Finance & Strategic Planning Committee (**FSPC**), with the mandate of synthesizing with the 2018 Diocesan Strategic Plan. It was included in the Warden's 2012 Vestry recommendations, and provisions for it were built into the 2012, 2013 and 2014 Budgets. It is also recognized that the ultimate authority for this initiative is the congregation, as part of the process, and as the ultimate ratifying body for the work.

7. WHO IS REPRESENTING THE AUTHORITY OF THE CONGREGATION IN THIS WORK?
Six members of the congregation have agreed to join this initiative as representatives of the authority of the congregation; Terry & Marg Cutforth, Sandra Baldo, Brigette Castro, Brigitte Laweng, and Grace Wandag.

8. WHO IS RESPONSIBLE/WHO PROVIDES THE LEADERSHIP?
The 6 members with congregational authority join the 6 with the constitutional authority to lead this work; the Rev. Wilmer Toyoken, Moses Kajoba, James Baldo, Martine Lubin, Bart Alatan, & Greg Tatchell (chair). The congregational & constitutional signatures ratifying the objectives of this page follow on the next page.

9. WHAT ARE THE TIMEFRAMES?
Less than the 64 months of the Canonical Committee process. The budget has made provisions for up to a three year project (2012-14). The team of the 12 disciples will develop a specific schedule and objectives for presentation and ratification at the May 2012 Church Committee meeting. That schedule will likely incorporate the need for a second retreat in 2013, following a team presentation by the 12 to the 2013 Vestry.

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ST. MICHAEL'S 2018 STRATEGIC PLANNING INITIATIVE

STRATEGIC PLANNING COMMITTEE RATIFYING SIGNATURES

of

THE ST. MICHAEL'S 2018 STRATEGIC PLAN INITIATIVE OBJECTIVES

as

FINALIZED AT THE 2018 STRAT PLAN INITIATIVE RETREAT/WORKSHOP

at

PENDER ISLAND, MARCH 9-11, 2012

CONGREGATIONAL AUTHORIZATION

Terry Cutforth	Marg Cutforth
Sandra Baldo	Brigette Castro
Grace Wandag	Brigitte Laweng *(in the Philippines)*

CONSTITUTIONAL (FSPC) AUTHORIZATION

Moses Kajoba	Martine Lubin
The Rev. Wilmer Toyoken	Greg Tatchell (chair)
James Baldo	Bart Alatan

(James & Bart both in absentia, but both with full prior consultation)