SMM - St. Michael's Multicultural Anglican Church

... in Mount Pleasant

A Parish of The Diocese of New Westminster

128th Anniversary Year

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

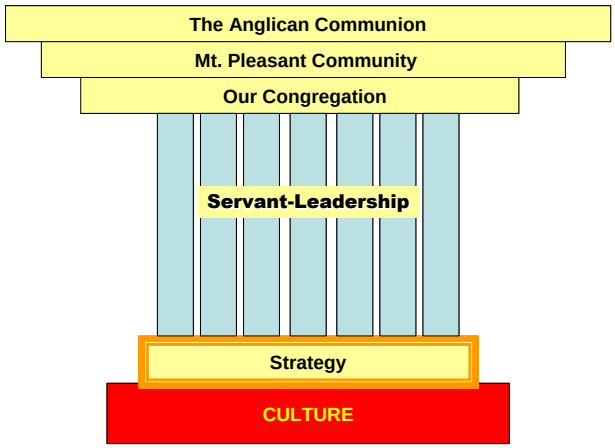
stmikes-church.ca

SMM

SMM 2018 VESTRY

28 January 2018

FilCon 2017 - 6 August 2017



FilCon 2017 at SMM: 4-6 August 2017

SMM - St. Michael's Multicultural Anglican Church

2018 Annual Vestry Meeting

Jan 28, 2018 Agenda: CHAIRMAN: Moses Kajoba

Opening Prayer

Adoption of Agenda

1.	Review of Vestry Minutes	All	:00
	1.1 Feb. 21, 2016 *(pages 1-5)*		
2.	Finance & Strat Plan 21 Committee		:15
	2.1 Y2H – the Stewardship Report – 17 Years *(p 6)*		
	2.2 Y2H – Finance/Strat Plan 21 Committee Report *(p 7)*		
	2.3. Y2H – Church Income Statement & Balance Sheet *(pages 8-9)*		
	2.4 21 Smart Goals – Interim Progress Graph 2a *(p 19)*		
	2.5 Y2H – 2018 Strat Plan 21 Budget *(p 20)*	*[Motion 2 for all 5 items]*	
3.	Reports		0:45
	3.1 Minister's/SPC Report *(page 10)*	Padi *[Motion 3.1]*	
	3.2 Warden's Report *(pages 11, 17 & 18)*	Moses *[Motions 3.2.1 & 2]*	
	3.3 Meal Ministry *(page 12)*	Brigette	
	3.4 Y2H – Youth Ministry *(page 13)*	Rose	
	3.5 Y2H – EAM/ACAM Report *(page 13)*		
	3.6 Buildings, Grounds & Rental	Terry	
	3.7 ACW *(page 14)*	Judith	
	3.8 MBSM *(page 14)*	Richard	
	3.9 Choir	Brigitte	
	3.10 Day Care	Moses *[Motion 3.10]*	
4	ODNW Nomination *[Motion 4]*	Brigette	1:45
5.	Election of Officers *(pages 15-16)*	James	1:50
6.	Any Other Business *[Motion 6]*		2:15
Adjournment & the Grace			2:30

5 DATES/MEETINGS IN THE 2018 VESTRY SEASON

1. **Nov. 3** - *Final face-to-face pre-Vestry Strategy meeting with Accountant/Auditor*
2. **Jan. 14** - *Final pre-Vestry Finance/Executive Committee Ratifications*
3. **Jan. 16** - *Final pre-Vestry Church Council Meeting*
4. **Jan. 21** - *ACW/MBSM - Pre-Vestry Financial Education/Consultation Session*
5. **Jan. 28** - *2018 Vestry*

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MOTION 2 - 5 FINANCE/STRAT PLAN 21 COMMITTEE REPORTS

The Finance/2021 Strat Plan Committee moves that the five (5) Finance/2021 Strat Plan reports, as listed following, be ratified by the 2018 Vestry.

1. *Y2H – the Stewardship Report – 17 Years (p 6)*
2. *Y2H – Finance/Strat Plan 21 Committee Report (p 7)*
3. *Y2H – Church Income Statement & Balance Sheet (pages 8-9)*
4. *21 Smart Goals – Interim Progress Graph 2a (p 19)*
5. *Y2H – 2018 Strat Plan Budget (p 20)*

MOTION 3.1 - LAY ADMINISTRATORS FOR 2018

Per the list presented to Vestry, it is hereby moved by Padi to ratify these members of the congregation as Lay Administrators for SMM for 2018

MOTION 3.2.1 - JOB DESCRIPTIONS FOR 2018

The SMM Wardens move that Vestry ratifies version 4 of Padi's job description, and the job description for the newly established position of Payroll Supervisor *(pages 17 & 18)*.

MOTION 3.2.2 - CONSTITUTIONAL UPDATE

The SMM Wardens move that Vestry ratify the 44.2.ii & iii revisions to the SMM Constitution *(p8)*, increasing the number of Trustee's from 6 to 8, for increased coverage &/or Succession Planning.

44.2 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 ideally be its Chairperson;[i]
ii. the Wardens and the Minister in charge;
iii. up to 2 additional Trustee's, for coverage &/or Succession Planning.

MOTION 3.10 - ADOPTION OF VESTRY REPORTS

It is hereby moved that the ten verbal and written 2018 Vestry reports *(agenda items 3.1 through 3.10)* be accepted as read/presented.

MOTION 4 - 2018 ORDER OF THE DIOCESE OF NEW WESTMINSTER

In the SMM tradition of the most recent winner of the ODNW recommending the next one, Brigette Castro, with the concurrence of Church Committee, hereby nominates Marguerite Cutforth as SMM's 2018 Nominee for the ORDER OF THE DIOCESE OF NEW WESTMINSTER, using the criteria from the ODNW plaque in the Cadman Narthex:

- The Purpose of the Order is the

SPECIAL RECOGNITION
of those who have given
OUTSTANDING VOLUNTARY SERVICE
to St. Mike's Multicultural for at least
10 Years (since at least 2008)

MOTION 6 - SMM ICON/SEAL/CARTOUCHE

It is hereby moved by Church Committee that the icon/seal/cartouche in the top right hand corner of this page, in the colors of the top right hand corner of the cover, be ratified as the official icon/seal/cartouche of SMM, for use in correspondence, minutes, bulletins, etc. It is understood that the bottom half of the icon/seal/cartouche is our altar representation from Strat Plan 21 (see bottom of cover), while the cross on the altar is the EAM/ACAM Nestorian Cross. Permission for official use of the Nestorian Cross was granted to ACAM & SMM by the Rev. Dr. Fred Vergara, as showcased at *FILCON* 2017.

Feb. 19th, 2017 Minutes - St. Michael's Annual Vestry Meeting

CHAIR: Moses Kajoba

PRESENT: 40 people registered on the sign up sheet.

The Rev. Wilmer Toyoken gave the opening prayer at 12:00.

1. REVIEW of Agenda & Minutes:

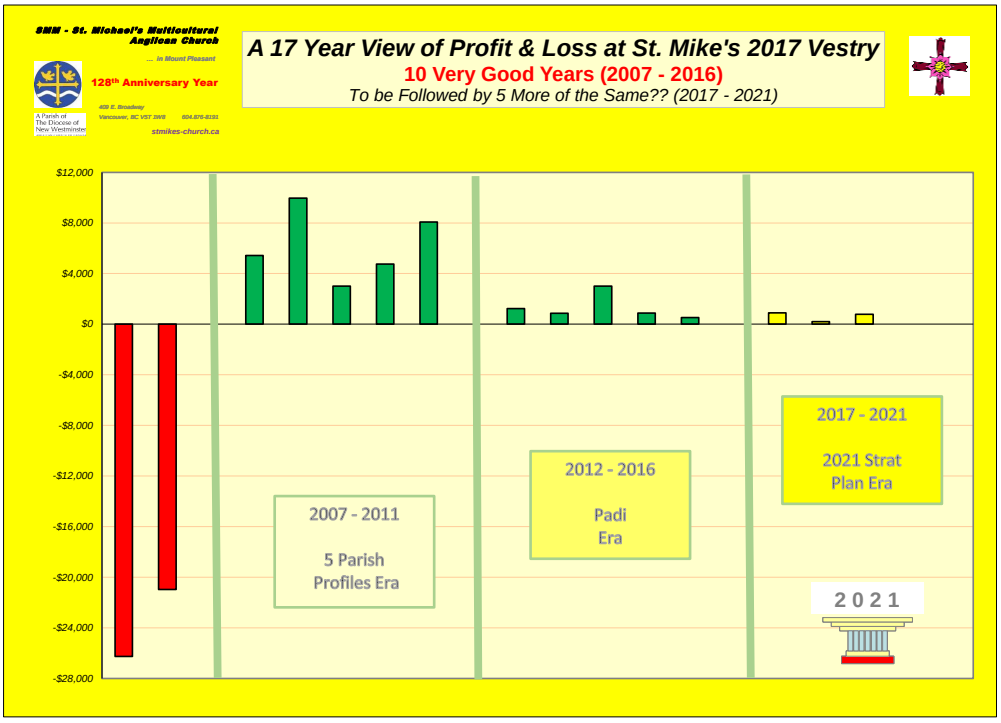
1.1 19 February 2017 Agenda – MSC (Moved, Seconded & Carried); Terry Cutforth & Brigitte Laweng.

1.2 21 February 2016 Annual Vestry Minutes - MSC by Terry Cutforth, & by Brigitte Laweng.

2. FINANCE COMMITTEE *(pp. 6-10)*

2.1 Finance Committee Report, 2016 Financial Statements & 2017-20119 Budget

The focus of the Finance Committee was on the 10 years St. Mike's has been in the black (2007-16). The graph following highlights this, as well as adding for emphasis two previous years in the red (2005-06), along with those of the budget (2017-2019). This form of presentation will be used for the life of the 2021 Strat Plan.



- Given the extensive time spent at the Congregational Education Sessions with the Women's & Men's groups in November, and again on the 15th of January, it was possible to cover the Finance Committee Report, a Motion (below), 2 Financial Statements and the 2017-2019 budget in just a little over 30 minutes. Adopted as a block, moved by the Finance Committee, seconded by Lorraine Brooks, carried unanimously.
- Padi & Rose were thanked for their part/graciousness in making a balanced Budget possible (90%-92%-95%).
- Motion 2.1, as follows, was unanimously MSC'd (moved by the Finance Committee, seconded by Shirley Sabong).

"For the third year in a row, the Finance Committee has presented the three financial planning guidelines that inform Finance Committee deliberations, as follows:

1. ***No Deficits*** *- we have had no deficit since our $20,000+ deficit in 2006.*
2. ***Givings Greater than Rents*** *– we first achieved this in 2010.*
3. ***Givings Cover the Assessments + Priest's Salary*** *– achieved in 2014.*

The Finance Committee hereby moves that Vestry ratify these three guidelines as the official financial policy of St. Michaels Multicultural Anglican Church."

2.2 Renaissance Church – *"mister Blake"*

Although this item occurred under new business, it pertains directly to finances, so is included here, in the same position in which it appeared in the 2016 Vestry Minutes (a segment of the presentation pertained to Rentals, and will be covered under new business in section 6.1).

See the two pictures following. '*mister Blake,'* from the Sunday evening Renaissance Church congregation, joined the Vestry for a presentation of a 'photo op' cheque. A similar presentation occurred at the 2016 Vestry, and readers are encouraged to refer back to the 2016 minutes for details.

- In conversations with Padi over the last month, '*mister Blake*' (pictured on the right) expressed interest in the carpeting project in the Sanctuary that Terry co-ordinated in November of 2016. Out of the goodness of his heart, '*mister Blake*' covered the full cost of that project – note 'New Church Carpet' on the cheque below. After Vestry was over, the congregation excitedly gathered for the 2nd photo (below). Deep feelings of gratitude were formally expressed by Padi and the Treasurer on behalf of the congregation. The gratitude of the congregation can be clearly seen on their faces below!

3. REPORTS – Verbal & Written

12 reports were presented, some with associated Motions, some written, some verbal, as follows (in order of presentation): The Rev. Wilmer Toyoken (Minister`s Report), Moses Kajoba (Warden`s Report), Sandra Baldo (Stewardship), Brigette Castro (Meal Ministry), Bart Alatan (EAM/FilCON 2017), Terry Cutforth (Buildings & Rentals, verbal), Rose Toyoken (Sunday School), Erlyn Bacagan (ACW, for Judith Carling), Richard Paday-os (MBSM), Brigitte Laweng (Choir, verbal), Greg Tatchell (2021 Strat Plan), Moses (Day Care, verbal).

3.1 Minister's Report - Wilmer

In addition to highlights from the Minister's report *(see page 11)*, the following motion was made:

MOTION 3.1 - LAY ADMINISTRATORS FOR 2017 *[MSC (Padi, Greg)]*

"Per a letter from which Padi read out the administrators for 2017, it was moved that Vestry ratify those members of the congregation as Lay Administrators for SMM for 2017."

Padi also gave the congregation an update on the status of a possible additional Deacon for St. Michael's, an ongoing conversation that he has had with Bishop Melissa over the last couple of months. The possibility was first reported to Church Council on 17 January, after Deacon Eric Stroo had attended a St. Mike's church service on 8 January. As Padi reported to

Vestry, this had been enthusiastically endorsed by Church Committee in January, and conveyed to the Bishop. Further, Padi advised Vestry that this might lead to some sort of relationship between St. Mike's and the Seafarer's Mission.

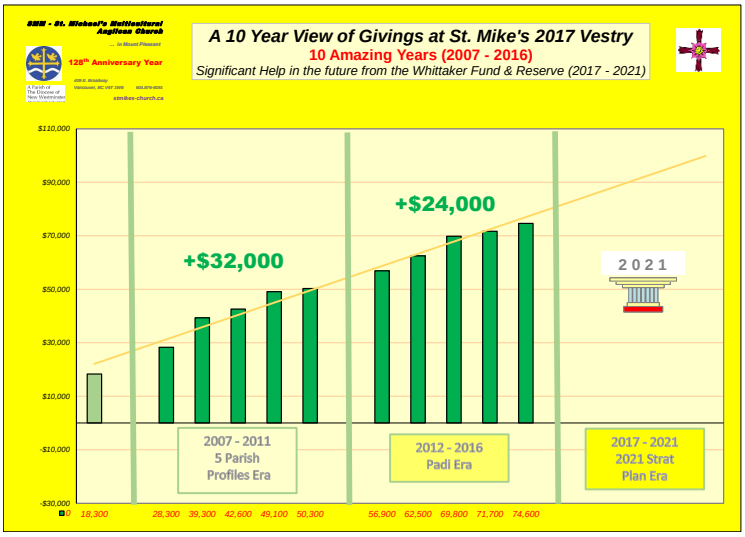
POST VESTRY NOTE: Just 3 days after Vestry, a formal announcement of St. Michael's new Deacon, the Rev. Eric Stroo, was publicized on the Diocesan web-site (*http://vancouver.anglican.ca/news/news-about-deacons-around-the-diocese*).

The February 22nd announcement read as follows:

> *"The Reverend Eric Stroo is … in the process of taking up a position as deacon at St. Michael's, Vancouver. His particular areas of ministry will be street ministry and assisting the Port Chaplain for Mission to Seafarers. You are most likely aware that Rev. Stroo is married to Bishop Skelton."*

3.2 Warden's Report - Moses - Moses commented that most of what the Warden's had to say was covered off by the Minister's Report above. He covered two additional things. The primary order of business under this agenda item was review of the fourth year revisions to the Priest's Job Description *(see p. 23).* Moses especially reviewed the % breakdown objectives for Padi, across the Priest-Pastor-Teacher functions (50%-30%-20%). Secondly, Moses reviewed a listing of the Warden's '*Additional Responsibilities'* as seen on page 12.

3.3 Stewardship - Sandra - see page 12 for Sandra's report, and below for the graph of givings over the last 10 years.



It was noted during the Strat Plan review *(item 3.11 below)* that Stewardship was 1-of-3 of 21 Smart Goals (plus Meal Ministry and Sanctuary Upgrades) that received top scores of 9 out of 10 (an average of 5.5 across all 21 Smart Goals) in the first two years of the 2021 Strat Plan. See the Strat Plan graph of all 21 Smart Goals on page 22.

3.4 Meal Ministry - Brigette Castro highlighted the 2016 Meal Ministry report, as sent in letter form to St. Philip's (see page 12), to thank them for their $2,600 contribution to the Hot Meal program. Brigette also highlighted the growth in the Thursday Food Bank from once a week to twice a week. The Budget for Meal Ministry was substantially increased (up to $3,660) in addition to the $2,600.00 from St. Philip, so as to allow for this.

3.5 FilCON 2017 - Bart Alatan reviewed the American 2017 EAM FilCON Convocation being hosted by St. Michael's 4-6 August 2017. During the budget presentation, the $3,000 budget amount was explained in the context of giving back to the American Church that had given so much to our members since 2011. Bart, as Chair of FilCon 2017, reviewed the Committee's that were active in preparing for this important event:

FilCon 2017 Co-Chairs: The Rev. Brent and Bart Alatan

	Committee	EAM Prime	Vancouver Prime in Support
1	4-6 Aug Program/Schedule	Rev. Brent or Delegate	Bart/Padi/Greg
2	Registration	Rev. Brent or Delegate	BC/BL
3	Liturgy	Rev. Brent or Delegate	Padi
4	Transportation	Rev. Brent or Delegate	Lily Bad-ay
5	Food/Meals/T-Shirts	Rev. Brent or Delegate	Judith Carling
6	Youth Co-ordinators	Rev. Brent or Delegate	Florence Odlas/Rose Pingian
7	Accomodation - Hotels	Rev. Brent or Delegate	Greg
8	Accomodation - Homes	Rev. Brent or Delegate	Sandra Baldo
9	Cultural Activities	Rev. Brent or Delegate	Bart/James
10	Communications/Budgets	Rev. Brent or Delegate	Fanny/Padi/Greg
11	Consulting		Michiko Tatchell

v5 - 12 Feb 2017

Motion 3.5, FilCon 2017: Bart finished his presentation by making the following motion, seconded by James, passed unanimously, that

> *"Further to the Vestry 2016 motion 'champion having the Episcopal Filipino American EAM Convocation in Vancouver in 2017,' it is hereby moved by Bart Alatan, St. Michael's FilCON 2017 team chair, that the project plan for St. Michael's be the proposal on page 14."*

3.6 Building & Rental Report - Terry Cutforth touched on highlights from 2016, including reference to replacement of the carpets in November as his major project for the year, in addition to his usual work around the church. Padi emphasized how much daily work is done by Terry throughout the year, regularly showing up every morning at 7:00. Terry, our ODNW winner from 2010, very deservedly became associate Rector's Warden during the elections later in the meeting.

As Terry does annually, he characterized the shape of the buildings in 2017 as in ***"Very good shape."***

We all understand fully that this is entirely due to him.

3.7 Sunday School - Rose Toyoken gave a very heartening report on the progress of the Sunday School program at St. Michael's. Especially notable was the average Sunday School attendance of 15, and the fact that there were 60 children of Sunday School age at St. Mike's. She highlighted the difference the allocation of $100 a month had made to the program (begun in April), and expressed enthusiasm about the Diocesan Grant for Youth Ministry (see Padi's report in section 3.1).

3.8 ACW - Erlyn Bacagan, in lieu of Judith Carling (in the Philippines), reviewed the ACW report on page 15. This was the ACW's sixth year of reporting to Vestry (beginning at the 2012 Vestry). The wide range of activities undertaken by the ACW members was very impressive, as was the level of their fund raising (up to $5,895.37, as can be seen on line 2520 of the Balance Sheet on page 8). It was also highlighted that the ACW spent $1,500+ in the past year fixing the dishwasher in the kitchen. As they stated at the end of their report, "To God be the Glory."

3.9 MBSM - Richard Paday-os, the newly installed President of the MBSM, reviewed the MBSM report on page 16. This was the MBSM's third year of reporting to Vestry (beginning at the 2015 Vestry). In particular, he listed the new officers of the men's group, as follows:

President - Richard Paday-os *Vice-President* - Darse Carruthers *PRO* - Andrew Carlin
Treasurer - Teves Agustin *Business. Mgrs* - Norway Bacagan & Stephen Guillermo

Fund raising by the men's group can be seen as a subset of line 2540 of the Balance Sheet ($2,400).

3.10 Choir - Brigitte Laweng - There were not a lot of changes in the choir in 2016, except for the growing numbers of ladies who are committing their time and talent; new members were Betha Kollin, Miguela Kedawen, Johnilyn Olosan and Rose Pingian from Sunday School (who will come occasionally when she is not busy with the kids). The choir remains optimistic that one day more men will come and balance the ladies voices! In addition to growth in the choir in 2016, new choir gowns we also purchased from the Philippines.

3.11 2021 STRAT PLAN - Greg Tatchell - St. Mike's 12 member Strat Plan Team was mandated by Vestry to do updates to the 2021 STRAT PLAN in 2017, 2019 & 2021. Activities to have the 2017 updates ready for the 2017 Vestry were finalized 14 IX '16, the second anniversary of the original ratification on 14 IX '14.

The primary focus for Vestry, out of the 5 page report (pages 18-22), was the recommendation:

> ***RECOMMENDATION**: Our recommendation is to continue with the plan for the next two years, as is, as we have been doing for the past two years. Our progress (55%) has far exceeded expectations.*

MOTION 3.11 - 2021 STRAT PLAN REVIEW #1 - Moved by the Strat Plan Team, 2nd'd by Fanny, carried, that

The 2021 Strat Plan team hereby moves that the 2021 Strat Plan Review #1 (pages 18-22), as ratified by the team on 14 IX '16, be ratified by this 2017 Vestry.

The next two year review will occur in 2018, for the 2019 Vestry.

3.12 Day Care - Moses Kajoba - Moses explained how the Day Care has evolved to an independent Society, based on guidelines established by the City. The Board, however, is comprised of members of St. Mike's, who Moses acknowledged (Moses, chair; Padi, Terry, Marg and Greg, along with the Day Care Manager, Dana Walter). Moses made the point that with a new UNION contract just negotiated last year, things were going well, and finances were in good shape.

4. ELECTION of OFFICERS & 'TEAM OF TEAMS'

4.1 ELECTION OF OFFICERS: The Nominating Committee continued the approach begun in 2012, adhering to the five Constitutional paragraphs pertaining to multiculturalism, and the three traditions. In developing the ballot and the candidates, James Baldo, as Chair of the Committee, ensured these eight criteria were abided by.

With no nominations from the floor, the ballot was voted on as a slate *(see page 16) [moved by James, 2nd'd by Brigitte, carried].*

4.2 **TEAM OF TEAMS:** The 2017 TEAM OF TEAMS organization/authority chart/donut was updated, and can be seen on page 17.

6. OTHER BUSINESS -

6.1 **RENT** - Further to item 2.2 above, it was requested that consideration be given to relieving the burden on Renaissance Church. The Chair asked for a motion to defer this to Church Committee. So moved by Fanny, 2nd'd by Greg, carried.

6.2 **CADMAN'S** - Moved by Greg, 2nd'd by Terry & Marg Cutforth, that Vestry adopt the following 2016 Church Committee proposal:

> *"After a motivational Rose Garden ceremony last year, and having received permission from Fred Cadman and the family, it is proposed to use a picture selected by the family, from the occasion (below), as the theme for a TOPIC story on the Cadman's and their three generations of attendance at St. Michael's. It is suggested that a particular focus could be on the archives, and Fred's extensive work as a St. Michael's historian (which work resides in the Archives). Further, expanding on the historical theme, the Cadman Narthex Gallery (pictured below, and dedicated in 2014), with all portraits organized and paid for by Fred, could be included. Randy Murray and the Archives to be approached."*

Motion enthusiastically carried.

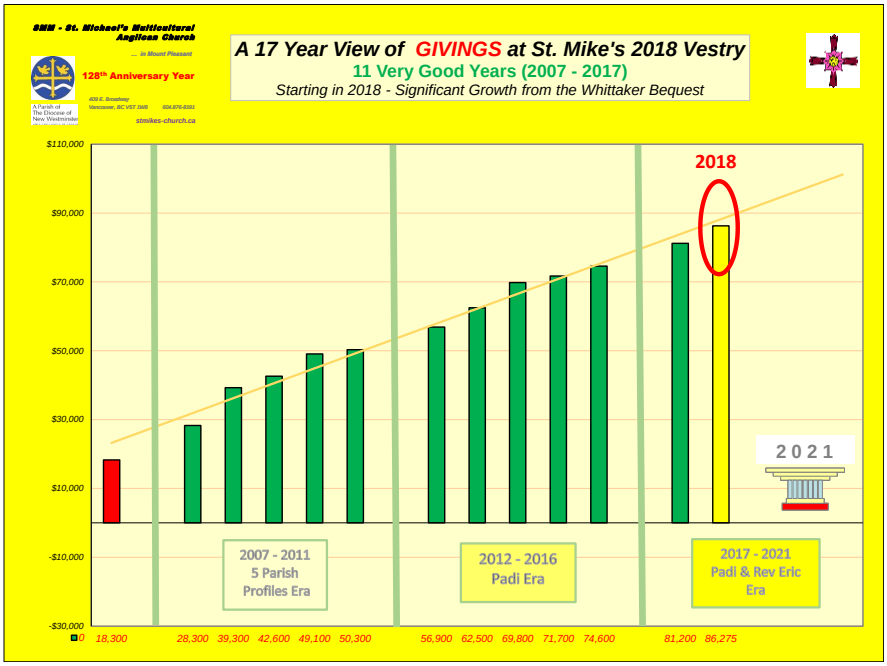
POST VESTRY UPDATE: The article will be appearing in the May TOPIC.

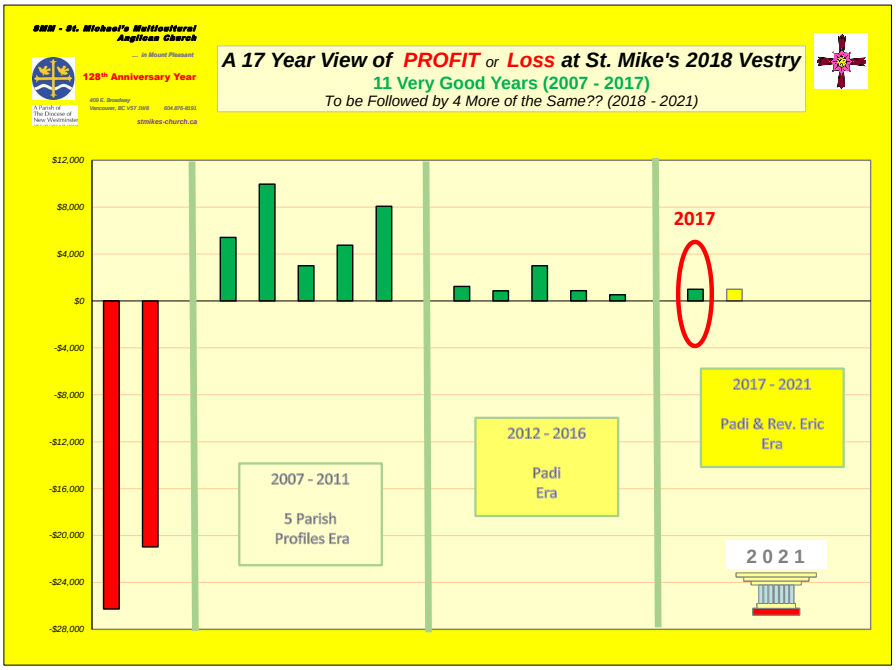
Vestry concluded well ahead of time, at 2:15, with pictures and the St. Michael's circle of grace.

***NOTE**: Prior to final circulation and posting, the minutes, or their portion of the minutes, were reviewed/approved the week of Feb. 20th by the following members of Church Council, who were present and made reports at Vestry, in the following order; the Rev. Wilmer Toyoken, Moses Kajoba (Chairman), Sandra Baldo, Brigette Castro, Bart Alatan, Terry Cutforth, Rose Toyoken, Erlyn Bacagan (for Judith), Richard Paday-os, Brigitte Laweng, Greg Tatchell, and James Baldo. Further, on 14 Mar 2017, at the first Church Council meeting after Vestry, these minutes were read seriatim (where possible, by those named in the minutes). With three revisions, moved by Marg Cutforth, seconded by Grace Wandag, unanimously accepted by Church Committee.*

VESTRY 2.1 - STEWARDSHIP REPORT - Y2H IN 2018

- St. Michael's is transitioning from 10 years *(2007 – 2016)* where givings from the plate sustained us. In those ten years, growth was quite remarkable, as can be seen in the *GIVINGS* graph below (top graph).
- Starting in 2017, and continuing in 2018 and beyond, our givings have been augmented by two additional significant items; interest income, and the Whittaker bequest. These two items added $5,000 to our income in '17, $11,500 in '18, and will top out at $16,000+ in '19.
- The focus of the Stewardship Committee will continue to be encouragement of PAD givings, and to strongly support the Stewardship Homily program that has been in place since 2012.
- Finally, the thematic focus of our stewardship campaign in '18 will be to vigorously promote **Y2H** – our 21 youth joining the Bishop in Hawaii for the EAM Consultation in Sept 2018.





VESTRY 2.2 - FINANCE/STRAT PLAN 21 COMMITTEE REPORT - 2007 TO 2017

The Finance Committee (FC) hereby presents to Vestry SMM's 2017 Financial Statements plus the 2018 Strat Plan Budget, emphasizing a 17-year view (see the 2 graphs on p-6).

- In the p-6 graphs, the Financials emphasize 11 years (2007-'17), thus showing our full history of 11 years in the black [plus, for contrast, 2005 & '06, when we were deeply in the red (-$46,000+)].

The 11 years 2007-2017 can be thought of in three different 5 year periods, as follows:

1. **The Sunday Supply Era** ('07 - '11) – without a priest, but with an active, growing congregation.
2. **Padi Alone** ('12 - '16) - finally, our own priest!
3. **Padi + Rev Eric** ('17 - 21) - and, as announced in March, now also our own permanent Deacon.

Context regarding the relative historical accomplishments of the three era's follows:

Era 1: In the 1st 5-year period, '07-'11, St. Michael's replaced the furnaces, painted the outside of the Church, Church Hall and the Rectory, replaced the roof on the same, and added *Stations of the Cross* to the Sanctuary. A lot of the effort of the Church leaders went into managing considerable growth, as well as producing 5 Parish Profile's in trying to convince the Diocese to let us hire a regular priest.

Era 2: In the 2nd 5-year period, '12-'16, significant energy went into renewing the Sanctuary. Seven items stand out; new electricals and lights; repainting the interior; adding new carpets & a new baptistery floor; resurrecting the side chapel and naming it after Susannah Wilson; dedicating the Narthex to the Cadman family; and, completely re-leathering the organ for the first time since it came into the building in 1940. At our 125th Anniversary in 2014 we celebrated many of these achievements with our Bishop in attendance.

2017 We consider 2017 to be our best year of the 11 years, with four major strategic achievements:

1 - welcoming the Rev. Eric Stroo as our 1st permanent Deacon since 2004.

2 - hosting an Anglican Communion event attended by 144 (FILCON 2017).

3 - topping off our $200,000 Whittaker Strategic Reserve in November.

4 - achieving our '*STRAT PLAN 21'* SMART Goal #7 a year early – 2017 ASA over 100 *(101.5)*.

The icing on the cake was a Nov. Youth Concert, raising funds for musical instruments, & for the option of sending up to 21 of our youth to the Sept 2018 EAM Consultation in Hawaii (with the Bishop & Rev. Eric).

Era 3: The 3rd 5-year period, '17-'21, will be the 3rd for five of the Finance Committee members (and the 2nd for Padi). With all capital projects completed (excepting the long-term Wheelchair access project), we can focus on 3 things over the next four years: one, bringing Padi to 100%, two, continued focus on the 21 SMART goals set out in our 7-year *2021 STRAT PLAN*, and, three, per progress in 2017 (above), continue in 2018 and beyond to expand congregational & youth participation in international EAM events.

3 COMMANDMENTS: In presenting the 2018 Budget to Vestry for ratification, the FC reminds Vestry of the 3 Diocesan Commandments/Guidelines (below), the bedrock of our budget process since 2007.

- 2018 will be the 5th year in which we will have achieved all three, which in our 11-year view reminds us that it took us until 2014 (8 years) to get our finances into sound enough shape that we finally achieved all 3.
  1. **No Deficits** - we have had no deficit since our $20,000+ deficit in 2006.
  2. **Givings Greater than Rents** – we first achieved this in 2010.
  3. **Givings Cover the Assessment + Priest's Salary** – achieved in 2014.

2ND STRAT PLAN REVIEW: *STRAT PLAN 21* Reviews are mandated for every 2 years, and 2018 will be the second of three such reviews over the 7-year life of the plan (2015-2021). 2016 was the first.

- The *2021 STRAT PLAN* was originally ratified by the Strat Plan Team on 14-IX-14.
- Exactly two years later, on 14-IX-16, the same team ratified the first of 3 reviews.
- The *STRAT PLAN* team is on target for a 14-IX-18 ratification of the 2nd review.
- Steps in the 2nd review process include an interim "*21 SMART GOALS TRACKING GRAPH*" *(p19)* [to be ratified at this Vestry], and a working retreat scheduled 30 June – 2 July.

2018: Financially speaking, 2017 was a highly successful year, as we finished off the last of our scheduled capital projects ($15,000 for the organ), and reached our $200,000 objective for the *WHITTAKER STRATEGIC FUND*.

- 2018, by comparison, as we have anticipated for several years, was going to be more of a challenge.
- This was anticipated, knowing in advance the lack of interest income in 2018. In both 2017 & 2019, interest income would be over $8,000; in 2018, there would be none (the last time this will happen).
- The Finance Committee therefore commits to managing cash flow very carefully; it will meet its canonically mandated fiduciary responsibilities with 4 meetings in 2018. St. Mike's thereby aims to achieve its 12th straight year in the black, while supporting **Y2H** (21 youth at the Sept EAM in Hawaii, with Eric & the Bishop).

	Jan - Dec 17
Ordinary Income/Expense	
Income	
4000 · Givings	
4010 · Envelope - PAD	32,330.00
4020 · Envelopes - Collection	26,674.30
4030 · Open	5,899.12
4040 · Special donations	7,434.05
Total 4000 · Givings	72,337.47
4100 · Interest & misc revenue	12,354.60
4110 · Whitaker Funds	2,560.62
4150 · In Kind Donations	1,381.43
Total Income	88,634.12
Expense	
Total 5000 · Salaries	79,022.18
5100 · Assessments	16,199.83
5120 · Insurance	13,606.00
Total 5300 · Utilities	3,499.46
5350 · Property taxes	3,061.00
5400 · Repairs and Maintenance - Bldg	9,888.96
5420 · Instrument R&M	8,312.00
5500 · Office expenses	3,865.13
5510 · Janitorial supplies	1,938.32
5520 · Church supplies	3,921.97
Total 5525 · Sunday School	4,838.24
5530 · Unrecoverable Sales Tax	833.43
5550 · Telephone	1,753.33
5560 · Bank charges & interest	565.32
5575 · Strat Plan &/or Lead. Dev	2,259.84
5580 · Meal ministry	3,603.00
5582 · EAM/ACAM	2,562.28
5586 · In-kind expense	1,656.43
Total Expense	161,386.72
Net Ordinary Income	-72,752.60
Net Other Income	74,427.47
Net Income	**1,674.87**

Ratified by the Finance Committee 14 Jan 2018; received by Church Committee 16 Jan 2018

	31 Dec 17
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Royal Bank	10,175.30
1020 · Capital Project Account - Royal	10,065.00
Total Chequing/Savings	20,240.30
Other Current Assets	
1250 · Due from Diocese	5,335.58
1350 · GICs	
1351 · Whittaker Strategic Reserve	200,000.00
1353 · Tactical Reserve	40,000.00
1356 · GIC held for Daycare	26,828.85
Total 1350 · GICs	266,828.85
1375 · Sales Tax Recovery -to be filed	640.40
Total Other Current Assets	272,804.83
TOTAL ASSETS	**293,045.13**
LIABILITIES & EQUITY	
2210 · Unearned revenue	14,365.13
2220 · Contingent liability SM Daycare	25,000.00
2225 · Accrued contingency expense	28,000.00
2520 · ACW reserve	8,500.00
2540 · MBSM	2,400.00
2541 · BIBAK - Wheelchair Project	2,000.00
2542 · Organ Project	2,000.00
2543 · Y2H - Youth to Hawaii	4,200.00
Total Liabilities	86,465.13
Equity	
3900 · Retained Earnings	194,905.13
Net Income	11,674.87
Total Equity	206,580.00
TOTAL LIABILITIES & EQUITY	**293,045.13**

Ratified by the Finance Committee 14 Jan 2018; received by Church Committee 16 Jan 2018

VESTRY 3.1 - MINISTER'S REPORT

2017 was another challenging and successful year for St. Michael's; following are highlights of the past year.

1. PAROCHIAL STATISTICS

- **Sunday Services** - Our Smart Goal # 7 (reaching 100 ASA for 2019) is achieved this year.

2014 (8am+10am)	2015 (8am+10am)	2016 (8am+10am)	**2017 (8am+10am)**
83.6	**85.7**	**93.7**	**101.5**

- **Weekday Services** - Evening prayer continues to grow. One of the highlights was the addition of lay leaders. Judith & Michiko joined Greg & Padi in leading the evening prayers. In October, we began the tradition of a short homily, delivered by Greg & Padi, alternately.

EVENING PRAYER	2015	2016	2017
# of services	**46**	**80**	**101**
Average Weekly Attendance	**4**	**6**	**19.2**

- **Parish Membership** – the growth of parish membership is always challenging. There are two components of the increase and decrease of our church membership. 1st- membership grows through baptism, reception, influx of Filipino immigrants and evangelism. 2nd –membership shrinks through death, faith relinquishment, moves to other places & transfer to other Anglican churches or diocese. In 2017, we saw both increases and decreases in SMM membership.

	2014	2015	2016	2017
Baptism	**4**	**2**	**8**	**6**
Funeral	**2**	**1**	**3**	**1**
Parish Membership				
Family Members	**119**	**126**	**128**	**116**
Total # of Parish Members	**268**	**286**	**295**	**241**

2. PARISH CLERGY

- Last year we were fortunate to have had three clergy at St. Michael's. Deacon Jeffrey moved back to his parish after a 9 month placement at St. Mike's, which ended in September. Deacon Eric will be with us till the renewal of his appointment. We are hoping he will become a permanent deacon at SMM.

3. PASTORAL MINISTRY

- The presence of your ministers continues to address the needs of both members and non members of the church. Our outreach mission and feeding ministry continues to be our priority to reach others. We had a successful feeding ministry last year (see page 12). And we also carry on our involvement outside the parish. Adding to our regular house and hospital visitations, St. Michael's presence is also felt at the Vancouver Seafarer's (see MBSM and Sunday School Reports).

4. PARISH CONNECTIONS AND PARTICIPATION

- This year, there were many events that St. Michael's participated in and connected with. In addition to the minister's connection to diocesan and deanery events, the following events saw SMM participation:
  - ✓ 8 parishioners attended the stewardship workshop at synod office in the spring.
  - ✓ 20 plus parishioners attended the Confirmation of our 9 young people @ the Cathedral.
  - ✓ For the first time, 3 lay and 2 clergy from St. Michael's attended Synod
  - ✓ St. Michael's supported and attended the ordination of Jeffrey to the order of Deacon.
  - ✓ Our youth participated in the 2nd successful ACAM youth gathering @ STML (see ACAM report)
  - ✓ Participated on the ACAM churches summer picnic in Queen's Park, New Westminster.
  - ✓ We hosted FilCon 2017, an international event of the EAM in US.(See ACAM report)
  - ✓ We participated in the Seafarer's summer fundraiser & Christmas gift packaging in December.

5. PARISH GRANT – for the second year in a row, 2017 and 2018, St. Michael's received a parish development grant from the diocese for our children and youth ministry.

As we look forward to the days of 2018, may God's abundant blessings be with us all, and may this New Year be a fruitful and successful one to all and to the church.

Submitted by Padi

VESTRY 3.2 - WARDEN'S/TRUSTEE'S

VESTRY 3.2.1 - JOB DESCRIPTIONS - MOTION 3.2.1

- Per the Constitution, the Wardens annually review the previous year's job description with the SMM priest, while at the same time developing an updated job description for the upcoming year.
    - Version 4 of the SMM Priest's job description *(p 17)* is presented to Vestry for ratification.
- For the first time since the ADP payroll system was introduced in 2008, St. Mike's is establishing a non-stipendiary Payroll Supervisor position, reporting to the Finance Committee, with responsibility for oversight for both the Church and the Day Care.
    - This new job description *(p 18)* is also presented to Vestry for ratification..

VESTRY 3.2.2 - CONSTITUTIONAL UPDATE - MOTION 3.2.2

- St. Mike's has had six Trustee's ever since the four Warden structure was set up in 2007 & 2008.
- The Trustee's recommend that two additional Trustee positions by established by Vestry.
- The reasoning behind the increase was that this is a common practice in other Anglican Churches, and that Succession Planning can well be served by these new positions. SMM Trustees have a wealth of experience, but planning/training needs to begin now if this richness of talent is to be maintained in the years ahead.
- Institutionalization of these principles is achieved with a revision to para 44.2 of the SMM Constitution, and through the annual Vestry election process.

VESTRY 3.2.3 - WARDEN/TRUSTEE 2018 RESPONSIBILITIES/ACTION ITEMS

- As an example of the annual responsibilities referred to in section 3.2.2 above, find following some of the specific responsibilities/actions of the Trustees for 2018:

I. DIOCESAN REPORTS - Co-ordinating Prime - **Wilmer**

1. Diocese - counts - Wilmer
2. Diocese - others - James
3. Diocese - Financials - Greg

II. REGULATORY REPORTS - Co-ordinating Prime - **Greg**

4. WorkSafeBC - Financials - Greg
5. CRA - Financials - Greg
6. CRA - Others - Moses
7. CRA - Rebate - Greg

III. VESTRY BALLOT - Co-ordinating Prime - **James**

8. Ballot - James *(p 15)*

IV. CHURCH JOB DESCRIPTIONS - Co-ordinating Prime: - **Moses**

9. Job Description - Admin - Wilmer
10. Job Description - Janitorial - Brigette
11. Job Description - Choir - Wilmer
12. Job Description - Padi - Greg
13. Job Description - Sunday School Hire(s) - Rose
14. Job Description - Payroll Supervisor - FC

Status: Yellow = Done

SMM - St. Michael's Multicultural Anglican Church
... in Mount Pleasant
128th Anniversary Year
409 E. Broadway
Vancouver, BC V5T 1W8 604.876-8191
stmikes-church.ca
A Parish of The Diocese of New Westminster

December 15, 2017

The Outreach Committee
St. Philip's Anglican Church
3737 27 Ave W
Vancouver, BC V6S 1R2

SUBJECT: A Testimonial to St. Philip's partnership in the Mount Pleasant Meal Ministry Program

Dear Catherine

Christmas greetings to all of you, and, through you to the St. Philip's OUTREACH COMMITTEE that so generously participates in and supports the Tri-Parish Meal Ministry Program in the Mt. Pleasant area.

We thought a Vestry to Vestry update for you and your Committee might be timely?

After program changes initiated by the GVFBS in January of 2016, the program stabilized in 2017, and is evolving for 2018.

1. Financials - for 2018, we have increased the budget up to $6,600 (up from $6,260 in 2017), 40% of which ($2,600) comes from you in the OUTREACH COMMITTEE. In 2017, your generosity allowed us to return to $400 a month for the food for the Hot Meal, plus allocate $500 for Thanksgiving Turkeys (30+!). In 2018, we have further increased the Hot Meal allocation to $430, primarily because of increased food costs.
2. Thanksgiving - this is the biggest Hot Meal event of 33 in the year. With the extra help provided by your Outreach Committee, specifically for this event, we are able to purchase 30+ turkeys, and then enjoy the fellowship of preparing them on the Friday. 2017 was a great success; over 600 fed! In 2018, we will be celebrating the 10th Anniversary of this event.

Our Turkey night used to be Xmas instead of Thanksgiving, and Anne Anthony is oft remembered for showing up to take charge with her Turkey carver (when we did a lot less than 30+ turkeys)!

Catherine & Paul & Moira represent the 2nd generation of monthly participation at the food bank events; our monthly 2nd Thursday food bank event is known at St. Mike's as St. Philip's night, with Catherine, Paul & Moira a consistent, responsible, cheerful presence. We always enjoy the fellowship.

In addition to our thanks for your continued time & treasure & talent support, we continue to be available to your committee if you would like to know more, as we have been happy to do in the past.

To all of you, the Joy of the Season
On behalf of the Meal Ministry Team at St. Michael's

The Rev. Wilmer Toyoken
Brigette Castro, ODNW, Meal Ministry Chair

Vestry 3.4 - Sunday School Parish Development Grant – 2017 & 2018:

A. Statistics:

- **6** Teachers - 5 Volunteer Teachers and 1 Paid Teacher (Cecilia Pampanico)
- **58** Children & Youth/young adult - **21** *(11-19 yrs. old)*, **4** *(20-26 yrs. old)*, **33** *(0-10 yrs. old)*
- **24** Average Sunday attendance – **14** *(Youth)* & **10** *(Children)*
- Number of Sundays – 53

B. Activities:

- Aside from regular Sunday activities, Children and Youth perform songs on special occasions.
- Every 1st Sunday of the month the youth served at the church.
- Last summer, the youth attended a Day Camp held at St. Mathias and St. Luke's. They also performed during the cultural night of *FilCon 2017* held at St. Michael's.
- In the fall, they held a Gospel Concert and raised $2500 for musical instrument and a starting budget for youth to attend the EAM Consultation in Hawaii in 2018. They also joined the wrapping of Christmas gifts for the seafarers in downtown Vancouver.
- In the winter, they held a mini Christmas concert before the Christmas Eve service.

C. Challenges for 2018:

- Continue to nurture them with Christian values related to their spiritual needs.
- Continue to support our young people to attend the EAM Consultation on September 2018.
- We need more volunteer teachers.

On behalf of the Sunday School Teachers
Submitted by Rose Toyoken

Vestry 3.5 - - Y2H - EAM/ACAM

1. **"The Biggest & Best Convocation So Far"** - these 7 words from Rev. Dr. Fred Vergara's headline of the p-11 TOPIC article (October 2017 edition), providing a ten year perspective, tells the story of the very successful FilCon 2017 event hosted by SMM 4-6 Aug 2017 (*vancouver.anglican.ca/news/october-2017-topic*).
    - **Matago Tago FilCon** - the picture on the front page of this Vestry Package, and the three on the inside cover, are all from the FilCon 2017 event. Notice the thematic sign in the top picture on the inside cover!
    - **2018 in Hawaii** - Whereas FilCon 2017 at St. Mike's was a Filipino Convocation, the EAM Consultation in 2018 will be for 7 Pacific Rim Episcopalian/Anglican groups. Many of our folks worked very hard making FilCon 2017 such a success; as the Rev. Luis Engnan said on more than one occasion; *"we could never do something on this scale."* Many of those who worked so hard are being included as attendees at the EAM 2018 Convocation in Hawaii, accompanying our Deacon Eric and his wife Bishop Melissa.
2. **SMART Goal # 17** - FilCon 2017 was a true Anglican Communion event, attended by 144 Anglicans/Episcopalians, half from Canada & half from the States & the Philippines. This event was the fulfillment of the 2014 Strat Plan 21's SMART Goal #17; *increased lay participation in EAM by St. Mike's parishioners* - two further examples follow:
    - **21 Youth at an SMM Youth Concert** - led by Cecilia & Jose Pampanico, 176 people were present for a Youth Concert on 18 Nov. It was a great artistic success, as well as a substantial fund raiser (see 3.4 above). Over $1,000 will be used to support those of the 21 youth who would like to attend the EAM Consultation in Sept in Hawaii. The Church has augmented this with another $4,000+, in the hope that all 21 of the youth could attend if they wanted, along with the Sunday School leader.
    - **ANDREWS** - as explained by Rev. Fred, ANDREWS is "a mentoring program for clergy and lay leaders of Asiamerican & Pacific Islanders in The Episcopal Church (TEC)," plus "AN INNOVATIVE, CREATIVE AND LIFE-CHANGING PROJECT DESIGNED TO PRODUCE MENTORS WHO WILL HAVE AN EXPONENTIAL EFFECT IN MAKING DISCIPLES OF ALL NATIONS." Rev. Fred has made it possible for four Anglicans to join the program, beginning in 2018; 2 ordained & 2 lay (Louis, Wilmer, Michiko & Greg).
3. **Participation in ACAM (EAM North)** - Padi is one of two co-chairs of the Diocesan ACAM/EAM Unit (the other being Holy Cross's Father Im), while SMM's Michiko Tatchell is the Secretary of the group, and a National representative on the Episcopal EAM Governing Body in the States.
    - **ACAM Meetings** - St. Mike's invests considerable time in ACAM's governance, with 4 meetings in 2017.
    - **Taize** - for the second year running, ACAM sponsored a Christmas Taize evening, last year at St. Mike's, and this year at St. Mathias and St. Luke. Both years were led by Cecilia & Jose Pampanico.

VESTRY 3.8 - ACW

ACW summary of activities for 2017

The ACW spearhead/participated in a variety of activities and ministries of the church:

- Altar guild
- Annual St. Mike's and Deanery picnics
- Halloween/Christmas and New Year's day celebrations
- Food bank
- Hot Meal
- *FILCON 2017*
- Volunteered for the annual summer seafarer fundraising activity & Christmas gift packaging.

Financially the ACW is financially robust; this has been possible through fund raising such as pancake breakfasts, a summer garage sale, and for this year *FILCON 2017* t-shirts. Our fund gives us the flexibility to sponsor activities that we feel is within our mandate: examples for this year include buying coffee, milk etc. for the Sunday coffee hour, Christmas gifts for the Sunday school kids and youth.

On behalf of the ACW
Judith Carling, ACW Chair.

VESTRY 3.9 - MBSM

The fellowship of sharing of thoughts/experiences continues to be the prime motivation for the men's organization to plan activities for the church. The following are highlights of accomplishment for 2017.

- Held two successful fundraiser events (Karaoke and Pinikpikan) during the summer. Funds raised were used to purchase nine sets of wall fans which were also installed at the church in the summer (in time for *FILCON 2017*).
- A durable and better sound system was installed to replace the old Church hall sound system. Thanks to James and Fidel for their generosity.
- The food bank mission was also re-arranged and painted to also serve as a recreation area for all. A karaoke sound system was also installed.
- The presence and involvement of men at the sanctuary continues to increase. Thanks to the leadership of Padi and Pilong who patiently instruct and assist men in their tasks.
- Birthday prayer service continues as part of men's fellowship to support and encourage one another.
- In partnership with the ACW and Youth and through the leadership of Deacon Eric, some men were involved in the church outreach ministry especially at the Vancouver Seafarer's fund raiser activity last summer and Christmas gift packing last December.

On behalf of the MBSM
Richard Paday-os, MBSM, Chair

I. Members-at-Large (Para.'s 25 & 26)		WRITTEN VOTE (x)
	Sandra Baldo (Stewardship Chair)	
	Grace Wandag (ACW Vice-Chair)	
	Darse Carruthers (MBSM Vice-Chair)	
	Brigitte Laweng (Trustee)	-
	Teofilo Bosaing (Trustee)	

II. Synod Delegates & Alternates (Para. 24)		WRITTEN VOTE (x)
No voting	Judith Carling (ACW Chair)	
	Marg Cutforth (Day Care Board)	
No Voting	Richard Padayos (MBSM Chair)	
	Florence Odlas (FilCON 2017 Youth Co-ordinator)	

III. Lay Directors/Trustees (Article 5)		WRITTEN VOTE (x)
2018 Vote	Greg Tatchell (Treasurer; 2021 Strat Plan)	
	James Baldo (People's Warden, Nominating Cmtee Chair)	
No Voting	Brigette Castro (Assoc. Peoples Warden, Meal Ministry)	
	Terry Cutforth (Assoc. Rectors Warden, Buildings)	
	Moses Kajoba (Rector's Warden, Church Cmtee & Vestry Chair)	

IV. Ordained Director/Trustee	
The Rev. Wilmer Toyoken	Incumbent

2021

A New Beginning

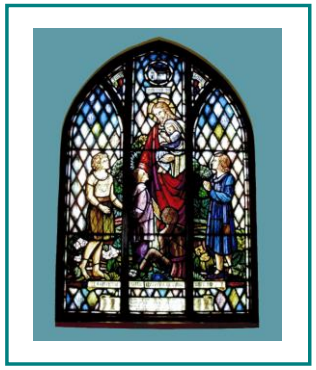
St. Michael's Organizational Structure

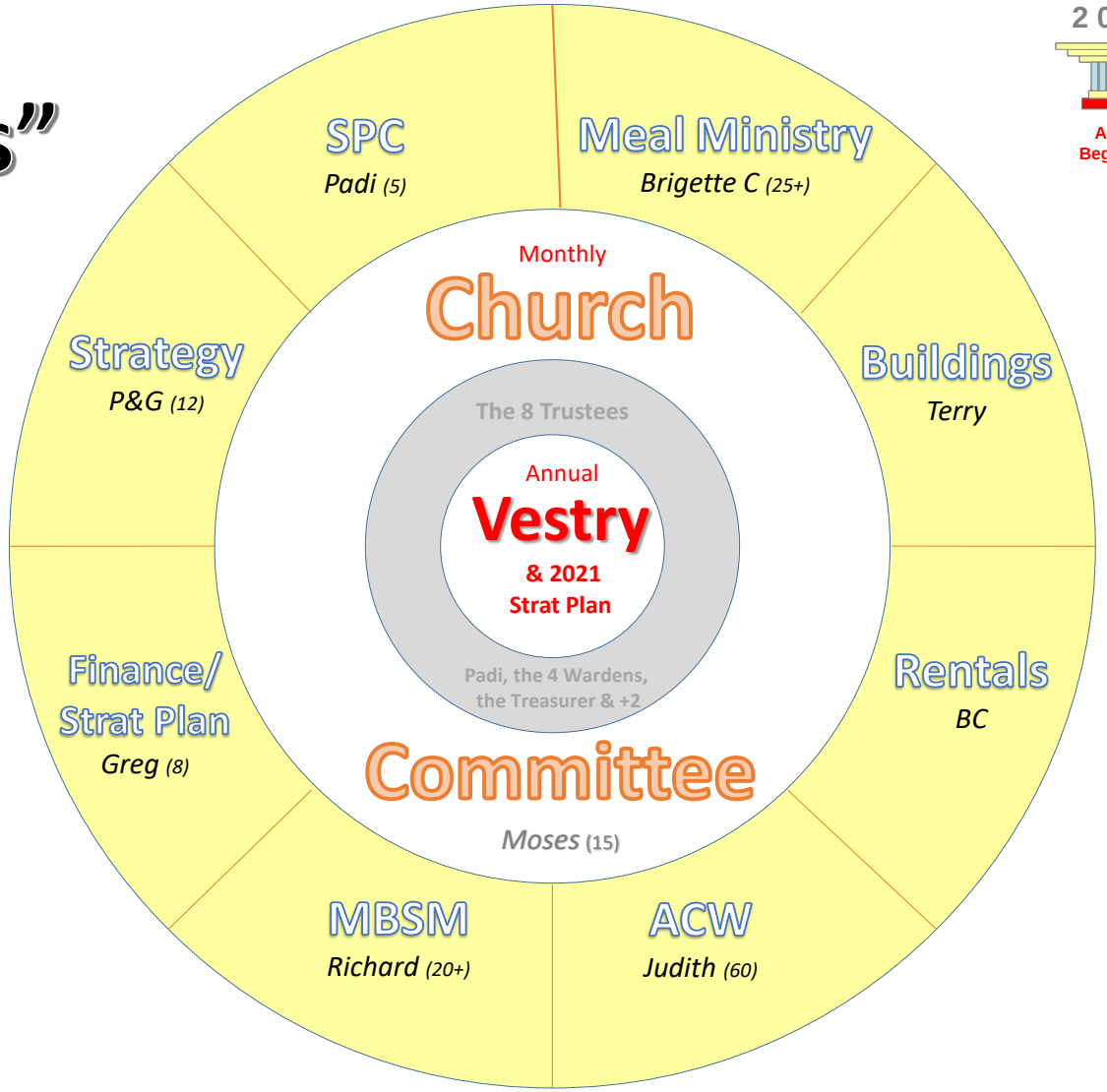
"A Team of Teams"

2018

"Establish Authority"

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





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

v2 – ratified by Vestry 21 Feb 2016 (revised/received at 30 Mar CC)

v3 – ratified by Vestry 19 Feb 2017 *v4 – ratified by Vestry 28 Jan 2018*

PADI'S 2018 JOB DESCRIPTION - SPECIFIC RESPONSIBILITIES & TASKS

PRIEST (50% IN 2017, OBJECTIVE 50% IN 2018)

1. Lead worship, preach the Gospel, and administer the Sacraments so the congregation is given opportunity for spiritual renewal and to experience a fulfilling response to Christ. Continue to ~~attend to~~ enhance the two additional EP services added to the Worship life of St. Michael's (begun in April 2016).
2. To provide this leadership in a full multi-cultural context. Work more closely with the People's and Associate People's Wardens in their program to give Multiculturalism more focus/visibility in 2016.
3. Participate in community, deanery, and wider church activities so that the mission of the congregation beyond itself is furthered. Continue to provide leadership to the ACAM/EAM Diocesan Unit, and help promote/support the ~~2017 Filipino-American Convocation process leading up to FilCON 2017 in Vancouver 4-7 August 2017~~ 2018 EAM Consultation~~.~~
4. Participate actively and visibly in St. Michael's primary Outreach initiative, the Meal Ministry program. To support and communicate with those Anglican Churches (St. Philip's, Holy Cross, etc.) that share in this Ministry with St Michael's.
5. Encourage and participate actively and visibly in all other St. Michael's outreach initiatives.

PASTOR (40% IN 2017, OBJECTIVE 30% IN 2018)

6. Provide for pastoral care of the parishioners so that individual and family joys, anxieties, and distress are addressed with Christian concern.
7. Provide leadership to staff, lay leaders, and the congregation, to help St. Michael's achieve the 21 Smart Goals over the seven years of the 2021 Strat Plan, as ratified by Special Vestry, so that its viability and sustainability is assured and its mission strengthened (see ATTACHMENT II).
8. Participate as part of the Executive/Finance Committee to ensure fiscally and ecologically prudent management/leadership in all the above activities. Assist the Warden's with the new 2016 (and beyond) program of meeting with the Men's & Women's groups twice per year.
9. Provide leadership to the parish's professional ministry team, support staff, and lay leaders in developing and implementing programs, so that the congregation fulfills its mission and reaches its goals. Continue to encourage participation in Diocesan Leadership Development and Anti-Racism programs, and help properly socialize the ***TEAM OF TEAMS*** organization/authorization chart.
10. Maintain a pattern of life that sets a wholesome Christian example.
11. Oversee the state of the property, and interact with renters as appropriate.
12. Continuing as an active member on the Board of the Day Care.

TEACHER (10% IN 2017, OBJECTIVE 20% IN 2018)

13. Challenge the congregation to recognize the needs of others so that parishioners respond with their time, abilities, and money within and beyond the parish.
14. Provide for a Christian education program through which persons of all ages will learn the content of the Christian faith and its application to daily living. ~~Institute at least one program in 2016~~ Institute at least one program in 2018.
15. Especially, to provide leadership to the Sunday School Program, to ensure an active Sunday School is in place, including having a formal curriculum in place. Having successfully pursued a grant application for 2018, consider pursuing an additional grant application for 2019.

As part of the Annual Report to Vestry in 2017 & 2018, provide approximate % breakdowns of time spent on these tasks in 2016 & 2017 (stated above).

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

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

Blue text – amendments to the 2017 Job Description
Red text – amendments to the 2018 Job Description

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St. Michael's Multicultural Anglican Church

Diocese of New Westminster,
Anglican Church of Canada

Position Description – v2

Position Title: **PAYROLL SUPERVISOR**

Dates initiated by FC, CC & DCB: 4 & 5 & 13 Dec 2017
Date ratified by CC: 16 Jan 2018

OVERVIEW: Since 2008, St. Michael's has been using ADP for Day Care & Church payroll. Only Padi's salary is handled outside of ADP (all priest's salaries are managed by the Diocese).

1. Responsibility for the ADP payroll has rested with the Finance Committee.
2. The Church Committee & Finance Committee Chairs have had signing authority/oversight responsibility since ADP began in 2008.
3. The number of people on the ADP payroll ranges from 7 to 9 (5 in the Day Care, 2 to 4 in the Church).
4. The annual combined payroll exceeds $200,000.
5. There has been a lack of consistent bi-weekly oversight over payroll activities.
6. This job description is designed to overcome that shortcoming.

AUTHORITY: Further to point 2 above, the Finance Committee has delegated authority & oversight of the ADP payroll to the Chairs of the Church Committee (Moses Kajoba) and the Finance Committee (Greg Tatchell). That authority will continue, with the added responsibilities of managing the Payroll Supervisor.

The authority/responsibilities of the Payroll Supervisor follow.

SPECIFIC RESPONSIBILITIES & TASKS

1. Is responsible for the bi-weekly payroll package from ADP.
2. Will ensure confidentiality is maintained on all payroll related matters.
3. Will ensure that pay statements are issued in a timely, confidential fashion.
4. Will ensure that payroll reports are filed monthly.
5. Will bring to the attention of the Chair of the Church Committee & the Chair of the Finance Committee any anomalies in payroll.
6. Will work in consultation with Marguerite Cutforth regarding changes to wages for Day Care personnel.
7. Will ensure that a record of Day Care payroll inputs is maintained, and will report any anomalies to the two Chairs.

_____
Michiko Tatchell, St. Mike's Payroll Supervisor

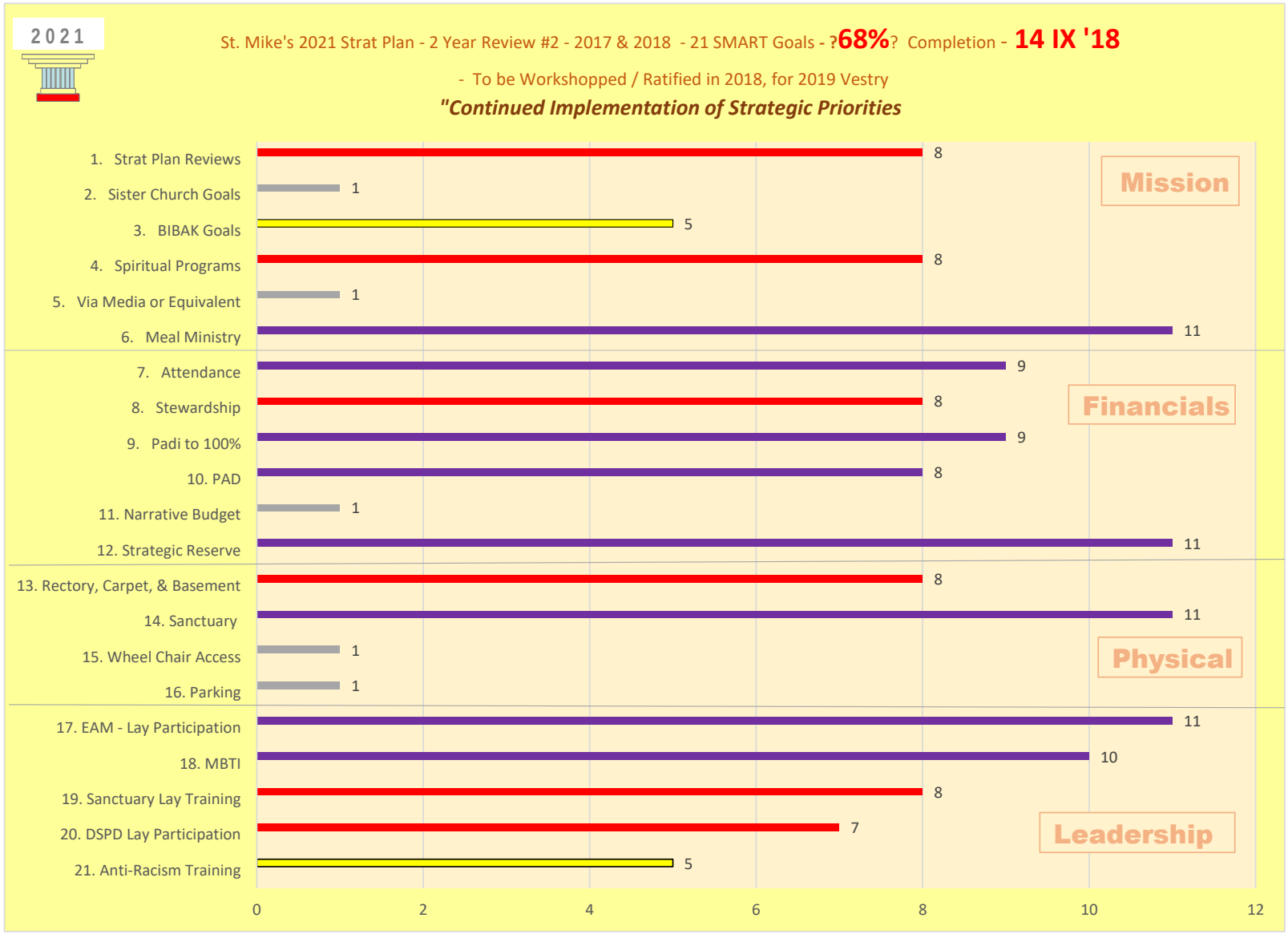
_____
Marguerite Cutforth, CC & DCB

_____
Moses Kajoba, CC & DCB Chair

_____
Greg Tatchell, CC & DCB Treasurer

_____
Date

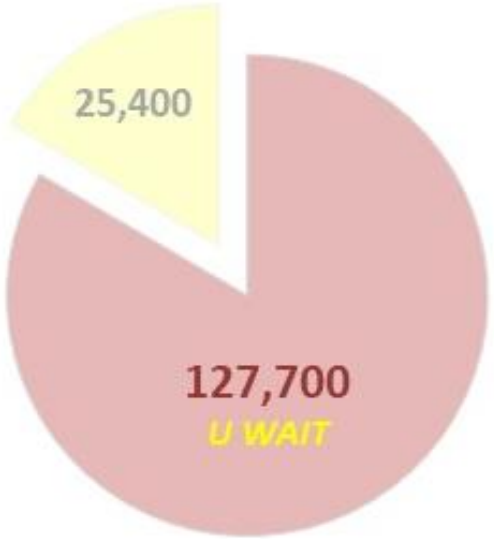
VESTRY 2.4 - 2021 STRAT PLAN - INTERIM PROGRESS GRAPH (2A)



2021 Strat Plan 7-year Budget - 2015-2021

		2018 Vestry - FC & CC Ratified Budget Recommendations	2015	2016	2017	2018	2019	2020	2021
		2021 Strat Plan - Incremental Years	Yr 1 Actuals	Yr 2 Actuals	Yr 3 Actuals	Yr 4 Planning	Yr 5 Planning	Yr 6 Planning	Yr 7 Planning
I.		**Givings & Miscelaneous Income**							
1.1		Open donations	5,150	5,967	5,899	5,000	5,000	5,000	5,000
1.2		ACW/MBSM				-	-	-	-
1.3		In Kind		1,421	1,381	-	-	-	-
1.4		Interest	-		12,355	3,592	10,592	7,592	7,592
1.5		Whittaker Bequest - Partial		2,396	2,561	-			
1.6		Whittaker Bequest - All				12,683	11,500	11,500	11,500
1.7		Parish Givings	66,583	67,177	59,004	65,000	68,000	71,400	74,970
1.3		**Total Parish Givings**	**74,128**	**76,962**	**81,200**	**86,275**	**95,092**	**95,492**	**99,062**
2		Special donations		5,000	7,434	-			
I.		**Total Givings**	**71,733**	**81,962**	**88,634**	**86,275**	**95,092**	**95,492**	**99,062**
II.		**Expenses**							
			80%	85%	90%	95%	100%	100%	100%
GI	i	Assessment	14,520	15,312	16,200	16,199	17,199	18,199	19,199
	1 & 2	Wages (4)	72,455	72,807	79,022	87,450	92,341	93,824	95,336
	3	Utilities	6,969	2,248	3,499	5,000	5,000	5,000	5,000
	4	Property tax	5,799	4,500	3,061	5,000	5,250	5,513	5,788
	5.1	Insurance	13,209	13,704	13,606	14,090	14,795	15,534	16,311
		Total U WAIT	112,952	108,571	115,388	127,739	134,584	138,069	141,634
	7.1	Rep & Maint - Monthly	3,706	14,496	6,889	3,600	3,600	3,600	3,600
	7.2	Rep & Maint - Contractors				500	500	500	500
	7.3	Organ & Sound Systems		5,279	8,312	-	500	500	500
	8.1	Office and misc	2,351	2,338	3,865	3,200	750	750	750
	8.2	Office supplies - Stewardship				-	-	-	-
	8.3	Office supplies - Sanctuary				-	-	-	-
	9	Telephone	1,371	1,497	1,753	1,841	1,933	2,030	2,131
	10	Janitor supplies	2,500	1,852	1,938	2,035	2,137	2,244	2,356
	11.1	Church supplies - General	3,609	3,662	3,922	3,922	3,922	3,922	3,922
	11.21	Church Ed - Kids & Youth	149	955	4,838	1,500	1,500	1,500	1,500
	11.24	Y2H = 21 Youth 2 Hawaii in Sept				4,000			
	11.3	Church Ed - Adult				300	300	300	300
	12	Unrecoverable GST	334	846	833	917	917	917	917
	13	Bank Charges & Interest	305	561	565	565	565	565	565
	14	Meal Ministry	2,793	2,763	3,603	4,066	4,066	4,066	4,066
	15	2021-Strat Plng/Leadership Dev.	-	658	2,260	1,000	3,000	1,000	1,000
	16	EAM	*(*761)*	*1,331*	*2,562*	1,000	1,000	1,000	1,000
	17	Contingency	769	4,325	3,000	1,000	3,000	2,000	2,000
	18	In Kind	2,002	1,421	1,656	-	-	-	-
	II.	**Total Expenses**	**132,844**	**150,555**	**161,387**	**153,185**	**162,274**	**162,963**	**166,741**
III.1		**Church, Hall & DC Rental Income (50%)**	61,943	69,119	74,427	68,000	68,000	68,000	68,000
IV.		**Surplus / (Deficit) = (I + III) - II**	**879**	**525**	**1,675**	**1,090**	**818**	**529**	**321**

RENTS



Initially ratified by the Finance (14 Jan 2018) & Church (16 Jan 2018) Committees