

ANNUAL VESTRY – OCTOBER 1, 2017

Minutes of the annual vestry meeting of Christ Church, Brampton, held on Sunday, October 1, 2017 in the morning following 10:00 am Holy Eucharist. The meeting was held in the church.

These minutes are considered draft until approved by the next Annual Meeting of Vestry scheduled for Sunday, September 23, 2018.

Opening with prayer, The Rev. Dr. Byron Gilmore took the chair at 11:40 am for the 167th Annual Vestry. He gave thanks for all who participated in the various ministries that took place throughout Fiscal 2017 (July 1, 2016 to June 30, 2017).

The pastoral letters received from The Most Reverend Colin P. Johnson and the Right Reverend Jenny Andison were published in the Annual Vestry Report for 2017.

An attendance sheet for all to sign was circulated. Fifty-nine parishioners were in attendance. Martha Whittaker was appointed Vestry Clerk.

MOTIONS:

The following motions were moved, seconded and carried.

1. That the Agenda for the Annual Vestry meeting of October 1, 2017 be accepted. The motion was moved by Bill Whittaker and seconded by Helen Lahie.
2. That the minutes of the Annual Vestry of September 25, 2016 be accepted. The motion was moved by Paul and seconded by Cynthia Mills.
3. That the minutes of the Special Vestry of February 12, 2017 be accepted. The motion was moved by Sally Campbell and seconded by Shumaila Desrochers.
4. That we approve the reports of the church groups and organizations as published. The motion was moved by Catherine Archdekin and seconded by Ruth Wiggins
5. The following appointments were made:

Rector	The Reverend Byron R. Gilmore
Rector's Warden	Peter Harvey
People's Warden	Sonia Sobers
Deputy Rector's Warden	Shumaila Desrochers
Deputy People's Warden	Stephen Nilam
Treasurer	Paul Wren
Engagement Reviewer	Peter Volkes
Parish Administrator	Martha Whittaker
Envelope Secretary	Carolynne Atkinson
Heritage Committee	Jonhni Chan
	Paul Vanhanen
	John Joukema

Further nominations for People's Warden and Deputy People's Warden other than those presented by the Nomination Committee were sought from the floor with no response. The motion for People's Warden and Deputy People's Warden were moved by Sally Campbell and Chris Bird and seconded by Paul Wren and Kathy Bell, respectively.

6. That Charlene Bickerstaffe (moved by Martha Whittaker, seconded by Shumaila Desrochers), Heather Grégoire (moved by Sally Campbell, seconded by Corrine Andrews) and Sean Joseph (moved by Paul Wren, seconded by Peter Harvey) be elected

as Lay members of Synod with Chris Bird (moved by Heather Grégoire, seconded by Jeanne Stephens) as an alternate. Nominations were sought from the floor with no response.

7. The following positions were appointed to serve on the Advisory Board:
 - a. Rector
 - b. Wardens
 - c. Lay Reps (including Alternate) to Synod
 - d. Member at Large (Jeremy I'Anson-Joukema)
 - e. Parish Administrator

8. Donna Watson was elected to serve on the Advisory Board as a Member at Large. Further nominations were sought from the floor with no response. The motion was moved by Chris Bird and seconded by Keith Osmond.

9. That the signing officers of Christ Church be any two of the following positions: Rector's Warden, People's Warden and Treasurer. The motion was moved by George Stephens and seconded Cynthia Mills.

ENVELOPE SECRETARY'S REPORT (Carolynne Atkinson, Envelope Secretary)

We reviewed the Contribution Range and Contribution Summary Reports highlighting that over \$11,000 per month is provided by the way of Pre-Authorized Remittance ("PAR").

Parishioners are asked to destroy expired envelopes, particularly if they move to PAR because their envelope number may be reassigned. Parishioners are asked to provide updates should they be relocating ~ often the only way we find out is when a mailing is returned by Canada Post.

The following table was presented that illustrates the average given per contributor over the last 3 years. The circled area indicates our offerings decline in just 2 years. Without a one-time non-recurring gift received this year, the gap would have been closer to \$45,000.

	F2015	F2016	F2017	2 Year Change	
# ENV. SUBSCRIBERS	158	162	167	9	6%
Total Offerings	\$ 191,315	\$ 174,702	\$ 159,550	-\$31,765	-17%
Average Gift	\$ 1,211	\$ 1,078	\$ 955	-\$ 255	-21%
# PAR SUBSCRIBERS	91	92	86	-5	-5%
Total Offerings	\$ 154,690	\$ 150,882	\$ 153,851	-\$ 839	-1%
Average Gift	\$ 1,700	\$ 1,640	\$ 1,789	\$ 89	5%
# COMBINED	249	254	253	4	2%
Total Offerings	\$ 346,005	\$ 325,584	\$ 313,401	-\$32,604	-9%
Average Gift	\$ 1,390	\$ 1,282	\$ 1,239	-\$ 151	-11%

The motion to approve the Envelope Secretary's Report was moved by Jim Mills and seconded by Max Aspinall. Motion was carried.

QUESTIONS AND ANSWERS

Parishioners were encouraged to submit questions prior to Vestry to provide an opportunity to compile and answer them. Questions were also taken from the floor. Questions presented and reviewed included:

Budget Planning & Expenses

1. How are we paying for the Assistant Curate and the Director ~ Family Ministries

- From a draw-down from the Future Ministries Fund
- Within the Future Ministries Fund is the Curacy Grant, partial proceeds from the sale of 18 Elizabeth St (25%) and other gifts that were directed

2. I have noticed new TVs? Why did we do this when we were in a deficit position?

- Funding was provided the Christmas Tree Bazaar. It is our intent to have two screens mounted and operational shortly; one with historical photos and the other with current photos

3. What is the plan for the deficit? Can we appeal to the Diocese for relief and/or reduction?

- Debt reduction motion to be presented
- The Diocese expects each parish as self-sustained; this is a local challenge

Services Support One Another

4. Does one service contribute more than the others

- We have asked our Envelope Secretary to identify the attendance splits of our top 50 contributors. She gave us the following breakdown. These amounts represent **Church and Seasonal only** (as opposed outreach, special projects, etc.) which are the funds used for local operation of the parish.

Church Service Attendance		
7:45	9:00	10:45
\$ 34,570	\$ 91,420	\$ 58,337
19%	50%	32%

Property

5. Is there a plan to sound-proof the auditorium?

- When we made capital improvements to the auditorium in the summer of 2011, the ceiling was insulated and the ceiling tiles were replaced with drywall.
- Acoustic baffles are to be inserted in the “false” windows on the south side. There are five such windows and we anticipate that this will be an improvement.

2017 FINANCIAL REPORT (draft released September 24, 2017 presented by Paul Wren)

Financial statements are presented in a format that combined the Heritage and General Funds as per accounting principles. Also included in the Statements are funds held in the Consolidated Trust that is managed by the Diocese of Toronto. These funds are a result of selling the rectory some years ago. Christ Church can normally count on between \$4,500 and \$5,000 per year in dividend income. Copies of the Financial Statement are a watermarked draft by MNP LLP, who prepared them, until they are approved by Vestry.

Offerings directly supporting Church Operations fell \$13,800 from the same period last year. Realistically speaking, this is better stated as a fall of \$27,000 after normalizing the results with the removal of the one-time non-recurring gift received.

MOTIONS

1. To approve the Financial Statements was moved by Chris Bird and seconded by Max Aspinall. Motion was carried.
2. As per the Guidelines, the Heritage Fund Cap was proposed and voted on prior to 2018 operating budget and discussion. A motion was moved by Jim Mills, seconded by Corrine Andrews and was carried to set the F2017 Fund Cap at \$200,000.

2018 BUDGET (draft released September 24, 2017 presented by Peter Harvey)

The following key budget assumptions were presented:

- On the negative side of the ledger:
 - Our overall offerings have fallen \$32,000 over 2 years. Normalized without extra-ordinary one-time gift this drop is more accurately stated as \$45,000.
 - This drop in offerings is a result of:
 - People moving
 - People dying
 - People not responding/not understanding the Christian call to stewardship commitment
 - To set a realistic budget, we did not plan for an increase in Church Operations offerings
 - The presented budget projecting a loss of \$21,902 is inclusive of an **expense reduction of \$7,000** effective January 1, 2018 should actual results not improve.
 - **An expense reduction can only be realized by a cut to programs and/or staff.**
- On the positive side of the ledger and/or plan to address:
 - All expenses will be reviewed for potential savings; however historically it has never been about expenses which are prudently managed
 - No salary increases
 - Develop a case for accessing the Consolidated Trust with a cautionary caveat that accessing is unlikely and can take several months
 - Continued monitoring and communication with regard to financial position and stewardship information
 - While offerings are down, our Easter Stewardship Pledge campaign resulted in a pledge amount of \$15,000.
 - **\$10,000 of that is from those on PAR and actual results are currently being realized.**

The motion to approve the F2018 Budget was moved by Jim Mills and seconded by Earl Andrews. Motion was carried.

FUTURE MINISTRY FUND

The Future Ministries Fund ("FMF") was established as result Christ Church receiving approval from Diocesan Council to retain an additional 25% from the sale of 18 Elizabeth (*approval in spring 2015 & funds received in fall 2015*). The Diocesan approval tied the funds received for ministry development and that it would be will be drawn down over the next few years.

A practice has been established that parishioners have designated gifts to these funds and a motion was presented to formalize the practice. Slight modifications will be made to the Heritage Guidelines with regard to undesignated funds; where undesignated funds are directed to the General Fund, they will now be directed to the FMF.

- ✓ **Contributions to the FMF may be a result of bequests, memorials, grants or designated donations and are used for ministry related costs only.**
- ✓ **Funds withdrawn from this fund do not underwrite building maintenance and/or utilities nor are they used for general and/or administrative operations.**

The motion that Vestry approve the use of the Future Ministries Fund for expenses associated with ministry staff and programming was moved by Claire Bowen and seconded by Shumaila Desrochers. Motion passed

SERVICE SCHEDULING

Discussion took place concerning the change of dates between the 3-service format and 2-service format. It was affirmed that our general practice would be a 2-service format June through September and a 3-service format October through May.

DEBT REDUCTION

The motion for Vestry to approve the extraordinary transfer of \$25,584 from Heritage to eliminate the F2017 debt was moved by Cynthia Mills and seconded by Paul Wren. Motion passed.

CONCLUSION

There being no further business a motion for adjournment was made by Paul Wren at 12:53 pm. The meeting closed with a prayer.