

Pre-Vestry Meeting February 22, 2016

At the request of those who attended the meeting, we followed a question and answer format. The meeting was chaired by Penny Oliver, Deputy People's Warden and Jennifer Stephen, Rector's Warden. Questions were answered by the wardens, the treasurer and the clergy.

Below is a summary of the questions and answers we heard at the meeting, along with additional information that was promised.

You will find it helpful to refer to the Financial Statement and Budget which can be found in the vestry report on our website.

Finance and Administration

1. Will we be given the breakdown of the financial statements?

The breakdown of the revenue and expenses will be presented at vestry. Historically we have only made these available through a slide presentation at vestry and on request.

This year everyone who attends vestry will receive a copy of the slide presentation to examine the details more closely.

The slides were not available at the pre-vestry meeting because they were still in process and feedback from the meeting will be integrated into the presentation at Vestry.

2. Can we receive regular reports on the church finances?

Yes. We have started posting quarterly reports in our newsletter, *For All the Saints*, and monthly statements will be published in our Sunday announcements, *What's Going On*.

3. Are there rules we need to follow for Vestry meetings? For example, do we need to have a Vestry by a certain date?

Yes. We follow the same rules as all other parishes in the diocese. All parishes must pass a budget by the end of February every year.

It has been noticed that few people understand the process around vestry. Bishop Terry has asked the executive to focus more on communicating Anglican polity and procedures through workshops, handouts, etc.

4. Do we regularly put contracts out for tender?

Yes. Our current policy is to put any expenses over \$5,000 out to tender.

5. What is the breakdown for "Other" revenue in 2015?

Memorial Gifts and Thank Offerings	\$4,685
Chancel Flowers	\$3,975
Rector's Discretionary Fund	\$6,045
Donation to Music Program	\$20,000
Miscellaneous	\$792
Total	\$38,905

6. Will there be a breakdown of offertory gifts by amount as we have had in other years?

Yes, this will be available at vestry as a slide

7. Why is the line for “Other Administration” costs for 2015 over budget by ~\$20,000?

Part of the increase includes an unbudgeted audit of \$7,000. We are not required to complete a full audit every year, but a full audit makes us eligible for certain grants we may wish to apply for through the diocese.

Also included in the increase were unexpected legal expenses and expenses related to staff departures.

8. How are “Church Operations” expenses for 2015 broken down?

Staff	\$34,271
Cleaning Services	\$12,840
Utilities	\$35,992
Insurance	\$9,827
Snow Removal	\$6,833
Maintenance & Repairs	\$19,347
Internet & Technology Support	\$3,170
Security / Fire Alarm	\$3,225
Supplies and Miscellaneous	\$4,327
(Less Our Faith Our Hope Funding)	\$2,500
Total	\$127,332

9. For obvious reasons we do not budget bequest revenue. Have we been given notification of any bequests to us which are in process?

We received one bequest in 2015 and it was deposited into the Capital Fund, as happens with most bequests. There is also one bequest in probate from which we are due a small amount.

10. What kind of response did we get to commitment cards?

We are up to 75 commitments. Intended giving has increased significantly with intention cards, up to \$192,000

11. Memorial Gifts and Thank Offerings seem to have gone down over the years. Can we promote these ways of giving to the church?

Memorial Gifts are made in memory of someone who has died. People often take the opportunity to make a gift at the funeral, or on the anniversary of their death.

A Thank Offering is similar, given in thanks of a special occasion like an anniversary, or to celebrate someone's achievements.

Both of these gifts can be made on the offering plate or through the parish office, and it will be published in our Sunday leaflet.

Our Stewardship Committee will look into many ways to promote giving to the ministry of All Saints.

12. Does the budgeted clergy amount under expenses include consideration for providing a housing allowance?

The rectory has been leased March 1 to December 31, 2016. The rectory still remains church property and can become part of the package for an incumbent.

The 2016 budget assumes Bishop Terry's and Rev. Dawn's current packages until December 31, 2016.

13. How is the assessment calculated?

Assessment is the amount of money each parish contributes to the diocesan budget each year and it is based on parish income, minus certain exemptions, averaged over a 3 year period. The rate has been slightly increasing over the past few years, but our calculated assessment has been decreasing.

Our assessment amount was not invoiced to us in August because the diocese's portion of the settlement for residential schools was not as high as expected.

Taking Care of Our Building

1. Are cleaning services, snow removal and landscaping too expensive?

A cleaning service was hired to replace our daytime sexton. The costs are comparable and are anticipated to be lower on average in 2016 than in 2015.

A recommendation was made to tender cleaning services when the current contract comes up in June.

The property committee researched costs and recommended the lease expensive quote.

2. Are we permitted to house the Montessori school without a daytime sexton?

Yes, we have checked with the insurance company.

3. Does our contract with Rogers get reviewed regularly?

We have a lease agreement with Rogers to install cellular equipment on the roof of our building. It was first negotiated over 10 years ago at \$15,000 a year. It is currently at \$17,500. It is renegotiated every five years and contains an escalation clause based on agreement or arbitration. We anticipate the contract will be renewed for a higher lease amount for another 5 years.

4. How often do we review rents?

We are currently in the process of standardizing all our lease agreements. Montessori gets renewed every year and includes annual allowable increases.

5. Why was there a 15% increase in Church Operations?

Our cleaning service contract increased by \$8,000 to reflect a full calendar year, but we have decreased the contract somewhat to offset the cost. To err on the side of caution, we have also budgeted for increases in Utilities and Snow Removal.

6. Was landscaping tendered?

Yes.

7. Are tenants paying utilities in the rectory?

Yes.

8. Can we access funds from the Out of the Cold fund for repairs and/or maintenance?

The gifts we receive from Out of the Cold fundraising are strictly for offsetting the costs of housing the program in our building. Out of the Cold has funded specific repairs and replacements in the past which directly impact their ministry, including toilets and washing machines. We are considering using more funds for future repairs.

9. Recommendation for the Capital Fund

There were some recommendations passed on to the Executive to consider as major repairs to the building. These include renovation of the basement bathrooms and a wheelchair accessible washroom for the main floor. A grant could be available through Our Faith Our Hope under Adaptive Use of Parish Facilities.

10. Are we working to comply with the Access for Ontarians with Disabilities Act (AODA)?

Yes. The final deadline for our sector is January 1, 2018 and we are planning ahead.

We are also putting the Stewardship committee back together and initial inquiries have been made into plumbing and accessibility issues.

11. Can we rent the auditorium for children's parties?

We have a rental schedule for all the rooms in our building. Every outside event requires insurance, and it would need to fit in with our current schedule. Film crews have also used our space.

Worship and Ministries

1. What is the breakdown of Faith Formation in 2015?

Staff	\$28,385
Children's programme (incl. Godly Play)	\$1,592
Retreat	\$605
Nursery	\$2,000
Youth Group	\$1,012
Our Faith Our Family (Grant)	\$1,695
Adult Education/Faith Formation	\$662
(Less Our Faith Our Hope Funding)	\$12,899
Total	\$23,022

2. Is there a less expensive alternative to Godly Play for children's faith formation?

Our spending on youth and children's faith formation is comparable to other Anglican churches our size. Families drive as much as an hour to be members of ASK because of Godly Play.

It is commonly known that, in order to provide an effective youth and children's ministry, to form young disciples, a church should expect to spend \$1,000 per child including supplies, resources and staffing. ASK is in line with this standard.

Godly Play is an internationally renowned program based on the principles of Maria Montessori. Since we began Godly Play seven years ago, our children's program has grown so that we have created a second classroom for older children at a time when many churches are ending their children's programs.

Other faith programs look less expensive on the surface, but there are many additional costs for craft supplies and additional resources. They also involve a great deal of preparation for teachers. Unlike other programs, when we purchase Godly Play materials they are used year after year. In 2015 we spent less than half on Godly Play of what is regularly budgeted for a Sunday School program in a typical church our size.

3. Is the diocese contributing to the cost of the forgiveness weekend with Rob Voyle?

Yes. We have been asked to contribute \$500 which has been budgeted for. The diocese, along with other parishes benefitting from the program are covering the rest of the costs. We and another parish get an exclusive day with Rob Voyle. He will also be our guest preacher on Sunday, March 6.

4. Have we included a pay raise for staff in the budget?

Yes. 1.5%

5. What is the breakdown for Communications for 2016?

The salary is funded entirely by the Wireless World grant of \$50,000. This is a 2 year project which included enhanced online worship for shut ins and multi-media communications.

Staff	\$18,592
Events	\$750
Advertising and Promotion	\$3,500
Printing and Postage	\$1,172
Hospitality Ministries	\$1,500
Software	\$996
Supplies	\$750
Other	\$1,655
(Less Our Faith Our Hope Funding)	(\$7,064)
Total	\$21,851

6. What is the \$2000 for Nursery?

Like many churches our size, we employ a Nursery Coordinator for infants and toddlers for 3 hours every Sunday, once a month for Our Faith Our Family and other parish events

7. What is the breakdown for Music for 2016?

Staff	\$36,161
Organists	\$15,450
Section Leads	\$20,000
Guest Musicians	\$1,500
Materials	\$1,500
Licenses	\$500
Piano Tuning	\$1,000

Miscellaneous	\$233
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Our 5 section leads are supported by a designated gift. Our budget for musical guests has been reduced significantly, including jazz quartet at Pentecost, dancers and drummers for Black Heritage Sunday, guest singers, brass ensemble at Easter and a trumpeter for Remembrance Day.

The tuning of the organ is paid for by a trust.

8. Are we getting a new piano?

There is a possibility of a donation of a high quality grand piano to allow for the retirement of our current pianos which require significant repairs. All of the pianos in our building were donations and care must be given in any decisions regarding them. Before a donation can be accepted, a proposal will be considered including the placement of all our current pianos.

9. Do we ever connect with people who have left the congregation?

Yes. Bishop Terry has made it a priority. He depends on parishioners to let the office know who those people are.

10. How are people who have been married and baptized followed up?

The clergy are committed to following up with families of children who have been baptized, couples who have been married, and the families of those who have died.

Our wedding coordinator often hears back from wedding couples with positive feedback. A lot of our couples are not parishioners. Many come from referrals and many are seeking a place to have the ceremony and reception. We have 2 weddings confirmed for 2016. Neither are parishioners.

11. How do we follow up with newcomers?

Anyone who fills in a card receives a phone call from Terry or Dawn and, if wanted, a visit. Rev. Dawn is working with hospitality and sidespersons on a more systematic way to keep in contact with newcomers.