

The Anglican Church of Canada † The Diocese of British Columbia

The Parish of Saint Dunstan

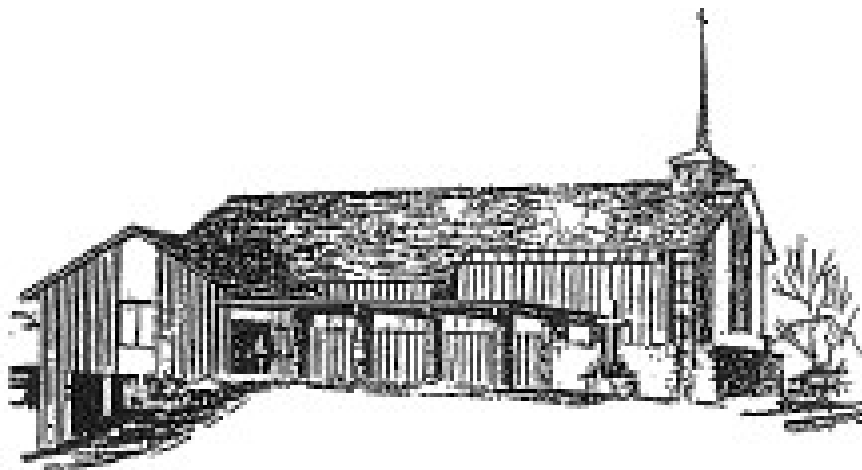
...a family of Christ, walking with our community

ANNUAL GENERAL MEETING

Sunday, 26 February 2023

Interim Priest-in-Charge

The Reverend Heather Robinson



ANNUAL REPORTS FOR THE YEAR 2022

February 26, 2023

Contents

	Page
Agenda - The Parish of Saint Dunstan, 2023 Annual General Meeting	3
Agenda - 2023 Annual General Meeting: Let It Shine	3
Minutes of AGM – February 27, 2022	4-10
<u>2022 Reports</u>	11
Interim Priest-in-Charge’s Report	11
Wardens’ Report	12
Altar Guild Report	13
Collection Counter Co-ordinator’s Report	13
Garden Report	14
“GHERKINS” Report	14
LET IT SHINE Report	15
Maintenance Ministry Report	16
Music Ministry Report	17 - 18
Office Manager Report	18 - 19
Retired Clergy Report	19 – 20
Pastoral Care Report	20
Rentals Report 2022-2023 Season	21
Safe Church Report	22
Envelope Secretary Report	23
Financial Report for Fiscal Year 2022	24

The Parish of Saint Dunstan, Victoria, BC
Annual Vestry Meeting – Agenda
Sunday, February 26, 2023

1. Call to Order – Opening Prayer
Moment of Silence for the Faithful Departed
 2. Appointment of Secretary
 3. Approval of Minutes from Vestry Meeting February 27, 2022
 4. Business Arising (if any)
 5. Treasurer’s Report and Financial Statements for 2022
 6. Presentation, Discussion and Approval of Budget for 2023
 7. Motion to receive printed reports as circulated.
 8. Report of the Nominating Committee & Election of Parish Council & Officers
People’s Warden
Members At Large
Delegates to Synod & Alternates
 9. Other Business
 - 9.1 Signing Officers
 - 9.2 Youth Delegate to be nominated for Regional Meeting
 10. New Business
 11. Closing Prayer
-

**AGENDA: 2023 ANNUAL GENERAL MEETING OF LET IT SHINE:
ST DUNSTAN’S CHILD CARE CENTRE SOCIETY**

1. Approval of 2022 Minutes
2. Matters Arising
3. (Approval of 2022 Financial Report) - none
4. Adoption of 2022 Report
5. Any Other Business
6. Election /Appointment of Board Members

2022 ANNUAL GENERAL MEETING
ST DUNSTAN'S ANGLICAN CHURCH, GORDON HEAD
MINUTES
Sunday, 27 February 2022, 11am via Zoom

Chair: the Revd. Jeremy Carr, Rector

Recorder: Anna Sander, Office Manager

Housekeeping notices:

- online meeting protocols
- For voting purposes, silence will be taken for assent
- the meeting is quorate
- the meeting is being recorded for minute taking reference purposes only

Attendance (online): Joanne Beagle, Debra Brown, Jez Carr, Lucy Cuthill, Bob Cuthill, Bruce DeBeck, Kathleen DeBeck, Lynda Dominy, Katharine Ellis, Monika Hall-Kowalewski, Susan Liew, Angela McIndoe, Winanne Naylor, Fran Pollet, Deb Newman, Inez St Dennis, Anna Sander, Michael Tatalias, Sally Tinis, Jane Trathen (UK), Gill Millam

Opening prayer.

1. Approval of Minutes of the 2021 Annual General Meeting

a. Additions/Corrections to 2021 AGM minutes

None.

Motion to approve 2021 AGM Minutes

Proposed: Joanne Beagle, seconded Inez St. Dennis. No objections or abstentions. Accepted.

2. Adoption of 2021 Reports

a. Additions/Corrections to 2021 Reports

None.

Motion to adopt 2021 Reports

Proposed: Angela McIndoe, seconded Susan Liew. No objections or abstentions. Adopted.

GHERKINS refugee sponsorship group - verbal update from Monika Hall-Kowalewski.
No report submitted for 2021 but GHERKINS has been active this year and is progressing well.

3. Approval of 2021 Financial Statements

Refer to PDF document "Financials 2021 CORRECTED", 4-page version.

New formats and layout in the financial statements are required by the accounting industry this year. The diocese also requested a change in how the annex is reported on, affecting report layout. The Treasurer talked through the 4-page Financial Report and explained the format changes:

- NB some pages are to be read left to right, others right to left.
- p. 1 'Statement of financial position' was formerly balance sheet
- p.2 'Net assets' is now 'Changes in net assets'
- p. 3 'Statement of revenues and expenditures' is now headed 'General Fund'
- p.4 is Notes to compiled financial information

Notes on specific lines and sections of financial statements:

- Annex capital costs p.2 (change requested by diocese) line 3: = Building improvements etc. Old and new styles are both shown this year to demonstrate change in reporting.
- Assets: Accounts receivable line = back utilities (hydro) owing from Rogers Mobile up to September 2021, promised but not yet received. This amount has to go into 2021 accounting figures. This outstanding issue has also caused a wait for CCC School to pay for their share of the same total hydro bill; that money is also still to come and will also count toward 2021 figures.
- Changes in net assets: overall, shortfall reduced over the year by \$30 000.
- General fund: read right to left
- Fundraising = actual parish fundraising activities such as spring/fall fairs and other events that have not happened lately, includes Purdys chocolate etc.
- Liabilities section: does not show a negative sum, but these are in fact minus amounts. 'Other liabilities' are e.g. collections that are coming in through the parish but going out again to other organizations. e.g. PWRDF
- Net Assets section = money we can use.
- Notes page: basis of accounting and changes in accounting policies
- Restricted: set aside in funds for use only in specified ways

General financial notes:

- Statement of revenues & expenditures summary: largely thanks to various windfalls, we are 40K better off than last year! *however* - windfall revenue of course won't be repeated, such as the diocesan COVID grant of 10K, government wage subsidy programs for 2 years totalling 14K in 2021. But the hydro money to come from Rogers will wipe out a large chunk of debt the parish has been carrying. So 2021 has actually been quite a good year - at least for filling up the existing 'debt hole'.
- The downward trend of the last 4-5 years appears to be reversing upward - compare with the big 3-yr planning budget of 2019
- Michael requests prayer again for future relationships with renters, especially Christ Church Cathedral School and Hollydene Community Church, and the potential for Lambrick Park Preschool to join us as well.
- Rental reports infographic shows that *we have space to accommodate all these renter groups without compromising space for parish activities to resume and grow.*

Q: Was there a one-time grant for the AV improvements project?

A: Funds were allocated in 2020, came into account in 2021. Already taken into account, some overspend was in addition to the grant (see projects section above)

The Treasurer requests a Hallelujah Amen!

4. Approval of 2022 Budget

Treasurer's notes on the budget:

- NB Read from left to right! 2019 and 2020 budgets are also shown, to demonstrate pre-Covid planning.
- The best part of this page is the 8 at bottom right. It's very small BUT it's not a negative number. Congratulations to the Finance and Facilities group for their efficient slimming of the budget!
- Ratio to be aware of: total offerings summary line is money brought in through parishioners' regular givings. Offerings are less than use of premises income. Total offerings should exceed rental income: rentals should cover building and site expenses, while offerings need to cover parish salaries.
- Unlike other parishes, we don't inhibit parish use of our own facilities – there is still lots of space and time for parish use and activities.
- Use of premises: Rogers agreement is better constructed, CC school rental plus addition of annex hydro & other utilities; Hollydene is a big improvement for this coming year.
- We want rental groups – they bring people into the buildings, and this too is God's work at St Dunstan's. We are especially fortunate with providing premises for so many good services for local children.
- 'Annex overrun' = loan
- For this year at least we have to protocols-proof all fundraising and events planning, e.g. a silent auction rather than in person.

Q: Is cost of living/accommodation for Rector included?

A: yes, it's an in and out line in "salaries & honoraria". The diocese has a model for pay increase scale.

Some discussion on PWRDF:

Q: where are PWRDF contributions shown?

A: PWRDF does not feature in budget expenses, but goes straight to balance sheet and is distributed to PWRDF. Can be earmarked out of a total on offering envelopes. Should be a more visible part of parish reporting.

Previously, a percentage of all fundraising went to outreach. The parish is not in a position to do this right now, but note that offering envelope sets include a special monthly envelope for PWRDF. It is also possible, as some parishioners already do, to make donations directly to PWRDF, and funds reach them sooner this way. Donations through parish funds are sent to PWRDF once a year.

Reports used to list organizations supported by the parish; this should be brought back; it would be good to have our being a giving church more visible.

Banking system changes in 2022:

Diocesan 'umbrella' linked accounts are gone. Giving via e-transfers was not possible on the old system, but it is now. This means we no longer need Tithely's giving function. One loss of flexibility under the old system is that we can no longer have an overdraft.

Q: What about PayPal?

A: Making e-transfers using EFT (Electronic Funds Transfer) is safe and useful. We can't receive PayPal payments except through Tithely.

Q: is there an option to make other givings, e.g. PWRDF, options available through Tithely?

A: Limited, but yes. E-transfers can be earmarked for any specific use.

Let's keep going!

Motion:

1. To accept financial report and statements for 2021
2. To accept the 2022 proposed budget, subject to questions

Proposed: Deb Newman, seconded Lynda Dominy. No objections or abstentions. Accepted.

Katharine Ellis: Congratulations to the people who deal with the money for a very different budget to those in the past! Thank you for a huge amount of work.

Verbal thanks from Michael to: Martin & Kathy for envelopes, Deb Brown for banking, FAFS group members Debbie Newman, Inez, Deb Brown, Jez, and Anna - see written report.

Thanks from Jez to Michael.

Q: is a formal audit or an external auditor required by the diocese?

A: Tony Lobmeier now reviews year end accounts, not a formal auditor. An audit would be required if only one person dealt with accounts, but there are multiple oversights and checks on the accounts, including qualified auditors and others with financial backgrounds, plus Marthin's separate tally of offerings.

5. Election of Wardens

No election of wardens - Deb Newman and Inez St. Dennis both continue as Wardens this year.

6. Election of Parish Council, Lay Delegates to Synod and Alternates

Election of Synod Representatives:

Debbie Newman and Murray Leslie have served in 2021. Murray is stepping back this year, Deb Brown has agreed to stand. As no Synod is scheduled for 2022, the position only requires being present at Parish Council.

Jez also proposes Inez St Dennis as Synod alternate; only one is required as no Synod is scheduled for this year.

Motion: to elect Deb Newman and Deb Brown as Synod representatives of the parish

Proposed: Jeremy Carr, seconded, Michael Tatalias. No objections or abstentions. Carried.

Election of Parish Council

PC members Gill Millam, Murray Leslie, Thea Todd and Kathryn Dawson are stepping down this year.

Continuing members: Joanne Beagle, Keith Fraser, Michael Tatalias.

Standing for election: Deb Brown, Sally Tinis

Motion: to elect the above continuing and new members of Parish Council

Proposed: Jeremy Carr, seconded, Michael Tatalias. No objections or abstentions. Carried.

Congratulations to the continuing and new members of St Dunstan's Parish Council for 2022!

7. Annual General Meeting of “Let It Shine: Saint Dunstan’s Child Care Centre Society”

=====

2022 ANNUAL GENERAL MEETING OF LET IT SHINE: ST DUNSTAN’S CHILD CARE CENTRE SOCIETY

12.18 the meeting is turned over to Angela McIndoe as chair of Let It Shine.

Motion: to move from the AGM of St Dunstan’s parish to the AGM of the Let it Shine Society.

Proposed: Angela McIndoe, seconded, Michael Tatalias. No objections or abstentions. Carried.

Introductory note: Let It Shine promotes daycare at St Dunstan's. The Annex is now occupied by CCC School’s Junior Kindergarten and daycare. Let It Shine is also looking at infant and toddler care provision; government regulations make this increasingly difficult, but there is a great need for it locally.

Every member of the parish is a member of the society, so that is why the LIS meeting is nested within the parish AGM.

1) Minutes of the 2021 AGM

Motion: to accept minutes of the 2021 AGM of the Let It Shine Society

Proposed: Angela McIndoe, seconded, Katharine Ellis. No objections or abstentions. Carried.

2) Matters arising

None

3) Financial reports

There are no financials to report or approve - all were rolled into parish budget several years ago

4) Agenda for the 2022 AGM

Motion: to approve agenda for the 2022 AGM of the Let It Shine Society

Proposed: Angela McIndoe, seconded, Joanne Beagle. No objections or abstentions. Carried.

5) Board of Directors

Kathy Lambrechts has stood down as a Director this year. We are ever so grateful for Kathy's steadfast service to this ministry since its inception, even before it was incorporated as a society, as an amazing financial director. It is with sadness and understanding that we have accepted her resignation.

The good news is that we need someone to take her place for quorum, and Michael Tatalias has graciously agreed to stand as a director. Other nominations or volunteers are invited.

Helen Brown, Debra Brown and Angela McIndoe are continuing as Directors, and Jez Carr as Rector.

No other candidates being forthcoming from the floor, Angela McIndoe proposes a slate for Directors of Let It Shine for 2022: Helen Brown, Debra Brown, Michael Tatalias, Angela McIndoe.

Motion: to appoint the above Directors of the Let It Shine Society for 2022

Proposed: Lynda Dominy, seconded, Inez St. Dennis. No objections or abstentions. Carried.

The Society is required to have one warden or the rector appointed as a Director as well.

Motion: to appoint Jeremy Carr, Rector of St Dunstan's, as a Director the Let It Shine Society for 2022.

Proposed: Angela McIndoe, seconded, Michael Tatalias. No objections or abstentions. Carried.

6) New Business - none

No questions or AOB.

Motion: to conclude the AGM of the Let It Shine Society and resume the AGM of St Dunstan's Parish.

Proposed: Angela McIndoe, seconded, Jeremy Carr. No objections or abstentions. Carried.

Jez: The LIS vision of providing local infant and toddler care is still a real need for the community, and very much still on the agenda for parish activity.

=====

12.25 Parish AGM resumes.

8. New Business for Parish AGM

No new business.

Conclusions:

Inez: Thanks to everyone for keeping their hope and helping us get us to where we are, on an upward trend. It is so good and everybody has helped. Seconded by Jez and Deb Newman. Deb adds: Together we are doing some pretty amazing things. Having turned things around so much from last year, we all need to give thanks to God and also pat ourselves on the back!

Inez: Thanks to Jez – St Dunstan's is his first parish, and he had no idea he was walking into this hornet's nest called Covid! This beginning is going to give him a lifetime of what can be expected. He has navigated so well and taken on so much extra work because of these circumstances. Seconded by Michael.

Jez: Thanks to God for nothing short of miracles this past year, not least year-end fundraising!

9. Adjournment with Prayer

Motion: to adjourn the 2022 AGM of St Dunstan's Parish

Proposed: Jeremy Carr, seconded, Michael Tatalias. No objections or abstentions. Carried.

Meeting adjourned 12.29pm.

2022 Reports

Interim Priest-in-Charge's Report

Dear friends,

Sometimes one line in the scriptures will leap out and grab hold of my heart and mind until I give in and examine it more closely – just me and my funny little ways, perhaps. There is a line from 1 Corinthians 13, that most beloved of chapters, that has always intrigued me: “Then, I will know fully, even as I have been fully known.” An echo, perhaps, of the first line of Psalm 139: “O Lord, you have searched me and known me.”

God knows us even before we exist. God creates the particular people we are, with a specific intent and purpose. Our lives are not just random collections of experiences and events; every moment of them is known by God. I so love the command given in the BCP to love God with all our heart, soul, mind and strength! This whole person brings hopes, successes, failures, surprises, and legacies that God alone knows. Every person God creates – whatever their life turns out to be – is made in the image of God; intended, in our own peculiar ways, to reflect, in part, who God is to others. To give of our own lives so that through us, others might know God.

Like each of us, more than the sum of our parts, is the community of saints. We together are so much more than just a collection of individuals made in the image of God. We are stronger together, bolder together; together we can change this world into that kingdom that God wants for us.

And we know that this world must change. It is within our power to make a difference, especially we who call ourselves Christians – and it is absolutely what God is calling us to do. Being bold and being strong isn't easy. But where two or more are gathered, we draw strength and we draw boldness from one another. Inspired by the Holy Spirit, and firm in the knowledge that God walks with us every step of the way, we are clearing a new path for a new future here in Gordon Head.

In the months I have been with you, I have learned that your gifts are many and varied, and that you are happy to offer those gifts in support of your church and community. Which is wonderful! But don't stop now; we will need all of your help to vision and map out our future. My sincere thanks to each of you and special thanks to parish council, technical and building experts, envelope secretary and treasurer, altar guild, wardens, music director (and pop-up choir members!) and office manager.

My friends in Christ! We are fearfully and wonderfully made and completely known by the God we love and serve. Now, onward. Let us go forth, boldly, into the world and rejoice in the strength of the Holy Spirit in every face that we encounter.

With my love and God's blessing, Heather+

Warden's Report

At the centre of our reflection on the whirlwind that was 2022, is an overwhelming feeling of gratitude to the St. Dunstan's family for the parts you have played in bringing the parish to such a hopeful place. From a very quiet and inauspicious beginning...feeling our way through COVID...the past year took off in some very unexpected ways. The departure of Jez and his family launched us into a flurry of change and change management that continues to this day.

The unexpected passing of Inez, a long-time rudder of Parish life and encyclopaedia of institutional memory, was a shock that still reverberates in many of our hearts.

Yet here we are... with so much to be thankful and hopeful about. Heather's enthusiastic energy and experience in guiding parishes through transition has been heaven sent. The addition of Andrew to the office has increased our organizational capacity, broadened the potential for sharing our facilities with our community, and enhanced our rental income. Fran's creativity and musical acumen has helped to sustain our sense of hope and lifted our songs of praise and thanksgiving. Parish Council members summoned the will and determination to clean up and clear out several years of clutter and neglect, reopen our doors to our parish family and community through safety-first in-person worship, launch the return of seasonal celebratory events with glorious music and gifted voices, undertake a range of successful fundraising initiatives, and host our first potluck in three years!

Most importantly, our Parish family has responded at every challenge and call to action with the positive energy, generosity and caring goodwill that are hallmarks of the St. Dunstan's community. We are truly and richly blessed with the many talented and willing hands in our parish that keep the doors open, our services broadcast and recorded, our Newsletter and website communications enhanced and expanded, our facilities repaired and maintenance accomplished, the plants watered and worship supplies topped up, the coffee and goodies appearing on Sunday mornings, the lawns and gardens carefully tended, the finances managed, tax receipts produced, and executive planning for the well-being of the parish on track.

A very big thank you to retiring Warden, Deb Newman for her years of service, including last Spring's very successful online auction and several well-received Zoom-based Bible studies over the year. Deb is focusing on her new career opportunity, and our prayers and good wishes will be with her for every success.

The coming year will bring new challenges as we explore, together with the Diocese, the options that emerge from consultations in the coming months and chart a renewed course for our role in serving God in our community. The events and efforts of the year now ended make it clear that we can manage the challenges and changes God will set before us moving forward, ever confident that, *"His power working in us can do infinitely more than we can ask or imagine!"*

Respectfully Submitted,
Debra Brown and Deb Newman

Altar Guild Ministry

St. Dunstan's Altar Guild is having to rediscover itself after the pandemic hiatus! Our chief responsibilities are to set up the altar and the communion items on Sunday mornings, and then clean and put them away after the service. Those of us doing this are Trisha Daniell and Katharine Ellis, and we'd be happy to have other hands, but we are managing well. Thanks to many years of careful oversight, we have well-stocked supplies for the church seasons. There are some supplies which could use refreshing - some of the cloths are a little frayed now! We are grateful to those who support behind the scenes, including Luda Pross-Laseur and Kathy Lambrechts, watering plants regularly and seeing to the maintenance of candles and replenishing communion supplies.

Respectfully submitted,
Trisha Daniell

Collection Counter Coordinator Report

We were thankful to see the resumption of regular Sunday services this past year, albeit with a number of health guidelines still in place, including social distancing. This affected our ability to return to our regular system of volunteer counters. I extend my heartfelt thanks to the small team of parishioners who oversaw the tasks of receiving, recording, and depositing the weekly and monthly offerings. All offerings were recorded electronically so that income tax receipts could be produced, and so that our treasurer could keep our parish informed as to our financial health and needs.

This March, we do intend to resume our system of counting after church services, and so volunteers will be contacted and enlisted for this ministry. The task takes place in pairs immediately after the Sunday service and takes about 20-25 minutes. If you would like to help once or twice a month, please let me know and I'll arrange for you to be paired with an experienced counter so that you can learn what is involved.

Even though COVID continued to impede the resumption of normal church life in 2021, offerings were gratefully received (electronically, in person, and by mail), recorded, and deposited on a regular basis. The recorded tallies were then used to provide income tax receipts for parishioners, and they helped the treasurer to assess the financial health and needs of our parish.

I extend my thanks to those who steadfastly oversaw all tasks associated with the church offerings over the past year. As we look towards a fuller return to regular church service in 2022, it is hoped that a fuller slate of volunteers may once again resume their service in this ministry.

Respectfully submitted
Joanne Beagle

Garden Report

The garden has the same problem - a lack of volunteers. The church garden is too big an area for 2 people (Ken and me) working once a week. Unfortunately, we lost some plants while I was off 3 months recovering from a hip replacement as no one offered to water and the sprinkler system is inadequate. The lower bed only gets water when we do it with the hose.

The deer have damaged the 2 Ceanothus plants. One Inez had planted and the other Sally Campbell planted in memory of her son, James. Also, someone has been helping themselves to the Rosemary plant. The plant is now half of its original size from the Fall.

We need help as there is always weeding to do. We have made progress on the horsetail weed last summer. In July the Heather needs pruning and the Rhodos require dead heading after blooming. Plus, there is always watering to be done.

Respectfully submitted
Lucille Bisson

“GHERKINS” Ministry Report

The Gordon Head Refugee Sponsorship Constituency Group (GHERKINS) is a small but mighty force of nature, combining St Dunstan’s parishioners and community partners. Since its inception in response to the Syrian refugee crisis, it has sponsored and supported three large family groups of Syrian refugees with varied and multiple support needs. Each sponsorship represents at least three years of commitment to prepare for, receive, support a year of daily needs and engage in ongoing fundraising to house/feed/clothe/facilitate access to training/access medical and dental services/and repay travel costs. The current sponsored family arrived last spring and is receiving a wide range of hands-on supports to address their needs and get them settled into their new community.

While the loss of the Anglican Diocese as a Sponsorship Agreement Holder throws some uncertainty onto the future of their work, they are determined to find a way to carry on. The GHERKINS, and the families they work with, sincerely thank St Dunstan’s for ongoing partnership and support of their work including banking services, facilitating donations and charitable tax receipts, use of facilities for storage and fundraising space, and very generous financial contributions.

If you are interested in joining the GHERKINS as an active member, please contact Deb Brown, Katharine Ellis or Monika Hall-Kowalewski to learn more about their work.

Respectfully Submitted
Debra Brown

LET IT SHINE Report

As per last year's report, there has been no activity for Let It Shine this year. The Society remains registered in order to keep options open as St Dunstan's parish contemplates its future direction.

Respectfully submitted by
Angela McIndoe (Chair)

Maintenance & Lawn Care Ministry Report

The Maintenance Ministry has had an extremely busy year, as our facilities reopened to parish activities and those of our facility rental partners, plus an ever-increasing number of event holders. Increased use of our audio-visual system to project service components, broadcast and record services, facilitate music and visuals for concerts and other rental use, has expanded the work inside the church. Repair and refurbishments to the Rectory were required in order to prepare for our new renters. Lawn cutting and maintenance of the mower are also ongoing tasks. Here are some of the projects accomplished by the maintenance crew over the past year.

Church:

- installed two new LED security lights outside on north side
- installed new green pictographic emergency exit lights
- replaced broken hand nozzle on kitchen sink (downstairs)
- remounted two large speakers for PA system
- refloored and repainted the Office.

Lawn Maintenance:

- lawn cutting/trimming
- lawn mower repair and maintenance including blade sharpening

Rectory:

- arranged chimney cleaning and inspection
- arranged inspection of external footing drains
- cleared gravel from 4-inch footings drain access pipe in back yard
- re-established downspout into footings drain at left front corner of house (after establishing water not leaking into fireplace ash pit)
- cleaned 5 ft of ash from basement ash pit for fireplace
- reinstalled three sections of missing cold air return furnace duct in basement
- replaced broken glass pane in French door to living room
- removed all old shelf brackets, patch holes in drywall and repaint
- replaced furnace filter
- replaced two expired smoke detectors, added one new to third floor
- replaced switch and LED light in front doorbell button
- remounted front gate for proper ground clearance
- repaired inoperative electrical outlet in dining room

Responded to emergency calls for leaking dish washer and loose kitchen faucet.

Future project: repair pocket door between kitchen and dining room.

Respectfully Submitted,
Bob Cuthill and Murray Leslie

Music Ministry Report

It has been my pleasure to serve St. Dunstan's Parish as the music resource person.

It has been a year of significant changes as we recall the passing of Inez St. Dennis, a pillar of the community serving as both warden and a leading choir member. I was honoured to organize the music details around her Cathedral service and to conduct a 60-voice choir doing some beautiful musical offerings of Faure, Rutter, and Rupert Lang's Kontaxion. In addition, in my role as a Director of the BC Choral Federation, I worked on the creation of the Inez St. Dennis Memorial Leadership in Music Education Fund. This past week I attended along with 4 other St. Dunstan folks the special gathering held in UVic's Music Education building where the Music Resource Room was renamed in Inez honour.

This year we also the departure of Jez Carr back to England to take up a position there, and we welcomed Heather Robinson as our interim. So in my 6 years here I have served with 4 different priests!

The choir has met for occasional moments: Holy Week - Easter, Thanksgiving, Advent - Christmas. It has become very difficult to sustain programming on a weekly basis; however, I really appreciate the choir's willingness to make a capital effort to sign up for a short-term commitment. About 11 of us sang in rehearsals masked and distanced, as per Covid-19 best practice: 4 women and 7 men! It was such a gift to work with these talented individuals.

We have had some issues with the organ. Apparently, the electrical cord of the organ was pulled to accommodate the exterior Christmas lights and then there was a fuse issue at the breaker box. Also in November, we called in the Rodgers organ maintenance person from Vancouver to address an amplifier box issue, resulting in no power to the organ. Apparently, live high voltage wires were exposed following earlier work in 2021 on the sanctuary south wall. Thanks to Lanny and Clive for remounting the amplifier box safely and labelling the issue. The organ has had no routine maintenance since its installation in 1999, and some work should be done. The repair man presented a suggested work plan totalling \$1000., but even \$700. would be helpful.

The Baldwin grand piano receives one or two tunings a year from Jim Anderson. He is very knowledgeable and knows the instrument well. I am grateful for his work.

I am grateful for the support of our substitute organist Trisha Daniell. Not only does she play piano but she is a cellist! Thanks also to Karen Hughes, Grant Hughes, and Lanny Pollet for their music offerings on the occasional Sunday.

I have been struggling with what to do with our choir library. Its huge resources served the past programming, but not necessarily our present situation. There is a lot to be said for reviewing/culling the material from its 16 filing cabinets and downsizing to the most useful 4 or 5 cabinets. The church is desperate for storage space and this could be used by other areas.

Holy Week - Easter now approaches and I look forward to the opportunity of working with our small but dedicated choir. Thanks goes to Heather, our interim, for her gracious support and enthusiasm in serving our parish.

Respectfully Submitted,
Fran Pollet

Office Manager Report

I assumed the role of office manager in April 2022, taking over from Anna Sander. One of my primary goals for this year was to improve the office's organization and implement functional solutions to address some of the existing issues.

Office Organization:

Since joining, I have focused on re-organizing the office to make it more user-friendly and functional. This has involved sorting through a backlog of archival documents, decluttering the office, and implementing electronic record-keeping systems to streamline office operations. The Office 365 System and the pre-existing GSuite tools have been instrumental in keeping the office organized. I appreciate the help that Heather, Deb and Leslie have given me in helping to de-clutter, sort, digitize documents. This is an ongoing effort which we continue to work on.

In addition to managing the office, I have also taken on some of the financial responsibilities. Specifically, I work with Michael Tatalias to manage cheque requisitions, deposits, and ensure proper records of the organization's income and expenses. As of the time of writing this report I have just managed to settle our outlying invoices with Christ Church Cathedral School for 3 years of their share of the Saanich Utilities and BC Hydro costs, as well as straighten out other rental groups expenses such as Scouts Canada who were owing for 2 ½ years and Freedom Mobile who owed us for 3 years of backlogged building agreement costs.

Office Hours:

We increased the office hours from 12 to 15 hours per week to accommodate the recent uptick in rental requests and fill volunteer vacancies due to pandemic-related closures. To ensure that our office operations are as efficient as possible, we now require appointments for in-person visits if you are needing the services of the office manager. If anyone wishes to visit the office, they can send a message to admin@stdunstansvictoria.ca or leave a voicemail, and I will arrange to be on site.

Parish Council:

It was determined that the office manager's role would no longer have an appropriate crossover with Parish Council. As such, Deb Brown has volunteered to serve as Secretary for minutes for Parish Council, and I will instead focus on financial responsibilities.

Fall Fair:

I was delighted to participate in the Fall Fair last year and work alongside the dedicated individuals at the parish. It's been a pleasure getting to know more people in the parish and in general I have been continually impressed by the forward-thinking approach, innovative ideas, and team-oriented focus people have at St Dunstan's. Being a relative newcomer to the Parish I was and continue to be so impressed at how St Dunstan's is able to break goals, and overachieve in relation to expectations! I remain continually optimistic and enthused to serve the parish and help ensure its continued success.

Future Goals:

For the upcoming year, my goal is to focus on the expansion of rentals, conduct a cost analysis of our building, and work to increase revenue. We aim to attract diverse and emerging community groups to use our facilities while providing a safe and inclusive space for them to work, play, and enjoy while also respectfully acknowledging that we are doing so on the lands of the Coast Salish, Nuu-chah-nulth, and Kwakwaka'wakw peoples.

As office manager, my primary objective is to ensure that the office runs smoothly, support the financial management of the organization, and assist with community engagement efforts. With the ongoing support and collaboration of the dedicated individuals at the parish, I am confident that we can continue to achieve these goals and ensure St Dunstan's continued success.

Respectfully Submitted,
Andrew Lloyd

Retired Clergy Report – The Reverends John and Pam Orman

2022 was a year of new beginnings for the whole world, and for St. Dunstan Parish. We offer our prayers for the leadership in the parish as the future is discerned.

During our twelve+ years as members of St. Dunstan's, and since our retirement, we have helped or officiated with Sunday services, been members of the prayer team or lead it for years. We also provided relief at services at retirement homes. Sunday Roster duty has included prayers and at one time the chalice administration. Pastoral care including occasional hospital visits occurred before COVID.

For years prior to COVID there were weekly Holy Communion services at both the Berwick Retirement Home and the Victorian. These were reduced to alternate weeks in 2019 and then the services stopped completely to comply with Covid health restrictions.

In June 2022 the parish was invited to restart services at the Berwick. Either Pam or John have offered a 30-minute service once a month. We tried Wednesday mornings for several months but this clashed with other Berwick activities. One or other of us currently offer BCP Holy Communion at 10:00AM on the first Tuesday of the month.

When these services restarted there was modest interest but the most recent service in January had about eleven attending. On November 11th Pam and John lead a Remembrance Day Service at the Berwick with approx. sixty attending. Many thanks to Robert Cooper who provided the music that day. We thank Fran for organizing a Christmas service at the Berwick in December but sadly it had to be cancelled because of the snowy weather.

We continue providing prayers of the people once a month and occasional pastoral care on a confidential basis. We are available for Sunday relief if needed and as an example John presided on Trinity Sunday at short notice when Heather needed to isolate because of COVID guidelines.

Respectfully submitted, and with blessings to all,
Reverend Pamela Orman and Reverend John Orman

St. Dunstan's Pastoral Care 2022 Report

Our parish was pleased to see the return of in-person services in 2022, but we do know that a number of parishioners were not able to attend regularly as they once had. I thank all those who kept in touch with parish friends by phone and in person, and special thanks to those who were able to drive some of our parishioners to and from Sunday services or other events. We will continue to reach out to members of our church community from time to time to keep those connections active. Should you or anyone you know appreciate an occasional phone call to check in, please do let the office or myself know.

Respectfully Submitted,
Joanne Beagle

Rentals Report

During the 2021-2022 rental season, I adjusted the rental year to run from September 1 to August 31, in line with the school year in order to efficiently track individual group and monthly payments. A payment tracker and invoicing system were implemented to effectively manage user group information and monitor invoices and receipts.

There were nine long-term rental groups in the previous season, classified into different categories, including Users of our Primary Building, Renters of Annex Basement, and Renters of Upper Annex. Due to COVID-19 restrictions, there were only a few one-time renters. The total rental revenue for long-term rentals during '21- '22 was **\$114,032.62**, although this figure is skewed slightly due to payments still owing, and multiple payments taken to settle previous years rent. The revenue for one-time rentals was **\$260.00**.

For the '22-23 rental season, the office standardized all rental agreement forms, ensured that contracts had necessary paperwork, and designated specific rental key sets. There are now 11 core long-term rental groups, and plans are underway to attract more morning groups to fill the lower hall's 9am-12pm usage. The aim is also to maximize the revenue potential of all our spaces, including our Sanctuary space that has been under utilized. We are on track currently to make **\$84,928.48** from our Long-Term rentals this season.

One-time rentals have increased exponentially in the current season, with multiple concerts and events taking place. The total revenue for one-time rentals this season is currently at **\$2,400**, and more groups are expected to use the space in the future.

Post COVID rentals are showing a positive trend and an increase in revenue for St Dunstan's. The implementation of efficient processes and the addition of new long-term and one-time rental groups are expected to increase the revenue further.

It's been a huge joy to see all sorts of new people, new life and new activities taking place within the building, and continues to motivate me to push harder on our advertising and outreach.

I would really like to encourage more members of the community to utilize and enjoy our space over the next season and into the next one.

As a personal plea I would appreciate any and all help in spreading news far and wide! If you know of someone who would like to rent space, please direct them to me at the office at admin@stdunstansvictoria.ca or to give me a call at 250 472 1172.

Respectfully Submitted,
Andrew Lloyd

Safe Church

In 2021, the Safe Church training program was moved to an online delivery platform, the Praesidium Academy training platform. This platform is now being used by all the dioceses in the Ecclesiastical Province of BC and the Yukon. The move to an online delivery system has made it easier for individuals to complete the training at their own pace and convenience, as well as improving record-keeping for the Safe Church program.

The Diocese has been actively encouraging individuals to complete the Safe Church training on the new platform, and has been tightening up record-keeping with Safe Church. Deb Brown has kindly offered to step in as a temporary Safe Church liaison, but we are currently searching for someone to fill this role more permanently. Andrew has been assisting Deb in liaising with individuals who need to complete modules, as well as supplying the Diocese with a list of those who need to renew Criminal Record Checks and Police Information Checks.

Safe Church training is required for individuals in the following roles:

- Clergy and paid parish staff
- Parish council members
- Wardens
- Choir director and/or organist and choral scholars
- Treasurer, envelope secretary, and all others who handle money
- Children and youth workers, camp leaders and volunteers
- Honorary assistants and pastoral visitors
- Refugee volunteers
- Staff including admin, grounds, and janitorial
- Volunteers at parish events
- Volunteers in leadership roles
- Social media assistants and tech support

Individuals who are required to complete Safe Church training are also required to recertify their training and undergo a new Police Information Check or Criminal Record Check every five years. Parishes are required to comply with Safe Church and report to the synod annually through their parish's Safe Church liaison.

The Safe Church program is an important initiative implemented by the Ecclesiastical Province of BC and the Yukon. The move to an online delivery system has made it easier for individuals to complete the training, and the Diocese is actively encouraging individuals to complete the training and comply with the training requirements. If you need a link to the Praesidium Academy training or need to complete a Criminal Record Check or Police Information Check, please contact either admin@stdunstansvictoria.ca or wardens@stdunstansvictoria.ca for further information.

Respectfully Submitted,
Deb Brown & Andrew Lloyd

Envelope Secretary Report

- Envelope Secretary Report Pending.

Financial Report for Fiscal Year 2022 & 2023 Budget

- Financial Report and 2023 budget pending