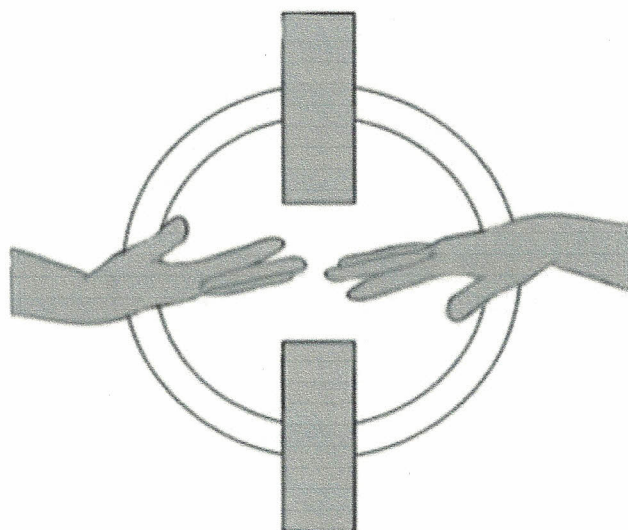


# *St. Matthew's Anglican Church*

Windsor, Ontario (Deanery of Essex)

[www.saintmatthewswindsor.ca](http://www.saintmatthewswindsor.ca)



*"...called to share God's love..."*

## **Annual Vestry Report for the year 2017**

Vestry meeting: Sunday, February 4, 2018  
(immediately following the 10:00 am service)



The Anglican Church of Canada  
The Most Rev'd Fred Hiltz, Primate



The Diocese of Huron  
The Rt. Revd Linda Nicholls, Bishop

Giving thanks for all the saints,  
we remember especially those from our St. Matthew's family  
who have died since the last Annual Meeting

Frank Stanley  
Gwen Cowley  
Dalton Snelling  
Hal Sullivan  
Betty Small



"Be faithful until death, and I will give you the crown of life."

- Revelation 2:10

**Annual Vestry Meeting  
St. Matthew's Anglican Church – Windsor, Ontario  
Sunday, February 4, 2018**

**AGENDA**

1. Call to order

Signing in: *"Members of Vestry must be church members who are 16 years of age or older, attend worship regularly and contribute financially to the life of the church."  
(Diocesan Canon 18)*

2. Opening Prayer & Memorial to Deceased Members of Vestry

3. Election of Vestry Clerk

4. a. Adoption of Minutes from 2017 Annual Vestry Meeting (February 5, 2017) pages 4-6

b. Adoption of Minutes from Special Vestry Meeting (November 26, 2017) pages 7-8

5. Letter from Bishop Linda Nicholls, to the churches of Huron Diocese pages 9-10

6. Acceptance of published reports to Vestry pages 11-21

(except for those reports listed in the agenda below *(Item 8)*,  
the published reports will be voted on collectively, unless decided otherwise  
by a majority of the Vestry)

7. Mission & Ministry Plan – requires a motion to be accepted by Vestry pages 22-25

8. Financial Reports:

Envelope Secretary pages 26-27

Balance Sheet/Comparative Statement of Operations & Year end, 2017 pages 28-30

Budget for 2018 pages 31-32

9. Nominating Committee Report: 2018 Parish Council page 33

10. New Business/Expressions of thanks

11. Upcoming dates:

- Executive meeting (Churchwardens, Rector): TBD
- Installation of the 2018 Parish Council: **Sunday, February 11, during the 10 am service.**
- Ash Wednesday service: **Wednesday, February 14, 7:30 pm.**
- Deanery Council: **Tuesday, February 20 at 7 pm** – location TBA (clergy, wardens, lay delegate)
- Next Parish Council Meeting: **Wednesday, February 21, 7:30 pm** (choir room)

### **Parish Statistics for the year 2017**

Baptized persons on Parish Roll	249
Identifiable givers to Parish Funds	119
Average Sunday attendance	71
Services at Huron Lodge	13
Easter attendance	183
Christmas attendance	90
Received through baptism	1
Marriages	1
Burials	3



**St. Matthew's Anglican Church – Windsor, Ontario**  
**Annual Vestry Meeting, Sunday Feb, 5, 2017**

Attendance: Rev. Andreas Thiel, Alisa Yednoroz, Bob Braidford, Doug Warford, Janet Williams, Edwin Levergood, Marwan Taqtaq, Onorio Felet, Elizabeth Felet, Jen McAlpine, Gordon Drake, Scott Ritchie, Laurie Ritchie, Ginny McAdam, Bill McAdam, Don Patterson, Pauline Patterson, Cathy MacKendrick, Andy Hahn, John Rossi, Patti Weir, Mary Louise Drake, Irene Savva, Mary Davis, Richard Postovit, Dorothy Knappett, Joan Mallender, Anya Laurence-Thiel, Richard Hucal, Ann Hucal, Carole Lawn, Jean Muhleissen, Margaret Jamison, Flora Smith, Jane Patterson, Kim MacKendrick, Wendy Pisciotto, Louise Davis, Sue Bernard, Cora Braidford

1. Call to order at 11:50 a.m. Words of welcome.
2. Opening prayer and memorial to deceased member of Vestry.
3. Election of Vestry Clerk. Move election of Vestry clerk Alisa Yednoroz. Moved by Jane Patterson, second by Bob Braidford. Passed.
4. a) Adoption of minutes of 2016 Annual Vestry Meeting of Jan. 24, 2016.  
b) Adoption of minutes of Special Vestry Meeting of Feb. 14, 2016.  
c) Adoption of minutes of Special Vestry Meeting of June 26, 2016.  
Moved by Richard Hucal, second by Jen McAlpine. Passed.
5. Letter from Bishop Linda Nicholls to the churches of the Huron Diocese. Stresses importance of Vestry meetings that are dynamic and set goals as well as the importance of saying thank you and approving a balanced budget.
6. Discussion of UN Declaration on the Rights of Indigenous Peoples. There will be a chance for a community blanket ceremony at St. Mary's, Walkerville, church in the future.  
Motion: That the parish of St. Matthew's Windsor commit to hosting and/or partnering with other churches in Essex Deanery in an educational event (such as a workshop/program/series) on the UN Declaration on the Right of Indigenous peoples in its community in 2017. And engage in the Blanket Exercise in 2017. And the parish leaders of St. Matthew's, Windsor, commit to engage its mayor and municipal leaders in 2017 about the UN Declaration on the Rights of Indigenous Peoples and encourage the local council to establish a process to review and endorse the Declaration if it has not already done so.  
Moved by Janet Williams. Second by Cathy MacKendrick. Carries unanimously.
7. a) Motion to accept Vestry reports. Moved by Doug Warford. Second by Cora Braidford. Passed.  
Deacon Cathy MacKendrick describes excitement and early success of sewing program at the detention center for inmates.  
Correction to Bob Braidford's warden report on p. 20, third last paragraph, refers to estimate to replace peaked roof – should be flat roof.

7 b). Financial Reports:

Envelope secretary: Beth Felet. Decrease in number of donors in part due to the renovation campaign. General apportionment donations for day-to-day expenses were down about 4.5%. As those erode, it is harder to keep church operations and our outreach programs going and pay our apportionment. Down about \$6,000 and could be down by \$8,400 this year but if the 85 regular donors each gave an extra \$8.23 a month, we would be in good financial shape. Thanks to Beth for all her hard work.

Motion that report be accepted. Moved by Beth Felet, Second by Margaret Jemison. Passed.

Summary of Renew renovations: Treasurer Jane Patterson reports that the total renovation project cost \$113,281 and has been paid for. There was more than \$70,000 in donations received and we accessed funds from some trusts and memorial fund for total of \$108,000, leaving about \$5,300 to be funded from surplus funds.

Year-end 2016: It was a complex and challenging year for St. Matthews. Capital expenses included renovations as well as acquiring an organ so ending the year with a \$9,600 deficit is actually a good job. It includes \$4,300 deficit in operations. Balance sheet about \$9,000 in bequests. \$740 short on organ fund but it will be paid off. Some of the pledges are monthly payments through June. We are starting to rebuild Memorial Fund.

Move statements by Jane Patterson, Second by Ann Hucal. Passed. Thank you to Jane for taking on job of Treasurer.

Budget for 2017: Hoping for increase in donations and anticipate need for \$6,000 for flat roof repairs. Most expenses are unchanged. Rector's stipend up in keeping with diocesan recommendation. Apportionment is our contribution to the Diocesan church to be dispersed for health care for retired clergy, ministries, contribute to Diocesan contribution to national church. It shows we are part of the larger church. The amount is based on operating expenses of each church. A 2.5% increase in organist fees. Predicting a balanced budget.

Approval of report moved by Jane Patterson. Second by John Rossi. Passed.

8. Nominating Committee Report: 2017 Parish Council. Need alternate lay delegate for synod. Hearing none, will leave that position vacant and look to appoint someone later.

Move to accept report: Moved by Mary Lou Drake, second by Cora Braidford. Passed.

9. New Business:

Property: Onorio Felet outlines some of the little things that must be tended to each week and help is requested. Bigger items: the roof over the hall is about 50 years old while other portions have been replaced but a new roof was put over the old one. Only been few leaks but could be water sandwiched between the two. Hoping fixes to the flat roof will extend its life for a year or two until we can afford to replace it at a cost of about \$77,000. Not doing it now because after two big fundraising campaigns we need a breather.

Idea is raised to remove the water fountain to save money. It is used a lot but we can put a timer on it so it is not running at all times and using hydro.

Request that we look at updating the state of the bathrooms, including new wallpaper.



Parish asked to think of new creative ways to fundraise so not always tapping the usual donors. Suggestion that we seek donations to pay for food etc. and it was pointed out that happens a lot but parish not always aware of the generosity that occurs.

Accessibility issues: New lighting has helped in the parish. For those with hearing difficulty, we are seeking ideas to help them. Onorio is also working on getting a light over the pulpit for lectors.

10. Upcoming dates:

- Congratulations to new members of Parish Council who will be installed Sunday Feb. 12 at 10 a.m. service.
- Executive meeting TBD
- Deanery Council Mon. Feb. 13 at 7 p.m. at St. Mary's, Walkerville.
- Next Parish Council meeting Wed. Feb. 22 at 7:30 p.m.

11. Motion to adjourn at 12:55 p.m. Moved b. Pauline Patterson. Carried.

## **St. Matthew's Anglican Church – Special Vestry meeting Nov. 26, 2017.**

Attendance: Rev. Andreas Thiel, Cathy MacKendrick, Carole Lawn, Helen Jones, Dorothy Knappett, Jane Stanley, Jean Muhleisen, Margaret Kissau, Richard Postovit, Robert Kissau, Pat Lown, Flora Smith, Mary Louise Drake, Danielle Richer Finlayson, Mary Davis, Doug Warford, John Rossi, Louise Davis, Edwin Levergood, V. Schofield, Marwan Taqtaq, Ginny McAdam, Bill McAdam, Don Patterson, Pauline Patterson, Beth Felet, Mary Grace Weir, Wendy Pisciotto, Kim MacKendrick, Irene Savva, Sue Bernard, Ann Hucal, Paul Finlayson, Jennifer McAlpine, Janet Williams, Onorio Felet, Bob Braidford, Cora Braidford, Anya Laurence-Thiel, Patti Weir, Richard Hucal, Sue Trenhaile, Gordon Drake, Alisa Yednoroz.

Meeting called to order, 12:13 p.m. Opening prayer, Rev'd Andreas.

Motion to elect Alisa Yednoroz as Vestry clerk. Moved by Margaret Kissau. Second by Beth Felet. Approved.

Purpose of meeting: To discuss necessary repairs to the flat roof (excluding Parish Hall), and to consider a motion to apply for a Diocesan Revolving Loan for a maximum of \$70,000.00. We have an aging and leaking roof that needs repair and we need a loan in addition to fundraising to pay for it.

Richard Hucal: We have a flat roof system with five flat roofs, one over the hall, one from over the kitchen to the warden's office and nursery, one over narthex, another one that covers the two aisles and fifth one over the furnace. Sixth roof is the shingled one.

We learned from the first estimates it would be quite pricey for a BUR (built-up roof) and that the tar used in the past is now carcinogenic so the formula of a tar roof today is different and is expensive and not a good solution. "T" is a chemical version, like a pool liner that sits over the roof and is sealed along the seams and needs ballast to keep it down. It does not hold up as well as the "E" roof that is a rubber membrane that sits on top of the flat roof and is not as expensive. Four levels of roof really need repair whereas the roof over the hall can last a few more years. The north side shingles also need repair.

The first roof we put on was a BUR. When it started leaking, instead of replacing it they added some insulation and put a new roof on top. We need to remove the old roof, which will cost about \$20,000 because it is labour-intensive. Then we will have a clean deck to start again with a layer of Styrofoam screwed down, then a fully-adhered roof with glue on the whole rubber membrane so it won't blow away and we don't need ballast. In the future, we will be able to easily locate a leak with this system. And the new roof will be lower, allowing for a deeper pool of water before it starts spilling over the flashing.

Quotes to date were quite varied. We need to do a bit more research on roofer with the best quote because they are relatively new to the roofing business. Work can't be done until spring so we have time to get more information and quotes. **\$67,000 is the estimated cost, including removal of old roof, as well as putting new shingles on the north side (peaked roof) of the church.**

To switch and not have a flat roof would be more expensive. Bob Kissau says roofers can slope the insulation about 3 inches to help with drainage. Roof work we are looking at comes with some sloping but not sure how much.

Question about adhesives ability to work in temperature extremes, assured it does.

Warranty would be 15 years; if it leaks, it gets fixed. Trying to get 20 years.

**Motion:** In view of the current state of the leaking church roof that we seek approval from Vestry to seek a loan in the amount of \$50,000 to cover the cost of the new roof. Moved by Gordon Drake. Second by Cathy MacKendrick.

We have raised some money so we don't need to borrow full \$70,000. We have \$8,000 collected to date and a trust for \$10,000.

The loan is a fixed rate of 4% interest rate for the first four years. In fifth year interest starts going up 1 percent a year and would repay one –tenth of the principal each year over 10 years but our aim would be to pay it off sooner.

Bishop wants a vision plan for each church and part of that plan includes future plans such as rest of the roof. This is raised to answer a question about being diligent in taking in what could be higher costs and other expenses in the future such as rest of the roof, parking lot etc. into our consideration.

Richard Hucal: Strongly recommend we ask for up to \$70,000 in case the cost is more to repair the flat roof once they get started on the job.

**Proposed friendly amendment** (R. Hucal): to seek loan of up to \$70,000.

Gordon withdraws original motion.

**New motion** Moved by Gordon Drake, Seconded by Cathy MacKendrick: In view of the current state of the leaking roof, we seek approval from Vestry to request a loan up to a maximum of \$70,000 to cover the cost of the new roof. Repair will include the flat roof and repair of the north shingled roof, excluding the church hall.

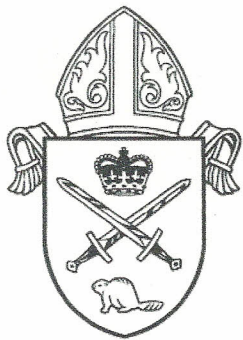
Discussion: Application is to Grants and Loans, a subcommittee of the Diocesan Council. They meet quarterly; next one is in the new year.

Question about a revolving loan to address projects that come our way. Andreas said that diocesan loans are approved for specific projects. Diocese calls it a revolving loan because of the nature of the interest rate changing in the fifth year. Initial quotes were as high as \$188,000 to do all the roofs. This is much less.

Vote is called. 35 in favor. 1 opposed. 2 abstain. Carries.

Vestry adjourned.





# The Diocese of Huron

THE ANGLICAN CHURCH OF CANADA

The Right Reverend Linda Nicholls  
Bishop of Huron

January 2018

## PASTORAL LETTER

To be included with Annual Vestry Reports - and read to congregation

Dear friends in Christ,

*"In our prayers for you we always thank God, the Father of our Lord Jesus Christ, for we have heard of your faith in Christ Jesus and of the love that you have for all the saints, because of the hope laid up for you in heaven." Colossians 1:1-5a*

A few weeks ago I was reminded that it has been a full year since I became diocesan bishop of Huron and was seated in my 'little house' at the service at Metropolitan United Church. What a year it has been!

I want to thank you, the clergy and people of the Diocese of Huron, for the joy and privilege of serving as your bishop. I know that this past year has been a challenging one as I have asked us all to face our sustainability squarely and to work on stewardship and accountability. That has included work on five year Mission and Ministry plans based on the Marks of Mission.

Thank you for stepping up to that challenge as many congregations have discovered they are stronger than they thought! I am hearing good news as parishes talk about their Mission & Ministry and set new goals. You will be approving your Mission & Ministry Plans at your Vestry meeting and I look forward to hearing more about them in the coming months.

Thank you to those who have courageously taken creative steps to try something different - to test - to fail - to try again - to see where God is at work beyond their walls.



Thank you to TEAM HURON - our dedicated staff; hardworking Archdeacons; Executive team; Dean; Regional Deans, Lay Co-Chairs and Committees working in partnership with all of you.

Thank you for the daily work you do to love your neighbour and care for your parishes - visiting, helping, serving, and caring.

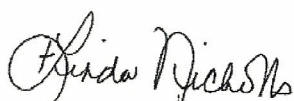
As you look to 2018 - I pray that you will remember the goals I commended in my charge to Synod 2017 under the theme of '**One Body, One Spirit - Live a life worthy of your calling**' and make plans for each of these areas.

1. **Discipleship** - How will your parish deepen faith and understanding in this year? Consider participating in the Lenten devotion 'Meeting Jesus in John' (booklets available from Davor Milicevic)
2. **TRC Recommendations** - What actions towards reconciliation with First Nations will your parish engage in this year? A book study? Blanket Exercise? Visit to Six Nations or other reserve to learn more?
3. **Huron Church Camp** is a wonderful resource - for children to enjoy God's creation and learn about God and for mentoring youth in leadership skills. How will your parish support the camp in 2018? Send children/youth? Support a bursary? Volunteer? Fundraise for the Camp? Encourage local youth to attend!
4. **Local and Global Church** - How does your parish connect with the wider church? Prayers for our Companion Diocese of Amazonia as they seek a new bishop? PWRDF support and/or speaker? Bring a speaker to a parish or deanery event?

We will continue in 2018 in the consultation required on the revision of the Marriage Canon. The reflections of the gatherings held over Fall 2017 and Winter 2018 will help us at Synod 2018 to prepare a response, representing the Diocese of Huron, to go to General Synod 2019. Thank you for your participation in these meetings.

Gratitude is the starting place for deep joy. Take time to be thankful for the gifts and commitment of your clergy, Wardens and many, many volunteers. The family of God is a rich, diverse community and we are blessed by each other as we seek to follow Christ.

With gratitude and joy in the ministry we share together,



The Rt. Rev. Linda Nicholls  
Bishop of Huron

### **Chancel Guild Vestry Report 2017**

The Chancel Guild consists of fourteen ladies and one gentleman who are very dedicated to their duties. This year we welcomed our first male, Richard Postovit. There are four teams who take turns readying the Sanctuary for Sunday Services, special services, funerals and weddings.

The wine and candles for all the services are supplied by the Church. If you would like to donate the wine for any special occasion, please advise Rev. Andreas and make your cheque payable to the Church.

If you would like to have bouquets put on the Altar or at the Church organ, please write them in the flower book on the table in the Narthex. Your name will also be included in the Church Bulletin. Someone will contact you during the week to get your preference of flowers. Please give monies for flowers to Margaret Kissau and she will notify the Envelope Secretary so that you will be given credit for them. After the ten o'clock service, the flowers are distributed at the discretion of the Rector.

Special flower envelopes are put in the pews during Advent and Lent. Please make your cheques payable to Margaret Kissau.

We meet on a 'as needed' basis. The Wednesday before Palm Sunday, we make Palm Crosses for distribution to Parish members. On Harvest Sunday, we have a wonderful display of all the food donations collected from the Parish. On Thanksgiving we have dried grasses from the neighbourhood.

The Chrismon Tree is set up for the first Sunday of Advent and later comes down after Epiphany. Many thanks to all who help carry food donations and our Chrismon tree. It is greatly appreciated.

To get the Sanctuary dressed for Christmas Eve this year, the whole congregation helped the Chancel Guild put up wreaths and place the poinsettias throughout the Church during the morning service. This was done in record time of three and a half minutes. Great work everyone!

We had a delightful Christmas party in December.

If you are interested in taking part in this special ministry, please contact me.

Thanks be to God!

Margaret Kissau,  
Sacristan



## **CHOIR REPORT**

We are blessed at St. Matthew's to have a group of faithful volunteer musicians who participate in our music ministry. I extend my sincere thanks to our choristers, Mary Lou Drake, Margaret Kissau, Jane Patterson, Nicole Sussens, Beth Felet, Danielle Richer, Gordon Drake, John Rossi, Richard Hucal, and Richard Postovit and to our seasonal choristers, Lorraine Souchuk, Matt Bulley, and Mike Harrington.

I also extend sincere thanks to our Cantors and the Women's Ensemble (Beth Felet, Margaret Kissau, Jane Patterson, Danielle Richer, Nicole Sussens, and Mary Grace Weir) and to our Instrumentalists (Gordon Drake and Elissa Weir, clarinet; Danielle Richer, recorder; and Beth Felet, trumpet) for their beautiful gifts of time and talent.

Our choir rehearses Thursday evenings from 7:30 to 9:00 o'clock and Sunday mornings at 9:30. Faced with the reality of our members' increasingly busy schedules, we work on music several weeks ahead on Thursday evenings and we count on the Sunday morning rehearsal to polish the music for that day. I marvel at our choir's versatility and spirit of collaboration which enables us to produce a pleasing choral tone despite missing voices. While our numbers are down this year, our members compensate with their skill and enthusiasm. For this I am extremely grateful.

Just as many hands make light work, so do many voices make for easier singing. We always extend a very warm welcome to new members.

Respectfully submitted,  
Michael Ricketts  
Pastoral Musician

## **Sunday School Report to Vestry**

Our Sunday school currently has 7 teachers, and 2 helpers. We continue to get our lessons on line and use other resources as needed.

Our average attendance is 4 children.

We had a well attended Halloween costume party. We continue to make muffins for Marlborough school.

The Sunday school also made Valentine cookies for street help.

Thank you, Jen McAlpine

## LITURGY ADVISORY GROUP

The word 'liturgy' comes to us from the Greek language, its literal translation being "work" (or "service") of the people. In the Christian church, 'liturgy' has come to signify the communal worship that takes place whenever we gather for various religious occasions: Sunday morning worship, funerals, marriages, etc. and the planning of these liturgies often involves many considerations. I have appreciated the input from the Liturgical Advisory Group; the choices we make concerning liturgy reflect a shared desire to create vibrant and meaningful services for our St. Matthew's family. In addition, however, there is sometimes room for adjustments in how we do things liturgically. Should you have questions or suggestions regarding liturgy at St. Matthew's, please share them with a LAG member: Sandra Hall, Irene Savva, Michael Ricketts, Rev'd Cathy or myself.

In 2018, we look forward to welcoming back our cathedral choir. They will be with us on **Sunday, September 23**, for a service of Choral Evensong. This particular liturgy is unique to Anglicanism, and often draws on some of the excellent choral music from centuries past. This service gives us all an opportunity to experience worship in a very different manner, and I encourage you to invite friends and neighbours to join us.

Respectfully submitted,

The Rev'd Andreas Thiel

Mark the date:

Friday, March 2, at 1:30 pm

### **WORLD DAY OF PRAYER SERVICE**

St. Matthew's hosts this annual service, in partnership with neighbouring churches.

This year's theme is "All God's Creation is Very Good" with special focus on the people of Suriname.

Offerings collected during the service go towards grants to projects that empower women and children around the world.



# Christmas Craft and Food Market 2017 Report

St. Matthews Anglican Church Vestry Meeting, February 4, 2018

The Christmas Craft and Food Market (CCFM) was held on Saturday November 11, 2017. Because the event fell on Remembrance Day, a short ceremony was held at 11 am, including a prayer, a minute of silence, and the playing of the Last Post and Reveille on the trumpet.

Department or table	Sales 2017	Sales 2016	Net Change	Comments
Crafts	<b>\$4,258.00</b>	\$4,427.00	(\$169.00)	
Children's Room	<b>\$335.40</b>	\$397.00	(\$61.60)	
Baked Goods	<b>\$1,558.00</b>	\$1,405.00	\$153.00	We completely sold out at 1:30 pm.
Savoury Pies (both tourtière and turkey)	<b>\$4,371.25</b>	\$2,710.00	\$1,661.25	Tourtières: 2 preparation sessions, both before the holidays. Turkey: 1 before the holidays, quantities were increased. All pies are sold.
Lunch Counter (includes Sweet Tooth)	<b>\$755.00</b>	\$947.00	(\$192.00)	There was a modest price increase on most items to reflect the higher costs of supplies.
<b>Grand Total</b>	<b>\$11,277.65</b>	\$9,886.00	\$1,391.65	

## Planning and execution format:

- Crafting sessions: monthly Friday & Saturday February to June. Additional weekly Thursday night sessions in July and August. More sessions added as CCFM date approached.
- Craft Guild membership of 25, the average meeting attendance is closer to 10.
- CCFM Opening hours: 9 am to 2 pm.
  - Publicity: social media presence, newspaper and public broadcast; lawn signs on the Church property (in addition to the sandwich board), on friends of the church and members of the congregation's properties.
- There was no Exit poll this year.
- Leftover CCFM items were sold at the Christmas event to raise funds for the roof. We raised almost \$300 for the cause.

## Recommendations for next year:

- Keep the CCFM event on the second weekend of November, 9 to 2.
- Next year's date is either Saturday November 10, or 17 2018.
- Print business cards with details and internet links, will be distributed at our main events. The cards will be ready for the spring rummage sale. The CCFM could advertise our rummage sale if the date were set in advance. We did not advertise our rummage sale at the CCFM.

The Christmas Craft and Food Market was a resounding success. We gratefully acknowledge the huge crew of volunteers who cheerfully devoted countless hours of work, willingly offered and accepted advice, and selflessly contributed to the fulfillment of this annual event. We have already begun preparing in earnest for November 2018. Thank you for a great year,

# WARDENS REPORT TO VESTRY

The year 2017 has been a period of both excitement and new challenges for the Parish Church of St. Matthew as we carry out our mission statement "We are called to share God's love as we welcome and care for our community." Your wardens Janet Williams and Gordon Drake are pleased to present the following report to Vestry.

**Mission and Ministry Plan:** Our Bishop Linda Nicholls has challenged all parishes in the diocese of Huron to think creatively about their future as they assemble a Mission and Ministry Plan for the five-year period 2018–2022. The document is to be submitted to the Annual Vestry meeting for 2018, and to the Diocese by March, 2018. This is an important opportunity to identify a way forward for our parish, to identify a mission purpose, and to create concrete goals to support that purpose. Thanks to the efforts of our Mission and Ministry Task Force, we have now completed the task of filling out the template that provided an overall structure for the planning activities. This provided an opportunity to get to know our parish better, and to participate in an important planning exercise for the future. The results are summarized in a very useful document "Mission & Ministry Plan for St. Matthew's Anglican Church" prepared by our Rector Andreas Thiel. It covers the five main areas of activity: Evangelism, Discipling, Service, Transforming Society, and Safeguarding and Renewing the Earth. Thanks to Mike Herrington, Alisa Yednoroz, Ginny and Bill McAdam, Rev'd. Cathy MacKendrick, and Chair Rev'd. Andreas Thiel for their service on the Mission and Ministry Task Force.

**Apportionment:** Our entire apportionment has been paid for the year.

**Finances:** We would like to express our appreciation for the generosity of our parishioners and friends in support of the many ministries of St. Matthew's Parish Church. We have accomplished much during the past year, and ended with a small surplus after a total of \$157,546 in expenses. Much remains to be done in order to meet our capital expenses, especially for the new roof.

The budget for the coming year will be discussed separately. The total expenses are about the same, including \$6008 in loan repayments for the new roof.

**Cookbook Launch:** The delicious recipes from our brilliant cookbook have attracted many buyers since the launch on Easter Sunday. They are still available as wonderful gifts for birthdays, showers, Fathers Day, and your own gourmet kitchen.

**PWRDF Cheque:** We are pleased to say that our cheque for \$1513.15, raised mainly from the Lenten soup lunches for the Primate's World Relief and Development Fund (PWRTF), was announced to Canon Greg Smith on May 21. He was also the guest speaker. A small luncheon followed the service.

**Kingfisher Lake:** The Oji-Cree First Nation Reserve at Kingfisher Lake 350 km north of



Sioux Lookout, is in continuing need for nutritious food due to high transportation costs. To help alleviate these costs, we are in partnership with St. Mary's Anglican Church and the Windsor Flying Club to fly food supplies to the village. Our share consists of tooth brushes, tooth paste, and nutritious snacks.

**Roof:** The record-breaking rain on August 29, 2017 made obvious the sad state of repair of the flat portion of our roof over the Narthex and Choir room. Thanks to the availability new membrane materials, Council was delighted to learn that the cost of resurfacing the flat part of the roof would be considerably less than previously thought. The resurfacing is still urgently needed, but it now seems likely that the cost for doing the flat portion of the roof (excluding the Church Hall) and north side of the shingled main roof will be in the neighbourhood of \$75,000. We have received a rich trove of fund-raising ideas, and now have a fund-raising committee to put the ideas into action. Thanks to Jane Patterson, Mary Grace Weir and Janis Fantinic for their service on this committee. The goal is achievable, and when done it will assure the continued viability of St. Matthew's Church for decades to come.

**Property:** Just as for your home, St. Matthew's Church requires constant upkeep and maintenance. With Onorio Felet's regular vigilance we are keeping on top of things, but he needs help with small repairs and other initiatives to improve our worship space. We would like to put together a maintenance committee of 5 or 6 people to work on these projects. Please let us know if you are interested in serving on the maintenance committee.

**Donations:** The Taqtaq family has donated a mosaic made in Damascus. The mosaic now hangs on the wall near the choir to create a separate prayer space. Money from the Memorial fund was used to make a proper frame for the mosaic. Many thanks to the Taqtaq family for their generosity!

**Outreach:** A motion was approved to allow Canterbury Elder College to make occasional use of the Church Hall for the courses that it runs for the benefit of seniors over the age of 55. The fees charged for the courses are nominal, and the courses are taught entirely by volunteers. In this way, people are brought into the Church who would not otherwise be there, and St. Matthew's contributes to the broader Anglican Community.

In other forms of outreach, Deacon Rev'd. Cathy has arranged teams of volunteers who are warmly welcomed into Marlborough Public School to serve hot Monday morning breakfasts. Also, the inmates in the local jail are taking great pride in the curtains they have made, and the women are now experimenting with a new way to make pillow cases. This programme is having an important impact on their morale, and development of skills that they can use after being released.

In summary, St. Matthew's continues its tradition of providing a warm and friendly parish family, rich in fellowship and the Christian spirit. The annual talent show in January, pancake dinner for Shrove Tuesday, soup lunches during Lent and Advent, and weekly coffee hours after the Sunday morning service are prime examples of the fellowship we share. These

complement the weekly celebrations of the Eucharist featuring inspirational sermons by our Rector, the Rev'd. Andreas Thiel, and excellent music provided by our enthusiastic choir and Music Director Mike Ricketts. Many thanks to those who serve on the Parish Council and various committees. Thanks to all who contribute their time and energy to the life of the Parish Church of St. Matthew.

Your Wardens Janet Williams and Gordon Drake,  
January 24, 2018.

## Deacon's Report

The Rev'd Cathy MacKendrick

**Servers:** Our server group is small but mighty doing wonderful ministry for St. Matthews. It is such a privilege to work with such efficient, kind, and thoughtful youth in our community. We are truly blessed to have them enhance our worship. Although many of the faithful servers have moved on to higher education, we anticipate adding to our number in 2018.

**Marlborough Breakfast Programme:** There were 28 members of the congregation who help cook a hot breakfast and/or prepare 6 dozen muffins for the hungry children at Marlborough School. We also donated \$800 to the Nutrition Programme which adds to the infrastructure of the kitchen area near the cafeteria and provides appropriate space for the new Culinary programme, run by one of the teachers with experience as a chef, where students learn the basics of cooking which is shared with the other students in the school. We are feeding 55 to 70 students on Mondays. The principal and vice-principal are very grateful for everything that we do.

Financial Report:	Jan 1, 2017:	\$1003.83	
	Donations:	\$1715.40	Expenditures \$1423.83
	Dec 31, 2017:	\$1995.10	

**Southwest Detention Centre:** The Diocesan Golf Tournament Committee supported this programme with a grant of \$800.00 for which we are grateful. \$400 of it we used to purchase a good guitar for the Rev Randy Dyer (chaplain) to use with the male inmates to create a praise band and to offer lessons with a volunteer from another church in town.

The Backpack programme continues with about 50 packs provided for the inmates who are being discharged "to the street". Each backpack has a bath towel, washcloth, underwear, socks, roll of toilet paper, tube of toothpaste, toothbrush, shampoo, soap, deodorant, Kleenex and condoms. This past year the condoms were supplied by the Health Unit at no cost which is helpful. In the cold months a hat, scarf and gloves are added to the backpacks. Our Lenten and Maundy Thursday special outreach collection and other regular donations have covered the cost of this ministry.

We have participated in the "Sewing Programme" for the women inmates at the Southwest Detention Centre with the the Rev'd Jane Piercy-Ballard (Church of Epiphany, Kingsville) and Natalie, her volunteer, as well as Jean Muhleisen. This year the women have created curtains for their quiet room and for a Christmas decoration for their range. There are seven projects that they can work on each week. At the end of this year we were joined by Peggy from Church of the Ascension and Jeannie Hopkins from St. Stephen's Oldcastle as teachers. It means that every once in a while we will have a Monday afternoon off. How wonderful that churches work together in ministry.

We continue to take paperback books, puzzle books, dice, chess pieces, jigsaw puzzles, and Sudoku and crossword books, crayons, and colouring books, dictionaries, and address books are greatly appreciated too.



Thanks to all those who contribute money, items, time to pack and delivery items to the Centre as well as knitters.

**Food for the Hungry:** Last year we decided to distribute our food donations to some different Food Banks in various locations in the city. They are:

- Winter months – Street Help for the Homeless
- Easter Season – Downtown Mission
- June to Thanksgiving – Welcome Home Centre for homeless women
- Thanksgiving to Christmas – Windsor Homes Coalition Inc. – inner city

The cupboard for collecting donations has been placed in the Narthex and it has proven to be very helpful. We are grateful to the McAdams, John Rossi, Louise Davis and Roger Wurdemann for helping to take these items to the various agencies during the year. Many hands make light work.

**Hiatus House:** This ministry is facilitated by Pauline and Don Patterson who faithfully take our donations to the shelter for abused women and their children. Thanks to them for their care for these vulnerable people.

**Christmas Angel Tree:** Through Prison Ministry Canada, several members of the congregation have purchased and delivered Christmas presents to the children of inmates from their parents. For those of us who have participated it has been a mixed blessing. We are strangers to the caregivers who sometimes do not know we will be contacting them. However, when we do we are met with warmth, conversation and sometimes even a hug.

Thank-you to everyone who contributes to these outreach ministries with their resources of time and money. Together we make a big difference. God has truly blessed us all!

Respectfully submitted by the Rev'd Cathy MacKendrick

## Rector's Report to Vestry – February 4, 2018

*"...whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things." - Phillipians 4:8*

Dear St. Matthew's family,

I am honoured to be serving as your priest and pastor, and to be offering my report for our Annual Vestry meeting for the fifth time. At vestry, we are given the opportunity to reflect on the GOOD NEWS. The good news begins with the fact that through baptism, we are made members of the Body of Christ. The good news includes the fact that we are brought into relationship with God and with one another here in South Windsor; in this faith community we embody a unique and local expression of the Body of Christ. And the good news is that within the unique context of St. Matthew's, God's saving work is active and alive among us – sometimes in ways that are only partially known to us, at others, in ways that take our breath away. There is *much* to give thanks for. There is *much* to rejoice over. And as we take our cue from St. Paul's Letter to the Phillipians, we consider all the things that are "worthy of praise," because by praising, we express gratitude to God who makes ALL these things possible.

I recently came across a letter, addressed to members of a Windsor congregation, written by their Rector. Here is an excerpt: *"... our prime problem is encouraging all our congregation to come to Church regularly... If you will come to Church regularly – and we sincerely hope you will – all other problems will solve themselves."* The congregation was St. Matthew's and the year was 1967. It appears that at least one person felt that Sunday attendance was something to be concerned about! Here we are, some 50 years later, in an era where much has changed in society: the introduction of Sunday shopping; the proliferation of Sunday sports activities; more demands being made on families – particularly single-parent families; the challenges of balancing work schedules with times for rest; a much more "secular" environment. And yet... here at St. Matthew's I see people – young and old – who have made a conscious decision to commit themselves to the promises made at baptism: to continue "in the apostles' teaching and fellowship, in the breaking of bread, and in the prayers." In countless ways, you lend your hearts and minds (as well as numerous other gifts and abilities) to our common worship and common life. This is a good thing, and worthy of celebration!

In 2018, we installed Janet Williams and Gordon Drake as our Churchwardens. I have appreciated their faithful leadership. Along with the other members of Parish Council,

St. Matthew's is extremely well served. When you read the comprehensive Wardens' Report to Vestry, you'll be reminded of some of the highlights of this past year.

I commend to you the item which is new to our Vestry package: the **Mission and Ministry Plan**. You will notice some initiatives that are in the planning stages, such as an intergenerational, informal church experience (aka "Messy Church"). We'll also offer an alternate worship service for those who are unable to attend Sunday morning worship. Once again, it will be informal. Both of these events will require planning and participation, so if you'd like to be involved in any way please let me know. And if you read something in the Mission and Ministry Plan that excites you, please share that with me as well. My prayer is that we will have active participation in all of our new ventures. These, and other planned events present us with opportunities for welcoming others into our space. I have every confidence that we will do this with the usual St. Matthew's warm hospitality.

It is impossible for me to express my gratitude to every parishioner by name. That being said, please know that each of you is appreciated and valued for all the ways you contribute to the enriching of our church family. God has surely blessed St. Matthew's in countless ways, and we pray that in this coming year we may come to know God's blessings in new and exciting ways.

Faithfully yours,



The Rev'd Andreas Thiel

All are welcome throughout the season of  
Lent for a video discussion series:  
**"Thy Kingdom Come"**

Wednesdays in Lent: Feb. 21, 28, Mar. 7, 14,  
21, beginning at **11 am** and concluding with a  
short service of Holy Eucharist.

Lenten Series

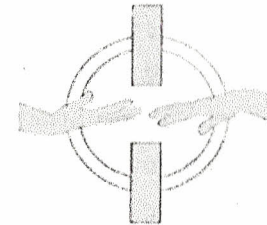
**"Meeting Jesus in the Gospel of John"**

Sundays in Lent: Feb. 18, 25, Mar. 4, 11, 18,  
25, following the 10 am service. Please share  
in meaningful reflections and conversation.



## Mission & Ministry Plan for St. Matthew's Church, 2018

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*In response to Bishop Linda Nicholls' request that every Parish/Regional Ministry create a Mission and Ministry Plan for the period 2018-2022, our St. Matthew's community has done the work of setting concrete goals, based on the guidelines of our Bishop. These goals are intended to resonate with our Mission Statement ("We are called to share God's love as we welcome and care for our community"), while keeping us mindful of the Five Marks of Mission. Those five marks are:*

1. **Evangelism:** proclaiming the good news of the kingdom
2. **Discipling:** teaching, baptizing and nurturing new believers
3. **Service:** responding to human need by loving service
4. **Transforming Society:** transforming unjust structures of society, challenging violence of every kind, pursuing peace and reconciliation
5. **Safeguarding and Renewing the Earth**

## Mission & Ministry Plan for St. Matthew's Church, 2018

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*We thank our Churchwardens, Members of Parish Council, and parishioners who have contributed to the completion of this document. The following pages articulate ways that we commit ourselves to moving forward in faith, as we seek to grow in our understanding of God's call to us as members of God's "beloved community" – the Body of Christ.*

### Evangelism

In 2018 we will offer the following evangelism activities at St. Matthew's:

- <sup>23</sup> **Lent/Spring**, video series "Thy Kingdom Come."  
This series is designed to reach current St. Matthew's parishioners, family and friends.
- **Fall of 2018**, intergenerational church (aka "Messy Church") to be offered once per month. All are welcome to participate, with special focus on inviting young families in the immediate South Windsor neighbourhood.
- **2018**, development of informal evening service structured around: a simple meal; faith sharing; alternate music; teaching; group interaction. Our hope is to involve those who find Sunday morning attendance challenging. Invitation to St. James', Roseland to participate.

## Mission & Ministry Plan for St. Matthew's Church, 2018

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- In 2018, Parish Council will identify building conditions that will need to be addressed within the next 5-10 years.
- We will develop (with the help of trade or professional help) budget costs and timelines for any major property work that include a 20% contingency allowance.
- We have been mindful that there are various forms of accessibility needs (i.e. visual, by improved lighting and large print bulletins). Although we are wheelchair accessible, we will continue to assess all our accessibility needs.

### Finance

- In 2018 we will continue to prepare balanced operating budgets, including the full payment of apportionment and clergy costs.
- St. Matthew's has not had a history of having a capital contingency fund. Our goal in 2018 is to create such a fund, as well as develop a strategy for effective short and long-term investing.
- Leadership will begin the work of addressing trends of financial giving (including data about projected contributions and expenses over the next five years). Information to be shared through newsletters and "town hall" format.



## Mission & Ministry Plan for St. Matthew's Church, 2018

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### Congregational Health

- We continue to maintain up-to-date records of Safe Church Compliance, including police clearances. Rev'd Cathy MacKendrick is coordinator.
- In 2018 we will make Safe Church Policies & Procedures more visible on a regular basis by posting items on bulletin boards and sharing information through newsletter.
- We will continue to make decisions based on broad-based decision making. We have done so in the past by holding special vestry meetings for decisions which impact the life of the community.
- We will continue to offer times of fellowship and fun, both for our current members as well as friends and neighbours. Examples include: after-church fellowship; Talent Night; Games Night; Christmas dessert party.
- Our priority is to have conversations in person or by telephone, with decision-making taking place through personal meetings.

### Buildings

- Recent completion of the Property Matrix shows that our building and property are in need of attention, the flat roof being our immediate concern.

## Mission & Ministry Plan for St. Matthew's Church, 2018

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### Discipleship

In 2018, we will continue the current practice of providing baptismal preparation for those interested (performed by the Rector). This includes an invitation to participate in the worshipping life of the community before determining a date for baptism. In addition,

- **Lenten Series**, we will make use of the diocesan resource, "Meeting Jesus in the Gospel of John" by holding weekly group conversations throughout Lent, 2018 (following 10 am Sunday worship).
- **Bible study**, based on recent survey of parishioners, periodic bible study series (i.e. 4-6 week units) will be offered, beginning in Fall of 2018.

### Service

St. Matthew's has a long history of responding to human need by loving service. We are pleased that **30-35%** of parishioners participate personally in our outreach programs: Marlborough School Breakfast; Christmas Angel Tree (gifts for families of prisoners); Children's Aid Society Christmas Gift Program; Southwest Detention Centre (sewing instruction; preparation of backpacks with personal care items for inmates being released "to the streets"); on-site food cupboard with delivery to four local agencies; collection of items for Hiatus House; Canterbury

## Mission & Ministry Plan for St. Matthew's Church, 2018

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College Welcome hampers for incoming students; soup lunches in support of Council of the North & PWRDF; participation in deanery-wide "Operation Point North"; twice monthly services of worship to the Huron Lodge community. We continue to monitor our outreach ministries, under the leadership of our Deacon, the Rev'd Cathy MacKendrick.

### **Transforming Society**

In 2018, we will continue to look for ways of participating in educational Deanery events. By coordinating with the Diocesan Bridgebuilders Group, we will host a "Blanket Exercise" in 2018 at St. Matthew's to help bring awareness to the UN Declaration of Indigenous Peoples. Our contact to the Primate's World Relief and Development Fund is Jennifer McAlpine.

### **Safeguarding and Renewing the Earth**

In recent years we have considered ways of decreasing our use of electricity and water and caring for the environment by: switching to LED lighting in worship space and parish hall; reducing use of Styrofoam; recycling/composting; lights and A/C on timers; team of volunteer landscapers; volunteer picking up discarded trash on church property. We will continue to look for opportunities to build on the

## Mission & Ministry Plan for St. Matthew's Church, 2018

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work that has been done in the past, of caring for our environment.

### **Ministry and Leadership**

- We will continue the current practice of holding monthly meetings of Parish Council (excluding summer months) with at least 3 days notice given.
- Parish Council meetings to continue to include time for devotion/prayer and/or educational component, often including member participation.
- Effective communication will continue through current practice of sharing information through Sunday bulletins, newsletters, email communications, Facebook, church website, <sup>2</sup>verbal announcements.
- The Churchwardens and Rector will serve as the Nominating Committee for officers, with input from parishioners.
- We will continue to participate in the life of the Deanery and Diocese. This includes Deanery services and educational events as well as lending our support to Canterbury College and the Bishop's Friends gathering.
- Current leadership has expressed interest in participating in training for Wardens and/or Treasurers. (We have attended deanery-sponsored programs in the past.)



The two groupings that form the basis of funding to support our operating costs are the General Fund and the Apportionment Fund. At the 2017 Vestry, I communicated that because of various factors, and based on the trend in donations to those funds at that time, we were going to fall short in those two areas in 2017.

A call was put forth at that Vestry - if each donating person/family could increase their donations by \$10 per month, we would be able to match our 2016 donations to the General/Apportionment funds and at least have a fighting chance to meet our expenses.

**You heard that call, and over the course of the year, we managed to increase our donations by almost 1% to General/Apportionment for the 2017 year.**

We have many parishioners who are signed up for auto-donation through the Diocese, either by Credit Card or through an automatic bank withdrawal. It has been proven that churches with a high percentage of auto-donation are the most fiscally sound. I would like to encourage anyone who is considering auto-donations to please see me to discuss it. **We are currently at approx. 43% of auto-donations.**

There is a cost that the church must pay when processing credit card deductions - this amounts to approx. \$750/year. If anyone is willing to switch from a credit card deduction to an automatic withdrawal from your bank account, please see me - I'll need either a void cheque or bank declaration form with the full information about your account number, but otherwise the switch is very easy.

#### **Total Number of Receipted Donors:**

For the Year ended 2015	121	
For the Year ended 2016	117	-3.31%
For the Year ended 2017	119	1.71%

#### **Total Donations:**

Change in Donations (\$ value and percentage)

For the Year ended 2015	\$ 183,671.59		
For the Year ended 2016	\$ 193,091.31	\$ 9,419.72	5.13%
For the Year ended 2017	\$ 153,250.11	-\$ 39,841.20	-20.63%

#### **General & Apportionment Only:**

Change in Donations (\$ value and percentage)

For the Year ended 2015	\$ 135,649.92		
For the Year ended 2016	\$ 129,709.77	-\$ 5,940.15	-4.38%
For the Year ended 2017	\$ 130,851.75	\$ 1,141.98	0.88%

While the total donations amount is down significantly over last year, this is mostly attributed to the winding down of the Worship Space Building Fund, the late start to the Roof Building Fund & end of the Organ Fund. However, there have been noticeable decreases to some of our Ministry funds as well: Jail Ministry, Marlborough Breakfast Fund, Event Expenses, and Sunday School.

Offerings by Type	2017	% Total 16	2016	% Total 15
Amazonia Diocese	\$ -	0.00%	\$ 110.00	0.06%
Apportionment	\$ 4,478.00	2.92%	\$ 4,853.00	2.51%
Building Fund	\$ 14,427.00	9.41%	\$ 23,675.00	12.26%
Chancel Guild	\$ 1,940.00	1.27%	\$ 1,227.35	0.64%
Choir Music Fund	\$ 213.00	0.14%	\$ 150.00	0.08%



Communion Wine	\$ -			0.00%
Council of the North	\$ -		\$ 125.00	0.06%
Craft Guild Donations	\$ 725.57			0.00%
Craft/Food Market Donations	\$ 60.00	0.04%	\$ 85.00	0.04%
Discretionary Fund	\$ -		\$ 600.00	0.31%
Envelopes	\$ 195.00	0.13%	\$ 241.00	0.12%
Event Expense Donations	\$ 631.98	0.41%	\$ 1,014.60	
General Funds	\$ 126,373.75	82.46%	\$ 124,856.77	64.66%
Hiatus House	\$ -			0.00%
Jail Ministry	\$ 653.25	0.43%	\$ 803.10	0.42%
Marlborough School Breakfast Fund	\$ 1,715.40	1.12%	\$ 2,863.70	1.48%
Memorial Fund	\$ 1,055.00	0.69%	\$ 160.00	0.08%
Organ Fund	\$ 780.16	0.51%	\$ 31,627.76	
PWRDF	\$ -		\$ 365.00	0.19%
Sunday School	\$ 2.00	0.00%	\$ 334.03	0.17%
<b>TOTALS</b>	<b>\$ 153,250.11</b>		<b>\$ 193,091.31</b>	

**Notes:**

- 1.) Several donations are considered "flow-through": they do not support St. Matthew's directly, but are collected on behalf of other agencies, or the Diocese of Huron. These include: Amazonia Diocese, Council of the North, Hiatus House, Primates World Relief Development Fund
- 2.) Several funds are considered self-supporting - money donated to those ministries are to be used solely for that purpose. They include: Chancel Guild, Craft Guild Donations, Jail Ministry, Marlborough
- 3.) Memorial Funds donated have not been designated for any specific purpose at this point.

**St. Matthew's Anglican Church**  
**Balance Sheet As at December 31, 2017**

**ASSETS**

**Current Assets**

Cash to be deposited	1,290.00	
Savings account	33,149.89	
Operating Account	<u>33,107.16</u>	
Total Cash		67,547.05
HST Receivable		1,885.16
Prepaid Expenses		<u>110.84</u>
<b>Total Current Assets</b>		<u><b>69,543.05</b></u>

**TOTAL ASSETS** 69,543.05

**LIABILITY**

**Current Liabilities**

Accounts Payable		1,895.67
Accrued Expenses		130.00
Due to Council of the North	738.35	
Due to Marlborough Breakfast Program	1,995.10	
Due to Windsor Jail Ministry Program	<u>278.66</u>	
Current Liabilities		3,012.11
Building Renovation Fund	15,765.40	
Bequests	9,055.32	
Choir Music Fund	2,087.52	
Sunday School Fund	556.19	
Rector's Discretionary Fund	50.48	
Memorial Fund	<u>991.06</u>	
Total Deferred Contributions		<u>28,505.97</u>
<b>Total Liabilities</b>		<u><b>33,543.75</b></u>

**TOTAL LIABILITY** 33,543.75

**EQUITY**

**Retained Surplus**

Accumulated Surplus- Previous Year	34,431.30	
Surplus from operations - current year	<u>1,568.00</u>	
<b>Total Retained Surplus</b>	<u><b>35,999.30</b></u>	

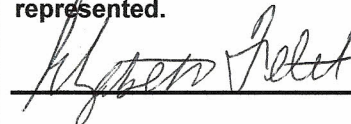
**LIABILITIES AND RETAINED SURPLUS** 69,543.05

Note 1: The Bequest is unrestricted.

Note 2: The Choir Music Fund is designated by the donor for the purchase of new music.

Note 3: The Building Fund consists of donations for capital improvements.

I have provided an audit of the financial records and statements of the parish for the past financial year and to the best of my knowledge and ability, the accounts and financial statements are accurately and fairly represented.



**Beth Felet**

# St. Matthew's Anglican Church

## Comparative Statement of Operations for the Year Ended December 31, 2017

	Budget	Actual	Variance
<b>REVENUE</b>			
<b>Donations</b>			
General Donations	\$ 134,500	\$ 127,240	-\$ 7,260
Donations for apportionment	0	4,353	4,353
Sunday school revenue	250	154	-96
Donations for envelopes	0	195	195
Loose donations	0	1,211	1,211
Special Donations	6,000	93	-5,907
Outreach contributions	0	2,648	2,648
Deferred contribution recognition	600	371	-229
Discretionary Fund Revenue	0	550	550
Marlborough/Jail Ministry Revenue	0	1,601	1,601
<b>Total Donations</b>	<b>141,350</b>	<b>138,415</b>	<b>-2,935</b>
<b>Other Revenue</b>			
Hall rental	1,800	2,299	499
Event revenue - CCFM	9,000	12,143	3,143
Pancake Supper Revenue	1,000	1,630	630
Event revenue - other	1,500	3,929	2,429
Donations for events	0	450	450
Interest Revenue	100	249	149
<b>Total Other Revenue</b>	<b>13,400</b>	<b>20,699</b>	<b>7,299</b>
<b>TOTAL REVENUE</b>	<b>154,750</b>	<b>159,114</b>	<b>4,364</b>
<b>EXPENSE</b>			
<b>Payroll Expenses</b>			
Stipend	45,972	42,901	3,071
Book Allowance	300	232	68
Employee Benefits	10,500	13,227	-2,727
<b>Total Payroll Expense</b>	<b>56,772</b>	<b>56,360</b>	<b>412</b>
<b>Church operations</b>			
Apportionment	27,984	27,984	0
Altar expenses	500	838	-338
Substitute Ministers	600	493	108
Communion/Baptism Expenses	100	45	55
Deanery Fees	280	140	140
Rector's Discretionary Expenses	500	550	-50
Jail Ministry Expenses	0	1,601	-1,601
Synod expenses	1,200	1,279	-79
Organist fees	16,700	17,120	-420
Outreach (PWRDF, Council of North)	0	2,708	-2,708
Anglican Fellowship of Prayer	35	35	0
Server expenses	50	0	50
Choir and music expenses	295 (175)	190	-15



# St. Matthew's Anglican Church

## Comparative Statement of Operations for the Year Ended December 31, 2017

	Budget	Actual	Variance
Sunday School expenses	250	152	98
Clergy Conference	600	275	325
<b>Church Operations Total</b>	<b>48,974</b>	<b>53,409</b>	<b>-4,435</b>
<b>General &amp; Administrative Expenses</b>			
Advertising & Promotions	250	200	50
Gifts	0	100	-100
Business Fees & Licenses	0	269	-269
Office Equipment/Computer	500	153	347
Printing and copying	850	763	87
Courier & Postage	0	17	-17
Credit Card Charges	300	750	-450
Police Clearance Fees	100	124	-24
Insurance	4,200	4,153	47
Interest & Bank Charges	25	52	-27
Office Supplies	800	799	1
Kitchen and building supplies	700	914	-214
Sundry supplies	0	0	0
Property Taxes	3,300	3,391	-91
Fire monitoring	732	670	62
Event Expenses - CCFM	500	1,202	-702
Event Expense - Pancake Supper	500	754	-254
Event expense - other	0	2,300	-2,300
Janitorial expenses	4,365	4,251	114
Telephone	1,500	1,613	-113
Cell phone	456	475	-19
Travel	2,800	2,163	637
Utilities -church	11,000	11,702	-702
Water heater rental - church	432	336	96
Utilities - Rectory	3,100	3,916	-816
Repair & Maintenance - church	2,144	2,309	-165
Repair and maintenance - rectory	500	105	395
Capital expenses	6,000	601	5,399
Flowers and gardening	0	219	-219
Snow removal/landscaping	3,750	3,374	376
Organ/piano expenses	200	104	96
<b>Total General &amp; Admin. Expenses</b>	<b>49,004</b>	<b>47,777</b>	<b>1,227</b>
<b>TOTAL EXPENSE</b>	<b>154,750</b>	<b>157,546</b>	<b>-2,796</b>
<b>NET SURPLUS</b>	<b>\$ -</b>	<b>\$ 1,568</b>	<b>\$ 1,568</b>

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<b>St. Matthew's Anglican Church</b>			
<b>2018 Budget with 2017 actual</b>			
		2017 - actual	2018 - budget
<b>Donations</b>			
1	General Donations	128,646	131,400
2	Donations for apportionment	4,353	4,300
3	Sunday school revenue	154	0
4	Special Donations/loan repayment	93	6,008
5	Outreach contributions	2,648	0
6	Deferred contribution recognition	371	0
7	Discretionary Fund Revenue	550	50
8	Jail Ministry Donations	1,601	0
9	<b>Net Donations</b>	<b>138,415</b>	<b>141,758</b>
<b>Other Revenue</b>			
10	Hall rental	2,299	2,500
11	Event revenue - CCFM	12,143	10,000
12	Pancake Supper Revenue	1,630	1,600
13	Event revenue - other	4,379	2,900
14	Interest Revenue	249	200
15	<b>Total Other Revenue</b>	<b>20,699</b>	<b>17,200</b>
16	<b>TOTAL REVENUE</b>	<b>159,114</b>	<b>158,958</b>
<b>EXPENSE</b>			
<b>Payroll Expenses</b>			
17	Stipend	42,901	46,662
18	Book Allowance	232	300
19	Employee Benefits	13,227	10,500
	<b>Total Payroll Expense</b>	<b>56,360</b>	<b>57,462</b>
<b>Church operations</b>			
20	Apportionment	27,984	26,121
21	Altar expenses	884	535
22	Substitute Ministers	493	500
23	Deanery Fees	140	280
24	Rector's Discretionary Expenses	550	500
25	Jail Ministry Expenses	1,601	0
26	Synod expenses	1,279	1,200
27	Organist fees	17,120	17,535
28	Outreach (PWRDF, Council of North)	2,708	0
29	Anglican Fellowship of Prayer	35	35
30	Choir and music expenses	190	0
31	Sunday School expenses	152	0
32	Clergy Conference	275	275
33	<b>Church Operations Total</b>	<b>53,409</b>	<b>46,981</b>

<b>St. Matthew's Anglican Church</b>				
<b>2018 Budget with 2017 actual</b>				
		2017 - actual		2018 - budget
<b>General &amp; Administrative Expenses</b>				
34	Advertising & Promotions	200		200
35	Gifts	100		0
36	Business Fees & Licenses	269		272
37	Credit Card Charges	750		720
38	Police Clearance Fees	124		275
39	Insurance	4,153		4,311
40	Interest & Bank Charges	52		1,698
41	Office Supplies and equipment	1,732		1,800
42	Kitchen and building supplies	914		800
43	Property Taxes	3,391		3,360
44	Fire monitoring	670		675
45	Event Expenses - CCFM	1,202		500
46	Event Expense - Pancake Supper	754		800
47	Event expense - other	2,300		0
48	Janitorial expenses	4,251		4,365
49	Telephone	1,613		1,624
50	Cell phone	475		456
51	Travel	2,163		2,200
52	Utilities -church	12,038		12,732
53	Utilities - Rectory	3,916		4,000
54	Repair & Maintenance - church	2,309		3,900
55	Repair and maintenance - rectory	105		500
56	Capital expenses	601		0
57	Loan repayment	0		4,335
58	Flowers and gardening	219		200
59	Snow removal/landscaping	3,374		4,592
60	Organ/piano expenses	104		200
61	<b>Total General &amp; Admin. Expenses</b>	<b>47,777</b>		<b>54,515</b>
62	<b>TOTAL EXPENSE</b>	<b>157,546</b>		<b>158,958</b>
63	<b>Net Surplus</b>	<b>1,568</b>		<b>0</b>
<b>Generated On: 2018-01-13</b>				



## Nominating Committee Report – 2018

*The Parish Council shares with the Rector and Wardens a leadership role in welcoming parishioners and visitors at Church Services. This leadership extends also to visiting parishioners. The example set by Members of the Parish Council as leaders in the Parish, can do much to engender a spirit of fellowship and caring in the Parish.* (Diocesan Guidelines)

The Nominating Committee presents the following names to serve on Parish Council for the year 2018:

### Nominations

Churchwarden	Janet Williams
Deputy Churchwarden	Richard Hucal
Lay Delegate to Synod	<b>vacant</b>
Alternate Lay Delegate	<b>vacant</b>
Parish Council Member	Bob Braidford
Parish Council Member	Onorio Felet
Parish Council Member	John Rossi

*Nominating Committee Members: Janet Williams, Gordon Drake, The Rev'd Andreas Thiel*

Rev'd Andreas presents the following **appointments** for the year 2018:

Churchwarden	Gordon Drake
Deputy Churchwarden	Jean Muhleisen
Parish Council Member	Jen McAlpine
Parish Council Member	Scott Ritchie
Parish Council Member	Alisa Yednoroz
Parish Council Member	Jane Patterson

Ex-officio Member                      The Rev'd Cathy MacKendrick

The Wardens and Rector present the following **appointments** for the year 2018:

Parish Treasurer	Jane Patterson
Envelope Secretary	Beth Felet

## PARISH OFFICE TEAM

We are blessed with a team of volunteer bulletin creators and photocopy helpers, to help prepare our weekly and special bulletins. Many thanks to Beth Felet, Irene Savva, Danielle Richer, Pat Lown, Sue Trenhaile and Rev'd Cathy, for your supportive ministry throughout the year.

This is a reminder for those who serve on one of our Sunday morning ministry teams: if you switch assigned duties for any given Sunday, please notify the bulletin preparers by Wednesday so that they can include any changes in the Sunday bulletin.

### Bulletin creators:

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Danielle Richer	madricher@yahoo.com
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