

Reports for the

# Annual Vestry Meeting

(Annual General Meeting)

of the

## Church of St Mark & St Peter



February 28, 2021

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### *Financials*

## **Agenda**

1. Welcome
2. Opening Prayer
3. Explanation of Zoom process (requests to speak; voting)
4. Appointment of Recording Secretary
5. Review of Agenda
6. Review of Minutes from the AGM 2020, and vote to approve
7. Reports, and vote to receive
8. Appointments and Nominations
9. Financial Statements for 2020, and vote to approve
10. Budget for 2021, and vote to approve
11. Other business
12. Benediction

## St. Mark and St. Peter's Anglican Church

### MINUTES OF AGM

Sunday, February 23, 2020

#### 1 **Opening Prayer & Review of Agenda**

Chris Barrigar opened the meeting at 12:25pm and Sam McLaughlin led the opening prayer. 54 parishioners in attendance with eligibility to vote according to Canon 26. The agenda was reviewed and accepted.

#### 2 **Election of AGM Clerk**

June Lashley was nominated by Chris Barrigar. Motion: **CARRIED**

#### 3 **Minutes of the last year's AGM**

Chris Barrigar explained that as this is the first AGM of the merged church of St. Mark and St. Peter, there are no minutes from the previous year to approve.

#### 4 **Rector's Report**

Chris Barrigar moved to accept the AGM reports; **carried**.

Chris gave a verbal report, highlighting the written one and then opened the floor for comments.

- Dorothy Moore commented that Sunday worship only feels like St. Peters. Clovan Boyce responded that all efforts were being made to integrate both groups.
- Frank King commented on the lack of use of the St. Mark's hymn book. Stephen Mullin responded that from our first Sunday merged (June 6) until the move to the Hall, the St. Mark's hymnbook was used almost exclusively for hymn selections. We have continued with three traditional hymn each Sunday.

#### 5 **Nominations and Appointments**

Wentworth Brookes and Alexa Zalik have stepped down from the Parish Leadership Team. We thank them for their valuable and dedicated service.

Nominations, moved by Clovan Boyce, seconded by Wentworth Brookes:

People's Warden: Leanne Strauss

Deputy People's Warden: Clovan Boyce

Coordinator of Lay Ministrants: Eleanor Smith

Synod Delegates: Eleanor Smith, Ekow Intsiful

Alternate delegate: Andrew Jacob

Financial Reviewer: Patricia McGovern, CPA

The Rector appoints two Wardens:

Rector's Warden: Alex Richards

Deputy Warden: Gayle Ewing

The Rector also appoints general ministry positions:

Altar Guild, WA, and Craft Corner: Nora Wiseman

Greeters: Gerry Bruere  
Coordinator of Counters: Chris Hoffman

## **6 Financial Review:**

Alexa Zalik presented the financial report for St Mark's; she thanked Ken and Frank for their help in keeping down maintenance costs and Frank for reviewing the St Mark's financial reports.

John Slyfield presented the financial report for St. Peter's. For revenues, cash flow low mainly due to loss of rentals. Expenditures down due to mid-year move.

*Floor opened for questions:*

-Ron Peck asked for clarification on the Rectory Fund and Building Sale Fund. John responded with an explanation with figures on p.4 of the Reports package.

- Millie Davies asked where was the \$500 from St. Mark's Women's Association. After some discussion, Alexa volunteered to look into it.

## **7 Renovation**

The sale agreement for St. Peters was \$2,500,000. This is the money that is funding the renovations. The diocese is managing the fund.

Nora Wiseman asked if the tax rebate (as a non-profit CMP gets 50% of taxes on the renovations returned by CRA) is affected by the CRA delay in merging the two churches. John Slyfield responded that it is not.

Stephen Mullin asked whether there is a way to prevent the purchaser from delaying development past 2021. Chris responded that there is a "good faith" clause in the agreement preventing the developer from purposefully stalling.

Ron Peck brought up that the sale has not been registered with the city of TMR. Chris will inform the diocese.

Stephen Mullin asked about the city of Saint-Laurent and the unexpected cost due to city failure to connect our sewer from the hall. Chris reported that a claim is in process of being made against the city for \$75,000.

Bernie Creighton asked what if the sale fund does not cover the cost of the renovations? Where will the money come from? Chris Barrigar replied we are still within budget. Some renovations will be expensed against the St. Mark's investments for repairs that would have needed to be done even without the merger. Access to investments are available if needed.

**8 CMP Budget 2020**

The goal is to be within a balanced budget with 2 years, operating with a \$5000 deficit for 2020, and hopefully a lesser deficit in 2021.

Discussion was held regarding the rent to our two tenant churches. Stephen M expressed concern that the rental income was too low. Chris said that Increases will begin May 1<sup>st</sup>. CMP will be expensing the difference between estimated market rental rate and the actual rent paid by the Chinese Alliance Church against Missions until they are paying the full amount. Frank King objected that the Chinese Church has supported St. Mark's over the years, and so we should not be raising their rent nor expensing a discount for them. Chris responded that two CPAs, both parishioners, agreed that recognizing a discount and expensing it against Missions is acceptable within financial accounting rules. Frank also objected that the Canada Revenue Agency would not accept this; Chris responded that budgets are internal documents only, and that CRA is not concerned with internal budget documents; CRA just expects organizations to submit CRA forms, which we do.

Chris explained June's new role is as Administrator and Ministry Assistant.

A member noted that the expense for Pushpay is quite high. June will research a more cost-effective online giving platform.

The church is hoping to hire a concierge this year to take care of building operations.

Heating for St Mark's last year was \$20,000. The heated system has been changed so the budget for heating has been lowered to \$12,000.

A building contingency fund of \$5000 has been added for emergencies and large foreseeable maintenance expenses (such as future roofing, etc.)

Chris Moved the budget, Bernie Crighton seconded. **Carried.**

**9 Other Business**

None

Motion to adjourn – Wilf. **Carried.**

Clovan Boyce led the benediction.



June Lashley  
Recording Secretary



Rev Chris Barrigar  
Recording Secretary

## **Appointments and Nominations for 2021**

### **Appointments by the Rector**

Rector's Warden: Alex Richards

Deputy Warden: Shanti Jacob

Greeters, Sidespeople, Memorials: Gerry Bruere

Collection Counters: Chris Hoffman

Altar Guild, WA, Kraft Korner: Nora Wiseman

### **Nominations by the Parish Leadership Team (to be voted on)**

People's Warden: Leanne Strauss

Deputy Warden: Luke Bayly

Treasurer: John Slyfield

External Financial Reviewer: Patricia McGovern, CPA

Lay Delegates to Synod: Eleanor Smith, Antsa Rakotoarisoa

Alternate Lay Delegate: Ekow Intsiful

### **Appointments by the Parish Leadership Team**

Seniors Advisory Group

(to advise the PLT on any matters related to our senior members):

Mary Austin, Gerry Bruere, Judith Castello

Deputy Warden: Susi Cornett

## Rector's Report

This is my second annual report as Incumbent of the Church of St Mark and St Peter – and what an eventful year 2020 turned out to be!

There is no other way to begin my report than with Covid-19 and its impact on us as a community since last March. Our Vestry (AGM) last year was on February 23; then Covid-19 struck and by Sunday, March 16, churches were no longer permitted to gather. The staff (myself, Stephen Mullin, June Lashley, and Di Keener) had to quickly come up with a way to continue Sunday worship digitally, while Chris and the Parish Leadership Team (PLT) had to develop means of maintaining connection and community with our non-internet members. Of course, the advent of Covid meant not only that our Sunday worship changed, but many of our usual activities, such as Kraft Korner, the WA meetings, and home fellowship groups had to cease. It is now almost a year since we have been able to do many of these activities—including having communion.

For many of our senior members who communicate by phone (rather than by the internet), well-established patterns of staying in touch together were already in place. I want to thank Gerry, Nora, Frank, Clovan, and Allyson, who have been particularly central to our members staying in touch by phone. Nonetheless, we do have senior members who are less well connected to our phone network, so we set up a phone team to check in on our older members for their health and support systems (thank you to those who were on this phone team!). We found that, our older members generally have good supports from family, friends, or neighbours. We also began regular (every six weeks or so) mailings with newsletters (though this was on pause while I was away on sabbatical in the Fall). Di arranged for many families to send encouragement and prayer cards to our senior members; and, with Stephen's help, we provided DVDs with some of our Sunday sermons. Fortunately, it appears none of our senior members have contracted Covid-19, though some of our members live in residences which have had a Covid presence. We also need to note that Dorothy Moore turned 100 this past September, although, due to Covid, an appropriate celebration could not be held. Sadly, we said goodbye to three of our long-term members who passed on to glory last year—Rupert Goddard, Brenda Coggins, and Margaret McKee. "Let light perpetual shine upon them, O Lord, that they would find their rest in thee."

For our members with internet access, we began the Covid period by making video sermons available online; however, we soon realized that we could be more effective (by providing opportunity for interaction among our members) if we moved to Zoom. Stephen Mullin worked out the various technical issues to make this happen, and June and Di moved their ministries (Youth and KidsConnect) to Zoom as well. Eventually the government permitted churches to have 25 people in church, so we combined the Zoom service with the in-person service, with continuing tech creativity from Stephen to make this happen. Nonetheless, as I write this, we are once again prohibited from meeting in-person, thus meeting only by Zoom. June and Di have faced challenges with their groups, keeping children and youth engaged month after month by Zoom. Together Di, Stephen, and June have risen to the unique challenges of this time, and we are grateful for all their hard work.

Interestingly, and unexpectedly, Zoom has opened up a new form of community for us, one that has produced deeper levels of sharing and getting to know each other—more so than afforded by regular Sunday services. So even when we return to regular Sunday gatherings, we anticipate retaining Zoom in some manner as a part of our worship. We are also learning to use Zoom for outreach. We have recently promoted two online support groups—GriefShare and The



Marriage Course—through social media, directed to the H4L postal code (the postal code of CMP). These support groups not only serve relevant needs in our local community during Covid, they also raise local awareness of CMP—getting us known in Ville St Laurent for serving the community, and perhaps even drawing future members. We continue to learn how to use the tools of social media for worship, ministry, and mission.

During this time the renovations on the building were mostly completed—the Wardens Report contains further information on this. I can say, however, that I am immensely glad to be through the bulk of it all. Building issues have consumed great amounts of my time over the past five years, and I confess to being very happy that only a small portion remains to be done. I am looking forward to being able to redirect much of my time back to ministry and mission, within the resources of our renovated facilities. Archdeacon Bennett, Vicar-General Camara, and Bishop Irwin-Gibson have all seen our new facilities and are very pleased with the final result. They see our renovated building as not just a facility for CMP, but one that in future can serve the diocese as well.

I am grateful that I was able to take two months away for a sabbatical break this past Fall. This allowed me a time of refreshing and renewal. I spent most of the time writing my new book, on the emergence of hyper-individualism in our society and the harms this can cause to society, but I still have a long way to go to complete it. I also used my Sundays to visit other churches (online), being inspired by seeing what other creative churches are doing. I also used some of my sabbatical time to for reading on church leadership and future directions for ministry and mission. I have five weeks remaining on my sabbatical time, but due to Covid it is at present unclear when I will be able to take these up.

As we look forward, I believe it is time for us to focus on the future of our mission. Since our merger in June, 2019, we have focused on bringing the two communities together into one; however, I feel it is time now to shift our focus onto mission. A church without mission is a church without reason to continue existing! Discerning how to prioritise our resources and efforts in mission will be the focus of our community life for the next few months. We are doing this in the midst of Covid; yet, despite all the difficulty that Covid has caused us, Covid will not impede us from discerning God’s call on us for mission!

Finally, I wish to thank the great team of people I work with. The staff—June, Stephen, and Di—are a faithful, creative, and dedicated group to serve with. The Parish Leadership Team has worked hard on behalf of the congregation in this crazy Covid year, and it has been a joy and privilege to work together with them—Clovan, Gail, Luke, Alex, and Leanne. I need to say a big “thank you” to my wife Fiona for her amazing support, for which I am so grateful. And I am grateful to God for the privilege of serving God’s Kingdom and the body of Christ here at CMP.

The Rev Chris Barrigar

## Wardens' Report

It is a joy and honour to have served the Kingdom of God through CMP this past year. And what a year it was! Our Report covers “Enabling Ministries”—the ministries at CMP that enable worship, ministry, and mission to happen.

### Parish Leadership Team

The PLT this year was comprised of: Alex Richards (Rector’s Warden), Leanne Strauss (Peoples Warden); Clovan Boyce, Gail Ewing, and Luke Bayly (Deputy Wardens). It has been a privilege to serve the CMP community in these roles, and we have enjoyed working together. Clovan and Gail have both decided it is time to retire from their positions, so we wish to express our deep gratitude to both of them—they have brought much wisdom to our discussions and both have done a marvelous job. Thank you! One of their replacements will be elected at the AGM, and the other will be appointed by the PLT.

### Prayer

Prayer needs to undergird all areas of parish life, and so Chris Barrigar began 2021 preaching on the theme prayer to start the year. We ourselves, and parishioners at large, pray regularly for CMP; however, we do not have a systematic prayer ministry for CMP and this is an area of our life together that needs to be improved.

### Finances

We concluded 2020 with a deceptively strong surplus. To assist churches during Covid, diocesan officials cancelled the annual assessment (which churches pay each year to support the work and administration of the diocese); they also applied for CERB on behalf of those parish staff that are paid by the diocese. At the same time, the PLT agreed to give our two tenant congregations discounts on their rents because of their limited use of the building during Covid. Givings by our members were also down this past year, by 11.7% over 2019, principally, we believe, due to Covid. (For general interest, givings come to us through the several routes—cheques/cash/envelopes [36% of all givings], PAR [bank account debit] [32%], Pushpay [credit card debit] [18%], and e-transfers [14%.]) Overall, however, the net result of all these changes was a strong surplus for our operating expenses (as can be seen in the financial statements for 2020). We can be very grateful that, unlike many organizations, we did not have to lay off staff.

Nonetheless, despite our positive year-end, our financial future after this year looks challenging. Our building renovations cost us considerably more than we had hoped at the earliest planning stages, thereby eating into our investments considerably. There were two parts to our renovation expenses: the renovations that would have been required even without the merger (to be expensed against St Mark’s investments); and the renovations due to the merger (to be expensed against the amount received for the sale of St. Peter’s). The former amounted to \$360,819, for the following work: reinforcing the wooden roof trusses (which were splitting); repairing the rotten wood perimeter of the hall roof; installing new roofing on all the flat roofs; rebuilding the rear walls which had major water damage; replacing the furnace; and associated professional fees. (At the beginning of 2020, the St Mark’s investment fund stood at \$572,419; so, after these expenses, with market fluctuations, by year end the St Mark’s fund stood at \$225,684.). As for the renovations due to the merger, we had hoped these could be contained to \$2 million, but each stage of the work found new problems, so the cost so far has been \$2.38 million—about \$14,000 over the amount that was received from the sale agreement for St. Peter’s. Diocese officials were involved throughout the project. The Ven Robert Camara and

Archdeacon Jim Bennett came on site to see the issues as they arose, and Jim would periodically attend the weekly site meetings with the architect and engineers. Costs were tracked by the Synod accounting department, and Stephen Tam (the diocesan chief financial officer) and Bishop Mary signed all cheques in payment to the project manager, consultants, and contractors. However, we still have further work ahead of us: air conditioning to install; some lighting work to complete; and rear soil adjustments (to ameliorate rear water accumulation that can potentially harm the foundation); along with some remaining professional fees. These will be paid from our remaining investments. As well, the architect is recommending a full repointing of the exterior brickwork within two years (about \$200,000) and full replacement of the windows within five years (\$100,000). Although the sale of St Peter's does not close until Dec.31 this year, we are not hopeful about receiving further funds from the sale.

There are several consequences from all this. *First*, since we have spent overall about \$740,000 more than we had originally wanted, going forward we will receive income from our investments of about \$30,000 per year less than we had been anticipating. *Second*, we need a Major Maintenance Fund to pay for future major maintenance expenses. For instance, in ten years we will need to re-shingle the sloped roof (about \$40,000 in today's costs), and in 15-20 years we will need to replace the furnace and the HVAC units on the roof (\$250,000 in today's funds). With inflation, these will be formidable, possibly impossible, expenses to raise when the time comes; and so the PLT has decided to reserve \$100,000 of the St Mark's investments for the Major Maintenance Fund, and will allow the interest to accumulate so the Fund increases in value until it is needed. *Third*, we will probably need a major fundraising campaign sometime in the next few years for the exterior brickwork and window replacements. (We are not permitted by diocesan officials to access the St Peter's Rectory funds for further building expenses, as this is required for a possible future rectory purchase whenever Chris Barrigar departs from CMP—his successor may require a rectory, which CMP would need to purchase; therefore, future building repairs will have to be paid from our own pockets.) We have designed our facilities to be able to bring income from event rentals, and we are in process of identifying how much revenue this might bring in, post-Covid.

In the meantime Covid continues to make life unpredictable, so we do not know how this year will turn out financially. We are grateful for the ongoing and faithful support of our members. In summary, "the big picture" is that we appear to be financially stable for 2021, but uncertainty, possibly even cutbacks, does face us after this year. We will be looking to address this further in the months ahead. Finally, we wish to thank John Slyfield, Ekow Intsiful, and Greg Hamilton for the very helpful roles they play in providing financial analysis and budgeting advice to the PLT; and we continue to be very grateful to John for his excellent work and great dedication to CMP as our Treasurer.

### **Administration; Building and Maintenance**

June Lashley continues to do a fine job as our Administrator, keeping the church office running, with the numerous tasks, on weekly and annual cycles, that come with that role. In terms of the building we have reviewed the renovations (above); however, the most significant building issue facing us within regular operations is our lack of a Caretaker/Concierge. At present, members of one of our tenant churches are maintaining (sweeping and mopping) the floors as part of their rental agreement with us; and Ken Skantlebury puts the garbage and recycling bins on the street for pick up; but otherwise Chris and June are doing the rest of the housekeeping (taking out the garbage and recycling to the bins, replenishing washroom supplies, etc). Fortunately, during Covid this has been quite minimal, but once we return to Sundays in the

building (after Covid) this will be unsustainable, clearly not a good use of Chris's or June's time. So, the hiring of a very-part-time Caretaker will be important for the future.

In addition to June and John, we also want to acknowledge and thank our other staff who have continued to make our parish life happen during Covid—Chris, Stephen, and Di. We are very grateful for the creative energy they have all provided to our community during this very challenging year, and we look forward to what God will do with our community in the year ahead!

Leanne Strauss, Peoples Warden  
Alex Richards, Rector's Warden

## **Children and Family Ministry Vestry Report**

### **Kids Connect (KC):**

Kids Connect is our spiritual formation for children ages 3-12 at the Church of St. Mark & St. Peter. We work through different themes throughout the year. Most recently we finished The Beatitudes. We also follow the church calendar, so leading to Christmas we focus on Advent, and near Easter we learn all about Lent.



KC started out well in January. On January 12, we officially moved all KC materials from the trailers inside our new classrooms in the building. This was very exciting! The children adjusted pretty quickly to their new spaces, and to inside bathrooms!

Since COVID19 joined the picture the KC teaching team pretty quickly made a new plan to be on Zoom, and has been on Zoom each Sunday. We even did a fun Zoom on Wednesdays when kids weren't in school at all. It was such a great opportunity to really connect with the kids in a more personal way. I was basically meeting with kids two times a week from April to June.

Once we were back to school, we resumed meeting every Sunday morning on Zoom. This would be impossible without the wonderful team of teachers that CMP has. They have consistently been teaching online each week, and every week we have about 20-25 screens. We press on embracing our new realities and adapting as needed.

### **Parent's Night Out (PNO):**

Parent's Night Out exists to give parents/caretakers a break. PNO is a wonderful opportunity to invite neighbours and members of our local communities. We have our amazing youth that show up to volunteer their evening to making many little and big kids happy! We enjoy a meal together, and we then we play. We have organized games, a corner for the smallest to be cared for, and outside time together. Sadly, this past year we had only one PNO, on March 7<sup>th</sup>—but we enjoyed a very fun evening! We look forward to having more PNOs once government regulations allow this.

### **CrossTalk Ministries (CTM) and Junior Youth Camp (JYC):**

The Church of St. Mark & St. Peter partners with CrossTalk Ministries Junior Youth Camp. This is a camp for ages 7-12. We normally enjoy our week of camp in August each year. It is a week filled with fun and Jesus! Our JYC committee walks alongside of the children that attend in their faith journeys. They all come from different denominations and various backgrounds. It is a gift to be a part of their lives for just a week. To give kids an ongoing taste of camp, we also host a Winter Camp Day. This happened on Feb 15, and we had such a wonderful turnout of kids with about 30 in all. Our JYC staff lead workshops, cooked food, and went ice skating!

Unfortunately, we weren't able to run our JYC sleep-away camp in August. We started to see in July that this was very likely so the JYC committee started dreaming and planning for a plan B.

That led us to organize a week of day camp! We did three days of activities where we invited families to meet up in different parts of the city. We enjoyed a morning of games, a morning of hiking, and a morning of water time! Each time we met we did worship songs together, focused on prayer and reciting prayers together, and ended with sack lunches. We had about 20 kids with a parent each time we met. In the evening of every night, we had a bedtime story. The families would log on zoom with their kids and they got a live story. Each year at JYC we do a bedtime story, and this time is so loved by all that we wanted to continue it.

We are praying that we get to do sleep away camp this August. Would you pray with us? But if it doesn't happen, we know that God will direct us as he did this last year.

Thank you for your prayer and support!

Diana Keener

## **Youth Report**

It would be an understatement to say that youth ministry was a challenge in 2020. The year started off well with the youth moving into the newly renovated “Upper Room” with plans to decorate. We were able to take part in a few activities such as skating, a ski trip, a sleepover and helped with Parent’s Night Out. Our Sunday morning plan was to go through the Youth Alpha course when the pandemic hit and everything was moved online.

At first the youth would continue to meet both Friday evenings and Sunday afternoons. This proved to be a bit too much as most schools were fully online at the beginning of the pandemic. We changed to meeting once a week over Zoom until restrictions lifted enough for us to do outdoor activities such as bike rides and backyard Bible studies. It turned out to be really enjoyable summer spent out outdoors!

So much of youth ministry is about building relationship. Not just between the leaders and youth, but with God and with those around us. This has been the biggest struggle within the youth ministry in 2020. The annual CrossTalk summer Senior Camp, where most of our kids really get to know each other, was unfortunately cancelled. However, we did our best to stay motivated as the Fall brought a return to restriction and online Zoom. We ended up doing the Youth Alpha Course online and enjoyed online games such as Among Us, Scribbli and movie nights. The year may have had its challenges, but praise God for His strength and guidance as we continued to teach the Word and have some fun!

I would like to thank Amudha Barrigar and Mark Latulipe for all the time and energy they put into keeping the ministry going and the kids engaged. As leaders, it has hard to live in the tension of our reality and the desire for things to go back to normal. However, despite the obstacles and restrictions, our trust and hope are that the ministries we’ve maintained and the seeds we’ve sown will soon bear fruit.

As a church family, I have greatly appreciated your words of encouragement and prayerful support. Please continue to pray for our young people and their spiritual development, trusting that “he who began a good work in you will carry it on to completion until the day of Christ Jesus” (Phil 1:6).

Blessings,

June Lashley

## Music Report

2020 was a year with more challenges than I have the strength to recount in this report. Instead, I will only focus on people.

Sincere heartfelt thanks to all of the musicians, singers and technicians who brought their talents to the CMP community in 2020 as we worshipped by Zoom. In no particular order:

Christine, Angela, Noah, Marie-Genevieve, Andrew, Paul, Tim, Luke, Patrick, Sally, Andy, Polly, Matthew, Eli, Kiara, Camryn, Greg (and the “Hamil-tones”), Jeremy, Selene, Ndjacho, Wentworth – thanks to all of you for bringing your talents and considerable time to our community.

And to the entire CMP community, as I write this, we are still not permitted to sing together. This remains a sadness and the return to singing will be, for me, the true sign of the end of the Covid 19 pandemic.

Until then – stay well, and stay warmed up. I can’t wait for the first processional from the organ with a full congregation singing together. I don’t think I ever really took it for granted. Now in this long absence, it seems like something that may never come again.

But it will.

I know it will!

Stephen Mullin

Music Director