



## St. Andrew's Presbyterian Church

### Annual Reports to the Congregation 2022

**INDEX ANNUAL REPORT 2022**

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## ROLL CLERK IN MEMORIUM

Betty Barwise  
Vivienne Burnett  
Audrey Hiscock  
Katrine Howe  
Jim Ward

In our end is our beginning;  
in our time, infinity;  
in our doubt there is believing;  
in our life, eternity.  
In our death, a resurrection;  
at the last, a victory,  
unrevealed until its season,  
something God alone can see.

## TRANSITIONAL MINISTER

Linda and I recently saw the new release *A Man Called Otto* starring Tom Hanks. Based on an earlier book *A Man Called Ove*, the story details the life of Otto Anderson, a 63-year-old retiree and recent widower who lives in Pennsylvania. Otto is a curmudgeon—who displays a crusty personality with staunch principles, strict routines, and a short fuse. Otto decides to commit suicide, however each attempt is interrupted by neighbours asking for help. We learn that behind Otto's cranky exterior there is a story of a deep and unresolved grief. For Otto there is a story behind the story that takes patience for that story to be revealed.

What is St. Andrew's story for 2022? Session began the year with the conversation about earthquake insurance for our building. Countless Session meetings, consultation with brokers and insurance agents, significant conversation at two meetings of the Presbytery of Vancouver Island and two congregational meetings all came to the same conclusion: to continue to pay for earthquake insurance does not indeed, insure St. Andrew's against the devastating damage that would be incurred to our historic building. With every subsequent conversation, the decision was clear, St. Andrew's cannot afford to continue to insure what cannot realistically be insured.

What is the story behind this story? If COVID taught us anything, it is that St. Andrew's is not the building, we are about the people. This new story led us to embrace the homebound and those who are now in care facilities that have come to value their worship facilitated by livestream and weekly worship highlights. This deeper story gave us courage to understand what is most valuable and what is least valuable.

Another key component of the St. Andrew's story was the Session discussion which happened in May in response to the Remits that were passed at the 2021 General Assembly of the Presbyterian Church in Canada. St. Andrew's was asked to consider if or how we would implement the implications of these significant decisions into the life of St. Andrew's. The remits are: REMIT B: DEFINITION OF MARRIAGE The Presbyterian Church in Canada holds two parallel definitions of marriage and recognizes that faithful, Holy Spirit filled, Christ centred, God honouring people can understand marriage as a covenant relationship between a man and a woman or as a covenant relationship between two adult persons.

REMIT C: ORDINATION OF LGBTQI PERSONS (MARRIED OR SINGLE)) That congregations and presbyteries may call and ordain as ministers and elect and ordain as ruling elders LGBTQI persons (married or single).

After significant prayer and conversation Session decided: that we welcome all people to our congregation regardless of race, ethnicity, gender, age, sexual orientation, gender identity, physical or mental ability, income, or

political beliefs. We can state that we are an affirming congregation. What do we need to do? We need to reflect this in everything that we do and say. We need to intentionally reflect this in all our communication: Facebook, TWASA, the LINK, website, bulletins. We must continue to live into this commitment.

What is our story behind this story? We have learned that we are a community with vast differences, and we value those differences for this is where we find our greatest strength. Our call is to fully include everyone in the life of our church.

Finally, the year of 2022 found us in significant conversations with the Presbyterian congregations in/around St. Andrews. We began to envision "How might we form a more collaborative partnership of ministry with a greater sharing of ideas and resources". These conversations continue with 3 of our 6 Victoria Presbyterian congregations vacant of permanent pastoral leadership.

What is our story behind this story? That perhaps that there is a different way to do things. Will we accept the reality that the congregations can no longer survive independently of each other? Together God has given us the skills and resources to continue God's work in Victoria.

Just as in the story of Otto, there is a story behind the story that takes patience for that story to be revealed. We are not idle in working toward greater clarity in the St. Andrew's story. How will your individual and family story continue to help strengthen the story we tell together of our mutual work that is St. Andrew's?

Sadly, we find that we can be a lot like Otto; "crusty personalities with staunch principles, strict routines, and short fuses". We want our story to be different to Otto.

God gives us prompts. God gives peace. Being cranky is not a spiritual gift! God has a story prepared for us.

*For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.*  
Jeremiah 29:11

Respectfully submitted, Rev. Mitch Coggin

## INTERIM MODERATOR

When I was appointed Interim Moderator (IM) in the fall of 2021, preparing for the call of a minister to St. Andrew's was front and centre in my mandate... and it remains so today. The PCC (our national church) has identified the single most important task of the IM in preparing a church to extend a pastoral call: *Clearly discern the church's vision for ministry.*

The appointment of Rev. Mitch Coggin as your Transitional Minister was an important first step taken by the congregation in that visioning discernment process. No one could have anticipated that Mitch's important leadership would involve him serving the congregation for 4 years - a sojourn necessitated by the unprecedented, life-altering and still lingering global pandemic.

Still, significant steps have been taken at St. Andrew's to prepare us for the call of a minister... and we are entering this new year with important momentum and emerging clarity regarding our church's vision.

The important steps taken:

- 1) With the pastoral care and attention of Mitch and the session, the church was guided by God through a healing time of transition.
- 2) Visioning for the future was kept in front of the congregation despite the compounding difficulties in communication during the pandemic years. Visioning opportunities that included townhall meetings, congregational surveys and session retreats have made clearer the strengths and assets ... and the significant challenges we must address if our vision is to be both realistic and God-inspired.
- 3) Session established priorities drawn from the congregation Visioning exercises; a 5-year financial forecast took shape; the session began a process of 'mapping' our assets in a wide variety of currencies.
- 4) A realistic assessment of a) a shortage of lay leadership at St. Andrew's; b) a declining and aging membership; and 3) the challenges of maintaining our historic church building ... lead us to explore collaboration with our sister Victoria Presbyterian churches, focusing on a shared vision and shared resources going forward.

Where are we now:

The challenges and the opportunities we are experiencing at St. Andrew's are shared by a growing number of PCC churches across Canada. I'm aware that the presbyterian churches in both Vancouver and Toronto are facing demographic, financial and leadership challenges very similar to ours in

Victoria and have pursued collaborating and/or clustering (churches sharing staff and having a common session) as positive alternatives to the decades long downward trend of PCC church closures. With one in four churches in some presbyteries facing vacant pulpits, there is good reason to pursue a vision that will attract a gifted pastoral candidate looking to minister within a church or churches where there are shared resources and with a team approach to mission and ministry.

It is important that a search committee be formed, and a formal call process begin soon. Our next step: a joint meeting of elders from the Victoria churches designed to give us further clarity regarding practical ways we may combine our energy and resources. St. Andrew's congregation will be consulted and determine, prayerfully, what direction we pursue...and what vision we present to prospective pastoral candidates.

Respectfully submitted, Rev. Wayne Stretch

## SESSION

Who are we?

Interim Moderator	the Reverend Wayne Stretch
Transitional Minister	Pastor Mitch Coggin
Session Clerk	Colina Titus (January to August 2022)
Roll Clerk	Jean Marcellus
Presbytery Representative	Brian Titus

Ruling Elders

Roger Bernard	Jean Marcellus	Dirk Ryneveld	Colina Titus
Jim Ferguson	David McLean	David Smith	Jerry Verwey
Elizabeth Gichimu	Saul Preston	Sabine Teetzel	
Patti Jackson	Laura Richards	Brian Titus	

It was with regret and thanks that the session accepted letter of resignation from Roger Bernard after many years' service as an elder.

Session granted Elizabeth Gichimu a leave of absence while she pursues education while continuing in full time employment. (July 2022 to May 2024)



What do we do?

Extensive reports about the monthly session meetings have been submitted to the LINK most months and many of the decisions made in the session meetings are covered by committee reports.

The primary tasks before the session in 2022 were:

- a) Visioning: Continue in transition, considering these questions: Who Are We as a Congregation? What is God calling us to do and to be?
- b) Collaboration; beginning to engage in discussions with our sister congregations in Victoria about how we can work together.
- c) Identifying gaps in leadership and seeking individuals to take new roles (Administrative Task Group). We received notice of resignation from Jack Reimer (Treasurer), Leona Johns (Envelope Secretary) and Colina Titus (Session Clerk)
- d) Monitoring and adjusting Covid related protocols while maintaining St Andrew's as a worshipping body of Christ.
- e) review of the Remits passed at the General Assembly, St Andrew's needed to state whether they are an 'affirming congregation', supporting the 2 Remits. A letter was drafted and sent to every household.

Session is grateful to our employees who have once again gone above and beyond as together we have made our way through another difficult year:

Whitney Hannah (January to July) and Shannon Cummings (August ongoing) for her creative work on the TWASA and the weekly worship materials

Christine Purvis for her music and leading the choir.

Grant Shepherd for keeping the building running and supporting our tenants.

Martin Perez as our 'person behind the scenes', for loading the weekly worship materials.

Pastor Coggin for his leadership and weekly words of teaching and encouragement

Rev Stretch for his support and encouragement as Interim Moderator.

And thank you to each one of you in your faithfulness to St Andrew's. As we go forward, we remember one of God's many promises:

*And we know that in all things God works for the good of those who love him, who<sup>[a]</sup> have been called according to his purpose. Romans 8:28*

Respectfully submitted, Colina Titus Session Clerk (Retired)

## Remits

there were 2 significant Remits passed at the 2021 General Assembly of the Presbyterian Church in Canada.

- REMIT B: DEFINITION OF MARRIAGE The Presbyterian Church in Canada holds two parallel definitions of marriage and recognizes that faithful, Holy Spirit filled, Christ centred, God honouring people can understand marriage as a covenant relationship between a man and a woman or as a covenant relationship between two adult persons.
- REMIT C: ORDINATION OF LGBTQI PERSONS (MARRIED OR SINGLE)) That congregations and presbyteries may call and ordain as ministers and elect and ordain as ruling elders LGBTQI persons (married or single).

These two remits are now included in the polity (laws) of the Presbyterian Church in Canada. This decision has been more than 30 years in the making, and it is the responsibility of the session to affirm and implement the implications of these significant decisions into the life of St Andrew's.

The Remits are about what it means to value and respect all individuals, without regard to sexual orientation.

The Session, following a very honest sharing of our own journeys as we wrestle with these difficult questions (what does Scripture say? genetics?):

1. Affirmed the Remits
2. Committed to communicate the decision to the congregation. A letter providing background the decision to affirm the Remits was mailed to every household and posted on the website.
3. Understood that as elders we need to be ready to give pastoral care to LGBTQI persons, and also to those in the congregation who have a hard time understanding the remits and what this means to the church.

What does this mean?

- At St Andrew's we welcome all people to our congregation regardless of race, ethnicity, gender, age, sexual orientation, gender identity, physical or mental ability, income, or political beliefs.
- We can state that we are an affirming congregation.
- We need to reflect this in everything that we do and say.

Respectfully submitted, Colina Titus

## Administrative task group

Who are we?

Pastor Coggin, Saul Preston, Jean Marcellus, Patti Jackson, Colina Titus

What do we do?

The administrative task group seeks to address gaps in the leadership of the committees, following a revision (2021) of the committee structure to improve efficiency and effectiveness.

Despite efforts, the following positions remain unfilled.

- Treasurer (as of September 2022). We are most grateful that Jack Reimer has very generously continued with these responsibilities.
- Envelope Secretary (as of September 2022). These tasks were assumed by Whitney Hannah (Church Administrator). We are grateful to Leona Johns who generously offered to temporarily re-assume these duties following the resignation of Whitney.
- Session Clerk (September 2022). Elders rotate minute taking responsibilities (without which there can be no meeting). Many important duties are not being fulfilled.

This is a critical situation for St Andrew's, these key positions are not only needed for the continued functioning of the congregation, but 'required' as per PCC polity.

Respectfully submitted, Colina Titus

## District Task Group

Late in 2022, we began a review of the list of all members and adherents of the church. In the Presbyterian Church this is known as the roll. (See PCC Book of Forms Articles 124 & 125)

Why do we need to review the roll?

- The Presbyterian Church in Canada requires that the Session revise and correct the roll.
- Provides a realistic picture of who we have in our congregation.
- Of secondary importance, our allocation of funds paid to Presbyterian Sharing is proportional to the number of members and adherents on our roll.

- the names on the roll become important when the congregation is required to vote on some specific issues, including the call of a minister.

It is important to note that presence in the sanctuary is not the only measure of participation in the life and worship at St Andrew's. Are individuals participating in church life in any way? Do they respond when elders reach out to them?

We identified a list of members who have moved away or for whom we have had little or no contact for a period of time. "

- Letters were sent expressing that 'We miss you and encourage you to renew your commitment to Christ and his church' and inquiring if they have a continued interest in being part of our church community.
- A follow up letter was sent to those from whom we have not received a response to the first letter.
- The names of those who do not respond to either letter are removed from the roll.
- when requested, members can be added back to the roll
- everyone remains on the church email list for communications, regardless of whether they are included in the roll,

Respectfully submitted, Colina Titus

## Visioning

Visioning is important ongoing work., begun in previous years. Developing a vision is an essential component of the church profile, and an important step in the search process.

A summary of input was compiled, and then consolidated under the following headings: Who are We? Who are our neighbours? How do we move forward? What do we need to do?

It is important to focus on what we can do rather than what we cannot do, viewing deficits in the light of our assets.

Session work regarding a vision for St. Andrew's has been a candid, revealing process. We acknowledged the challenges of diminishing resources, an aging demographic, and costly Church building

maintenance and upkeep. A vision for St. Andrew's must face these realities.

as a result of the visioning process, and the summary of assets and deficits we have identified 4 key areas of focus:

- 1 Explore and pursue partnerships with sister Presbyterian congregations in Victoria (Including Knox, Victoria, Knox Sooke, Trinity, Chinese Presbyterian, Saanich Peninsula)
  - What might share resources/shared leadership might look like?
  - What is our vision for shared ministry? We all need each other- this is a compelling and timely argument. We are at a tipping point: currently 3 vacancies in the search process.
- 2 Encourage and develop new leadership.
  - read about the challenges in "Administrative Task Group Report
- 3 Identify a long-term financial plan and resources for future ministry.
- 4 Address emerging Church Building issues to determine how our building factors into the church's future ministry.

For update on progress of collaboration see "Collaboration with Victoria Presbyterian Churches" (page 15)

Respectfully submitted Colina Titus

## Declaration of Trust

Approval of Declaration of Trust Document to achieve Compliance with the Landowner Transparency Act, BC 2022

"Declarations of Trust" is a document that define the actions that trustees are permitted to take on behalf of organizations.

The BC government changed the Landowner Transfer Act (LOTA) and now Declarations of Trust must be registered.

Details of the process required to complete the Declaration of Trust as required by the province can be read in the minutes of the Congregation Meeting, July 10, 2022 (see above) at which the Declaration of Trust Document was approved and signed by the named trustees as required by the Province of BC

The trustees (not session or the congregation) are responsible for completing registration with the provincial government. (N.B. This was a government-imposed deadline of 30 November 2022)

Steps successfully completed subsequent to the congregational meeting.

1. The commissioners reviewed the document to ensure that it was complete and in order;
2. The commissioners, through "power to issue" granted by Presbytery, Vancouver Island gave permission for the St. Andrew's trustees to work with a lawyer (Dirk Ryneveld, Church lawyer) to register the document (and the minutes of the congregational meeting) with the government on behalf of the congregation.
3. St Andrew's Victoria is fully compliant with the "Land Transparency Act of BC 2022"

Respectfully submitted by Colina Titus,

## Presbytery Representative Elder

Presbytery meetings consist of many items of business that must be attended to for the smooth running of an organization with responsibility for the 10 congregations and one mission (Cedar Tree Ministries) on the island. Highlights below emphasize items that directly affect St. Andrew's.

Presbytery camp programs in provincial parks were held on July 7-11 at French Beach, 25 July - 1 Aug. at Rath Trevor, and 25-29 Aug. at Goldstream. Jerry Verwey is our camp contact for St. Andrew's.

To help strengthen the work of Presbyterian World Service and Development, the Missions Committee of Presbytery asked if each congregation could find a "champion" who is able to meet with like-minded people from other congregations to share ideas on how to foster the work of this important national organization.

Presbytery considered our question to them regarding whether we require earthquake insurance. Presbytery is ultimately responsible for all church properties (Book of Forms 200.14) and clarified that (1) they strongly advise earthquake insurance, but (2) it is solely a congregational choice whether to purchase it or not, and (3) they are not liable for any legal actions arising from damage to St. Andrew's in an earthquake. Although encouraging earthquake insurance, they were broadly sympathetic to the challenges caused by its cost.

Secondly, our question to presbytery on earthquake insurance opened a very constructive discussion about financial deficits, the direction of

Presbyterian witness in Victoria, and the potential for collaborative work (such as the on-going sharing of a pastoral visitor between Knox-Victoria and Trinity). In response, session asked our transitional pastor and interim moderator to open discussions with our sister churches – and the first outcome was our joint Holy Week services with Knox and Trinity. We have held these in the past, but attendance at this year’s services took on new and important significance because the degree of willingness of congregations to worship together is an important indicator of our willingness to work together in future cooperative initiatives. In response to this, Knox closed its church on Easter morning so that all its members could worship at St. Andrew’s.

The Rev. Laura Kavanaugh continues to contribute to the work of the UVic Multifaith Centre, with Presbytery funding for Knox to hire a part-time person to help her with pastoral visiting. This ministry forms an important connection between the Presbyterian Church in Canada and UVic students, to which we contribute through our annual assessment of financial support for Presbytery.

In closing, discussions at presbytery regarding St. Andrew’s have been conducted in a sympathetic and constructive tone. We are undoubtedly entering a time of uncertainty in which it is increasingly important that we strengthen our vision of our congregation as not standing alone, but as working together in ministry with other congregations in Greater Victoria, with Presbytery on the island, in fellowship, and with our national denomination across the country and abroad. May God grant us clarity in discerning His will for us as part of the Presbyterian Church in Canada at this pivotal time in our history of ministry in Victoria.

(Presbytery is an “open court” and thus minutes can be shared in full. Please ask if you would like copies or would like to know more about its work and ministry.)

Respectfully submitted, Brian Titus, Representative Elder to Presbytery

### Collaboration with Victoria Presbyterian Churches

Knox-Victoria, Trinity, St. Andrew’s, Knox-Sooke and Chinese Presbyterian Church have more in common than not. Conversations that began in early 2022 between the moderators and ministers from these congregations (with Chinese Presbyterian Church represented by Jim Lee) explored the possibility of a collaborative partnership among the five congregations. Together, the Revs. Mitch Coggin (Transitional Minister, St. Andrew’s),

Wayne Stretch (Interim Moderator, St. Andrew's), Cathy Victor (Interim Moderator, Trinity), Reid Chudley (Interim Moderator, Knox-Sooke) and Mr. John Lee (elder, Chinese Presbyterian Church) began to envision what collaboration might mean for our congregations.

Worshipping together and increasing fellowship opportunities are a fundamental underpinning that fosters a collaborative approach in working together in other aspects of congregational life. Holy Week was a perfect opportunity to blend our services and worship together at Trinity on Maundy Thursday and Knox-Victoria on Good Friday, with Knox-Victoria worshipping at St. Andrew's on Easter Sunday.

A pulpit exchange took place in early June amongst the three ministers from the English-speaking congregations. Worship services were then followed immediately by a joint picnic with games at Tillicum Park on the Gorge, where old friendships were renewed, and new ones were created.

Most significant are the on-going collaborative conversations between representatives from each of the Victoria area congregations. There were two meetings over the fall in which facilitated discussions were used to envisage how congregations might potentially work together on common programs and initiatives, and share resources (office space, web development, leadership positions, etc.) so that we can maximize the strengths and minimize the deficits within each individual congregation. From this, several initiatives were discerned to be ones with the greatest possibilities of success, and planning began before the end of 2022.

The energy, enthusiasm and understanding generated between individuals from different congregations was an additional and valuable benefit of working together on practical questions. This gave all participants a renewed hope in the future that we believe God has for witness through the Presbyterian churches in Victoria, even if the form of that witness is as-yet unknown.

The conversations continue, and there are many possibilities. What can we do together that we would never be able to accomplish individually?

Respectfully submitted,  
Rev. Mitch Coggin, Rev Wayne Stretch and Brian Titus



## ROLL CLERK

The roll clerk is responsible to maintain a roll of the professing members, a register of baptisms, and a record containing the names and addresses of all members and adherents connected with the congregation.

### Births

No births this year

### Celebration of Baptism-

Robert Anthony Roenicke July 2022

Sophia Marie Roenicke July 2022

### Reception of New Members

Serena Marie Jack Roenicke July 2022

Robert Anthony Roenicke July 2022

Faye and Marcel Bromley December 2022

Ashley and Ashton Bromley (Scarlett, Flynt) December 2022

### Deaths

Betty Barwise June 2022

Vivienne Burnett March 2022

Audrey Hiscock April 2022

Katrine Howe March 2022

Jim Ward October 2022

Respectfully submitted Jean Marcellus, Roll Clerk

## PERSONNEL AND LEADING WITH CARE

Who are we?

Members: Colina Titus and Dirk Ryneveld

What do we do?

The Personnel Committee and Leading with Care Committee has two primary areas of responsibility.

### Personnel

'Personnel' is responsible to provide a safe and collegial work environment for the employees and clergy of St Andrew's Presbyterian Church and to ensure that the church follows current employment regulations in BC.

The session, on behalf of the congregation is an employer and responsibilities as an employer should not be taken lightly. The Personnel Committee ensures that all required employment policies are in place and are reviewed with the employees and clergy.

For an employee to continue to improve in their job, it is mutually advantageous for the employer to provide feedback to the employee on a regular basis. Employee performance evaluations are intended to be completed annually.

Circumstances made it challenging to complete performance reviews in a timely manner; much delayed but they were all completed in 2022. Each of the employees were commended and thanked for their extra efforts and commitment to the church through the ongoing pandemic.

Referring to the Book of Forms Article 319.2; '*The Presbytery has primary jurisdiction over ministers whether on the constituent roll or the appendix to the roll or on the roll of a congregation*'. Although indeed Presbytery has final oversight of the minister, it is the congregation, employees and elders who have the greatest understanding of how the minister is meeting the goals stated in the call document. Pastor Coggin, (and as will all subsequent ministers) are included in the annual performance evaluation process and the review of the policies.

### Personnel Policies

An important role for the Personnel Committee was to take steps to maximise health safety for employees during Covid. This included having the church office closed for a number of months, ensuring adequate signage around the building to remind everyone about wearing masks and checking in with staff by phone and email as for much of the time they were working alone.

With reference to Section 21 of the *Workers Compensation Act* ("Act"):

Every employer must

a) ensure the health and safety of all workers working for that employer

- b) comply with the OHS provisions, the regulations and any applicable orders.
- c) establish occupational health and safety policies in accordance with the regulations

This obligation includes ensuring that basic steps are taken to reduce the risk to workers from communicable diseases.

The St Andrew's Communicable Disease Policy and Protocol was drafted in March 2022 with reference to Communicable Disease Prevention Guide for Employers provided by WorkSafe BC, approved by session and shared with the employees and clergy.

The following policies were previously drafted and together with the Communicable Disease Prevention Policy are available in the Church Office for anyone who wishes to read them:

- Terms of Employment (Employee and Clergy)
- Workplace Code and Ethics (Employee and Clergy)
- Bullying and Harassment ((Employee and Clergy)
- Health and Safety (Employee and Clergy)
- Working Alone (Employee and Clergy)

In August Whitney Hannah, our Church Administrator left the position after 12 years. We wished her well as she moved on to the next step in her career. We were pleased to welcome Shannon Cummings as Church Administrator.

Each of our valuable employees: Grant Shepard (Church Officer), Shannon Cummings (Church Administrator), Christine Purvis (Director of Music Ministry), Martin Perez (Webmaster) and Pastor Coggin (Transitional Minister) bring unique gifts and skills to our congregation. We give thanks for each of them, for all that they do week by week; so much of which is done 'behind the scenes.'

### Leading with Care

'Leading with Care' responsibilities are to inform and educate members of the congregation about the requirements of the Presbyterian Church in Canada Leading with Care Policy. This policy is clear about the procedures that should be in place to ensure the safety of all vulnerable individuals, and outlines training that should be provided to leaders, Sunday school teachers, elders and those who visit people in their homes. It is the committee's responsibility to monitor and ensure that as a congregation we are in compliance with the regulations. Much of this continues to be on hold.

Respectfully submitted by Colina Titus, Personnel Committee

## WORSHIP COMMITTEE

Worship Committee is responsible for all aspects of worship. The committee consists of the minister, music director, and two members – with a number of individuals and teams responsible for the many tasks required for holding services: ushers and greeters, AV, readers, décor, preparation of communion elements, tidying pews, and so on.

This was another year of challenges, hope, and continuous change. It began with COVID Omicron surge at Christmas 2021, which greatly affected operations and in-person attendance in January. As pandemic conditions eased, in-person attendance gradually increased, and COVID protocols were progressively relaxed in response to changes in health directives and advice from Dr. Henry. All compulsory worship protocols were removed by the end of the year, as we moved to a position of trust in people's commitment to the health of their fellow worshipers; however, mask use was encouraged, increased ventilation was maintained, and alternate pews in the south sections remained roped off for those wishing more assured social distancing. Singing transitioned from masked choir only to resumption of our traditional four hymns in a service sung by all. Woodwind instrumentalists and vocal soloists were re-introduced. Collection of offerings from pews resumed partway through the year. Various methods of packaging communion elements were experimented with. (These presented minor challenges for in-person worshipers, but returning to pre-pandemic distribution methods in the sanctuary also affects on-line worshipers.) Production of the weekly "Companion to Worship" video, which was started during lock-down as an important way of maintaining pastoral support and strengthening our faith and community during a time of unprecedented isolation, ceased during 2022 once our "new normal" was well established. On the (very important) technical front, omnidirectional microphones were installed, as described in more detail elsewhere in the Annual Report.

### Worship highlights

Services with other congregations were held during Holy Week. This cooperative worship is an important step in members from local Presbyterian churches getting to know each other as we embark on discussions of how to work together more cooperatively. This year, Knox chose to close on Easter Sunday so that all their members could worship with us: a significant gesture of collaboration on their part.

As Christmas Day fell on a Sunday, there were low expectations for in-person attendance, and yet 70 people came! The vast majority were visitors, which suggests that there may well be merit in holding a service on Christmas Day in 2023, as well as on Christmas Eve.

### Worship participation

Average total participation in Sunday worship (sum of in-person, on-line, paper) is about 125 people/week. (A printed order of service, with full text of readings, prayers, sermon, is delivered to 14 households with a total of 17 people.)

<b>Annual averages (2022)</b>	<b>In-person</b>	<b>On-line</b>	<b>Paper</b>	<b>Total</b>
Sundays (excluding Easter)	46	61	17	125

<b>Special services (2022)</b>	<b>In-person</b>	<b>On-line</b>	<b>Paper</b>	<b>Total</b>
Communion Sunday (Mar. 6)	58	37	17	112
Easter Sunday with Knox (April 17)	130	121	17	268
Communion Sunday (June 5)	56	70	17	143
Communion Sunday (Oct. 2)	45	66	17	128
Communion Sunday (Dec. 4)	61	47	17	125
Christmas Eve	87	70	17	174
Christmas Day (Sunday)	70	101	17	188

Total weekly participation has been remarkably stable. Graphs from July 2021 to the end of December 2022 (not shown) suggest that people transitioned back-and-forth between in-person and on-line worship as pandemic conditions varied and seasons changed. For 2022, average on-line Sunday participation was greater than for in-person on about 75% of Sundays (excluding Easter). This emphasizes the importance of (1) taking on-line worshipers into consideration in our worship in the sanctuary, (2) maintaining high quality YouTube recordings, and (3) exploring ways to use our on-line presence more effectively, and especially interactively. Is it possible that, after 18 months, on-line worship is now a permanent and significant feature of our community?

The changes over the year required significant and sustained work by a large number of people in three key areas: (1) planning, preparation and organization of worship materials by worship leaders (including readers,

singers and musicians); (2) implementation of COVID-related protocols by greeters and ushers to ensure the safety of all involved in any aspect of worship; and (3) live-streaming of in-person services in the sanctuary. Excluding the choir of up to 13 by December (including choral scholars), a typical in-person service required the weekly work of each of our five paid staff (including web services) plus up to 22 others (sanctuary decorations & maintenance, hymn boards, communion element preparation/distribution, registration, ushers, delivery of hard-copies of services, finding readers, audio-visual, Facebook and YouTube site maintenance and up-dating, accounting for donations) – and this does not include readers, guest singers or instrumentalists. For communion Sundays, the elements – whether prepared commercially or on our premises – were also distributed to the homes of those not able to attend in-person worship. Of note, a significant transfer of duties took place in March when, after a two-month period of mentoring, two new people took over leadership of greeting, ushering and monitoring COVID protocols from those who had done this since in-person worship began in July 2021. Our thanks to all the many people who, week in and week out, were involved in making our corporate worship meaningful, inclusive – and safe!

## Music

The choir stopped singing after Christmas 2021 when Omicron became a concern, but our two choral scholars (Jorge Carrizales, Lauren Steinmann) sang hymns and music (solos and duets) from the gallery in January and February. The choir returned to singing in the loft in early March, joined by a third choral scholar (Akina Kishiyama) and continued until the end of May, when they took a break for the summer and resumed in September – with a choral scholar leading hymn singing through the summer. Jamie Kim also sang twice from the gallery during worship. Eva Smith joined us in place of Lauren Steinmann when choir began in the fall, and we were also kindly joined by Amanda Steinemann (Jorge Carrizales' wife) and Alberta Brown (who is playing flute with the Victoria Symphony for the year). The seven long-time members of the choir are most grateful for the wonderful skills (and youthful vitality!) brought by the choral scholars that enable the choir to sing a wider repertoire with greater quality than would otherwise be possible!

Instrumentalist also occasionally joined us in worship over the year: David Barss (trumpet), Kyron Basu (bass singer), Serena Jack (violin), Amanda Steinemann (viola), and Alberta Brown (flute) who regularly played solos (some composed by her father, Stephen Brown) and choral accompaniments through the fall.

Substitute organists while the music director Christine Purvis was on holiday or unable to attend were Jenny Vincent and Jorge Carrizales.

Thanks to all those who have contributed to making corporate worship possible over the sometimes-trying conditions of this past year – if it takes a village to raise a child, it also takes a village to put on a service!

Respectfully submitted, Brian Titus (for Worship Committee)

## MISSION AND OUTREACH

Who are we?

Mitch Coggin (Minister), Patti Jackson (Convenor), Patricia Shuckburgh, and Debra Verwey.

What do we do?

The Mission and Outreach Committee helps St. Andrews to serve those around us locally, nationally and internationally by seeking funds and drawing attention to various projects, coordinating Mission & Outreach related activities with other committees, and linking M&O-related activities. M&O Committee members regularly contributed articles to TWASA and The Link. Past articles can be found on the [standrewsvictoria.ca](http://standrewsvictoria.ca) website.

**International:** The congregation voted through the 2022 budget process to donate \$2,000 to Presbyterian World Service and Development as our minimum contribution to the global work of the Presbyterian Church in Canada. Mission and Outreach focused on the work of Presbyterian World Service & Development with a fundraising campaign during the month of February. The 2022 campaign focused on the humanitarian crisis in Afghanistan that worsened with the Taliban takeover.

**International and National:**

\$20,000 was sent to Presbyterian Sharing in response to our annual assessment by the Presbyterian Church in Canada. Presbyterian Sharing is the national church fund that supports mission and ministry in Canada and around the world. An additional \$4,080 was donated to the Ukraine Special Appeal Fund.

**Local:**

A number of Mission & Outreach events, fundraisers and programs happened throughout 2022. Grateful to the members and adherents who donated to

and supported various activities. A special thank you to the team leads who gave of their time to help to organize activities: Camp Representative (Jerry Verwey), Music Outreach (Dawn McLean), Open Church & Meditation Hour (Jerry Verwey), St. Andrew's Reading for Reconciliation (STARR) Book Club and Share the Joy of Christmas (Debra Verwey).

Respectfully submitted, Patti Jackson

### Camp VIP

The Vancouver Island Presbytery Summer Camps held four camps at Provincial Campgrounds. It was so wonderful to be together again after missing two summers due to COVID. They were as follows:

Little Qualicum Falls was held June 7-10: It is such a beautiful campground with the river, the Falls and the comradery.

French Beach Provincial Park July 2-8: The theme was "some of Jesus' Parables, which are learning tools for us today".

Cowichan River Provincial Park July 26-29: The theme was "Prayer".

Family Camp at Goldstream Provincial Park Aug. 25-29: The theme was "What Rhythms do you want to set at This Time of Year in Work & Worship, Sabbath and Worship?" We were honoured to have a visit from Vincent and Hee Jee Wan Tan from our sister congregation, The Chinese Presbyterian Church, come for a visit and they brought us hot cobs of corn. Vincent is the new Camp Committee Convenor for Vancouver Island Presbytery.

Please join us this year for our summer camps. They are a wonderful experience. Whether you are in a tent or an RV, all are welcome. For information about our camping program, please refer to our website <https://vipresbytery.net> or contact [campvip@outlook.com](mailto:campvip@outlook.com).

Respectfully Submitted, Jean Marcellus

### Cedar Tree Ministries

\$1800 was donated to Cedar Tree Ministries. Cedar Tree Ministries is an outreach ministry to the First Nations people of Vancouver Island. Cedar Tree Ministries has a program called helping hands ministry. Helping hands ministry goal is to help elders and single parents in the First Nations community with fixing items, assist with cleaning and provide food gift cards, as needed, to Super Store.

Respectfully submitted, Patti Jackson



## Journey for Hope

Previously known as Ride for Refuge, Journey of Hope in 2022 was a collaboration event between the local Presbyterian Churches in Victoria. The Victoria Team, Together in Motion, was an enthusiastic team of cyclists and walkers, who raised \$4,375 that went to PWS&D food security projects.

Respectfully Submitted, Patti Jackson.

## Music Outreach at St. Andrew's UVIC Music student's project

U.VIC was closed in January due to Omicron and student practice in the Sanctuary resumed in February. Planning and preparations began in March for two spring concerts in April and May.

April 3, seven violinists and multiple pianists performed at a Sunday afternoon concert in the Sanctuary. On May 1, several cellists, accompanied by pianists, performed classical selections at an afternoon concert. St. Andrew's volunteers provided support to these concerts which are funded by the Victoria Foundation.

On July 3, students from western Canada attended a 2 week in service program at the UVIC School of Music. Twenty-two students performed in the Sanctuary in duets, trios, quartets, and groups of five. The students then enjoyed exploring downtown Victoria, many for the first-time visiting Vancouver Island.

In August an offer was made to St. Andrew's, and facilitated by a UVIC professor, to house, at no expense to the church, a baby grand piano for music students to practice and perform on and for the use of St. Andrew's Music program and musicians.

A Master's violin student was contracted to assist scheduling of student practice and performance time in the Sanctuary and to promote the music project at UVIC (email, posters).

September-December student practice time continued in the Sanctuary. On Sunday December 11 senior cello students performed seasonal classical music selections and were accompanied on the baby grand piano by several pianists.

The project is supported by funding from the Victoria Foundation and volunteer support from St. Andrew's and the UVIC School of Music.

Respectfully Submitted, Dawn McLean

### The Gift of Christmas Music

The Gift of Christmas Music took place on Thursday, December 15, 2022, at noon in the Sanctuary. Formerly the Carol Singalong, The Gift of Christmas Music showcased talented musicians from St. Andrew's (Jorges Cazzales, Akina Kishiyama, Amanda Steinemann, Alberta Brown), Christine Purvis (Music Director) and from the community; The Cantabile Handbell Choir, David Barrs, and McKenna Jennings. The audience enjoyed singing traditional carols and were treated to hot drinks and muffins by Dave and Sheelagh Garson.

Respectfully Submitted by Dawn McLean.

### Mustard Seed Street Church Spring Sock Drive and Thanksgiving Food Drive

Hundreds of pairs of new socks were generously donated to the Mustard Seed Street Church in the spring for their street ministry. St. Andrew's members and adherents contributed \$465 to the Thanksgiving food drive for Mustard Seed.

Respectfully Submitted, Patti Jackson

### Open Church and Meditation

After a hiatus of some years, we commenced our Open Church ministry just a couple of weeks before Christmas. The church was open each day during the Christmas week. Visitors were welcomed from Oregon, Philippines, Germany, and other parts of Canada as well as locals. Though our numbers are small, some days only 2 or 3 visitors, other days 12 or more, it is encouraging that once again we can offer a place of history and quiet for personal introspection. This ministry will continue every Wednesday during the noon hour and at 4:30-5:30 for meditation.

Respectfully Submitted, Jerry Verwey

### St. Andrew's Reading for Reconciliation (STARR) Book Club

The Mission and Outreach Committee has overseen St. Andrew's Reading for Reconciliation (STARR) Book Club since its inception in September 2019. The idea for the book club was to read literature written by Indigenous authors to promote understanding of the history of First Nations, Métis and Inuit peoples in Canada and foster a pathway to reconciliation among all who share this land.

The club met between September 2019 and February 2020, when the COVID-19 pandemic caused an abrupt stop to the group's in-person meetings.

The group of 8 members resumed meeting in January 2022, using Zoom as an alternative to face-to-face discussions. We read and focused on the works of one Indigenous author each month from January to April, trying to discern Indigenous history, culture and ways of being, as expressed by the writers.

Respectfully Submitted, Debra Verwey

### Share the Joy of Christmas

Every year St. Andrew's Presbyterian Church has a Share the Joy of Christmas campaign with the goal of making the holiday season brighter for those in Greater Victoria who are struggling financially. In 2022, we decided to fund Christmas hampers for needy persons in Greater Victoria who are struggling financially. The local charity, Mustard Seed Street Church, using its contacts with local distributors, puts hampers together that provide nutritious food for families and individuals. Donations from St. Andrew's Presbyterian Church helps to cover the cost of hampers that the Mustard Seed Street Church assembles.

The goal this year was to provide 15 food hampers, costing \$170 each, which would feed a family of four. We surpassed our goal, and, by December 21st, we had received enough donations to fund 29 Christmas hampers! And still more donations were received after that date!

Reverend Mitch Coggin, our transitional minister for the past four years, donated some handcrafted wooden pens and pencils for us to sell with the proceeds all going to Share the Joy. All 6 of the writing items were sold, helping to increase the amount of donations received.

Thank you to everyone who so generously supported the Share the Joy of Christmas campaign.

Respectfully Submitted, Debra Verwey

## CONGREGATIONAL LIFE

Who are we?

Members: Moira Bernard, Patti Jackson, Cathy Mackenzie, Dorothy Reimer, Fiona Ryneveld Sabine Teetzel and Colina Titus.

What we do?

The mandate of the Congregational Life Committee is to facilitate and promote a sense of community through a range of activities for all ages that builds relationships and creates opportunities for fellowship.

In short, the committee seeks to foster a sense of family within the congregation. We reach out to welcome the congregation, their family members, friends and newcomers. We want to make St Andrew's a place to belong; where everyone can feel that they are welcomed into a family.

How do we do it?

A successful event needs planning, advertising and a team of volunteers. This is what we do. In true Presbyterian fashion the two important ingredients are food (lots of it) and people. We look for opportunities to celebrate (e.g., significant birthdays or anniversaries). Sadly, for yet another year we have not been able to host our usual range of in-person events and have missed the fun of seeing everyone at the Palm Sunday lunch, the Congregational Picnic and the Christmas lunch (and anything else that we may have come up with).

Extenuating circumstances required a different and modified approach, one that reminds us all that we are a family.

The committee eagerly anticipates the opportunity to share time with you all at the next event.

Respectfully submitted, Sabine Teetzel and Colina Titus

### Coffee Hour

The Congregational Life Committee has assumed responsibility for coffee hour during COVID recovery. We purchase supplies and set up the coffee/tea before the service starts. After the time of refreshment and fellowship, we clean up and leave the kitchen ready for its next use.

Because we were unable to gather for after worship coffee time since March 2020, it was exciting to resume that time of fellowship in the Kirk Hall on April 3, 2022.

Our regular gathering time with coffee, tea and treats was modified to ensure the continued safety of our regulars as well as visitors who come to worship with us. It was wonderful to see everyone enjoying their refreshments and catching up with their church family in person.

One of the highlights this year was the celebration of the marriage of Jorge and Amanda with cake and good wishes, and we were able to see a video of their wedding.

Coffee hour is such an important part of our church life, and from behind the refreshment table we see relationships being made and rekindled, visitors being welcomed and included, cards circulated to sign and send to our church family members and much laughter.

Thank you to all those who have volunteered to help us with this valuable endeavor.

Respectfully submitted, Catherine Mackenzie

#### Laneway Thursday Gatherings

You can read about these in the Kitchen report (page 42)

#### The Prayer Chain

The Prayer Chain at St. Andrew's is a group of people who have volunteered to share in prayer requests and who commit to pray as needs arise. There are currently 17 links in the chain and each link represents one person who has committed to pray for the needs of others. We are not sinless or especially gifted in praying but we know that as God's people pray, the Spirit makes intercession according to His will. Our prayers are made in the confidence that things will always work out according to God's will. (Romans 8:26 - 27) Prayer is our instrument of communication with God, and though He knows all and sees all, He still wants us to bring all our concerns, questions and doubts to Him through prayer. We feel it a blessing and a privilege to pray for others in intercessory prayer. If you would like to become a link in the chain, let us know.

Respectfully Submitted, Fiona Ryneveld

## Building Community Event

November 19<sup>th</sup> – Tea and Performance with Ballet Victoria's troop.

The third Saturday of November has been St Andrew's Christmas bazaar date for years. During the virus lockdown we have missed 2 years, and this year we planned an event with the support of Ballet Victoria.

We held a tea with performance by the Troop, and because of the limited seating, we held two sittings: first at 11:30am and the next at 2pm. We sold out both times with 60 tickets @ \$15. Unfortunately, we had to turn some people away at the door.

To maintain elements of our bazaar, we also had two stalls- Books and Preserves. We turned in to the treasurer, over \$2,400. This was important but not as important as it gave a larger number of our people a chance to share the bubbling energy when we come together around a shared purpose. It was as some describe a "collective effervescence" which happens when communal gatherings occur especially after our virus lockdowns. Many thanks to our over 40 volunteers, Shannon from our office, and to Ballet Victoria, for their professional performance. Everyone who participated and attended had a wonderful time.

Respectfully Submitted Sheelagh Garson, Jim Ferguson, and Dawn Mclean  
(Alley planning group)

## Prayer Shawl Ministry.

May God's grace be upon all who receive this shawl.

Pleased to report in Year 2022 the prayer shawl ministry gave eleven shawls to members of our community. All the recipients were so appreciative of our prayers and kind thoughts. If anyone in the congregation knows someone who they think would like a shawl please contact the church office, who will pass the message to Moira

I would like to thank those who lovingly knitted shawls in 2022, Colina Titus, Anne Bell, Jean Watt, Moira Bernard also to those who delivered some of them.

Respectfully submitted, Moira Bernard

## Christmas Cards

A virtual Christmas gathering.

In the past, we have enjoyed gathering together in the Kirk Hall for soup, pie and celebration. December 2020 was the first year when we were unable to gather to share a bowl of soup. The Congregational Life created a 'virtual celebration' to share the joy and celebration of the Christmas season and to show people that despite having to remain apart, we continue to be a community. We delivered a card, Christmas decoration and the soup recipe to every household in the congregation.

Three years: A Christmas star to lead us, an angel telling of good news and the Christmas tree as a reminder of God's greatest gift.

This year we made 'flat pack' paper Christmas trees that were tucked into the card, a Christmas card that we created and had printed. We hear that some people bring out the decorations from the previous years each Christmas.

Respectfully submitted Colina Titus

## CHRISTIAN EDUCATION

Members: Sabine Teetzel, Laura Hawkes, Linda Coggin

Our mandate is to provide opportunities for Christian Education to all the congregation. This year we facilitated several opportunities.

In February we asked St. Andrew's to share what they think what Christian Education means, what it should be, and what would make Christian Education meaningful.

We held 2 zoom sessions for people to share their thoughts about Christian Education and what they would like to see happen at St. Andrews. It became clear that there are 2 different views of how to approach adult education. Some would like a very tradition Bible Study and others would like studies that focus on the heart, mind connection and soul formation. There were suggestions that book studies (or other activities, films walking, meditation) are different ways of approaching Christian Education. All wanted to learn to engage and relate our bible learning to integrating Christ's ways into our lives.

Before Lent Linda Coggin invited us to share a story and scripture that have shaped our life of faith. Twenty members of St. Andrew's family responded. Their stories were compiled into a booklet of daily inspiration for people of St. Andrew's to use during the Lenten Season.

In April Worship and Christian Education attempted a joint venture to open St. Andrew's to the public as a place for quiet reflection and prayer. Sadly, we were unable to obtain the necessary assistance to make this a viable option.

In May we held a virtual book club to discuss "God Walk" by Mark Buchanan. We discussed the books invitation to consider what our physical being has to do with our spiritual life? Each session was a group discussion led by one of the three facilitators, Sabine Teetzel, Colina Titus, and Laura Hawkes. Two members of Knox Presbyterian joined us.

For Advent we encouraged participation in the ecumenical Advent program, "What are We Waiting For?". The Rev. Dr. Bob Faris, Moderator of the 2022 General Assembly, teamed up with Anglican, Evangelical Lutheran and United Church leaders. Every Monday during Advent, the national church leaders released an ecumenical Advent meditation and a live discussion with one of the participating church leaders took place every Thursday during Advent via Zoom.

Respectfully Submitted Sabine Teetzel



## COMMUNICATIONS AND ADMINISTRATION COMMITTEE

The Annual General Meeting for 2021 was held on March 5, 2022. It was a combination of in-person and Zoom. All materials had been distributed to our congregants either electronically, by hand or by mail and all voting was done in-person, by phone, by email or through an Elder.

Who are we?

Jean Marcellus and St. Andrew's employees Shannon Cummings (Church Administrator), Martin Perez (Web Administrator) and Pastor Coggin (Transitional Minister)

What do we do?

- Coordinate Church communication within the Church and widely through the community through a wide range of platforms.
- Coordinate Annual meetings and preparation of the Annual Report
- Oversee the functions of the Church Office

Whitney Hanna, our Church Administrator, moved onto a new opportunity in July 2022, after working faithfully for 12 years for our Church. We wish her well.

Shannon Cummings filled the position of Church Administrator starting August 8, 2022, on a three-month probationary period. Having successfully passed the three-month mark, Shannon has become permanent on our Staff. She works in the Office Tuesday, Wednesday and Thursday, 9:30 am to 2:30 p.m.

Our two weekly communiqués from the Church have continued and are wonderful and essential tools, to keep our congregants together. Thank you, Shannon, for continuing This Week at St. Andrew's (TWASA) with your creativity and to Martin Perez, for faithfully maintaining our website and keeping our data safe.

The Companion Video, which was part of The Friday email, continued until September 29, 2022, at which time it was disbanded. The return of St. Andrew's Presbyterian Church Service Bulletins containing Reminders and Announcements recommenced September 28, 2022.

Please see a separate report on This Week at St. Andrews (TWASA) and The Friday email.

Zoom meetings have continued for the majority of all meetings held for Church business – what would we do without Zoom? Session is meeting in-person and via Zoom for each of their monthly meetings.

Thanks also goes to the faithful deliverers of weekly Church communiqués to those that don't have email.

Below you will find a list of new communication and administration tools implemented throughout 2022:

- An Event Planning Form for Congregational Events
- An Online Fillable Form for Posters and Advertising to use to streamline the collection of complete information required for the advertising.
- An Events Tab on our Website for Events which occur in our Sanctuary which are open to the public, and Community Events open to the public.
- Under the Events Tab, a mirror image of the Google Calendar that our Church Administrator maintains in the Office.
- Bulletin Boards are assigned to various Committees and are updated as and when required with current information
- The Web Administrator's Contract was renewed effective 1 July 2022
- Approval for the Web Administrator to post any items he sees in TWASA or The Link on our website was received from Session.
- It was determined that everything going out from our Church should have the same 'image' (branding) on all documents, letterhead, business cards, posters, TWASA, Website, Facebook and e-advertising. A Branding Task Group was formed, and we first met in June 2022. We have reviewed numerous newly created images and this process will continue in 2023, until the Task Group is ready to submit their choice(s) to Session for approval

There is much work to be done in this Committee, and we are urgently seeking one or two persons from the congregation to join our team. Please contact me if you would like more information.

Respectfully Submitted, Jean Marcellus, Convener

### The LINK – St. Andrew's Newsletter

The Link was created years and years ago to inform members and adherents about current events in and around St. Andrew's Church. Today, we too strive to help keep an active and informed church community. Leona Johns is the Editor in Chief and produces the final product. She is assisted by Debra Verwey and Fiona Ryneveld who serve as co-editors. We firmly believe that the Link is an excellent tool to communicate with all people of St. Andrew's.

Several years ago, approximately 100 copies of the Link were printed each month as we know elders and members take copies to shut-ins who otherwise would not have access to the Link. Since the beginning of the Covid pandemic, the Link has been published on-line on the first Sunday of the month and sent out along with the church service. Those without computer access have been receiving the Link in the mail.

We would ask everyone in the congregation to send us information or articles that you believe would be of interest to others. Photos and general interest stories are most welcome. Special birthdays and anniversaries are among the stories we all enjoy reading. We would also encourage everyone to let us know if there is anything that they would like to see in the Link. Just write to [thelink@shaw.ca](mailto:thelink@shaw.ca).

We would like to sincerely thank all who have made contributions to the Link over the past year. We could not have done it without you!

Respectfully Submitted, Fiona Ryneveld

### Facebook

Our Church's Facebook page has continued to be well used this past year. We are blessed to have social media to help keep us all together.

Twice weekly, I continued to post content provided to me by the Church Office – "This Week at St. Andrew's" (TWASA) and the information about our Sunday Service.

Many special events were included in the Posts, i.e., Lent and Advent events, Building Community Together, Music Concerts, events about our Presbyterian sister churches, PWS&D, and other events that take place in our Church.

Respectfully Submitted, Jean Marcellus

### TWASA (This Week at St. Andrew's)

A weekly newsletter, published Tuesday afternoons, created to keep the St. Andrew's community in touch. Submissions can be made by contacting the Church Office. You can subscribe to the mailing list on St. Andrew's website.

#### Distribution:

- Email: Mailing List Audience: 130
- Print: 15 church copies, 5 copies delivered to the homebound

#### Articles

- Parable of the Pastor
- Church Announcements
- National Church Articles
  - Justice Ministries
  - PWS&D
  - Life Mission

## Bulletin Board

- Reminders
- Upcoming Events

## Other Submissions

## Victoria Community Events

- Church Events
- Calls for volunteers or donations.
- Announcements (birthdays, weddings, etc.)

## Thursday Email

A weekly email that prepares the St. Andrew's community for Sunday Service. You can subscribe to the mailing list on St. Andrew's website.

## Companion Video

- A message from the Pastor
- Scripture reading
- Discontinued on September 22, 2022

## Service E-Bulletin

- Digital version of the Worship bulletin
- Formatted for smartphone or tablet.

## Special Announcements

- Special services
- Time sensitive information
- Information packages

Respectfully Submitted, Shannon Cummings, Office Administrator

## Photographer

It is hoped the Congregation enjoyed the photos in The Link during 2022. Many special components of the services were captured and placed in The Link. I thank the many other folk who have contributed photos to The Link throughout the year, during my absences.

January 2022: The Gift of Christmas Music; Share the Joy for Christmas 2021; Musicians performing during December 2021

March 2022: Our talented choir

April: Lenten Cross and lit candles

May 2022: Spring Classical Music Concert musicians; shared Service of Worship with Knox Presbyterian Church on Easter Sunday; first Coffee House held on April 10, 2022, since March 8, 2020.

June 2022: Welcome back Sonja and Kevin; members of the choir performing 'African Psalm'; good wishes to the Verwey's on their six-month trip across Canada; Spring Classical Music Concert musicians.

September 2022: Celebration of Baptism and Reception of New Members; Camp VIP camps; Quartet Fest West musicians

October 2022: BC 55+ Games volunteers; Pulpit Swap Sunday; Picnic in the Park

November 2022: Jorge & Amanda's Wedding Celebration

December 2022: Lightning of the Advent Candle; Building Community Together Event

Respectfully Submitted, Jean Marcellus

## St. Andrew's Website

2022 came up with new additions to our website: we now have an EVENT link in our main menu which offers access to COMING UP, a page with all the future and past events, clicking one these events will take you to an events detail page where you will learn more about the event. You can also click on CALENDAR: we integrated the calendar managed by the Church Office, so everyone has access to it from the website.

More phishing attacks and impersonation attempts keep hitting our doors, especially, on our pastor (they tend to occur at the beginning and end of the year). We reached specialists on email security and configured our mail servers for added protection. Currently only Pastor, Office, Music Ministry, Missions & Outreach, Session Clerk, Treasurer, Donations and Communications have an @standrewsvictoria email, feel free to get in touch with Jean Marcellus and request one for you and your team. Keep your devices and systems updated and be mindful of whatever you click.

On the other hand, our domain name (standrewsvictoria.ca) lives in a new domain provider. In order to improve the service, we receive, and as our contract with GoDaddy expired in October, we transferred our domain name to Web Hosting Canada. It was a couple of fun configuration weeks, to make the transfer successful. The domain name was renewed for one more year. The registered holder of the domain is Jean Marcellus.

We made a proposal to build a new website, one with a more professional look, more interactivity, and able to engage existing and new visitors. Proposal has been initially approved by Session; it is yet to be confirmed. This is not part of our current contract; it is rather a free service as a gesture of gratitude towards St Andrew's. We already have the design, and programming has started. It is scheduled to be completed, tested and launched in March 2023. Finally, at the end of the year we received a proposal that involved making a website for the Presbyterian churches that would potentially work together in the near future. Once the specifications and requirements of such a project become available, we will start working on it.

Analytics. From data collected, we can assume that, on average, relative to 2021:

- There is an increment of 37% in the number of clicks visitors made to our website.
- There is a decrease of 20% in the number of impressions (meaning our website link has been seen by a user while googling, but not clicked).
- Canada, US, UK continue to be the countries from which most of our users visit the portal; apparently some people in Nigeria are becoming more engaged with our website.
- Desktop continues to be preferred over mobiles to navigate the website: 52.5% of the visitors used a desktop computer, 39.9% used a smartphone, while 7.6% used a tablet. We observe a slight rise in the number of people using a smartphone to access our platform.

The data is giving us some starting points to reassess our strategy for this year:

- As more people start to visit our site, what content do we want them to engage with? What actions do we expect them to take? What aspects on our platform need to continue, which ones can change to meet visitors' expectations and needs?
- There are people visiting our website around the world, should we be interested in what they are looking for?

For details of analytics see

<https://docs.google.com/presentation/d/1X12hxBQJH86qoxY44T6Bt1demg4KrthPAFBj15znVo4/edit?usp=sharing>

Respectfully submitted Martin Perez, Web Coordinator

## Audio Visual

### Live stream

The past year has seen a consistent viewing of our weekly worship via live stream. It is noted that there has been an increase in persons subscribing to our live stream. Regularly 8-12 persons attend the livestream broadcast at 10.30 on Sunday while many more watch at their leisure: between 50 -70 on a weekly basis. Our 'Gift of Christmas Music' was livestreamed and seen by over 75 persons. (Nary a one during the actual performance)

The process for set up for the service has been refined to make it easier. Whilst Deb and Jerry were on a 5-month cross country discovery tour, Alex Kim and Neil Verwey faithfully set up the weekly live-stream and worked the system on Sundays. Jerry performed the preparation choreography remotely and sent the information to the AV team. This required internet access, often difficult to find. Jerry was innovative; sitting outside libraries in his truck to access their Wi-Fi, downloading information from the minister and then later uploading for the live-stream crew for set up.

To provide better reception, we have added two hanging mics in the sanctuary. Upon initial installation the mics also provided unwanted reception for radio, causing interference to the broadcast. After many months of investigation, the purchase and installation of inline filters resolved the issue.

We are investigating a newer solution for our hard of hearing. At present the cost would be about \$500.00 for a wi-fi system to address the challenges faced by those hard of hearing. It is hoped that we can install a better system to provide sound in the Narthex and the Nursery.

The AV team would welcome any who would be interested in learning to operate even a part of the system, such as the microphone set-up, or even the actual operation of the live-stream program. As indicated last year, it is a bit overwhelming for one person to operate the system, though with experience and practice it can be done. It is preferable to have two people each week; one looking after the audio portion and one looking after the visual portion. If you are interested see me any Sunday at the sound desk.

Respectfully Submitted, Jerry Verwey

## PROPERTY COMMITTEE

### Who Are We?

The following persons are on the Property Committee: Pastor Mitch, Dave Garson, David McLean, Arthur Marcellus and Jerry Verwey

### What Do We Do?

As per the latest Terms of Reference dated January 2020, and the revised Committee structure in 2021, we are responsible for:

- The operation of the physical buildings and their maintenance
- Maintenance and safety of the Church facilities
- Insurance
- Rentals & Clients - Leases, and short-term building use by outside community groups
- Co-ordination of space utilization
- Maintenance of the fabric and up-keep of buildings
- Oversight of the Kitchen and compliance with Health Regulations
- Security Systems and procedures
- Ballet Victoria (BV)
- Alcoholics Anonymous (AA)
- Property renovation
- Property decorating

The Terms of Reference state: Property Committee shall report to Session after each meeting, with highlighted issues and recommendations for motions that need Session's consideration.

Respectfully submitted by Property Committee

### Insurance

Our policy coverage is for the calendar year, January 1<sup>st</sup> to December 31<sup>st</sup>, 2022. The coverage included earthquake insurance. Prior to the beginning of the year, Session had recommended not including the earthquake coverage because the co-insurance provisions and the premiums made it an impossible coverage for St. Andrew's ever to utilize.

After some time, it was decided to refer the issue to Presbytery for the agreement / permission to withdraw this coverage. This was done as Presbytery is the Owner of our property, and we are the Trustees. After debate, Presbytery sent us a letter saying it was our decision. This letter arrived too late in the year for us seek approval from the congregation prior to cancelling the coverage in the year 2022.

Property Committee and the Treasurer continue to recommend that this coverage be dropped.

Respectfully Submitted, David McLean



## Property Repair, Renovation and Decoration

This was a busy year for Property. These are some of the things that were dealt with:

- Heavy rains at the start of the year caused an estimated 400 gallons or more of ground water to leak into the Thrift Shop under the west wall. There had been leaks in the past, but this was one of the worst. This room had been leased to Ballet Victoria, so we wanted to try to mitigate this problem. The initial plan was to install an inside drain tile under the floor. It was determined that the floor tiles contained asbestos and would need to be removed before the floor was cut out. An approved contractor was brought in to remediate both rooms. Then the drainage contractor began excavation to install a drain tile but quickly discovered that the floor slab was at least 12" thick. The plan was abandoned in favour of adding a curb on top of the floor to force any leaks to go to the sump pump in the corner.
- The Kirk Hall alarm system was upgraded to include the emergency exit doors out onto Courtney. There had been some possible tampering with these doors, and we wanted to increase security of the building overall.
- Roofers were brought in to deal with some leakage problems on the smaller Kirk Hall flat roofs and also replace the fascia on the "eyebrow" over the second story windows of the hall. The existing material, behind the fascia, was rotten and several large pieces had fallen out, posing a threat to anyone under the eyebrow.
- The Annual inspection report from the Victoria Fire Department required the installation of an FDC (Fire Department Connection) on the exterior of the hall. A contractor was chosen, and the project was done. As it involved changes to the piping in the boiler room, this resulted in a major cleanup of the boiler room which was long overdue.
- The block wall in the corner of the men's washroom on the main floor of the hall was broken open to access the drain line from the roof over the washroom. The roots from a City tree outside had blocked this line and the line lacked a cleanout. A plumber was hired to clear the roots out and add a cleanout to facilitate future drain clearing.
- The major project of the year was the renovation of the main floor washrooms in the Kirk hall. This project was planned by Paul Destrooper and Ballet Victoria, in consultation with, and the assistance of, Property as needed. Paul was able to access grants from the City of Victoria and the Victoria Foundation that covered the majority of the costs. Thanks to Paul's efforts, there are now four individual unisex washrooms.

- A contract was set up with a local towing company that allows the church to tow vehicles parked illegally on church property, if necessary.
- The security patrol contract was canceled as it was no longer needed.
- Additional locks were put on the gym doors to enhance the security of the equipment in the gym.
- A pew was removed from the sanctuary to make room for a Baby Grand piano.
- There was no decoration done in 2022.

Respectfully Submitted, Dave Garson

### Kitchen

While 2021 had brought the stoppage of many things at St. Andrew's, 2022 brought, once again, a more consistent use of our kitchen with the restart in April of Sunday Coffee times. Thank you to the "coffee team" who provide us with coffee and treats each Sunday and leave the kitchen in excellent shape for the next usage.

We continue to have intermittent use by various users as activities increase in the hall. In July, we were pleased to be able to help the coffee team with the reception prior to the service for Betty Barwise.

Our kitchen has, once again, received an excellent review by the health inspector. We are blessed to have such a great kitchen facility for us to use, to share and to maintain.

In 2021, we had recognized a need for folks to get together informally and began coordinating "meet ups", outside, in our laneway, once a week for the summer. These meets continued in 2022, from June through September. Dropping in for a few minutes or staying for the afternoon provided us with a chance to chat with old friends or meet new. Some days there were 5 or 6 who stopped in and on other days there were 10-12.

Conversations shared were sometimes about upcoming events, sometimes hints on gardening, or sometimes just a laugh or two.

Until "sitting outside" weather returns we'll continue our meets inside.

Thank you to Grant, Jean Watt. and Dave Garson for their ongoing support and help in caring for our kitchen.

Respectfully submitted, Sheelagh Garson, Kitchen Committee

## Rentals & Clients

The Church Office works with St. Andrew's Property Committee, Christine Purvis, various Church event organizers, and Ballet Victoria to organize internal events. COVID restricted rentals and events during the first part of the year, however by the end of the year, our schedule began to fill up again.

St. Andrew's presented the Building Community Together Event, The Gift of Christmas Music, and Seasonal Classic Concert in the latter half of 2022 and all events seemed to be very well received by the community. Ballet Victoria's recurring Tea for Tutu concert is always a popular, affordable, and well-attended event.

St. Andrew's has a good working relationship with a handful of long-term, external clients; Alcoholics Anonymous, Overeaters Anonymous, The Early Music Society, Beacon Ridge Productions, The Pandora Chorus, The RCCO, VIEC, and UVic Music. As COVID restrictions have eased further, the Office has received several inquiries from prospective new clients for 2023 bookings.

## Kirk Hall Use

### Ballet Victoria

- Practice
- Classes<sup>[1]</sup><sub>[SEP]</sub>
- Special Events
- Concerts

### Alcoholics Anonymous

- Christmas To-Go Dinner

### St. Andrew's

- Special Events
- Meetings

## Sanctuary Use

- The Early Music Society
- Concerts
- The Pandora Chorus: Practice and Concerts
- St. Andrew's
  - Worship Services
  - Concerts
  - Special Events
  - Congregational Meetings
- Beacon Ridge Productions: Concerts
- UVic Music: Practice

## Lecture Room Use

- The Early Music Society: Workshops
- The RCCO (Royal Canadian College of Organists): Workshops and Special Events
- VIEC (Victoria International Exchange Centre): Special Events
- St. Andrew's: Meetings, Special Events and occasional Sunday coffee time

#### Other Room Use

- Alcoholics Anonymous: Meetings
- Overeaters Anonymous: Meetings
- UVic Music: Practice

Respectfully submitted, Shannon Cummings, Office Administrator

## FINANCE COMMITTEE

### Envelope Secretary

The Envelope Secretary works with the Finance Committee and is responsible for ensuring that donations are attributed to the correct donor as well as the designated fund. The envelope secretary completes the computer input weekly, manages the PAR system, prepares and mails out the yearly tax receipts and manages the offering envelope set-up and distribution. I could not do this job without the support of counters, Moira Bernard and Jean Watt, who meet weekly to count the offerings and take the deposit to the bank.

As St. Andrew's returned to more normalized worship in 2022, we still took precautions and continued with the offering boxes in the narthex and at the Broughton Street door. During the second half of the year, elders and ushers started to collect offerings from congregants in the pews - another sign of 'normal' returning.

Thank you to those who have taken the time to mail in their donations. We are also grateful to all those who send us a change of address, or any other updates needed to help keep the financial database current.

In early 2022, tax receipts were handed out as well as mailed. At the end of 2022, boxes of offering envelopes were handed out at worship and those

that were left over were delivered to donors by some elders and others. Please contact the church office or me if you wish offering envelopes.

I tried to retire in 2022 and was able to take 3 months of retirement before I was asked to return. After many years with St. Andrew's, Whitney Hanna, who had agreed to add Envelope Secretary to her administrative duties, left to start a new position. Many thanks to our new administrator, Shannon, for forwarding changes in addresses etc. to keep the financial database up to date.

Respectfully submitted, Leona Johns, Envelope Secretary

## Financial Review Letter

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*St. Andrew's Presbyterian Church*  
*680 Courtney Street*  
*Victoria, B.C.*  
*V8W 1C1*  
*250 384-5734*  
*office@standrewsvictoria.ca*



Jan 30, 2023

Financial review report to the:

Members of St. Andrew's Presbyterian Church (Victoria, B.C.)

I have reviewed the financial statements of St. Andrew's Presbyterian Church as presented and dated Dec 31, 2022 and the accompanying notes and schedules pertaining thereto. My responsibility is to express an opinion on the Financial Statements based upon my review.

I have conducted a review of amounts presented and disclosures in the financial statements. Verification of givings, donations and other revenues has been limited to the amounts recorded. The review also includes my estimation of the accounting and recording principles used, as well as evaluating the overall Financial Statement presentation.

In my opinion, these financial statements present fairly the financial position of the Church as of December 31, 2022 and the result of the operations for the year thus ended in accordance with generally accepted accounting principles

A handwritten signature in blue ink, appearing to read 'David Allen', with a stylized flourish at the end.

David Allen

[jackreimer@shaw.ca](mailto:jackreimer@shaw.ca)

[treasurer@standrewsvictoria.ca](mailto:treasurer@standrewsvictoria.ca)

## BALANCE SHEET AS OF DEC 31, 2022

<b>2021</b>	<b>Assets</b>	<b>2022</b>
\$631.09	Accounts receivable (HST & GST Rebate)	\$801.98
\$0.00	Advance	\$0.00
\$541.53	Payroll Advance	\$0.00
\$1.00	Capital Assets	\$1.00
\$23,432.20	Credit Union Bank Account	\$17,690.85
\$15,450.27	Victoria Foundation Nonredeemable	\$15,450.27
\$787,466.12	Investment Accounts - CIBC	\$753,004.81
<b>\$827,522.21</b>	<b>Total Assets</b>	<b>\$786,948.91</b>
	<b>Liabilities (incl. allocated Church Funds)</b>	
<b>\$0.00</b>	Payroll, EI, CPP & Fed Taxes clearing	<b>-\$545.32</b>
\$60,000.00	Long Term Liability (Fed Gov Loan)	\$60,000.00
\$275,691.26	Special Funds (earmarked reserves)	\$386,781.26
\$13,943.79	Project Funds (earmarked reserves)	\$20,389.49
<b>\$349,635.05</b>	<b>Total Liabilities</b>	<b>\$466,625.43</b>
	<b>Equity</b>	
	Reserves (opening Balance)	<b>-\$250.00</b>
	Reserve Funds	\$586,768.61
	Total Assets Change (earnings)	<b>-\$37,442.70</b>
	Unrestricted Net Assets	<b>-\$228,753.42</b>
		\$1.00
	<b>Total Equity</b>	<b>\$320,322.49</b>
	<b>Total Liabilities, Church Funds &amp; Equity</b>	<b>\$786,948.91</b>
	<b>Rounding</b>	<b>\$0.00</b>

## INCOME AND EXPENDITURE 2022

Budget 2022	Incomes Donations	Year End 2022
\$205,000	<b>Congregation Giving's</b>	\$198,082.92
\$4,000	Canada Helps & EFT's	\$6,159.55
\$160,000	One Time Gifts/Estate Gifts	\$110,000.00
-\$120,000	Transfer to Reserves	-\$110,000.00
\$3,000	<b>Open Plate</b>	\$3,107.15
<b>\$252,000</b>	<b>Sub Total - Congregation Giving's</b>	<b>\$207,350</b>
Budget 2022	Other Deposits	2022
\$90,000	<b>Ballet Victoria</b>	\$70,533.52
\$10	<b>Bank Interest</b>	\$0.00
\$0	<b>Bazaar</b>	\$1,865.00
\$500	<b>BC Ferries/United Way</b>	\$0.00
\$4,000	<b>Church Hall Rentals</b>	\$325.00
\$0	<b>Coffee Hour</b>	\$503.60
\$500	<b>Concerts</b>	\$956.70
\$0	<b>Directed - Share the Joy (Mustard Seed)</b>	\$8,288.50
\$500	<b>Presbytery Grant</b>	\$5,592.00
\$0	<b>Transfer to Directed Programs</b>	\$0.00
\$500	<b>PWS&amp;D, &amp; Directed Givings</b>	\$750.00
\$0	<b>Transfer from Reserves</b>	\$108,140.14
\$650	<b>Victoria Foundation Dividend</b>	\$769.00
<b>\$96,660</b>	<b>Sub Total - Other Deposits</b>	<b>\$197,723.46</b>
<b>\$348,660</b>	<b>Total Incomes</b>	<b>\$405,073</b>
Budget 2022	Expenditures By Committee	Year End 2022
\$48,164	<b>Administration</b>	\$49,475.11
\$7,630	<b>Communication Committee</b>	\$6,978.75
\$700	<b>Christian Education</b>	\$25.19
\$800	<b>Congregational Life</b>	\$461.63
\$120,165	<b>Finance</b>	\$117,132.16
\$850	<b>Kitchen Expenses</b>	\$652.57
\$24,300	<b>Mission and Outreach</b>	\$29,916.00
\$133,121	<b>Property</b>	\$149,742.60
\$4,050	<b>Session</b>	\$8,288.59
\$39,123	<b>Worship</b>	\$43,659.08
<b>\$378,903</b>	<b>Total Expenses</b>	<b>\$406,331.68</b>
<b>-\$30,243</b>	<b>Variance</b>	<b>-\$1,258.60</b>



Budget 2022	Administration Committee	Year End 2022
\$3,308	Church Secretary - Benefits	\$2,305.35
\$1,323	Church Secretary - CPP Expense	\$1,304.22
\$613	Church Secretary - EI Expense	\$563.46
\$27,770	Church Secretary - Salary	\$25,064.96
\$500	Computer	\$528.92
\$600	inno8 Copy Fees	\$668.91
\$0	Legal Expenses	\$877.61
\$400	Miscellaneous	\$708.36
\$1,400	Office & Admin Supplies Incl Postage	\$5,207.09
\$250	Office Relief	\$0.00
\$200	Parking	\$15.62
\$4,400	Payroll and Accounting Services	\$6,925.13
\$2,000	Photocopying (lease & maint.)	\$492.55
\$500	Sickness & Holiday Relief	\$109.36
\$800	Telephone - Cellular	\$746.48
\$3,500	Telephone & Internet	\$3,430.08
\$300	WCB Expense	\$211.68
\$0	Web Development	\$0.00
\$300	Weekly Envelopes	\$315.33
<b>\$48,164</b>	<b>Total Administration</b>	<b>\$49,475.11</b>

Budget 2022	Communication Committee	Year End 2022
\$155	Design Software (Canava Pro)	\$0.00
\$75	Posters and Advertising	\$68.67
\$1,100	Internet Support	\$1,410.08
\$300	Link Magazine	\$0.00
\$6,000	Web Development, Support & Hosting Service	\$5,500.00
<b>\$7,630</b>	<b>Total Communication Committee</b>	<b>\$6,978.75</b>
<b>\$55,794</b>	<b>Total - Admin &amp; Communications</b>	<b>\$56,453.86</b>

Budget 2022	Kitchen Expenses	Year End 2022
\$250	Funeral and Other Tea's	\$0.00
\$250	Catering	\$32.18
\$250	Kitchen Expenses	\$517.29
\$100	Other (incl. Bazaar)	\$103.10
<b>\$850</b>	<b>Total Kitchen Expenses</b>	<b>\$652.57</b>

Budget 2022	Christian Education Committee	Year End 2022
\$100	Adult Christian Education	\$0.00
\$250	Miscellaneous	\$25.19
\$350	Sunday School Teaching Aids	\$0.00
\$0	Youth Group	\$0.00
<b>\$700</b>	<b>Total Christian Education</b>	<b>\$25.19</b>

Budget 2022	Finance Committee	Year End 2022
	<b>Interim Minister - Rev. M. Coggin</b>	
\$54,670	Interim Minister - Stipend	\$54,672.00
\$32,400	Interim Minister - Housing Allow.	\$30,000.00
\$3,000	Interim Minister - Utilities	\$3,300.00
\$3,500	Interim Minister - Car Allowance	\$4,500.00
\$800	Interim Minister - Cell Phone	\$877.52
\$2,971	Interim Minister - CPP Deduction	\$3,104.88
\$1,284	Interim Minister - E.I. Deduction	\$1,282.08
\$4,697	Interim Minister - Health & Dental	\$4,684.00
\$600	Interim Minister - Continuing Ed.	\$300.00
\$500	Interim Minister - Misc Expenses	\$0.00
\$0	Interim Minister - MSP	\$0.00
\$19,258	<i>Pension / Insurance / Employer Submission</i>	\$16,545.18
-\$1,289	<i>Minister - Grp Insurance (Recovered)</i>	-\$752.24
-\$6,826	<i>Minister - Pension (Recovered)</i>	-\$6,067.20
\$11,143	Net - Congregational Assessment	\$9,725.74
\$0	Fed. Govt. Covid Assistance Loan Repayment	\$0.00
\$0	Misc. (Bank Chargers, Parking etc.)	\$233.30
\$500	Moderator	\$0.00
\$3,100	Presbytery of V. I. Assessment	\$2,987.14
\$500	Pulpit Supply	\$1,445.00
\$500	St. Andrew's Memberships	\$20.50
<b>\$120,165</b>	<b>Total Finance</b>	<b>\$117,132.16</b>

Budget 2022	Congregational Life	Year End 2022
\$0	Communications, Sound system, Advertising	\$16.40
\$400	Church Summer Picnic & Poinsettias	\$294.21
\$400	Sound System	\$151.02
<b>\$800</b>	<b>Total Congregational Life</b>	<b>\$461.63</b>

<b>Budget 2022</b>	<b>Mission and Outreach Committee</b>	<b>Year End 2022</b>
\$1,800	Cedar Tree Ministries/Breakfasts	\$0.00
\$0	Mustard Street Church	\$1,176.00
\$500	Misc. (Downtown Churches, etc.)	\$0.00
\$20,000	Presbyterian Sharing	\$20,000.00
\$2,000	Presbyterian WS&D	\$2,000.00
\$0	Share the Joy of Christmas	\$6,740.00
<b>\$24,300</b>	<b>Total Mission &amp; Outreach</b>	<b>\$29,916.00</b>

<b>Budget 2022</b>	<b>Property Committee</b>	<b>Year End 2022</b>
\$200	Casual Church Officer	\$0.00
\$450	Cell Phone	\$507.95
\$3,014	Church Officer - Benefits	\$3,001.47
\$1,736	Church Officer - CPP Expense	\$303.88
\$796	Church Officer - EI Expense	\$813.79
\$35,445	Church Officer - Salary	\$36,778.26
\$7,000	Fire and Security Systems	\$7,114.41
\$18,000	Gas	\$21,034.51
\$1,000	Heating Maintenance	\$0.00
\$6,500	Hydro	\$7,719.66
\$0	Miscellaneous	\$2,434.48
\$1,000	Property - Misc. expenses	\$3,652.54
\$0	Property - Other	\$1,229.78
\$42,480	Property Insurance	\$42,420.00
\$5,000	Sundry Repairs & Supplies	\$6,241.37
\$9,000	Taxes	\$8,983.15
\$1,000	Utility	\$7,395.22
\$500	Kirk Hall/Water/Outdoor maintenance	\$112.13
<b>\$133,121</b>	<b>Total Property</b>	<b>\$149,742.60</b>

<b>Budget 2022</b>	<b>Session</b>	<b>Year End 2022</b>
\$750	Benevolence	\$700.00
\$400	Congregational Lunch	\$0.00
\$0	Miscellaneous Incl Sound System Upgrades	\$5,112.29
\$2,400	Moderator Fee	\$2,400.00
\$500	Personnel and Leading with Care	\$76.30
<b>\$4,050</b>	<b>Total Session</b>	<b>\$8,288.59</b>

<b>Budget 2022</b>	<b>Worship Committee</b>	<b>Year End 2022</b>
\$450	Copyright	\$535.00
\$3,600	Choral Scholars	\$5,400.00
\$750	Guest Artists	\$2,220.00
\$500	Miscellaneous	\$293.49
\$700	Music Director - CPP Expense	\$0.00
\$500	Music Director - EI Expense	\$698.83
\$29,023	Music Director - Salary (L9 12Hrs)	\$31,440.00
\$2,500	Organ & Piano Maintenance	\$831.52
\$500	Organist Substitute	\$1,485.35
\$600	Supplies & Worship Resources	\$754.89
<b>\$39,123</b>	<b>Total Worship</b>	<b>\$43,659.08</b>
<b>\$378,903</b>	<b>Total Expenses</b>	<b>\$406,332</b>
-	<b>Budget Excess or Shortfall</b>	<b>-\$1,258.60</b>
<b>\$30,243</b>		<b>Year end 2022</b>
<b>Budget 2022</b>		

## FUNDS SUMMARY DECEMBER 2022

<b>Balance 2022</b>	<b>Project Funds</b>
\$1,865.00	Bazaar
\$421.16	Choir
\$1,040.00	Camps
\$943.70	Concerts and Events
\$413.78	Friendship Club
\$8,058.75	Kirk Hall Access Fund
\$120.00	Library
\$769.85	Our Place
\$13.80	Music Program
\$3,727.00	Mustard Seed Ministries
\$150.00	PWSD - Special Appeals
\$10.00	Refugee Fund
\$75.97	Saturday Breakfast Club
\$779.70	Sunday School
\$1,661.78	Sunday School Mission
\$140.00	Thrift Shop
\$199.00	Other
<b>\$20,389.49</b>	<b>Total - Project Funds</b>
<b>Balance 2022</b>	<b>Special Funds</b>
\$16,759.72	Centennial Scholarship
\$13,463.76	Higher Education
\$42,647.78	Student for Ministry
\$14,059.76	Cordiner Fund
(\$26,294.85)	Memorial Window Fund
\$22,232.59	Memorials (Sanctuary)
\$7,857.38	Organ Enhancement
\$118,363.69	Restoration & Capital Spending
\$15,776.33	Session Funds:
\$358.75	Kirk Hall
\$96,106.92	Marion Patterson Fund
	<b>Weatherdon Funds</b>
\$13,331.01	Education for Ministries
\$24,413.15	Memorial
\$12,255.00	Music Students Assistance und
\$15,450.27	Victoria Foundation (Non-Redeemable)
<b>\$386,781.26</b>	<b>Total - Special Funds</b>
<b>\$407,170.75</b>	<b>Total - Restricted Funds</b>

# DRAFT MINUTES ANNUAL GENERAL MEETING 2021 AND BUDGET 2022

Saturday 5 March 2022. Persons attended in-person in the sanctuary and via Zoom.

## **Constitution**

- Pastor Mitch Coggin, Transitional Minister opened the meeting in prayer.
- A total of 37 people were in attendance, 23 in the sanctuary and 14 via Zoom.
- The meeting was moderated by Pastor Mitch Coggin. The Rev Wayne Stretch, Interim Moderator was in attendance.

## **Memorial Minute**

The memorial minute was read by the Roll Clerk, Jean Marcellus.

## **Nomination of Secretary**

Colina Titus was nominated as the secretary for this meeting.

The AGM be 3-part over the month of March 2022.

A) Question and answer session 5 March (Zoom and in-person)

B) Summary of question and answers (from 5 March meeting) to be circulated to the congregation together with the motions that require congregational approval.

C) Congregation to vote by email or phone.

Items B&C constitute minutes of 2021 AGM.

Every effort is made to include everyone in the congregation, including those without computer access. Full details were circulated prior to the meeting via email and hard copies by hand: how to attend and/or how to ask questions pertaining to the business of the annual meeting.

Because members and adherents cannot interact together with this method (combination of in-person, Zoom meeting, phone and electronic voting), this format should be considered irregular and reserved for use only during the pandemic when other real-time options are not possible and important decisions are required.

Correction on Page 7: add the year 2021 to the date of the meeting.

## **Annual Report**

Corrections

Page 6: Interim Moderator Report should be signed as Rev Wayne Stretch

Page 21: Thrift Shop. Our Pace should read Our Place

Page 21: Recitals. Should read funds in the amount of \$15,080.

Page 26: Camp date should read June 7 to June 10

#### Discussion and comments:

It was noted that the times and dates for the camps are provisional, as Provincial Campsite booking does not open until later in March.

It was suggested that the St Andrew's Reading for Reconciliation (STARR) book club continue.

#### Question:

- When will the drafts of the Church Profile and the Summary of the Visioning process be shared with the congregation? What is the timeline for programming?

Rev Stretch spoke about the visioning process. The session has responded the visioning statements collected from the visioning focus groups. The visioning process has identified both challenges and opportunities for the congregation. There are many unanswered questions including:

- Who are our partners in the community and who are our partners in the church community?
- Can the three Victoria Presbyterian congregations do more working together than independently?

A conversation has begun between the Interim Moderators and the Ministers of the local Presbyterian Churches, with the purpose of exploring shared opportunities and challenges. How is God leading us all? We all need to speak with honesty and clarity.

In the near future a report of progress will be ready for circulation to the congregation.

#### Questions:

- What is the timeline for the search process for St Andrew's? we are not ready to proceed. The congregation will be regularly updated on progress.
- What is the progress from the Task Groups?

The administrative task group continues to work to ensure we have fully functioning committees. This means adding new personnel and replacing those who are retiring. This is all important work in preparation for moving forward.

Church profile. We continue to work on preparation of the church profile required to be completed before a search for a new minister can begin. This was started early; usually this is done at the same time as forming a search committee.

We cannot form a Search Committee until we have our mission and vision completed. We are not ready. The important work of visioning is continuing. Visioning: this process was led by Pastor Coggin. There were 6 Zoom focus groups that included about 30 participants other than elders.

### **Appointment of Trustees.**

The following have agreed to be Trustees for St Andrew's Presbyterian Church:

David McLean, Dirk Ryneveld, Arthur Marcellus, Moira Bernard and Jack Reimer

### **Review and Approval of the Budget 2022**

Treasurers Comments about the end of financial year 2021:

- Thank you to the congregation for their ongoing support through a difficult 2021. Credit to everyone.
- We ran a deficit budget in 2021, but an estate gift helped to balance the deficit. In addition, we were in receipt of \$250,000 from the Reid estate. There is a balance of the Reid estate still to come in 2022 and this has been accounted for in the 2022 budget.
- Expenses in 2021 remained within budget.

### **Budget 2022**

- The 2022 budget has minimal changes from the 2021 budget. We will be required to pay back the \$40,000 loan from the Provincial Government (COVID related), this will be taken out of the monies in the balance of the Reid estate.
- The greatest ongoing concern is the rising cost of earthquake insurance. Total insurance cost (including Earthquake cover) for 2022 is more than \$42,000. % Years ago, total cost was about \$18,000. Much of this cost is for earthquake insurance; we are challenged by being an old building, in Victoria with Heritage designation. There has been debate over the costs and benefits of continuing to pay for earthquake insurance.
- Reserves are anticipated to be close to \$1,000,000 at the end of the year.

The treasurer recommended for consideration that beginning 2023, the congregation should set financial targets:

- 65% of annual budget from congregational giving



- 25% of annual budget from rentals (Ballet Victoria is a good tenant)
- 10% of annual budget from interest from reserves that are invested.
- If this cannot be achieved, expenses should be reduced.
- Suggest sharing of resources amongst other congregations. To ignore sharing is to ignore reality.

The Treasurer, Jack Reimer welcomes questions from anyone who would like an in-depth discussion about the budget.

Question:

- Do we need approval from Presbytery to cancel earthquake insurance? More than hour of the January meeting was spent in discussion regarding the letter from St Andrew's session addressed to Presbytery regarding earthquake insurance. Presbytery expressed sympathy and understanding, noting that the high cost of earthquake insurance is an issue for all BC churches especially in Victoria. The tone of the conversation indicated that Presbytery understood the overarching and complex issue for all churches, especially in Victoria. The administrative committee of Presbytery will talk with St Andrew's to understand the implications relating to the heritage status of St Andrew's and the expectations following an earthquake. This issue will be addressed by a task force of Presbytery to seek ways that the costs might be mitigated.

The insurance premium for 2022 has been paid in full, including the portion for earthquake insurance.

### **Other Business**

Questions for future consideration:

- What is the cost of bringing a new minister to St Andrew's, and the associated housing costs?
- What building projects should be considered? By the end of 2023, St Andrew's will be eligible to apply for a Heritage Grant (up \$100,000 if St Andrew's can match)

### **Adjournment**

It was moved that 'Question and Answer' part of the 2021 Annual Meeting and the Budget 2022 meeting adjourned. Roger Bernard

## **Prayer**

Rev Wayne Stretch thanked all those who attended and closed the meeting in prayer.

## **AGM Motions and Budget Approval**

The motions are listed below.

Everyone is encouraged to vote; this is important business of our church. Members and adherents of St. Andrew's are welcome to vote.

Usually we would vote by "show of hands" in an AGM.

In lieu of raising of hands, please vote in one the following ways:

- Electronic voting
- Ask someone who has a computer; a friend, an elder or Colina (ph. 250 382 2387) to vote on your behalf, indicating, "I vote to approve this motion" for each motion that you would vote in favor of
- Mark this page with Yes, No or Abstain and mail it to the church office.
- All votes must be submitted by Friday 25 March 2022

## **MOTIONS FOR THE 2021 ANNUAL MEETING AND 2022 BUDGET**

### **Motion 1**

It was moved and seconded that Colina Titus be named as the secretary.

Jean Marcellus. Sabine Teetzel

### **Motion 2**

It was moved and seconded that because members and adherents cannot interact together with this year's format (combination of in-person, Zoom meeting, phone and electronic voting) this format should be considered irregular and reserved for use only during the pandemic when other real-time options are not possible and important decisions are required.

Colina Titus, Jean Marcellus.

### **Motion 3**

It was moved and seconded that the Minutes of the Annual Meeting 2020 be approved as presented in the Annual Report 2021, with the following change:

Correction on Page 7: add the year 2021 to the date of the meeting.

Jean Marcellus. Colina Titus

**Motion 4**

It was moved and seconded that the Committee Reports in the Annual Report 2021 be approved as presented with the following changes:

Page 6: Interim Moderator Report should be signed as Rev Wayne Stretch

Page 21: Thrift Shop. Our Pace should read Our Place

Page 21: Recitals. Should read funds in the amount of \$15,080.

Page 26: Camp date should read June 7 to June 10

Colina Titus. Jean Marcellus

**Motion 5**

It was moved and seconded that Jack Reimer, Moira Bernard, Arthur Marcellus, Dirk Ryneveld and David McLean be approved as Trustees for St Andrew’s Church.

Jack Reimer. David McLean

**Motion 6**

It was moved and seconded the Proposed Budget 2022 be approved as presented.

Jack Reimer, Roger Bernard

40 people voted, and each approved all of the motions presented.

Respectfully submitted by Colina Titus

# DRAFT MINUTES CONGREGATIONAL MEETING JULY 10, 2022

## **Constitution**

Pastor Coggin opened the meeting with prayer.

## **Present**

31 attended in person. A further 14 participated in online voting.

## **Brief explanation of process for the meeting**

Advance notice and purpose of the meeting was given:

- Sunday June 26 (worship service)
- Tuesday June 28 (TWASA weekly newsletter distributed electronically and by hand to those without email access)
- Sunday July 3 (worship service)
- Tuesday 5 July (TWASA weekly newsletter distributed electronically and by hand to those without email access)

The 'Congregational Meeting July 10-Declaration of Trust' document we distributed on Tuesday 5 July (electronically and by hand to those without email access). The document included:

- Outline and purpose for the meeting
- Process for voting
- Declaration of Trust Document
- Excerpt from Book of Forms (Appendix C, page 141)

Pastor Coggin provided a brief explanation for the reason for the meeting:

There has been a change to the Land Transfer Act; all property owners must provide confirmation of the appointment of the trustees. As Presbyterians this requires a Congregational Meeting.

## **Appointment of Secretary for the meeting**

### **Motion**

It was moved that the Session Clerk (Colina Titus) be appointed as secretary for this meeting. Session. Carried

It was noted that Colina is present via Livestream and through phone contact with Jean Marcellus.

## **Approval of Declaration of Trust Document**

Discussion and questions.

Brian Titus, Dirk Ryneveld and Pastor Coggin responded to the following questions.

Why was the supporting information about the meeting not circulated sooner?

What is so urgent? Why are we meeting mid-summer?

- St Andrew's was late in fulfilling the required steps in this process. Following the June Presbytery meeting, Presbytery sent a letter to St Andrew's stating the urgency and outlining the steps required to complete the process for completing the Declaration of Trust as required by the province. This letter presented at the 21 June session meeting, and the first announcement of the congregational meeting was given on Sunday June 26.
- If anyone at the meeting is not ready to vote, there is an option to vote any time this week; electronically, by phone through the office or by asking someone to vote on your behalf.

What is the role of Presbytery?

Why are we giving the deeds of our property to Presbytery? Is so that they can close us down? Or make us join another congregation?

- The only role of Presbytery is to see that all is in order.
- There is no hidden agenda regarding the future of our property; this is an administrative and legal process set by the Province of BC.
- Quite independent of this process, there are conversations beginning between sister Presbyterian Churches in Victoria, to seek ways to work together and support each.
- Formal registration of trustees has always been in place. The new process set by the province is to formalize and make public the ownership of property in BC. This is to ensure that all property owners are registered, and that ownership is transparent (partly as an effort to reduce money laundering or keeping unregistered trusts). This new process applies to all property owners, not just churches.
- A trust is a formal declaration of those responsible for a piece of property.
- Trusts previously unregistered must now all be registered through a lawyer.

- Congregational property has always been in the name of Presbytery.

Who are the Commissioners?

- Commissioners are members of Presbytery: Roy Napier, Greg Toll and Rev. Jenn Geddes (Moderator of Presbytery)

Do the Qualifications for a Trustee in the Book of Forms (*All Congregational Trustees acting under the terms of the Trust Deed must be professing members of the Congregation provided they are not under church discipline.*) refer to a) a church or b) a trustee under discipline?

- Pastor Coggin confirmed that St Andrew's is not under discipline. A church with an Interim Minister or a Transitional Minister is not under discipline, and indeed it may be considered a blessing.

**Motion**

It was moved that the Congregation of St Andrew's, Victoria approve the Declaration of Trust document as presented.

Session. Carried

**Appointment of Trustees**

**Motion**

It was moved that the congregation of St Andrew's Presbyterian Church, Victoria approves the Declaration of Trust Document as presented.

Session. Carried

The congregation of St Andrew's Presbyterian Church, Victoria affirms the appointment of the following persons as Trustees for the congregation:

- Arthur Marcellus
- David McLean
- Dirk Ryneveld
- Jack Reimer
- Moira Bernard

Session. Carried

## **Trustees to Sign the Declaration of Trust Document**

### **Motion**

The congregation of St Andrew's Presbyterian Church, Victoria directs the trustees to register the Declaration of Trust.

Session. Carried

## **Adjournment**

### **Motion**

It was moved that meeting be adjourned 11.45.

Jean Marcellus. Carried.

## **Prayer**

Pastor closed the meeting with prayer.

Note: voting reflects the approval of those present in the sanctuary and those who submitted votes by phone or electronically.

The total number who participated in the voting is 45 (31 in the sanctuary +14 by electronic voting)

Respectfully submitted, Colina Titus, Session Clerk