



St. James'
ANGELICAN CHURCH

ANNUAL VESTRY MEETING FEBRUARY 24, 2019

FOR YEAR 2018

St. James' Anglican Church, 303 East Cordova Street, Vancouver, BC

CONTENTS

MINUTES OF THE 2018 ANNUAL VESTRY MEETING	2
MINUTES OF THE 2019 SPECIAL FINANCIAL VESTRY MEETING	6
REPORT OF THE RECTOR	8
REPORT OF THE WARDENS	9
PRAYER & FORMATION.....	10
ORGANIST AND CHOIRMASTER	10
OPEN CHURCH.....	11
FLOWER GUILD	11
SANCTUARY GUILD	12
SERVER'S GUILD	12
CHRISTIAN FORMATION	13
PAX	13
HOLY FAITH LIBRARY	13
RELATIONSHIPS & FELLOWSHIPS	13
SAINT JAMES' MUSIC ACADEMY	13
WOMEN'S GUILD	14
MOTHERS' UNION	15
COMING HOME SOCIETY	15
JUSTICE & MERCY	16
STREET OUTREACH INITIATIVE	16
OUTREACH COMMITTEE	18
FINANCIAL EQUILIBRIUM.....	19
TREASURER.....	19
ENVELOPE SECRETARY	20
COUNTERS	20
PROJECTED BUDGET	21
STANDING COMMITTEES	24
BUILDING COMMITTEE	24
RENOVATION COMMITTEE	24
THE COLUMBARIUM	26
COMMUNICATIONS	26
FINANCIAL STATEMENTS – ROLFE, BENSON LLP	27

MINUTES OF THE 2018 ANNUAL VESTRY MEETING

St. James' Anglican Church Annual Vestry Meeting held February 25, 2018 (*draft*)

Call to order: 12:15 pm

1. Opening Prayers – Fr. Kevin Hunt led the opening prayers. Regrets were received from Warden Pat McSherry and Deacon Joyce Loch. The Memorial to Deceased Members was read by Mother Lucy Price.

2. Report on Electors Registered: Registrars Celia Dodds and Mary Brown reported that there were 43 electors registered.

3. Adoption of the Minutes of the Annual Vestry Meeting held Feb. 26, 2017.

Moved by Jerry Adams, seconded by Peter Symons, that the minutes circulated in the Annual Report Book are a true and accurate copy of the proceedings of the February 26, 2017 Annual Vestry Meeting. Carried.

4. Adoption of the Minutes of the Special Financial Vestry Meeting held January 27, 2018

Moved by Pam Jeacocke, seconded by Peter Goodwin, that the minutes of the Special Financial Vestry Meeting held January 27, 2018 be adopted as circulated. Carried.

5. Rector's Report

Fr. Kevin referred the Vestry to his report in the Annual Report Book, and to a previous edition of PAX in which he offered similar observations. From his sermon of this morning:

“Mindful then of God's faithfulness and the costliness of walking with Jesus in the Way, we come to our life here at St. James' and our Annual Vestry Meeting. Faithfulness, God's and ours, does not mean always looking backwards, wanting things to be static, to remain the same – rather, like Abraham, like Peter eventually, like Fr. Clinton, and those who first brought the faith to St. James', stepping out in faith, trusting in the faithful God, walking with Jesus, the Word made flesh, on his journey of self-giving love.

Over the years St. James' vision and mission has grown and developed – one example is May Gutteridge, encouraging us to look out into the neighbourhood to see how we may serve - and our faithful God calls us onward still.

There are in our Annual Report many signs of faithfulness and flourishing – our worship, our Formation Sessions, our musical life, our commitment to Reconciliation, the work of the Street Outreach Initiative, the development of our Communications which are heightening our public profile, the Rectory renovations – of seeking new ways of looking out, of being that beacon of God's light that we profess to be.

But in all this there is a costliness – financial, at our Annual Vestry Meeting, but also in personal commitments and shouldering the task together.

If we look at our life, a small number of older people are doing most of the work. We need more people to offer to support our work – in Guilds and Ministries – so that we can continue to live out our faithful witness to our faithful God.”

6. Adoption of the Annual Reports

Moved by Paul Stanwood, seconded by Allan Duncan, that the annual reports on pages 7 through 23 of the Annual Report Book, and the additional Deacon’s Report, excluding the Treasurer’s Report, be adopted as circulated.

Questions on the Annual Reports were invited. Fr. Kevin spoke to our current work of making St. James’ more visible and known to the community, through our communications vehicles like the website and social media, and by initiatives to welcome people into the church. He referred to the surveys the church has done to ascertain what brought people to St. James’. In response to peoples’ stated attraction to the music, the church has offered the current Concert Series and the Choral Scholarship Program. The Royal Holloway Choir concert in April will be a particular draw. Fr. Kevin also mentioned that it is incumbent upon all of us to *invite* people to come here.

Envelope Secretary Philip Green stressed the need for clarity when parishioners make donations, so that he knows where to attribute the money. He used donations to ‘music’ as an example. People need to specify whether they are donating to the concert series, to funding choral scholarships, or to sponsoring musicians for special services. Similarly, a donation to ‘outreach’ needs to specify whether it is for the work of the Outreach Committee, or for the Street Outreach Initiative.

There was a request for more details to be included in some of the announcements in *The Thurible*.

Welcoming our First Nations neighbours to St. James’ was brought up, as there are not many Aboriginal worshippers in church on Sundays. Fr. Matthew, and Elders Kelvin Bee and Jerry Adams responded. There are many connections with our community’s Aboriginal Peoples, including Residential School survivors, that happen throughout the week, but are not evident on Sundays. Many First Nations people may not attend church regularly, but feel connected to St. James’ and turn to this church for funerals, weddings, and baptisms. Our clergy are very responsive and generous in providing Christian services while also accommodating cultural traditions and customs.

Fr. Kevin spoke about the late John Conway and his passion for outreach, both locally and internationally. The Vestry expresses great appreciation for his work, and gratitude for the funds that Dr. Conway provided, both during his lifetime, and in his Estate, for the continuance of outreach here at St. James’.

Fr. Kevin thanked everyone for the conversation, and called for a vote on the motion to adopt the Annual Reports. Carried.

7. Report of the Nominating Committee

Rector's Warden Brian Rocksborough-Smith presented the Nominating Committee's Report. He affirmed the names of all those previously elected to office, who are continuing to serve their elected terms:

Wardens: Pat McSherry is serving year three of a first 3-year term as Warden; Doug Ibbott is serving year 2 of a first 3-year term;

Trustees: Kelvin Bee and Justin Berger are serving year 2 of a first 2-year term

Alternate Delegates to Synod: Paul Stanwood and Mary Hamilton are serving year 3 of a 3-year term;

Jerry Adams is serving year 2 of a 3-year term

Youth Delegate to Synod: Jordan Skinner is serving year 2 of a 3-year term

Alternate Youth Delegate to Synod: Jacky Xu is serving year 2 of a 3-year term

Parish Council Secretary: Reece Wrightman is serving year 2 of a 2-year term

Moved by Brian, seconded by Lynann Burton, that the Vestry receive the report of the Nominating Committee. Carried.

Brian read the names of those nominated to fill the two vacant positions – one Trustee, and Parish Council President. There were no further nominations from the floor.

The following officers were elected by acclamation:

Trustee: PJ Janson, for the first year of a second 2-year term

Parish Council President: Annie Grant, for the first year of a second 2-year term

Fr. Kevin thanked all who are continuing in office and those who are newly elected.

8. Appointment of Scrutineers – since all vacant offices were filled by acclamation, no voting was required.

9. Rector's appointments

Rector's Warden – Andrew Campbell

(Fr. Kevin shared that former Rector's Warden, Brian Rocksborough-Smith, will assist the Warden team in 2018. Warden Pat McSherry has been diagnosed with cancer, and Brian will play a supporting role at such times as Pat is unavailable. The Vestry expresses its support and good wishes for Pat.)

Treasurer – Christopher Orr

Envelope Secretary – Philip Green

Vestry Clerk and PIPA Officer – Linda Adams

Pastoral Care Ministry Coordinator – Deacon Joyce Loch

Screening in Faith Coordinator – Doug Ibbott

Guardian of the Columbarium – Paul Stanwood

Librarian – Lynann Burton

Archivist – Paul Stanwood

Building Committee Chair – Randall Cheah

Outreach Committee Chair – Peter Goodwin
Communications Committee Chair – Mother Lucy Price

Those licensed to Administer Holy Communion: Amy Chai, Philip Green, Jim McKenzie, Brian Rocksborough-Smith, Paul Stanwood, Wayne Sample, John Clark, Jim Cheatley, and Ian Rocksborough-Smith. Fr. Kevin will ask Bishop Skelton to renew their permissions to officiate.

In appreciation:

Fr. Kevin thanked:

- his Clergy colleagues, and the team of Wardens, Trustees, and Treasurer.
- those retiring from responsibilities – Amy Chai, Screening in Faith Coordinator; Heather Graber, Administrator for the Street Outreach Initiative, who has moved to the UK to marry; and Audrey Guay, Volunteer Coordinator, who has nearly finished her contract with us.
- Rector's Warden Brian Rocksborough-Smith for his long service, first as Bishop's Warden, and then as Rector's Warden to Fr. Mark Greenaway-Robbins and subsequently to Fr. Kevin. Brian was recognized for his passion and love for God and this community; for his constant, calming presence and wonderful people skills; and for the way, like St. Barnabas, he is a 'son of encouragement', recognizing and applauding the accomplishments of everyone.

Warden Doug Ibbott thanked:

- all the Guilds and Ministries for their contributions to our life together
- Fr. Matthew and the Board of the Street Outreach Initiative
- Reconciliation Feast organizers – Kelvin Bee, Jerry Adams, Pat McSherry, and Fr. Matthew Johnson
- Kathy Walker, Executive Director, and the Saint James Music Academy

10. Scrutineers' Report - none.

11. Treasurers' and Accountants' Report

Treasurer Christopher Orr thanked the team of Counters for tallying donations weekly throughout the year. He explained how the church financial data is generated, and ends up with the accountants to review for accuracy, and any irregularities. He then introduced Kate Prusova from the accounting firm of Rolfe Benson LLP, who presented the 2017 Financial Statements.

Kate was contracted to do a Review Engagement rather than a full audit. In a Review Engagement, management is responsible for the preparation of the financial statements, and the Independent Practitioners' responsibility is to express a conclusion based on the statements. They found no significant internal control issues; the books and the management practices were in good order; there was no disagreement with management; and the Accountants received full cooperation in obtaining the materials/information they needed to review.

In 2017, net income showed a severe drop, but only because of the 9 million dollars donated by the Parish Foundation that showed as income in the previous year. The Foundation closed in May, 2017 with a final distribution to St. James' Church of \$180,000.

St. James' has \$9.4 million dollars in assets. There is \$620,000 set aside for Renovations to the Rectory to make it a parish center. The financial statements indicate (see notes on page 15-16) the original endowment in each investment fund (which is restricted from being spent), and the accumulated interest to date, which is available for use.

Kate thanked Christopher Orr, Dorothy Kwan, Linda Adams, and Deanna Ferguson for their assistance with the Review Engagement.

Moved by Brian Rocksborough-Smith, seconded by Barbara Simpson, that the Treasurer's and the Accountant's reports be adopted as presented. Carried unanimously.

12. Appointment of Accountants

Moved by Doug Ibbott, seconded by Peter Goodwin, that the firm of Rolfe Benson LLP be appointed Accountants for the coming year. Carried.

13. Announcements

There will be a Diocesan Mission Conference on May 26th. Doug Ibbott is on the Planning Committee. Parish Council will meet on June 9th, and center on a review of the Parish Profile.

14. Adjournment; Closing Prayer

Moved by Paul Stanwood, seconded by Kelvin Bee, that the meeting be adjourned. Carried.

Fr. Matthew Johnson closed the meeting with prayer.

MINUTES OF THE 2019 SPECIAL FINANCIAL VESTRY MEETING

St. James' Anglican Church Special Financial Vestry Meeting held January 26, 2019 (*draft*)

Call to Order – 10:25 am

Opening prayers – led by Fr. Matthew

Report on Registration Numbers

There were 26 voters registered, plus Mr. Ross Turnbull.

Opening Remarks from the Chair

Nuts and bolts make possible our mission – our whole life of worship and service as signs of God's love for us and all people.

Review of St. James' Investment Portfolio

Objectives – preservation of capital; long term capital growth but keeping it accessible. Stocks and bonds. 40-60 percent bonds; same for stocks. Managed investments since 1997. Ethical screen – good employers, environmentally sensitive. Open to guidance from church. 13 different accounts. As of Jan 7, the value of the portfolio approx. \$444,000. Companies that hold value in good times and bad.

47 stock investments, in Can & US and some in Europe. Attention paid to the value of Cdn as opposed to US dollars. 16 different bonds. Short in duration – average maturity of bonds is in 3 years. (bonds mean lending your money to a company at a specified rate of interest for a specific number of years) Investment grade bonds – you are 99% sure to get your money back at the end of the period.

4% is sustainable in how much we can withdraw sustainably from our investment income. This year we need 5.1%. Some years we will get a 6% return on our investments so it's okay to withdraw a bit more than 4% some years.

.38% return in 2018. Cost is .93% to administer them. (ie charged more in fees than was made in returns in 2018)

Moved by Andrew, Justin that we receive Ross's report. Carried.

Presentation of the Operational Budget for 2019

Christopher sends regrets. Andrew Campbell presented the budget. Budget is higher than last year, but lower than last year's actual costs. Some items – salaries, apportionment, etc. – are driven by the Diocese. Outreach budget is in Guilds & Missions. (Conway moneys will go to outreach but they are not in this budget.) Some of the cash management fund dollars from prior years will be used in 2019. Rental income is budgeted conservatively looking at a 5-year period of income. Special project didn't spend so taking it out of the budget.

Motion to approve the Operational Budget for 2019

Andrew moved that the Vestry approve the 2019 budget. Jerry Adams seconded. No debate. Carried unanimously.

Presentation of the Capital Expense Budget for 2019

Doug Ibbott as Chair of the Building Committee presented the Capital Expense Budget for 2019. (not including the Parish Center)

Moved by Doug, seconded by John Daniel, that The Trustees are seeking the Vestry's approval of this Capital Projects Budget, its proposed projects, and up to \$67,000 funding. Funding to come from one of the unrestricted funds, probably the Development Fund.

Motion to approve the Capital Expense Budget for 2019 above.

Conclusion.

REPORT OF THE RECTOR

As we look back over 2018 in the life of our parish of St. James', there is much for which we can give heartfelt thanks. Once again we have endeavoured to be faithful first and foremost in our offering of worship with traditional ceremonial and music. The outdoor procession on Corpus Christi, a vibrant and lively addition to the observance of the Feast, was a joyful expression of witness to our catholic faith in Christ present amongst us. The new Music Series has drawn in a large number of people to experience acclaimed musicians performing in the ample acoustic of the church. In July over 300 people attended the dialogue *Radical Inclusion*, a discussion on what it means to live out the gospel of God's generous and inclusive love. *Open Church* on Wednesdays welcomes a steady stream of visitors each week, some who come to look, some to pray, some to seek warmth and shelter, some to ask what we're all about: it is hoped that this ministry may be offered on Mondays too. During the Heart of the City Festival we were proud to host a performance of the dramatic monologue *Calling Mr Robeson*, which drew a full house to experience the story of this fighter for racial justice in the United States. We continue to enjoy our partnership with the St. James' Music Academy. These are all examples of our commitment to be open to the wider community. Alongside all this, our Guilds and Ministries have been sustained, and Mother Lucy continues to co-ordinate a stimulating Formation program, both a Sunday and a Thursday series.

Concern for social justice, for the poor, needy and marginalised, has always been a hallmark of the Anglo-Catholic movement: St James' from its beginnings has had a history of engagement with, and service to, the needs of the neighbourhood. This has been expressed in different ways at different times: for example, in the exceptional vision and passion of May Gutteridge, which led to the establishment of St. James' Social Services, now the Bloom Group; in the ministry of the Women's Guild, the Mothers' Union, the Outreach Committee, and the Coming Home Society; today in the evolving ministry of the Street Outreach Initiative, with Fr Matthew and Deacon Joyce.

In March 2018 Pat McSherry, Warden and faithful parishioner, died. Pat served St. James' well in many capacities, but particularly in her personal dedication to social justice and change, and in her challenge to the parish to share that commitment. Currently no-one has come forward to encourage this aspect of our witness: "Show me your faith without works," says *The Letter of James*, "and I by my works will show you my faith." Later in the year Janis Waller, President of the Women's Guild and stalwart member of the choir, also died: the October Bargain Sale, the last of a distinguished line in that particular form, was a fitting tribute to Janis, and to the dedication of the Women's Guild to the neighbourhood. We record too the deaths of two honorary assistant priests who had a close association with St. James' over many years, at the end of 2017 Canon Douglas Williams, and in October 2018 Fr Bill Crockett: we are grateful for their devoted ministry and service.

A pivotal achievement for St. James' in 2018 has been the transformation of the Rectory into the Parish Centre, with the office suite on the second floor, and hospitality and meeting rooms below. This is the culmination of several years' planning. We are indebted to the Renovation Committee and the outstanding Project Manager, Nancy Holme of Echo West Developments Ltd, for steering this to completion. We look forward in 2019 to "living into" the new centre, which fulfils a long-held desire to make ourselves even more accessible and open to the neighbourhood.

I record my gratitude to, and respect for, my clergy colleagues, and the Wardens, Trustees and Treasurer. It continues to be a privilege and a joy to serve alongside you all in this community.

Father Kevin

REPORT OF THE WARDENS

"What is a Warden? Originally, wardens were protectors and guardians—they protected the people from the priest, and the priest from the people. This explains the warden's staff or wand. Today, the wardens don't need to be the bodyguards of the clergy—the clergy and the people share equally in the running of the parish. Today the wardens and parish priest together form the main leadership of the parish and assume a large portion of the responsibility for the parish." *The Parish Warden's Manual Diocese of New Westminster*, May 2018.

Wardens at St. James' do not or no longer have staffs or wands; most parishioners run into them in their other roles. One volunteers on the Narthex Guild and probably greets you on most Sunday and Holy Days, one sings in the High Mass Choir, while the third reads to you as a member of Readers and Intercessors Guild.

Our year began with Andrew Campbell being appointed as the Rector's Warden. Continuing in office as Wardens were Pat McSherry and Doug Ibbott. With Fr. Kevin, the Wardens continued their bi-weekly meetings, meetings with the Treasurer, ten monthly Trustees' meetings, the quarterly Parish Council meetings, and two Vestry meetings.

On-going building maintenance and repairs continued. Thanks to Art Cuthbertson our building manager and to Darren Campbell. The Building Maintenance Committee has met and identified short-term and long-term repair and refurbishment projects.

Unexpectedly, Pat McSherry died last March. Requiem aeternam dona ei Dominus. At a subsequent Vestry Meeting, Reece Wrightman was elected to complete Pat's term of office.

The eagerly awaited process of converting the former Clergy House (Rectory) into a 'new' Parish Centre commenced. Last December, the occupancy permit was obtained and the move of the parish offices into their new location is expected during February. The Parish owes the Renovation Committee a great vote of thanks for all their hard work.

We need to consider proceeding with the other recommendation of our Parish Visioning Report regarding our areas of our buildings.

The Parish renewed the Memorandum of Understanding with the St. James Music Academy for their use of our premises for their programs and activities which provide classical music education to at-risk children and youth in the DTES. We also renewed our Shelter Agreement with Cooper Place (City Centre Cares Society) to allow their use of our premises in case of a Cooper Place emergency that requires their clients to seek short-term shelter.

The Parish continues to support the St. James' Music Program as a way to promotes culture in the city by presenting concerts for Vancouverites and visitors, and by providing a performance venue for musicians. The church's remarkable acoustics are ideal for voice, choir, and chamber ensembles. Music has always been the warp and woof of St. James' – the glorious music sung by the High Mass Choir and the programs provided by the Saint James Music Academy. In 2017, an additional element was added to the vibrant music tradition at St. James': a Music Series that offers a diverse range of concerts by highly-accomplished artists.

Support has continued for our St. James' Choral Scholarship program. Four scholarships are available to undergraduate and post-graduate students with good sight-reading skills and suitable choral experience.

The Wardens would like to thank parishioners and friends who gave financially to St. James' over this past year. This includes the occasional generous donors who continue to contribute so much to the life of the parish and our future. All gifts, regardless of amount, are welcome tangible signs of our faith in going forward together.

Particular thanks are also given to our clergy and many parish volunteers who give countless hours of work and support for the many guilds, ministries and committees whose reports appear elsewhere in this Annual Report. Without their leadership and efforts, our many parish programs and outreach would not exist

Special thanks are extended to Fr. Kevin for his guidance, courage, patience, great humour and encouragement of the Warden's work. Finally, we thank Doug Ibbott who is stepping down upon accepting a Principalship of a BC International Secondary School in Osaka, Japan.

Respectfully submitted, *Andrew Campbell, Doug Ibbott, Reece Wrightman*

PRAYER & FORMATION

ORGANIST AND CHOIRMASTER

As always, 2018 was another challenging and rewarding year for the music ministry at St. James'. The following are a few of the highlights of the past year.

The choir continues its custom of incorporating new music into our liturgies. In 2018 we added pieces by John Goss, Alexander L'Estrange, Cecilia McDowall, Lennox Berkeley and Richard Sheppard to our repertoire. On All Souls, November 2, and again on November 11, the 100th anniversary of the Armistice, the choir sang Maurice Duruflé's luminous *Requiem* (Op. 9) as the ordinary of the Mass, with talented local organist David Poon as our accompanist.

Our Choral Scholarship program, initiated in the Fall of 2016, has been a great success. In 2018 we welcomed Ashley Gonzales (soprano) and Preston Lee (bass) into the choir as new choral scholars. The Choral Scholarship program is a wonderful opportunity to not only add voices to our choir, but also to provide university students the opportunity to hone their skills as singers and be exposed to quality choral repertoire sung in an extraordinary liturgical setting. We are grateful to individual parishioners and to the Trustees for their support of this new program. Please speak to Gerald Harder if you are interested in helping to fund this program. The choir also continues to welcome singers from our parish congregation and beyond. We rehearse most Thursday evenings from September to June, in an enjoyable atmosphere of musical and social interaction. If you are interested in singing in our fine choir, please contact Gerald Harder.

In the Fall of 2017, we began a music series, which in 2018 welcomed the Vancouver Viols, the Choir of Royal Holloway (University of London), the Gesualdo Six, and the Jan Jon Violin Duo. I'd like to thank Michelle Herrewynen, the organizer of this series, and PJ Janson, Assistant Organist, for their unflagging

work in bringing the finest of local and international musical talent to St. James'. This initiative is a fantastic opportunity for us to support the musical arts in our city, and to raise the profile of our parish, including the exquisite space with which we are blessed, and the many ways in which we serve in our corner of Vancouver. This is a program which I sincerely hope can continue at St. James.

The high points mentioned here don't begin to give the full picture of the wonderful music we continue to enjoy in the service of our liturgies. I wish to express my deepest appreciation to the dedicated members of the choir, as they continue to sing an extremely wide variety of repertoire at a very high level. I am continually grateful for their dedication to music at St. James'. Sandy Birch and Camilla Hatfull as co-librarians, continue to provide invaluable support to the running of choir. I wish to also thank PJ Janson, our Assistant Organist, for the wonderful ways in which he assists me on a regular basis throughout the year, enhancing our worship and making the job of Organist & Choirmaster much more manageable. I am grateful for the ongoing general support of the parish to the music ministry, as well as to those donors who contribute to special musical projects throughout the year.

As Christians, we are all exhorted to sing "psalms, hymns, and spiritual songs" in praise of almighty God. Along with you, the "choir in the pews" and all the other musicians with whom I am fortunate to work, I look forward to another year of service to God through the gift of music.

Respectfully submitted, *Gerald Harder, Organist & Choirmaster*

OPEN CHURCH

In March 2018 the Open Church Ministry was launched on Wednesdays between 10:00am and 2:00pm. This ministry has been successful in welcoming passersby and people living in our neighbourhood into the quiet sanctuary of the church.

During the hot days of summer the Open Church ministers gave out freezies to those struggling in the heat and had a "Treats, no Tricks" day on Halloween, giving away bags with sweets and fruit in them to locals and visitors. During colder months hot tea is available.

In 2018 the Open Church Ministry team was Judy Fawdry, Mary Hamilton, Jim McKenzie, Sr. Jeannie-Lynn, Anne Kennedy, Lynn Wilson, Tim McLeod, Kelvin Bee, Peter Symons, David Paul, Jason Brown, Celia Dodds and Leah Postman.

Not all these people are able to continue into 2019, people interested in becoming part of this team should contact Mother Lucy lucy@stjames.bc.ca Time commitments can be as low as 2-4 hours per month or per week. All help is appreciated, to allow us to be open on Mondays and Wednesdays in 2019!

Respectfully submitted, *Mother Lucy*

FLOWER GUILD

There are presently five members in St. James' Flower Guild: Lynann Burton, Elizabeth Coan, Celia Dodds, Mary Hamilton and Christine Hatfull. We take it in turn weekly to arrange flowers on the High Altar and in the Blessed Sacrament Chapel; a standard if there is a dedication or a small arrangement if there is no request. We do our very best to beautify the church, especially at Christmas and Easter, but depend on the generosity of parishioners to submit dedications, as flowers are very expensive.

The new Dedication Chart for January to June 2019 is in the Narthex, and there is lots of room for more names on it. Please take a moment to consider how you can make an offering of thanks to God in a beautiful way, by dedicating in memory of loved ones, celebrating an anniversary or marking a special birthday. Our prices remain the same; \$50 for the High Altar and \$30 for the BSC and Lady Chapel Altar. Please remember to also notify the office of the wording of your dedication along with your donation.

Respectfully submitted, *Celia Dodds, President*

SANCTUARY GUILD

The Sanctuary Guild continues in the care of St. James' vestments, altar and priest's linens, cleaning sacred vessels, renewing spent candles, cleaning the sanctuaries as well as sundry other tasks. Thanks to bequests referred to in the 2017 Guild Report, we have been able to buy some new cassocks, priest's linens and have some sewing repairs done professionally.

Pat McSherry's death left a gap in our already depleted membership, and we were sorry to say "good-bye" to Martin Smith who comes to our rescue on his visits to Vancouver and is always welcome, as is Jean Wilson when she is in the city.

Members are: Betty Carlson, Elizabeth Coan, Mary-Ann Currie, Elizabeth Davies, Pamela Jeacocke, Peter Symons.

Respectfully submitted, *Elizabeth Davies*

SERVER'S GUILD

Another year, and as always there have been a few departures whom we will miss, and other welcome additions.

This year Juanita Clark left after completing her time with us and being ordained to the Diaconate. She enjoyed her time with us at St. James' and looks forward, as do we, to opportunities when she may come visit us to participate in St. James' unique liturgy. At the end of the year Katherine Walker left and has joined the choir. The newest member of our guild to just recently join us is José Luis Aranda Moyano.

This year Jason Brown started serving in the Sub-deacon's position and ongoing training will include MC where he joins Philip Green, Amy Chai and myself taking turns as MC and Sub-deacon.

There is not enough thanks I can give for the regular participation, commitment and support of all the members of our guild at the various masses every week; Peter Symons, Kaidan Rudolph, Jesús Esteban, Justin Burger, José Luis Moyano, John Clark, James McKenzie, Jordan Skinner, Ian Rocksborough-Smith and Jéan Chretien.

I look forward to 2019, to the continued fellowship of the Servers Guild, to welcoming new people who feel called to join us in serving at St. James', and in growing in offering our gift of service to the people and community of St. James'.

If anyone would like to learn more about the Servers Guild, or may be interested in serving, please feel free to talk to any of the MC's for the High or Low Mass.

Respectfully submitted, *Wayne Sample*

CHRISTIAN FORMATION

In 2018 Christian Formation sessions were well attended. The Following Sessions were run on both Sundays and Thursday Evenings:

- Advent Formation: Walking backwards to Christmas
- The Book of Acts
- Lenten Formation: Meeting Jesus in the Gospel of John
- Pilgrim, A course for the Christian Journey

The Thursday night Bible Study group took a Book of Acts beer crawl around some of the East Vancouver breweries which ended with a pub quiz on the Book of Acts. During the crawl the group encountered many interested onlookers and engaged in meaningful, good hearted discussion with those they met along the way. We hope to repeat this during the summer of 2019.

Respectfully submitted, *Mother Lucy*

PAX

The Parish magazine appeared once in 2018, an extra large Christmas issue of 26 pages, thus reaching its 33rd number since the beginning of the present series that began in Advent 2008. Intentionally a quarterly publication, PAX currently plans to publish occasional special issues. The editorial group, including Lynann Burton, PJ Janson, Christine Hatfull, and Paul Stanwood, with advisor Fr. Kevin Hunt, met informally – usually by e-mail – during the year. We are grateful to the many parishioners who contribute their pictures, stories, and ideas to PAX, and so help to continue this vital ministry of communication, of cultural and theological reflection.

Respectfully submitted, Paul Stanwood, Managing Editor

HOLY FAITH LIBRARY

The Holy Faith Library is in transition. Books have been stored during renovations to the new Parish Center, where the library will find its new home.

Respectfully submitted, *Lynann Burton*

RELATIONSHIPS & FELLOWSHIPS

SAINT JAMES' MUSIC ACADEMY

This past year at Saint James Music Academy has been one of transition and change: welcoming new leaders and visionaries, and saying farewell to others that have been important helping us to achieve our vision within this community. Stephen Rathjen, our much loved program director for many years, has moved on to new opportunities but remains close to our SJMA community. Jose Ceron-Ortega has settled in as our new Director of Orchestras, and oversees our new Junior Program with a focus on our

dynamic string orchestra. This program will be the foundation for the growth and vision of the Saint James Music Academy going forward. Jose brings passion, expertise and a commitment to social change made possible through music. His many years with El Sistema in Venezuela are invaluable in charting a new course for the future of our program. At our June yearend concert we had another “farewell”, saying goodbye to five graduating Grade 12 students, many who have grown up in our program playing music with us since primary school. Sharon, Jade, Julian, Christopher and Jia Ying are all now enrolled in university, and two of these have also returned to SJMA to be youth music teachers and role models to our younger students.

Opportunities for our kids to share their passion for music were on display at numerous venues throughout the year; to name but a few: the 2018 Juno Awards, the Museum of Anthropology, the Bah Humbug Theatre, the Sing it Forward Concert, the East Van Old Time Social, and the Kay Meek Theatre in collaboration with the North Carolina University Orchestra, and of course, to a packed house at St. James’ Church at our Christmas and spring concerts.

Academy enrolments remain at capacity or near capacity, with almost 200 children in our junior and senior programs. In addition, the kids enjoyed a nutritious meal prepared and served each day in the church kitchen. Suffice it to say that this past year we have seen music open the door to a better world for many of our kids. We owe our success to many friends and supporters. The parish of St. James’ Church is first among them, providing us from our very first day with our academy home. We thank you again, and look forward to our future together, including the exciting changes coming soon when the church moves to the new Parish Center while SJMA will be able to use the former office space for additional teaching space. We know that the kids will long remember their years here learning music, building friendships, and becoming self-reliant citizens. That such a great opportunity for them exists in and through the work of this church is no small triumph.

Submitted with gratitude from *Kathryn Walker and the SJMA team.*

WOMEN’S GUILD

The time and devotion of the Women’s Guild members to their activities and the enjoyment of being together to accomplish tasks to support St. James’ Church is most heartwarming. We are so thankful for the support of the volunteers, the clergy, the office staff and the contingent members of Art’s team of assistant’s – including Darren – thank you.

Activities of the Women’s Guild include the making of palm crosses, several Bargain Sales this past year, also the sale of baked goods and preserves at the Christmas Bazaar.

Funeral reception hosting this year included the loss of long-time active member Janis Waller. She is missed.

The Guild would be pleased to invite members to join the fellowship and membership. Simply speak to any member, we would be pleased to welcome you.

Fund raising is achieved through activities and is contributed to St. James’ Outreach, the Father Retter Memorial Fund (VST), Mission to Seafarers, and the Bloom Group. Funds are also contributed to St. James’ Church for specific items.

Members: Mary Brown, Elizabeth Coan, Mary-Ann Currie, Martie Irwin, Pamela Jeacocke, Judi Paterson.

Respectfully submitted, *Mary-Ann Currie*

MOTHERS' UNION

The Mothers' Union has had quite a busy year. We enrolled three new members on Mothering Sunday – Fr. Kevin, Louisa Farrell and Matena Graffos – and in September Rev. Juanita Clark and Elizabeth Coan joined and will be enrolled Mothering Sunday, March 31, 2019. Unfortunately, we lost a valued member, Janis Waller, in July. We also installed a new branch in Vancouver on September 30 at St. Mary the Virgin South Hill, where there are 21 members. Celia Dodds did presentations at St. Mary the Virgin, Sapperton, and St. John the Baptist Sardis, but so far neither has made a decision about forming a branch.

Celia made a Baptismal banner for 2017 and 2018 and a total of four candidates are named. We distributed our customary carnations and simnel cake on Mothering Sunday. We provided a celebratory cake for the blessing of the marriage of Barbara and Christopher Orr on July 29. We supported the Women's Guild at their Bargain Sales and funeral receptions.

We held a very successful sale of Mothers' Union Christmas cards on Sunday, October 28 and made a profit of \$250. We donated the proceeds to the Northern Clergy Families' Fund. We supported the 16 days Against Violence Against Women & Girls from November 25 to December 10 by wearing white ribbons or moose-hide squares. In December we sponsored a food and clothing drive for two aboriginal organizations; the Aboriginal Front Door, administered by Kelvin Bee, and the Warriors Against Violence Society, sponsored by the Coming Home Society, for which we thank our parishioners for their great generosity.

Our members are: Linda Adams, Rev. Juanita Clark, Elizabeth Coan, Celia Dodds, Louisa Farrell, Matena Graffos, Mary Hamilton, Fr. Kevin Hunt, Anne Kennedy, Dianne Palgova, Rev. Christine Rowe and Shirin Theophilus. Our Lone members are Elizabeth Brandson, Jan Strehler and Eleanor Faveris.

Respectfully submitted, *Celia Dodds, Secretary*

COMING HOME SOCIETY

In 2018 the Coming Home Society continued to support Aboriginal youth and families as they heal from the intergenerational legacy of Canada's Residential School system. In the spring, in fulfillment of one of the final wishes of St. James' warden, Pat McSherry, we facilitated the collection of books for First Nations youth who are taking part in Urban Native Youth Association's programs. We were able to pass along thirty books on Aboriginal themes, and by Aboriginal authors. We put a bookplate in each to say that it was gifted in loving memory of Pat. We were also able to pass along \$813 for the purchase of further books. Your contributions were very gratefully received, and it was an honour to be able to do this for Pat.

In the past year we were also able to sponsor Urban Native Youth Association's "Bentwood Box Auction." Our financial contribution to help enable this event made it possible for UNYA to raise thousands of

dollars toward building its Native Youth Center. This multimillion dollar project involving all levels of government will be the first of its kind, and a hub for services to Aboriginal youth.

This fall we entered into an added partnership with Warriors Against Violence Society (WAVS). WAVS has been quietly doing its work in the community for many years to help Aboriginal families who are affected by domestic violence. It is led by two Native Elders, Joe and Joyce Fossella, who were able to surmount the domestic violence in their own marriage and turn their experience into a program for helping other families in distress. The Coming Home Society is eager to support and enhance the healing work that Joe and Joyce are doing, so that Aboriginal children will not be scarred by the trauma that the adults in their lives are carrying as the legacy of the Residential School system.

Respectfully submitted, *Linda Adams, President*

JUSTICE & MERCY

STREET OUTREACH INITIATIVE

The Street Outreach Initiative (SOI) is a neighbourhood ministry of St. James' Anglican Church (SJC), in partnership with the Anglican Diocese of New Westminster (DNW), and a community of individual and family sponsors.

Street Outreach Priest, Fr. Matthew Johnson, offers pastoral and sacramental care to street-involved adults of our parish who struggle daily with poverty, mental illness, drug addiction, alcoholism, violence, social isolation, and trauma. This work occurs in a variety of contexts: on the Street, in the Church, at the Altar, in workshops, in addiction recovery meetings, in counselling sessions, and in our collaborative work with community organizations. In 2018 The Reverend Joyce Loch, RCC, Deacon of St. James' Church, joined the Outreach, with the permissions of our Rector Fr. Kevin Hunt and our Bishop.

The street work continues...Looking back over thirteen years now, a number of accomplishments are clear. Representing this parish church, we have journeyed profoundly with hundreds of souls; have had thousands of passing-yet-real religious encounters with others; have witnessed many discover or rediscover God's love for them; have welcomed new friends to Christian life and worship at St. James'; have assisted the church in welcoming the street community; have supported addiction recovery work; have beheld unmistakable miracles; and have developed relationships with aboriginal community members and leaders in this neighbourhood.

Each step forward has been a collaborative achievement. Reflecting the contributions of what is essentially a partnership amongst the Street Outreach Team, the Clergy and People of St. James' Anglican Church; Bishop Melissa; our Diocesan Partners, the Synod Office Staff; Community Organizations, and our Community Funding Partners. We are grateful, ultimately, to God the Father, to our Lord Jesus Christ, and to the Holy Spirit, who have made all this possible.

2018 marked an evolution in the scope of Street Outreach operations. In consultation with those just mentioned, we discerned that God was calling us to expand our work. Augmenting our ongoing pastoral presence on the street, we are now adopting a more proactive stance, seeking to address the key issues confronting our members. Preeminent among these is the impact of past traumas on people's present

lives. DTES is a community with a high incidence of individual with trauma histories. Trauma refers to experiences that totally overwhelm an individual in the moment, and which continue to affect the person thereafter; involving things like: combat, physical or sexual assault, child abuse, torture, incarceration, natural disaster, mass casualty event, or any life-threatening situation.

Trauma is a major predisposing factor for addiction, as well as for serious mental illness; both of which impact many residents here. Trauma is very much a spiritual matter, in addition to its prominent psychological and physiological dimensions. This is because trauma permeates and partially overshadows an individual's personal story and identity, and leaves a legacy that, when untreated, diminishes life, relationships, and physical and mental health.

Having cosponsored a prototype Trauma Group Workshop in 2017, the Street Outreach Initiative cosponsored two more workshops in 2018, working in partnership with a major Community Organization and psychologist Antonio Guzman, to host a total of (3) series of trauma workshops, over a total of twenty four (24) sessions. Fr. Matthew and Deacon Joyce acted as hosts, and teamed up with workshop leader Antonio in presenting basic concepts and leading exercises. We have now welcomed over fifty (50) participants, with thirty (30) neighbourhood residents completing the programme. We are grateful to Antonio and to his Organization for their leadership in this collaboration.

Pursuing this proactive mission one step further, and drawing now on Deacon Joyce and her particular gifts, the Street Outreach also offered four series of prototype workshops on Mindful Self Compassion (MSC). Self Compassion skills are extremely valuable for trauma survivors, in strengthening their resiliency. Yet these skills are useful also, and perhaps primarily, for all seeking to practice their Christian faith. MSC is particularly helpful under the stress which characterizes the life situations of most neighbourhood residents. Deacon Joyce has now delivered four (4) workshop series and a total of ten (10) sessions to pastors and frontline workers, in preparing to offer these to street-involved members.

In Spring 2018, filmmaker Cliff Caprani joined the Outreach team to document the work we do. His achievement is a remarkable twenty minute black and white film, which captures numerous dimensions of our operations, the beauty of the people, the texture of the neighbourhood, and interviews with both workers and residents. It has been screened to enthusiastic responses at the Diocesan Mission Conference, Diocesan Council, and St. James' Parish Council.

Finally, in 2018 we lost a singular member of the Street Outreach Team and the St James Church Executive. Pat McSherry, a key member of our Outreach's Operational Support and Advisory Group (OSAG) and Warden at St James, died in the Spring. A true Servant-Leader Pat led by example, and inspired all of us with her passion. Along with elders Kelvin Bee and Jerry Adams, Pat animated the planning for our Feast to Honour Survivors of the Indian Residential Schools (2017). Pat was a long-time activist and disturber, particularly in advocating for justice and reconciliation with Aboriginal Peoples. Pat was extensively networked and involved beyond the church as a community leader and volunteer for many causes. We are deeply grateful to God for her presence and witness among us.

In ending this report, we thank Deacon Joyce Loch, our Administrator Anna Wood, our Operational Support and Advisory Group Members, Father Rector Kevin Hunt, Mother Lucy Price, our Wardens and Trustees, Linda Adams, Art Cuthbertson, Deanna Ferguson, Darren Campbell and Alex McKenzie, all

Street Outreach Volunteers, those who donate gift cards and tobacco, and all who contribute financially to the Street Outreach Initiative.

Respectfully submitted, Fr. Matthew Johnson

OUTREACH COMMITTEE

The St. James' Outreach Committee exists to review requests and disburse small individual grants within the Parish or local community, or abroad in the national or international church. Funds are provided from the St. James' Church Outreach account funded through a legacy established by former parishioner Dr. John Conway. The committee is currently reviewing its Terms of Reference for purposes of amendment to be brought to a future Vestry meeting. Current members include the Revd Joyce Locht, Lynn Wilson, Jason Brown, Sir John Daniel, and, Peter Goodwin, Chair.

Grants issued for 2018 include:

- \$750 was given as an annual donation for membership in the Metro Vancouver Alliance (MVA) which is a broad based alliance of community groups, labour, faith and educational institutions working together for the common good. Its main goal is to build leaders within its institutions who will become leaders in the community.
- \$500 was given to Audrey Guay, St. James' Volunteer Coordinator, to attend the IAF Regional Training in April in Canby Oregon. The Metro Vancouver Alliance is a member of the IAF Northwest Organization. The training provides an opportunity to learn valuable community organization skills to assist St. James' to mobilize for the common good. Audrey reported back on her experience to a Formation Session following High Mass.
- \$1500 is being granted to the St. Hilda's Church Sechelt Restoration Fund. The church unexpectedly was in urgent need of repair and launched a \$ 1 million capital campaign. Its rector, Father Clarence Li, was a former assistant priest at St. James'.
- \$500 is being given to The Warriors Against Violence Society. The society is in partnership with the Coming Home Society and operates a drop-in sewing and cultural workshop program that is not currently funded but provides services every Tuesday evening at the Kiwassa Neighbourhood House. \$350 will be used for materials and supplies for sewing, crafting or cultural teachings and \$150 for food. This proposal was submitted and recommended for support by Jerry and Linda Adams of the Coming Home Society and is consistent with our parish's support for the Reconciliation process.
- In conjunction with the Street Outreach Ministry a grant is being given to Fr. Matthew for material expenses e.g. a blackboard, related to the Trauma Workshops being provided at St. James by other community professionals working along with Fr. Matthew and Revd Joyce Locht . They provide a follow up to the frontline encounters with street involved men and women.
- In conjunction with our church's missionary objective of welcoming the community funds are being provided to Mother Lucy for expenses related to Open Church and the Advent program including purchase of the Christmas tree.
- St. James' received an inquiry in August from Shannon Muir, chairperson of the diocesan Refugee Committee and Wilna Parry, a parishioner at St. Clements whether funds might be available to provide a portion of seed funding to initiate a sponsorship process for Nasrullah, a young Afghani refugee who fled to Turkey with the hope of joining his sister and her family also refugees and now settled in Vancouver. Nasrullah fled with his mother and other siblings who

sadly died while fleeing. He is currently living in risky circumstances in Turkey and it may be sometime before he is legally able to come to Canada. It was agreed to provide \$2000 towards seed funding but circumstances have recently changed whereby unexpectedly sufficient funds are available for sponsorship but an urgent need for funds towards his support in Turkey exists while he awaits travel to Canada. St. James' is now being asked to consider supporting this need instead of sponsorship.

Respectfully submitted, *Peter Goodwin*

FINANCIAL EQUILIBRIUM

TREASURER

Financial stewardship at St. James' draws on the talents of many. The involvement of several people is of long standing, notably Office Managers Linda Adams and Deanna Ferguson; Dorothy Kwan, Bookkeeper; Philip Green, Envelope Secretary; and Counters Pamela Jeacocke and Maureen Ing, Betty Heng and Tara Di Zazzo, Linda Lai and Betty Carlson; Kate Prusova and Jessica Barnett of Rolfe Benson, and Ross Turnbull at Odlum Brown. We give thanks for their diligence and commitment. Having the experience and knowledge of our team behind all we do, financially speaking, greatly assists your Wardens, Trustees, and Rector in making important decisions about our financial year to come. As well, your Treasurer is kept abreast of the many transactions which occur every week.

At the recent Special Vestry Meeting, members voted in favour of the 2019 budget. We were blessed this past year again with special donations, as well as rental income and your regular giving, which go a long way to helping us live out our mission here at St. James', while Inter-fund transfers from our investments make up more than half of what is needed to sustain us.

St. James' is a special parish with a long history, one which has received many generous bequests from caring individuals whose wishes have been to aid the continuation of what we hold dear; to them we owe our thanks, and to them we pledge our continued commitment to fulfilling their desires for the life of our parish. In keeping with St. James' ethos of careful stewardship of our communities and creation, Ross Turnbull of Odlum Brown, in managing our portfolio, selects investment opportunities with companies who are good community citizens and environmentally responsible. As we begin another year, we give thanks for the aid of so many, those working with us today, and those long since departed, for making possible the continuance of our mission and witness here at St. James'.

Respectfully submitted, *Christopher Orr*

ENVELOPE SECRETARY

Identifiable Donors	206
Donations, Grants, Recoveries - Funds & Projects	
Christian Children's Fund	\$1,200
Aboriginal Front Door Society	50
Save the Children Fund	1,020
Assistant Priest Support	30,000
Coming Home Society	1,870
Clergy Discretionary Fund	5,550
Candles	319
Flowers	4,023
Sanctuary Guild	615
Pax Newsletter	120
Street Outreach Initiative	18,729
Choral Scholarships	3,975
SJMA - Youth Music Program	1,795
Primate's World Relief and Development Fund	2,907
Outreach Committee - General	6,127
Memorial Garden	160
Maintenance Fund	1,536
Indigenous Justice	100
Musicians for Festivals, etc.	1,320
Reconciliation Feast	3,750
Legacies and Bequests	48,119
Hospitality - Refreshments, etc	1,069
Printing and Photocopying	1,683
In Memoriam Donations	1,650

COUNTERS

This past year, three teams continued the important ministry of counting the weekly collections, sorting them to the various ministries identified by the donors on their envelopes, and preparing a report for the Envelope Secretary, the Accountant and the Treasurer.

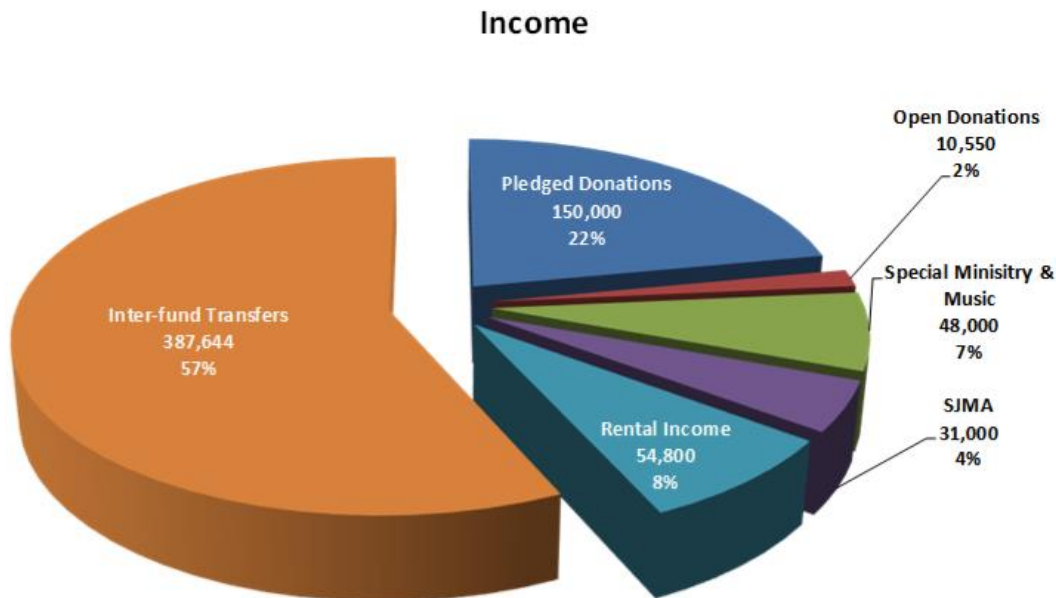
Each team takes a turn, counting once during the month rather than once every fourth week as in the past. This seems to be working out well, thanks to the increasing use of the direct deposit instead of the weekly envelope which makes it easier for all.

Our thanks to Philip Green for his support and assistance when requested, and to all who generously support the expenses of the Parish and the many Ministries that St. James' contributes to.

In 2018, the counting teams were: Pamela Jeacocke and Maureen Ing; Betty Heng and Tara Di Zazzo; Linda Lai and Betty Carlson.

Respectfully submitted, *Betty Carlson*

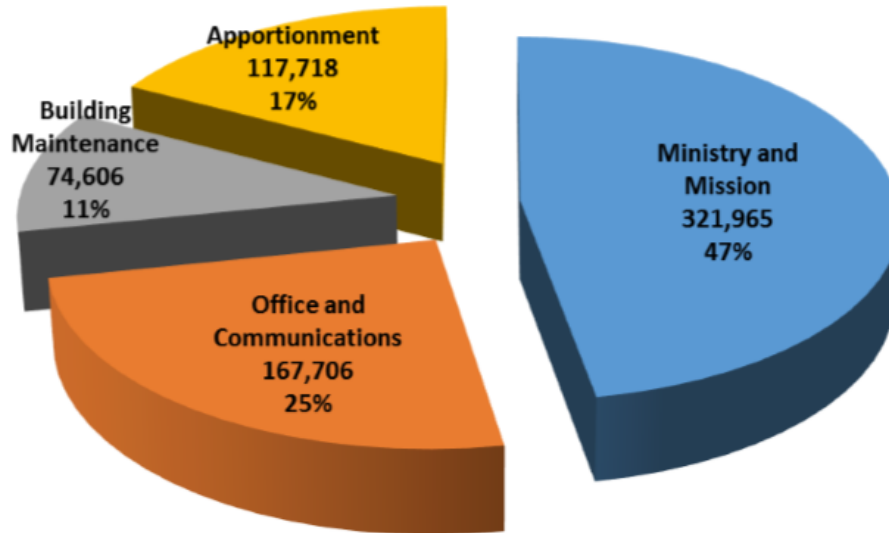
PROJECTED BUDGET



Income: \$681,994

We are very grateful at St James' to parishioners and friends who support our mission and ministry with regular giving, generous donations and bequests. In past years, less than 50% of parish expenditure was drawn from our investments, with the majority funded by regular giving. More recently the level of giving has not kept up with increased expenditure, so in 2019 we expect 57% of expenditure to be drawn from investment income (a draw-down of 5.1% of investment assets with only 22% from regular giving. Special donations (including 7% for ordained ministry and music), rental income, and general donations make up the rest. Thus far, we have avoided dipping into capital, but to continue to do so, we need to increase both the level of regular giving, and, if possible, our investments.

Expense



Expenses: \$681,994

Ministry & Mission Expenses: \$245,454

This includes clergy costs, altar supplies, education and formation, hospitality, outreach, indigenous justice, and our contribution to the Street Outreach Initiative. We are grateful for generous donations earmarked for the costs of the assistant priest and Street Outreach.

Music Ministry: \$76,511

The style and high standard of music is one of the distinctive features of worship here at St James', and is a draw for many people who come. This item includes the cost of the organists and musicians, musical supplies, and the maintenance of the organ.

Office & Communications: \$167,706

This covers all our general administration expenses, office staff and supplies, insurance, printing costs, accounting and audit, IT and telephone costs, as well as lighting and heating.

Maintenance & Repairs: \$74,606

It is important to maintain our building in good condition so that it may continue to host our worship and ministry base. This covers building staff, supplies, garbage and recycling, routine and (smaller) unexpected requirements for ongoing maintenance.

Diocesan Apportionment: \$117,718

This is our share of the cost of running the diocese, the Bishop's and the Synod Office.

Income

Pledged Donations	\$	150,000
Open Donations		10,550
Bequests		0
Special Ministry & Music		48,000
SJMA		31,000
Rental Income		54,800
Inter-fund Transfers		387,644
Special Project		0
Other Income		0
Total Income	\$	681,994

Expense**Ministry and Mission**

Clergy	\$	195,274
Music		76,511
Guilds/Missions		15,680
Street Outreach Initiative (SOI)		34,500
	\$	321,965

Office and Communications

Accounting and Auditing	\$	31,000
Banking		2,700
Communications		2,700
Computer		4,500
Printing and Postage		14,000
Insurance		24,000
Light and Power		23,950
Office Expenses		59,756
Security		3,300
Miscellaneous		1,800
	\$	167,706

Building Maintenance

Church and Clinton Memorial Hall	\$	72,606
Parish Centre (former Clergy house/Rectory)		2,000
	\$	74,606

Apportionment

Diocesan Fair Share Assessment	\$	117,718
	\$	117,718

Total Expenses		681,994
-----------------------	--	----------------

Income (Deficit)	\$	0
-------------------------	-----------	----------

STANDING COMMITTEES

BUILDING COMMITTEE

The members of the Building Committee include Andrew Campbell, Randall Cheah, Art Cuthbertson (Building Manager) and Doug Ibbott (Chair). The purpose of the committee is to oversee repair, maintenance, replacement, installation and safety issues related to our church building.

The physical plant was inspected by the committee on a semi regular basis followed by meetings to identify maintenance items which need to be attended to in the short and long term. Short term issues include: window sill replacement, a roof leak in the Choir Loft, replacement of the Clinton Hall exit door/frame and a security system upgrade (integrated with the rectory renovation project). We are also including the Gore St. leaded windows which need to be removed, components replaced, re-leaded and re-installed. Approximate cost based upon a vendor's estimate is \$50,000.00.

The trustees approved a budget of \$67,000.00 from capital funds for these items requiring immediate attention. Other items like the replacement of upgraded lighting ballast were funded through "annual maintenance" in addition to numerous other repairs overseen by Art including painting, plumbing, heating and general carpentry.

Longer term issues include interior painting estimated at \$65,000.00 and the remainder of leaded glass church window replacement, estimated at \$150,000.00 – both approximate costs. We recommend that both projects share scaffolding to save costs. Our goal is to fund and complete these two major projects within the next five years.

Thank-you to committee members for their expertise and attention to the unique maintenance needs of our beautiful church building, a City of Vancouver Heritage site and our blessed place of worship.

Respectfully submitted, Doug Ibbott

RENOVATION COMMITTEE

Background

In August 2016, the Parish Council received a Visioning Report, prepared by Echo West Developments after extensive consultation with those responsible for St. James' operations and guilds. This master plan for the development of the buildings aimed to make St. James' activities more accessible and empowering.

The Visioning Report proposed that renovation be carried out in three phases:

1. Conversion of the Rectory into a Parish Centre

The relocation of St. James' administration services into the Rectory was the first phase, aimed at creating a Parish Centre accessible to the community as a gathering place for church business.

2. Church Building

Phase two aims to provide mobility-impaired access to the church, church basement and parish hall.

3. Parish Hall

These shared spaces are the heart of the St. James' Music Academy and also provide community space for the church. This third phase of renovation would provide better facilities and minimise use conflicts.

The Trustees approved the first phase: the conversion of the Rectory into the Parish Centre. An *ad hoc* Renovation Committee was established to implement this phase and assess its impact on church operations and guilds before considering further renovation work on the Church Building and Parish Hall (phases 2 & 3).

Progress to date

After concluding the lengthy process of obtaining the necessary building permits from the City of Vancouver, renovation work on the Rectory began in July 2018. Nancy Holme of Echo West Developments was contracted as project manager with Scott Construction as the general contractor. The project manager and the general contractor then met bi-weekly to assess progress and address any issues that arose.

The first and second floors of the Rectory have been fully renovated and repurposed. The first floor is designated as the general gathering place and the second floor as the Church Operation Offices. The third floor, presently used mostly for storage, has been partially upgraded at no extra cost and readied for whatever use the Trustees decide.

The Rector and members of the Clergy, the Wardens and the Renovation Committee, conducted a “walk-through” of the site on August 21 and judged that this conversion of the Rectory into a Parish Centre would provide a major new asset to St. James'. Following the removal of the walls of the original cloakroom, the large and bright foyer space will create a welcoming entrance for the community. The creation of a full disabled washroom on the ground floor, a wider door access, an improved ramp and an auto gate opener (for exiting only) will enhance the usability of the new Parish Centre. There is now public access from Cordova Street. A camera and intercom system for safety and an automatic door opener have been installed to give a true “Front Door” to the Church operations.

The subsequent period, before the final inspection by the City of Vancouver and the issuance of an Occupancy Certificate just prior to Christmas, was an opportunity for those involved in St. James' operations and guilds to view the new space. They are now planning the details of furnishings and preparing the moves from their current space. The formal move-in date will be determined by the Rector and Trustees.

The *ad hoc* Renovation Committee mandate covered Phase 1 and will be disbanded shortly. The Committee emphasises that St. James' operations and guilds will need to “live into” the new Parish Centre before they can fully assess its implications for their own work and plan the subsequent phases of the renovation of the church buildings.

Our thanks go to the Committee members for their diligence, time and practical contributions; to the Board of Trustees for their continued support; and to the St. James' Music Academy for its cooperation. We are pleased to note that interruption to church activities during the renovation work was minimal.

Respectfully submitted, *Peggy Smyth, Chair & Nancy Holme, Project Manager*

Note from the Chair:

I offer my sincere thanks to each member of the Committee for the special expertise that they brought to the project. I also express the Committee's warmest appreciation for the extraordinary professionalism, expertise, generosity shown by our Project Manager, Nancy Holme, as well as the mutual respect between Nancy and the construction team that made our work possible – and most pleasant.

Members of the Committee: Peggy Smyth, Chair; Betty Carlson, former Warden; Reece Wrightman, Warden; Art Cuthbertson, Building Manager; Hugh McLean, Heritage Planning, City of Vancouver; Ex officio - Nancy Holme, Project Manager

THE COLUMBARIUM

Established in 2007, the columbarium and all of its costs and fixtures are borne by the generous estate of the late Frank Avery, the remaining proceeds of which are kept in an account separate from the Parish of St. James' itself. The Celtic cross that is mounted above the columbarium is cast of bronze, the same material as the facing of the columbarium itself. The cross is beautifully illuminated, and also a votive stand and lights have been placed next to the columbarium.

About 31 of the ninety-six individual niches are still available for the cremated remains of parishioners, or those persons closely connected with St. James'. All interments are conducted with an appropriate liturgy offered by one or more of the clergy.

Parishioners may make application to buy and reserve a niche in the columbarium at a one-time set cost of \$500, a portion of which is deposited in the columbarium Care and Maintenance Fund – and some 29 persons have reserved their niche, just as if one were purchasing a burial plot. By the terms of an amendment to the Columbarium By-laws (approved on the 24th October 2011), an adjacent niche (or niches) may be reserved for pre-needed interment wherever two (or more) persons wish to reside next to each other, as in the case of spouses, partners, or those who are close kin or friend. A "map" of the columbarium, which shows occupied niches, as well as those that are reserved, is kept in the Church Office.

The columbarium is managed by the Rector and Wardens, whoever they may be at any given time, in accordance with the Columbarium By-laws approved and on file with the Business Practices and Consumer Protection Authority of British Columbia, in Victoria. The columbarium provides a beautiful place for parishioners to leave their earthly remains – near the High Altar, and in perpetuity. Enquiries may always be directed to the Rector and Wardens, or to the Warden of the Columbarium, who acts on their behalf.

Respectfully submitted, *Paul Stanwood, Warden of the Columbarium*

COMMUNICATIONS

The Communications Committee worked with consultant Jessica Dueck thanks to a Parish Development Grant from the diocese. As part of the plan to increase awareness of St. James' Anglican Church through better understanding of our current members, our neighborhood and our target audience, we worked with Jessica to update online and on paper communications. We worked towards and successfully hosted the Radical Inclusion event. We invited Science Mike McHargue and Hillary McBride of the Liturgists

podcast to speak at St. James' on June 7th, publicized the event ourselves using our updated communications and networking. It was a sellout. Approximately 335 people attended, the church was full of people who had never visited before.

We have been engaged on social media more often and with feedback from our congregation and visitors we have increased adult formation sessions and parish events. In October 2018, we partnered with the Heart of the City Festival to Host the one - person musical "Call Mr. Robeson," and again it was a sellout.

Thank you to Sir John Daniel, Justin Berger, PJ Jansen, Brian Roxborough-Smith, Pat McSherry - RIP, and Doug Ibbott for being on the Communications Committee.

Respectfully submitted, *Mother Lucy*

FINANCIAL STATEMENTS – ROLFE, BENSON LLP

See following pages.

ST. JAMES' ANGLICAN CHURCH

FINANCIAL STATEMENTS

31 DECEMBER 2018

ST. JAMES' ANGLICAN CHURCH

Financial Statements

For the Year Ended 31 December 2018

Contents

Review Engagement Report	
Statement of Financial Position	5
Statement of Operations and Changes in Fund Balances	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 17
Schedule of Church Expenditures	18



INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members,
St. James' Anglican Church

We have reviewed the accompanying financial statements of St. James' Anglican Church that comprise the statement of financial position as at 31 December 2018 and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organization, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT - Continued

Basis for Qualified Conclusion

In common with other organizations of this kind, the Church derives revenue from specified donations and parishioners' offerings, the completeness of which is not susceptible to satisfactory review procedures. Accordingly, our review of these revenues was limited to the amounts recorded in the records of the Church and we are not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses and fund balances.

Note 2(c) describes the amortization policy with respect to the Church's capital assets. The Church does not amortize its buildings and furniture and fixtures. In this respect the financial statements are not in accordance with Canadian accounting standards for not-for-profit organizations. The estimated useful life of similar assets ranges from 5 to 40 years. The effect of this departure from the Canadian accounting standards for not-for-profit organizations has not been determined.

Qualified Conclusion

Based on our review, except for the effects of the matters described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of St. James' Anglican Church as at 31 December 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

CHARTERED PROFESSIONAL ACCOUNTANTS

Vancouver, Canada
13 February 2019

	Unrestricted Funds			Externally Restricted Funds		
	General Fund	Maintenance Reserve Fund	St. James' Development Fund	Columbarium Maintenance Fund	Anglo-Catholic Fund	Conway Outreach Fund
	2018	2018	2018	2018	2018	2018
	\$	\$	\$	\$	\$	\$
Assets						
Current						
Cash	185,780	-	-	8,134	-	-
Due from St. Luke's Home Society (Note 11)	9,214	-	-	-	-	-
Prepaid expenses	22,362	-	-	-	-	-
Accounts receivable	8,680	-	-	-	-	-
Accrued interest receivable	-	88	7,525	41	417	12,700
GST receivable	16,535	80	668	8	38	20,000
Due from other funds	-	86,766	-	9,131	316	96,100
	242,571	86,934	8,193	17,314	771	1,108,100
Life insurance policies						
- cash surrender value	136,143	-	-	-	-	-
Marketable securities	218,930	66,035	2,724,261	30,642	151,131	96,218
Property and equipment (Note 4)	895,721	-	-	24,805	-	-
	1,493,365	152,969	2,732,454	72,761	151,902	97,326
Liabilities						
Current						
Accounts payable and accrued liabilities	186,345	-	-	-	-	-
Due to other funds	207,342	-	94,473	-	-	-
Reserved funds and funds for special projects	653,000	-	-	-	-	-
	1,046,687	-	94,473	-	-	-
Commitments (Note 6)						
Fund balances						
Invested in capital assets	895,721	-	-	24,805	-	-
Internally restricted (Note 8)	-	-	-	-	-	-
Externally restricted (Note 7)	-	-	-	47,956	151,902	97,326
Unrestricted	(449,043)	152,969	2,637,981	-	-	-
	446,678	152,969	2,637,981	72,761	151,902	97,326
	1,493,365	152,969	2,732,454	72,761	151,902	97,326

APPROVED BY THE BOARD OF TRUSTEES:

..... Trustee

The accompanying notes are an integral part of the financial statements.

ST. JAMES' ANGLICAN CHURCH
Statement of Financial Position
31 December 2018
(unaudited)

Externally Restricted Funds				Internally Restricted Funds				Total	
Way each id	Jessie Parks Fund	Frank Burd Fund	Maintenance Trust Fund	Dr. W.K. Burwell Fund	Manuel Memorial Fund	E.C. Miller Fund	Music Fund		
2018	2018	2018	2018	2018	2018	2018	2018	2018	2017
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
-	-	-	-	-	-	-	-	193,914	198,398
-	-	-	-	-	-	-	-	9,214	15,692
-	-	-	-	-	-	-	-	22,362	19,788
-	-	-	-	-	-	-	-	8,680	8,750
127	3	582	1,326	5,412	385	369	548	16,823	17,231
20	6	64	102	637	36	32	51	18,277	7,121
961	-	385,235	10,104	-	3,657	316	-	496,486	503,734
1,108	9	385,881	11,532	6,049	4,078	717	599	765,756	770,714
-	-	-	-	-	-	-	-	136,143	135,396
6,218	23,536	243,624	418,914	2,429,503	158,073	123,685	210,526	6,895,078	7,660,455
-	-	1,631,405	-	-	-	-	64,408	2,616,339	2,060,601
7,326	23,545	2,260,910	430,446	2,435,552	162,151	124,402	275,533	10,413,316	10,627,166
-	-	-	-	-	-	-	-	186,345	50,846
-	20	-	-	162,495	-	-	32,156	496,486	503,734
-	-	-	-	-	-	-	-	653,000	661,336
-	20	-	-	162,495	-	-	32,156	1,335,831	1,215,916
-	-	1,631,405	-	-	-	-	64,408	2,616,339	2,060,601
-	-	-	-	2,273,057	162,151	124,402	178,969	2,738,579	2,917,208
7,326	23,525	629,505	430,446	-	-	-	-	1,380,660	1,384,780
-	-	-	-	-	-	-	-	2,341,907	3,048,661
7,326	23,525	2,260,910	430,446	2,273,057	162,151	124,402	243,377	9,077,485	9,411,250
7,326	23,545	2,260,910	430,446	2,435,552	162,151	124,402	275,533	10,413,316	10,627,166

..... Trustee

integral part of these financial statements.

	Unrestricted Funds			Externally Restricted Funds	
	General	Maintenance	St. James'	Columbarium	Conway
	Fund	Reserve	Development	Maintenance	Anglo-Catholic
	2018	2018	2018	2018	2018
	\$	\$	\$	\$	\$
Revenues					
Specified donations	122,110	-	-	-	30,253
Donation from St. James' Parish Foundation (Note 10)	-	-	-	-	-
Envelopes	151,705	-	-	3,000	-
Bequests	45,119	-	-	-	-
Rental income	51,561	-	-	-	-
Designated fund donations (Note 9)	9,017	-	-	-	-
Open offering	4,617	-	-	-	-
Special holiday	2,840	-	-	-	-
Lent	820	-	-	-	-
PAX	-	-	-	-	-
In memoriam	1,650	-	-	-	-
	389,439	-	-	3,000	30,253
Expenses					
Church expenses - Schedule	213,489	11,810	160,197	-	2,595
Diocese apportionment	109,680	-	-	-	-
Designated fund disbursements (Note 9)	9,017	-	-	-	-
Anglo-Catholic expense	-	-	-	-	2,143
Manuel Memorial expense	-	-	-	-	-
Columbarium expense	-	-	-	21	-
	332,186	11,810	160,197	21	4,738
Other revenues (expenses)					
Unrealized gains (losses)	2,804	989	(33,906)	(310)	(1,324)
Dividend income	-	3,221	28,582	540	942
Interest income	1,998	3,522	31,056	259	1,665
Gains (losses) on sale of marketable securities	-	(2,487)	(28,148)	-	48
Brokerage fee expenses	-	(3,275)	(27,368)	(310)	(1,542)
	4,802	1,970	(29,784)	179	(211)
Excess (deficiency) of revenues over expenses for the year	62,055	(9,840)	(189,981)	3,158	(4,949)
Fund balances - beginning of year	384,623	162,809	2,827,962	69,603	156,851
Interfund transfers					
Contributions from (to) other funds	-	-	-	-	-
Fund balances - end of year	446,678	152,969	2,637,981	72,761	151,902

The accompanying notes are an integral part of these financial statements.

ST. JAMES' ANGLICAN CHURCH
Statement of Operations and Changes in Fund Balances
For the Year Ended 31 December 2018
(unaudited)

y h	ly Restricted Funds			Internally Restricted Funds				Total	
	Jessie Parks Fund	Frank Burd Fund	Maintenance Trust Fund	Dr. W.K. Burwell Fund	Manuel Memorial Fund	E.C. Miller Fund	Music Fund	2018	2017
	2018	2018	2018	2018	2018	2018	2018	2018	2017
	\$	\$	\$	\$	\$	\$	\$	\$	\$
253	-	-	-	-	-	-	-	152,363	212,717
-	-	-	-	-	-	-	-	-	193,009
-	-	-	-	-	-	-	-	154,705	142,849
-	-	-	1,536	-	-	-	-	46,655	96,461
-	-	-	-	-	-	-	-	51,561	90,025
-	-	-	-	-	-	-	-	9,017	11,715
-	-	-	-	-	-	-	-	4,617	5,147
-	-	-	-	-	-	-	-	2,840	2,630
-	-	-	-	-	-	-	-	820	465
-	-	-	-	-	-	-	-	-	285
-	-	-	-	-	-	-	-	1,650	50
53	-	-	1,536	-	-	-	-	424,228	755,353
-	-	11,616	22,755	131,315	-	1,898	14,410	570,085	577,564
-	-	-	-	-	-	-	-	109,680	108,756
-	-	-	-	-	-	-	-	9,017	11,715
-	-	-	-	-	-	-	-	2,143	-
-	-	-	-	-	3,204	-	-	3,204	-
-	-	-	-	-	-	-	-	21	21
-	-	11,616	22,755	131,315	3,204	1,898	14,410	694,150	698,056
76)	(1,210)	(6,231)	(4,236)	(45,984)	(548)	797	6,633	(84,302)	186,958
23	480	2,422	5,295	30,639	1,482	616	1,882	77,124	77,250
36	132	2,155	4,874	23,529	1,862	1,659	2,432	75,979	72,632
-	-	327	(7,571)	(15,806)	(2)	(168)	(7,553)	(61,360)	(44,081)
20)	(259)	(2,616)	(4,188)	(26,101)	(1,485)	(1,215)	(2,105)	(71,284)	(66,788)
37)	(857)	(3,943)	(5,826)	(33,723)	1,309	1,689	1,289	(63,843)	225,971
16	(857)	(15,559)	(27,045)	(165,038)	(1,895)	(209)	(13,121)	(333,765)	283,268
10	24,382	2,276,469	457,491	2,438,095	164,046	124,611	256,498	9,411,250	9,127,982
-	-	-	-	-	-	-	-	-	-
26	23,525	2,260,910	430,446	2,273,057	162,151	124,402	243,377	9,077,485	9,411,250

gral part of these financial statements.

ST. JAMES' ANGLICAN CHURCH**Statement of Cash Flows****For the Year Ended 31 December 2018****(unaudited)****2018****2017**

Cash provided by (used in):**Operating activities**

Excess of revenues over expenses	\$	(333,765)	\$	283,268
Items not involving cash				
Amortization		13,250		13,250
Loss (gain) on sale of marketable securities		61,360		44,081
Unrealized gains from marketable securities		84,302		(186,958)
Life insurance policies - cash surrender value		(747)		(3,530)
		<u>(175,600)</u>		<u>150,111</u>

Changes in non-cash working capital balances

Accrued interest receivable		408		(465)
GST receivable		(11,156)		(1,296)
Accounts receivable		70		466,250
Prepaid expenses		(2,574)		(449)
Accounts payable		135,499		23,248
Reserved funds and funds for special projects		(8,336)		(18,728)
		<u>(61,689)</u>		<u>618,671</u>

Investing activities

Decrease (increase) in marketable securities (net)		619,715		(460,086)
Additions to property and equipment		(568,988)		(58,666)
		<u>50,727</u>		<u>(518,752)</u>

Financing activities

Advances from (to) St. James' Parish Foundation		-		(11,502)
Advances from (to) St. Luke's Home Society		6,478		7,531
		<u>6,478</u>		<u>(3,971)</u>

Net increase in cash**(4,484)** 95,948**Cash - beginning of year****198,398** 102,450**Cash - end of year****\$ 193,914** **\$ 198,398**

The accompanying notes are an integral part of these financial statements.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

1. Purpose of Organization

The Church has the following Mission objectives:

- To be a beacon for all as a neighbourhood and destination church where we invite and welcome friends, family and strangers into our midst;
- To deepen our life of prayer and formation in Christ;
- To develop relationships and fellowship in open, honest and spiritual ways among parishioners, with our neighbours, and those in need;
- To pursue and practice justice and mercy for the imparting of the Kingdom of God within and beyond the Parish;
- To maintain financial equilibrium, develop our reserves and optimize the use of our assets to ensure the preservation of our sacred space and ministry from generation to generation, to the everlasting glory of God.

For Canadian income tax purposes, the Church is qualified as a not-for-profit organization and is a registered charity, which is exempt from income taxes under the Income Tax Act.

Certain cost amounts, primarily clergy stipends, are allocated to various funds based on management's best estimate of clergy's time spent on each fund's activities and other restrictions placed on the fund.

The Church holds the following funds that are subject to internally or externally imposed restrictions:

- (a) Columbarium Maintenance Fund - The original bequest of \$50,000 from the Frank Avery Estate is to be used for the construction and maintenance of a Columbarium.
- (b) Anglo-Catholic Fund - The fund is to be used to maintain and enhance the Anglo-Catholic ethos, liturgy and tradition of the Church. The initial gift-in-kind is an endowment.
- (c) Maintenance Trust Fund and Jessie Parks Fund - These funds were set up by a Trust Deed. They are treated as endowment funds, to assist in the work and ministry of the Church including the payment of clergy stipends (limited to the income for any one year). They are operated as trust funds for preservation of the Church's buildings if urgent demands cannot be met either from ordinary income or raised by special appeal.
- (d) Frank Burd Fund - The income from a bequest of the Estate of Frank Burd is to be used for the support of aged, infirm, or poor of the Church. The capital cannot be spent and is to be maintained as an endowment.
- (e) Dr. W.K. Burwell Fund - By means of a motion of the Trustees after the time this fund was established, income from this bequest from the Estate of Dr. Burwell is to be spent on grants and gifts equally distributed amongst the church, the community, Canada and the world. (This portion of the motion was rescinded by a motion of the Trustees in 2013). By the same motion, the Trustees have decided to maintain the capital as an endowment.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

1. Purpose of Organization - continued

- (f) E.C. Miller Fund - The Estate of Ernest C. Miller was left to the Church and its annual income is used for purposes as defined by the Trustees.
- (g) Music Fund - The income of a bequest from the Estate of Helen Unwin has been designated by the Trustees to support the Music Ministry.
- (h) Manuel Memorial Fund - The income from the capital of this fund is to be spent for general purposes at the trustees discretion. The trustees have decided to maintain the capital as an endowment.
- (i) Conway Outreach Fund - The income of the fund has been designated to support primarily but not exclusively local and world-wide refugee initiatives and outreach. The original capital cannot be spent and is to be maintained as an endowment.

The Church holds the following funds that are unrestricted:

- (j) St. James' Development Fund and Maintenance Reserve Fund - The Wardens and Trustees set up the funds to receive all non-designated gifts, bequests, or monies donated to the Church for projects and improvements of the Church and its buildings. Income earned by the funds is used to offset operating expenses of the Church.

2. Summary of Significant Accounting Policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

- (a) Fund Accounting

The Church follows the restricted fund method of accounting for contributions under which the Church reports separately the details of financial statement elements of the General Fund, the Restricted Funds and their endowment portions.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

2. Summary of Significant Accounting Policies - continued

(b) Revenue Recognition

Restricted and unrestricted contributions are recognized as revenue in the appropriate fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions of the general fund are recorded as revenue in the year in which the related expenses are incurred.

Investment income includes interest and dividend income, realized and unrealized investment gains and losses. Unrealized gains and losses of held-for-trading financial assets are included in investment income and recognized as revenue in the statement of operations, deferred or reported directly in net assets, depending on the nature of any external restrictions imposed on the investment income. Investment income is recognized as revenue when earned.

(c) Property and Equipment

Property and equipment are recorded at cost and amortized over their estimated useful lives at the following annual rates:

Church buildings	None
Leased parking stalls	25 years and 35 years straight-line
Memorial hall and clergy house	2 ½% straight-line
Parish Centre	20 years straight-line
Furniture and fixtures	None
Equipment	3 years straight-line
Piano	None

(d) Contributed Services

The mission of the Church is dependent upon and thankful for the many hours contributed by its members. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

(e) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include accrued liabilities. Management believes that estimates utilized in preparing its financial statements are prudent and reasonable, however, actual results could differ from those estimates.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

2. Summary of Significant Accounting Policies - continued

(f) Financial Instruments

(i) Measurement of Financial Instruments

The Church initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The Church subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market and fixed income securities, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash, accrued interest receivable and amounts due from related parties.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Church's financial assets measured at fair value include marketable securities and cash surrender value of life insurance policies.

(ii) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

(iii) Transaction Costs

The Church recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

2. Summary of Significant Accounting Policies - continued

(g) Cash and Term Deposits

The Church's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and highly liquid temporary investments usually with a maturity period of three months or less from the date of acquisition. Term deposits that the Church cannot use for current transactions because they are pledged as security are excluded from cash and cash equivalents.

(h) Pension Plan

The Church and its employees contribute to a defined contribution multi-employer pension plan (the "Plan") administered by the Pension Office Corporation of the Anglican Church of Canada. The Plan provides pension based on length of service and final average earnings. As the assets and liabilities of the Plan are not segregated by member, the Plan is accounted for as a defined contribution plan and any contributions from the Church to the Plan are expensed as incurred.

3. Financial Instruments

The Church is exposed to various risks through its financial instruments. The following analysis provides a measure of the Church's risk exposure and concentrations at the statement of financial position date, 31 December 2018.

(a) Liquidity Risk

Liquidity risk is the risk that the Church will encounter difficulty in meeting obligations associated with financial liabilities. The Church is exposed to this risk mainly in respect of its accounts payable. The Church manages liquidity risk by maintaining adequate cash and highly liquid investments. There has been no change to the risk exposure from the prior year.

(b) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk. The Church is mainly exposed to interest rate risk and other price risk.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

3. Financial Instruments - continued

(c) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Church is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed-rate instruments subject the Church to a fair value risk. The Church's interest-bearing assets and liabilities include marketable securities. Consequently, the exposure to fluctuations in future cash flows with respect to investment, as a result of changes in market interest rates, is limited. These assets are held with two financial institutions.

(d) Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Church is exposed to other price risk through its marketable securities and cash surrender value of life insurance.

4. Property and Equipment

	Cost	Accumulated Amortization	Net Book Value	
			2018	2017
General Fund				
Land	\$ 12,250	\$ -	\$ 12,250	\$ 12,250
Buildings	327,376	216,313	111,063	189,954
Parish Centre	641,020	-	641,020	-
Furniture and fixtures	131,388	-	131,388	124,529
	<u>1,112,034</u>	<u>216,313</u>	<u>895,721</u>	<u>326,733</u>
Columbarium				
Maintenance Fund				
Columbarium	\$ 24,805	\$ -	\$ 24,805	\$ 24,805
Music Fund				
Pianos	\$ 35,000	\$ -	\$ 35,000	\$ 35,000
Furniture and fixtures	40,845	11,437	29,408	31,042
	<u>75,845</u>	<u>11,437</u>	<u>64,408</u>	<u>66,042</u>
Frank Burd Fund				
Land (Note 5(a))	\$ 1,503,750	\$ -	\$ 1,503,750	\$ 1,503,750
Parking stalls (Note 5(b)(c))	359,500	231,845	127,655	139,271
	<u>1,863,250</u>	<u>231,845</u>	<u>1,631,405</u>	<u>1,643,021</u>
	<u>\$ 3,075,934</u>	<u>\$ 459,595</u>	<u>\$ 2,616,339</u>	<u>\$ 2,060,601</u>

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

5. Frank Burd Fund

- (a) The assets of the Frank Burd Fund included a property formerly known as 306 East Cordova Street (Cooper Place). The Church has a beneficial ownership of this property; however, the property title is registered in the name of St. Luke's Home.
- (b) Included in the assets of the Fund were rights to use ten parking stalls at 353 East Cordova Street (Victory House) for twenty-five years. These rights were originally acquired by the Church during 1997 for cash consideration of \$117,000. These rights expire in 2022.
- (c) During 1998, a further ten parking stalls at 340 East Cordova (St. James' Place) were originally acquired at fair market value by the Church for cash consideration of \$242,500. These rights expire in 2024.

6. Commitments

The Church leases certain equipment with an expiry date of July 2019. The following are the minimum lease payments for the next five years:

2019	\$ <u>3,312</u>
------	-----------------

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

7. Externally Restricted Fund Balances

	<u>2018</u>	<u>2017</u>
Columbarium Maintenance Fund (Note 1(a)) Restricted for construction and maintenance of Columbarium	<u>\$ 47,956</u>	<u>\$ 44,798</u>
Frank Burd Fund (Note 1(d)) Endowment	<u>385,353</u>	<u>385,353</u>
Accumulated net revenue after transfers, restricted to help needy	<u>244,152</u>	<u>248,095</u>
	<u>629,505</u>	<u>633,448</u>
Maintenance Trust Fund (Note 1(c)) Endowment	<u>300</u>	<u>300</u>
Restricted to pay clergy stipends and extraordinary building costs	<u>430,146</u>	<u>457,191</u>
	<u>430,446</u>	<u>457,491</u>
Anglo-Catholic Fund (Note 1(b)) Endowment	<u>105,189</u>	<u>105,189</u>
Accumulated net income after transfers, restricted to maintain the Anglo-Catholic tradition of the Church	<u>46,713</u>	<u>51,662</u>
	<u>151,902</u>	<u>156,851</u>
Conway Outreach Fund (Note 1(I)) Endowment	<u>67,906</u>	<u>67,906</u>
Accumulated net income after transfers, restricted to outreach	<u>29,420</u>	<u>(96)</u>
	<u>97,326</u>	<u>67,810</u>
Jessie Parks Endowment (Note 1(c))	<u>22,500</u>	<u>22,500</u>
Accumulated net income (loss) after transfer, to be used for general expenses	<u>1,025</u>	<u>1,882</u>
	<u>23,525</u>	<u>24,382</u>
	<u>\$ 1,380,660</u>	<u>\$ 1,384,780</u>

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

8. Internally Restricted Fund Balances

	<u>2018</u>	<u>2017</u>
Dr. W.K. Burwell Fund (Note 1(e))		
Endowment	\$ 1,403,272	\$ 1,403,272
Accumulated net revenue (expense) after transfers, restricted to grants to the Church community, Canada and the world	<u>869,785</u>	<u>1,034,823</u>
	<u>2,273,057</u>	<u>2,438,095</u>
Manuel Memorial Fund (Note 1(h))		
Endowment	150,000	150,000
Income to be used for purposes defined by the Church Trustee	<u>12,151</u>	<u>14,046</u>
	<u>162,151</u>	<u>164,046</u>
E.C. Miller Fund (Note 1(f))		
Income to be used for purposes as defined by the Church Trustees	<u>124,402</u>	<u>124,611</u>
Music Fund (Note 1(g))		
Restricted for support of the Church's Music Ministry	<u>178,969</u>	<u>190,456</u>
	<u>\$ 2,738,579</u>	<u>\$ 2,917,208</u>

9. Designated Fund Donations

The Church received designated fund donations and made fund disbursements for various organizations and projects. These amounts are reported in the General Fund as designated fund donations and disbursements.

10. Related Party Transactions

During the year, the Church received net assets and donations from St. James' Parish Foundation of \$Nil (2017 - \$193,009), an organization with some trustees in common. The donation included cash and marketable securities.

During the year, the Church charged rent of \$9,377 (2017 - \$8,399) for parking spaces to St. Luke's Home Society, an organization with some trustees in common. These amounts are included in the Due from St. Luke's Home Society at 31 December 2017 and 2018.

These transactions were in the normal course of operations and were measured at the exchange value which represented the amount of consideration established and agreed to by the related parties.

ST. JAMES' ANGLICAN CHURCH
Notes to the Financial Statements
For the Year Ended 31 December 2018
(unaudited)

11. Due to/from Related Party

The amount due from St. Luke's Home is unsecured, without interest and specific terms of repayment. St. Luke's Home has trustees in common with the Church.

12. Pension Plans

(a) General Synod Pension Plan

The Church contributes to a multi-employer defined benefit pension plan administered by the Anglican Church of Canada. The Plan covers clergy and some lay employees who work over 20 hours per week as well as the employees of the other participating organizations.

The Plan provides pension based on length of service and final average earnings. The annual funding requirements are determined in consultation with the actuaries to provide long-term stability of the Plan.

The Church contributes 11.9% (2017 - 11.9%) and the employees contribute 5.3% (2017 - 5.3%) of their stipend plus the greater of ½ stipend or housing allowance to the Plan.

(b) Lay Retirement Plan

The Church also contributes to a defined contribution pension plan administered by the Anglican Church of Canada whereby employers and employees contribute at a defined rate. Some lay employees who work over 20 hours per week participate in this plan. The Church contributes 5% (2017 - 5%) and the employees contribute 5% (2016 - 5%) of their salaries to the plan.

Pension plan expenses for the year ended 31 December 2018 amounted to \$22,462 (2017 - \$20,763).

ST. JAMES' ANGLICAN CHURCH
Schedule of Church Expenditures
For the Year Ended 31 December 2018
(unaudited)

	2018	2017
Ministry		
Clergy stipends	\$ 169,758	\$ 159,612
Music Director / Choir / Musicians	73,185	68,614
Street Outreach	25,750	31,000
Altar supplies	3,516	4,882
Parish growth / Pastoral care	134	3,366
Youth worker	-	3,165
Organ tuning and piano repairs	1,339	1,953
School and education	23,217	1,272
PAX	1,209	544
	<u>298,108</u>	<u>274,408</u>
Office and general		
Office salaries	57,772	56,849
Miscellaneous and general projects	24,187	50,863
Audit and professional services	29,059	28,905
Printing and stationery	14,106	11,634
Advertising	274	4,540
Suppers and kitchen	3,279	1,587
Postage	722	271
Security salaries, benefits and expenses	3,146	138
Life insurance premiums - net	(747)	(3,530)
	<u>131,798</u>	<u>151,257</u>
Buildings		
Maintenance salaries and benefits	40,823	50,972
Light and water	21,500	29,292
Insurance	23,750	23,224
Building repairs and maintenance	17,206	13,736
Water and scavenging	8,614	7,947
Telephone and internet	7,321	6,491
Janitor supplies	4,537	3,384
Maintenance, security/sound/IT systems	2,420	2,861
Property taxes	758	742
Amortization	13,250	13,250
	<u>140,179</u>	<u>151,899</u>
	\$ 570,085	\$ 577,564

