



St. James'  
ANGLICAN CHURCH



ANNUAL VESTRY MEETING  
FEBRUARY 27, 2021

FOR YEAR 2020

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

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## MINUTES OF THE 2020 ANNUAL VESTRY MEETING

### St. James' Anglican Church Annual Vestry Meeting held February 23, 2020 (draft)

#### Call to order: 12:15 pm

**1. Opening Prayers** – Fr. Neil Gray, Acting Priest in Charge, led the opening prayers. The Memorial to members deceased since the last Annual Vestry Meeting was read by Fr. Matthew Johnson.

**2. Report on Electors Registered:** Registrar Celia Dodds reported that there were 43 electors registered.

#### **3. Adoption of the Minutes of the Annual Vestry Meeting held Feb. 24, 2019**

**Moved** by Pam Jeacocke, 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 24, 2019 Annual Vestry Meeting. **Carried.**

#### **4. Adoption of the Minutes of the Special Financial Vestry Meeting held January 25, 2020**

**Moved** by Peter Goodwin, seconded by Sir John Daniel, that the minutes of the Special Vestry Meeting held January 25, 2020 be adopted as circulated. **Carried.**

#### **5. Rector's Report**

In the absence of Fr. Kevin Hunt, Fr. Neil Gray referenced the Rector's Report contained in the Annual Report Book. He added his appreciation for the commitment of St. James' Church to the Daily Office which is said publicly, and his thanks to the small group of people who carry out this ministry. He also commended the Open Church Ministry, since the wide open doors of the church are a symbol of welcome to the community. The Street Outreach Initiative is also praiseworthy, as it is in effect a "church without walls." Fr. Neil thanked those involved in those ministries as well as Annie Grant, retiring Parish Council Chair; Peggy Smyth and those involved with the church fire safety remediation; and PJ Jansen, retiring Trustee.

#### **6. Adoption of the Annual Reports**

**Moved** by Eric Bristow, seconded by Fr. Neil Ferneyhough, that the annual reports on pages 8 through 27 of the Annual Report Book be accepted as circulated. **Carried.**

#### **7. Report of the Nominating Committee**

Trustee Jenny Johnson presented the Nominating Committee's Report. She affirmed the names of all those previously elected to office, who are continuing to serve their elected terms in 2020:

**Wardens:**

Reece Wrightman, to serve year 2 of a 3-year term

Peggy Smyth, to serve year 2 of a first 3-year term

**Trustees:**

Kelvin Bee, to serve year 2 of a second 2-year term

Jenny Johnson, to serve year 2 of a first 2-year term

**Alternate Delegates to Synod:**

Jerry Adams (serving year 3 of a 3-year term)

Mary Hamilton (to serve year 2 of a second 3-year term)

Paul Stanwood (to serve year 2 of a second 3-year term)

**Parish Council Secretary:** Reece Wrightman (serving year 2 of a 2-year term)

Jenny read the names of those nominated to fill the vacant positions – one Trustee, one Youth Delegate to Synod, and Parish Council Chair. There was no nominee for Alternate Youth Delegate to Synod. There were no further nominations from the floor.

**The following officers were elected by acclamation:**

Trustee: Pamela McDonald (to serve year 1 of a 2-year term)

Youth Delegate to Synod: Clare Urquhart

Alternate Youth Delegate to Synod: Vacant

Parish Council Chair: Jordan Skinner (to serve year 1 of a 2-year term)

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

**9. Rector's appointments; In appreciation**

Rector's Warden – Andrew Campbell

Treasurer – Christopher Orr

Envelope Secretary – Philip Green

Vestry Clerk and PIPA Officer – Linda Adams

Pastoral Care Coordinator – Deacon Joyce Loch

Screening in Faith Coordinator – vacant

Guardian of the Columbarium – Paul Stanwood

Librarian – Lynann Burton

Archivist – Paul Stanwood

Building Committee Chair – Randall Cheah

Outreach Committee Chair – Peter Goodwin

Readers & Intercessors Guild – Sir John Daniel

**Those licensed to administer Holy Communion:** Jason Brown; Justin Berger; Amy Chai, John Clark; Philip Green; Jose Luis Aranda Moyano; Brian Rocksborough-Smith, Ian Rocksborough-Smith; Wayne Sample; Jordan Skinner; and Paul Stanwood.

**Moved** by Bryce Winter, seconded by Peggy Smyth, that the Vestry approve the appointment of those named by Fr. Neil as lay administrators of holy communion. **Carried.**

Fr. Neil will ask Bishop Skelton to renew their permissions to officiate.

### **In appreciation:**

#### **Warden Reece Wrightman thanked:**

- the Guilds and Ministries for their hard work and dedication, working many hours behind the scenes.
- Fr. Matthew and all those involved with the Street Outreach Initiative.
- the Saint James Music Academy.
- the staff:
  - Linda Adams and Deanna Ferguson, parish Office Managers
  - Art Cuthbertson, Darren Campbell, and Alex McKenzie who contribute many hours maintaining our buildings
  - Gerald Harder, PJ Janson and the choir
- everyone who contributes to our parish life.

### **10. Scrutineers' Report - none.**

### **11. Treasurers' Remarks and Accountants' Report**

Treasurer Christopher Orr thanked Dorothy Kwan, St. James' Church accountant, and then introduced Kate Prusova from the accounting firm of Rolfe Benson LLP, who presented the 2019 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.

**Moved** by Christopher Orr, seconded by Ross Hornby, that the Vestry adopt the financial statements for the 2019 fiscal year produced through the Review Engagement conducted by Rolfe Benson LLP, and circulated in the Annual Report Book. **Carried.**

## **12. Appointment of Accountants**

**Moved** by Andrew Campbell, seconded by Jenny Johnson, that the firm of Rolfe Benson LLP be appointed Accountants for the fiscal year ending December 31, 2020. **Carried.**

## **13. Motions -- Church/Crypt Fire Safety Remediation Project**

Moved by Andrew Campbell, seconded by Peggy Smyth:

**BE IT RESOLVED THAT** the Vestry establish the Church/Crypt Fire Safety Remediation Project and approve carrying out the work as set out in the Echo West Development Ltd. Report and Drawings dated January 24, 2020. **Carried.**

Moved by Andrew Campbell, seconded by Peggy Smyth:

**BE IT RESOLVED THAT** the Vestry authorize the spending of up to \$225,000 by the Board of Trustees for the Church/Crypt Fire Safety Remediation Project AND THAT the Vestry authorize the Board of Trustees in its discretion to fund the \$225,000 from the proceeds of any life insurance policies and the St. James Development Fund. **Carried.**

## **14. Motion -- 2020 Capital Projects Budget**

Moved by Andrew Campbell, seconded by Sir John Daniel:

**BE IT RESOLVED THAT** the Vestry approve the proposed 2020 Capital Projects #1 to #3 and approved the additional funding of up to \$10,000 from an unrestricted trust fund as determined by the Board of Trustees. **Carried.**

## **15. Announcements**

Peggy Smyth asked for volunteers to sign the sign-up sheet at the door if they are willing to assist at "one-off" events such as funeral receptions. Pam Jeacocke added that men are equally welcome to volunteer.

## **17. Adjournment and Closing Prayer**

**Moved** by Brian Rocksborough-Smith, seconded by Mary Brown, that the meeting be adjourned. **Carried.**

Fr. Matthew closed the meeting with prayer at 12:50 pm.

## REPORT OF THE RECTOR

2020 was a year which will not be forgotten quickly, globally for the Covid-19 pandemic with its attendant deaths, economic consequences and privations, and for me personally my broken leg and subsequent recuperation. I record here my thanks, and those of the parish, to Fr. Neil Gray for his invaluable ministry as acting priest-in-charge during my sick leave.

For more than six months of the year we were not able to worship together in our beautiful church of St. James', with our accustomed ceremonial and music. Nor has there been much opportunity for social gathering and in-person fellowship. This has been a testing time, as in so many other aspects of life. Nonetheless, thanks to technology we have been able to maintain an online presence through our weekly Sunday Zoom Liturgy at Home. The Mass has continued to be offered in church, albeit privately, on Sundays and one or two days in the week.

Zoom has afforded us the opportunity to continue our worship, and to sustain our sense of community and fellowship. Indeed, it has also made it possible for "long-distance" members to participate. Alongside Liturgy at Home, Gerald's weekly Music Notes have been widely appreciated, I know. In addition, again all via Zoom, Morning and Evening Prayer is now celebrated each day by a good number of faithful people; the Rosary is offered monthly; Wardens and Trustees, the Choir, the Mothers' Union, and Formation Groups have been meeting regularly. We are indebted to all those who, "front of house" and behind the scenes, have made this possible. Without Zoom, our sense of togetherness would have been much more fragmented. We shall need to explore how to sustain and develop our online presence once there is a return to in-church worship and activities.

The Wardens' Report details the maintenance and improvement works to our buildings which have been undertaken. We look forward, please God, to being able to use them more fully later in 2021. It is good that Saint James Music Academy continues to operate (in large part virtually too), and that Watari is using the crypt kitchen twice weekly to prepare meals for distribution to the community.

The parish is grateful to all those who have continued to give regularly in these straitened times. The accounts show that we have met our \$150,000 target for pledged donations: a considerable achievement! The Stewardship Committee is working on a new program for 2021, to include revisiting our Vision and Objectives.

Deacon Amanda Ruston joined us in September for an internship as she continues her studies at VST for ordination to the priesthood. She has been taking her turn in preaching, in observing Wardens and Trustees, in participating in the Daily Office, and in leading Formation sessions alongside Leah Postman.

On 3 October, the Diocesan Electoral Synod elected the Revd John Stephens as Bishop Co-adjutor, to succeed Archbishop Melissa on her retirement on 28 February 2021. Archbishop Melissa made her last Visitation to St. James' on St. Luke's Day, 18 October, when she preached on the Zoom Liturgy at Home, and at the Sung Mass in church.

Again, I record my thanks and those of the parish, to Wardens and Trustees, Clergy Colleagues, Office and Buildings Staff, for their commitment and dedication, alongside that of so many parishioners and volunteers, during this challenging year. Linda Adams retired at the end of September after 13 years as Office Manager. We note our appreciation of her work, and wish her and Jerry well in their retirement. We were pleased to welcome back to work Darren Campbell, our Building Assistant, after a period of extended sick leave.

I invite us to join together in giving thanks that God has continued to journey with us this past year, and that by God's grace we are able still to shine with the light of Christ.

Respectfully submitted, *Father Kevin*



## REPORT OF THE WARDENS

The Diocese of New Westminster Canon 9.15 defines “Responsible Person” as the Trustees (in case of incorporated Parishes), or the Church Wardens (in the case of unincorporated Parishes) together with the Priest in charge.

9.15 The duties of the Responsible Persons include, without limitation:

- a) to oversee, care for and administer, buildings, records, and funds of the Parish,
- b) to make an annual report, and
- c) to have prepared, in accordance with paragraph 9.51, annual financial statements for presentation to the Trustees, Church Wardens, [Parish Council] and the Annual Vestry Meeting,
- d) provided however that the Responsible Persons may also delegate these responsibilities to other persons.
- e) The Responsible Persons shall also assist in guiding the implementation of the programs of the Parish and share with the Priest in charge the pastoral and spiritual concerns of the Parish.

The current Wardens are Reece Wightman, who also volunteers on the Narthex Guild *et al*, Andrew Campbell, who is a member of the High Mass Choir and is currently the Acting Treasurer, and Peggy Smyth, who oversees the relationship between the Parish and the St. James’ Music Academy (SJMA).

The Wardens continue their bi-weekly meetings with Fr. Kevin and hold monthly meetings with the Treasurer, as well as participating in monthly Trustees’ meetings, the quarterly Parish Council meetings and Vestry meetings. Due to the COVID-19 pandemic restrictions on gatherings, these meetings since the early spring have been held via ZOOM video conferencing.

2020 has been challenging due to the COVID-19 pandemic. In-person services were prohibited by the Bishop from April to August and again from November 17 onward. The Parish was able to celebrate Mass publicly between September and mid-November however attendance was restricted to 50 people. Zoom liturgies have continued throughout this time. We all miss the sights, sounds, and smells of worship in the Church.

With the imposition of restrictions on gatherings, the Daily Mass has been confined to a few *Missa privata*, with no public in attendance, each week. The Daily Office is said via ZOOM. Sunday Masses were prohibited until mid-August then limited to 50 people and prohibited again in mid-November. A Liturgy has been celebrated by Zoom on those Sundays when gathering.

On-going building repairs and maintenance continued, thanks to Art Cuthbertson our building manager and to Darren Campbell. Due to the Church being closed, various repair and maintenance projects were carried out by them.

In 2019, the following projects were undertaken:

- Clinton Memorial Hall rear lane window – exterior protective coverings
- Clinton Memorial Hall windowsills - repair
- Church NE Exit Roof – waterproofing and removal of former parish office’s AC compressor repair drain
- AED Defibrillator
- Conversion of Crypt and Clinton Memorial Hall lighting fixtures from fluorescent to LED lamps
- Clinton Memorial Hall refrigerator

During 2020, several capital projects were authorized by the Trustees and carried out by third party contractors:

- Parish Centre Main Floor Windows scraped, filled, caulked and re-painted.
- Two fence panels between the Church buildings and St. Luke’s Court were replaced.
- NW Clinton Memorial Hall exit doors to the rear lane were removed and new fire-rated doors installed.
- Flat Roof Repair between the Church and the Parish Centre was repaired.
- Vestry Washroom was refurbished
- Hallway floor between the Vestry and the Parish Hall was removed and vinyl-plank flooring installed.
- Gore Street basement windows and Darren’s suite windows.
- Leak from flat roof between the Church and the Parish Centre repairs.
- Crypt kitchen countertop replaced.
- Vestry ceiling repaired and Flower Room ceiling replaced.
- Organ’s Gallery Division chest was re-leathered.
- Church’s two (2) sound system amplifiers and mixer were replaced.

The Rector and Wardens are proceeding with upgrading some of the Parish Centre computers:

- Operating systems for the Office manager’s computer and for our PowerChurch program’s computer can not be upgraded.
- Two new computers have been ordered with Windows 10 and solid-state drives (SSD).
- Our service provider is investigating off-data site storage so that Parish data is not lost in case of flood, fire, or vandalism.
- Installing Wi-Fi throughout the Parish buildings is being investigated as well as increasing our Internet connectivity speed.

The Trustees approved the replacement of the Parish Centre Roof which should commence in early 2021.

The Parish received a very generous donation of a Phoenix digital organ from a Vancouver Island benefactor, Alastair Highnet. After crossing the Salish Sea, it has been installed in the Blessed Sacrament Chapel's Angel Gallery. Thank you to those who facilitated the donation and its move.

The Church and Crypt Fire Safety volunteer upgrades have been carried out and a Fire Safety Plan developed which will be submitted to and hopefully approved by VFRS. The upgrades included fire exit signage and emergency lighting as well as installing panic hardware on the exit doors. Our maximum capacity for both levels (Church and Crypt) will increase from 60 to 300 persons as permitted by the City's Fire Code for buildings without a fire alarm system. Many thanks to all those who helped develop the plan and especially to Nancy Homes of Echo West Development for all her guidance.

SJMA has continued its programs either modified programs whether through in-person teaching where permitted, or by ZOOM. The Watari group has been using the Crypt kitchen to prepare meals for the neighbourhood. We appreciate the attention paid by both organizations to ensure that COVID-19 restrictions are followed and the ongoing care of both organizations for the residents of the Downtown Eastside.

The Wardens thank all those who have supported the Parish this year during this pandemic with their continued donations which have supported and sustained the work of the Parish and its various ministries including the Street Outreach Initiative (SOI).

We give special thanks to all our clergy and the many parish volunteers who give countless hours of work in support of the many guilds, ministries, and committees whose reports appear elsewhere. Our parish programmes and outreach would not exist without their leadership and effort. We warmly welcomed new members to participate in this work.

During the year Linda Adams, one of St. James' Office Managers, retired. We thank her for her work, spanning over a decade, and express our appreciation for all her hard work over the years. Linda is continuing as our Vestry Clerk and as Secretary to the Board of Trustees.

We appreciate that her colleague Deanna Ferguson increased her hours and days of work, thus avoiding any interruption of service.

Thanks go to Fr. Kevin for his guidance, patience, and great good humour in encouraging our work with only a few "I couldn't possibly comment" thrown in. Thank you to Frs. Neil Gray and Neil Ferneyhough, and to our Deacons, Joyce Loch, Sr. Mary Christian Cross and Amanda Ruston.

Respectfully submitted: *Andrew Campbell, Peggy Smyth, Reece Wightman*

# PRAYER & FORMATION

## ORGANIST AND CHOIRMASTER

For most of us, of course, 2020 was a year like no other. It seems we had barely caught our breath following the celebration of the Christmas and Epiphany seasons, when things came to a grinding halt. For our choir, and indeed for choirs everywhere, it was exceedingly difficult in mid-March to give up doing what we love: raising our voices together in praise of almighty God. We continue to grieve this loss. Nevertheless, our song continues, albeit in ways we could not previously have imagined.

As our liturgies migrated to Zoom, we quickly became aware of the limitations of that platform for music but have found ways to continue to include music in our Liturgies at Home. Our parish tradition of plainsong has played a role in this, enabling us to include the familiar ancient texts and melodies of the church in this very new and different context. It has been gratifying and encouraging to work with Fr. Kevin in this virtual environment, with his sensitivity to the limitations of the platform and the resulting adaptations that are necessarily made to our musical offering. I am also very grateful to Srinath Covilakam, our tenor choral scholar, who has since the beginning of this strange new normal stepped up enthusiastically to assist me as co-cantor. I am also grateful to those members of our choir who were able and indeed very willing to sing in church for the brief period in the Fall when we were able to do so in a very small group with pandemic precautions in place.

In June, and again in September, the choir met socially but safely in a local park, where we were able to share time together and even sing together for a bit. Members of the choir have continued to meet via Zoom on Thursday evenings in lieu of choir rehearsal, sharing conversation, practicing sight-singing, learning new music, exploring the chant propers of the Mass, and engaging in some rather spirited trivia competitions.

In September I began working with Deacon Amanda Ruston in the context of her Theological Field Experience placement at St. James'. It has been a delight spending time with Amanda, singing together and discussing music in the church. I am continually encouraged by her enthusiasm for sacred music. It doesn't hurt that she and I share an abiding love for chant! Over the course of the Fall Amanda has begun to very beautifully put her learnings into practice as she has assisted Sri and myself as a cantor for the Liturgy at Home. I will continue to work with Amanda through the current Spring term.

In September we received the donation of a two-manual Phoenix digital organ from Mr. Alastair Hight of Lantzville, BC. Mr. Hight studied organ at the University of Glasgow and served as a church organist and music director in Nanaimo, and as he was no longer able to play the fine organ in his home, he was happy to see it re-installed at St. James', where it now resides in the gallery of the Blessed Sacrament Chapel. We look forward to using this comprehensive instrument in the not-too-distant future.

Since April I have enjoyed the opportunity to share weekly notes on music for the season or specific Sunday, along with the best recordings of these available on YouTube. These are distributed to the parish via *The Thurible*. I am grateful for the positive feedback I have received for this and look forward to exploring music that reflects the seasons of our faith for some time to come.

Although our choir continues its pandemic-enforced hiatus, we look forward to the day we can all resume singing together. In that hope, and as the new year unfolds and reveals what our music program will look like, I encourage parishioners to keep in mind the Choral Scholarship program, initiated in the Fall of 2016. The Choral Scholarship program is a wonderful opportunity to not only add voices to our choir, but also to provide post-secondary 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 program. Please speak to me if you are interested in helping to fund this program. And, although indications are that it will be some months before the choir may fully resume gathering, we look forward to welcoming 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 joining our fine choir when, as I told our singers at the beginning of the pandemic “we come out the other end of this singing”, please do contact me.

In the Fall of 2017, we began a music series, which in the few years of its existence has welcomed some stellar performers. I’d like to thank Michelle Herrewynen 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. Although the music series is currently suspended due to the pandemic, it is a program which I sincerely hope can continue at St. James, perhaps in the second half of 2021.

Along with directing our wonderful choir and playing the organ at services, one of the things I have missed the most in this unusual past year is the sound of parishioners who faithfully join their voices in song at our liturgies, echoing the words of the psalmist, round out music making at St. James: “I will sing and make melody. I will give thanks to you, O Lord, among the peoples, and I will sing praises to you among the nations.” God willing, we will again raise our voices together in praise of God before long.

Respectfully submitted, *Gerald Harder--Organist & Choirmaster*

## FLOWER GUILD

Flower arrangements have adorned the altars for a very limited time this year, from January 1, 2019, to Ash Wednesday and from September 16 to the beginning of Advent, when the church was open for worship at the 10:30 Mass. The Guild made a special effort for Thanksgiving with High Altar, standards, and Lady Chapel arrangements. On the other Sundays there were only High Altar arrangements.

We hope that soon we will be able to resume our duties.

The Guild members are Lynann Burton, Celia Dodds, Mary Hamilton, Christine Hatfull and Leah Postman.

Respectfully submitted, *Celia Dodds*

## SANCTUARY GUILD

There is very little Guild news to report for this year due to Covid restrictions. Such Sanctuary Guild work needing to be done to cover those Services taking place has been taken care of by one or two people, and this will continue for as long as the Rector thinks necessary.

We were saddened in June 1920 by the death of Elizabeth Coan, one of our more recent members, who had helped with sewing and ironing.

Respectfully submitted, *Elizabeth Davies*

## READER'S GUILD

The important lay ministry of reading the Intercessions and passages from Scripture on Sundays faced special challenges in 2020 as St. James' moved its main service from church to Zoom twice. Zoom, however, allowed parishioners unable to attend the church in person to join our worship. Some of them volunteered for the Readers' Guild and we were pleased to welcome Cynthia Green, Phyllis Reeve and Rocky Roxborough-Smith to our team of 21 regular readers.

Respectfully submitted, *John Daniel*

## NARTHEX GUILD

The duties of Narthex Guild, along with those of everyone involved in in-person worship, changed dramatically with the onset of COVID-19. Preparing ourselves for a limited congregation under the new health rules meant obtaining hand sanitizer, masks and gloves and ensuring that “social distancing” was observed at all times. We also faced some challenges in ensuring that all in attendance provided contact information. From a gradual reopening we were suddenly faced with short notice to stop again, which meant that those with no access to online information would not be aware of the change. To deal with this, in addition to notes posted on all the church doors, a member of Narthex Guild attended the church steps at the time Mass would have started to advise those who came to the church. We look forward to a second reopening soon now that we are experienced.

Unfortunately, Narthex Guild has lost its leader, Will Campbell, who is currently in South America. We are very interested in finding someone to replace him.

Respectfully submitted, *Reece Wrightman*

## SERVER'S GUILD

2020 was not just another year.

For a large part of this year we have been unable to gather inside the church. We were back for a brief time in the fall with a reduced distanced service but that also ended with the resurgence of the pandemic in our area. Having said that I have personally found the Zoom services great at keeping us connected and involved. Happy to see many of the regular Sunday faces and my fellow servers participating.

On behalf of all of the servers at St. James': Philip Green, Amy Chai, Peter Symons, Kaidan Rudolph, Justin Burger, José Luis Aranda Moyano, Hannah Skinner, Martin Smith, John Clark, James McKenzie, Jordan Skinner, Ian Rocksborough-Smith, and myself, I thank St. James' for the opportunities we have had to serve and look forward to the time that we will gather again in its walls.

In 2021 the Servers Guild will continue in our fellowship 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*

## PAX

*PAX* magazine appeared once in 2019, an Advent / Christmas issue of 22 pages, thus reaching its 34th number since the beginning of the present series that began in Advent 2008. *PAX* did not appear in 2020. Publication of *PAX* is temporarily suspended during this time of pandemic and church closure, but we look forward to publishing an issue in late 2021.

Respectfully submitted, *Paul Stanwood*

## HOLY FAITH LIBRARY

Dear Lord above, please hear my prayer.  
The Holy Faith library is sitting unused.  
The pandemic has prevented the readers  
from coming and sharing;  
indulging and learning;  
seeking wisdom and gathering your important messages.  
The books sit quietly idle and unopened.  
Please give a light to direct our path,  
and, a torch to burn for hope,  
a way to change.  
Lord in your great mercy, hear my prayer.

Respectfully submitted, *Lynann Burton*



## RELATIONSHIPS & FELLOWSHIPS

### SAINT JAMES MUSIC ACADEMY

Looking back at where we were at this time last year, the difference that Covid-19 for SJMA, and for us all, has been absolutely striking. In January 2020, our program was the largest it had ever been, serving more students than ever, and our core after school program had grown to five days per week at Saint James Church.

At Spring Break last year, along with the entire world, Saint James Music Academy was left reeling during our forced closure. Those first weeks were absolutely devastating and left us all worrying about our students and families, neighbours and colleagues. We wondered how this special music community might survive. Fortunately as an organization, SJMA has proved to be resilient and adaptable. Through deep commitment and care of our staff, teachers and parents, and the support of friends old and new, we made the leap to an online music lesson program that carried us through the most challenging weeks and months of this pandemic.

At our Annex location, we sponsored an emergency hygiene hamper distribution site, and our staff delivered sheet music and instrument supplies to our students' homes and distributed grocery store gift cards. As an organization, we had "pivoted", but it was still a scary time, as donations to our program had largely dried up, and calls were coming in from long-time supporters to let us know, with grave apologies, that we couldn't count on their support moving forward. Fortunately, in those early days, there were also others who picked up the phone to ask how our community was being impacted by the crisis, and to ask how they could help. And, the generous discount in rent provided to SJMA by St James' Anglican Church has been a saving grace.

The 2020 year closed quietly without our annual Spring Concert, but with gratitude to all involved for having helped us to keep a sense of cohesiveness in our community, to support the urgent needs of our families and neighbours, and to keep music happening for the kids. Our annual summer camps were replaced by our first ever Summer Online Lesson Program. Graduates and scholarship recipients in June 2020 were Yumai Bishop, Lucie Steiler-Track, and Leila Du.

Over the summer our staff worked hard to adapt our high-quality, community-based music program to be responsibly delivered according to Covid protocols. We settled on a program consisting of physically-distanced on site lessons and a concurrent online lesson stream. With so many unknowns, we decided on no new enrolments for September 2020, nonetheless, the new academic year was met with an abundance of excitement on the part of our returning students, staff, teachers and volunteers alike!

With physical distancing measures, we have fewer students on site at any given time, and our program is spread out across the days of the week and online. Only rooms with windows that open for adequate ventilation are utilized as classrooms, and our operations staff begin each day by

coming in two hours before the start of our program to sanitize all of our spaces. Students from schools in our catchment area who require transportation assistance are still picked up by our “Walking Schoolbus” or the SJMA Van, and every student is welcomed warmly onsite with a healthy and delicious meal and a chance to connect friends before heading off to music classes.

Our online lesson schedule continues to exist as both a safeguard in case we ever have to close our doors again, but also functions as a complement to our small ensemble group classes by providing our students with the benefit of one-on-one attention from their teacher for their individual learning needs.

Between our on site classes and online lesson program, we are currently operating five days per week, at full capacity both in terms of physically-distanced / adequately ventilated classroom spaces and available teaching hours. Our core afterschool program at St. James’ Church takes place on Mondays, Tuesdays and Wednesdays, and consists of our transportation program, our nutrition program and high-quality music lessons offered in small ensembles / physically distanced string orchestra rehearsals. Online technique lessons take place on three days per week, and on Fridays at our Annex location we offer in-person individual technique lessons for those children who struggle with online learning.

We currently have 135 students enrolled in the program and from grades two to twelve, and we provide music lessons in 17 instruments and disciplines: violin, viola, cello, double bass, oboe, clarinet, bassoon, trumpet, percussion, marimba, jazz, percussion, guitar, piano, music theory, choir, and music therapy. And, new for 2021, we have created an Exploring Strings class for the younger siblings of our Junior and Senior program students!

With the retirement last October of our beloved founder and visionary Kathryn Walker following her sabbatical last year, Saint James Music Academy has welcomed long time staff member Sarah Godoy into the permanent role of Executive Director after her having acted in the position last year. Kathryn's vision for beauty and joy for this community is being carried forward by a small but very committed staff team: Christine Ito is aptly serving as Program Administrator, Jose Ceron continues as Music Director of Orchestras, and Olivia Lohan as Director of Nutrition and Community Life. Assisting Olivia in nutrition is Noemi Torodya, and we are thrilled that SJMA graduates Kael and Marlaina Vincent have returned to SJMA as staff: Kael, as Manager of Operations, and Marlaina, as Program Assistant. Paul Meyers continues (albeit mostly from a wild and remote Gulf Island) as our Director of Development and grant-writer extraordinaire, and our former oboe teacher Erin Marks has returned to SJMA in the capacity of Donor Relations. Kurt Ward-Theiss joins us in Transportation and Instrument Maintenance, and Serena Huang - also SJMA alumni - as Program Assistant / Piano Accompanist. Philip Tran takes care of Operations in our Annex location with Khitam Qaddour on Reception, and Renata Abraham is Receptionist at the front door of St. James’ Church and is our long-time Walking School Bus coordinator.

Thankfully, as an organization that provides education to children and child care to families, Saint James Music Academy falls under the category of “supplemental education” and has to date remained exempt from further Covid-related restrictions such as those that were enacted in December. Our students had a great time recording their performance for our first ever Online Christmas Concert, and the end result gave the kids the much-needed feeling of playing an important part in something beautiful that is bigger than themselves. Response to the Christmas Concert was tremendous, and was attended by upwards of 400 people - numbers surpassing those who normally join us in person! Generous support for our program through December 2020 has given us renewed hope for the year to come, and indeed, for the future of SJMA.

Although we still live in uncertain times, where distance and isolation remain painful factors in the lives of so many in our communities, we at Saint James Music Academy are buoyed by having overcome so many unfathomable challenges last year, and as always, and we are deeply grateful for the ongoing support offered by the leadership and parishioners of St. James’ Anglican Church. We thank you sincerely, for your care and encouragement, and for providing us not only space to operate, but genuine friendship. We invite you to share in our successes as your own, this year, and every year, because truly, we couldn't do it without you!

Respectfully submitted, *Sarah Godoy*

## WOMEN’S GUILD

Activities in 2020 were limited. Guild members met for business in January and March, February was devoted to marmalade making. Unfortunately the date set for a sale fell after closure. Preserve sales being the major source of income for the Guild, no donations were made during the year.

Only one funeral reception was provided. The Guild was saddened by the death in June of member Elizabeth Coen.

Our thanks to those who contributed funds toward purchase of “hot sox” from St. James’ to add to those collected in the diocese. With outside help 12 dozen pairs of socks were Christmas wrapped and together with toques knitted by Guild members, delivered to the Mission to Seafarers.

We hope for a more active 2021. Guild members are: Mary Brown, Lynann Burton, Mary-Ann Currie, Martie Irwin, Pamela Jeacocke, and Judi Paterson.

Respectfully submitted, *Pamela Jeacocke*

## MOTHERS' UNION

Like everything else last year, Mothers Union business was pretty well shut down in March. The annual conference was also cancelled. We did make a few donations, including one to the Northern Clergy Fund. We meet via Zoom now, on the third Wednesday of each month, and continue our fellowship, worship and business meeting.

A few changes took place. Under the guidance and mentorship of Celia, Louisa has taken on the role of Branch Leader, and also Secretary, and stays in touch with our MU friends in other parts of the world and with former members. Fr. Kevin became our Treasurer, taking over the role held by Mary for many years. We have ten active members currently in the St. James' chapter of MU.

We welcome new members and you are cordially invited to join us on a Zoom meeting or hopefully, post Covid, in person on the third Wednesday of each month at the church. The evenings begin with worship, then onto business meeting, following that we generally have a program. We have in the past had programs by Fr. Kevin, Mother Lucy, Rev. Christine Rowe, Joan Stewart from the Westside Anglicans Homeless Outreach, and Fr. Matthew.

One of the best parts of Mothers Union is that we always end our meetings with goodies and hot tea. Our pot luck Christmas dinner is always wonderful as is our Lady Day, and Mothers Day celebrations. We share in all the duties and always have a lovely chat and good humor. Please join us!

Respectfully submitted, *Louisa Farrell*

## COMING HOME SOCIETY

Since the last Annual Vestry Meeting, the Coming Home Society has continued to work in partnership with Urban Native Youth Association and Warriors Against Violence Society.

The ongoing COVID-19 pandemic has meant that these organizations are working extra hard and creatively to maintain bonds with those who need them. Due to Ministry of Health requirements for isolation and social distancing, Warriors Against Violence Society has had to change from doing in-person counselling and group work to counselling over the phone. The Coming Home Society purchased two cell phones and cell phone plans for that society to make this possible. It has proven to be vitally important, as the stress of the pandemic on already-fragile family structures has resulted in a large increase in calls around domestic violence.

Families have also been struggling with basic needs due to the impact of the pandemic. With your help, the Coming Home Society has been able to assist with everything from groceries to personal protective equipment to children's clothing. We have also been able to give McDonald's gift cards to parents so that they can treat their children occasionally and so lift the spirits of the whole family.

The Coming Home Society has also worked with Urban Native Youth Association during this year of pandemic. Your donations have contributed to the drop-by Food Pantry which has helped youth feed themselves and also take home food for their families. The UNYA2GO program has used your donations to provide youth with cultural activity kits, bus tickets, traditional medicines, and access to a printer for school homework. It is all helping to keep youth connected to their culture, and to the programs and staff members they need for support.

An additional connection was made in the past year with Directions Youth Services, an outreach program to street youth in the area of St. Paul's Hospital. We were able to provide protein-rich food to supplement the lunches of youth going to work in their Street Youth Job Action Program.

We are very grateful that the Outreach Committee, on behalf of the people of St. James', has just given a grant of \$1,500 to the Coming Home Society in support of a program for Aboriginal Elders hosted by Warriors Against Violence Society. Many Elders are struggling with loneliness, especially during this pandemic, and this program keeps them connected for cultural activities and mutual support (while respecting all Department of Health regulations).

I would like to thank the clergy and people of St. James' for all your contributions and for your continuing interest in the work of the Coming Home Society. With your help, we can continue to offer the support, caring, and prayer that makes us family and community to our Aboriginal neighbours.

Respectfully submitted, *Linda Adams*

## JUSTICE & MERCY

### STREET OUTREACH INITIATIVE

For the Street Outreach and for St. James' Church, 2020 began with pain.

**Jesus Cristobal Esteban.** On New Year's Day, Jesus Cristobal Esteban, a fourteen year friend of the Outreach, and a longtime member of St. James', was assaulted at Oppenheimer Park, and taken to hospital in a coma with head trauma. The following evening, with no hope of recovery we offered the Last Rites. I have been at many deaths, but never have I shared in such a remarkable occasion. While I offered the ancient prayers in English, Mother Emilie Smith offered simultaneous Spanish translation for the four women standing around Jesus' bed, and another ten friends listening in the hallway on a speaker; praying, and watching through a glass window. Jesus died, surrounded by those he loved, and the prayers and Scriptures of his Christian faith.

Originally from Guatemala, Jesus lived in the DTES for over twenty years. He was a communicant and altar server at St. James'. A tireless volunteer, he worked regularly with numerous community organizations, including our friends at the Watari Organization; a society assisting recent

immigrants, migrant workers, refugees, and others in challenging straits. In a Liturgy that alternated between English and Spanish, Jesus' Requiem Mass at St. James' was a remarkable community event. A testimony of hope in response to bloodshed, and of confidence in a God who understands personally, what it means to lose a Son to violent men. Jesus left a legacy of compassion, service, piety, and goodness. We will not soon forget him. *¡Viva Jesus!*

**Pandemic.** The outbreak of Covid-19, first spotted in British Columbia in late January 2020, would impact our work more than we could ever imagine. In late February, as more became known about Covid-19, we developed new protocols, in face of a virus that was highly contagious and potentially lethal. Then, in March and April we discontinued on-street operations for about eight weeks, returning only in May. We began working one-on-one with people, observing protocols indoors while keeping a close eye on the Street and Community as the neighbourhood and our entire world changed around us.

**Community Closures.** As the pandemic took hold in March and April, numerous activity centres, drop-ins rooms, day programmes, and services were shuttered throughout our community. Facilities like Union Gospel Mission, Carnegie Community Centre, the Living Room, Jacob's Well, Evelynne Sallers Centre, and the Aboriginal Front Door, all were all forced to close their Common Rooms. Overnight, thousands of men and women, many without homes, no longer had a place to gather, socialize, participate, recreate, or stay dry. Even Sunrise Market, next to St. James', closed its doors for renovations. For thousands of impoverished DTES residents, Sunrise is the primary source of quality affordable produce and groceries.

**Epidemiology & Outdoors.** Although these closures brought genuine hardship, which continues, it is certain that they also prevented transmission of the virus and numerous deaths. When people gathered, they did so mostly outside. The Hastings Street Market (across the street from Army & Navy) is an example. Closed by Health Orders, entrepreneurs simply moved and set up stalls on the sidewalk. From that point to now, the south side of the zero-block of West Hastings, has never ceased to bustle with sellers, buyers, and hangers-out. It is vibrant and friendly.

Observing this close environment, I was convinced of an impending outbreak of Covid-19 in the DTES. Especially as some residents are immuno-compromised, and facial masks were only slowly being adopted. I'm glad to say I was wrong. There have been some cases in indoor environments in our community, but to my knowledge, there are no suspected outbreaks around outdoor activities anywhere here. For this we can only offer heartfelt thanks to God, as well as to health, service, and peer workers.

**Houses of Worship Close.** With further Public Health Orders, Churches and Temples in our community closed their doors. Midweek Midday Masses, which offer a ready ground of encounter and engagement with community members, were suspended. St. James' Open Church Team, established by Mother Lucy Price, also halted its ministry. Usually, a cadre of experienced

volunteers would be in and around the Church Sanctuary on weekdays, welcoming visitors, offering tea and hospitality, and reaching out especially to street involved neighbours.

**Even What They Have.** The deprivations associated with Covid-19 have struck our brothers and sisters here very hard. It reminds me of Jesus' ironic observation of how the world works: "But from those who have nothing, even what little they have will be taken from them." (St Luke 19.26) Under this pandemic, in many ways this is exactly what has happened.

**Community Response.** In face of the many challenges, the local community stepped up. A coalition of neighbourhood organizations rapidly formed the DTES Response project. A network of representatives in the privately run SRO apartment buildings distributed cleaning and sanitary and PPE supplies to residents, from a central warehouse in a secure location in the community. Among many others, the Reverend Laurel Dykstra (of the Salal + Cedar Anglican Community) was involved in this process. Run much like a military operation, this coalition equipped inside operators in each SRO hotel with burn phones, delivery timetables, and help with logistics. Street Outreach Initiative, St. James' Church, and our Outreach Committee, all three independently contributed financially to these efforts.

**Food from the Crypt.** With the permission and support of our Rector and Wardens, the Watari Organization mentioned earlier, was granted access to the Crypt Kitchen at St. James'. As numerous existing meal programmes had closed at the start of the pandemic, food security became an urgent matter. Observing Covid Guidelines with enormous care, Watari peer-workers began to cook hundreds of delicious meals for our community at St. James'. Made with fresh ingredients, these hot meals were distributed to a wide variety of residents including: SRO occupants, low-income immigrant and refugee families, those camping at Oppenheimer Park, and later at Strathcona Park.

While street work was on hold, for a month I was recruited once or twice a week as a driver by Watari, delivering groceries and hot meals. From these trips I learned that there are many vulnerable, low-income working families, not only in DTES/Strathcona, but in apartments and basement suites throughout Vancouver.

**One-on-One.** As the street became less available for outreach, I attempted to make phone contact with regulars. I was able to track down a lot of folks and had some wonderful interactions. I also upped the number of one-on-one pastoral meetings, at a distance and using special precautions, here in the Parish Centre. Also, I increased the number of Fifth Step addiction counselling sessions. It has been refreshing and rewarding too, to shift modes of ministry to include more direct, in-depth encounters.

**Street Return.** In May, as we were becoming more familiar with Covid-19, I returned to street shifts, and a new appreciation of the incredible privilege it is to work in this community. I now wear a close-fitting KN95 mask, carry antiviral hand cleaner, and avoid indoor places, and physical

contact. At different junctures since then, as various PHOs have taken effect, we have adapted our deployment accordingly; sometimes more and sometimes less present on the sidewalk.

**Homicide Number Two.** As summer unfolded, I met a recent newcomer to Victory House, a supportive housing residence at which, in normal times, I celebrate a monthly Mass. Jeff S. used to sit on his walker on Cordova St, just outside the Parish Centre front door. One afternoon, this quiet, gentle brother was attacked and murdered at Dunlevy and Cordova Streets, by a young man in the throes of a drug-induced psychosis. Yet another senseless killing. I joined the Victory House community to offer a Celebration of Life for Jeff at the Residence in a moment when PHOs were eased for a brief time. Jeff's and Jesus' murders have both been difficult to process.

**Overdose.** The pandemic of opioid overdoses, predating Covid-19, continues to take the lives of thousands of God's children throughout our province, and of course in our parish. The death and loss of another sister, A., in early September, was mitigated slightly when the Parks Board opened an otherwise restricted Oppenheimer Park, to allow us to offer a community Celebration of Life there. I participated in a Liturgy, with Ingrid & Byron of Watari, other community members, and Elder Kelvin Bee.

**Elders Rounds.** In normal times, I am joined on the street, once every other week by Teaching and Ceremonial Elder, Kelvin Bee, ODNW, and Trustee of St. James Church'. We have continued this, using precautions, on a much reduced basis in 2020. A member of the Kwakwaka'wakw People, Kelvin is alive with the Teaching and Traditions of the Ancestors. He brings wisdom, traditional practical knowledge, counselling skills, and life experience in his own work in this community, and he is a person of deep faith. It is a privilege to work with him often, either on rounds, in reaching out to individuals, or in leading ceremonies within the Liturgy (e.g., in offering sage in Blessing an aboriginal family home, or more often, offering traditional songs and drumming at a Requiem). He has taught us much at St. James'. Our profound thanks to Elder Kelvin.

**Pop-Up Covid Clinic.** I met epidemiologist and Anglican, Dr. Brian Conway, while preaching at St. Mary's Kerrisdale in 2019. Dr. Conway operates the Vancouver Infectious Diseases Clinic (VIDC), a remarkable privately-funded clinic, which reaches out to street involved brothers and sisters using intravenous drugs, throughout Vancouver. As part of SOI's commitment to working and partnering with allied organizations, we are grateful to St. James' for allowing the VIDC and Dr. Conway to setup a Pop-Up Clinic in our Parish Hall, in aid of epidemiological surveillance of the DTES. We look forward to collaborating with VIDC again.

**Street-Outreach Deacon & Counsellor.** My colleague and collaborator, Deacon Joyce Loch, brought her own distinctive gifts to bear at each step throughout the year. Deacon Joyce's ministry amongst us is substantial, yet by its very nature is largely unseen. She co-led five Trauma Workshop sessions during the easing of restrictions in October. As a Registered Clinical Counsellor, Deacon Joyce provided her professional services to community members, frontline and support workers in the Downtown Eastside, refugees overcoming trauma, and to parents of children with addictions. Of



54 counselling sessions in 2020, most of Joyce's work was offered *pro bono publico* for those on low incomes, or at a significantly reduced sliding-scale.

Deacon Joyce and her colleague Melody Goetz have been forging a new model for small group contemplative practice, which they have prototyped with a group of frontline church workers, myself included. The TAG Group has worked astonishingly well over Zoom, both as an effective contemplative model, and as a sort of laboratory of new discoveries and inventions, which will enrich the design of a future group work offering of the Outreach: Project Novum. Stay tuned for this.

"Life Long Learner" is not just an expression, when it comes to Deacon Joyce, who continues ambitious professional development in areas as diverse as Trauma and Group Therapy, AEDP, Life Review, and the Theology of Christian Humanism. Deacon Joyce does not receive a stipend for her extensive contributions within our community. We are altogether grateful for her presence, wisdom, collaboration, and generosity in our midst, as I know equally that many others are. Thank you, Deacon Joyce.

**Staffing.** At the end of October we said goodbye to Administrative Assistant, Ms. Anna Wood, who has just given birth to a girl, Deirdra, this January. We thank Anna for her numerous contributions, and rejoice with her and Jason in their new vocations as parents. After a job search of 221 candidates, and an interview team including Peggy Smyth and Mother Lucy Price, SOI hired Ms. Achan Akwai Cham as my new Administrative Assistant, welcoming her in December. Achan is a Psychology major at Capilano University, and in-line with all SOI Assistants, has personal experience knowing and working with DTES residents.

**Thank You.** It is an enormous privilege to work with our Rector, Fr. Kevin Hunt. He is another seasoned priest, I consult and strategize with, as I seek to meet various challenges, and as he leads us all in liturgy, pastoral ministry, and community life. I am grateful for both his practical and moral support, as well as for his perspective, ideas, and when all else fails, his humour!

Thanks to Warden Peggy Smyth, who joined the SOI Operational Support and Advisory Group (OSAG) in 2020, for her tireless support in parish liaison, staff hiring, and the astutely handling of countless other matters. Thanks to her, and to our other Wardens, Mr. Reece Wrightman and Mr. Andrew Campbell, for supporting St. James' extensive community engagement in this time of pandemic.

Thanks to each of my St. James' colleagues for their distinctive contributions to our Street Outreach Mission: Mr. Art Cuthbertson, Mr. Darren Campbell, Master Gerald Harder, Ms. Deanna Ferguson, Ms. Linda Adams (now retired), and Mr. Philip Green.

Finally, thanks to all St. James' members who continue to support this work with your individual contributions. You know who you are! You and other donors at St. James' underwrite 25% of our

financial costs. And your contributions inspire other investors to leverage their investment in this work: The Diocese at 25%, and Community Sponsors at 50%, of our total income. A remarkable, enduring partnership of 16 years now.

**St. James' Church and Street Outreach.** In closing I am grateful, simply for being a priest of St. James' Church. Our congregation has really stepped up in this year of pandemic. Particularly in partnering with groups like the Watari Organization. I am proud of our parish church in a new way, having a fresh view of our connection to the DTES community. As St. James' deploys its facilities, resources, members, and clergy, to serve this neighbourhood of struggling, yet extraordinary and resilient men and women, in whose eyes and faces we encounter the Lord Jesus Christ himself.

On behalf of our Operational Support and Advisory Group,  
*Fr. Matthew Johnson—Street Outreach Priest*

## OUTREACH COMMITTEE

The St. James' Outreach Committee (STOC) receives applications for funding and disburses small grants within the parish or local community, within Canada, or globally. The intent is to distribute \$5000 annually for the purpose of extending the work and witness of the church in its broadest sense. Funding is provided from the St. James' Outreach account which is funded through a legacy established by former parishioner Dr. John Conway. Current committee members include Rev Joyce Locht, Lynn Wilson, Jason Brown, and Peter Goodwin. The committee did not meet in person in 2020 due to the Covid 19 pandemic.

Grants issued for 2020 include :

- a) \$1000 in May to the Watari Counselling and Support Services Society. This organization provides a range of support services to the most needy members of our community. With the onset of the Covid 19 pandemic and to address issues of food security working with Fr. Matthew they began a weekly neighbourhood food distribution program using the commercial kitchen in the crypt of our church. This initial grant was to assist them in establishing the program. With the program proving to be very needy and beneficial to the community a second grant of \$1000 was provided in December.
- b) \$1500 to the Coming Home Society in support of the Tuesday night Elders drop-in program held at the Warriors Against Violence Society. The program serves Indigenous elders living in the bounds of our parish. The grant allows the program which currently is unfunded to continue. It provides a venue to meet and mutual support while offering activities significant to traditional Indigenous culture. Funding covers materials, refreshments, and a small honorarium for a staff person volunteering time to be a support to the group.
- c) \$1700 to the Primate's World Relief and Development Fund (PWRDF) to provide Personal Protective Equipment (PPE) to health clinics in Africa as part of the All Mothers and Children Count (Pandemic) Program in which donations are matched on a 6:1 basis by

Global Affairs Canada. Our gift will provide PPE to one clinic for two months or two clinics for one month. The gift is an offering found in the PWRDF World of Gifts Christmas catalogue.

- d) Two additional grants of \$500 each were approved and will be issued at the beginning of 2021 with funds from the 2021 budget. These include support for an educational scholarship fund for girls attending programs offered by the Mariposa Foundation in the Dominican Republic and for the Maziwa Sisters Women Group “Tree Nursery Project” in Kenya.

Respectfully submitted, *Peter Goodwin*

## FINANCIAL EQUILIBRIUM

### TREASURER

Despite the effect Covid-19 protocols have had on in-person worship, our community is strong. Parishioners of St. James' have once again demonstrated their continued support for the life of our church through regular giving, special donations and bequests. A reduction in expenses in some areas, an easing on the part of the Diocese of our annual financial obligation, and receipt of the Canada Emergency Wage Subsidy has us on sound financial footing through these difficult times. As well, the various funds which make up our endowment—the legacies of many generous and forward-thinking parishioners—continue to provide us with a reliable income.

Your Rector, Wardens, Trustees, and Treasurer are aided in their stewardship of St. James' finances by the efforts of many. A dedicated team of both volunteer and in-house staff, along with a group of paid professionals, work together to keep St. James' functioning financially. Again, this year all of St. James' financial activities have been scrutinized by the chartered professional accounting firm, Rolfe Benson. The income from our endowment funds, ably managed by Ross Turnbull of Odlum Brown, is rightly derived from investment opportunities with companies who are good community and global citizens.

As we begin another year, we maintain a positive financial position and can look forward to the time when we will join each other for in-person mass as we remember it. We are able to continue funding clergy and staff as before, as well as perform necessary building maintenance and capital improvements. We give our thanks for the aid of so many who help make possible the continuance of our mission and witness here at St. James'.

Respectfully submitted, *Christopher Orr*

## COUNTERS

The year began with three counting teams, listed below, to carry out the processing of the collection, 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.

As the COVID-19 pandemic spread, limiting church attendance in person, the processing of the collections has been carried out by our envelope secretary, Philip Green. Our enormous thanks to Philip for ensuring that the donations received by mail and through the donation box have been deposited to the church account and have been credited to the various accounts in a timely manner. We also give thanks to the parishioners who use an automated method for their donations which does much to reduce the in office administrative function during this difficult time.

In 2020, the counting teams were: Pamela Jeacocke and Maureen Ing; Betty Heng and Tara Di Zazzo; Linda Lai and Betty Carlson.

Respectfully submitted, *Betty Carlson*

## ENVELOPE SECRETARY

Identifiable Donors	185
<b>Designated Donations</b>	
Children Believe Fund	1200
Save the Children Fund	420
Assistant Priest Support	30000
Coming Home Society	1625
Flowers	1987
Sanctuary Guild	777
Pax Newsletter	120
Street Outreach Initiative	33520
Choral Scholarships	1710
SJMA - Youth Music Program	821
Primate's World Relief and Development Fund	1880
Outreach Committee – Refugees, etc.	35114
Maintenance Fund	1646
Indigenous Justice	50
Legacies and Bequests	18199
In Memoriam	3375
Memorial Garden	1000
Concert Series	1256
Ordo Kalendars	651
Mission to Seafarers - Hot Sox	90

Respectfully submitted, *Philip Green*

## ST. JAMES' PARISH – PROPOSED 2021 BUDGET

### Income

Pledged Donations - Envelopes	150,000.00	23.4%
Open Donations	30,000.00	
Miscellaneous Bequests	4,800.00	
Rental Income	70,800.00	
<b>Total Income</b>	<b>\$ 255,600.00</b>	<b>39.9%</b>

### Expense

#### **Ministry and Mission**

Clergy	\$ 149,811.08
Music	62,505.66
Guilds/Missions	14,129.00
Street Outreach Initiative (SOI)	13,153.00
	<b>\$ 239,599.00</b>

#### **Office and Communications**

Accounting and Auditing	\$ 32,000.00
Banking	1,800.00
Communications	5,300.00
Computer	3,700.00
Printing and Postage	9,400.00
Insurance	39,644.00
Office Expenses	48,607.72
Security	3,465.60
Miscellaneous	2,600.00
	<b>\$ 146,517.00</b>

#### **Buildings**

Church and Clinton Memorial Hall	\$ 112,971.99
Parish Centre (former Clergy house/Rectory)	7,500.00
	<b>\$ 120,472.00</b>

#### **Apportionment**

Diocesan Fair Share Assessment	\$ 134,481.00
	<b>\$ 134,481.00</b>

**Total Expenses 641,069.00**

**Net Income (Loss) (385,469.00)**

**Inter-Fund Transfers to General Fund**

Net Investment Income	89,481.00	
Net Realized Gain/Losses	(89,700.05)	
2020 OB Cash Management Fund	269,458.05	
Capital Encroachment	116,230.00	<b>18.1%</b>
Inter-fund Transfers	<b>385,469.00</b>	<b>60.1%</b>

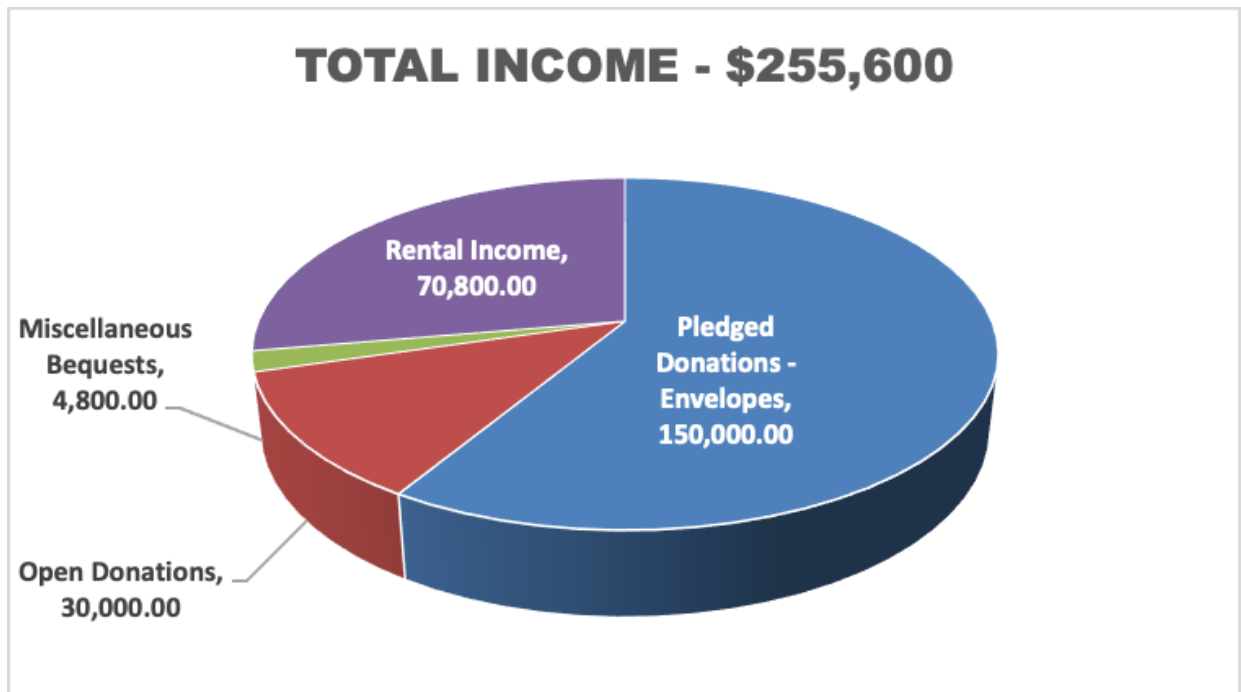
**Surplus (Loss)**

0.00



**Income: \$255,600**

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 2021 we expect 60.1% of expenditure to be drawn from investment income and capital (a draw-down of 3.92%) with only 23.4% from regular giving. Open donations, miscellaneous bequests and rental income make up the other 16.5%. We have **not** avoided dipping into capital, but have by 18.1%. We need to increase both the level of regular giving, and, if possible, our investments.



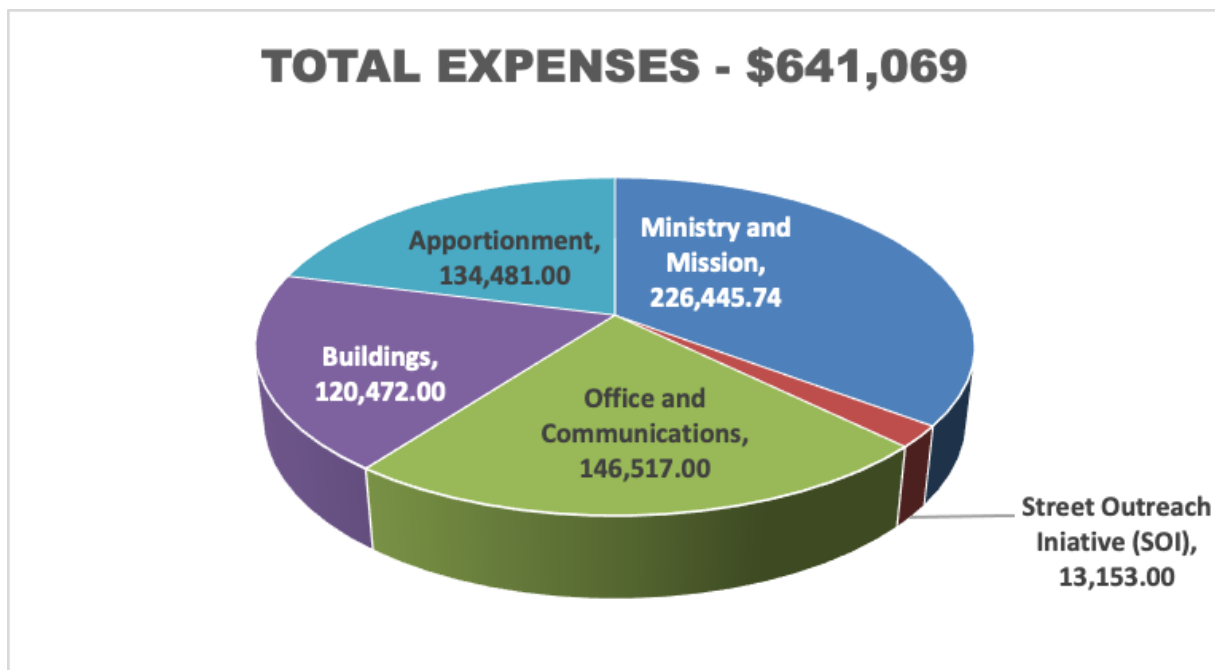
**Expenses: \$641,069**

Ministry & Mission: \$239,599 which includes costs for clergy, music, altar supplies, education and formation, hospitality, outreach, indigenous justice, and our net contribution to the Street Outreach Initiative (SOI).

Office & Communications: \$146,517 which covers all our general administration expenses, office staff and supplies, insurance, printing costs, accounting and audit, IT and telephone costs.

Buildings: \$120,472 which covers building staff, supplies, cleaning, garbage and recycling, well as lighting and heating (utilities), routine and (smaller) unexpected requirements for ongoing maintenance. It is important to maintain our building in good condition so that we may continue to host our worship and ministry base.

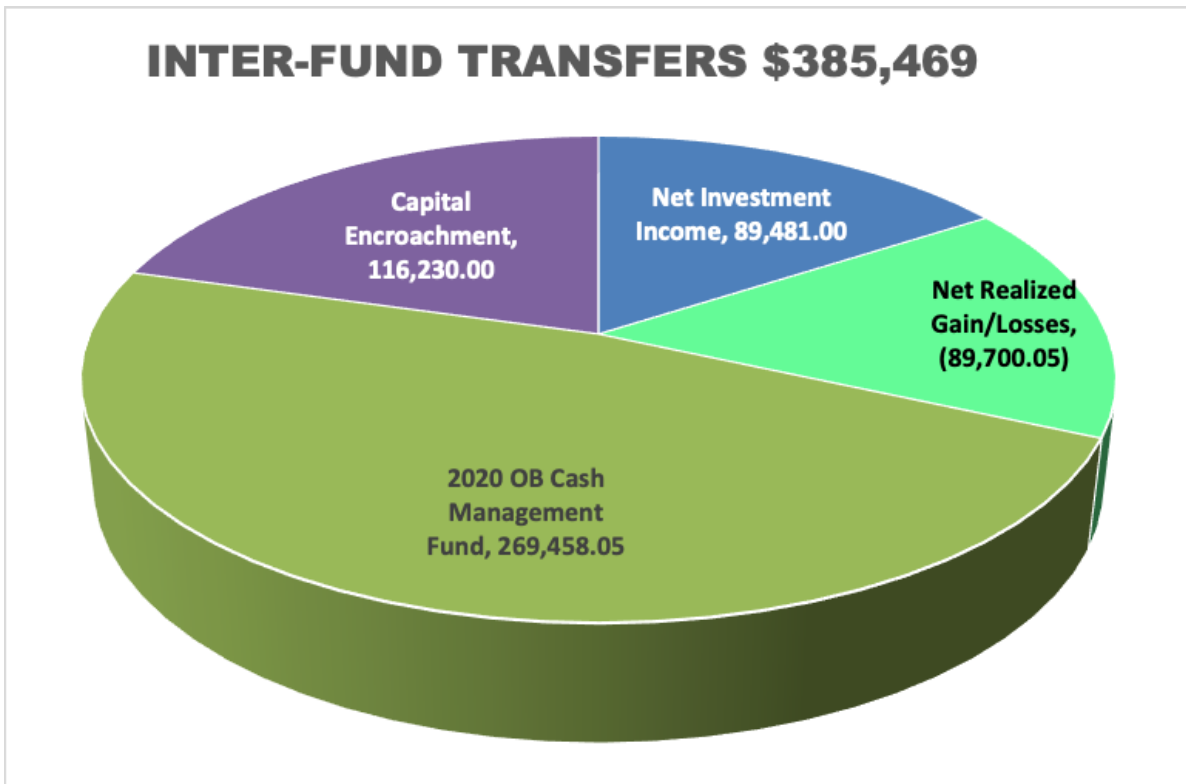
Diocesan Apportionment: \$134,481 which is our share of the cost of running the Diocese, the Bishop's and the Synod's Offices.



**Inter-Fund Transfers: \$385,469**

These transfer includes the Cash Management Account held at Odlum Brown, our 2020 net investment income and 2020 net realized capital gains(losses), and 2021 capital encroachment on our unrestricted funds.

The funds held in the Cash Management Account are funds not utilized in 2020 and various 2020 accounts receivable. The 2020 Net Investment loss is (\$129.00); however, despite COVID-19 and the market's ups and downs, our funds increased in value by \$209,466 or by 2.18% in 2020.



## STANDING COMMITTEES

### 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.

Twenty-two 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 remains in the columbarium Care and Maintenance Fund – and some 33 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*

## FINANCIAL STATEMENTS – ROLFE, BENSON LLP

See following pages.

**ST. JAMES' ANGLICAN CHURCH**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2020**

# **ST. JAMES' ANGLICAN CHURCH**

## **Financial Statements**

For the Year Ended 31 December 2020

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1500 – 1090 West Georgia Street  
Vancouver, B.C. V6E 3V7  
Tel: 604-684-1101 Fax: 604-684-7937  
E-mail: admin@rolfebenson.com

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## **INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**

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To the Parishioners,  
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 2020 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 practitioners perform 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.



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**INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT - Continued**

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**Basis for Qualified Conclusion**

Note 2(c) describes the amortization policy with respect to the Church's tangible capital assets. The Church does not amortize its buildings, piano 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.

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 for the years ended 31 December 2020 and 2019, current assets as at 31 December 2020 and 2019 and fund balances as at 1 January and 31 December for both the 2020 and 2019 years. Our review conclusion for the years ended 31 December 2020 and 2019 was modified accordingly because of the possible effect of this limitation in scope.

**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 2020, and its revenues and expenses and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Rolfe, Benson LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Vancouver, Canada  
16 February 2021



**ST. JAMES' ANGLICAN CHURCH**  
**Statement of Financial Position**  
**31 December 2020**

	Unrestricted Funds			Externally Restricted Funds						Internally Restricted Funds				Total	
	General Fund	Maintenance Reserve Fund	St. James' Development Fund	Columbarium Maintenance Fund	Anglo-Catholic Fund	Conway Outreach Fund	Jessie Parks Fund	Frank Burd Fund	Maintenance Trust Fund	Dr. W.K. Burwell Fund	Manuel Memorial Fund	E.C. Miller Fund	Music Fund	2020	2019
	2020	2020	2020	2020	2020	2019	2020	2020	2020	2020	2020	2020	2020	2020	2019
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Assets</b>															
<b>Current</b>															
Cash	92,624	-	-	23,838	-	-	-	-	-	-	-	-	-	116,462	119,971
Due from St. Luke's Home Society (Note 11)	9,000	-	-	-	-	-	-	-	-	-	-	-	-	9,000	9,020
Prepaid expenses	36,541	-	-	-	-	-	-	-	-	-	-	-	-	36,541	31,401
Accounts receivable (Note 14)	66,328	-	-	-	-	-	-	-	-	-	-	-	-	66,328	138,534
Accrued interest receivable	-	294	6,648	2	356	324	4	1,874	881	5,451	319	166	569	16,888	17,332
GST receivable	6,872	28	524	8	40	33	6	117	102	614	42	33	47	8,466	8,621
Due from other funds	(291,419)	21,534	167,515	(106)	393	50	70	14,069	13,481	73,789	125	391	108	-	-
	(80,054)	21,856	174,687	23,742	789	407	80	16,060	14,464	79,854	486	590	724	253,685	324,879
<b>Life insurance policies</b>															
- cash surrender value	57,801	-	-	-	-	-	-	-	-	-	-	-	-	57,801	55,482
<b>Marketable securities</b>	265,038	141,548	2,366,995	35,286	180,944	181,115	27,067	641,405	465,455	2,684,630	184,790	151,489	199,508	7,525,270	7,299,422
<b>Tangible capital assets (Note 4)</b>	1,086,897	-	-	24,805	-	-	-	1,608,173	-	-	-	-	61,141	2,781,016	2,706,125
	1,329,682	163,404	2,541,682	83,833	181,733	181,522	27,147	2,265,638	479,919	2,764,484	185,276	152,079	261,373	10,617,772	10,385,908
<b>Liabilities</b>															
<b>Current</b>															
Accounts payable and accrued liabilities	75,730	-	-	-	-	-	-	-	-	-	-	-	-	75,730	59,322
Current portion of obligation under capital lease (Note 6)	5,243	-	-	-	-	-	-	-	-	-	-	-	-	5,243	4,996
Deposits	-	-	-	18,000	-	-	-	-	-	-	-	-	-	18,000	16,500
Reserved funds and funds for special projects	97,794	-	-	-	-	-	-	-	-	-	-	-	-	97,794	72,217
	178,767	-	-	18,000	-	-	-	-	-	-	-	-	-	196,767	153,035
<b>Deferred capital funding (Note 12)</b>	559,646	-	-	-	-	-	-	-	-	-	-	-	-	559,646	590,737
<b>Obligation under capital lease (Note 6)</b>	14,284	-	-	-	-	-	-	-	-	-	-	-	-	14,284	19,527
	752,697	-	-	18,000	-	-	-	-	-	-	-	-	-	770,697	763,299
<b>Fund balances</b>															
Invested in tangible capital assets	507,724	-	-	24,805	-	-	-	1,608,173	-	-	-	-	61,141	2,201,843	2,090,865
Internally restricted (Note 8)	-	-	-	-	-	-	-	-	-	2,764,484	185,276	152,079	200,232	3,302,071	3,106,930
Externally restricted (Note 7)	-	-	-	41,028	181,733	181,522	27,147	657,465	479,919	-	-	-	-	1,568,814	1,513,828
Unrestricted	69,261	163,404	2,541,682	-	-	-	-	-	-	-	-	-	-	2,774,347	2,910,986
	576,985	163,404	2,541,682	65,833	181,733	181,522	27,147	2,265,638	479,919	2,764,484	185,276	152,079	261,373	9,847,075	9,622,609
	1,329,682	163,404	2,541,682	83,833	181,733	181,522	27,147	2,265,638	479,919	2,764,484	185,276	152,079	261,373	10,617,772	10,385,908

APPROVED BY THE BOARD OF TRUSTEES:

..... Trustee

..... Trustee

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 2020**

	Unrestricted Funds			Externally Restricted Funds						Internally Restricted Funds				Total	
	Maintenance		St. James'	Columbarium	Conway			Maintenance	Manuel			Music	2020	2019	
	General	Reserve	Development	Maintenance	Anglo-Catholic	Outreach	Jessie Parks	Frank Burd	Trust	Dr. W.K. Burwell	Memorial				E.C. Miller
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund		
2020	2020	2020	2020	2020	2020	2019	2020	2020	2020	2020	2020	2020	2020	2019	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Revenues</b>															
Envelopes	153,028	-	-	-	-	-	-	-	-	-	-	-	-	153,028	142,081
Specified donations	91,945	-	-	-	-	29,602	-	-	-	-	-	-	-	121,547	115,081
Rental income	36,510	-	-	-	-	-	-	-	-	-	-	-	-	36,510	66,431
Amortization of deferred capital contributions	31,091	-	-	-	-	-	-	-	-	-	-	-	-	31,091	31,091
Bequests	20,846	-	-	-	-	-	-	-	1,646	-	-	-	-	22,492	55,256
Contributions in kind	10,000	-	-	-	-	-	-	-	-	-	-	-	-	10,000	-
Designated fund donations (Note 9)	7,846	-	-	-	-	-	-	-	-	-	-	-	-	7,846	6,252
In memoriam	3,375	-	-	-	-	-	-	-	-	-	-	-	-	3,375	945
Open offering	2,995	-	-	-	-	-	-	-	-	-	-	-	-	2,995	5,477
Special holiday	2,110	-	-	-	-	-	-	-	-	-	-	-	-	2,110	2,955
Columbarium revenue (adjustment)	-	-	-	750	-	-	-	-	-	-	-	-	-	750	(12,500)
Lent	200	-	-	-	-	-	-	-	-	-	-	-	-	200	565
	<b>359,946</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>-</b>	<b>29,602</b>	<b>-</b>	<b>-</b>	<b>1,646</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>391,944</b>	<b>413,634</b>
<b>Expenses</b>															
Church expenses - Schedule	189,020	4,462	301,210	6	10,468	-	634	25,760	13,930	-	-	2,482	21,820	569,792	640,310
Diocese apportionment (Note 15)	73,587	-	-	-	-	-	-	-	-	-	-	-	-	73,587	117,720
Designated fund disbursements (Note 9)	7,846	-	-	-	-	-	-	-	-	-	-	-	-	7,846	6,252
Manuel Memorial expense	-	-	-	-	-	-	-	-	-	-	7,801	-	-	7,801	1,857
Conway Outreach expense	-	-	-	-	-	2,252	-	-	-	-	-	-	-	2,252	1,039
	<b>270,453</b>	<b>4,462</b>	<b>301,210</b>	<b>6</b>	<b>10,468</b>	<b>2,252</b>	<b>634</b>	<b>25,760</b>	<b>13,930</b>	<b>-</b>	<b>7,801</b>	<b>2,482</b>	<b>21,820</b>	<b>661,278</b>	<b>767,178</b>
<b>Other revenues (expenses)</b>															
Unrealized gains	1,042	5,419	141,159	1,576	16,490	9,873	357	11,503	11,317	176,257	13,424	8,118	13,012	409,547	625,520
Dividend income	-	1,469	23,433	587	1,668	1,674	575	5,308	6,270	35,359	1,799	1,123	1,711	80,976	86,880
Interest income	352	1,520	29,387	261	1,455	1,671	132	8,118	4,519	23,612	1,804	1,508	2,259	76,598	72,085
Canada Emergency Wage Subsidy (Note 14)	67,482	-	-	-	-	-	-	-	-	-	-	-	-	67,482	-
Brokerage fee expenses	-	(1,146)	(21,470)	(319)	(1,644)	(1,364)	(261)	(4,812)	(4,172)	(25,153)	(1,669)	(1,348)	(1,780)	(65,138)	(69,484)
Gains (losses) on sale of marketable securities	-	(1,429)	(43,450)	(5)	(607)	1,976	-	(6,462)	(1,262)	(27,719)	(3,868)	4,906	2,255	(75,665)	183,667
	<b>68,876</b>	<b>5,833</b>	<b>129,059</b>	<b>2,100</b>	<b>17,362</b>	<b>13,830</b>	<b>803</b>	<b>13,655</b>	<b>16,672</b>	<b>182,356</b>	<b>11,490</b>	<b>14,307</b>	<b>17,457</b>	<b>493,800</b>	<b>898,668</b>
<b>Excess (deficiency) of revenues over expenses for the year</b>	<b>158,369</b>	<b>1,371</b>	<b>(172,151)</b>	<b>2,844</b>	<b>6,894</b>	<b>41,180</b>	<b>169</b>	<b>(12,105)</b>	<b>4,388</b>	<b>182,356</b>	<b>3,689</b>	<b>11,825</b>	<b>(4,363)</b>	<b>224,466</b>	<b>545,124</b>
<b>Fund balances - beginning of year</b>	<b>418,616</b>	<b>162,033</b>	<b>2,713,833</b>	<b>62,989</b>	<b>174,839</b>	<b>140,342</b>	<b>26,978</b>	<b>2,277,743</b>	<b>475,531</b>	<b>2,582,128</b>	<b>181,587</b>	<b>140,254</b>	<b>265,736</b>	<b>9,622,609</b>	<b>9,077,485</b>
<b>Interfund transfers</b>															
Contributions from (to) other funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fund balances - end of year</b>	<b>576,985</b>	<b>163,404</b>	<b>2,541,682</b>	<b>65,833</b>	<b>181,733</b>	<b>181,522</b>	<b>27,147</b>	<b>2,265,638</b>	<b>479,919</b>	<b>2,764,484</b>	<b>185,276</b>	<b>152,079</b>	<b>261,373</b>	<b>9,847,075</b>	<b>9,622,609</b>

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

**ST. JAMES' ANGLICAN CHURCH**  
**Statement of Cash Flows**  
For the Year Ended 31 December 2020

	2020	2019
<b>Cash provided by (used in):</b>		
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 224,466	\$ 545,124
Items not involving cash		
Amortization	41,826	55,732
Amortization of deferred capital contributions	(31,091)	(31,091)
Donations in kind	(10,000)	-
Loss (gain) on sale of marketable securities	75,665	(183,667)
Unrealized gains from marketable securities	(409,547)	(625,520)
Life insurance policies - cash surrender value	(2,319)	(17,366)
	(111,000)	(256,788)
Changes in non-cash working capital balances		
Accrued interest receivable	444	(509)
GST receivable	155	9,656
Accounts receivable	72,206	(129,854)
Deposits	1,500	16,500
Due from St. Luke's Home Society	20	194
Prepaid expenses	(5,140)	(9,039)
Accounts payable and accrued liabilities	16,408	(127,023)
Reserved funds and funds for special projects	25,577	24,112
	170	(472,751)
<b>Investing activities</b>		
Proceeds from purchase of marketable securities (net of purchases)	108,034	404,841
Purchase of tangible capital assets	(106,717)	(145,516)
Life insurance proceeds (net)	-	98,027
	1,317	357,352
<b>Financing</b>		
Deferred capital funding received	-	16,933
Proceeds (repayment) of capital lease obligation - net	(4,996)	24,523
	(4,996)	41,456
<b>Net decrease in cash</b>	<b>(3,509)</b>	<b>(73,943)</b>
<b>Cash - beginning of year</b>	<b>119,971</b>	<b>193,914</b>
<b>Cash - end of year</b>	<b>\$ 116,462</b>	<b>\$ 119,971</b>

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

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**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) General Fund - The fund reports the Church's administrative activities and program delivery. It includes unrestricted funds received by the Church.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

---

**1. Purpose of Organization - continued**

- (f) Dr. W.K. Burwell Fund - By means of a motion of the Trustees, income from this bequest from the Estate of Dr. Burwell is to be used as determined by the Trustees and the capital of the fund is to be maintained as an endowment.
- (g) 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.
- (h) Music Fund - The income of a bequest from the Estate of Helen Unwin has been designated by the Trustees to support the Music Ministry.
- (i) 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.
- (j) 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:

- (k) 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 greater than \$5,000 donated to the Church. Capital and income earned by the funds can be used for the projects and improvements of the Church and its buildings, and for the Church's annual operating expenses.

**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 funds method which the Church reports separately the details of financial statement elements of the General Fund, the Restricted Funds and their endowment portions.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**2. Summary of Significant Accounting Policies - continued**

(b) Revenue Recognition

Restricted and unrestricted contributions are recognized as revenue in the appropriate restricted 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 recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions of the General Fund are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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.

Rental income includes rental of the building and parking stalls based on underlying lease agreements and contracts for special events. The rental income is recognized when earned.

(c) Tangible Capital Assets

Tangible capital assets 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
Equipment under capital lease		5 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.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**2. Summary of Significant Accounting Policies - continued**

(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.

(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, accounts receivable, accrued interest receivable and amounts due from related parties.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and obligation under capital lease.

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.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**2. Summary of Significant Accounting Policies - continued**

(f) Financial Instruments - continued

(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.

(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 2020.

(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 and obligations under capital lease. 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.



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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**3. Financial Instruments - continued**

(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.

(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 and obligations under capital lease. Consequently, the exposure to fluctuations in future cash flows with respect to investments and, and obligations under capital lease, as a result of changes in market interest rates, is limited. These assets and liabilities 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.

(e) Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Church's main credit risk relates to cash and accounts receivable. Cash is maintained with large federally regulated financial institutions in Canada. The Church is not subject to a significant concentration of credit risk with respect to its accounts receivable. Accounts receivable are non-interest bearing and generally due within 30 to 120 days. The Church provides credits to its customers in the normal course of operations. There has been no change to the risk exposure from the prior year.

**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
For the Year Ended 31 December 2020

**4. Tangible Capital Assets**

	Cost	Accumulated Amortization	Net Book Value	
			2020	2019
<b>General Fund</b>				
Land	\$ 12,250	\$ -	\$ 12,250	\$ 12,250
Buildings	435,835	216,313	219,522	117,706
Parish Centre	723,433	56,803	666,630	687,261
Furniture and fixtures	170,471	-	170,471	157,204
Equipment	1,360	907	453	907
Equipment under capital lease	29,285	11,714	17,571	23,428
	<b>1,372,634</b>	<b>285,737</b>	<b>1,086,897</b>	<b>998,756</b>
<b>Columbarium</b>				
Maintenance Fund				
Columbarium	\$ 24,805	\$ -	\$ 24,805	\$ 24,805
<b>Music Fund</b>				
Pianos	\$ 35,000	\$ -	\$ 35,000	\$ 35,000
Furniture and fixtures	40,845	14,704	26,141	27,775
	<b>75,845</b>	<b>14,704</b>	<b>61,141</b>	<b>62,775</b>
<b>Frank Burd Fund</b>				
Land (Note 5(a))	\$ 1,503,750	\$ -	\$ 1,503,750	\$ 1,503,750
Parking stalls (Note 5(b)(c))	359,500	255,077	104,423	116,039
	<b>1,863,250</b>	<b>255,077</b>	<b>1,608,173</b>	<b>1,619,789</b>
	<b>\$ 3,336,534</b>	<b>\$ 555,518</b>	<b>\$ 2,781,016</b>	<b>\$ 2,706,125</b>

**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.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**6. Obligations Under Capital Lease**

The Church entered into a capital lease for certain equipment. The lease is repayable in quarterly instalments of \$1,524 including principal and interest. The imputed rate is 4.8% per annum.

The following is a schedule of future minimum lease payments under the capital lease:

2021	\$	6,096
2022		6,096
2023		6,096
2024		<u>3,048</u>
		21,336
Less: amount representing interest		<u>1,809</u>
		19,527
Less: current portion		<u>5,243</u>
		<u>\$ 14,284</u>

**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

**7. Externally Restricted Fund Balances**

	2020	2019
Columbarium Maintenance Fund (Note 1(b)) Restricted for construction and maintenance of Columbarium	\$ 41,028	\$ 38,184
Frank Burd Fund (Note 1(e)) Endowment	385,353	385,353
Accumulated net income after transfers, restricted to help needy	272,112	272,601
	<b>657,465</b>	<b>657,954</b>
Maintenance Trust Fund (Note 1(d)) Endowment	300	300
Restricted to pay clergy stipends and extraordinary building costs	479,619	475,231
	<b>479,919</b>	<b>475,531</b>
Anglo-Catholic Fund (Note 1(c)) Endowment	105,189	105,189
Accumulated net income after transfers, restricted to maintain the Anglo-Catholic tradition of the Church	76,544	69,650
	<b>181,733</b>	<b>174,839</b>
Conway Outreach Fund (Note 1(j)) Endowment	67,906	67,906
Accumulated net income after transfers, restricted to outreach	113,616	72,436
	<b>181,522</b>	<b>140,342</b>
Jessie Parks (Note 1(d)) Endowment	22,500	22,500
Accumulated net income after transfers, to be used for general expenses	4,647	4,478
	<b>27,147</b>	<b>26,978</b>
	<b>\$ 1,568,814</b>	<b>\$ 1,513,828</b>

**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

**8. Internally Restricted Fund Balances**

	2020	2019
Dr. W.K. Burwell Fund (Note 1(f))		
Endowment	\$ 1,403,272	\$ 1,403,272
Income to be used for purposes defined by the Church Trustees	1,361,212	1,178,856
	<b>2,764,484</b>	<b>2,582,128</b>
 Manuel Memorial Fund (Note 1(i))		
Endowment	150,000	150,000
Income to be used for purposes defined by the Church Trustees	35,276	31,587
	<b>185,276</b>	<b>181,587</b>
 E.C. Miller Fund (Note 1(g))		
Income to be used for purposes as defined by the Church Trustees	152,079	140,254
 Music Fund (Note 1(h))		
Restricted for support of the Church's Music Ministry	200,232	202,961
	<b>\$ 3,302,071</b>	<b>\$ 3,106,930</b>

**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 charged rent of \$9,000 (2019 - \$9,020) 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 2020 and 2019.

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.

**11. Due 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.

**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

**12. Deferred Capital Funding**

The deferred capital funding reported in the General Fund includes the unamortized portions of restricted contributions for the Parish Centre included in tangible capital assets received in current and prior years.

	<b>2020</b>	<b>2019</b>
Deferred capital funding	\$ <b>621,828</b>	\$ 621,828
Less: accumulated amortization	<b>(62,182)</b>	(31,091)
	<b>\$ 559,646</b>	\$ 590,737

The changes for the year in the deferred capital funding balance reported in the General Fund are as follows:

	<b>2020</b>	<b>2019</b>
Balance - beginning of year	\$ <b>590,737</b>	\$ 604,895
Amounts amortized to revenue	<b>(31,091)</b>	(31,091)
Additional funding	-	16,933
Balance - end of year	<b>\$ 559,646</b>	\$ 590,737

**13. 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 12.5% (2019 - 11.9%) and the employees contribute 5.0% (2019 - 5.3%) of their stipend.

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**ST. JAMES' ANGLICAN CHURCH**  
**Notes to the Financial Statements**  
**For the Year Ended 31 December 2020**

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**13. Pension Plans - continued**

(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% (2019 - 5%) and the employees contribute 5% (2019 - 5%) of their salaries to the plan.

Pension plan expenses for the year ended 31 December 2020 amounted to \$16,738 (2019 - \$23,720).

**14. Canada Emergency Wage Subsidy**

Due to the COVID-19 pandemic, the Canadian government introduced the Canada Emergency Wage Subsidy (“CEWS”) to assist organizations who had lost a certain percentage of their eligible revenue.

During the fiscal year ended 31 December 2020, the Synod of the Diocese of New Westminster (the “Diocese”) allocated \$67,482 to the Church as its share of the CEWS claimed by the Diocese. This wage subsidy is reported in other revenue in the statement of operations. As at 31 December 2020, \$46,327 of this amount is included in accounts receivable. The measurement of the CEWS is subject to uncertainty as the claims are subject to review and possible adjustments by the Canada Revenue Agency.

**15. Assistance from the Diocese**

The Diocese approved a financial assistance package to mitigate the financial need existing within parishes of the Diocese as a result of the COVID-19 pandemic. The assistance included suspending Diocesan apportionment payments for five months; this reduced the Church’s 2020 Diocesan apportionment expense by \$52,562.

**16. Impact of COVID-19**

In March 2020, the World Health Organization declared the COVID-19 outbreak to be a public health emergency. This pandemic has caused an increase in economic uncertainty that has led to volatility in international markets and disrupted business operations around the world. The Church’s primary source of revenue is derived from collections and donations. At the date of the Independent Practitioners’ Review Engagement Report, the Church continued to receive collections and donations. Currently, management is unable to determine whether COVID-19 will have a significant impact on future revenues, expenses or operations.

**17. Comparative Figures**

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2020 financial statements.

**ST. JAMES' ANGLICAN CHURCH**  
**Schedule of Church Expenses**  
For the Year Ended 31 December 2020

	2020	2019
<b>Ministry</b>		
Clergy stipends	\$ 92,988	\$ 161,934
Music Director / Choir / Musicians	60,462	75,057
Street Outreach	35,217	31,030
Organ tuning and piano repairs	4,542	463
School and education	3,978	21,712
PAX	-	927
Parish growth / Pastoral care	-	295
	<b>197,187</b>	<b>291,418</b>
<b>Office and general</b>		
Office salaries	56,788	60,711
Professional services	31,211	28,715
Miscellaneous projects	30,531	26,364
Printing and stationery	5,193	5,397
Interest on capital lease	1,099	1,334
Security salaries, benefits and expenses	618	1,922
Postage	351	570
Columbarium	41	40
Suppers and kitchen	-	1,459
Advertising	-	459
Net increase in cash surrender value of life insurance policies	(2,319)	(17,366)
	<b>123,513</b>	<b>109,605</b>
<b>Buildings</b>		
Building repairs and maintenance	75,453	74,066
Maintenance salaries and benefits	49,190	36,622
Amortization	41,826	55,732
Insurance	34,436	25,289
Light and water	23,639	22,949
Water and scavenging	11,390	10,141
Janitor supplies	5,448	5,274
Telephone and internet	4,686	4,942
Maintenance, security/sound/IT systems	2,000	3,384
Property taxes	1,024	888
	<b>249,092</b>	<b>239,287</b>
	<b>\$ 569,792</b>	<b>\$ 640,310</b>