



St. James'
ANGLICAN CHURCH



ANNUAL VESTRY MEETING FEBRUARY 25, 2024

FOR YEAR 2023

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

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MINUTES OF THE 2023 ANNUAL VESTRY MEETING

St. James' Parish of Vancouver, B.C.
Minutes of the Annual Vestry Meeting
Held February 25, 2023, using Zoom technology (DRAFT)

1. Opening Prayers: Father Kevin Hunt, Rector, opened the meeting with the Territorial Acknowledgment. Sister Mary Christian Cross led the opening prayers, and read the Memorial to members who have died since the last Annual Vestry Meeting.

2. Report on Electors Registered: Registrar Jenny Johnson reported that there were 26 electors registered plus Father Kevin Hunt and Mother Amanda Ruston. Others joined later for a total of 30 inclusive of clergy. Father Kevin explained the Zoom voting procedure with hands raised only for 'no' votes.

3. Adoption of Financial Statements: Reece Wrightman introduced Kate Prusova, CPA, CGA from Rolfe, Benson LLP, who outlined the results of the Review Engagement Report. In 2022 revenue totalled \$744,000 and expenses totalled \$755,000 for a net loss of approximately \$10,000. Investment loss totalled \$384,000.

Moved by Andrew Campbell and seconded by Peggy Smyth, that this Vestry approve the Independent Practitioners' Review Engagement Report of the Parish's financial statements for the fiscal year ending December 31, 2022 as carried out by Rolfe Benson LLP, Chartered Professional Accountants, circulated in the 2022 Annual Report. Carried.

4. Appointment of Accountants

Moved by Peggy Smyth and seconded by Allan Duncan that this Vestry appoint Rolfe Benson LLP, Chartered Professional Accountants to carry out an Independent Practitioners' Review Engagement of the Parish's financial statements for the fiscal year ending December 31, 2023. Carried.

Father Kevin thanked Kate and her colleagues for their work on this year's review of the Parish's financial statements.

5. Remarks on Investments held by Odlum Brown Ltd: Pamela McDonald described the St. James' Investment Portfolio, which at present consists of 14 separate funds. During the coming year, for ease of management and guided by advice from Kate Prusova of Rolfe Benson LLP, these will be consolidated into 7 funds. Due to the war in Ukraine and its effects on commodity prices and inflation, church investments suffered a loss of \$384,000 in 2022. At the end of December investment funds totalled just under 8 million dollars. Since January of 1997 investment interest has averaged 6% per year. The current investments consist of 55% equities and 44% short-term bonds with a small percentage in cash. Fees are 1% annually. Odlum Brown's priorities are first to protect, then grow the church's capital. Investments are made in companies that are good corporate citizens and ethical employers.

6. Adoption of Operating Budget for 2023: Andrew presented the Operating Budget for 2023.

Moved by Andrew Campbell and seconded by Paul Stanwood that this Vestry approve the Parish's 2023 Operating Budget as presented. Carried.

Father Kevin thanked Andrew, Reece, and all who worked on the finances of St. James' in 2022.

7. Adoption of the Minutes of the Annual Vestry Meeting held Feb. 26, 2022

Moved by Cynthia Green and seconded by Paul Stanwood that this Vestry approve the minutes of the Annual Vestry Meeting held on February 26, 2022 as circulated in the 2022 Annual Report Book. Carried.

8. Rector's Report: Father Kevin referenced his report in the Annual Report book and emphasized the progress St. James' has made in returning to normal functioning after the years of pandemic. He spoke of new attendees, but also the critical need for volunteers in all ministries as the church population ages.

Moved by Leah Postman, seconded by Paul Stanwood, that the Vestry receive the Rector's Report and express its thanks to Father Kevin Hunt for all his service to the parish. Carried.

9. Adoption of the Annual Reports

Moved by Paul Stanwood and seconded by Allan Duncan that this Vestry receive the annual reports contained on pages 6 through 26, and page 31 of the 2022 Annual Report as circulated. Carried.

10. 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 2023:

Wardens: Peggy Smyth (will serve year 2 of a second 3-year term)

Leah Postman (will serve year 2 of a first 3-year term)

Trustees: Pamela McDonald (will serve year 2 of a second 2-year term)

Ross Hornby (will serve year 2 of a first 2-year term)

Parish Council Chair: Louisa Farrell (will serve year 2 of a first 2-year term)

Alternate Delegates to Synod: Jerry Adams (will serve year 3 of a second 3-year term)

Doug Ibbott (will serve year 2 of a first 3-year term)

Jenny then read the list of nominees for positions that are vacant:

Trustee: Michelle Heshka (nominated to serve year 1 of a first 2-year term)

Alternate Delegate to Synod: PJ Janson (nominated to serve year 1 of a first 3-year term)

Youth Delegate and Alternate Youth Delegate to Synod: no candidates for this age category

Parish Council Secretary: Reece Wrightman (to serve year 1 of a third 2-year term)

There were no further nominations from the floor.

Moved by Jenny, seconded by Leah, that the report of the Nominating Committee be received as presented. Carried.

Moved by Andrew, seconded by Jenny, that the Vestry elect Michelle Heshka to the position of Trustee, PJ Janson to the position of Alternate Delegate to Synod, and Reece Wrightman to the position of Parish Council Secretary. Carried.

11. Rector's appointments continuing in office

Rector's Warden: Andrew Campbell (to serve year 3 of a second 3-year term)

Envelope Secretary: Wayne Sample

Treasurer: Reece Wrightman

Vestry Clerk and PIPA Officer: Linda Adams

Pastoral Care Coordinator: Deacon Joyce Locht

Screening in Faith Coordinator: Linda Adams

Guardian of the Columbarium: Paul Stanwood

Archivist: Paul Stanwood

Outreach Committee Chair: Doug Ibbott

Librarian:

12. Those licensed to administer Holy Communion

Moved by Andrew Campbell and seconded by Jenny Johnson, that this Vestry approve Wayne Sample, Cameron Neat, and Joanna Lam to be licensed by the Bishop as lay administrators of Holy Communion. Carried.

13. In appreciation: Father Kevin thanked Jenny Johnson for her service as Trustee. He also thanked his Clergy colleagues, the Wardens and Trustees, and the Parish Council leaders. He expressed the gratitude of the parish for the services of Art Cuthbertson, who retired as Building Manager this year after 37 years' service, and Deanna Ferguson who is moving on from her post of Office Manager after 10 years' service.

14. Thanks to Ministries, Guilds, Staff and Volunteers: Warden Peggy Smyth expressed appreciation for the contributions of all the staff, volunteers, and parishioners who sustained the events and services of St. James' Church during COVID-19 and are ensuring that the church is making a smooth recovery. She thanked the church staff for their loyalty and diligence, and the clergy for their steadiness during this year of change. They all helped ensure that the Church's witness continued strongly through some difficult times. Peggy expressed gratitude for the work of all the various Guilds and Committees whose annual reports show the accomplishments and challenges of carrying out the church's work during this year of transition. Peggy also thanked the Street Outreach Ministry, the Saint James Music Academy, and Watari for the ways they partner with the church to serve the needs of our community. Finally, she thanked her fellow Wardens, Andrew Campbell and Leah Postman, and St. James' Treasurer, Reece Wrightman for their unwavering support.

15. Other Business: none.

16. Conclusion and Closing Prayer: Mother Amanda concluded the meeting with a closing prayer and blessing.

REPORT OF THE RECTOR

2023 was a year of consolidation, as we continued to move forward from the COVID lockdowns. We have sustained the regular round of Sunday and Daily worship, our primary calling. Attendance is still lower than before the pandemic, but nonetheless a substantial body. We have lost some members through death or moving away, and others are no longer able to attend in person. However, there has been a steady flow of new enquirers and members, which is very encouraging: as is written in the Acts of the Apostles, 'the Lord added to their number those who were being saved.' It was a joy to baptise two adults at Easter, and an infant at All Saints'; more baptisms are scheduled for 2024. The Zoom Liturgy at Home regularly draws over 20 people: it has become a worshipping community in its own right, seniors unable to attend in person, and others who now live away from Vancouver. The Saturday Vigil Mass provides a said alternative to the Sunday sung service, and again has its own faithful community. We continue to offer the Sunday Solemn Mass with music and ceremonial of a high standard, which has always been the hallmark of St. James'. We are graced too with a number of gifted preachers.

The Street Outreach Initiative has been reviewing its program in the light of the pandemic: Father Matthew's report will be available at a later date. Mother Amanda has written of Formation and Bible Study; Michelle Heshka has initiated a monthly Games Night, a time of fellowship and engagement with the neighbourhood. The Music Series is attracting a greater clientele. The Mothers' Union has met faithfully with a variety of speakers on social themes; it is hoped that the two refugees we co-sponsor, currently trapped in Israel, may reach Canada this year. The Coming Home Society still encourages us to engage with First Nations and issues of Truth and Reconciliation. You will note from the Outreach Committee Report the various projects the Parish has supported. The partnership with Saint James Music Academy serves young people in the neighbourhood well.

The Wardens with the Trustees have exercised careful stewardship of our financial resources. It is good that there has been a significant increase in pledged giving, whilst noting that we rely heavily on the income from our investments. You will see from the Wardens' Report that there have been various upgrades/improvements to our buildings, as we seek to fit them for purpose in their second century. More works are planned, for which we shall need to have a capital campaign.

None of this is possible without the dedication and commitment of volunteers in our Guilds and Ministries: Choir, Servers, Sanctuary, Narthex, Readers, Flowers, Women, Counters, Hospitality: on behalf of the Parish I offer them our thanks. It is good that during this past year new people have come forward, but I know that all of the Guilds are seeking new Members.

I express thanks too, on my own behalf as well as that of the Parish, to my fellow clergy, Mother Amanda, Fr Matthew, Deacon Joyce, Sister Mary Christian and the Fathers Neil, for their rich contribution to the life of the Parish. We extend particular thanks and good wishes to Deacon Joyce as she steps back from active ministry after over 10 years' service.

Thankful for the year that is past, let us pray for grace to move forward with confidence into the future where God is leading us: 'the One who calls us is faithful.'

Respectfully submitted by *Father Kevin, Rector*

REPORT OF THE WARDENS

The Diocese of New Westminster (DNW) Canon 9.15 defines "Responsible Persons" as the Trustees (in case of incorporated 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, provided however that the Responsible Persons may also delegate these responsibilities to other persons.

9.16 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 Andrew Campbell, who is the Rector's Warden and a member of the High Mass Choir; Peggy Smyth, who oversees the relationship between the Parish and the Saint James Music Academy (SJMA) and is a member of the Street Outreach Initiative's (SOI) Operational Support and Advisory Group; and Leah Postman who is Building Maintenance Liaison and assists with Spiritual Formation and Education as well as Stewardship. The Wardens have semi-monthly meetings with Father Kevin with Mother Amanda attending, also monthly Trustee meetings, quarterly Parish Council meetings and the Vestry meeting.

2023 saw an almost complete resumption of in-person meetings and services. However, from using Zoom during the pandemic, we have learned the value of connection to St. James' services. We now have a faithful community that uses Zoom, notably to join Bible Study on Wednesdays and to worship at the online 9:00 am Sunday morning service. The Daily Offices also continue to be online. Attendance at all services has been encouraging.

Darren Campbell continues as Building Manager and Francis Hart D'Emilio was hired as Building Maintenance Assistant in July. Thanks to their loyalty, competence, and dedication, building repairs and maintenance continued smoothly. Fiorella (Fi) Mauro was appointed in August as Parish Administrator. She works four days a week (except Wednesdays) and we appreciate her efficiency, expertise, and good-humour in returning the office to in-person operations.

In response to people increasingly using the Church front steps and the Gore Avenue entries for sleeping, the risk of fires, a rise in vandalism, and violent threats directed at building management, parishioners, and at SJMA staff, students and their parents, in February 2023 temporary fencing and gates were installed on the front steps. Working with our Project

Consultant, Nancy Holme, iron and steel gates were designed and installed in November 2023 for the 228 Gore Street entry and in January 2024 for the Church front steps. Installation of the temporary fencing led to an immediate decrease in confrontation and clean-up work for the Building Manager and his assistant. Although we were saddened that such measures needed to be taken, we are grateful for the design that integrates beautifully with St. James' exterior.

The upgrade of the fire alarm system in the Parish Hall was concluded in late 2023 and passed inspection with flying colours. Again, we are grateful to Nancy Holme for her skillful guidance through this process. 32 more niches were added to the Columbarium.

In 2022, we applied for and received from the Diocese of New Westminster (DoNW) a Parish Development Grant to help us deepen our commitment and connection to our whole community and establish the Church as a place of caring and compassion through sustained outreach. The Communications Committee report describes projects undertaken to fulfill our commitment. We are grateful to the Communications Committee chair, Pamela McDonald, and her committee for pursuing this work.

In 2020, the Wardens had obtained a preliminary estimate to clean and repaint the Church's plaster walls and clean the wood panelling for a cost of \$150K. Given rising costs and inflation, plus the increasing number of upgrading projects that have subsequently been proposed, this estimate is being revised. Although the original proposal was mainly for painting and cleaning, it has now been expanded to include other projects such as lighting in the Sanctuary and choir loft, upgrades to the outer doors, maintenance and mapping of drainage, roof repairs, and security options. Nancy Holme has again agreed to take on the role of our Consultant as we move to undertake these improvements.

The Saint James Music Academy continues its full programme and presented its Spring and December concerts to capacity audiences in the Church. The Watari group, which prepared meals for the Latino neighbourhood in the Crypt kitchen, has moved to a City of Vancouver facility. They provided the food for the St. James' Day luncheon. We appreciate the ongoing support of both organizations to the residents and children of the Strathcona neighbourhood including the Downtown Eastside/Oppenheimer District.

Many thanks to our Choir Director and Organist, Gerald Harder, to the Assistant Organist and Music Series co-ordinator, PJ Janson, and to the High Mass Choir for the sacred music of which we are so proud.

We are grateful to Betty Carlson, who completed the work of the Parish Centre Renovation Committee by coordinating the hanging of pictures, a task that had been interrupted by the pandemic. She was assisted by PJ Janson, Darren Campbell, Leah Postman and Mother Amanda. These pictures enhance the Parish Centre and are much appreciated by those attending coffee hour and other functions.

Allan Duncan's booklet, now entitled *Guide Book*, has been updated and is given to attendees at our musical and other events. Many thanks also to Linda Adams, who continues as our Vestry Clerk and Secretary to the Corporation (Trustees), to Reece Wrightman, our Treasurer, and to Wayne Sample, our Envelope Secretary.

We are deeply grateful to Father Kevin and Mother Amanda for their guidance, patience, and good humour in encouraging our work. Thank you to Father Matthew Johnson for his continuing work with the Street Outreach Initiative. Thank you also to our honorary assistants: Fathers Neil Gray and Neil Fernyhough; and to our Deacons, Joyce Loch and Sister Mary Christian Cross for their contribution to our ministry at St. James'. Deacon Joyce celebrated her retirement in this past December, and we give thanks for her longstanding and selfless contributions to our community during her ten years of service. Father Kevin announced his decision to retire as of 30 April 2024. Although his departure will bring sadness, we look forward to celebrating all he has brought to St. James'.

The Wardens thank all those who continue to support the Parish through their donations, which have supported and sustained the work of the Parish and its various ministries, including the Street Outreach Initiative. We give special thanks to our clergy and the many parish volunteers who give countless hours of work in support of the guilds, ministries, and committees whose reports appear elsewhere. Their perseverance is appreciated. Our parish programmes and outreach would not exist without their leadership and effort. We would warmly welcome new members to participate in this work and are actively addressing the changing needs and availability of volunteers to continue providing service to the Church and its community.

Respectfully submitted by *Andrew Campbell, Leah Postman, Peggy Smyth*

PRAYER & FORMATION

ORGANIST AND CHOIRMASTER

In 2023 we continued to sing “psalms, hymns, and spiritual songs” in praise of almighty God. As always, it has been a busy musical year at St. James’. Here’s a look back at some of the musical highlights of the past year.

The choir continues its custom of incorporating new music into our liturgies. In 2023 we added pieces by Josef Rheinberger, Healey Willan, George Oldroyd, Kevin Allen, Roxanna Panufnik and Glenn Rudolph to our repertoire. On July 23 we were able to again celebrate our patronal festival with full choral support, and the choir were able to gather after Mass at the Harder-Tereposky home for their annual barbeque. On All Souls’ the choir sang Giovanni Francesco Anerio’s *Missa pro defunctis* as the Ordinary of the Mass, and on Christmas Eve we presented Tomás Luis de Victoria’s beautiful *Missa ‘O magnum mysterium’*. I’d like to thank the dedicated members of our choir, along with its hard-working librarians, for their presence and commitment week by week. I’d also like to thank Assistant Organist PJ Janson for his support at the organ. The contributions of these talented musicians not only make our music program possible; they make it outstanding.

Our Choral Scholarship program, initiated in the Fall of 2016, continues to be a great success. In 2023 we welcomed Aaron Lau (bass) into the choir as a new choral scholar. 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 Gerald Harder if you are interested in helping to fund a Choral Scholarship. The choir also continues to welcome singers from our parish congregation and beyond. We rehearse most Thursday evenings from September to June, in an enjoyable atmosphere of musical and social interaction. If you are interested in singing in our fine choir, please contact Gerald Harder.

In 2020 the parish received the donation of a fine Phoenix digital organ, installed in the gallery of the Blessed Sacrament Chapel. This instrument had been in a small room in the home of its donor in Nanaimo. In 2023 we began the process of upgrading the audio system of this organ to be more appropriate for the Chapel space, and to make this a properly permanent installation, a process we hope to complete in 2024. The Phoenix organ will help greatly to make the Chapel a fine space for more intimate liturgies with music.

Our concert series, begun in the Fall of 2017, welcomed some exceptional musicians in 2023, and has on tap some exciting musical guests for the near future. I would like to thank our Assistant Organist PJ Janson for his ongoing work on the music series. This initiative is a fantastic opportunity for us to support the musical arts 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. It is a program which I sincerely hope can continue at St. James’.

Respectfully submitted by *Gerald Harder, Organist & Choirmaster*

ASSISTANT PRIEST

As my role has shifted year by year in community with the people of this parish, I am ever grateful for the ministry we share together and the opportunities for growth that St. James' has enjoyed, particularly over this past year.

As you will know, at the end of June of 2023, I completed my two-year curacy and began my fourth year amongst you, now in the role of Assistant Priest. This past year has been rich and fulfilling, serving in the visible aspects of priestly ministry, as well as growing more deeply in the "behind the scenes" aspects of parish life - and more widely - in Diocesan roles serving on the Ministry and Mission Development Committee, and on Diocesan Council. In the beginning of the year, I was fortunate to experience the Church from a global scale as well, during a month study leave in the UK - two weeks of which was spent participating in a course at Canterbury Cathedral with a group of clergy from across the worldwide Anglican Communion.

It is a great joy to bring these experiences to my role here, and to share in ministry with the clergy and lay leaders of St. James' - all of whom care deeply for the life of the parish, and work so hard to ensure its vibrant mission continues.

I have delighted this past year in seeing the community of St. James' grow in faith formation and stewardship, and in welcoming new faces to worship services, as well as to a growing variety of community-building activities. The dream of connecting more deeply with people in our neighbourhood and beyond seems to be materializing beautifully, as we live ever more fully into our mission statement to be a beacon for all; to deepen our life of prayer and formation in Christ; and to develop relationships and friendships in open, honest, and spiritual ways.

A few of the highlights of this past year at St. James' (though not exhaustive!) are: the visit from the Melanesian Brothers; the continuing growth of the Wednesday Bible Study community; the Deanery-wide pilgrimage walk; our second annual Christmas For All event; several well-attended music concerts; the introduction of Games Night; the blessing of our animal companions at Thanksgiving; a fruitful Stewardship lunch; and of course, sharing in the life of Christ's Body through baptisms, confirmations, and funerals as well as the regular worship of the church - in person and online.

I continue to be most grateful for the companionship and collegiality of Father Kevin, our fellow clergy and the Wardens, as well as their shared love and devotion to this community and to Christ, which continues to make growth at St. James' possible.

Changes are ahead for St. James' Church, but I have faith that the Christlike qualities this community embodies, which have enabled such positive growth over the past year, will continue to sustain the parish through all that the next year brings and well into the future.

Respectfully submitted by *Mother Amanda*

STEWARDSHIP

The Stewardship Committee consists of Leah Postman (Chair), Reece Wrightman, Doug Ibbott and Mother Amanda. The theme of 2023 was 'Abundant Life,' based on Jesus' declaration that 'I came that they might have life, and have it abundantly.' Through the month of November, we invited three parishioners to speak on their personal experience in regard to the theme and their involvement at St. James' and three parishioners to write short pieces for the Thurible. As in previous years, materials were mailed to all members of St. James', with a particular request to return intention cards by end of the month. Happily, this resulted in an increase of \$10,000+ in giving over last year. We appreciate all who submitted an intention card, as this greatly helps with yearly planning. We also thank all who shared their experience with us: James Stewart, Cristalle Watson, Brother Ugo, Elisabeth Kwan, Emily Ganzer and Christine Hatfull. The Stewardship Campaign was concluded with a luncheon on November 26, and a guided discussion on our dreams and hopes for St. James'. Thank you to all who participate to continue to make St. James' a place of growth, not only financially but spiritually and in service.

Respectfully submitted by *Leah Postman*

FLOWER GUILD

The Flower Guild continues to provide High Altar arrangements each week and Lady Altar arrangements when particularly requested. We no longer make arrangements for the Blessed Sacrament Chapel but each Monday the High Altar arrangements are moved into the Chapel so that they can be enjoyed during the week. We thank parishioners for their weekly dedications without which we would be unable to purchase real flowers. The cost for the High Altar is \$80 and for a chapel arrangement \$50. At Christmas the Guild is responsible for setting up the Crèche.

Our members are Joan Bain, Celia Dodds, Mary Hamilton and Camilla Hatfull. We are grateful for the help of Christine Hatfull when she is in town, and also Leah Postman and her daughter for taking on the Advent Wreath construction.

Respectfully submitted by *Celia Dodds, Guild President*

NARTHEX GUILD

The Narthex Guild, no longer strictly organized as a "guild", continues to greet worshippers, pass out Mass booklets, give directions and information to newcomers and ring the bell. We are Reece Wrightman, Kelvin Bee, Tim McLeod, Samatha Orne, with as-needed assistance from Leah Postman and Lynn Wilson.

The installation of the gate at the front steps has made a great deal of difference to the performance of our duties. In the past, we had to persuade some very reluctant people to move to allow us to open the doors to the public. Now this problem, with the attendant safety issues, has been reduced considerably.

We are always willing to discuss joining the Narthex Guild with anyone who is interested in helping us welcome the faithful.

Respectfully submitted by *Reece Wrightman*

READERS' GUILD

The Readers' Guild is composed of parishioners who read lessons or intercessions to complement the liturgy and music at our services. Like 2022, 2023 was a busy year with readers covering two services each Sunday: a Liturgy at Home on Zoom, usually at 9:00 am, and a Solemn Mass in Church at 10:30 am. Members could opt to read at either or both of these celebrations and were also invited to volunteer for special services such as the Advent and Christmas Carol Services and the Easter Vigil. We are most grateful to Allan Duncan, Cynthia Green and Bryce Winter, for their help with readings at the Zoom services; to Fiorella Mauro, the Parish Administrator, who sends out weekly reminders of readers' assignments; and to Doug Ibbott, who acts as an informal deputy chair of the Guild.

We were pleased to welcome six new readers during the year, bringing the Guild's membership to 22 at 31 December, 2023: Brother Ugo Barbieri, John Daniel, Celia Dodds, Allan Duncan, Louisa Farrell, Cynthia Green, Doug Ibbott, Elisabeth Kwan, Keith Landherr, Pamela McDonald, Christopher Orr, Phyllis Reeve, Ian Rocksborough-Smith, Jennifer Rocksborough-Smith, Rocky Rocksborough-Smith, Peggy Smyth, Paul Stanwood, Paul Waller, Bev Wilson, Lynn Wilson, Rod Wilson and Bryce Winter.

Parishioners who would like to participate in this important ministry should contact Father Kevin. You would be most welcome to join the Guild.

Respectfully submitted by *John Daniel, Chair*

SERVERS' GUILD

I give thanks for the servers that have assisted this past year. We have had 2 new servers join us this year: Cristalle Watson and James Stewart. Cameron Neat has been a constant with us through the year along with frequent assistance of Joanna Lam during her extended visits to Vancouver. Peter Symons was with us in the early part of the year. I appreciate all their efforts and time that have been given.

We currently have 4 regular weekly servers, 1 more than we had last year at this time, which is enough to provide for a Thurifer and Torchbearers and a Crucifer when we are all present. In 2024 we look forward to hopefully have new servers join us at St. James' so we may more fully support the presentation of the Mass.

On behalf of all the Servers' Guild, I thank everyone for the opportunities we have to serve and invite anyone interested to learn more about the Servers' Guild, or may be interested in serving, to reach out to any of the clergy or myself.

Respectfully submitted by *Wayne Sample*

SANCTUARY GUILD

The Sanctuary Guild's principal responsibility is to prepare what is required for the daily round of worship at the high altar and chapels of the church. This entails the care of the vestments for clergy and servers, the weekly laundry and ironing of linens, and cleaning and polishing of vessels, processional crosses and candlesticks. We see to the provision of candles for the altars, torches, and votive stands.

The COVID period caused a considerable amount of activity to be put aside. However, in the past several months, we have given the Vestry a good cleaning and made progress in organizing our work to meet current needs.

The Guild works under the direction of the Rector. We thank Father Hunt and all the clergy for their warm support and advice. Currently, the Guild has no formal organization. We work as a small team, each contributing our skills as we are able. We want to express our deep appreciation to Elizabeth Davies and Peter Symons, who have retired from the Guild. Together, they have contributed decades of service. Thanks to Pamela Jeacocke, who remains a source of extraordinary knowledge and advice about all things Vestry, and to Jean Wilson, who, with her needle and thread, is able to mend any garment or linen. Darren Campbell, the Building Manager, has been very helpful.

Most of the items in the Vestry were acquired many years ago, several from the end of the 19th century. Some are reaching the end of their usefulness, yet others are still worthy but need restoration. Thanks to a donation the thurible, incense boat, and lavabo bowl have been renewed with silver plate. Another recent gift will allow for the replacement of the lovely 125-year-old breadbox, which was stolen. If someone might be interested in making a memorial gift, please speak with any one of the clergy or Betty Carlson.

The Vestry is a fascinating part of the parish buildings. A significant portion of the history of St. James' is contained within it. If anyone would like to explore it, speak to any one of the Guild members. It would be a pleasure to show you around. You might even come to consider participating in our work of supporting the parish priests and the worship of the church, which is a particularly satisfying task.

Respectfully submitted by *David Agler, Betty Carlson, James Stewart*

COMMUNICATIONS

Committee Members: Pamela McDonald (Chair); Mother Amanda Ruston; PJ Janson
The Committee met regularly throughout the year.

Diocese of New Westminster Parish Development Grant

As with 2022, our primary activity in 2023 was related to community outreach events that we were able to hold in the Church as a result of our second successful application for a Parish Development Grant from the Diocese of New Westminster (Diocese) for our project: Reach Out, Renew, Rebuild.

The goal of this project is to further deepen St. James' Parish's commitment and connection to our whole community and establish the Church as a vital resource – a place of caring and compassion – through sustained outreach. The geographic area of St. James' is growing and changing. Through the work of this outreach we are demonstrating the Church's value to the health and well-being of our community by connecting with and gaining a better understanding of the needs of the individuals, families and businesses that are a part of that community – people who may not know about us and how we can support them, and they can support each other in their daily lives.

We want to draw new people into St. James' through events that are appealing, not intimidating, and that highlight the Church as a community organization whose foundation is deeply rooted in faith and that also has a host of other opportunities for community engagement. Our plan to draw community members into the church is through the creation of compelling mail outs to groups of postal codes in our geographic area, inviting people to join St. James' in different events.

In 2021, the Diocese awarded St. James' \$14,000.00 for our Reach Out, Renew, Rebuild project for the 2022 calendar year, and in 2022, we were awarded \$5,340.00 for 2023. With COVID-19 restrictions subsiding in 2022, we gradually began our outreach at the end of that year, continuing it successfully throughout 2023.

We held the following events in 2023:

Concert with Renowned Organist Loreto Aramendi	February 4, 2023
Heart of the City: Vancouver Cantata Singers & Historical Tour of St. James'	October 26–29, 2023
Christmas For All	December 10, 2023

The Communications Committee is grateful for the support of all the Church volunteers who have given their time to support these events and help make them a success.

In August 2023, we reported to the Diocese on the activities held in 2022 and applied for a third and final Parish Development Grant from the Diocese. We have been awarded funding of \$3,000.00 for events in 2024 for the work of the Reach Out, Renew, Rebuild project.

We are thankful for this third year of funding and look forward to building on the work of the previous two years. Planned and possible events include:

Concert with Renowned Organist Loreto Aramendi	February 16, 2024
Heart of the City: Vancouver Cantata Singers & Historical Tour of St. James'	TBD
Christmas For All	December 8, 2024 TBD

Other Ongoing Work

1. Keeping St. James' website (www.stjames.bc.ca) current to provide helpful information to parishioners and the general public about the church's services schedule as it changed during the pandemic, as well as to provide other information; and
2. Being more active on social media (Facebook, Twitter, and Instagram) so as to provide information to parishioners through another platform and give profile to the church.

With the conclusion of funding from the Diocese for Reach Out, Renew, Rebuild project, a challenge for the Communications Committee will be to consider how and if we continue with this outreach work going forward.

Respectfully submitted by *Pamela McDonald, Chair, on behalf of the Committee*

RELATIONSHIPS & FELLOWSHIPS

MOTHERS' UNION

The Mothers Union meets every second Wednesday of the month from 7:00 pm. We meet in person September-December and we welcome those who cannot meet with us in person on Zoom during the months January-March.

We begin with worship which we all share leading, followed by a speaker or program. Some of the speakers we had the pleasure of welcoming this year were: a representative from Mission to Seafarers; one of the founders of Warriors Against Violence; and our own Leah Postman who spoke to us about her journey to Israel earlier in the year, where she attended a course on Women in the Bible. We usually have our business meeting after our guest speakers, followed by tea and mostly homemade goodies.

We have two social get-togethers a year: a June potluck and a Christmas potluck. We usually have a quiet day during Lent. Last year, one of our members, Shirin Theophilus, very kindly organized the location of her home parish of St. Anselm's, where we welcomed the other Vancouver-based Mothers' Union to join us.

For the holidays we sold Mothers' Union Christmas Cards and had our annual "Bake to Order Sale" offering fruitcake, shortbread and mincemeat tarts. We were so pleased with the results of our sale and wish to thank all of those who ordered from us! Another project involving the Mothers' Union was the white ribbon campaign - 16 Days of Activism Against Gender-based Violence. We had one baptism this year, an important occasion that MU gets involved with. This year Celia Dodds made a wonderful carrot cake for all the guests and parish members.

The money we raise is most often given to a charity close to our hearts. This year we gave money to a former member of MU who has fallen on hard times, which we have done for a number of years. Some of our proceeds were used to cover the cost of Co-Branch Leader Louisa Farrell attending the Mothers' Union National Conference in Halifax, Nova Scotia, June 5-9, 2024.

Our current members are Celia Dodds, Louisa Farrell, Rev. Christine Rowe, Mary Hamilton, Linda Adams, Shirin Theophilus, Dianne Wood Palgova, Anne Kennedy, Cynthia Green. Father Kevin serves as our Treasurer and we thank him for his assistance and wish him all the best in his retirement.

We are always happy to welcome new members. We won't make you commit for life! Feel free to drop in and see if you would like to join this fun lively group of women and Father Kevin once a month for inspiring presentations, excellent discussion, worship, prayer, fellowship and wonderful goodies! We are all pretty good bakers!

Respectfully submitted by *Louisa Farrell*

COMING HOME SOCIETY

The Coming Home Society continues to work in partnership with Urban Native Youth Association (UNYA) and Warriors Against Violence Society to make a difference in the lives of youth, individuals, and families who are still suffering in many ways from the legacy of Canada's Residential School system.

Urban Native Youth Association supports Vancouver's urban Indigenous youth by providing 20+ programs of preventative and support services that respond to their immediate and long-term needs. These programs include housing, health, education, and connection to the community.

The Coming Home Society assists in very practical ways to help the youth who participate in these programs. Last year after Christmas, and again this year, your donations to the Coming Home Society enabled UNYA to provide over 130 grocery hampers for needy youth and their families.

Thanks in part to a \$1,000.00 grant from the St. James' Outreach Committee, UNYA was also able to continue offering its Food Pantry program. Youth in need are able to come and shop for groceries at no cost on a regular basis. They are given a list of what's available, and can check off what they need and can use. This shopping experience maintains the personal dignity of being able to choose.

Warriors Against Violence offers Healing Circles and an Anger Management program to men and women who are experiencing domestic violence. In a safe and supportive setting men and women are brought together in a unique program to share their feelings without judgement, and learn how abuse feels for both the abused and the abuser. They learn how to repair their traditional family circles in which each member is valued and respected.

Your donations went toward the purchase of gift cards for the program participants at Warriors Against Violence, who have great difficulty making ends meet. The gift cards are to stores such as Walmart, No Frills, Superstore, and other places where a variety of essential items from food to clothing to medicine can be purchased.

I would like to thank all of you who give to the Coming Home Society via your envelopes, or in response to our annual Christmas newsletter, or as part of the Outreach Committee or the Mothers' Union. We have been thanked many times by both staff and program participants at UNYA and Warriors Against Violence for all the help that the people of St. James' have given. You are making a difference in so many lives.

Respectfully submitted by *Linda Adams, President (on behalf of Jerry Adams, James McKenzie, & Cheryl Robinson)*

WOMEN'S GUILD

The Guild no longer meets as a group with the numbers further reduced, sadly by the death of Mary Ann Currie. Guild funds have been transferred to the care of the Parish and remain available for use when items are required for the Parish Centre.

With the help of parishioners, preserves were made and sold to help maintain these funds. Residents at Cavell Gardens and parishioners helped to Christmas-wrap many pairs of 'hot socks' collected by Diocesan ACW units for distribution by the Chaplains at the Mission To Seafarers.

Respectfully submitted by *Pamela Jeacocke*

SAINT JAMES MUSIC ACADEMY

The past year at Saint James Music Academy (SJMA) was a year of remembering together just how we did things before the pandemic, while adjusting expectations as need be, and continuously seeking creative solutions to complicated problems. Throughout last year it became clear that many individuals, families and children in our community have struggled to regain a sense of normalcy, that returning to 'life as usual' is not a straightforward process, and that challenges are only compounded for those who had struggled to begin with. In spite of this we remain ever hopeful in our belief and dedication to the transformational power of music. The successes we have celebrated over the past year have been owed to the deep commitment of long-time staff, teachers, volunteers, and supporters, complimented by fresh input and enthusiasm from some wonderful new members of our team.

Saint James Music Academy currently provides transportation support to children from four Eastside elementary schools in our catchment. Snack time is a very important time each day for 'collecting the hearts' of the 143 students in our core after-school programs. Our Senior Program serves students from grades 4-12, and our Junior Program from grades 1-4. An additional 200+ students are provided access to music education through our public school outreach program. And, there are upwards of 39 active volunteers in our Volunteer Program who do everything from helping to prepare meals, to organizing sheet music, to fixing holes in the walls in our Annex location.

Our offerings for the past year have included 20 different classes and disciplines, including Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Percussion, Junior Strings, Theory, Choir, Jazz, Marimba, Guitar, Piano, and Music Therapy. This past year we also introduced a new performance skills class with artist-in-residence Tim Mah, whose specialty is teaching music through movement. This class aims to improve not only students' core sense of music and rhythm, but also their confidence, both on stage and in life.

To be better equipped to understand children's developmental needs and how we can best support them, 19 members of the SJMA community including staff, teachers, volunteers and

parents participated in the Annual Neufeld Institute Conference, this year entitled The Wisdom of Nature. Neufeld Institute founder Dr. Gordon Neufeld is a Vancouver-based child psychologist who co-wrote the book *Hold On To Your Kids* with Dr. Gabor Mate - it is a text that has been a continual source of inspiration at SJMA.

Our Christmas and Spring concerts were held once again in the beautiful St. James' Church Sanctuary, and were wonderful opportunities to bring together people of all walks of life in celebration of friendship and of our students' accomplishments. 2023 Graduates and scholarship recipients were Anne Yang (Flute), Teo Joya (Double Bass), and Kin Joya (Percussion). All three young people grew up in the program and plan to continue with music in the years to come. Teo and Kin are the youngest children of our long-time SJMA Director of Nutrition Olivia Lohan. Acknowledged for outstanding community service via our newly established Paul Myers Christmas Award were two students who have been exceptional role models in our community. The inaugural award went to Senior Program student cellist Charles Mai, and the 2023 award went to oboist Solomon Neault, both of whom have made a big difference by what they bring to the table each day at SJMA.

Throughout last year, our students have worked towards and grown in musicianship through many of their notable performances for the larger community. These ranged from participation in the DTES's own Heart of the City Festival, to joining the Vancouver Welsh Men's Choir on stage at Christ Church Cathedral, to inclusion in Neuroscientist Dr. Adele Diamond's conference "Joyous Celebration of Ideas, the Arts, Science, and Efforts to Make the World a Better Place".

The music school was fortunate to have had many diverse artists and arts organizations put their support behind our mission as well, either by sharing their stage with our students, by creating space for us in their venues, or by offering opportunities to our kids and families to experience the music of others. These included performances with renowned Canadian Jazz artist Jill Barber, classical vocalist Sung Min Park (who is the founder of *El Sistema Vietnam*), and contemporary pop-rock artist Dave Vertesi of *Hey Ocean!*. The Vancouver Symphony Orchestra School of Music provided the chance for our students to experience their exceptional purpose-built rehearsal space at the Pyatt Hall, and our families also enjoyed concerts provided by friends at the Vancouver Recital Society, the Vancouver Chamber Choir, Music in the Morning with the Viano String Quartet, and of course, the St. James' Music Series with the generous support of our own long-serving but recently retired board secretary Dr. PJ Janson.

SJMA was also thrilled to be able to open our own doors to host a visiting student orchestra from Alberta, Bishop McNally High School, who came for a visit and performed for our students. To strengthen relationship between our families, we held community dinners and family nights, and enjoyed a teacher-led initiative of SJMA Double Bass teacher Maggie Hasspacher who organized "Teacher Recitals" to inspire our students to continue their journeys with music.

The SJMA staff team currently consists of: Sarah Godoy - Executive Director, Hannah Walker, Program Director, Jose Cerón Ortega - Music Director of Orchestras, Charissa Hurt - Director of Development, Liliana Diaz - Financial and Program Administrator, Katie Neal - Development Administration and Communications Assistant, Olivia Lohan - Director of Nutrition, Chad Gilmour - Operations Manager, Marlaina Vincent - Operations Coordinator (SJMA Alumna), Negin Attar - Volunteer Coordinator, Noemi Tordoya - Nutrition Program Coordinator, Khitam Qaddour - Operations Assistant, Wang Cho Peter Chan - Instrument Maintenance and guaranteed substitute, Satya Walker - Junior Choir Conductor and Sr Choir Assistant (SJMA Alumna), Aaliyah Cardinal - Teaching Assistant (SJMA Alumna), Kyle McAllister - Junior Teacher and Operations.

Current board members are: Lianne Gulka - President, Jenn Hepbun - Treasurer, Rosie Schipitzki - Secretary, and Directors Joyce Loch, Don Shumka, Dave Gens, Kael Vincent (SJMA Alumnus), and Shirley Wu.

The music school remains deeply grateful for the ongoing friendship of our very first community partner, St. James' Anglican Church and for the support that has been provided to us by SJC through so many hands: Art Cuthbertson who retired last year but who continues to advocate for our program as film industry liaison, and Darren Campbell who is 'on the ground' alongside SJMA staff every day taking care of building needs, Fiorella Mauro in administration, SJC Choirmaster Gerald Harder, Linda Adams who is a steadfast presence at our liaison committee meetings, and our liaison Peggy Smyth with her ever-balanced outlook. We are grateful too for the sincere collaboration of Mother Amanda Ruston and Father Matthew Johnson, and to so many more, too numerous to mention. Finally, Saint James Music Academy is grateful for the generous support of St. James' Church Rector Father Kevin Hunt who has graciously walked with the music school through all the ups and downs of these past many years. With news of Father Kevin's impending retirement, I reflect upon and am thankful for his deep care and concern for the children here and for his warm support for our mission, which has helped to make our work possible in many important ways. We will miss Father Kevin and wish him the very best for his retirement and for the years ahead.

And as always, we profoundly appreciate the support of the members of the St. James' Church Parish community and we look forward to our continued relationship with you. Thank you for sharing our vision for beauty and joy for young people in the Downtown Eastside through life-changing opportunities with music.

Respectfully submitted, *Sarah Godoy, SJMA Executive Director*

JUSTICE & MERCY

OUTREACH COMMITTEE

With appreciation for Dr. John Conway's legacy outreach grant, financial allocations were made to international and local areas of need. There are many aspects to outreach and this focus provides financial support ranging from humanitarian crisis response to church ministry initiative and program support.

The following allocations include:

1. \$2000.00 to PWRDF sponsored Northern Gaza Hospital – Al Ahli Arab Hospital.
To date, the Al-Ahli Arab Hospital included medical services for 1002 out-patients and 134 in-patients. This hospital continues to operate despite dangerous conditions of war. Staff perform over 20 surgeries per day.
2. \$1000.00 to PWRDF sponsored Haiti Women's Food Security Initiative
Political instability and violence continue to rock Haiti with much of the country controlled by armed gangs. Local women gather to harvest and process breadfruit. The purpose is to create jobs and generate income, increasing household food security in their community.
3. \$1000.00 to Native Urban Youth Association
This allocation went to support the purchase of groceries available to local young people, particularly during recent Christmas Holidays.
4. \$1000.00 to our companion church in the Northern Philippines, St. Benedict in Kini-way.

A similar grant was made to St. Benedict last year to support the development of their youth group ministry. Our paths of communication are challenging because of their remoteness but we eventually received a report of great appreciation for our support. We have decided to continue our support for their ministry although they haven't yet specified their specific need for the coming year. This will be announced once we have established communication. We will continue to reach out to our companion church in the Philippines.

Respectfully submitted by *Doug Ibbott, OC Chair on behalf of committee members – Deacon (retired) Joyce Locht, Peter Goodwin and Lynn Wilson*

STREET OUTREACH INITIATIVE

The SOI annual report will be produced later this spring for circulation to vestry members.

STANDING COMMITTEES

THE COLUMBARIUM

Erected in 2007, the columbarium fixtures and installation costs have been borne by the Estate of Dr. Frank Avery, including the recent 32 niche expansion. The remaining proceeds are kept now in its Care and Maintenance Fund account separate from St. James' Parish.

The Celtic cross that is mounted above the columbarium is cast bronze, the same material as the facing of the columbarium itself. The cross is beautifully illuminated, and a votive stand and lights have been placed next to the columbarium.

Forty-two of the 128 individual niches are 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 a 'Right To Inter' and reserve a niche in the columbarium at a one-time cost of \$500, a portion of which remains in the Care and Maintenance Fund upon interment. Thirty-nine individuals have reserved their niche, just as if one were purchasing a burial plot. Forty-four have been interred. An adjacent niche (or niches) may be reserved for pre-need 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 columbarium "map", which shows occupied niches, as well as those that are reserved, is kept in the Church Office.

The columbarium is managed by its Care and Management Committee - 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 provincial Business Practices and Consumer Protection Authority (Consumer Protection BC), 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 Guardian of the columbarium, who acts on their behalf.

Respectively submitted on behalf of *Paul Stanwood, Guardian*

FINANCIAL EQUILIBRIUM

TREASURER

First an acknowledgement that no-one works alone: the Treasurer works in cooperation with the Counters, Betty Carlson and Linda Lai, the Envelope Secretary, Wayne Sample and the Wardens and Trustees.

Parishioners have continued to support the work of the church through regular giving, special donations, and bequests. The various trust funds which make up our endowment—the legacies of generous and forward-thinking parishioners—continue to provide us with a reliable income. We are fortunate to have trust funds that we can rely on to fund our mission and witness in addition to revenue from parishioner giving and other sources of revenue such as movie shoots and rentals. At this point we rely on the endowment funds for 61.4% of our annual funding. The trust funds are well managed by Odlum Brown Limited, and we have been able to use these investments and their income to fund expenditures. The guidance received from Odlum Brown Limited is that an annual draw of 4% is sustainable, however there may be a gradual “creep” to a larger percentage as revenues do not match increased expenses. This year we are drawing 4.3%. Last year, it was 3.6%.

There are operating and capital budgets to be approved this year. After two years, the fire alarm replacement capital project for the Clinton Memorial Hall is complete. Consideration of narthex roof repairs, and cleaning and painting the Church’s interior walls and ceilings has expanded to include other capital projects. In the coming year, there will be a capital campaign to fund urgently needed maintenance of the interior of the Church and Blessed Sacrament Chapel. Others will provide details as the campaign gets underway.

Respectfully submitted by *Reece Wrightman*

COUNTERS

One team carried out the function of processing the donations made in church or received in the mail. As more parishioners are taking advantage of the automatic systems available to make their donations, once per month appears to be sufficient.

Many thanks to the Envelope Secretary and the Treasurer for their help and support.

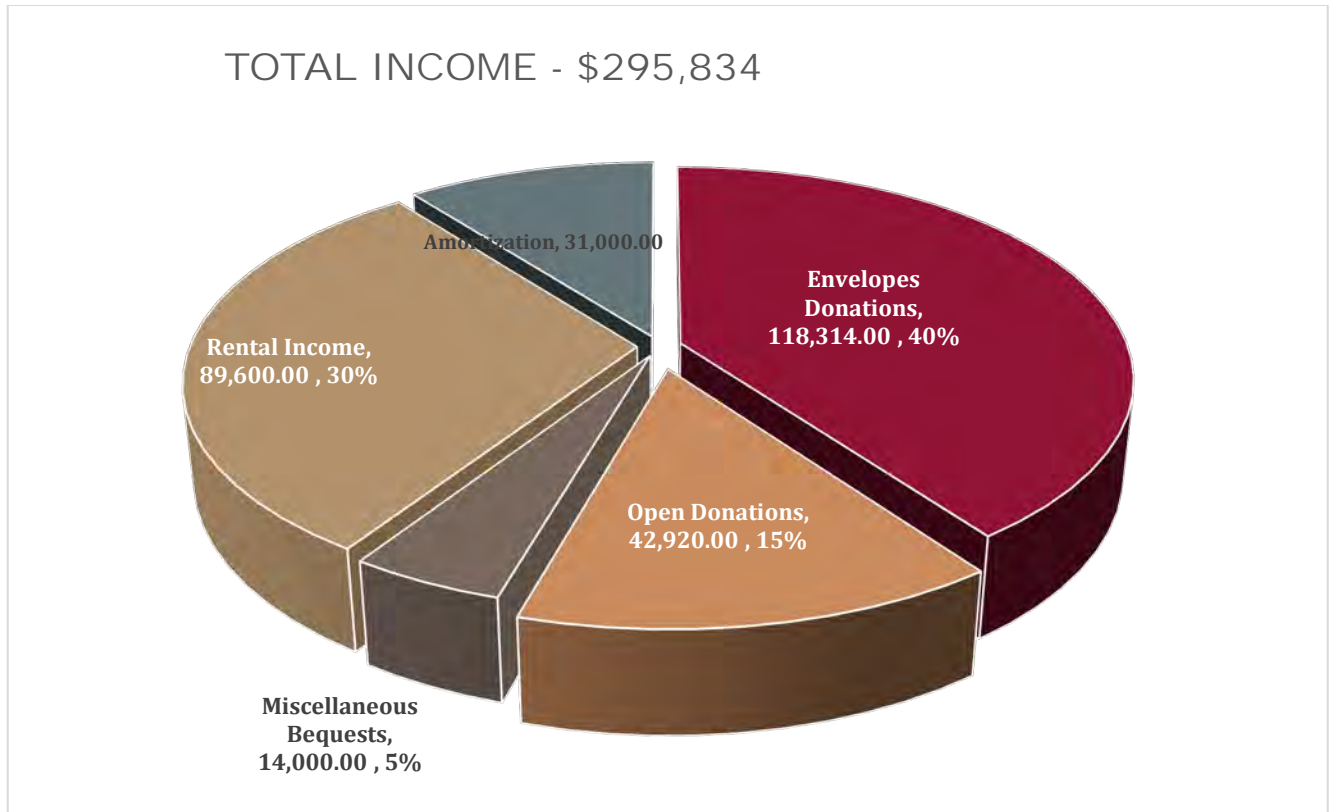
Respectfully submitted by *Linda Lai and Betty Carlson*

ENVELOPE SECRETARY

Identifiable Donors	124.00
Designated Offerings	
John Conway Outreach Fund	30,075.00
Music Academy	50.00
Coming Home Society	720.00
Clergy Discretionary Fund	300.00
Outreach	400.00
Choral Scholarships	500.00
Donations / Envelopes	121,989.62
Candles	45.00
Flowers	2,920.00
Weddings and Funerals	800.00
Music Ministry	84.00
Lenten Offering	40.00
PAX Newsletter	120.00
In Memorium Donations	100.00
Legacies and Bequests	2,500.00
Street Outreach-Congregation	8,156.00
SJ Music Academy - Grants	560.00
Primates World Relief /Dev. Fd	960.00
Easter Offering	1,050.00
Thanksgiving	620.00
Christmas Offering	40.00
Choral Scholarships	1,150.00
Sanctuary Guild - Recoveries	2,100.00

Respectfully submitted by *Wayne Sample*

ST. JAMES' PARISH – PROPOSED 2024 BUDGET & SUMMARY



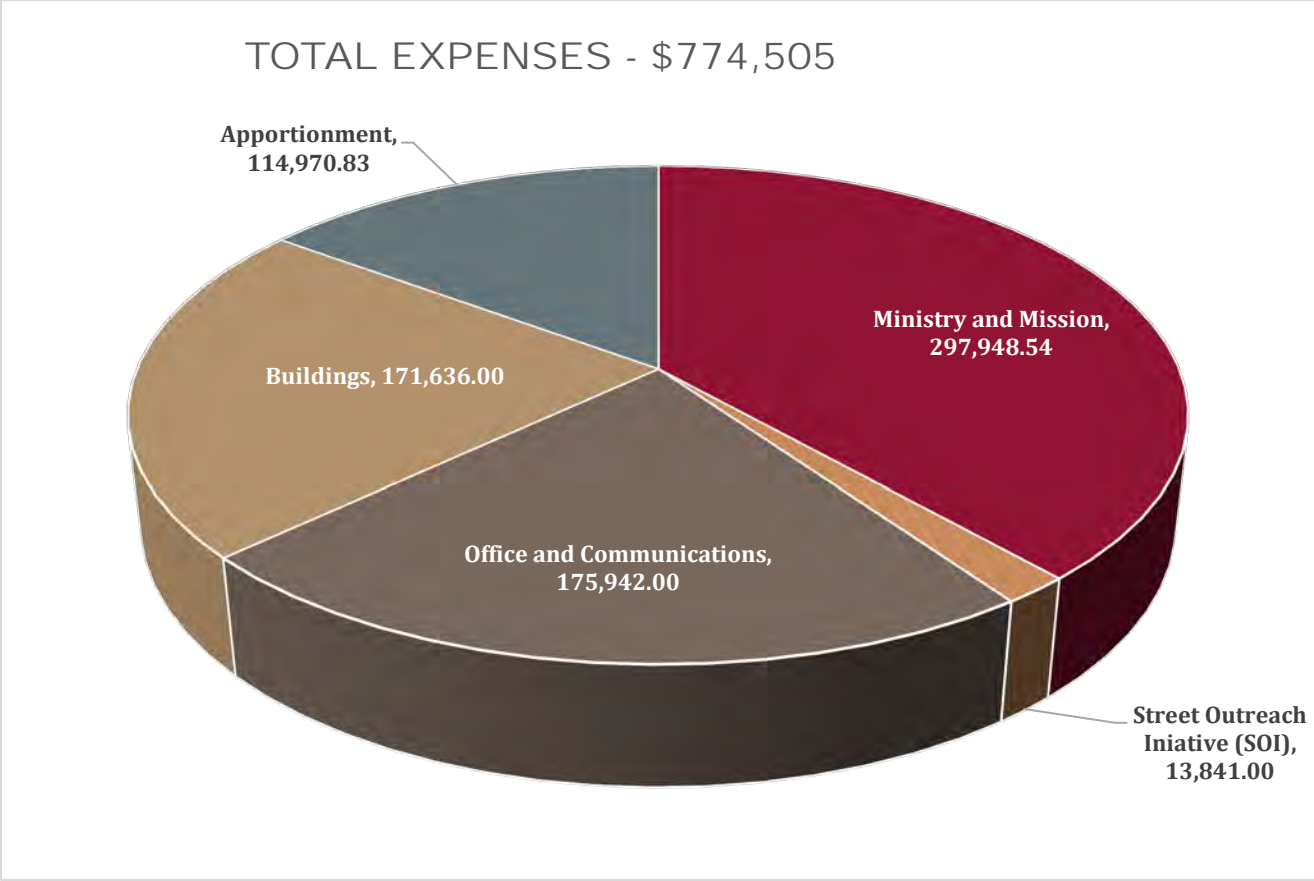
Income: \$295,834

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, most of the parish expenditure was met by regular giving. More recently the level of giving has not kept up with increased expenditure, so in 2024, we expect 62% of expenditure to be drawn from investment income and capital encroachment (a draw-down of 4.4% of trust fund assets) with only 15% from regular giving and 23% from open donations, miscellaneous bequests, and rental income.

The Trustees have consolidated our internally restricted trust funds into four:

1. Operating Fund (as known as the Development Fund)
2. Maintenance Fund
3. Music Fund
4. John Conway Outreach Fund

In 2023, our trust funds experienced unrealized capital gains of \$539,667.



Expenses: \$774,505

Ministry & Mission: \$311,790 includes costs for stipendiary clergy, music, sanctuary supplies, education and formation, hospitality, outreach, indigenous justice, and our net contribution to the Street Outreach Initiative.

Office & Communications: \$175,942 covers all our general administration expenses, office staff and supplies, insurance, printing costs, accounting and review engagement, IT, and telephone costs.

Buildings: \$171,636 It is important to maintain our buildings in good condition so that it may continue to host our worship and ministry base. This covers building staff, supplies, cleaning, garbage and recycling, well as lighting and heating, routine and (smaller) unexpected requirements for ongoing maintenance.

Diocesan Apportionment: \$114,971 is our share of the cost of running the Diocese, the Bishop’s Office, and the Synod Office.

Proposed 2024 Operating Budget

Income	Envelopes Donations	118,314.00	
	Open Donations	42,920.00	
	Miscellaneous Bequests	14,000.00	
	Rental Income	89,600.00	
	Amortization (deferred contributions)	31,000.00	
	Total Income		\$ 295,834.00
Expenses	<u>Ministry and Mission</u>		
	Clergy	\$ 186,941.00	
	Music	92,208.00	
	Guilds/Missions	18,800.00	
	Street Outreach Initiative (SOI)	13,841.00	
		\$ 311,790.00	
	<u>Office and Communications</u>		
	Accounting and Auditing	\$ 35,500.00	
	Banking	3,450.00	
	Communications	3,900.00	
	Computer Printing and	7,000.00	
	Postage	15,500.00	
	Insurance	50,181.00	
	Office Expenses	57,411.32	
	Security	1,000.00	
	Miscellaneous	2,000.00	
		\$ 175,942.00	
	<u>Buildings</u>		
	Church and Clinton Memorial Hall	\$ 166,636.00	
	Parish Centre	\$ 5,000.00	
		\$ 171,636.00	
	<u>Apportionment</u>		
	Diocesan Fair Share Assessment	\$ 114,971.00	
		\$ 114,971.00	
	Total Expenses		\$ 774,339.00
	Surplus (Loss)		(478,505.00)

Inter-Fund Transfers to General Fund

2023 Inter-fund transfer & Bank Balance	131,643.00
Inter-fund Transfers Required	346,862.00
Net 2023 Investment Income	32,814.00
Net 2023 Realized Gain (Loss)	154,323.00
2024 Capital Encroachment	159,725.00
2024 Inter-fund Transfers	346,862.00

CAPITAL PROJECTS

The proposed **2024 Capital Budget** contains two projects for which a funding raising campaign is required:

- **Church Cleaning and Painting** (not the Crypt recently painted by SJMA or the recently painted Blessed Sacrament Chapel) includes cleaning the woodwork. Last painted about 20+ years ago. The effects of candle soot and incense smoke are very visible. Painted surfaces will have to be sealed before painting.
- **Bell Support Bolts Replacement** is recommended every 60-80 years in case of bolt fatigue, stress cracks, or corrosion. They are currently in their 86th year. The Verdun Company provided a report recommending replacement of the bell support bolts (zinc plated), transmission (pulleys, cabling, counterbalances, wire guides) and action pieces (headpieces, return and helper springs, 16 clappers) and refurbishment of the chime stand.

A fund-raising campaign is anticipated to defray the costs and reduce any trust fund encroachment.

Instead of a Building Committee report, here is a summary of capital projects completed during 2022, 2023 and proposed for 2024. The Trustees engaged Nancy Holme of Echo West Developments Ltd. again as a consultant on these projects. We were well served by this firm during the conversion of the Clergy House/Rectory to the current Parish Centre.

The following capital projects have been paid from the Betty Haworth bequest:

- **Clinton Memorial Hall Fire Alarm Replacement** – replaced the existing fire alarm system to its obsolescence. The project and funding were approved for 2022, however for several reasons it was not completed until 2023.
- **Clinton Memorial Hall Entrance Gate** – to deter people camping in the entry way and from starting fires. There have been disagreeable interactions between staff and parishioners, SJMA students and their parents, and some campers.
- **Church Front Steps Gate** – to deter people camping in the entry way and from starting fires. There have been disagreeable interactions between staff and parishioners, and some campers.

- **New Hot Water Heater for Sacristy and Flower Room** – failure of DHW heater. Formerly located on the second floor, it was moved to the ground floor so as not to be located over the Sacristy and Vestry and their contents.
 - **Energy Audit Report** – a report was commissioned to determine how to reduce our greenhouse emissions - an expenditure of >\$1,000,000, including a major BC Hydro upgrade, would be required to convert from fossil fuel (natural gas) to hydroelectricity.
 - **New Choir Loft LED lighting Fixtures** – heat damage to the existing fixtures by halogen bulbs which caused one to disintegrate. The Parish received a gift in memory of Ken Weir, a lifelong chorister and member of the High Mass Choir, for the new fixtures.
 - **Blessed Sacrament Chapel Speaker Upgrade** – additional speakers and new amplifiers have been purchased. The speakers have been donated, and donations towards the amplifiers have been received.
 - **Blessed Sacrament Chapel Altar Platform Extension** – the Rector will provide details – with the current state of the DTES, the Blessed Sacrament Chapel is more secure. It is planned to clean and paint the Chapel at the same time, so a worship space is available for when the Church is cleaned and painted. Cleaning and painting the Blessed Sacrament Chapel and its woodwork will occur at the same time.
 - **Bell Tower Louver Water/Snow Deflectors** – high winds blow rain and snow into the bell chamber in the tower which moisture leaks down.
 - **Narthex and North Ambulatory Rooves** are being replaced in the early spring.
- Improved Church Lighting** – additional Nave, Chancel and Sanctuary lighting for liturgies and concerts is being developed.

Proposed 2024 Capital Budget

5565 · Project Renovations		\$	
Church - Bell Tower			
Maintenance			128,575.00
Church - Painting and Cleaning	\$		
Stucco Walls	110,735.00		
Wood Wall Paneling	14,405.00		125,140.00
	\$		253,715.00
Funding Raising			133,715.00
Trust Funds			120,000.00
	\$		253,714.94

FINANCIAL STATEMENTS – ROLFE, BENSON LLP

See following pages.

ST. JAMES PARISH OF VANCOUVER B.C.

FINANCIAL STATEMENTS

31 DECEMBER 2023

ST. JAMES PARISH OF VANCOUVER B.C.
Financial Statements
For the Year Ended 31 December 2023

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Parishioners,
St. James Parish of Vancouver B.C.

We have reviewed the accompanying financial statements of St. James Parish of Vancouver B.C. (the “Church”) that comprise the statement of financial position as at 31 December 2023 and the statements of operations and 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.

INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT - Continued

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 open 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 (deficiency) of revenues over expenses and fund balances for the years ended 31 December 2023 and 2022, current assets as at 31 December 2023 and 2022 and fund balances as at 1 January and 31 December for both the 2023 and 2022 years.

Our review conclusion for the year ended 31 December 2022 was modified accordingly because of this departure from the Canadian accounting standards for not-for-profit organizations and 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 paragraphs, 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 Parish of Vancouver B.C. as at 31 December 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



CHARTERED PROFESSIONAL ACCOUNTANTS

Vancouver, Canada
14 February 2024

ST. JAMES PARISH OF VANCOUVER B.C.
Statement of Financial Position
31 December 2023

	Undesignated Funds			Externally Restricted Funds				Internally Restricted Funds						Total		
	General Fund	Maintenance Fund	St. James' Development Fund	Anglo-Catholic Fund	Jessie Parkes Fund	Frank Burd Fund	The Willis Trust Fund	Dr. W.K. Burwell Fund	Columbarium Maintenance Fund	John Conway Outreach Fund	Maintenance Reserve Fund	Manuel Memorial Fund	E.C. Miller Fund	Music Fund	2023	2022
	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2022
Assets																
Current																
Cash	124,831	-	-	-	-	-	-	-	38,432	-	-	-	-	-	163,263	156,572
Due from St. Luke's Home (Note 11)	8,968	-	-	-	-	-	-	-	-	-	-	-	-	8,968	15,237	
Prepaid expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,345
Accounts receivable	28,400	-	-	-	-	-	-	-	-	-	-	-	-	28,400	-	
Accrued interest receivable	-	6,595	7,677	677	-	-	257	-	-	594	-	-	-	446	16,773	
GST receivable	5,883	866	827	48	-	-	35	-	-	66	-	-	-	49	7,774	
Due from other funds	(329,297)	477,174	(150,664)	528	-	-	46	-	723	1,238	-	-	-	252	-	
	(161,215)	484,635	(142,160)	1,253	-	-	338	-	39,155	1,898	-	-	-	747	224,651	
Life insurance policies																
- cash surrender value	39,295	-	-	-	-	-	-	-	-	-	-	-	-	-	39,295	38,206
Marketable securities	179,102	3,453,467	3,672,467	216,103	-	-	157,288	-	-	304,464	-	-	-	221,741	8,204,632	
Tangible capital assets (Note 4)	1,072,977	-	1,582,685	-	-	-	-	-	42,899	-	-	-	-	56,239	2,754,800	
	1,130,159	3,938,102	5,112,992	217,356	-	-	157,626	-	82,054	306,362	-	-	-	278,727	11,223,378	
Liabilities																
Current																
Accounts payable and accrued liabilities	32,051	-	-	-	-	-	-	-	-	-	-	-	-	-	32,051	71,699
Current portion of obligation under capital lease (Note 6)	3,007	-	-	-	-	-	-	-	-	-	-	-	-	3,007	5,774	
Deposits in trust	-	-	-	-	-	-	-	-	23,250	-	-	-	-	23,250	20,750	
Reserved funds and funds for special projects	152,482	-	-	-	-	-	-	-	-	-	-	-	-	152,482	149,831	
	187,540	-	-	-	-	-	-	-	23,250	-	-	-	-	210,790	248,054	
Deferred capital funding (Note 12)	466,373	-	-	-	-	-	-	-	-	-	-	-	-	466,373	497,463	
Obligation under capital lease (Note 6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,007	
	653,913	-	-	-	-	-	-	-	23,250	-	-	-	-	677,163	748,524	
Fund balances																
Invested in tangible capital assets	603,597	-	1,582,685	-	-	-	-	-	42,899	-	-	-	-	56,239	2,285,420	
Internally restricted (Note 8)	-	-	-	-	-	-	-	-	15,905	306,362	-	-	-	222,488	544,755	
Externally restricted (Note 7)	-	22,500	739,056	217,356	-	-	157,626	-	-	-	-	-	-	1,136,538	1,043,738	
Unrestricted	(127,351)	3,915,602	2,791,251	-	-	-	-	-	-	-	-	-	-	6,579,502	2,915,663	
	476,246	3,938,102	5,112,992	217,356	-	-	157,626	-	58,804	306,362	-	-	-	278,727	10,546,215	
	1,130,159	3,938,102	5,112,992	217,356	-	-	157,626	-	82,054	306,362	-	-	-	278,727	11,223,378	

APPROVED BY THE BOARD OF TRUSTEES:

....Fr. Kevin Hunt - Rector and Trustee

..Andrew J. A. Campbell - Warden and Trustee

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

ST. JAMES PARISH OF VANCOUVER B.C.
Statement of Operations and Changes in Fund Balances
For the Year Ended 31 December 2023

	Undesignated Funds			Externally Restricted Funds				Internally Restricted Funds							Total	
	General	Maintenance	St. James' Development	Anglo-Catholic	Jessie Parkes	Frank Burd	The Willis Trust	Dr. W.K. Burwell	Columbarium	John Conway Outreach	Maintenance Reserve	Manuel Memorial	E.C. Miller	Music	2023	2022
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund		
	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2022
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues																
Envelopes	124,920	-	-	-	-	-	-	-	-	-	-	-	-	-	124,920	120,940
Specified donations	222,035	-	-	-	-	-	-	-	-	30,045	-	-	-	-	252,080	170,412
Rental income	56,616	-	-	-	-	-	-	-	-	-	-	-	-	-	56,616	81,942
Amortization of deferred capital contributions	31,090	-	-	-	-	-	-	-	-	-	-	-	-	-	31,090	31,092
Bequests	8,198	2,062	-	-	-	-	-	-	-	-	-	-	-	-	10,260	327,795
Designated fund donations (Note 9)	664	-	-	-	-	-	-	-	-	-	-	-	-	-	664	1,816
In memoriam	10,059	-	-	-	-	-	-	-	-	-	-	-	-	-	10,059	2,170
Open offering	4,428	-	-	-	-	-	-	-	-	-	-	-	-	-	4,428	7,258
Columbarium revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,258
Special holiday	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,100
Lent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100
	458,010	2,062	-	-	-	-	-	-	-	30,045	-	-	-	-	490,117	751,883
Expenses																
Church expenses - Schedule	300,534	169,824	284,047	-	-	-	1,482	-	7,574	-	-	-	-	1,750	765,211	655,009
Diocese apportionment (Note 14)	122,577	-	-	-	-	-	-	-	-	-	-	-	-	-	122,577	98,351
Designated fund disbursements (Note 9)	664	-	-	-	-	-	-	-	-	-	-	-	-	-	664	1,816
	423,775	169,824	284,047	-	-	-	1,482	-	7,574	-	-	-	-	1,750	888,452	755,176
Other revenues (expenses)																
Unrealized gains (losses)	-	230,763	231,643	24,470	-	-	11,718	-	-	17,870	-	-	-	23,203	539,667	(414,800)
Dividend income	-	45,539	42,791	1,786	-	-	1,866	-	-	3,863	-	-	-	2,038	97,883	109,133
Interest income	8,839	33,989	43,377	2,524	-	-	1,483	-	418	2,652	-	-	-	2,142	95,424	75,433
Brokerage fee expenses	-	(35,484)	(33,888)	(1,970)	-	-	(1,453)	-	-	(2,724)	-	-	-	(1,998)	(77,517)	(77,775)
Gains (losses) on sale of marketable securities	-	(2,109)	(10,255)	(1,351)	-	-	(32)	-	-	(1,416)	-	-	-	265	(14,898)	(76,634)
	8,839	272,698	273,668	25,459	-	-	13,582	-	418	20,245	-	-	-	25,650	640,559	(384,643)
Excess (deficiency) of revenues over expenses for the year	43,074	104,936	(10,379)	25,459	-	-	12,100	-	(7,156)	50,290	-	-	-	23,900	242,224	(395,194)
Fund balances - beginning of year	431,772	169,069	2,856,392	191,897	28,957	2,266,979	145,526	2,794,265	67,360	256,072	496,988	188,129	155,758	254,827	10,303,991	10,699,185
Interfund transfers																
Amalgamation of funds (Note 1)	-	3,664,097	2,266,979	-	(28,957)	(2,266,979)	-	(2,794,265)	-	-	(496,988)	(188,129)	(155,758)	-	-	10,699,185
Contributions from (to) other funds	1,400	-	-	-	-	-	-	-	(1,400)	-	-	-	-	-	-	-
Fund balances - end of year	476,246	3,938,102	5,112,992	217,356	-	-	157,626	-	58,804	306,362	-	-	-	278,727	10,546,215	10,303,991

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

ST. JAMES PARISH OF VANCOUVER B.C.
Statement of Cash Flows
For the Year Ended 31 December 2023

	2023	2022
Cash provided by (used in):		
Operating activities		
Excess (deficiency) of revenues over expenses	\$ 242,224	\$ (395,194)
Items not involving cash		
Amortization	37,945	36,993
Amortization of deferred capital contributions	(31,090)	(31,092)
Loss on sale of marketable securities	14,898	76,634
Unrealized losses (gains) from marketable securities	(539,667)	414,800
Life insurance policies - decrease (increase) in cash surrender value	(1,089)	5,995
	(276,779)	108,136
Changes in non-cash working capital balances		
Accrued interest receivable	527	(785)
GST receivable	(1,424)	27
Accounts receivable	(28,400)	28,716
Deposits	2,500	1,000
Due from St. Luke's Home	6,269	(6,153)
Prepaid expenses	45,345	(3,495)
Accounts payable and accrued liabilities	(39,647)	(1,358)
Reserved funds and funds for special projects	2,651	4,171
	(288,958)	130,259
Investing activities		
Proceeds from sale of marketable securities (net of purchases)	355,961	(120,795)
Purchase of tangible capital assets	(54,538)	(30,879)
	301,423	(151,674)
Financing		
Repayments of capital lease obligation	(5,774)	(5,502)
	(5,774)	(5,502)
Net increase (decrease) in cash	6,691	(26,917)
Cash - beginning of year	156,572	183,489
Cash - end of year	\$ 163,263	\$ 156,572

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

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

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 Trustees, at the meeting held on 17 January 2023, rescinded all previous resolutions concerning non-designated gifts, bequests, or monies greater than \$5,000; and resolved that all non-designated gifts, bequests, or monies \$10,000 and less made to the Church shall be used for the Parish's annual operating expenses of its ministry and mission, administrative activities, maintenance, and program delivery. All non-designated gifts, bequests, or monies greater than \$10,000 made to the Church, shall be placed in one or more accounts known as the "Operating Fund" also known as the "St. James' Development Fund", the "Maintenance Fund", the "Music Fund" and the "John Conway Outreach Fund" as directed by the Trustees.

The Church holds the following funds that are unrestricted:

- (a) General Fund - The fund reports the Church's ministry and mission, administrative activities, maintenance, and program delivery. It includes unrestricted funds that are \$10,000 or less received by the Church.
- (b) St. James' Development Fund (Operating Fund) - The Wardens and Trustees set up the funds to receive all non designated gifts, bequest, or monies greater than \$10,000 donated to the Church. Capital and income earned by the funds can be used for the Church's annual operating expenses.

This Fund also includes the assets of Frank Burd Fund as these were amalgamated in 2023. The income from the Frank Burd assets shall be used for the support of aged, infirm, or poor of the Parish. The original capital of \$385,353 cannot be spent and is maintained as an endowment within the St. James' Development Fund (Note 1(h)).

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

1. Purpose of Organization - continued

- (c) The Maintenance Reserve Fund - was created by the Trustees with a bequest from the Estate of Jessie Francis Berley Parkes who left the residue of her estate to the Church to be added to the Maintenance Fund. The Fund was amalgamated with Maintenance Fund in 2023.
- (d) Maintenance Fund - established by the Parish as the Settlor on 12 May 1950. The income and capital are to be paid as directed by resolution of the Trustees. All or any of the Fund's trusts may be varied or revoked upon the unanimous resolution of the Trustees, confirmed by a $\frac{2}{3}$ vote of entitled voters at an Annual Vestry Meeting.

This Fund also includes the assets from the Jessie Parkes Fund as these were amalgamated in 2023. The original capital of \$22,500 is to be maintained as an endowment within the Maintenance Fund. Jessie Parkes Fund was amalgamated with the Maintenance Fund in 2023.

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

- (e) Columbarium Fund - The original bequest of \$50,000 from the Frank Avery Estate was to be used for the construction and maintenance of a Columbarium which was erected in 2007. The Trustees decided to expand the number of niches in 2022. The funds were used to install 32 new niches. The Columbarium Fund at Odlum Brown Limited was closed in 2022. The remaining funds were transferred to the Columbarium Care and Management Committee's *Care and Maintenance Fund* held by Vancity in the General Fund. The Committee members are the Rector and the Wardens.
- (f) 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.
- (g) Jessie Parkes Fund - was amalgamated with the Maintenance Fund in 2023 and then closed.
- (h) Frank Burd Fund - was amalgamated with the Development Fund in 2023 and then closed. 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 Parish. The original capital cannot be spent and is to be maintained as an endowment within the St. James' Development Fund.
- (i) Dr. W.K. Burwell Fund - was amalgamated with the St. James' Maintenance Fund in 2023 and then closed.
- (j) E.C. Miller Fund - was amalgamated with the Maintenance Fund in 2023 and then closed.
- (k) Music Fund - its income shall be used to support and maintain liturgical music at St. James Church. Its capital shall be not encroached upon except as authorized by a majority vote of Vestry which resolution must set out the dollar amount and purpose.

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

1. Purpose of Organization - continued

- (l) Manuel Memorial Fund - was amalgamated with the Maintenance Fund in 2023 and then closed.
- (m) John Conway Outreach Fund - the income and realized capital gains shall support local and world-wide refugee initiatives, and outreach. Its capital shall be not encroached upon except as authorized by a majority vote of Vestry which resolution must set out the dollar amount and purpose.
- (n) The Willis Trust Fund - The income of the fund has been designated to support but not exclusively to ministry with the terminally ill and the liturgical music program. The original capital cannot be spent and is to be maintained as an endowment. Interest shall be added to the capital in those calendar years exactly divisible by seven.

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.

(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.

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

2. Summary of Significant Accounting Policies - continued

(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
Building additions	40 years straight-line
Leased parking stalls	25 years and 35 years straight-line
Memorial hall and clergy house	40 years straight-line
Parish Centre	40 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.

(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 amortization of tangible capital assets and accrued liabilities. Management believes that estimates utilized in preparing its financial statements are prudent and reasonable, however, actual results could differ from those estimates.

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

2. Summary of Significant Accounting Policies - continued

(f) Financial Instruments

(i) Measurement of Financial Instruments

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

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

Financial assets measured at amortized cost include cash, 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.

(iii) Transaction Costs

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

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

2. Summary of Significant Accounting Policies - continued

(g) Cash and Term Deposits

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

(h) Pension Plan

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

3. Financial Instruments

The Church is exposed to various risks through its financial instruments. The following analysis provides a measure of the Church's risk exposure and concentrations at the statement of financial position date, 31 December 2023.

(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.

(b) Market Risk

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

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

3. Financial Instruments - continued

(c) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Church is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed-rate instruments subject the Church to a fair value risk. The Church's interest-bearing assets and liabilities include marketable securities 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. There has been no change to the risk exposure from the prior year.

(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. There has been no change to the risk exposure from the prior year.

(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 PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

4. Tangible Capital Assets

	Cost	Accumulated Amortization	Net Book Value	
			2023	2022
General Fund				
Land	\$ 12,250	\$ -	\$ 12,250	\$ 12,250
Buildings	334,019	216,313	117,706	117,706
Building additions	164,717	11,595	153,122	104,301
Parish Centre	723,433	102,840	620,593	638,678
Furniture and fixtures	167,204	-	167,204	167,204
Equipment	12,432	10,330	2,102	1,819
Equipment under capital lease	29,285	29,285	-	5,856
	1,443,340	370,363	1,072,977	1,047,814
Columbarium Fund				
Columbarium	\$ 42,899	\$ -	\$ 42,899	\$ 42,899
Music Fund				
Pianos	\$ 35,000	\$ -	\$ 35,000	\$ 35,000
Building additions	40,845	19,604	21,239	22,874
	75,845	19,604	56,239	57,874
St. James Development Fund (Frank Burd Fund)				
Land (Note 5(a))	\$ 1,503,750	\$ -	\$ 1,503,750	\$ 1,503,750
Parking stalls (Note 5(b))	242,500	163,565	78,935	85,871
	1,746,250	163,565	1,582,685	1,589,621
	\$ 3,308,334	\$ 553,532	\$ 2,754,800	\$ 2,738,208

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

5. St. James Development Fund (Frank Burd Fund)

- (a) Assets of the St. James Development Fund (Frank Burd Fund) include a property formerly known as Lot 3 (formerly 304 East Cordova Street) which is now part of Parcel B on which Cooper Place (now 306 East Cordova Street) is located. The Church has a beneficial ownership of this property; however, the property title is registered in the name of St. Luke's Home.
- (b) During 1998, 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. The \$242,500 loan from the Burd Fund was repaid in 2021. These rights expire in early 2024.

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:

2024	\$ 3,048
Less: amount representing interest	<u>41</u>
Less: current portion	<u>3,007</u>
Long-term portion	<u>\$ -</u>

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

7. Externally Restricted Fund Balances

	2023	2022
Anglo-Catholic Fund (Note 1(f))		
Endowment	\$ 105,189	\$ 105,189
Accumulated net income after transfers, restricted to maintain the Anglo-Catholic tradition of the Church	112,167	86,708
	217,356	191,897
Jessie Parkes (Note 1(d)(g))		
Endowment	-	22,500
Accumulated net income after transfers, to be used for general expenses	-	6,457
	-	28,957
Frank Burd Fund (Note 1(b)(h))		
Endowment	-	385,353
Accumulated net income after transfers, restricted to help needy	-	292,005
	-	677,358
The Willis Trust (Note 1(n))		
Endowment	151,864	150,000
Accumulated net income (loss) after transfers, to be used for general expenses	5,762	(4,474)
	157,626	145,526
St. James' Development Fund (Note 1(b))		
Original endowment - Frank Burd Fund	385,353	-
Accumulated net income after transfers, restricted to help needy	353,703	-
	739,056	-
Maintenance Fund (Note 1(d))		
Original endowment - Jessie Parkes	22,500	-
	22,500	-
	\$ 1,136,538	\$ 1,043,738

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

8. Internally Restricted Fund Balances

	2023	2022
Dr. W.K. Burwell Fund (Note 1(d)(I))		
Original capital	\$ -	\$ 1,403,272
Income to be used for purposes defined by the Church Trustees	-	1,390,993
	-	2,794,265
 Columbarium Fund (Note 1(e))		
Restricted for construction and maintenance of Columbarium	15,905	24,461
 John Conway Outreach Fund (Note 1(m))		
Original capital	67,906	67,906
Accumulated net income after transfers, restricted to outreach	238,456	188,166
	306,362	256,072
 Maintenance Trust Fund (Note 1(c)(d))		
Original capital	-	300
Restricted to pay clergy stipends and extraordinary building costs	-	496,688
	-	496,988
 Manuel Memorial Fund (Note 1(d)(l))		
Original capital	-	150,000
Income to be used for purposes defined by the Church Trustees	-	38,129
	-	188,129
 E.C. Miller Fund (Note 1(d)(j))		
Income to be used for purposes as defined by the Church Trustees	-	155,758
	-	155,758
 Music Fund (Note 1(k))		
Restricted for support of the Church's Music Ministry	222,488	196,953
	\$ 544,755	\$ 4,112,626

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

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 \$7,473 (2022 - \$25,392) for 10 parking spaces under a long-term lease with St. Luke's Home at St. James Place, an organization with some trustees in common. These amounts are included in the Due from St. Luke's Home at 31 December 2023.

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.

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.

	2023	2022
Deferred capital funding	\$ 621,828	\$ 621,828
Less: accumulated amortization	(155,455)	(124,365)
	\$ 466,373	\$ 497,463

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

	2023	2022
Balance - beginning of year	\$ 497,463	\$ 528,555
Amounts amortized to revenue	(31,090)	(31,092)
Balance - end of year	\$ 466,373	\$ 497,463

ST. JAMES PARISH OF VANCOUVER B.C.
Notes to the Financial Statements
For the Year Ended 31 December 2023

13. Pension Plans

(a) General Synod Pension Plan

The Church contributes to a multi-employer defined benefit pension plan (the “Plan”) administered by the Anglican Church of Canada. The Plan covers the stipendiary clergy licensed to the Parish.

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% (2022 - 12.5%) and the employees contribute 5.0% (2022 - 5.0%) of their stipend.

(b) Lay Retirement Plan

The Church also contributes to a defined contribution pension plan (the “Plan”) administered by the Anglican Church of Canada whereby employers and employees contribute at a defined rate. Some lay employees who work over 18.5 hours per week participate in this plan. The Church contributes 5% (2022 - 5%) and the employees contribute 5% (2022 - 5%) of their salaries to the Plan.

Pension plan expenses for the year ended 31 December 2023 amounted to \$26,674 (2022 - \$25,575).

14. Assistance from the Diocese

During the prior years, 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 three months. The assistance was discontinued in the current year resulting in the \$Nil reduction of the Diocesan apportionment expense (2022 - reduction of \$32,784).

ST. JAMES PARISH OF VANCOUVER B.C.**Schedule of Church Expenses****For the Year Ended 31 December 2023**

	2023	2022
Ministry		
Clergy stipends	\$ 204,524	\$ 175,287
Music Director / Choir / Musicians	87,580	80,654
Street Outreach	37,658	36,107
School and education	20,041	621
Parish growth / Pastoral care	7,625	99
Organ tuning and piano repairs	931	6,285
St. James Music Academy	-	20,000
	<u>358,359</u>	<u>319,053</u>
Office and general		
Miscellaneous projects	55,510	18,240
Office salaries	44,626	46,526
Professional services	34,158	32,006
Security salaries, benefits and expenses	3,434	2,104
Suppers and kitchen	1,266	302
Advertising	681	-
Postage	444	188
Interest on capital lease	321	594
Printing and stationery	232	5,072
Net decrease (increase) in cash surrender value of life insurance policies	(1,089)	5,995
	<u>139,583</u>	<u>111,027</u>
Buildings		
Maintenance salaries and benefits	68,847	53,677
Light and water	61,666	31,456
Insurance	45,345	41,850
Amortization	37,945	36,993
Building repairs and maintenance	27,372	31,456
Water and scavenging	14,880	18,578
Telephone and internet	7,709	5,205
Janitor supplies	3,027	4,758
Property taxes	478	956
	<u>267,269</u>	<u>224,929</u>
	<u>\$ 765,211</u>	<u>\$ 655,009</u>



St. James' Anglican Church

Diocese of New Westminster | Anglican Church of Canada |

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