



St. James'
ANGLICAN CHURCH



ANNUAL VESTRY MEETING FEBRUARY 23, 2025

FOR YEAR 2024

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

CONTENTS

MINUTES OF THE 2024 ANNUAL VESTRY MEETING _____ 1

REPORT OF THE PRIEST IN CHARGE _____ 5

REPORT OF THE WARDENS _____ 7

PRAYER & FORMATION _____ 10

 ORGANIST AND CHOIRMASTER..... 10

 STEWARDSHIP 11

 FLOWER GUILD 11

 NARTHEX GUILD 12

 READERS' GUILD..... 12

 SERVERS' GUILD..... 13

 SANCTUARY GUILD 13

 COMMUNICATIONS..... 14

RELATIONSHIPS & FELLOWSHIPS _____ 17

 MOTHERS' UNION 17

 COMING HOME SOCIETY 18

 SAINT JAMES MUSIC ACADEMY 19

JUSTICE & MERCY _____ 22

 OUTREACH COMMITTEE..... 22

 STREET OUTREACH INITIATIVE..... 22

STANDING COMMITTEES _____ 23

 THE COLUMBARIUM 23

FINANCIAL EQUILIBRIUM _____ 24

 TREASURER 24

 COUNTERS..... 25

 ENVELOPE SECRETARY 25

 ST. JAMES' PARISH – PROPOSED 2024 BUDGET & SUMMARY..... 26

 ST. JAMES' PARISH – INVESTMENT FUNDS 29

 CAPITAL PROJECTS..... 30

 FINANCIAL STATEMENTS – ROLFE, BENSON LLP..... 34

MINUTES OF THE 2024 ANNUAL VESTRY MEETING

St. James' Parish of Vancouver, B.C.
Minutes of the Annual Vestry Meeting
Held February 25, 2024, in the Parish Hall (DRAFT)

1. Opening Prayers: Fr. Kevin Hunt declared the meeting open. Mother Amanda Ruston 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 Celia Dodds reported that there were 32 electors registered.

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.

Moved by Andrew Campbell and seconded by Peter Symons, that this Vestry approve the Independent Practitioners' Review Engagement Report of the Parish's financial statements for the fiscal year ending December 31, 2023 as carried out by Rolfe Benson LLP, Chartered Professional Accountants, and circulated in the 2023 Annual Report Book. Carried.

4. Appointment of Accountants

Moved by Andrew Campbell and seconded by John Daniel 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, 2024. Carried.

Fr Kevin thanked Kate and her colleagues for their work on this year's review of the Parish's financial statements. Andrew noted the time pressure on the accountants to be ready each year in time for the Annual Vestry Meeting which is held near the end of February.

5. Remarks on Investments held by Odlum Brown Ltd: Pamela McDonald described the St. James' Investment Portfolio, whose 14 different funds have now been amalgamated into 7 for ease of operations. The portfolio is a solid mix of equities and bonds. 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 and Capital Budgets for 2024: Andrew presented the Operating Budget and Capital Budget for 2024. There is a proposed encroachment on capital of \$160,000 in 2024.

Moved by Andrew Campbell and seconded by Leah Postman that Vestry approve the Parish's 2024 Operating and Capital Budgets, and that Vestry approve the encroachments on capital as set out in the approved 2024 Operating and Capital budgets. Carried.

Fr. Kevin thanked Andrew, Reece, and all who worked on the finances of St. James' in 2023.

7. Adoption of the Minutes of the Annual Vestry Meeting held Feb. 25, 2023

Moved by Reece Wrightman and seconded by Kelvin Bee that the Vestry approve the minutes of the Annual Vestry Meeting held on February 25, 2023 as circulated in the Annual Report Book. Carried.

8. Rector's Report: Fr. Kevin referred the Vestry to the Rector's report in the Annual Report Book. The reports as a whole present an encouraging picture of parish worship, outreach, teaching, improvements to the church, and a heightened presence in the neighborhood over the past year. Fr. Kevin applauded the work of so many. The appointment of Mother Amanda as upcoming Interim Priest in Charge is a sign of the Diocese's confidence in the parish and its leadership. Fr. Kevin will be retiring at the end of April, and he thanked the parish for the great privilege of serving as Rector at St. James' Church.

Moved by John Daniel, seconded by Pamela McDonald, that the Vestry receive the Rector's Report and express its thanks to Fr. Kevin Hunt for all his service to the parish. Carried.

9. Adoption of the Annual Reports

Moved by Doug Ibbott and seconded by Louisa Farrell that the Vestry receive the annual reports contained on pages 5 through 24 of the 2023 Annual Report as circulated. Carried.

10. Report of the Nominating Committee & Election of Officers: The Nominations Committee consists of Fr. Kevin Hunt and Warden Leah Postman. Leah 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 2024:

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

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

Trustees: Michelle Heshka (will serve year 2 of a first 2-year term)

Alternate Delegates to Synod: Doug Ibbott (will serve year 3 of a first 3-year term)

PJ Janson (will serve year 2 of a first 3-year term)

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

Trustees: Ross Hornby (nominated to serve year 1 of a second 2-year term)

Joanna Lam (nominated to serve year 1 of a first 2-year term)

Alternate Delegates to Synod: Pamela McDonald (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: Cristalle Watson (to serve year 1 of a first 2-year term)

There were no further nominations from the floor. Reece moved nominations close.

Moved by Fr. Kevin, seconded by Peggy Smyth, that all candidates be elected by acclamation and that the Vestry confirm those who are continuing in office. Carried.

11. Rector's appointments

Continuing in Office:

Rector's Warden – Reece Wrightman (to become Bishop's Warden effective upon Fr. Kevin's retirement)

Envelope Secretary – Wayne Sample

Treasurer – Andrew Campbell

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 -

Those licensed to administer Holy Communion:

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

12. In appreciation from the Rector: Fr. Kevin thanked Andrew Campbell for his years of service as Rector's Warden, especially for his attention to detail, his knowledge, and his encouragement. He thanked Reece Wrightman for his service as Treasurer and as part of the Narthex Guild, especially for his people skills. He also thanked Pamela McDonald for her time as a Trustee, especially for her wisdom and financial expertise. She will continue to lead the Communications Committee. Fr. Kevin expressed appreciation for his Clergy colleagues: Mother Amanda Ruston, Fr. Matthew Johnson, Fr. Neil Gray, Fr. Neil Fernyhough, Fr. Douglas Fenton, and Fr. Peter Elliot. He also thanked all the Wardens and Trustees for their teamwork and their accomplishments in the church and in the wider community.

13. Thanks to Ministries, Guilds, Staff and Volunteers: Peggy Smyth thanked all the staff and volunteers for ensuring that the varied activities of St. James' have continued smoothly as the church transitioned from the restrictions of the pandemic years into a fuller use of the buildings. She acknowledged the work of Organist & Choirmaster Gerald Harder; Building Manager Darren Campbell; and new Parish Administrator Fiorella Mauro. Peggy thanked the leaders of the significant ministries hosted by St. James' Church – the Street Outreach Initiative (Fr. Matthew Johnson), the Saint James Music Academy (Sarah Godoy) and the Music Series (PJ Janson). She expressed great appreciation for all the groups and guilds which support the ongoing work of the church. Peggy thanked fellow Wardens, Andrew Campbell and Leah Postman, and Treasurer Reece Wrightman for being wonderful colleagues.

As we prepare to say good-bye to Fr. Kevin, Peggy paid him a tribute in the words of Sarah Godoy of the SJMA, as an example of his impact on the community: *"We are thankful for Fr. Kevin's 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 Fr. Kevin greatly and we wish him the very best for his retirement."* Peggy added her personal appreciation to Fr. Kevin for his unwavering and dignified leadership of the St. James' community.

14. Other Business: none.

15. Announcements: Bishop John Stephens will be with St. James' Church on Palm Sunday.

16. Conclusion and closing prayer

Moved by Andrew Campbell, seconded by John Daniel, that the Annual Vestry Meeting be concluded at 1:05 pm. Carried.

Fr. Kevin concluded the meeting with a closing prayer and blessing.

MINUTES APPROVED at the Annual Vestry Meeting held on _____

Mother Amanda Ruston, Priest in Charge _____

Linda Adams, Recorder _____

REPORT OF THE PRIEST IN CHARGE

The past year has brought many changes for the parish of St. James', and although we are still in a time of great transition, I am delighted to report the ongoing, steady growth and renewal of this very special parish.

In 2024, Fr Kevin Hunt retired as Rector of St. James' and Archdeacon of Burrard, and we honoured him and his ministry with a joyful reception after a glorious celebration of the Mass. The guests included our former curate, Mother Lucy, as guest preacher. Fr Kevin was also gifted a blanket by Elder Kelvin Bee, along with other gifts from the parish and community.

After Fr Kevin's retirement, I was appointed as Interim Priest in Charge by Bishop John Stephens – a role which I knew would require much time, energy and skill, and through which I have learned to appreciate - even more fully - the gifts, skills and support of so many people: the Wardens, Treasurer, Trustees, the Organist and Choirmaster, Parish Administrator and Building Manager, the guild leaders and faithful volunteers, as well as the staff and clergy of St. James' – without whom it would not be possible to do this job. It is a venerable legacy to be a priest here, and it never escapes me how blessed I am to be amongst you.

During the past year, we have celebrated several confirmations and baptisms; new members have joined; new programs have begun, and there is an invigorated interest in ministry and guild participation. Numbers at both regular and special services have increased significantly, and – thanks to new people stepping forward as servers – we have been able to renew some of the liturgical practices that were features of St. James' tradition before COVID. Additionally, the Daily Mass in person and the Daily Office and Liturgy at Home on Zoom continue. Formation classes and bible studies occur both online and in person when possible, ensuring that our robust online community continues to be an integral part of our parish in a fulsome way.

In the Fall of 2024, our beloved long-time Music Director Gerald Harder announced that he would retire in 2025. This will be a great loss to our community. We celebrate his many contributions and considerable skills, and will continue to enjoy his presence amongst us until his retirement.

Search Committees for both a new Rector and a new Music Director are underway, and we hope that 2025 will see the completion of these processes as St. James' prepares to enter a new era.

Among the highlights of 2024 were: a visit from Archbishop of York, Stephen Cottrell; a visit from Bishop Benny Lang-Akan (the Diocese of Northern Philippines), our second annual Deanery-wide pilgrimage walk, and the induction our very own Wayne Sample into the Order of the Diocese of New Westminster.

The Street Outreach Initiative continues to flourish, and we shall receive Fr Matthew's report soon. The Coming Home Society pursues its excellent efforts in building community and working towards Truth and Reconciliation. I am pleased to report that our partnerships with

Saint James Music Academy and the Heart of the City continue to bless this neighbourhood we share, and that we have also forged relationships with other community partners, such as Jacob's Well.

The Wardens, Trustees, and Treasurer have continued to exercise careful stewardship of our financial resources. The Bell Tower inspection which was discussed at our last Vestry meeting was successfully completed at a significantly lower cost than anticipated. The renovations to the Blessed Sacrament Chapel have also been completed, and there have been lighting and electrical upgrades in the sanctuary. Much remains to be done, and a Fundraising Committee has been struck, as well as a consultant engaged, in order to guide us through some of the larger projects, such as the painting of the Sanctuary.

On behalf of the whole parish, I would like to offer thanks for the dedication of those who volunteer in the various ministries that make St. James' such an inviting place to experience the presence of God: the Narthex team, Sanctuary Guild, Servers, Flower Guild, Readers, Hospitality team, the Choir, and the folks who ensure that the Zoom services function each week. I commend to your attention the reports written by these and other ministries in our parish – there is much to celebrate here!

This year, the Mothers' Union will celebrate their 50th year in the parish, and the Games Night, Bible Study, Music Series, and the Stewardship, Outreach, and Communications Committees continue their success. New members of the parish have expressed interest in involvement in our Library and in our Archives, which is most encouraging. We offer our grateful thanks to the Counters who, after serving for almost thirty years, have announced their retirement after Easter 2025. We appreciate their generous service and dedication.

I am ever grateful for the shared ministry and friendship of my fellow clergy: Father Matthew, the Fathers Neil, Deacon Joyce and Sister Mary Christian; and all the clergy who have stepped up in various ways during this interim period to ensure that we are able to retain a pattern of ministry worthy of the St. James' tradition.

I would like to emphasize that what the Parish of St. James' is managing to be and to do in this moment is no small feat. In the midst of a tumultuous time of change, we are not faltering, but *growing*. We have learned new skills and shown ourselves willing and able to embrace change and growth, whilst simultaneously investing fresh energy into reviving and preserving the treasures of our tradition. This is a marvellous testimony to the health and resilience of our parish!

May it continue to be so... and – as we look to the year ahead – may we continue faithful to the One who is always faithful to us, proclaiming the Gospel and worshipping the Lord in the beauty of holiness – here in the DTES and beyond.

Respectfully submitted by *Mother Amanda, Priest in Charge*

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:

- Reece Wrightman, who was the Rector’s Warden until the retirement of Father Kevin in April and now assumes the title of the Bishop’s Warden during the interregnum. He is the head of the Narthex Guild and tends to the Memorial Garden which so many enjoy as they pass by;
- 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 chairing the Stewardship committee.

The Wardens held bi-weekly meetings with Father Kevin until his retirement. They continue on this schedule with Mother Amanda as the appointed Priest in Charge (PiC). The Wardens plus the PiC and the Treasurer form the Leadership of the Parish. The Wardens also attend monthly Trustee meetings, Parish Council meetings and the annual Vestry meeting.

2024 saw the retirement of Father Kevin and the appointment of Mtr Amanda as PiC. Father Kevin was honoured by the First Nations in a Blanket ceremony and the Parish bade him farewell at a special function after his final celebration at the altar. He left a strong foundation and legacy for the Parish. We are grateful to the Bishop for appointing Mother Amanda as interim PiC so that the work and witness of the Parish can continue uninterrupted. Under her leadership the Parish has continued to flourish.

Having learned the value of facilitating connection to St. James’ services, we continue to use Zoom as a means of contact for a regular Sunday service, for Bible Study on Wednesdays and for church meetings. The Daily Offices are also online, with an encouraging level of attendance.

Darren Campbell continues as Building Manager. Our Building Maintenance Assistant, Francis Hart D’Emilio resigned to take a full-time post at St Philip’s and Judy Kamotho was hired to replace him. Thanks to their loyalty, competence, and dedication, building repairs and maintenance have continued smoothly. We acknowledge the important involvement of the Treasurer, Andrew Campbell, in advancing work on the Parish’s buildings. He reports on this separately.

Fiorella (Fi) Mauro was appointed in August as Parish Administrator. She works four days a week (not Wednesdays) and we appreciate her efficiency, expertise, and good humour in managing the office and assisting the many people who interact with it, such as Jacob’s Well, a friendship-promoting non-profit on the DTES. We are looking to increase her hours as her workload is increasing.

The Saint James Music Academy continues its full programme and presented its Spring and December concerts to capacity audiences in the Church. A separate report of their programme and activities is included in the Vestry report. The Watari group has now moved to a City of Vancouver facility but still uses our Crypt kitchen on an ad hoc basis. We appreciate the ongoing support of both organizations to the residents and children of the Strathcona neighbourhood, including the Downtown Eastside/Oppenheimer District.

We express deep thanks to our Choir Director and Organist, Gerald Harder, to the Assistant Organist and Music Series coordinator, PJ Janson, and to the High Mass Choir for the sacred music of which we are so proud. Mr Harder announced that he will retire on 30th June, 2025. A Search Committee has been struck to find his successor. Consultant Ian Alexander facilitated the first meeting and will continue to guide the Search Committee in its work.

St. James' Music Series events attract people from outside our Parish membership, who are most enthusiastic about the performers and programmes. Those attending our events are offered copies of Allan Duncan’s Guide Book to St. James’ Church, which has been updated.

We thank Linda Adams, who continues as our Vestry Clerk, as Secretary to the Corporation (Trustees) and as a member of the Liaison Committee to the SJMA. Our thanks also to Andrew Campbell, our Treasurer, and Wayne Sample, who is our Envelope Secretary and also head of the Servers’ Guild.

We are deeply grateful to Father Kevin and Mother Amanda for their guidance, patience, and good humour in inspiring our work. We acknowledge the extra demands put on Mtr Amanda as the PiC working without a full-time assistant priest. She has shouldered her expanded workload with exemplary dedication. Thanks also to Father Matthew Johnson for his continuing work with the Street Outreach Initiative and his support of Mother Amanda. We are grateful to our honorary assistants: Fathers Neil Gray and Neil Fernyhough; and to our Deacons, Joyce Lochter and Sister Mary Christian Cross for their contribution to our ministry.

We can now see that the hiatus of the COVID pandemic masked a long-term change in the organisation of activities in our Parish. Some members are now less able to make weekly commitments and stalwart long-term supporters are getting older. This is particularly challenging in the area of hospitality, which previously benefitted from the dedicated work of the Women's Guild, but is now addressed on a more fragmented and ad hoc basis. We thank all those who have pitched in to ensure that coffee hour goes ahead each Sunday, Games Night is catered for, and receptions can be held for funerals, musical concerts and other special events. The Wardens have stepped up to ensure we can offer the hospitality that our community deserves. There have also been pleasing new initiatives. Leah Postman ensured that activity continues in the children's area at the back of the church by obtaining a new table and suitable items for the youngsters who use this space. We have had commitment and interest in updating and tidying up the books in the Library from Stephen Rowe, Shona Corser and Christine Rowe.

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 express our gratitude to the many parish volunteers who continue to give countless hours of work in support of the guilds, ministries, and committees whose reports appear elsewhere. Also those who count the collections each month. Their perseverance and dedication are deeply appreciated. Our programmes and outreach could not exist without their leadership and drive. We 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 *Leah Postman, Peggy Smyth, and Reece Wrightman*

PRAYER & FORMATION

ORGANIST AND CHOIRMASTER

In 2024 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 Healey Willan, John Joubert, Robert Scholz, Grayston Ives, Francisco Guerrero, Edward Elgar, Maurice Duruflé and Alexander L’Estrange to our repertoire. On July 21 we were able to again celebrate our patronal festival with full choral support, after which the choir gathered at the Harder-Tereposky home for their annual barbeque. On All Souls the choir sang Maurice Duruflé’s luminous *Requiem* (Op. 9), and on Christmas Eve we presented Marc-Antoine Charpentier’s charming *Messe de minuit pour Noël*. 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 continues to be a great success. In 2024 we welcomed Trinity Collie (soprano) and Emily Brinco (alto) into the choir as new choral scholars. The Choral Scholarship program is a wonderful opportunity to not only add voices to our choir, but also to provide 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 two-manual Phoenix digital organ, installed in the gallery of the Blessed Sacrament Chapel. In 2023 we began the process of upgrading the audio system of this organ to be more appropriate for the Chapel space. This process was completed in 2024 with the installation of new amplifiers and permanently-installed speakers in the refurbished Chapel. The Phoenix organ will help greatly to make the Chapel an outstanding space for more intimate liturgies with music.

Our concert series welcomed some exceptional musicians in 2024, 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 running 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.

It has been an immense joy and privilege to serve St. James' as Organist & Choirmaster for the past twenty-five years. As I retire at the end of June 2025, I wish to extend my heartfelt thanks to the wardens and the entire parish for their support, encouragement and trust over the years. My fervent hope and prayer is that the music ministry of St. James' continues to draw worshippers ever closer to God for generations to come.

Respectfully submitted by *Gerald Harder, Organist & Choirmaster*

STEWARDSHIP

The Stewardship Committee consists of Leah Postman (Chair), Reece Wrightman, Doug Ibbott, Joanna Lam, and Mother Amanda. The theme of 2024 was "Grace in Action." It was based on the powerful idea at the heart of Christian faith that God is gracefully generous, and that we as children of God are born to be gracefully generous, too. 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'. As in previous years, materials were mailed to all members of St. James', with a particular request to return intention cards by December 4th (this was extended for a number of weeks due to the postal strike). We appreciate all who submitted an intention card, as this greatly helps with yearly planning. We also thank those who shared their experience with us: Ross Hornby, Gerald Harder, and Joanna Lam. The Stewardship Campaign was concluded with a luncheon on November 24th. 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 wishes to remember Celia Dodds, our past president, who died last year. She is greatly missed for her guidance, dedication and friendship to our group.

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 Camilla Hatfull, Louisa Farrell, and Mary Hamilton, as well as Christine Hatfull when in town and Carr Lew when not attending school. Thanks to Carr for preparing the Advent wreath.

Respectfully submitted by *Mary Hamilton on behalf of the Flower Guild*

NARTHEX GUILD

The Narthex Guild, no longer strictly organized as a “guild”, continues to operate with Reece Wrightman, Kelvin Bee and Samantha Orne as members. Tim McLeod has retired.

We greet worshippers, pass out Mass booklets, give directions and information to newcomers, ring the bell and now offer assistance during Communion, or “direct traffic” as we call it. We are there to offer an arm if someone would like a little help getting to the rail.

There are no significant issues to report with respect to our duties as greeters. This has been a quiet year.

Additional volunteers are welcome and we are always willing to discuss joining the Narthex Guild with anyone who is interested in helping us continue to welcome the faithful in 2025 and future years.

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. 2024 was a busy year with readers covering two services each Sunday: Liturgy at Home on Zoom, usually at 9:00 am, and Solemn Mass in Church at 10:30 am. Members can opt to read at either (or both) of these celebrations and can also volunteer for special services like 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, our Parish Administrator, who sends out weekly reminders of readers' assignments; and to Doug Ibbott and Elisabeth Kwan who act as informal deputy chairs of the Guild when the chair is away.

We record with deep regret the deaths during the year of two of our longstanding readers: Celia Dodds and Paul Stanwood. They each gave many years of devoted service to the life of St. James'.

A highlight of the year was a gathering of the Guild after Mass on March 10th, when Father Neil Gray shared his extensive experience of reading and listening to lessons and intercessions in church. His inspiring address, '10 Commandments of Public Reading', was warmly received.

Three new readers were welcomed into the Guild – Sidney Dennison, Lyle Isbister, and Tiffany Vrioni-Das – bringing our numbers to 21 by the end of 2024. The full list is: Brother Ugo Barbiere, John Daniel, Sidney Dennison, 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, Tiffany Vrioni-Das, Bev Wilson, Lynn Wilson, Rod Wilson and Bryce Winter.

Parishioners who would like to participate in this important ministry should contact Mother Amanda. 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 3 new servers join us through the year: Julius, Soren, and Zayd. Cristalle meanwhile has moved and can no longer serve with us but we will always welcome when she visits. Hannah helped in several services this year as well as David.

Currently our active roster includes Cameron, and Joanna who moved back to Vancouver at the end of the year and will now be a regular face at service. They are my senior leads in managing the services and assisting with training of new servers. Other regular servers include James, Soren, and Zayd. David assists when we are looking to have a full slate of servers for special masses. I appreciate all their efforts and time that have been given.

We currently have 6 regular weekly servers – 2 more than we had last year at this time – which is allowing us to more fully support the presentation of the Mass. New servers are always welcome and not just for Sunday; there are other regular services during the week that the clergy would be happy to have a server to assist, as well as special weekday masses during the course of the year that are handled by the Sunday servers but often we can use extra help.

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 also ensure the provision of candles for the altars, torches, and votive stands.

Currently, the Guild has no formal organization. We work as a small team, each contributing our skills as we are able. Acknowledgements must be made to the contributions of Joanna Lam for her repair of frayed and worn vestments and for the efforts of our newest member Soren Ibbetson-Lyon who has begun to embroider altar linens. Darren Campbell, the building manager, has been our always helpful colleague. Betty Carlson, our expert in altar linens, keeps the linens and acolyte vestments organized and free of wax, lipstick, or wine stains. David Agler keeps the Vestry organized. He and James Stewart polish the brass and silver vessels. Thanks also to Jean Wilson and Louisa Farrell, who work with us during busy festival times.

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; an item of note is our beloved baptismal ewer, which dates from the 1890s and is in dire need of restoration. It may be worthwhile to investigate a restoration of the Ethiopian

Processional Cross, which at an estimated age of some 500 years, will require a professional assessment as the plating has grown thin over many sections and is far too precious for amateur efforts.

The torch stands were recently repainted, the holy water fonts in the narthex have been provided with glass bowls to protect the original marble, the sanctuary bell was polished, and the carpet within the sanctuary and the vestry were cleared of the accumulated wax drippings of countless services. The renovation of the Blessed Sacrament Chapel was also an opportunity to clean the sanctuary lamp.

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 *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

Our primary activity in 2024 was related to community outreach events that we held in the Church as a result of funds from a Parish Development Grant received from the Diocese of New Westminster. This is the third and final year of funding for our Reach out, Renew, Rebuild project.

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 reaching out and 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' at different events.

In 2021, the Diocese awarded St. James' \$14,000.00 for our Reach Out, Renew, Rebuild project for the 2022 calendar year; in 2022, we were awarded \$5,340.00 for 2023, and in 2024 we were awarded \$3000.00.

We held the following events in 2024:

| | |
|---|-----------------------|
| Concert with Renowned Organist Loreto Aramendi | February 4, 2024 |
| Heart of the City – Vancouver Cantata Singers and Historical Tour of St. James' | October 26 – 29, 2024 |
| Christmas for All | December 15, 2024 |

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.

Results from the outreach work related to the Parish Development Grant and other activities include:

- Attendance for Heart of the City increased by 30% for each of the events : church tour, introduction to the organ, bell tower climb
- Attendance for Christmas for All increased by 50% from 2023 to 2024
- Attendance for Advent Lessons and Carols increased by 36%
- Attendance for A Festival of Nine Lessons and Carols increased by 47%

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 were 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 Neil Cockburn, Director of Music, Christ Church Cathedral | February 7, 2025 |
| Concert with Renowned Organist Loreto Aramendi | March 8, 2025 |
| Heart of the City – Vancouver Cantata Singers and Historical Tour of St. James' | October / November 2025 TBD |
| Christmas for All | December 2025 TBD |

Other Ongoing Work

1. Keeping St. James' website (www.stjames.bc.ca) current and 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, or if we do in a reduced scope.

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

RELATIONSHIPS & FELLOWSHIPS

MOTHERS' UNION

This was an eventful year for Mothers' Union in many ways. Father Kevin retired in April. Our beloved former branch leader Celia Dodds passed away very suddenly in October.

But I should backtrack a bit here!

Our January and February meetings were on Zoom meetings at the request of those who find night driving difficult in the dark winter months. We had a wonderful speaker from Covenant House who shared with us all the future plans, current programs, and new initiatives to support vulnerable youth. We learned of the joys and perils of the seamen from Fr. Peter Smyth of Mission to Seafarers, and heard lovely stories about how donations made such a difference in the lives of the seamen who stop over in our port.

In March, we had our annual Quiet Day, joined by the other MU group from St. Mary the Virgin and other friends. It was held at St. Anselms' Church (which is our member Shirin's home parish), nestled in the Pacific Spirit Park Lands and a wonderful setting for our Quiet Day. It was led by Joan Stewart; an ODNW recipient who works as a warden, bible study leader, and coordinator with the Anglican Tri Church Ministry to people experiencing homelessness. She led us through a morning of thought-provoking ideas and meaningful discussion, and we finished with lunch.

In April, the Reverend Christine Rowe led us through a lovely "Lady Day" Service in the chapel. In May, our member Linda Adams brought Joyce to speak with us, who with her husband started "Warriors against Violence". Joyce was such an inspiration, a wonderfully warm, honest and engaging speaker. In June, Christine and her husband welcomed the group to their lovely home for our year end pot luck. It was a lovely warm night and as is always the case at MU events, the food was fabulous and the fellowship even better.

At our meeting in September, I was the presenter this time, sharing my experience in Halifax in June. As branch leader, I attended the National MU Conference. It was an amazing conference with emphasis on the campaigns against gender-based violence and the power of increasing women's literacy all over the world.

In October, we met to mourn the loss of Celia. Reverend Christine led us in worship and prayer. We were very honoured to host the Reception following Celia's Requiem Mass, welcoming her family and friends.

November found us planning our white ribbon campaign against gender-based violence, and our bake to order fundraiser. In December, I was pleased to host the group for our Christmas Pot Luck. We feasted and played some pass the parcel and trivia games. It was a lot of fun. We were very happy to include Linda and Christine's husbands to join the festivities!

We would love some new members; all are welcome. Mothers' Union is not exclusively Mothers (or women, for that matter). We meet the second Wednesday of every month. (save special circumstances) at 7:00 on Zoom November-February, and in the Parish Centre March -June.

In closing , I want to alert everybody that this is our 50th anniversary at St. James'. Stay tuned for announcements about our plans to celebrate this momentous occasion.

Respectfully submitted by *Louisa Farrell*

COMING HOME SOCIETY

The Coming Home Society continued 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 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. The Society assisted UNYA with its food security program, providing post-Christmas grocery hampers for youth and their families. We also assisted UNYA in coping with the unexpected deaths of several program participants by providing funds to hold grief and loss sessions. This helped staff and youth process these tragic events. Funds were also dedicated to provide more staff training in this area.

Warriors Against Violence offers Healing Circles and an Anger Management program to men and women who are experiencing domestic violence or coming into conflict with the justice system. In a safe and supportive setting men and women are brought together to 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 to be used throughout the year for the program participants at Warriors Against Violence, who are having increasing 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.

The Coming Home Society continues to foster Reconciliation and build understanding between First Nations and settler cultures. I greatly appreciated the opportunity to share with the congregation by speaking from the pulpit on Aboriginal Prayer Sunday. Along with Coming Home Society members, members of the Mothers' Union from St. James' Church have begun attending the monthly potluck suppers at Warriors Against Violence and getting to feel part of that community.

The St. James' Church Outreach Committee continues to learn about and support our work and has just dedicated \$2,000 to be used in Coming Home Society initiatives.

This year the Coming Home Society remains on the Warriors Against Violence Advisory Committee as it moves forward with developing the Mamook Kloshe Community Safe Hub. Public Safety Canada has recognized the lack of supportive services geared especially toward men. It has just confirmed its support for the development of a Safe House where men will feel comfortable going for emotional support and counselling.

We would like to thank all of you who support the Coming Home Society with your donations, your prayers, your caring and your involvement. We run into many people in the community whose lives have been changed by the programs we support, and we are blessed that you are part of this healing work.

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

SAINT JAMES MUSIC ACADEMY

At Saint James Music Academy, dedication to the transformational power of music and the beautiful potential of every child is at the heart and center of everything we do. In 2024, we focused on strengthening recruitment and retention by exploring and investing in the unique aspects that make SJMA such an exceptional community music program.

Our Junior Program served grades 1 – 4, and our Senior Program, grades 5 – 12. Enrollment in our core after-school program for 2023-24 grew 8% over the year prior, with total student numbers ranging from 122 to 143. To be able to support more families in need of transportation assistance from Strathcona, Seymour, Britannia and Grandview elementary schools, we are grateful to have been able to expand our transportation program with the purchase a second van.

Our nutrition program has remained a cornerstone of our program, with the essential daily ritual of the after-school snack being a time for collecting hearts, strengthening community, and ensuring our students have the energy to engage in their music lessons.

We currently offer instruction in 21 different instruments and subjects, taught by 20 teachers and 3 music therapists. Our curriculum last year included Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Percussion, Junior Strings, Music Theory, Choir, Jazz, Marimba, Guitar, Piano, Music Therapy, bells choir, Orff and more.

Given the increased demand for music therapy since the pandemic, we have doubled our Music Therapy program to ensure that all SJMA students, including those requiring one-on-one support, can access enriching experiences with music education. We also introduced Educational Assistants (EAs) to accompany students who require more individualized support in group class settings.

On the professional development side, for the first time in SJMA's history we have undertaken formal violence prevention training to equip our staff and teachers who are responsible for student safety (ie: during the walk between St. James' Church (SJC) and our Annex location down the block), in order to be able to recognize signs of danger before violence takes place.

Recruitment efforts in 2024 involved deepening our relationships with staff from our catchment elementary schools, and having our students perform at local schools and community centers. We also held Bring-A-Friend-To-SJMA days, during which our young visitors enjoyed scavenger hunts and musical performances by our students and teachers.

To inspire our students, 'teacher recitals' were held featuring performances by over a dozen SJMA faculty members. These provided our students with the opportunity to discover their teachers' incredible musical talents. These special events followed by community dinners, allowing our students, parents and teachers the chance to get to know one another over a delicious meal.

SJMA Summer Camps 2024 provided over fifty children and youth with music classes, exciting outings around the lower-mainland, and an abundance of summertime fun! Our Junior Program camps were strengthened by the participation of some fantastic Senior Program student volunteers.

Throughout the year, SJMA students performed at various events, including the Heart of the City Festival, the Britannia Community Centre's Christmas Market, the Vancouver Cherry Blossom Festival, the Vancouver Symphony Orchestra's Day of Music at the Orpheum Theatre, and the Kid Folks' stage at the Vancouver Folk Music Festival.

Complementing our students' chance to learn to play music and to perform, SJMA is grateful for the support of many arts organizations who have allowed our students and families to attend concerts at no cost, such as the Vancouver Chamber Choir, Vancouver Cantata Singers, Chor Leoni, Muzewest, the Vancouver Symphony Orchestra, and SJC's own St. James' Music Series!

Our Spring and Christmas concerts once again filled the beautiful St. James' Church sanctuary with music, community, and celebration of our students' achievements. In the Spring of 2024 we had six graduating students, and all have successfully moved on to post-secondary education. Graduates and scholarship recipients include Nayana Hyndman (bassoon), Charles Mai (cello), Kelly Ochieng (clarinet), Meara Holubowich (flute), Elgiva Prempeh (violin), and Patrick McCate (violin). In a gesture of gratitude upon his graduation, Patrick donated the proceeds from his busking performances to the music school. The 2024 Paul Myers Christmas Award for Outstanding Community Service was presented to french horn player Saina Sadeghi, recognized for her exceptional contributions to the SJMA community.

Currently, and for the immediate future, we will continue to work to provide high-quality music education to the youth of this community while supporting our students and families as they deal with the challenges of housing insecurity, cost of living crises due to inflation, and increased violence in the community. Today we have several students who are dealing with serious health problems such as cancer within their immediate families, making our music therapy program more relevant than ever. Looking forward through the next 5 years, Saint James Music Academy will continue to work on strengthening our enrollment, which has not yet returned to pre-pandemic numbers but which is trending upwards with 155 students having enrolled this past September. We are also working to re-establish collaborative relationships such as with Chor Leoni; picking up on plans that had been interrupted by the pandemic. Finally, in two years' time, the music school will be celebrating our 20th year anniversary of making music accessible to

children in this community, and we have already begun early planning stages for a year of commemorative and celebratory events.

Saint James Music Academy remains deeply grateful to St. James' Anglican Parish and the Anglican Diocese of Vancouver for playing such a critical role making SJMA possible. By generously sharing your spiritual home with the music school, you have provided the children and families of this community a place of safety, comfort, stability, beauty and belonging. Our staff truly value our partnership with SJC and we are so grateful for your support and friendship through our respective work. We look forward to continuing this journey with you, as we have the honour of making music - and so much more - accessible to the young people in the Downtown Eastside. Thank you for playing an essential part in making Saint James Music Academy a reality for kids in this community.

Respectfully submitted by *Sarah Godoy, Executive Director, SJMA*

JUSTICE & MERCY

OUTREACH COMMITTEE

1. Eritrean Refugees:

Eritrean Refugees Jemal and Semere were greeted at the Vancouver International Airport last June by Seid, their Case Manager, fellow Eritrean-Canadians, the Venerable Douglas Fenton, and Celia Dodds and Doug Ibbott from St. James'. They have received all of their documents and have bank accounts. They are sponsored and cared for by a mosque in Surrey. St. James' is the connection to the Sponsor Agreement Holder which in our case is the Diocese of New Westminster. For our purposes, St. James' is the "flow-through Banker". The community at the mosque provides financial, emotional and spiritual support. They are enrolled in English language classes to increase their chances of employment. At this point, they have yet to find jobs, but hope to achieve employment in in the very near future.

2. St. James' Outreach Grant Allocations 2025:

As consistent with past practise and congruent with OC Terms of Reference, St. James' Outreach Grants respond to needs both internationally and locally. This years grants have been allocated as follows:

- a. PWRDF Lebanese Emergency Appeal in conjunction with the Canadian Food Grain Bank: \$2000.00
- b. St. Benedict Episcopal Church in the Philipines (our companion diocese). Allocation to improve the Rectory and St. James' School (adjacent to the church) for sports equipment and student field trips: \$2000.00 USD
- c. Coming Home Society, program details pending: \$2000.00
- d. Watari Counselling, Food and Support Services: \$2000.00

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

STREET OUTREACH INITIATIVE

The SOI annual report will be submitted at a later date.

STANDING COMMITTEES

THE COLUMBARIUM

In 2007, our Columbaria was erected and Dr. Paul Stanwood, ODNW, PhD (Michigan), DLittS honoris causa (Toronto), was its Guardian for 17 years. Paul died last fall. He was Professor Emeritus of English, UBC and a longtime member of St. James' Parish fulfilling several leadership roles over the decades. His ashes will be interred in the columbarium. May he rest in peace and rise in glory!

The 96-niche columbarium and all its costs and fixtures were made possible by a bequest the late Dr. John Francis Griswold (Frank) Avery. As required by provincial legislation, the Columbarium funds are kept in accounts separate from St. James' Parish accounts.

The bronze Celtic cross mounted above the columbarium is the same material as the Columbarium faceplates. The cross is beautifully illuminated, and a votive stand and lights have been placed next to it.

In 2023, the Parish applied to Consumer Protection BC to increase the number of niches by 32 from 96 to 128 niches. The installation was completed in 2023 by our Strathcona neighbour, Chapel Arts, and again funded by Frank Avery's bequest thus completing the terms of his bequest.

Thirty-seven of the one hundred and twenty-eight 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 parish clerics.

Parishioners may make application to obtain a Right To Inter in a columbarium niche at a one-time set cost of \$500, a portion of which will remain in the columbarium Care and Maintenance Fund upon interment. An adjacent niche (or niches) may be reserved for pre-needed interment wherever two (or more) persons wish to reside next to each other, as in the case of spouses, partners, or those who are close kin or friends. A columbarium "map", which shows occupied niches, as well as those that are reserved, is kept in the Parish Office.

The columbarium is managed by a Care and Management Committee (consisting of the Rector and Wardens, whoever they may be at any given time) in accordance with the Columbarium By-laws approved and on file with the Business Practices and Consumer Protection Authority of British Columbia, in Victoria. The columbarium provides a beautiful place for parishioners to leave their cremated 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.

Respectfully submitted by Andrew Campbell, *Guardian pro tempore*

FINANCIAL EQUILIBRIUM

To maintain financial equilibrium, develop our reserves and optimize the use of our assets to ensure the preservation of our sacred ministry and space from generation to generation, to the everlasting glory of God.

TREASURER

Ad maiorem Dei gloriam. Parishioners have continued to support the work of the church through regular giving, special donations, and bequests. Our trust funds - the legacies of generous and forward-thinking parishioners - continue to provide us with essential income.

Achieving Financial Equilibrium requires the work and cooperation of many - our off-site accountant, Dorothy Kwan; and on-site the Counters, Betty Carlson and Linda Lai; the Envelope Secretary, Wayne Sample; the Board of Trustees including the Wardens; and the Parish Administrator. My and our thanks to them and especially to Betty and Linda who are retiring as Counters at the end of April.

There is an operating budget to be approved for 2025 but not a capital one. Further capital expenditures are on hold whilst a Capital Condition Report (CCR) is obtained. CCRs approximate the remaining useful lives of infrastructure, recommend replacement and or refurbishment dates, and possible future costs. It will assist in capital planning and fund-raising.

Listed below is a listing of capital repairs and maintenance projects carried out in prior years and in 2024, so parishioners can read of the work that takes place to keep the building together.

With the search for a new Rector, one consideration for the Parish is clergy accommodation. We no longer have clergy housing. Do we require clergy housing? The Cardero condo was sold over 15 years ago, and the Clergy House was recently converted to the Parish Centre. Many diocesan clergy currently live in accommodation obtained by themselves - not always within the Parish. Diocesan salaries include housing allowances. Are they sufficient for Metro Vancouver?

All our financial activities have been reviewed by the chartered professional accounting firm, Rolfe Benson LLP. Trust fund investment income, managed by Odlum Brown Limited, is derived from investment opportunities with companies who are good community and global citizens.

This year has seen changes in parish leadership in 2024 - Fr. Kevin retired as Rector in April, Mtr. Amanda was appointed Interim Priest-in-charge in May, and Gerald Harder announced his retirement as Music Director in June 2025. Search committees are seeking replacements. Peggy Smyth completes 6 years as a Warden at the end of this meeting.

As we begin another year, we maintain a positive financial position; however, we cannot look to returning to the "usual" with recent economic developments. We continue funding clergy and staff as before, as well as performing necessary building maintenance and capital improvements. We give our thanks for the aid of so many who help make possible the continuance of our ministries and witness here at St. James.

Respectfully submitted by *Andrew Campbell, Treasurer*

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. Betty and Linda are retiring as counters in April, and planning is underway to hand over to a new team.

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

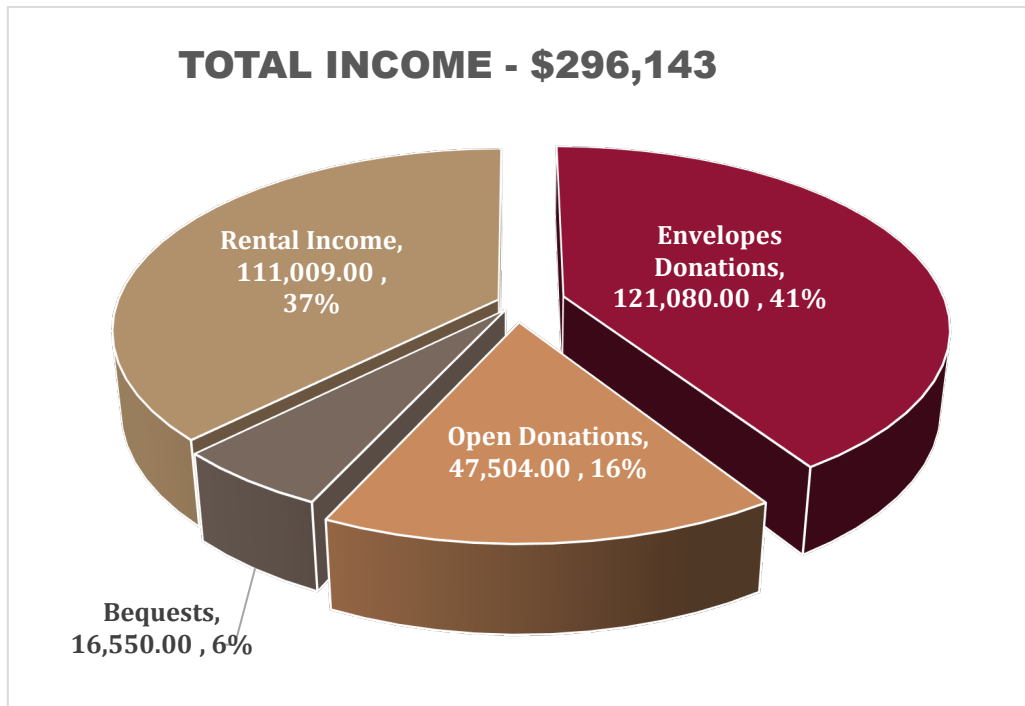
Respectfully submitted by *Linda Lai and Betty Carlson*

ENVELOPE SECRETARY

| | |
|--------------------------------|--------------|
| Identifiable Donors | 118 |
| Designated Offerings | |
| John Conway Outreach Fund | \$29,345.40 |
| Music Academy | \$125.00 |
| Coming Home Society | \$770.00 |
| Outreach | \$275.00 |
| Choral Scholarships | \$3,100.00 |
| Donations / Envelopes | \$142,026.55 |
| Flowers | \$1,455.00 |
| Assistant Priest Support | \$10,000.00 |
| Music Ministry | \$866.00 |
| Lenten Offering | \$250.00 |
| PAX Newsletter | \$10.00 |
| Legacies and Bequests | \$540.72 |
| Columbarium | \$1,031.38 |
| Organ Tuning & Maintenance | \$300.00 |
| Street Outreach-Congregation | \$12,574.00 |
| SJ Music Academy - Grants | \$600.00 |
| Primates World Relief /Dev. Fd | \$840.00 |
| Easter Offering | \$95.00 |
| Thanksgiving | \$350.00 |
| Christmas Offering | \$550.00 |
| Choral Scholarships | \$600.00 |
| Sanctuary Guild - Recoveries | \$600.00 |

Respectfully submitted by *Wayne Sample*

ST. JAMES' PARISH – PROPOSED 2024 BUDGET & SUMMARY



Income: \$296,143.00

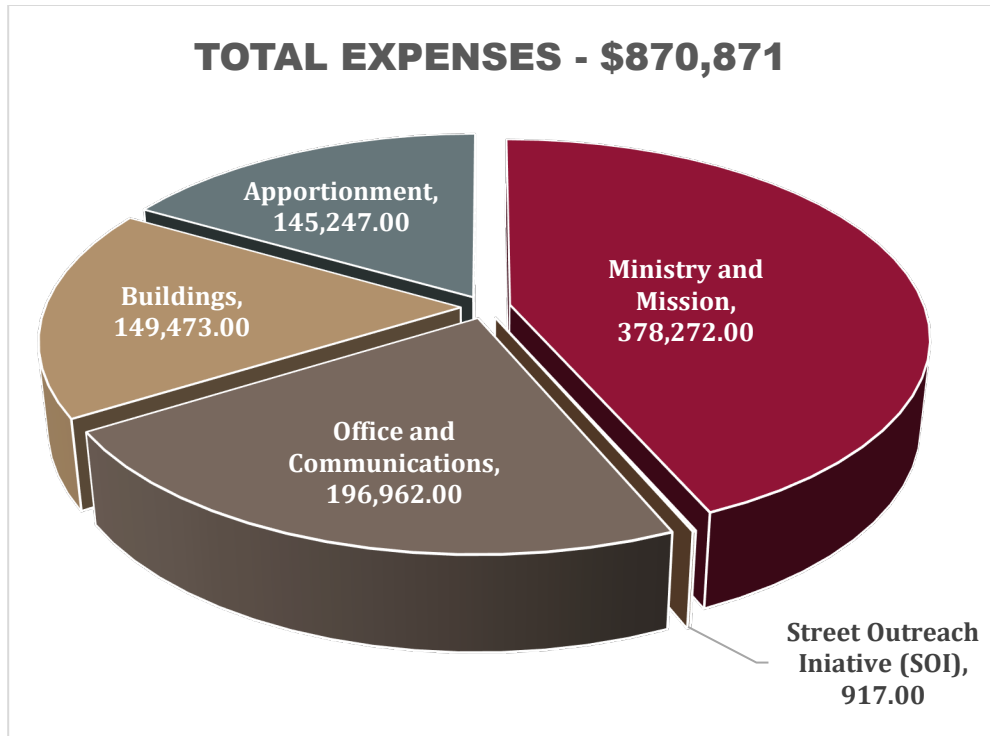
We are very grateful to St. James' parishioners and friends who support our ministries and mission in the Strathcona neighbourhood and its Downtown Eastside / Oppenheimer District with their regular giving, generous donations, and bequests.

In past decades, most parish expenditure was met by regular giving. More recently, the level of giving has not kept up with increased expenditure or inflation, so in 2025, we expect 68% of expenditures to be funded by investment income (a 5.7% draw-down of trust fund assets) with 13.9% in regular giving and 20.1% from open donations, miscellaneous bequests, and rental income for a 34% of total expenditures.

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 2024, our trust funds experienced \$688,578 unrealized capital gain and \$116,662 realized capital gain. We may not experience the same return on investment (ROI) in 2025.



Expenses: \$870,871

Ministry & Mission: \$378,272, includes costs for stipendiary clergy, music and music series, sanctuary supplies, education and formation, hospitality, outreach, indigenous justice; and our contribution to the diocesan Street Outreach Initiative (SOI) in the DTES.

Office & Communications: \$196,962 covers all our general administration expenses, office staff and supplies, insurance, printing costs, accounting and review engagement, and IT costs.

Buildings: \$149,473 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.

During 2023 and 2024, several capital projects were carried out which are not expensed but capitalized. They included replacing the Parish Hall’s fire alarm system, painting the Blessed Sacrament Chapel and extending the altar platform, re-surfacing the Crypt floor, and replacing the Narthex and north aisle/ambulatory rooves.

Diocesan Apportionment: \$145,247 is our share of the cost of running the diocese, the Bishop’s Office and the Synod Office.

Proposed 2025 Budget

Income

| | |
|-------------------------|----------------------|
| Envelopes | |
| Donations | 121,080.00 |
| Open Donations | 47,504.00 |
| Miscellaneous, Bequests | 16,550.00 |
| Rental Income | 111,009.00 |
| Total Income | \$ 296,143.00 |

Expense

Ministry and Mission

| | |
|----------------------------------|----------------------|
| Clergy | \$ 256,357.00 |
| Music | 96,345.00 |
| Guilds/Missions | 25,570.00 |
| Street Outreach Initiative (SOI) | 917.00 |
| | \$ 379,189.00 |

Office and Communications

| | |
|-------------------------|----------------------|
| Accounting and Auditing | \$ 40,000.00 |
| Banking | 3,000.00 |
| Communications | 4,000.00 |
| Computer | 7,100.00 |
| Printing and Postage | 14,900.00 |
| Insurance | 52,272.00 |
| Office Expenses | 69,620.00 |
| Security | 3,500.00 |
| Miscellaneous | 2,570.00 |
| | \$ 196,962.00 |

Buildings

| | |
|---|----------------------|
| Church and Clinton Memorial | |
| Hall | \$144,473.00 |
| Parish Centre (former Clergy House/Rectory) | 5,000.00 |
| | \$ 149,473.00 |

Apportionment

| | |
|--------------------------------|----------------------|
| Diocesan Fair Share Assessment | \$ 145,247.00 |
| | \$ 145,247.00 |

| | |
|-----------------------|---------------------|
| Total Expenses | 870,871.00 |
| Surplus (Loss) | (574,728.00) |

Inter-Fund Transfers to General Fund

| | |
|---|--------------------------|
| <u>Less: Unused 2023 Inter-fund and bank transfer</u> | <u>145,127.00</u> |
| Inter-fund Transfers Required | 429,601.00 |
| Net 2024 Investment Income | 121,994.00 |
| Net 2024 Unrealized Gain (Loss) | 190,945.00 |
| Net 2024 Realized Gain (Loss) | 116,662.00 |
| 2024 Capital Encroachment | 0.00 |
| Less: 2025 Inter-fund Transfers | <u>429,601.00</u> |

ST. JAMES' PARISH – INVESTMENT FUNDS

Odlum Brown Limited has managed our investment since 1997. Starting with \$1,771,878, our funds have increased to \$8,778,703 by growth and by the generous bequests. Ross Turnbull and his team continue to manage our portfolio.

Currently, our investment mix is 43.5% bonds and 56.0% equity with 0.5% cash. Since 1997, our compound annual growth rate (CAGR) has been 6.33% while our trailing 12-month return has been 12.71%. Annual management fee is equal to 0.94% of our Assets Under Management (AUM). There are no trading or administrative fees.

Our equity portfolio has 44 stock investments which are diversified across 11 sectors. Odlum Brown conducts an ethical investment screen. Our bond and money market portfolio has 14 different bond holdings.

Expected 2025 returns on investment (ROI) are 4.5% for bonds and 6.2% for equities while 2.8% is expected for cash for a total of 13.5%.

For 29 years, our investment objectives remain – preserve capital, longer term growth, meet liquidity needs, focus on investment grade bonds and blue chip equities, and a 40% to 60% weight range for fixed income and equities.

CAPITAL PROJECTS

| Priority | | Completed | Funding Source | | |
|----------|--|-----------|------------------------|---------|--------------|
| | | | Operating /Trust Funds | Bequest | Fund Raising |
| 1. | Clinton Memorial Hall – exterior protective coverings for lane windows | ✓ | ✓ | | |
| 2. | Clinton Memorial Hall – repair windowsills | ✓ | ✓ | | |
| 3. | Church NE Roof Repair – waterproofing (and removal of former parish office’s AC compressor) – drain repair | ✓ | ✓ | | |
| 4. | AED Defibrillator – purchase and installation – training | ✓ | ✓ | | |
| 5. | Conversion of Crypt and Clinton Memorial Hall lighting fixtures to LED lamps | ✓ | ✓ | | |
| 6. | Parish Centre main floor windows – scraped, filled, caulked and re-painted | ✓ | ✓ | | |
| 7. | NW Clinton Memorial Hall exits doors removed and new fire-rated doors installed | ✓ | ✓ | | |
| 8. | Vestry washroom refurbished | ✓ | ✓ | | |
| 9. | Hallway flooring between Vestry and Parish Hall removed and replaced by vinyl-plank flooring | ✓ | ✓ | | |
| 10. | Flat roof between Church and Parish Centre repaired | ✓ | ✓ | | |
| 11. | Gore Street basement windows and Darren’s suite windows | ✓ | ✓ | | |
| 12. | Crypt kitchen countertop replaced | ✓ | ✓ | | |
| 13. | Vestry ceiling repaired and Flower Room ceiling replaced | ✓ | ✓ | | |
| 14. | Pipe Organ Swell Division chest was re-leathered | ✓ | ✓ | | |
| 15. | Church sound system’s 2 amplifiers and mixer replaced | ✓ | ✓ | | |
| 16. | New office computers for the Parish Office and PowerChurch were | ✓ | ✓ | | |

| Priority | | Completed | Funding Source | | |
|----------|--|------------|------------------------|---------|--------------|
| | | | Operating /Trust Funds | Bequest | Fund Raising |
| | purchased as the existing computers' operating systems no longer could be upgraded - Windows 10 installed and solid-state drives (SSD) | | | | |
| 17 | Off-site data storage as recommended by insurance appraiser obtained | ✓ | ✓ | | |
| 18. | New Wi-Fi installed in Parish Centre, Church, Crypt and Parish Hall with capacity to expand into Blessed Sacrament Chapel. Internet connectivity converted to fibre optic. | ✓ | ✓ | | |
| 19. | Replaced Parish Centre roof | ✓ | ✓ | | |
| 20. | Installed fire exit signage and emergency lighting in the Church building - church and crypt. Install panic hardware on all exit doors. Church building's capacity set at 300 persons - max. allowed by Fire Bylaw when a building doesn't have a fire alarm system. | ✓ | ✓ | | |
| 21. | Replace Flower Room door with a fire-rated door with a window as it is used by SJMA as a classroom | TBD | | | ✓ |
| 22. | Columbarium expanded from 96 to 128 niches. New paneling installed. | ✓ | | ✓ | |
| 23. | Repair and or replace Church flat rooves - Narthex and NE ambulatory | ✓ | | ✓ | |
| 24. | Exterior gates were installed for the exterior street doors - front steps (301 E. Cordova) and 228 Gore Avenue) so that they are more secure. | ✓ | | ✓ | |
| 25. | Investigate the replacement or covering of the existing Bell Ringing Chamber walls | TBD | | | ✓ |

| Priority | Completed | Funding Source | | |
|----------|--|------------------------|---------|--------------|
| | | Operating /Trust Funds | Bequest | Fund Raising |
| | with fire-resistant drywall and or spray fire-resistant foam | | | |
| 26. | Commission a Capital Condition Report (Depreciation Report) for all Church buildings (BECA Report?) | WIP | ✓ | |

| Overdue | Completed | Operating /Trust Funds | Bequest | Fund Raising |
|---------|---|------------------------|---------|--------------|
| 4. | Clean and paint Blessed Sacrament Chapel interior | ✓ | ✓ | |
| 5. | Clean and paint Church interior | TBD | | ✓ |
| 6. | Clean Church and Chapel wood paneling | TBD | | ✓ |
| 7. | Bell Support bolts were examined and found in good condition. | ✓ | ✓ | |

Capital Improvements

| Short Term | Completed | Operating /Trust Funds | Bequest | Fund Raising |
|-------------|--|------------------------|---------|--------------|
| 1. | Improved down lighting for choir loft | ✓ | ✓ | |
| 2. | Better down lighting for sanctuary and chancel | WIP | ✓ | |
| 3. | Praesidium arch or suspended stage lighting for concerts and other functions | WIP | ✓ | |
| Medium Term | Completed | Operating /Trust Funds | Bequest | Fund Raising |
| 4. | Fire alarm systems for Church, Chapels, Crypt and Parish Centre | TBD | | ✓ |
| 5. | Elevator between Crypt, Parish Hall, and Church to provide accessibility | TBD | | ✓ |
| 6. | Church's Slate Rooves | TBD | | ✓ |
| 7. | Stained Glass Windows | TBD | | ✓ |

| | | | | | |
|------------------|--|------------------|-------------------------------|----------------|---------------------|
| 8. | Clean and paint building exteriors | TBD | | | |
| Long Term | | Completed | Operating /Trust Funds | Bequest | Fund Raising |
| 9. | New sanitary and storm drains from Parish Centre and Crypt kitchen to the CoV back lane drains | TBD | | | ✓ |
| 10. | New Parish Hall heating system when required | TBD | | | ✓ |
| 11. | High-efficient modulating boilers for Church and Crypt <u>when required</u> | TBD | | | ✓ |
| 12. | New high-efficient modulating boiler or variable refrigerant flow (VRF) system in Parish Centre <u>when required</u> . The latter would allow cooling in all its offices and other spaces. | TBD | | | ✓ |
| 13. | Redevelop the Clinton Memorial Hall as a multi-purpose building for use by non-profits and low-income residential housing based on DNW property development priorities. | TBD | | | ✓ |

Liturgical

| Short to Long Term | | Completed | Operating /Trust Funds | Bequest | Fund Raising |
|---------------------------|---|------------------|-------------------------------|----------------|---------------------|
| 1. | Install electronic stops to replace the Gallery division including installation of two electronic 32' stops, and decommissioning of the existing Gallery division. | TBD | | | ✓ |
| 2. | Remove chancel stalls from Church (not original to bldg.) | TBD | | | ✓ |
| 3. | Install platform in Blessed Sacrament Chapel to enable chapel altar to be moved away from the east wall so that <i>versus populum</i> masses can be held – repositioned altar rails | ✓ | | ✓ | |

| | | | | | |
|----|---|------------|---|---|---|
| 4. | Expand Church's sanctuary platform into north and south aisles to allow a second row of seating behind the existing row in the Sanctuary | TBD | | | ✓ |
| 5. | Portable altar amidst the Church's chancel to allow <i>versus populum</i> and Family masses again at the High Altar | TBD | | | ✓ |
| 6. | Remove existing Church pews and replace with new movable chairs – sliding kneelers and/or hassocks – retain some shorter pews for under the choir loft and in the Lady Chapel | TBD | | | ✓ |
| 7. | Repair and or replace various liturgical garments or acquire new ones as several are becoming worn out | WIP | ✓ | ✓ | ✓ |

FINANCIAL STATEMENTS – ROLFE, BENSON LLP

See following pages.