

Annual Report for 2021



St. Giles Presbyterian Church
1102 23 Ave NW, Calgary, AB T2M 1T7
(Body Corporate under the Religious Societies
Lands Act of the Province of Alberta)
The Reverend Rod Ferguson
Interim Moderator

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Agenda for the Sixty-fifth Annual Meeting dated Sunday, February 27, 2022

Opening Prayer

Appointment of Secretary

Adoption of the Minutes of February 23, 2020

Session Report (including Communion dates for 2022)

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NEW BUSINESS

Forward with *New Beginnings*

Any Other Questions or Suggestions

2021 Joys and Appreciations

Benediction and Adjournment

Minutes of the 64th Congregational Annual Meeting
Sunday, February 28, 2021
St. Giles Presbyterian Church

11:05am - Opening Prayer – Rev. Ferguson (Interim Moderator) opened the meeting with Psalm 121 and prayer. He mentioned those who passed away in 2020. Attendance included 33 members, 3 adherents, and 3 staff.

Motion: Appointment of Secretary – Shelley McKechnie

Moved: Sandra CE

Seconded: Cathy B

CARRIED

Motion: Adoption of 2020 Annual Meeting Minutes, February 23, 2020

Moved: Walter C

Seconded: Ken A

Discussion: No questions or business arising from the 2019 Minutes.

CARRIED

Motion: That the Session report be received and approved.

Moved: Toby G (written motion sent to the meeting)

Seconded: Sandra CE

Discussion:

Rev. Ferguson: The number of viewers for our online services vary from 60-180 per service. We want to be able to livestream with confidence when we re-open for worship in the sanctuary. We're just about there.

There were multiple re-opening dates which were not realized.

Our rental income was reduced for the year.

Motion: That the Statistics report be received and approved.

Moved: Jenny T

Seconded: Walter C

Discussion:

The membership roll decreased by 9 members in 2020. We have a total of 126 members on the Roll.

Motion: That all reports (except the Financial Reports) be received and approved, since none of the reports have any recommendations.

Moved: Sandra CE

Seconded: Heather M

Discussion:

We will use the Zoom polling feature for votes, plus the chat for extra votes when 2 or more people are sharing a screen.

Mission Report

Joan M: Thank you for supporting *Coldest Night of the Year*. It was nice to see faces. The Mission team is accepting new members; new ideas are welcome.

Policy and Planning (including Human Resources)

Sandra CE: We have had questions about rentals and use of the building. We have covenants with Calgary Korean Evangelical Church, North Calgary Strings Academy, and previously with other groups. The covenants list what St. Giles provides to the group and what St. Giles receives in return. Short term users, especially for weddings, we charge fees for the Church Officer, Sound technician, and request a donation to St. Giles. Reviewed St. Giles' stance on hosting weddings at the church as part of our service to and connection with the community; our purpose in hosting weddings is not to generate income for St. Giles. She clarified that it is not a business model.

John M: What is the average donation for a wedding?

Sandra CE: We (Sandra, Shelley M, and Wayne G) are reviewing the fees and donations.

Joan M: Can we suggest an amount?

Sandra: Staffing is the largest fee. We charge that directly.

Dennis D: (Explained that people don't always leave when they are supposed to).

Walter: Since we now have the video equipment, people may want to livestream and that will incur costs to us as well.

Sandra CE: Wayne, Shelley, and I discussed that as well.

Bill W: Non-profits are allowed make a profit on an event or for the year. It is that the funds/profits cannot be redistributed to the members.

Rev. Rod: We need to be cautious about competing with wedding chapels; if we would need a business licence, etc.

Bill W: I want to re-assure everyone that we can earn a surplus.

Rev. Rod: We need to be fair to ourselves as well as those getting married. I am not interested in doing weddings outside of members. Most couples bring their own clergy anyway. It's not a good form of outreach; it's not an effective form of outreach.

Walter C: I agree. The couples rarely come to Sunday services or join the church.

Sound System Report

Walter: Regarding the sound, we really, really, need help with video and sound. If anyone knows anyone, please let us know.

John M: Anyone investigated SALT students?

Walter: I've been to SALT, and three universities in Calgary. I haven't had anyone willing to come. SALT had a little interest, but with COVID it didn't go anywhere.

Rev. Rod: It's worth revisiting once everyone is vaccinated. It likely wouldn't be a long-term relationship.

Cathy B: What's the time commitment?

Rev. Rod: 2-2 ½ hours on a Thursday or Friday evening.

Motion: Accept and approve Financial Statements 2020 as printed.

Moved: Lindsay M

Seconded: Bill W

Discussion:

Rev. Rod: The information came late. There are some differences between what came last night and what came before. Amortization of \$16,250 is the same for 3 years and is not a cash expense. It's fine on a balance sheet, but not needed for the budget.

Bill W: Does payment to the Minister's Pension Fund stay constant, whether there is a minister or not?

Rev. Rod: Yes, it's paid by congregation.

Lindsay M: It's been that way for a long time now.

Rev. Rod: Take the actual expenses of \$209,804, deduct the \$16,250 amortization from that in your mind.

I also want to thank Connie H (our Treasurer) for dealing with the finances so graciously, and for all her work.

CARRIED

Motion: Accept and approve the 2021 Budget, including the amount for *Presbyterians Sharing* as printed.

Moved: Lindsay M

Seconded: Bill W

Discussion:

Rev. Rod: The expense side is pretty accurate. As to income, I wasn't sure what to do for the budget. Have we still been receiving CEWS from the government?

Connie H: I have to double check how much we can get in CEWS from the government.

Rev. Rod: The only way I could balance the budget was to put offerings at \$150,000. We could have a significant congregational event in the fall and raise over \$1,000.

We have offered to Calgary Korean Evangelical Church (CKEC) to re-open several times, but they won't until we do. I suspect we won't open until September due to vaccination schedules and COVID numbers. Therefore, we aren't expecting rent from CKEC until then.

Possibly in 2022, we can get back to prior numbers with other incomes. I invite people to be as generous as they can be, and I make a case for non-envelope methods of donating. Shelley will be asking people in the fall if they want the envelopes to reduce that cost. (Rev. Rod reviewed e-Transfers have no fee, PAR and Canada Helps both keep an administrative fee from each donation, and PAR takes a regular monthly donation from your account or credit card, with a fee.)

There are some very generous people in this congregation.

Lindsay M: I see we lost \$30,000 of our cash surplus; it would be twice that if not for the wage subsidy. We need to promote a bit. The decrease reflects that people are not sure of our future. Promote e-Transfers as being simple and get more people on it. Like Chalmers, our pattern has been back-end loaded gifting. We can promote gifting at Easter,

Thanksgiving, and Christmas. People won't mind being asked.

We're not out of money; we're out of people with energy because they don't know where we're going.

Rev. Rod: My position costs only \$500/month. It is a good opportunity, but it's not forever.

Are people willing to move this budget?

Bill W: Thank you to Rev. Rod's contribution on an ongoing basis. The budget doesn't say what it would cost us to have a minister full-time. How much do we need to increase giving's by on an ongoing basis to be comfortable to call a minister?

Rev. Rod: About \$100,000, with stipend, housing, etc., in addition to the budget. It would take the budget to \$240,000-\$250,000. There is a lot to explore, including a shared ministry with other congregations.

One asset is St. Giles' property value which is around \$3.2 million. It's an asset against which one could borrow if there's means to repay. It could be used to develop the facility.

Sandra CE: Remember, any time a congregation wants to take a loan against the property, the National Presbytery and Presbytery must be involved.

Ken A: The Working Groups need to think about all the church in the Presbytery; attendance, revenues, etc. Is there the membership and the means to support this presbytery? If not, we are facing a larger situation than just St. Giles.

Rev. Rod: The presbytery has new worshipping communities, called "Cyclical", currently focused in the south. Varsity Acres Presbyterian Church (VAPC) is naming themselves a "Missional Church".

Rev. Rod: I chose the *Presbyterians Sharing* amount arbitrarily. The Presbytery's recommended amount is based on 2019 income figures. If anyone wants to change it, we can.

CARRIED

New Business

The Working Groups and St. Giles' Future

Rev. Rod: Rev. Jean Morris took Session through a process of assessing our strengths and weaknesses; our realities, both positive and negative. We determined it would be good to partner with other churches in the North by sharing resources such as joint programs, staff, ministry, etc.

No one wants to close. People enjoy the building. I would like to continue in some way or form. We may need to change somewhat. We are looking at partnering with Grace Presbyterian Church, Calgary Korean Presbyterian Church (CKPC)—they are part of a different presbytery, and/or Varsity Acres Presbyterian Church.

The benefit of early talks with CKPC was the donation to us of the video equipment and training us to use it. We share a neighbourhood; their English language congregation is worshipping elsewhere (perhaps we can help with that) and they can help us.

Varsity's employed Youth Worker has invited St. Giles' youth to participate in their virtual events. They have regular meetings, but all online. We could build a relationship. Sandra, is Canada Youth still on? Varsity sends kids.

Sandra CE: They have no plans until COVID is under control.

Rev. Rod: I would like to talk to the Presbytery Committee—is there a way that St. Giles can be of use to the presbytery that would also be helpful to us in terms of the facility being used in a positive way.

No decision will be made without congregational input. The congregation will decide its future.

Weekly notices from the office are fine, but Session needs to continue communication with the congregation. A weekly, fireside Zoom chat with me, for example. It would allow me to get to know people in person, and hear what people have to say and what they're feeling.

Chris B: There is nothing on paper for us to read and comment on. How many churches are open for worship?

Sandra CE: There are 8 churches, plus St. Giles, in Calgary. Four have services online only. The other four have some in-person services within the Provincial guidelines. They are also doing online services.

Chris B: Some should be able to meet together and enable thought to decide what our future might be. We're not, except Session, so we're feeling in the dark. I think some small groups need to meet in some way. Why aren't the Working Groups producing scenarios for comment on?

Rev. Rod: It's too early yet. The next meeting is next week. It's possible we could meet, following guidelines. Pastoral Care has.

Jenny T: Pastoral Care meets by choice. The Zoom meetings have been by consensus. Possibly the March meeting will be at the church. Since there are only about 8 of us we can meet in the Lower Hall. Now that numbers are declining, we may be able to have in person meetings at the church.

Rev. Rod: I had suggested at Session to see if the Church School wants to meet in person.

Heather M: The consensus of the teachers and parents is not to gather until services reopen.

Rev. Rod: Come to the fireside chats to visit. Choir events are happening; I think monthly.

Cathy B: Are there any plans to resume bible study?

Rev. Rod: That can be done, depending on how safe we are and how safe you feel. We can do it in person or online.

Sandra CE: A lot of churches are doing small groups via Zoom.

Rev. Rod: We are on the Presbytery Zoom account for this meeting, but we can use another one.

Ken A: Technically, there's a limit on the free Zoom account of 40 minutes, but it appears to be a soft limit.

Chris B: Are the churches holding services successful?

Sandra CE: Yes. They have information for their protocols on their websites. E.g., St. Andrew's is gear toward younger people and families. Westminster re-opened in January 2021 and has a detailed protocol. They had a closure and re-opened again a few weeks ago. Also, the Hungarian church, but they have a very small congregation.

Joan M: It would be a mistake to jump into in-person worship too soon, although I miss everyone. After waiting a year, I'd rather wait a month or 2 than to have regrets.

Thanks to Rod for taking us on when he can't meet or see us.

Walter C: The situation could change with the vaccine; so should we revisit the idea around June?

Rev. Rod: You can still transmit COVID from yourself to another after vaccination, without getting sick yourself. We need that herd immunity.

John M: if we went back, would there be no singing of any kind?

Rev. Rod: No choir or congregational singing.

John: My sister's church listens to recorded music (from YouTube, etc.).

Rev. Rod: It would be: come in, be seated, get up and leave after the service. All the protocols—no hand shaking or hugging.

I think small meetings are possible. The congregation is aged and have lots of pre-existing conditions. We can organize more events like this one (talking events) and I (Rod) can share more information there.

2020 Joys, Celebrations, and Good News

Rev. Rod: Thanks to Shelley and Wayne. Wayne is much appreciated for his help with the building, technical work for putting on the services, and does anything you ask with a smile on his face.

There are lots of services online and some are really good that have much more resources. They're available at any time as well.

Sandra CE: Shelley gathered the questions that came in. Session should gather to answer them and get them out.

Marni S: Anyone who would like to join on Zoom Choir Sing is most welcome. Another one is coming in March. Send me a note if you would like me to send you the link!

Motion: Adjourn the meeting

Moved: Lindsay M

Seconded: Bill W

Discussion: None required

CARRIED

Rev. Ferguson closed in prayer and gave a benediction.

Adjourned at 1:08pm.

Communion Dates 2022*

- February 27 – Transfiguration Sunday
- May 1 – Joint Communion Service at CKPC
- June 5 – Pentecost Sunday
- October 2 – Worldwide Communion Sunday
- November 27 – 1st Sunday of Advent

*These dates are subject to change

Interim Moderator's Report

My what a year it has been! It started with COVID still raging. Technical recording issues were facing us with Gary Swanson's leaving. Our relationship with CKPC was still in early days, but they came to our rescue with particular thanks to Yong-Ki Min and Rob Lee. Two younger people volunteered to be trained in video, Shanna Daly and Erin McKechnie. They continue and we are grateful, and they have become very proficient at their work. Worship was mostly virtual until the fall.

The biggest event of the year was the creation of the Memorandum of Intent between CKPC and St. Giles, approved by both Sessions and congregations, and in due course with minor adjustments, by the Presbytery of Calgary MacLeod. The Presbytery, following its initial surprise with our direction, has become very supportive and see it as a great opportunity. The Joint Service and signing on September 12, was a wonderful event. More such are planned for in the future, perhaps as many as 3 or 4 a year.

Owing to COVID, in-person attendance remains low, but the combined audience averaged 83 throughout 2021. We continue to have about 40 in-person and 40 views virtually. We are praying, of course, for enough relief from COVID to resume a full slate of activities in addition to worship, both social and missional. Pastor Nam and I are hoping for the first one sometime near Easter.

New Beginnings has begun, and the Appreciative Inquiry part of it was held on February 12 with the Rev. Ken MacQuarrie. Attendance was good and involved. Ken has received videos and documents that outline the reality of St. Giles/New Generations at the present time. After we receive Ken's report, we will be assigned a coach and begin small group discussions.

Discussion with CKPC about the process towards calling a minister began last Tuesday. We have much work to do. You will note a positive budget for 2022, thanks to the generosity of friends and partners at CKPC.

God is blessing us, and we can look forward to a bright future as we cooperate with the Spirit's leading. Change can be hard, but we are stronger together. Thanks be to God.

I need to thank those who strengthen me and make my work as IM possible. Shelley, my right arm, and Connie, who is always proficient. The Session who has continued to be positive, always offering wise comment and cautions. Wayne, Walter, Erin, and Shanna who keep the tech rolling—not an easy thing. Esther and the Choir, working through changes to worship (anyone know a drummer?) and, of course, the fine people of the EM who are hanging in as we move to even closer to the promise of oneness in Christ. Special thanks to Yong-Ki Min, Sung-woo Kim, and Pastor Seongduk Nam, my brother in Christ. And Marvin Lam, the EM Pastor, who has been challenged by me, sometimes severely, but who also hangs in.

I need to thank the congregation as a whole for their kind support, and especially those who caught the vision and who supported and surpassed the *We Believe* campaign goal in June. Your generosity was inspiring.

Every blessing to all in 2022.

Rev. Rod Ferguson

St Giles Session Team

Dear Friends of St. Giles,

The past year at St. Giles has been shaped by the pandemic, starting with us facing an uncertain future and a world continuing to be ravaged by COVID-19. We lost more beloved members and friends of our congregation throughout the year. St. Giles remained online for the first nine months of 2021. With the guidance of Rev. Rod Ferguson, we looked at several paths that our congregation could take. Conversations eventually led us to meeting with the CKPC, to consider the possibility of a shared ministry with their English Ministry. Several meetings throughout the Spring and Summer showed us that there was an amazing way forward, together.

With renewed spirits and hope we returned to in-person worship in September 2021, combining continued online worship and our partnership with CKPC-English Ministry (EM). On September 12, St. Giles held a joint service, combining speakers and choirs from both congregations. We also signed our Memorandum of Understanding (MOU), signaling the beginning the formal process of shared ministry. We held a congregational meeting prior to September 12, for approval from the members of St. Giles to sign the MOU. We formally ratified the MOU at a second congregational meeting, as per the request of Presbytery. Many thanks to Rev. Rod Ferguson, our Interim Moderator, for initiating this exciting new phase for St. Giles. Thank you also to Dr. Sung-Woo Kim and Yong-Ki Min for your steadfast support and guidance this past year.

As the COVID-19 pandemic continues to disrupt our lives, we have still not been able to hold the special events such as our Spring Tea or Christmas Bazaar and Bake Sale. St. Giles has been able to offer our Sanctuary for weddings, funerals, baptisms, and recitals. We held a successful Food Bank drive as well as our Spring Cleaning and Kairos mission projects.

The congregation participated in our *We Believe* campaign which raised much needed funds to help with our budget. We have remained mindful of Alberta Health Services' restrictions throughout the past year, always reflecting on how St. Giles needs to respond with each change.

We continue to limit capacity for worship services, including our Christmas Eve service. Many of our members and friends have chosen to continue watching the online services. Our choir provides wonderful music as a vital part of each worship service. We are grateful for everyone who has helped make our services run smoothly: Rev. Ferguson, Pastor Marvin Lam, Walter Cooper and our dedicated technical crew, our Church Secretary, Shelley McKechnie, Church Officer, Wayne Gallant, and our Music Director, Esther Woelfle. CKEC has chosen to keep worship services online at this time. The CKPC youth group holds services and classes after our worship service ends at 11 AM. In person Bible study sessions have also resumed this year. Thank you to everyone who helps keep our building sanitized so that it is safe for all who gather here.

We are getting to know our CKPC friends, as they join us in worship, visit briefly with us after church (we certainly miss actual coffee time), help us with our technical issues, and help propel us towards an exciting future. Our future includes the *New Beginnings* program, which starts with an assessment in February 2022. While normally we would be meeting with the Assessor in person, the current situation necessitates the move to an online format.

Active Members of Session are Sandra Cameron-Evans, Jenny Thompson, Ivy Mewha, Ian McKay, Dennis Daly, Jason Gaskarth, and Toby Gaskarth. Sandra Cameron Evans has continued to represent St. Giles at Presbytery. Connie Harms is our dedicated Treasurer. We have continued to navigate through the uncharted waters of this pandemic. We have learned not to hold on too tightly to our plans. We are

inspired by Rev. Ferguson and CKPC to help lead St. Giles on this journey of renewal.

Many Blessings,

Toby Gaskarth
Clerk of Session

Statistics

2021 Membership Status

Communicant Membership

as of January 1, 2021 126

Members Added in 2021 2

Members Removed in 2021

By Resolution of Session 6

By Death 8

Total 14

Communicant Membership

as of December 31, 2021 114

Baptisms 0

We regrettably record the names of members, adherents and friends of St. Giles who died during 2021: Michael Marthold, Edleen Hubscher, Earl Engel, Jim Evans, Maxine Goodwin, Gord Maxwell, Norm Millar, Bette Wilson, and Ellie Klassen.

Average Sunday Service

Average Communion Service

2021 83

95

2020 55

54 (1 service)

2019 55

62

Good Friday

Easter

2021 N/A (online with Varsity)

93

2020 N/A (no services)

N/A (No services)

2019 45

84

Christmas Eve

In person

Online viewers

2021 150

58

92

2020 114

N/A

114

2019 134

134

N/A

GIFT (Growing in Faith Together)

Church School

- We were happy to have some new children join our Church School when we began worshipping together with the New Generations Congregation, however we were only able to have 2 classes. We are looking forward to a larger Church School when it is safe to resume classes. In the absence of Church School, we made available individual pencil cases and paper activities that any children could do in the Sanctuary with their families.
- We did not offer a weekly Church School this year. When St. Giles re-opened the teachers and parents were not yet comfortable brining their children back due to COVID still lingering. We did have Church School on 2 Sundays; a week in early November where we made Christmas cards for our shut-ins and a week in mid-December where we did the Christmas story. The November class had 6 children attend (2 from St. Giles and 4 from New Generations), the December class only had two children (one from each congregation).
- We checked in with all our church school families a few times over the year to keep them posted on what was happening and not happening, and to ask if there was anything they would like to see us doing with their children.
- We did have a socially distanced card making afternoon in the spring where we made Easter Cards for the shut-ins. This was attended by 4 children and their parents. Those who attended enjoyed making the cards and thanks to Jenny Thompson and Susan Cooper for helping us get the cards made. For Thanksgiving the Pastoral Care committee approached us about making cards and since new restrictions came into place

making it unsafe to gather, we had the children each provide a list of things they were thankful for that was put into the cards for the shut-ins.

Vacation Bible School

- We once again joined Westminster Church for their Vacation Bible School. We had one child from St. Giles attend as well as one leader. It was a fun filled week!

Youth Group

- We did not have an active youth group this past year, but our children were invited to attend some events with the youth at Varsity.

Adult Studies

- Rod also sent out links to his weekly meditation for anyone who was interested.

Respectfully submitted,

GIFT Committee:

Heather Mackie, Ivy Mewha, and Gail Wearmouth.

Mission in Action

The year we call 2021 has not been what we had hoped for in terms of being together, but our Mission support has continued in several ways. In the spring we had a great amount of support for our Spring-Cleaning event. Donations of money and cleaning supplies were made into 24 kits which were delivered to the Longbow residents. We had a parking lot drop off, of course. In addition, donations for the spring planting project were delivered to residents who are trying to grow some food and some flowers to beautify the property and their homes. Halifax Perennials donated flowers which were distributed to interested gardeners. Our thanks to them for this generosity. Because of COVID we were unable to attend the building and get pictures, but I know the prospect of gardening was well received.

This fall the annual food bank drive was well supported with \$487.50 in cash plus non-perishable food items. With the cost of food rising, many more people need support.

Our Advent fundraiser focused on the single residents of Longbow. This was chosen as often programs focus on families and unintentionally neglect single men and women who are in need. We were able to donate a small gift to each of the 11 singles residents and share a \$50 gift certificate. Givings were down for the Advent project from previous years. Sadly, the need for support continues as the quest to end homelessness in the city continues.

As we continue, I hope we will all stay well and remember the need for caring towards others.

Joan McLean

Mission in Action/December 2021

Pastoral Care Committee

Sadly, we lost 9 dear friends this past year (8 members + 1). We will miss them all and their involvement in all aspects of our church. Forever in our memory will be Edleen Hubscher, Michael Marthold, Jim Evans, Norm Miller, Gordon Maxwell, Elizabeth (Bette) Wilson, Ellie Klassen and Earl Engel. We offered our sympathies and help to the families at the appropriate times. We attended services of remembrance as we were able to.

Since this year has been another of restrictions, we have not been able to visit as we would have liked to. We tried to keep in touch by phone when possible and by sending cards. Due to COVID restrictions we were unable to hold any social events. We were very happy with the approach of Christmas and our ability to visit our “homebound” once more. We did this with the help of some congregation members to whom we are very grateful. We took each member a small gift and a personalized Christmas card. These cards were made by the Sunday school class, (plus parents and volunteers) and very much appreciated by all who received them. Our thanks to all involved. Cards were also made by the Sunday school children to mark special events in the Church calendar

We attempted to meet on a regular basis, either by Zoom or in person. We even managed to have 2 of our meetings in the garden, under the sun! At each meeting we reviewed our bulletin prayer list and changed it as necessary, with the members' permission, in an attempt to keep all informed.

We activated our prayer chain as circumstances dictated (and also by special request).

Arlene has sent out cards to mark special occasions or circumstances in a member's life.

Our sincere appreciation goes to the Rev. Rod Ferguson for all his willing help, Spiritual guidance and involvement with our committee.

Members of the committee: Phyllis Alexander, Cathy Brown, Chris Browne, Susan Cooper, Ann Frost, Jennifer Hauck, Donna Russell, Ted Samson, Arlene Simpson, June Stephen, Rod Ferguson and Jenny Thomson.

Respectfully submitted,

Jenny Thomson
Convener

Card Secretary

During the past year the following cards were sent:

- 6 Birthday cards
- 11 'Thinking of You' cards
- 11 Sympathy cards.
- 1 Great grandson card.

Respectfully submitted,
Arlene Simpson

Mid-Week Mix

No report this year. Mid-Week Mix was not able to meet in 2021.

What's Up?

After a time of discernment, the Editorial Team of '*What's Up?*' decided to step down from our commitment to publish this Newsletter. The last edition published was in Spring 2020. The Editorial Team members were Susan Carmichael, Merle Dalip, Pearl Dalip, Denis Mascardelli, and Dianne Mascardelli.

We extend our thanks to our regular contributors, as well as to the congregation for their support and dedication over the years. Our regular contributors have been: Janet Astle (Archives), Chris Browne (Special Events), Sandra Cameron Evans (Presbytery), Connie Harms (Finances), Heather Mackie (Children), Dianne Mascardelli (Moms and Tots), Michael Moorhouse (Special Events), Marni Strome (Choir), and Past Minister, Rev. Dewald Delport.

It is our hope and prayer that another team will take on this ministry.

In faith,

Merle Dalip for the Editorial Team

St. Giles Choir

As with so many departments within St. Giles, 2021 was an interesting year for the choir. From January through August, we did not gather as a choir at all. Instead, various members volunteered their time—usually on a Friday night—to come to the church and help with the music for the Sunday service recordings for the upcoming weekend. Thanks to Jim Weisert, Ian McKay, Cathy Brown, Marilyn Machum, Dennis Daly, Jason Gaskarth, and Carmen Ashmead for their help in this area.

We met together over Zoom several times to connect as choir virtually, and Marni & Esther hosted some virtual hymn sings for the choir and the congregation.

During this time, Marni Strome continued to helm the music department and coordinate the participants. Most weeks, we put together a choir anthem with a quartet of us—Marni, Esther, Jim, and Ian, which was a wonderful way to continue our music-making during the quiet months of 2021.

Marni's last weekend with St. Giles was for the July 4, 2021, service. We held a farewell soirée in Jim & Janet's backyard on Canada Day and bid a very fond adieu to our beloved choir director.

Choir convened for our first rehearsal in a year & a half on September 9, 2021. Since then, we have been working each week to adapt to the new service format, expanding our repertoire to include some contemporary praise music, and adding other musical instruments to our service thanks to the faithful help of Ian McKay and Jason Gaskarth.

From October to the middle of December, we reverted to 1-hour rehearsals to accommodate the YYC Community Choir rehearsals, in which several of the St. Giles choir members participated.

In November, we welcomed back Natalie Dejong and her trumpet to accentuate our Remembrance Day service.

In December we presented a new arrangement of Jason Gaskarth's song *Son of Winter*, first during an Advent service and again during the Christmas Eve service. We look forward to developing and encouraging more of the individual musical contributions of the choir members and incorporating those talents into the Sunday services.

We hope to see more congregants join our choir in the new year, especially to reflect our blended congregation.

With love and gratitude,

Esther Woelfle

Church Musician and Choir Director

Second Sunday Singers and Fanning Centre Services

No report. We were unable to meet in 2021.

Dennis Daly

Archives

This was a quiet year for the Archives. I filed all documents that were sent to Archives, such as service bulletins, funeral cards, and financial papers, and shredded those financial documents that were no longer required as per The Presbyterian Church in Canada Records Retention Schedule for Congregations. I also processed a couple of boxes of papers that appeared thanks to people doing COVID-era house purges.

One request for information was received from the public in 2021. This was from an individual seeking proof of marriage at St. Giles.

I have just begun a series of short histories for each of the stained-glass windows that will appear as an attachment to the weekly service bulletin emails.

As always, I am happy to receive any church-related documents and photographs for inclusion in the archives. I am particularly interested in gathering documents relating to the joining of the CKPC English Ministry and St. Giles congregations.

Respectfully submitted,

Janet Astle

Policy and Planning Team

Policy and Planning is directed by Session to fulfill various ad hoc responsibilities, and to address the human resources needs of our staff, including salary recommendations, staffing guidelines, and performance tools. Additional people are called upon when special skills are needed.

COVID-19 continues to dictate the ministry and mission of St. Giles as well as the work of Policy and Planning. We give thanks for the creativity and initiative of our staff who have met the constant uncertainties of the pandemic with patience and amazing flexibility. We have tried to recognize these efforts with appropriate compensation adjustments as you will see in the budget.

St. Giles continues to share our facility with various groups. A covenant was established with Beltline Serenity, and our relationships with the Calgary Korean Evangelical Church and North Calgary Strings Academy continue. As well, our partnership with Calgary Korean Presbyterian Church sees additional activity in the building.

As we continue to try and welcome the broader community, weddings and other special events have occurred but under stringent protocols established by Shelley and Wayne, with Session's approval, that meet or exceed provincial guidelines. As in the past, there is no set fee to use St. Giles but we appreciate donations that help with our ministry and outreach. Such donations receive a tax receipt.

MEMBERS:

Sandra Cameron Evans, Convener

Dennis Daly

Rev. Rod Ferguson, Interim Moderator

Connie Harms, Treasurer

Marilyn Machum

Audiovisual

It has been a difficult year with recording the services and then going on-line. With the help of Garry Swanson, we installed a new Wi-Fi. In order to record the music, we had to change the mikes around. The CRTC changed the frequency, so we had to buy new mikes for the ministers. The sound and video are put together so the services can be live streamed. All this would have been difficult to do without the help from the CKEC.

It is with many thanks to Rod Ferguson, Shelley McKechnie, Erin McKechnie, Wayne Gallant, Shannon Daly, And Dave Brown for the work on the sound.

Walter Cooper

This year was a transition to recording, streaming, and posting of services to YouTube by our own volunteers, using multiple cameras and a PC. The equipment was a generous gift from CKPC, along with the time and talents of Rob Lee who provided training and technical assistance throughout the year. We could not have done this without the help of Rob and CKPC. Rob Lee has now turned over his role to David Kim from CKPC.

We presently have two volunteer technicians, Shanna Daly and Erin McKechnie, who alternate. We started on Friday nights when the services were strictly recorded and moved to Sunday mornings in September. Our technicians record and produce the service and upload the video to YouTube. Joan McLean has been dedicated in posting a link on our Facebook page for access there as well.

We have licenses through Christian Copyright Licensing International (CCLI and CSPL) and One License for permission to record and stream the music.

Many thanks to our dedicated viewers!

Shelley McKechnie

Facilities and Maintenance

Members: Dennis Daly, Ted Samson, Wayne Gallant,
Walter Cooper, and Shelley McKechnie

The Facilities and Maintenance Committee would like to thank Rod Ferguson for his enthusiasm which he has brought to our facility.

Church Exterior:

St Giles seems to be a popular spot for weddings. After some hard work done in 2020, we have been able to keep things in reasonable order through 2021. More events are coming in 2022 and we are trying to prepare for them in the coming weeks.

The parking lot and snow clearing by Wayne seems to be satisfactory.

Anyone with a gardening interest should talk to, Walter Cooper, Wayne Gallant, or myself, Dennis Daly.

New members for facilities and maintenance are always welcome.

Sanctuary and Kitchen Upkeep:

The sanctuary seems to be in good shape and has had very little traffic due to COVID-19.

Wayne has taken on removing some of the windows and cleaning in between them, as well as stripping and varnishing some of the desks and woodwork in the church.

In the Immediate Future:

Reflective yellow paint on the steps will need refreshing.

A resurfacing of the landing and ramp on the north side of the narthex which is a recurring problem.

Outside work to be done in 2022:

Six Blades continues to give us good service in the summer with the grass, and in winter with the snow removal.

We have cut back on some of the maintenance due to lack of facility use. Outside groups continue to show interest in our facility for mid-week education use, as well as weddings.

Budget for 2021:

This year Facilities and Maintenance department finished 2021 with no major expenses and were very close to the budget. We cannot count on this every year, and 2022 may be more expensive than anticipated. All major repairs or replacements go through Session and their input is appreciated.

We have had microphone upgrades as some of our microphones will not be compatible with the new 5G technology being introduced. Much thanks to the Korean Presbyterian Church of Calgary for their involvement with the upgrades that have taken place in 2021.

We will try to find a more permanent solution for the back ramp leading to the Narthex and the north door. As well, it would be good to make some upgrades to the Narthex carpet, but we are not able to do anything at the moment due to budget restraints.

Downstairs Hall Flood:

In 2019 we had a terrible flood in the downstairs hall which needed a great deal of work. That work was successfully completed in 2020. There was trouble in 2021 with the sump system in the basement. We must be very careful of items that wind up in the sump pump system. We are very fortunate to have Wayne Gallant on our staff as he has experience with overseeing these sorts of things and has been a big help.

There is also a problem with the linoleum seams on the basement hall floor and Wayne has made some quite effective repairs.

Dennis Daly

New Generations/English Ministry (ANGAM)

New Generations is also known as ANGAM (A New Generation of Adult Ministry).

The ANGAM members began worship at St. Giles in October, bringing Pastor Marvin Lam with them to share the pulpit at St. Giles with Rev. Rod Ferguson. Approximately 20 CKPC members, which consist of 10 ANGAM members and 10 CKPC general supporters, have attended worship on a regular basis in person at St. Giles. CKPC general supporters attend the St. Giles' service to support the shared ministry during this transition.

ANGAM brought one of their mission projects to St. Giles in December, asking the 10AM congregation to complete and sign 30 Christmas cards which were delivered with gifts and food to some of Calgary's homeless. Members from CKPC have delivered food to the homeless in downtown Calgary every Saturday morning for a number of years. It is an important mission to them, although it is not an 'official' CKPC event.

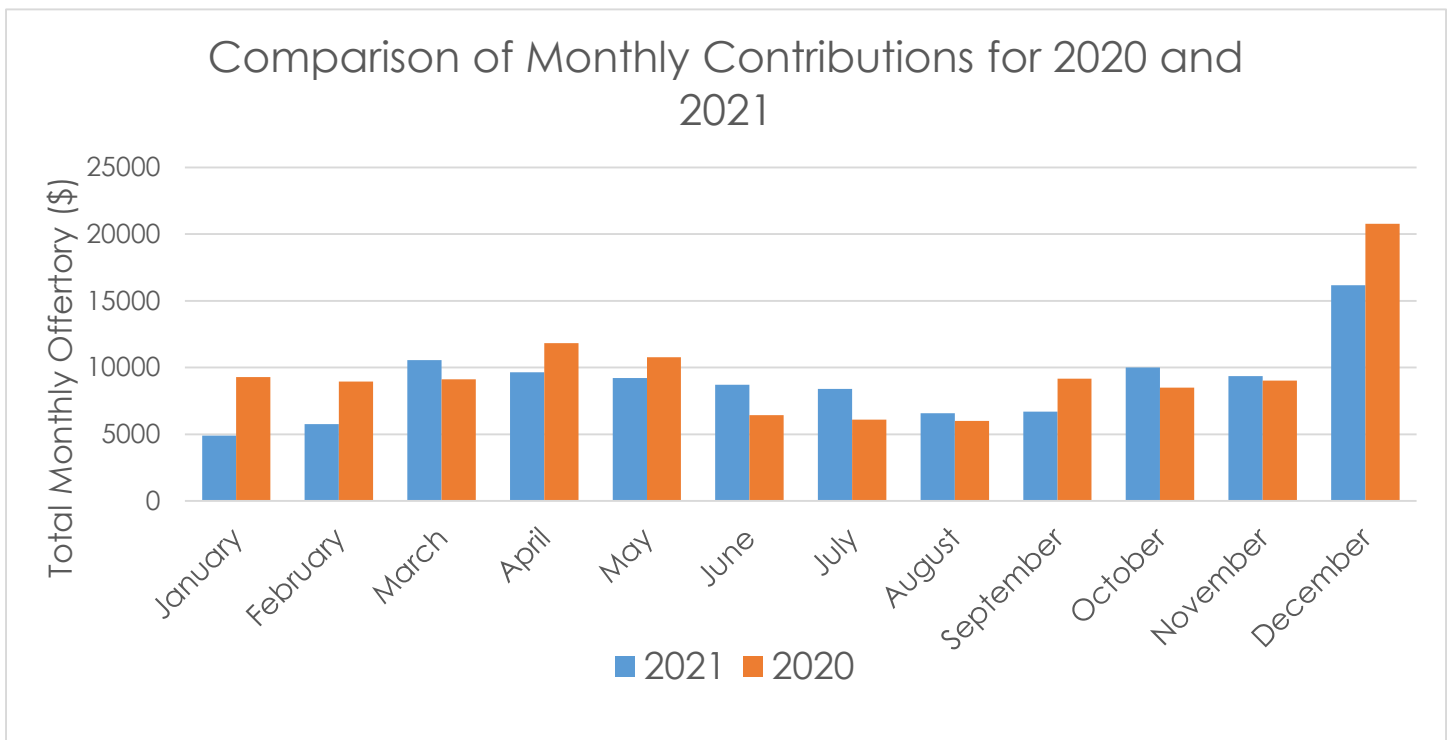
St. Giles also began to host the CKPC Youth Church School (Grades 7-12) and Sunday worship. The Church School starts at 10:30, followed by worship in the sanctuary at 11AM (directly after the 10AM service). There has been great sharing of resources in the sanctuary, including instruments and audiovisual equipment, between St. Giles, CKPC Youth, and Calgary Korean Evangelical Church (who worship directly after CKPC Youth).

ANGAM members had a Christmas party in December. It was a wonderful and fun moment. Through this event, they can feel more like family to one another.

Envelope Secretary

Number of Envelopes	Yearly Contribution Range	Annual Average per Contributor	Annual Total per Grouping
11	Up to \$100	58.64	645.00
4	\$101-200	200.00	800.00
11	\$201-450	341.36	3,755.00
9	\$451-750	591.67	5,325.00
7	\$751-1,000	915.00	6,405.00
14	\$1,001-2,500	1,668.36	23,357.00
5	\$2,501-4,000	3,002.00	15,010.00
8	\$4,001+	6,335.50	50,684.00
69	2021 Total General Offertory	1,535.96	105,981.00
79	2020 Total General Offertory	1,456.33	115,050.00

The chart above shows the 2021 General Envelope Offerings from **regular envelopes, E-transfers, PAR, and Canada Helps**. These numbers differ from the number on the Financial Statements; they do not include offerings given by visitors or to any designated funds, including the Memorial Fund.



Finance

The Annual Financial Statements for the year ending December 31, 2021, appear on page 43, as well as the Proposed Budget for the New Year, 2022 (page 40). The budget pages include 3 columns: the 2022 Budget, and the actual and Budget amounts for 2021.

In 2020, envelope offerings raised over \$115,101. In 2021 total offerings raised were over \$108,367. Breaking it down: regular envelopes and open plate = \$57,590, PAR = \$29,784, Canada Helps = \$8,068, and Electric Funds Transfers (EFT) = \$12,925.

With using these different donation vessels, we need to think about the fees: Canada Helps charges the highest fees, example: Dec 2021, donations were \$1,200 and the fees were \$45. PAR charges a flat rate of \$5 per month no matter what the donations are, and EFT has no fees.

We Believe, a separate fund raiser, raised \$14,050, which is not included in the regular envelope offerings.

In 2021, with Covid-19 restrictions, St. Giles was able to hold church services, along with online church services.

We have received donations in memory of: Edleen Hubscher, Herb Goodwin, Michael Marthold, Jim Evans, Bud Hamilton, Bob (Robert) Paulette, Bill Stephen, Maxine Goodwin, Norm Millar, Bette Wilson, Candace Siddall.

As a congregation, we continue to support various mission projects, in addition to our accepted allocation to *Presbyterians Sharing* of \$8,000. In 2021, during COVID-19, we contributed \$1,497 towards two Mission Projects:

- \$488 - Calgary Interfaith Food Bank
- \$1,009 – Kairos - Longbow

Respectfully submitted,

Connie Harms, Finance Team Convener and Treasurer

St. Giles Presbyterian Church 2022 Budget

Income	2021 Actual	2021 Budget	2022 Budget
Unrestricted General Fund	108,122.00	150,000.00	122,400.00
Designated Funds	1,786.00		4,000.00
Congregational Events		1,000.00	2,000.00
<i>We Believe / Let's Get Started</i>	14,050.00		12,000.00
Rental Income (INCLUDES CKEC)	3,800.00		5,000.00
Government Assistance			
Open Plate	313.00		1,000.00
In Memory Of	2,475.00	1,000.00	
CKPC - Share of Expenses			62,887.42
Long-Term Rentals (Calgary Strings)	1,585.00		2,000.00
Short-Term Rental	4,747.00		4,000.00
Interest	214.00		
Other	109.00		0.00
Total Income	137,201.00	152,000.00	215,287.42

Expenses	2021 Actual	2021 Budget	2022 Budget
Presbyterian and Synod Dues	9,050.00	9,034.00	5,180.00
Presbyterian Pension Plan	10,038.00	11,653.00	6,656.31
Extended Health Care & Dental	0.00	4,502.00	2,342.00
Minister - Stipend			23,698.00
Interim Moderator	6,084.00	6,084.00	3,042.00
Pulpit Supply	7,775.00	9,900.00	4,000.00
Rent Allowance			11,000.00
Utilities			1,500.00
Study Leave Book Allowance			300.00
Administrative Assistant	16,122.00	15,912.00	16,548.48
Church Officer	22,813.00	22,644.00	29,437.20
Director of Music		3,360.00	
Organist / Pianist	10,909.00	12,609.00	17,000.00
Church Nursery			
Search & Moving Expenses			15,000.00
Employee Benefits	5,434.00	7,700.00	7,162.68
Sundry – Audio R&M, Church License	4,181.00		
Adult Education		500.00	

Sunday School Vacation Bible School			500.00
Youth			
Congregational Life	1,574.00	500.00	500.00
Music	316.00	250.00	500.00
Office Supplies	1,650.00	2,100.00	1,800.00
Telephone/Internet	2,813.00	2,600.00	3,200.00
Copier/Computer	4,565.00	4,700.00	6,405.00
Bank Fees	412.00	1,100.00	400.00
Designated Expenses	1,497.00	500.00	1,500.00
<i>Presbyterians Sharing</i>	8,000.00	8,000.00	8,000.00
Amortization			
Insurance	3,964.00	3,919.00	4,464.00
Repairs, Maintenance, and Supplies	7,250.00	10,500.00	9,350.00
Utilities	15,873.00	14,050.00	17,000.00
Other (Security, Covid supplies)	491.00	200.00	500.00
Total Expense	140,811.00	154,376.00	200,885.67
Net Difference	(3,610.00)	(2,376.00)	14,401.75

Amortization has not been included as an expense for this budget presentation.

ST. GILES PRESBYTERIAN CHURCH IN CALGARY
FINANCIAL STATEMENTS
DECEMBER 31, 2021

St. Giles Presbyterian Church in Calgary
Statement of Operations
As at December 31, 2021 (unaudited)

	2021	2020	2019
Income			
General donations	126,081	116,583	165,567
Designated donations	1,786	1,338	2,450
Rental Income	6,332	13,280	27,997
Memorials	2,475	3,025	4,279
Government Assistance		38,682	
Open plate	313	439	2,792
Interest	214	1,175	626
Congregational events		2,346	9,598
Other		2,095	284
Total Income	137,201	178,963	213,593
Assessments			
Presbytery and Synod dues	9,050	9,058	9,882
Presbyterian Pension Plan	10,038	10,379	11,653
Extended Health Care		2,251	4,414
	19,088	21,688	25,949
Salaries and Employee benefits			
Minister — Stipend		30,420	60,840
Interim Moderator	6,084	5,070	
Rent allowance		11,250	22,500
Utilities		2,643	5,496
Study Leave/ book allowance		1,833	1,900
	6,084	51,215	90,736
Organist	10,909	7,402	13,434
Administrative Assistant	16,122	12,201	14,915
Church officer	22,813	22,080	22,115
Director of Music		2,998	9,950
Church Nursery		315	2,340
Employee Benefits:	5,434	10,505	13,587
<i>(Includes Employer's</i>	61,362	106,716	167,076
<i>portion of Source</i>			
<i>Deduction of \$3,514.19)</i>			
		102	170
Christian Education			
Adult Education Sunday			
School			

Vacation Bible School			886
Youth			
		102	1,056
Worship and Services			
Congregational Life events	1,574	4,300	1,556
Music	316	2,229	720
Pastoral Care			347
Pulpit supply	7,775	5,604	475
Sundry	4,181	41	3,591
	13,846	12,174	6,689
Mission and Outreach			
Advertising			
Mission in Action			80
Designated Expenses	1,497	1,033	2,704
Presbyterians Sharing	8,000	10,000	10,000
	9,497	11,033	12,784
Church office and supplies			
Stationary, supplies and postage	1,650	2,275	2,033
Telephone and internet	2,813	2,526	2,524
Office and computer equipment	4,565	4,684	4,984
Bank charges	412	1,022	839
	9,440	10,508	10,380
Property Expenses			
Amortization	16,250	16,250	16,250
Insurance	3,964	6,091	435
Repairs, maintenance and supplies	7,741	11,228	20,158
Utilities	15,873	14,014	16,412
	43,828	47,583	53,254
Total Expenses	157,061	209,804	277,190
Net Surplus (Deficit)	(19,859)	(30,840)	(63,597)

St. Giles Presbyterian Church in Calgary

Notes to the Financial Statements

For the Year ended December 31, 2021

(unaudited)

1. Basis of Operations

The legal name of the organization is St. Giles Presbyterian Church in Calgary and is incorporated in Alberta under The Religious Societies Lands Act and is a non—profit organization. It is a Canada Revenue Agency registered charity, exempt from income tax and may issue tax receipted to donors for donations. It is affiliated with the Presbyterian Church in Canada and adheres to the Book of Forms. Oversight of its operations is by the Presbytery of Calgary-Macleod.

2. Significant Accounting Policies

Fund Accounting

The congregation follows the restricted fund method of accounting for contributions.

The General Fund contains the assets, liabilities, income and expenses related to the congregation's operating activities.

The Church Progress Fund contains funds contributed for the ongoing development of the properties of the congregation.

The Robson / Emerson Estate Fund contains funds contributed to be used for the religious advancement of the youth congregation.

Revenue Recognition

Restricted contributions are recognized as revenue of the appropriate restricted fund, or if no restricted fund exists, they are recognized in the General Fund using the deferral method of accounting. Unrestricted contributions are recognized as revenue in the General Fund when received or receivable if the amount to be received can be reasonable estimated and collection is reasonable assured.

Church Premises

Purchase capital asset are recorded in the General fund at cost. Amortization is computed on the straight-line basis over the useful lives of the assets as follows:

Church building	70 years
Furniture and equipment	25 years

Investments

Investments are in interest bearing securities and are carried at cost.

Donated services

Services donated to the congregation are not reflected in the accounts.

3. Church Premises

	Cost	Accumulated Amortization	2020 Net	2019 Net
	\$	\$	\$	\$
Land	51,621		51,621	51,621
Church building	578,456	(448,728)	129,728	145,978
Furniture and equipment	76,870	(76,870)	0	0
	<u>706,947</u>	<u>(525,598)</u>	<u>181,349</u>	<u>197,599</u>

4. Externally Restricted Fund Balances

The externally restricted fund balances are those restricted by donors for specific purposes.

St. Giles Presbyterian Church in Calgary
Statement of Financial Position
As at December 31, 2021
(unaudited)

	General Fund	Progress Fund	Robson Estate fund	Memorial Funds	Total	2020
	\$	\$	\$	\$	\$	\$
Cash	(39,147)	0	59,073	116,618	136,544	138,228
Investments - Short term deposits	(19,729)			40,626	20,897	19,722
GST Receivable	432				432	0
Other receivables					0	0
Prepaid expenses	4,276				4,276	6,443
	(54,168)	0	59,073	157,244	162,149	164,393
Property and fixtures, less accumulated amortization	181,349				181,349	197,599
Total Assets	127,180	0	59,073	157,244	343,497	361,992
Current Liabilities						
Accounts payable and accrued liabilities	11,702				11,702	6,338
Total liabilities	11,702				11,702	6,338
Fund Balances						
Equity invested in capital assets	181,349				181,349	197,599
Externally restricted assets (note 4)			59,073		59,073	59,073
Internally restricted assets		0		157,243	157,243	157,243
Unrestricted net assets	(65,871)	0			(65,871)	(57,569)
Total fund balances	115,478	0	59,073	157,243	331,794	353,252

Total Liabilities and Fund Balances	127,180	0	59,073	157,244	343,497	361,992
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St. Giles Presbyterian Church in Calgary
Statement of Operations
As at December 31, 2021
(unaudited)

	General Fund	Progress Fund	Robson Estate fund	Memorial Funds	Total 2021	2020
	\$	\$	\$	\$	\$	\$
Income						
Envelopes	126,081				126,081	116,583
Envelopes Designated	1,786				1,786	1,338
Rental Income	6,332				6,332	13,280
Memorials	2,475				2,475	3,025
Government Assistance						38,682
Open Plate	313				313	439
	136,987	0	0	0	136,987	173,347
Interest	214		0		214	1,175
Congregational life events						2,346
Other						2,095
Total Revenue	137,201	0	0	0	137,201	178,963
Operating Expenses						
Assessments	19,088				19,088	21,688
Salaries and Employee Benefits	61,362				61,362	106,716
Christian Education	0				0	102
Worship and Service	13,846				13,846	12,174
Mission and Outreach	9,497				9,497	11,033
Church Office and Supplies	9,440				9,440	10,508
Property Expenses	43,828				43,828	47,583

Total Expense	157,061	0	0	0	157,061	209,804
Income in Excess of (Short of) Expenses	(19,859)			0	(19,859)	(30,840)
Fund Balances - Beginning of Year	135,337	0	59,073	157,243	351,653	386,495
Transfers between Fund					0	0
Fund balances - End of Year	115,478	0	59,073	157,243	331,794	355,655

Appendix

St. Giles Framework Statement:

We are God's people: enabled by the Holy Spirit,
saved by Grace and Nourished by Scripture.

St. Giles Mission is to nurture a vibrant Christian life;
we will seek to grow in our relationship with God,
we will care for the community,
and we will dare to follow Christ into the world.

St. Giles' Motto:

Called by Christ, Committed by Faith,
Connected by Community.

Our Core Values:

Worship

We value the opportunity to study, praise and worship
with a focus on the Word of God.

We value feeding the spiritual yearning of the
congregation through well-preached sermons,
communal prayer, Bible study, inspired music, art and
drama.

We value the involvement of all people—of all ages—in
worship and outreach.

Community

We value the fellowship of a warm and caring
community that seeks to serve each other, the larger
community, and Christ.

We value the Reformed Tradition of the Presbyterian
Church in Canada.

Inviting Others

We value the act of inviting others to share in our celebrations of Christ's way in the world and welcome all those who would come to our Church to learn who we are.

Spirituality

We value spiritual growth, and the power of prayer.

Humanity

We value human dignity and aspire to Grace in our lives through Right Relationships¹ and compassionate care for one another.

Education

We value Christian education, for people of all ages.

We value nurturing the young through an active church school program, youth group, Vacation Bible School, and the provision of nursery services.

Our Vision:

Worship

We envision joyful celebrations of God and the life and teachings of Christ at worship through engaging ways of reaching and teaching those who seek spiritual growth.

¹ "Right Relationships" are those reflected in Matthew 22:37-40: "... You shall love your neighbour as yourself ..."

Community

We envision a vibrant, active congregation of all ages, growing and participating in a joyful community grounded in Christ's commands².

We will grow our understanding of what it means to be part of the Presbyterian Church in Canada.

Inviting Others

We envision an open, welcoming church, active in the broader community, sharing the joy of Christ's mission with others, and inviting them to join us.

We will strive to attain the faith and courage we need to verbalize our faith, to take the risks and to embrace the changes we are led to by God in fulfilling His will for us.

Spirituality

We envision a church life that nurtures and strengthens each member's ability to develop a sustaining, personal, spiritual relationship with God and to maintain it through prayer and practice.

We envision a personal relationship with God, being open to hear God's instruction, and seeking to live each day guided by the Holy Spirit.

Through an active prayer life, we seek to experience the transforming presence of the Holy Spirit as God works within and through us.

Humanity

² Christ's commands: "You shall love The Lord your God with all your heart, with all your soul, with all your mind... You shall love your neighbors yourself."

We will seek to follow Christ by engaging in local, national and global mission initiatives leading to a world in which justice, equality and love for our fellows are the norm and not the exception, and in which poverty, hunger, homelessness, violence, cruelty and ignorance are unknown.

We envision learning of community and world needs, and of opportunities to do what we can to act for justice and to encourage relevant social, health-giving, education, and fund-raising activities.

Education

We see ourselves discovering Christ both as adults and as children, studying and growing in our knowledge of the Bible and Christ's teaching.

Mission Project Financial Assistance

Proposal:

That anyone, who is an active member or adherent at St. Giles and who wishes to do mission work, which will require them to accrue significant personal expenses in order to carry out the work, may apply for an honorarium through Mission in Action. Mission in Action will allocate \$500 from their budget annually for this type of mission work.

Rationale:

Individuals who wish to take a leadership role in mission work often will experience a significant personal financial impact, which in some cases may deter or prohibit the individual from carrying out the work. St Giles is a congregation that recognizes the importance of supporting mission initiatives locally, nationally and internationally and as such, is

committed to supporting those in the congregation who would like to do mission work but who may not have the financial resources to do it on their own.

Process:

- The applicant shall submit a written request to the Mission in Action team, outlining their specific mission project and to what extent they will be involved.
- The applicant shall also submit all personal expenses that they are likely to incur in carrying out the mission work. This could include airfare, other transportation costs, lodging expenses, travel medical clinic fees, etc.
- The applicant may request any amount up to \$500 per year.
- The Mission team will evaluate each request and will decide the amount of the honorarium for each applicant. The deadline for submitting requests will be May 31 at which time, the team will assess all applications and determine how to allocate the \$500 budgeted for this work. However, if no requests are received by that date, later submissions will be reviewed as they are received.

The successful applicant will be expected to report to the congregation regarding any outcomes associated with the mission project.

Undesignated Funds Terms of Reference

For St. Giles Presbyterian Church

- **Purpose for the Funds** – The undesignated funds will be used for programs and projects that support St. Giles' mission/vision/core values (Worship, Community, Inviting

Others, Spirituality, Humanity, Education) and are beyond St. Giles' normal upkeep/operations budget.

- **Guidance in determining their specific use** – each year a specific focus linked to the mission/vision/core values will be identified by Session and communicated at the Annual Meeting; a maximum of 20% of the undesignated funds may be used each year.
- **Communication** – Currently a process is in place where St. Giles sends cards to the donors and family members of those being memorialized. A brochure will be developed that will explain how St. Giles' manages and uses Memorial Funds. The congregation will be informed at Annual Meetings how the funds have been used in the past year and what the specific focus will be in the coming year (e.g., the painting for 2013).

St. Giles Annual Business Calendar

Items Identified without a Definite Timeframe

- Checking furnace filters quarterly
- Checking furnaces annually
- Checking smoke detectors and fire extinguishers annually
- Lay Readers List
- Greeters List
- GIFT provides 1 workshop/year
- Ongoing Bible Study from September - May
- Monthly Youth Group meetings from September – May
- GIFT orders Church School Curriculum in June/July/August

	BY WHOM	ACTION TO BE TAKEN
January	P&P	Review Church Brochure

	Inviting Others	Free Winter Community Dinner
February	Session	Approve Presbytery Representative Elder
	GIFT	Order VBC materials/curriculum
	F&M	Change furnace filters
	F&M	Fire alarm check
	Admin Assist	Arrange for Easter tulips
March	Office	CCLI license renewal
	GIFT	Planning for VBC/order VBC craft supplies
April	Office	CSPL license renewal
	GIFT	Son-Rise Service & Breakfast
	GIFT	Easter cards made by Church School
	F&M	Check backflow valves
May	GIFT	Prepare VBC crafts in advance
	F&M	Change furnace filters
	F&M	Sprinkler system start-up
	F&M	Eaves troughs cleaned
	Inviting Others	Free Fall Community Dinner
June	Office	Renewal of domain name of website
	GIFT	Prepare teaching materials/craft packages for summer Church School
	GIFT/HR	<i>Leading with Care</i> Meeting for VBC volunteers

	GIFT	Recognition Sunday: Cold Potluck gifts for teachers tokens for Church School Bibles for Gr. 5 students
	GIFT	Year-end wind-up for Church School/Youth
	F&M	Security lockbox check
	F&M	Lift maintenance
July	GIFT	Host VBC with Hot Dog lunch on Friday (9AM – Noon, M – F)
August	F&M	Change furnace filters
September	Human Resources	Emergency Evacuation Drill
	Session	Identify events and Leaders for upcoming year
	GIFT	Welcome Back Sunday
	F&M	Fire extinguishers check
	F&M	Sprinkler system winterization
October	Human Resources	Provide Salary Recommendations
	GIFT	Prepare something for Fall Bazaar (e.g., Cookie mix)
	GIFT	Plan 4 Movie nights: October, November, January, February, or March
November	GIFT	Library Shopping
	F&M	Change furnace filters
	Admin Assist	Arrange for Poinsettias

December	Finance & Budget	Present budget to Session
	GIFT	Christmas Concert with Church School
	GIFT	Make cards for Shut-ins with Church School
	GIFT	Shop for local charity with Church School
	GIFT	Christmas Fun Evening with Church School and Youth
	GIFT	Church School Teacher and Nursery worker recognition/gifts
	F&M	Security lockbox check
	F&M	Lift maintenance

Backdoor Ministry at St. Giles

Rationale: As is the case with many churches, people in need, from time to time, show up at the door of St. Giles asking for support. We have not had a well-defined protocol for handling these situations up until now, but Session has asked the Mission committee to come up with a workable plan.

- 1) Individuals who are seeking support through the church should be referred to the minister. If the minister is not in the church, the individual should be asked if they would like to try back when the minister is available.
- 2) The minister will meet with the individual in a public space where other employees are nearby. The minister should have a conversation and determine the situation and what the needs seem to be for the individual. Also, they should ask their name and find out

what level of understanding they have regarding support services in the community.

- 3) Snack packages should be kept in the church for situations where the person seems to be hungry, also, a few pairs of warm gloves, socks, hats, etc. should be available if the individual appears to be cold and not properly dressed for the elements.
- 4) Bus passes also could be given if the person is using public transit. Many of the support services are in the downtown area and the bus stop outside of St. Giles is very handy for getting downtown.
- 5) Brochures for the Drop-In Centre, CUPS, the Salvation Army, and the Mustard Seed should be handy and provided where the individual is not knowledgeable about these support services.
- 6) If they seem to be interested in going to one of those services and are planning to go directly there, a call ahead to let them know someone is on their way could also be useful.
- 7) In cases where a Safeway Gift Card would fill the need, we could also provide the individual with one (a supply would need to be purchased and kept at the church.) This would be up to the discretion of the minister to administer these cards.
- 8) Cash should never be given at the door to any individual for any reason.

This proposal received approval by Session at the April 2018 meeting.

Finance & Budget Team Mandate

OBJECTIVE: Manage the fiscal needs of St. Giles to ensure it can continue its service and mission.

KEY AREAS OF RESPONSIBILITY:

- Monitor financial trends of St. Giles' income.
- Review and evaluate St. Giles' monthly income and expenses regularly and report back to Session.
- Communicate monthly and Year-to-date fiscal position to the congregation through various media, such as bulletins, newsletters, etc.
- Maintain responsible oversight of Church investments including legacy funds.
- Maintain records (amounts and purposes) of "designated offerings" each year and ongoing "designated funds".
- Prepare Annual Financial Statements of the congregation for inclusion in the Annual Report.
- Request financial requirements from all committees in sufficient time and review for inclusion in the Annual Budget; prepare the budget each year by November 30th for presentation at the Annual Meeting.
- Maintain adequate insurance on Church properties and risks.
- Team consists of at least 3 members of the congregation as well as the Treasurer who cannot be the convener.
- Hold meetings at least every two months in advance of Session and maintain appropriate records of these meetings.

MEMBERS: Connie Harms and Wendell Siddall

Growing in Faith Together (GIFT) Team Mandate

OBJECTIVE:

With fresh eyes, ears and heart, the team enthusiastically embraces the call to pass on the Christian faith to children, youth and adults.

KEY AREAS OF RESPONSIBILITY:

- Invite people to share the gifts of their Christian faith with children, youth and adults, through baptism, church school teaching, youth leadership and facilitating adult groups.
- Support those who share their faith by providing resources, offering practical assistance and identifying opportunities for events.
- Research and gather new ways of meeting the learning needs of the congregation.
- Communicate and promote GIFT activities through all means of media.
- Report regularly to Session and prepare a brief summary of the committee's activities during the year for inclusion in the Annual Report.
- Prepare an annual budget for review with the Finance Team.

MEMBERS: Heather Mackie, Ivy Mewha, Gail Wearmouth

Policy and Planning Team Mandate

OBJECTIVE:

To address strategic areas impacting the life and work of the congregation preparing St. Giles for the short and long-term future.

KEY AREAS OF RESPONSIBILITY:

- Facilitate the development and review every two years of appropriate policies, procedures, etc.
- Support the St. Giles congregation to use their gifts of time, talent, and money, balancing outreach and financial management.
- Specific responsibility for the human resource function, including monitoring St. Giles' adherence to the *Leading with Care* policy.
- Oversee major projects, reviews and reorganizations within the church.
- Deal with requests and remits referred by Session.
- Report regularly to Session and prepare a brief summary of the committee's activities during the year for inclusion in the Annual Report.
- Prepare an annual budget, including salary increase recommendations, for review with Finance and Budget Team.

MEMBERS: Sandra Cameron Evans (Convener), Dennis Daly, Connie Harms, Marilyn Machum, Wendell Siddall

(Other participants on an ad hoc basis)