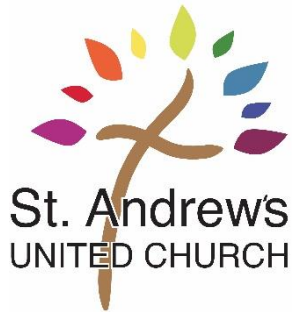


**ST. ANDREW'S UNITED CHURCH  
HALIFAX, N.S.**



**2019  
ANNUAL REPORT  
202<sup>nd</sup> YEAR**





## St. Andrew's: Our Values, Our Mission

### Who we are

St. Andrew's seeks to be a community for transformation, both for ourselves and for our world:

- Here we gather, in a safe and welcoming space, with others who offer support and compassion. Here we are accepted for who we are and find our identity in sacred and holy love.
- Together we are invited to shed the superficialities with which we too often settle and to wrestle with the critical issues that affect us. We are informed by ancient wisdom in both our Christian and other faith traditions and ask how this connects to current culture and challenges.
- Listening is as important to us as speaking. Through deep encounters with the divine presence and one another, we find healing and direction as we discover joy for our weary spirits.
- Finally, we are led to act upon what we have experienced, offering hope to a hurting world.

### Our Core Values

- **To love God and to love one another:** As Christians, we seek to follow Jesus' teaching. Within this simple ethic lies a lifetime of challenge!
- **To be inclusive of all:** all genders and orientations, all abilities and challenges, all seekers and questioners, all followers of different faith traditions as well as those with none. By welcoming all, we open ourselves to the insights and perspectives that they bring. Our diversity leads us to value *integration* of different points of view for a more holistic understanding.
- **To be courageous:** We face life's challenges open to change and do not blindly settle for traditional ways that no longer carry meaning.
- **To pursue excellence:** St. Andrew's works with passion and energy to provide the best we can, with the abilities we possess, in our worship, programming, community building and outreach.

### Our Mission

St. Andrew's can best contribute by focusing our ministry (in Halifax and beyond) by:

- **Responding to spiritual hunger.** While our society is wealthy in many ways, it dwells in profound poverty in others.
- **Creating connections** across religious and social borders. We seek to bring together diverse perspectives that intersect in our community.
- **Standing for justice:** social, economic and environmental.
- **Fostering the development of alternative, transformational leadership** within our city - and supporting leaders in various fields. We note the need for effective leaders who will respond to the challenges our society is facing.



## TABLE OF CONTENTS

In Memoriam	1
Lead Minister's Letter	2
Minister	3
Minister of Music	4
Chair of Council's Letter	6
Congregational Roll	7
Minutes from the 201 <sup>st</sup> Annual Meeting March 10, 2019	8
Board of Trustees	11
UCW Annual Report	12
UCW Financial Statement	13
<b>Committee Reports</b>	
Ministry and Personnel	14
Worship & Music	15
Faith Formation	16
Pastoral Care	17
Site Redevelopment	18
Building	19
Communications	20
Hospitality and Special Events	21
Social Justice	22
Minyara Mission	23
Brunswick Street Mission – Meal A Month	24
Sunday Suppers	24
Benevolent Fund	26
HIM Singers	26
Stewardship	27
Finance and Administration	28
2019 Actual Financials 2020 Proposed Budget (Green Paper)	30

## **In Memoriam – 2019**

Barbara Bisson

Alma Hayward

George Buckrell

Jeanne Keays

Hugh Creighton

Norma Price

Sharon Cruikshank

Millicent Rice

Anne Doull

Sally Robertson

Glennis Farquhar

Jean Smith

Alvin Foster

Rev. William Titus

Lindsay Gibson

Donald Waller

Norma Graham

Loving God,

We thank you for those who have gone before us – your people who served and worshiped in this place. We are grateful for their contribution and we ask for grace and strength to build on their foundation. May we continue to serve you in ways of love and faithfulness. Amen.

## Lead Minister's Letter

Friends,

Looking back on the last 12 months, I'm reminded of a line in the Grateful Dead song Truckin': 'what a long, strange trip it's been.' It was a year of deep change, important accomplishments, and difficult challenges. What stands out in all this is the theme of *leadership*, so I'll focus on that in this letter. Here are some ways it has played out:

With the Transformational Leadership Initiative (TLI) launching in a big way, SASI achieved its first major success and also greatly expanded its web of relationships. It would be difficult to overstate how much joy, passion and work is going into growing SASI the TLI. These are important steps in advancing our mission and connecting it to sustainability efforts.

Within the congregation, new leadership from lay folks, combined with the truly generous offering of Robbie Shaw's time, has fostered really important progress on initiatives such as site redevelopment, the sanctuary renovation project, the expansion of rentals, stewardship, and attending to building repairs. There has also been much progress in building lay leadership and creativity into our worship and some program areas.

In the midst of all our change, our expanded operations and rentals, and our preparation for redevelopment there have also been some leadership challenges and inefficiencies. The shape of our council and committee system no longer fits the work well. So we are recommending a replacement of our church council as currently configured with a more streamlined and differently populated one. We also need revitalization on some of our committees and task groups. Related to this last point is a growing strategic weakness: a progressively higher percentage of the work at St. Andrew's is being carried out by people being paid to do that work – ministers, operations staff, and those on contract. This *steady drift toward greater professionalization will have to be counteracted by strong expansion of lay leadership* if we are to fully grow into the future to which we are being called. We hope that each of you will consider how you might be able to offer volunteer skill and energy going forward. If you have something to offer, please speak to a minister or council member. And please seriously consider requests to serve. The next couple years will be absolutely essential for St. Andrew's to not only survive but thrive in a world that really needs strong faith communities.

Let me finish by expressing my gratitude for being a part of a church with such an ambitious mission, a faith community with a real spirit of service, a truly skilled and dedicated leadership team, and one of the most healthy and high-functioning ministry teams in the country.

Warmest regards,  
Russ

## Minister

Whenever I work with kids, there's a question behind all that we do. *Why this and why here?* One has to justify, explain and encourage, internally and externally, because kids are curious *and* skeptical. They can spot fake a mile away. And they recognize truth. They ask good questions. I imagine you've asked a few yourself.

Why this: Christianity ... Worship ... Effort ...?



Why here: A United Church... This particular one ... these particular people ...?

Let me share one of my answers this year, and see if it resonates with your 2019 St Andrew's experience:

*Why this and why here? Because we are a community of progressive perception, and that is cool, and helpful, and necessary for life.*

At St. Andrew's we try to see near and far, and to adjust the lenses often. Our worship pushes boundaries of liturgy, music, prayer practices, scriptural interpretations, wisdom and scholarship. Progressive perception is worship for this community – and it's not always cool, but it is helpful and necessary for life.

At St. Andrew's we try to elevate voices for healing, reconciling, forgiving, and improving – others and our own. We're bothered when voices are silenced or drowned out, because it limits progressive perception – neither cool, helpful, or necessary.

We create space and time for what is good and right and needed. We know that we need to build this into our lives, with intention and effort. Look around St. Andrew's and you will find ways to do it that is right for you. Be involved – because we value and need you. And once involved, watch how your perception progresses.

We listen – when 10,000 voices shout in protest or whisper in need; when 10 gather to make decisions or choose directions; when 1 passes the peace or shares their story; when God (O?) calls, speaks, touches, nudges, channels. We listen. And that is cool, and helpful and necessary for life.

Why this and why here? *Because we, St. Andrew's, are a community of progressive perception.*

Yours in ministry,  
Susan



## Minister of Music

2019 was an eventful year for music at St. Andrew's, and for me personally in my evolution as a church music leader.

Two new offerings in our music program helped us experience our own voices, and the viscerally embodied relationship we have to rhythm and melody. While we continue to sing well known hymns in worship with organ and piano accompaniment, I am on the lookout for new ways to build a practice of communal singing in worship, in a culture that is less experienced and comfortable with singing in community than previous generations. Since attending [www.musicthatmakescommunity.org](http://www.musicthatmakescommunity.org) training sessions in New Jersey and Chicago in fall 2018 and 2019 I have periodically introduced unaccompanied singing of simple songs in our worship. Through Epiphany in Jan/Feb of 2019 we explored centering for worship by humming a tone, becoming aware of our voice and the voices around us, and a chant or prayer was intoned over the drone we established. This is a 'paperless music' or 'aural tradition' in music technique, from Music that Makes Community. A second new program through the spring was a drum circle facilitated by Dr. Henry Bishop. About 8 participants attended the eight-week session. This group led music with Henry on June 16. Henry and I offered another drum and song circle at Atlantic School of Theology in fall 2019. We're continuing the collaboration at St. Andrew's in 2020--I'd encourage you to try out the Song and Drum circle meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays each month this year.

The choir had a busy year, regularly leading congregational singing, preparing anthems, participating in the ecumenical Good Friday service at St. John's United, sharing with a massed choir at the Music United worship in April, being accompanied in our anthem by the expert drumming of Henry Bishop, and preparing a major work for Remembrance Sunday in November, preparing The Living Crèche Cantata in collaboration with the Sunday School for the pageant on the last Sunday in Advent, and special anthems at both Christmas Eve services. Our Remembrance Sunday presentation of 20<sup>th</sup> Century American composer Randall Thompson's work, "The Peaceable Kingdom" was a challenging commitment well met by our group. The work was divided into sections interspersed with a challenging sermon offered by reserve army chaplain Capt. Andrea Harrison. New members are always welcome. The choir rehearses in the sanctuary on Wednesday evenings 7-9pm between September and May. Please feel welcome to drop in to find out more or speak to me or any choir member for details. My heartfelt thanks to all choir members, whether weekly regulars or occasional contributors. Your dedication and hard work do not go unnoticed.

Our house band, Mostly Righteous, presented frequently in worship. At the end of November, the group joined in the planning work in preparation for Advent and Christmas, which helped form the homiletical direction of the Paradox theme that emerged. In October the band offered a high energy concert to get our fall program season started and repeated the event as a fundraiser at St. Luke's United in Tantallon at the end of November...our first road trip! New participants are always welcome. If you would like to make a contribution please speak to me or any band participant.

We hosted two special music events in 2019: Moja Makani presented “Rhythms of Life” in February during African Heritage month. This concert explores the history and evolution of afri-centric music, and notable ways this was experienced in Nova Scotia, within and beyond the African-Nova Scotian community. This St. Andrew’s event marked the beginning of an on-going collaboration between Henry Bishop and myself, oriented toward using music as a vehicle for reconciliation and healing. In April we hosted Music Matters, a three-day conference of United Church musicians from across Canada. We had guests from nearly every province joining us. I presented a workshop session on paperless music leading, and another session with Susan and Russ on innovative ways to offer secular music to reinforce a Gospel message in worship. On Sunday we had many supporting musicians leading our worship, with brass, hand drums, flute, and a large massed choir.

Beyond St. Andrew’s I continue in my position as University Musician at Atlantic School of Theology where I support students in planning and leading daily chapel worship. I have opportunities to instruct in worship planning techniques and practical issues in worship leadership. I am a member of the Region 15 Faith Formation and Leadership Development committee, and co-chair of the board for Choirs for Change, with whom St. Andrew’s has a close supporting relationship.

It is a continuing privilege to serve in ministry here at St. Andrew’s, one I am profoundly grateful for every day. Thank you for this gift. When people ask about St. Andrew’s I tell them about the spirit of possibility and opportunity that exists here. I pray for our continued growth in spirit to show God’s kin-dom at work, here at the corner of Coburg and Robie.

Respectfully Submitted,

Kevin Parks  
Congregation Designated Minister of Music

## Chair of Council's Letter

Dear Friends,

2019 has been a year of transition and change, in almost every aspect of life at St. Andrew's – our physical space, our programming and our governance. I think we should all be proud to have been part of a team that has embraced and invested in these changes throughout the year.

I would like to offer thanks to all of you who have volunteered your time and skills, your money, or all of these. This increase in resources is important and critical to our ongoing sustainability and success. Please do not underestimate the importance and impact of your contribution.

As you know, Council operates as the voice of the congregation and we have worked hard to hold our mission at the centre of all our decisions. Hard work is not always easy, change is often challenging, and we have not been immune to those challenges. As I hand the reigns to the next Chair, I hope we embrace the upcoming year and each other with patience, kindness, the fortitude to make difficult decisions and the grace to agree to disagree. The small groups are an integral part of our work together to share information, to discuss issues and to make decisions together. Please continue in your involvement with these important group discussions.

In my opinion, St. Andrew's, like all organizations and households must live within its means. I am pleased that we have a budget and a plan that moves us an important step closer to sustainability, before considering development.

I look forward to the continued evolution and success of St. Andrew's and its mission.  
Peace be with you.

Treana

## Congregational Roll – 2019

Number of households under pastoral care– January 1, 2019 316

Number of households under pastoral care - December 31, 2019 302

Members – January 1	292
Members – December 31	285
Adherents – January 1	309
Adherents – December 31	318
Total Congregation – January 1	601
Total Congregation – December 31	603

The member designation is given to both adults and youth who were confirmed in the United Church. Adherents are those of all ages, including children who have not been confirmed or who were confirmed at another church and have not transferred their membership to St. Andrew's. If your membership is with another church and you wish to transfer to St. Andrew's, please call our church office. Transfer of membership may be done at anytime.

During 2019 there seven confirmed.

Every United Church must keep a membership register. St. Andrew's register began in 1925 when the United Church was formed. The register contains the names of every person who is or has been a member. This includes persons who no longer attend St. Andrew's, but have not transferred membership to another congregation. These persons are considered to be "non-residents". Some may begin attending again and some may transfer their membership. As of December 31, there were a total of 75 on the non-resident list.

For 2019	
Number of funerals	9
Number of baptisms	4
Number of weddings	4
Transfers of members in	4
Transfers of members out	7

**ST. ANDREW'S UNITED CHURCH**  
**Minutes of the 201<sup>st</sup> Annual General Meeting**  
**March 10, 2019**

**Welcome and Opening**

The meeting was held in the sanctuary, starting at 11:25 am. Susan Chisholm opened the meeting with a prayer. Eric Roe called the meeting to order, and Treena Faloon introduced the members of the leadership team.

**In Memoriam**

Margot Robar read the names of nine members and adherents of St. Andrew's who died during 2018, and offered a prayer of thanks for their lives.

**Election of Chair and Secretary**

Eric Roe asked for nominations for chair and secretary for the meeting.

*Motion by Charlotte Sutherland to nominate Carole Cooley as chair for the meeting and Ruth Cordes as secretary for the meeting. Motion carried.*

Eric handed the meeting over to Carole Cooley.

**Voting Privileges**

Carole Cooley asked for a motion to extend voting privileges to adherents of the congregation.

*Motion by Don Brown to extend voting privileges to adherents of the congregation. Seconded by Steve Tugwell. Motion carried.*

**Approval of Agenda**

Carole Cooley asked whether there were items to add to the agenda. Since it has not been circulated, she read the items aloud.

*Motion by Janet de Saint Sardos to approve the agenda. Seconded by Steve Tugwell. Motion carried.*

**Approval of the Minutes of the 2018 Congregational Meetings**

Carole Cooley asked for comments on and corrections to the minutes of the annual general meeting held on February 18, 2018.

*Motion by Ian Johnson to approve the minutes of the February 18<sup>th</sup> annual meeting as circulated. Seconded by Andree Klassen. Motion carried.*

Carole Cooley asked for comments on and corrections to the minutes of the congregational meeting held on June 3, 2018.

*Motion by Penny Bedal to approve the minutes of the June 3<sup>rd</sup> congregational meeting as circulated. Seconded by Don Stonehouse. Motion carried.*

**Committee Reports and UCW Report**

Carole Cooley asked whether there were any questions or comments regarding the Committee Reports as printed in the 2018 Annual Report.

*Motion by John Williamson to approve the committee reports as circulated. Seconded by Dana-Lynn Farrell. Motion carried.*

Carole Cooley asked whether there were any questions or comments regarding the UCW Report as printed in the 2018 Annual Report.

*Motion by June Martin to approve the UCW report as circulated. Seconded by Janet de Saint Sardos. Motion carried.*

### **Our financial situation, “Now is the Time”**

#### **Presentation:**

Eric Roe, chair of Council, and John Young, chair of the Board of Trustees, gave a joint presentation on our serious financial situation.

In order to accomplish our mission, St. Andrew’s needs financial resources, professional staff, and committed volunteers. We have the human resources, but we have been drawing capital from the endowment fund to balance the budget. The endowment fund has shrunk from two million to one and a half million dollars in the last five years. The 2019 budget has a deficit of \$144,000, and it is projected that the fund will be completely spent by approximately 2025. If St. Andrew’s is to continue to exist, changes must be made soon. Recommended actions include stewardship efforts to increase donations and bequests, and increasing rental income. It is difficult to reduce expenses without impacting programs, and we need to address maintenance and repair issues with the tower and roof. Site redevelopment is strongly recommended as part of the solution.

To increase our capacity to act, Robbie Shaw is volunteering his time as our business manager, and Marilla MacLean has been hired as our part-time operations manager. Her role includes supporting committees and increasing rental income.

The site development committee is beginning a year of consultation to determine the best options for the hall and for the entire site, and to ensure that we have the resources to support our mission and vision. They will begin by obtaining expert advice.

Eric concluded the presentation by thanking the staff and volunteers for all their hard work.

#### **Discussion:**

Those in attendance were asked to take a few minutes in small groups to reflect on what they had heard and discuss how they felt about it. This was followed by a question and answer session.

#### **2019 Budget:**

In the absence of John Gunn, our treasurer, Treena Faloon and Eric Roe presented the 2019 budget, found on the green pages of the 2018 annual report.

Envelope and PAR offerings, the largest source of income, decreased in 2018. A stewardship campaign is planned, and the 2019 budget target is similar to the actual givings for 2017.

Salary expenses are up because Russ is back to 100% at St. Andrew’s (his research project for the national church has ended), and because we have hired a part-time operations manager.

Other income is budgeted to increase by 21%, largely due to rental income from All Nations Full Gospel Church, and in anticipation of other rental opportunities.

*Motion by Treena Faloon to accept the financial report for 2018 and the proposed budget for 2019. Seconded by Betty Sutherland.*

*Discussion: Ian Johnson asked about the \$4000 Strategic Projects funding for SASI (Centre for Social and Spiritual Innovation). The money is to cover costs associated with projects; additional funding comes from grants.*

*Motion carried.*

Carole Cooley expressed thanks to John Gunn for preparing the budget documents.

*Motion by John Young to approve the report of the Trustees. Seconded by Charlotte Sutherland. Motion carried.*

### **Nominating Committee Report**

Trenea Faloon presented the Council & Committee Membership 2019 list (p. 11-13 in the 2018 annual report) as the nominating report, with the following changes:

Council members:

Will Webster's role changes from Member at Large to Stewardship chair

Current committees:

Stewardship: add Jennifer Stevens-Ross

New committees:

Governance and Nominations:

Trenea Faloon

Robbie Shaw

Carole Cooley

Susan Chisholm

Bob Shepherd

Sunday Supper Leadership:

Sunday Suppers and St. Andrew's have signed a new agreement for mutual participation in mission. Committee members are:

Mary Schlech

Elaine Churchill

Kathy McKay

Bryana Jew

Barb Nanton (kitchen lead)

Carole Cooley called for further nominations, but none were forthcoming.

*Motion by Lorne Ferguson to accept the list of nominees. Seconded by Helen Ferguson. Motion carried.*

### **Next Steps**

Trenea Faloon reported on the congregational consultation held on Sunday, January 27<sup>th</sup>, 2019, which resulted in affirmation of the need for change. She outlined the plans for ongoing discussion and decision making.

### **Courtesies**

Penny Bedal expressed thanks on behalf of the congregation to the staff and volunteers who keep St. Andrew's functioning. She thanked the ministerial staff for their effective team approach to worship, programs and community connections, administrator Linda Burrows for her efficient organizational work, and sexton Kevin Burke for his management of the building, especially around the sanctuary floor replacement and the new chairs. She recognized the work of Jocelyn MacLean, Faith Formation Coordinator, and thanked outgoing Council chair Eric Roe for his dedication and steady guidance. She also thanked the committee chairs, the UCW, the administrators of the Mary Holmes Trust Fund, and all other volunteers.

Russ Daye extended thanks from the ministerial and staff team, echoing Penny's comments. He has been very impressed by the quality of our current and new volunteers. He emphasized the

importance of developing our mission, and encouraged everyone to learn about SASI. He stated that St. Andrew's may be the first congregation in the country to hit "the time is now" with so much grace.

**Benediction**

The meeting concluded at 12:40 pm with a benediction pronounced by Russ Daye.

Respectfully submitted,

Ruth Cordes

**Board of Trustees**

The Trustees are pleased to report that our investment portfolio managed by SEAMARK Asset Management Limited performed very well this year and enabled the Trustees to advance all monies requested by Council to the operation fund.

The Trustees continue to be concerned that the ongoing annual deficits incurred by the Church will, over time, adversely impact the funds available in the Endowment Fund, Consolidated Fund and Manse Fund as the annual payments from the Trustees are exceeding the annual income earned by the Funds maintained by the Board of Trustees.

Last year the Trustees in addition to our annual payment, advanced \$150,000 to support the operations of the church and the Trustees will be advancing another \$150,000 this year.

Because of the payment schedule for this fiscal year, we expect a decline in the value of our portfolio. This decline is of concern to everyone and all of us need to consider taking action to preserve the value of our assets for the long term.

**Concerns from the Board of Trustees**

Continuing to use the endowment fund to support operating deficiencies will lead to a continuing and rapid depletion of the balance of the Endowment Fund.

All of us need to look for other solutions to balance the budget beyond relying on the Endowment and Manse Funds. We understand Council has authority to withdraw funds however as Trustees, we have a duty to advise of our concerns, and the long-term impact of continuing to withdraw funds in excess of the annual funding formula.

Thank you for your attention.

John A. Young, Q.C.,

Chair



## **United Church Women (UCW)**

St. Andrew's UCW had another busy year of meetings focused on fellowship and service. The group has 23 active members and 17 home members. New members are always welcome.

Nine meetings were held throughout the year, usually on the third Monday afternoon of the month. Meetings in 2019 included a social evening with dinner at Le Bistro in January and our annual pot luck supper and Penny Auction held in June. Speakers at meetings included Rev. Heather Fraser who spoke to us about the Book of Thomas, and Tamsin Robson who discussed Gender in the Book of Thomas. Rev. Susan Chisholm came to our November meeting and spoke to us regarding the proposed development of the church property. On another occasion Carolyn Slade led us in a fun afternoon of exercise. At other meetings we collected personal care items for the Elizabeth Fry Society, and provided funds to help the Almahsalah family.

During the year we catered to six funerals, provided coffee break refreshments and Saturday lunch for "Music Matters" a national conference held at St. Andrew's in May. In October we held a Soup Luncheon in support of the Joseph Howe School Breakfast Program, and in November we had our annual Yuletide Bake Sale Plus. In addition we assisted with a Thank You event for church volunteers organized by Rev. Susan Chisholm in March.

All donations for 2019 are detailed in the accompanying financial statement.

During 2019 we felt the loss with the passing of life member Norma Price.

Thank you to all the members for making 2019 another successful year of worship, fellowship and service, and to the Congregation for your continued support.

Respectfully Submitted,

Charlotte Sutherland, Chair

## St. Andrew's UCW - Financial Statement - 2019

**Closing balance from 2018 statement** **\$4,977.57**

**Income:**

Member donations	\$1,379.00
Receptions - 6 funerals	\$1,740.00
Bake Sale Plus 2019 (net)	\$2,017.85
Sale of jewellery from Bake Sale Plus 2018	\$328.06
Music Matters catering, Apr. 27 (net)	\$398.60
Soup lunch, Oct. 27	\$778.35
Calendars (net)	\$65.02
Other fund raising	\$200.00
Maritime Conference Financial Services (interest)	\$80.00
Fellowship of the Least Coin	\$16.20

**Total income:** **\$7,003.08**

**Donations:**

St. Andrew's Benevolent Fund	\$500.00
St. Andrew's Operating Fund	\$900.00
St. Andrew's W&M (support for guest peacher Randy Woodley)	\$125.00
St. Andrew's Memorial Fund (re Norma Price)	\$25.00
St. Andrew's Sunday Suppers	\$500.00
Angola Memorial Scholarship Fund	\$150.00
Arthur Kidston Memorial Camp	\$800.00
Brunswick St. Mission	\$2,500.00
HRCE school breakfast programs (Joseph Howe School)	\$780.00
Gift to Almasalmeh family	\$220.00
Women's Interchurch Council of Canada (Fellowship of the Least Coin)	\$16.50

**Total donations:** **\$6,516.50**

**Expenses:**

Maritime Conference UCW newsletter subscription (3 years)	\$21.00
Halifax Presbyterial UCW & Maritime Conference UCW dues	\$109.00
St. Andrew's volunteer party (meatballs)	\$32.97
Expenses re receptions	\$310.25

**Total expenses:** **-\$473.22**

**Closing balance:** **\$4,990.93**

**Investment Certificate: Maritime Conference Financial Services** **\$2,000**

Respectfully submitted, Ruth Cordes, UCW Treasurer

## COMMITTEE REPORTS

### **Ministry and Personnel**

The Ministry and Personnel (M&P) Committee acts as liaison between the clergy and lay staff, and St. Andrew's congregation and Council. This is a mandatory committee required by the bylaws of the United Church of Canada. M&P oversees the roles, functions and entitlements (vacation, sick leave, continuing-education time) of clergy and lay staff. If M&P receives personnel-related concerns from the congregation, the committee works to find a resolution to the issues. Each year, the committee meets with clergy and staff members to review and evaluate their performance over the past year and to discuss goals for the coming year.

Committee meetings are held bi-monthly, or more frequently if required, with the exception of the July and August. While the business of the committee remains confidential, M&P reports regularly to Council.

This past year, St. Andrew's added two new part time positions: Business Manager (Robbie Shaw, volunteer) and Operations Manager (Marilla MacLean), and added several Assistant Sextons to the roster, reflecting the increased facility usage.

We are grateful to our ministers and lay staff for their leadership, hard work, diligence and ongoing commitment to St. Andrew's.

A sincere thank you to all M&P members for their time and efforts on behalf of the congregation.

Respectfully submitted,  
Carole Cooley and Katherine Frank, Co-chairs

Committee Membership 2019  
Carole Cooley, Co-chair  
Katherine Frank, Co-chair  
Roy Hayward  
Margaret MacKay  
Barb Stonehouse

## **Worship & Music**

This year we have been blessed with sustained deep and dynamic worship and music offerings at St. Andrew's, all predicated on the four main principles of the congregation's mission: Responding to Spiritual Hunger, Creating Connections, Standing for Justice, and Fostering Transformational Leadership.

With these in mind, representatives of other faith communities, such as Jewish, Islamic and Micmac, have participated in a number of worship services this year, as well as other activities such as drumming workshops and a study groups involving SASI. Another of our intentions is to always use inclusive language to make people of all backgrounds and gender orientations feel welcome at St. Andrew's.

However, integrating guest preachers/speakers into our unique and innovative worship has proven challenging at times. In the future, we might try turning over more elements of the service to our guests so they can make it their own and more cohesive, rather than trying to integrate two different worship styles.

There has been a lot of discussion this year about St. Andrew's relationship with other downtown churches. Where in the past, we have collaborated over a Good Friday service, it is the feeling of this committee that our liturgical style is no longer sufficiently aligned with First Baptist's, St. David's and St. John's to warrant participating in future joint services.

There has been recurring praise at all our meetings for the spectacular music at church this past year and how it is an integral element of every worship service. Of course this is intentional. The ministers and members of Mostly Righteous gather periodically to brainstorm music options that will support and augment upcoming worship themes. Sometimes it's impossible to determine which came first - the music or the worship. And, does it matter since the two are so skillfully woven together? A heartfelt "Thank You!" goes out to all member of The Mostly Righteous. This symbiotic relationship requires that more traditional hymns and organ music not be overlooked; however, both play diminishing roles in our church services. The choir has sung fewer anthems this year; yet, at special times such as Remembrance Day and Advent, they have performed brilliantly with pieces that have led the congregation through periods of deep and meaningful worship.

Still on the music front, Kevin has attended workshops that have helped him introduce methods of paperless music in worship. A little more coaching of the congregation is required. Kevin continues striving to improve the sound and AV systems in the sanctuary.

All agree that removing the pulpit and lectern and installing the stage have enhanced all aspects of worship and music at St. Andrew's. Combined with multiple flexible seating arrangements, possibilities for innovative spiritual practices seem boundless!

St. Andrew's appears to be an energetic, enthusiastic and spirit-filled place these days and that is reflected by a change in how Worship and Music meetings are conducted. We no longer dissect every service each month. We delve right in to discussing all the highlights, of which it's just

assumed there will be many. Then we try to fine-tune those accomplishments so that future services will be even better!

Worship and Music continues to be a productive, supportive and joy-filled committee within the church and we wish to thank the ministers for their contributions and our devoted members: Susan Alexander, Heather Chase, Dana-Lynn Farrell, Margie MacKay, Hillary Manchester and Bob Shepherd.

Respectfully submitted by:  
Penny Bedal and Krista Locke, Co-chairs

## **Faith Formation**

There were several offerings by the Faith Formation Committee this past year including:

- **Into Geography of Spirit:** Over 160 people went through this small group in successive iterations. The program explored contemplative practice through various lens; involving teaching, experience, and discussion. Topics included the Enneagram tool for self-awareness, meditation from Buddhist and Christian perspectives, tai-chi and prayer in movement, intercessory Prayer and so on. Russ Daye designed and led most groups with support from Susan and others.
- **St. Andrew's Book Club:** Susan hosted a series of great winter reads – a selection of thoughtful and inspiring authors and ideas, such as *A Life of Being, Having, and Doing Enough* by Wayne Muller, *On The Brink of Everything* by Parker J. Palmer, *We Need Each Other* by Jean Vanier.
- **Walking The Bridge:** a series co-led by Russ and members of SASI (St. Andrew's Centre for Social and Spiritual Innovation). This group asked what it means to be an ally across the lines of race and culture. Personal and political perspectives, experiences, and intentions were shared in deep discussion in the sacred setting of the sanctuary.
- **Youth Group:** The Youth Group met every other Sunday evening. They are a lively, active, insightful segment of our community. Activities and topics vary, from fun and fellowship, to social justice and service, to worship planning and leading. Susan and Dana-Lynn Farrell co-lead.
- **Sunday School:** Each Sunday an area in the sanctuary was created for small children and parents (books, colouring, small toys). A colourful information flyer was created and given to any new visitors to the church with young children. Each week an email was sent to Sunday School families (15 families in total) explaining the programming for the upcoming Sunday, and any news that might interest them. The theological perspective of Sunday School programming is developed by Susan around the Sunday service theme,

and planned by Jocelyn MacLean. There is always a presence on every Sunday morning of an offering of Sunday School and support for families.

- **Adult Confirmation Classes:** They were held in the Spring. We met weekly over lunch to allow people to pop in during the middle of their work day. We discussed some big theological questions and the particular perspectives of the United Church of Canada. Susan hosted and led the discussions – but always picked up take-out for lunch!

## **Pastoral Care**

The Pastoral Care Committee did not hold a formal autumn meeting but had an online review due to the enormous time commitment that Susan dedicated to the small group feedback sessions this fall. We met in person in January 2020. Through visitation (at home and in hospital) and phone calls, our committee provides support to members of our congregation who are in need. We are most grateful for the guidance of Rev. Susan Chisholm, Minister.

This year, we continued our collaboration with the Sunday School children to produce cards for members receiving pastoral care. These cards have been very well received by all.

We are so pleased to report the successful commencement of our Men's Group, who assist us with outreach and visitation. We have a dedicated group of men who have taken on this important and rewarding ministry. They meet monthly and new members are welcome.

Visitation volunteers have signed up online and we are very thankful for their assistance and support.

The Advent Service was led by Rev. Susan Chisholm at Parkstone. Kevin Parks, Minister of Music, and the Him Singers led the music. Members of our committee attended and took part in this lively and well-attended service. Susan also led a service at Northwood, as she does on a regular basis throughout the year. This maintains a vital connection to St. Andrews for those who are otherwise unable to attend services.

Although we have lost some members of our congregation in 2019, it is notable that all families expressed their gratitude for the connection that St. Andrew's had maintained with each of their loved ones. We continue to hold our late committee member and friend, Alma Hayward, in our prayers.

I would like to extend my sincerest thanks to all our volunteers, committee members and especially to Rev. Susan Chisholm who is the epitome of "pastoral care".

2019 Committee Members:

Betty Anderson (Past Chair), Joan Auld, Susan Chisholm, Kelly Kitamura (Chair), Jean Shaw

Respectfully submitted,  
Kelly Kitamura, Chair

## **Site Redevelopment**

This committee was reorganized in early January with a new membership and an aggressive mandate to begin planning for possible redevelopment of a portion or all of the Church Property.

In February the chair proposed a Request For Proposals to seek a consulting firm capable of providing modelling services in support of capital planning efforts. Ekistics Ltd was awarded the work and the firm indicated a willingness to undertake the work for a very minimal fee.

In turn the modelling analysis in terms of density maximums was completed. Three alternatives were developed by Ekistics.

Altus Group, the leading property valuation firm in the region, was asked to establish a property valuation for each of the three alternatives.

Upon completion of the above described work, a decision was made by Church Council to seek opinions from the congregation on their wishes regarding the issuance of an RFP (Request For Proposals) to development firms on 2 alternatives.

i.e. — on taking down the Church Hall and replacing it with a high rise building  
— or alternatively, taking down the entire church buildings.

Small group meetings were held in the early summer and the Congregation almost unanimously voted to issue 2 RFPs covering the 2 alternatives indicated above.

The RFPs are currently being drafted. A neighbourhood gathering is being organized to inform folks living in the area bounded by Jubilee Rd., University Ave., Le Marchant St., and Robie St. on the plan to issue the RFPs. It will be a poster board type of presentation.

The Mayor, the Councillor for the area, and the Director of Planning have been informed by formal letter from the Business Manager.

Respectfully Submitted,

Eric Burchill  
Chair

## **Building**

The Church Building Committee was revived for 2019. It met five times during the year with excellent attendance for all the meetings.

The Committee was focused on the following matters:

### Tower Situation

Expert opinion was sought from BMR Consultants and Masontech on the condition of the Tower. The conclusion of the team was that the tower should be partially removed to the top of the louvers. It was estimated that the cost of repairing the Tower vs. the cost of renovating a major part of the Tower was approximately the same i.e. between \$200,000 and \$250,000. The Engineers and Masontech (a contractor that had been involved in the partial repairs in the previous year) recommended that the Tower should be further repaired or torn down in 2020. Recently a second opinion is being sought from DSRA Consultants and Campbell Comeau Structural Engineering Firm.

### Clean Up

Kevin Burke, our Sexton, and two of the Assistant Sextons did a major clean up of the various closets and storage areas throughout the church. Two very large city owned dumpsters were filled and hauled away. Much thanks to Kevin's efforts. We are fortunate to have such a strong church Sexton!

### General Condition of the Church Building

The Sanctuary Building was built in 1925 and the Hall in 1952 so it is to be expected that keeping the facilities in reasonable condition will be a challenge for years to come. With the notable exception of the Tower, the two buildings do not have any really serious problems of this type. However, we anticipate significant ongoing problems over the next 5 to 10 years as outlined in the Stantec Study completed 4 years ago

### New Stage

Because much of the analysis and work expanding the new stage was done in the late spring and summer, the Building Committee was not actively involved in the final decision to proceed with the New Stage and oversee its construction.

The Committee was happy with the results and observes that the revenue being generated in the last several months of 2019 has been encouraging.

The cost of the construction was \$79,000, about 4% over budget, and heavily cost shared with Symphony Nova Scotia.

Special mention should be made regarding Doug MacLean's ongoing participation in all matters regarding the Church Building. His experience and expertise has been invaluable.

Members of the Building Committee are:

Michael Bird  
Bruce Lusby

Brian Robar  
Doug MacLean

Don Couse  
Robbie Shaw



## **Communications**

St. Andrews utilizes a number of communication tools to connect with the congregation, its partners and the larger community. They include the weekly bulletin, announcements during worship, the website, the weekly email, the outdoor sign, two screens at the back of the sanctuary and social media, including Facebook, Twitter, and Instagram.

Kevin Parks has continued in his role as our Webmaster and Social Media Coordinator on a contract basis. John Gunn has also continued, bringing his skills in reviewing our social media data and assessing the cost-effectiveness of our efforts. This past year brought a very welcome and capable member to Saint Andrews and to our committee, by the name of Krystle Henry. She brings extensive knowledge and experience in the areas of communication and social media. Another new member is Dana-Lynn Farrell. Dana-Lynn had been previously helping us in an unofficial capacity in posting images to Instagram and is now taking on a larger role by managing Facebook and Instagram.

A new initiative we have recently begun is creating live Facebook video feeds, a popular social media tool to promote Sunday worship and special events at St. Andrews. Positive feedback has been received in terms of congregants accessing worship services from home, while travelling, after they have moved, or even individuals from outside the congregation.

Our primary objective for the upcoming year is to move to a more centralized process to disseminate information via St. Andrew's online platforms such as the website, social media, and the newsletter. The outcomes include creating a dynamic communications calendar that looks at the year's activities, establishing a predictable communications timeline, and increasing internal capacity to execute the communication plan effectively with participation from dedicated volunteers, the congregation and staff as indicated.

Many thanks to our Webmaster and Social Media Coordinator Kevin Parks, to members John Gunn, Krystle Henry, and Dana-Lynn Farrell, and to the staff who have made, and continue to make, contributions to Communications.

Karen Ferguson  
Chair

## **Hospitality and Special Events**

### Advisory Group-

John Finley (Chair), Karen Ferguson, Virginia Crawford, Kelly Kitamura (Coffee Schedules)

### Volunteers-

Many thanks to the over 60 volunteers who have made the lunches and coffee service possible.

Coffee service- Online signup has been working. The coffee in the sanctuary before and after service has been generally well appreciated but at least one individual is scheduled to carry cups and coffee urns from the kitchen. The sweets from Piece of the East continue to be popular. The weekly cost of \$100 is roughly 1/3 covered by donations.

Meals- A Shrove Tuesday pancake fundraiser for Phoenix is being planned by the Social Justice Committee. There will be a strolling banjo player (Steve Penny) again.

Other events- Silver Donald Cameron hosted his documentary film Green Rights for Earth Day in April which was very well attended. It was arranged by the Social Justice Committee. An excellent discussion was very informative about the deterioration of the environment and what can improve things. There was also a display of related art from 14 Bells Gallery, courtesy of the owner Cheryl Bell.

The Special Events group again supported the Carol sing evening in December, and with the SJC a special presentation on Food Insecurity will occur this April. Dr Sylvain Charlebois of Dalhousie will co-present with a colleague.

With the new seating format and stage in the Sanctuary more forms of presentation are now possible. If you know of an event which could work well in our space and be of public and congregational interest please let us know. These events are not labour intensive but offer more opportunities for fellowship, relation to our community and pursuit of our social and community responsibilities. If you know of a speaker or film or artist whom we could contact please let us know.

### Summary:

It has been a privilege to serve St Andrews on this committee. The last year has been one of reorganization and trying new ideas for hospitality. Most of our endeavours have been well appreciated and we hope to continue on a sustainable course, with help from our Members. Our Advisory Group is looking for additional members as well.

Submitted by John Finley,  
Chair of Hospitality

## **Social Justice**

**The Social Justice Committee members:** Elaine Gunn (Chair), Susan Alexander, Patricia Betts, Linda Davis, Beth McGee, Carol MacLean, Joanne Roy, Linda Scherzinger, Janet de Saint Sardos, Ellen Taylor.

**Associate Members:** Marilee Brennan, Gloria Haskett, Ian Johnson, Jennifer Stevens-Ross, Bonnie Coloumbe, Jason Firth, Tim Klein

Since the 2019 AGM, the Social Justice Committee not only organized many educational congregational events but also networked and advocated issues with other churches. We meet on the first Tuesday of each month at 10:00am.

**APRIL: 2019:** - St. Andrew's is responsible to provide breakfast at Brunswick St. Mission for the 4 Saturdays in May. Staffing was organized.

- We sponsored a community evening event with Silver Donald Cameron's presentation of his film "Green Rights, The Human Right to a Healthy World" and responding to questions about our environmental rights to clean air, water, and land. A group met at St. Andrew's for a 6 week University of Cape Breton online course given by Dr. Cameron featuring interviews on green rights.

**MAY: 2019:** - We held a day long mini-retreat in order to review the committee's purpose, and plan our activities from Sept.(2019).-June (2020). It was decided that our committee's name would be changed to the Social Justice Committee.

**SEPTEMBER 2019:** - We participated in an Eco-Justice Fair cosponsored by the Anglican Diocese's Environmental Network and Kairos Halifax. Our table displayed information concerning how St. Andrew's tries to support those who experience food insecurity and advocate for less production and use of plastic.

- As part of our responsibility to the TRC, we organized "The Blanket Exercise". Lunch was served to the 40 participants prior to the afternoon event in the sanctuary.

**OCTOBER 2019:** - In collaboration with the Eco-Justice committee members of St. Matthew's United Church, a Lunch'nLearn was held at St. Andrew's on the topic of "Youth and Climate Change". Six youth were invited to speak about their actions and feelings concerning the climate crisis.

- With Roy Hayward's leadership, we helped in getting him ready for the Drop-In Centre's staffing for the first Sunday of November.

**NOVEMBER 2019:** - The Mission & Service display board was available at the back of the Sanctuary with information/brochures sent from the National United Church.

**DECEMBER 2019:** - We participated in the UCW Bake Sale +. the sale of Zatoun Fair Trade products was particularly popular.

**FEBRUARY 2020:** - “Pancakes for Phoenix” was organized to celebrate Shrove Tuesday and to contribute financial support Phoenix Youth.

- Letters will soon be emailed to specific community services that have a connection to St. Andrew’s and our committee work. . We are hoping to organize a “Community Fair” on Sunday, March 29th, to reacquaint the congregation with the agencies’ actions in the community.

- We received a confirmation from Sylvain Charlebois for his April 2nd presentation on “Food as a Human Right”. Details will follow.

Elaine Gunn, Chair

## **Minyara Mission Report**

### **Background:**

In response to the Syrian refugee crisis, and following a fact finding trip to Minyara, Lebanon by Russ, John Smith and Eric Roe in May 2016, Council agreed to contribute funds from a designated account to help support a refugee school and health clinic operated by the Presbyterian Church of Minyara.

Funds for the Mission were raised from both external and internal sources. The visit to Halifax in June of 2017 by Rev. Hadi Ghantous and several members of his Minyara congregation increased awareness of the Mission and helped raise additional funds.

Since the start of our financial assistance in July of 2016, Saint Andrew’s has contributed almost \$70,000 to the Minyara Mission, split evenly between the school and the clinic. With our support, the Minyara Mission has attended to the medical and dental needs of over 7,000 people since the start of our financial assistance. The Mission’s school hosts approximately 80 girls and boys aged 5 to 12. In addition to learning Arabic, English, science and mathematics, the children enjoy a nutritious meal at the school each day and receive regular health checks from the clinic’s nurse. They also learn that they are loved and valued as human beings.

### **Current Situation:**

Our last contribution to the Minyara Mission was made in June 2019 at which time the designated account was exhausted. While we can be very proud of the contribution we have made to the Mission over the past three years, our support was never intended to be open ended and given the many other pressing demands on our financial resources Council has decided to suspend fund raising efforts for the Mission.

Respectfully submitted,  
Eric Roe

## **Brunswick Street Mission – Meal a Month Program**

The following is the 2019 report for the Brunswick Street United Church Mission. On the third Sunday of each month, from September to June, donations are brought to the church service where they are placed in a box for Brunswick Street. Our thanks goes to Linda Burrows for seeing that reminders are placed in the bulletin each month. Thanks also goes to Kevin, our Sexton, who has the donations ready for pick up and has been most kind about bringing them out and putting them in the car.

The donated food items are given to those who are in emergency situations and go to Brunswick Street for help. The people serviced by the Mission are often on provincial assistance that does not always cover the necessities of life for themselves and their families. The situation becomes more dire for them and the working poor if an emergency crisis erupts requiring extra money.

St. Andrew's is the only United Church to make it their mission to offer help to this worthy cause on a regular basis. Thank you to those who faithfully donate each month. On behalf of Brunswick Street Mission and the recipients of your help, Thank you. ...and Thank you to Helen Wyman who has faithfully coordinated this monthly food drive for so many years and has retired this year.

## **Sunday Suppers**

### **There is so much to be thankful for.....**

#### **Smooth transition of oversight:**

The transition of the Sunday Suppers from ARK Outreach to St. Andrew's in January 2019, went very smoothly.

#### **Diverse Community of Guests and Volunteers:**

The numbers of guests have continued to run between 150 and 210 weekly. Some of these guests have been coming since the beginning, 34 years ago. There are also new faces in the crowd and some who occasionally join us when they need a little extra support.

Our guests continue to be served weekly by an incredible, diverse group of volunteers. There is a very solid core group, who keep all the pieces balanced each week. There are also a very committed group of volunteers who come as often as they are able. And many individuals and groups who come occasionally to serve and experience the Sunday Suppers community.

#### **Amazing partners:**

Our casseroles continue to be provided by community/church groups. It is such a blessing to see people from across HRM providing for the needs of our guests.

We continue to partner with the Food Bank, who supply many of our extra snacks and treats. We have been working hard to meet the food safety requirements, that are mandated for all Food Bank partners. Changes that were made this year include using clean, new recyclable take-out containers and using new food-grade bags for food items. (instead of yogurt containers and bread bags).

Little Caesars pizza supports our guests by providing frozen pizzas on a weekly basis. Once a month, a cake is donated to help celebrate birthdays. It is always a favourite week for your guests, who enjoy the special dessert and the fun of celebrating everyone's birthday. The Dal foot clinic provides foot care for our guests twice each month, just before the meal is served. Many people take advantage of this service.

When we have food left over at the end of the evening, we take it to one of the local shelters, so it does not go to waste. This is usually Metro Turning Point or the Salvation Army. It is always appreciated.

**Financial and gift support:**

Donations to the Sunday Suppers have allowed us to continue this ministry another year.

So many non-monetary gifts were donated for our guests! There were countless numbers of socks, mittens, hats and scarves, toiletries, Christmas cards, baked goods and various food items, sleeping bags, tents, clothing, jackets, bus tickets, gift cards.....the list goes on!

**Less environmental impact:**

With the efforts to use real plates, cups and mugs, as well as composting food scraps, we have been able to reduce the number of garbage bags we add to the landfill. We are down to 2-3 garbage bags per week compared to the 6+ that would have been created prior to these initiatives.

**Plans for 2020**

We will continue to create a safe space for our guests and volunteers to come to each week.

We will continue to provide meaningful volunteer experiences for the individuals and groups that wish to come to the Suppers.

We will continue to work establish connections with all who come through the doors.

We hope to further reduce our environmental impact by moving to use of reusable cutlery, instead of plastic.

We will work on remaining financially sustainable.

We will continue working on a succession plan, to ensure that the Suppers continues to thrive in the years to come.

We will explore additional partnerships that will be of benefit to our community.

## **Benevolent Fund**

Ministerial staff receive periodic requests for benevolent assistance, and authorize payments from the fund as deemed warranted and as available resources allow. During the year donations totaling \$1,995 were received by the fund, and payments totaling \$1,775 were made from the fund.

Respectfully submitted,

John Gunn, Treasurer

## **HIM Singers**

HIM Singers is a men's group who gather at the church once a month from October to and including May. After our singing, we spend a short social time, have refreshments and solving the "World's Problems".

Our membership includes any man who just enjoys singing (on key or note). We sing the melody.

We have 12 members, and we welcome more. Our Leader is Vivian Layton, who is a very special person. Many thanks Vivian.

Last December we performed at a service at Parkstone Enhanced Care, as we have done at various seniors' residences in the past.

Thanks to Linda Burrows for arranging our room at St. Andrew's to sing each month.

Respectfully submitted,

Don Couse

## **Stewardship**

Members: Bruce Nauss, Ian Johnson, Don Stonehouse, Jennifer Stevens-Ross, Robbie Shaw and Will Webster (Chair), with valuable guidance and advice from Susan Chisholm and Russ Daye.

The committee held its first meeting on February 26, 2019. It met 14 times since then, and is now holding regular monthly meetings. In the early spring, the focus of the meetings included a review of the history of Stewardship at St. Andrew's, patterns of past congregational giving, how Stewardship is approached by other congregations, and ideas for how to approach the congregation for giving of their time, talents and "treasure" (i.e., money) to St. Andrew's.

In April, we initiated our first appeal by approaching the congregation through a letter introducing the Stewardship Committee members and encouraging reflection on current levels of weekly giving in the context of our budget deficit and our ambitious mission pillars. The letter was followed up by a brief presentation to the congregation at a Sunday service in May, at which time the congregation was also asked to consider using Pre-Authorized Remittances (PAR) or Weekly Envelopes for their weekly giving.

The committee was very pleased with the response of the congregation. Approximately \$25,000 of new commitments were received, together with a substantial increase in the number of members signing up to use PAR.

In the fall, the committee reviewed the outcome of the spring appeal and started to develop a Stewardship Calendar for future appeals. In early December, the committee sent a "Give and Get Back" letter to the congregation encouraging an end-of-year donation that would impact the amount of the year's income tax receipt and that would enhance the achievement of our mission pillars. The committee was again delighted at the response of the congregation, with about \$8000 being received from 27 members.

In February, the committee prepared a letter to accompany each income tax receipt, thanking the congregation for its generosity and continued support of St. Andrew's, and reminding the congregation of use of PAR for regular giving.

The committee anticipates in the coming year that we, in collaboration with the Communications Committee, will make progress on use of on-line giving. The focus of our efforts will not be solely on financial giving but also giving of time and talents to St. Andrew's. As well we will explore ways to facilitate members including bequests and other legacy gifts to St. Andrew's, and to report every quarter on the amount of givings.

Respectfully submitted on behalf of the committee,



Will Webster (Chair)



## **Finance and Administration**

The Finance and Administration Committee met three times during the year to carry out the following responsibilities:

- Preparation of proposed annual operating budget for consideration of Council
- Regular monitoring and reporting to Council of actual financial results compared to budget and financial position of the church's operating fund
- Oversight of annual regulatory filings
- Oversight of weekly collection counting
- Oversight of offering envelope management and issuance of charitable donation receipts
- Review of terms of renewal of the church's insurance policy
- Oversight of financial control processes and results

Highlights of financial control processes in place during the year include:

- Treasurer is meeting regularly with Office Administrator to provide support guidance and oversight.
- All cash, other than that controlled by Trustees, is flowing through a single bank account.
- Monthly reconciliations of the accounting records to the bank statement provided by Scotiabank are being prepared by the Office Administrator and reviewed by the Treasurer within two weeks of month-end.
- Treasurer is conducting monthly reviews of the detailed general ledger, journal entries, bank and loan statements, lists of amounts receivable and payable.
- Financial accounting data files are being backed up and stored offsite on a monthly basis.
- Budget to actual variance analysis reports are being regularly reviewed by Council
- Treasurer is reporting at each Council meeting that accounting records are clean, balanced and up to date.
- Grant Thornton has reviewed a full set of financial statements for the 2018 and 2017 years.

Respectfully submitted,

John Gunn, Chair



**St. Andrews United Church  
2020 Operating Budget**

	2020 Budget	2019 Actual	2019 Budget	2018 Actual
<b>REVENUE</b>				
<b>ENVELOPE AND PAR OFFERINGS</b>				
General Operating	295,000.00	268,062.20	250,000.00	240,595.95
Mission and Service	35,000.00	33,557.02	40,000.00	37,505.09
Building	25,000.00	21,950.00	30,000.00	23,955.00
Other	2,000.00	1,946.00	2,000.00	1,960.00
Less: Transfers to Designated Funds	(62,000.00)	(57,177.02)	(72,000.00)	(63,135.09)
<b>TOTAL ENVELOPE AND PAR OFFERINGS</b>	<b>295,000.00</b>	<b>268,338.20</b>	<b>250,000.00</b>	<b>240,880.95</b>
<b>OTHER INCOME</b>				
Loose Offering	12,000.00	11,566.13	14,000.00	11,380.70
Total Rental Income	140,000.00	101,617.73	88,000.00	59,862.33
Fund Raising Projects	1,000.00	890.00	1,000.00	32,115.00
Miscellaneous Income	18,000.00	15,381.00	11,000.00	12,977.32
A. M. MacKay Trust	30,000.00	31,275.57	28,000.00	29,291.78
O.E. Smith Trust	10,000.00	11,174.88	10,000.00	10,049.14
Mary Holmes Trust	5,000.00	5,000.00	5,000.00	5,000.00
Less: Allocation to Designated Purposes	(1,000.00)	(890.00)	(1,000.00)	(32,165.00)
<b>TOTAL OTHER INCOME</b>	<b>215,000.00</b>	<b>176,015.31</b>	<b>156,000.00</b>	<b>128,511.27</b>
<b>TRANSFERS FROM TRUST FUND</b>				
Creighton Trust	500.00	370.00	500.00	542.00
Longard Trust	1,000.00	1,156.00	1,000.00	1,000.00
McInnes Trust	1,000.00	1,094.00	1,500.00	1,291.00
Organ Fund Trust	3,000.00	3,240.00	4,000.00	3,743.00
Endowments and Manse Fund Income	55,500.00	59,013.79	59,000.00	68,055.52
<b>TOTAL TRANSFERS FROM TRUST FUND</b>	<b>61,000.00</b>	<b>64,873.79</b>	<b>66,000.00</b>	<b>74,631.52</b>
<b>TOTAL REVENUES PLUS TRANSFERS FROM TRUST FUND</b>	<b>571,000.00</b>	<b>509,227.30</b>	<b>472,000.00</b>	<b>444,023.74</b>

**St. Andrews United Church  
2020 Operating Budget**

	2020 Budget	2019 Actual	2019 Budget	2018 Actual
<b>EXPENSE</b>				
<b>SALARIES AND BENEFITS</b>				
Salaries and Wages	390,000.00	354,145.11	350,000.00	312,196.92
Canada Pension and Employment Insurance	25,000.00	19,948.85	21,000.00	18,252.68
UCC Pension and Benefits	55,000.00	46,943.73	49,000.00	40,502.41
Travel Allowances	1,000.00	444.65	1,000.00	948.39
Continuing Education Allowances	6,000.00	6,197.59	5,000.00	3,887.15
<b>TOTAL SALARIES AND BENEFITS</b>	<b>477,000.00</b>	<b>427,679.93</b>	<b>426,000.00</b>	<b>375,787.55</b>
<b>PROPERTY EXPENSES</b>				
Electricity	12,000.00	11,109.19	10,000.00	9,498.96
Heating Fuel	50,000.00	49,910.74	35,000.00	35,662.14
Water	4,000.00	4,231.71	4,000.00	3,814.38
Maintenance and Repairs	20,000.00	19,332.80	21,000.00	19,023.03
Snow Removal	6,000.00	6,269.40	6,000.00	8,080.83
Garbage Removal	6,000.00	7,064.72	5,000.00	5,492.46
Cleaning Supplies	5,000.00	5,184.45	4,000.00	3,449.03
Insurance Premiums	20,000.00	20,101.00	23,000.00	22,895.00
Furniture and Equipment Purchases	3,000.00	5,836.97	3,500.00	2,357.44
Miscellaneous Expenses	4,000.00	3,686.39	1,500.00	2,178.62
<b>TOTAL PROPERTY EXPENSES</b>	<b>130,000.00</b>	<b>132,727.37</b>	<b>113,000.00</b>	<b>112,451.89</b>
<b>WORSHIP AND MUSIC EXPENSES</b>				
Music Supplies, Fees & Licenses	1,500.00	1,842.43	1,500.00	1,717.38
Piano and Organ Maintenance	2,000.00	1,468.13	2,000.00	1,299.00
Worship Equipment & Supplies	3,000.00	4,564.83	2,000.00	2,988.79
Pulpit Supply	1,000.00	375.00	1,000.00	1,167.00
Choir Services & Sub Music Director	1,000.00	2,008.00	1,000.00	1,515.00
Musicians	1,500.00	1,219.75	1,500.00	1,523.99
<b>TOTAL WORSHIP AND MUSIC EXPENSES</b>	<b>10,000.00</b>	<b>11,478.14</b>	<b>9,000.00</b>	<b>10,211.16</b>
<b>COMMITTEE EXPENSES</b>				
Communications	1,000.00	703.03	1,000.00	1,480.86
Faith Formation	2,000.00	765.30	2,000.00	1,516.86
Hospitality	2,000.00	2,763.26	2,000.00	2,468.47
Executive Council	500.00	1,118.00	0.00	0.00
Ministry and Personnel	500.00	600.00	500.00	709.77
Outreach	500.00	419.31	500.00	586.06
Stewardship	500.00	149.14	0.00	0.00
<b>TOTAL COMMITTEE EXPENSES</b>	<b>7,000.00</b>	<b>6,518.04</b>	<b>6,000.00</b>	<b>6,762.02</b>

**St. Andrews United Church  
2020 Operating Budget**

	2020 Budget	2019 Actual	2019 Budget	2018 Actual
<b>GENERAL AND OPERATING EXPENSES</b>				
Telephone	7,500.00	7,781.04	7,000.00	7,541.58
Postage	1,500.00	2,152.25	1,000.00	969.33
Photocopier	5,000.00	4,832.49	5,000.00	5,496.46
Office Supplies	1,000.00	1,078.68	1,000.00	884.17
Computer Repairs and Supplies	3,000.00	3,629.16	2,500.00	2,618.26
Website Management	9,000.00	8,550.00	9,000.00	8,250.00
Financial Charges	4,500.00	3,833.96	3,500.00	3,676.15
Legal, Accounting and PR Services	7,500.00	7,901.50	6,500.00	6,450.00
Other Miscellaneous Office	1,000.00	1,009.13	1,500.00	420.29
<b>TOTAL GENERAL AND OPERATING</b>	<b>40,000.00</b>	<b>40,768.21</b>	<b>37,000.00</b>	<b>36,306.24</b>
<b>STRATEGIC PROJECTS</b>				
Centre for Social & Spiritual Innovation	4,000.00	3,465.72	4,000.00	0.00
Other	0.00	0.00	0.00	0.00
<b>TOTAL STRATEGIC PROJECTS</b>	<b>4,000.00</b>	<b>3,465.72</b>	<b>4,000.00</b>	<b>0.00</b>
<b>TOTAL PRESBYTERY AND CONFERENCE</b>	<b>21,000.00</b>	<b>21,131.50</b>	<b>21,000.00</b>	<b>20,376.00</b>
<b>TOTAL EXPENSE</b>	<b>689,000.00</b>	<b>643,768.91</b>	<b>616,000.00</b>	<b>561,894.86</b>
<b>OPERATING DEFICIENCY FOR THE YEAR</b>	<b>(118,000.00)</b>	<b>(134,541.61)</b>	<b>(144,000.00)</b>	<b>(117,871.12)</b>
<b>ACCUMULATED DEFICIT JANUARY 1</b>	<b>(69,011.44)</b>	<b>(29,469.83)</b>	<b>(29,469.83)</b>	<b>(61,598.71)</b>
<b>SPECIAL TRANSFER FROM ENDOWMENT FUND</b>	<b>150,000.00</b>	<b>95,000.00</b>	<b>144,000.00</b>	<b>150,000.00</b>
<b>ACCUMULATED DEFICIT DECEMBER 31</b>	<b>(37,011.44)</b>	<b>(69,011.44)</b>	<b>(29,469.83)</b>	<b>(29,469.83)</b>

**St. Andrews United Church  
Statement of Financial Position  
- General Fund**

	Dec 31, 2019	Dec 31, 2018
<b>ASSETS</b>		
CURRENT		
Bank	106,589	53,375
Receivables	30,177	44,965
Receivable from Trustees	-	4,924
	<u>136,766</u>	<u>103,264</u>
<b>LIABILITIES</b>		
CURRENT		
Payables	27,359	22,770
Payable to Trustees	6,041	-
Deferred designated givings and fundraising proceeds (Note 1)	<u>172,377</u>	<u>109,964</u>
	<u>205,777</u>	<u>132,734</u>
<b>EQUITY</b>		
Prior Years Deficiency	(29,470)	(61,599)
Current Years Deficiency	(134,541)	(117,871)
Special transfer from Endowment Fund	<u>95,000</u>	<u>100,000</u>
	<u>(69,011)</u>	<u>(29,470)</u>
	<u>136,766</u>	<u>103,264</u>

**Note 1. Deferred designated givings and fundraising proceeds**

Purpose designated	Balance Dec 31 2018	Revenues		Balance Dec 31 2019
		& Transfers 2019	Expenditures funded 2019	
Building	59,981	22,630	(30,757)	51,854
Mission and Service	-	34,242	(31,423)	2,819
SASI	17,195	28,103	(20,298)	25,000
Benevolent	1,754	1,995	(1,775)	1,974
Brunswick Street Mission	894	1,972	(2,286)	580
Choir	2,397	-	(500)	1,897
Flower and Gift	632	765	(362)	1,035
Memorial	7,276	111	-	7,387
Outreach	222	2,529	(2,360)	391
Minyara Mission	10,798	1,624	(12,272)	150
Mohammed Family	-	48,307	-	48,307
Almasalmeh Family	1,669	-	(972)	697
Abdille Family	-	5,000	-	5,000
Sunday Suppers - St A	-	23,763	(5,209)	18,554
Sunday Suppers - ARK	738	(738)	-	-
UCW	4,978	6,230	(6,217)	4,991
Other	1,430	1,475	(1,164)	1,741
<b>Totals</b>	<b>109,964</b>	<b>178,008</b>	<b>(115,595)</b>	<b>172,377</b>