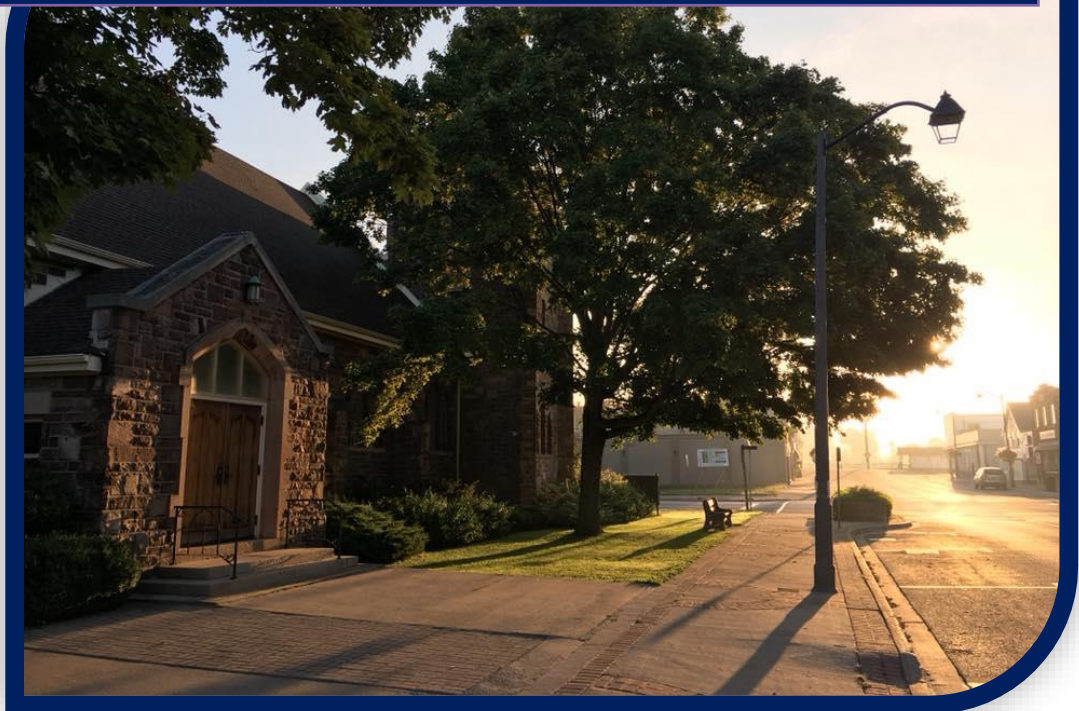


St. James & St. Brendan Anglican Church Parish Profile 2019



**55 Charlotte Street,
Port Colborne, Ontario**

www.portcolborneanglican.org

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About Us

First and foremost in all we do, we seek to deepen our relationship with God, build community and engage with the world around us. By living out the imperatives of the Gospel, in sharing God's love and the Good News of Jesus Christ, we seek to be a light in our world.

We are an Anglican Church located in the heart of downtown Port Colborne, Ontario on the north shore of Lake Erie at the southern end

of the Welland Canal in the Niagara Region. The city of Port Colborne is steeped in marine heritage and currently has a population of just over 18,300 people. It is the first Fair Trade Town in Ontario as recognized by Fairtrade Canada's Fair Trade Town Initiative.

We are a fusion of two churches whose style and churchmanship were significantly different. The Parish of St. James, the more traditional church and The Parish of St. Brendan, the more contemporary, amalgamated in 2006. The result has been a blend of traditions at St J & B as we have come to call ourselves. Several years ago we invested in projection screens and other multi-media equipment in both the church and the hall and we have become accustomed to its regular use at services. We also have the capability to live stream our services, something our former rector would do on a regular basis.

The church proper is situated on the corner of King and Charlotte Streets. The original church, established in 1863 and first erected in 1867, was destroyed by fire in 1915. The present stone church was rebuilt and dedicated on April 22, 1917. The nave seats approximately 200 people and



the chancel has space for 20+ choir members. The worship space is accessible, as is the washroom and the space has air conditioning.

The main church building also includes a foyer, Narthex, rector's office, admin office and a nursery. In addition to the regular worship services, the worship space is also used by several community choral groups. The Parish does not have a rectory.

Our Parish Hall (Guild Hall) is located across Charlotte Street a short block away. It consists of a general use area, stage, kitchen, accessible washrooms and community café on the main floor and an upper room with a kitchenette and a smaller meeting room and washroom as well as a rooftop garden. All Guild Hall users sign a contract and provide certificates of insurance or purchase it through the Diocese. Any event that involves liquor is overseen by Smart Serve Trained servers.

The maintenance of both buildings is overseen by a parish property manager. The last decennial inspection was in 2015 and identified an issue of mold remediation needed under the nave area of the church.

We have been involved in the wider church through parishioners who have and are currently serving on Diocesan committees and Diocesan Synod Council. PWRDF fundraising materials are used within the parish throughout the year.

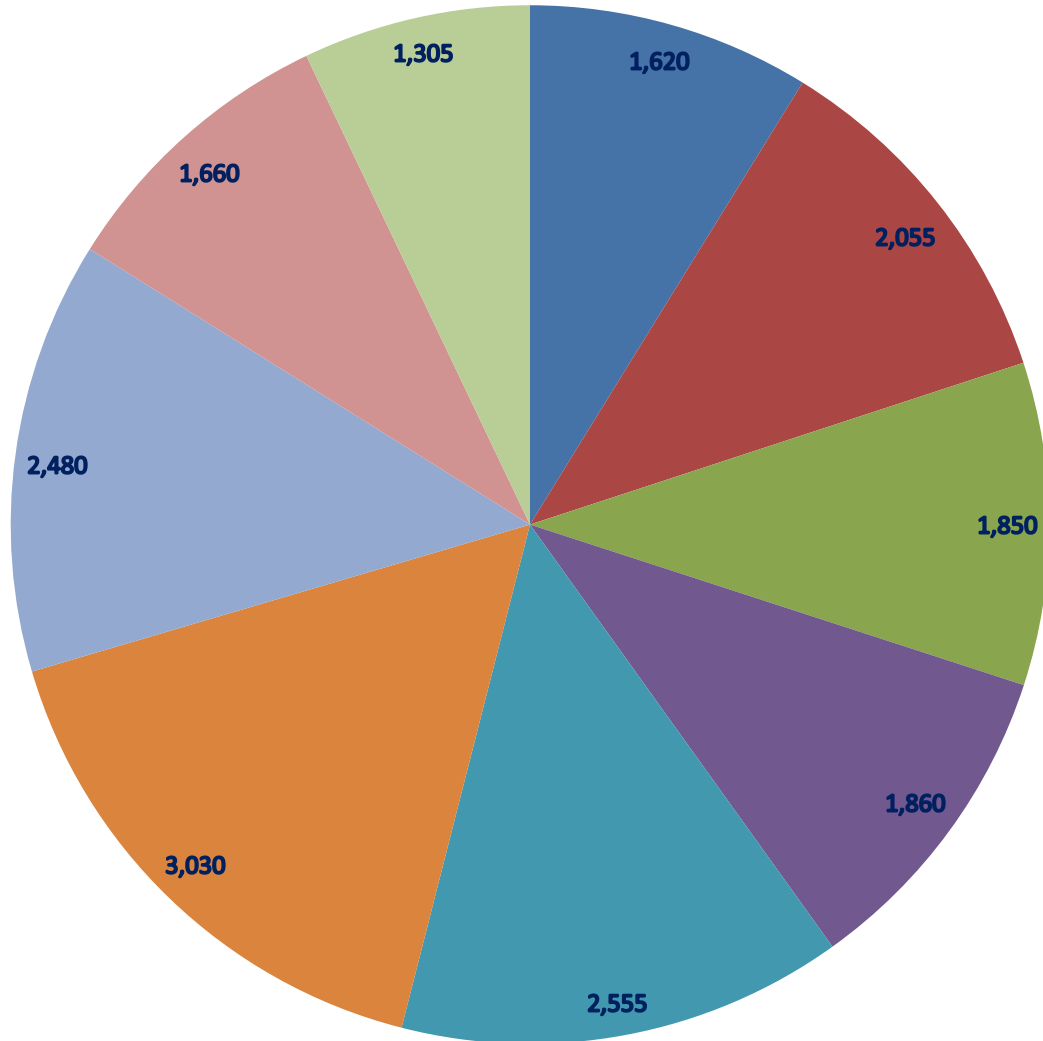
In the last decade the parish has been involved in missionary work projects to Guatemala, Haiti, and Dominican Republic. In 2018 a number of parishioners took part in a missionary work project in El Salvador through a partnership with Operation Mobilization. It is our hope to be involved in another similar project in the near future.

The parish is made up of approximately 130 regular Sunday worshippers. There are 210 families on our Parish List made up of 291 individuals who offer regular financial support. We strive to be a very sociable, welcoming church, inclusive to all.



Population Demographics for Port Colborne

(Data sourced from Statistics Canada; 2011 Census of Population)



0 to 9 years
 10 to 19 years
 20 to 29 years
 30 to 39 years
 40 to 49 years
 50 to 59 years
 60 to 69 years
 70 to 79 years
 80 years and over



Worship Services at St. James & St. Brendan

Sunday
8:30 a.m.

- This is a traditional said Eucharist from page 230 of the Book of Alternative Services with a very regular congregation of 40 worshippers. The service is projected onto the overhead screens

Sunday
10:30 a.m.

- This is a more contemporary Choral Eucharist from page 185 of the Book of Alternative Services with a fairly regular congregation of 76 worshippers. The Choir is present, there is Nursery care provided and St. J & B Kidz Sunday School takes place at this time. The service is projected onto the overhead screens.

Thursday
10:00 a.m.

- This mid-week service is a Eucharistic Service of Healing Prayers with a regular congregation of approximately 15 worshippers followed by a lively discussion group. Anointing with Oil takes place once a month

Messy
Church

- (Lay leadership - Lori Bodner) takes place the 1st Monday of each month at 5:00 p.m. in the Guild Hall from September through June. There is a meal, crafts and some type of worship planned at each event

Taize

- (Lay leadership – Ashley & Leslie Kennedy) takes place the 2nd Sunday of the month at 6:30 p.m. from October to May with guest musicians taking part and a select choral group

Church on Tap

- (currently under the direction of our recently ordained Deacon, Lorenzo Cromwell) is held at “Canal Side Restaurant” the last Sunday of each month from September through June at 8:00p.m.

Prayers for Peace

- is an Ecumenical Service of “Prayers for Peace” taking place outdoors on the St. J & B Park Property the last Wednesday of each month at 12:15 p.m.

Special Worship Services

Ash Wednesday – Services take place at 7:30 a.m. & 7:30 p.m. (with the exception of this past year when the 7:30 p.m. service was cancelled). This is a Eucharistic Service with Imposition of Ashes followed by a light breakfast gathering in the Hall.

Noon-Hour Lenten Services – take place each Thursday at 12:00 p.m. with guest preachers from the various churches in Port Colborne as well as guest musicians & soloists. This is a half hour prayer service followed by a soup & bread lunch at our Guild Hall

Palm Sunday – Palm Sunday Services are at our regular service times but at the 10:30 a.m. service we have a congregational outdoor procession.

Maundy Thursday – Foot Washing Service & stripping of the Altar at 7:00 p.m.

Good Friday – Service takes place at 11:00 a.m.

Easter Sunday – Services are at the regular service times.

Mariner's Service – this service is a community event that usually coincides with the opening of the Welland Canal in the spring. It is a service of evening prayer that takes place on a Sunday Evening in mid to late March at 7:00 p.m. Many individuals representing Seafarers & their Families, local Politicians, Port Colborne Marine Auxiliary Rescue (POCOMAR) and the Community at large attend this service. A free will offering is taken and proceeds are donated to POCOMAR. There is a reception with music, light snacks & a cash bar that follows the service in the Guild Hall.

Remembrance Day Service – takes place the Sunday closest to November 11th at which time the Memorial Roll is read and a moment of silence is observed.

Christmas Services – Services are held Christmas Eve at 4:00 p.m. and 8:00 p.m. and on Christmas Morning at 9:00 a.m. The 4:00 p.m. service is a well-attended Children's Service with the children assisting in the setting up of the crèche. The later service is a Choral Eucharist and the Christmas morning service is a said service.

Portal Village – This Eucharistic Service takes place monthly on the 1st Wednesday of each month at Portal Village Retirement Home at 1:30 p.m.

Northland Pointe – This is also a Eucharistic Service which takes place monthly on the 3rd Tuesday of each month at Northland Pointe Long-Term Care Home at 2:00 p.m.



Parish Statistics

	Parish Statistics		
	Baptisims	Weddings	Funerals
2018	6	5	9
2017	9	2	8
2016	10	6	10
	Average Attendance		
	8:30 Service	10:30 Service	Mid Week
2018	39	76	15
2017	45	76	13
2016	47	79	15
	Other Services		
	Church on Tap	Taize	Messy Church
2018	30	35	no stats
2017	26	34	29
2016	26	25	22

Parish Groups

Altar Guild – (Barb Yakobowski, Director) we have a very active Altar Guild group who tirelessly look after the setting up of the Altar for the various worship services, cleaning and ironing of the Altar Linens, decorating the church for the various seasonal celebrations of Christmas, Easter & Harvest Thanksgiving and ensuring the tidiness of the Sanctuary at all times.



Parish Choir – (Tim Kennedy, President) we have a small group of dedicated Choir Members, under the direction of our Director of Music, Linda Tamburri. The choir practices each Thursday evening at 7:30 p.m. The Choir is present at the 10:30 a.m. Sunday Worship service to lead the congregation in the singing of Hymns and Eucharistic responses as well as providing an Anthem usually following the Sermon. They are also present,

upon request by families, for Funeral Services. There are a number of other musical individuals within the parish who often take part in services as well.

Home Study Groups – (Linda Lamarche, Coordinator) Books are selected from time to time (often during the season of Lent or Advent) for study that takes place in the homes of various parishioners who offer to host a group with Lay-Leaders who are selected to facilitate each group. Each year an overnight Fall Parish Retreat takes place with a focus on community building, spiritual growth & renewal.

Mission Team – (Tami Zachariah & George Duma, Coordinators) We have a Lay-led Mission Team who has organized Mission trips to El Salvador in partnership with Operation Mobilization, a worldwide Christian mission organization with offices in Port Colborne. In past years, other Parish Mission groups have gone to Haiti and Guatemala.



Lay Reader Team – (Barb Yakobowski, Leslie Kennedy, Pat Davis, Linda Lamarche, Larry Peyton) We currently have a group of 5 Licensed Lay Readers who assist the Rector in Sunday Worship Services. We also have a recently ordained Parish Deacon (Lorenzo Cromwell) who also takes part in both Sunday Services.

Servers – There are a few individuals who act as crucifer, server and acolyte on Sunday mornings. We are hoping to expand this group in the future.

Pastoral Care Team – We have a very active and dedicated Pastoral Care Team, under the direction of our Parish Deacon, who visit shut-ins on a regular basis in their homes, Long-Term Care Facilities and Hospitals.

GAP – (Stewart Edwards, Coordinator) “God Answers Prayer” is a lay-led prayer group who meet twice a month to pray for those in need. Prayer requests are taken through a request box at the back of the church.

St. J & B Kidz –Our Children’s Ministry lessons coincide with our liturgical year. The activities, storytelling, games, crafts, lessons & fun happen every Sunday when children are present!

Youth Group – Presently two youth leaders Christie Hines & Ben Brown along with our Parish Deacon Lorenzo Cromwell are currently working to re-establish a Youth Ministry Program.

Parish Outreach Ministries

Out of the Cold - Community Dinners are held in the Guild Hall each Tuesday evening (doors open at 5:30 p.m. dinner served at 6:00 p.m.) from October through April. Our own parish has two groups preparing meals on various scheduled weeks and there are also other groups from various community churches, as well as a group from the local Catholic High School who take turns preparing meals when scheduled.

School Lunch Program - provides nutritious lunches to students in various Elementary Schools throughout the community who are in need. Brown bag lunches are prepared by volunteers each Monday morning in our Guild Hall and distributed to the schools. Lunches are discreetly given out by School Staff to students who do not have a lunch on any given day throughout the week.

The Heartbeat Café – Located within our Guild Hall, is an independently run Café, with an outreach component (sometimes partnering with Community Living), operated by Wanda Butler. Wanda came to us with a dream to open her own café but was in need of some support in order to get her plan off the ground. At first, we supported her business plan and it has grown over the last two years, as has her support of the parish. She offers daily breakfasts and lunches to the community as well as private caterings and she is a great cook!

Lakeside Terrace – (Lynn Poirier, Coordinator) Lakeside Terrace is an assisted living home from which many residents come to worship at our

parish. Each month a nutritious lunch meal is prepared in our Guild Hall and then served at Lakeside Terrace to the residents as part of our community outreach.

Refugee Sponsorships – (Leslie Kennedy, Coordinator) in the fall of 2015



our Rector challenged our congregation to embrace the 140th Anniversary Project of our Diocesan Bishop's Refugee Sponsorship Program. We met that challenge raising almost \$40,000 in a little over two months and welcomed our first of two sponsored Syrian Refugee Families who arrived on New Year's Eve 2015 having come from Lebanon. The second family arrived in late February, also from

Lebanon. We are currently in the process of raising funds and are awaiting news of the approval of a third family. We have a team of parishioners who worked tirelessly in setting up households for these families and offered support assisting in various aspects of life in Canada (health cards; driver's licenses; ESL classes; doctors & dentists, schools for the children, shopping etc.). Fundraising "Teas" are held twice a year to raise funds for this cause.



Warming Center – With sponsorship from the community, our Guild Hall is used as a Warming Center with overnight facilities during extreme winter cold spells.

Ozzy's Garage – Here, at-risk youth and teenagers receive mentorship and

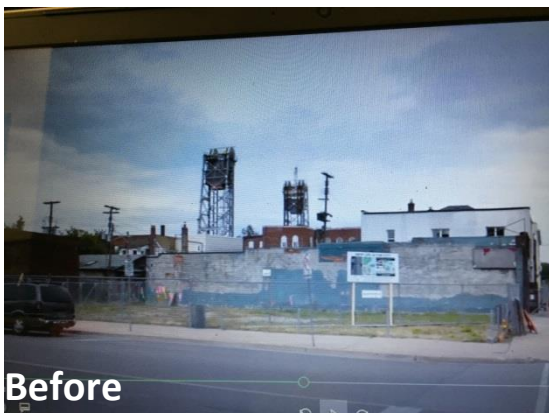


training from Rick Osborne, better known as Ozzy, while rebuilding motorcycles. Rick is a rehabilitated drug addict who found salvation while incarcerated in a federal penitentiary, earning his B.A. in psychology from Queen's

University and continuing his studies at McMaster University completing an Addiction Care-worker Diploma. His story of redemption allows him to speak with unmatched credibility and power with youth involved in gangs or at the margins of gang membership.

Phoenix Wood Carvers – This group is just getting underway in their new home at 25 Charlotte Street. They are a 10 member group of artisan carvers, led by renowned indigenous carver, Doug Maracle, with a focus on community involvement in their craft.

St. J & B Park Project – Jeremiah told God’s People to seek the prosperity of their cities – with this in mind at St. J & B, we wanted to bring prosperity and new life to our downtown core and decided to purchase a derelict property (which included Ozzy’s Garage and The Phoenix Carvers’ buildings, as well as a vacant lot), across from the church and transform it into something beautiful for the whole city to enjoy. This became known as our “New Life in the City Park Project” as we envisioned a community greenspace in the heart of downtown Port Colborne. The buildings have been stabilized & refurbished. We have an interest free mortgage (held by one of our parishioners) with a balance of \$160,000 owing (purchase price was \$200,000) for the property with annual payments of \$40,000 due each December 1st over the next 4 years. We’ve had a fundraising campaign, to which many parishioners responded by pledging amounts to the project, and have been honouring those pledges over the last two years. We also have reached out to local businesses, the community at large and have applied (and continue to apply) for various grants to help cover development costs. Phase I is complete and plans for Phase II are ongoing.



Organizational Structure

The formal organizational structure of St. James and St. Brendan is centered around the Corporation which consists of our Rector, Rector's Warden, Deputy Rector's Warden, People's Warden and Deputy People's Warden, which meets monthly.

Supporting the Corporation we have a Parish Council, that meets monthly immediately following the Corporation meetings, consisting of the Corporation, 2 Lay delegates to Diocesan Synod and currently eight lay members who serve in an advisory capacity to the Corporation. Our Treasurer reports on budgetary and financial issues and other members report on areas such as building issues and concerns, and various other items including programs and planning. Our Parish Deacon also attends Parish Council meetings in a non-voting capacity, serving as a liaison for the Youth Group and youth issues, our pastoral care team, as well as to the LGBTQ Community. A Vestry meeting is held annually, usually in late January or early February.

The paid staff of the church consists of the Rector, the Music Director and Caretaker. Four volunteer parishioners staff the office on a rotating schedule, weekly from Tuesday to Friday. In addition we have volunteers serving in our Nursery, and Church School, all of whom provide Police Background Record Checks. The Volunteer screening is still a work in progress although the lion's share of it has been completed.

We consider the involvement of volunteers in all aspects of our Parish ministries as not only a necessity but a strength of our congregation. We seek to continue fostering our commitment to Christ in our faith journey through a strong involvement in the various ministries within our Parish.

Useful Links:

St. James & St. Brendan Church: <http://www.portcolborneanglican.org/>

Bless the City Park Project: <http://www.blessthecity.ca/donate.html>

St. J & B Facebook Page: <https://www.facebook.com/portanglican/>

Diocese of Niagara: <https://niagaraanglican.ca/>

City of Port Colborne: <http://portcolborne.ca/>

Operation Mobilization: <https://www.om.org/en/country-profile/canada>

SITUATIONAL ANALYSIS

As is the case with many other parishes in the Diocese of Niagara, St. James and St. Brendan is an older (and aging) congregation, with a significant number of parishioners falling in the 55-70 year-old demographic. There are a few families with children and youth. Over the tenure of the most recent Rector, there were concerted efforts made to reach out to younger families, via more contemporary music, multi-media worship technologies, social media contacts and age specific events, but the reality is that while younger families would participate for a short while, there was not a very high retention rate. There is a general acknowledgement that the welcoming of newcomers could be strengthened. Out of discussing this within the Parochial Committee, a group has been established consisting of 6 individuals who are committed to ensuring that at least one of them is at each service and will be intentional about keeping an eye out for first-time worshippers and both inviting/going with them to coffee afterwards.

There the welcoming team members will endeavor to gently elicit enough about our visitors to introduce them to those with whom they might have something in common, in an effort to provide an easier and supportive way for them to 'check out' and hopefully 'engage' in the life of the community. This demonstrates both a willingness to face some real challenges and an openness to attempting new ways of addressing them head-on.

On the other hand, due to the warmth of the community and its history of genuine caring for its members, a significant (and higher than average) number of adults/couples who are new to Anglicanism have become members of the parish over the past 3-5 years. This is reflected in a confirmation preparation group, consisting of 1 teenager and 6 adults, anticipating the Diocesan Confirmation service this coming June.

St. J & B is a community that intentionally looks to sermons and adult education opportunities to support them in their growth in faith and the exercise of God's mission. There is a history of book and study groups having been offered and well attended. The parish currently has two

groups (daytime and evening) studying *The Book of Forgiving*, by Desmond and Mpho Tutu.

What is 'special' about this parish is its rather incredible involvement in and commitment to outreach/missional ministry. Not only are there a significant number of members engaged in a plethora of such ministries, there is a very real intentionality of its members to participating in, hosting, and offering leadership in the Week of Prayer for Christian Unity services, the World Day of Prayer, the Annual Thursday Lenten services, the Annual Mariners Service at the time of the opening of the shipping season on the Welland Canal, making the Guild Hall available as a Warming Centre for 6 weeks in the dead of winter, and participating in city-wide Canal Days in the summer. St. J & B is very aware of the needs of the wider community and is always looking for ways to connect and engage with people outside of the church community. It has a well-deserved reputation for this within the city. There are many more opportunities being discussed as the coming on-line of the parish park across the street from the church is anticipated. This is not an inward-looking congregation. In many ways, our missional focus defines who we are as a congregation.

Given the 12-year tenure of the most recent Rector, there are many who have only had this one experience with a Rector. The Parochial Committee is keenly aware of the importance and strength of the relationships that grew during that period, and how that found expression in many positive ways. However, they also were able to identify some discouragement around a 'cult of personality' that has left some parishioners in a 'wait and see' mode. This may explain in part the fact that parish givings are down some \$8,000 against the same period last year.

The Parochial Committee feel that the transition period has been good for parishioners to learn that change need not be feared, and indeed can be healthy, as the community looks toward welcoming and ministering with their new Rector.

St. James & St. Brendan, Port Colborne

Results of Clergy Role Expectations Survey

62 Parishioners completed the Survey on March 17, 2019, at both the 8:30 a.m. and the 10:30 a.m. services. [“Directly” refers to an expectation that this role would be directly and primarily exercised by the clergy-person; “Shared” indicates that it would be exercised jointly by the Rector and parish members.] Quite clearly, the top 5 functions that the community believed deserved the most time and attention from their Rector were as follows:

1. The administration of the sacraments of baptism, communion, marriage, and funerals. (Directly)
2. Preaching sermons. (Directly and Shared, with a majority of votes for Directly)
3. Ministering to the sick, dying, and bereaved. (Directly and Shared, evenly split)
4. Serve as an example of high moral and ethical character. (Directly)
5. Cast a vision and develop new ideas for pursuing God’s mission. (Directly and Shared, with a majority of votes for Directly)
6. (Only 2 votes less than 5.) Teaches and works directly with adults to nurture disciples through adult education events.

Transition Consultant’s Comments:

These results would fit my observations after 5 months that St. James and St. Brendan’s strikes me very powerfully as a community that is grounded in a very strong sacramental spirituality that wants to ensure that the pastoral and Christian formation needs of individuals and the community are met directly by their priest (to whom they look to for integrity and guidance) and by he/she equipping laity to share these ministries. As a community, they are highly committed to learning more about exercising their baptismal covenant and are intentional about looking for new ways to live the Gospel in the wider community.

Parish Financial Information

On the next several pages you will find copies of our 2017 and 2018 Year End Financial Statements as well as our Budget for 2019 as adopted at our Annual Vestry Meeting held in January of 2019. We currently have 3 investment funds held through the Diocese of Niagara (values shown are at Dec. 31, 2018); one general investment fund in the amount of \$118,752; one memorial organ fund in the amount of \$57,593; one rectory fund in the amount of \$142,860. We also have an outstanding interest free mortgage for the purchase of the "Park Property" held by a parishioner in the amount of \$160,000 (\$40,000 to be paid annually for the next four years). We have a \$60,000 line of credit with the C.I.B.C. bank that is to make up for cash flow shortages. The amount used on the credit line fluctuates throughout the year.

Category Description	2018 Actual	2018 Budget	Difference
INCOME			
Above & Beyond Givings	12,828.35	40,000.33	-27,171.98
Envelopes	139,678.02	145,277.00	-5,598.98
Open & Initial	3,196.05	3,500.00	-303.95
Special Offerings	8,555.00	12,000.00	-3,445.00
Phoenix Donations	5,880.00	0.00	5,880.00
H.S.T. & G.S.T. Rebate	0.00	4,725.00	-4,725.00
Insurance Settlement	844.50	0.00	844.50
Memorials	733.00	2,000.00	-1,267.00
*Miscellaneous Income	6,242.00	2,000.00	4,242.00
*Out Of The Cold	990.98	0.00	990.98
*Park Project Income	25,040.00	0.00	25,040.00
Rental (Hall)	9,331.00	12,500.00	-3,169.00
Rental (Lot)	1,500.00	1,500.00	0.00
<u>Special Projects</u>			
Fundraising Events	1,343.60	5,000.00	-3,656.40
House Tour Receipts	11,074.91	8,000.00	3,074.91
Lost Chord Coffee House	2,970.50	3,000.00	-29.50
Makers Market Vendors	4,000.00	4,000.00	0.00
TOTAL Special Projects	19,389.01	20,000.00	-610.99
Student Grant Program	10,969.00	0.00	10,969.00
<u>Vital Signs Income</u>			
<u>Community</u>			
Coffee Hour Donations	547.10	500.00	47.10
Parish Events	0.00	0.00	0.00

Pig Roast	362.85	0.00	362.85
TOTAL Community	909.95	500.00	409.95
<u>Discipleship</u>			
*Bible & Book Study Income	963.30	900.00	63.30
*Parish Retreat	2,005.00	1,500.00	505.00
TOTAL Discipleship	2,968.30	2,400.00	568.30
<u>Outreach</u>			
*Mission Trips	0.00	2,000.00	-2,000.00
*P.W.R.D.F.	820.00	1,000.00	-180.00
Refugee Funds	7,514.15	10,000.00	-2,485.85
*School Lunch Program	2,469.15	0.00	2,469.15
TOTAL Outreach	10,803.30	13,000.00	-2,196.70
<u>Worship</u>			
Church on Tap	319.95	400.00	-80.05
*Flowers	4,237.70	3,000.00	1,237.70
*Mariner's Service	1,140.85	1,200.00	-59.15
Messy Church	96.00	500.00	-404.00
Seder Supper Donations	0.00	200.00	-200.00
St. J & B Kidz	57.96	200.00	-142.04
Taize Offerings	1,086.05	500.00	586.05
Youth Ministry	0.00	1,500.00	-1,500.00
TOTAL Worship	6,938.51	7,500.00	-561.49
TOTAL Vital Signs Income	21,620.06	23,400.00	-1,779.94
TOTAL INCOME	266,796.97	266,902.33	-105.36
EXPENSES			
<u>Administration</u>			
Bank Service Charges	801.58	1,000.00	198.42
Office Supply	7,832.85	6,000.00	-1,832.85
Overdraft Interest	510.70	1,000.00	489.30
Postage	645.55	999.92	354.37
Publicity	121.25	799.92	678.67
TOTAL Administration	9,911.93	9,799.84	-112.09
<u>Diocese</u>			
Diocesan Interest	11.50	50.00	38.50
DMM	44,528.67	44,529.00	0.33
Synod Fees	405.00	500.00	95.00
TOTAL Diocese	44,945.17	45,079.00	133.83
<u>Employee Salaries</u>			
Caretaker	12,000.00	12,000.00	0.00
Organist	10,281.48	10,282.00	0.52
Organist Benefits	651.71	651.60	-0.11
Organist's Relief	450.00	350.00	-100.00
Student Salaries	11,107.80	0.00	-11,107.80
TOTAL Employee Salaries	34,490.99	23,283.60	-11,207.39
G.S.T. 50 %	1,079.39	0.00	-1,079.39

H.S.T. Expense	2,666.72	4,800.00	2,133.28
*Miscellaneous Expenses	6,285.35	0.00	-6,285.35
<u>Park Project Expenses</u>			
Senior Garden Program	205.70	0.00	-205.70
TOTAL Park Project Expenses	205.70	0.00	-205.70
<u>Pastoral</u>			
Discretionary Fund	149.70	500.00	350.30
Pulpit Supply	537.40	500.00	-37.40
Rector's Housing Allowance	17,719.80	18,414.96	695.16
Rector's Stipend	47,475.41	50,307.00	2,831.59
Rectors Benefits	20,000.79	22,448.64	2,447.85
TOTAL Pastoral	85,883.10	92,170.60	6,287.50
<u>Property</u>			
<u>Church Property Expenses</u>			
Cleaning	2,600.00	2,600.00	0.00
General Maintenance & Repairs	3,946.69	2,500.00	-1,446.69
Church Utility	12,909.01	14,700.00	1,790.99
TOTAL Church Property Expenses	19,455.70	19,800.00	344.30
<u>Hall Property Expenses</u>			
General Maintenance & Repairs	5,880.25	4,500.00	-1,380.25
Hall Utility	12,356.46	13,500.00	1,143.54
TOTAL Hall Property Expenses	18,236.71	18,000.00	-236.71
Insurance	17,269.34	17,269.35	0.01
TOTAL Property	54,961.75	55,069.35	107.60
<u>Special Project Expenses</u>			
Fundraising Event Expenses	46.77	0.00	-46.77
House Tour Expenses	1,627.70	650.00	-977.70
TOTAL Special Project Expenses	1,674.47	650.00	-1,024.47
<u>Vital Signs</u>			
<u>Church Community</u>			
Coffee Hour Expenses	715.58	1,500.00	784.42
Parish Event	151.79	500.00	348.21
Pig Roast	1,017.28	750.00	-267.28
TOTAL Community	1,884.65	2,750.00	865.35
<u>Discipleship</u>			
*Bible & Book Study Groups	1,590.85	1,000.00	-590.85
*Parish Retreat	2,417.33	1,500.00	-917.33
TOTAL Discipleship	4,008.18	2,500.00	-1,508.18
<u>Outreach</u>			
*Mission Trip Expenses	60.00	2,000.00	1,940.00
*PWRDF	820.00	1,000.00	180.00
Refugee Expenses	0.00	10,000.00	10,000.00
*School Lunch Program	1,852.35	0.00	-1,852.35
Website & Media Expenses	1,252.08	500.00	-752.08
TOTAL Outreach	3,984.43	13,500.00	9,515.57

Worship

Church on Tap Expenses	0.00	300.00	300.00
*Flowers	3,753.17	3,500.00	-253.17
*Mariner's Service	1,190.85	700.00	-490.85
Messy Church	939.11	1,500.00	560.89
Music & Tuning	599.00	1,500.00	901.00
Nursery Worker	1,012.00	1,500.00	488.00
Sacristy Supplies	481.90	400.00	-81.90
Seder Supper Expenses	0.00	400.00	400.00
Sermon Resources	505.04	1,500.00	994.96
St. J & B Kidz	706.64	1,500.00	793.36
Taize Expenses	836.87	1,000.00	163.13
Youth Ministry	83.40	3,500.00	3,416.60
TOTAL Worship	10,107.98	17,300.00	7,192.02
TOTAL Vital Signs	19,985.24	36,050.00	16,064.76
Transfer to Raffle Account	312.15	0.00	-312.15
Transfer to The Hub Cafe Account	26,827.97	0.00	-26,827.97
TOTAL EXPENSES	289,229.93	266,902.39	-22,327.54
OVERALL TOTAL	-22,432.96	-0.06	-22,432.90
		Bank Bal Dec.	
Opening Balance Jan 1/18	7,990.36	31/1	-996.57
Plus Receipts	266,796.97	Plus O/S Deposits	
Less Expenses	<u>-289,229.93</u>	Less O/S Cheques	<u>-13,446.03</u>
Balance Dec. 31 /18	<u>-14,442.60</u>		<u>-14,442.60</u>

* indicates items that are meant as flow through income & expenses items

Category Description	2017 Actual	2017 Budget	Difference
INCOME			
Envelopes	143,985.42	155,900.00	-11,914.58
H.S.T. & G.S.T. Rebate	5,925.81	4,145.00	1,780.81
Insurance Settlement	87,408.89	0.00	87,408.89
Interest	0.00	85.00	-85
Memorials	280.00	3,000.00	-2,720.00
Miscellaneous Income	7,274.39	2,000.00	5,274.39
Open & Initial	3,944.00	3,500.00	444
Park Project Income	3,932.47	0.00	3,932.47
Rental (Hall)	12,045.00	12,500.00	-455
Rental (Lot)	1,500.00	1,500.00	0
Special Offerings	11,400.00	13,000.00	-1,600.00
Special Projects			
Fundraising Events	1,833.20	14,690.00	-12,856.80
House Tour Receipts	7,537.00	10,000.00	-2,463.00
Lost Chord Coffee House	2,835.15	3,500.00	-664.85
Makers Market Vendors	4,160.00	4,000.00	160
TOTAL Special Projects	16,365.35	32,190.00	-15,824.65
Student Grant Program	9,839.00	0.00	9,839.00

Vital Signs Income			
Community			
Coffee Hour Donations	365.55	1,200.00	-834.45
Parish Events	926.00	0.00	926
TOTAL Community	1,291.55	1,200.00	91.55
Discipleship			
Alpha Donations	0.00	200.00	-200
Bible & Book Study Income	931.95	400.00	531.95
Parish Retreat	1,120.00	2,500.00	-1,380.00
TOTAL Discipleship	2,051.95	3,100.00	-1,048.05
Outreach			
Mission	40.00	5,000.00	-4,960.00
P.W.R.D.F.	1,070.00	0.00	1,070.00
Refugee Funds	8,000.00	0.00	8,000.00
TOTAL Outreach	9,110.00	5,000.00	4,110.00
Worship			
Church on Tap	463.50	400.00	63.5
Flowers	3,926.86	2,000.00	1,926.86
Mariner's Service	1,155.55	1,400.00	-244.45
Messy Church	256.10	550.00	-293.9
Seder Supper Donations	325.50	200.00	125.5
St. J & B Kidz	102.40	500.00	-397.6
Taize Offerings	815.90	400.00	415.9
Youth Ministry	1,630.00	1,500.00	130
TOTAL Worship	8,675.81	6,950.00	1,725.81
TOTAL Vital Signs Income	21,129.31	16,250.00	4,879.31
WOW Grant	16,000.00	16,000.00	0
TOTAL INCOME	341,029.64	260,070.00	80,959.64
EXPENSES			
Administration			
Bank Service Charges	766.01	1,200.00	433.99
Office Supply	8,272.68	5,500.00	-2,772.68
Overdraft Interest	606.58	1,000.00	393.42
Postage	1,058.05	800.00	-258.05
Publicity	783.04	500.00	-283.04
TOTAL Administration	11,486.36	9,000.00	-2,486.36
Capital Expenditures			
Air Conditioning Repairs	1,091.37	0.00	-1,091.37
Church Fencing	4,573.36	0.00	-4,573.36
TOTAL Capital Expenditures	5,664.73	0.00	-5,664.73
Diocese			
Diocesan Interest	51.04	0.00	-51.04
DMM	39,422.52	39,424.00	1.48
Synod Fees	500.00	200.00	-300
TOTAL Diocese	39,973.56	39,624.00	-349.56

Employee Salaries			
Caretaker	12,000.00	12,000.00	0
Organist	10,070.04	10,070.00	-0.04
Organist Benefits	634.56	635.00	0.44
Organist's Relief	225.00	500.00	275
Student Salaries	10,029.54	0.00	-10,029.54
TOTAL Employee Salaries	32,959.14	23,205.00	-9,754.14
Food Expense	990.98	0.00	-990.98
G.S.T. 50 %	1,293.17	0.00	-1,293.17
H.S.T. Expense	3,431.75	5,000.00	1,568.25
Miscellaneous Expenses	3,556.53	0.00	-3,556.53
Park Project Expenses			
Park Project Expenses - other	2,506.94	0.00	-2,506.94
Park Property Maintenance	30.65	0.00	-30.65
Park Property Utilities	1,157.71	0.00	-1,157.71
TOTAL Park Project Expenses	3,695.30	0.00	-3,695.30
Pastoral			
Discretionary Fund	348.49	500.00	151.51
Pulpit Supply	482.71	500.00	17.29
Rector's Housing Allowance	18,143.04	18,143.00	-0.04
Rector's Stipend	49,998.00	49,998.00	0
Rectors Benefits	22,002.39	22,087.00	84.61
TOTAL Pastoral	90,974.63	91,228.00	253.37
Property			
Church Property Expenses			
Church Maintenance	3,737.64	2,000.00	-1,737.64
Church Utility			
Cogeco Telephone & Internet	648.94	0.00	-648.94
Other Church Property Utility Expenses	13,541.10	13,000.00	-541.1
TOTAL Church Utility	14,190.04	13,000.00	-1,190.04
Cleaning	2,600.60	2,100.00	-500.6
TOTAL Church Property Expenses	20,528.28	17,100.00	-3,428.28
Hall Property Expenses			
Hall Maintenance	4,454.38	4,500.00	45.62
Utility			
Cogeco Internet	298.89	0.00	-298.89
Other Hall Property Utility Expenses	12,172.36	13,000.00	827.64
TOTAL Utility	12,471.25	13,000.00	528.75
TOTAL Hall Property Expenses	16,925.63	17,500.00	574.37
Insurance	16,204.09	14,543.09	-1,661.00
TOTAL Property	53,658.00	49,143.09	-4,514.91
Special Project Expenses			
House Tour Expenses	645.70	0.00	-645.7
TOTAL Special Project Expenses	645.70	0.00	-645.7
Vital Signs			

Community			
Coffee Hour Expenses	1,281.84	2,000.00	718.16
Funeral Reception Expenses	188.50	0.00	-188.5
Newcomers Lunch Expenses	0.00	300.00	300
Parish Event	863.48	0.00	-863.48
Pig Roast	717.98	0.00	-717.98
TOTAL Community	3,051.80	2,300.00	-751.8
Discipleship			
Alpha	0.00	200.00	200
Bible & Book Study Groups	946.52	400.00	-546.52
Parish Retreat	1,360.38	2,500.00	1,139.62
TOTAL Discipleship	2,306.90	3,100.00	793.1
Outreach			
Mission Expenses	154.88	5,000.00	4,845.12
PWRDF	1,070.00	0.00	-1,070.00
Refugee Expenses	5,447.49	0.00	-5,447.49
Website & Media Expenses	187.97	500.00	312.03
TOTAL Outreach	6,860.34	5,500.00	-1,360.34
Worship			
Church on Tap Expenses	0.00	300.00	300
Flowers	3,844.82	2,000.00	-1,844.82
Mariner's Service	679.61	1,400.00	720.39
Messy Church	1,269.01	1,500.00	230.99
Music & Tuning	762.99	1,500.00	737.01
Nursery Worker	1,316.25	1,170.00	-146.25
Sacristy Supplies	388.50	400.00	11.5
Seder Supper Expenses	359.85	400.00	40.15
Sermon Resources	4,015.97	1,500.00	-2,515.97
St. J & B Kidz	803.55	1,600.00	796.45
Taize Expenses	868.12	1,200.00	331.88
Youth Ministry	3,726.04	3,000.00	-726.04
TOTAL Worship	18,034.71	15,970.00	-2,064.71
TOTAL Vital Signs	30,253.75	26,870.00	-3,383.75
WOW Grant Expenses	19,135.42	16,000.00	-3,135.42
TO The Hub Cafe Account	8,000.00	0	-8,000.00
TOTAL EXPENSES	305,719.02	260,070.09	-45,648.93
OVERALL TOTAL	35,310.62	-0.09	35,310.71
		Bank Bal Dec.	
Opening Balance Jan 1/17	-27,319.38	31/17	29,668.62
Plus Receipts	341,029.64	Plus O/S Deposits	4,532.00
Less Expenses	-305,719.02	Less O/S Cheques	-26,209.38
Balance Dec. 31 /17	<u>7,991.24</u>		<u>7,991.24</u>

Category Description	Budget 2019	Forecast 2020
INCOME		
Envelopes	150,000.00	160,000.00
Open & Initial	3,500.00	4,000.00
Special Offerings	10,000.00	12,000.00
H.S.T. & G.S.T. Rebate	8,383.00	4,000.00
Memorials	2,000.00	3,000.00
*Miscellaneous Income	2,000.00	2,000.00
Rental (Hall)	10,000.00	12,000.00
Rental (Lot)	1,500.00	1,500.00
<u>Special Projects</u>		
Fundraising Events	5,000.00	5,000.00
House Tour Receipts	10,500.00	12,000.00
Lost Chord Coffee House	3,000.00	3,000.00
Makers Market Vendors	4,000.00	4,000.00
TOTAL Special Projects	22,500.00	24,000.00
<u>Vital Signs Income</u>		
<u>Community</u>		
Coffee Hour Donations	500	500
Parish Events	0	500
TOTAL Community	500	1,000.00
<u>Discipleship</u>		
*Bible & Book Study Income	1,000.00	1,000.00
*Parish Retreat	2,000.00	2,000.00
TOTAL Discipleship	3,000.00	3,000.00
<u>Outreach</u>		
Mission Trips	0	0.00
*P.W.R.D.F.	900	900
Refugee Funds	7,500.00	8,000.00
*School Lunch Program	2,500.00	2,500.00
TOTAL Outreach	10,900.00	11,400.00
<u>Worship</u>		
Church on Tap	350	350
*Flowers	4,200.00	4,200.00
*Mariner's Service	1,200.00	1,200.00
Messy Church	100	200
St. J & B Kidz	75	100
Taize Offerings	900	900
Youth Ministry	0	200
TOTAL Worship	6,825.00	6,825.00
TOTAL Vital Signs Income	21,225.00	22,225.00
TOTAL INCOME	231,108.00	244,725.00

EXPENSES

Administration

Bank Service Charges	1,000.00	1,000.00
Office Supply	7,000.00	7,000.00
Overdraft Interest	1,000.00	1,000.00
Postage	750	750
Publicity	300	300
TOTAL Administration	10,050.00	10,050.00

Diocese

Diocesan Interest	40	40
DMM	40,572.00	43,606.00
Synod Fees	500	500
TOTAL Diocese	41,112.00	44,146.00

Employee Salaries

Caretaker	12,000.00	12,000.00
Organist	10,487.00	10,487.00
Organist Benefits	700	700
Organist's Relief	450	450
Student Salaries	0	0
TOTAL Employee Salaries	23,637.00	23,637.00
G.S.T. 50 %	1,080.00	1,000.00
H.S.T. Expense	2,700.00	3,000.00
*Miscellaneous Expenses	2,000.00	2,000.00

Pastoral

Discretionary Fund	500	500
Pulpit Supply	550	550
Pulpit Supply - Interim	1,542.00	
Interim Rector's Housing Allowance	7,122.00	
Interim Rector's Stipend	14,244.00	
Interim Rector's Benefits	7,342.00	
Rector's Housing Allowance	8,084.00	15,122.00
Rector's Stipend	24,252.00	47,000.00
Rectors Benefits	8,973.00	16,300.00
TOTAL Pastoral	72,609.00	79,472.00

Property*Church Property Expenses*

Cleaning	2,600.00	2,600.00
General Maintenance & Repairs	3,000.00	3,000.00
Church Utility	14,000.00	14,000.00
TOTAL Church Property Expenses	19,600.00	19,600.00

Hall Property Expenses

Hall Maintenance	5,000.00	5,000.00
Hall Utility	13,500.00	13,500.00
TOTAL Hall Property Expenses	18,500.00	18,500.00
Insurance	17,270.00	17,270.00
TOTAL Property	55,370.00	55,370.00

Special Project Expenses

Fundraising Event Expenses	100	100
House Tour Expenses	1,000.00	1,000.00
TOTAL Special Project Expenses	1,100.00	1,100.00

Vital SignsCommunity

Coffee Hour Expenses	750	750
Parish Event	200	200
TOTAL Community	950	950

Discipleship

*Bible & Book Study Groups	1,000.00	1,000.00
*Parish Retreat	2,000.00	2,000.00
TOTAL Discipleship	3,000.00	3,000.00

Outreach

Mission Expenses	0	0
*PWRDF	900	900
Refugee Expenses	7,500.00	7,500.00
*School Lunch Program	2,500.00	2,500.00
Website & Media Expenses	500	500
TOTAL Outreach	11,400.00	11,400.00

Worship

Church on Tap Expenses	0	0
*Flowers	4,200.00	4,200.00
*Mariner's Service	1,200.00	1,200.00
Messy Church	1,000.00	1,000.00
Music & Tuning	1,000.00	1,000.00
Sacristy Supplies	500	500
St. J & B Kidz	200	200
Taize Expenses	1,000.00	1,000.00
Youth Ministry	500	500
TOTAL Worship	9,600.00	9,600.00
TOTAL Vital Signs	24,950.00	24,950.00
TOTAL EXPENSES	234,608.00	244,725.00
Deficit Budget Amount =	-4,000	

MINISTRY JOB DESCRIPTION

Position: Deacon

Parish: *St. James & St. Brendan, Port Colborne*

Nature of the Position

A deacon is distinctly dedicated to:

- Serving and enabling others to serve those who are in need, oppressed, sick or lonely; and
- Holding before the Church the needs of the world, interpreting those needs to the Church, and enabling baptized persons to discern, exercise and collaborate in the ministry of Christ in the world.

Outline of Responsibilities

Particular Servant Ministries

- Founder and organizer of the Port Colborne LGBTQ Association
- Supporter of the LGBTQ Niagara Association
- Out of the Cold Volunteer
- Port Cares Liaison
- Port Colborne Meals On Wheels Volunteer and Board Member

Liturgical

- Vest for all services in their parish church (or for major feast days) at which in attendance as scheduled
- Liturgical role in worship services and as scheduled by and at specific invitation of the Rector, may or may not include:
 - proclaim the Gospel;
 - lead and/or organize the Prayers of the People in conjunction with Licensed Layreaders;
 - prepare the altar for the Eucharist, in conjunction with Licensed Layreaders;
 - perform the ablutions following the communion;
 - dismiss the people for their service in the world;
 - assist at baptisms, funerals, weddings, and officiate at Morning and Evening Prayer in or out of the church buildings;
 - administer reserve sacrament using episcopally authorized forms and in accordance with the specific rubrics and conditions therein (not including Sunday worship); and
 - tasks and duties as may be assigned by the Bishop and/or the Incumbent
 - assist with preaching and summer coverage as needed
- Perform traditional deacon's roles at Diocesan and Regional services, as requested

Pastoral

- Participates in a weekly check-in regarding current pastoral needs in the parish.
- Offers and extends pastoral care with the prior, full knowledge and permission of the Rector, making pastoral visits to home-bound individual and those residing in nursing or retirement homes. Pastoral visiting may include administration of communion (to individuals or groups) as permitted by diocesan guidelines in place from time to time. Deacon will inform the Rector of every visit in advance of the visit, so that the Rector may:
 - exercise her/his primary responsibility for the oversight of pastoral ministries;
 - coordinate the Deacon's visit with those of the Rector or other pastoral ministers; and
 - foster the parishioner's pastoral relationship with the Rector
- At the request of the Director of Deacons, may be asked to serve as a mentor for candidates to the diaconate and newly ordained deacons

Collegiality and Ongoing Formation

- Serve as a Member of the College of Deacons
- Attend and vest for all ordinations to the Diaconate
- Attend and actively participant in:
 - all diocesan gatherings specifically for the College of Deacons
 - Clergy and Licensed Lay Workers Days
 - The Annual Clergy & Licensed Lay Workers Conference
- Meet regularly with spiritual director
- Participate in Regional Clericus meetings
- Participate in Municipal Ministerial meetings and events

Skills and Experience

- Background in Old Testament, New Testament, theology, Anglican Church History, preaching, counseling
- Familiarity with Anglican culture, ethos, liturgy and polity
- Baptized and confirmed/received from a denomination with Episcopal confirmations
- Compassion and desire to help others
- Ability to maintain confidentiality
- Consideration for others and ability to listen
- Team player

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	Members of the parish; vulnerable people	High
Setting	Church, Offices or in the Community	Medium
Activity	Public Worship, Christian Education, Pastoral Visits	High
Supervision	Private	High
Nature of Relationship	Somewhat intimate, extends over time	Medium
Degree of Authority	Considerable symbolic/sacramental authority	High
Physical Safety	Moderate physical risks	Medium
Financial	Little financial involvement; may be asked to receive and deliver donations for the church during visits	Low
Privileged Information	Possession of privileged information	High
Damaged Reputation	Potential risk of damaged reputation	High

RISK ASSESSMENT: High

Boundaries and Limitations

- The *Guidelines for Deacons Serving with the Bishop's Permission* shall govern the Deacon's status as a member of the College of Deacons and participation in the clergy gatherings and activities. Exceptions to such restrictions may be made by specific instruction/invitation by the Bishop or his/her designate
- Adheres to the Diocesan Sexual Misconduct Policy: Sexual Harassment, Exploitation and Assault
- Adheres to the Diocesan Guidelines for Working with Vulnerable People

Support, Supervision & Training

- Responsible to the Bishop, with the Incumbent (who may be a Rector, Priest-in-Charge or Interim Pastor) of the parish having supervisory administrative authority, in the name of the Bishop, over the parish activity of the Deacon
- Support from the Diocese of Niagara's Human Resources Director through the Director of Deacons or Deputy Director of Deacons
- A minimum of monthly meetings with Incumbent
- Completion of Safe Church Training requirements
- Commitment to continuing education/study – both self-directed and formal courses offered by seminaries, schools of theology and other recognized institutions

Participation Group

- Ministry to members (of all ages) of the parish and to the community at large

Screening Requirements

- Police Records Check
- Signed Screening Declaration

Length of Term

- During the incumbency of the Rector, subject to the Rectors' approval, and during the Bishop's pleasure
- During an interim period it is normally assumed that the Deacon will continue to minister in her/his ministry unless otherwise instructed by the Bishop

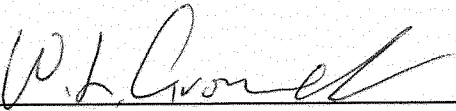
Time of Transition

- In the event of the Rector's resignation, a parish profile is created during a vacancy in settled priestly ministry, the Parochial Committee shall describe the role of the Deacon(s) as lived out in that parish at that time
- When a new Rector is appointed to a parish, the new Rector, the parish Deacon(s), the Director of Deacons and/or the Deputy Director of Deacons will meet to discuss a continuing role for the Deacon(s) in that parish within six months of the Rector's start date. The Deacon is responsible for initiating the scheduling of said meeting


Benefits to the Deacon

- Satisfaction of fulfilling the needs of others
- Knowing that you have contributed to the role of the Church in service to others
- Personal enrichment and growth

Dated: August 22, 2017



Deacon



Rector