

St. Matthew on-the-Plains Anglican Church

Parish Profile, 2017



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**St. Matthew on-the-Plains
Parish Profile
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Note:

The Parish Profile is accompanied by a video showing the physical aspects of the church property, the 2017 budget, and financial statements for 2015 and 2016. Copies of the past two annual Vestry meetings are also included.

St. Matthew on-the Plains Parish Profile 2017

1. Location and Membership

St. Matthew on-the-Plains is located at 126 Plains Road East, Burlington, Ontario. The parish is one of five Anglican parishes in Burlington. The church serves what is generally considered to be that portion of Burlington commonly referred to as Aldershot, being the most westerly portion of Burlington, between Burlington Bay and the Niagara Escarpment. However, a significant number of parishioners do reside outside Aldershot. There are three other mainstream churches in Aldershot: two United Churches and a Roman Catholic Church.

Burlington is one of the four municipalities that comprise the Regional Municipality of Halton that has a population of approximately 185,000. Burlington is a city with a rapidly growing population and Aldershot is experiencing, and expects to continue to experience, increases in both the number of homes and density of population. Being close to the Aldershot "GO" (Government of Ontario) train station, the area has attracted commuters to Toronto, many of them millennials. At the same time, the new condo developments have also been magnets to a new group of seniors who are downsizing from their previous homes.

The age distribution of the Aldershot area, as taken from the 2011 census data, is as follows:

| Age Group | % of Total |
|-------------|------------|
| 0 to 4 | 4% |
| 5 to 14 | 10% |
| 15 to 24 | 12% |
| 25 to 44 | 22% |
| 45 to 64 | 30% |
| 64 and over | 22% |

The census data also indicates that the average age in the Aldershot area is 44.5 compared to an average age for Burlington as a whole of 39.9. The total population for the Aldershot area in 2011 was 15,872. Although there is no current comparative data, it seems reasonable to assume that the Parish of St. Matthew on-the-Plains has an average age higher than that for both Aldershot and Burlington.

The most recent Parish Statistical Report for the parish indicates the following:

| | |
|---------------------|-----|
| Number of members | 393 |
| Family units | 194 |
| Identifiable donors | 136 |

2. Worship

Regular Services:

Sunday - 8:30 am – Average attendance: 26 in 2016, 27 in 2017
Holy Eucharist - using the Book of Alternative Services with organ for hymns.

Sunday - 10:30 am – Average attendance: 84 in 2016, 78 in 2017

Choral Eucharist, - the full service and readings are written in the Service Bulletin. We recently experimented with the Service Bulletin only listing the readings and referring to the Book of Alternatives Services for Eucharist liturgy, but have resumed our previous practice.

It is during this service that the nursery is staffed, when required, church school is offered, and the youth group meet. Beverages are offered in the fireside room after both services, providing an opportunity to meet and talk with fellow parishioners. Having beverages offered following the 8.30 service and before the 10.30 service provides the opportunity for parishioners of both services to intermingle.

As indicated by its name, music has played an extremely important role in the Choral Eucharist Service. Under the leadership of the current Music Director, the music has been mostly traditional.

Wednesday – 10 am — Average attendance: 6

A contemporary service is used in the Fireside Room, followed by refreshments and discussion.

Attendance Patterns – A common trend among most churches is also evident at St. Matthew's where Christmas and Easter services have a considerably larger attendance. Summer attendance, beginning around the first part of June, is traditionally lighter in numbers than the rest of the year. Attendance for Holy Week

Services has declined significantly over the past several years in spite of determined efforts to promote the services. Sadly, it appears that people don't seem to attach as much importance to the importance of Holy Week as they did in the past.

Summer Services: In the past, these services have followed a similar format as those throughout the rest of the year, although there is no choir from the first of June to the first Sunday after Labour Day. This year (2017), we are experimenting with one 9:30 am Service for the months of July and August utilizing the Book of Alternative Services.

Special Services

September: Back To Church or Church Anniversary Celebration and a service to

commemorate the feast of St. Matthew. In addition, there has been a service of Harvest Thanksgiving as well as a celebration of Feast of St. Francis of Assisi, with various methods of services providing a Blessing of the Pets.

October: Service to recognize the National Thanksgiving week-end.

November:

Remembrance Day Service is held annually with a reading of the roll from both the 1st and 2nd World Wars and recognizing current veterans. The service begins with a Colour Guard and a veteran laying a poppy wreath at the altar.

This year, during the week preceding Remembrance Day, we celebrated by placing an 8-foot wooden cross, covered with large red poppies next to our outdoor sign. One hundred small Canadian flags surrounded this on the ground.

December: Various Services during Advent and then:

4 pm – Our family Christmas Eve Eucharist Service, features a pageant presented by the church school and youth group combined. Past years have included live donkeys in the Nativity Skits with the children taking photos and interacting with the beasts of burden following the service. With previous clergy, a congregant dressed as Santa appeared at the end of Communion to partake in the sacrament, and then wave at the congregation before leaving.

7:00 pm - Christmas Eve Choral Eucharist Service.

9:30 am – Christmas Day Eucharist Service.

February/March – 10:00 am and 7:00 pm Ash Wednesday Services

Fourth Sunday in Lent – Mothering Sunday – Mothers' Union members have customarily provided traditional Simnel cake and sometimes flowers to female parishioners.

March/April – Holy Week

Wed. 10:00 a.m. Contemporary Eucharistic Service.

Maundy Thursday Eucharist Service: 7:00 pm. Lay servers are involved in hand or foot washing, and the Altar Guild complete the stripping of the altar.

Good Friday: Choral Eucharist Service 10:00 a.m.

Easter Sunday: Eucharist Service 8:30 a.m.

Choral Eucharist Service 10:30 a.m.

Lay involvement & Liturgical experimentation:

A number of lay parishioners take an active role in weekly services as sanctuary attendants, intercessors, readers, prayer team, and "Red Carpet" Team (greeters and sides people).

With our former rector, one Sunday per month was set aside to actively engage the children and youth in the congregation. During this service, and under the direction of the trained and experienced youth group, the youth were given the responsibility of delivering the Bible Readings and the Prayers of the People. This practice provides the young people with a real voice in their church and invaluable experience.

The children in Church School occasionally perform a song during the Service.

We have both a Chancel Choir and a Bell Choir directed by our Music Director. A new organ was purchased in 2006 to accompany the baby grand piano in our worship space. The type and content of our worship music has been proven to be important to the Parishioners, as it has been the topic of parishioner discussion and always has the most comments on surveys.

For the past 2 years during Holy Week at 7:00 pm, we have had a Lay written-and-led Tenebrae Service.

One recent year clergy and a lay committee developed four special Advent Services.

We recently did a survey of favourite Hymns and have been trying to incorporate them into the Services.

Statistics for 2016 for the following

baptisms - 2

communion preparation – 0
confirmation – 0
marriages – 1
funerals/ interments – 10/6

In previous years, confirmation information sessions for youth and parents were held following after the pancake supper on Shrove Tuesday.

Practice concerning Laying on of Hands/Anointing for healing:

During the 10:30 Communion, we have 2 Parishioners from our Prayer Team in the side Chapel available to anyone who wishes to come for Private Healing/Thanksgiving Prayers, for themselves or others. There are 11 dedicated parishioners in rotation involved in this service.

We have had occasional evening interactive Healing Services, as well as impromptu communal Laying on of Hands for individual healing prayers when requested. One of our Parishioners is an “Energy Practitioner” and has been allowed, even encouraged, to use her training when she is involved in spiritual healing prayers.

Lay Readers and Deacons

Currently, we have no active Licensed Lay Readers or Vocational Deacons.

3. Organizational Structure

Wardens:

We operate with the model of Peoples' Warden and Peoples' Deputy Warden being elected at the yearly Vestry Meeting, with the Rector's Warden and Rector's Deputy Warden being appointed by the Rector at the same time. The terms are for 2 years, with the intent of succession taking place.

Corporation:

The Corporation meets at a minimum of once monthly, and along with the Rector, assumes the responsibility of the day to day running of the Parish, as well as its overall well-being.

Standing Committees:

Descriptions of these, which are numerous, can be found on page 28 of the attached 2017 Vestry Report. Each Committee has a Chairperson, Mandate and Job Description.

Parish Advisory Council (PAC):

The council meets monthly except for July and August, and is comprised of the Chairperson, Rector, Wardens, Deputy Wardens, Treasurer, Secretary, 2 Synod Delegates and an Alternate Synod Delegate, as well as the Chairs of the following Committees – Stewardship, Outreach, Children and Youth, Communications, Worship, Social and Property. All provide monthly reports regarding updates, upcoming projects and any needed requests for guidance, suggestions or problem solving. PAC Meetings are open to observers. The minutes and financials are posted on the bulletin board in the Narthex, with individual copies available upon request.

The role of PAC is to be the 'eyes and ears' of the parish for the corporation; to identify areas that need attention, ensuring that rectifying steps are evaluated for possible implementation; and to assist and act as the liaison between the Committees and Corporation.

Staff (Paid & Volunteer):

We have an Office Administrator paid for 22 hours per week (9:30 a.m.- 3:00p.m. Monday to Thursday) through the Diocesan payroll system. We have a contracted Custodian who works 26 hours a week and is paid by the church. Cleanliness and good repair is paramount in our building, especially since the 1.4 million dollar expansion and renovation completed in 2006.

Our Music Director is contracted for 16 hours per week as Director of both the Choral and Bell Choirs, being paid for this position by the Church. At the present time, one person occupies the positions of both Music Director and Office Administrator.

All paid members of staff have signed contracts, which are reviewed and renewed yearly.

To assist the Corporation, we have a parishioner who is the volunteer treasurer, providing monthly financials using QuickBooks.

We also have a parishioner who has acted as volunteer envelope secretary for about 20 years, keeping comparative yearly giving and roll figures.

Lawn cutting and snow removal are carried out on a contractual basis.

Parishioners gather in the spring and fall for outside clean-up (and lunch).

Volunteer Screening and Management:

We have a parishioner who acts as the volunteer screening chair, maintaining and consistently updating the job descriptions, overseeing screening and risk forms, Police Checks, and any other documentation required by the Diocese.

4. Programs and Organizations, Committees / Ministries

In 2015, parishioners gathered together and with the assistance of an outside facilitator developed a comprehensive 3-year Strategic Plan for St. Matthew's church. This has developed into a working plan involving 3 groups that recommend changes to Parish Council and the Corporation and who play a significant role in guiding the policies and direction of our church.

Communications Committee: to review and improve the existing communication practices and introduce more effective strategies to demonstrate transparency and increase engagement of parishioners. This is an active committee working to keep the parish informed through a wide range of communications tools.

Worship/Music Committee: tasked with introducing new experiences into our worship so we come to church with anticipation and leave with joy. The committee continues to survey the parishioners on new ideas and present them to Corporation.

Child/Youth Committee: to create a worship environment that nurtures spiritual growth and a sense of belonging for our children and youth. This is accomplished through active and engaging programming and opportunities for involvement in the community. Our youth and church school numbers are small; volunteer parishioners handle programs. All three committees are active and committed to the well-being and future needs of the parish. Further to these three committees, there are many

other committees/service groups that are active in our church and extending out to the local community. A brief overview follows.

Red Carpet: every Sunday a scheduled team of volunteers extend hospitality by offering a warm welcome, and guidance to all parishioners and visitors. Red Carpet combines the traditional roles of ushers, sides people, collection counters. Red Carpet has team leaders, guiding their volunteers by defined role descriptions.

Visitation Team: provides comfort and prayer to those not able to attend services. Team members take church bulletins and updates and recently have been allowed to offer Communion. Individual team members visit our hospitalized, and in-home parishioners and their families.

Outreach: actively involved in raising money through a variety of church functions that in turn support identified community needs. Committee members stay in touch with our local community and act as St. Matthew's representatives on community organizations. Such activity includes assisting with the "Healthy Snack Program" at our neighbouring school and volunteering at the local Compassion Society. Our "Youth Kitchen" program offers after school cooking classes for eight grades 7 and 8 students from Aldershot High School with 4 sessions per year. This is a partial list of many on-going outreach services where our parishioners lend both time and support. [see Appendix 1 for more details]

Mother's Union: a group of women that support various committees through their fundraising efforts including Primates Relief and Northern Clergy Family Funds. They also make and donate prayer shawls to our visiting team for distribution.

Altar Guild: sets up and coordinates our altar and worship space for seasonal church services and prepares for baptisms, weddings and funerals with appropriate dressings.

Men's Group: gather every Monday morning for spiritual discussion, support and fellowship.

Stewardship: Stewardship conducts an annual fall campaign. A brochure is produced and distributed to the parish along with a letter requesting a financial commitment for the following year and a commitment form. Stewardship Sunday occurs in October, with a sermon directed to stewardship and Commitment Sunday is in early November. Parishioners are encouraged to enrol in preauthorized giving. A significant portion of the annual givings is in the form of preauthorized payments.

Sanctuary Attendants, Lectors, Intercessors, Prayer Team - are all part of our church ministry and Sunday services. The roles are organized by group leaders and covered by lay parishioners.

5. **Finances**

Financial Statements from the 2016 (for 2015) and 2017 (for 2016) Vestry Reports are attached as Appendices as well as the Budget for 2017. The

Financial Statements for 2016 show a deficit of \$87.76, which was essentially a balanced result for the year. The Financial Statements for 2017 show a deficit of \$6,088.55. Revenue, particularly from weekly giving has suffered a decline in recent years.

The 2017 Budget sets out income of \$270,337.75 and expenses of \$270,337.75 for a balanced budget. Financial commitments from parishioners for 2017 total \$143,837.00, much of which is derived from pre-authorized giving. The number of commitments and donors by pre-authorized giving has declined over the past two years.

Significant amounts are received in the form of hall donations. This amount has been forecast as \$30,000 for the 2017 budget.

St. Matthew on-the-Plains maintains a significant endowment fund with the Diocese for Operating, Mission and Ministry, and Capital. These items are set out in the annual Financial Statements for 2015 and 2017. The Diocese also holds a rectory fund from the sale of the rectory. The income from this fund is used to offset the rector's housing allowance.

The parish has no debt.

6. Property

A video showing of the facilities accompanies this profile.

St. Matthew on-the-Plains Anglican Church is one of the oldest parishes in the city. Located at 126 Plains Road East in Aldershot area of Burlington, the church was founded in 1846 and a first building – “the little white church” was completed in 1861. Various additions and renovations were made to the original Church and in 1966 a new church building was erected to accommodate the growing population of the area. In 2004, funds were raised to make extensive renovations to the facilities.

The main sanctuary seats slightly over 200, plus a small chapel area near the front which can seat an additional 25 when needed. The main floor of the church is air conditioned for comfort. The furnace system was recently updated. There is a small, well-equipped kitchenette located in the narthex that is used after services for refreshments. The choir area at the front left can accommodate approximately 24 choristers. The sanctuary attendant location on the right side seats 6 or more if needed.

We have a multi keyboard electronic organ (Rogers) and a Yamaha baby grand piano to compliment the music at services and events. We have recently purchased a new sound board. There are volume adjustable speakers in the Fireside Room, Narthex and Church Hall. The Presiding Celebrant at worship services uses an altar microphone and portable microphones are available for others participating in the leadership of the services. There are hearing devices for parishioners who desire them.

The main offices and Rector's study are located on the main floor, off the Narthex. Our Fireside Room, located at the east end of the large glassed-in Narthex is equipped for gatherings after service, or small meetings.

Washrooms are conveniently located in four areas of the complex and all

are fully accessible. The two main entrances at the front of the church, and one at the Parish Hall at the rear are at ground level for easy access. An elevator providing access from the rear parking lot to the upper and lower levels of the church is available as needed.

The church hall below the sanctuary offers seating for almost 200 with a large, fully-equipped kitchen. In addition, this level is home to the music director's office, choir rooms, church school classrooms, archive vault, and storage room. The board room, seating 12-14 people, and adjacent Nursery, with access to two washroom facilities are also located on this level.

The church hall is connected via a link to the parish hall—a gymnasium-type structure with an elevated stage—frequently used for special functions and Youth Group activities. This hall has its own fully-equipped, albeit smaller kitchen, 2 storage rooms, 2 small meeting rooms and gender specific washrooms. Access to the rear parking lot is located at the west end of the hall.

Our two halls, fireside room and Sanctuary are made available on a regular basis for AA meetings and functions, community organizations, city neighborhood meetings, music examinations, community choirs & music groups, as well as various social events.

A secluded quiet garden is situated between the parish hall and the link on two levels, providing parishioners a safe and peaceful outdoor area for reflection and meditation. The upper garden area displays the original bell from the church years ago with comfortable benches, the peace pole in 4 languages, shrubs, plants and plenty of colour. The lower area features a statue of St. Francis, additional benches and adequate tranquil space. Access to this garden can be made from the link between the church and parish hall, or from outside of the facility.

Next to the parish hall, and west of the church buildings, is the original cemetery, dating back to the early times of the parish; it is managed by a Cemetery Board.

Our relatively new lighting throughout the church will soon be updated even more with LED bulbs and the replacement of some fixtures making it more energy efficient and giving longer life, with cooler operating temperatures.

Exterior eavestroughs will be upgraded in 2017. The roof in general remains in good shape although a number of ceiling problems in the parish hall emerged based on recent excessive wind and heavy rain. There is also a problem with the church entranceway from the parking lot caused by leakage over time. Repairs are currently underway. No other major problems to the structure of the church facilities are anticipated; preventive maintenance occurs as needed.

7. Connections with the wider church

St. Matthew's initiated, coordinated and continues to host a Senior Lunch Program every Monday with the support of the local Roman Catholic and two United Churches on Plains Road. The program has been running for 5 years with 60 volunteers participating from each of the 4 churches. The program is called Out4Lunch; it has been honoured by the Burlington City Rotary Award for Volunteerism. The model for this program has been presented to many other churches and community groups who have adapted it to their needs.

Our two Synod representatives are active members of the Diocesan Synod and keep the parish informed about the events occurring at the Diocesan level. We have one Alternative Synod Delegate. Our Youth Synod Delegates attend Synod sessions and report back to the parish during a service.

Several parishioners have/are involved with Committees at the Diocesan level, and have been appointed to Synod Council and attended Provincial Synod.

As part of a recent survey, all of our committees were asked to discuss and state how they reflect specific aspects of the Diocesan vision for ministry.

We do our best to support the Diocese when and where we can. One example involves volunteers serving as tour guides at the Cathedral during the Art Festival. Many parishioners support and attend the Bishop's Company Dinner each year and are involved in the Bishop's Curling Bonspiel.

The Primates World Relief and Development Fund (PWRDF) continues to be supported at St. Matthews, as is the national program – "Giving With Grace".

We are active participants in World Day of Prayer, having had our turn to host in 2014. Eleven multi-denominational churches take part, and our turn will come again in 2025.

Some of our parishioners have assisted at other Anglican churches, such as offering kitchen support, enabling their events to more easily take place. We individually invite other churches to attend concerts, socials, and workshop events that we organize and host.

In the past we held four evening information sessions during Lent. A Pakistani Anglican Priest, teaching us about that Country's culture and the Hindu religion, conducted one of these sessions.

With the help of Archdeacon Val Kerr, we recently held an Aboriginal Awareness Day, inviting all the Anglican Churches in the surrounding area, as well as opening it to the community. We have two Aboriginal parishioners who shared their stories.

8. Situation Analysis

The Parochial Committee has considered the current “status” of the parish by reflecting on a series of questions. The following are the consensus responses developed by the committee.

What do we consider to be the parish’s part in God’s Mission?

We strive to be a welcoming place of worship, to reach out into the parish community and to the local community by providing compassion and assistance to those in need through our diverse outreach programs.

We aim to assist in the spiritual growth and well-being of parishioners.

How is the parish engaged in pursuing the diocesan Vision for Ministry?

The parish has benefitted from the work done at the Diocesan level and is attempting to implement various components of the Vision of Ministry. This takes place in a number of areas including:

- outreach to the community,
- commitment to spiritual growth, and
- interest and involvement in social justice issues,
- education regarding Aboriginal concerns and other cultural styles of worship.

What is special about the parish?

The parish family of St. Matthew on-the-Plains enjoys a strong commitment from a large and dedicated group of skilled and expert volunteers. In addition, we provide excellent facilities and assistance to the broader community, offer inclusion of community in various parish events, and extend welcoming hands to newcomers.

What are the main issues and concerns of the parish in pursuing its part in God’s mission?

Due in large part to our aging congregation, we have been experiencing a steady decline in attendance over the past several years. This, in turn, has resulted in a concern about our future financial situation, a constant issue that has been the focus for recent Corporations. One of our prime directives in combating this decline is to target the younger families in the Burlington/Aldershot area. Paramount in this endeavour is the reclamation of our nearly defunct children and youth membership. Steps are currently underway and we are seeing positive growth in both the Church School program with the return of several dedicated and trustworthy volunteers, and a resurgence in the Youth Group Program. This is a result of a new approach designed to attract and keep younger members interested and interactive.

What is the parish's main focus at the present time?

Our current emphasis is the acquisition of a new rector to lead the congregation.

At the annual Vestry in February, 2017, we installed a number of new members at the leadership level. There is a need to focus and properly orient our lay leaders accordingly.

What plans (mission, vision, strategic plan, less formal plans) do we have in place for the future?

There is a strategic plan underway for a number of the church committees, such as worship, communications, children and youth, and outreach. Those plans will be reviewed and extended as deemed necessary, and plans developed for other areas such as finances and property. All of this is dependent upon our ability to acquire and sustain growth and viability going forward.

What is the "climate" in the parish at the present time?

Over the past two years, we have experienced a degree of discouragement as a result of a number of events. These ongoing pressures and organizational struggles have created division and personality clashes, resulting in diminishing cohesiveness, especially in the past year. The problems have been recognized and much has been done to make changes in a positive manner; at the same time, our current challenges will require diplomacy and solid leadership going forward.

Guidance with mending and healing will still be required as we strive for a united direction.

Based on a survey circulated among the members of the parish, what are the identified priorities in future clergy leadership as seen by the congregation of St. Matthew on-the-Plains?

Most highly identified:

Public Worship – conducting services, delivering homilies and the administration of the sacraments;

Pastoral care including providing counselling and preparation for people dealing with major changes in their lives;

Financial stewardship – seen as a shared responsibility of both the rector and the parish.

Also (but to a lesser extent):

Solving problems (also seen as a shared responsibility);

Modelling high standards;

Visioning (also seen as a shared responsibility).

APPENDIX 1 - OUTREACH REPORT

Ongoing Outreach Programs:

- ✓ Food basket donations on a monthly rotating basis to St. Matthews House, Partnership West Food Bank, The Hub/Halton Our Kids Network, and Compassion Society.
- ✓ Scheduling presiders and pianists for The Brant Centre Thursday Morning Church Services
- ✓ Partnership West Food Bank
- ✓ Compassion Society
- ✓ Partnering Aldershot Committee - 18 local groups and government representatives.
- ✓ Out4Lunch free seniors' lunch weekly – working with East and West Plains United Churches and Holy Rosary Catholic church.
- ✓ Healthy snack program at Glenview School – twice weekly snacks are put together and delivered them to the classes.
- ✓ Seniors' Wellness Program with age related exercises conducted twice a week. About 30 attend regularly.
- ✓ Youth Kitchen – cooking classes for a group of eight middle school students (grades 7 and 8) from Aldershot School; these take place 4 times a year, with 6 classes per session. We are also in the process of making a Video for promotional and fundraising purposes.
- ✓ cork and wine and beer bottle recycling.
- ✓ Various community partnerships.

ST. MATTHEW ON-THE-PLAINS – Additional Financial Information

- A review of the Financial Statements for the years from 2011 to 2015 inclusive shows that there were small surpluses and small deficits in the operating account for each year. Overall, for the five years there was a very minor total deficit of \$247.
- For the years 2011 to 2015, weekly givings, being the main component of operating income, increased by a small amount each year, rising from \$208,565 in 2011 to \$223,027 in 2015.
- The financial statements for 2016 report a deficit of \$6,088. This the direct result of weekly givings falling below the budget by approximately \$22,000. Additional investment interest of \$8,000 was drawn from the invested Operating Fund at the Diocese, beyond that in the budget and expenses were reduced to effect a reduction in the deficit.
- The deficit in 2016 and the reduction in weekly givings are not surprising, given that the parish has operated without an incumbent for most of the period from the end of July 2015.
- The budget for 2017 was constructed with a reduction in weekly givings to \$181,000 from those achieved in 2016 of \$198,672. This reflects the continued operation of the parish without an incumbent, as well as the loss of some donors through deaths or moves from the parish. There are also parishioners who are not being as financially supportive as in the past, reducing support until we have a new rector. The 2017 budget is a balanced budget.
- The budget for 2017 also incorporates a salary, housing allowance and benefits for a rector based on an interim for much of the year (7 months) and salary, housing allowance and benefits for the remainder of the year in line with the amounts applicable to our former rector.
- For 2018, it could be anticipated that salary, housing allowance and benefits for a new rector would be comparable to those budgeted for in 2016. This would represent an increased expense of approximately \$17,800 over the 2017 budget. The portion of this increase applicable to the housing allowance, approximately \$2,000, would be funded from the Rectory Fund income. A portion could be funded from an increased draw on the income from the Operating Fund. Also, it would be anticipated that a new rector would stimulate increased givings beyond those projected for

2017, and thus reduce any requirement to draw additional amounts from the income on investments.

- The parish has always paid the amounts due for DM&M, insurance, salaries and benefits in full and on a timely basis.
- The parish has no debt.
- There are no major unfunded capital expenses. A roof assessment is underway, but a donation of \$25,000 to assist with capital expenses has been received.
- The parish has a number of investments:
 - The Operating Fund with the Diocese held \$136,594 at the end of 2016, with \$108,000 representing the endowed portion of this fund and the remainder is available for operating requirements.
 - A Mission and Ministry Fund with the Diocese held \$54,899 at the end of 2016, with \$52,000 being the endowed portion.
 - A Capital Fund with the diocese held \$82,860 at the end of 2016, with \$40,000 being the endowed portion and the balance of \$42,860 available for capital requirements.
 - A Rectory Fund held by the Diocese with an original amount of approximately \$200,000 Funds were accumulated until 2015 when it became necessary to access income to offset the rector's housing allowance. The balance in the fund at the end of 2016 was \$267,457.

The Church of St. Matthews on the Plains
Draft Budget
2017

| | 2016 | 2016 | 2017 Proposed |
|--------------------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Budget |
| Ordinary Income/Expense | | | |
| Income | | | |
| Weekly Givings | 198,872.42 | 221,000.00 | 181,000.00 |
| Loose Collection | 1,636.74 | 2,500.00 | 2,500.00 |
| Hall Donations | 27,102.50 | 30,000.00 | 30,000.00 |
| Memorials - Operating | 4,079.00 | 6,000.00 | 6,000.00 |
| Special Donation | | | 3,000.00 |
| Stepping Out Funds - Operating | | | 15,656.60 |
| Fundscrip | 2,367.00 | 2,500.00 | 2,500.00 |
| Investment Income - Rectory | 19,060.14 | 17,100.00 | 19,680.00 |
| Investment Interest | 14,000.00 | 6,000.00 | 10,021.16 |
| Total Income | 266,917.80 | 285,100.00 | 270,337.76 |
| Expense | | | |
| Diocesan Assessment | 96,217.60 | 96,217.59 | 57,131.73 |
| Building Expenses | | | |
| Hydro | 12,725.94 | 12,000.00 | 13,000.00 |
| Union Gas | 4,069.47 | 5,000.00 | 4,500.00 |
| Insurance | 11,874.53 | 11,874.53 | 12,000.00 |
| Repairs & Maintenance | 15,848.00 | 12,000.00 | 12,000.00 |
| Less R&M Funding | -5,000.00 | -5,000.00 | 0.00 |
| Janitorial Supplies | 2,158.88 | 3,000.00 | 2,600.00 |
| Security | 311.82 | 312.00 | 312.00 |
| Elevator Fees & Service | 394.95 | 700.00 | 700.00 |
| Total Building Expenses | 42,371.60 | 39,886.53 | 45,112.00 |
| Administrative Expenses | | | |
| Telephone & Internet | 1,319.30 | 1,361.78 | 1,400.00 |
| Office Supplies | 2,058.13 | 1,400.00 | 1,400.00 |
| Copier Service Contract | 7,263.82 | 5,500.00 | 6,500.00 |
| Computer Expense | 370.61 | 300.00 | 400.00 |
| Postage | 582.89 | 950.00 | 800.00 |
| Worship Supplies | 307.70 | 500.00 | 300.00 |
| Adv. & Communication | 1,012.60 | 1,000.00 | 2,900.00 |

The Church of St. Matthews on the Plains
Draft Budget
2017

| | 2016 | 2016 | 2017 Proposed |
|--------------------------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Budget |
| Accounting | 1,039.40 | 1,100.00 | 1,100.00 |
| Total Administrative Expenses | 13,964.65 | 12,111.78 | 14,800.00 |
| Salaries and Benefits | | | |
| Rector - Salary | 41,488.83 | 49,323.98 | 42,637.72 |
| Rector - Housing | 19,086.33 | 21,731.63 | 19,660.00 |
| Music Director | 22,396.96 | 22,396.02 | 22,396.96 |
| Office Administrator | 18,411.63 | 17,634.00 | 18,411.63 |
| Custodian | 23,938.56 | 23,794.56 | 23,938.72 |
| Child Care | 0.00 | 100.00 | 0.00 |
| School Coordinator | 6,054.58 | 5,903.00 | 0.00 |
| Summer Student | 701.41 | 0.00 | 0.00 |
| Vacation Replacements | 4,364.98 | 2,400.00 | 1,400.00 |
| Benefits | 18,053.64 | 26,103.00 | 17,000.00 |
| Total Salaries and Benefits | 154,495.92 | 169,386.19 | 145,444.03 |
| Committees and Programs | | | |
| Music Ministry Expense | 1,161.74 | 1,500.00 | 1,000.00 |
| Youth | 646.34 | 1,000.00 | 2,000.00 |
| Church School/Nursery | 102.91 | 1,000.00 | 1,000.00 |
| Outreach Cost | 15,084.55 | 10,000.00 | 15,000.00 |
| Outreach Fundraising | -15,084.55 | -10,000.00 | -15,000.00 |
| Visitation Committee | | | 200.00 |
| Social Costs | 1,504.22 | 700.00 | 1,000.00 |
| Study Programs | 212.73 | 200.00 | 200.00 |
| Stewardship | 0.00 | 250.00 | 250.00 |
| Total Committees and Programs | 3,627.94 | 4,650.00 | 5,650.00 |
| Miscellaneous | | | |
| Bank Charges | 1,025.20 | 1,500.00 | 1,000.00 |
| Synod Fees | 195.00 | 400.00 | 400.00 |
| Professional Development | 400.00 | 400.00 | 400.00 |
| Gifts, Police Checks | 708.44 | 400.00 | 400.00 |
| Total Miscellaneous | 2,328.64 | 2,700.00 | 2,200.00 |
| Total Expense | 273,006.35 | 284,952.09 | 270,337.76 |
| Net Income | -6,088.55 | 147.91 | 0.00 |

CHURCH OF ST. MATTHEW -BALANCE SHEET
AT DECEMBER 31, 2016

| ASSETS | | LIABILITIES & PARISH EQUITY | |
|-------------------------------|-------------------|--|-------------------|
| Royal Bank - Operating | -16,405.93 | LIABILITIES | |
| Tangerine Accounts | | Accounts Payable | 6,163.65 |
| Rectory | 0 | Accrued Payables | 1,499.83 |
| Stepping Out | 14,606.60 | Deferred Revenue | |
| Mission & Ministry(C15K) | 18,493.73 | Designated Tangerine | 68,886.95 |
| Capital | 9,110.06 | Endowments -Diocese | 274,352.91 |
| Other | <u>26,676.56</u> | Deferred Payables | 21,392.87 |
| Total Tangerine Accounts | <u>68,886.95</u> | Out 4 Lunch | 2,530.47 |
| Total Bank & Cash | 52,481.02 | Other | <u>50.01</u> |
| | | TOTAL Deferred Revenue | <u>367,213.21</u> |
| Acct. Receivable | 12,579.56 | TOTAL LIABILITIES | 374,876.69 |
| HST Refund | 5,165.34 | Parish Equity | |
| Prepaid - Home Hardware | 12.81 | Retained Earning | -23,918.55 |
| PrePaid - Offertory Envelopes | 277.95 | Profit(Loss) for Period | -6,088.55 |
| Endowments | | Total Parish Equity | <u>-30,007.10</u> |
| Operating (108K) | 136,593.79 | TOTAL Liabilities & PARISH EQUITY | <u>344,869.59</u> |
| Mission & Ministry (52K) | 54,899.50 | | |
| Capital (40K) | <u>82,859.62</u> | | |
| Total Endowments | <u>274,352.91</u> | | |
| TOTAL ASSETS | <u>344,869.59</u> | | |

| TANGERINE OTHER DESIGNATED ACCOUNT DETAIL | | | |
|---|----------|-------------------|------------------|
| Equip Replacement | 131.70 | Youth Kitchen | 2,675.15 |
| Dish Replacement | 87.64 | Bugler | 600.00 |
| Evangelism | 105.62 | Operating Reserve | 7,500.00 |
| Outreach | 1502.02 | Youth & Education | 8,500.00 |
| Stepping Out - Outreach | 1,050.00 | Interest Earned | <u>33.86</u> |
| Piano/Organ Repair | 4,490.57 | Total | <u>26,676.56</u> |

| DESIGNATED FUNDS DONATED | | | |
|--------------------------|----------|-------------------------|------------------|
| Discretionary | 2,082.03 | Hall - Custodian Fees | 740.00 |
| Offertory Envelopes | 125.00 | Out 4 Lunch | 4,531.50 |
| Office | 260.00 | Other Assorted Expenses | <u>16,041.88</u> |
| Piano/Organ Fund | 1325.00 | Total | <u>25,105.21</u> |

The Church of St. Matthew (on-the-Plains)
Profit & Loss Budget Performance
 January through December 2015

| Ordinary Income/Expense | Jan - Dec 15 | Annual Budget |
|--------------------------------------|-------------------|-------------------|
| Income | | |
| Weekly Givings | 186,672.42 | 221,000.00 |
| Loose Collection | 1,638.74 | 2,500.00 |
| Hall Donations | 27,102.60 | 30,000.00 |
| Memorials - Operating | 4,076.00 | 6,000.00 |
| FUNDscrip | 3,367.00 | 2,500.00 |
| Investment Income - Rectory | 10,000.14 | 17,100.00 |
| Investment Interest | 14,000.00 | 6,000.00 |
| Total Income | 266,917.60 | 255,100.00 |
| Gross Profit | | |
| | 266,917.60 | 255,100.00 |
| Expense | | |
| Dioceesan Assessment | 56,217.00 | 56,217.00 |
| Building Expenses | | |
| Hydro | 12,725.94 | 12,000.00 |
| Union Gas | 4,059.47 | 5,000.00 |
| Insurance | 11,874.53 | 11,874.53 |
| Repairs & Maintenance | 15,946.00 | 12,000.00 |
| Less R&M Funding | -5,000.00 | -5,000.00 |
| Janitorial Supplies | 2,155.88 | 3,000.00 |
| Security | 311.82 | 312.00 |
| Elevator Fees & Service | 364.95 | 700.00 |
| Total Building Expenses | 42,371.60 | 36,886.53 |
| Administrative Expenses | | |
| Telephone & Internet | 1,319.30 | 1,361.78 |
| Office Supplies | 2,058.13 | 1,400.00 |
| Copier Service Contract | 7,263.82 | 5,000.00 |
| Computer Expense | 370.81 | 300.00 |
| Postage | 592.88 | 950.00 |
| Worship Supplies | 307.70 | 600.00 |
| Adv & Communication | 1,012.60 | 1,000.00 |
| Accounting | 1,039.40 | 1,100.00 |
| Total Administrative Expenses | 13,959.60 | 12,111.78 |
| Salaries and Benefits | | |
| Rectory - Salary | 41,489.63 | 49,323.88 |
| Rectory - Housing | 19,086.33 | 21,731.63 |
| Music Director | 22,365.98 | 22,398.02 |
| Office Administrator | 18,411.83 | 17,634.00 |
| Custodian | 23,835.50 | 23,794.00 |
| Child Care | 0.00 | 100.00 |
| School Coordinator | 6,004.55 | 5,903.00 |
| Summer Student | 701.41 | 0.00 |
| Vacation Replacements | 4,304.35 | 2,400.00 |
| Benefits | 18,053.64 | 26,103.00 |
| Total Salaries and Benefits | 154,495.92 | 165,385.19 |
| Committees and Programs | | |

The Church of St. Matthew (on-the-Plains)
Profit & Loss Budget Performance
 January through December 2016

| | <u>Jan - Dec 16</u> | <u>Annual Budget</u> |
|--------------------------------------|---------------------|----------------------|
| Music Ministry Expense | 1,161.74 | 1,500.00 |
| Church School/Nursery | 102.91 | 1,000.00 |
| Outreach Cost | 15,084.55 | 10,000.00 |
| Outreach Fundraising | -15,084.55 | -10,000.00 |
| Social Costs | 1,504.22 | 700.00 |
| Study Programs | 212.73 | 200.00 |
| Youth | 646.34 | 1,000.00 |
| Stewardship | 0.00 | 200.00 |
| Total Committees and Programs | 3,627.94 | 4,800.00 |
| Miscellaneous | | |
| Bank Charges | 1,025.29 | 1,000.00 |
| Synod Fees | 185.00 | 400.00 |
| Professional Development | 400.00 | 400.00 |
| Gifts, Police Checks | 708.44 | 400.00 |
| Total Miscellaneous | 2,328.64 | 2,700.00 |
| Total Expense | 273,005.30 | 284,002.00 |
| Net Ordinary Income | -6,666.55 | 147.91 |
| Net Income | -6,688.39 | 147.91 |

| Outreach | Amounts Donated |
|-------------------------|--------------------|
| Aldershot School | 470.45 |
| Coldest Night | 670.00 |
| Glensview School | 1,065.00 |
| Halton Women's Place | 40.00 |
| Mission to Seafarer's | 1,346.46 |
| PWIDF | 2,589.00 |
| Supper Out-Charities | 1,627.00 |
| Youth Kitchen | 1,400.00 |
| Various Other Charities | 721.46 |
| Total | 11,929.37 |

CHURCH OF ST. MATTHEW PARISH ST. J
AT DECEMBER 31, 2015

| ASSETS | | LIABILITIES & PARISH EQUITY | |
|----------------------------|--------------------------|--|--------------------------|
| Royal Bank - Operating | 10,595.50 | LIABILITIES | |
| Tangerine Accounts | | Accounts Payable | 8,858.04 |
| Rectory | 2,047.93 | Accrued Payables | 1,267.68 |
| Stepping Out | 14,584.24 | Deferred Revenue | |
| Other (see list) | 8,728.64 | Designated - ING | 25,360.81 |
| Capital | <u>16,398.80</u> | Campaign Funds - ING | 16,398.80 |
| Total Banks & Cash | 52,355.11 | Endowments - Diocese | 260,060.49 |
| Accts Receivable - RCM | 2,185.00 | Deferred Payable | 23,475.00 |
| HST Refund | 1,701.25 | Other - Out 4 Lunch | <u>5,599.96</u> |
| Prepaid - Home Hardware | 72.29 | Total Deferred Revenue | <u>330,895.06</u> |
| Prepaid - Other (see list) | 728.09 | TOTAL LIABILITIES | <u>341,020.78</u> |
| Endowments | | Parish Equity | |
| Operating | 132,505.28 | Retained Earnings | -23,808.83 |
| Capital | 76,822.89 | Profit(Loss) for Period | <u>-109.72</u> |
| Mission & Ministry | <u>50,732.32</u> | Total Parish Equity | <u>-23,918.55</u> |
| TOTAL ASSETS | <u>317,102.23</u> | TOTAL LIABILITIES & PARISH EQUITY | <u>317,102.23</u> |

| TANGERINE OTHER DESIGNATED ACCOUNT DETAILS | | | |
|---|--------|-------------------------|-----------------|
| Equip Replacement | 131.70 | ACW - Outreach | 166.05 |
| Dish Replacement | 87.64 | Stepping Out - Outreach | 1,050.00 |
| Evangelism | 105.62 | Bugler | 700.00 |
| Community Partnership | 328.31 | Piano Repair | 3,634.73 |
| HAN - Outreach | 754.67 | Youth Kitchen | 1,167.73 |
| Hall Donations | 150.00 | Offertory Envelopes | 15.00 |
| | | Interest Earned | 437.19 |
| | | | <u>8,728.64</u> |

| PREPAID EXPENSES | | | |
|-------------------------|--------|-----------------------|---------------|
| Church Calendars | 20.79 | Order Divine | 65.03 |
| Offertory Envelopes | 241.48 | AA Insurance Overpaid | -161.50 |
| Pending Donation | 292.50 | Elevator Mtnc Jan-Feb | 65.85 |
| Kitchen Supply | 100.00 | Security Jan-Apr15 | 103.94 |
| | | | <u>728.09</u> |

| DESIGNATED FUNDS DONATED | | | |
|---------------------------------|----------|---------------------------|------------------|
| Discretionary | 1,050.00 | Piano/Organ Fund | 3,645.50 |
| Offertory Envelopes | 163.00 | Hall - Custodian Fees | 990.00 |
| Office | 525.00 | Other - Assorted Expenses | 14,533.02 |
| Youth/Education | 245.77 | Equip Replacement Fund | 30.00 |
| Social | 1,299.49 | Out 4 Lunch | 4,077.80 |
| | | | <u>26,559.58</u> |

| COMMUNITY PARTNERSHIP | | | |
|------------------------------|----------|--------------------|------------------|
| Recycling | 63.20 | Outreach | 100.00 |
| Wreaths | 672.00 | HAN | 250.00 |
| Roast Beef Dinner | 4,882.30 | St. Matthews House | 285.85 |
| Refugees | 4,288.00 | Supper Out | 1,261.25 |
| Habitat for Humanity | 625.00 | Youth Kitchen | 875.00 |
| St Patrick's Night | 3,214.30 | PWRDF | 3,666.00 |
| | | | <u>20,182.90</u> |

CHURCH OF ST. MATTHEW - INCOME & EXPENSES
YEAR ENDED DECEMBER 31, 2015

| | Jan - Dec 15 | YTD Budget | Over / (Under) | Comments |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------------------------|
| Income | | | | |
| Weekly Offerings | 223,027.49 | 223,000.00 | 27.49 | Excellent |
| Loose Collection | 2,096.69 | 2,500.00 | (403.31) | |
| Hall Donations | 28,572.15 | 28,000.00 | 572.15 | |
| Memorials - Operating | 9,189.00 | 5,500.00 | 3,689.00 | |
| FUNDscrip | 2,760.55 | 2,500.00 | 260.55 | |
| Investment Income - Rectory | 17,571.00 | 17,575.00 | (4.00) | |
| Comm Partnerships Income | 20,182.90 | 5,430.00 | 14,752.90 | Remove and \$4,141 Over Budget |
| Investment Income - Mission | 0.00 | 6,700.00 | (6,700.00) | |
| Total Income | 303,399.78 | 291,205.00 | 12,194.78 | OVER BUDGET |
| Expense | | | | |
| Diocesan Assessment | 53,872.40 | 53,872.40 | 0.00 | |
| Building Expenses | | | | |
| Hydro | 10,640.75 | 12,000.00 | (1,359.25) | |
| Union Gas | 5,328.35 | 5,000.00 | 328.35 | |
| Insurance | 12,317.24 | 12,500.00 | (182.76) | |
| Repairs & Maintenance | 12,807.20 | 12,000.00 | 807.20 | Dedicated 30Amp, Electrical Repairs |
| Janitorial Supplies | 3,259.49 | 2,500.00 | 759.49 | \$600 from Prepaids |
| Security | 311.82 | 312.00 | (0.18) | |
| Elevator Maintenance | 697.54 | 1,200.00 | (502.36) | |
| Total Building Expenses | 45,362.49 | 45,512.00 | (149.51) | Under Budget |
| Administrative Expenses | | | | |
| Telephone & Internet | 1,361.78 | 1,325.00 | 36.78 | |
| Office Supplies | 2,336.57 | 1,400.00 | 936.57 | Office Chair, Copier Staples |
| Copier Service Contract | 5,195.03 | 6,000.00 | (904.97) | Upgraded Copier |
| Computer Expense | 676.07 | 600.00 | 76.07 | |
| Postage | 846.98 | 850.00 | (3.02) | |
| Worship Supplies | 812.13 | 500.00 | 312.13 | \$250 from Prepaids |
| Advertising | 594.87 | 400.00 | 194.87 | Directory Photos |
| Accounting | 1,039.40 | 1,100.00 | (60.60) | |
| Total Administrative Expenses | 12,862.83 | 12,175.00 | 687.83 | Over Budget |
| Salaries and Benefits | | | | |
| Rector - Salary | 48,120.96 | 48,120.91 | 0.05 | |
| Rector - Housing | 21,305.52 | 21,305.54 | (0.02) | |
| Music Director | 21,956.88 | 21,956.83 | 0.05 | |
| Office Administrator | 17,075.59 | 17,204.28 | (128.69) | |
| Custodian | 23,328.06 | 23,500.00 | (171.94) | |
| Nursery Staff | 100.00 | 500.00 | (400.00) | |
| School Coordinator | 6,618.00 | 6,700.00 | (82.00) | |
| Less Funding | 0.00 | | | Not required, deferred to 2016 |
| Vacation Replacements | 2,606.97 | 2,400.00 | 206.97 | |
| Honoraria | 0.00 | 500.00 | (500.00) | |
| Benefits | 24,331.95 | 25,000.00 | (668.05) | |
| Total Salaries and Benefits | 165,443.93 | 167,187.56 | (1,743.63) | Under Budget |
| Committees and Programs | | | | |
| Music Ministry Expense | 1,137.04 | 1,000.00 | 137.04 | |
| Church School/Nursery | 318.13 | 1,000.00 | (681.87) | |
| Comm Partnership Costs | 20,534.85 | 5,430.00 | 15,104.85 | Net Social Exp \$351.75 |
| Study Programs | 121.71 | 200.00 | (78.29) | |
| Youth | 489.35 | 500.00 | (10.65) | |
| Member Training | 0.00 | 500.00 | (500.00) | |
| Strategic Planning | 424.17 | 1,200.00 | (775.83) | |
| Stewardship | 272.18 | 250.00 | 22.18 | |
| Total Committees and Programs | 23,297.23 | 10,880.00 | 13,217.23 | Under Budget |
| Miscellaneous | | | | |
| Bank Charges | 1,513.32 | 1,300.00 | 213.32 | Visa Fees, \$150 Shr Trash Fee |
| Synod Fees | 620.00 | 500.00 | 120.00 | |
| Professional Development | 496.32 | 300.00 | 196.32 | \$240 2014 Late Bill |
| Gifts, Police Checks | 40.96 | 300.00 | (259.02) | |
| Total Miscellaneous | 2,670.62 | 2,400.00 | 270.62 | Over Budget |
| Total Expense | 303,509.50 | 291,226.96 | 12,282.54 | Under Budget |
| Net Income | (109.72) | (21.96) | (87.76) | NET LOSS |