

**DIOCESE OF KOOTENAY  
ADMINISTRATION AND FINANCE COMMITTEE  
Wednesday, December 13, 2017  
Teleconference, 7 pm**

**Attendees:** Archbishop John Privett; Diocesan Treasurer, Gerald Fitz-Gerald; Lay Secretary Helen Hall; the Rev. Sandra Stickney; Canon Dr. Randall Fairey; the Very Rev. Nissa Basbaum; Mr. Paul Glen

Staff: Executive Archdeacon, Trevor Freeman

**Regrets:** Richard Frost, The Rev. Rick Paulin

**Opening Prayer**

Our meeting opened with a reading from Isaiah and a prayer at 7:02 pm.

**Motion A17-46**      **That the minutes of the November 8, 2017 meeting be received as presented.**  
**Helen Hall / Paul Glen**  
**Carried**

**Business Arising**

1. St. Peter's, Revelstoke

We are currently negotiating the sale of the property. There is a verbal agreement with a buyer and an agreed upon price. As of this writing, contracts of sale are being drafted with a closing date of January 15, 2018. Work is ongoing to determine the distribution of chattels. A closing service is planned for January 14<sup>th</sup>. On December 8, a letter was sent to the congregation clarifying the steps that brought us to this outcome and the steps going forward. There has been some concern that communication with parish leadership hasn't been clear.

Geord Holland is working on drafting a final offer for this purchase. We will earn approximately \$525,000 US (approx. \$625,000 CAD) from the sale of the Revelstoke property. This process was not as we had hoped, but the result is the same, and hopefully by next Admin-Fin meeting this will be a completed sale.

For information only today: this committee could think over the next few months as to how we will deal with the expected revenue.

## 2. St. Aidan's, Rutland

There is an outstanding \$40,000 loan owed to the diocese from St. Aidan's. As of December 31 that congregation no longer exists. We need to determine what we are going to do with that loan. It was a loan from the Rollason Sites fund and the diocese could choose to pay it back slowly or choose to write it off, given that it was internal. Gerald Fitzgerald is hesitant to let it go, as there are things that this money could be used for. But at the same time we don't want to add to our strained budget. The question was raised whether this money could come out of the revenue of the sale of St. Peter's, Revelstoke - This would not add to the diocese's deficit. We will discuss this again at our next meeting.

The Rollason fund is not open for people to apply for. These are a series of grants given out by Bishop Beatty, a long time ago. There was some discussion about the fund, and some wanting more information. Diocese Administration will distribute the terms of reference for the Rollason Loan fund, and continue the discussion at our next meeting.

*Archbishop John noted that a moving and beautiful final service was held at St. Aidan's on December 3. It was emotional for all the people of St. Aidan's. The people of Faith Lutheran came to this service to support the congregation. Most people have now started to worship with the people of Faith Lutheran. In many ways, the timing has been very good for everyone.*

## 3. Faith Lutheran Church

The ELCIC congregation of Faith Lutheran in Rutland has been sharing its pastor, Rick Schulz, with St. Aidan's on a 50/50 salary split. As of the closure of St. Aidan's that arrangement cannot continue. Faith Lutheran is welcoming the Anglicans of St. Aidan's into their community as partners and is being very hospitable. Faith Lutheran has also committed to providing a full-time salary to Rick Schulz. This will mean a significant deficit. The ELCIC bishop has agreed to subsidize Faith with \$10,000 in 2018. The Archbishop is proposing that our diocese do the same.

It was noted that all of the St. Aidan's congregation, but one, are moving to worship with Faith Lutheran. They are calling themselves *Faith Lutheran* with the subtitle *Lutherans Worshipping together with Anglicans*. This congregation needs some bridge funding. The Parish Gift Fund (line 33 2017 Special Purpose Funds) has a \$123,494.23 balance. This committee is asked if we would be willing to commit \$10,000 to help with the transition.

**Motion A17-47      That the Administration-Finance Committee commit \$10,000 of the Parish Gift Fund to the parish of Faith Lutheran.  
Sandra Stickney / Paul Glen  
Carried**

#### 4. Together in Mission Administrative Support

With the exception of our consultants, M&M International, and diocesan staff, all the support has been done by volunteers. The Together in Mission Continuing Committee has recognized that administrative support is needed. This would not need to be more than a few hours per week and one of the current volunteers might be approached.

It has been discovered that the TiM expenses will come in above budget once certain parish portions are accounted for. The TiM committee had hoped that they had sufficient funds in the TiM expense budget to hire some administration support. Admin and Finance had given approval in principle to investigate that possibility. Given that no such funds are available; another funding source would be necessary. At this new news, which the TIM committee had not heard, it is suggested that this issue go back to the TIM committee, that they meet and to come back to this committee with recommendations.

It was noted that the diocese has continued to do an amazing amount of work with minimal staff. Our revenue stream has not increased at all; the hiring of the admin support position is one of those instances of important work, with the question of how we fund it. Archdeacon Trevor will speak to Bonnie and investigate any possibilities.

### **Financial Statements**

#### 1. To November 30, 2017

There is considerable concern about the deficit in income; however program costs and travel expenses are less than they might have been.

Incomes: Line 5132 shows unanticipated donations of \$500 more than expected; however, the Diocesan Fair Share is \$11,000 less than expected.

There is an actual surplus even though there are, currently, professional fees that are higher than we anticipated. This positively reflects the stewardship of donors who support this diocese. It means we may completely avoid a deficit this year, thanks to people's generosity.

Travel Funds: were expected to be higher and there are none outstanding.

We expect the final, audited numbers in about April or May.

2018 Budget Explanation: If Parish income goes down, their 2018 Fair Share will go down; if their income is up, their 2018 Fair Share request will be higher. The diocese requires a certain amount of operating income, and there is a formula that defines the request to the parishes.

Thanks to Bonnie and Gerald for their hard work and dedication.

**Motion A17-48            That the financial statements be received as presented.**  
**Gerald Fitzgerald / Randall Fairey**  
**Carried**

## **New Business**

### 1. Transition Planning

This committee will need to be mindful of the transition needs of the diocese in the coming months. The Archbishop has been clear that he has no desire for this to become a focus for the diocese but we will need to be attentive to particular needs that the diocese may have leading up to May 31<sup>st</sup>.

Trevor notes that our Archbishop plays a large role in this Diocese, and wondered how we can help the diocese say goodbye; how we operate the diocese; and how do we transition though John's retirement. There will be an electoral synod down the road, Trevor feels this is not something we need to worry about just yet.

Archbishop John is committed to work for the next 5 1/2 months. The Diocesan Council will set up a date for an electoral synod at its June meeting. There will be no Episcopal expenses for 7 months which will help out with our financial expenses.

The Dean is appointed commissary – she (Nissa Basbaum) has the authority to sign and act on behalf of the diocese. Bishop James Cowan has agreed to step in if there are any Episcopal events that need managing.

It was felt that it would be useful to communicate to the parishes some idea of what 2018 synod delegates might have on their agenda in the coming year. It was suggested that John might use his article in the Highway to lay out the steps that the diocese will go through as he transitions to retirement. This could be an opportunity to broaden the outlook of some

from a parish-outlook to a diocesan perspective. It was felt that parishes seem to be more outward looking than before John's time as Archbishop - thanks to John for that.

## 2. Risk Management

Sandra Stickney reminded us of the Parish Risk Management documents. We were to have looked them over and discussed. This was not on the agenda and will be added to the next meeting. (Business Arising)

Archbishop John Privett thanked all members of this committee for the year's work.

**Next Meeting: January 24<sup>th</sup>, 2018 7 pm teleconference**

**Motion A17-49      That the meeting adjourn (8:11 pm)**  
**Paul Glen**