



Lake of Bays Anglican Parish (St Ambrose, Baysville and St James, Port Cunnington)

Annual Report 2023

February 2024 to Diocese and July 2024 to Churches

Our Annual Vestry Meetings will be held in the summer of 2024.

St. Ambrose July 14/24 @ 9:00 a.m.

Wardens:

Andrew Stewart (people's)

Joanne Krawczyk (rector's)



St. James July 14/24 @ 11:30am

Wardens:

Chuck Boothby (people's)

Karen Syzkoluk (rector's)



Incumbent: Rev. Canon Phelan Scanlon

Deacon: Rev. Margaret Morrison



Table of Contents

1. [2024 vestry agenda](#) (page 3)
2. [2023 vestry minutes](#) (pages 4-7)
3. [Parish statistics](#) (pages 8-9)
4. [Incumbent's report](#) (pages 10-11)
5. [Deacon's report](#) (pages 11-12)
6. [2023 financial nutshell](#) (page 13)
7. [Pantry report](#) (pages 13-14)
8. [Pantry income statement and budget](#) (page 15)
9. [ACW report and financials](#) (page 16)
10. [Cemetery financials and reports](#) (pages 16-17)
11. [2023 church income statements](#) (pages 18-19)
12. [2023 balance sheet](#) (page 19)
13. [2024 budgets](#) (page 20)
14. [Resolutions and Lake of Bays associated actions from Synod 2023](#)
(pages 21-22)
15. [Screening in Faith](#) (pages 23-25)
16. [Parish risk assessment](#) (page 26)
17. [Screening steps chart](#) (page 26)
18. Job descriptions
 - a. [Wardens](#) (pages 27-28)
 - b. [Bookkeeper](#) (pages 28-29)
 - c. [Envelope secretary](#) (page 29)
 - d. [Pantry volunteer coordinator](#) (pages 30-31)
 - e. [Winter pantry volunteers](#) (page 31-32)
 - f. [Winter pantry employee](#) (pages 32-33)
 - g. [Altar guild and counter](#) (page 33)
 - h. [Parochial lay reader](#) (pages 34-36)



Agenda for Parish Vestry meetings

Agenda: St Ambrose / St James Vestries July 14, 2024

1. Opening Prayer
2. Announcement by the Chair of the Diocesan Canon governing the holding of Vestry meetings, particularly relating to the qualifications of those entitled to participate and vote.
3. Election of a Vestry Clerk (secretary)
4. Review and adoption of the minutes of the last annual vestry meeting
5. Business arising
6. Presentation and adoption of the 2023 statistical and financial reports
7. Chair entertains motion to move into Committee of the Whole for Presentation of and reaction to Diocesan option for future leadership of the Parish
8. Presentation of draft and possible revision of and adoption of a budget for 2024.
9. Discussion to pre-approve the limit of potential withdrawal from The Anglican Foundation for next year for St Ambrose, St James and The Winter Pantry.
10. Presentation and adoption of reports:
ACW, Wardens, Incumbent, Deacon, Cemeteries, Resolutions Arising from Synod
11. Wardens to be elected or acclaimed at vestry: Currently Karen Szykoluk (Rector's warden) and Chuck Boothby (People's warden) both from St James and Andrew Stewart (People's warden) and Joanne Krawczyk (Rector's warden) from St Ambrose. The addition of Deputy Wardens as suggested in 2023. Frank Berg as Deputy People's for St Ambrose.
12. Review of Mission objectives and Stewardship Needs and Plans, and Synod Resolutions.
13. Announcement of appointment of Parish bookkeeper by wardens
14. General Business: Approval of commissioning of Frank Berg as Parochial Lay Reader and adding Pastoral visitation to role of Lay Reader Mary Shirley-Thompson
15. Closing Prayer



St. Ambrose Anglican Church Summer Vestry Meeting Minutes

Sunday July 9, 2023

Zoom service and meeting:

Attending: Shirley and Bob Burton, Mary Shirley-Thompson, Joanne Krawczyk, Rev. Phelan Scanlon, Rev. Margaret Morrison, Pat McGlynn, Frank Berg, Andrew Stewart, Paul Ecclestone
Reverend Phelan Scanlon opened Vestry with a prayer. He then explained voting eligibility for the Vestry Meeting. Joanne Krawczyk was nominated as Vestry Clerk by Rev. Phelan, seconded by Rev. Margaret. Passed.

Minutes of the last Vestry: After review, Mary Shirley-Thompson moved that the minutes of the Vestry meetings of July 10, 2022 and Feb. 2023 be accepted as presented. Seconded by Andrew Stewart. Passed.

Presentation and Adoption of the 2022 Financial Reports: Paul presented the financials and reported that we lost \$50,000.00 in revenue in 2022 and we may be down the same amount in 2023. Andrew Stewart moved that we adopt the 2022 Financial Reports as presented. Mary Shirley-Thompson seconded. Passed.

Presentation and Adoption of the 2023 Budget: Discussion about the income still being insufficient for expenses. We also need a new furnace at St. Ambrose which must be added to the expense line of the budget. We will have to draw on our funds in the Anglican Foundation again this year. Mary Shirley-Thompson moved that we adopt the 2023 Budget as revised with the expense of a new furnace. Andrew Stewart seconded. Passed.

Andrew Stewart moved that we pre-approve the capacity to withdraw \$70,000.00 from the Anglican Foundation funds to cover the shortfall in 2023. Seconded by Mary Shirley-Thompson. Passed.

Suggested Revision of Shared Parish Costs: We discussed a change to the Lake of Bays Parish shared costs which are currently 87% St. Ambrose and 13% St. James. An analysis of the services given shows the ratio as 82% St. Ambrose and 18% St. James. The insurance ratio will remain at 60% St. Ambrose and 40% St. James as St. James is still covering St. Johns insurance.



This cannot be completed until St. James has their vestry to approve the change. Andrew Stewart moved that St. Ambrose pre-approves a change in shared costs from 87% St. Ambrose and 13% St. James to 82% St. Ambrose and 18% St. James based on services given.

This will exclude insurance which remains at 60% and 40%. Seconded by Mary Shirley-Thompson. Passed.

Acceptance of Reports: Reverend Phelan Scanlon moved to adopt an omnibus motion to accept the reports from Winter Pantry, the Cemetery, ACW, and Deacons. Shirlee Burton seconded. Discussion: Paul commented that no stipend has been paid by the diocese for Winter Pantry since last December. Rev. Margaret has not received a Cemetery Report from St. James. Rev. Margaret thanked Shirley for her amazing detailed record keeping and working so hard with the Township of Lake of Bays to keep the cemetery with St. Ambrose. Vote to approve the reports passed.

Election of Officers: Call for nominations: no additional nominations forthcoming.

Rector's Warden: Joanne Krawczyk has agreed to stay on.

People's Warden: Andrew Stewart has agreed to stay for one more year but thinks we need to find a resident warden for next year.

Bookkeeper: Paul Ecclestone has agreed to stay on as bookkeeper appointed by wardens.

Plan to Develop, Mentor and Support Wardens in the future: Rev. Phelan suggested that deputy wardens could be appointed. Joanne mentioned that parishioners are hesitant to take the position if they think it is for life. Phelan and Margaret will look for appointees.

Review of Mission Objectives and Stewardship needs and Plans: Margaret stated the obvious that we need to work to increase membership in the parish. We have five new members this year but only two attend regularly. Margaret suggested inviting people to a Sat. morning gospel based teaching class, a Mother's group for social contact and the Community Living Programme. Margaret and Phelan expressed the need to train another lay reader, Frank Berg, for the coming year. Margaret hopes to restart a children's programme this winter. We also need to continue the Courageous Discussions with the deanery about the reorganization of the parishes. We have three confirmations this year and the goal is three more for next year.

Synod Report: Rev. Margaret Morrison and Frank Berg ssare our representatives. The 2023



Synod passed 16 encouraging resolutions. One resulted in our planting of four trees.

Approval of Lay Reader: Andrew Stewart moved that we approve Mary Shirley-Thompson as a Lay Reader for St. Ambrose Anglican Church, Baysville. Seconded by Frank Berg. Passed.

Closing Prayer: Rev. Phelan Scanlon

Minutes of Annual Vestry - Lake of Bays Parish - St James - July 9, 2023

In Attendance via Zoom: Michael Green, Joanne Cunnington, Mary Shirley-Thompson, Frank Berg, Rev. Margaret Morrison, Paul Eccelstone, Rev. Phelan Scanlon (chair), Karen Szykoluk
Regrets: Chuck and Lori Boothby

Opening Prayer

Karen Szykoluk elected vestry clerk

Review of Minutes from Annual Report 2022 - Moved by Mary, seconded by Joanne carried

Business Arising from these minutes: Joanne asked for future better communication between parties as last year she was asked for a quote from Sanderson for tombstone cleaning, but the job went to someone else without her and Margaret's knowledge. Karen reported the removal of stain glass windows and the bell from St Johns is still in progress according to Chuck. Margaret said it is serious as the floor is sinking and windows may crack. Someone is interested in having one placed at another location. Joanne asked about St John's side properties. Margaret said of the two corners in dispute, one has settled and the other awaiting a court date.

Presentation and adoption of the 2022 financial reports: Paul - The Parish had a loss over Covid, but St James broke about even last year. This year may still be an ongoing fluid situation which may be seen on the spreadsheet. Moved by Phelan, seconded by Karen carried

Presentation and adoption of budget for 2023: Paul and Margaret have looked in places to save money. No objection to the proposed budget. Moved by Mary, seconded by Joanne carried.

Discussion to pre-approve the limit of potential withdrawal from the Anglican Foundation:

St James wardens have the pre-approval for another \$10,000 which would need to be taken by November and only if needed. Moved by Phelan, seconded by Joanne carried

Shared Parish costs - Currently 87-13 percent share. Margaret recommended to be responsible: Motion: that a 82-18 percent share be adopted, based on the number of services and shared costs per year be retroactive as of January 1st, 2023. Moved by Phelan, seconded by Karen Carried



Presentation of the ACW, Wardens, Deacon and Cemetery reports.

Margaret - the screening in faith report is important to be aware of the risk and liability. Margaret - St James and St Ambrose are working together to create one similar cemetery purchase agreement based on changes and rate increases of the township of LOB. Moved by Mary, seconded by Phelan carried

Karen subsequently reports - Cemetery Chequing/Saving Account - balance \$15,971.60 Six plots sold and two burials.

Election of Officers: Paul Eccelstone agreed to continue as bookkeeper. Karen Szykoluk agreed to continue as Rector's Warden and envelope secretary. Chuck Boothby agreed to stand as People's warden. Nominations closed and all agreed with thanks. Discussion of possible Deputy Wardens, summer or full time to support wardens.

Review of Mission and Stewardship: Phelan talked about a progressive option to look at team ministry. He endorses our parish working with Brcebridge as a good start. Margaret – Mission objectives - to increase membership, train lay readers, have gospel based discipleship for example over summer weekends, mother's groups, bible studies. Ideas could be advertised thru St. James.

Synod delegates for Lake of Bays - Rev Margaret and Frank Berg. For Bishop Anne's 2022 tree canopy initiative, Frank planted four trees in our parish.

Approval of Mary Shirley-Thompson as Parochial Lay reader. Approved

New Business: Joanne: regarding fundraising for St James this summer for removing windows from St John's. She would like to see a BBQ / fun day in August. On July 23, a history of St James and area book, written by Doug Cunningham will be dedicated to St. James. A book stand has been retrieved from St John's to display this book.

Closing prayer and Adjournment at 1:55pm



Diocese of Algoma - Compilation of Parish Statistics for 2023

FOR: St. Ambrose

PARISH NO. 2210

POPULATION

Total number on Parish roll for all of Lake of Bays 114

In Person Services:

Attendance during Christmas Eve and Day 28

Attendance at Easter (incl Easter Vigil) 29

Day of Pentecost – May 28, 2023 7

2nd Sunday in September, September 10, 2023 8

Average total attendance at Sunday Service 11.5
(include Sunday School / Nursery children & staff and service participants)

On-line services (if monitoring):

Number of on-line services held 15

Average attendance at online services 12

PARISH RECORDS

Baptisms

Adult / youth	1	Infants / young children	1	Total	2
---------------	---	--------------------------	---	-------	---

Confirmations

Adult	3	Youth	0	Total	3
-------	---	-------	---	-------	---

Received from other Communion 2

Marriages 2 Funerals 8

STEWARDSHIP EDUCATION

Did you use any stewardship education programs / resources last year? No



FOR: St. James

PARISH NO. 2210

POPULATION

Total number on Parish roll (See St Ambrose stat page please)

In Person Services:

Attendance during Christmas Eve and Day	35
Attendance at Easter (incl Easter Vigil)	23
Day of Pentecost – May 28, 2023	
2 nd Sunday in September, September 10, 2023	
Average total attendance at Sunday Service (include Sunday School / Nursery children & staff and service participants)	10.6

On-line services (if monitoring):

Number of on-line services held	15
Average attendance at online services	12

PARISH RECORDS

Baptisms

Adult / youth	0	Infants / young children	0	Total	0
---------------	---	--------------------------	---	-------	---

Confirmations

Adult	0	Youth	0	Total	0
-------	---	-------	---	-------	---

Received from other Communions

Marriages	0	Funerals	2
-----------	---	----------	---

STEWARDSHIP EDUCATION

Did you use any stewardship education programs / resources last year?	No
---	----



Lake of Bays Parish Incumbent's Report 2023

In 2023 Lake of Bays continued the pattern that was agreed upon in the Fall of 2022. I went to St. Ambrose and St James (when open) once a month to preach and celebrate the Eucharist. On such Sundays, Margaret went to St. Thomas to lead worship there.

The Reverend Margaret Morrison, our Deacon Associate, and I meet at least twice a month and discuss parish matters frequently. I have enjoyed the oversight and the privilege of assisting Mary Shirley-Thompson, a Lay Reader, in the development of her ministry skills. Frank Berg is a lively and accomplished 'organist' (he plays a Yamaha keyboard in church) and will become a fine Lay Reader with potential to move further to, we hope, Deacon and Priest.

Our long planned Christmas services were cancelled due to weather and St. Ambrose went virtual starting at Christmas and reopened on Psalm Sunday. Both churches were open on Easter Sunday with good attendance. I enjoyed leading and planning worship with Margaret on Maundy Thursday, Good Friday, and Holy Saturday. St Ambrose offered its traditional dramatic Good Friday service which we also offered at St Thomas where it was well received. In February I, with two parishioners, did a Candlemas event at the public library in Baysville for the local children. To me, the library seemed unduly nervous about our presence even though we obeyed all their rules pertaining to religious groups making presentations in public buildings.

I engaged in some home and hospital visiting. Margaret and I discussed the pastoral concerns which came up. There were an inordinate number of funerals and interments during the summer months which were officiated mostly by Margaret although I took part on a couple of occasions. Often I would have coterminous interments in Bracebridge and area.

For my part, I was able to attend special events such as the family Christmas present wrap-up, socials, the summer walk about, and other community events. The people of Lake of Bays indicate they enjoy my "hanging about" after services for coffee hour and I have enjoyed doing so. In the Spring, I went to the Ecumenical World Day of Prayer event at the United church in Baysville.

We hosted a Lay Readers' gathering at St. Ambrose in 2023 as well as Clericus. I have enjoyed getting to know the people of St. Ambrose and St. James.

The year had its trying moments. We were forced to draw upon trust fund money at both churches; the Pantry's clientele grew in numbers and need, one of the two furnaces at St Ambrose failed and had to be replaced. Margaret stickhandled, along with me, the relocation of Fox Point's ecclesiastical furniture and the saving of the stained glass. This was most frustrating at times. But it got done.

I am grateful for the dedication and commitment of our wardens, altar staff, financial people, and core members. Andrew, Joanne, Chuck, Karen, Paul, Shirley and others have shown great dedication and aptitude



in guiding us through the year.

I am grateful for Margaret's deep dedication and ministry. She has shown that The Village parish needs a cleric who is in town and has opportunities to build networks. Sometimes she finds young people to assist with liturgy 'out of nowhere'. It's all relationship based. Because Margaret is retiring, I am concerned about the future of Lake of Bays but I am also not without hope. We have much thinking to do about how ministry can be delivered to Lake of Bays, keeping in mind that we have one and soon we hope two capable Lay Readers.

In 2024, I am enthused by the quality of our online services, an excellent online Gospel Based Discipleship programme, and the wonderful YouTube Saturday morning kids' ministry show.

Phelan Scanlon

Deacon Margaret's report: 2023

This has been a very positive year in Lake of Bays. We were open for Christmas! What a joy with good attendance, wonderful decorations and two young and competent acolytes serving in each of St Ambrose and St James. The public attended our two "All children in Baysville come and choose presents for those who you love" events. Parents did a better job of not peeking this year as they were entertained by Christmas music in the church. Community volunteers wrapped the children's gifts so everything was kept "in secret" until Christmas morning. Our Santa; outstanding!

Our attendance overall is on the increase, not in leaps and bounds but moving positively. We were busy with baptisms, weddings, confirmations and too many funerals. The community in general is more comfortable in St Ambrose, whether they attend services or not and that makes me very happy. We, with community support, will begin a Moms and Tots program in early 2024.

One of our greatest accomplishments this year was to remove and relocate everything from our dear and now closed St John's. Initially varied opinions were shared with strength and concern. In time and with lots of communication and many visits we have accomplished the task to, I believe, the satisfaction of all and with the awareness and approval of the Deanery officials. The stained glass now hangs in St James, is for the most part, back lit and it is breathtaking! The furniture has been moved and plaqued as to its origin and original donor. Wood from the pews was used to frame the stained glass which is very meaningful. The history of St John's and St James compiled by Doug Cunnington was very helpful to the process. We will have a ceremony in the Spring to burn the altar and inter the ashes and to dedicate the windows now hanging in St James. It could not have been done without the support of Karen, input from the Cunnington family, planning and "muscle" from the Boothby family members, the Magee family and the amazing skill and artistic eye of Gary Best. I am indeed grateful.



Our Pantry has enjoyed donations from citizens, Foundations, The Lions, The Bay Food Crew, Robinsons, Lake of Bays employees and other churches. Each has given more but we have not kept pace financially with the greater need at the Pantry. Publicity will need to receive concentrated efforts in 2024-2025. Our volunteers are exceptional and are greatly appreciated by the Pantry clients. The clients themselves are a wonderful group clearly expressing their gratitude and helping the church in various ways whenever possible.

One of our clients volunteered to make bread for Christmas communion at St Thomas, St Ambrose and St James. The baked loaves were indented with the shape of the cross and the aroma surrounding each altar was so pleasing. Talk about “giving back”!

We were blessed with the funding raising efforts on our behalf by Family Waste. We became great friends with Bob, the owner / operator. We had the unfortunate and costly experience of having one of our two furnaces fail and Bob came very close to paying for the new furnace before his untimely and heartbreaking death. Community members assisted me (who had no knowledge about furnaces) with the purchase of the replacement. The heart and soul of Baysville was certainly on display for St Ambrose this year.

We hosted a Lay Readers meeting and Eucharist with both the Diocesan and Deanery Lay Reader chairpersons attending and a Clericus. What a grand group of people who enjoyed sharing their experiences and learning needs. Our Pantry clients prepared the meal for our Clericus gathering and it was delicious and appreciated by all. Clericus took on a different focus with small groups challenging one another on creative methods to “grow” the church.

We are working hard to become contributing Deanery partners in offering shared online programs for Sunday services, evening Gospel Based Discipleship and the one we are most excited about; Saturday morning Children’s Bible stories with children’s hymns and music lessons which we hope will become regular Saturday morning “tune-ins” like cartoons often are. Frank Berg has become a significant leader in this endeavor.

We have been blessed with Mary as a Lay Reader. She is exceptional and dearly loves St Ambrose and St James. Whatever did we do without her? Frank has become a master of moving between his roles as musician and Lay Reader in Training. Paul has been a gift to me as a financial manager and “techie” know-it-all. We were blessed with acolytes at Christmas and hopeful they will join us again at Easter. Our wardens are amazing! I will always be grateful for their caring and their support. I have valued my association with Phelan. He is knowledgeable, supportive, flexible and fun. Though he does readily forget his turn to pay for lunch!

This will be my last Annual report and I thank God for the gift of being a member of Lake of Bays for the last twenty-five years and to have served as Deacon in various roles and capacities for the last seven. The people here have enriched my life. I will miss you all greatly. Margaret



2023 financial nutshell

Account	Starting Balance	Withdrawals	Deposits	Current Balance*	Change for the year	Money withdrawn from AF and deposited into bank*	Outstanding apportionment and stipend for 2023	Change for the year without the AF deposit
St. Ambrose	\$18,599	\$80,427	\$128,546	\$66,717	\$48,119	\$90,000	\$13,833	-\$55,715
St. James	\$2,226	\$18,736	\$35,649	\$19,139	\$16,914	\$16,000	\$3,037	-\$2,123
Pantry	\$40,247	\$72,132	\$51,427	\$19,542	-\$20,705	\$10,000	\$4,080	-\$34,785
Cemetery	\$4,158	\$1,931	\$1,129	\$3,356	-\$802	\$0	\$0	-\$802
ACW	\$1,473	\$425	\$0	\$1,048	-\$425	\$0	\$0	-\$425
All accounts	\$66,703	\$173,651	\$216,752	\$109,803	\$43,100	\$116,000	\$20,950	-\$93,850
PWRDF (flowthru)	\$140	\$380	\$240	\$0	-\$140			
Grand totals	\$66,843	\$174,031	\$216,992	\$109,803	\$42,960	\$116,000	\$20,950	-\$93,850

* St. Ambrose withdrew \$45,000 early this year from our Anglican Foundation investment to help with shortfalls. Figures above also include \$45,000 withdrawn for 2024.

* St. James withdrew \$8,000 early this year from our Anglican Foundation investment to help with some projects. Figures above also include \$8,000 withdrawn for 2024.

* The pantry withdrew \$10,000 late this year for 2024.

Pantry Report 2023

The Pantry Committee Chaired by Rev. Margaret Morrison

Our name may soon need revision as we have opened slightly earlier and seem to stay open somewhat later each year. In the community we are known just simply as The Pantry.

We carried out no appeals for funding and it is clear we will have to reinstitute publicity activities for next year. The year began with a reduction in donations compared year to year but in the later Fall, gifts began to arrive, both monetary and food donations in greater numbers which was encouraging but insufficient to avoid a significant deficit.

Our client numbers are steadily increasing and we are experiencing an increase just slightly above the provincial average of a 38% increase in the use of Food Banks. In fact we have experienced a 39.5% increase in individuals served in 2023. While there has been only a 12.5% increase in families, we have new families of larger numbers. Some of our clients have chronic illnesses or disabilities. Some require that food be delivered to them. Our experience would support that reported provincially; with the main factors requiring the use of the Winter Pantry being: precarious work, the lack of affordable housing and the skyrocketing cost of living. Many of our clients work but their income is insufficient to provide for basic needs and food.

Our Pantry staff person had to resign due to unfortunate family circumstances but thankfully once again, a pantry client applied for the position. This change took place in early November and his probationary evaluation was excellent.

Our clients are truly amazing. They became aware that we were hosting Clericus at St Ambrose and offered to use their skills to make the luncheon very special. The aroma of fresh bread filled the Parish Hall, Chicken Stew provided the main course and wonderful wee cupcakes and chocolate chip cookies completed the meal. Their efforts were so appreciated by the clergy and the regard and appreciation was much valued by the clients.

As mentioned in my Deacon's report, one of these same clients volunteered to make bread for Christmas communion. The fragrance was so pleasing.



We have become quite “high-tech” with clients placing orders fully on line on a check-off list, both regular needs which are for the most part purchased and specials available (often from donations). This allows for volunteers to pack client’s food needs before their appointment time, to deliver to those clients unable to get to the Pantry and to spend some social / supportive time with those able to attend at the Pantry. We are blessed with strong support from our bookkeeper who is very technically skilled.

We are experimenting with changing our food inventory and purchasing procedures. We now use only one source for grocery purchases and they in turn offer cash back or percentage reduction options that appear to be improving our bottom line re costs. They too will pack our shopper’s truck which reduces labour costs. We have looked at our experience year to year to be diligent but to date it seems it will be a positive move for us. Nonetheless we spent a great deal more on groceries in 2023 than in 2022.

Our volunteers are exceptional. We are blessed! All have Vulnerable Sector checks and some have their Serve Well certification which Public Health no longer requires for Pantry volunteers. One of our volunteers is an expert in inventory control and has given and continues to give us hours of her time.

Community agencies like Robinsons in Dorset, Humble Pie Bakery and the Cast Iron restaurant all provide strong support for the Pantry. The Lake of Bays District employees made a large cash donation such that each family or individual received some money to spend as they saw fit. That gift was greatly valued and the clients felt respected. As per usual The Lions provide annual substantial support for our clients.

Christmas was a joy for both clients and volunteers. Donated gift cards permitted parents to buy presents for their own children. The Bay Food crew provided Christmas dinner essentials for everyone. The Humble Pie Bakery made each client a beautifully displayed tray of Christmas cookies which one of our own volunteers decorated with handmade Christmas tree ornaments. Each client received grocery store gift cards to supplement their holiday eating. We were grateful for a donation of over fifty small chickens from Sprucedale Quality meats.

This program is rewarding for all involved. Given our deficit, we will have to draw down some cash reserves, generously created by activities, now terminated, like the Antique Car and Boat show. We must work diligently at publicity next year.

Respectfully submitted, Rev. Margaret Morrison



Lake of Bays Winter Pantry Income Statement and 2024 Budget

March 12, 2024 *Cash basis		Lake of Bays Anglican Parish Pantry Income Statement and Budget January through December 2023			
Ordinary Income / Expense	2023	2022	\$ change	% change	2024 Budget
Income					
Donations (receiptable)	\$36,252	\$25,697	\$10,555	41%	\$42,000
Donations (non-receiptable)	\$4,858	\$3,735	\$1,123	30%	\$5,500
Gift cards	\$1,725				
Grant		\$500	-\$500	-100%	\$0
Anglican Foundation - cashed in	\$10,000 [1]	\$0	\$10,000		\$10,000
HST / PST refund	\$0 [2]	\$1,331 [3]	-\$1,331	-100%	\$1,350
Other	\$317				
Total Income	\$53,152	\$31,263	\$21,889	70%	\$58,850
Expense					
<u>Personnel Expenses</u>					
Wage (incl benefits, mileage)	\$17,109	\$0 [4]	\$17,109		\$10,000
ServeWell course	\$85	\$70	\$15	21%	\$0 [5]
Cell phone	\$0	\$140	-\$140	-100%	\$0
Total Personnel Expenses	\$17,194	\$210	\$16,984	8088%	\$10,000
<u>Property and Utilities Expenses [6]</u>					
Cleaning	\$360	\$0	\$360	100%	\$360
Hydro	\$1,190	\$660	\$530	80%	\$1,250
Propane	\$1,600	\$632	\$968	153%	\$1,700
Snow removal	\$1,125	\$550	\$575	105%	\$1,300
Water / sewer	\$120	\$134	-\$14	-10%	\$120
Total Property and Utilities Expenses	\$4,395	\$1,976	\$2,419	122% [7]	\$120
<u>Operational Expenses</u>					
Bank charges	\$0		\$0		\$0
Office supplies	\$0	\$58	-\$58	-100%	\$400
Advertising	\$493		\$493		\$600
Groceries	\$49,683	\$22,471	\$27,212	121% [8]	\$41,920
Gift cards	\$1,875	\$1,650	\$225	14%	
Client summer assistance	\$0	\$1,200			\$1,200
Washer and dryer for client	\$0	\$1,000 [9]			\$0
Pantry freezer	\$0	\$576 [10]			\$0
Other	\$16	\$3,271 [11]	-\$3,254	-99%	\$0
Total Operational Expenses	\$52,068	\$30,226	\$27,647	91%	\$44,120
Total Expenses	\$73,657	\$32,412	\$41,245	127%	\$54,240
Net income	-\$20,505	-\$1,149	-\$19,356	1685%	\$4,610
Opening bank balance (January 1, 2023)	\$40,247				
+ Net income (2023)	-\$20,505				
Closing bank balance (December 31, 2023)	\$19,742				

[1] For 2024 but deposited late 2023

[2] Will show up in 2024

[3] Rebates from 2022 to 2023 inclusive.

[4] The 100% increase in payment for our Pantry staff person is due to the fact that the Diocese did not bill us for any salary earned in 2022.

[5] Serve Well no longer required by Public Health for our Volunteers.

[6] Pantry is going to pay half of propane and water and sewer (since part of that bill has fixed monthly costs) October to April inclusive. For the same period, pantry pays 100% of cleaning when the church isn't open and 50% when both are running, 75% of hydro and snow removal when the church is not open, 50% when both are running. Church pays 100% of the insurance year round.

[7] This increase explained by higher utility costs, Pantry open slightly longer, reassessment of appropriate cost sharing between Church and Pantry and weather in early 2023.

[8] This increase is greater than is explained by client numbers(up by 39.5% = plus \$8988) and inflation (5-7% increase = plus \$1348) for an anticipated increase to \$32,807) that a full analysis of all grocery bills for each year will be undertaken in an attempt to explain the approx. \$16,896 discrepancy.

[9] \$500 of this was donated.

[10] Entirely paid for by donation.

[11] Grant refund of \$500. Includes \$611 for bought meals.



St. Ambrose Anglican Church Women report ending December 31, 2023

Committee chaired by Shirley Burton

This group has not been active in 2023

They did however support Christmas baskets for Seniors and were able to pay their Diocesan dues.

Respectfully submitted,
Shirley Burton

March 12, 2024 *Cash basis						Lake of Bays Anglican Parish - Income Statements / Budgets January through December 2023					
ACW						Cemetery Fund					
Ordinary Income / Expense	2023 budget	2023	2022	\$ change	2024 Budget	Ordinary Income / Expense	2023 budget	2023	2022	\$ change	2024 Budget
Income						Income					
Donations (identifiable)	\$0	\$0			\$0	Donations (receiptable)	\$2,500	\$200	\$55	\$145	
Donations (non-receiptable)	\$100	\$0	\$0	\$0	\$0	Donations (anonymous / non-receiptable)				\$0	
						Plot sale	\$1,400 [1]	\$700	\$2,141	-\$1,441	\$1,680 [2]
						Cemetery flowers			\$1,095	-\$1,095	
						Investment income (Public trustee)		\$229	\$42	\$187	
Total Income		\$0	\$0	\$0	\$0	Total Income	\$1,129	\$3,333	-\$2,204	\$1,680	
Expense						Expense					
SCAW	\$250	\$175	\$500	-\$325	\$0	Public Trustee - care and maintenance	\$500 [3]	\$870	\$1,500	-\$630	\$250
Dorset Christmas baskets	\$0	\$150	\$0	\$150	\$90	Bench, barrels, flagpoles, flags	\$3,000	\$0	\$947 [4]	-\$947	\$1,000
Repair / maintenance			\$0	\$0	\$0	Corner markers	\$300	\$161	\$238	-\$77	\$200
Diocesan fee	\$100	\$100	\$100		\$100	Repair / maintenance	\$1,500 [5]	\$0	\$2,090	-\$2,090	\$0
Annual Diocesan meeting registration, etc.	\$0	\$0	\$0		\$310	Flowers		\$0	\$1,112	-\$1,112	\$0
						Landscaping (grass cutting)	\$1,000	\$900	\$1,633	-\$733	\$1,000
Total Expenses	\$425	\$600	-\$175		\$500	Total Expenses	\$1,931	\$7,520	-\$5,589	\$2,450	
Net income		-\$425	-\$600	\$175	-\$500	Net income		-\$802	-\$4,187	\$3,385	-\$770
Opening bank balance (January 1, 2023)			\$1,473			Opening bank balance (January 1, 2023)		\$4,158			
+ Net income (2023)			-\$425			+ Net income (2023)		-\$802			
Closing bank balance (December 31, 2023)			\$1,048			Closing bank balance (December 31, 2023)		\$3,356			

[1] 2 plots @ \$700

[2] 2 plots @ \$840

[3] \$250 per plot sale

[4] Bench, barrels, flowers

[5] Install bench slabs and bench



St Ambrose Cemetery Report 2023 (see previous page for financials)

The Cemetery Committee chaired by Shirley Burton

There were no plots sold this past year and 1 interment.

Plans for our flag installation continue to be under discussion. We extend our appreciation to Paul Ecclestone who is assisting us.

We have enjoyed the new watering system with tap water available for our summer flowers and were pleased with the removal of several tree stumps at our entrance. We extend kudos to our Township Public Works Department and Scott Mackinnon for these improvements.

Following a presentation of the mandate of The BAO (Bereavement Authority of Ontario) at the most recent Synod, Margaret led Zoom meetings with Karen Szykoluk representing the Port Cunnington cemetery and myself associated with the St. Ambrose cemetery, to align our handling of plot sales, residency requirements, plot capacities etc to be certain that our procedures and policies followed their mandate. We have accomplished this and published the information on our website.

Our Cemetery committee consists of Belinda MacKinnon, Pam Garratt Dunlop, Rev. Margaret Morrison and Shirley Burton. muskokaburtons@sympatico.ca. We would be grateful for additional members.

Respectfully submitted,

Shirley Burton

St James Cemetery Report 2023

Cemetery Committee chaired by Karen Szykoluk.

In this past year, the St James Cemetery Board sold one plot, had two interments and one funeral.

Pictures were taken of every tombstone for insurance purposes. This also enabled all dates to be added to the Plot Reference Sheet.

A beautiful wrought iron bench was donated by Chuck and Lori Boothby for the comfort of visitors to the cemetery. A very pleasing addition. We now have two beautiful benches for the comfort of visitors. Our Cemetery committee consists of Rev. Margaret Morrison, Chuck and Lori Boothby and Karen Szykoluk

Respectfully submitted, Karen Szykoluk



Church income statements

February 28, 2024	Lake of Bays Anglican Parish Income Statements January through December 2023							
*Cash basis								
Ordinary Income / Expense	St. Ambrose				St. James			
	2023	2022	\$ change	% change	2023	2022	\$ change	% change
Income								
<u>Apportionable</u>								
Offering (EOP)	\$3,460	\$3,710	-\$250	-7%	\$0	\$0	\$0	
Offering (EFT)	\$1,140	\$1,450	-\$310	-21%	\$559	\$100	\$459	459%
Offering (Canada Helps)	\$721	\$290	\$431	149%	\$0	\$480	-\$480	-100%
Offerings (cash)	\$1,240	\$1,193	\$47	4%	\$235	\$5	\$230	4600%
Offerings (cheque)	\$22,424	\$19,667	\$2,757	14%	\$3,420	\$1,823	\$1,597	88%
Offerings (not provided)		\$0	\$0		\$7,197	\$7,392	-\$195	-3%
Open offering	\$803	\$464	\$339	73%	\$175	\$165	\$10	6%
Memorial (operational)	\$270	\$50	\$220	440%	\$200			
Total apportionable	\$30,057	\$26,823	\$3,234	12%	\$11,785	\$9,965	\$1,820	18%
<u>Non-apportionable</u>								
Children's ministries	\$3,550	\$1,000	\$2,550	255%				
Community ministries	\$900		\$900					
Designated memorial (ex tree planting)	\$100	\$1,100	-\$1,000	-91%				
Endowment / Trust Funds / Bequests					\$7,864			
Investment income (AF) - cashed out	\$90,000 [1]	\$0 [2]	\$90,000		\$16,000 [3]	\$0 [4]	\$16,000	
HST / PST rebate	\$0	\$6,382	-\$6,382	-100%	\$0	\$2,579	-\$2,579	-100%
Insurance refund	\$0	\$1,348	-\$1,348	-100%	\$0			
Proceeds from dumpster	\$3,828							
Other	\$111							
Total non-apportionable	\$98,489	\$9,830	\$88,659	902%	\$23,864	\$2,579	\$21,285	825%
Total Income	\$128,546	\$36,653	\$91,893	251%	\$35,649	\$12,544	\$23,105	184%
Expense								
<u>Personnel Expenses</u>								
Clergy (incl benefits, mileage)	\$23,858	\$18,815	\$5,042	27%	\$5,237	\$2,812	\$2,426	86%
Assistant clergy (deacon)	\$15,719		\$15,719		\$3,451		\$3,451	
Clergy supply	\$300		\$300				\$0	
Housing allowance (Rev. Phelan)	\$3,518	\$1,991			\$772	\$297		
Musician	\$5,682	\$6,941	-\$1,259	-18%	\$1,718	\$1,093	\$625	57%
Total Personnel Expenses	\$49,077 [5]	\$27,747	\$21,330	77%	\$11,178 [6]	\$4,202	\$6,976	166%
<u>Property and Utilities Expenses [7]</u>								
Cleaning	\$960	\$1,148	-\$188	-16%	\$0	\$0		
Hydro	\$1,097	\$1,380	-\$283	-20%	\$648	\$678	-\$30	-4%
Insurance	\$3,912	\$3,431	\$481	14%	\$5,524	\$5,121 [8]	\$403	8%
Landscaping	\$3,134	\$3,116	\$18	1%	\$0	\$0		
Propane	\$1,751	\$632	\$1,119	177%	\$0	\$1,050	-\$1,050	-100%
Repair / maintenance	\$852	\$336	\$516	154%	\$87	\$2,742	-\$2,655	-97%
Snow removal	\$375	\$550	-\$175	-32%	\$0	\$0		
Water / sewer	\$320	\$274	\$46	17%				
Total Property and Utilities Expenses	\$12,401	\$10,867	\$1,534	14%	\$6,259	\$9,591	-\$3,332	-35%
<u>General Operating Expenses</u>								
Printing / Stationery / etc.	\$715	\$497	\$218	44%	\$78	\$41	\$37	91%
*Bank service charge [9]	\$72	\$46	\$26	56%	\$0	\$2	-\$2	-100%
EOP	\$43							
Worship (bulletins, Zoom, etc)	\$806	\$771			\$120	\$115	\$5	
Other	\$901	\$1,039	-\$137	-13%	\$200	\$17	\$183	1077%
Total General Operating Expenses	\$2,537	\$2,353	\$184	8%	\$399	\$175	\$224	128%
<u>Capital outlay</u>								
Major repair	\$10,071	\$0	\$10,071		\$0	\$0	\$0	
<u>Other Expenses</u>								
Apportionment	\$3,104 [10]	\$0 [11]	\$3,104		\$681 [12]	\$0	\$681	
Synod / Conference / Meetings	\$965	\$0			\$212	\$0		
Children's ministries	\$1,000	\$2,100	-\$1,100	-52%	\$0	\$0	\$0	
Community ministries	\$1,242							
Continuing education (lay readers)	\$30	\$300	-\$270	-90%	\$7			
Total Diocesan Expenses	\$6,341	\$2,400	\$3,941	164%	\$900	\$0	\$900	
Total Expenses	\$80,427	\$43,367	\$37,061	85%	\$18,736	\$13,969	\$4,767	34%
NET INCOME	\$48,119	-\$6,713	\$54,832	-817%	\$16,914	-\$1,424	\$18,338	-1287%
Opening bank balance (January 1, 2023)		\$18,599				\$2,226		
+ Net income (2023)		\$48,119				\$16,914		
Closing bank balance (December 31, 2023)		\$66,717				\$19,139		

(Footnotes on next page)



[1] \$45,000 for 2023 and \$45,000 for 2024

[2] \$45,000 was taken out Dec. 24 but does not show up in our bank account till Jan 11, 2023.

[3] \$8,000 for 2023 and \$8,000 for 2024

[4] \$8,000 was taken out Dec. 24 but does not show up in our bank account till Jan 11, 2023.

[5] \$12,768 stipend owed but has now been paid

[6] \$2,803 stipend owed but has now been paid

[7] Pantry is going to pay half of propane and water and sewer (since part of that bill has fixed monthly costs) October to April inclusive. For the same period, pantry pays 100% of cleaning when the church isn't open and 50% when both are running, 75% of hydro and snow removal when the church is not open, 50% when both are running. Church pays 100% of the insurance year round.

[8] Includes St. John's as agreed upon by wardens.

[9] These have all been reversed by the bank

[10] \$966 owed but has now been paid.

[11] We had a \$4282 credit from last year.

[12] \$212 owned but has now been paid

Balance sheets for pantry and churches

March 12, 2024 *Cash basis	Lake of Bays Anglican Parish Balance Sheet As of December 31, 2023								
	2023	Pantry 2022	\$ change	2023	St. Ambrose 2022	\$ change	2023	St. James 2022	\$ change
ASSETS									
Current assets									
Bank accounts	\$19,542	\$40,247	-\$20,705	\$66,717	\$18,599	\$48,119	\$19,139	\$2,226	\$16,914
GIC	n/a	n/a	n/a	n/a	n/a	n/a	\$6,277	\$12,077	-\$5,800
Anglican Foundation [1]	\$49,628	\$53,111	-\$3,483	\$340,267	\$341,947	-\$1,680	\$118,033	\$119,910	-\$1,877
HST / PST rebates receivable [2]	\$914	\$394	\$520	\$2,445	\$705	\$1,740	\$919	\$486	\$433
Living expenses prepaid (Rev. Phelan)	n/a	n/a	n/a	\$0	\$3,732 [3]	-\$3,732	\$0	\$558 [4]	-\$558
TOTAL ASSETS	\$69,170	\$93,358	-\$24,188	\$406,984	\$360,546	\$46,439	\$143,449	\$134,213	\$9,236
LIABILITIES									
Current Liabilities									
PWRDF payable	n/a	n/a	n/a	\$0	\$140	-\$140	\$0	\$0	\$0
Living expenses owed (Rev. Phelan)	n/a	n/a	n/a	\$3,518	\$0	\$3,518	\$772	\$0	\$772
Stipend owed	\$4,079	\$8,583	-\$4,504	\$12,768	\$30,783	-\$18,015	\$2,803	\$4,600	-\$1,797
Apportionment owed	n/a	n/a	n/a	\$966	-\$1,042	\$2,008	\$212	-\$156	\$368
TOTAL LIABILITIES	\$4,079	\$8,583	-\$4,504	\$16,286	\$30,923	-\$14,637	\$3,575	\$4,600	-\$1,025
EQUITY	\$65,091	\$84,775	-\$19,684	\$390,698	\$329,623	\$61,076	\$139,874	\$129,613	\$10,261

[1] Performance (unaudited)

[2] 2023 HST / PST rebates are from 2022 to 2023 inclusive.

[3] Paid up to mid-August of 2023.

[4] Paid up to mid-August of 2023.



2024 budgets

February 28, 2024 *Cash basis	2024 Budget							
	St. Ambrose				St. James			
	2023 Actual	2023 Budget	\$ diff	2024 Budget	2023 Actual	2023 Budget	\$ diff	2024 Budget
Income								
<u>Apportionable</u>								
Identifiable offering	\$30,057	\$30,000	\$57	\$30,000	\$11,785	\$11,320	\$465	\$13,600
Total apportionable	\$30,057	\$30,000	\$57	\$30,000	\$11,785	\$11,320	\$465	\$13,600
Non-apportionable								
Donation (non-receiptable) - dumpster proceeds	\$3,928	\$0	\$3,928					
Children's ministries	\$3,550	\$1,500	\$2,050	\$5,000				
Community ministries	\$900	\$0	\$900	\$1,500				
Designated memorial (ex tree planting)	\$100	\$0	\$100	\$500	\$0			\$500
Anglican Foundation withdrawal	\$90,000	\$45,000	\$45,000	\$45,000	\$23,864	\$8,000		\$8,000
HST / PST rebate [1]	\$0	\$1,058	-\$1,058	\$2,445	\$0	\$729	-\$729	\$919
Other	\$11	\$0	\$11					
Total non-apportionable	\$98,489	\$47,558	\$50,931	\$54,445	\$23,864	\$8,729	\$15,135	\$9,419
Total Income	\$128,546	\$77,558	\$50,988	\$84,445	\$35,649	\$20,049	\$15,600	\$23,019
Expense								
Personnel Expenses								
Clergy (incl benefits, mileage) [2]	\$23,858	\$25,818	-\$1,960	\$13,206	\$5,237	\$3,858	\$1,379	\$2,899
Assistant clergy (deacon)	\$15,719	\$30,347	-\$14,628	\$28,456	\$3,451	\$4,535	-\$1,084	\$6,246
Clergy supply	\$300	\$0	\$300	\$900				
Housing allowance (Rev. Phelan)	\$3,518	\$5,972	-\$2,454	\$6,687	\$772	\$892	-\$120	\$1,271
Musician	\$5,682	\$5,600	\$82	\$5,600	\$1,718	\$1,000	\$718	\$1,000
Total Personnel Expenses	\$49,077	\$67,737	-\$18,660	\$54,850	\$11,178	\$10,285	\$893	\$11,416
Property and Utilities Expenses								
Cleaning	\$960	\$1,018	-\$58	\$1,000	\$0	\$0	\$0	\$0
Hydro	\$1,097	\$1,500	-\$403	\$1,200	\$648	\$750	-\$102	\$700
Insurance	\$3,912	\$4,022	-\$111	\$4,417	\$5,524 [3]	\$6,033	-\$509	\$4,678
Landscaping	\$3,134	\$1,500	\$1,634	\$1,500	\$0	\$0	\$0	\$200
Propane	\$1,751	\$800	\$951	\$2,100	\$0	\$1,200	-\$1,200	\$500
Repair / maintenance	\$852	\$500	\$352	\$1,344	\$87	\$3,000	-\$2,913	\$0
Snow removal	\$375	\$600	-\$225	\$600	\$0	\$0	\$0	\$0
Water / sewer	\$320	\$300	\$20	\$320	\$0	\$0	\$0	\$0
Total Property and Utilities Expenses	\$12,401	\$10,240	\$2,161	\$12,481	\$6,259	\$10,983	-\$4,724	\$6,078
General Operating Expenses								
*Bank service charge	\$72	\$50	\$22	\$38	\$0		\$0	\$0
Printing / Stationery / etc.	\$715	\$300	\$415	\$400	\$78	\$59	\$19	\$100
EOP	\$43				\$0			
Worship expenses	\$806		\$806	\$300	\$120		\$120	\$100
Year end financial review and financial statements	\$0	\$696		\$0	\$0	\$104		\$0
Total General Operating Expenses	\$1,636	\$1,046	\$590	\$738	\$199	\$163	\$36	\$200
Capital outlay								
Major repair	\$10,071	\$0	\$10,071	\$0	\$0	\$0	\$0	\$3,400
Other Expenses								
Apportionment	\$3,104	\$5,780	-\$2,676	\$8,361	\$681	\$864	-\$183	\$1,835
Synod / Conference / Meetings	\$965	\$754	\$211	\$164	\$212	\$754	-\$542	\$36
Children's ministries	\$1,000	\$500	\$500	\$5,000		\$0	\$0	\$0
Community ministries	\$1,242			\$2,605		\$0	\$0	\$0
Continuing education (lay readers)	\$30		\$30	\$246	\$7	\$0	\$7	\$54
Other	\$901				\$200			
Total Other Expenses	\$7,243	\$7,034	\$209	\$16,376	\$1,100	\$1,618	-\$518	\$1,925
Total Expenses	\$80,427	\$86,057	-\$5,630	\$84,444	\$18,736	\$23,049	-\$4,313	\$23,019
NET INCOME	\$48,119	-\$8,499	\$56,618	\$0	\$16,914	-\$3,000	\$19,914	\$0
Investment income (AF) - cashed out	\$45,000	\$45,000	\$0	\$45,000	\$8,000	\$8,000	\$0	\$8,000

[1] Includes 2022 and 2023 rebates.

[2] Includes \$17,844 owed from 2022.

[3] Includes insurance from St. John's.



Resolutions Arising from Synod.....2023 report and 2024 plans

Resolution #1: Formation and Education

That every parish in the diocese be expected:

- to identify at least one area of formation or education which needs to be further developed in the congregation(s), bearing in mind the Archbishop's Charge
- for the parish ordained and lay leadership to take concrete steps to address the area(s) of development
- and to report to their Deaneries and to the diocesan office the step(s) they have already taken (or are committed to taking before the next diocesan synod); and that this reporting process on progress be undertaken no later than the next regular parish Vestry meetings in early 2024.

The clergy, the new Lay Reader and the Lay Reader in training agree that the following are important areas to be studied; Evangelism, New Testament, Old Testament, Church history and development, Theology, Mission, Liturgy, Procedure, Pastoral Care and Visitation and Anglican Doctrine. Written materials have been provided and other resources are being explored. The Lay readers will be asked to highlight their learning for the congregations.

Resolution #2: Episcopal Endowment Fund

Timeline: Immediate need for a member from Muskoka...perhaps someone in your congregation?

That an Episcopal Fund Committee be established, consisting of at least one member from each deanery, to begin the work of resourcing a secure financial future of the episcopacy in Algoma.

We pray some other Parish will respond. Lake of Bays does not have anyone available

Resolution #3: Parish Funding For Lay Readers

Timeline 2024 -2029

To quote the Archbishop: On any given Sunday and throughout the week, Algoma's Lay Readers can be found taking an active role in their congregation's liturgy as lectors, intercessors, presiders, preachers, Eucharistic Assistants, and servers. They are involved in parish outreach programs, as evangelists and teachers in child and youth ministry programs, or as pastoral visitors.

We strongly encourage that every parish set aside a minimum of .1% of their annual budgets to support lay readers between 2024-2029.

We have set aside \$300.00 beginning with our 2024 budget.

Timeline: Deanery Education provided in October 2023, video on www.muskokachurches.com

Parish initiative to be undertaken prior to May 2025

Bearing in mind the "Communion Forest," we ask that each deanery provide Resolution #4: Communion Forest Initiative, www.communionforest.org, some education about the Christian stewardship of creation; and that each parish undertake at least one initiative, before the next diocesan synod.



We will plant, starting in the summer of 2024, tree seedlings in the wet areas to the west of St Ambrose church. These seedlings will be professionally planted and then watched by the children in our Moms and Tots group and our congregation as they mature. For every baptism, confirmation, wedding or funeral performed at either St Ambrose or St James churches, one of the trees will be moved and planted on the appropriate church property.

The fee for any of these services will be the cost of having the new tree professionally planted. We will search out resources available for the initial professional planting.

We plan to look at

RESOURCES AVAILABLE:

-Muskoka Ministry Endowment Fund Grant application window for 2024 will be open soon.

Applications will be circulated when available.

-Anglican Foundation of Canada grant.





Screening in Faith Report - February 2024

Lake of Bays Anglican Parish

1. Parish risk assessment
2. Screening steps report
3. Job descriptions

Diocese of Algoma

Screening in Faith Parish Participation Report

Our parishes are sacred spaces in which volunteers can develop their leadership gifts and vulnerable people can be part of a safe and loving family. Appropriate screening of volunteers is an essential part of maintaining that ministry, so that we can ensure the safety of our volunteers and their ministries. This “[Parish Participation Report](#)” serves as an *annual record* of the process developed by our parish to screen our volunteer leaders.

I. Contact Information.....PARISH: Lake of Bays

Deacon, Rev Margaret Morrison who reports to Incumbent Rev. Canon Phelan Scanlon

II. Parish Position List:

Parish position and name of individual holding the position are required every year. This is a formal record and is to be included in your vestry report.



Parish position	Risk Level			Screening requirements			
	L	M	H	INT	REF	VSC	TFU
Bookkeeper			x		x	x	
Envelope secretary		x				x	
Deacon			x		x	x	
Lay reader			X	X	X	X	Regular meetings with Deacon, training to become Pastoral Care Coordinator and Eucharistic assistant. Attending a Preaching workshop. Coaching from Diaconal Lay Reader.
Lay Reader in Training		x		X	X	X	Experiential Learning being arranged with Diocesan Lay Reader Training being provided by Incumbent and Deacon. Ongoing supervision
Pantry volunteers who contact clients			x	x	x	x	All training complete
Volunteer coordinator			x			x	
Pantry employee		x		x	X		Ongoing coaching and supervision
Wardens		x					
Altar guild	x						

Risk Level...Low...Medium...High INT = Interview REF =References TFU = Training and Follow Up VSC = Police Vulnerable Sector Checks (VSC) are required for all high risk ministries and must be renewed every three years. They are optional for mid and low risk ministries.



In the declaration below, your parish officials are affirming that:

- a) Your parish follows the Screening in Faith Program requirements of the Diocese of Algoma and has established a process whereby screening occurs on a regular basis;
- b) The individuals holding the Parish Positions, as noted above, have been screened appropriately based on the level of risk indicated and in accordance with the position descriptions prepared by your parish;
- c) Police Vulnerable Sector Checks have been viewed and documented as required; if renewals are needed, processes are in place and will be followed up accordingly;

AND

- d) An annual review of the Screening in Faith policies has taken place with your parish employees and volunteers to ensure their protection and the protection of all vulnerable sectors that are involved with your parish ministries.

III. Declaration

We declare that the information contained in this report is accurate and complete.

Date: Feb. 19, 2024

Deacon Rev. Margaret M. Morrison

Wardens: St. Ambrose:

Joanne Krawczyk (Rector's warden) - request for approval, emailed March 2024

Andrew Stewart (People's warden) - request for approval emailed March 2024

Wardens: St. James:

Karen Szykoluk (Rector's warden) - request for approval emailed March 2024

Chuck Boothby (People's warden) - request for approval emailed March 2024



My Parish Risk Assessment				
Ministry Position or Title	Job Description	High Risk	Mid-Risk	Low Risk
Bookkeeper	Yes	Yes		
Envelope secretary	Yes			
Deacon	No	Yes		
Lay reader	Yes	Yes		
Lay reader in training	Yes	Yes		
Pantry volunteers	Yes	Yes		
Volunteer coordinator	Yes	Yes		
Pantry employee	Yes			yes
Wardens	Yes		yes	
Altar guild	Yes			Yes

Screening Steps Chart									
Ministry Position or Title	Risk Level	Recruit Process	Application Fm.	Interview	Reference Check	Police Check	Orientation	Supervision	Evaluation
Bookkeeper	H			Yes		Yes		Yes	Yes
Envelope secretary	M			Yes				Yes	Yes
Deacon	H			Yes		Yes			
Lay Reader	H	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Lay reader in training	M	Yes		Yes	Yes	No	Yes	Yes	Yes
Pantry volunteers	H	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Volunteer coordinator	H	Yes		Yes		Yes			
Pantry employee	L	Yes		Yes			Yes	Yes	Yes
Wardens	M								
Altar guild	L			Yes				Yes	Yes

Who will be responsible for ensuring the process is followed? Deacon (all). Police checks seen. Process will be reviewed annually. Only the Deacon or Incumbent have access to volunteer files.



Lake of Bays Anglican Churches

Position: Church wardens

Revised February 2024

Immediate supervisors: The Incumbent, Deacon and parish vestry

Purpose of position

The wardens, along with the Incumbent and Deacon, form the Corporation of Lake of Bays Anglican churches. They are the primary leaders of a parish and responsible for parish administration. Their principal responsibility of the wardens is temporal whereas that of the Incumbent and Deacon is spiritual, though they will work together as a team. The wardens shall ensure that all valid orders and resolutions of the vestry are carried out.

Major responsibilities

As per the Canons:

1. Acquisition, disposition and / or alteration of property.
2. The church wardens have the sole authority to authorize those expenditures and execute legal documents and agreements on behalf of the church vestry which are consistent with resolutions adopted by the vestry, the constitution and canons of the diocese and are not unlawful.
3. To carry out all directions of the synod and of the vestry.
4. To approve the appointment or dismissal of employees / appointees made by the Incumbent or Deacon. This includes the appointment of the musicians, the envelope secretary, the bookkeeper and any other subordinate lay officers / employees of the church. Consultation with the Incumbent is always to be part of this process.
5. They shall approve salaries, benefits or honoraria for lay employees / appointees.
6. The wardens will ensure the bookkeeper is prepared to present a financial report at the annual vestry.
7. The budget approved by the vestry will govern the activities of the wardens for the coming year.
8. The wardens will oversee the money management within the church.
9. The wardens shall ask the vestry to appoint alternate cheque signees if current ones are not likely to be readily available.
10. The wardens shall ensure that statistical and financial returns required by synod shall be completed and forwarded to the diocesan executive officer no later than the end of February each year.
11. They shall be responsible for the care of the land and the buildings and effects owned by the church.
12. They shall see that appropriate insurance is in place.
13. Ensure completion of annual (end of June) Bereavement Authority of Ontario report (done online).
14. Disagreements between wardens shall be referred firstly to the Incumbent .
15. To get to know as many congregants as possible.



16. Regular communication with the clergy.
17. Ensure the offerings are responsibly handled and recorded.

Reporting Relationship

- The People's warden is appointed annually by the vestry
- The Rector's warden is appointed annually by the Deacon in consultation with the Incumbent
- Each reports to them directly.

Knowledge and Skills

Should be a good listener, an effective negotiator, a problem solver and a decision maker. Is prepared to get to know as many congregants as possible. Puts into practice his or her belief in fair play.

Qualifications

- Regular church attendance and participation
- Communicates easily with parishioners
- Good listener
- Willing to develop a relationship with all wardens in Lake of Bays
- Problem solving skills

Judgement

Errors in judgement could have serious implications for the church and the congregation.

Position: Bookkeeper

Revised February 2024

Title of immediate supervisor: The Deacon (in consultation with the Incumbent) and wardens

Purpose of Position

1. To handle or supervise all church financial transactions in an accurate and ethical manner.
2. To ensure that all financial records are accurate and timely.
3. To ensure that financial reporting is readily understandable.

Major responsibilities

1. To maintain and is prepared to share monthly financial statements as requested by the Deacon or Incumbent, warden or congregation.
2. To be prepared to share and explain the financial data as requested.
3. To prepare the annual church budget in consultation with the Incumbent, Deacon and committee chairs.



4. To present and explain the budget to the vestry.
 5. To supervise in regards to cash flow; collection, fundraising and petty cash payments.
 6. To liaise with the bank and diocese regarding financial matters.
 7. To prepare the HST return every 6 months (done online).
 8. To prepare Diocesan annual financial information return.
 9. To ensure annual charitable information return is completed by the end of June (done online).
 10. To provide information to auditors, respond to queries and implement their recommendations if required.
-

Position: Envelope secretary

February 2024

Title of immediate supervisor: The church wardens

Purpose of position

To maintain records of church income (i.e. donations that are given directly to Envelope Secretary, offerings, memorials, building funds, weddings, funerals, etc.).

Major responsibilities

1. To record and maintain accurate and confidential records of all individual offerings.
2. To issue receipts for tax purposes.
3. To issue church envelopes.
4. To provide annual statements.
5. To provide the Bookkeeper with financial information that does not conflict with confidentiality.
6. To work directly with the church bookkeeper.
7. To ensure tax receipts balance with records of the envelope secretary annually.

Reporting relationship: To the church wardens

Qualifications: The ability to maintain accurate records

Knowledge and skills: A basic knowledge of arithmetic and bookkeeping

Judgement: Confidentiality and discretion are required



Position: Pantry volunteer coordinator

Revised February 2024

Nature of the Position

The volunteer coordinator is an important and central position in the success of the management of volunteers and staff involved with the winter pantry. This person's role is to define, direct and implement the process whereby the winter pantry meets the needs of its clients through the work of screened and capable staff and volunteers.

Responsibilities

1. Arrange a meeting with each volunteer / staff to discuss the position they are currently fulfilling or about to take on.
2. Provide them with the job description.
3. In the case of an employee, it is appropriate to obtain both a completed staff application and a resume related to the position.
4. Ask volunteers to complete the volunteer application form.
5. Ask either staff or volunteer applicants for positions to provide two references.
6. Phone one of the two references and if still unsure phone the second. Inquire about the person following the reference check form.
7. Request Vulnerable Sector Checks for volunteer positions that come into contact with clients..
8. All volunteers are recommended to take the Serve Well course (Though no longer required by Public Health) and submit their certificate of completion. The pantry will provide reimbursement for the course if taken.
9. Check in with volunteers and staff to ensure that sufficient support is being provided and that they are feeling positive about their role.
10. Report approved hours worked and mileage accumulated to Diocesan Assistant Treasurer every two weeks. Once approved and signed, photograph and email the record (hours worked and kilometres travelled) to the assistant diocesan treasurer.
11. Deliver all approved grocery bills to the envelope secretary.
12. Maintain in the church files, copies of the Pantry employee approved hours and mileage record
13. Maintain an overview of the electronic ordering system and review the data gathered therein.
14. Work collaboratively with staff and the community to publicize the Winter Pantry operation.
15. Recognize all known donors publicly or with tax receipts and thank you letters.
16. Assess the financial standing of the Pantry to determine continued viability.
17. To develop programs as required to support the stability and long term functioning of the Winter Pantry.
18. To work cooperatively with St Ambrose Church officials regarding facility use and cost sharing.



Follow-Up

- Provide an opportunity for recognition and celebration of your volunteer and staff efforts
- Annually or as needed review the efficiency and efficacy of the winter pantry operation. Consult with staff and volunteers if changes need to be made.

Skills & Experience

- The ability to be very organized and to work well with detail
- Committed to the process of the management and screening of volunteers and staff involved with the winter pantry
- An ability to work well with a variety of people; donors, the public, Pantry clients, Pantry volunteers and local government.

Boundaries & Limitations

- Uphold the parish policy regarding “A Safe and Spiritual Environment”
- Will insure confidentiality for clients and not communicate or divulge confidential information

Position: Pantry volunteers

Revised January 2024

Nature of the Position and Position Description

1. The volunteers maintain the confidentiality of the clients at all times.
2. All volunteers who have direct client contact must have a valid/updated *Vulnerable Sector Check*.
3. All volunteers are advised, (though not required) to complete the Serve Well course and are compensated for doing so.
4. Volunteers complete an application form and provide at least one reference which is checked by the Pantry Volunteer Coordinator.
5. The volunteers are faithful to the schedule of Pantry Days as decided cooperatively at Pantry meetings as required.
6. The volunteers determine and supply client needs for non perishable food and frozen meat either in person: client in corridor and volunteer behind table in actual Pantry Distribution Room or by messaged submitted list.
7. A second volunteer fills needs for fruit, dairy products, cheese, yogurt, eggs, potatoes, carrots, cold meat and onions. The volunteer packs a bag or box of the requested items and gives them to the client.
8. The Volunteers leave the Pantry staff person a list of items required for subsequent Pantry days and list food given in addition to that which they ordered, for inventory purposes.
9. The Coordinator is to be informed about any clients who do not show up for their appointed visit and the Coordinator is to follow up.



10. All volunteers participate in picking up or receiving donated meals or treats and delivery of same to Pantry or to clients.
11. Volunteers from the Dorset area pick up donated non-perishables from that area. Staff members collect the same from the Baysville area.
12. All donors are provided with Thank-you letter and receipt as appropriate by the Pantry secretary. (The Church Envelope Secretary)
13. In the absence of the Pantry Volunteer Coordinator another experienced and senior volunteer will cover the Coordinator duties
14. Two volunteer persons must always be present when clients are in the building.
15. All volunteers are to record any one to one interaction (other than the usual interaction when distributing or delivering food))with clients in the client contact book that is provided to each of them.
16. Pantry Volunteers are asked to stay home if they are ill
17. Freezer and refrigerator temperatures are checked and recorded twice weekly.
18. Liaison must be maintained with the Pantry staff person. Staff person hours and mileage must be approved and submitted to the Diocese bi-weekly (by the Pantry volunteer who is designated Manager of the particular Pantry session)

Position: Winter pantry employee

February 2024

Reports to: The Winter Pantry Volunteer Coordinator or Alternate

Position Overview

This is a part time position requiring no more than 40 hours per month, subject to client demand, the season of the year, e.g. Christmas, from September to May.

Under the supervision of the pantry volunteer coordinator, the staff person will be responsible for the sourcing, purchasing and inventory control of groceries and other products for distribution to clients of the winter pantry.

The staff person will be responsible

1. For reviewing and assessing community food donations and adding them to distribution inventory if they are suitable (Best Before dates are timely and packaging is intact).
2. To work co-operatively with primary grocery chain(s)
3. Connecting with food supplier, transporting goods and stocking shelves.
4. Sourcing the best prices for additional items.
5. Purchasing any additional items and adding them to inventory.



6. Tracking inventory through feedback from Pantry Coordinator or alternate and the automated Food Requested bi-weekly summary.
7. Maintain all receipts and store them bi-weekly in the white pantry cupboard for approval by the coordinator or designated alternate.
8. Record all hours and mileage on the forms available bi-weekly in the white pantry cupboard for approval by the Coordinator or alternate.

Qualifications

1. Organizational skills
 2. The ability to monitor inventory
 3. Able to be budget conscious
 4. Able to maintain confidentiality re clients and donors
 5. Valid Ontario driver's license and access to a reliable vehicle
 6. Ability to lift and move large quantities of food on a regular basis
 7. Ability to work cooperatively with Pantry volunteers
-

Position: Altar Guild and Counter

February 2022

Overall Purpose

To prepare the altar and worship space for worship and to restore same to post service state

1. To prepare the altar well before service begins.
2. Refer to list posted in the Vestry to determine church season and appropriate colour.
3. Dress the altar and credence table in white.
4. Overdrape with colours appropriate for the season.
5. Fill wine cruet with wine and replace the stopper. Place on Credence table.
6. Fill the water cruet and replace the stopper. Place on Credence Table.
7. Fill the Ciborium with the anticipated number of wafers and replace the lid cover.
8. Refer to the chart in the Vestry to assemble the chalice, paten and linens to place on the altar itself.
9. Check the candles for sufficient oil.
10. Following church, disassemble and clean eucharist vessels and containers and place in vestry.
11. Check linens for cleanliness and if needed wash and iron at home.
12. Count and record the offerings and ensure they are reported in the vestry book and to the bookkeeper and are deposited in the bank.
13. Check and add to if necessary, the supply of wine, candle oil and linens.



Position: Parochial Lay Reader

February 2023

Qualifications

- A regular confirmed communicant in the Diocese of Algoma,
- Supporter of the parish financially,
- Sixteen years of age or older
- Candidates should be skilled and informed members of the local Christian community.
- Candidates should be responding to the Lord's call to serve on the Parish ministry team and prepared to assist the Incumbent and Deacon in assigned duties.
- All Parochial Lay Reader applications must be supported by the general Vestry of the Parish.
- A positive Vulnerable Sector Check
- An ability and comfort in reading Lessons and service parts .
- A knowledge of the Book of Alternative Services
- A knowledge of basic counselling techniques.
- A willingness to be involved in Parish and Deanery educational programs
- A willingness to assist The Incumbent and Deacon in Church services
- An understanding of the evangelical role of the church in the world.

The Lay Reader must:

- Participate in meetings on a Deanery level regularly under the auspices of an elected Deanery leader.
- Participate in continuing education through attending annual Lay Reader conferences and through Deanery initiatives, using both local resources and those obtained through the Warden of Lay Readers
- Become Registered as a Parochial Lay Reader, after approval has been obtained from the Parish Vestry
- Complete a training process acceptable to the Deacon and the Incumbent.
- Complete a Registration Form which is to be sent by the Deacon or Incumbent to the Warden of Lay Readers who will forward it to the Bishop. The Registration form to be used is found below.

Parochial Lay Readers are covenanted only to function in the Parish. They may assist in other parishes with the express approval of their Incumbent.

Lay Readers in each Deanery will form a Deanery Lay Readers' Association initially chaired by a Deanery Warden, appointed by the Bishop. Subsequently the Association may elect other chairpersons. Such other officers as are deemed necessary will be elected annually. The Association will meet at least annually and will conduct training seminars for the membership with assistance from Deanery clergy.



Responsibilities

1. The Lay Reader should be able to read publicly and be prepared to do so at the Deacon / Incumbent's direction with whom he / she is covenanted.
2. The Lay Reader may lead in Public Worship of Almighty God and may function as Eucharistic Assistant in the Parish in which he / she is covenanted at the Deacon/Incumbent's discretion.
3. Parochial Lay Readers who have received appropriate instruction may preach sermons of their own composition.
4. Parochial Lay Readers are covenanted in a Parish under the supervision of an Incumbent: therefore in the event of a change in either the Parish or the Incumbent a new covenant must be signed
5. Those in training as Parochial Lay Readers should be active in the training process and should be used at the Deacon/Incumbent's discretion to fulfill Lay Reader's duties in the parish, under his/her supervision.

Disciplines for Study by those preparing to become a Parochial Lay Reader include:

- Biblical studies
- Spirituality, including Divine Worship
- Structure and function of the Church
- Preaching
- Such other studies as the Deacon/Incumbent feels would be suitable for the Lay Reader's vocation. (A course of study covering the above is available from the Warden of Lay Readers. It is suitable for group study but can be used (with minor modification) for individual study with the assistance of a tutor.)

Vestments and Insignia

It is important that every Lay Reader has his/her own vestment and insignia.

The Lay Reader should not be expected to bear the entire cost of providing his/her vestments.

Where the Lay Reader has a University or College degree or diploma, the Degree hood may be worn. The Lay Reader shall wear the alb at the Eucharist.

Those training to become Lay Readers shall wear no insignia but shall wear a white alb with white cincture, such as anyone engaged in a liturgical function may wear, representing as it does a baptismal garment.

The Parochial Lay Reader may wear about the neck either a blue scarf, seven inches in width and approximately sixty inches in length, or an Algoma Lay Reader's Medal on a blue ribbon. Parish crests, etc. may be similarly affixed to the bottom right side of the Blue scarf by either Parochial or Diocesan Lay Readers, if approved by the Deacon/Incumbent.



The Covenant

- The covenant between an incumbent and a Parochial Lay Reader authorizes the Lay Reader to function within the Parish under the supervision of the Deacon / Incumbent.
- Parochial Lay Readers may serve in parishes other than their own at the request of the Bishop or Incumbent of that parish and with the express permission of the Deacon / Incumbent under whose supervision and direction he / she is covenanted
- Lay Readers are automatically licenced to administer the Sacrament at the Eucharist without requiring a letter of permission from the Bishop.
- A Covenant between the Deacon/Incumbent and Lay Reader should be signed at the beginning of training of a Lay Reader and annually throughout his / her ministry

APPENDIX A: REGISTRATION AS PAROCHIAL LAY READER

To be sent to the Warden of Lay Readers. Please register as Parochial Lay Reader:

Name:

Mailing Address:

Postal Code:

Academic degree(s):

Home Phone Number:

E-Mail Address:

I certify that the candidate has completed a course of study in a satisfactory manner, is a confirmed Anglican, and is a regular supporter of the Parish of Lake of Bays.

Deacon's Signature:



Incumbent's Signature: