



**CHRIST CHURCH
CATHEDRAL
FREDERICTON NB**

**Anglican Diocese of Fredericton
168 Church Street, Fredericton, New Brunswick E3B 4C9**

**ANNUAL REPORT
FOR THE YEAR 2017**

**For Presentation to the Annual
Congregational Meeting
Scheduled for
25 February 2018**

Table of Contents

The Five Marks of Mission	03
Corporation of the Cathedral of Christ Church, Fredericton NB (as at 31 December 2017)	04
Notice of Meeting and Agenda	05
Minutes of the Annual Meeting (19 February 2017)	06

REPORTS

Officer Reports

The Dean of Fredericton	08
From the Registers	11
Lay Chair of Bishop and Chapter	13
Cathedral Treasurer	15

Bishop and Chapter

Buildings and Property

Guild of Saint Joseph	16
-----------------------------	----

Christian Formation 18 |

Director of Christian Formation	19
---------------------------------------	----

Communications 20 |

Health and Pastoral Care 21 |

Pastoral Care Visitors	22
------------------------------	----

Health Ministry / Parish Nursing	23
--	----

Cathedral Prayer Chain	25
------------------------------	----

Mission and Outreach

Missions Committee	26
--------------------------	----

Outreach Committee	27
--------------------------	----

Anglican Church Women (ACW)	28
-----------------------------------	----

Hospitality, Welcoming and Membership

Cathedral Greeters	29
--------------------------	----

Cathedral Kitchen Committee	29
-----------------------------------	----

Worship 30 |

Director of Music	31
-------------------------	----

Sanctuary Guild	32
-----------------------	----

Verger	32
--------------	----

Servers' Guild	33
----------------------	----

Other

Lucy's Sewing Group	33
---------------------------	----

Cathedral Matters' Guilds of Rug Hooking	34
--	----

Administration and Finance

Delegates to Synod 2017	35
-------------------------------	----

Envelope Secretary	36
--------------------------	----

Nominating Committee	37
----------------------------	----

2018 Proposed Budget	38
----------------------------	----

APPENDICES

i) Review Engagement Report (Bringloe Feeney LLP)	A-1
ii) Financial Statements (Bringloe Feeney LLP)	A-3
ii) Constitution of the Diocesan Synod of Fredericton (s.4)	A-12
iii) Policy B-2 Responsibilities of a Member of Synod	A-13
iv) Christ Church Cathedral Fredericton By-laws (December 2017)	A-14

The Five Marks of Mission

WHEN YOU...

praise God in good times and bad • listen with all your heart • honour your elders • encourage young people to take over the church often and loudly • choose good over evil • welcome the stranger • write the government about the issues that matter • open doors for people • invite a co-worker to church • buy ethical, not cheap • put a stop to bullying • smile at a stranger • help your dad do housework • get messy with your Sunday school kids • say "Thank God!" and mean it • tweet your blessings one by one • introduce your grandchildren to nature • are a good sport • say what you believe • "friend" people for real, not just online • be patient with someone who doesn't speak your language • are generous in your praise • pray along with the news • sing in harmony • buy less and give more • respect the dignity of every human being • thank your parents for raising you • are fierce in fighting for justice • give until it hurts • feed the hungry • include the outsider • seek right answers not easy answers • encourage a young leader • volunteer your time • glory in a freshwater swim • tell the truth • visit a friend in the hospital • defend others' rights • tend a garden • sponsor a refugee • understand your connection to the earth • read and share God's word

...YOU ARE LIVING THE MARKS OF MISSION

The Five Marks of Mission are an important statement on mission which expresses the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission.

- To **proclaim the Good News** of the Kingdom
- To **teach, baptise and nurture** new believers
- To **respond to human need** by loving service
- To **transform unjust structures** of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to **safeguard the integrity of creation**, and sustain and renew the life of the earth

**The Corporation of the Bishop and Chapter of
the Cathedral of Christ Church
in the City and Diocese of Fredericton
as at 31 December 2017**

The Rt. Rev'd David J. Edwards, Bishop of Fredericton
The Very Rev'd Geoffrey Hall, Dean of Fredericton

Bishop and Chapter

The Rt. Rev'd David J. Edwards (Bishop)	The Very Rev'd Geoffrey Hall (Dean)
Mr. James Morell (C1-3), Chair	The Ven. Wandlyn Snelgrove, Archdeacon
Mr. Kevin Percy (C1-2).....	Treasurer
Canon Charles Ferris (B1-1)	Administration and Finance (Vice-Chair)
Dr. Edmund Biden (C2-3)	Buildings and Property
Dr. Keith Radford (B2-2)	Worship
Mr. Eric Hadley (B2-2)	Mission/Outreach
Ms. Sally Dibblee (C1-1).....	Health and Pastoral Care
Ms. Lynn Meehan (B1-1)	Hospitality/Welcoming/Membership
Mrs. Gail MacGillivray (C1-3).....	Communications
Mrs. Bonnie Greenwood (C1-2)	Christian Formation

B-Bishop appointed / C-Cathedral elected / (Term of 2 - Year of 3)

Delegates to Synod

Mrs. Catherine Schmidt
Mrs. Kathleen Snow
Mr. Nat Fetter (Youth)

Substitute Delegates to Synod

Mr. Jamie Yeamans
Mr. James Morell
Mrs. Victoria Hachey (Youth)

Notice

The Congregational Annual Meeting of Christ Church Cathedral, Fredericton NB, will be held at the Cathedral Memorial Hall on Sunday, February 25, 2018 at 2:00 p.m.

All members of the Cathedral are urged to be present at the meeting.

Nominations for Bishop and Chapter and Lay Delegates to Synod with the nominee not present need to have gained their consent.

Please bring this report with you to the meeting.

Agenda

1. Open and Prayer
2. Minutes of the Last Meeting: February 19, 2017
3. Presentation and reception of reports
 - Cathedral Officers
 - Bishop and Chapter
4. 2017 Financial Statements and report
 - Report of the Treasurer
 - Bringloe Finney LLP - Review Engagement
5. Presentation of the 2018 Budget
6. Elections:
 - Bishop and Chapter
 - Lay Delegates and Substitutes to Synod
7. Greetings
 - Bishop David Edwards
 - Archbishop Claude Miller
 - Bishop George Lemmon
 - Bishop William Hockin
8. Adjournment and close

Minutes of the Last Meeting

Annual Congregational Meeting

Draft (16 March 2017)

Christ Church Cathedral Memorial Hall

February 19, 2017 at 2:00 PM

The meeting was called to order and opened in prayer by Dean Geoffrey Hall at 2:06 PM with 52 in attendance.

Review of Agenda: The agenda was approved as presented.

Minutes of Annual Congregational Meeting of February 19, 2017

MOTION (C Brander/S Petite) to accept. CARRIED.

Presentation and reception of reports: The Dean began by commenting on his own report and expanded on the two priorities that have been adopted by Bishop & Chapter, namely cradle-to-grave Christian Formation and a more intentional, organized approach to welcoming people into our church family. A comment was made about how Christian formation and hospitality are deeply connected, referencing the changes being seen at the spaghetti Tuesdays, where the targeted university students are becoming fewer and young families have started coming more and inviting others. Finally, a comment was made regarding one part of the Lay Chair's report, that concerning the bishop's vision statement for the five Cathedral Properties. The speaker suggested that the vision was overly complicated and ambitious, and, if accepted, could be problematic for the Cathedral congregation; further that we should economize and work with the facilities we have.

MOTION (M Lewell/B Greenwood): To adopt the reports presented to the annual congregational meeting. CARRIED.

Presentation of Treasurer's Report: 2016 financial statements and 2017 budget: Jim Morell presented in place of Treasurer Kevin Percy, who was unable to attend. He noted that the format of the report is quite different than in previous years. This is due, in part, to the new treasurer having had several challenges in the 2+ months since his appointment in December - such as reducing the number of separate accounts and codes in our bookkeeping system, realigning various budget categories and sub-accounts to be in sync with the eight committees of Bishop & Chapter, and preparing the year-end statements for 2016 and the 2017 budget. He noted that more changes are possible in 2017 to make our financial statements simpler and to ensure committees know their budgets. He commented that the treasurer is going to try to present statements in such a way as to highlight how our offerings allow us to carry out various ministries and programs. Next year he hopes to present a narrative budget along with financial figures. Normally, there would be columns of figures that would show budgeted expenditures for 2016, actual expenditures and budgets for 2017 but this isn't possible this year because of shortcomings in the software program we use and the changes in the sub-accounts.

He stated that, for 2016, there was a year-end budget surplus of approximately \$132,800 which is due mainly to an easy winter (low snow removal and fuel costs) and the gap between losing employees and hiring replacements. In explaining the balance sheet he stated that there are two CIBC bank accounts, one of which is a restoration fund account, which currently earns a very low rate of interest, and that the Cathedral has total assets valued at \$4.1 million, include properties.

Regarding revenue and expenditures for 2015 the treasurer has noted that 90% of our revenue is from offerings. His pie graph on expenditures shows that the Cathedral spends 70.6% of expenditures on ministry and missions, 9.9% on finance and administration, and 20.5% on properties. The budget anticipates a \$14,000 shortfall, but there is sufficient flexibility in the budget that it is expected to balance in the end. Some details of budget expectations and changes from years previous were explained, including the budget's inclusion of a potential paid position for Christian formation.

Discussion of the Treasurer's Report: Prior to a motion being made, the chair invited comments and questions. Members of the congregation offered suggestions and asked questions related to many topics, including the Bishop's vision statement and future plans regarding the Cathedral itself and nearby properties, how decisions would be made regarding possible changes, the future use of previously set-aside designated funds, the need to maximize capital growth in our restoration fund, and the possibility of hiring a permanent, part time cleric or lay person whose job would focus on Christian Formation, one of our two major priorities. A member of the congregation spoke positively about the current state of our church and thanked the Dean and the Chapter for their good work.

MOTION (J Morell/K MacDonald): To approve the 2016 financial statements and balance sheet. CARRIED.

Presentation of 2017 budget: The meeting's attention was directed toward the 2017 budget and, once again, questions and comments were invited. Questions were answered regarding non-receipted income, designated offerings, and the possible upgrading of the Cathedral's audio system, which will be investigated in the coming year.

MOTION (J Morell/D Norman): To accept the proposed 2017 budget. CARRIED.

Elections:

- **Bishop & Chapter:** All members of Bishop & Chapter were thanked for their service, notably Catherine Schmidt, Carol Dixon, Kathy McBride, and Dianne Wilkins as they complete their service terms. John Ball has been appointed by the Bishop to fill one position; one more appointment is needed. Sally Dibblee has been nominated for the one open cathedral-elected position. Joanne Barfitt moved that nominations from the floor should cease. There being no nominations from the floor, Sally Dibblee is elected by acclamation to Bishop and Chapter.
- **Synod delegates:** The Dean explained that diocesan canons had recently been amended to allow all parishes to elect a minimum of two delegates to synod. In addition, parishes may elect a third delegate provided that that person is between 16 and 35 years of age. On behalf of the nominating committee the Dean handed out ballots with the names of those nominated in both categories and voting began to take place. It was pointed out that nominations from the floor should have been called. The Dean acknowledged the mistake, apologized and offered to re-start the process if there were nominations. There were none so the voting process continued. When complete the ballots were handed to volunteers Gail MacGillivray and Elspeth Drinkell for counting. It was agreed that the results would be announced at the next Sunday's services.

(Note: On February 26 it was announced that Kathleen Snow and Catherine Schmidt were elected delegates with James Morell and Jamie Yeamans as substitutes; Nat Fetter was elected youth delegate with Victoria Hachey as substitute.)

Greetings:

MOTION (B Greenwood/N Tracy): To send greetings to Diocesan Bishop David Edwards and retired Bishops Nutter, Lemmon, Hockin, and Miller, and to former Dean Keith Joyce. CARRIED.

A note was made that a city-wide, multi-church Alpha promotion will begin in March; personal outreach was encouraged. The Cathedral will have an Alpha group starting on March 29, 2017.

The meeting was adjourned with prayer at 3:51 PM.

Respectfully submitted,
Janet Mahar, Secretary

Cathedral Officer Reports

The Dean of Fredericton

From beginning to end

I'll begin a brief report this year where I ended last – thankfulness for the gift of the Cathedral community. A staff well suited to their tasks and a congregation enormously gifted. Both create an environment for ministry rich with possibility.

Welcome and thanks to staff

This past year we welcomed Kurt Schmidt to the half-time position of Director of Christian Formation. You may remember my drawing particular attention to this area of our life together since how we all grow more deeply into our Christian vocation is imperative to the our long term spiritual health. Formation is a clerical responsibility, but not to be enabled primarily by the clergy. The Cathedral is not a normal Anglican parish, but rather to be a model for the church in the Anglican Diocese of Fredericton. That doesn't mean we do everything right, just that we need to attempt to do so. The variety of lay staff in all their special capacities makes for a more than adequate broad foundation on which to build and continue the total ministry of the Cathedral. Each of the lay members of staff create a team for which I am most thankful each day.

Administrative management progress

Our Bishop and Chapter is slowly making progress on several goals to improve the day to day management of our resources and the ministry we share. These include: an improved and intentional records management system; clarified relationships through our committees and the ministries they oversee increases the efficiency and effectiveness of our governance model; reestablishing the practice of an annual financial review according to diocesan standards and; implementing a process of regular staff reviews. These are all important and significant developments and those who have taken initiative to help us along in them are to be commended.

Honorary assistant clergy

I am deeply indebted to the clergy who continue as honorary assistants. Their contributions are a gift to us, the “assistance” they provide, both in the liturgical and the pastoral, is very important to me, not least of all during times when I am absent. Sharing mid-week worship duties, assisting on Sundays and being available for occasional pastoral needs provides me some flexibility. I express my gratitude to them and for their willingness to help.

Day to day

It's the day to day ministry that requires the most effort by staff, many members of the congregation and myself. There are those among us who experience the Cathedral primarily on Sunday, but much needs to happen between weekends. In fact, we all need to be reminded that Jesus enters our life on the ground and his presence informs the ordinariness of that life, works in our relationships and influences what we do and how we do it. While relationships are often messy, they are in fact the most valuable element of the result of our being community together.

Each week at the Cathedral, at least for me, literally flies by. The number of events and efforts of ministry are staggering. That's not meant to be a pat on the back necessarily, but it does point to our identity as members of a body, each of its parts both contributes to and supports the others. It is of significance that we have been able to establish the practice of regular daily prayer at the Cathedral. Such practice is to be customary in all Anglican circles, not least of all in Cathedral churches as we set the example. The daily offices (Morning and Evening Prayer) were said, Monday to Friday, during 2017. For those unable to be present, those who read those offices uphold us all. Others are encouraged to participate anytime and this the official word of encouragement to do so. We need to see our worship and prayer as a natural part of the rest of our lives. You are also invited to consider becoming one of those who lead in this daily prayer. Training and instruction can be made available.

Hellos and goodbyes

Due to changing circumstances, some have left our company. Because of death, we have said some sad goodbyes over the past year. Several with long time faithful affiliations with the Cathedral church family have departed this life. In September it was a privilege to facilitate the visitation, all night prayer vigil and requiem for Archbishop Harold Nutter. We can draw comfort from the promise that we will see them all again.

We have also said hello to others who have chosen to be part of our fellowship, and to them we offer a hearty welcome. The expression of welcome remains somewhat of a challenge for us as it is for any religious community. Those "messy relationships" are often difficult to break into. It is perhaps an unfortunate feature of human nature that we like and love what and who we know best. The face of a church congregation is ever changing and we welcome those who are new with us.

Areas of focus

If I were to identify two areas of focus for us over the next several months, they might be our continuing pursuit of better processes of invitation and welcoming and stewardship.

Invitation and welcoming

This one has been on our radar for a while now. We might find it difficult to recognize, but Anglican churches generally rank too poorly in this regard. It may have something to do with the character of Anglican spirituality as we all see our faith as a deeply personal matter. In worship, we tend to focus downward towards the book or worship resource in our hands, perhaps somehow giving the impression that we are looking for God there. Liturgical worship style is one of our greatest treasures but we must be constantly reminded that God is for us in the relationships we have with one another. The words of worship only serve to make it possible for us to enter more fully into a corporate experience and expression of the that worship – they are never an end in themselves.

If faith and corporate worship is an important part of our lives, it should be natural to want others to also experience it. Again, human nature simply doesn't help. Tending even more

naturally to individualistic ways we leave that most often to the other instead of our taking their hand with the message, 'Come.' Realistic statistics reveal consistent rejections to invitations to worship, and that needs to be expected. For all of us, rejection hurts. The success of invitation is not in the realm of our responsibility and the results not necessarily evident in the short term.. What's important is the culture of our church become one of invitation. We need to develop the "habit of invitation."

The invitation is the first part, the second is what we do when the invited arrivee. In fact, growing churches (and reports from those who recently joined a church) clearly indicate that it was a particular personal expression of welcome and connection that swayed the decision to come back. Not the sermon, not the music, not the beauty of the church building. And while we are quick to identify ourselves as a "friendly bunch," that assessment is far from valid when made by any of "us."

That's not to suggest that we are never successful in both invitation and welcoming, only that we need to assure these are not randomly executed. We all need to continuously be encouraged to actively invite. We need clear and well known processes for what happens when someone new is in our midst.

Stewardship

We're making significant progress in the improvement of corporate stewardship. Here a needed reminder is that "stewardship" is not just about money. Stewardship practices involve the management of everything God has given: skills and talents, prayer, schedules, leadership and perhaps last of all, finances. How we manage our resources corporately is the important first step in our own individual stewardship. Who would endeavour to support an organization that doesn't visibly manage its resources well?

By far not the only management responsibility, careful attention to money is part of the package. Our Treasurer has reported that in 2017 our income offset our expenses. That's always good news. I was once asked the question: "If our church has more than enough, why are we (the congregation) being asked to give more?" There may be two good answers to that question:

1) With resources available in excess of the day to day expenses, new dreams, new visions, new ministry is possible. Churches enslaved to their budgets simply do not have the ability to listen and answer the call to do what God would have them do. Financial resources in excess of regular expenses should not, in our minds, represent the church being in a situation of extravagance. Why would we not rather believe that God has something important for us to do in the future and also making it possible? The human spirit finds it so much easier to look backward than forward.

2) Our individual need to give far outweighs the need of the church to receive. We've become far too accustomed to giving in response to need. If we can't pay the oil bill, we just give a little bit more – not too much, mind you – but enough to fill the need. That approach entirely disregards, in our personal spirituality, that God calls us to give. And yes, he calls us to give to the work of his Church. Giving is good for the soul, not just for the church bank account. Jesus said, "Where your treasure is, there will your heart be also." Quite simply, our treasure finds its way to our priorities.

Bishop and Chapter

Finally a thanks to those who form the corporate presence of the Cathedral. Especially to departing members of the Chapter, members remaining, officers, delegates to Synod, sincere

thanks for your service. Let us pray that 2018 will bring with it continuing opportunities for progress on many fronts, that we will have the resources to successfully meet them in a way that we can make a difference, and that God will bless our efforts to proclaim the Gospel of Jesus Christ and make disciples in his name.

Respectfully submitted,
Geoffrey Hall (The Very Rev'd), Dean of Fredericton

From the Registers

The Diocesan Statistical Return for the year 2017 was submitted on 22 January 2018. A summary follows. Financial and statistical returns are due before 15 March of the following year.

Population

Households	
Families	174
Individuals	90
Membership	
Children	75
Adults	425
Other	
Confirmed persons ..	440
Communicants	340
Identifiable givers ...	347

Groups and Roles

Church School	
Schools	01
Teachers	04
Students	20
Attendance	15
Groups	
Men's Groups	01
Membership	26
Women's Groups	04
Membership	38
Youth Groups	01
Membership	08
Choirs	02
Membership	45
Other Groups	04
Membership	35

Worship

Holy Eucharist	
Inside	218
Outside	29
On Sundays	151
On Weekdays	98
Admin of Reserved	62
Other	10
Total Services	
On Sundays	167
On Weekdays	683

Individuals

Making Communion	
At Easter	320
By Reserved	108
Yearly Totals	
Normal Sunday	185
Easter	339
Pentecost	168
2 nd in September	189
Christmas	510
Buried	08
Baptized	02
Marriages	04
First Communions	08
Confirmations	0
Received	0
Grand Totals	
On Sundays	10382
On Weekdays	4257

Holy Baptism

Catharine Anne Rutter
Jason Weldon Parsons

*Let your light so shine before others that they may see your good works
and glorify your Father in heaven.*

First Communion

Adriana Vanessa Campos
Natalia Isabel Campos
Allyson Kylee Gunter
Lucy Miriam Frances Hall
Charlotte Rose McKnight
Colin Matthew Rayworth
Lauren Beverly Rayworth
Jasmine Emma Elizabeth Richard

*May the Holy Spirit, who has begun a good work in you, direct and uphold you
in the service of Christ and his kingdom.*

Burials

Ronald Harry Crawford
Gloria Gina Paul
Edward Harold Rogers
Mair Rhiannon Stevenson
Gretta Dawn Wells
Linda Ann Sherman
Harold Ernest Clowater
Florence Marie (Bird) Clowater
Harold Lee Nutter
Joyce Waterhouse
Verna Pearl Daigle

Rest eternal grant unto them, O Lord, and let light perpetual shine upon them.

Marriage

Lewis John Vandervalk and Alyssa Patricia Crowther Hayter
Neil Andrew Yeamans and Jing Sun
Andrew John MacKinnon Laybolt and Megan Anne Waugh
Matthew Edward Paul Piamonte and Linnea Eleanor Fetter

What God has joined together, let no one put asunder.

Lay Chair of Bishop and Chapter

With God's help, Bishop and Chapter has overseen several important advances during 2017. Most notably, early in the year, with Bishop David Edwards facilitating a visioning/planning exercise, two priorities were established. We see these as very important to God's purposes and the growth of our congregation: 1. cradle-to-grave Christian formation and 2. a more purposeful hospitality and welcoming process. Through the relative committees B&C is looking to strengthen and improve our effectiveness in these two priority areas over the next 2-3 years.

Thanks to the work of Chapter members, organizational and programmatic improvements are being made, committees are being strengthened and good work is being done. Our financial position is improved and we have made important changes to our budget categories and accounting system. In the coming year B&C wants to strengthen the role of its eight committees, which are the 'engines of our mission'. It is our hope that in 2018 there will be fewer B&C meetings so that Chapter members and their committees are more engaged in planning and actually doing the work that God calls us to do.

Here are some of the big picture highlights of the 2017 year:

- In June, with financial support from the Bishop and the diocese, Kurt Schmidt was hired as part-time Christian Formation Director. Following a period of discernment and discussion, he and the C.F. committee have started several new initiatives and made good progress in programming in this area, especially for youth and young families (eg Godly Play).
- Our worship services reflect the fact that we are a cathedral. Dean Geoffrey, with the support of the worship committee and many members of the congregation, ensures that our Sunday and special services continue to reflect tradition, variety and quality. In the past year we had combined services on Pentecost and Easter Sunday. Combined services help to unify and strengthen us as a congregation. In addition the saying of the daily offices and the Taizé service continue to be a blessing for those who lead and those who take part.
- Progress was made in the area of hospitality and welcoming, but without a chairperson for this B&C committee it was limited. Hopefully 2018 will see new initiatives, especially in regards to establishing a team and a deliberate process for welcoming new members.
- Members of the Cathedral's mission and outreach teams played a leadership role in the archdeaconry's sponsorship of the Weah-Gmah refugee family from Liberia. Mission support continued for St. Hilda's Anglican school and its students in Belize, for Bishop McAllister College in Uganda and for the Meija's mission in South America.
- The outreach committee has continued to deliver several very successful support programs including Monday morning outreach, the Angel Tree at Christmas and our Community Kitchen volunteer efforts.
- The health and pastoral care committee, together with parish nurse Kathleen Snow, has continued to provide much-needed and much-appreciated 'body-mind-spirit' support for congregation members who need individual prayer, personal care and home support.
- The property committee has overseen cost-saving improvements to the Cathedral's lighting systems and insulation, a major restoration of the stained glass in the south porch of the Cathedral, new lawn signage on our green, and repairs to the front steps of Memorial Hall.
- Lou McKnight has joined our staff as our full-time sexton.

- Nathan Cutler is our new 'safe church officer', which is a requirement of diocesan policy.
- The communications committee initiated "Two Minutes For ..." talks during Sunday worship services with the aim of informing the congregation about the many ministries and wonderful groups/programs that we have at our Cathedral; and our website continues to receive good traffic and many favourable comments.
- The executive committee (the lay chair, the lay vice-chair, the treasurer and the dean) has coordinated and guided the preparatory work that allows the Chapter to efficiently and effectively discuss and make decisions on the issues and challenges that seem to arise quite regularly.
- Five members of our congregation have been part of a Bishop's advisory committee looking into the future of the Cathedral and the four Anglican Church properties that surround it. An exciting vision statement has been proposed and the feasibility of a new structure to the west of the Cathedral is being looked into very carefully before action steps are begun.
- The administration and finance committee has had a particularly busy and productive year. Under the leadership of treasurer Kevin Percy good progress has been made in reorganizing our finances. The Cathedral Restoration Fund has been moved from a bank account into the Diocesan Consolidated Investment Fund to increase interest income, along with a large portion of the operating account balance. A review of various designated funds and trust funds has been carried out, and once it is examined by B&C, it will be used to guide future decision-making. For the first time in many years a financial review (which is similar to an audit) of the Cathedral's finances has been commissioned. Much-needed position descriptions have been developed for the Dean and all lay staff members. A formal year-end work review process was successfully and positively initiated. B&C by-laws were updated, terms of reference for the eight B&C committees are in the process of being developed, and work has begun on a new filing and record-keeping system for important Cathedral documents.

Overall, 2017 has been a good year. God continues to watch over us and guide our efforts to strengthen and grow his church, both spiritually and numerically. The Cathedral congregation is full of gifted people. The degree to which we are able to do God's will (and do it well) is largely dependent on the willingness of individual members to offer their time, their talents and their treasure for the building up of the church and its ministries. Members of the congregation should be aware that, in addition to being a family of God, we are a large and diverse organization whose success is, in large part, dependent on strong lay leadership and involvement. To do God's will and to deliver effective programs and services we need more willing workers. Very often important work is slow to evolve or being left undone because we lack volunteers. Ideally every member of the congregation would be involved in at least one program/ministry that supports our common life together and contributes to God's purposes.

Respectfully submitted,
 Jim Morell, Lay Chair of Bishop and Chapter

Cathedral Treasurer

With Bishop and Chapter endorsement, a number of actions were taken by the Treasurer in 2017 to reconcile accounts and modify internal financial processes. I am grateful for the collaborative work done to deliver these changes by Norma Jena Belyea, Fran Miles, and our bookkeeper Ben Bourque. I am also appreciative of the support and direction given by the Administration and Finance Committee, and by Bishop & Chapter. I thank the Diocesan Treasurer Irene Adams for her advice and assistance during 2017.

In this report, I summarize the key activities completed and show key sections excerpted from the 2017 Review Engagement Report presented at Bishop & Chapter on January 22, 2018 by Ms. Kendra Patrick, Bringloe Feeney LLP. Copies of the complete report will be available at the February 25th AGM.

Summary of 2017 Activities

Banking Services

The Cathedral operating bank account balance on December 31, 2017 was \$84,889.97.

The Cathedral began 2017 with two active CIBC accounts with fees charged and no interest paid out. One account was the daily operating account, the other the restoration account holding a balance (\$260,483.28) remaining from previous Cathedral restoration activities and designated offerings received.

The Treasurer recommended and Bishop and Chapter approved closing the restoration account and investing the balance in the Diocesan Consolidated Investment Fund (DCIF). The restoration bank account was closed and \$260,483.28 invested in the DCIF on August 8, 2017 (see Table 5 this report).

The Treasurer recommended and Bishop and Chapter approved investing funds held in the operating account not required for routine, ongoing Cathedral expenditure. On September 25, 2017 \$250,000 was debited from the operating account and invested in the DCIF (see Table 5 this report).

On-line bank account access (viewing privileges only) was secured by the Treasurer in 2017.

Reporting

The Treasurer reported monthly to Bishop & Chapter and to the Administration and Finance Committee. Month-end statements were posted on the members protected web site along with the monthly, and cumulative detailed accounting provided by the bookkeeper.

The Treasurer and the Dean completed and submitted the 2016 financial report to the Diocese. The Treasurer completed the 2016 Charities Report and submitted it to the CRA. The 2015 and 2016 HST returns (4) were completed and filed with CRA.

Changes to internal financial processing

The Treasurer worked with the bookkeeper to reconcile revenue and expense accounts. Some accounts were closed. This resulted in increased transparency in the month-end statements delivered at monthly Bishop & Chapter, and at Administration and Finance Committee meetings.

It was recognized early in 2017 that further examination of internal systems including invoice/expense coding and accounts by a CPA would be advisable. Recommendations received from the contracted 2017 Bringloe Feeney Review Engagement were included in the management letter to the Treasurer and will be acted upon during 2018.

The Treasurer, bookkeeper and Bringloe Feeney (Ms. Patrick) will meet in February to review accounts and invoice coding procedures.

Bookkeeper

During the year, the Cathedral entered into a one-year, renewable services agreement for continuing bookkeeper services.

Review Engagement

It has been a number of years since the Cathedral books were audited. In November Bishop and Chapter commissioned a review engagement of the 2017 Cathedral books. Review engagements are not audits, but are year-end services offered by professional accountants to association or not-for-profit clients. The review engagement was conducted in accordance with Canadian generally accepted standards for review engagement

Bringloe Feeney provided this service under contract to the Cathedral. Requested accounting, banking and related files for 2016 and 2017 were provided. A draft 2017 Financial Report was presented to, and was accepted by Bishop & Chapter on January 22, 2018. The final report was received shortly thereafter.

Respectfully submitted,
Kevin Percy, Cathedral Treasurer

Bishop and Chapter

Buildings and Property

Guild of St. Joseph

Membership

We have 23 full members plus 4 honorary members. As well, there are a number of other congregational members who have willingly assisted when the need arose. Their generosity has made it possible to carry out a variety of tasks that otherwise would be difficult or impossible to tackle on our own. To formalize this assistance, we are pleased to welcome 11 Auxiliary Members to our group.

Business Meetings

We meet on the first Monday of each month. Meetings typically last for about an hour and are followed by a brief social period where coffee and Timbits are enjoyed.

Finances

We continue the past practice of a voluntary contribution at each meeting. These contributions cover the cost of the coffee and Timbits as well covering the costs of our guests at our social events during the year. The main fundraising activity of our guild is revenue from the annual Shrove Tuesday Pancake Supper. The net revenue from this in 2017 was \$1215.23

In addition to the pancake supper, we are also fortunate to be able to access the interest from the Hoyt Bequest and these are used to cover projects from Cathedral groups who lack funds to carry out projects.

Funding for the purchase of materials and supplies for projects requested by the Bishop & Chapter are provided by the Cathedral Property Committee. Similarly, project requests from Cathedral groups such as the ACW, who do have the revenue to cover projects, are charged back to them on a cost recovery basis.

Work Sessions

Work sessions are scheduled on an "as needed basis".

Fellowship

We have 2 special social events with our spouses and special guests - the Christmas dinner in December and a barbeque in June.

Activities in the past year

- Carried out annual Halloween Watch
- Removed fallen tree limbs from the Green (throughout the year)
- Provided set-up for special events in the Cathedral, Hall & Farraline Home
- Made a \$200 donation to 50th anniversary of Camp Brookwood
- Set up & took down the crèche & tree at Christmas time
- Assisted with the "greening of the Cathedral" at Christmas time
- Maintained the kneelers & pews in the Cathedral
- Carried out minor repairs in the Cathedral & Hall & major cleaning of the kitchen
- Hosted the Shrove Tuesday Pancake Supper
- Cleaned out the "attics" above the choir & clergy sacristies in preparation to the installation of insulation
- Attended meetings of the Kitchen & Property Committees
- Assisted in the waxing of the Cathedral floor
- Purchased & installed LED lighting on the Green
- Hosted annual St. Joseph Day celebration on March 25th
- Painted exterior of the entryway to the Hall
- Painted exterior door to choir sacristy
- Attended Guild of St. Joseph Annual Meeting (Nasonworth)
- Maintained a preparedness in the event of spring flooding

Executive for 2017-2018

President: David Crowe

Treasurer: Phil Belyea

Secretary: Gary Barfitt

Chaplain: Claude Miller (The Most Rev'd)

Respectfully submitted,
David Crowe, President

Christian Formation

Our purpose is to create opportunities that will enable and encourage the development and growth of 'cradle to grave' Christian Formation. Recognition by Bishop and Chapter, together with members of the Cathedral congregation, that this important work needed to be led by a staff member, has been a huge boost to establishing priorities and creating initiatives. The committee is certainly enthusiastically grateful for the hiring of Kurt Schmidt in the half-time position of Christian Formation Director.

As chair, I would like to extend my appreciation to all of the committee members: Dean Geoffrey Hall, Kurt Schmidt, Cheryl Jacobs, Caryn Gunter, Harry Palmer, and Tom Fetter for their hard work and continued support. I also wish to thank Pat Drummond and Jamie Yeamans, who were members at the beginning of the year. I feel truly blessed to be working with such a great group of dedicated and talented people.

Following is a brief recap of the year's activities.

Spaghetti Tuesday

Many thanks to Tom Fetter and his team for their work and dedication in organizing Spaghetti Tuesdays, which finished up in the spring.

Alpha (Cheryl Jacobs, on behalf of the leadership team)

Alpha provides a reasoned introduction to the Christian faith in a welcoming and engaging format using professionally produced teaching videos. A full Alpha course was hosted in the spring of 2017, aligning with a Fredericton area publicity campaign. There were 16 new participants, many of these from outside our Cathedral family, along with a team of 18, providing meals, music and group leadership.

An Alpha follow-up group was held in the fall for those who wished to watch the videos again and delve deeper into the material. Recognizing that Alpha is not intended to be a one-off event, but an on-going mission tool, the Christian Formation committee plans to facilitate a full Alpha each fall with increased publicity to the community around us. More information to come starting in April.

Godly Play (Cheryl Jacobs, on behalf of the leadership team)

Godly Play is an innovative method of faith formation for childhood and beyond. Its methodology allows participants to experience faith-building stories through intentional storytelling and imaginative wondering. Godly Play teaches children the art of using Christian language – parable, sacred story, silence and liturgical action – helping them become more fully aware of the mystery of God's presence in their lives. The program is used throughout the world.

A Godly Play program was begun with the Cathedral children in the fall of 2017 and continues to be offered on the first Sunday of each month at 10:30 am. Up to 19 children and young people, from all congregations, have attended to date. We currently have two trained storytellers available but hope to have more interested persons participate in upcoming training, at which point we may be able to offer more than once a month. The former "puppet room" on the lower level of the Memorial Hall is being transformed into a Godly Play room. Many thanks to some Cathedral members who are helping by creating furniture and materials. Please speak to a member of the Christian Formation committee if you would like to help in creating materials.

Charis Groups (*Cheryl Jacobs, on behalf of the leadership team*)

A Cathedral Charis group is a small group of 8 to 12 people which meets regularly for fellowship, bible or Christian book study, prayer and mutual support as followers of Jesus. Charis groups strengthen this Cathedral church as an authentic and mature expression of the faith. There are currently two groups operating, one on Monday afternoons in Memorial Hall and another at the Jacobs' home on Wednesday evenings. There is room in both for more people and please let us know if you are interested in hosting / facilitating a group.

Respectfully submitted,
Bonnie Greenwood, Chair

Report from the Director of Christian Formation

I am pleased to report on the following areas of activity/development since my assumption of the role of half-time Director of Christian Formation at the Cathedral. I assumed that role on 1 July 2017, so the focus of this report is on the second half of the year. The activities mentioned all fall under the umbrella of "Formation in 3D – Devoted Disciples Dancing," the multi-faceted and inter-generational endeavour to attend to the spiritual formation of the Cathedral family.

I was able to assist Dean Geoffrey Hall with the leadership and facilitation of the "Life in the Eucharist" first Communion preparation program in the fall months. With the help and guidance of their parents and companions, eight young people completed the program and made their first Communion on 26 November (Christ the King Sunday).

We were able to establish a pattern/rhythm of monthly Godly Play sessions, launched in October and facilitated especially by Cheryl Jacobs, Cathy Laskey, and Caryn Gunter. An average of about 15 children attended the three 2017 sessions.

I was very happy to revive the Cathedral's tradition of offering regular Taizé-style worship services. We held one such service each in October and November, and weekly services during the three weeks of the year's abbreviated Advent season.

Ten of our young people performed a simple and delightful Christmas Pageant during the 4:00 pm service on Christmas Eve. Entitled "A Canadian Christmas" and led by Dr. Willis Noble, the pageant featured our children as actors, narrators and vocalists.

Lastly, I am especially excited to report on the re-formation of a Cathedral Youth Group. Over November and December, the group met four times, and consisted of a core of about 7 young people (ranging from grades 5-8) and 4 university-aged leaders (all of them current or former Camp Medley counsellors).

I look forward to 2018 and to the continuation and growth of such formation "projects" at Christ Church Cathedral. It was a distinct pleasure and blessing for me to be able to help coordinate them in the second half of 2017.

Respectfully submitted,
Kurt Schmidt, Director of Christian Formation

Communications

The Communication Committee has had a relatively busy year, meeting once a month for most of the year.

Although the Cathedral website (www.cccath.ca) continues to be a major focus and perhaps our most important communication tool, it has moved through the development stage and the implementation stage to what is now a maintenance stage. We are grateful to those who have assisted us in keeping the website fresh through the contribution of articles and suggestions for articles. Particular thanks go to Ann Deveau for her submissions and to Marilyn Lewell for the many 'Cathedral Faces' posts. We also acknowledge and extend our thanks to Dean Geoffrey Hall for his literary and technical skills which have made all the difference in our ability to reach a maintenance stage.

In addition to the website, Dean Geoffrey and Kirsten McKnight have done an excellent job in creating and maintaining a lively presence for Christ Church Cathedral on both Facebook and Twitter. Events in the life of Christ Church Cathedral are well covered on social media.

2017 started with the delivery of our new Church Directory. Although it took quite a while to get to the final copy, the Directory has been well received and has been a useful tool. The many hours of proof reading and corrections were hours well spent and we hope to be able to produce subsequent directories in a timely fashion.

In an effort to engage with the surrounding community, door hangers were printed and distributed by Cathedral volunteers to houses in the Regent Street to Waterloo Row area, inviting residents to join us for both the outdoor Pentecost service on June 4th, and the outdoor worship service and corn boil on September 17th. Door hangers were also placed in Cathedral bulletins, with a suggestion to invite someone new to join us. 250 door hangers were distributed in June and 500 were distributed in September. Although it is difficult to gage the success of such an initiative, positive feedback was received as the door hangers were being distributed in the neighbourhood. The initiative also meets our aim of showing the Cathedral as a welcoming, fun community that is open to visitors of all ages, and our worship was certainly visible and audible to the public on those Sundays. The Communications Committee also made a decision to purchase a popcorn machine for the September corn boil and for any subsequent events. It is gratifying to note that the machine has gotten lots of use!

Another initiative designed to encourage community participation in the life of the Cathedral was the development and distribution of a poster advertising events in Cathedral Memorial Hall that are open to the general public.

While we have cut back on newspaper advertising to a degree, we continue to use this print media to advertise our regular Sunday services, Easter services and Christmas services. We make use of the free events listings for promotion of the noon hour Organ Recital series and other music related events.

We are pleased that new signs have been installed outside both sides of the Cathedral, which are very visible to people travelling on Brunswick Street and Waterloo Row. The signs have removable inserts which allow us to quickly and easily advertise regular services and special events. Additional inserts can be produced with minimal cost.

We have refreshed the bulletin boards in the Cathedral, with the two boards closest to the Baptismal font being used to highlight Cathedral and Diocese events, the one beside the bathroom door for open community events, and dedicated areas on the remaining bulletin boards for Mission, Outreach, Christian Formation and Health Ministry. These boards are now reviewed by the Communications Committee so that the information remains current.

The Communications Committee continues to create a table topper for each monthly Cathedral breakfast. These flyers advertise special events and Cathedral services, and are placed in acrylic stands as the centerpiece on each breakfast table.

During Advent, postcards advertising the Christmas services were printed. They were posted on local bulletin boards, distributed at the sold-out Dan Bremnes Christmas concert at the Cathedral on December 20th, and handed out to all who attended worship services on December 16th, with a suggestion to give the postcard to a friend and invite them to join us. The postcards listed service times for Christmas Eve and Christmas Day, but no date, so that the extras can be distributed in years to come. Welcome bulletins were again created and distributed to everyone who attended the Christmas Eve service, highlighting activities and groups at the Cathedral, as well as our variety of worship services. In addition, another batch of welcome cards was printed the week before Christmas, and placed on the ledge of each pew. These cards are replenished throughout the year, so that basic information about the Cathedral will be available at-hand to all visitors.

As mentioned above, the Cathedral hosted a concert by Juno award-winning Christian artist Dan Bremnes on December 20th. The 'Jingle All The Way' concert was well promoted through Joy FM and the sponsoring churches, with no advertising cost incurred by the Cathedral. The event sold out, and was beneficial in our continued promotion of the Cathedral as not only a historical building and a place of worship, but as a cultural/arts venue (in line with our public organ concerts and summer concert series).

The Communications Committee has also undertaken to schedule the Two Minutes for Ministry presentations which began in December. These have been very well received and will continue until all groups who wish to do so have had an opportunity to speak. Audio recordings of each of these presentations are available on the 'Groups' page of the Cathedral website.

Our Committee consists of five members: Rebecca Butler, Marilyn Lewell, Kirsten McKnight, Dean Geoffrey Hall, and Gail MacGillivray. We are always interested in your feedback re communications and we welcome new members to the committee. We are particularly interested in those with writing and computer skills.

Respectfully submitted,
Gail MacGillivray and Kirsten McKnight

Health and Pastoral Care

As a newcomer to this committee it has been a blessing and a joy for me to discover the many dimensions of this Ministry and report to Bishop and Chapter on the numerous activities carried out to uphold the third Mark of Mission: To respond to human need by loving service.

As referenced in last year's report, implementation of Safe Church Policy as it pertains to the Health & Pastoral Care Committee has been a priority. In consultation with Safe Church Officer Nathan Cutler, our Parish Nurse Kathleen Snow and Chris Stevenson have worked meticulously to prepare volunteer position descriptions and waiver forms under the Health Ministry umbrella. Program coordinators have begun to distribute these forms to their volunteers.

Following the requirements of Safe Church Policy will require patience and understanding as with any circumstance of change but the goal is to protect the most vulnerable in our Cathedral community. More volunteers will be needed to adhere to these requirements and maintain a successful committee. We will make it a priority in the next year to seek out more members of our congregation to help, whether it be with a request of physical labour or to personally connect with our Cathedral members whose health is compromised.

I extend my thanks and appreciation to all in leadership and our volunteers who are inspired by the good news of discipleship and answer the call of the Health and Pastoral needs of our congregation.

Respectfully submitted,
Sally Dibblee

Pastoral Care Visitors

The Pastoral Visitors are a group of Cathedral congregational members who visit those who are patients at the Dr Everett Chalmers Hospital and the DVA and who have requested a visit. The members of this team currently are Canon Tom Smith, Archbishop Claude Miller and Sharon Miller, Kathleen Snow, Carole Hines, Paul Macdonald and Isabel Cutler.

We take turns visiting the Cathedral congregation members who are in hospital two or three times on a weekly basis and who have requested a visit. This visit is for Spiritual support and includes prayer for the person when appropriate.

Our challenge this past year has been a change in hospital policy regarding communication of those in hospital and confidentiality. As this is in the process of being resolved we really ask you to let either Fran in the office or the Dean know if you or a family member has been admitted and would like a visit from the Cathedral Pastoral Care team. We do not wish to "miss" any person, whether you are there for a short or extended admission.

During this past year we give thanks for the ministry of members who have resigned ; Kathie Stevenson has moved to Ontario. Lois Baker is stepping back both as a member of this group and as the long-time Coordinator of Pastoral Visitors. Lois has given decades of ministry to this Cathedral in many roles but faithfully in visiting those who are sick. When Dean Joyce formalised a group of lay members to visit, Lois became coordinator. She has been a steadfast knowledgeable visitor and coordinator; we give her great thanks for her amazing service to us all in this ministry.

If you have an interest in becoming a Pastoral Care Visitor please contact the Dean or Fran, we would be happy to talk about the role with you.

This report is written in conjunction with Lois Baker, past coordinator as I take on the role of new coordinator of Pastoral Care Visitors.

Respectfully submitted,
Isabel Cutler

Health Ministry/Parish Nursing

Parish Nurse Ministry

It is with gratitude that I write this Annual Report for our Cathedral family and their support of this ministry. In 2015 the Cathedral held a campaign to support the Parish Nurse ministry. The congregation was asked to commit to \$11,000 annually to support the role of a Parish Nurse at the cathedral. The congregation has faithfully continued to support this ministry. In 2017, \$13,000 in pledges was received for the Parish Nurse ministry. One of the roles of the Parish Nurse is to coordinate the many ministries within Parish Nursing and the Health Ministry Teams. I have noted these groups and programs below.

Prayer Shawl Ministry

This ministry continues to flourish under the able leadership of Marilyn Lewell, and assisted in 2017 by Wendy Brien, Carole Hines, Bobbi Milner, Shirley Rhohleder, Verne Sinclair and Melissa Dawe. There were 50 shawls and 19 prayer blankets delivered to parishioners, friends and family for 2017. These prayer shawls and blankets have been given to our own parishioners, as well as sent all over the world to those in need. They are given to men, women, children and babies. They are given for prayerful encouragement in times of sickness or health, and in sorrow as well as celebration. The appreciation from those who receive the shawls and blankets is heart-felt. They are touched, comforted and strengthened by the knowledge that they are 'covered with prayer.'

Members of the Prayer Shawl Ministry Team attended a workshop in Quispamsis in early April 2017. The Parish Nurse later held two information sessions on the Prayer Shawl Ministry – one on April 25, 2017 at Christ Church Cathedral, where we were successful in gaining four new members to assist with the ministry. An additional session was offered on May 30, 2017 by Kathleen Snow at New Maryland Holy Trinity Church, where a sharing of information occurred; they have now formally set up a Prayer Shawl Ministry team in their parish.

Helping Hands

Carole Hines has coordinated this ministry, where many 'helpers' have driven members of the congregation to appointments, assisted them with grocery shopping, made meals for those recovering from surgery or in times of need, driven them to special Services, moved furniture/items in anticipation of flooding, and many other tasks. The Parish Nurse Ministry also assists with many of these tasks. The number of hours spent by just several of the members on this team has exceeded well over 200 hours of service.

The Emergency Contact List will shortly be updated. This list is compiled and used by the Health Ministry team for our parishioners who are living on their own in their homes, and who might need to be contacted in case of power outages, heavy snow storms or heavy rains. The members of Helping Hands would contact those individuals to ensure that they are safe and offer assistance if needed.

Thursday Afternoon Teas

We continue to hold our monthly Thursday Afternoon Teas the first Thursday of each month. There are ~ 15-22 women and men who attend regularly in the Hall Lounge for a time of sharing, fellowship and laughter. This is a time for socializing and is not program-specific. The

ladies and men are served by members of the Health Ministry Team – china teacups and all. All are welcome!

Cathedral Visitors

Michele Leblanc has continued to ably lead the group of Cathedral Visitors who are dedicated to providing regular visits to our parishioners who are at home or in residential care. We now have 11 Cathedral Visitors on our team who meet with 29 parishioners on a regular basis. These visits encourage and allow the parishioner to continue to be in relationship with our Cathedral family.

Blood Pressure Clinics

The Cathedral Blood Pressure Clinics are held at all three Sunday services the second Sunday of each month. We now have 5 members of the congregation who faithfully assist with the Clinics on those days. There were a total of 194 blood pressure assessments completed at the Clinics for 2017 calendar year. Several parishioners will follow up with the Parish Nurse in her office for further blood pressure assessments and screening as a result of the Clinics after the Sunday services. This Clinic is making a difference. Assessments at the Clinics continue to ‘flag’ abnormalities in our parishioners’ blood pressures; advice is given accordingly and many follow up with their physicians for further treatment. Many thanks to Marilyn Lewell, Michele LeBlanc, Kim Waugh and Rosalie Carr for their generous service.

I have continued to assist the Parish of St. Margaret’s with a Blood Pressure Clinic every other month during the year. This Clinic is usually attended by 16-22 parishioners per Sunday. I also hold a Clinic at their Tuesday Morning Group every 2-3 months which serves 17 individuals who attend the Coffee Hour.

Monday Morning Drop In

I have been holding a Blood Pressure Screening Clinic during the Monday Morning Drop In each Monday of the week. I have commenced screening for blood glucose levels as well. Many of our clients are diabetics, and had requested this service. Each Monday we screen 9-12 clients for blood pressures and blood glucose; counselling is offered. We also collaborate with a Social Worker from the Downtown Clinic who regularly attends the Drop In to support the clients. Many thanks to Sandra Dewar (retired nurse) who joined me in the fall of 2017.

Health Information Sessions

Several Health Information Sessions were held this year as part of the Health Ministry mandate. A Health Information Session on Safety in the Home was offered by Barb Toole and Catherine Schmidt in January of 2017. Another session was held in late November on A Graceful Death...for Ourselves and Those We Love. This presentation was offered by Dean Geoffrey Hall and Kathleen Snow. A follow up session on Growing Through Grief – How the Light Gets In was held in January 2018. Kathleen Snow presented on the topic and invited Cheryl Gibson (Parish Nurse from Brunswick Street Baptist Church) to share in the session. Attendance at these sessions ranges from 20-40 individuals from the Cathedral congregation, other churches and the general public. The sessions are held in the Cathedral. A session on Anxiety is planned for the spring of 2018.

Yoga Fitness Classes

The Yoga Fitness classes have been running well with a consistent group of participants. The totals in attendance for 2017 were 287. These classes run on Mondays from 1:30 – 2:30 pm. They consist of gentle exercises to increase flexibility in conjunction with proper breathing technique. Exercises are practiced on a mat. This class ties in with our mandate of health and

healing of body, mind and spirit. We have welcomed several individuals from outside the Cathedral community, whom we are hoping to draw into our Cathedral family.

Fit Club Classes

The Cathedral's Fit Club was initiated again this fall after a 3-year hiatus. Instructor Shelley Swift has been guiding us through muscle strengthening and balance exercises as well as some cardio work. Leslie Caravan has been assisting Shelley in these classes. We are a small group of 6-8 participants each Tuesday afternoon from 1:30-2:30 pm. All are welcome!

Safe Church

Chris Stevenson and I have continued to work on the Safe Church Regulation as it relates to Parish Nursing and Health Ministry. We have been joined by Charles Ferris and Nathan Cutler and are now part of the Safe Church Team at Christ Church Cathedral. Many of the Safe Church forms have been developed by this team and have been approved at Bishop and Chapter for use in Cathedral activities.

Home Visits

I continue to be busy with hospital visits, home visits, home communions, and visiting parishioners in Nursing Homes. I have been accompanying clients to physician visits, assisting clients and their families in transfer to Nursing Homes, working with Social Development and health care providers to support our parishioners in their health needs, whether they are related to physical, mental or spiritual needs.

Community Partnerships

It has been a challenge to work with some community agencies that were looking for space here in the Cathedral Hall. The Cancer Society and the Lung Association both wished to partner with Health Ministry and Parish Nursing in setting up programs in the Hall. Unfortunately accessibility issues arose, and both programs were unable to commence due to that challenge.

I have been working with many other health care providers and community agencies however in advocating for our parishioners.

Gratitude

I am in awe every day by the many people within our congregation who give so much of themselves. I am thankful for Chris Stevenson who has chaired the Health Ministry Committee and been such a support to me over this past year. I am thankful for Sally Dibblee, who is our liaison with Bishop and Chapter. I am thankful for the Health Ministry Committee members –Michele LeBlanc, Barb Toole, Mike Melvin, Carole Hines, Marilyn Lewell and Erica Frecker, who offer support and assist in providing direction for the Parish Nursing and Health Ministries. I am thankful for our Dean Geoffrey, who has supported the Parish Nurse and Health Ministries. I am thankful that God has blessed us with the able staff of Fran Miles, David Drinkell, Lou McKnight, Kurt Schmidt and Hank Williams.

Respectfully submitted,
Kathleen Snow, RN, BN, Parish Nurse

Cathedral Prayer Chain

The cathedral prayer chain continues its work of providing support, encouragement and intercessory prayer on behalf of those who make requests when in need. We receive prayer

requests from many sources, not just our own congregation. We accept all requests from persons who have physical, emotional and spiritual needs.

In 2018 we received 63 requests for prayer. Included in this number are a couple of individuals with ongoing family issues which we followed for some time at their request. Normally we leave prayer requests on the prayer list for 2 weeks and, unless we receive further word, are then closed. Major concerns are usually not resolved in that time and if families or individuals want further prayer support, prayer continues until we are notified that the need is no longer there.

We currently have 8 prayer chain members who are deeply committed to the firm belief that intercession by God's people for those in need is our calling and our spiritual joy. Jeremiah 29:10-14.

Carolyn Howlett, Acting Co-ordinator
Cathedral Prayer Chain

Mission and Outreach

Missions Committee

The committee's mission statement is Serving God in mission, sharing Jesus with the world. We work together with Christ Church Cathedral's congregation to reflect the teachings of Jesus and the heartbeat of Christian history for over 2000 years.

Our goals are to raise awareness about mission work, prayerfully and financially support missionary efforts, and encourage action by the congregation. During 2017, with the support of the dean, we organized activities related to those goals. Examples follow:

Awareness

- Reported on the progress of the two high school students currently being sponsored in Belize. Paul Jones will graduate in 2018 and Anique Hernandez is now in Grade 11 and is expected to graduate in 2019. A third student, Jocelyn Herrera, was also sponsored in 2017 and entered grade 9 this past fall.
- Reported on university student, Ameika Myers, who recently graduated from the University of Belize. She plans to teach while she saves money to eventually return to university.
- Discussed another college student, Tianney Lamb, who is attending Wesley Junior College in Belize. There was some confusion about her courses initially, but she is now on track and we will pay for her second semester's tuition, as agreed.
- Published mission-related topics in the notices bulletin under Moment for Missions once a month.
- Placed photos and information on the bulletin board at the back of the cathedral to highlight work being done by our mission partners.
- Contributed material for the cathedral's web site, including the Missions Committee page.

Support (financial and prayerful)

- \$1,500 to assist Canon Paul Jeffries at Bishop McAllister College in Uganda plus an additional \$500 to help with their library project.
- \$1,500 to The Rev. Kara Thompson Mejia and The Rev. Nelson Mejia for the new church they are continuing to build in Honduras. Prayers are ongoing for them and their congregation.

- \$400 to help students from the Inter-varsity Christian Fellowship (IVCF) at UNB/STU to attend the MARKeast conference. Also, \$100 was given toward the IVCF Student Meal Program, which will help students buy meal tickets.
- \$500 was given to PWRDF.
- \$100 was given as a Christmas gift for the Liberian refugee family.
- Shared prayer requests from all of our mission partners and prayed for them often.
- Prayed for the refugee family and the few volunteers that are continuing to help them.
- Endorsed the financial support of three high school students and two college/university students. Additional funds were provided for a graduation gift for Ameika.
- Endorsed the Belize committee's recommendation that \$1,000 be sent to St. Hilda's Anglican School for repairs and supplies twice during 2017.
- Prayed for more lay involvement in the activities of CCC. One example is the need for a PWRDF representative.

Action

- Abby Wood from Bishop's Court and IVCF spoke to us describing her work with IVCF and the meal card program.
- Caleb and Hope Twinamatsiko from Bishop McAllister College in Uganda visited CCC on May 21, 2017 with Caleb speaking to the congregation.
- Sam and Helen spoke to the congregation on March 19, 2017 to determine if there was enough interest in a Belize mission trip in as early as 2018.
- Assisted in the organization of a Belize mission trip for 2018 with Kurt providing spiritual leadership and Brad assisting with travel.
- Belize fundraising auction was held on February 25, 2017 with a total of \$6315 raised.
- Maintained close contact with the refugee sponsorship committee through our former secretary, Ann Deveau.

The committee asks for the congregation's prayerful support as it undertakes these endeavours, especially the ministry of refugee sponsorship.

Members meet every other month and communicate by e-mail between meetings. Except for the secretary, they share the duties of chairmanship on a rotating basis. During 2017, members included John Dos Santos, Gregg Finley, Samuel Mayo, Kurt Schmidt, Brad McKnight (treasurer) and Helen Sullivan (secretary). The committee appreciated the guidance and support of Dean Geoffrey Hall and also the advice of Eric Hadley, our liaison with Bishop and Chapter.

Respectfully submitted,
Helen Sullivan, Missions Committee Secretary

Outreach Committee

The Outreach Committee wishes to thank the congregation for their individual support as well as financial support for the continuation of this programme. The programme has not only helped with the mission statement of "opening our hearts to people in need", but it has educated us about the variety of needs within our City and provided us with various avenues of continuing to be supportive.

The Outreach Committee is small in number, but our strength is augmented by the weekly addition of the parish nurse, a social worker from the Downtown Clinic and his students from STU. Law students are also available on some Mondays to provide appropriate information to the visitors. Pat Drummond offers a Bible study time in the Nursery for interested visitors. The

musicians continue to provide “request songs” as well as songs of their own choosing. The ACW helps us the first Monday of the month. St. Margaret’s church helps us on the last Monday of the month, and the United Church of New Maryland continues to assist us on the third Monday of the month. There are approximately 15 members from the Cathedral who routinely assist in the set-up for Mondays, the preparation of food, and the actual work of “pulling it all together” on Monday mornings - and leaving the facility in a tidy state. The number of visitors to our Monday morning programme was approximately 1000 over the 31 Mondays that we met. This is a drop from former years, and it may be an example of the benefits of the Downtown Clinic. The social workers still find our programme Very valuable because we have new guests who don’t know about the work of the clinic, and the social workers can assess the needs comfortably in our environment.

We provided a Christmas party for the Monday visitors on the 18th of December. It was also a responsibility of this committee to coordinate the Angel programme at our church for the Greener Village hosts. Our congregation provided 65 gifts (valued at \$1,980) for needy children). Cash donations of \$1065 were divided equally between The Fredericton Community Kitchen, the Fredericton Homeless Shelters and Women in Transition Inc.

The outreach committee coordinates the four teams of volunteers who assist with suppers at the Fredericton Community Kitchen. Once a month each team helps with the preparation of food, serving the meals and cleaning up.

Weekly, the donations to the food bank that are collected in the basket by the Baptismal Font are delivered to the Greener Village Food Bank.

We are grateful for the support of this committee within the congregation. We continue to ask for financial assistance to help with bus tickets and food vouchers that we dispense once a month. However, we also continue to ask for your interest and prayers.

Respectfully submitted,
Penny K Ericson, Chair

Anglican Church Women (A. C. W.)

Mission at home and abroad, spiritual enrichment and fellowship within our Cathedral community, all this and more, hosted and organized by the ACW Executive Committee . Spiritual enrichment and fellowship were themes in the five Gatherings in 2017.

- In January, David Drinkell presented a lively and musical story of his work throughout the United Kingdom , finally bringing him to our Cathedral music program.
- Celebrating Women in the 21st Century was the Valentine theme. Vicki Hachey spoke sincerely and engagingly of the strength that her faith and devotion helps in her busy professional and family life. About 35 were in attendance and enjoyed, as well, the display of intricate needle work, quiz on ‘Celebrated Women’ and conversations shared over savoury refreshments.
- Gisele McKnight asked us in March ‘Why did God give us a Voice?’. As editor of the NB Anglican and Communications officer with the Diocese, she is so impressed with the strong voice that the Anglican Community has in NB. PLEASE, use it – letters to the editor, thoughtful expressions on social media, access the format provided by NB Anglican to express positive (or negative) experiences.

- In April, Deacon Joyce Perry spoke of the paths that led to further her Christian commitment and ultimately to the ministry of a Diaconate; a position in which she could effectively reach out to 'the least of these ...'
- December Gathering reminded us that encouraging the 'least of these' is rewarding. Sandra Robb with support from dedicated people has become one of the dedicated that wholeheartedly reaches out and gives a hand up to those challenged in less than equal circumstances.

Mission at home and abroad were supported by the funds raised at the eight receptions we hosted for members of our congregation and Diocesan events. Thank you to those who assisted us at these receptions.

Thank you to Fran Miles and Lou McKnight who ably manage the in-between activity of all the events.

And importantly, the members of the Executive Committee appreciate the warmth, harmony and sharing among our group as we meet to plan and to carry out the events.

Respectfully submitted,
Kaye Small, Secretary

Hospitality, Welcoming and Membership

Cathedral Greeters

Purpose: to greet members of the congregation, collect the offering, and assist as required at all regular and special worship services held at the Cathedral

During 2017, a total of 39 members of the congregation actively participated as Cathedral greeters. Greeters and/or teams of greeters are on duty at Sunday Services (8am, 10am, 11:45am and 4pm services) throughout the year; as well as at special services, especially during the Advent, Christmas and Easter season. The greeters perform an important supportive role and I would like to thank each of them for their dedicated service. New members of the congregation joined the group this year and additional members are needed and always welcome. I would especially like to thank those greeters who have retired this year: Paul Blanchet, and Jamie and Carrie Yeamans. The greeter group was very sad to lose one of our long standing and dedicated members, Gretta Wells. On behalf of the group, I would also like to thank our Verger Hank Williams for his dedicated assistance to our efforts, Peter Jacobs for provision of hearing tools and guidance on their use, and to Fran Miles and her many volunteers for the preparation of the weekly bulletins and activity brochures that we distribute each Sunday.

Respectfully Submitted,
Wayne Burley, Greeter Coordinator

Cathedral Kitchen Committee

This committee met seven times during 2017 to focus on the need for a clean, safe and efficient kitchen in Cathedral Memorial Hall.

A kitchen checklist was condensed and reissued this year. It is reviewed frequently so that concerns can be addressed promptly, given that the kitchen is a busy place most of the year.

The sexton routinely scrubs the kitchen floor. User groups are expected to leave the kitchen tidy and follow posted guidelines. Health and safety information is displayed in the kitchen for the benefit of all internal and external users.

The committee ensures that the kitchen undergoes a thorough seasonal cleaning at least three times annually. This includes cleaning the refrigerator, freezer, the two stoves and ovens, vents, microwave, cupboards, drawers, countertops and windows. The work is assigned in turn to the Guild of St. Joseph, Outreach Committee, Saturday Morning Breakfast team, and the ACW.

The committee worked within its 2017 budget to purchase supplies such as dishwasher chemicals, milkers, creamers, butter pats, coffee, plastic gloves, etc. Examples of equipment bought include a large soup pot and lid to replace one that disappeared, new grill stones, and a slow cooker to replace one that malfunctioned. The budget does not cover major capital expenditures, e.g., if a new stove or fridge had been needed.

The outgoing chair of the committee is Lois Baker (ACW) who was thanked for her service. The incoming chair is Kathy McBride from the ACW. Other members include David Crowe (Guild of St. Joseph); Harry Palmer (Saturday Morning Breakfast); Mary Allwood (ACW); Ann Deveau (Outreach Committee). Other kitchen user groups from the cathedral are welcome to participate on this committee or to bring questions and issues forward to the chair at any time.

Respectfully submitted,
Kathy McBride, Cathedral Kitchen Committee Chair

Worship

A large number of church members assist the Dean and associate clergy in a number of different ways to ensure that Church services occur and run smoothly.

The Verger has admirably assisted the Dean and worked tirelessly setting up for services, ordering supplies and supervising tour guides. The Sanctuary Guild has continually supplied beautiful flower arrangements, cleaned and readied vessels for services. Lucy's Sewing Group continue to supply fine linen as required.

The servers have been a welcome addition to the 10 am Service and their numbers have grown over the year.

Assistance at services begins with the Greeters, and continues with members Reading the Scriptures, saying the prayers of the people, and the Clergy are assisted with the Eucharist. This year a number of training sessions have been held to assist congregational members in performing these duties and further training is available for anyone who wishes to take on one of these roles.

Both the 10am and 11:45 have benefitted from our Music Director's expertise and the repertoire of music has expanded.

I would like to thank all of the people involved in these areas for the enhancement they bring to our Worship and thank the Dean for his leadership.

On a final note, I would like to encourage anyone who feels that they would like to help in any of these areas to contact me, the office or the Dean and we would be more than happy to facilitate your involvement, and training may be arranged if desired.

Respectfully submitted,
Keith W. Radford, Chair

Director of Music

During the past year, considerable progress has been made in establishing and expanding a core repertoire for the 10.00 service. This includes introits, mass settings, motets and psalms. In many cases, items have been “resurrected” from the extensive choral library which has been built up at the Cathedral over the years. Other items have been computer-set and edited especially for our choir.

The 11.45 Music Group continues to work well as an ensemble in which the members have a good feel for what is going on and can thus give fresh and imaginative renderings of a large repertoire. A new electronic drum-kit has recently been purchased: the old one had been in use for well over ten years and was reaching the end of its reliable life. It was felt to be better stewardship of our resources to replace the whole kit rather than attempt to make piecemeal repairs.

During 2017, a number of minor repairs became necessary to the Cathedral Organ, principally consisting of the replacement of the small leather purses which admit wind to each pipe. Since the last major overhaul of the instrument took place over 30 years ago, it is to be expected that these purses will wear out, but it does not appear that major renovation work is necessary quite yet.

The Friday Noon-Hour Concerts continue to be a feature of musical life in the city, having established a good core audience as well as attracting occasional listeners. Special thanks are due to Marilyn Lewell for her diligence in handling advertising for these concerts. The Summer Series of concerts took place in July and August and included a wide range of styles, ensembles and individual players. The final concert in the series raised nearly \$1000.00 for our refugee family.

The Director of Music would like to express his deep appreciation for the encouragement, help and support given by the Dean, staff and worship committee, as well as to each member of the Choir and Music Group.

Both the Choir and Music Group are always on the look-out for new members. If anyone feels drawn to these ministries, feel free to have a talk with the Director of Music or any choir or music group member.

Respectfully submitted,
David Drinkell, Director of Music

Sanctuary Guild

Members of the Christ Church Cathedral Sanctuary Guild are blessed to offer our time as part of this important ministry.

In 2017, we were fortunate to have no large expenditures during the year.

Our group consists of five teams who are on duty from Saturday to Saturday. Everyone takes a turn and if not available, finds a replacement.

We thank Jill Dunderdale for her ministry with us and wish her well with her other duties.

Mary Pugh, Wendy Brien and Jane Percy have all done a fabulous job with the placing of flowers. The evergreens at the west door are beautiful and do much to lift one's spirits upon entering the Cathedral. Hank, as usual, goes the extra mile. The Dean is very helpful and supportive. Lou keeps us "spic and span". We give each of them heart-felt thanks for their help, encouragement and ministry with us.

We thank God for the lives of Harold Nutter and Olga Mann both of whom passed away in 2017. Olga was a member of the Sanctuary Guild for many years.

Respectfully submitted,
Lois Baker

Vergers

The vergers' "committee" being a committee of one, this is a report of the goings-on for the year 2017. Things went along well with usual the vergers duties including mundane chores such as ordering wine, setting up for the various services and the supervision of the summer tour guides. There being only one person apply for the post of guide I was able to step in and give tours along with Isabelle Gaudet, one of our guides from 2016. Attendance was up from the previous year with at least 1,000 or more visitors in July and August. We made a tidy sum from the sale of cathedral souvenirs, i.e. everything from book marks to T-shirts.

The highlight 2017 was my trip to Atlanta in October for the convention of the North American Vergers' Guild.

It was wonderful reconnecting with other vergers and seeing what they are doing in their respective parishes. I was particularly thankful to be able to see a dear friend in Atlanta whom I had not seen in 28 years. I want to say "Thanks" to both Bishop and Chapter as well as the ACW for helping fund part of the trip.

The year 2017 also saw my decision to step back a bit from the job. After 17 years I hope be able to find a few people in the congregation to help out with the 8:00 a.m. and 11:45 a.m. services. This would be primarily with the opening and closing on Sundays. As well, I hope to find a person or two to help supervise the guides. I intend to continue to train the guides in giving the tour in both official languages as well as the routine of opening and closing. However, it would be nice to have someone as a back-up person to look after the guide times for payment (a job pretty much already looked after by the Synod Office). Anyone reading this please feel free to contact me if interested.

I appreciate the opportunity to serve God by serving the congregation in whatever capacity I can and look forward to a successful 2018.

Respectfully submitted,
Hank Williams, Christ Church Cathedral Verger

Servers' Guild

The Servers' Guild has completed their first year after starting back up again and doing well in the second year in operation.

We now have seven servers that serve at the 10:00 am service as we welcomed a new member at the beginning of fall. The same three servers at 11:45am service continue to assist with Eucharist preparation when available. The head server was ask to join the worship committee to represents the servers.

Carol Brander continues to assist the servers with robe maintenance.

Respectfully submitted,
David Garland

Other

Lucy's Sewing Group

Lucy's Sewing Group is an ecclesiastical sewing group named after its founder, Lucy MacNeill. It currently has six members: Flo Harvey, Diane Radford, Sarah Petite, Rite Cyr-Bonga and two consultants: Ann Dalzell and Jean Davies.

The group produces linens for the various churches of New Brunswick. Occasionally, we also do minor repairs.

The linen fabric we work with is imported from Belfast, Ireland. It comes in 10-metre rolls and comes in by air transport. It is then unrolled, measured, overcast at both beginning and end, than washed, ironed, then rolled up again to bring to the Hall. On our meeting day, which is Friday from 10:00 am to noon, the prepared linen is then ready for cutting into what will become altar cloths or "fair linens", credence cloths, corporals, veils, purificators, etc. After sewing the hems and doing the cross embroidery, these items are then washed, folded and prepared for pick-up or delivery. Payment is upon reception and, of course customer satisfaction.

In the past year of 2017, we have made one fair linen, six credence cloths, 10 corporals, 60 purificators, six small purificators used for home communion, one baptismal towel. We also did at least one minor repair.

We are always open to receive new members. One only needs to be familiar with a needle and thread, and come in on Friday mornings.

Respectfully submitted,
Rita Cyr-Bonga

The Cathedral Matters' Guild of Rug Hooking

The Cathedral Matters Guild is a group of rug hookers creating beautiful items to sell in order to raise funds for the Cathedral Restoration Fund. We rug hook for the joy of it, as well as for the fellowship.

The Guild meets every other Tuesday during the year except for June, July and August. We welcome new members and are willing to help people learn how to rug hook. We have a lot of laughs and have social times as well.

Rug Hooking is a craft/art form that employs the use of a hook, frame, fabric and a pattern on a backing of linen. The hook is used to pull the wool through the linen to fill out the design on the top. We use mostly hand-dyed wool but welcome donations of reclaimed wool fabric. We have hooked several commissioned mats of various sizes for tables and decorative wall hangings. This year one of our members even hooked the image of a beautiful cat called "Trick".

Rug hooking is for sale at any time of the year by contacting a member of the Guild. Every year, we take part in the Christmas Choice Sale at the Old Arts building at UNB. This year, thanks to the skill and efforts of this very dedicated group we are able to give another \$1000 to the Restoration Fund.

Sandra Palmer (506) 454-6375
Elizabeth Bastin (506) 455-0624
Mary Allwood (506) 459-7893
Helen Rufelds (506) 455-7955

Sandra Stewart, Treasurer (506) 451-0619
Diana Rayworth (506) 454-3729
Kaye Small (506) 454-7630
Janet Otorowski (506) 454-8710

Respectfully submitted,
Doris A. Norman, (506) 454-3855 <danorman at nbnet.nb.ca>

Evening Matters' Guild of Rug Hooking

The Evening Matters Rug Hooking group is a small group (currently 14) who meet to hook rugs simply for fun, togetherness, and to encourage the art of rug hooking. We consider ourselves a relaxed group which nurtures every level of skill from the beginner to the seasoned teacher.

The group was originally created as an offshoot of the local Heritage Rug Hooking Guild to accommodate those who worked during the day. We are non-profit and our members donate a small, yearly fee to help pay for our room rental and to hire the occasional teacher to help us improve our skills.

We meet the second and fourth Tuesdays of every month from 7-9 p.m. with the exception of June, July, August, and December. We invite any interested to come check us out.

Cathedral contact members

Kimberly Moore (506) 474-2710, facilitator
Doris Norman (506) 454-3855

Elizabeth Hubley, Treasurer (506) 206-0512
Mary Allwood (506) 459-7893

Members: MJ Bartlett, Elizabeth Bastin, Rhonda Broad, Jan Green, Ute Lamb, Karen Matchett, Diane Melanson, Christine Paton, Caroline Simpson, Joy Toole.

Administration and Finance

Delegates to Diocesan Synod 2017

Delegates to Synod Kathleen Snow, Catherine Schmidt, Nat Fetter, Jim Morell and Geoffrey Hall attended on 04 November 2017 at Christ Church (Parish) Church. Morning and Evening Prayer punctuated the beginning and ending of the all-day session.

The focus was primarily programme, with a core built on “Surprise the World: Five Habits of Highly Missional People” by Michael Frost. Several individuals shared inspirational messages of their experience with acting on the five “habits.” The recommendation of Synod is for each parish and congregation to make studies on “Surprise the World” available in 2018.

Motions put and carried:

- Omnibus Constitutional and Canonical Amendments - primarily bringing the Synod Constitution in line with the Anglican Church Act, 2003 assented to April 11, 2003 and a consolidation (Act to amend) assented to May 05, 2017, Canons One, Two, Three, Five, Six and Seven. Canon Three amendments to the Canon on the election of Bishops based on recommendations of the Synod Electoral Canon Task Force. Canon Two amendments regarding the timing of election. Other amendments mostly made necessary changes to language (re the use of the title “incumbent, rector etc.)
- Mediation Support in New Brunswick Family Courts - notice of support and recommendation
- Protection of Religious Freedom - that Synod write the Federal Minister expressing concern re proposed repeal of section 176 of the Criminal Code.
- A Missional People - direction for Archdeaconry Greater Chapters, parishes and congregations regarding “Surprise the World”
- Reports of Diocesan Officers and Diocesan Council
- 2016 Financial Statements

Notice of motion to next Synod

- Youth Delegate/Substitute Age Threshold - proposal to lower from 35 to 25.

All Synod documentation, including the convening circular available on the Diocesan web site <anglican.nb.ca/synod/sessions>

Respectfully submitted,
Geoffrey Hall (The Very Rev'd)

Envelope Secretary

Once again I express my appreciation to the two teams of “Counters” who perform their weekly labours and make my job much easier.

During the year 2016 there were 151 parties who gave at least once using regular envelopes, and another 92 took advantage of the “e-offering” program.

The customary report as requested by Bishop and Chapter for 2017 is:

Giving Range	No. of Givers	Non Designated Offerings	Designated Offerings	Total Offerings
\$1.00 - 199.99	26	2,268	95	2,363
\$200.00 - 499.99	29	8,652	484.15	9,136
\$500.00 - 999.99	39	24,368	2,015	26,383
\$1,000 - 2,999.99	91	147,950	13,995	161,946
\$3,000 - 4,999.00	29	90,872	16,579	107,451
\$5,000 - 7,999.99	18	108,372	8,290	116,662
\$8,000 and over	11	121,030.64	21,885	142,916
Totals	243	503,512	63,343	566,856

“Non-Designated Offerings” above include Our Mission and Ministry and Special offerings: Lenten, Easter, Thanksgiving and Christmas. All other offerings are in the “Designated” column, and include PWRDF, Fredericton Food Bank, Restoration, Parish Nursing, Flowers, Memorials, etc.

Respectfully submitted,
Norma Jean Belyea, Envelope Secretary

2018 Proposed Budget

	Approved 2017	Proposed 2018
Revenue		
Offering	\$ 570,142	\$ 571,717
Internal/Operational	68,500	68,500
Total	\$ 638,642	\$ 640,217
 Expenses		
Diocesan Shared Ministry	\$ 97,401	\$ 104,419
Clergy employment	101,536	102,321
Lay employment	186,413	174,882
Property and Buildings	130,000	130,000
Worship	14,925	14,000
Christian Formation	6,000	8,000
Hospitality	3,230	5,000
Mission and Outreach	20,300	23,600
Health and Pastoral Care	7,445	8,995
Administration and Finance	66,307	35,000
Communications	35,554	4,000
Property Development	-	30,000
Total	\$ 669,111	\$ 640,217

Notes:

Internal/Operational Revenue

- Use of cathedral, use of Hall, Diocesan fabric grant, Diocesan grant for Christian Formation Director, Cathedral concerts, City of Fredericton grant, charitable donations

Property Development

- Ongoing work with the Diocese on planning.

Independent Practitioner's Review Engagement Report

To: The Members of Christ Church Cathedral

We have reviewed the accompanying financial statements of Christ Church Cathedral, that comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Independent Practitioner's Review Engagement Report, continued

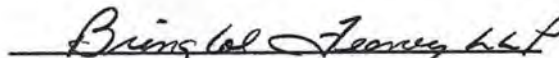
Basis for Qualified Conclusion

Christ Church Cathedral, in common with many charitable organizations, derives revenue from donations and fundraising from the general public, the completeness of which is not susceptible to satisfactory review procedures. Accordingly, our review of revenues was limited to the amounts recorded in the records of Christ Church Cathedral. We were not able to determine whether any adjustments to revenues, deficiency of revenues over expenditures, and unrestricted net assets were necessary.

Qualified Conclusion

Based on our review, except for the effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Christ Church Cathedral as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Fredericton, New Brunswick
January 22, 2018


Chartered Professional Accountants



Christ Church Cathedral

Statement of Financial Position

As at December 31, 2017

(Unaudited)

ASSETS

Current

Cash	\$ 85,339
Accounts receivable	7,448
Prepaid expenses	15,766
HST receivable	<u>14,348</u>

122,901

Unrestricted investments (note 3)	231,564
Restricted investments (notes 3 and 4)	1,156,488
Capital assets (note 5)	<u>2,348,738</u>

\$ 3,859,691

LIABILITIES

Current

Accounts payable and accrued liabilities	\$ 5,801
Deferred contributions	<u>139,383</u>

145,184

FUND BALANCES

General fund	2,397,492
Restricted fund	<u>1,317,015</u>

3,714,507

\$ 3,859,691

Approved

Treasurer _____

Christ Church Cathedral

Statement of Changes in Fund Balances
Year ended December 31, 2017
(Unaudited)

	<u>General fund</u>	<u>Restricted fund</u>	<u>Total</u>
Balance, opening	\$ 2,362,434	\$ 1,263,945	\$ 3,626,379
Excess of revenues over expenditures	<u>35,058</u>	<u>53,070</u>	<u>88,128</u>
Balance, closing	<u>\$ 2,397,492</u>	<u>\$ 1,317,015</u>	<u>\$ 3,714,507</u>

Christ Church CathedralStatement of Operations
Year ended December 31, 2017
(Unaudited)

	2017 Budget	2017 Actual
Revenues		
Unrestricted offerings	\$ 570,952	\$ 556,193
Unrestricted bequests	-	29,530
Grants	27,500	26,000
Specified offerings	24,690	13,500
Unrestricted interest income	27,000	12,181
Rental	5,000	1,460
	<u>655,142</u>	<u>638,864</u>
Expenditures		
Lay expenses	162,063	172,229
Property and buildings (note 6)	90,200	119,148
Clergy expenses	100,687	102,211
Diocesan shared ministry expense	98,251	98,331
Finance and administration	104,907	63,038
Mission and outreach	15,300	14,738
Worship	14,925	9,810
Health and pastoral care	31,795	7,093
Flow through donations	-	6,852
Hospitality	3,230	4,860
Interest and bank charges	1,200	2,849
Christian formation	11,000	2,575
Communications	35,554	72
	<u>669,112</u>	<u>603,806</u>
Excess (deficiency) of revenues over expenditures from operations	(13,970)	35,058
Restricted fund activity (note 7)	<u>-</u>	<u>53,070</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (13,970)</u>	<u>\$ 88,128</u>

Christ Church Cathedral

Statement of Cash Flows
Year ended December 31, 2017
(Unaudited)

2017

Operating activities	
Cash received from offerings	\$ 623,900
Cash received from grants	23,500
Cash received from rentals	1,460
Cash received from investments	52,809
Cash paid to employees and suppliers	<u>(603,697)</u>
	97,972
Investing activity	
Purchase of investments	<u>(540,321)</u>
Change in cash position	(442,349)
Cash, opening	<u>527,688</u>
Cash, closing	<u>\$ 85,339</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2017

(Unaudited)

1. Nature of operations

Christ Church Cathedral is not-for-profit organization that conducts formal services of Christian worship in the Anglican tradition and carries out Christian education programs and social outreach in the Fredericton community. The organization is a registered charity and is exempt from income tax by virtue of paragraph 149(1) of the Income Tax Act.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Fund accounting

The organization follows the fund basis of accounting which provides for separate groups of accounts to ensure accountability for restricted assets. The funds established by the organization are as follows:

General Fund - reports general activities related to the collection of unrestricted offerings and offerings made for specified purposes. Offerings made for specified purposes include community outreach programs, missions, and other activities undertaken by the organization. Unspent offerings are deferred until they are used for their intended purpose.

Restricted Fund - reports activities related to amounts for which the principal is externally restricted by the donors or to restricted offerings for capital improvements to the Cathedral or Memorial Hall.

(b) Revenue recognition

The organization follows the restricted fund method of accounting for contributions to its restricted fund. Contributions to the restricted fund are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The deferral method of accounting is used for offerings made for a specified purpose. Offerings of this nature are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue when earned.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2017

(Unaudited)

2. Significant accounting policies, continued

(c) Capital assets

Capital assets are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the capital assets over their estimated useful lives. One half of the year's amortization is recorded in the year of acquisition. No amortization is recorded in the year of disposal. The annual amortization rates are as follows:

Buildings	4%
Equipment	20%

The cathedral is recognized as a national historical site and is not subject to amortization.

(d) Financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash and accounts receivable. Financial assets measured at fair market value include investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

(e) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Investments

The organization has an investment agreement with the Diocesan Synod of Fredericton which guarantees the principal amount invested, plus any interest income re-invested. Interest income is paid semi-annually with an additional annual interest bonus payable at the discretion of the Diocesan Synod of Fredericton. In 2017, 3.5% interest, plus a discretionary bonus of 1.5% interest, was paid on the investments.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2017

(Unaudited)

4. Investment fund - restricted

	Restricted principal	Available for use	2017
S. C. and Henrietta Gray Trust	\$ 30,000	\$ 12,143	\$ 42,143
Minchin-Gordon Bequests	23,000	6,132	29,132
M. Kearney Odell Bequest	20,000	8,595	28,596
W. W. Boyce Gift	18,000	7,948	25,948
Louisa Morris Bequest	2,675	1,191	3,866
W. T. Raymond Bequest	2,406	1,067	3,472
John Harding Bequest	2,000	880	2,880
Jubilee Offerings	1,490	665	2,155
Charles Peters Trust	1,102	496	1,598
Allan Wilmot Bequest	1,000	450	1,450
Marguerite Elgee Trust	500	225	725
Ada Raymond Bequest	100	46	146
	<u>102,273</u>	<u>39,838</u>	<u>142,111</u>
Restricted principal, unrestricted use of income			
Mary L. Boyce Bequest	271,972	112,034	384,006
Ellen Burchell Trust	86,970	20,900	107,870
Robin W. Gough Bequest - Fabric repairs	25,000	14,892	39,892
Margaret and Harold Hoyt Memorial	15,000	5,071	20,071
Assistant Minister's Fund	12,600	9,557	22,157
W. W. Boyce Bequest	10,000	4,334	14,334
John Maxwell Bequest	10,000	1,411	11,411
Rosalie Belyea Music Fund	5,000	3,767	8,767
Robin W. Gough Bequest - Choir music	5,000	2,978	7,978
Memorial Hall Restoration Fund	2,445	95,525	97,970
Archbishop and Mrs. Richard Fund	1,000	5,046	6,046
Archdeacon Forsyth Trust	500	217	717
Goodspeed Memorial	500	217	717
Neales Memorial	500	1,136	1,636
Sarah C. Forsyth Trust	500	684	1,184
Cathedral Restoration Fund	-	289,621	289,621
	<u>446,987</u>	<u>567,390</u>	<u>1,014,377</u>
Restricted use of income			
	<u>\$ 549,260</u>	<u>\$ 607,228</u>	<u>\$ 1,156,488</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2017

(Unaudited)

5. Capital assets

	Cost	Accumulated amortization	Net
Land	\$ 3,500	\$ -	\$ 3,500
Buildings	2,351,798	14,560	2,337,238
Equipment	10,000	2,000	8,000
	\$ 2,365,298	\$ 16,560	\$ 2,348,738
Land consists of:			
Cathedral	\$ 2,000	\$ -	\$ 2,000
Memorial Hall	1,000	-	1,000
Odell House	500	-	500
	\$ 3,500	\$ -	\$ 3,500
Buildings consists of:			
Cathedral	\$ 1,987,798	\$ -	\$ 1,987,798
Memorial Hall	264,500	10,580	253,920
Odell House	99,500	3,980	95,520
	\$ 2,351,798	\$ 14,560	\$ 2,337,238

6. Property and building expenses

	Cathedral	Memorial Hall	Odell House	General	Total
Fuel	30,531	16,000	3,048	-	49,579
Repairs and maintenance	6,610	13,684	6,536	3,218	30,048
Amortization	-	10,580	3,980	2,000	16,560
Utilities	3,892	6,505	1,031	-	11,428
Ground care	-	-	-	6,452	6,452
Security	-	-	-	5,081	5,081
	41,033	46,769	14,595	16,751	119,148

Christ Church Cathedral

Notes to Financial Statements

December 31, 2017

(Unaudited)

7. Restricted fund activity

	<u>2017</u>
Revenue	
Interest	\$ 40,628
Offerings	<u>12,442</u>
	53,070
Expenditures	<u>-</u>
Excess of revenues over expenditures	<u>\$ 53,070</u>

8. Lease commitment

The organization is entered into a five-year photocopier lease agreement ending June 2020. Minimum annual lease payments are \$3,198, excluding applicable taxes.

9. Comparative figures

No comparative figures are provided as prior year financial statements were not audited or reviewed.

Constitution of the Diocesan Synod of Fredericton (s. 4)

Lay Members of the Synod

- 4(1) Lay delegates to the Synod and their substitutes, if any, shall be voting members of the parish for which they are chosen.
- 4(1.1) A person who has attended three consecutive regular synods as a lay member or substitute lay member is ineligible to be chosen as a lay delegate or substitute lay delegate to the Synod until after a further regular synod has been held; but if a special or electoral synod is convened after any regular synod at which the lay person might have had the right to vote and before the next regular synod, and if the lay delegate or substitute has not been replaced, that person may attend and vote at that special or electoral synod.
- 4(1.2) For purposes of calculating the consecutive regular meetings of the Synod referred to in subsection 4(1.1), the synod at which this provision is adopted shall be counted the first such synod.
- 4(2) The voting members of each parish in the Diocese may elect up to two lay delegates to the Synod but, where at least one of the persons elected is between the ages of sixteen and thirty-five years at the time of election, they may elect up to three lay delegates.
- 4(3) The voting members of each parish in the Diocese may elect up to three substitute lay delegates to the Synod.
- 4(4) The voting members of the Cathedral of Christ Church in the City of Fredericton may elect up to two lay delegates to the Synod but, where at least one of the persons elected is between the ages of sixteen and thirty-five years at the time of election, they may elect up to three lay delegates, and up to three substitutes in accordance with this section.
- 4(5) Lay delegates to the Synod and their substitutes, if any, shall be elected at an annual meeting of voting members of a parish and, provided they continue to hold the qualifications for election, shall continue in office until others are elected in their place.
- 4(6) If a vacancy occurs among the lay delegates to the Synod or their substitutes, if any, by death, resignation, refusal to act or otherwise, the parish corporation of the parish in which the election took place may fill the vacancy.
- 4(7) The chair of a meeting at which lay delegates to the Synod and their substitutes, if any, are elected shall promptly forward to the Secretary of the Synod a certificate of election in such form as the Diocesan Council prescribes, indicating which, if any, delegates and substitutes were, at the time of election, between the ages of sixteen and thirty-five years.
- 4(7.1) When a worship community is unrepresented in the Synod, the Diocesan Council may invite it to choose up to three lay delegates and substitute delegates to the Synod, subject to age and length of term considerations similar to those for parishes.
- 4(8) When a lay delegate to the Synod is not present at a meeting of the Synod, that delegate's place may be taken by a substitute lay delegate from the same parish, worship community or the Cathedral of Christ Church, as the case may be.
- 4(8.1) Notwithstanding any other provision in this section, the number of delegates from a parish, worship community or the Cathedral of Christ Church chosen by virtue of this section who attend the Synod as lay members or substitute lay members is limited to two unless one of the persons so attending was, at the time of election, between the ages of sixteen and thirty-five years.
- 4(9) The right to attend meetings of the Synod as a substitute lay delegate belongs to the substitute lay delegates in the order in which their names appear on the certificate of their election.
- 4(10) A substitute lay member shall sit and vote until the end of the meeting of the Synod, or at any adjournment thereof, at which the place of the lay member of the Synod has been taken.
- 4(11) A lay member of the Synod whose place has been taken by a substitute lay member may not sit or vote at the same meeting of the Synod unless the substitute lay member does not attend at some adjournment thereof.

November 2017

Policy B-2 Responsibilities of a Member of Synod

Lay Delegates to Diocesan Synod elected by parishes have responsibilities to the Diocese and to the parish until they are replaced at a subsequent annual meeting of parishioners according to the Constitution, s. 4. All Clergy licensed in the Diocese are members of Synod.

- (1) Lay delegates, although elected by the parish, are "members" of Diocesan Synod and responsible to it when in session.
- (2) Synod members, when Synod is in session, act and vote as members according to their conscience and Christian understanding.
- (3) Synod members have the responsibility of reporting and explaining the action of Synod in a positive way at the parish level.
- (4) Synod members need to be familiar with the life of the Church at the parish level to guide their discussion at Synod and on committees at Synod, and be familiar with the structures of the Diocese so as to facilitate understanding at the local level.
- (5) Prior to any meeting of Synod, synod delegates will familiarize themselves with the agenda and any material pertaining to the said Synod.
- (6) Synod members should give leadership and accept election and/or appointment to Diocesan committees.
- (7) Synod members shall attend Archdeaconry Greater Chapter meetings when called by the Archdeacon.
- (8) Synod members are expected to promote the work of the Church at the parish, diocesan, and national level, as well as overseas.
- (9) Synod members ought to promote the actions of Synod, once decided upon, whether or not they voted in favour.

Adopted
27 January 2007
Diocese of Fredericton

**THE BISHOP AND CHAPTER OF THE
CATHEDRAL OF CHRIST CHURCH
IN THE CITY AND DIOCESE OF FREDERICTON
A BY-LAW RESPECTING THE ACTIVITIES AND AFFAIRS OF THE CHAPTER**

INTERPRETATION

1 In this by-law words in the singular include the plural, words in the plural include the singular and words in one gender include all genders.

2. In this by-law, unless the context otherwise requires,

"Bishop" means the Bishop of Fredericton;

"Canon", as it relates to the laws of the Church in the Diocese, means a Canon enacted by the Diocesan Synod of Fredericton;

"Canon", as it relates to a member of the clergy, means a Canon appointed by the Bishop under Canon Four;

"Cathedral" means the Cathedral of Christ Church in the City and Diocese of Fredericton;

"Chapter" means the corporation known as The Bishop and Chapter of the Cathedral of Christ Church in the City and Diocese of Fredericton continued by subsection 2(3) of the Anglican Church Act, 2003;

"Dean" means the Dean of the Diocese appointed by the Bishop under Canon Four;

"Diocese" means the Diocese of Fredericton;

"Lay Chair" means the Lay Chair of the Chapter;

"Lay Vice-Chair" means the Lay Vice-Chair of the Chapter;

"Secretary" means the Secretary of the Chapter;

"Treasurer" means the Treasurer of the Chapter.

OBJECTS AND DUTIES OF THE CHAPTER

3. The objects of the Chapter are the maintenance and management of the Cathedral, its grounds and appurtenances, religious and charitable works connected therewith, and the temporal affairs of the Cathedral and its congregation. (Anglican Church Act, 2003, section 6(1)).

4. The Chapter shall

- (a) organize and manage activities and programs in furtherance of Christian life among the members of the Cathedral Congregation and to advance the mission of the Church in the Diocese,
- (b) manage the investment of endowment and other funds of the Cathedral and, in so doing, may engage professional assistance and pay reasonable fees therefor,
- (c) manage the properties, revenues and expenditures of the Cathedral, utilizing appropriate financial controls and procedures,
- (d) employ the lay employees of the Cathedral,
- (e) initiate recommendations regarding the appointment of the Dean and other clergy of the Cathedral,

- (f) appoint annually, in accordance with section 50, a Cathedral Advisory Committee, to assist the Bishop in the appointment of a Dean,
- (g) approve or reject a decision by the Cathedral Advisory Committee to vest the appointment of a Dean solely in the Bishop,
- (h) prepare and submit to the Annual Congregational Meeting a full and detailed statement and account of the receipts and expenditures of the Chapter for the previous financial year duly reviewed or audited by a public accountant,
- (i) set priorities and annual objectives and prepare budgets for approval at the Annual Congregational Meeting, and
- (j) establish policies for the effective and efficient maintenance and management of the Cathedral.

CHAPTER MEMBERSHIP

5. The Chapter shall consist of

- (a) the Bishop of Fredericton,
- (b) the Dean of Fredericton,
- (c) the Archdeacon of Fredericton,
- (d) any Canon Residentiary of the Cathedral,
- (e) a Lay Vice-Chair and three other lay members appointed by the Bishop, and
- (f) seven lay members elected by the Cathedral Congregation.

QUALIFICATION OF LAY MEMBERS

6. Lay members shall be individuals who are

- (a) baptized Christians,
- (b) at least sixteen years old,
- (c) members of the Cathedral Congregation, and
- (d) regular contributors, financial or otherwise, to the mission of the Cathedral.

7. Notwithstanding clauses 6(c) and (d) one of the lay members appointed by the Bishop may be a person who worships in, and is a regular contributor, financial or otherwise, to the mission of a parish.

ELECTION AND APPOINTMENT OF LAY MEMBERS

- 8. There shall be a Nominating Committee consisting of the Dean and two lay members appointed by the Chapter, one of whom shall be the chair.
- 9. The Chapter shall appoint the lay members of the Nominating Committee in the month of October in each year.
- 10. The Chapter shall not appoint to the Nominating Committee any member whose term of office will expire in the ensuing year and who is eligible to be appointed or elected for another term.
- 11. On or before January 31 in each year the Nominating Committee shall submit to the Bishop a list of suggested nominees for appointment to fill the positions of members appointed by the Bishop whose terms of office will expire during the year.
- 12. The Bishop shall, before the Annual Congregational Meeting, appoint the number of members required to fill the places of members appointed by the Bishop whose terms will expire. In making such appointments the Bishop is not restricted to the nominees suggested by the Nominating Committee. The names of the members appointed by the Bishop shall be announced at the Annual Congregational Meeting before the meeting proceeds to the election of members to the Chapter.

13. The Nominating Committee shall submit to the Annual Congregational Meeting a list of suggested nominees for election to fill the positions of members elected by the Congregation whose terms of office will expire. Additional nominations may be made from the floor. The Meeting shall elect by plurality vote the number of members required to fill the places of the members whose terms will expire in the that year.

VACANCIES

- 14 The Bishop may appoint a person to fill a vacancy among the Lay Vice-Chair and lay members appointed by the Bishop.
15. The Chapter may appoint a person to fill a vacancy among the lay members elected by the Congregation.

TERM OF OFFICE OF LAY MEMBERS

16. Lay members, including the Lay Vice-Chair, shall hold office for a term of three years commencing on the first day of March following the Annual Congregational Meeting at which they were appointed or elected.
17. A lay member other than the Treasurer shall not hold office for more than two consecutive three-year terms but is eligible to be appointed or elected again after 18 months have elapsed since the expiry of his or her second term.
18. A person appointed to fill a vacancy holds office for the unexpired term of his or her predecessor.

CHAPTER MEETINGS

19. The Chapter shall normally meet at least seven times each year at such times and places as the Chapter decides, and, except as provided in section 20, notice shall be given at least seven days in advance of a regular meeting.
20. The Chapter may establish a schedule for its regular meetings in which event once notice of the schedule has been given no further notice of such meetings need be given.
21. The Secretary or, in the absence of the Secretary, the Lay Chair shall give the members written or electronic notice of all non-scheduled meetings.
22. A special meeting of Chapter may be called at the direction of the Bishop, the Dean or the Lay Chair on at least forty-eight hours notice, or if all members of Chapter are present a special meeting may be held without notice.
23. In the absence of the Bishop or at the Bishop's request, the Lay Chair, or in the absence of the Lay Chair, the Lay Vice-Chair shall preside. If all three are absent the Chapter shall elect an Acting Chair from among the members present at the meeting.
24. Seven members of the Chapter constitute a quorum.
25. At meetings of the Chapter questions shall be decided by consensus or by a majority of votes cast by members present at the meeting. Each member of the Chapter has one vote. When there is an equality of votes the chair shall declare that the question has not carried.
26. Notwithstanding any other provision of this by-law, any Chapter proceeding, including a proceeding by any of its committees or other subordinate bodies, this by-law, any Chapter proceeding or other

action, including any meetings or elections, may be conducted by written correspondence (mail), telephone (teleconference), email or other electronic or other communication device.

27. Any member of the Cathedral Congregation may attend a meeting of the Chapter and with the consent of the Chapter may be given the privileges of the floor.

OFFICERS OF THE CHAPTER

28. The officers of the Chapter are

- (a) the Bishop,
- (b) the Dean,
- (c) the Lay Chair,
- (d) the Lay Vice-Chair,
- (e) the Secretary, and
- (f) the Treasurer.

29. The Chapter shall elect or appoint the Lay Chair, the Secretary and the Treasurer from among the lay members and those officers shall hold office at the pleasure of the Chapter or until they cease to be members of the Chapter.

30. The Lay Vice-Chair is the person appointed to that office by the Bishop.

31. The signing officers of the Chapter for all banking purposes shall be any two of the Bishop, the Dean, the Lay Chair, the Lay Vice-Chair, and the Treasurer.

THE BISHOP

32. The Bishop is the Chair of the Chapter.

33. The Bishop

- (a) shall, unless he or she gives notice to the contrary, celebrate Holy Communion or preach or both in the Cathedral on Christmas Day, Easter Day, Ascension Day and Whitsunday,
- (b) may use the Cathedral for episcopal purposes and diocesan meetings, for confirmations, for ordinations, for celebrating the sacraments, and for preaching or otherwise after giving reasonable notice to the Dean, and
- (c) may use the Cathedral Memorial Hall, by prior arrangement with the Dean so as to avoid scheduling conflicts, for any episcopal purposes or diocesan meetings.

THE DEAN

34. The Dean is the Chief Executive Officer of the Cathedral and has jurisdiction and cure of souls over the Cathedral Congregation.

35. The authority of the Dean respecting worship and spiritual matters is that of a parish rector, but is subject to use of the Cathedral by the Bishop as provided in section 33.

36. Subject to the direction of the Chapter and with respect to the areas of responsibility defined by the Chapter, the Dean is responsible for the day-to-day operations of the Cathedral, its services and staff.

37. The Dean is entitled to such stipend and other payments and benefits as are agreed upon and approved annually by the Chapter.

38. The Dean shall live in the Deanery unless the Dean and the Chapter agree otherwise.

THE LAY CHAIR

39. The Lay Chair shall chair meetings of the Chapter unless the Bishop is present.

THE LAY VICE-CHAIR

40. In the absence of the Lay Chair the Lay Vice-Chair shall perform the duties of the Lay Chair.

THE SECRETARY

41. The Secretary shall

- (a) attend meetings of the Chapter and of the Congregation and keep a permanent written record of their proceedings,
- (b) have official possession of the Chapter's corporate seal,
- (c) ensure the filing and safekeeping, in the Cathedral office, of all important documents of the Cathedral including the by-laws, annual reports, financial statements, minutes of the Chapter and of congregational meetings, and forward such documents to the Diocesan Archivist from time to time, and
- (d) perform other duties incidental to the position of Secretary.

THE TREASURER

42. The Treasurer shall

- (a) keep accounts of the revenues and expenditures of Chapter,
- (b) keep accounts of all trust money held by the Chapter,
- (c) subject to the approval of Chapter, arrange for trust funds, stocks, bonds and other securities to be managed by qualified professional investment managers retained for that purpose by the Diocese,
- (d) prepare and present monthly, annual and such other financial reports as are required by the Chapter,
- (e) carry out banking and investment procedures of the Chapter,
- (f) supervise the functions of the Envelope Secretary, who shall be the person appointed by the Chapter for that purpose,
- (g) supervise the issue of charitable donation receipts,
- (h) supervise the collection and prompt deposit of revenues in a bank, trust company or credit union in the City of Fredericton in the name of the Chapter,
- (i) present the annual budget to the Annual Congregational Meeting,
- (j) make salary and stipend payments, and pay other accounts and sums due by cheque,
- (k) forthwith following the end of each financial year present to the Chapter and to the annual meeting of the Congregation a complete financial statement for that year including
 - (i) a statement of receipts and expenditures,
 - (ii) a statement of assets and liabilities (balance sheet) as of the end of the year,
 - (iii) a statement of special offerings,
 - (iv) a report on the state of the Restoration Trust Fund including additions to, and expenditures from, the Fund during the year, and
 - (v) with respect to each endowment or trust fund
 - (a) the original principal amount,
 - (b) the income earned during the year,
 - (c) the amount and source of any additions to the principal during the year
 - (d) the amount of accrued income, if any, and
 - (e) any expenditures from either the principal or the income of the fund during the year.

- (l) deposit all securities pertaining to the Chapter and the Cathedral in a safety deposit box of a bank, trust company or credit union in the City of Fredericton, or lodge the securities in the Chapter's name with such depositories as the Chapter determines,
- (m) following acceptance by the Chapter present the year-end financial statement at the Annual Congregational Meeting, and
- (n) recommend to the annual meeting the scope of an annual review or audit of the Cathedral's accounts, and a chartered professional account who will complete that work
- (o) perform other duties incidental to the position of Treasurer.

EXECUTIVE COMMITTEE

43. There shall be an Executive Committee of the Chapter consisting of the Lay Chair, who shall be the chair, the Dean, Lay Vice-Chair and the Treasurer.

44. The Executive Committee shall

- (a) play a leadership role in all aspects of the life of the Cathedral,
- (b) facilitate the effective operation of the Chapter, its committees and task groups,
- (c) support and work closely with the Dean in the Dean's roles as priest and Chief Executive Officer of the Cathedral,
- (d) act on behalf of the Chapter in emergencies,
- (e) prepare the agenda for all meetings of Chapter, and
- (f) exercise other powers and perform other functions delegated to it by the Chapter.

STANDING COMMITTEES, AD HOC COMMITTEES, AND TASK GROUPS

45. The Chapter, in consultation with the Dean, may establish standing committees, ad hoc committees and task groups to carry out tasks necessary for the day-to-day functioning of the Cathedral and define the duties of each committee and task group.

46. The Chapter, in consultation with the Dean, shall appoint the chair and members of such committees and task groups.

47. The Chapter shall appoint at least one lay member of the Chapter to each committee or task group. Such lay member is the chair of the committee or task group and shall report to the Chapter on behalf of the committee or task group.

48. Committees and task groups shall meet at the call of their respective chairs.

49. The Bishop and Dean shall be ex-officio members of each committee and task group. The Dean may assign clerical staff employed by the Cathedral to any Committee or task group.

CATHEDRAL ADVISORY COMMITTEE

50. There shall be a Cathedral Advisory Committee comprising

- (a) the Lay Chair and Lay Vice-Chair, and
- (b) three members of the Chapter appointed annually by the Chapter.

51. The Cathedral Advisory Committee shall meet within two weeks following its appointment to elect a chair and a secretary from among its members and the secretary shall forthwith inform the Bishop of the names and addresses of the chair and the secretary.

52. All subsequent meetings of the Cathedral Advisory Committee shall be convened at the Bishop's direction.
53. The Bishop shall consult with the Cathedral Advisory Committee before appointing the Dean.
54. If, within six months after the effective date of the vacancy in the office of Dean, the Bishop considers that no substantial progress has been made in the consultation process, the Bishop may declare an inordinate delay and inform the Chapter of intent to appoint a Dean without further consultation.
55. The Cathedral Advisory Committee may, at any time, by unanimous vote with the approval of a majority of all of the members of the Chapter, vest the appointment of a Dean solely in the Bishop.
56. The Bishop may consult with the Cathedral Advisory Committee about the appointment of a member of the clergy to a position in the Cathedral other than the office of Dean and for advice respecting any matter affecting the life of the Cathedral.
57. The Bishop may, after informing the Dean or other member of the clergy, consult with the Cathedral Advisory Committee about the transfer of the Dean or other member of the clergy to another position or office.
58. The Bishop shall consult with the Dean or other member of the clergy before transferring him or her to another position or office.
59. Nothing in this by-law limits the authority of the Bishop to appoint the Dean or the clerical officers of the Cathedral.

THE CATHEDRAL CONGREGATION

60. The persons entitled to vote at any meeting of the Cathedral Congregation are those who
 - (a) are baptized Christians,
 - (b) are at least sixteen years old,
 - (c) worship in the Cathedral, and
 - (d) are regular contributors, financial or otherwise, to the mission of the Cathedral.
61. Twenty qualified persons constitute a quorum for a meeting of the Congregation.
62. The Dean or, in the absence of the Dean, the Lay Chair or Lay Vice-Chair shall be the chair of meetings of the Congregation.

ANNUAL CONGREGATIONAL MEETING

63. The Annual Congregational Meeting shall be held before the end of February and shall
 - (a) elect, by a plurality of votes, lay members of the Chapter as required by section 13,
 - (b) elect, by a plurality of votes, lay delegates to the Diocesan Synod and their substitutes,
 - (c) receive a full and detailed statement and account of the receipts and expenditures of the Chapter for the previous financial year duly reviewed or audited by a public accountant, and any other information required by the Treasurer of the Diocesan Synod or by diocesan regulation in such form as may be prescribed by regulation,
 - (d) receive and approve or amend the budget proposed by the Chapter for the current year, and
 - (e) discuss other matters and make recommendations to the Dean and to the Chapter.

SPECIAL CONGREGATIONAL MEETING

64. A Special Congregational Meeting may be summoned by the Secretary at the request of the Bishop, the Dean, the Lay Chair, the Chapter or twelve members of the Cathedral Congregation, on at least ten days notice.

NOTICE OF CONGREGATIONAL MEETINGS

65. The Dean or the Lay Chair

- (a) shall post a notice of any Congregational Meeting in a conspicuous place in the Cathedral,
- (b) cause a notice to be read at each worship service in the Cathedral during the three weeks preceding the meeting,
- (c) cause the notice to be published in the Cathedral bulletins for at least three weeks preceding the meeting, and
- (d) may post the notice on the Cathedral web site and circulate the notice electronically to members of the Congregation.

MISCELLANEOUS PROVISIONS

DOCUMENTS UNDER SEAL

66. A document requiring execution under seal shall be signed on behalf of the Chapter by the Bishop or the Dean, and the Secretary, and, if required, by the Lay Chair. The seal shall be affixed and a document executed only when authorized by the Chapter.

BISHOP'S AUTHORITY WITH RESPECT TO CATHEDRAL PROPERTY

67. No major change shall be made to the structure, furnishing or grounds of the Cathedral without the consent of the Bishop.

68. The Chapter shall not acquire any real property without the approval of the Bishop and shall not lease, sell, mortgage or otherwise dispose of any real property without the approval of the Bishop and of the Diocesan Synod.

FINANCIAL YEAR

69. The financial year of the Chapter ends on December 31st of each year.

AVAILABILITY OF MINUTES AND BY-LAWS

70. A copy of Chapter minutes and by-laws will be made available for inspection by any member of the Cathedral Congregation at the Cathedral office during normal business hours.

71. The Secretary shall ensure that a copy of this by-law is posted on the Cathedral web site and that a copy is provided to each member of the Chapter.

THE CATHEDRAL ADVISORY CHAPTER

72. There shall be an advisory body to the Chapter known as the Cathedral Advisory Chapter.

73. Clergy, other than Canons Residentiary of the Cathedral, may be appointed by the Bishop as Canons and members of the Cathedral Advisory Chapter, and shall be installed in the Canon Stalls of the Cathedral in the same manner and have the same seating privileges as the Canons Residentiary.

74. The Bishop may summon the Cathedral Advisory Chapter to a special meeting of the Chapter, which meeting shall be for information and discussion only, and no decision made at such a meeting is binding on the Chapter.

75. Canons of the Cathedral Advisory Chapter are not entitled to sit or to vote at a regular meeting of the Chapter, or at any special meeting to which they are not called.

PROCEDURES FOR MEETINGS

76. During any Cathedral meeting when a question of order is not covered by the by-laws, the chair may refer, for guidance, to Kerr and King's "Procedures for Meetings and Organizations."

REPEAL AND AMENDMENT

77. Subject as herein provided, this by-law may be amended or repealed

- (a) by the Chapter, on notice given by one of its members at least six weeks before consideration of the proposed amendment or repeal, or by the unanimous consent of all its members without notice, or
- (b) by the Cathedral Congregation, on notice given by twenty-five of its members who are not members of Chapter, or, subject to the approval of Chapter, on notice given by twelve members of the congregation who are not members of Chapter. Such notice must be given at least six weeks before consideration of the proposed amendment or repeal at an Annual Congregational Meeting or at a Special Congregational Meeting called to consider the proposed amendment or repeal.

78. No amendment or repeal of this by-law is effective unless and until it is approved in writing by the Bishop.

COMING INTO FORCE

79. This by-law shall come into force on December 1, 2017.

80. On the coming into force of this By-Law all previous By-Laws of the Chapter are repealed.

Adopted by the Chapter on November 20, 2017 and
Approved by the Bishop of Fredericton on December 1, 2017

Buildings and Property Committee

The Property Committee for 2017 consisted of: Lou McKnight (Sexton), Ken Howlett, Vaughn Wilkins, David Crowe (contact with Guild of St Joseph), Mark Gunter, Geoffrey Hall (Dean) and Ed Biden (Chair). The committee has been an active one with every member participating.

The committee met regularly during 2017.

The committee began by reviewing a number of different reports which have been produced regarding the maintenance and repair requirements of the Cathedral Properties (Cathedral, Hall, Odell House). Based on those reports the committee created a list of maintenance and repair projects. The focus has been on safety, preservation of the buildings, and energy efficiency.

The list following are examples of projects undertaken or completed in the past year.

- Repairs to the front steps of the Hall.
- Replacement of the sidewalk in front of the Hall steps to reduce puddles and slippery conditions there (work was done by the city which also replaced the sidewalk around the corner of Odell House).
- Replacement of exterior lights at the Hall.
- Repairs to hall doors.
- Low energy lighting installed to light the outside of the Cathedral.
- Insulation added to the attic spaces of the sacristy and choir room.
- New signs installed for the Cathedral.
- Repairs completed to the porch of Odell House.

I really appreciate the work of all the members of the Committee.

Respectfully submitted,
Ed Biden