



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

# **ANNUAL REPORT FOR THE YEAR 2018**

**For Presentation to the Annual Congregational  
Meeting  
Scheduled for  
24 February 2019**

22 February 2019 revision

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# Season of Intentional Discipleship

2016-2025



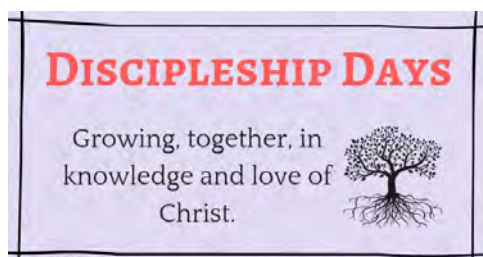
*"The best decision anyone can ever make, at any point in life, in any circumstances, whoever they are, wherever they are, is to become a disciple of Jesus Christ."* Archbishop of Canterbury Justin Welby

Jesus Christ urged his disciples to "go and make disciples of all nations." Anglicans and Episcopalians around the world are still responding to that 'Great Commission' today by supporting evangelism, training, discipleship and church growth globally.

The current focus across the Anglican Communion is on Intentional Discipleship, the theme of the Anglican Consultative Council in 2016. The Season has been launched against a backdrop of huge global challenges such as unprecedented levels of migration; the constant threat of conflict among nations and peoples; religious, ethnic and tribal violence, gender-based violence; economic deprivation and poverty; the challenges of climate change; declining church attendance in parts of the world and rising liberal secularism.

The co-ordinating group envisages it causing a culture change within the Anglican Communion. Among its aims are seeing and helping:

- Anglicans/Episcopalians become known as disciples who make more disciples
- Intentional discipleship and discipleship-making become imbedded in Anglican churches and culture
- Discipleship become a way to learn from each other across the Communion
- Every Anglican/Episcopalian become able to articulate their faith in the Gospel of Jesus Christ
- Christians living Jesus Shaped Lives have a positive impact on their communities, homes and workplaces



## Diocesan Discipleship Days

9:-30 a.m. - 3:00 p.m.

St. John the Evangelist, 75 Main Street, Fredericton

Saturday, 16 March 2019 - SCRIPTURE

Saturday, 13 April 2019 - JESUS

Saturday, 11 May 2019 - THE CHURCH



## Deep Roots - Diocesan Gathering

14-15 June 2019

University of New Brunswick, Fredericton NB

Keynote Speaker: Michael Frost (Surprise the World!)

[anglicancommunion.org/mission/intentional-discipleship](http://anglicancommunion.org/mission/intentional-discipleship)  
[nb.anglican.ca/resources/discipleship-resources](http://nb.anglican.ca/resources/discipleship-resources)

**The Corporation of the Bishop and Chapter of  
Christ Church Cathedral, Fredericton NB  
as at 31 December 2018**

The Rt. Rev'd David J. Edwards, Bishop of Fredericton

The Very Rev'd Geoffrey M. Hall, Dean of Fredericton

**Bishop and Chapter**

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

Mrs. Norma Jean Belyea, Envelope Secretary  
Mr. Michael Toole, Safe Church Officer

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

**Delegates to Synod**

Ms. Sally Dibblee  
Canon Charles Ferris  
Mr. Sebastian Vanicek (Youth)

**Substitute Delegates to Synod**

Dr. Keith Radford  
Mr. David Garland  
Ms. Emily Orr (Youth)

## **Notice**

The Congregational Annual Meeting of Christ Church Cathedral, Fredericton NB, will be held at the Cathedral Memorial Hall on Sunday, 24 February 2019 at 1:00 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. Adoption of Minutes of February 25, 2018 Congregational Annual Meeting
3. Presentation and reception of reports
4. 2018 Financial Statements and Review Engagement
5. Presentation and adoption of the 2019 Budget
6. Elections:
  - a. Bishop and Chapter
  - b. Lay Delegates and Substitutes to Synod
  - c. Nominating Committee
7. Greetings
8. Adjournment and close

**Annual Congregational Meeting Minutes  
Christ Church Cathedral Memorial Hall  
February 25, 2018 at 2:00 p.m.**

The meeting was called to order and opened in prayer by Dean Geoffrey Hall at 2:05 PM with 50 in attendance.

**Review of Agenda:** The agenda was approved as presented.

**Minutes of Annual Congregational Meeting of February 19, 2017:** MOTION (C Brander/E Hadley) to accept, noting that K MacDonald is changed to C MacDonald. CARRIED.

**Presentation and reception of reports: Motion** (W Turney/M Lewell): To adopt the reports of the Cathedral officers and of Bishop and Chapter. CARRIED

**Presentation of 2017 Financial statements and Treasurer's report:** Treasurer Kevin Percy presented his report and the 2017 financial statements, beginning by thanking Norma Jean Belyea, Ben Bourque, Fran Miles, the Administration and Finance Committee, and Bishop and Chapter for their work and assistance through the year. Approximately \$510,000 has been moved this year from the bank accounts into the Diocesan Consolidated Investment Fund (DCIF), which both guarantees the principal and gives a minimum interest of 3.5% per year. The Restoration bank account was closed following its money (\$260,483.28) being moved to the DCIF, leaving only one operating account at the bank; \$250,000 was moved from the operating account into the DCIF. Charles Ferris was thanked for his contributions to the completion of the Ron Stevenson/Bruce Eddy report on restricted funds, which was very helpful for both accounting and the review engagement performed this year.

Congregation members asked questions and commented on the financial reports. The specifics of using the DCIF were clarified, including that the accounting remains separate even though the money is pooled into one account, and that the money is not locked in. The difficulty in comparing figures year to year was pointed out, which results from changes to and standardizing of the accounting codes. The issue will resolve once the accounting codes are optimized, and proper comparisons will be possible starting next year, with only minor ongoing changes.

**Bringloe-Feeney LLP – review engagement:** Accountant Kendra Patrick presented the results of the review engagement on behalf of Bringloe-Feeney LLP, first expressing her encouragement at the level of interest, attention to detail, and care shown by the congregation's questions and comments. She went over the report in some detail, explaining the purpose and meaning of each page, highlighting notable numbers or transactions, and answering both general and specific questions from congregation members. Extra time was allotted to focus on designated funds, their uses and restrictions, and the Stevenson/Eddy report results. She noted that the Cathedral ended the year on good financial terms, with a reasonable surplus; she also noted that the review engagement found the Cathedral's records were kept properly and reflected a culture of accountability and transparency. It was pointed out that, on page A-9, the Archbishop and Mrs. Richard fund should be the Archbishop and Mrs. Richardson fund; the change will be made. Ms. Patrick thanked Norma Jean Belyea, Ben Bourque, and Fran Miles for their excellent work at record-keeping and their commitment to maintaining a culture of accountability and transparency; she further thanked Ron Stevenson,

the Dean, Jim Morell, Charles Ferris, and Kevin Percy for their significant contributions. Penny Erikson thanked Ms. Patrick for her presentation.

**Motion** (K. Percy/D. Norman): To accept the 2017 financial report, treasurers report, statements, and management letter. CARRIED.

**Presentation of the 2018 budget:** Treasurer Kevin Percy presented the draft budget for 2018, which is a balanced budget. Some significant changes from last year were explained – insurances were moved from Property and Buildings to Administration and Finance, Property Development was separated out of Administration and Finance, and Communications was decreased due to the decision not to proceed with the planned AV project. Lay employment is also decreased, as last year's budget overestimated the amount required, partly due to the Christian Formation director starting halfway through the year when it was budgeted for the whole year. The Dean thanked the Treasurer for his excellent work this year.

**Motion** (K. Percy/M. LeBlanc): To approve the 2018 budget as presented. CARRIED.

**Elections:** The nominating committee report was revised to allow for nominations from the floor.

Bishop and Chapter: Linda Waugh moved that nominations from the floor should cease. There being no nominations from the floor, all four nominees were elected by acclamation.

Jim Morell – Lay Chair

Janet Mahar – Secretary (now a voting member)

John McGarry – Buildings and Property

Gail MacGillivray – Communications

Lay Delegates and Substitutes to Synod: Norma Jean Belyea and Michelle LeBlanc were appointed scrutineers. It was suggested that the instructions for voting be improved for next year, as it was unclear how the youth category was intended, whether any youth nominees were nominated only for the youth category, or if youth could also fill the non-youth positions. It was also suggested that nominees prepare a few sentences of introduction for those that may not know them. It was pointed out that synod delegates are also intended to attend Greater Chapter meetings, but the latest meeting did not have a representative from the Cathedral. It was determined to be a communication issue to ensure synod delegates know they are expected to attend Greater Chapter or send a substitute delegate. Results of the election were announced after a short break to count the votes. Sally Dibblee and Charles Ferris were elected as delegates with Keith Radford and David Garland as alternates; Sebastian Vanicek was elected as youth delegate with Emily Orr as alternate.

### **Greetings:**

**Motion** (C Brander/W Turney): To send greetings to Diocesan Bishop David Edwards and retired Bishops Lemmon, Hockin, and Miller. CARRIED.

Thanks were offered to Lynn Meehan and those helping in the kitchen for the shared meal prior to the meeting. Ed Biden was thanked for his service on Bishop and Chapter.

MOTION (B Greenwood) to adjourn. The meeting adjourned at 3:25 PM.

Respectfully submitted,  
Janet Mahar, Secretary

## Reports

### Dean of Fredericton

#### Introduction

Drummer and founder of the Spanish band [Mägo de Oz](#) (Wizard of Oz)<sup>1</sup> has been quoted on the meaning behind the name chosen for the Celtic metal band he formed in 1989. "Life is like a yellow brick road along which we travel with others as we search for our dreams."

Cathedral life is a little like that. People come and go, choosing to walk with us for a while or a long time, and during the journey we help one another be the Church. It is a privilege to call oneself Christian, perhaps most especially at a time in our western culture when so many are searching for meaning and purpose. Finding the Cathedral is relatively simple - just look up. The cross on the steeple of Christ Church Cathedral towers high above the City of Fredericton – not intended in a dominating way, but as reminder and sign pointing to where we have been and where we are going. God lives in our midst. Through the Spirit of his Son Jesus we are empowered to be more than we can be on our own. We are his Body. Our time on earth is limited and so, we are also granted the assurance and comfort that what we see is not all there is. The best is always yet to come.

#### Thanks

Each year I invest a few words to recognize those who so graciously walk the road with me. Christ Church Cathedral can only accomplish a purpose, a mission, in the City of Fredericton, the Diocese of Fredericton and beyond because of the many, many efforts of so many. Honourary assisting clergy play a valuable role providing sacramental ministry at times and in places where the Dean is not. Cathedral staff bring an intentional specialization of ministry to our life together. While our director of music, parish nurse and director of Christian formation are half-time positions, our ability to mission into those special areas of expertise far exceeds our real expenditure of resource required to engage them. Our office administrator and sexton facilitate a large part of the work we do together. And then there are those who minister among us for very little or no monetary compensation. Our Verger, choirs, those who work tirelessly so that we can reach out to those who need, hospital visitors, members of Bishop and Chapter and committees, readers of the daily office, servers, readers, greeters and welcomers. There are also those who quietly fill other gaps unknown and unannounced. Together we are the Church – an organized army making the Word of God visible in our community in countless meaningful ways.

#### Highlights

I won't attempt to comment on the detail of the variety of Cathedral accomplishments in 2018, leaving that to those closest to and responsible for them. Some highlights include: the Belize Mission trip in January/February; meaningful seasonal celebrations at Easter, Pentecost, and Christmas; the visit of Bishop Rob Hardwick as he cycled across Canada, the September corn boil, hosting a workshop of the annual conference of the National Trust (heritage Canada), celebrating the work of the Anglican Church Women in November. Reviews were conducted with Cathedral Staff in June as that becomes part of a regular annual rhythm. The November Diocesan Synod was cancelled with the news of the death of Bishop David Edwards' wife Janet. We continue to pray for our Bishop as he lives into his new reality.

#### Being the Cathedral Church

Above all, it is a goal I believe worth pursuing, that as the Cathedral of the Diocese we might continuously strive to be an example. The purpose statement on our web site, created by our



Bishop and Chapter, is that we are: "An Anglican community for Christian leadership, worship, and mission in Fredericton, New Brunswick, Canada." While leadership is important for any church, it is even more so for the Cathedral. When the Diocese (the parishes of our diocesan church) look to the Cathedral, it's my hope and prayer that they see an encouraging example of how church can be. Being a building for diocesan gatherings, a place out of the cold for the Bishop's cathedra, is only part of our calling. If at the Cathedral we employ a "best practices" approach in all that we do, we can in fact provide a leadership for the Anglican Church in the Province of New Brunswick that makes us all stronger, faith-filled and a light to the world.

### The Last Twelve Months

We all have things we like to do. I get satisfaction from communication. For me, that includes writing, preaching and these days, many things technological. Some of that fuels my sense of accomplishment and I never mind being engaged in those tasks, even in my "spare" time.

Day to day necessities and the expectations of many consume the lion's share of my working hours. Each year I try to identify a small number of general areas that are growing edges for me and my ministry and perhaps also for the overall life of the Cathedral. In 2016 those were: "Christian Formation," "Stewardship" and "Mission." In 2017: "Hospitality, Welcoming and Invitation." In 2018: "Invitation and Welcoming" and "Stewardship." You might only take a look around to see if we have made progress in these areas. Nothing is ever perfect or completed, but I'm pleased with a comparison between where we were, where we are and where we might be better prepared to go.

### A Look Into the Future

As part of the annual pattern for members of staff, I too sat with members of the Chapter Executive who conducted an annual review with the Dean. From those conversations we rested on three areas of emphasis for the coming year: 1) Stewardship, 2) Ministry with Young Families and a 3) Focus on Facilities. All of those ministry areas have something in common: it's only through a high level of co-operation and acceptance that we can progress towards a place we might rather be as the Cathedral Church in the Diocese of Fredericton. I see my role, perhaps most of all, to help move us towards that co-operation.

My leadership style pleases some and frustrates others. I don't see the role of priest as the individual who tries to fulfill every need even when that temptation is strong. To use the analogy of a wall, I see myself more as the mortar, filling in the gaps rather than being the foundation or the bricks from which the wall gets its strength. Mortar needs to be flexible. It needs to support the bricks. Mortar also needs to be in a unique relationship with the individual bricks and the whole. That is the challenging calling to which I pray I can respond.

#### 1) Stewardship

Perhaps one of the earliest lessons I learned about leadership is the power of example. Where stewardship is concerned, my best tool is leading where I can only hope and pray others will follow. Stewardship is not fund-raising. I'm terrible at fund-raising. When I preach and attempt to teach about Christian stewardship, I see the stress on the faces of those with whom I am trying to communicate. No one relishes conversations that shine a light on how we use (or don't use) the resources we have been given. Perhaps if we were able to make progress in understanding one simple reality, it would be the most effective influence on our stewardship, both corporate and individual. Nothing is ours. It's all a gift. What we call "ours" is only on loan.

So as a first line of leadership in the area of stewardship, I strive to practice what I preach. The standard of Christian giving is the tithe. "Tithe" does NOT refer to what we give to the

Lord's work. The tithe is a 10% share of what God has given to us, which we, at a minimum, make available for God's work through the church. The Bible speaks of "tithes and offerings." Biblically, offerings are the extra beyond the tithe we are moved by gratitude to give. If every Christian took even half of the tithe seriously, "we" would never be discussing money! Instead, 20% of the givers at the Cathedral provide 80% of the income.

I tithe, not to be praised, and not only because I need to lead, but also because I became convinced early on in my income earning years that it is required of me. According to Statistics Canada, the Dean's personal income puts him at the bottom of the average income category among residents of the City of Fredericton. Yet 10% places me among the top 15 givers.

So, as a spiritual leader, I'm regularly disappointed that more of our number don't put works of faith higher in their list of what's important. And that's my job. My experience is that I don't miss what I give to the Lord. I'm blessed by it. The Church may be blessed by it, but I am blessed by it! I'll continue in that because I believe that is what all Christians are called to do. And while many will wiggle and counter with queries about whether calculations are on gross income vs net, whether other charitable giving counts towards giving to the Church, argue that a tithe is an Old Testament giving model or claim to have more expenses than the normal household, none of that matters. The result is the same. The Cathedral needlessly struggles month to month to meet the minimum expenses of its planned ministry.

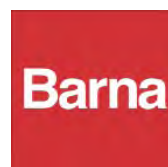
There are literally thousands of stewardship best practices. Planned giving (effective and cost efficient tools for both short and long-term financial planning and charitable gifts) is one and seems to be a topic we avoid at all cost. I'm thankful that we have just now assembled a group (Stewardship Task Force) to consider ways we might positively influence our stewardship formation both individually and corporately. We have everything and more than we need to get the job done. What's lacking? How might we all pull together (co-operate) to move us from where we are to where we need to be? I'll continue to encourage something different, but its only by way of that seemingly always allusive co-operation that we'll move toward a different future.

## 2) Ministry with Young Families

The appointment of our Director of Formation is the one most forward steps in the direction of bringing a more intergenerational approach to our whole ministry and programme package. Every generation requires attention and brings its own set of expectations. The Archbishop of Canterbury, George Cary, once said that "the church is always one generation from extinction." I'm very conscious of the concern when we look around our church family and detect at least a couple, if not three generations, not well represented in our number. Its not difficult to understand why others express concern too. It can just as easily be argued that it says something about the effective lasting effect those past hay day times had on current membership demographics.

There are many answers to the reality of what we perceive to be the challenges in our demographic distribution. First, this is 2019 not 1970. While that may be obvious, I hear comparisons being made between the present and the past. The cultural context of the 1970's is gone. Recreating the program of past days or measuring our expectations against what we may have seen as past success is not helpful. There are forces at work in the culture not part of the picture of the past. To name only a few: parents parent differently and face an entirely different set of challenges; choices are far more numerous; attention spans are much shorter. Competition for the attention of both adult and child is fierce.

A new report by [The Barna Group](#)<sup>2</sup> commissioned by [ALPHA USA](#)<sup>3</sup> entitled "Reviving Evangelism" shines an interesting light on much of what the Church is now experiencing in efforts of evangelism among younger generations. Almost



half of millennial Christians believe it is wrong to share their faith with others. While they are measurably more quipped to do so, they are either opposed to or unsure about doing it. The current cultural atmosphere is that expressions of faith are too often considered judgmental. Millennials avoid being judgmental at all costs. The uphill climb in faith sharing is statistically steeper with younger generations. That's a cultural force, not just a worship or programming failure on the part of the Church. We can't swim where (or like) we did before because the water has changed. We need to know the water.

I've never considered myself being particularly gifted in ministry with youth. The older I get the more that might be so. But I will always speak for and do what I can in our creating an inclusive and welcoming atmosphere for all ages. Regardless of the Barna findings, our greatest resource for drawing younger families into our Christian community is the families that are now part of the Cathedral family. Invitation is well known to be an essential skill for growing congregations, one in which we don't show great levels of aptitude.



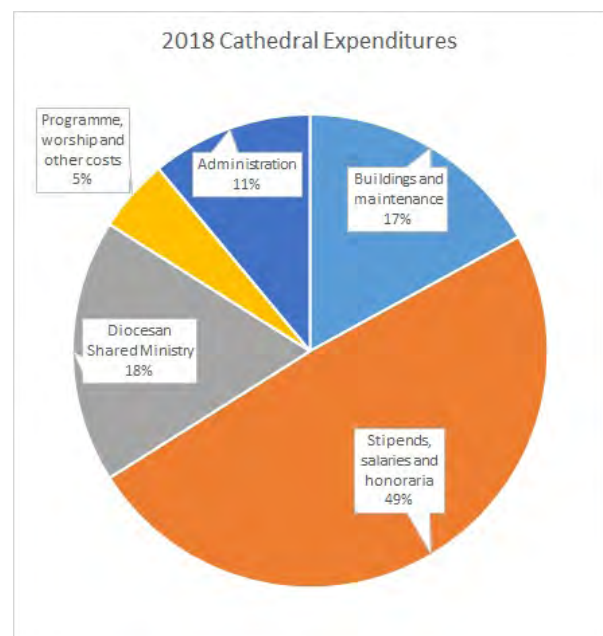
[Natural Church Development](#)<sup>4</sup> (NCD) surveys measure church health. Anglican congregations predominantly reveal their lowest score to be in the category of "passionate spirituality."

We're making better decisions about programming with younger families in mind. That's a step in the right direction. Several offerings like Godly Play, the Family Faith Fiesta and special worship events are all valuable additions to our efforts to reach out and engage the young. Ultimately, that element of co-operation is all important in the results of those efforts. You can help.

### 3) Focus on Facilities

The issue of making decisions on our facilities, namely the Memorial Hall and the Cathedral church itself, seems to be based in an assumption that these buildings are either too expensive or not being used to their full potential. While this issue is identified as a separate area of focus, it too is very much a matter of stewardship. The Cathedral has enormous significance both historically and spiritually. Memorial Hall has many strikes against it: its age and the need for upgrades and repairs; a minimum of usable spaces designed to current need; inaccessibility requiring many steps to reach the main level; a location that physically separates it from our worship centre. Still, as I indicated to some a little while ago, simply closing the Memorial Hall to cut expenses would indicate that we are no longer in business. Our hall is not used 100% of the time but it does "facilitate" our Monday to Saturday ministry – a long list if we take the time to count.

Heating, repair and maintenance are regarded as expenses targeted at "things" rather than "people." Our "facilities" costs are called that because they "facilitate" (make possible) ministry with people. Consider our expenses in 2018. Note that the amount spent on buildings is about 17% of total. One businessman said to me recently that he wished his business could claim such a number. Are we using both the Cathedral and the Hall to their greatest possible advantage? I expect not. Are there significant repair and maintenance needs nipping at our heels? There certainly are. Can the circle to the right, in the future, reveal more being invested outside of



ourselves (mission) than inside? I hope so. As good stewards we need to examine the possibilities and make decisions not based on emotion. Where religion and faith are concerned, emotional attachments are never far away, and that's unfortunate. We need to see with a the clearest possible vision to best match our needs and our outreach beyond ourselves with our on-going investment, not only today, but for the decades to come. While we can't begin to predict where we or the church will be in 2045, it is the mandate of the [Project 2045 Task Force](#) to carefully and knowledgeably evaluate where we are and make recommendations on action now to put us in the best possible posture for the future.

Giving patterns limit what we could really be all about, just covering or (as in 2018) not quite covering the bare minimum ministry plan. What a different picture we could paint for God if financially we all got serious about the ministry at Christ Church Cathedral – our faith expressed through our Church!

#### Conclusion

All in all an eventful year. Challenges are ahead. With appreciation to all for their important part in being not just a worshipping body but also the Body of Christ in so many ways, I pray that in the year to come the Lord will bless us, keep us and challenge us in his service.

Respectfully submitted,  
Geoffrey, Dean of Fredericton

1. [Mägo de Oz](#)
2. [The Barna Group](#)
3. [ALPHA USA](#)
4. [Natural Church Development](#) (NCD Canada)
5. [ALPHA Canada](#)
6. Project 2045 Terms of Reference [Groups and Committees page](#)

#### From the Registers

The Diocesan Statistical Return for the year 2018 was submitted on 13 February 2019. A summary follows. Both financial and statistical returns are due before 15 March of the following year.

#### Holy Baptism

*"Let your light so shine before others"*

Keaton James Suppelsa  
Rebecca Jean Butler

#### Marriages

*"What God has joined together"*

Bruce Tabor and Merri Lee Hanson  
Matthew MacGregor and Maria Titus  
Kevin Watson and Anna Solven

#### Burials

*"Rest eternal grant to them, O Lord"*

Jean E. Kinloch  
Marjorie MacCausland  
Reid Saunders  
Richard Waugh  
Ron Harrison  
Bonita Landry  
The Rev'd Canon Elaine Lucas  
John Swanton  
Barbara Cowan  
Lois Ramsay  
Cecil Garland  
Elizabeth Joyce  
Jean Eakins  
Ruth Jussenhofen

**Population**

Households	
Families.....	176
Individuals.....	85
Membership	
Children .....	70
Adults.....	429
Other	
Confirmed persons....	445
Communicants .....	325
Identifiable givers.....	326

**Groups and Roles**

Church School	
Schools .....	01
Teachers.....	04
Students .....	18
Attendance.....	12
Groups	
Men's Groups .....	01
Membership .....	28
Women's Groups.....	04
Membership .....	40
Youth Groups .....	02
Membership .....	16
Choirs.....	02
Membership .....	46
Other Groups.....	05
Membership .....	40

**Worship**

Holy Eucharist	
Inside.....	215
Outside .....	18
On Sundays .....	148
On Weekdays .....	96
Admin of Reserved .....	41
Other .....	19
Total Services	
On Sundays .....	161
On Weekdays .....	657

**Individuals**

Making Communion	
At Easter.....	351
By Reserved.....	84
Yearly Totals	
Normal Sunday.....	170
Easter.....	286
Pentecost .....	145
2 <sup>nd</sup> in September .....	150
Christmas.....	609
Buried .....	14
Baptized .....	02
Marriages.....	03
First Communions.....	0
Confirmations.....	0
Received .....	0
Grand Totals	
On Sundays .....	8678
On Weekdays .....	3923

**Lay Chair of Bishop and Chapter**

Bishop and Chapter is charged with setting priorities, objectives and budgets associated with the on-going operation of our church, overseeing the many programs and activities that go on and the stewardship of our properties and our financial resources. Chapter members who have agreed to serve have done so with a desire and a willingness to serve God and the church, and they make many sacrifices to do so. 2018 has been very busy. The Chapter and its eight committees, each one overseen by a Chapter member, have worked diligently on behalf of the congregation to strengthen and improve the ways in which we carry our God's work. The past year has seen both organizational and programmatic growth and improvements. Here at the Cathedral we have much for which to be thankful.

In approving the annual budgets for 2016 and 2017 we, as a congregation, agreed to make budgetary investments in two strategically important areas – hiring a part-time parish nurse to champion a body-mind-spirit approach to good health for all members of our congregation, especially our seniors; and hiring a part-time Christian formation director to strengthen our Christian learning and worship program offerings, especially for our youth and young families. Both have been very well received and have been judged as being successful.

Following is a summary (in no particular order) of the more important decisions and actions taken by the Chapter during 2018:

- Approval-in-principle was given to a Housing First initiative that will see the Cathedral become the owners of four small houses on Regent St. to be occupied by homeless people, subject to the proponents securing adequate federal and provincial government funding for the operational requirements
- Work continues on simplifying our financial accounts and communicating important information with the congregation, and deciding how best to use our designated funds and trust funds
- A new property rental agreement was put in place, which allowed the Hines' to continue living in and graciously caring for Odell House on our behalf
- The by-law governing the nominating committee was changed so that members will be elected by the annual meeting, rather than by the Chapter
- Terms of reference for all eight of our committees were developed and approved; and the idea of each committee having an annual work plan was agreed upon – both of which are very important to the productive operation of each committee
- A new 'purposeful welcoming' initiative was launched to warmly and sincerely greet newcomers who join us for Sunday worship
- By way of door hanger invitations an effort was made to reach out to our east-end neighbours, inviting them to join us for a Pentecost service and lunch, a fall corn-boil picnic and an evening of Christmas Carols
- The position description for our 'safe church officer' was established and Mike Toole was appointed to that position
- The "2 Minutes for Ministry" presentations on various church matters was initiated and has proven to be a well-received communication tool
- The Cathedral and its surrounding properties was a focal point for attendees at the National Trust conference in November. We learned a great deal about how heritage church buildings across Canada are coping with declining memberships and revenues.
- Four of our members were invited by the Bishop to join an ad hoc committee to advise him on various options related to the Cathedral and its adjacent properties. Unfortunately, many good ideas were put forward, but were not – in the end – judged to be worth pursuing. Bishop and Chapter expects to proceed with a new congregational task force on property matters early in 2019.
- In an effort to keep our three buildings in good repair property committee members continue to deal with a never-ending list of maintenance issues that affect our three buildings. Restoration and major repair work on the Cathedral has been identified and will soon be needed.

In 2019 we face a financial challenge – while our expenditures grew in 2018 our offerings and annual income did not. Elsewhere in this annual report our treasurer shows that total revenue for clergy, staff, facilities, administration, worship and our various programs/services fell short. As individuals and as a congregation we are now being called to pray and seek God's will for our congregation. Can we reasonably expect offerings to increase enough to cover our proposed budget? In which areas should we place our monetary resources so that the spiritual, numerical and financial strength of our congregation is assured for many years to come?

Consistent with Bishop and Chapter's duty to look ahead, to ensure the strength and sustainability of our congregation, a new task force has been established to prepare a report with recommendations regarding the future of the Cathedral and Memorial Hall. A final report

is due by October 31, 2019. Below are the terms of reference to guide the task force. (See the terms of reference in Appendix iii.)

A final note: the strength of our congregation and the depth of our programs and services is in large part dependent on having enough congregation members to make things work and work well. God has given each of us, no matter our age or ability level, an ample supply of time and talent. It is incumbent on each of us to do our part, to step forward and ask "How can I help with God's work?" If you are not already involved, think about your God-given gifts and how you can help. Many hands make light work.

Respectfully submitted,  
Jim Morell, Lay Chair

### **Administration and Finance**

Membership: Fran Miles, Nathan Cutler, Norma Jean Belyea, Kaye Small, Kelly Hall, Mike Toole, Kevin Percy, Jim Morell, Dean Geoffrey Hall, Charles Ferris (Chair); Task leaders: Marion Beyea

Major Accomplishments in 2018:

- Odell House Sale initiated;
- Mike Toole appointed Cathedral Safe Church Officer; Safe Church Officer Position Description approved;
- Migration of Cathedral Properties from Registry Act to Land Titles Act;
- Terms of Reference for all Chapter Committees adopted by Chapter;
- Cathedral By-law Nominating process amendment;
- Close working relationship with Executive Committee and other Chapter Committees;
- Treasurer Kevin Percy rationalizing all Cathedral financial processes, including the disposition of financial assets and placing them on a sound financial footing;
- Kendra Patrick, CPA (Bringloe Feeney) engaged to complete 2018 Financial Statements (including Stevenson Eddy Report implementation) and Review Engagement;
- Staff Reviews completed for Dean and all Staff;
- Staff pay review and recommendations completed;
- Safe Church Forms; support of Diocesan Safe Church Officer;
- Approval/Endorsement of various contracts including insurance, security and snow clearing;
- Fran Miles capably serves as Committee Secretary.

2019 Priorities (Current/Ongoing from 2018)

- Cathedral Gift Policy Development;
- Marion Beyea establishing and revising the Cathedral file classification and records management system;
- Stevenson/Eddy Report on Endowment and Trust Funds recommendations implementation;
- Chapter Committee Work Plans;
- Cathedral Staff Policy Development

Respectfully submitted,  
Charles Ferris (Canon), Chair

## **Cathedral Treasurer**

During 2018 the Treasurer attended meetings of the Cathedral Executive Committee, Bishop and Chapter and the Administration and Finance Committee. Month-end summary updates of revenue and expenses were given to the later two groups. Trends in offering, total revenue and expenditures were tracked, analyzed, and provided to the Executive Committee as necessary.

Following the recommendations contained in Stevenson and Eddy Report (September, 2017) commissioned by the Administration and Finance Committee, and the Cathedral 2017 Financial Statements prepared by Bringloe Feeney LLP, several important modifications to internal process were made. The actions listed below were approved by Bishop and Chapter:

- Interest earned on the Cathedral Diocesan Consolidated Investment Funds in 2018 was re-invested back into the funds. In previous years the interest (circa \$28,000) had been deposited into the operating account as general revenue. The net result of this action was adherence to the original gift/bequest/trust intent, but at the same time a loss in direct revenue during 2018.
- The number of designated (restricted) funds held were reduced substantially from over 40 in 2017 to 11 at year end. In 2018, routine expenses were charged against these funds as appropriate and accounts closed as necessary. monies held in these funds were spent as per intent of the giving, and the liability held by the Cathedral was significantly reduced. This will be reflected in the 2018 Financial Statements to be presented at the AGM.

In 2018, routine tasks were completed. These included:

- Submission of HST claims for 2017.
- Submission of the 2017 Cathedral financial report to the Diocese.
- Submission of the 2017 Cathedral charities filing to the CRA as part of the 2017 Review and Engagement was completed by Bringloe Feeney.
- Submission of the 2018 Cathedral form 100 to WORKSAFE NB.
- Routine on-line monitoring of the operating account.
- Liaison with the Diocesan Treasurer as required.
- Advice sought and received from a CPA on internal accounting procedures and improvements incorporated into routine practice.

For the 2018 operational year, a review and engagement has been contracted to Bringloe Feeney. The purpose, as for the 2017 finances, is to provide assurance that nothing has come the professional accountant's attention that would indicate the financial information is not presented in accordance with Canadian accounting standards for not-for-profit organizations.

The Treasurer thanks the Cathedral bookkeeper for his diligent work during 2018.

Respectfully submitted,  
Kevin Percy, Treasurer



## 2019 Budget

CATHEDRAL DRAFT BUDGET 2019	
	Budget
<b>REVENUES</b>	
Unrestricted Offerings	\$507,000
Specified Offerings (parish nurse, flowers etc.)	\$16,000
Specified offerings/flow-through donations	\$6,200
Unrestricted bequests	
Unrestricted interest income (interest on general use funds held)	\$10,500
Rental (Odell House, Hall)	\$7,000
Grants (City, Diocesan)	\$17,000
Income from designated funds	\$17,000
Additional revenue (increased offerings, interest on funds held for restricted use)	\$75,672
	<b>\$656,372</b>
<b>EXPENDITURES</b>	
Lay expenses	\$204,853
Property and buildings (includes depreciation)	\$116,000
Clergy expenses	\$109,066
Diocesan shared ministry	\$109,768
Finance and administration	\$66,000
Mission and outreach	\$21,000
Health and pastoral care	\$4,585
Flow through donations	\$6,200
Worship	\$7,000
Communications	\$2,000
Hospitality	\$4,000
Interest and bank charges	\$3,400
Christian formation	\$2,500
	<b>\$656,372</b>

### Envelope Secretary

As usual, I again thank the two teams of "Counters" who faithfully carry out their duties, and my thanks to Hank for depositing the weekly offerings at the Bank.

During the year 2018 there were 122 envelope users, and another 90 took advantage of the "e-offering" program.

Statistics as requested by Bishop and Chapter for 2018 are:

Range Of Giving	Number of Givers	Non-Designated Offerings	Designated Offerings	Total Offerings
\$1.00 - 199.99	17	2,078.00	50.00	2,128.00
\$200.00 - 499.99	27	7,776.00	645.00	8,421.00
\$500.00 - 999.99	35	24,736.00	1,377.77	26,113.77
\$1,000 - 2,999.99	78	124,812.00	11,991.00	136,803.00
\$3,000 - 4,999.99	26	87,456.50	10,307.00	97,763.50
\$5,000 - 7,999.99	20	122,121.00	7,684.00	129,805.00
\$8,000 and over	9	79,910.00	16,904.50	96,814.50
<b>Totals</b>	<b>212</b>	<b>\$448,889.50</b>	<b>\$48,959.27</b>	<b>\$497,848.77</b>

"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

### **Buildings and Property**

The Property Committee for 2018 consisted of: Lou McKnight (Sexton), Ken Howlett, Vaughn Wilkins, David Crowe (contact with Guild of St Joseph), Mark Gunter, Geoffrey Hall (Dean) and John McGarry (Chair). The committee has been an active one with every member participating.

The committee met regularly during 2018 and began by its annual review of a number of the maintenance and repair requirements of the Cathedral Properties (Cathedral, Hall, Odell House). The focus has continued to be on safety, preservation of the buildings, and energy efficiency. The list are examples of projects undertaken or completed in the past year.

- Repairs to the west entrance asphalt ramp of the Cathedral were undertaken
- Refreshed signage for the Cathedral lawn was done.
- A new kitchen refrigerator was purchased after the old one finally expired.
- Minor repairs to furnace in Cathedral were made.

Of course this year had a few significant challenges. The flood at the end of April caused the basement of the Cathedral to have significant water levels – within one inch of the furnace at one point. Members, along with private security, provided on call coverage to ensure the property was kept safe.

The Cathedral lawn had significant damage from beetle infestation in the spring. The Committee decided to not intervene (which would be expensive and have questionable success) and await the new year to see if anything should be done to the property to provide a good lawn coverage.

The floor in the basement of the Hall was suffering from damaged tiles and the safety of Hall users was brought into question (e.g, the weekly scout and cub meetings moved their activities to Parish Church in September). Remediation has taken place in the last few weeks of December – and into early 2019 – and all occupants will be free to continue normal activities immediately.

The Committee began discussions on potential tree replacement on the Cathedral grounds but had some difficulty meeting with an arborist to discuss how best to go about such a program. We expect to continue this discussion in the spring.

The steeple's east face appears to have some minor expansion issues and will be monitored through the winter with a view to a spring fix.

A final item is the assignment to the Committee this December by Bishop and Chapter to undertake the sale of the Deanery property on the corner of Brunswick/Church Sts. At year's end, the committee was just beginning the process to engage a realtor and to communicate the process to surrounding neighbours. Tenants are well aware of, and supportive, of the process.

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

Respectfully submitted,  
John McGarry (Chair)

## **Guild of St. Joseph**

### Membership

We have 22 full members plus 3 honorary members. Sadly, one of our longest serving members, Richard Waugh, passed away in May of 2018. In addition to our regular and honorary members, we are most fortunate to have a number of other congregational members, who serve as "auxiliary members" and who have willingly assisted whenever the need has arisen. 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.

### 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 when 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 2018 was \$641.00.

In addition to the pancake supper, we are also fortunate to be able to access the interest from the Hoyt Bequest and these funds 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 and Chapter are provided by Bishop and Chapter (Property). Similarly, project requests from Cathedral groups, who do have the revenue to cover projects, are charged back to them on a cost recovery basis. Otherwise, the Guild will cover the cost of materials if required.

### Work Sessions

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

### Fellowship

We have two 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 and Hall
- Set up and took down the crèche and tree at Christmas time
- Assisted with the "greening of the Cathedral" at Christmas time
- Maintained the kneelers and pews in the Cathedral
- Carried out minor repairs in the Cathedral and Hall and major cleaning of the kitchen
- Hosted the Shrove Tuesday Pancake Supper
- Membership on the Kitchen and Property Committees
- Assisted in the stripping and waxing of the Cathedral floor
- Hosted annual St. Joseph Day celebration on March 24th
- Maintained a preparedness in the event of spring flooding
- Painted new Cathedral signposts
- Several pieces of furniture built for Godly Play by one of our members (Jim Waugh)

- Refurbished all creche figures
- Made hospital visits to honorary member Kevin Hayward

Executive for 2018-2019

President: David Crowe

Treasurer: Phil Belyea

Secretary: André Vietinghoff

Chaplain: Claude Miller (The Most Rev'd)

Respectfully submitted,  
David Crowe, Chair

### **Christian Formation**

Our purpose is to create opportunities that will enable and encourage the development and growth of 'cradle to grave' Christian Formation. This important work, led by half-time staff member, Kurt Schmidt, continued to evolve through creative initiatives during 2018.

As committee chair, I extend my thanks to all of the members: Dean Geoffrey Hall, Kurt Schmidt, Cheryl Jacobs, Caryn Gunter, Harry Palmer, and Tom Fetter for their hard work, continued support, and dedication.

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

Respectfully submitted,  
Bonnie Greenwood, Chair

Alpha - Cheryl Jacobs

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 fall of 2018. The group was small but most of the new participants were new or seeking Christians. Alpha will run again in the fall. Thanks go to the leaders and those who provided meals.

Charis Groups - Cheryl Jacobs

A Cathedral Charis group is a small group of people (up to approximately 12), 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 in a home on Wednesday evenings. More groups would be welcome so please let us know if you are interested in hosting and/or facilitating.

BELLS - Surprise the World

The wider diocesan and Bishop-encouraged effort for congregants to participate in the campaign to read the book, Surprise the World, during Eastertide 2018 was a success. An impressive 95 stickers were placed on the poster, meaning that Cathedral congregants took up the challenge and completed nearly 100 intentional and specific acts.

### **Director of Christian Formation**

As the Director of Christian Formation, Christ Church Cathedral, Fredericton, I am pleased to report on the following areas of formation ministry during the year 2018. The regular and occasional programs, events and activities mentioned all took place under the umbrella of

"Formation in 3D: Devoted Disciples Dancing" - the multi-faceted and inter-generational endeavour to attend to the ongoing spiritual formation of the Cathedral family.

- We were able to continue with our Godly Play ministry. In the first half of the year, we managed to strike a rhythm of monthly GP sessions (on the first Sunday of each month), and then later, beginning in October, we expanded to twice a month (first and third Sundays). Following my own successful completion of the Godly Play storyteller training series in the spring, we enjoyed having two qualified GP storytellers among the congregation members - Cheryl Jacobs and myself - to share the various responsibilities. All together, we held 12 Godly Play sessions through the calendar year, with an average of 9 children attending each session. We also continued to build our Cathedral Godly Play materials collection, with superb help and contributions from Sarah Petite, Jim Waugh, Brad McKnight and others. Finally, two special liturgical services during 2018 - namely, Good Friday and the early Christmas Eve service - were influenced and "flavoured" by GP insights and style.
- We were pleased to maintain the Cathedral's tradition of offering regular Taizé-style worship services. In the first half of the year, we hosted monthly gatherings (third Thursdays) and also co-hosted a weekly Lenten Taizé series with St. Thomas University. Beginning in May, we expanded to incorporate two services per month (first and third Thursdays). And we met in Taizé worship on all three Thursdays of Advent 2018. An average of 12 people attended each Taizé service at the Cathedral.
- Third, the Cathedral Youth Group continued to meet and grow. We got together an astonishing 29 times over the school-year months, including many regular Sunday evening sessions at Cathedral Hall and several nearly-monthly "Youth Together" gatherings with other youth groups around the city (namely, from St. John the Evangelist and Christ Church Parish Church). The CYG "regulars" comprised a core group of about a dozen girls, roughly half of whom began middle school in the fall while the other half began high school. And though we lost some excellent leadership when Katie Bonner went away for grad school in the fall, Gabe Gionet remained as an occasional leader, Emily Orr continued with her consistent role, and Nat Fetter and Rebecca Butler jumped in with impressive enthusiasm and dedication.
- Lastly, in response to an idea developed and presented by Angie Kennedy, we were pleased to introduce and host a number of simple, music-filled and intergenerational worship times -- called Family Faith Fiestas. Six FFF's were held in 2018 (in February, March, April, May, October and December), with about 50 people in attendance at each one. Alyssa Vandervalk led the music team(s) that animated each FFF, Caryn Gunter and her puppet assistant Mr. Giggles were regular guests, and many others helped with reading, reflections and the provision of refreshments/food.

So 2018 was clearly a year of exciting growth in celebration and worship at Christ Church Cathedral! I certainly look forward to 2019 and the continued development of our formation ministry at CCC. It was a distinct pleasure and blessing for me to discover small ways of participating in and facilitating that ministry in 2018. Thank you to BandC and the wider Cathedral congregation for that opportunity, and for the continued generous support and provision of it.

All blessings.

Respectfully submitted,  
Kurt Schmidt, Christian Formation Director

## **Canadian Mothers' Union, Cathedral Branch**

The Mothers' Union is an international Christian society, currently with more than 4 million members in 83 countries, and a vision of a world where God's love is shown through loving, respectful and flourishing relationships. Our Cathedral branch was established more than 30 years ago – on January 31, 1988! We meet regularly on the third Wednesday of each month at Memorial Hall at 6:45 pm, weather permitting. Currently we have 15 active members. Our meetings begin with some social time and light refreshments, followed by opening prayers and a bible study/devotional time. There is always some business to which we need to attend, but we also aim to provide a program that allows us to service others and enriches those attending. We would love to have everyone interested in learning more about MU join us at any of our monthly meetings.

Some of our Branch activities during 2018 included:

- Presentation of a pewter ornament and card to all the newly baptized, as we have for a number of years
- Participation in services on Mothering Sunday, the 4th Sunday in Lent, as well as offering home-baked simnel cake to the congregation following each of the services on this day
- Attendance at the MU Annual Spring Rally in April, this year held in Sussex, by several members
- Participation in a Spiritual Retreat day prior to the pause for summer
- Preparing and delivering 200+ care packages to UNB students as they prepared for their Spring and Christmas exams. It is our hope to be able to expand this project to also include STU
- Cooking and serving corn on the cob at the outdoor combined service in September
- Learning more about L'Arche, the Alzheimer's Society, and the Worldwide MU
- Attendance at the Canadian MU Biennial Conference at Villa Madonna Retreat House with members from across Canada
- Making and selling beeswax Advent candles for our annual Advent Candle Sale fundraiser
- Annual Christmas Party and Potluck.

Our many thanks to Fran Miles for her continued assistance throughout the year, to Lou for always having the lounge set up for our meetings, and Geoffrey for his continued support of our mission. Also thank you to the members of our Cathedral family for their on-going support of MU activities throughout the year.

Respectfully submitted,  
Diane Nash and John DosSantos, Co-Branch leaders 2018-19  
<mrsnash68 at gmail.com>

For more information about Mother's Union in the Diocese, in Canada, and around the world please visit these websites: <canadianmothersunion.ca> OR <mothersunion.org>

## **Communications**

Committee Members: Marilyn Lewell, Kirsten McKnight, Carol Ann Melvin, Dean Geoffrey Hall, Gail MacGillivray

## 2018 Accomplishments:

- "Two minute" presentations completed with about 85% of Cathedral organizations participating. Presentations and the addition of podcasts of each presentation were well received and some new volunteers recruited as a result.
- A sub committee was formed to oversee all social media issues.
- Welcome cards were refreshed and periodically replenished in the Church.
- Thanks to the diligence of Carol Ann Melvin, Christ Church Cathedral is represented on the 2019 Anglican Church calendar and an interview with Carol Ann re the Belize Mission work is also included in the calendar.
- Terms of Reference document for the Communications Committee was completed and submitted to Bishop and Chapter.
- Partnership with Joy FM established.
- Secured interview spot on Joy FM for the Bishop's Ride.
- Partnered with the Hospitality Committee and Joy FM on the September 9th corn boil.
- Reusable signage ordered and installed.
- Souvenir program.
- Photo inventory work begun.
- Partnered with Pastoral Care Committee on the Parish Nurse Brochure update.
- Began proactive role towards refreshing bulletin boards in the Cathedral.
- Partnered with Worship Committee and the Hospitality Committee to promote the first Carol Sing and secured an interview with Joy FM for this event,
- Several PSA announcements for events during the year were capably handled by Marilyn Lewell.
- Newspaper ads designed and submitted for Worship services as well as posters, and other promotional items by Kirsten McKnight.
- Saturday morning breakfast table toppers designed and distributed once a month.
- Website and FB updated on a regular basis by Dean Geoffrey Hall and Kirsten McKnight.
- Inserts were produced again this year for the Christmas bulletin with an overview of Cathedral life and an activity sheet for the children.
- Postcards with Christmas service times were distributed at the Carol Sing and in the Sunday bulletin just prior to Christmas.

Respectfully submitted,  
Gail MacGillivray, Chair

## **Health and Pastoral Care**

As is witnessed in the pages of this Annual Report, we are a busy community. When our health is compromised, our community is affected. The Health and Pastoral Care committee is dedicated to the 3rd Mark of Mission: responding to human need by loving service. This faith-based, spiritual nurturing is available when we are faced with physical or mental health obstacles in our life. The Parish Nursing Pledges have been met again this year as further witness to the benefits felt by our congregation. We are blessed to have experienced and caring individuals in leadership positions and are thankful for our teams of volunteers answering the call of the Health and Pastoral needs of our spiritual community.

Respectfully submitted,  
Sally Dibblee

## **Pastoral Visitors**

The Cathedral Pastoral Care Team visits the members of our congregation who have been admitted as patients to the Dr Everett Chalmers Hospital or the DVA. We offer spiritual care and prayer and on occasion Holy Communion for the individual and with family members where appropriate and accepted. Our team has a weekly rota and typically visit twice or more in a week.

The names of the Visiting team are: Archbishop Claude Miller, Kathleen Snow, Carole Hines, Paul Macdonald, Dalton London, Kelley Hall and Isabel Cutler. Canon Tom Smith is on standby when needed as he is now providing Pastoral Care to those at the Fredericton Hospice. Dean Geoffrey Hall is also always available to visit in addition to the team schedule. In 2018 Dalton London joined our team and Kelley Hall is about to do so (in early 2019). It is important to point out that while the Horizon policy is to ask all those admitted as a patient if they would like a visit from a member of their denominational spiritual care team there are occasions when this does not happen and the team may not know of the admission. We ask that you do contact the Cathedral office, the Dean or a member of this team to request a visit. Family members may do this with the permission of the patient (if that is possible). There may be times when you would prefer not to be visited by a member of this team and that will be honoured.

Confidentiality is a key policy within Horizon Health Care and this team. We will not pass on the name of any patient without permission. We may ask you, as a patient, if we can pass your name to the Dean or the Parish Nurse, for further support, for example. We may also ask if you wish for your name to be added to the Cathedral Prayer chain for specific prayer or the more generalized Prayer list read on Sundays but this is optional support should you wish to have it.

If any member of our congregation would like to explore the option of becoming a Pastoral Team Visitor we really encourage you to speak to the Dean or to myself. Isabel Cutler.

At this time I would like to take this opportunity to thank the Pastoral Care Visitors on behalf of our Cathedral congregation as they faithfully, week by week, seek to bring comfort and the presence of Jesus through the power of the Holy Spirit to those who are at a vulnerable moment in their life.

Respectfully submitted,  
Isabel Cutler, Coordinator of Pastoral Visitors

## **Health/Parish Nursing Ministries**

### **Parish Nurse Ministry**

Our Cathedral family has continued to support the Parish Nurse and Health Ministries. In 2018, over \$13,000 in pledges were received to support the work of the Parish Nurse and the Health Ministry team, more than the \$11,000 which was the annual target anticipated with the pledge campaign.

The Parish Nurse does not duplicate the services provided by our provincial government. The Parish Nurse provides pastoral as well as nursing care, attending to body, mind and spiritual needs. The Parish Nurse, on any given day,

- accompanies a client to a physician visit and later sits in a car and prays with them after they have been diagnosed with a significant illness
- walks alongside a client who is moving into a Nursing Home, supports them in prayer, partners with government agencies for a smooth transition, takes them Home Communion



in the Nursing Home, organizes visits from the congregation, and arranges drives to congregational events

- works alongside our Dean in providing pastoral care to the congregation
- supports and prays with a client and family members in times of grief
- guides a client through a difficult surgery, and advises/supports them regarding options for medical treatment
- attends to our clients' blood pressure and blood glucose assessments at the Monday Morning Drop In as well as members of our congregation
- supports an elderly widow with no family in meeting her health care as well as spiritual needs, and
- attends a physician home visit with a client to assess health care needs.

These are but a few of the ways in which the Parish Nurse ministers to our faith community. The Parish Nurse also coordinates the many ministries within the Parish Nursing and Health Ministry Teams as noted below:

#### Prayer Shawl Ministry

This very busy ministry continues to support our faith community and beyond under the leadership of Marilyn Lewell. Marilyn was assisted in 2018 by Bobbi Milner, Wendy Brien, Carole Hines, Sandra Palmer and Melissa Dawe. In 2018, nine blankets and 34 shawls have been distributed. There is no charge to the recipients, and all have been warmly received, with many heartfelt thank you notes sent in response. The realization that they have been covered with prayer in a time of need or celebration touches the hearts of the recipients and gives them comfort, courage and hope. We thank the knitters/sewers who volunteer their time and talent so generously.

#### Helping Hands

Carole Hines has coordinated this ministry, where volunteers have driven members of the congregation to medical appointments, assisted them with grocery shopping or pharmacy needs, made meals for those recovering from surgery, driven them to special Services at the Cathedral, and assisted with moving to a new home. 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 150 hours of service.

#### Emergency Call List

The Emergency Call List was updated this year with a team of six Health Ministry volunteers who contacted 50 members of the congregation living on their own in their homes to ensure that they were safe and offered assistance as needed. These congregational members are contacted in cases of power outages, heavy snow storms or heavy rains.

#### The Medley Tea

The monthly Thursday Afternoon Tea was moved to the Cathedral in November of 2018. During the September Tea there was concern expressed regarding accessibility to the Memorial Hall for several members of the congregation. Attendance at the Thursday Tea in the preceding months averaged ~14-18 individuals each month.

The group was polled to ascertain if there was a willingness to move the Tea to the Cathedral. The vote was unanimous, and the "Medley Tea" was inaugurated in the Cathedral on November 8, 2018 with 27 ladies and men in attendance. The December Tea saw 37 people attend, with several new members to the Cathedral, as well as people from the community.

Card tables are set up with tablecloths, and china cups and saucers used for a time of sharing, fellowship and laughter along with a few sweets. The ladies and men continue to be served by members of the Health Ministry Team. All are welcome on the first Thursday of each month.

#### Cathedral Visitors

Michele Leblanc leads 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 8 Cathedral Visitors on our team who meet with 30 parishioners on a regular basis based on the needs or wishes of the parishioner. 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 on the second Sunday of each month. Four nurses (retired or active) of the congregation assisted the Parish Nurse in a total of 188 blood pressure assessments for 10 months of the calendar year, an average of 19 clients per Sunday Clinic. Follow-up assessments and screenings are provided by the Parish Nurse in the office as needed. Abnormalities in blood pressures are flagged; advice is given regarding lifestyle and medication management; clients are encouraged to follow up with their physicians or Nurse Practitioners for further treatment. Many thanks to Marilyn Lewell, Michele LeBlanc, Kim Waugh and Rosalie Carr for their dedicated service.

The Parish Nurse assisted the Parish of St. Margaret's in holding four Blood Pressure Clinics this year. Fifty-seven blood pressure assessments were completed over the four Sundays, with an attendance ranging from 10-17 parishioners at each Clinic. A Blood Pressure Clinic was held at the Tuesday Morning Group in March of 2018 which served 13 individuals who attended the Coffee Hour.

#### Monday Morning Drop In

The Parish Nurse has been holding a Blood Pressure/Blood Glucose Screening Clinic in conjunction with the Monday Morning Drop In during the year. In 2018, 259 clients received blood pressure/blood glucose screening assessments and counselling. Many thanks are extended to Sandra Dewar (retired nurse) who continues to assist the Parish Nurse with the assessments when able.

#### Health Information Sessions

Two Health Information Sessions were held in the Cathedral in 2018. Growing Through Grief - How the Light Gets In was held on January 25, 2018 with Kathleen Snow and Cheryl Gibson (Parish Nurse, Brunswick Street Baptist Church) sharing in the presentation. Approximately 40 individuals attended the session from the Cathedral congregation, other churches and the general public. A session on Anxiety was offered by Dr. Rama Gupta Rogers in the Cathedral on November 8, 2018 and was equally well attended by 60 members of the congregation and public.

#### Yoga Fitness Classes

The Yoga Fitness classes have continued to promote whole body wellness in our congregation and extended community with a consistent group of participants totaling 332 for 2018. This is an increase in 45 from our numbers in 2017. The classes run Monday afternoons from 1:30 - 2:30 pm and consist of gentle exercises to increase flexibility in conjunction with

proper deep-breathing technique. Our gratitude is extended to Yoga Instructor Tammy Blyth for her continued leadership in this program.

#### Fit Club Classes

The Cathedral's Fit Club Classes ran well in 2018 with Instructor Monique Smith leading us in gentle muscle strengthening, balance exercises and cardio work. We are a small group of 6-10 participants from the Cathedral congregation and extended community. The classes are held every Tuesday afternoon from 1:30-2:30 pm. Numbers totaled 156 for 2018. All are welcome!

#### Safe Church

The Parish Nurse and Chair of Health Ministry Committee have continued to support the Safe Church Regulation as it relates to Parish Nursing and Health Ministry. We have been working as members of the Safe Church Team to complete the self-assessment questionnaire on Safe Church, as well as develop the job description for the Safe Church Officer. A St. John Ambulance 2-day course was organized by the Parish Nurse for staff and several members of the congregation (13 in total) in late June of 2018. This was completed in order to meet the Safe Church standard for CPR training for the Cathedral corporation.

#### Dementia Support Group

A new group was established in January of 2019 to support family and caregivers of loved ones living with Dementia. The group of 10 individuals from congregation and community plans to meet the third Thursday of each month in the Cathedral to confidentially support one another in conversation and prayer. The group is being facilitated by the Parish Nurse.

#### Parish Nurse Visits

The Parish Nurse continues to be busy with office visits, hospital visits, home visits, home communions, and visiting parishioners in Nursing Homes. In 2018, over 120 client visits were logged in the 12 month period (12 visits/month or 2-3 visits per week). This does not include impromptu office visits, telephone and email conversations, assessments and interventions. The Parish Nurse accompanied clients to physician visits, assisted clients and their families in transfer to Nursing Homes, worked with Social Development and health care provider agencies to enable our parishioners to remain in their homes, while attempting to meet their physical, mental or spiritual health needs.

#### Community Partnerships

In 2018 the Parish Nurse partnered with the Alzheimer's Society to facilitate the use of the Memorial Hall lounge. A support group for family members (who have lost a loved one to Alzheimer's) meets on a monthly basis on the third Thursday of the month in the Hall lounge.

I am grateful for the support from our congregation and to the members of the Parish Nurse and Health Ministry Committees for their support, direction and guidance. Thank you to Michele Leblanc, Marilyn Lewell, Carole Hines, Barb Toole, Janet Maston, Sally Dibblee and to our chair Chris Stevenson. I also wish to acknowledge the wonderful staff that I am honoured to work with - Dean Hall, Fran Miles, Hank Williams, Lou McKnight, David Drinkell and Kurt Schmidt. We make a great team doing His work!

Pure and genuine religion in the sight of God the Father means caring for orphans and widows in their distress and refusing to let the world corrupt you. - James 1:27

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

### **Mission and Outreach**

I give my thanks and appreciation to all the organizers and members of the Mission, Outreach and ACW committees who have so capably and freely given their time and energy to “love our neighbours” in the community, in the Diocese, in other parts of Canada and throughout the world.

The Mission Committee raises awareness about mission work and prayerfully and financially supports missionaries. They provide financial support to students at: Saint Hilda’s school and others in Belize, at the Bishop McAllister College in Uganda and at the Meija’s mission in South Africa. In January the Belize Mission team from the Cathedral had a very busy and successful trip to St. Hilda’s.

The Outreach Committee “opens their hearts to people in need” with the Monday Morning Outreach program, by organizing the Christmas Angel gifts, transporting food donations to the Food Bank, and sending volunteer teams to the Community Kitchen Saturday evening meal. They have initiated a process leading to the Cathedral participating as owners of a Housing First project providing homes for those in need.

Members from the Mission and Outreach teams continue to support the Weah-Gmah refugee family.

The Anglican Church Women (ACW) contributes to the spiritual enrichment and fellowship of church members and to the mission of faith beyond their immediate group. They support missions at home and abroad through their activities and programs as well as financially with funds raised by providing luncheon/receptions for diocesan and congregational events.

Respectfully submitted,  
Eric Hadley, Chair

### **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. A Belize Committee was formed in April 2018 and the report for this subcommittee is also attached.

During 2018, with the support of the dean, we organized activities related the goals of awareness, support and action. Examples follow:

#### Awareness

- 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.
- \$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.
- Shared prayer requests from all of our mission partners and prayed for them often.
- Provided a scholarship for a local student to attend the IVCF MarkEast conference.
- Offered financial support to the Weah-Gmah family to help pay off their travel loan and to assist with volunteer expenses associated with medical appointments in Halifax. We also prayed for the family and the volunteers that are continuing to help them.
- Endorsed the Belize committee's recommendation that \$1,000 be sent to St. Hilda's Anglican School for repairs and supplies twice during 2018.

### Action

- Agreed to form a joint Mission and Outreach Committee of Bishop and Chapter to provide mission and outreach services to the Cathedral Community and beyond. This Committee will meet at the call of the Chair or two times per year.
- Supported the Housing First proposal, which is partially an Archdeaconry effort with assistance also provided by the federal government.
- Continued to maintain 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.

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 2018, members included John Dos Santos, Gregg Finley (withdrew at the end of 2018), 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 in 2018.

Respectfully submitted,

Helen Sullivan, Missions Committee Secretary

### **Belize Missions**

Belize Missions Committee members are: Kelley Hall, Caryn Gunter, Rebecca Butler, and Carol Ann Melvin.

- Eight cathedral members spent a spiritually-fulfilling week in January 2018, volunteering at St. Hilda's Anglican School. They attended St. Hilda's Anglican Church and St. John Anglican Cathedral. The Belize Mission team brought a data projector, a video greeting from the youth group, letters from New Brunswick school children, and educational games. The team members taught small groups of students who needed extra academic assistance, ran activities, and supported the teachers. This mission further built the relationship between the cathedral and the school.
- During the mission, daily posts were made on the cathedral's web site and Facebook page. Also, three podcasts were sent out. One podcast was tweeted across Canada by the Anglican Church of Canada.

- During 2018, four high school students received scholarships (Jocelyn Herrera, Anique Hernandez, Paul Jones, and Jenniah Tillett). One university student received a scholarship (Paul Jones).
- A new Belize Mission committee was established in April, taking over the reins from Beverly Morell, who dedicated many years to the mission. The new committee meets monthly and emails St. Hilda's frequently.
- At Christmas, at the committee's request, the youth group sent a video to the school with Christmas wishes from the cathedral congregation.
- The committee is in regular contact with St. Hilda's through email and sent postcards last spring. The committee's goals are to further develop the relationship with the school, raise awareness of the mission within the cathedral, and raise funds for scholarships and school expenses.
- The committee has started to request donations for scholarship money for the students as well as funds to help the school. The committee will be more active in this task over the next few months.
- A fund-raising Dessert and Games Night will be held on February 17, 2019.
- An alumni dinner will be held on May 4, 2019.

Respectfully submitted,  
Carol Ann Melvin, Belize Missions

### **Anglican Church Women**

Purpose: Mission – beyond our community and in our community.

'Beyond' is student support at Bishop McAllister College in Uganda. Jennifer Griffiths contacts and corresponds with the girls. Enjoy Jennifer's report (below) on their progress and the glimpse into their lives:

The Cathedral ACW supports three students, with their fees and money for incidentals, who are attending Bishop McAllister College in Uganda: Mackline Akankwatsa, and Editor Nayebare who are now in Secondary 6; and Stecia Oshabe who is in Secondary 2. Stecia placed third in her class of 35.

School fees have gone up for 2019 to \$435/student and as the 2 girls are finishing Secondary 6, they will be writing government exams and there is a fee of \$50.00 to write the exam.

The girls regularly send us letters telling us about their lives at the College and at home. The students are each placed in one of the eight houses named for African animals. The houses compete in arts, music and athletics. It seems that Giraffe House is currently the leader! The girls also tell us about their home life and they spend summer holidays helping out at home with both the gardens and the houses.

I correspond with the girls, telling them about activities at the Cathedral and in Fredericton. They like to hear about our winter weather and the activities we can do outdoors in the colder times.

The ACW cheque is written to the Diocese, marked for Bishop McAllister College and the students' names are indicated. Support for the stipend of Canon Paul Jeffries, who has been such an influential builder and supporter of this private mixed school is also included in the cheque.

'Community' is our support to Monday Morning Coffee, Cathedral events and programs, Mothers' Union, Farraline Home, Diocesan ACW commitments, Easter and Christmas remembrances to shut-ins.

Revenue to support the missions comes from the hosting activity (also a mission of ministry) co-ordinated by the ACW Executive. We hosted receptions for funerals, Diocesan events, lunches for Synod meetings, significant birthday celebrations for long time loyal members of the Cathedral.

In the winter months, the afternoon speaker series continued. Special program “Celebrating Women-Making a Difference” was a highlight. Kathleen Snow spoke on the positive impact of Mothers’ Union especially in third world countries. Program quiz and social time with refreshments caused much happy talk among the 35 attendees.

On October 10, we hosted the Annual General Meeting for the York-Fredericton Deanery ACW groups.

November 25 as ACW Sunday. At the combined 10:00 am service, Mary Allwood, Lois Baker, Doris Norman received certificates from the Diocese, recognizing their long time and continuing active involvement in ACW. The continuous and warm applause from the congregation as the certificates were presented was an endorsement of our important role in the Cathedral community.

The 2018 Executive Committee was: Mary Allwood, Lois Baker, Jennifer Griffiths, Linda Lebens, Kathy McBride, Doris Norman, Janet Otorowski, Kaye Small, and Linda Waugh. We are so very grateful to the people of our Cathedral who respond to the calls to volunteer at the functions that we co-ordinate. The Holy Spirit is our guide as with humour, co-operation and care, the functions are efficiently carried out and meet the expectations of the guests.

Respectfully submitted,  
Kaye Small

### **Welcoming and Hospitality**

The committee plays a key role in contributing to a vibrant church community. Our purposeful welcoming and hospitality is one of the most important factors in the experience of first-time visitors and new congregation members as it can influence their decision to return and embrace Christ Church Cathedral as their church home. Genuinely welcoming newcomers is our testimonial and speaks to our collective character as a congregation in helping people experience God and grow in their faith.

The Committee leads a “welcoming and hospitality Initiative” that is accepted as a shared responsibility by Cathedral groups and individuals. It includes: a. Welcoming of first-time visitors and congregation newcomers to our worship services and providing information and encouragement to those searching for a church home as outlined in our Newcomer Welcome Initiative and b. Coordinating the efforts of those who provide and assist with congregation social gatherings. With three Sunday worship services offered (8am/10am/11:45 am), annual combined worship and congregational social gatherings provide an opportunity for newcomers and current congregation members alike to connect with each other.

Though the new Welcoming and Hospitality Committee was only officially formed in late September 2018, we organized the following 2018 gatherings with great assistance from many congregation volunteers. 2018 events included: February Annual Congregation Meeting and lunch, Maundy Thursday, Pentecost Sunday combined worship and lunch, July Bishops Ride and BBQ, September outdoor combined worship and community corn boil, November Reign of Christ combined worship and lunch, December Community Choral Sing and Christmas Sweets. Great attendance at all. Volunteers continue to be the key ingredient in our success and our goal for 2019 is to strengthen our Cathedral volunteer base.

Our Committee members include: Sandra Palmer, Fran Miles, Jane Hand, Diane Ramsay, Barbara Toole and Lynn Meehan as Chair. For 2019 we are currently seeking to add two additional members!

The New Cathedral Welcoming Initiative was introduced officially at each of the three Sunday services on December 16, 2018. It includes, Welcome and Thank-You signage outside the two Cathedral entrances, Welcome Table inside Cathedral, Welcome Newcomer Packages, Welcomer identification badges, extension of Dean's welcome message at beginning of each service, information sheets for Cathedral Greeters and Welcome volunteers and 1-2 Welcome Volunteers scheduled for each service. In early December we provided an informational session to the Cathedral Greeters, Bishop and Chapter Committee and other interested Cathedral congregation members which had 25+ in attendance. As of early January 2019 the new e-sign-up for Sunday Welcome volunteers was set up and the committee is inviting all interested congregation members to join our Sunday welcoming teams. Positive response to date, though we need to grow our volunteer teams in 2019.

As of the end of 2018, the committee had implemented five out of nine action items within the initiative. This important initiative is providing a wonderful atmosphere during Sundays and during our combined congregational events as well. Many positive comments have been received. Most importantly we are meeting many newcomers on Sundays, expressing their interest for a Church home. What could be more rewarding than hearing that? We continue to welcome your suggestions and ideas on how to grow this special and important initiative.

#### Coffee Time Following Services

##### 11:45 am Coffee Time

The 11:45 Coffee Hour teams continue to serve refreshments after the 11:45 service. At least 20-25 service-goers stay after the 11:45 Service for a time of fellowship and refreshment. This has been a real community builder, and is also a time to welcome newcomers into the Cathedral family. Many thanks to the nine ladies who offer this service, and for the gentlemen who faithfully bring the coffee out at the end of each service. Kathleen Snow leads and always welcomes new volunteers!

##### 8:00 am Coffee Time

The 8:00 am Coffee time continues to be a nice opportunity for the 8 am faithful to gather and visit with one another. From time to time there is also a newcomer joining. Various congregation members assist with this and is greatly appreciated by all. Volunteers always welcome!

Respectfully submitted,  
Lynn Meehan, Chair

#### **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 2018, 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. In early December the Greeter group met and welcomed Lynn Meehan, member of Bishop and Chapter and chair of the Welcoming and



Hospitality Committee. Lynn provided information on the Newcomer Welcoming Initiative and offered how the greeters can support this important initiative. The meeting also provided an opportunity for greeters to discuss areas of concern and interest.

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: Lois Baker and David Garland. Lois continues as an 8am regular and we are thankful for her many, many years of service as an usher/greeter. 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

### **Kitchen Committee**

The kitchen committee meets on the third Wednesday of each month excluding the summer. Committee members represent the Monday Morning Outreach, the Holy Joe's, Saturday Morning Breakfast Committee and the ACW.

The mandate of the kitchen committee is to ensure our facility is kept clean and that safe food handling practices are followed, as well as track kitchen usage by both cathedral members and outside groups and to replace or repair items as needed.

The committee has a kitchen manual which is filled out each time the kitchen is used. It contains a check list of duties to be completed as well as a place to report any problems or breakage. Butter pats and creamers are purchased by the kitchen committee for general use as well as cleaning supplies and dishwasher chemicals. Other purchases during the year have included a new electric can opener, two coffee pots, one of which can have 12 cups ready in a few minutes time. Repairs to the dishwasher were also completed, as it was not working to capacity.

A major purchase this year was a new commercial refrigerator and the cathedral also was the recipient of a generous gift of a gently used upright freezer. Two major cleanings of the kitchen were done in 2018. The Holy Joe's and the Breakfast committee undertook this in March followed by the ACW in September. Many thanks to all who help maintain, and keep our kitchen clean and running smoothly.

Respectfully submitted,  
Kathy McBride, Kitchen Committee Chair

### **Worship**

The Worship Committee Is comprised of the groups who carry out the many tasks throughout the year that assist the Clergy in conducting the services allowing the congregation to join together in the worship of God. Many people together and separately perform the many tasks that are necessary for the smooth operation of the services.

The verger carries out many tasks before during and after the service that assist the clergy in conducting the services and has worked hard to ensure that everything is prepared and ready for the many services throughout the year. He has found, particularly when there are

four services on a Sunday, the many tasks he needs to perform tiring and would like to set up a Vergers Guild so that others may help with the services.

The Sanctuary Guild ensures that the Cathedral vessels are cared for and ready for each service and five teams on a rotational schedule assume these duties. The flowers have been artistically arranged to adorn the building by Mary Pugh, Jane Percy and Wendy Brien.

Teams of parishioners take turns in welcoming us to the services, reading the lessons, leading the prayers of the people and administering the Eucharist. The assignments for these duties, except for the greeters, are arranged on Volunteer Spot. However, although this generally works well it does rely upon people to remember to sign up and this can result in spaces not covered. Readers usually get monthly reminders and Eucharistic Administrators occasional reminders. This is one area that we perhaps can improve.

This year the servers have increased in number and for the first time in about five years were installed by the Dean. We also have a new head server Caroline Vanicek. I would like to thank David Garland for his faithful service over the last years.

The Daily Offices are carried out every week day in the morning at 8:45am and evening at 4:45pm by both Clergy and lay people.

Lucy's Sewing Group continues to produce Fine Church Linens for both the Cathedral and by order for other Churches in New Brunswick.

In all of these groups there is certainly room for more people to volunteer and help and training will be supplied if needed.

The Music Director continues to refresh and improve the music offerings in the Cathedral and as may be seen from his report the Choirs are continuing to be challenged and provide the congregations with excellent settings for our services.

Joint services continue to integrate and bring our congregations together and this year the Worship Committee had input into the joint Service for Pentecost and the Carol Singing Event which were both favourably received. It is planned that further discussions will take place with regard to the Easter Services in 2019.

Respectfully submitted,  
K.W. Radford, Chair

## **The Verger**

The verger had a successful and productive year in 2019. Duties continued as they always do for services as well as the supervision of the tour guides. We had two excellent student guides, Emily Leavitt and Holden O'Donell, who worked for the months of July and August. Attendance by tourists seemed to be up in relation to last year. We made a tidy sum selling cathedral souvenirs which were supplied by Gail MacGillvray and overseen by the guides.

As of June 30, 2019, I will be retiring from the job as verger. I have indicated to members of the congregation that I will be leaving the post and encouraged anyone who is interested in taking it to come forward. As I write this no one has. This also includes the supervision of the guides. I will gladly teach the guides the tour as they have to be able to do it both official languages but I would prefer that someone else look after their supervision (pays sheets, Fredericton Tourism statistics, etc.). The only other plan, in the event that no one puts in for the job, is to organize a Vergers' Guild, similar to the altar guild whereby some members of the congregation will volunteer to cover services. Anyone who thinks this might be something they'd want to do can contact me at (506) 454-6967 or at <hen3ry at nbnet.nb.ca> or might speak to the Dean. I will gladly train them and can also look after the 10:00 a.m. service myself (as well as weddings and funerals) but help is needed with the other services.

It has been my pleasure to have been verger for the past 18 years and I thank all members of the cathedral for their continuing support in this very important ministry.

Respectfully submitted,  
Hank Williams, Verger

### **Cathedral Servers**

I assumed the role of Head Server in September 2018.

My responsibilities include scheduling the servers for the 10 a.m. Sunday worship service and occasionally for special occasions.

We currently have 6 regular servers who alternate duties of candle bearers, crucifer and credence, and our scheduling is running smoothly, however we could always use more recruits.

We feel blessed contributing to the worship service in this way.

Respectfully submitted,  
Caroline Vanicek, Head Server

### **Lucy's Sewing Group**

Lucy's sewing group is named after its founder, Lucy Mac Neil. It currently has six members: Flo Harvey, Diane Radford, Sarah Petite, Rita Cyr-Bonga and two consultants: Ann Dalzell and Jean Davies.

The group produces church linens for the various churches of New Brunswick, as well as Christ Church Cathedral. The group also offers to do minor repairs and occasionally replicas.

The linen fabric we work with is imported from the Ulster Weavers in Belfast, Ireland. It comes in 10-metre rolls and arrives by air transport. It is then unrolled, measured, overcast at both beginning and end, then washed, ironed and again rolled up to bring it to the Hall (it weighs about 6 pounds only). On our meeting day which is Friday from 10 a.m. to 12 noon, the prepared linen is then ready for cutting into what will become altar cloths ("fair linens"), credence cloths, veils, corporals, purificators. After hand-sewing the hems and embroidering the cross or crosses, 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 2018, we have made : one fair linen (altar cloth), one corporal, twenty-five purificators, 2 smaller purificators for home communion; we also made 3 replicas - we copied an old beautiful design on a new purificator, a copy of one pall and we made a new choir burse to replace an ancient one no longer usable.

New members are welcome. It is easier if you are familiar with needle and thread. We are in the lounge at Christ Church Cathedral Hall, 168 Church Street on Friday mornings from 10 to 12 noon.

Respectfully submitted,  
Rita Cyr-Bonga

### **Cathedral Prayer Chain**

Our Cathedral prayer chain continued its ongoing work of intercessory prayer in 2018. Last year we added two new members to the working group. During the year we responded to 51 original requests for prayer. This does not include the many updates and requests for further prayer work on original requests.

Since most of our communications with the members is by email, we can hardly call ourselves a "chain." It is more like a network and we might consider renaming ourselves accordingly. We receive requests in any fashion available, telephone, email, in person. A request is never refused.

The prayer chain members work very quietly and always behind the scenes in a strictly confidential manner. It is our joy to serve and minister to others in the name of the our Lord Jesus Christ in this way.

We want to especially thank our office administrator, Fran Miles, for her invaluable assistance on many occasions.

Respectfully submitted,  
Carolyn Howlett, Acting Prayer Coordinator

## **Director of Music**

As the present Director of Music's tenure of the post approaches three years, the Cathedral services will have worked through the complete three-year cycle of the Revised Common Lectionary. This means that a core repertoire has been worked out, most especially in the setting of psalms at the Eucharist. Other repertoire has similarly been chosen to reflect the needs of the Lectionary and, while there is no intention of letting things remain static, at least we now have a firm basis upon which to build.

A particular point which seemed to need addressing was a selection of choral settings for the BAS Eucharist. Although the BAS is now over 30 years old and the versions of the texts somewhat older than that, there is still a dearth of settings which are both sufficiently challenging to a choir and also easy enough on the ear to be acceptable to a congregation. While one or two settings have been identified as suitable (and will be brought into use over time), a number of adaptations from older services have also been made and proved successful in performance. A policy of singing *Gloria in excelsis* to the setting in David Hurd's *New Plainsong Mass* (Common Praise 686) on most occasions has been adhered to, this being accessible to both choir and congregation.

During 2018, the Cathedral Choir also took part in the Advent Carol concert at St. Paul's United Church and visited St. Anne's Court to sing carols. The Director of Music represented the Cathedral in a workshop and Evensong at St. Paul's, Rothesay, and gave a number of organ concerts around the Province, including two in Woodstock.

Keith Radford's idea for a Carol Singing event on 12 December proved to be a great success, attracting a large attendance, including many who were not members of our congregation but who were made to feel that the Cathedral is there for everyone. Similarly, the last Sunday in December being in 2018 a Fifth Sunday, the Dean's idea of a service of popular carols at 10.00 (rather than Matins) attracted many favourable comments. Both these events are worth keeping in forthcoming years.

The 11.45 Music Group has added a number of items to its repertoire and has picked up several new musicians on an occasional or permanent basis, thus relieving pressure on those already in the group and allowing flexibility in performance. The group provided the music for the service on Good Friday and this seemed to go down well. On this occasion, and on Christmas Eve, the active participation of younger members of the congregation was very valuable.

Much thought has been given to the provision of music at our occasional 10.30 joint services, with the object of drawing up liturgies and schemes of music in which congregation, choir and music group can all share.

Both Choir and Music Group are always on the look-out for recruits and members of the congregation who are interested in music and are urged prayerfully to consider joining in this form of ministry.

Our organ maintenance expert, Brian Evers, reports that, while the instrument is generally in good shape, wear and tear on certain components (mainly electrical and leather-work) are becoming more of a problem. It is reckoned that 40 years between major overhauls is a reasonable time and the last time that the organ received major attention was in 1981. We should therefore be beginning to think about significant work in the next few years, although there is no immediate cause for alarm!

The Director of Music is, as always, touched and grateful for the hard work put in by all the Cathedral musicians and for the many kind words and actions from the Dean and members of the congregation. It is a privilege to exercise the ministry of music in such a place.

Respectfully submitted,  
David Drinkell, Director of Music

## **Other**

### **Cathedral Matters**

The Cathedral Matters continue to meet every second Tuesday at the Cathedral Memorial Hall from 1:00 to 3:00 pm. We meet to rug hook items to sell in order to raise funds for the Cathedral Restoration Fund. The added bonus of the time we have together is fellowship, informal discussion on various topics and support for one another.

This year we again donated \$1,000 to the Fund by selling hooked items at the December Christmas Choice Craft sale in the Old Arts Building on the University of New Brunswick campus. Rug hooked items are also for sale from any of our members or from the glass case in the Foyer of the Cathedral Memorial Hall. The Matters are also willing to hook commission items.

Interested individuals are welcome to join us at any time. We supply the materials and patterns for the projects. If you know how to rug hook consider joining us or if you want to learn to hook we will help you learn this very simple craft/art form.

Members: Elizabeth Bastin, Diana Rayworth, Janet Otorowski, Diane Ramsey, Sandra Palmer, Mary Allwood, Helen Rufelds, Sandra Stewart, Treasurer and Doris Norman, Chair. For more information, please contact Doris Norman <danorman at nbnet.nb.ca> or call (506) 454-3855.

Respectfully submitted,  
Doris Norman, Chair

### **Evening Matters' Rug Hooking Guild**

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.

This non-profit group, created specifically for those who prefer evening activities, donates 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. This group is open to anyone interested in this gentle art and we encourage you to come give us a try!

Respectfully submitted,  
Kimberly Moore (506) 261-9303, facilitator  
Elizabeth Hubley (506) 206-0512, treasurer

Cathedral contact members:  
Doris Norman (506) 454-3855  
Mary Allwood (506) 459-7893

Members: Mary Allwood, Elizabeth Bastin, Rhonda Broad, Mary Grant, Jan Green, Elizabeth Hubley, Ute Lamb, Karen Matchett, Diane Melanson, Kimm Moore, Doris Norman, Christine Paton, Caroline Simpson, Joy Toole

### **Cathedral Quilters**

The Cathedral Quilters (which is quicker than "Tuesday Evening Branch ACW") meet Tuesdays and Thursdays in the Lounge to work on quilting projects. This year we quilted an I Spy quilt (a quilt that has a wide variety of picture fabrics so that the owner can "spy" a lobster or a cowboy hat and so on), two quilts that are variations on the traditional Log Cabin pattern, and a quilt made with primarily dog fabrics that we quilted with a pattern of dog bones!

We also custom-made two quilts; one was a baby quilt with a sailboat in the piecing, and the second was a twin-size quilt pieced with drapery fabric samples. Both recipients were delighted with the quilts.

We have six people who quilt with us. We enjoy the camaraderie and conversation as we work on the quilts.

The money raised through our activities mainly goes to support girls at the Bishop McAllister College. This year we chose to support a girl who is studying in Senior 5. Monic Tusiime has been successful in completing her O level exams and is now working toward her A level exams.

We always welcome anyone who wishes to see the projects we are working on, and would be happy to have quilters, both beginners and experienced join us.

Respectfully submitted,  
Jennifer Griffiths, Quilter

## Report of the Nominating Committee

The following are nominations to the positions indicated for the year 2019. Please refer to the Cathedral By-Law (ss. 5-18) which outlines:

- 1) 3 year terms of members of Bishop and Chapter begin 01 March
- 2) 3 year terms are renewable once by election
- 3) Unless by office otherwise engaged, members of the Chapter will chair a Chapter committee
- 4) A Nominating Committee shall be elected by the Annual Congregational Meeting

<b>X Bishop and Chapter</b>	
<b>Elect 3 (TWO) Only</b>	
	Catherine Macdonald (Worship)
	Sam Mayo (Mission/Outreach)

<b>X Nominating Committee</b>	
<b>Elect 3 (THREE) Only</b>	

<b>X Delegates to Synod</b>	
<b>Elect 2 (TWO)</b> if both are in Category 1; ordered by election	
<b>Elect 3 (THREE)</b> if at least one is in Category 2; ordered by election	
<b>Category 1</b> (age 36 and over) elect 2	
	Charles Ferris
	Tom Fetter
	Sally Dibblee
<b>Category 2</b> (age 16-35) elect 1	
	Emily Orr

Should there be more nominations than openings, an election shall be called and a revised version of this page will become the Ballot.

Delegates to Synod and their substitutes are selected by order of election.

Respectfully submitted,  
C. Schmidt, T. Fetter, G. Hall

Revised 22 February 2019



168 Dundonald Street, Suite 100  
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(506) 458 8326 TEL.  
(506) 458 9293 FAX.

February 5, 2019

Mr. Kevin Percy, Treasurer  
Christ Church Cathedral  
168 Church Street  
Fredericton, NB  
E3B 4C9

PRIVATE & CONFIDENTIAL

**Re: Financial Statement Review For The Year Ended December 31, 2018**

Dear Bishop and Chapter,

We have recently completed the review engagement of the Christ Church Cathedral financial statements for the year ended December 31, 2018. Our primary role as practitioners is to express a conclusion on the fair presentation of your financial statements. As part of our engagement, we learn about and document your accounting system and may note areas for improvement or other matters that should be brought to your attention. The most significant matters identified are attached as an appendix to this letter.

These comments are provided to assist you in your efforts to be accountable for the financial transactions of the organization and should not be interpreted to reflect on the integrity or skills of any employees or members. This is the second year that the organization has had an external review and we commend your organization for its commitment to increase accountability and transparency.

As with many registered charities, there is a need to continually improve and develop internal controls and other procedures necessary to safeguard its assets and to reduce the risk of fraud and error. This is especially important in situations where a significant number of volunteers are involved in the handling and reporting of cash transactions. Accountability is just as important for volunteers as for staff and best practices would include formal internal controls to protect the individuals and the organization.

We would like to take this opportunity to thank the Very Reverend Geoffrey Hall, Jim Morrell, Charles Ferris, Kevin Percy, Fran Miles, Ben Bourque, and Norma Jean Belyea for their assistance during the engagement.

If you require any further information, please do not hesitate to contact us.

Yours truly,

A handwritten signature in black ink that reads 'Kendra Patuel, CPA'.

Bringlo Feeney LLP



APPENDIX  
GENERAL ACCOUNTING AND MANAGEMENT RECOMMENDATIONS

**1.0 Restricted Gifts Policy**

The organization currently receives funds that may have a variety of conditions attached to the offering. These conditions are externally imposed and cannot be changed. The organization puts its registered charity status at risk if it does not comply with the conditions of the gift. These restrictions can be cumbersome to manage in perpetuity.

**Recommendation:**

We would recommend that the organization develop a restricted gifts policy that informs donors at the time they donate that gifts with conditions will only be acceptable if those conditions fall within what the organization is prepared to manage. These conditions may include a minimum offering amount prior to allowing restrictions to be placed on the use or limiting what type of restrictions are allowed. An example of common policy language is as follows:

*The Charity will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The Charity will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of our by-laws, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the Charity. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the gift acceptance committee of the Charity.*

**2.0 Restricted Fund Activity**

There is no established process for using the Restricted Fund. As a result, these fund balances will continue to grow while increased pressure is placed on securing sufficient unrestricted offerings to fund operations.

**Recommendation:**

We would recommend that, as part of the budget process, the funds available for restricted use be identified and allocated to eligible expenses. Relevant committees should be made aware of what funds are available for use. A tracking system separate from the Simply accounting system is required. This may involve having an excel spreadsheet listing the individual funds and amounts available for use. Anytime an eligible expense is incurred, these amounts should be entered into the tracking system in the individual restricted balances.

### 3.0 Offerings made for a specified purpose

There is a notable improvement in the past year where related expenses are matched to offerings made for a specified purpose. As a result, an increased number of offerings are appropriately recognized as revenue. However, this adjustment is completed at year end and does not provide a timely summary of expenses as they are incurred during the year. The organization should continue to match as many eligible expenses as possible to the specified offerings to free up unrestricted offerings for expenses not covered by restricted funds or specified offerings.

#### **Recommendation:**

We would recommend that each eligible expense incurred is matched to these specified offerings at the time an expense is incurred. For example, there is currently \$6,300 in funds specified for the purchase of Hymn and Bible books. When the organization purchases \$1,000 of these books, there will be two accounting entries to make as follows:

Account	Debit	Credit
5141 – Hymn Book expense	\$1,000	
1010 – Bank account		\$1,000
<i>To record the purchase and payment of books.</i>		
2565 – Hymn & Lit. Books, Bible Fund	\$1,000	
4661 – Designated Funds		\$1,000
<i>To record the use of specified funds for approved expense.</i>		

To ensure appropriate matching of expenses to specified offerings, the individuals approving the expense reports or signing the cheques need to record on the documents the appropriate account numbers to use. The bookkeeper can then make the appropriate authorized entries. We would be pleased to assist the bookkeeper at any time so they feel comfortable making these entries.

### 4.0 Chart of Accounts

The current chart of accounts has many similarly named accounts which can lead to confusion when allocating expenses to the appropriate categories. Other expenses allocated to various budget line items do not have their own expense account for tracking. As a result, the ability to compare current period results to budget items is limited.

#### **Recommendation:**

The Chart of Accounts should be reviewed by the Administration and Finance Committee and unused accounts be deleted. New accounts should be created only as needed to ensure appropriate allocation of expenses to budgeted items. We are encouraged that this process has started for the 2019 fiscal year.

### **5.0 Security and Accessibility of Financial Information**

The accounting records for both operations (Simply) and charitable receipts (Power Church) are stored with individuals with no back-up copies or a secondary person having access to the files. The accounting files are not secured with a password. There is a risk that these files could be accidentally corrupted, deleted or damaged leaving the organization without the necessary information to remain compliant with its Registered Charity status. There is also the risk that the individual may be unavailable to provide information in a timely manner.

#### **Recommendation:**

The accounting records should be stored securely in a password protected environment. The records should be backed-up on a routine basis and the back-up stored in a secure, secondary location. This will ensure that in the event of damaged records, the back-up records can be accessed to recreate the file as necessary.

# **Christ Church Cathedral**

## **Financial Statements** **December 31, 2018**

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## Christ Church Cathedral

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December 31, 2018

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## 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, 2018, 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

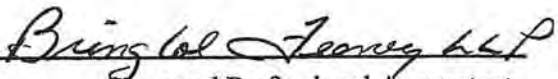
### *Basis for Qualified Conclusion*

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, 2018, 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  
February 11, 2019

  
Chartered Professional Accountants

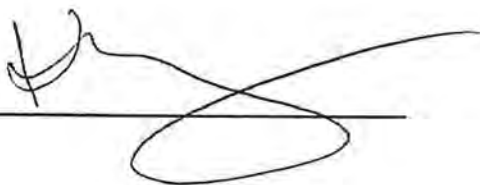


**Christ Church Cathedral**  
Statement of Financial Position  
As at December 31, 2018

	2018	2017 (Restated)
<b>ASSETS</b>		
Current		
Cash	\$ 137,119	\$ 85,339
Accounts receivable	9,500	7,448
Prepaid expenses	-	15,766
HST receivable	<u>20,020</u>	<u>14,348</u>
	166,639	122,901
Unrestricted investments (notes 3 and 9)	202,213	278,775
Restricted investments (notes 3, 4, 9)	1,161,738	1,116,650
Capital assets (note 5)	<u>2,340,230</u>	<u>2,348,738</u>
	<u>\$ 3,870,820</u>	<u>\$ 3,867,064</u>
<b>LIABILITIES</b>		
Current		
Accounts payable and accrued liabilities	\$ 22,662	\$ 5,801
Deferred contributions	<u>114,156</u>	<u>139,383</u>
	<u>136,818</u>	<u>145,184</u>
<b>FUND BALANCES</b>		
General fund (notes 9 and 10)	2,572,264	2,605,230
Restricted fund (notes 9 and 10)	<u>1,161,738</u>	<u>1,116,650</u>
	<u>3,734,002</u>	<u>3,721,880</u>
	<u>\$ 3,870,820</u>	<u>\$ 3,867,064</u>

Approved

Treasurer





**Christ Church Cathedral**  
Statement of Changes in Fund Balances  
Year ended December 31, 2018

	<u>General fund</u>	<u>Restricted fund</u>	<u>Total 2018</u>	<u>Total 2017 (Restated)</u>
Balance, opening				
As previously reported	\$ 2,397,492	\$ 1,317,015	\$ 3,714,507	\$ 3,626,379
Prior period adjustment (note 9)	14,140	(6,767)	7,373	-
Other equity adjustment (note 10)	193,598	(193,598)	-	-
As restated	2,605,230	1,116,650	3,721,880	3,626,379
Excess (deficiency) of revenues over expenditures	(32,966)	45,088	12,122	95,501
Balance, closing	<u>\$ 2,572,264</u>	<u>\$ 1,161,738</u>	<u>\$ 3,734,002</u>	<u>\$ 3,721,880</u>

**Christ Church Cathedral**Statement of Operations  
Year ended December 31, 2018

	2018 Budget	2018 Actual	2017 Actual (Restated)
<b>Revenues</b>			
Unrestricted offerings	\$ 565,527	\$ 507,326	\$ 556,193
Specified offerings	8,190	66,407	13,500
Unrestricted bequests	-	10,394	29,530
Unrestricted interest income (note 9)	13,500	13,123	26,322
Rental	5,000	14,511	1,460
Grants	34,500	29,000	26,000
	<u>626,717</u>	<u>640,761</u>	<u>653,005</u>
<b>Expenditures</b>			
Lay expenses	174,882	200,041	172,229
Property and buildings	90,200	119,101	119,148
Clergy expenses	101,471	106,407	102,211
Diocesan shared ministry expense	105,269	105,349	98,331
Finance and administration	103,600	71,013	63,039
Mission and outreach	23,600	39,455	14,738
Health and pastoral care	8,995	7,007	7,093
Flow through donations	-	6,208	6,852
Worship	14,000	6,024	9,810
Communications	4,000	4,287	72
Hospitality	5,000	3,610	4,860
Interest and bank charges	1,200	3,326	2,849
Christian formation	8,000	1,899	2,575
	<u>640,217</u>	<u>673,727</u>	<u>603,807</u>
Excess (deficiency) of revenues over expenditures from operations	(13,500)	(32,966)	49,198
Restricted fund activity (note 7)	<u>13,500</u>	<u>45,088</u>	<u>46,303</u>
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ 12,122</u>	<u>\$ 95,501</u>

**Christ Church Cathedral**Statement of Cash Flows  
Year ended December 31, 2018

	2018	2017 (Restated)
<b>Operating activities</b>		
Cash received from offerings	\$ 566,533	\$ 623,719
Cash received from grants	29,000	23,500
Cash received from rentals	14,511	1,460
Cash received from investments	48,626	60,182
Cash paid to employees and suppliers	<u>(630,409)</u>	<u>(600,099)</u>
	<u>28,261</u>	<u>108,762</u>
<b>Investing activities</b>		
Transfer from investments to operations	80,000	-
Purchase of investments	(48,626)	(551,111)
Purchase of capital assets	<u>(7,855)</u>	<u>-</u>
	<u>23,519</u>	<u>(551,111)</u>
Change in cash position	51,780	(442,349)
Cash, opening	<u>85,339</u>	<u>527,688</u>
Cash, closing	<u>\$ 137,119</u>	<u>\$ 85,339</u>

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## Christ Church Cathedral

Notes to Financial Statements

December 31, 2018

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### 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 accounting 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 where the donation is externally restricted by the donors, investment income is restricted on usage and offerings are restricted 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.

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**Christ Church Cathedral**

Notes to Financial Statements

December 31, 2018

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**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 2018, 3.5% interest was paid on the investments. 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, 2018

## 4. Investment fund - restricted

	Restricted principal	Available for restricted use	2018	2017
Mary L. Boyce Bequest	\$ 271,972	\$ 125,474	\$ 397,446	\$ 384,006
Ellen Burchell Trust	86,970	24,676	111,646	107,870
S. C. and Henrietta Gray Trust	30,000	-	30,000	30,000
Robin W. Gough Bequest - Fabric repairs	25,000	16,288	41,288	39,892
Minchin-Gordon Bequests	23,000	-	23,000	23,000
M. Kearney Odell Bequest	20,000	-	20,000	20,000
W.W. Boyce Gift	18,000	-	18,000	18,000
Margaret and Harold Hoyt Memorial	15,000	5,773	20,773	20,071
Assistant Minister's Fund	12,600	10,332	22,932	22,157
W. W. Boyce Bequest	10,000	4,836	14,836	14,334
John Maxwell Bequest	10,000	1,810	11,810	11,411
Rosalie Belyea Music Fund	5,000	4,074	9,074	8,767
Robin W. Gough Bequest - Choir music	5,000	3,258	8,258	7,978
Louisa Morris Bequest	2,675	-	2,675	2,675
Memorial Hall Restoration Fund	2,445	98,954	101,399	97,970
W. T. Raymond Bequest	2,406	-	2,406	2,406
John Harding Bequest	2,000	-	2,000	2,000
Jubilee Offerings	1,490	-	1,490	1,490
Charles Peters Trust	1,102	-	1,102	1,102
Archbishop and Mrs. Richardson Fund	1,000	5,257	6,257	6,046
Allan Wilmot Bequest	1,000	-	1,000	1,000
Neales Memorial	500	1,194	1,694	1,636
Goodspeed Memorial	500	726	1,226	1,184
Archdeacon Forsyth Trust	500	242	742	717
Sarah C. Forsyth Trust	500	242	742	717
Marguerite Elgee Trust	500	-	500	500
Ada Raymond Bequest	100	-	100	100
Cathedral Restoration Fund	-	309,342	309,342	289,621
	<u>\$ 549,260</u>	<u>\$ 612,478</u>	<u>\$ 1,161,738</u>	<u>\$ 1,116,650</u>

**Christ Church Cathedral**

Notes to Financial Statements

December 31, 2018

## 5. Capital assets

	2018		2017	
	Cost	Accumulated amortization	Net	Net
Land	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
Buildings	2,351,798	28,538	2,323,260	2,337,238
Equipment	17,855	4,385	13,470	8,000
	<u>\$ 2,373,153</u>	<u>\$ 32,923</u>	<u>\$ 2,340,230</u>	<u>\$ 2,348,738</u>
Land consists of:				
Cathedral	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Memorial Hall	1,000	-	1,000	1,000
Odell House	500	-	500	500
	<u>\$ 3,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>
Buildings consists of:				
Cathedral	\$ 1,987,798	\$ -	\$ 1,987,798	\$ 1,987,798
Memorial Hall	264,500	20,737	243,763	253,920
Odell House	99,500	7,801	91,699	95,520
	<u>\$ 2,351,798</u>	<u>\$ 28,538</u>	<u>\$ 2,323,260</u>	<u>\$ 2,337,238</u>

**Christ Church Cathedral**

Notes to Financial Statements

December 31, 2018

## 6. Property and building expenses

Property and building expenses for 2018:

	Cathedral	Memorial Hall	Odell House	General	Total
Fuel	\$ 36,450	\$ 26,697	\$ 6,170	\$ -	\$ 69,317
Repairs and maintenance	2,209	6,865	155	-	9,229
Amortization	-	10,157	3,821	2,385	16,363
Utilities	3,150	4,367	2,601	3,996	14,114
Ground care	-	-	-	5,936	5,936
Security	-	-	-	4,142	4,142
	<u>\$ 41,809</u>	<u>\$ 48,086</u>	<u>\$ 12,747</u>	<u>\$ 16,459</u>	<u>\$ 119,101</u>

Property and building expenses for 2017:

	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
	<u>\$ 41,033</u>	<u>\$ 46,769</u>	<u>\$ 14,595</u>	<u>\$ 16,751</u>	<u>\$ 119,148</u>



**Christ Church Cathedral**

Notes to Financial Statements

December 31, 2018

## 7. Restricted fund activity

	<u>2018</u>	<u>2017</u> (Restated)
Revenue		
Interest (note 9)	\$ 35,503	\$ 33,861
Offerings	9,585	12,442
	<u>45,088</u>	<u>46,303</u>
Expenditures	<u>-</u>	<u>-</u>
	<u>\$ 45,088</u>	<u>\$ 46,303</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. Prior period adjustment

The comparative figures have been retroactively restated to include \$7,373 of interest income earned on the unrestricted investments held by the Diocesan Synod of Fredericton which was not previously recorded. As a result, for 2017, unrestricted interest income increased from \$12,181 to \$19,554 and unrestricted investments increased from \$231,564 to \$238,937. The net impact of this adjustment increased the general fund balance by \$7,373.

In the prior year, the restricted fund included interest earned on restricted principal funds where that interest is to be used without restriction. This interest amount totalling \$6,767, is now recognized in the general fund in accordance with the applicable accounting standards. As a result, for 2017, unrestricted interest income increased from \$19,554 to \$26,322 and restricted interest income decreased from \$40,628 to \$33,861. The net impact of this adjustment increased the general fund balance by \$6,767 and decreased the restricted fund balance by \$6,767.

## 10. Other equity adjustment

The opening restricted fund balance for 2017 was reduced by \$193,598 and the general fund balance was increased by \$193,598 as the prior period statements erroneously included unrestricted funds in the restricted fund balance.

## 11. Comparative figures

Comparative figures were restated to conform to current year presentation.

## **PROJECT 2045**

### TERMS OF REFERENCE FOR A TASK FORCE THAT WILL PREPARE A REPORT WITH RECOMMENDATIONS REGARDING A NEW FUTURE FOR CHRIST CHURCH CATHEDRAL AND MEMORIAL HALL

January 19, 2019

#### OVERVIEW AND PURPOSE

Bishop and Chapter of Christ Church Cathedral, on behalf of the congregation, is the owner of three properties: Christ Church Cathedral (in shared ownership with the Bishop of Fredericton), Memorial Hall and the former deanery, now called Odell House. In December the Chapter decided to sell Odell House, and that process has begun.

With the approval of Bishop David Edwards, the Chapter is now beginning a process that will lead to important and far-reaching decisions respecting the role and importance of the Cathedral and Memorial Hall in relation to future congregational ministries, and the congregation's spiritual and operational needs. **Project 2045** is being created to symbolically set our hearts and our minds solidly on the future. Bishop John Medley began construction of the Cathedral in 1845. As we look ahead to 2045 and the 200<sup>th</sup> anniversary of the date the cornerstone was laid, we are now asking **“What can we do now to be sure that those who follow us will have the best opportunity to continue to proclaim the Gospel?”** and **“What will the Cathedral structure and congregational ministry look like, what worship services and other events will be held there and what other needs will it meet in the year 2045?”**

To help us answer these questions **a special task force is being formed to prepare a report that will recommend to Bishop and Chapter the changes that need to be made to our facilities and properties so that in 2045 (a.) we will be a sustainably healthy, vibrant, growing and mission-focused congregation and (b.) the Cathedral itself is structurally sound and continues to serve as the ‘Mother Church’ of the diocese and as an iconic resource to our community. The task force’s report and recommendations will focus on what needs to be done and why. The primary focus will be on future uses of the Cathedral and our hall in relation to our need for worship, church ministries, fellowship and operational/administrative space. A secondary, but nevertheless important, focus will be on community use of our facilities.**

#### METHODOLOGY

The Task Force is empowered to and will be expected to:

- choose its own chairperson(s) and meeting schedule
- review previous committee work and reports related to our properties
- meet with the Executive Committee of Bishop and Chapter at the outset of its work to ask questions and be updated on related matters

- examine various trends within the Cathedral congregational and make educated projections as to future probabilities (eg those related to financial giving, membership, demographics, congregational ministries, facility and space usage, building maintenance, etc.)
- look into innovative ways other church congregations are meeting their property-related needs, and determine their applicability to our situation
- engage the congregation and allow all members an opportunity to express their suggestions, ideas, comments and opinions
- have discussions with City of Fredericton officials regarding how the Cathedral and its adjacent properties relate to the city's plans to 2045
- involve and/or have discussions with other individuals and groups who have knowledge of, or interest in, these two buildings (eg architects and engineers, property managers and property developers, the heritage community, east-end neighbours who live near the Cathedral, etc.)
- keep Bishop David Edwards informed if he is unable to attend all meetings
- report to Bishop and Chapter at its request or as would be helpful for the committee
- finish and submit its report by October 31, 2020 so that it can be reviewed by Bishop and Chapter, and eventually discussed at the annual meeting in February 2020 and/or at a special congregational meeting

#### MEMBERSHIP

**Task Force members will be Bishop David Edwards, Dean Geoffrey Hall, Melissa Dawe, Kaye Small, Tom Christie, Mark Gunter and Bill Jones.**

The Task Force is encouraged and empowered to add or involve additional ex-officio members as they see the need – either people from within the congregation or external to it. For example, the Task Force may wish to consult people who have experience and knowledge in church property-related matters. These kinds of individuals could provide useful information, and even save the task force considerable time, if they were to join the group for part or all of its deliberations.

*Approved by motion of Bishop and Chapter on January 21, 2019.*

**CONSTITUTION OF THE DIOCESAN SYNOD OF FREDERICTON**

- 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. [Note: this term limit comes into effect for Synod lay delegates/substitutes elected at parish annual meetings beginning in 2019.]
- 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.

7 November, 2017

### **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

**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 Cathedral Nominating Committee
- (1) to assist the Cathedral to identify and elect lay leaders to serve the Cathedral.
  - (2) The Nominating Committee shall comprise the Dean and three lay persons.
  - (3) Pursuant to s.63 (c) the Cathedral Congregation, on the recommendation of the Chapter, shall elect the lay members of the Nominating Committee at the Cathedral Annual Meeting.
  - (4) Notwithstanding s.8(3), the Annual Congregational Meeting may accept additional nominations for Nominating Committee lay membership.

- (5) The Nominating Committee shall elect one of its lay members to serve as Chair within 30 days.
  - (6) The Cathedral Congregation 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.
9. Bishop's appointments
- (1) 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.
  - (2) 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 recommended by the Nominating Committee.
  - (3) 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.
10. Nominations
- (1) 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.
  - (2) Any person qualified to vote and present at the Annual Congregational Meeting may nominate an eligible person to serve as a lay member of the Chapter.
11. 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.
12. In addition to its function regarding Chapter membership, the Nominating Committee may also assist the Chapter in identifying persons to serve on Chapter Committees, task groups and other elected or appointed Cathedral functions.
13. The Chair of the Annual Congregational Meeting shall confirm that each nominee has consented to have her/his name placed in nomination.

#### **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
    - (vi) the original principal amount,
    - (vii) the income earned during the year,
    - (viii) the amount and source of any additions to the principal during the year
    - (ix) the amount of accrued income, if any, and
    - (x) 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) pursuant to s. 8, elect, by a plurality of votes, the lay members of the Cathedral Nominating Committee;
  - (d) 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,
  - (e) receive and approve or amend the budget proposed by the Chapter for the current year, and
  - (f) 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 January 1, 2019.
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 19, 2018 and  
Approved by the Bishop of Fredericton on February 06, 2019

A handwritten signature in cursive script that reads "Daniel Fredericton". The signature is written in dark ink and is centered on the page.

## **Outreach Committee**

This past year welcomed approximately the same number (1,000) of visitors as we did in 2017. We have noticed a change in the visitors who come. Some come and participate fully, some come for voucher day only, and some come to help with the set up and clean up.

The use of the Community Clinic on King Street has meant that some don't come to us as frequently. The visitors did appreciate the fact that we kept the "voucher day" once a month for the summer. Not only do they appreciate the vouchers, but they value the contact with our volunteers. We welcomed approximately 40 at each of the summer meetings.

Some of the visitors help us with set up and clean up, but we have an impressive array of volunteers(15) who come to help us with preparing the food, cleaning the dishes and kitchen, playing music, sorting clothes, and listening to the visitors.

December 17th was the annual Christmas Party. 63 visitors came. There were fewer at the party than in past years. The extra 22 gift bags were donated to the men's shelter and to Transition House. We continue to receive assistance from members of the Cathedral, members of other churches and members from the community.

The ACW helps with the first Monday of each month. Individuals assist us with the second Monday. The New Maryland United Church helps on the 3rd Monday, and St. Margaret's Anglican Church contributes to the 4th Monday. Canon Patricia Drummond conducts a Bible study each week which is attended by visitors and helpers. Kathleen Snow comes to help the visitors with health issues. Our volunteer musicians continue to provide a delightful background for a relaxing, enjoyable Monday start to the week. They are: Bob Delong, George Rowe, and Marc Schneider.

The Christmas Angel tree provided gifts for 60 children whose needs had been identified by the Greener Village food bank. Cash donations for the needy (\$2,100) were divided equally between the transition house, the emergency shelter, and the community kitchen. Bags of non-perishables were delivered to the food bank year round. Four teams of Cathedral members work the supper shift on Saturdays at the community kitchen. Approximately 40 are involved with the rotating teams.

Some supplies were donated to the Bishop's Court shelter as well as the shelter set up by St. Mary's First Nation.

I would like to thank - on behalf of the volunteers and the visitors - Ann Deveau and Doug Milander for their dedication to each of the projects and events listed above. They are role models for our visitors and supports for all of us who volunteers. Monday Outreach is a happy way to start the week! Anyone who wishes to join us will be greeted with joy.

Thank-you to each of you.

Penny K. Ericson, Chair