



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

ANNUAL REPORT FOR THE YEAR 2019

**For Presentation to the
Annual Congregational Meeting
Scheduled for
23 February 2020**

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The Five Marks of Mission

An important statement on mission which expresses the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission.

WHEN YOU...

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

...YOU ARE LIVING THE MARKS OF MISSION



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

anglican.ca/marks

The Corporation of the Bishop and Chapter of Christ Church Cathedral, Fredericton NB

as at 31 January 2020

Bishop and Chapter

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

Mr. James Morell (C2-2), Chair	The Ven. Wandlyn Snelgrove, Archdeacon
Mr. Kevin Percy (B2-1)	Treasurer
Ms. Janet Mahar	Secretary
Canon Charles Ferris (B1-3), Vice-Chair	Finance and Administration
Mr. John McGarry (C1-2)	Buildings and Property
Ms. Catherine Macdonald (C1-1)	Worship
Mr. Samuel Mayo (C1-1)	Mission/Outreach
Ms. Sally Dibblee (C1-3)	Health and Pastoral Care
Ms. Lynn Meehan (B1-2)	Welcoming and Hospitality
Mrs. Gail MacGillivray (C2-2)	Communications
Mrs. Bonnie Greenwood (B2-1)	Christian Formation

Mr. John Macaulay, 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
Mr. Tom Fetter
Ms. Emily Orr (Youth)

Substitute Delegates to Synod

Ms. Janet Mahar
Canon Charles Ferris

Notice of Meeting

The Congregational Annual Meeting of Christ Church Cathedral, Fredericton NB, will be held at the Cathedral Memorial Hall on Sunday, 23 February 2020 at 1:00 p.m.

All members of the Cathedral are urged to be present.

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 24, 2019 Congregational Annual Meeting
3. Reports
 - a. Treasurer's Report
 - b. 2020 Financial Statements and Report
 - c. Bishop and Chapter
Lay Chair
Committees
 - d. Dean of Fredericton
4. Report of Project 2045
5. Presentation and adoption of 2020 Budget
6. Greetings
7. Elections:
 - a. Bishop and Chapter
 - b. Nominating Committee
 - c. Lay Delegates and Substitutes to Synod
8. Adjournment and close



David Drinkell Memorial Recital
Wilmot United Church
February 23rd 2020
3:00 p.m.
Fredericton Organist's Association
Proceeds towards a scholarship in memory of David Drinkell



The Lenten Retreat will be offered twice (same content) and will feature teaching from Bishop David Edwards.
Preregistration is required - **nb.anglican.ca**
Overnight - \$105
Overnight (double occupancy) - \$155 per couple
Commuter - \$55
Information, contact Shawn C. Branch or Cheryl Jacobs

**Minutes (31 January 2020 DRAFT)
Annual Congregational Meeting
Christ Church Cathedral Memorial Hall
February 24, 2019 at 1:00 PM**

The meeting was called to order and opened with prayer by Dean Geoffrey Hall at 1:00 PM with 76 in attendance. Outgoing Bishop & Chapter members Keith Radford and Eric Hadley were thanked for their service, and it was noted that Bonnie Greenwood has been appointed to the Chapter by the Bishop. A new treasurer is needed, although Kevin Percy will continue as treasurer on an interim basis.

Minutes of Annual Congregational Meeting of February 25, 2018

MOTION (C Brander/M Lewell) to accept. CARRIED.

REPORTS

Bishop and Chapter: Lay Chair Jim Morell began by thanking everyone for their prayers for his recent surgery and expressing his satisfaction with the past year working with Bishop & Chapter. He discussed several of the challenges facing the Cathedral, notably congregational size and age demographics, finances, and facilities. He encouraged the use of both e-offering and proportional giving to help with the finances. The Cathedral, the Hall, and O'Dell House are all aging and need significant work in the near future. Thanks were offered to Carole and Michael Hines for their work in caring for O'Dell House, which is being offered for sale this spring. A committee has been formed to examine the various options for dealing with our facilities. The heritage aspect was mentioned by Peter Pacey, specifically concerning ODell House and whether a charitable heritage group might be found to purchase it before it went to market. Building and Property chair John McGarry indicated that the option has been considered and allowed for, but time is running out for such a group to come forward before we must proceed.

Dean of Fredericton: Geoffrey Hall presented his report, focusing on the tendency to complicate the simple and oversimplify the complicated. Stewardship and giving is a simple concept which has been made complicated in practice; we must simply do what is necessary, even if it is difficult. On the other hand, buildings and young families are complicated issues which we tend to oversimplify. Culture has changed around us, and our ministries have not changed to accommodate this.

Chapter Committees: The chairs of each Chapter committee gave a presentation on their committee, accomplishments of the past year, and plans for next year. Members of each committee were recognized for their contributions. Peter Jacobs, while not serving on a committee, was specifically recognized for his many and varied contributions.

Motion (C Jacobs/W Turney): To accept the reports by the Dean, the Lay Chair of Bishop and Chapter, and Chapter committee chairs. CARRIED

Presentation of 2018 Financial statements and Treasurer's report: Treasurer Kevin Percy presented his report, making note of the appearance of loss of revenue caused by the reinvestment of interest income back into the DCIF account, as per recommendation.

Bringloe-Feeney LLP – review engagement: Accountant Kendra Patrick presented the results of the review engagement on behalf of Bringloe-Feeney LLP, first expressing her pleasure at working with an organization that takes its financial responsibilities seriously and works hard to use funds properly and as intended. 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. We finished the year with an approximately \$33,000 deficit, contrasting with the roughly \$49,000 surplus in 2017. While the significant deficit is concerning, so long as a deficit does not become an annual trend, it is not yet cause for alarm. It was noted that note 7 on page 10 of the Review Engagement did not show any expenditures from restricted funds. The explanation was given that the decision was made, following the Stevenson/Eddy report, not to spend restricted funds until we are more confident of the details of the various restrictions. It is expected that those funds will start to be spent in 2019; it was pointed out that failing to follow conditions placed on donations, gifts, and bequests can result in the loss of charitable status. Ms. Patrick thanked Norma Jean Belyea, Ben Bourque, and Fran Miles for their excellent work at record-keeping; she further thanked Chapter Executive Committee for their help in finding information and answering questions. She concluded by praising the culture of transparency and accountability found at the Cathedral.

Motion (A Deveau/M LeBlanc): To accept the 2018 Treasurer's report, financial statements, and review engagement report. CARRIED.

Presentation of the 2018 budget: Treasurer Kevin Percy presented the draft budget for 2018, which is a balanced budget. He began by thanking Ben Bourque, Norma Jean Belyea, and Fran Miles for their work with the accounting and Bishop & Chapter and the Executive Committee for their support. Budget lines have been made to match the lines in the Review Engagement for comparison purposes; it was noted that the calculations for depreciation have been included in Buildings & Property this year. It was pointed out that, as the tour guide grant from the city will be less this year, the grant budget line should read \$16,000 instead of \$17,000. Budgeted expenses have been minimized by all committees; projected revenues are realistically optimistic. As the budgeted revenues were still more than \$75,000 less than budgeted expenses, an additional revenue budget line was added to point out the steep increase needed in revenues (mostly expected to come from offerings) in order to balance the budget this year.

Motion (C Ferris/Catherine MacDonald): To approve the 2019 budget as presented. CARRIED.

ELECTIONS

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

Catherine MacDonald – Worship
Sam Mayo – Mission/Outreach

Lay Delegates and Substitutes to Synod: Cheryl Jacobs, Kirsten McKnight, and Michelle LeBlanc were appointed scrutineers. Gail MacGillivray moved that nominations from the floor should cease. As there was only one youth nominee, Emily Orr was elected by acclamation; there will be no substitute youth delegate this year. The results of the voting for

non-youth delegates were published in the March 3rd bulletin – Sally Dibblee and Tom Fetter were elected delegates, and Janet Mahar and Charles Ferris were elected as substitutes.

Nominating Committee: It was noted that the nominating committee is now a committee of the congregation, not of Bishop and Chapter, and is to be comprised of the Dean and three elected lay members. Kurt Schmidt, Gwen Davies, and Helen Sullivan were nominated from the floor. Bill Turney moved that nominations from the floor should cease. All three nominees were elected by acclamation.

GREETINGS

Motion (B Greenwood/Carol MacDonald): To send greetings to Diocesan Bishop David Edwards and retired Bishops Lemmon, Hockin, and Miller. CARRIED.

Welcome and Hospitality Chair Lynn Meehan ended the meeting by giving out door prizes of passes for various local attractions, including King's Landing, the Aquatic Centre, Fredericton Regional Museum, Beaverbrook Art Gallery, and Maxwell's Tea at the Crowne Plaza.

The meeting closed with the Grace at 3:39 PM.

Respectfully submitted,
Janet Mahar, Secretary

Draft (29 January 2020)

Minutes Congregational Meeting (Project 2045) Christ Church Cathedral November 10, 2019 at 2:00 PM

The meeting was called to order and opened with prayer by Dean Geoffrey Hall at 2:00 pm with approximately 50 in attendance.

Project 2045 chair Melissa Dawe presented the current findings and recommendations regarding use of the Hall and Cathedral. A summary handout was given, requesting email feedback from the congregation. After the presentation, those in attendance were divided into focus groups to assess the Project's recommendations and give immediate feedback.

There was general, but cautious, support for the two recommendations of Project 2045 – divesting of the Hall and moving toward changes to the Cathedral's interior to better meet congregational and community needs. It was acknowledged that it is not possible on this topic to please everyone, and that these are significant changes being discussed, which will naturally be difficult to adjust to for some.

The conclusion of this meeting was that we, as a congregation, will need to agree to disagree on many things and move forward in love, not division, regardless of what decisions are made in the end.

The Dean closed the meeting with prayer at 3:53 PM.

Respectfully submitted,
Janet Mahar

OFFICER REPORTS

The Dean of Fredericton

Each year I intentionally wait to see a majority of the report offerings for our Annual before I put pen to paper. That's not just procrastination, but perhaps keeps me from simply reiterating much of what is already being said – and said quite well, I might add! Thanks to all who took the time to help make this report capture the significance of the past year.

Our Context and the Status Quo

The turn of every year brings with it the usual need for maintaining the status quo. The term "status quo" has a negative connotation for most ears as it's interpreted to mean that nothing changes, same old same old, no life, no "newness." But for the Church, status quo is in many ways good news and a huge undertaking. We all, maybe too easily, take one another for granted. What we think of as "givens" actually require huge effort, often by a few, as statistically 10% of any organization provide 90%. Mentioning the many always risks missing the one. However, just some examples include all those who volunteer of their time to maintain events and activities so important to who we are as we all too easily just expect they will continue: various worship ministries both obvious and behind the scenes, outreach and mission initiatives, daily prayer in the historic church we maintain as a symbol of the very presence of God in the wider community, ministries of care for one another, Saturday breakfasts, special events, studies and many social interactions. The list is, of course far longer than this, represented best by the reports we've made here, faithfully and willingly.

While our times may very well eventually be recorded in history as ones with some of the highest ever standards of living, convenience and lifestyle, that brings with it unique challenges. Our level of "living" also become status quo and with that distinction, we forget to be appropriately thankful. Ironically, it makes the times in which we live marked by an incredible degree of uncertainty. While environmentalists continue to issue warnings about danger created by decades of the abuse of the natural environment, we're only now coming to realize all of that fuels the lifestyle we enjoy. The Church too is sounding survivalist alarms on another front.

The headline in the Anglican Journal January 2020 issue – "Gone by 2040" – with unfortunate tendencies suffered by the media, will be perhaps the only message many will hear. Reading beyond the front page gives the more thoughtful and necessary full story about the issues facing the church – they are no less complex than those facing the rest of the world. How do we respond faithfully to challenges without becoming cynical, selfish or just giving up? These may be the more important questions.



One woman in her senior years told me recently that none of "it" is of any concern to her and that her only hope is that there's a church around to bury her. Younger generations (and society as a whole) don't seem to have the Church on the radar at all. The current culture, we might suspect by observation alone, is oblivious to a moral fabric and value system that would simply cease to exist in a churchless society. Statistically, those who staff our soup kitchens, shelters and social programs are people who also practice religious faith. It's worthwhile pondering the connection. And while I'm committed to my own perspective and willing to confess to a certain unwillingness to change, I

expect these days I'm sounding a lot more like my grandparents lately – "Kids! What's the matter with kids today?"

We can draw statistical graphs and extend resulting lines well into the future, charting sure and certain doom and decline as the certain change. None of those conclusions are certain. There are many, many factors involved. A recent article in a local newspaper shared the prediction that most of downtown Fredericton will be under water by 2050. It seems now, that too is yesterday's news, having provided the wow factor impact for at least one day's edition of that particular publication.

Living in the Present, Looking to the Future

It seems to me that the best any of us can do is to be faithful in witness, now. Perhaps we need to be more careful about intentionally not just delivering our current list of problems to a future generation. But is there anything we can practically do to guarantee Christ Church Cathedral will be healthy and viable for decades to come? No more, I might suggest, than what our fore bearers successfully delivered to us. Taking one step at a time, making the very best decisions we can, towards the future God lays, and will lay, before us. What is that? we'll need to ask. Science tells us that the best indicator of the future is found by applying "laws" proven in the past. Theories become laws when it's been determined they "always" apply. As people of faith, one obvious record of law is Holy Scripture. If we believe ourselves hard-pressed, struggling or challenged in the high calling of shining Gospel light in a sometimes very dark world, we need only to read a few pages from the biblical testimony of Christian faith. Maintaining faith is not for the uncommitted. Standing for justice, fairness and the dignity of all is no easy road. Loving neighbour as self is difficult. Fighting the battle against all that would pull down Christ's Church is hard work and always has been. There are no guarantees. Living in a world that pushes back isn't new. Ironically, reflections on the past tell us that the Church has been at its best during times it was most under duress. Let's be resolved in our efforts not to take one another for granted.

The Dean's Priorities

During most given weeks, far more presents itself to be done than any one individual could hope to accomplish. I'm very conscious that the many ministries of the Cathedral and, their comprehensiveness, is only possible with the dedicated help of members of staff and the many, many willing volunteers who step up when it matters. In my role, my approach is to set priorities based first on my calling to priesthood. That is, in fact, what is meant by being in "ordered ministry." Those decisions are always difficult to make. Routinely, in order of importance they are: 1) pastoral needs, especially emergencies; 2) worship and preaching; 3) administration necessary for ongoing operations as smooth and crisis-free as possible. This year in the role of Dean I have, to the best of my ability, attended to customary clerical duties as outlined in our own diocese's expectations of an incumbent priest (Directive 8.2 The Parish Priest) and the requirements of the Canon Law to which we ascribe. Providing general support and encouragement for members of staff, including annual reviews for each, were completed.. I continue to give special attention to our efforts in communication, being convinced that our official messages need to be honest and accurate, and have significant impact on our image in the local community and beyond. As the Church witnessing to the proclamation of the Gospel of Christ, communication is central to our reason for existence. I keep a constant eye on worship duty schedules and fill gaps where necessary to ensure consistency. See "From the Registers" for an account of our worship activity.

Potential for the Future

I might first offer a reminder of areas I've named as important in previous reports. While the work is never done and there is always room for improvement, you'll agree we've made good progress with many of these.

2017 - 1) Christian formation; 2) Hospitality, welcoming and invitation

2018 - 1) Invitation and welcoming 2) Stewardship

2019 - 1) Stewardship; 2) Ministry with young families; 3) Focus on facilities

While there seems to be significant angst among some regarding the current state of our facilities, especially the Memorial Hall, it is worth noting that maintaining the Memorial Hall represents only about 6% of our total annual operating budget. Yes it is an expense, but it also facilitates the majority of our Monday to Saturday ministry and provides public space for our community, most of which, if discontinued, would be a sure and certain death blow to the vitality of our congregation. There are undoubtedly good decisions that can be made now about our properties. I encourage and support their consideration and our taking action on them.

However, if the Holy Spirit is speaking, we require a comfortable level of consensus that these are good long term decisions, stabilizing our future, and bettering our ability to function efficiently both now and tomorrow.



If planning for the future is the goal, (and I suggest it always needs to be), perhaps giving serious consideration to what will provide solid return on long term investment is what's most needed. Some options come to mind, and over the next twelve months it is my intention, with the help of others, to endeavor to bring action and attention to them.

1) A Greener Church

The Fifth Mark of Mission of the Anglican Communion and Anglican Church of Canada is: "to strive to safeguard the integrity of creation and sustain and renew the life of the earth." A visible expression of the fifth mark both "with our lips and in our lives" holds potential for being a significant witness in our times and to the community of which we are a part. Are we being responsible consumers of energy? Are we heating responsibly? Newer, more economical and environmentally friendly technologies for the Cathedral itself could just as easily be considered the logical place to begin. While operating the Memorial Hall represents about 6% of our total budget, heating and routine maintenance of the Cathedral represents over 7%. Reducing dependence on fossil fuels – reducing our carbon footprint – would be a step toward being greener, becoming valuable example, and addressing longer-term budget concerns. While an up front investment would be needed, we could see significant long-term payback in more ways than a few. Having replaced most of our Cathedral lighting to LED, we've reduced electricity consumption considerably. (Thanks Ken Howlett!)

2) Planned Giving

Planned giving is also known as "legacy giving." It enables philanthropic individuals to make larger gifts to the charities that matter to them than they could make from ordinary income. Planned giving means doing more not only now, but also after death, by involving a charity in estate planning. By leveraging financial management tools with little or no impact on

personal day to day budgets, with the church as the beneficiary, assets can be secured to fund ministry well into the future. Exploring opportunities to encourage and facilitate planned giving in our congregation is an example of assuring the provision of future ministry and providing solid financial planning for the long term.

3) Caring for One Another

A term I've found useful, succinct, and descriptive, referring to ministry in healthy congregations is "inreach." We're all very aware of the importance of "outreach," but outreach is only possible when we also effectively reach "in" and care for one another. The inreach task, customarily called "pastoral ministry" by the church, is traditionally the domain of "the pastor." That assumption has been and still is worth challenging. We now have excellent programmes of care through our health ministry – helping hands, Cathedral visitors and hospital visitors. Home visitation is not, to date, a ministry of the Cathedral to which others have been invited. If the unspoken expectation, while ideal, is that the Dean, single handedly and regularly visits all homes, the difficulty is the number of months required to accomplish it. A little simple math will reveal that a group of 10 home visitors, doing two visits a month, could complete the task of visiting 240 households inside of one year. That in no way suggests that the Dean does not visit, but would aid meeting a goal that "the Cathedral" needs to be in personal contact with it's membership. We do care. One personal contact from the Cathedral per year might be a minimum standard for which to strive? Positives of such an effort would include: building and better maintaining relationships, more effective communication, a congregation intentionally caring for itself – coordinated and planned "inreach." Providing training, preparation and regular debriefing should all be considered part of equipping and supporting those called to such a ministry.

Suggested resources:

Peel, Donald, *"The Ministry of Listening,"* Anglican Book Centre, 2006

Stone, Howard, *"The Caring Church,"* Fortress Press, 1991

Acknowledgments and thanks

In January we welcomed Thomas Gonder to Cathedral Staff as Director of Music. We're looking forward to his becoming one of us and to his offering his gifts and expertise to further the ministry of worship and music of Christ Church Cathedral and the in the wider community.

Our prayers for Elspeth Drinkell as she continues to mourn her loss as we continue to mourn ours. Lest David Drinkell be soon forgotten we acknowledge his uniquely gifted contribution to our ministry and pray that he rest in peace.

We appreciate the contributions made by officers and members of Bishop and Chapter, those continuing terms and those outgoing, especially John McGarry who has given his resignation. Thanks also to those who have agreed to let their names stand for election. As always, thanks to members of Staff for their dedication.

With the effort of many we continue becoming who we are. We are the Body of Christ. May the peace of God which passes all understanding keep your hearts and minds in the love of God and of his Son, Jesus Christ our Lord. Amen.

Respectfully submitted,
Geoffrey Hall, Dean of Fredericton

Vocational Deacon

"At the heart of the Diaconate is a Christian person whose ordained ministry is within a servant community, living and proclaiming the Gospel in the world. The Deacon's presence, bringing the needs, concerns and hopes of the world to the church, is a living reminder of the community's call to servanthood. A Deacon is to enable the church to be justice makers, truth tellers, advocates and reconcilers in the world." ~ *Anglican Church of Canada*



It is my honour and privilege to be Vocational Deacon at Christ Church Cathedral, and I am deeply grateful to you all for upholding me in this ministry among you. I am a member of The Association of Anglican Deacons of Canada, and also a member of Spiritual Directors International.

I was appointed Deacon at Christ Church Cathedral, under the direction of Dean Geoffrey Hall on May 21, 2019. Ministries that I have been involved with in my first months here include:

Liturgical Ministry

- Assist in worship as part of the rotation of honorary assisting clergy at the 10 am Sunday service.
- Participate in the rotating schedule of readers of the Daily offices Monday to Friday

Ministry in the Congregation

- Hospital Visitor and Coordinator for the Hospital Visitors Team
- Bringing Holy Communion to Cathedral members in residence at St. Anne's Court
- Mentor for a confirmand in the Faith Alive Program

Ministry in the Community

- member of a Cathedral Community Kitchen team
- Ministry of Spiritual Direction

Ministry of Self Care

- meet regularly with a Spiritual Director
- attend monthly gathering of Contemplative Pathways group (Spiritual Directors in the Fredericton Area)

Ministry in the Diocese

- Diocesan Representative of the Anglican Fellowship of Prayer
- member of the Spiritual Development team of Diocesan Council

Continuing Education

- attended Clergy Conference in September 2019

I am employed part-time with the Nackawic Public/School Library

Respectfully submitted,
The Rev'd Debbie Edmondson, Deacon

FROM THE REGISTERS

Marriages *"What God has joined together, let no one separate"*

Gerald Moore and Vickie Lapointe
Michael Breau and Ashley Hyslop
Tanner Phillips and Jessica Melanson
Matthew Coady and Mary Reynolds

Burials *"Rest eternal grant unto them, O Lord"*

Philip Lyons
Alexander Dalzell
Edward Smith
David Wilson
Sheila Laidlaw
David Drinkell
Althea Macaulay

Population

Households	
Families.....	178
Individuals.....	83
Membership	
Children	65
Adults.....	440
Other	
Confirmed persons	339
Communicants	320
Identifiable givers.....	288

Worship

Holy Eucharist	
Inside.....	205
Outside	20
On Sundays	148
On Weekdays	77
Admin of Reserved	62
Other	29
Total Services	
On Sundays	158
On Weekdays	667

Groups and Roles

Church School	
Schools	01
Teachers.....	02
Students	22
Attendance.....	12
Groups	
Men's Groups	01
Membership	27
Women's Groups.....	04
Membership	40
Youth Groups	02
Membership	20
Choirs.....	02
Membership	45
Other Groups.....	04
Membership	40

Individuals

Making Communion	
At Easter.....	290
By Reserved.....	98
Yearly Totals	
Normal Sunday.....	145
Easter.....	315
Pentecost	121
2 nd in September	141
Christmas.....	567
Buried	07
Baptized	0
Marriage.....	04
First Communions.....	0
Confirmations.....	0
Received.....	0
Grand Totals	
On Sundays	8927
On Weekdays	4465

Lay Chair of Bishop and Chapter

The year 2019 was a busy and productive one for the 14 members of Bishop and Chapter who were acting on behalf of our large and active congregation. Like many mainline churches, we have our challenges, but we also have opportunities. Both keep us busy and engaged. The Chapter does not function in a 'business as usual' mode. Rather we adjust and try to move ahead, doing God's work, amidst constantly changing and challenging circumstances. The Chapter is strong, capable and hard-working. We try to find the right balance between overseeing our day-to-day 'normal' operations, paying attention to what our people expect today, and positioning our congregation for a potentially different tomorrow. In doing so we work closely with and support Dean Geoffrey in his role as our pastor and our CEO, and we enjoy a strong and special relationship with Bishop David, who is the chair of the Chapter. And through it all we continually try to discern God's will for us as his church.

In the past year there have been several new and significant developments:

- We made a commitment to become a full partner in a ground-breaking local program called 'Housing First'. We will soon become the owner and operator of three small homes at the corner of Albert and Regent Sts. By next fall three individuals will reside in our homes. These folks will be carefully chosen by other partners as they enter the Housing First program, and then will be supported by professionals (and by us) as, together, we help them become more independent and more productive citizens.
- We established the Project 2045 Task Force to develop recommendations regarding our future facility needs, so that our congregation and our Christian ministries will be strong and vibrant 25 years from now - approximately 200 years after Bishop Medley began the construction of our beloved Cathedral.
- After several years and many discussions we sold Odell House, primarily because the trend today is for Anglican clergy to own their own homes. The proceeds of the sale are now in a restricted trust fund that will help ensure a fair and adequate housing allowance for Cathedral Deans for years to come.
- We undertook a purposeful stewardship campaign in the fall to encourage members of our whole congregation to re-evaluate their individual Christian stewardship habits in offering 'time, talent and treasure' to our church for God's purposes. Our committee chairs shared important information about their programs and how congregation members could help. In response, on Stewardship Sunday the large increase in congregational offerings was very encouraging.
- We approved a new 'Gift Policy' to clearly state how offerings and financial gifts/bequests will be wisely and properly stewarded by our church. A new 'Records Management' policy was also approved to ensure the multitude of documents and records we continue to produce are safely and permanently stored and accessible.
- As part of our outreach emphasis we welcomed The Calithumpians as new tenants in lower floor of Memorial Hall - a mutually beneficial sharing of our under-utilized facility.
- Beyond those highlights the Chapter was kept busy with a multitude of 'normal' programs, events and issues. The Chapter's eight committees oversee this important work and we are grateful for the leadership shown by the 14 members of Chapter. Their reports follow. We

thank God for them, for the many willing volunteers who populate their committees and teams, and for our dedicated staff ... all of whom offer 'time and talent' to support the work of the church and to help those who need support.

As the Lay Chair of the Chapter, as I look forward to 2020 and beyond, I see three main challenges as our church family seeks God's will:

1. Reaching out into our community to invite people (especially young families) to know and follow Jesus, and in so doing grow our congregation,
2. Making important decisions regarding the long-term future of Memorial Hall and the Cathedral, and
3. Given the reality that we are an aging congregation, taking steps now that will help ensure the long-term sustainability of our congregation, our ministries and our Cathedral building.

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

Cathedral Treasurer

During 2019 the Treasurer attended meetings of Bishop and Chapter and the Finance and Administration Committee. Month-end summary statements of revenue and expenses were tabled, and discussed at these meetings. In the final months of 2019, Bishop and Chapter also examined detailed month-end individual account statements.

Tasks completed during 2019:

- Analysis of trends in offerings, total revenue and expenses in support of Chapter and committee discussions.
- Oversight of, and work with the cathedral bookkeeper.
- Oversight and work with Bringloe Feeney LLP on the review engagement of 2018 accounts.
- Completion and filing of the 2018 Cathedral charities return to the CRA. The information is publicly available. On the CRA website go to List of Charities/Christ Church Cathedral/Fredericton.
- Submission of 2018 HST refund claims to the CRA.
- Submission of 2018 Cathedral financial report to the Diocese.
- Submission of the 2019 Cathedral form 100 to WORKSAFE NB.
- Initiated a CPA-authored report (August 1, 2019) on restricted Cathedral Endowment and Trust Funds delivered to Finance and Administration Committee.
- Routine on-line monitoring of the Cathedral operating account.
- Liaison with the Diocesan Treasurer as required.
- Advice sought and received from CPA on internal accounting procedures.
- Presentation made to the AGM.
- Two-minute talk delivered to congregation in November.
- Work on draft 2020 Cathedral budget.
- Initiation of and preparatory work completed to initiate review engagement on 2019 accounts.

Action taken on 2018 review engagement general accounting and management recommendations:

- The restricted fund accounts balance (deferred contributions) was reduced from \$66,981.07 on December 31, 2018 to \$25,618.14 on December 31, 2019. This was accomplished by two processes:

1. A more deliberate coding of 2019 invoices/expenses to restricted accounts while ensuring compliance with the original donor intent and specified use of the donations.
2. Bishop and Chapter-approved transfer of funds held in restricted accounts and not earning interest were invested in the interest-earning Cathedral Diocesan Consolidated Investment Fund (DCIF). Restricted funds transferred totaled \$78,833.92.

Cathedral Investments

The Cathedral DCIF portfolio balance of \$1,363,950.92 on January 1, 2019 increased to \$1,867,773.42 on December 31, 2019. A new DCIF account Cathedral Clergy Accommodation was opened with the deposit of \$320,039.17 in net proceeds from the sale of Odell House. The Cathedral portfolio received 3.5% interest January to June, and 2% July to December.

Interest earned (\$40,598.75 including bonus interest) was recapitalized within the individual funds for future use as approved by Bishop and Chapter.

Respectfully submitted,
Kevin Percy

Envelope Secretary

I wish to especially thank Norma Jean and Phil Belyea for their great help in transitioning into the role beginning July 1, 2019, and their ongoing assistance whenever I have a question. I thank Dean Geoffrey for many helpful exchanges, and the “Counters” teams for their excellent work that makes my job easier. Thanks as well to Fran Miles, members of the Administration & Finance Committee, and diocesan staff Jean Wilson and Ben Bourque for their support.

The numbers of envelope users were 106 (January-June) and 104 (July-December). Those making “e-offerings” numbered 97 (January-June) and 98 (July-December). Offering figures for 2019 (January 1- December 31 inclusive) are as follows:

Offering figures for 2019 (January 1- December 31 inclusive) are as follows:

Range of Giving	Number of Givers	Total Offerings
\$ 1 - 199.99	81	\$ 5,274
200 - 499.99	31	10,206
500 - 999.99	29	21,040
1,000 - 2,999.99	87	147,692
3,000 - 4,999.99	28	102,562
5,000 - 7,999.99	21	135,492
8,000 and over	11	150,445
Totals	288	572,711

Respectfully submitted,
John Macaulay, Envelope Secretary

Delegates to Synod 2019

The 137th Session of Diocesan Synod was held 02 November 2019 at Journey Wesleyan Church, Fredericton.

Notices of Motion:

- Synod Constitutional Amendment (youth delegateage)
- Synod Constitutional Amendment (tenure -Diocesan Council lay members)
- Amendment of Canon Three (post-election procedure for becoming bishop)
- Amendment of Canon Four (role of diocesan bishop – temporal matters)
- Amendment of Canon Four (role of diocesan bishop - police records checks)
- Amendment of Canons Four and Six (role of archdeacons)
- Amendment of Canon Five (authority -assistant secretary and treasurer)
- Amendment of Canon Six (non-Incumbents presiding - annual meeting)
- Amendment of Canon Six (membership of Parish Advisory Committee)
- Amendment of Canon Six (liability insurance policies; special trusts)
- Amendment of Canon Six (Parish financial signing authorities)
- Cemeteries in Dissolved Parishes
- Intentional Discipleship
- Mission Action Planning
- Unity

The Synod received Diocesan Officer Reports and the report of Diocesan Council, its teams, groups and committees. The Review Engagement report and Financial Statements were also received.

The content of motions can be found on the Synod Sessions web page of the Diocese of Fredericton web site <nb.anglican.ca/pages/past-synod-sessions> and legislative changes are now reflected in current versions found at <nb.anglican.ca>.

Respectfully submitted,
Dean Geoffrey Hall

FINANCE AND ADMINISTRATION

Membership:

Fran Miles, Nathan Cutler, John Macaulay, Norma Jean Belyea, Kaye Small, Kelley Hall, Mike Toole, Kevin Percy, Jim Morell, Dean Geoffrey Hall, Charles Ferris (Chair);

Task leaders: Marion Beyea

[The Committee is grateful for the very good work of Envelope Secretary Norma Jean Belyea, whose place has been taken by John Macaulay; and of Nathan Cutler, who has since taken up ordained ministry in the Diocese of Western Newfoundland.]

Major Accomplishments in 2019:

- Stewardship Team led by Mike Toole completed successful Fall stewardship program;
- Christ Church Cathedral Records Management Policy adopted; Marion Beyea leads implementation;

- Christ Church Cathedral Gift Policy adopted;
- Odell House sale completed;
- Treasurer Kevin Percy rationalizing all Cathedral financial processes, including implementation of the Stevenson/Eddy Report on Cathedral Endowment & Trust Funds
- Cathedral Safe Church Officer Mike Toole continues implementation of Diocesan Safe Church Regulation within the Cathedral;
- Chapter Committee Work Plans implemented for all Chapter Committees;
- Migration of Cathedral Properties from Registry Act to Land Titles Act; Kendra Patrick, CPA (Bringloe Feeney) engaged to complete 2019 Financial Statements (including Stevenson Eddy Report implementation) and Review Engagement;
- Staff Reviews completed for the Dean and all Staff;
- Staff pay review and recommendations completed;
- Approval/Endorsement of various contracts including insurance, security and snow clearing;
- Fran Miles capably serves as Committee Secretary.

2019 Priorities (Current/Ongoing from 2019)

- Implementation of 2045 Committee Recommendations;
- Cathedral Staff Policy Development;
- Cathedral Restoration Fund Policy Development.

Respectfully submitted,
Charles Ferris (Canon), Finance and Administration Chair

Proposed 2020 Budget

Proposed Cathedral Operating Budget For 2020	
	Budget
REVENUE FOR OPERATIONS	
Undesignated for operations	\$573,363
Designated offerings for operations	\$23,919
Bequests and gifts	
Grants (city, Diocesan)	\$16,000
Rental	\$7,000
Other Income	\$21,000
	\$641,282
EXPENDITURES	
Diocesan shared ministry	\$108,084
Clergy employment, expenses	\$107,943
Staff employment expenses	\$184,605
Property and buildings	\$120,000
Worship	\$7,000
Christian Formation	\$2,500
Hospitality	\$4,000
Mission and outreach	\$20,000
Health and pastoral care	\$4,650
Finance and administration	\$80,000
Communications	\$2,500
	\$641,282

BUILDINGS AND PROPERTY

The Property Committee for 2019 consisted of: Lou McKnight (Sexton), Ken Howlett, Vaughn Wilkins, David Crowe/Gary Barfitt (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 five times during 2019 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 below are examples of projects undertaken or completed in the past year:

- another repair to the West entrance asphalt ramp of the Cathedral were undertaken;
- minor repairs to furnace in Cathedral were made with a complete maintenance servicing.

Of course this year had another challenge with a flood at the end of April causing the basement of the Cathedral to have significant water levels. Members, along with private security, provided on call coverage to ensure the property was kept safe.

The floor in the basement of the Hall was suffering from damaged tiles and the safety of Hall users was brought into question. Remediation has taken place in the last few weeks of December and all occupants, including the Scouts, are enjoying the room. As well, we have new tenants in that space and adjoining areas with the Calithumpians becoming a member of the Cathedral outreach initiative.

The steeple's east face, where a breach in the metal cladding has been obvious, will be repaired in spring 2020.

The major assignment to the Committee by Bishop and Chapter was to undertake the sale of the Deanery property on the corner of Brunswick/Church Sts. This was completed in the spring of the year and we now have somewhat less pressure on our operating budget with that ongoing cost removed from our responsibility.

This is my last report as Chair of this Committee. I have appreciated the work of all the members of the Committee and wish them best in their future activities.

Respectfully submitted,
John McGarry, Buildings and Property Chair

The Guild of St. Joseph

The Guild of St. Joseph, or the "Holy Joes," is a Cathedral group with the motto "Serving God and Church with heart and hands." Our primary focus is the maintenance and repair of the fabric of the Cathedral, the Green and Memorial Hall. As well, the Guild responds to requests for work from other Cathedral groups and, in some cases, from Anglican groups outside the Cathedral.

The past year has been a transition year for The Guild. At the June 2019 meeting David Crowe stepped down as president having held that office since 2010. Also, Phil Belyea stepped down as treasurer, a position he had held for over 5 years.

The undersigned was elected president but due to illness was limited in his activities for much of the year. I am very grateful to David, as past-president, as well as the executive and Guild members for their support during this challenging time.

Health issues continue to limit our members in what they can do within the Guild as our average age increases. We are extremely grateful to our auxiliary members for stepping up and assisting whenever the need arises.

During the past year we lost two valuable members: Michael Hines and Don Adams, both of whom moved away. However we also added one new member, Jim Clark. At the close of the year we have 17 regular members, 4 honorary members and 9 auxiliary members. Our primary fund-raising activity remains the annual Shrove Tuesday Pancake Supper. The net revenue from this event in 2019 was \$1125.32, one of the highest returns on record. We also receive voluntary contributions from members at our monthly meetings, which cover most of the cost of snacks at meetings and the costs for guests at our 2 social events. Additionally we are blessed to have at our disposal the interest earned by the Hoyt bequests.

Funding for the purchase of materials and supplies for projects requested by the Bishop and Chapter are provided by the Cathedral Property Committee. Similarly, project requests from Cathedral groups, who have sufficient revenue to cover projects, are charged back to them on a cost recovery basis. Otherwise, the Guild covers the cost of materials when required. Work sessions are scheduled on an "as needed" basis. During 2019, the Guild purchased an 8 foot step ladder for use in the Cathedral and in the Hall.

The Guild holds 2 social events each year with our spouses and special guests: the Christmas dinner in December and a barbeque in June.

Primary activities during 2019 include:

- Assisting with the "Greening and de-greening of the Cathedral" at Christmas time, including the Christmas tree, wreaths and outdoor crèche.
- The Guild of St. Joseph Shrove Tuesday Pancake Supper.
- Major cleaning of the Hall kitchen.
- Hosting the annual St. Joseph's Day service.
- Maintaining preparedness in the event of spring flooding.
- The annual Hallowe'en Watch.
- Assisting with set-up for special events in both the Cathedral and the Hall.
- Membership on the Kitchen and Property Committees.
- As-required minor repairs and maintenance to Cathedral properties including insulation, lighting, removal of debris to the landfill site.

The Guild Executive for 2019-2020 is President: Gary Barfitt; Treasurer: Peter Jacobs; and Secretary: André Vietinghoff.

Respectfully submitted,
Gary Barfitt, Guild President

CHRISTIAN FORMATION

Our purpose is to create opportunities that will enable and encourage the development and growth of 'cradle to grave' Christian Formation. Led by half-time staff member, Kurt Schmidt,

this important work continued to evolve through new and ongoing creative initiatives and programs during 2019.

I wish to extend my sincere thanks to all of the committee 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 is intended for those not yet a member of a church but who may have questions about God and the purpose of life. An Alpha course was planned for the fall, but cancelled due to low numbers. Another is tentatively planned for the fall of 2020.

Charis Groups - Cheryl Jacobs

One Charis (study and fellowship) group continues to meet Monday afternoons at the Hall. The Wednesday evening group is on hiatus. Please speak to a member of this committee or the Dean if you are interested in attending or hosting a group.

Director of Christian Formation (part-time)

I am pleased to report on the following areas of formation ministry during the year 2019. The regular and occasional programs, events and activities mentioned below all took place under the umbrella of "Formation in 3D: **Devoted Disciples Dancing**" - our multi-faceted and inter-generational endeavor to attend to the ongoing spiritual formation of the Cathedral family.

First, we were able to continue with our Godly Play (GP) ministry at the Cathedral. Our general rhythm involved gatherings on the first and third Sundays of each month. The big news for Godly Play in 2019 was our move in September from the basement of the Hall upstairs to the Formation Room (formerly the Nursery) on the main floor of the Hall. We settled happily and immediately into the new space. We are still limited to only two qualified/trained GP storytellers among the congregation members - Cheryl Jacobs and myself - to share the various GP responsibilities. A goal in 2020 will be to expand our pool of trained helpers (at least some who can assist with the Doorperson role). All together in 2019, we held 17 Godly Play sessions through the calendar year, with an average of 9 children attending each session. The Cathedral Good Friday/Way of the Cross service was also and again influenced and "flavoured" by GP insights and style. Lastly, we continued to add to our Cathedral Godly Play materials collection, with significant further contributions from the McKnight family, the Jacobs family, and others.



Secondly, we were pleased to maintain the Cathedral's tradition of offering regular Taizé-style worship services. Our 2019 Taizé gatherings were held twice monthly in general (first and third Thursdays of each month), with weekly Thursday gatherings during the special liturgical seasons of Lent and Advent. All together in 2019, we held 23 Taizé sessions with an average attendance of 12 people each.

Thirdly, the Cathedral Youth Group (CYG) continued to meet and grow. Over the school-year months our meetings included many regular Sunday evening sessions at Cathedral Hall as well as several nearly-monthly "Youth Together" gatherings with other youth groups around the city (namely, from St. John the Evangelist and Christ Church Parish Church). All together in 2019, CYG met 29 times with an average attendance of 9 youth per gathering. Our CYG "regulars" continued to comprise a core group of about a dozen girls, roughly half in middle school and half in high school. The CYG Leadership Team included superstar/stalwart regulars Rebecca Butler, Nat Fetter, and Emily Orr, with additional help from Gabe Gionet in the winter and spring months and Chris Robinson in the fall.

Fourthly, we held another round of Family Faith Fiestas at the Cathedral in 2019. Four FFF's-in February, April, October and December-welcomed an average of about 40 participants each. Alyssa Vandervalk again led the music team(s) that animated each FFF (with Chris Robinson subbing in to help in October); Caryn Gunter and her puppet assistant Mr. Giggles continued as regular and popular featured guests; the Jacobs boys (Peter and Mark) facilitated sound and tech operations; and many others helped with reading, reflections and the provision of refreshments/food.

Finally, we were pleased to help plan, offer and begin an exciting sacramental preparation program in December 2019. Faith Alive! met twice that month and launched an extended discipleship-deepening course for 12 people seeking Confirmation (5 teens and 7 adults) and their mentors, 5 adults seeking Re-Affirmation, and one adult seeking Reception.

Clearly, 2019 was another year of growth in discipleship at the Cathedral!

I certainly look forward to 2020 and the continued development of our formation ministries at CCC. It was a distinct pleasure and blessing for me to discover small ways of participating in and facilitating various opportunities in 2019. Thank you to Bishop and Chapter, to my wonderful Christian Formation Committee and its faithful chair Bonnie Greenwood, and to the wider Cathedral congregation for all of the ongoing support and encouragement of my efforts. All blessings.

Respectfully submitted,
Kurt Schmidt

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 14 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 2019 included:

- Presentation of a pewter ornament and card to the newly baptized

- Learning about the sad reality of human trafficking and gender-based violence right in our own backyard here in the Maritimes, and how even 1 small gesture can make a world of difference;
- Participating in providing desserts for a Belize Mission fund-raiser;
- 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 Richmond Corner, by several members;
- Celebrating with a spring gathering of former branch MU members – a lovely meal and evening enjoyed by all who were able to attend;
- Preparing and delivering 400+ care packages to UNB students as they prepared for each of their Spring and Christmas exams. It is our hope to be able to expand this project with the continued support of the congregation as well as hopefully other church congregations in the City;
- Saying “farewell for now” to Isabel and Nathan Cutler as they left for service in Newfoundland. Isabel continues to participate in MU as a Lone Member;
- Helping with cooking and serving corn on the cob at the outdoor combined service in September;
- Making and selling beeswax Advent candles for our annual Advent Candle Sale fund-raiser – we actually sold out of our supply this year! We pray that they enriched all who used them;
- Learning more about the Muriel McQueen Ferguson Foundation Family Violence Research and how it relates to Religion;
- Annual Christmas Party and Potluck, with donations collected for Women’s Shelters in the City;
- Supporting our Canadian and Worldwide MU Council members in their travels and activities, including planning for the National Mothers Union Conference to be held in Fredericton at the UNB campus in early June.

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 to 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 2019-20
<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> <mothersunion.org>

COMMUNICATIONS

The past year has been a busy one for the Communications Committee, but also a year in which the Committee has become comfortable with our role. While there is always room to add new activities and to improve on the delivery of old ones, we are slowly becoming a well-oiled machine. However, we continue to search for writers/input for our website and would welcome new members to our committee, especially since one of valued members, Marilyn Lewell, has given notice that she is retiring.

We continue to encourage other Cathedral committees to utilize our help to promote events, assist with the preparation of articles, brochures, etc. This past year, we worked closely with the Welcoming and Hospitality Committee and with the Worship Committee on events and were able to assist the Stewardship Committee as well. Please contact a member of the Communications Committee if you have information about an upcoming event, photos to share, or updates about group activities.

The following is a list of accomplishments for the year February 2019 to February 2020:

- Continued production of table toppers for the Cathedral Breakfasts. Our thanks to Kirsten McKnight for her design work and to Fran Miles for seeing that the table toppers are put out.
- Design and production of The Daily Gleaner ads including special ads for Christmas and Easter. It should be noted that a decision was made in October to discontinue the regular Sunday ad, a decision that was made by other Churches in the Diocese as well. The Christmas and Easter ads will continue.
- Creation of a souvenir program was undertaken once again for the summer months. Thanks to the summer tour guides under the guidance of Hank Williams, it continues to do well.
- A welcome flyer with Cathedral information and a booklet for the children were printed and distributed at the Christmas Eve services.
- Assistance was provided with design and promotion for the dessert and game night, held in February 2019, supporting Belize missions
- Work is ongoing for the development of a photo library for the Cathedral and we have recently begun using the bulletin board to share photos of past events. Carol Ann Melvin has been the coordinator for this project and we invite you to submit any photos of the Cathedral or Cathedral events that you would like to share.
- Organization of two minute presentations has continued and has proven to be an effective way of allowing groups and committees to bring relevant information directly to the congregation. This activity was particularly useful to the Stewardship Committee in the weeks leading up to and following Stewardship Sunday.
- Worked closely with the Welcoming and Hospitality Committee on the promotion of the September Corn Boil and the December Carol Sing both of which were well attended. The events were promoted to the public through social media and website posts, public service announcements, and door hangers distributed in the neighbourhood surrounding the Cathedral were provided. We would appreciate volunteers to help with door-to-door distribution of materials for future events.
- The Summer Recital Series was well promoted via public service announcements, posters, Facebook posts and inclusion in the City of Fredericton's summer event guide (printed and online). Our thanks to Marilyn Lewell who oversees all Cathedral PSAs originating from the Communications Committee.
- Terms of Reference and 2019 workplan and budget were submitted to Bishop and Chapter.

Thanks to everyone that uses our website, and follows Facebook and Twitter accounts. Special

thanks to our Dean Geoffrey Hall, Kirsten McKnight and Carol Ann Melvin. Our "technology sub-committee" has done an awesome job this past year and strives for ongoing updates and improvements! Contributions are always welcome!

Respectfully submitted,
Gail MacGillivray, Communications Committee Chair
Marilyn Lewell, Kirsten McKnight, Carol Ann Melvin, Dean Geoffrey Hall

HEALTH AND PASTORAL CARE

The Health and Pastoral Care Committee is dedicated to the 3rd Mark of Mission: responding to human need by loving service. A health crisis can be full of uncertainty and stress. We are privileged to have a Parish Nurse and a team of caring individuals to help you with the many needs and questions you may encounter. When that crisis requires a hospital stay, you will not be forgotten. We encourage you to please contact the Cathedral Office to receive a visit from the Pastoral Care team. The comfort and power of prayer is central to our calling as Christians. The Prayer Network is an ongoing comfort in times of need. Whether it be through support groups, intentional prayer, a meal, a comforting shawl, or a cup of tea with friends, please know the Health and Pastoral needs of our community are a priority for our committee members who have been called to be in God's service.

Respectfully submitted,
Sally Dibblee

Hospital Visitors

The Cathedral Hospital Pastoral Care Team visits members of our congregation who have been admitted to the Dr. Everett Chalmers Hospital or the Department of Veteran Affairs Hospital. We offer spiritual care and prayer as they face the emotional and spiritual impact of illness and/or crisis. Holy Communion for the individual, and with family members, where appropriate and accepted, can be part of the ministry.

Our team has a weekly rotation schedule and typically visit twice or more in a week. The names of the Pastoral Care Team are: Debbie Edmondson (coordinator), Paul Macdonald, Dalton London, Kelley Hall, and Kathleen Snow (parish nurse). Dean Geoffrey Hall is also always available, and regularly visits in addition to the team schedule. If any member of our congregation feels called to this ministry and would like to explore the option of becoming part of the team to offer support to those who are facing the emotional and spiritual impact of illness, please speak with the Dean, or any member of the team.

It is important to point out that the Horizon Health policy is to ask all who are being admitted what their faith denomination is and 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 inform us. 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 with 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. This is optional support, should you wish to have it, and you can request it at any time.

I would like to take this opportunity to thank all the members, 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,
Debbie Edmondson, Coordinator of Cathedral Hospital Visitors

Health and Parish Nurse Ministries

Our Cathedral family has continued to support the Parish Nurse and Health Ministries. In 2019, over \$12,000 in pledges were received to support the work of the Parish Nurse and the Health Ministry team. We wish to acknowledge and thank all those who continue to support the ministry and allow us to care for those in our congregation and wider community in body, mind and spirit.

The Parish Nurse does not duplicate the services provided by our provincial government, but rather provides pastoral as well as nursing care.

The Parish Nurse, on any given day:

- accompanies a client to a physician visit and supports/advises them in their decision re health care management;
- walks alongside a client who is making the difficult decision to move to a retirement residence;
- accompanies the Dean to administer Reserve Sacrament to residents at Farraline and Windsor Court Residences;
- supports and prays with a client and family when newly diagnosed with a chronic disease;
- supports the client and spouse with the diagnosis of a terminal diagnosis and walks alongside the spouse after the death of the client in all aspects of grief;
- identifies hypertension at Sunday Blood Pressure Clinics and advises further follow up with physician for medical management of hypertension; and
- administers Reserve Sacrament to clients in their homes, praying with them over health issues and supporting them with liaisons to community health care providers.

Comments from Parish Nurse clients:

- *"You are making an excellent contribution to the physical health of the members of the Cathedral as well as their spiritual well-being. I speak from experience as I am now on the 'receiving end' of your kindness and love."*
- *"Thank you for all of your support, prayers and acts of kindness to my wife and to me during her illness."*
- *"Thank you so much for racing to the rescue...your help was invaluable in handling the situation and calming shattered nerves. We really appreciate your expertise, advice, friendship and spiritual care."*

The Parish Nurse also coordinates the many ministries within the Parish Nursing and Health Ministry Teams as noted below:

Prayer Shawl Ministry

This ministry continues to support our faith community and beyond under the leadership of Marilyn Lewell. Marilyn was assisted in 2019 by Bobbi Milner, Wendy Brien, and Carole Hines. In 2019, 15 blankets and 32 shawls were distributed. We thank the knitters/sewers who volunteer their time and talent so generously.

Comments from recipients of prayer shawls and blankets:

- *"Thank you from the bottom of my heart for the beautiful prayer shawl, the inspirational words that came with it, the kind thoughts behind it and the loving work that went into it."*
- *"The prayer shawl gives me great comfort and a sense of being surrounded by the Holy Spirit."*
- *"My husband found great comfort in the cozy red blanket you made for him. Now that he has died, I too enjoy the comfort it gives daily. Bless you and your ministry."*

Helping Hands

Carole Hines has coordinated the Helping Hands ministry until April of 2019 when she and Michael moved to Nova Scotia. Carole continued to knit several prayer shawls after she moved, which demonstrates the love and care that our volunteers exhibit even after they have left our congregation. We are pleased to have Barb Toole and Diane Radford step in and co-coordinate the Helping Hands ministry. Since the first of July, the Helping Hands team and Parish Nurse have assisted over 24 clients (~6 times per month).

Volunteers continue to:

- drive members of the congregation to medical appointments and surgeries;
- assist them with grocery shopping, pharmacy, or banking needs;
- make meals for those recovering from surgery, and drive them to the Medley Tea and special Services at the Cathedral.

Comment from Recipient of Helping Hands ministry:

- *"I don't know what I would do without you, it's such an important service!"*

Emergency Call List

A team of five Health Ministry volunteers contact over 30 members of the congregation living on their own in their homes to ensure that they are safe and offer assistance as needed. These congregational members are contacted in cases of power outages, heavy snowstorms or heavy rains. We welcome Sally Dibblee to the team; Sally has graciously taken over the call list of Carole Hines' who moved to Nova Scotia in April.

The Medley Tea

The Teas have been very successful since moving to the Cathedral in November of 2018. The average monthly attendance is 23-28 members of the congregation and guests. The Tea is held the first Thursday of each month at 2pm in the Cathedral. The Tea offers a time for socializing and laughter – no program is offered but rather a cup of tea, a plate of sweets per table, and an opportunity to share in the conversation and catch up with friends. All are welcome each month for this community-building social.

The ladies and men continue to be served by members of the Medley Tea Team: Michele LeBlanc, Barb Toole, Gail MacGillivray, Verne Sinclair and Kathleen Snow. Several other volunteers assist when able – Wendy Brien, Jean Embleton, Jane Percy, Joanne LeBlanc-Haley and Elizabeth Smith.

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. Many of the volunteers visit in teams of two to uphold the Safe Church policy. We have 6 Cathedral Visitors on our team who meet with 23 parishioners on a regular basis based on the needs or wishes of the parishioner.

These visits encourage and allow shut-in congregation members 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 228 blood pressure assessments for 10 months of the calendar year, a 21 % increase from last year's assessments. Follow-up assessments and screenings are provided by the Parish Nurse in the office as needed.

During the course of 2019, 15 abnormalities in blood pressures were identified, where clients were advised to seek medical intervention and subsequently medication was prescribed or changed. Advice is also given regarding lifestyle and medication management. 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 five Blood Pressure Clinics this year. Seventy-two blood pressure assessments were completed over the five Sundays, with an average attendance of 14 parishioners at each Clinic.

Monday Morning Clinics

The Blood Pressure/Blood Glucose Screening Clinics at the Monday Morning Drop-In continued to be busy for the Parish Nurse where two hundred and forty-two (242) clients received assessments and counselling for 2019. Additional Clinics were held in June and August and were well attended. A big shout out to Sandra Dewar (retired nurse) who continues to assist the Parish Nurse with the assessments when able.

Health Information Sessions

Two Health Information Sessions on Growing through Grief were offered by the Parish Nurse this year - one was offered in June at Holy Trinity Church in New Maryland and the second was offered in November at Parkland Shannex Residence. A Health Information Session on Healthy Eating was offered in October in the Hall by Corinne Hersey.

Yoga Fitness Classes

The Yoga Fitness classes have continued to run on Monday afternoons in the Memorial Hall with a consistent group of participants totaling 256 contacts for 2019; the average attendance is from 10-16 participants per class. Our gratitude is extended to Yoga Instructor Tammy Blyth for her continued leadership in this program.

Fit Club

The Fit Club Class ran from January to May 2019 with a total of 74 contacts for that time period, 20 less from 2018. It was decided to change the class to a Chair Yoga session in the fall as a result of the declining attendance.

Chair Yoga

The Health Ministry Team decided to change the Fit Club class to a Chair Yoga class in September of 2019. Yoga Instructor Monique Smith led a small group of 6-12 participants each Tuesday afternoon in gentle stretching and breathing exercises either seated in a chair or standing by the chair. Several of the classes were cancelled due to storms and other activities. A total of 96 contacts occurred from September to December. The class participants have decided to put the class on hold for the winter months and re-evaluate in the spring.

St. John Ambulance First Aid Refresher Course

A St. John Ambulance 1-day refresher course was organized by the Parish Nurse for staff and several members of the congregation (9 in total) in September of 2019. This was completed in order to meet the Safe Church standard for CPR training for the Cathedral corporation. The Cathedral corporation also purchased an AED machine (Automatic External Defibrillator). It is located at the back of the Cathedral to the left of the West door as one enters the Cathedral building.

Dementia Support Group

The Dementia Support Group continues to meet monthly on the third Thursday to support one another in caring for loved ones living with Dementia. The group of 8-10 individuals from the congregation and community have met in the Cathedral to confidentially share in conversation and prayer. The group is facilitated by the Parish Nurse.

Parish Nurse Visits

The Parish Nurse continues to be a support to congregational members through office visits, hospital visits, home visits, home communions, and visiting parishioners in Nursing Homes. In 2019, 116 client visits were logged (10 visits/month or 2-3 /week). This does not include impromptu office visits, telephone and email conversations. The Parish Nurse also 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.

I am grateful for the support from the members of the Parish Nurse and Health Ministry Committees. Thank you to Michele Leblanc, Marilyn Lewell, Barb Toole, Diane Radford, Janet Maston, Sally Dibblee and to our chair Chris Stevenson. I also wish to acknowledge the wonderful staff whom I am honoured to have worked with – Dean Hall, Fran Miles, Hank Williams, Lou McKnight, Thomas Gonder, Kurt Schmidt and our very dear deceased David Drinkell. God is good...all the time.

“But he answered me, ‘My grace is always more than enough for you, and my power finds its full expression through your weakness.’ So I will celebrate my weaknesses, for when I’m weak I sense more deeply the mighty power of Christ living in me.” ~ 2 Corinthians 12:9

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

Cathedral Prayer Network

The Cathedral Prayer Network continues its ongoing prayer support for any requests for God's love and healing. Requests are usually received for our members of our congregation and often, as well, we are asked for prayer intervention for those who are friends, family-related or for issues of concern to many. It is our joy to do so.

In 2019 we answered 42 requests for prayers. We also received many updates on requests made earlier but which are not counted as new prayer requests.

We appreciate the care and support we receive from the Dean, the parish nurse and the several prayer groups in our congregational life.

Carolyn Howlett
Acting Prayer Network Co-ordinator

MISSION AND OUTREACH

The Mission and Outreach Committee fulfills the duty of Bishop and Chapter to provide mission and outreach services to the Cathedral Community and beyond. The Committee exists to represent the interests of the established and well-functioning Mission and Outreach ministries to Bishop and Chapter which (make up) six sub-committees, specifically:

- Missions Committee;
- Belize Mission Committee;
- Outreach Committee;
- Housing First Committee;
- Anglican Church Women (ACW);
- Community Kitchen Teams

In 2019 activities generally consisted of the Missions and Outreach chair representing the Cathedral missions groups to Bishop and Chapter at Bishop and Chapter meetings. Reports on Community Kitchen, Outreach, Belize Mission and ACW are appended in separate reports.

Respectfully submitted,
Sam Mayo, Chair of Mission and Outreach

Outreach Committe

The Outreach Committee has continued to welcome visitors in need on Monday mornings during nine months of the year and one Monday a month during the three summer months. If Monday is a holiday, we do not offer the programme.

The number of visitors has not changed significantly over the past few years. We have approximately 1,000 visitors a year with approximately 50 individuals arriving for vouchers on the last Monday of the month and 20 on non-voucher days. We always have high numbers for our Christmas party. We had more gift bags this year than we needed, so the extras were taken to the Men's shelter and to Transition House where they were gratefully received. The Angel Tree requests were met by 60 parishioners' generosity.

The community kitchen is still served on Saturday nights by four teams from the Cathedral organized by Jim Morell, Cheryl Jacob, Sam Mayo and Ann Deveau. The Greener Village welcomes the non-perishable foods donated weekly by our congregation - and delivered by Ann Deveau and Doug Milander each week. The Greener Village staff are also grateful for cheques received from our parishioners that enable them to buy items in bulk for less money.

We are thankful for the monthly support by members of the ACW, members from the United Church of New Maryland, and members of St. Margaret's Anglican Church in Fredericton. Kathleen Snow provides health services when she is available. It is a service that the visitors appreciate immensely. Our three musicians, who are not members of our congregation, continue to provide music for our Monday morning get-togethers.

It has been a joy to see the community at large change the dialogue from "Why don't these people on the street just get a job?" to "How can we help them?" It has been the volunteer efforts of our church and other churches that have demonstrated the benefits of caring for those in need. There is now support at the City, Provincial, and Federal level that will assist us with our mission to help those in need.

The number of our visitors who now Help Us is impressive. We also have visitors who volunteer for others in the community who are in need.

Our gratitude for all the support is expressed by our visitors as well as our volunteers. Thank-you for loving your neighbour.

Respectfully submitted,
Penny K. Ericson, Chair

Missions Committee

In 2019 the Missions Committee continued to meet regularly. The purpose of meetings is to discuss Cathedral mission activities and encourage Cathedral involvement in mission work. Visit the Cathedral Mission website <cccath.ca/missions>

Housing First

In 2019 the Housing First Committee sent a motion to Bishop and Chapter seeking support for Cathedral involvement in the Housing First project, which was approved. The Cathedral's development application to the city was approved by the City. Fredericton City Council approved a motion to re-zone the lot earmarked for Housing First development and transfer it to the Cathedral.

Respectfully submitted,
Samuel Mayo, Chair

Belize Missions

During 2019 we supported 3 High School students Gian Myvette grade 9, Jenniah Tillett grade 10, and Joselyn Herrera grade 11. Paul Jones was a student we were supporting in college. Unfortunately, after his first semester he had to drop out of college due to family responsibilities. This year we have sent a total of \$6,000, of which \$4,000 was for scholarships and \$2,000 to the school. This year the funds were used for projects of to painting a classroom, repainted the Palapa and a shelter was added to divert rain from classroom doors and walkways.

On February 17th, 2019 a Dessert and Games night was held at Memorial Hall. A generous amount of desserts were made for the evening by our church congregation, we had about 28 in

attendance adults and children. Table of Games were set up such as monopoly, scrabble, checkers, backgammon, cards and crib board to name a few. Funds raised that evening was \$1795.00 to go towards our scholarship program.

On May 25th, 2019 a Belize Alumni Dinner was held, invitations were sent out to people who had previously been on our Mission Trips to Belize. We wanted to bring everyone together to share in a meal and talk about their experiences going to Belize. We had some Alumni speak to this, we have lots of photos shared, and we also had a video from St. Hilda's School in Belize with teachers and students talking about the importance of our scholarships and support to the school. We had pledge sheets on the tables in case someone wanted to donate to this wonderful mission. It was a great evening for everyone and funds of \$1,350.00 were donated during this event.

Respectively submitted,
Kelley Hall

Anglican Church Women

In mid January, the ACW Executive met with Penny Ericson who led a discussion with us as to the Gains and Losses that are recognized by the Executive and by the Cathedral community. There were ten gains identified and 7 remedial suggestions - no losses.

Gains:

- Money is a barometer and we contributed \$4400.00 to Mission and Outreach programs.
- The mutual benefit to our members and guests is the Winter Program of Gatherings at which a speaker presents a topic in keeping with the ACW Prayer - *"Enable us by Thy spirit to reveal Thy love in prayer, work and stewardship."*

In February, Isabelle Hockin's theme resonated with all of us: "Letting Go" of hurts, misunderstandings and with God's love and guidance again share with estranged close family and friends.

In March, aware that Odell House would change owners, John Leroux spoke to the packed house on the architecture, history, residents and social mores of this 235-year-old home that for many decades was the residence for the Dean of the Cathedral.

In April, the Diocese was invited to share an afternoon in the Cathedral at which time the alter frontals and hangings of the magnificent work of Lucy McNeil, and fabric artists before her, were on display. The Reverend Canon Patricia Drummond enriched the presentation with her knowledge of the fine needlework executed in the designs.

There is a rewarding fellowship among us and Cathedral members as we host receptions, significant birthday parties and luncheons. These are occasions for sharing and reaching into our Cathedral community .

Remedial Suggestions:

- The changing demographics of our Executive group can mean that raising funds may be lessened as our group acknowledges these changes. Also, the Cathedral as the place for ceremonies and subsequent receptions is also affected by changing demographics and the requirements of the Cathedral community and the Diocese.

- A contact with whom ACW issues may be dealt with by Bishop and Chapter would be welcomed. Sam Mayo is that contact and as chair of the Mission and Outreach Committee of Bishop and Chapter includes our ACW in this committee. I welcome his consistent and responsive communication and inquiries as to ACW events and issues.

Thank you to the many who assist us and join with us in the activities that enrich our Cathedral life.

Respectfully submitted,
Kaye Small, Secretary

WELCOMING AND HOSPITALITY

The committee plays a key role in contributing to a vibrant church community by leading a welcoming & hospitality Initiative that is accepted as a shared responsibility by Cathedral groups, as well as individual congregation members. It includes: Welcoming of first-time visitors & congregation newcomers to our Sunday worship services, providing information and encouragement to those searching for a church home and coordinating the efforts for combined congregation gatherings throughout the year.

Congregation events led by the committee in 2019 were: Annual Congregation Meeting & "Chili February" luncheon, Maundy Thursday (April) "Potluck Soup", "Picnic & Pies BBQ" & Combined Worship (June), September Community Corn Boil & Combined Worship, November Reign of Christ combined worship & "Soup's On" Luncheon and the December Community Carol Sing with sweets & hot apple cider. We received great attendance at all events, averaging 80-100 people at each. These events would not be possible without the commitment from so many of our congregation volunteers. We thank you all. Volunteers continue to be the key ingredient for our initiatives and our goal in 2020 is to strengthen our Cathedral volunteer base.

Our 2019 committee members included Sandra Palmer, Fran Miles, Jane Hand, Diane Ramsay, and Lynn Meehan as Chair. We greatly appreciate the contribution of Sandra and Diane throughout 2019 and wish to thank them both for their generous service on the committee.

In 2019 the Cathedral Welcoming Initiative on Sunday mornings included Welcome signage outside the Cathedral entrances, Welcome/Information table inside Cathedral, Welcome Newcomer Packages, Welcomer identification badges, extension of Dean's welcome message at beginning of each service, and a small group of Welcome volunteers. For 2020 we are implementing a more formal Sunday morning Welcome Plan and have recruited seventeen volunteers to participate with the goal to have one Welcome Volunteer scheduled for each of the Sunday worship services.

We welcome your suggestions, ideas and participation to help us grow our Welcome Initiative.

Respectfully submitted,
Lynn Meehan, Chair, Welcoming and Hospitality Committee 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 2019, 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. On December 11, 2019, the Greeter group held a joint meeting with the Welcomers and discussed areas of mutual interest. Mike Toole gave a presentation on Safe Church and possible impacts on the members of the Greeter group. The Greeter Guidelines for all three services were updated and revised and greeters had an opportunity to discuss their duties and seek clarification and information.

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: John McGarry, Martha Jo Hoyt, Carole Hines (moved to NS) and Gail Maloney. The group was very saddened by the death of David Wilson. David was a dedicated usher/greeter for many many years and we miss him and his friendly manner.

On behalf of the group, I would also like to thank our Vergers Hank Williams and Jason Parsons for their dedicated assistance to our efforts, Peter Jacobs for provision of hearing tools and guidance on their use, and to Fran Miles and her many volunteers for the preparation of the weekly bulletins and activity brochures that we distribute each Sunday.

Respectfully submitted,
Wayne Burley, Greeter Coordinator

Cathedral Kitchen Committee

The Cathedral Kitchen Committee meets on the third Wednesday of the month for ten months of the year. The committee members represent the Outreach Committee, Saturday Morning Breakfast, Holy Joe's and the ACW, all of whom use the kitchen on a regular basis.

We are so fortunate to have such a large, well appointed kitchen and the kitchen Committee's mandate is to track all kitchen usage as well as repairing or replacing items as needed and to maintain a high level of cleanliness and order.

There were no major purchases or repairs needed for the kitchen in 2019. The committee did purchase a large number of bowls to be used by the cathedral family for times of fellowship. We regularly provide butter pats and creamers to be used for Cathedral use as well as dishwasher chemicals and cleaning supplies.

Two major cleanings of the kitchen took place in 2019, undertaken by the Holy Joe's and the Outreach Committee.

Thanks to everyone who helps keep our kitchen clean and running smoothly, especially David Crowe, Ann Deveau, Harry Palmer, Mary Allwood, Lou McKnight and Fran Miles.

Respectfully submitted,
Kathy McBride, 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. Below you will find reports from most of these groups.

I am concentrating on what would be the Music Director's report. As you all know, we received a great shock when our Music Director, David Drinkell, died at the end of September. The choir and others rallied around Elspeth to help her in any way we could. Before his passing, Dianne Wilkins had agreed to direct the choir and I to accompany during what we expected to be his recovery period, and we agreed to continue after his passing until another solution could be found. We were VERY fortunate that Dr. Willis Noble undertook to see us through Advent and Christmas and then stayed on for an extra couple of weeks, including the Bishop's wedding. I can't overstate what a blessing this was.

A search committee was struck to find a new Music Director and we received six qualified applications. We were fortunate (again) that our chosen candidate (Thomas Gonder) was able to start in mid-January. This was a very short time frame – a little over three months. Searches usually take a minimum of six months and can take a lot longer. We are looking forward to working with Mr. Gonder to freshen and expand the music programs here at the Cathedral.

The choir sang at Sunday and special services, Evensongs, ordinations, weddings and funerals. We welcome new members and are especially on the lookout for tenors. The worship band provided music at 11:45 every week and took part in the joint services each time they were held. We welcome new singers and instrumentalists. Talk to me or to Thomas Gonder.

In December, in conjunction with the Hospitality and Communications committees, we held a Community Carol Sing which was very successful, welcoming participants from the surrounding community as well as the cathedral congregation. This was the second year for this event and we plan to continue with it as an annual event.

In addition to the groups with reports below, we have a team that carries out the daily offices every week day in the morning at 8:45am and evening at 4:45pm by both clergy and lay people. This team as well as the others has room for more people to volunteer. Help and training will be supplied if needed. You can speak to the head of each team or to me.

Respectfully submitted,
Catherine Macdonald, Chair

Sanctuary Guild

The Sanctuary Guild has had a very satisfactory year. We welcomed one new member, Yvonne Milward, and we were very sorry that Janet Otorowski moved away. She moved away to a new home and new adventures.

Mary Pugh, Jane Percy and Wendy Brien kept us in beautiful floral arrangements in the sanctuary as well as at the West and Brunswick Street entrances.

Our eighteen members are blessed that we are able to serve God in this way!

Respectfully submitted,
Lois Baker, Chair

Verger

The role of Verger of Christ Church Cathedral has seen a significant change over the last year. Namely that Hank Williams retired from the role as of June 30, 2019. I think we all owe him a debt of gratitude for his years of selfless service to the Cathedral Family. Although retired as "the Verger," Hank has been willing to remain "a Verger" which is a great help as we attempt to build upon his desire to form a Vergers Guild at the Cathedral. I would offer that perhaps we should refer to him as the Verger Emeritus, due to his knowledge of the role within the Cathedral. He along with John DosSantos have graciously filled in for me while I have been away for work and unavailable for funerals as they occur during the week. Looking forward to the remainder of 2020 it is my desire to recruit an additional one to two people who would be interested in becoming a member of the Vergers Guild. Both John and I have full time employment and as many of you know I have three children, which ideally I would have the opportunity to spend some Sundays with them. This would also allow us to maintain our involvement with other Cathedral activities and groups. If you would be interested in joining myself, John, and Hank you would be most welcome. All required training would be provided. While the tasks are not overly burdensome they do require a significant commitment if filled by one person. If interested in assisting you can contact myself or the Dean for further information.

I would like to take this time to say thank you for your patience and words of encouragement over the last seven months as I transitioned into this role.

Respectively submitted,
Jason Parsons

Cathedral Servers

I have been Head Server since September of 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 desperately need more

recruits. We will be looking into more formal training to improve our skills. We are happy to be able to contribute to the service.

Respectfully submitted,
Caroline Vanicek, Head Server

Lucy's Sewing Group

Lucy's Sewing Group was founded in 1975 by Lucy MacNeil so it has been active for 45 years here at Christ Church Cathedral, Fredericton.

The present group is composed of 6 members - Flo Harvey, Diane Radford, Sarah Petite, Rita Cyr-Bonga, and two consultants - Ann Dalzell and Jean Davies.

The group makes church linens for the various churches of New Brunswick, including the cathedral. It also offers to assess church linens and other items and if feasible, make minor repairs. Occasionally we do replicas of older items.

The linen we use is imported from Ulster Weavers in Belfast, Ireland. It arrives by air in a 10-metre roll weighing 4 to 6 pounds. It is then examined for length and flaws, and washed, dried, ironed and re-wound on the roll and is then ready to cut. As the orders for altar cloths (fair linen), corporals, purificators, credence cloths etc. come in, the linen is cut, marked, hemmed, embroidered according to use. Payment is upon reception and customer satisfaction. In the year 2019, we have made 3 fair linens, 1 corporal, 32 purificators and a few minor repairs.

We currently have a wait list of four fair linens (one has been completed at this time of writing), as well as different other items. Also, pending are two assessments for minor repairs - one, a garment and the other a frontal.

Lucy's Sewing group welcomes new members. Should you be curious, we meet on Fridays from 10 to 12 noon in the lounge at Christ Church Cathedral Hall.

Respectfully submitted,
Rita Cyr-Bonga

OTHER

Cathedral Matters

The Cathedral Matters Guild of rug hookers continues to meet every second Wednesday afternoon of the month.

We create articles of beauty to sell at the Christmas Choice Annual sale at UNB Memorial Hall to raise funds for the Cathedral Restoration Fund. We make an annual donation of \$1,000 to the fund.

We are small group that has been meeting for over 30 years. We enjoy the fellowship, encouragement of our fellow members and are thankful for all of we receive.

Respectfully submitted,
Doris A. Norman, Chair

Evening Matters' Rug Hooking Group

Evening Matters Rug Hooking is a group (currently 21) with all levels of abilities that meets to make rugs- simply for fun, togetherness, and to encourage our art. Last year was our 25th anniversary! The group was originally created as an offshoot of the local Heritage Rug Hooking Guild to accommodate those who worked during the day. We are non-profit and our members donate a small, yearly fee to help pay for our room and to hire the occasional teacher to help us improve our skills.

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

Members: Elizabeth Bastin, Rhonda Broad, Debbie Cochrane, Louise Farr, Mary Grant, Jan Green, Beth Hubley, Liz Jefferson, Holly Johnston, Ute Lamb, Linda Leslie, Sue Martin, Karen Matchett, Diane Melanson, Kimm Moore, Doris Norman, Christine Paton, Caroline Simpson, Krista Taylor, Joy Toole

Respectfully submitted,
Kimberly Moore #261-9303, facilitator
Elizabeth Hubley #206-0512, treasurer
Doris Norman # 454-3855 and Mary Allwood #459-7893, Cathedral contact members

Cathedral Quilters (Tuesday Evening Branch ACW)

The Cathedral Quilters (meet Tuesdays and Thursdays in the Lounge to work on quilting projects. This year we quilted a modern queen-sized quilt we called "Fredericton Sunrise" because of all the wonderful colours in it, two baby quilts: one with mountains, trees and a bear, and a bright, happy quilt that we quilted sand in the larger squares; and a Hunter Star in which the pattern has arrows and stars made with white and a wide range of red fabrics.

We have six people who quilt with us. We enjoy the camaraderie and conversation as we work on the quilts. We welcome anyone – beginner, intermediate or experienced, who wishes to join us.

The money raised through our activities mainly goes to support a girl at the Bishop McAllister College. Kympaire Daphine is entering her final year. As well, we will be making a donation towards books for the newly completed school library.

Respectfully submitted,
Jennifer Griffiths, Quilter

Cathedral Sound System Project

The Cathedral sound system provides sound support in several areas beyond basic sound amplification at the pulpit, lectern, and for the Dean. There are speakers for the choir and canon stalls, a hearing-aid loop, and FM hearing assist sets. There is a band setup that is assembled weekly for a ten person band providing the mixing of vocal mics, instrument pickups and monitor channels. Services are recorded and published as podcasts for sick and shut-in (and snowed in!). A few services have been streamed for remote access and the system is used occasionally for videos, multimedia presentations, and special concerts.

The Cathedral sound system upgrade project, approved in 2015, was based on a three-phase approach allowing affordable steps forward as funding comes available. The funding has been provided mainly through the monthly Cathedral breakfasts which have occurred faithfully for ten years or more. During the past five years, many system components have been replaced and other improvements made to produce a better sound for all to enjoy. In addition, great improvements have been made in the areas of ease-of-use, consistency, and reliability.

This past year, funding was used to purchase and install replacement speakers for the choir, a replacement monitor speaker for the band, and to add speakers for the canon stalls. In addition, antennas were installed to reduce the fade out of wireless mics at the high altar and in the nave. Another initiative is under way to improve the recording of the service for the podcast. Future efforts include updating the amplifier for the hearing aid loop, replacing microphone components, and most significantly, replacing the speakers in the Nave. This last item will be a significant and expensive undertaking.

A big thank-you goes to the Saturday breakfast team who raise the necessary funds. More than a dozen congregants faithfully volunteer each month to put on a breakfast. It starts the week before, purchasing supplies, setting up tables and chairs, and setting/decorating the tables. Then the fun begins on Saturday morning at 6:00 am. Typically, 125 people are fed – 250 eggs, 15 lbs of bacon, a case of sausage, 12 loaves of toast, beans, and 250 of our famous tea biscuits!

Respectfully submitted,
Peter Jacobs

Nominating Committee

The following are nominations to the positions indicated for the year 2020. 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
- 5) The first meeting of Bishop and Chapter will immediately follow the Annual

X Bishop and Chapter	
Elect 2 (TWO) Only	
	Victoria Hachey (Finance/Admin)
	Sally Dibblee (Health and Pastoral Care)

X Nominating Committee			
Elect 3 (THREE) Only			
	Helen Sullivan		
	Gwen Davies		
	Kurt Schmidt		
	Jill Dunderdale		

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

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,
G. Davies, H. Sullivan, K. Schmidt, G. Hall

Revised 12 February 2020

Christ Church Cathedral

Financial Statements

December 31, 2019

Christ Church Cathedral

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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, 2019, 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

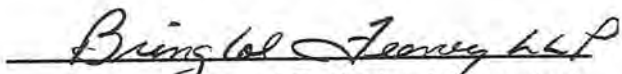
Basis for Qualified Conclusion

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, 2019, 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 10, 2020


Chartered Professional Accountants

Christ Church Cathedral

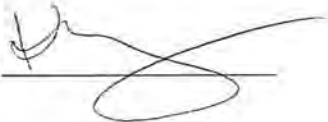
Statement of Financial Position

As at December 31, 2019

	2019	2018
ASSETS		
Current		
Cash	\$ 80,834	\$ 137,119
Accounts receivable	2,500	9,500
HST receivable	<u>11,887</u>	<u>20,020</u>
	95,221	166,639
Unrestricted investments (note 3)	223,972	202,213
Restricted investments (notes 3 and 4)	1,576,800	1,161,738
Capital assets (note 5)	<u>2,240,326</u>	<u>2,340,230</u>
	<u>\$ 4,136,319</u>	<u>\$ 3,870,820</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 21,398	\$ 22,662
Deferred contributions	<u>57,380</u>	<u>114,156</u>
	<u>78,778</u>	<u>136,818</u>
FUND BALANCES		
General fund	2,480,741	2,572,264
Restricted fund (note 7)	<u>1,576,800</u>	<u>1,161,738</u>
	<u>4,057,541</u>	<u>3,734,002</u>
	<u>\$ 4,136,319</u>	<u>\$ 3,870,820</u>

Approved

Treasurer



Christ Church Cathedral

Statement of Changes in Fund Balances

Year ended December 31, 2019

	General fund	Restricted fund	Total 2019	Total 2018
Balance, opening	\$ 2,572,264	\$ 1,161,738	\$ 3,734,002	\$ 3,721,880
Excess of revenues over expenditures	215,223	108,316	323,539	12,122
Net fund transfer (note 7)	<u>(306,746)</u>	<u>306,746</u>	<u>-</u>	<u>-</u>
Balance, closing	<u>\$ 2,480,741</u>	<u>\$ 1,576,800</u>	<u>\$ 4,057,541</u>	<u>\$ 3,734,002</u>

Christ Church CathedralStatement of Operations
Year ended December 31, 2019

	2019 Budget	2019 Actual	2018 Actual
Revenues			
Unrestricted offerings	\$ 507,000	\$ 537,669	\$ 507,326
Specified offerings	22,200	43,814	66,407
Unrestricted bequests	-	26,670	10,394
Grants	17,000	16,000	29,000
Rental	7,000	11,475	14,511
Unrestricted interest income	10,500	8,010	13,123
	<u>563,700</u>	<u>643,638</u>	<u>640,761</u>
Expenditures			
Lay expenses	204,853	180,536	186,330
Property and buildings (note 6)	116,000	121,806	119,101
Diocesan shared ministry expense	109,768	110,932	105,823
Clergy expenses	109,066	106,133	105,933
Finance and administration	69,400	82,640	82,606
Mission and outreach	21,000	20,875	39,455
Worship	7,000	7,733	7,799
Flow through donations	6,200	7,458	6,208
Health and pastoral care	4,585	7,083	6,973
Hospitality	4,000	3,186	3,610
Communications	2,000	2,820	4,287
Special events and programs	-	2,038	34
Interest and bank charges	-	1,998	3,326
Christian formation	2,500	1,571	2,242
	<u>656,372</u>	<u>656,809</u>	<u>673,727</u>
Deficiency of revenues over expenditures from operations	(92,672)	(13,171)	(32,966)
Other income			
Gain on sale of Odell House	-	228,394	-
Excess (deficiency) of revenues over expenditures before restricted fund activity	(92,672)	215,223	(32,966)
Restricted fund activity (note 7)	(92,672)	(108,316)	(45,088)
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ 323,539</u>	<u>\$ 12,122</u>

Christ Church CathedralStatement of Cash Flows
Year ended December 31, 2019

	2019	2018
Operating activities		
Cash received from offerings	\$ 634,096	\$ 566,533
Cash received from grants	16,000	29,000
Cash received from rentals	11,475	14,511
Cash received from investments	40,608	48,626
Cash paid to employees and suppliers	<u>(636,968)</u>	<u>(630,409)</u>
	<u>65,211</u>	<u>28,261</u>
Investing activities		
Transfer from investments to operations	2,650	80,000
Purchase of investments	(439,472)	(48,626)
Purchase of capital assets	(5,267)	(7,855)
Proceeds on disposal of capital assets	<u>320,593</u>	<u>-</u>
	<u>(121,496)</u>	<u>23,519</u>
Change in cash position	(56,285)	51,780
Cash, opening	<u>137,119</u>	<u>85,339</u>
Cash, closing	<u>\$ 80,834</u>	<u>\$ 137,119</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

1. Nature of operations

Christ Church Cathedral is a 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, Memorial Hall, the organ or the audio equipment.

(b) Revenue recognition

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

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

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

Investment income is recognized as revenue when earned.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

2. Significant accounting policies, continued

(c) Cash

Cash consists of cash balances with financial institutions.

(d) 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.

(e) 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.

(f) 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.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

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 2019, 3.5% interest was paid for January to June period on investments and 2% was paid for the July to December period on investments. In 2018, 3.5% interest was paid on the investments.

Unrestricted investments are invested funds available for operational use without restriction. Restricted investments are invested funds with external restrictions on use.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

4. Investment fund - restricted

	Restricted principal	Available for restricted use	2019	2018
Mary L. Boyce Bequest	\$ 271,972	\$ 136,473	\$ 408,445	\$ 397,446
Ellen Burchell Trust	86,970	27,766	114,736	111,646
S. C. and Henrietta Gray Trust	30,000	-	30,000	30,000
Robin W. Gough Bequest - Fabric repairs	25,000	17,431	42,431	41,288
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	6,348	21,348	20,773
Assistant Minister's Fund	12,600	10,967	23,567	22,932
W.W. Boyce Bequest	10,000	5,247	15,247	14,836
John Maxwell Bequest	10,000	2,137	12,137	11,810
Rosalie Belyea Music Fund	5,000	4,325	9,325	9,074
Robin W. Gough Bequest - Choir music	5,000	3,486	8,486	8,258
Louisa Morris Bequest	2,675	-	2,675	2,675
Memorial Hall Restoration Fund	2,456	95,832	98,288	101,399
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	5,430	6,430	6,257
Allan Wilmot Bequest	1,000	-	1,000	1,000
Neales Memorial	500	1,240	1,740	1,694
Goodspeed Memorial	500	760	1,260	1,226
Archdeacon Forsyth Trust	500	262	762	742
Sarah C. Forsyth Trust	500	262	762	742
Marguerite Elgee Trust	500	-	500	500
Ada Raymond Bequest	100	-	100	100
Cathedral Restoration Fund	-	326,854	326,854	309,342
Cathedral Clergy Accommodation	-	320,593	320,593	-
Organ Restoration Fund	-	45,961	45,961	-
Audio Equipment Fund	-	16,155	16,155	-
	<u>\$ 549,271</u>	<u>\$ 1,027,529</u>	<u>\$ 1,576,800</u>	<u>\$ 1,161,738</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

5. Capital assets

	2019		2018	
	Cost	Accumulated amortization	Net	Net
Land	\$ 3,000	\$ -	\$ 3,000	\$ 3,500
Buildings	2,252,298	30,488	2,221,810	2,323,260
Equipment	23,122	7,606	15,516	13,470
	<u>\$ 2,278,420</u>	<u>\$ 38,094</u>	<u>\$ 2,240,326</u>	<u>\$ 2,340,230</u>
Land consists of:				
Cathedral	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Memorial Hall	1,000	-	1,000	1,000
Odell House	-	-	-	500
	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,500</u>
Buildings consists of:				
Cathedral	\$ 1,987,798	\$ -	\$ 1,987,798	\$ 1,987,798
Memorial Hall	264,500	30,488	234,012	243,763
Odell House	-	-	-	91,699
	<u>\$ 2,252,298</u>	<u>\$ 30,488</u>	<u>\$ 2,221,810</u>	<u>\$ 2,323,260</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

6. Property and building expenses

Property and building expenses for 2019:

	Cathedral	Memorial Hall	Odell House	General	Total
Fuel	\$ 30,537	\$ 22,859	\$ 2,524	\$ -	\$ 55,920
Repairs and maintenance	3,593	17,337	6,343	3,289	30,562
Amortization	-	9,751	-	3,221	12,972
Utilities	3,959	4,881	808	-	9,648
Ground care	-	-	-	8,172	8,172
Security	-	-	-	4,532	4,532
	<u>\$ 38,089</u>	<u>\$ 54,828</u>	<u>\$ 9,675</u>	<u>\$ 19,214</u>	<u>\$ 121,806</u>

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	3,996	13,225
Amortization	-	10,157	3,821	2,385	16,363
Utilities	3,150	4,367	2,601	-	10,118
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>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2019

7. Restricted fund activity

	<u>2019</u>	<u>2018</u>
Revenue		
Prior year contributions for newly established funds	\$ 46,544	\$ -
Interest	32,597	35,503
Offerings - Organ restoration fund	17,470	-
Offerings - Cathedral restoration fund	8,951	9,585
Offerings - Audio equipment fund	<u>2,754</u>	<u>-</u>
	<u>\$ 108,316</u>	<u>\$ 45,088</u>
	<u>2019</u>	<u>2018</u>
Transfer to the restricted fund		
Proceeds from sale of Odell House	\$ 320,593	\$ -
Transfer from the restricted fund		
Hall repairs	(5,930)	-
Audio equipment	(5,267)	-
Clergy housing allowance	<u>(2,650)</u>	<u>-</u>
Net transfer to (from) the restricted fund	<u>\$ 306,746</u>	<u>\$ -</u>

Bishop and Chapter established three restricted funds during the year, the Cathedral clergy accommodation fund, the Organ restoration fund and the Audio equipment fund. The Cathedral clergy accommodation fund was established with the net proceeds of the sale of the Odell House. The principal amount is restricted to the purchase of new clergy accommodations. The interest earned on the principal is restricted to the annual clergy housing allowance. The Organ restoration fund and the Audio equipment fund were previously recorded in the general fund as deferred contributions. On the establishment of these funds, the prior year contributions related to these funds were recognized as restricted fund income in the current year (\$28,036 for the Organ restoration fund and \$18,508 for the Audio equipment fund).

8. Lease commitment

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

9. Comparative figures

Comparative figures were restated to conform to current year presentation.



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February 3, 2020

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, 2019

Dear Bishop and Chapter,

We have recently completed the review engagement of the Christ Church Cathedral financial statements for the year ended December 31, 2019. 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, Kevin Percy, Fran Miles, John Macaulay, 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 dark ink that reads 'Kendra Patuch, CPA'.

Bringloe Feeney LLP

APPENDIX
GENERAL ACCOUNTING AND MANAGEMENT RECOMMENDATIONS

1.0 Restricted Gifts Policy

The organization developed a restricted gifts policy in 2019. We commend the organization on developing a policy to help manage restricted gifts within the administrative capacity of the organization.

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. We note that during 2019 certain restricted funds were accessed for relevant expenses.

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 continued improvement over the past two years to match related expenses 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

We noted an improvement in the allocation of expenses with the updated chart of accounts developed in 2019. This has resulted in increased reliability in comparing current period results to budget items and year-end results after the review engagement process.

Recommendation:

We recommend that the budget process continues to be reviewed and adjusted as required to ensure regular expenses are budgeted accordingly.

5.0 Security and Accessibility of Financial Information

The accounting records for operations (Simply) is stored with an individual with no back-up copies or a secondary person having access to the file. 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. We note an improvement with the new donation tracking software that is cloud-based with more than one individual capable of accessing the information as required.

6.0 Record-keeping of the DCIF investments

The fund names and balances in the DCIF investments do not agree with the organization's restricted funds records. In addition, the interest income on the DCIF investments is not recorded during the year. This mis-match of information could lead to errors in the future regarding the availability of funds for general and restricted purposes.

Recommendation:

We recommend that the organization provides the DCIF investment fund with an updated listing of fund and fund balances as at December 31, 2019 and request that the DCIF fund descriptions be aligned with the organization's records. The organization should ensure that the interest income earned at July and December is recorded appropriately and that the internal records of the fund balance agree to the DCIF investment statement.

**Christ Church Cathedral
Restricted Funds
For year ended December 31, 2019**

Restricted Fund Total	
Restricted Use	62,115.48
Restricted Principal only	102,273.00
Restricted Principal and Restricted Use	1,412,411.79
Restricted Fund Total	1,576,800

Note: Interest earned on restricted principal with unrestricted use totalling \$48,882.50 is included in the general DCIF fund balance as it is unrestricted

RESTRICTED USE	Opening Balance								Closing balance		Restricted Use
	Restricted Principal	Available for use	Total	2019 Interest Earned		Transfers In	Additions	Transfers Out	31-Dec-19		
				Jan-June (3.5%)	Jul-Dec (2%)				Total	Available for Restricted Use	
Organ Restoration Fund					455.06	28,035.69	17,470.00		45,960.75	45,960.75	Organ restoration work
Audio Equipment Fund					159.95	18,508.46	2,753.71	(5,267.38)	16,154.74	16,154.74	Purchase of audio equipment
Total	-	-	-	-	615.00	46,544.15	20,223.71	(5,267.38)	62,115.48	62,115.48	

RESTRICTED PRINCIPAL with UNRESTRICTED USE	Opening Balance							Closing balance	
	Restricted Principal	Available for use	Total	2019 Interest Earned		Additions	Transfers Out	31-Dec-19	
				Jan-June (3.5 %)	Jul-Dec (2 %)			Total	Available for Use
S C and Henrietta Gray Trust	30,000.00	13,617.64	43,617.64	763.31	443.81			44,824.75	14,824.75
Minchin-Gordon Bequests	23,000.00	7,151.58	30,151.58	527.65	306.79			30,986.03	7,986.03
M Kearney Odell Bequest	20,000.00	9,596.50	29,596.50	517.94	301.14			30,415.58	10,415.58
W W Boyce Gift	18,000.00	8,856.52	26,856.52	469.99	273.27			27,599.78	9,599.78
Louisa Morris Bequest	2,675.00	1,326.31	4,001.31	70.02	40.71			4,112.05	1,437.05
W.T. Raymond Bequest	2,406.00	1,187.86	3,593.86	62.89	36.57			3,693.32	1,287.32
John Harding Bequest	2,000.00	980.91	2,980.91	52.17	30.33			3,063.41	1,063.41
Jubilee Offerings	1,490.00	740.96	2,230.96	39.04	22.70			2,292.70	802.70
Charles Peters Trust	1,102.00	551.44	1,653.44	28.94	16.82			1,699.19	597.19
Allan Wilmot Bequest	1,000.00	501.08	1,501.08	26.27	15.27			1,542.63	542.63
Marguerite Elgee Trust	500.00	249.95	749.95	13.12	7.63			770.71	270.71
Ada Raymond Bequest	100.00	51.17	151.17	2.65	1.54			155.35	55.35
Total	102,273.00	44,811.92	147,084.92	2,573.99	1,496.59			151,155.50	48,882.50

Christ Church Cathedral

RESTRICTED PRINCIPAL AND RESTRICTED USE	Opening Balance			2019 Interest Earned		Additions	Transfers Out	Closing balance		Restricted Use
	Restricted Principal	Available for use	Total Opening	Jan-June (3.5 %)	Jul-Dec (2 %)			31-Dec-19		
								Closing balance	Available for Restricted Use	
Dean's Discretion										
Ellen Burchell Trust - Dean's discretion	86,970.00	24,675.89	111,645.89	1,953.80	1,136.00			114,735.69	27,765.69	Dean's discretion
Margaret and Harold Hoyt Memorial - Dean's discretion	15,000.00	5,773.06	20,773.06	363.53	211.37			21,347.95	6,347.95	Dean's discretion for his duties or materials for Guild of St. Joseph
Bishop and Chapter										
Mary L. Boyce Bequest	271,972.00	125,473.81	397,445.81	6,955.30	4,044.01			408,445.12	136,473.12	General maintenance and services of Cathedral
Assistant Minister's Fund	12,600.00	10,331.98	22,931.98	401.31	233.33			23,566.62	10,966.62	Assistant Minister's discretionary fund
W. W. Boyce Bequest	10,000.00	4,836.04	14,836.04	259.63	150.96			15,246.63	5,246.63	Current expenses
Property and Buildings										
Robin W. Gough Bequest (1) - fabric repairs	25,000.00	16,288.65	41,288.65	722.55	420.11			42,431.31	17,431.31	Repairs to exterior stonework, roof, and steeple
Memorial Hall Restoration	2,455.50	98,954.58	101,410.08	1,774.68	1,031.85		(5,928.62)	98,287.98	95,832.48	Memorial Hall maintenance
Archdeacon Forsyth Trust - Fabric	500.00	241.68	741.68	12.98	7.55			762.21	262.21	Repairs and upkeep of the Cathedral Fabric
Sarah C. Forsyth Trust - Fabric	500.00	241.68	741.68	12.98	7.55			762.21	262.21	Repairs and upkeep of the Cathedral
Cathedral Restoration Fund		309,342.47	309,342.47	5,413.49	3,147.56	8,950.50		326,854.02	326,854.02	Cathedral restoration
Cathedral Clergy Accommodation					2,650.34	320,593.20	(2,650.34)	320,593.20	320,593.20	Proceeds of sale of Deanery; interest for clergy housing
Worship										
John Maxwell Bequest - organ upkeep and maintenance	10,000.00	1,810.26	11,810.26	206.68	120.17			12,137.10	2,137.10	Upkeep and maintenance of Organ
Rosalie Belyea Music Fund - printed music for choir	5,000.00	4,073.82	9,073.82	158.79	92.33			9,324.94	4,324.94	Printed music for choir library
Robin W. Gough Bequest (2) - choir music	5,000.00	3,257.73	8,257.73	144.51	84.02			8,486.26	3,486.26	To purchase music for choir
Neales Memorial for annual award to a choir boy	500.00	1,193.59	1,693.59	29.64	17.23			1,740.46	1,240.46	Annual award to choir boy
Goodspeed Memorial for choir purposes	500.00	725.90	1,225.90	21.45	12.47			1,259.83	759.83	For choir purposes
Christian Formation										
Archbishop and Mrs. Richardson Fund - education	1,000.00	5,257.07	6,257.07	109.50	63.67			6,430.24	5,430.24	Laity educational purposes
Total	446,997.50	612,478.21	1,059,475.71	18,540.83	13,430.51	329,543.70	(8,578.96)	1,412,411.79	965,414.29	

CONSTITUTION OF THE DIOCESAN SYNOD OF FREDERICTON

Lay Members of the Synod

- 4(1) Lay delegates to the Synod and their substitutes, if any, shall be voting members of the parish for which they are chosen.
- 4(1.1) A person who has attended three consecutive regular synods as a lay member or substitute lay member is ineligible to be chosen as a lay delegate or substitute lay delegate to the Synod until after a further regular synod has been held; but if a special or electoral synod is convened after any regular synod at which the lay person might have had the right to vote and before the next regular synod, and if the lay delegate or substitute has not been replaced, that person may attend and vote at that special or electoral synod.
- 4(1.2) For purposes of calculating the consecutive regular meetings of the Synod referred to in subsection 4(1.1), the synod at which this provision is adopted shall be counted the first such synod. [Note: this term limit becomes operative in 2020.]
- 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.

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



**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 dark ink, appearing to read "David Fredericton". The signature is written in a cursive, flowing style with a large initial 'D'.