



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

ANNUAL REPORT FOR THE YEAR 2021

For Presentation to the
Annual Congregational Meeting
Scheduled for
20 February 2022

TABLE OF CONTENTS

The Five Marks of Mission	04
Christ Church Cathedral, Fredericton (as at 31 December 2021) Notice of Meeting	05
Agenda	06
Minutes of the Annual Meeting (21 February 2021)	07

OFFICER REPORTS

Dean of Fredericton	08
Vocational Deacon	10
From the Registers	11
Lay Chair of Bishop and Chapter	12
Cathedral Treasurer	13
Envelope Secretary	14
Delegates to Synod	17

COMMITTEE REPORTS

Finance and Administration	17
2022 Proposed Budget	19
Buildings and Property	20
Guild of Saint Joseph	21
Christian Formation	22
Director of Christian Formation	23
Formation Programs	24
Canadian Mothers' Union - Cathedral Branch	24
Communications	26
Health and Pastoral Care	28
Hospital Visitors	29
Health and Parish Nurse Ministries	29
Cathedral Prayer Network	32
Mission and Outreach	33
Community Kitchens	33
Housing First	33
Outreach Committee	34
Missions Committee	35
Belize Missions	35
Anglican Church Women (ACW)	36
Welcoming and Hospitality	37
Cathedral Kitchen Committee	37
Worship	37
Director of Music	38
Sanctuary Guild	39
Verger	39
Cathedral Greeters	40
Cathedral Servers	41
Lucy's Sewing Group	41
Other	41
Cathedral Matters' Guild	41
Evening Matters' Rug Hooking Group	41
Cathedral Quilters	42
Cathedral Sound and Video Team	42
St. Margaret's Scouting Group	43
Nominating Committee	46

APPENDIX

1) Review Engagement	A-01
2) DRAFT 2021 Financial Statements (Bringloe Feeney LLP)	A-03
2) Restricted Investments	A-20
3) Constitution of the Diocesan Synod of Fredericton (s.4)	A-22
4) Diocesan Policy B-2 Responsibilities of a Member of Synod	A-23
5) Corporation of the Cathedral of Christ Church By-Law (January 2020)	
6) Restoration Trust Fund By-Law	

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.

- 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

TELL

TEACH

TEND

TRANSFORM

TREASURE



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The Corporation of the Bishop and Chapter of
Christ Church Cathedral, Fredericton NB
as at 31 January 2021

Bishop and Chapter

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

Mr. Tom Maston, Chair (C1-1)	The Ven. Kevin Stockall, Archdeacon
Mr. Jamie Yaemans (B1-1)	Treasurer
Ms. Janet Mahar (B2-1)	Secretary
Mrs. Victoria Hachey (C1-2)	Finance and Administration
Canon Charles Ferris (B2-2), Vice-Chair	Buildings and Property
Ms. Catherine Macdonald (C1-3)	Worship
Mr. Samuel Mayo (C1-3)	Mission/Outreach
Ms. Sally Dibblee (C2-2)	Health and Pastoral Care
Vacant (B2-1)	Welcome and Hospitality
Mrs. Rowena Tervo (C1-1)	Communications
Mrs. Bonnie Greenwood (B2-3)	Christian Formation

Mr. John Macaulay, Envelope Secretary
Vacant, Safe Church Officer

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

Delegates to Synod
Ms. Janet Mahar
Mr. John Macaulay
Mr. Nat Fetter

Substitute Delegates to Synod
Mrs. Rosa Macaulay
Canon Charles Ferris
Ms. Emily Orr (Youth)

Notice of Meeting

The Congregational Annual Meeting of Christ Church Cathedral, Fredericton NB, will be held at the Christ Church Cathedral on Sunday, 20 February 2022 at 12:00 noon. Video conference will be an option.

All members of the Cathedral congregation 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 21 February 2021 Congregational Annual Meeting
3. Reports
 - a. Treasurer's Report
 - b. 2021 Financial Statements and Report
 - c. Bishop and Chapter
Lay Chair
Committees
 - d. Dean of Fredericton
4. Adoption of 2022 Budget
6. Greetings
7. Elections:
 - a. Bishop and Chapter
 - b. Nominating Committee
 - c. Lay Delegates and Substitutes to Synod
8. Adjournment and close

Minutes (21 February 2021 DRAFT)
Annual Congregational Meeting
Christ Church Cathedral
February 21, 2021 at 1:00 PM

The meeting was called to order and opened in prayer by Dean Geoffrey Hall at 11:54 AM with 35 attending in-person, 2 joining on Zoom, and 10 watching on YouTube.

Thanks: Former staff members Fran Miles, Lou McKnight, and Kathleen Snow, who resigned or retired this past year, were thanked for their services. Outgoing Bishop & Chapter members Jim Morell and Gail MacGillivray were thanked for their 6 years of service; Janet Mahar and Lynn Meehan were also thanked as they complete their terms, and it was noted that Lynn Meehan has been appointed for a second term on the Chapter.

Voting: The Dean noted that those joining the meeting on Zoom will be able to vote using that platform; Kirsten McKnight and Cheryl Jacobs volunteered to serve as scrutineers for both the online and in-person voting. Victoria Hachey volunteered to be an additional scrutineer for in-person voting.

Motion (P Ericson/B Greenwood): To appoint Kirsten McKnight, Cheryl Jacobs, and Victoria Hachey as scrutineers. CARRIED.

Minutes of Annual Congregational Meeting of February 23, 2020: MOTION (G MacGillivray/S Dibblee) to accept. CARRIED.

Reports, Including 2020 Financial statements and Bringloe-Feeney LLP review engagement:

Motion (C Jacobs/C Macdonald): To accept all the reports in the 2020 annual report. CARRIED. Accountant Kendra Patrick, CPA presented the results of the review engagement on behalf of Bringloe-Feeney LLP. She went over the report in some detail, explaining the purpose and meaning of each page and highlighting notable numbers or transactions. We finished the year with a \$56,029 surplus, noting that, without the government wage subsidies received this year, we would have had a small deficit. The 2019 figures in the financial statements are labeled as "restated"; this is due to the approximately \$67,000 bonus interest for 2019 from the DCIF that was received after the 2019 statements were prepared. Recommendations for future improvement were to include discussion of restricted fund usage in the budgeting process, to update bookkeeping practices to match deferred contributions with appropriate expenses as they occur, and to correct the DCIF records of the names of our restricted funds. Ms. Patrick thanked the Dean, Kevin Percy, John Macaulay, Ben Bourque, and Kirsten McKnight for their excellent record-keeping and willingness to assist with any questions that arose.

Responding to the request for comments or questions on any reports, Cheryl Jacobs noted that both the Dean and the Lay Chair mentioned sharing space with the Synod and the need for flexible spaces in their reports. She requested that Bishop & Chapter consider calling a half day visioning session, open to the whole Cathedral membership, to seek the Spirit's guidance regarding ways the Cathedral could be "made more flexible for our needs and 'open' to community needs." Such a meeting could be both in-person and by Zoom, as tested by this ACM.

2021 budget:

Motion (M LeBlanc/P Ericson): To approve the 2021 budget as circulated in the annual report. CARRIED.

Greetings:

Motion (B Greenwood/P Macdonald): To send greetings to Archbishop David Edwards and retired Bishops Hockin, Miller, and Lemmon. CARRIED.

Elections:

- Bishop & Chapter: The Dean referenced the Nominating Committee report and called for further nominations. Penny Ericson moved that nominations from the floor should cease. The results of the voting were published in the February 28th bulletin as follows:
 - Tom Maston - Lay Chair
 - Janet Mahar - Secretary
 - Rowena Tervo - Communications Chair
- Nominating Committee: It was noted that the nominating committee is to be comprised of the Dean and three elected lay members. Michelle LeBlanc moved that nominations from the floor should cease. Kurt Schmidt, Gwen Davies, and Jill Dunderdale were elected by acclamation.
- Lay Delegates and Substitutes to Synod: Penny Ericson moved that nominations from the floor should cease. The results of the voting were published in the February 28th bulletin - Janet Mahar and John Macauley were elected delegates, and Nat Fetter was elected youth delegate. Rosa Macauley and Charles Ferris were elected as substitutes, and Emily Orr was elected as youth substitute.

Catherine Macdonald moved to adjourn. The meeting closed with the Grace at 1:02 PM.

Respectfully submitted,
Janet Mahar, Secretary

OFFICER REPORTS

Dean of Fredericton

We approached year two of the COVID-19 Pandemic in 2021. It continues to be the hot topic of conversation even though many of us are growing considerably fatigued by it. It's a circumstance unprecedented during my lifetime surely to be remembered as it shapes everyone's perception of the world, perhaps especially younger generations. Many will not remember a world not restricted by pandemic precautions. It remains to be seen how long those same precautions will last and how this experience will affect the world in the longer-term. Of this we can be sure, it will affect us.

The effects on the Church will be real too. Many are fearful to imagine how many of our faithful will simply not return post pandemic. Others are reporting that numbers of engaged people of faith have actually shown modest increase during these times. Most sectors of society have identified the unexpected reality that these trying times are not without some positive spin-offs. "Ne're there be a cloud without a silver lining" – most of us have learned a lot and we are definitely

doing things differently these days. We've been forced to reconsider what is essential and how to do what we do in such a way as to benefit even those who can't be physically present. The true count of any and all scenarios will come as we wait patiently for what we like to refer to as "normal."

With all that said, planning for the near future is next to impossible, as it has been for the last 20 + months. My challenge has been not falling to the temptation of being busy preparing for that which will never be. On the other hand, we do need to be ready for what can and will be. Knowing the difference is what is difficult and among those who plan, there is significant disagreement over exactly which is which. There is also an evident level of anxiety among us over so much being undetermined. I regularly have someone break under the pressure and exclaim "Just tell us what it's going to be!" We would all like to find someone or something to blame. The COVID-19 pandemic is nobody's fault. It just is.

Among the most valuable lessons are those that help us to live in pandemic times. Many leaders have suggested we should have been far better prepared than we were, living our lives as if nothing could bring disruption. The human race, the economies of the world, society and culture are far more fragile than most of us previously thought. That in itself should be a valuable lesson. An eventual breakage of the internet on a global scale, for however long it might last, not if but when, will have us all reflecting on the fact that the COVID pandemic was easy in comparison.

Christ Church Cathedral is blessed, not because it is more righteous, better, more powerful or more intelligent. It's mostly true when we remain faithful. The blessings include our being well-supported prayerfully, spiritually and financially during the darker days of pandemic. We were successful, with the help of government subsidy and reduced spending, to see an end to the year without deficit. We have seen none of our number fatally ill with COVID-19 which may assure us that our precautions and protocols served us in an attempt to stay as safe as possible especially among those vulnerable in our midst. We've seen many transition to both worship and ministry engagement by way of technology and while far from ideal, it does help us stay somewhat more connected and continues to communicate the Gospel and further the call to proclamation potentially even beyond our own community.

The year has also brought to light some future needs that may make the majority tremble a bit. The Cathedral itself has maintenance (some of it deferred), restoration and renovation requirements that will be costly. The numbers far exceed the capabilities of the congregation itself. The Cathedral is the diocesan mother church. Invitations and partnerships with the Diocesan Synod, the parishes of the Diocese, the City of Fredericton and the wider community will be critical. Sunday by Sunday we enjoy "our space." Over the next many months it's going to be necessary to humbly reevaluate and perhaps challenge perceptions about for whom the Cathedral really exists.

The future of the church proper is not our only challenge. The Memorial Hall continues to age, remains inaccessible to many and, will require a significant investment if it is expected to continue to serve practical needs for space outside of worship. We began and continued this year to provide hospitality to our Diocesan Synod staff at the Memorial Hall. Perhaps these pandemic times have made some of that more possible than if all had been functioning as "normal." Good decisions

about efficient and cost effective ways to manage our current assets and to preferably do that cooperatively will be needed in the nearer future. That issue is still very much at the forefront of our mutual agendas.

My thanks to members of the Cathedral Staff without whom the job before me would be utter impossibility. Sarah Ecker joined us in September as Parish Nurse (half-time).

As always our thanks to Cathedral officers and members of Bishop and Chapter. We said goodbye this year to Kevin Percy following a tenure as Treasurer and to Lynn Meehan as member of the Chapter. Bonnie Greenwood has been a steady guide acting as chair of Christian Formation for two full terms and we thank her for her commitment. To those who have continued to lead other committees and organizations, thank you for continuing to keep the lamps burning in your respective leadership ministries. Last but by no means least, all who maintain their affiliations with many and various groups and serve in both small and not so small ways that make the sum total of Cathedral influence of note to so many. The Lord bless us and keep us, now and always.

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

Let me express how deeply grateful I am to you all for upholding me in this ministry among you. It has been three years since I was appointed Deacon at Christ Church Cathedral. I feel very blessed.

I participate in the rotating schedule of readers of the Daily Offices Monday to Friday. This is something that I enjoy very much. I am the Coordinator for the Hospital Visitors Team, following the guidelines and restrictions from Horizon Health depending on what phase we were/are in. We have been meeting regularly to keep our rotation schedule up to date (whether we have visiting privileges or not), as well as doing a book study on "The Ministry of Listening". I continue to meet virtually with fellow Spiritual Directors on a regular basis. I am the Diocesan Representative of the Anglican Fellowship of Prayer, and pass on any information to be put on the Diocesan website, or to the NB Anglican. I am a member of the Spiritual Development Team in the Diocese. I participated in the virtual National Conference of Anglican Deacons in Canada. It was an interesting experience and even though we were virtual, there were a few familiar faces from other Dioceses. Currently, I am employed with the Dr. Everett Chalmers Hospital as Spiritual Care Provider for Palliative Care, and as a requirement to continue, I have been taking a second CPE (Clinical Pastoral Education) unit.

Respectfully submitted,
The Rev'd Debbie Edmondson, Deacon

FROM THE REGISTERS

Baptisms *"Let your light so shine before others that they may see your good works"*
George Douglas Augustine Young Morris

Burials *"Rest eternal grant unto them, O Lord"*
Judith Arlene Colson
Sandra Louise Palmer
Sebastian Edwards
Kenneth Allen Harold Noftell
Norma Jean Belyea
Colin Botsford Rayworth
Edith Maude Nutter
Elizabeth Ferne Wolstenholme

Population

Households

Families..... 165
Individuals..... 79

Membership

Children 55
Adults..... 420

Other

Confirmed persons 322
Communicants 312
Identifiable givers..... 281

Groups and Roles

Church School

Schools 1
Teachers..... 2
Students 12
Attendance..... 10

Groups

Men's Groups 1
 Membership 28
Women's Groups 4
 Membership 24
Youth Groups 2
 Membership 40
Choirs..... 2
 Membership 38
Other Groups..... 5
 Membership 38

Worship

Holy Eucharist

Inside..... 159
Outside 9
On Sundays 106
On Weekdays 86
Admin of Reserved 13
Other 7

Total Services

On Sundays 119
On Weekdays 585

Individuals

Making Communion

At Easter..... 252
By Reserved..... 29

Yearly Totals

Normal Sunday..... 80
Easter..... 258
Pentecost 108
2nd in September 108
Christmas..... 195
Unction 2
Buried 8
Baptized 1
Marriage..... 1
First Communions..... 0
Confirmations..... 0
Received..... 0

Grand Totals

On Sundays 4485
On Weekdays 2444

Lay Chair of Bishop and Chapter

Just like everyone else in the world in 2021, our daily activities were greatly impacted by the ongoing pandemic. Bishop and Chapter held ten meetings over the year, all of them virtually. In February we said goodbye to Jim Morell and Gail MacGillivray, as their terms expired. During the year, Kevin Percy and Lynn Meehan retired from B&C. New members were Rowena Tervo, Jamie Yeamans and Tom Maston. Bonnie Greenwood finishes two terms at the conclusion of our Annual Meeting. All of these individuals are to be thanked for their dedication to work of our congregation.

The business of B&C, and how we adjusted throughout the pandemic year, is outlined in the annual reports that have been submitted by the Dean and the Committee Chairs.

Our investments in video broadcasting equipment have significantly improved the quality of our online worship services. This online presence has allowed us to maintain some level of corporate worship and contact during these uniquely challenging times. It has been very encouraging to see the continued dedication, and adaptability, of our various volunteers. It is also encouraging to see that our offerings have remained steady.

During the year B&C dealt with three significant items which, when taken together, point towards the decisions that we will be facing as we look ahead to the type of church we will be in the coming years. We know that the pandemic has changed our world, and it will never be the same. Our big question will be how do we adapt to our changing world.

A significant amount of effort was focused on our potential role in the Housing First project. Ultimately, we reached the difficult conclusion that while we had a dedicated volunteer group, we did not have enough volunteers, nor did we have a broad enough skill base amongst our volunteers, to allow the project to be financially viable. This underlines a key issue for us as we move forward. The vast majority of our work is accomplished through dedicated volunteers. Therefore, the ministries that we will engage in will be determined by the number of volunteers that we have, as well as their individual skills and interests. This is as an absolutely vital consideration as we determine our future ministries.

A considerable amount of effort was devoted towards moving forward on the evaluation of the physical infrastructure of the Cathedral and Memorial Hall. Any renovations that are undertaken will be influenced by the role that we anticipate our infrastructure to have in our current and future ministry. We anticipate this to be a significant congregational discussion in 2022.

The possibility of developing a shared ministry building with the Diocese remains under active consideration. However, it was agreed by the joint Diocese and Cathedral exploration committee that more time was required to understand how administrative offices and corporate ministry functions should be designed for the next twenty-five years.

The physical condition of the Cathedral is a major concern, and we are now anticipating to receive a comprehensive engineering report early in the new year. The restoration and maintenance costs are expected to be in the order of magnitude of several million dollars.

For the next few decades, these physical infrastructure decisions will impact how we function as a congregation and what our role in our community will look like. As a vibrant Christian community, our process in reaching these decisions will be a witness to our commitment to corporate spiritual discernment.

Respectfully submitted,
Tom Maston, Lay Chair of Bishop and Chapter

Cathedral Treasurer

In May of 2021 I accepted my appointment to the role of Treasurer with great humility and some trepidation, primarily due to unknowns related to the COVID-19 pandemic. I wish to extend thanks to outgoing Treasurer, Dr. Kevin Percy for his advice and guidance while facilitating a smooth transition.

The role of the Cathedral Treasurer is to perform high level, strategic management of the Cathedral's finances. The Cathedral enjoys the benefit of having a capable team comprising a bookkeeper, an office administrator, an envelope secretary and a chartered public accountant all of whom work with the Treasurer to advance the Cathedral's goals. Much of the day to day financial "business" of the Cathedral can take place smoothly and efficiently because of the systems that are in place.

2021, like 2020, was overshadowed with concerns about the pandemic. The Cathedral enjoyed support from the Government of Canada's Emergency Wage Subsidy (CEWS) for part of the year, but that funding dried up in the Autumn. As revenue suffered with the discontinuation of the CEWS, fuel and insurance costs continued to rise. Through the Grace of God however, we continue to hold our own and are incredibly blessed in many ways.

Consistent with established practice, during 2021 I participated in Bishop and Chapter meetings. Month-end updates of revenue and expenditures were provided and briefed to Bishop and Chapter. Trends in Cathedral financial status were presented. Year-end financial projections were calculated and delivered. I also participated in meetings of the Executive Committee. As indicated above, financial information and advice were provided as required.

One of the primary goals we worked on as an Executive Committee was streamlining and simplifying the financial reporting. For years there has been confusion over the state of the finances at any point in time; the confusion centers around the mix of operating, designated, and flow through income and expenses. The Dean, especially, would very much like for the congregation to focus on the operating finances, as that is what "keeps the lights on."

To that end, the Lay Chair, with the support of the Dean and Treasurer, developed a set of financial statements that comprises an operating income statement, and a second statement for designated and flow through accounts. In July of 2021 this concept was presented to our CPA at Bringlee Feeney and was determined to be a satisfactory improvement.

We also embarked upon a process to migrate our accounting and bookkeeping to the "Cloud" in SAGE, thus enabling additional users to access information for real-time updates. This also included a project to develop automated financial statements which involved writing a program in our accounting software that would then generate financial statements at the end of the month with greater ease.

Non-routine tasks completed in 2021 were:

- Monthly (March-December) completion and submission to the Diocese applications for the Canadian Emergency Wage Subsidy (CEWS). The CEWS subsidy ended in September.
- Direction given to the Diocese for reconciliation of Cathedral investments (DCIF).
- Housing First bank accounts were set up at CIBC and funds were transferred into the new accounts. We worked with lawyer Jim Davis to unwind Housing First and transfer the property back to the City of Fredericton. The Housing First Accounts were subsequently closed and funds returned to the United Way.

Routine tasks performed in 2021 included:

- Oversight of, and direction given to Cathedral bookkeeper
- Review of month-end financial statements
- Weekly online monitoring of the Cathedral's bank account
- Submission to the Diocese of the 2021 Cathedral financial report
- Development of and revisions to the Cathedral 2021 draft budget
- Renewal of the insurance policy
- Completion of WorkSafe NB forms
- CPA advice sought as required on accounting procedures.

I would like to extend a special thanks to Lay Chair Mr. Tom Maston who contributed numerous hours to make these improvements happen; Dean Geoffrey Hall; Office Administrator Ms. Kirsten McKnight; Bookkeeper Mr. Ben Bourque; Envelope Secretary Dr. John Macaulay; Ms. Kendra Patrick CPA; and former Treasurer Dr. Kevin Percy.

Respectfully submitted,
Jamie R. Yeamans, Cathedral Treasurer

Envelope Secretary

For their continued support and assistance, I wish to thank Counters Gayle, Lynne, Jane, Randy, Wayne, and Hank, Dean Geoffrey, Office Administrator Kirsten, Sexton Ashley, Diocesan Synod office staff, as well as members of the Finance and Administration Committee and Stewardship Group.

2021 Total Giving was up slightly (1%) from the previous year. This increase is attributable to Online Giving, which, after reaching an all-time high of 7.5% of total offerings last year, climbed further still to 8.5% in 2021.

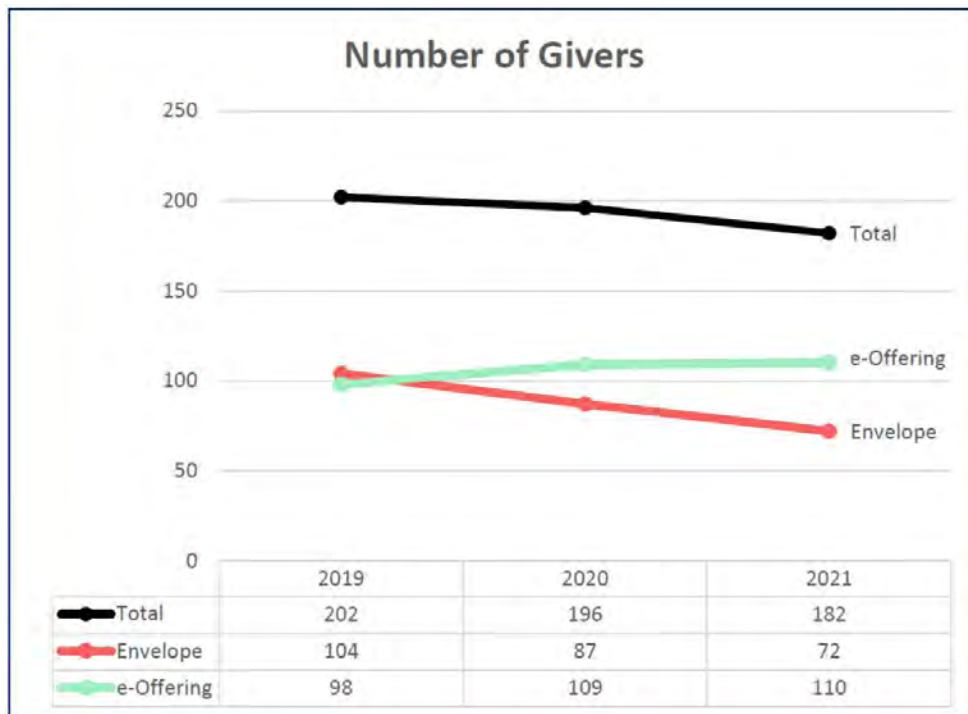
Note that, for simplicity, supplemental offerings made by e-offering users with their offering envelopes (PWRDF, Easter, Thanksgiving & Christmas) are also counted as e-offerings. On this

basis, in 2021, e-offering and envelope users gave 54.5% and 36.9% of total offerings, respectively; these percentages are practically unchanged from the previous year.

A 7% decrease in the number of givers occurred from 2020 to 2021, due to fewer users of offering envelopes. The pandemic may be, at least in part, responsible. The number of e-offering givers increased by one in 2021 compared to a year earlier.

2021 Total Giving			
Range of Giving	Number of Givers	Total Offerings*	% of Total
\$1.00-199.99	78	\$4,680.49	0.8%
\$200.00-499.99	19	\$5,921.00	1.0%
\$500.00-999.99	35	\$23,830.04	4.2%
\$1000-2999.99	84	\$148,533.34	25.9%
\$3000-4999.99	30	\$113,541.86	19.8%
\$5000-7999.99	20	\$121,965.00	21.3%
\$8000 and over	15	\$153,979.00	26.9%
Total:	281	\$572,450.73	100.0%

* Envelopes, e-offering and Online Giving



Week-to-week envelope and e-offerings are shown in the accompanying graph. In 43 of the 52 weeks of the year, e-offerings exceeded envelope offerings.

Respectfully submitted,
John Macaulay, Envelope Secretary

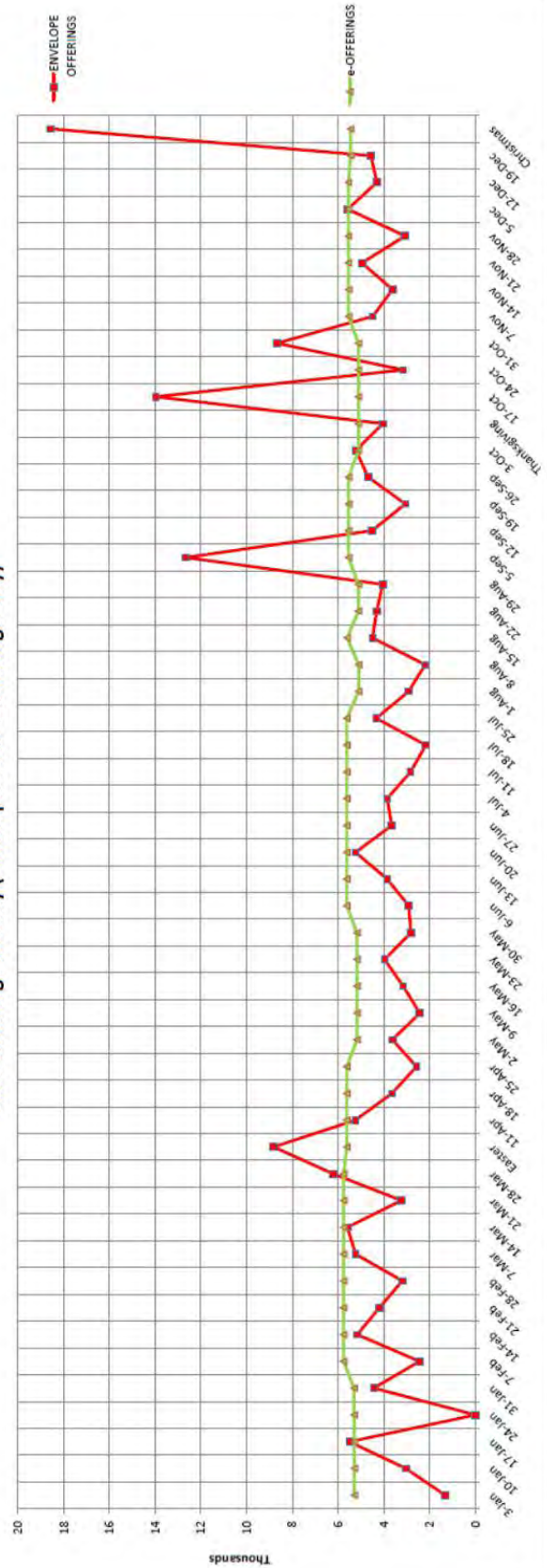
Envelopes and e-offering

Year:	2017			2018			2019			2020			2021		
Range of Giving	Givers	Total Offerings	% of Total	Givers	Total Offerings	% of Total	Givers	Total Offerings	% of Total	Givers	Total Offerings	% of Total	Givers	Total Offerings	% of Total
\$1,000-199.99	26	\$2,363	0.4%	17	\$2,128	0.4%	81	\$5,274	0.9%	36	\$2,560	0.5%	45	\$3,388	0.6%
\$200.00-499.99	29	\$9,136	1.6%	27	\$8,421	1.7%	31	\$10,206	1.8%	26	\$7,934	1.5%	15	\$4,781	0.9%
\$500.00-999.99	39	\$26,383	4.7%	35	\$26,114	5.2%	29	\$21,040	3.7%	27	\$18,922	3.6%	34	\$23,650	4.5%
\$1,000-2,999.99	91	\$161,946	28.6%	78	\$136,803	27.5%	87	\$147,692	25.8%	89	\$150,978	28.8%	83	\$146,398	28.0%
\$3,000-4,999.99	29	\$107,451	19.0%	26	\$97,764	19.6%	28	\$102,562	17.9%	30	\$111,495	21.3%	27	\$102,530	19.6%
\$5,000-7,999.99	18	\$116,662	20.6%	20	\$129,805	26.1%	21	\$135,492	23.7%	16	\$101,028	19.3%	18	\$111,299	21.3%
\$8,000 and over	11	\$142,916	25.2%	9	\$96,815	19.4%	11	\$150,445	26.3%	12	\$131,168	25.0%	13	\$131,514	25.1%
Totals:	243	\$566,856	100.0%	212	\$497,849	100.0%	288	\$572,711	100.0%	236	\$524,086	100.0%	235	\$523,560	100.0%

Online Giving

Totals	\$28,596	4.8%	\$31,025	5.9%	\$30,389	5.0%	\$42,385	7.5%	\$48,890	8.5%
Grand Total	\$595,452		\$528,874		\$603,099		\$566,470		\$572,451	

2021 Offerings Weekly (Envelopes and e-Offerings only)



Delegates to Synod 2021

There was no Diocesan Synod in 2021.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

Membership: Kirsten McKnight, Kaye Small, Jamie Yeamans, John Macaulay, Janet Mahar, Tom Maston, Dean Geoffrey Hall, Victoria Hachey (Chair)

The Finance and Administration Committee has continued to meet virtually over the 2021 year.

Major Accomplishments in 2021:

- Close working relationship with Executive Committee and other Chapter committees.
- Staff pay review and recommendations completed.
- Supported the hiring process for new Parish Nurse.
- Consultation and advice provided with respect to the Diocesan plan regarding the Bishop's Officer and shared office space at Cathedral Memorial Hall.
- Ongoing support provided and consultation with the Envelope Secretary and Treasurer.
- Support provided to the Stewardship Committee and their ongoing development of a Narrative Budget.
- Support and oversight provided over larger property items and significant financial decisions.
- Oversight and input provided to the Treasurer on 2022 budgeting process.

2022 Priorities (Current/Ongoing from 2021)

- Completion of Cathedral Lay Employee handbook.
- Finalization of Narrative Budget (Stewardship Committee) in Spring/ Summer 2022.
- Significant focus on upcoming Heritage Standing report and determining next steps.
- Support the summer student hiring process for Cathedral Tour Guides.

Respectfully submitted,
Victoria Hachey, Finance and Administration Chair

Proposed 2022 Budget

2022 Christ Church Cathedral Draft Budget - Approved B&C					
	2022	2021		2022	2021
REVENUE	Budget	Budget	EXPENDITURES	Budget	Budget
Offerings	556,000	550,000	Diocesan Shared Ministry	93,155	95,684
Grants	16,000	16,000	Clergy		
Rentals and Donations	10,000	10,000	Stipends - Clergy	61,050	59,707
Other Income	9,000	9,000	Housing Allowance	19,392	19,200
Designated Offerings	10,000	10,000	Car Replacement Allowance	4,242	4,200
TOTAL INCOME FOR OPERATIONS	601,000	595,000	Employer Portion of Benefits	24,444	23,905
			Clergy Support	5,122	5,122
			Total Clergy	114,250	112,134
			Staff		
			Office Administrator	35,092	34,320
			Sexton	29,239	28,596
			Music Director	33,374	32,640
			Parish Nurse	24,540	24,000
			Christian Formation Director	26,589	26,004
			Employer Portion of Benefits	21,975	21,492
			Supply staff	-	-
			Total Staff	170,810	167,052
			Property	120,000	120,000
			Worship	7,000	7,000
			Christian Formation	1,500	1,500
			Hospitality	2,000	2,000
			Mission and Outreach	20,000	20,000
			Health and Pastoral Care	2,120	2,120
			Finance and Administration	67,696	67,696
			Communications	2,000	2,000
			Special Events	-	-
			TOTAL EXPENDITURES	600,531	595,000
			NET INCOME FROM OPERATIONS	469	-

BUILDINGS AND PROPERTY

Membership:

Marion Beyea, Ken Howlett, Gary Barfitt, Mark Gunter, Ashley Swim, Tom Maston, John McGarry, Jim Morell, Dean Geoffrey Hall, Charles Ferris (Chair); Resource Persons: Bill Jones, John Leroux, Melissa Dawe, Hugh MacKinnon, Eric Hadley

[The Committee is grateful for the very good administrative support of Kirsten McKnight, Cathedral Office Administrator]

The Committee deeply regrets the death of our former Chair, The Rev. Nathan Cutler.

Major Accomplishments in 2021

- In April, the Cathedral Chapter received the Heritage Standing Inc. (HSI) update of its 2015 Christ Church Cathedral Condition Assessment Report.
- On June 21, on the Committee's recommendation, the Chapter tasked HSI to prepare a Christ Church Cathedral Condition and Issues Report at a cost of \$50,000. This report is a comprehensive examination of the Cathedral's current condition and anticipated future deterioration, including structural, electrical, mechanical, and any other physical issues that can be found. The Chapter later requested that the possible replacement of pews with chairs and the Cathedral organ restoration be included in the report. A list of needed repairs has been prioritized and costed, including long-term maintenance needs and sustainability considerations. The Cathedral Restoration Committee fully participated in the Chapter meeting and agreed that the cost of the report should be borne by the Cathedral Restoration Fund.
- The Committee, with the Chapter Executive, continues its investigation of possible legal rights regarding the Cathedral steeple's 1990s restoration, based on Heather and Little's August 2020 repair and investigation report.
- On Hugh MacKinnon and HSI's recommendation, the Chapter approved Active Glass's completion of venting of the protective coverings on Cathedral stained glass windows in September.
- With the assistance of Sexton Ashley Swim, Cathedral Safe Church measures were completed to update the Christ Church Cathedral sprinkler system and the Cathedral Memorial Hall accessibility lift.
- The Committee cooperated in exploratory work to determine possible shared space with the Diocesan Synod.
- The Guild of St. Joseph provided invaluable maintenance and security support to the Cathedral, in addition to a valuable equipment replacement.
- Sexton Ashley Swim, assisted by Ken Howlett, Kirsten McKnight and Dean Geoffrey Hall, very competently completes maintenance work on our Cathedral properties.
- Eric Hadley effectively collaborated with the City of Fredericton regarding Green management; in particular, the planting and removal of trees.
- Jim Morell capably negotiated improved parking arrangements with the City of Fredericton.
- The Committee assisted the Chapter Mission and Outreach Committee on its Housing First initiative, including the Chapter's decision to conclude project.
- Participation in Cathedral Restoration Committee operations [members include Jim Morell, Dean Geoffrey Hall, Marion Beyea, Wayne Burley, John Leroux and Charles Ferris, Chair].

- On the Committee's recommendation, the Chapter approved the City of Fredericton request to install wiring and seasonal lighting on the Cathedral Green. Pending.

2022 Priorities (Current/Ongoing from 2020)

- Implementation of the HSI Christ Church Cathedral Condition Assessment and Issues Report as directed by the Christ Church Cathedral Congregation and Chapter.
- Ongoing collaboration with the Diocese regarding possible shared Synod Office/Cathedral Hall structure.
- Ongoing collaboration with Cathedral Restoration Committee.
- Ongoing collaboration with City regarding Green management and parking.
- Ongoing maintenance and security expertise from The Guild of St. Joseph.
- Installation of new Christ Church Cathedral security system on advice of Peter Jacobs.
- Ongoing records management in cooperation with Chapter Secretary and Marion Beyea.

Respectfully submitted,

Canon Charles Ferris, Property and Buildings 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.

The COVID pandemic has continued to challenge the work of the Holy Joes. During 2021 we met 4 times. We were also able to do the Hallowe'en Watch and the Greening and de-greening of the Cathedral during Christmas. Some of our members have also been able to continue keeping watch on the Cathedral clock and our furnace. In addition, one of our members repaired some of the Cathedral kneelers that were coming loose. In the spring, two of our members performed maintenance on the ride-on lawn mower. The Holy Joes were also able to fund most of the cost of a replacement leaf blower for the Sexton's use. The Guild was prepared to assist during the flood watch. Thankfully again this year, our services were not needed.

Due to COVID restrictions, we were again unable to hold our 2 social events, the June barbecue and the Christmas Dinner, during 2021. Nor were we able to deliver the Shrove Tuesday Pancake Supper.

Sadly, our members attended 2 funerals during the year as we lost long-time member Colin Rayworth and a very supportive spouse in Norma Jean Belyea.

I should also acknowledge the work of our Sexton, Ashley Swim, in support of our activities. Ashley has shown considerable initiative and much willingness to go above and beyond his duties in helping us. We feel truly blessed to have him as our Sexton.

Health issues continue to limit our members in what we can do as our average age increases. Once we return to a more normal post-COVID life, we hope to take some initiatives to increase our membership.

Funding for the purchase of materials for projects requested by the Bishop and Chapter are provided by that body. 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.

Looking ahead, my major concern remains the potential damage to the Guild by the lack of activity during the pandemic. I cannot overemphasize the fellowship value of events such as the Hallowe'en Watch, the Pancake Supper, the social events, and the work activities. I believe that we will need to work especially hard once the pandemic has ended to re-invigorate the Guild. Otherwise, we risk losing it.

The Guild Executive for 2021-2022 remains unchanged from the previous year: 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.

2021 was another challenging year. However, with the highs and lows, there were opportunities and blessings. The creative and innovative ways in which our Cathedral clergy, staff, and volunteers continued to deliver the programs and services during 2021 is noteworthy. Lessons learned during 2020 provided the experience to allow for a smoother transition when we found ourselves yet again, needing to roll with the punches.

Formation initiatives and programs, new, ongoing, and re-designed, continued to evolve throughout the seasons. Our Director of Christian Formation, Kurt Schmidt, faithfully and cheerfully provided the guidance and leadership. His work ethic, attention to detail, and commitment to this position serve us all very well. I am grateful for his dedication and service to this important ministry. It is a pleasure to work with him.

The Christian Formation committee held 8 virtual meetings during the year at which time many thoughtful discussions of a wide range of issues occurred. During my time as committee chair, I have been blessed with engaged participation and continued support from all of the committee members: Dean Geoffrey Hall, Kurt Schmidt, Cheryl Jacobs, Harry Palmer, and Tom Fetter. Thank you.

Respectfully submitted,
Bonnie Greenwood, Christian Formation Chair

Director of Christian Formation

I am pleased to report on the following areas of formation ministry at/through the Cathedral during the year of 2021-the second year of the COVID-19 pandemic.

The regular and occasional programs, events and activities mentioned below all took place under the umbrella of "Formation in 3D: Devoted Disciples Dancing," the multi-faceted and inter-generational endeavor to attend to the ongoing spiritual formation of the entire Cathedral family.

- First, we were able to continue with our virtual Godly Play (GP) ministry. This ministry comprises more-or-less biweekly Zoom sessions with our young Godly Players (aged 5-10). Cheryl Jacobs and I remain the only two certified GP storytellers among the congregation members; we alternated storytelling and "camera operation" responsibilities during each session. All together in 2021, we held 20 virtual Godly Play sessions, with an average of 6 children attending each session. Additionally, Cheryl and I helped contribute some Godly Play material and storytelling to the Good Friday service in early April.
- We were also pleased to maintain the Cathedral's offering of regular Taizé-style worship services during 2021. We struck a general rhythm of biweekly sessions, with weekly sessions held during the special seasons of Lent and Advent, and a summer break in July and August. Aside from a couple of in-person and livestreamed editions late in the year (Advent 2 and 4), our gatherings were held over Zoom-and drew participants from across the province and country. All told in 2021, we met for a total of 25 Taizé worship sessions, with an average of about 13 people attending each.
- Third, the Cathedral Youth Group (CYG) continued to meet in 2021, customarily on Sunday evenings from 6-8pm. It was a year of fairly constant change(s) and transition. Between January and June, we gathered together a total of 13 times-5 times virtually (over Zoom), 3 times in the Hall, and 5 times on the Cathedral Green. After the summer break (during which several of our CYG members attended and/or worked at Camp Medley), we resumed in the fall for another 7 sessions in Cathedral Hall. Average attendance at our gatherings across the year was 6-7 participants and 2-3 leaders. Significant changes in the fall included the loss of three of our regular leaders (for various reasons), the move of the Campos family from Oromocto to the United States, and the welcome of a new trio of middle-schoolers to the CYG ranks.
- We were again able to offer and support a variety of special formation opportunities during the liturgical seasons of Lent and Advent in 2021. Ad-LENT-ures included a couple of book studies, a virtual art-based Ignatian reflection series (entitled "Art & Faith"), the third and final installment of a three-year-cycle series on monasticism, weekly Taizé gatherings, and Friday noontime Stations of the Cross worship sessions. Later in the year, the Cathedral's ADVENT-ures included a book study, another seasonal edition of "Art & Faith," weekly Taizé, and the installation and presentation of "Honest Advent" in the Cathedral-a collection of 15 images comprising an Advent 'stations' sequence.

- 2021 was a relatively quiet year on the sacramental preparation front. That is to say, I was not involved with the facilitation of any Baptism, First Communion, or Confirmation preparation programs. But we do anticipate having sufficient interest and availability to run another Life in the Eucharist (First Communion) edition some time in 2022.

So it is that in 2021-notwithstanding the ongoing and dynamic pandemic protocols and restrictions-we managed to keep relatively active with formation efforts at Christ Church Cathedral. For that I am deeply grateful. And I certainly look forward to 2022 and the continued development of our formation ministry at CCC. It is ever a distinct pleasure and blessing for me to discover new and old ways of facilitating that ministry.

I would like to extend official thank you(s) to B&C, 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 our congregational formation efforts.

Respectfully submitted,
Kurt Schmidt, Director of Christian Formation

Formation Programs

In addition to the formation offerings during Lent and Advent noted in Kurt's report, two other programs were offered by the Christian Formation Committee.

The Difference course was held for a group from the Cathedral within the larger diocesan offering through the Thy Kingdom Come period in May. This course, developed through the Archbishop of Canterbury's office, includes five sessions that explore what it means to follow Jesus in the face of conflict, in order to help us encounter others well, cross divides and see society transformed through everyday encounters.

In the Fall, a small group worked through the Life Shared program, an offering related to the Alpha Course, which aims to encourage and equip participants to share their faith. If anyone is interested in participating in either of these programs in 2022, please let the Committee know.

Respectfully submitted,
Cheryl Jacobs

Canadian Mothers' Union - Cathedral Branch

The Mother's 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*. The Cathedral branch was established on January 31, 1988! Meetings are held the third Wednesday of each month. Currently we have 13 active members. At the time of writing this report it has been almost two years since the world became engulfed in the pandemic.

Mothers' Union Cathedral Branch continued meeting each month during the second year of the pandemic, both virtually and in person (when permitted). We have become familiar with online platforms and wish to thank Kirsten McKnight for her assistance in setting up required Zoom meetings.

As was reported in the 2020 report, because of the pandemic, much of the work of Mary Sumner House (headquarters of MU in England) lost vital revenue from fundraising efforts through its membership in the developed countries. A global international appeal was made to all Mothers' Union members in April 2020 and the MU branch at the Cathedral provided an up-front donation of \$500, planning to have a fundraiser in 2021 to recoup. However, the pandemic continued so became difficult to plan. The CCC branch then decided to host a "*Prelude to Summer*" event whereby a "concert and picnic on the lawn" would provide entertainment by local talent - outside - keeping COVID protocols in place. We were blessed to have perfect weather, wonderful performers including a magician, Irish dancer, Zumba dancer, various singers and our own praise worship band who allowed our members to join in the final number. Many thanks to the technical expertise of Peter Jacobs who was our sound tech guru. The freewill offering provided us the opportunity to send another \$500 to Mary Sumner House to continue to support of the worldwide network of members committed to volunteering by helping others, whether by running local projects, supporting international campaigns, or fundraising. *GOD IS GOOD!*

The National Conference, postponed from 2020 and hoped to be hosted in Fredericton in 2021, was cancelled completely as it was realized it could not be an in person gathering and allow members to travel safely, including approximately 25 international guess and World Wide President. However, our conference team wasn't going to let a little pandemic stop them and hosted a "virtual conference" altering the theme to *God is STILL on the Move*. The business meeting was held separately to allow the new executive to take office in March (instead of January 1). This was done via Zoom and over 100 members participated. The actual "conference" followed on June 4-5... complete with a *virtual* banner parade, opening service by National Chaplain, welcome by Primate and other international presidents, keynote by WW President, and workshop speakers who then provided reflection questions for breakout rooms. We even had some singing. God was able to provide us the ability to "think outside the box" and with the use of technology, our conference was a success, albeit not in person. *GOD IS GOOD!*

Whether in person, virtual or "on the lawn", meetings begin with opening prayers and a short devotional, followed by a business meeting and a program. We continued to follow all COVID precautions and required proof of vaccination for members. We sent encouraging notes and tried to reach out to members who were not active. We had two members who lost their husbands this year and we supported them as best we could. We have reached out to some of the other local branches, who have not been meeting during the pandemic, to see if they wanted to join some of our programs. The following is a short summary of monthly meetings:

- Susan Watson led a bible study entitled "Powerful Prayers" by Susie Larsen for the months of January, March and April. Each month members had "homework reading and questions".
- For February, virtual guest speaker Jan Smith, Executive Director, Women in Transition House, shared stories, statistics and history of the organization. Transition House is a secure home and first stage for women fleeing abuse of all types.

- The Mothering Sunday event was able to take place in person at the Cathedral - although limited capacity so members were required to sign up. Sadly, the yearly tradition of providing simnel cake was not possible, however, the recipe was shared in the bulletin.
- May provided a beautiful early summer evening for members to meet outside, then participate in a prayer walk beginning on the Cathedral lawn, across the street to the riverbank and on the walking, bridge crossing the river. This time provided members the opportunity to just 'be' and focus on some exercise and prayer. Verses and prayer guidance were handed out for members.
- June kept members busy with the conference and "Prelude to Summer" event as mentioned above.
- September allowed members to meet in the hall and enjoy a "game night". We tested our bible knowledge by completing 'fill in the blanks', 'word searches', 'multiple choice match-ups (we could use our bible and google). We also welcomed several guests to this event. We began exploring a project that would see food cupboards placed around the city to provide food for people who may find themselves in need, not necessarily homeless or food bank clients. Work on this is continuing into 2022.
- For October and November we began to have our meeting in a hybrid form - some members met in person and some joined via Zoom. Susan Watson led a two-part bible study "Fruit of the Spirit" via a power point so those participating virtually were also able to view and answer the passages and questions. We made our beeswax candles in preparation for selling them prior to Advent.
- Early in December we met in person at Sam Snead's Restaurant for a Christmas gathering. We had an amazing turn-out and it was a lovely event. We did a Yankee Swap with gifts that needed to be hand/homemade (not necessarily by ourselves!). There were many unique and lovely creations! We decided to continue with online meetings in the winter months of the new year.

The 2020 international theme of *Building Hope and Confidence* was timely and pertinent, as we reached out to those who were suffering in deep and unique ways because of the global pandemic. The effects of this pandemic continued to be felt across the world throughout 2021, therefore, it seemed appropriate the theme for 2021 continued on with *Rebuilding Hope and Confidence*. As people seek to come to terms with loss of all kinds, from bereavement to loss of livelihood, relationships, wellbeing and other challenges, our work of rebuilding hope and confidence will be vital. www.mothers.union.org

We wish to thank our Dean Geoffrey Hall, for his continued the support the Mothers' Union branch.

God is always present whether it is virtually or in person! Guests are always welcome to our branch meetings.

We all are being transformed into his image with ever-increasing glory, which comes from the Lord, who is the Spirit. ~ 2 Corinthians 3:18

Respectfully submitted,
Lilian Ketch and Susan Watson, Co-Branch Leaders 2021-22



COMMUNICATIONS

The Communications Committee welcomed a new Chair this year after Gail MacGillivray completed two terms (6 years) at the helm. We are grateful for her continued membership on the committee. We also acknowledge Marilyn Lewell for her many years of dedicated service as she stepped down in 2021.

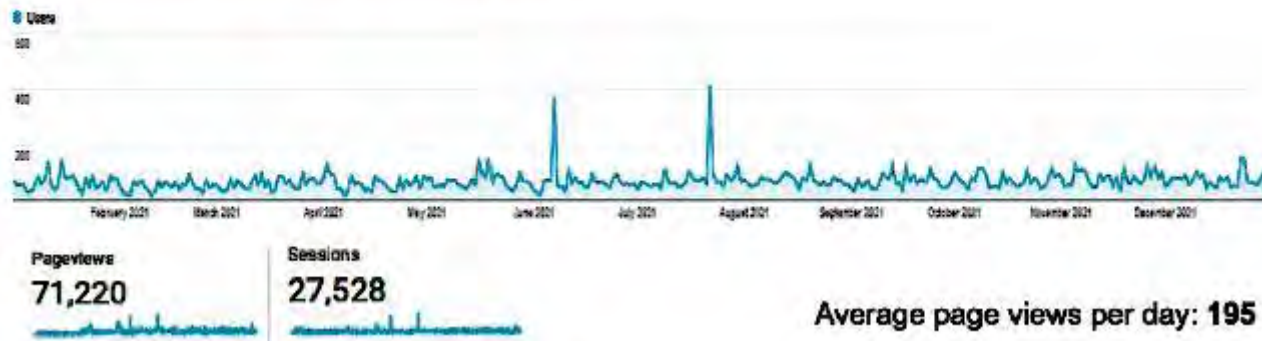
Of course, another year of COVID-19 restrictions limited the Cathedral activities that would require involvement of the committee to advertise and to promote events. Nonetheless, activities did go on and several in-person meetings were held during the year as we sought to plan for an eventual return to normal where social events and even coffee after worship can once again take place. During the summer, posters were distributed for the Summer Music Series and advertisements were placed in the Daily Gleaner for church services during the Easter and Christmas seasons. We are also keen to rekindle the Two Minutes for Ministry presentations at each service.

Today, much of our communications activity is naturally focused on the Cathedral website and Facebook pages which are kept current through the tireless involvement of several dedicated individuals including the Dean. This year, additional interviews with members were published on the website, as well as Christmas Memories recounted by other members. The growing use of social media also prompted the development of an Instagram feed featuring Cathedral-related images. The now-current use of high quality livestreaming and recorded videos of services complements the activities of the Communications Committee as it increases the visibility of the Cathedral to outsiders and keeps members connected who would otherwise miss out on regular involvement. The graphics presented below illustrate the extent to which these online resources are accessed by users both here and throughout the world.

- Facebook remains our primary method of social media interaction, and information is posted daily. Although our followers did not grow as quickly in 2021 as during the beginning of the pandemic in 2020, our followers increased by 73 to a total of 1081. These people regularly see posts from the Cathedral in their news feed. Facebook reach and engagements (with subscribers, their connections and the public at large) are influenced by the content of posts, some of which drew particularly high levels of interaction. Particularly popular content included posts about: the Summer Music Series; Christmas; prayers for Truth and Reconciliation; photos and history; updates from the Outreach Committee; and pandemic regulation changes impacting Cathedral worship and activities. Recurring themes such as 'Throwback Thursday' and 'Friday Faces' posts also receive significant engagement.
- This year, we increased our use of Instagram for programming and worship messages. During 2021, we acquired 76 new followers, for a total of 143. Instagram profile visits increased 20.2% over 2020. We post occasionally on Twitter, and have a total of 198 followers (an increase of 8 over 2020). Our YouTube channel had 9,673 video views in 2021, and an increase of 65 subscribers for a total of 199.

Respectfully submitted,
Rowena Tervo, Communications Committee Chair

Cathedral Website 2021



Cathedral Podcasts



Cathedral Podcast

Subscribers

(those receiving notification)

2021 Average: 511

01 January 2021: 147

31 December 2021: 573

Clicks per day

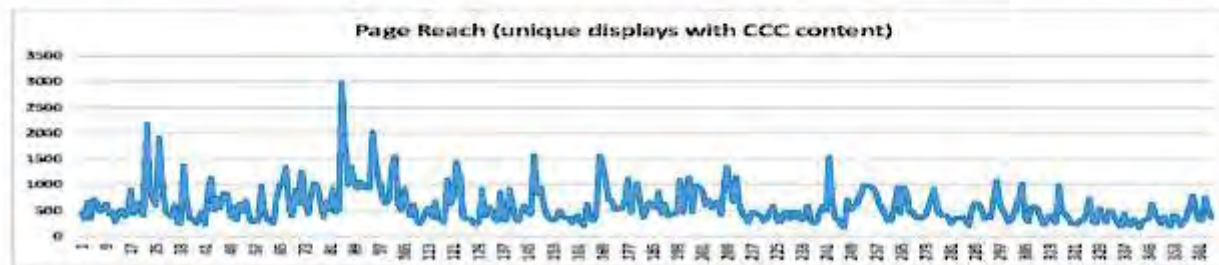
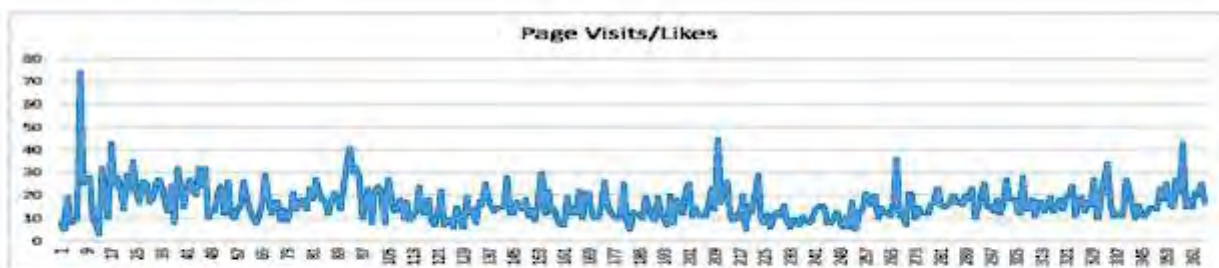
(recorded clicks per day)

2021 Average: 456

01 January 2021: 405

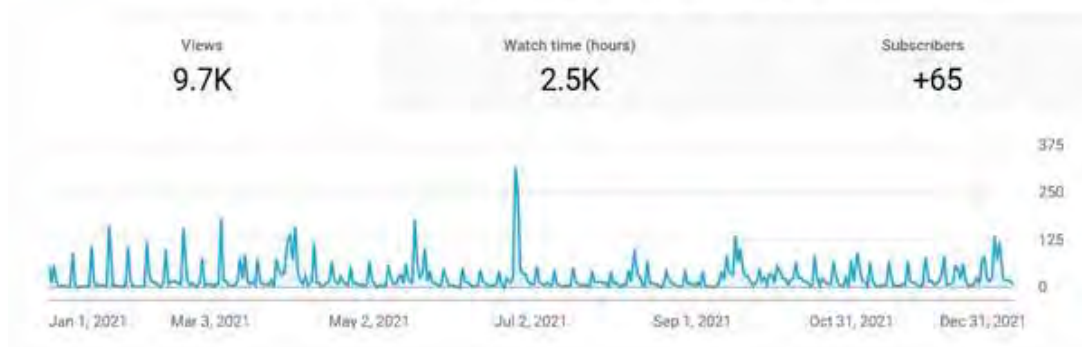
31 December 2021: 828

Facebook

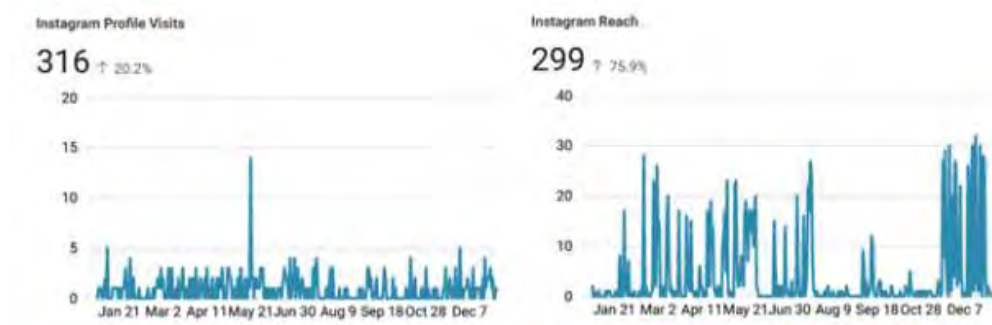


YouTube

9,673 YouTube video views in 2021



Instagram



HEALTH AND PASTORAL CARE

The Health and Pastoral Care committee is composed of 3 groups. We are eternally grateful to those who volunteer their time and offer their compassion to walk with those in need.

We are pleased to have Linda Waugh leading our Prayer Network team, after many years of devoted service from Carolyn Howlett. We send our heartfelt prayers and thanks to Carolyn for her commitment to leading our Cathedral family in prayer.

Our Hospital Visitors team is led by Deacon Debbie Edmondson. We rely on her knowledge and guidance as she leads the team through the often restrictive and constantly changing rules and regulations in our hospitals.

The Health Ministry team is very pleased to welcome our new Parish Nurse Sarah Ecker. She is a positive and energetic addition to our team. We are thankful for the Cathedral's commitment to continue to support Parish Nursing as we see and experience the benefits of upholding the 3rd Mark of Mission: responding to human need by loving service. We are all acutely aware of the constraints being put on our health care system. It is God's blessing that we are able to offer

professional support to lean on and spiritually lift us up when we are in our greatest need. To hold the hands of the sick while praying for healing, to help others to feel the compassion of Christ while they walk a difficult journey - these are the ways our Health and Pastoral Care Committee are meeting the needs of our Cathedral family.

Respectfully submitted,
Sally Dibblee, Health and Pastoral Care Chair

Hospital Visitors

The Hospital Visitors Team has been quite restricted in being able to visit during the COVID restrictions at the hospital. We have continued to meet every three months, however, to keep our rotation schedule up to date for when visiting is once again allowed in the hospital. We have been doing a book study, as well on "The Ministry of Listening: Team Visiting in Hospital and Home" by Donald Peel. The team consists of: Debbie Edmondson, Dalton Landon, Kelley Hall, Paul MacDonald, Debbie Edwards, and we welcomed two new members this year - Kurt Schmidt and Sarah Ecker.

This time of COVID has restricted our access to hospital. I would like to remind everyone that if you find yourself in hospital you can request Spiritual Care from the Spiritual Care staff.

I will leave you with this quote from the back of the book:
"People in times of sickness often find themselves pondering the meaning of life, searching inwardly for answers, for peace, for wholeness--for God... The opportunities for caring ministry are limitless."

Respectfully submitted,
Debbie Edmondson, Coordinator of Cathedral Hospital Visitors

Health and Parish Nurse Ministries

2021 in the Parish Nursing Ministry has looked a bit different than it has over recent years. I would like to take the opportunity to formally thank the members of the Cathedral body who have continued to support this ministry, and who have welcomed me into the role of the Parish Nurse, so lovingly in September of 2021. I also wanted to note that I have enjoyed my first semester of my Parish Nurse training through St. Peter's Seminary in London, Ontario. This has been conducted online and was an intensive 5 week course, from which I learned so much. I will be looking forward to the second portion, which will begin in March of 2022.

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*
- *supports and prays with a client and family members in times of a new diagnosis of a chronic disease*

- *supports the client and spouse with a terminal diagnosis and walks alongside the spouse after the death of the client in all aspects of grief*
- *attends Monday morning outreach*
- *is an advocate for those who need one, and a bridge builder to resources within and outside of the Cathedral community*
- *an empathetic, listening ear, willing to be a sounding board for any and all issues related to the whole person, of all ages*

I have received numerous comments from nearly every person I have had the pleasure of speaking with, about how thankful they are for the ministry of the Parish Nurse and the incredible Health Ministry team.

The Parish Nurse also coordinates with Health Ministry Teams on the following ministries. Due to COVID-19 and the variable restrictions, and my transition into the Parish Nurse role, many of these have been paused for the time being, but will be restarted when prudent and feasible.

Prayer Shawl Ministry

This ministry has been going strong throughout 2021 under the leadership of Marilyn Lewell. She has taken a great deal of care and time to make sure that anyone who has requested a prayer shawl or blanket has received one. The aspect of this ministry that shines is that she waits to know who they are being given to before finishing them. As the final touches goes into the crafting, so do specific prayers for the ones receiving them. With each gift, Marilyn also adds a beautifully printed prayer that they can reflect on. This ministry is beloved by those on the receiving end.

Helping Hands

This year Helping Hands was run by Barb O'Toole and Dianne Radford. Barb has stepped down in her role in Health Services Ministry and Dianne has graciously continued. They have been key in helping members get to and from COVID vaccination appointments this year. Accessibility is a struggle for many people, and this ministry is a blessing to many.

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
- drive to services at the Cathedral
- assist in booking and transport to COVID vaccine clinics

Emergency Call List

Our team of the Health Ministry, with Sally Dibblee as our chair, has created call lists of members who live alone, have health challenges, fluctuating needs, etc., for the team members to call and check in on during challenging times this year. They have reached out to many to bring a kind voice during periods of isolation this year. This year has been a hard year for everyone, and many of our seniors have really felt the burden of isolation and remaining vigilant of their health for such a prolonged period. Every time I speak with a member, they comment on how thankful they are to have people reaching out to them by phone, and what a blessing it is.

The Medley Tea

Currently on pause this year. Looking forward to restarting as soon as we can. It has been reported to me that this is a beloved ministry.

Cathedral Visitors

This ministry has been on pause due to restrictions, but Christmas and Easter cards and flowers have continued.

Blood Pressure Clinics

This has been suspended during the pandemic, but will be restarting when it can be done safely.

Monday Morning Outreach Drop-In

The Blood Pressure/Blood Glucose Screening Clinics at the Monday Morning Drop-In has looked a bit different this year. We have moved to providing outreach monthly and to keep contact to a minimum, we have not been able to provide BP and Blood Glucose screening. It is missed by the guests of this ministry.

Health Information Sessions

Will be offered again in 2022.

Yoga Fitness Classes

On hold for now.

Chair Yoga

On hold for now.

CPR and Basic First Aid

Training provided this winter to Cathedral staff and two Health Ministry volunteers.

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 is being facilitated by Michele LeBlanc, and is extremely successful in its purpose to provide a compassionate, close-knit community for those who have a loved one with dementia, or have lost a loved one with dementia.

Parish Nurse Visits

This year, I have begun to familiarize myself with some of the Cathedral members through phone calls and emails. I am earnestly looking forward to being able to conduct more home visits, care home visits, and nursing home visits as safety allows. I am eager to make many connections and provide wholistic support through conversation and prayer.

Community Partnerships

With COVID, we have not had the opportunity to conduct much in the way of community partnerships. For 2022, I am hoping to re-establish prior connections and make new ones.

Thank you to Michele Leblanc, Marilyn Lewell, Dianne Radford, Diane Rayworth, Dean Hall and to our chair Sally Dibblee, the wonderful members of our Health Ministry Team. You have done an excellent job of maintaining this ministry during a tough pandemic year. I am extremely grateful for their continued support and guidance as I continue to transition into the role as Parish Nurse. It has been an honour to meet the wonderful people of Christ Church Cathedral, and I thank you so much for the support and appreciation you have for the ministry of the Parish Nurse and the Health Ministry. I have felt warmly welcomed into the fold, and as well by Dean Hall, Kirsten McKnight, Kurt Schmidt, Ashley Swim, Thomas Gondor, and Deacon Debbie; you are all a pleasure to work with.

Beloved, I pray that you may prosper in all things and be in good health, even as your soul prospers. 3 John 1:2 NRSV

"God is a God of the present. God is always in the moment, be that moment hard or easy, joyful and painful." - Henri Nouwen

Respectfully submitted,
Sarah Ecker, RN, BN, Parish Nurse

Cathedral Prayer Network

The Cathedral Prayer Network provides confidential prayer in response to requests received from members of our congregation as well as from the wider community. We provide prayer that is independent of the prayer list printed in the weekly bulletin.

Requests are received for congregants, their friends or family members and others who are in need of prayer. They can be for specific issues or simply a prayer for an individual or family.

Our Network is comprised of 9 dedicated members who respond with immediate prayer once a request is received. Since March 2021, we have had 20 requests for prayer.

In March 2021, Carolyn Howlett, Coordinator of the Prayer Network and a longtime member, resigned as Coordinator. On behalf of all Network members, I extend a heartfelt thanks to Carolyn for her dedication and loving guidance.

In addition, I would like to thank our members for their prayers for those in need of God's love and healing.

Respectfully submitted,
Linda Waugh, 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 include six sub-committees:

- Community Kitchen Teams;
- Housing First Committee;
- Outreach Committee;
- ACW;
- Belize Mission Committee;
- Missions Committee.

In 2021, activities generally consisted of the Mission and Outreach Chair representing the Cathedral missions groups at Bishop and Chapter meetings.

Reports on Community Kitchen Teams, Housing First, Outreach, ACW, Belize Mission and Missions Committee are included below.

Respectfully submitted,
Sam Mayo, Mission and Outreach Chair

Community Kitchens

In August 2021, the Cathedral Community Kitchens ceased Saturday evening shifts as they existed previously, owing to a decrease in volunteers caused by the COVID-19 pandemic.

Housing First

In early 2021, the COVID-19 pandemic continued to cause delays for the Cathedral Housing First project, both in terms of construction and administration.

Between June and August of 2021, a preliminary committee of Cathedral volunteers was formed. The Provincial Government and the United Way provided funding agreements to the Cathedral (which were not signed).

In October 2021, Bishop and Chapter passed a motion to withdraw from the Housing First program. The reason was 1) that the significant and ever growing volunteer requirements were becoming too great for the Cathedral congregation to service and 2) the assessment that the Cathedral would be financially responsible for the mortgage with the province, even in the event of overages in construction costs or lack of rental revenue. This latter point was not clear in the early days of the project and was made clear on reviewing the Provincial Government and United Way agreements. As a consequence, no agreements with the United Way or Province were signed and all funding provided to the Cathedral by the United Way was returned to the United Way.

Respectfully submitted,
Sam Mayo, Mission and Outreach Chair

Outreach Committee

We had 546 total visitors for our last Monday morning of the month, pass-through outreach events with \$10 gift cards (except \$20 at Christmas) and goodie bags containing homemade muffins and cookies, fresh fruit, beverages and treats. Despite the pandemic and the variable weather, we never missed a month.

The number is lower than in 2020 when we had 2.5 months of weekly drop-ins followed by several rounds of our monthly, outdoor distribution. However, the average "attendance" outdoors was 45.5 in 2021, which is identical to the outdoor type in 2020.

One blessing of this method is that we can speak one-on-one with people as they arrive which wasn't always possible at the busy, crowded drop-ins indoors. We've learned much about people's problems searching for affordable housing, finding work when hampered by a criminal record, physical and/or mental health issues, fears about the pandemic, lack of proper footwear or suitable outerwear, and so on. Sadly, a few of our long-time Monday friends died in 2021.

We always prepare 50 goodie bags just in case, and leftover food was donated to Phoenix House, the Fredericton Community Kitchen or Women in Transition House. Always gratefully received.

We would like to thank St. Margaret's Anglican Church for faithfully donating fruit monthly, office administrator Kirsten McKnight for her constant help, new Parish Nurse Sarah Ecker for her support, and numerous members of the Cathedral family who donated money, prayed for our efforts, baked muffins and cookies, brought items to give away such as warm socks, knit hats and mittens, toiletries, winter jackets, etc. We also have a faithful core of volunteers to pack the bags and to work on the Monday mornings.

In 2021 we resumed the Christmas Angels program for the Greener Village Food Bank after the committee donated money only in 2020. We weren't sure if people would be keen to participate with the pandemic still dominant, so we displayed a modest 40 paper angels. All angels were snapped up and returned on time. The toys and stocking stuffers were worth \$1,150. We plan to continue next year, perhaps building back to the 60 angels previously supplied under this program.

At some point during 2020, donations of non-perishable groceries slowly started to return to the wicker basket near the font. A couple bags a week were delivered by this committee to the food bank. Participation is not yet at pre-pandemic levels but can be expected to swell as conditions improve.

Given the pandemic, we did not do some of the things from earlier years such as offer live music and a Bible study, accompany a person to court, drive them to an appointment, help them move, fill out forms, etc.

Our Monday morning visitors express frequent gratitude for what we are able to offer.

Respectfully submitted,
Penny K. Ericson, Chair

Missions Committee

The committee's mission statement is "Serving God in mission, sharing Jesus with the world".

We work together with Christ Church Cathedral's congregation to reflect the teachings of Jesus and the heartbeat of Christian history for over 2000 years. Our goals are to raise awareness about mission work, prayerfully and financially support missionary efforts, and encourage action by the congregation.

The Missions Committee did not meet in person during 2021, however, we corresponded at times via email and provided updates from several of our mission partners on the Missions Committee web page <cccath.ca/ccm/missions>. We continued our annual financial support of \$1500 each to the ministries of Revs. Nelson and Kara Mejia in Roatan, Honduras, as well as Rev. Canon Paul Jeffries, the Rector at Bishop McAllister College and Anglican Seminary in Uganda.

We would be thrilled to welcome any new members! If anyone in the congregation is interested in joining us, please reach out to a current committee member who would be happy to answer any questions you may have.

Respectfully submitted,
Brad McKnight, John Dos Santos, Kurt Schmidt and Sam Mayo

Belize Missions

During the 2021 school year, we have financially supported four students by way of scholarships. Korey Kelly was granted his first scholarship to attend High School in Grade 9. Edwin was moving onto Grade 10. We had two other students, one in Grade 10, and one in grade 11. Unfortunately, both of these students did not obtain passing grades and would need to repeat their grades. With our scholarship program, we send letters to each student and their parents, outlining parent and the student responsibilities and expectations in order to continue receiving financial support.

The global pandemic has made 2021 a very difficult year for everyone. Jane Martinez, principal at St. Hilda's Anglican School, provided important information on some difficult times for one student who was living in an unstable environment moving several times during the school year. We also learned that the other student's mother was battling stage 3 cancer. Our Belize committee made the decision to continue the financial support on a probationary basis for the first semester of September 2021 and are pleased that both students' grades have improved in the Fall of 2021. Financial support will continue for the rest of the first semester of 2022.

Each year we send \$4000 in scholarship funds to support 4 high school students. We also support St. Hilda's Anglican school with an additional \$2000 a year.

In 2021 were we so grateful and pleased to welcome Kirsten McKnight as one of the Belize Missions committee members.

Another year of COVID made it impossible to organize a fund-raising event but we want to thank those who continue to regularly support the Belize Scholarship program.

We continue to have ongoing communication with the students and Ms. Jane. Please continue to keep both them and us in your prayers, especially in these unsettling times.

Respectfully submitted,
Kelley Hall

Anglican Church Women (ACW)

The ACW of the Cathedral is happy to report that despite pandemic restrictions of 2021, our group is involved and active.

- January 21 - Successful conference call among all the executive. The budget for the upcoming year to be presented later. As receptions and other sources of fund raising cannot be forecast, considerations for commitments will be necessary.
- April 29 - Masks and distanced meeting at Cathedral Hall.
- September 16 - Memos and phone calls and a consensus reached by our Executive that our ACW will not be involved in hosting receptions for funerals, family occasions, etc. for our Cathedral members.
- November 15 - Masks and distanced meeting at Cathedral Hall. We continue our full support to Bishop McAllister College and to the stipend for Reverend Canon Paul Jeffries as well as commitment to ACW Diocesan programs. Planning for a Christmas Tea was approved.
- December 08 - Christmas Tea, invitation to our congregation and to others in the Deanery to join us. A display of 30+ nativity scenes - no two alike!! Christmas theme refreshments supplied by a caterer. Before the event closed at 4:00 p.m., 40 people had enjoyed (masks and distanced) sharing time and fellowship with friends.

As in our 2020 report, we thank Dean Hall, the Cathedral staff, choir and music participants, and all who put in extra hours producing and presenting Sunday morning services, Easter and Christmas services, funerals, via the internet. For the in house services, thank you to the greeters, to Jason, and to Ashley, who ensure that attendee restrictions and COVID-19 protocols are carried out. We of the Cathedral community are involved in the services either remotely or in person and strengthened by them. It is a blessing shared by all of us.

Respectfully submitted,
Kaye Small, ACW Secretary

WELCOME AND HOSPITALITY

Committee

No report.

Cathedral Kitchen Committee

The Kitchen Committee met only twice during 2021 due to the ongoing pandemic and restrictions put in place regarding kitchen usage. There were no major purchases or repairs needed during the year. A thorough cleaning of the kitchen was completed in October in hopes that we may soon be able to utilize our well appointed kitchen for members of our Cathedral family and our community.

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 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 worship. Below you will find reports from these groups.

COVID-19 continued to impact all our activities. In person worship was restricted, then restrictions were tightened, then loosened, and we spent Advent wondering if we would be able to have in person services for Christmas. Singing was restricted to singing with masks and distanced, or choir only, or a soloist only. We are praying for a return to choir and congregational singing! The worship band was able to continue, albeit with one singer at a time.

We continue to offer the host only at the Eucharist. This is not going to change for the foreseeable future.

After two years of inactivity, the Servers' Guild is currently without a head. In 2022 we plan to work on this situation so that when our Dean is ready to have assistants and we are able to have processions we will have people ready to take on these roles.

As you can see from the reports below, the members of the Worship Committee teams continue to be active. Fresh flowers bless us. The sanctuary and vessels are kept clean. The greeter team is active, with the addition of verifying worshiper's vaccination status. Musicians continue to make music, and we continue to be a venue for other musicians in the greater community. Lucy's Sewing Group has been active. The Verger continues in his duties. Morning and evening prayer continue to be held. Our community continues to worship together as much as it can in these challenging times.

Peter Jacobs continues to handle all the technical aspects of recording and streaming and greatly improved our equipment over the past year. He now has a team for the videography and a smaller one for the sound. This continues to be a critical part of our services. I doubt we will ever go back to a time with no online component.

Many blessings and my heartfelt thanks to Thomas, Wayne, Jason, Lois and Rita and to all their group members who continue to serve through all our challenges.

Respectfully submitted,
Catherine Macdonald, Worship Chair

Director of Music

2021 was certainly challenging as we dealt with the second year of the pandemic but it was not without its blessings and successes.

The Come Worship Band managed to participate in worship on a regular basis due to the fact that it is a small ensemble. The choir has been unfortunately impacted the most due to the number of members and the issues of distancing, masking and restrictions on corporate singing. We've had a difficult time that has required enormous patience but had a terrific run from September to December, especially. We enthusiastically offered Evensong twice a month for a couple of months leading up to Advent and our Christmas celebrations were wonderful. While we are still facing challenges to how we can offer worship and its musical elements, we have managed to be as consistent as possible. I am so grateful to everyone involved in the music program and I appreciate the leadership and support of Dean Geoffrey. I'd be remiss in not thanking Peter Jacobs for his extraordinary technical prowess that has impacted us so positively in so many ways.

Our Summer Series was resurrected after having been cancelled in 2020 and it was a tremendous success by all accounts. From a debut recital to younger emerging artists up to seasoned professionals, there was something for everyone. One of the highlights of the summer, albeit an emotional one, was a private recital presented by Sally Dibblee and me recognizing Bill Turney's 92nd birthday. As I write, we are all mourning the recent loss of this extraordinary man whose legacy will surely endure.

We were fortunate to be able to host numerous events and ensembles including the NB Summer Music Festival, Elm City String Quartet, Quatuor Resonance, Fredericton Symphony, Atlantic Sinfonia (with whom I performed), and The Bel Canto Singers amongst others. All of this was extremely well supported by the wider community, and I intend to continue to facilitate these events.

Regarding the Organ Renovation Committee as mentioned in last year's report, I have made some preliminary overtures in assembling said committee and hope to complete that in the spring. The organ is deteriorating rapidly and just this past Friday I had emergency work done to ensure that there would be a playable instrument on Sunday. Work is going to be urgently needed over the coming years almost certainly in tandem with Cathedral Restoration. Hopefully in a year's time I'll have a clearer picture to present.

One of my mandates upon arrival here was choir recruitment. The pandemic has made this almost impossible - for obvious reasons - but certainly this year I am confident some progress can be made in that area if the pandemic gives us a break and some sense of normalcy.

Again, I'm exceedingly grateful for everyone's participation in our music ministry, and for the opportunity to work with such a terrific staff. Thanks to everyone at the Cathedral for your encouragement and continued support.

With gratitude,

Respectfully submitted,
Thomas Gonder, Director of Music and Organist

Sanctuary Guild

We have been doing our usual tasks during the past year. We really want to thank Mary Pugh and Jane Percy for their ministry of flowers. They have certainly made a dreary time more pleasant.

We have 22 members. We enjoy serving in any way we can.

I certainly thank Jason and Hank for their diligence and care.

We plan to have a meeting in May.

Respectfully submitted,
Lois Baker, Chair

Verger

As I reflect on what I had written last year about the challenges that 2020 had brought us, I quickly realized that 2021 was not much different regarding changing protocols affecting how we worship. There is little doubt that these changes affected us all on some level. What did not change throughout 2020, 2021, and now into 2022 is the desire of the Cathedral family to gather for worship. The role of Verger, though slightly different than in years past, remained a key aspect of preparing for each service in conjunction with the Sanctuary Guild. As in previous years I was fortunate to be able to rely on Hank Williams to assist with my role whenever needed.

Early in 2021, I proposed to the Worship Committee that we consider upgrading the wardrobe of the Verger within the Cathedral as this had not been done in many years, perhaps decades. It was agreed and a budget was approved. This year since most services were more informal I opted to only use a portion of what was approved and purchased a quality cassock from J. Whippel & Co, Exeter, England. Once we return to a more formal style of worship decisions will be made as to whether there is a requirement for further upgrades.

I would like to take this time to say thank you to Dean Hall, the Sanctuary Guild, the Cathedral Greeters, and Peter Jacobs whose roles all overlap with the that of the Verger in some capacity. Your ministry of presence in these unprecedented times does not go unnoticed.

Respectfully submitted,
Jason Parsons, Verger

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 2021, a total of 25 members of the congregation actively participated as Cathedral greeters. Greeters are on duty at Sunday Services (8:00 a.m., 10:30 a.m., and 4:00 p.m. services) and the Wednesday service at 10:00 a.m.

The role of greeters changed a number of times during the year as dictated by Public Health and the Cathedral's COVID-19 operational plan. The biggest change was the additional task of checking on proof of vaccinations, as the Cathedral decided this option as its method of operating. I wish to thank the dedicated group for their adaptability and attention to the necessary required procedures and regulations, as well as to thank the members of the congregation for their patience and flexibility.

The greeters perform an important supportive role and I would like to thank each of them for their dedicated service. Some members have taken a break during the pandemic and we look forward to their return when the situation allows. I would especially like to thank those greeters who have retired this year: Charles Ferris and Kevin Percy.

On behalf of the group, I would also like to thank our Vergers Jason Parsons and Hank Williams for their assistance to our efforts, Peter Jacobs for provision of hearing tools and guidance on their use, and to Kirsten McKnight for the preparation of the weekly bulletins and activity brochures that we distribute each Sunday. I would also like to recognize the work of our Sexton, Ashley Swim. It is always a pleasure to have our Cathedral spotless and well cleaned when we open the doors and welcome our congregation and visitors.

Respectfully submitted,
Wayne Burley, Greeter Coordinator

Cathedral Servers

No report.

Lucy's Sewing Group

Lucy's Sewing Group began in 1975 by Lucy MacNeil and was possibly a continuation of the earlier Sewing Group by Margaret Medley, the wife of Bishop Medley.

The sewing group is currently comprised of three active members: Sarah Petite, Diane Radford and Rita Cyr-Bonga.

Since our report of 2019, the COVID pandemic and its variants, the group has met at the Hall whenever permitted and has been able to respond to requests for 22 purificators and one fair linen, or, altar cloth.

We meet in person at Memorial Hall on Church Street on Fridays from 10:00 a.m. to 12:00 p.m. We remain open to new members.

Respectfully submitted,
Rita Cyr-Bonga

OTHER

Cathedral Matters' Guild

The Cathedral Matters Guild of rug hookers have not met this year. We hope to make a decision about the future of the Guild in the spring and when it is advisable for a group of seniors to meet in person. We do keep in touch with each other through emails and phone calls.

Respectfully submitted,
Doris A. Norman, Chair

Evening Matters' Rug Hooking Group

Despite 2021 being a year of more online meetings than in person, we grew from 18 in number to 23 women and men. Our non-profit group is a casual and relaxed bunch of every skill level who meet purely for the love of rug hooking.

Our dues are \$20, unchanged for many years. Monies go to Hall reservation, new books, and to hire teachers. Regulations permitting, we meet the second and fourth Tuesdays of every month from 7-9 p.m. breaking for June, July, August, and December.

This group is open to anyone interested in this gentle art and we encourage you to come give us a try! Please contact the facilitator first to make sure we are meeting.

Facilitator: Kimberly Moore #261-9303
Treasurer: Elizabeth Hubley #262-2610
Cathedral contact members: Doris Norman # 454-3855 and Mary Allwood #459-7893

Members: Mary Allwood, Elizabeth Bastin, Rhonda Broad, Debbie Cochrane, Louise Farr, Mary Grant, Elizabeth Hubley, Liz Jefferson, Gretchen Johnston, Holly Johnston, Alex Landine, Ute Lamb, Linda Leslie, Lita Llewellyn, Karen Matchett, Diane Melanson, Kimm Moore, Doris Norman, Christine Paton, Caroline Simpson, Krista Taylor, Erika Thomas, Joy Toole

Respectfully submitted,
Kimm Moore, Evening Matters' Facilitator

Cathedral Quilters

The Quilters were saddened by the sudden death of Judy Colson in March 2021. Judy had been a long time member of the Quilters, and her absence is felt every day. She was a talented seamstress, who enjoyed every aspect of the art of quilting from the selection of patterns, the choice of fabrics, and the joy of assembling and finishing a quilt.

During the course of 2021, as the levels of COVID infections ebbed and flowed, the Quilters finished a sampler quilt made of spring-hued fabrics of purples and yellows, a lap quilt made in a cat's cradle pattern in turquoise batik and navy background, and a compass rose quilt that had been started by Judy and finished by the Quilters after her passing.

It was easy for the Quilters to observe the COVID protocols: the Lounge is a lovely large room, the quilts we work on tend to keep us six feet apart, and when we get toward the end where it is harder to maintain the distance, we bring down a second, smaller quilt to spread us out again, masks are a fashion necessity and a window is opened to bring a bit of fresh air.

The Quilters do charge for working on a quilt, the money primarily goes to support girls who attend Bishop McAllister College in Uganda. This year has been hard on that school, too, with the school closed to curtail the spread of COVID. The signs are hopeful that the school will reopen for the 2022 school year, and the Quilters will resume their sponsorship of students.

Respectfully submitted,
Jennifer Griffiths, Quilter

Cathedral Sound and Video Team

During 2021 the focus moved from sound to video and live streaming. With the continued restrictions of COVID-19 in place, funding was allocated to improve our live streaming solution for Sunday worship. Improvement would not prove difficult given our current solution was a computer webcam and an old laptop. We transitioned from one wide angle view to four high quality video cameras, three of which have the ability to pan around and zoom in for sharp views. The cameras were combined with equipment to switch between the camera views and send the results to our Cathedral YouTube Channel. A team of four volunteers (Kirsten McKnight, Canon Jon Lownds, Helen Liang, and Peter Jacobs) have stepped forward, taking turns to operate the video streaming each Sunday. They also streamed many additional worship services during Lent, Advent, Christmas, and a number of funerals. Their efforts are greatly appreciated by those who find themselves worshipping from home - Thank you team.

The video streaming equipment has been used for other events that have taken place in the Cathedral during 2021. The Fredericton Ladies' Choir, under the direction of Sally Dibblee, practiced and performed on Zoom with the setup. In addition, the Fredericton Symphony Orchestra, Fredericton Summer Music festival, and Bel Canto Singers all recorded performances from the Cathedral using the video and audio setup and our volunteer team.

A call went out recently for additional volunteers and one person is in training. If you have looked over the shoulder of one of the team and would like to join in, please contact Peter Jacobs. You will not be expected to look after live streaming until you are comfortable and ready.

The installation of the new video equipment has led us to understand the need for further improvements in audio and lighting which will be undertaken as time and finances permit. Not forgotten is the need to replace and upgrade the speaker system in the Cathedral at some point in the future.

Respectfully submitted,
Peter Jacobs

St. Margaret's Scouting Group

Submitted to St. Margaret's Church, Forest Hill United Church and Christ Church Cathedral

In spite of the global pandemic in 2020 and 2021, 1st St. Margaret's Scouting Group has continued to operate through 2020 and 2021 and has had two very successful years in offering our youth program in spite of the restrictions imposed by the pandemic. We continue to offer four program sections: a Beaver Colony for youth aged 5 to 7, a Cub Pack for youth aged 8 to 10, a Scout Troop for youth aged 11 to 14, and a Venturer Company for youth aged 15 to 18.

The advent of the pandemic in March 2020 caused Scouts Canada to close down in-person operations completely between March and September of that year. The only activity permitted was virtual online activity and, on this basis, our Group Committee resumed its meetings on Zoom in May 2020 and has continued with monthly virtual meetings since that time.

In September 2020, we were allowed to resume in-person meetings of our youth sections on condition that full pandemic precautions of cleanliness and social distancing apply and on condition that all in-person meetings be conducted out-of-doors. There were also limits placed on the number of youth in our program sections. In the summer of 2021, indoor meetings were permitted by Scouts Canada, until COVID numbers increased in New Brunswick in the fall. When New Brunswick moved into Stage 3 in January 2022, in-person Scout meetings were no longer allowed.

Our Scouters rose nobly to the challenge and organized almost all of the Section meetings (Beavers, Cubs, Scouts and Venturers) to be outdoor meetings, even through the coldest weeks of winter. Only rarely did the Sections organize online Zoom meetings, finding that these were not as effective as the organized outdoor meetings. The Scouters were imaginative in designing programs after consultation with the youth, and attendance at these outdoor meetings was strong.

The result was a very effective and active year of Scouting programs between September 2020 and September 2021.

While we had registered 24 Beaver Scouts in 2019, pandemic regulations insisted that our Beaver Colony be capped at 16 youth. Because a number of our older Beavers moved to the Cub Pack in 2020, we were able to manage this decrease in size without difficulty. Haley Keyser continues as our Contact Beaver Scouter. During 2020-21, she was assisted by three other Scouters and, in 2021-22, she has a Scouter team of 6 adults, working this year with 15 youth. The Beaver Colony continues to meet on the grounds of the Forest Hill United Church and sometimes inside the church.

In 2019, we had a large Cub Pack of 23 youth. Under the pandemic, we were expected to limit the size of our Sections to 16 youth, but we were unwilling to see any youth forced to leave our Pack. Instead, for 2020-21, with 22 Cubs registered, we ran our Pack in two "Adventure Teams" of 11 youth and at least two Scouters each. These teams would meet outdoors at the same time, but separately, and sometimes participating in different programs. The meeting base of the Cub Pack was the Cathedral Memorial Hall and often their outdoor meetings would be on the Green surrounding Christ Church Cathedral, with permission from the Cathedral to use the bathroom facilities inside the church. Christopher Wilcox was the Contact Pack Scouter for the year and he was supported by five other adult Scouters. In 2021, Christopher Lavigne replaced Chris Wilcox as Pack Contact Scouter.

In 2019, we had ten youth registered in our Scout Troop. This number increased to 12 in 2020. Like the Cubs, the meeting base for the Troop has been the Cathedral Memorial Hall and the Green surrounding the Cathedral. Burns Maher-Foster has been the Troop Contact Scouter since 2020, supported in 2020-21 by three other Scouters. In 2021-22, there is a Scouter team of 5 working with the Troop.

Our Venturer Company has been part of a joint Venturer Company with youth from the 3rd and 7th Fredericton Groups. Since 2020, its membership has ranged between 3 and 5 youth. In 2020-21, Michael Maas replaced James Watmough as the Contact Venturer Scouter. There are 3 Scouters who currently work with the Venturer Company. Emilio Carretero is the current President of the Company. The Venturers have held their planning meetings on line and have met in person for camps, hikes and other outdoor activities.

In January 2021, 1st St. Margaret's was asked by Andrew Holt, the New Brunswick Council Commissioner, to assist the 1st Lincoln Lighthouse Group, which was having some difficulty recruiting volunteers and getting its program together. From February to June 2021, we invited members of Lincoln Lighthouse to become part of the 1st St. Margaret's Group Committee and we worked together as one unit for four months. By the end of this time, Lincoln Lighthouse had a new Group Commissioner and some new members for its Group Committee. In June, the two Groups ended the connection and went their own ways.

In addition to the adult volunteers who work with our Sections as Scouters, our Scout program is also supported by six Group Committee members who are not affiliated with one of the Sections. The Group Committee meets on Zoom monthly and is chaired by Peter Kent as the Group

Commissioner. Faith Cormier sits on the Group Committee as the representative of St. Margaret's Vestry and Richard Bird sits as the representative of Christ Church Cathedral.

We are indebted to St. Margaret's Church for allowing us to maintain our collection box for recyclables at the end of their parking lot. We also express our gratitude to Jobs Unlimited who work in partnership with us in emptying the box and moving the contents to the Southside Redemption Centre. This bottle collection has provided our Group with consistent funding which we can apply in support of our Scouting program.

Respectfully submitted,

Peter Kent, Group Commissioner, 1st St. Margaret's Scouting Group

Nominating Committee

The following are nominations to the positions indicated for the year 2022. 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 3 (THREE) Only	
	Harry Palmer C1-1 (Christian Formation)
	Sam Mayo C2-1 (Mission and Outreach)
	Catherine MacDonald C2-1 (Worship)

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

X Delegates to Synod	
Elect up to 3 (THREE) Only	
* vote for 3 if at least one is in Category 2 Delegates will be ordered by election	
Category 1 (age 36 and over)	
	Janet Mahar
	Catherine Schmidt
	John Macaulay
	Rosa Macaulay
Category 2 (age 16-35)	
	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 substitutes are ordered by election.

Respectfully submitted,
K. Schmidt, Nominating Committee Chair

Revised 11 February 2022



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February 20, 2021

Mr. Tom Maston, Lay Chair
Christ Church Cathedral
168 Church Street
Fredericton, NB
E3B 4C9

PRIVATE & CONFIDENTIAL

Re: Financial Statement Review For The Year Ended December 31, 2021

Dear Bishop and Chapter,

We have recently completed the review engagement of the Christ Church Cathedral financial statements for the year ended December 31, 2021. 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. 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, Tom Maston, Jamie Yeamans, Ben Bourque, and Kirsten McKnight for their assistance during the engagement.

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

Yours truly,

Bringloe Feeney LLP

APPENDIX

GENERAL ACCOUNTING AND MANAGEMENT RECOMMENDATIONS

1.0 Restricted Fund Activity

We note that in 2021 more restricted funds were accessed for relevant expenses. However, there is no established process for using the Restricted Fund. As a result, these fund balances will continue to grow while increased pressure is placed on securing sufficient unrestricted offerings to fund operations.

Recommendation:

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

2.0 Offerings made for a specified purpose

We noted an improvement in matching related expenses to offerings made for a specified purpose at the time the expense is incurred. We encourage your organization to continue matching each eligible expense to the specified offerings and recognizing the matching revenue at the time it is incurred in the Sage software.

3.0 Record-keeping of the DCIF investments

We commend the work completed during 2021 to agree DCIF reporting to Christ Church Cathedral's records of restricted fund activity. There are twelve funds that have restricted principal with unrestricted use. The interest earned on these funds should be moved to the Unrestricted Funds for General Use in the DCIF and the restricted principal balance remain unchanged.

Recommendation:

We recommend that the organization request the transfer of \$2,831.75 in interest on these funds to the Unrestricted Funds for General Use for tracking fund activity purposes.

Christ Church Cathedral

Financial Statements December 31, 2021

Draft - February 7, 2022

Christ Church Cathedral

Table of Contents
December 31, 2021

	Page
Independent Practitioner's Review Engagement Report	
Financial Statements	
Statement of Financial Position	1
Statement of Changes in Fund Balances	2
Statement of Operations	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 13

Draft - February 7, 2022

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, 2021, 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, 2021, 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

Draft - February 7, 2022

Christ Church Cathedral

Statement of Financial Position

As at December 31, 2021

	2021	2020
ASSETS		
Current		
Cash	\$ 63,621	\$ 143,104
Accounts receivable	9,508	8,139
HST receivable	<u>5,089</u>	<u>9,586</u>
	78,218	160,829
Unrestricted investments (notes 3 and 9)	291,730	231,768
Restricted investments (notes 3, 4 and 9)	1,761,642	1,678,507
Capital assets (note 5)	<u>2,226,021</u>	<u>2,227,864</u>
	<u>\$ 4,357,611</u>	<u>\$ 4,298,968</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 3,139	\$ 9,084
Deferred contributions	<u>248</u>	<u>53,461</u>
	<u>3,387</u>	<u>62,545</u>
FUND BALANCES		
General fund (note 9)	2,592,582	2,557,916
Restricted fund (notes 7 and 9)	<u>1,761,642</u>	<u>1,678,507</u>
	<u>4,354,224</u>	<u>4,236,423</u>
	<u>\$ 4,357,611</u>	<u>\$ 4,298,968</u>

Approved

Treasurer

Christ Church Cathedral
Statement of Changes in Fund Balances
Year ended December 31, 2021

	<u>General fund</u>	<u>Restricted fund</u>	<u>Total 2021</u>	<u>Total 2020</u>
Balance, opening				
As previously reported	\$ 2,557,916	\$ 1,678,507	\$ 4,236,423	\$ 4,057,541
Prior period adjustment (note 9)	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,001</u>
As restated	2,557,916	1,678,507	4,236,423	4,124,542
Excess of revenues over expenditures	14,275	103,526	117,801	111,881
Net fund transfer (note 7)	<u>20,391</u>	<u>(20,391)</u>	<u>-</u>	<u>-</u>
Balance, closing	<u><u>\$ 2,592,582</u></u>	<u><u>\$ 1,761,642</u></u>	<u><u>\$ 4,354,224</u></u>	<u><u>\$ 4,236,423</u></u>

Christ Church CathedralStatement of Operations
Year ended December 31, 2021

	2021 Budget	2021 Actual	2020 Actual
Revenues			
Unrestricted offerings	\$ 530,000	\$ 525,152	\$ 523,663
Specified offerings	20,000	38,718	28,919
Transfer from restricted funds	-	20,391	9,111
Rental	10,000	14,575	9,897
Grants	16,000	13,025	16,000
Unrestricted interest income	10,000	9,344	9,260
Wage subsidies (note 11)	9,000	8,520	59,694
	<u>595,000</u>	<u>629,725</u>	<u>656,544</u>
Expenditures			
Staff expenses	168,000	158,246	166,804
Property and buildings (note 6)	120,000	133,170	118,944
Diocesan shared ministry expense	95,684	96,848	100,164
Dean's compensation	83,100	83,107	81,937
Finance and administration	65,196	60,939	60,462
Other clergy expenses	25,900	28,217	25,453
Mission and outreach	20,000	19,868	18,655
Worship	7,000	7,753	5,319
Interest and bank charges	2,500	2,670	2,188
Communications	2,000	1,687	1,706
Health and pastoral care	2,120	1,602	1,569
Christian formation	1,500	556	1,251
Special events and programs	2,000	396	6,092
Hospitality	-	-	860
	<u>595,000</u>	<u>595,059</u>	<u>591,404</u>
Excess (deficiency) of revenues over expenditures before restricted fund activity	<u>-</u>	<u>34,666</u>	<u>65,140</u>
Restricted Fund Income (note 7)	-	(103,526)	(55,852)
Restricted Fund transfers to operating (note 7)	-	20,391	9,111
Flow through donations received	-	(12,476)	(8,332)
Flow through donations paid	-	12,476	8,332
	<u>-</u>	<u>(83,135)</u>	<u>(46,741)</u>
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ 117,801</u>	<u>\$ 111,881</u>

Christ Church Cathedral

Statement of Cash Flows
Year ended December 31, 2021

	2021	2020
Operating activities		
Cash received from offerings	\$ 576,993	\$ 566,760
Cash received from investments	53,216	51,632
Cash received from rentals	14,575	9,897
Cash received from grants	13,025	16,000
Cash received from government subsidies	10,447	57,767
Cash paid to employees and suppliers	<u>(593,948)</u>	<u>(597,284)</u>
	<u>74,308</u>	<u>104,772</u>
Investing activities		
Transfer from investments to operations	20,391	9,131
Purchase of investments	(163,488)	(51,632)
Purchase of capital assets	<u>(10,694)</u>	<u>(1)</u>
	<u>(153,791)</u>	<u>(42,502)</u>
Change in cash position	(79,483)	62,270
Cash, opening	<u>143,104</u>	<u>80,834</u>
Cash, closing	<u>\$ 63,621</u>	<u>\$ 143,104</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

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, as well as local outreach, Dean's discretionary use, hymn and liturgical books, and music ministry.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

2. Significant accounting policies, continued**(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 where there is no restricted fund established. 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 interest income when earned.

(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.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

2. Significant accounting policies, continued**(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.

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 2021, 2.75% (2020 - 3.5%) interest was paid for the January to June period on investments and 2.75% (2020 - 2%) was paid for the July to December period on 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, 2021

4. Investment fund - restricted

	Restricted principal	Available for restricted use	2021	2020
Mary L. Boyce Bequest	\$ 271,972	\$ 175,416	\$ 447,388	\$ 435,334
Ellen Burchell Trust	86,970	38,705	125,675	122,289
S. C. and Henrietta Gray Trust	30,000	-	30,000	30,000
Robin W. Gough Bequest - Fabric repairs	25,000	21,477	46,477	45,225
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	8,383	23,383	22,753
Assistant Minister's Fund	12,600	13,214	25,814	25,118
W.W. Boyce Bequest	10,000	6,700	16,700	16,250
John Maxwell Bequest	10,000	3,294	13,294	12,936
Rosalie Belyea Music Fund	5,000	5,072	10,072	9,939
Robin W. Gough Bequest - Choir music	5,000	4,295	9,295	9,045
Louisa Morris Bequest	2,675	-	2,675	2,675
Memorial Hall Restoration Fund	2,456	105,201	107,657	104,757
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	6,043	7,043	6,854
Allan Wilmot Bequest	1,000	-	1,000	1,000
Neales Memorial	500	1,406	1,906	1,855
Goodspeed Memorial	500	880	1,380	1,343
Archdeacon Forsyth Trust	500	335	835	812
Sarah C. Forsyth Trust	500	335	835	812
Marguerite Elgee Trust	500	-	500	500
Ada Raymond Bequest	100	-	100	100
Balance carried forward	\$ 549,271	\$ 390,756	\$ 940,027	\$ 917,595

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

4. Investment fund - restricted, continued

	<u>Restricted principal</u>	<u>Available for restricted use</u>	<u>2021</u>	<u>2020</u>
Balance carried forward	\$ 549,271	\$ 390,756	\$ 940,027	\$ 917,595
Cathedral Restoration Fund	-	374,617	374,617	354,276
Cathedral Clergy Accommodation	-	332,516	332,516	332,516
Organ Restoration Fund	-	65,565	65,565	53,405
Audio Equipment Fund	-	21,569	21,569	20,715
Local Outreach Fund	-	10,870	10,870	-
Dean's Discretionary Fund	-	6,905	6,905	-
Hymn and Liturgical Books Fund	-	5,660	5,660	-
Music Ministry Fund	-	3,913	3,913	-
	<u>\$ 549,271</u>	<u>\$ 1,212,371</u>	<u>\$ 1,761,642</u>	<u>\$ 1,678,507</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

5. Capital assets

	2021		2020	
	Cost	Accumulated amortization	Net	Net
Land	\$ 3,000	\$ -	\$ 3,000	\$ 3,001
Buildings	2,252,298	48,834	2,203,464	2,212,450
Equipment	33,817	14,260	19,557	12,413
	<u>\$ 2,289,115</u>	<u>\$ 63,094</u>	<u>\$ 2,226,021</u>	<u>\$ 2,227,864</u>
Land consists of:				
Cathedral	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Memorial Hall	1,000	-	1,000	1,000
590 Albert Street (note 10)	-	-	-	1
	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,001</u>
Buildings consists of:				
Cathedral	\$ 1,987,798	\$ -	\$ 1,987,798	\$ 1,987,798
Memorial Hall	264,500	48,834	215,666	224,652
	<u>\$ 2,252,298</u>	<u>\$ 48,834</u>	<u>\$ 2,203,464</u>	<u>\$ 2,212,450</u>

In 2021, \$10,694 in video equipment was purchased to support virtual services.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

6. Property and building expenses

Property and building expenses for 2021:

	Cathedral	Memorial Hall	General	Total
Repairs and maintenance	\$ 54,251	\$ 2,894	\$ 5,645	\$ 62,790
Fuel	23,106	16,770	-	39,876
Amortization	-	8,986	3,551	12,537
Ground care	-	-	6,164	6,164
Security	-	-	5,922	5,922
Utilities	1,585	4,296	-	5,881
	<u>\$ 78,942</u>	<u>\$ 32,946</u>	<u>\$ 21,282</u>	<u>\$ 133,170</u>

Property and building expenses for 2020:

	Cathedral	Memorial Hall	General	Total
Fuel	\$ 26,866	\$ 20,288	\$ -	\$ 47,154
Repairs and maintenance	29,597	7,272	2,380	39,249
Amortization	-	9,360	3,103	12,463
Utilities	3,671	4,084	-	7,755
Ground care	-	-	7,455	7,455
Security	-	-	4,868	4,868
	<u>\$ 60,134</u>	<u>\$ 41,004</u>	<u>\$ 17,806</u>	<u>\$ 118,944</u>

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

7. Restricted fund activity

	<u>2021</u>	<u>2020</u>
Revenue		
Interest	\$ 43,871	\$ 42,372
Prior year contributions for newly established funds	28,362	-
Offerings - Organ restoration fund	10,536	4,375
Offerings - Cathedral restoration fund	10,388	3,262
Offerings - Local outreach fund	9,555	-
Offerings - Dean's discretionary fund	538	-
Offerings - Audio equipment fund	276	5,843
	<u>\$ 103,526</u>	<u>\$ 55,852</u>
	<u>2021</u>	<u>2020</u>
Transfer from the restricted fund		
Local outreach	\$ (9,931)	\$ -
Clergy housing allowance	(9,144)	(9,111)
Dean's discretionary	(1,176)	-
Choir music	(140)	-
	<u>\$ (20,391)</u>	<u>\$ (9,111)</u>

In 2021, Bishop and Chapter established four restricted funds during the year, the Local outreach fund, Dean's discretionary fund, Hymn and liturgical books fund, and Music ministry fund. These funds 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 totaling \$28,362 (\$11,246 for the Local outreach fund, \$7,543 for the Dean's discretionary fund, \$5,660 for the Hymn and liturgical books fund, and \$3,913 for the Music ministry fund).

8. Lease commitment

The organization is entered into a five-year photocopier lease agreement ending May 2025. Minimum quarterly lease payments are \$900, excluding applicable taxes.

Christ Church Cathedral

Notes to Financial Statements

December 31, 2021

9. Prior period adjustment

The 2020 opening fund balances were retroactively restated to include \$67,001 of bonus interest income earned in 2019 on the investments held by the Diocesan Synod of Fredericton which was not previously recorded. The net impact of this adjustment increased the 2020 opening general fund balance by \$12,035 and the 2020 opening restricted fund by \$54,966. There was no impact to the 2021 opening fund balances.

10. Comparative amounts

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

11. Government assistance

The organization received \$8,520 in wage subsidy relief under the Canada Emergency Wage Subsidy program for government assistance related to supporting registered charities during the global pandemic.

12. Other

The outbreak of a novel strain of coronavirus resulted in the global declaration of a pandemic by the World Health Organization on March 11, 2020. Government measures in place to combat the health threat of the virus have caused material disruption to businesses globally resulting in an economic slowdown and fluctuations in marketable securities.

The duration and impact of the outbreak are unknown at this time, as are the efficacy of government and central bank interventions. It is not possible to reliably estimate the length and severity nor the impact on the future financial results.

Christ Church Cathedral
Restricted Funds
For year ended December 31, 2021

	Total	Available for Use	Restricted Principal
Unrestricted Principal with Restricted Use	114,481.64	114,481.64	
Restricted Principal with Unrestricted Use	102,273.00		102,273.00
Restricted Principal and Restricted Use	1,544,887.01	1,097,889.51	446,997.50
DCIF Restricted Fund Balance	1,761,641.65	1,212,371.15	549,270.50
Unrestricted Use (General Fund)	291,729.66	291,729.66	
Total DCIF Fund Balance	2,053,371.31	1,504,100.81	549,270.50

	Opening Balance							Closing balance	
UNRESTRICTED PRINCIPAL WITH RESTRICTED USE	Restricted Principal	Available for use	Total	2021 Interest Earned		Additions	Transfers	31-Dec-21	
				Jan-June (2.75%)	Jul-Dec (2.75%)			Total	Available for use
	Organ Restoration Fund		53,405.15	53,405.15	734.32	889.29	10,535.93		65,564.69
Audio Equipment Fund		20,715.33	20,715.33	284.84	292.55	276.26		21,568.98	21,568.98
Local Outreach Fund						20,800.62	(9,930.78)	10,869.84	10,869.84
Dean's Discretionary Fund						8,080.69	(1,175.70)	6,904.99	6,904.99
Hymn and Liturgical Books Fund						5,660.33		5,660.33	5,660.33
Music Ministry Fund						3,912.81		3,912.81	3,912.81
Total	-	74,120.48	74,120.48	1,019.16	1,181.84	49,266.64	(11,106.48)	114,481.64	114,481.64

	Opening Balance							Closing balance	
RESTRICTED PRINCIPAL with UNRESTRICTED USE	Restricted Principal	Available for use	Total	2021 Interest Earned		Additions	Transfer to Unrestricted General Use	31-Dec-21	
				Jan-June (2.75%)	Jul-Dec (2.75%)			Total	Available for use
S C and Henrietta Gray Trust	30,000.00		30,000.00	412.50	418.20		(830.70)	30,000.00	-
Minchin-Gordon Bequests	23,000.00		23,000.00	316.26	320.58		(636.84)	23,000.00	-
M Kearney Odell Bequest	20,000.00		20,000.00	274.98	278.76		(553.74)	20,000.00	-
W W Boyce Gift	18,000.00		18,000.00	247.50	250.92		(498.42)	18,000.00	-
Louisa Morris Bequest	2,675.00		2,675.00	36.78	37.26		(74.04)	2,675.00	-
W.T. Raymond Bequest	2,406.00		2,406.00	33.06	33.54		(66.60)	2,406.00	-
John Harding Bequest	2,000.00		2,000.00	27.48	27.90		(55.38)	2,000.00	-
Jubilee Offerings	1,490.00		1,490.00	20.46	20.76		(41.22)	1,490.00	-
Charles Peters Trust	1,102.00		1,102.00	15.18	15.36		(30.54)	1,102.00	-
Allan Wilmot Bequest	1,000.00		1,000.00	13.74	13.92		(27.66)	1,000.00	-
Marguerite Elgee Trust	500.00		500.00	6.90	6.96		(13.86)	500.00	-
Ada Raymond Bequest	100.00		100.00	1.38	1.38		(2.76)	100.00	-
Total	102,273.00	-	102,273.00	1,406.22	1,425.54		(2,831.75)	102,273.00	-

Christ Church Cathedral
Restricted Funds
For year ended December 31, 2021

RESTRICTED PRINCIPAL AND RESTRICTED USE	Opening Balance							Closing balance		Restricted Use
	Restricted Principal	Available for use	Total Opening	2021 Interest Earned		Additions	Transfers	31-Dec-21		
				Jan-June (2.75%)	Jul-Dec (2.75%)			Closing balance	Available for Restricted Use	
Dean's Discretion										
Ellen Burchell Trust - Dean's discretion	86,970.00	35,318.88	122,288.88	1,681.47	1,704.59			125,674.95	38,704.95	Dean's discretion
Margaret and Harold Hoyt Memorial - Dean's discretion	15,000.00	7,753.32	22,753.32	312.86	317.16			23,383.33	8,383.33	Dean's discretion for his duties or materials for Guild of St. Joseph
Bishop and Chapter										
Mary L. Boyce Bequest - maintenance of the services and the general upkeep of the Cathedral	271,972.00	163,361.57	435,333.57	5,985.84	6,068.14			447,387.55	175,415.55	General maintenance and services
Assistant Minister's Fund ₂	12,600.00	12,518.04	25,118.04	345.37	350.12			25,813.54	13,213.54	Assistant Minister's discretionary fund
W. W. Boyce Bequest - current expenses	10,000.00	6,250.33	16,250.33	223.44	226.51			16,700.29	6,700.29	Current expenses
Property and Buildings										
Robin W. Gough Bequest (1) - fabric repairs	25,000.00	20,224.62	45,224.62	621.84	630.39			46,476.85	21,476.85	Repairs to exterior stonework, roof, and steeple
Memorial Hall Restoration Fund	2,455.50	102,300.64	104,756.14	1,440.40	1,460.20			107,656.74	105,201.24	Memorial Hall maintenance
Archdeacon Forsyth Trust - Fabric	500.00	312.38	812.38	11.17	11.32			834.88	334.88	Repairs and upkeep of the Cathedral Fabric
Sarah C. Forsyth Trust - Fabric	500.00	312.39	812.39	11.17	11.32			834.88	334.88	Repairs and upkeep of the Cathedral
Cathedral Restoration Fund		354,276.23	354,276.23	4,871.30	5,081.11	10,387.94		374,616.58	374,616.58	Cathedral restoration
Cathedral Clergy Accommodation (Note 1)		332,516.06	332,516.06	4,572.10	4,572.10		(9,144.24)	332,516.02	332,516.02	Proceeds of sale of O'Dell House; interest on proceeds can be used for clergy housing
Worship										
John Maxwell Bequest - organ upkeep and maintenance	10,000.00	2,936.11	12,936.11	177.87	180.32			13,294.29	3,294.29	Upkeep and maintenance of Organ
Rosalie Belyea Music Fund - printed music for choir	5,000.00	4,938.81	9,938.81	136.66	136.61		(140.00)	10,072.08	5,072.08	Printed music for choir library
Robin W. Gough Bequest (2) - choir music	5,000.00	4,044.92	9,044.92	124.37	126.08			9,295.37	4,295.37	To purchase music for choir
Neales Memorial for annual award to a choir boy	500.00	1,355.04	1,855.04	25.51	25.86			1,906.40	1,406.40	Annual award to choir boy
Goodspeed Memorial for choir purposes	500.00	842.77	1,342.77	18.46	18.72			1,379.95	879.95	For choir purposes
Christian Formation										
Archbishop and Mrs. Richardson Fund - education	1,000.00	5,853.55	6,853.55	94.24	95.53			7,043.32	6,043.32	For laity educational purposes
Total	446,997.50	1,055,115.66	1,502,113.16	20,654.06	21,016.10	10,387.94	(9,284.24)	1,544,887.01	1,097,889.51	

Note 1 - Cathedral Clergy Accommodation

320,593.20	Restricted for purchase of property
11,922.86	Restricted for clergy housing allowance (interest earned)
332,516.06	

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.

November 2019

DIOCESE OF FREDERICTON

Policy B-2

RESPONSIBILITIES OF A MEMBER OF SYNOD

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

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

Adopted 27 January 2007

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 black ink, reading "Daniel Fredericton". The signature is written in a cursive style with a large, looping initial "D".

**THE BISHOP AND CHAPTER OF THE
CATHEDRAL OF CHRIST CHURCH
IN THE CITY AND DIOCESE OF FREDERICTON**

A BY-LAW RESPECTING THE CATHEDRAL RESTORATION TRUST FUND

1. In this By-law

“Bishop” means the Bishop of Fredericton;

“Cathedral” means Christ Church Cathedral in Fredericton, New Brunswick;

“Chapter” means The Bishop and Chapter of the Cathedral of Christ Church in the City and Diocese of Fredericton as continued by the Anglican Church Act 2003;

“Committee” means the Restoration Committee established under section 6;

“Fabric” means the roof, interior and exterior walls, windows (including casements, sashes, stone tracery, stained and other glass and material used to hold the glass in place), floors, exterior doors, supporting structural elements, sprinkler system, decorated portions of the sanctuary and nave walls, carved or decorated architectural elements and sculptural items (both interior and exterior), ecclesiastical furnishings and fittings, mechanical clock above the crossing and its related fittings, steeple bells and their associated mechanisms, and steeple, of the Cathedral, but does not include portions of the Cathedral described in section 5;

“Fund” means the Restoration Trust Fund;

“Undesignated Gifts” means gifts and bequests to the Chapter that the donor or testator does not restrict to a specific purpose or to the use of income only but does not include offerings of the Cathedral congregation for operating expenses or for a specific purpose other than the maintenance, repair or restoration of the Fabric.

2. The Fund shall consist of

- (a) assets held in or for the Fund when this By-law comes into force,
- (b) gifts and bequests to the Chapter that the donor or testator directs be used for the maintenance, repair or restoration of the Fabric,
- (c) Undesignated Gifts that the Chapter does not direct to another purpose,
- (d) income earned by the Fund, and
- (e) assets that the Chapter transfers to the Fund.

3. The Fund shall be invested in the Diocesan Consolidated Investment Fund of the Diocese of Fredericton unless the Chapter determines otherwise.

4. It is declared that the Fund is a trust of which the Chapter is the trustee, the income and capital of which is to be used only to maintain, repair or restore the Fabric.

5. Neither the capital nor the income earned by the Fund shall be used to maintain, repair, restore or replace the Cathedral electrical, heating, air conditioning, plumbing or sound systems, the pews,

washrooms, organ and other musical instruments, or to repair or paint the interior walls of the Cathedral except the decorated portions of the walls in the sanctuary and the nave, or for any other part of the Cathedral not included in the definition of Fabric in section 1.

6. There shall be a Restoration Committee consisting of the Lay Chair of the Chapter, the Chair of the Chapter's Property Committee, the Dean of Fredericton and three members who may, but need not, be members of the Chapter, appointed by the Chapter. The appointed members of the Committee shall serve for a term of three years or until their successors are appointed. The Committee shall appoint a chairperson and a secretary from among its members.
7. The Chapter shall manage and direct the Fund but expenditures from the Fund shall be governed by sections 8 to 12.
8. No expenditure from the Fund shall be made that is contrary to the agreement between the Chapter and Her Majesty the Queen in right of Canada dated March 23, 1996 for the preservation of the Cathedral as a National Historic Site.
9. The Committee shall monitor the condition of the Fabric and shall recommend to the Chapter expenditures for maintaining, repairing and restoring the Fabric.
10. The Chapter shall consider the Committee's recommendations and may authorize or refuse to authorize a proposed expenditure.
11. The Chapter shall not refuse to authorize a proposed expenditure unless it has met with the Committee to discuss the matter.
12. If the Chapter authorizes an expenditure its decision shall be submitted to the Bishop and no expenditure shall be made without the Bishop's written approval.
13. If the Cathedral is irreparably damaged or destroyed and is not replaced the assets in the Fund shall be paid to the Diocesan Synod of Fredericton to be used, with the Bishop's approval, to maintain, repair and restore the Fabric of other Anglican churches in the Diocese of Fredericton.
14. The Chapter shall not repeal or amend this By-law unless the amendment or repeal is
 - (a) recommended by the Committee, and
 - (b) approved by a Special Meeting of the Cathedral Congregation called for the purpose.
15. No amendment or repeal of this By-law is effective until it is approved in writing by the Bishop.
16. The definition of Fabric in section 1 and sections 4 and 5 may not be amended.

Adopted by the Chapter on 18 May 2020

NOTES