

the

Canonical Chronicles

#7

Canonical Committee

Archdeacon of Fraser, Louie Engnan convened the Canonical Committee on December 18th. The committee comprises the Wardens, Synod Delegates and Alternate Synod Delegates. They are: Sean Latimer (Chair), Nigel Cole, Frances Fagan, Simon Johnston, Mary Ponsford and Veronica Wright. The committee is tasked with writing the Parish Profile, which will be submitted to Archbishop Melissa for her approval. After this the position of Rector will be advertised and the interviewing and hiring process will begin.



Archbishop Melissa visited Holy Trinity December 20

Archbishop Melissa accompanied by Rob Dickson, Director of Finance and Property, and Rev. Tellison Glover, Director of Mission and Ministry met with the Trustees, Wardens, Parish Council, Reverend Georgina and Deacon Paul. The meeting focused on: the long-term rental of Griffiths Hall, the replacement of the Rectory, and the need to review our Diocesan Assessment. (Please see back pages.)



Upcoming Meetings

Wardens
January 24 -1pm
Regular monthly meeting.

Parish Council
January 31 -2pm
Regular monthly meeting.

Parish Profile
January 15
First draft deadline.

A Summary from the notes of December 20th 2018

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Present: Archbishop Melissa, Rob Dickson, Rev. Tellison Glover, Rev. Georgina Harris, Rev. Paul Richards (Deacon), Mary Ponsford, Richard Keats, Priscilla Archer, Simon Johnston, Richard Bury, Ron Dicks, Veronica Wright, Sean Latimer, Frances Fagan and Helen Davison (recorder)

Simon Johnston outlined the activities in our interim ministry to date:

- Small focus groups of 8-12 people at 8 different gatherings held from August – October met to discuss what we like about Holy Trinity, our concerns & our wishes for the future.
- Nov 18th – a plenary session brought together 168 people to find common themes.
- Nov 22nd - Simon, Fran & Sean met with trustees & treasurer to review the proposed content of the Parish Profile. There was agreement on the aspirational aspect of this parish but there were also some concerns.
- Nov. 29th - Trustees issued a report containing recommendations to face our financial challenges. This meeting was called to address some of the concerns:
 - Best practices regarding long term rentals and the path for diocesan approval
 - Best practices to replace the Rectory and use the interest from the net gain for operations
 - The path to gain relief from our Diocesan Assessment.

Richard Keats asked: should we be looking for a full-time or part-time Rector?

Long Term Rentals

The Diocese has a history of encouraging Parishes to rent their space. The following must be considered:

- (a) The hours and days we wish to rent
- (b) The space and exact square footage of the area to be rented
- (c) The exact locations to be used including halls, washrooms, doors, access and egress must be drawn on a floor plan
- (d) Parish activities that would share the space must be included, e.g. If the parish has a Sunday school or classes, teas, bazaars, meetings etc. daycares usually want exclusivity. Some parishes have insisted the renter vacate in favour of a funeral reception. But this is difficult for the renter (if the space is used for daycare) because parental schedules would be interrupted.
- (e) The necessity of having competitive requests & proposals in preferred. The diocese recommends that a professional leasing company be hired to handle the contracts. Once a lease is signed, Holy Trinity would manage the rental. The lease can be drawn up by the leasing company and reviewed by the Diocesan lawyer. Rob distributed a sample lease that would be acceptable to the Diocese. (Copy in the Church Office). Other considerations:
 - The renter should pay their portion of operating costs and of any improvements they need to the building and grounds. (Triple net – can be negotiated if sharing the space)
 - Rob Dickson opined that rents should be more than 1500/month. Regarding Wind & Tide he said that the proposed rent was too low and that the proposed renter should pay for the exterior fencing. He also noted that Wind & Tide had told Holy Trinity that they had the same contract with St. Matthews, Abbotsford. But they had deleted the tax clause for the proposed lease with Holy Trinity. Churches have a permissive tax exemption but it varies by municipality as to how it is implemented. Church taxes could change if we had a business running in our premises with a commercial lease.
 - Rob stressed that all leasehold improvements should be paid by the tenant.

Continuing on long-term rentals, the Diocese will be adamant about including:

- Municipal taxes
- Length of lease
- No flat rent for a long period (e.g. 5 years)

Rob noted that the Diocesan response to the Wind and Tide proposal was not a refusal but an expression of concern regarding the provisions on the lease

Her Grace said that if we were adamant about something, the Diocese would not stand in our way.

Richard Keats expressed an opinion that we had not progressed over the last 6 months

Replacement or selling the Rectory

Question from Holy Trinity: As revenue is dropping can we buy a smaller, newer Rectory and invest the balance of the cash and use the interest for our operating costs?

- Her Grace said that Holy Trinity should feature the Rectory in the Parish Profile. She thinks parishes should hold onto their Rectory. But it depends on the market and it varies by Parish
- Diocesan opinion is that we would net about \$400,000 when replacing the Rectory with a townhouse.
- If we wished to proceed with selling and/or replacing the Rectory the parish must consider how this would affect the incoming Priest. An alternative might be to raise money to renovate the Rectory. The Diocese has awarded grants for such projects; for example \$25,000 on a total bill of \$100,000.
- The path to any disbursement of church property:
 - Write a proposal to the Diocese.
 - Give exact examples of specific townhouses, their locations and prices.
 - Include Property Transfer tax (which was not in the last proposal).
 - Include decorating costs if we are not buying a new house.

Mary Ponsford - Could the Rectory be divided into 2 suites? This was investigated by Richard Keats in 2016 and was not a viable option. The rent generated was not enough against the cost of the renovations needed. Also there would be only one garage.

Sean Latimer – The hall rental would generate more income and should be explored first.

Diocesan Assessment

Rob Dickson:

- The calculation method for the assessment changed in 2017, which resulted in a 10% drop in assessment to parishes. There are now different assessment rates.
- A Parish can file an appeal if they have had a sudden large drop in income in one year. There has been no policy developed around other reasons why a parish can have its assessment reduced. Under the previous definition of appeals Holy Trinity doesn't qualify for a reduction but under the new definition we may qualify.
- The appeal goes to the Diocesan Appeal Committee and then to the Diocesan Council.
- The reduction is not automatic if Holy Trinity has a sudden drop in income and we would have to apply. E.g. a parish may have a sudden drop in income but have a lot of money in the CTF and so they wouldn't be eligible for a reduction.

A Summary from the notes of December 20th 2018

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- Rob recommended making a case for reduction but to try and put it in a positive way. He believes that April 15th is the deadline to file a claim. Rob and Rev. Tellison can assist Holy Trinity through the process. (Regulation sheet in Holy Trinity office)

Parish Profile

- Planning for growth should be in our Profile (Archbishop Melissa)
- Highlight the attractive neighbourhood surrounding the parish

Archbishop Melissa – the Diocese can help with the expenses if it becomes apparent that a certain person is right candidate for Rector and is relocating from far away. She also believes that the minimum time required of a priest is 60-65% but does not believe it has to necessarily be full time. Deacon Paul said that he has seen parishes where the expectations on a 50% Priest are too onerous.

Rev. Tellison Glover is happy to meet with Holy Trinity regarding mission and ministry development.

The meeting ended at Noon with thanks from Rev. Georgina to Archbishop Melissa, Rob and Rev. Tellison.

Notes submitted by Helen Davison, edited for length by Simon Johnston.



Your Participation Is Needed!

The Wardens are drawing up a list of actions coming out of the December 20th meeting and other tasks relating to the fulfillment of our Interim Period. The areas of focus are:

- Consulting with a commercial leasing professional regarding long term leases
- An application for relief regarding our Diocesan Assessment
- Updating the financial impact of replacing the Rectory
- Setting a date for Reverend Tellison Glover, director of Mission and Ministry Development, to consult with us on developing strategies for a thriving parish
- Creating a Parish Profile and a time-line for next steps in the interim process
- Researching and creating strategies to refresh our approach to annual giving and donations
- Compiling an inventory and costing of all capital projects
- Planning a centennial capital campaign

We will be calling on the congregation to share their expertise.