

CHURCH OF SAINT JOHN THE EVANGELIST, HAMILTON

Parish Council Meeting Minutes

Tuesday May 27, 2025, 7:30 PM, at St. John the Evangelist, Crypt Café

Invitees: Deborah Bowen, Graham Cubitt, Mary Donkin, Aaron Jones, Sarah Jones, Wendy Leigh Bell, Susan Little, John Loukidelis, Leslie Muirhead, Norm Newbery, Sue Newbery, Judith Purdell-Lewis, Andrew Rampton, James Steeves, Dena Thomas, Sarah Wayland

Regrets: Deborah Bowen, Graham Cubitt, Aaron Jones, Judith Purdell-Lewis

Chair: Sue Newbery

Acting Secretary: Dena Thomas

AGENDA

- 1 Call to Order & Welcome at 7:35pm
- 2 Opening Prayer – Andrew Rampton
- 3 Approval of April Minutes – approved
- 4 Reports/Discussion:
 - a) Financial Report to April 30, 2025 - John Loukidelis
 - i. A memorandum summary was reviewed and is available with all other financial statements on the Parish Council website. Highlights include:
 - statement overview
 - investments
 - budget spreadsheet
 - b) Rector's Report – Andrew Rampton
 - i. Robert Crouse Seminar highlights: Sarah Coakley – speaker for seminar was excellent
 - ii. New photocopier is outstanding and available for use for those needing color photocopying
 - c) Stewardship Report – Sarah Wayland
 - i. Acknowledgment and appreciation of Sharon Klassen gratitude moment
 - ii. Offerings exceeded our hope even among a deficit
 - iii. Review of 2024 giving's chart
 - iv. Review of what was shared at Special Vestry meeting on Sunday
 - v. Thinking about why we give and what motivates a cross section of people
 - Suggested that the wish list be posted in parish news or in the crypt where it is visible and motivating.
 - d) Property Report – Norm Newbery

Action Item: Andrew will send the list to Sarah Wayland and she will help distribute it.

- i. Sue Newbery gave an overview of Saturday's cleaning day which was extensive despite the power outage. Eleven people helped out and lots of work got done.
- ii. Norm Newbery gave highlighted some items in his report, including the repair the outside water tap and the cost was less than expected.
- iii. Tom Weaver is a great asset and a painting date is set with volunteers

5. Business Arising from minutes:

a) Special Vestry - comments are all positive: Well organized, informative, and creative fundraising tips were appreciated.

- i. Sarah W asked about the timing of MAP 2.0 to see if it could guide the parish with respect to long term income through an anchor tenant. The MAP 2.0 process is scheduled for early autumn

b) Sundays on Locke - Leslie Muirhead. There will be four dates that St. Johns will be involved with:

- i. June 15th: weather permitting: story pop and missions – Felicia is putting some information in parish news
- ii. July 20th: the focus will be on different forms of prayer with the missions
- iii. Sept 21st: Andrew and Sue – ask a priest a question with blessing the pets, with mission
- iv. Oct 19th: Still in planning stage

c) Date and Speaker for Mission Sunday

- i. Peter who looks after Migrant Farm Workers Project will come and speak on June 15th at both services. Susan Little shared that collections will be extended to June 15th and will be displayed at the back of the church.

6. New Business:

a) Photo Directory - the photographer is only be available during the week, which does not bode well with weekday schedules. This project will be deferred for the time being.

b) Ordination Date – June 15, 2025. Please continue to hold Dena, Charles, and David in your prayers.

c) Summer Schedule – Begins on June 29th which is the holiday weekend. Sept 7th is the last Sunday in the summer schedule and will conclude with a parish picnic following the service. On Sept 14th we will be back to 3 services.

d) Diocesan Picnic: Susan Little asks that the council endorse this activity since it is a unique celebration for 150 years of the diocese and unites the parishes together. The date is June 14th, 2025.

Action Item: Susan will lead in helping organizing rides for those needing one, and will put something in Parish News.

7. . Next meeting – **June 24, 2025**

8. Adjournment – 8:40pm

9. Closing Prayer – Andrew Rampton

Statement of Activity by Month

Church of Saint John the Evangelist

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	TOTAL
Income						
Donations to Designated Funds						0
4006 Donations to Capital Fund	1,000.00					1,000.00
4009 Donations to PWRDF & St. Mathew's House	40.95					40.95
Total for Donations to Designated Funds	1,040.95	0	0	0	0	\$1,040.95
Non Profit Income		158.10	804.00	54.00	158.00	1,174.10
Offerings						0
4001 Envelope, Online, and Other Identifiable Donors	5,965.94	12,449.96	12,502.50	11,840.87	4,926.77	47,686.04
4002 Preauthorized Giving (PAG)	11,800.00	11,140.00	11,645.00	11,645.00	11,780.00	58,010.00
4003 Other Offerings	215.00	1,257.00	95.00	1,455.00	138.00	3,160.00
4004 Loose Offerings	191.60	451.50	431.75	714.04	288.50	2,077.39
Total for Offerings	18,172.54	25,298.46	24,674.25	25,654.91	17,133.27	\$110,933.43
Receipts from Parish Activities						0
4010 Fundraising						0
4011 Bazaar (Pies, crafts, calendars)		92.00	518.60	1,363.60	66.90	2,041.10
Total for 4010 Fundraising	0	92.00	518.60	1,363.60	66.90	\$2,041.10
Other Income from Parish Activities						0
4014 Rentals	50.00	50.00	77.00	50.00	50.00	277.00
4015 Concerts	375.00	214.90	125.00	225.00	250.00	1,189.90
4020 Forward Day by Day		-19.00		20.00		1.00
Total for Other Income from Parish Activities	425.00	245.90	202.00	295.00	300.00	\$1,467.90
Outreach Income						0
4016 RDF Support (Rector discretionary fund)	30.00		2,843.35	-50.00	154.79	2,978.14
4018 Outreach Support (other)	-480.00					-480.00
Total for Outreach Income	-450.00	0	2,843.35	-50.00	154.79	\$2,498.14
Total for Receipts from Parish Activities	-25.00	337.90	3,563.95	1,608.60	521.69	\$6,007.14
Transfers from Investments and Grants						0
4030 Diocesan Grant or Loan			6,125.00			6,125.00
Total for Transfers from Investments and Grants	0	0	6,125.00	0	0	\$6,125.00
Total for Income	19,188.49	25,794.46	35,167.20	27,317.51	17,812.96	\$125,280.62
Cost of Goods Sold						
Gross Profit	19,188.49	25,794.46	35,167.20	27,317.51	17,812.96	\$125,280.62
Expenses						
Facilities						0
Building Maintenance						0
5043 Elevator Maintenance and Fees	635.74	221.48		110.74	1,181.39	2,149.35
5044 Regular Maintenance	930.95	1,909.14	1,390.93	1,394.84	4,200.39	9,826.25
Total for Building Maintenance	1,566.69	2,130.62	1,390.93	1,505.58	5,381.78	\$11,975.60

Statement of Activity by Month

Church of Saint John the Evangelist

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	TOTAL
Utilities						0
5040 Heating	551.34	931.96	649.45	520.30	212.96	2,866.01
5041 Water	52.40	55.07	71.78	47.13	44.93	271.31
5042 Hydro	454.57	513.48	616.93	515.48	427.97	2,528.43
Total for Utilities	1,058.31	1,500.51	1,338.16	1,082.91	685.86	\$5,665.75
Total for Facilities	2,625.00	3,631.13	2,729.09	2,588.49	6,067.64	\$17,641.35
Ministry and Worship						0
5001 DM&M	3,873.51	3,873.51	3,873.51	3,873.51	3,873.51	19,367.55
5003 Community Marketing					130.96	130.96
5004 Children's Ministry	3.28	5.19		76.89	85.70	171.06
5006 Worship Supplies & Resources	328.40		159.18	207.61	44.63	739.82
5007 Worship Music Expense	129.92		540.00	1,325.00	2,378.71	4,373.63
5008 Outreach Committee	85.68		20.79	57.16		163.63
5009 Hospitality and Christian Growth	88.83	230.22		612.22	143.43	1,074.70
Total for Ministry and Worship	4,509.62	4,108.92	4,593.48	6,152.39	6,656.94	\$26,021.35
Office and Administration						0
5030 General Office Expenses	662.95	497.54	497.69	786.72	739.12	3,184.02
5031 Bank, Credit Card Fees and Interest	68.72	111.52	268.50	343.58	106.90	899.22
5032 Insurance	1,624.31	1,624.31	1,624.31	1,624.31	1,624.31	8,121.55
5033 Other Miscellaneous Office and Admin	133.97	145.30	1.83			281.10
Total for Office and Administration	2,489.95	2,378.67	2,392.33	2,754.61	2,470.33	\$12,485.89
Salaries and Benefits						0
5020 Rector's Salary	4,548.08	4,548.08	4,548.08	4,548.08	4,548.08	22,740.40
5021 Housing Allowance	1,970.00	1,970.00	1,970.00	1,970.00	1,970.00	9,850.00
5022 Administrator	1,527.08	1,083.33	1,083.33	1,083.33	1,083.33	5,860.40
5023 Organist and Choirmaster	3,006.96	1,460.00	1,460.00	1,460.00	1,460.00	8,846.96
5024 Discovery Service Music Director	2,115.00	1,365.00	1,365.00	1,365.00	1,365.00	7,575.00
5025 CPP/EI/WSIB	888.28	287.79	287.18	318.65	250.92	2,032.82
5026 Pension & Benefits	1,644.99	2,075.94	2,075.94	2,044.47	1,995.72	9,837.06
5035 CYFM Coordinator	975.00	980.68	980.68	980.68		3,917.04
Total for Salaries and Benefits	16,675.39	13,770.82	13,770.21	13,770.21	12,673.05	\$70,659.68
Total for Expenses	26,299.96	23,889.54	23,485.11	25,265.70	27,867.96	\$126,808.27
Other Income						
Other Expenses						
Other Expenses						
Total for Other Expenses	0	0	0	0	0	0
Profit	-7,111.47	1,904.92	11,682.09	2,051.81	-10,055.00	-\$1,527.65

Statement of Financial Position

Church of Saint John the Evangelist

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1022 Undeposited Funds	
Capital Account	0
1004 Capital Account - Chequing	
Total for Capital Account	0
Credit card security account	0
1007 Raffle Account - Chequing	5,005.17
Total for Credit card security account	\$5,005.17
Operating Account	0
1001 Operating Acct - Chequing	11,857.96
Total for Operating Account	\$11,857.96
Total for Cash and Cash Equivalent	\$16,863.13
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	179.00
Total for Accounts Receivable (A/R)	\$179.00
1010 Endowment Fund	89,260.64
1014 Rectory Fund	234,203.24
1015 General investment fund	0
1011 Memorial Fund	1,869.51
1012 Parish Hall Capital Reserve Fund	501.17
1013 Organ Restoration Fund	3,208.53
Total for 1015 General investment fund	\$5,579.21
1017 Employee Cash Advances	
1018 Prepaid Expenses & Deposits	11,370.09
1019 GST Rebate Receivable	304.84
1020 PST Rebate Receivable	870.06
1021 Other Receivables	
Uncategorized Asset	75.00
Total for Current Assets	\$358,705.21
Non-current Assets	
Property, plant and equipment	
1100 Fixed assets	\$36,693.80
1101 Fixed assets depreciation	-2,375.51
Total for 1100 Fixed assets	\$34,318.29
Total for Property, plant and equipment	\$34,318.29
Total for Non-current Assets	\$34,318.29
Total for Assets	\$393,023.50

Statement of Financial Position

Church of Saint John the Evangelist

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	285.47
Total for Accounts Payable (A/P)	\$285.47
Credit Card	
2001 TD Visa credit card	1,978.06
Total for Credit Card	\$1,978.06
2003 Other Payables	
2007 Capital Fund	
GST/HST Payable	
Total for Current Liabilities	\$2,263.53
Non-current Liabilities	
Total for Liabilities	\$2,263.53
Equity	
3002 Retained Earnings	85,409.94
Profit for the year	-1,527.65
3001 Opening Balance Equity	306,877.68
Total for Equity	\$390,759.97
Total for Liabilities and Equity	\$393,023.50

Statement of Activity

Church of Saint John the Evangelist

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Donations to Designated Funds	0
4006 Donations to Capital Fund	1,000.00
4009 Donations to PWRDF & St. Mathew's House	40.95
Total for Donations to Designated Funds	\$1,040.95
Non Profit Income	1,174.10
Offerings	0
4001 Envelope, Online, and Other Identifiable Donors	47,686.04
4002 Preauthorized Giving (PAG)	58,010.00
4003 Other Offerings	3,160.00
4004 Loose Offerings	2,077.39
Total for Offerings	\$110,933.43
Receipts from Parish Activities	0
4010 Fundraising	0
4011 Bazaar (Pies, crafts, calendars)	2,041.10
Total for 4010 Fundraising	\$2,041.10
Other Income from Parish Activities	0
4014 Rentals	277.00
4015 Concerts	1,189.90
4020 Forward Day by Day	1.00
Total for Other Income from Parish Activities	\$1,467.90
Outreach Income	0
4016 RDF Support (Rector discretionary fund)	2,978.14
4018 Outreach Support (other)	-480.00
Total for Outreach Income	\$2,498.14
Total for Receipts from Parish Activities	\$6,007.14
Transfers from Investments and Grants	0
4030 Diocesan Grant or Loan	6,125.00
Total for Transfers from Investments and Grants	\$6,125.00
Total for Income	\$125,280.62
Cost of Goods Sold	
Gross Profit	\$125,280.62
Expenses	
Facilities	0
Building Maintenance	0
5043 Elevator Maintenance and Fees	2,149.35
5044 Regular Maintenance	9,826.25
Total for Building Maintenance	\$11,975.60

Statement of Activity

Church of Saint John the Evangelist

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Utilities	0
5040 Heating	2,866.01
5041 Water	271.31
5042 Hydro	2,528.43
Total for Utilities	\$5,665.75
Total for Facilities	\$17,641.35
Ministry and Worship	0
5001 DM&M	19,367.55
5003 Community Marketing	130.96
5004 Children's Ministry	171.06
5006 Worship Supplies & Resources	739.82
5007 Worship Music Expense	4,373.63
5008 Outreach Committee	163.63
5009 Hospitality and Christian Growth	1,074.70
Total for Ministry and Worship	\$26,021.35
Office and Administration	0
5030 General Office Expenses	3,184.02
5031 Bank, Credit Card Fees and Interest	899.22
5032 Insurance	8,121.55
5033 Other Miscellaneous Office and Admin	281.10
Total for Office and Administration	\$12,485.89
Salaries and Benefits	0
5020 Rector's Salary	22,740.40
5021 Housing Allowance	9,850.00
5022 Administrator	5,860.40
5023 Organist and Choirmaster	8,846.96
5024 Discovery Service Music Director	7,575.00
5025 CPP/EI/WSIB	2,032.82
5026 Pension & Benefits	9,837.06
5035 CYFM Coordinator	3,917.04
Total for Salaries and Benefits	\$70,659.68
Total for Expenses	\$126,808.27
Other Income	
Other Expenses	
Profit	-\$1,527.65