

First Unitarian Church of Victoria



Annual Reports
May 2017

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Our Mission:

Strengthened in spiritual growth, supported in community, energized by diversity, we strive to transform ourselves and our world through compassionate action.

Congregational Covenant of Good Relations:

We the members of the First Unitarian Church of Victoria agree to treat ourselves and each other fairly and respectfully. We extend the same respect to children and youth, as well as Friends of the Church.

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**NOTICE TO MEMBERS OF THE FIRST UNITARIAN CHURCH OF VICTORIA
of the Annual General Meeting to be held in the Sanctuary
Sunday May 14, 2017 at 12:15 p.m.**

"A registered member may exercise rights of voice and vote at congregational meetings, and be nominated for elected office, sixty days after his/her application for membership has been processed by the Board."

AGENDA

1. Call to order and confirmation of a quorum.....Lorna Anthony
2. Invocation.....Chris Wulff
3. Remembrance of those Members deceased since the last AGM.....Chris Wulff
4. Approval of the AgendaLorna Anthony
5. Approval of the minutes of the General Meeting of February 5, 2017.....Karen Furnes
6. Establishment of committee to review minutes.....Lorna Anthony
 - a. Motion to establish a committee to review the minutes of this meeting within two weeks.
 - b. Request to the congregation for two volunteers to form this committee.
7. President's report.....Lorna Anthony
8. Report on the 2016 Financial Statements
Introduction.....Jane Wilson
Report.....Year End Financial Review Committee
9. Motion to make an additional mortgage payment.....Jane Wilson
That, on the October 1, 2017 anniversary date, we make an additional payment of 10% of the mortgage principal, as allowed by the terms of our mortgage contract. The amount of the payment, \$19,737.40, will come from the General Fund.
Treasurer's comments.....Jane Wilson
10. Report on Insurance Coverage.....John Worton

11. Recognition and Awards – Appointment of Church Elders.....Betty Sherwood
Recommendation to the congregation to appoint Don and Clare Vipond as Elders of the Church

12. Report from the Nominating Committee.....Allan Dakin
 - a. Board of Trustees for 2017-18
 - b. Election of Nominating Committee members
 - c. Election of Year End Financial Review Committee

13. Ritual of transition.....Chris Wulff

14. Reaffirmation of Lay Chaplains:Liz Graham
Kjerstin Mackie, Oceanna Hall and Anne Vaasjo

15. Adjournment

MINUTES OF THE GENERAL MEETING OF THE FIRST UNITARIAN CHURCH OF VICTORIA

held Sunday, February 5, 2017 at 12:15 p.m.

at 5575 West Saanich Road, Victoria, BC

1. Call to order and confirmation of a quorum

Lorna Anthony, Chair, called the meeting to order at 12:15 p.m. There were 66 members registered in attendance or by proxy when the meeting was called to order, which exceeds the 40 members required to constitute a quorum.

2. Invocation

Reverend Shana Lynngood gave the invocation.

3. Approval of the Agenda

On motion made by Shirley Travis and seconded by Marion Pape, and carried, the agenda for the meeting was approved.

4. Approval of the minutes of the May 15, 2016 AGM

On motion made by Fran Hancock, seconded by John Hopewell and carried, the minutes of the Annual General Meeting held on May 15, 2016, were approved.

5. Request to the congregation for two volunteers to form a committee to review the minutes.

Lorna Anthony asked for two volunteers to form a committee to review the minutes of this meeting within two weeks. Farrell Boyce and Forrest Smith volunteered.

6. Sabbatical

Reverend Shana spoke about the upcoming sabbatical, and about the sabbatical committee and other resources that will be available during the ministers' absence. She invited questions from members in attendance, and none were asked. Reverend Shana then left to attend and participate in the Interfaith event at UVic.

7. Canadian Unitarian Council AGM Delegates

Forrest Smith, reporting as a one-person nominating committee for delegates for this year's CUC Business Meeting on May 13, 2017, invited nominations from the floor to fill the six delegate positions available. A total of six delegates were nominated: Forrest Smith, Edith Jasechko-Burton, Shirley Travis, Marion Pape, Lorna Anthony and John Worton. Forrest Smith moved to approve the six delegates, and the motion was carried unanimously. The meeting will be live-streamed; if enough are interested the Lion Hall will be set up to receive the meeting.

8. Treasurer's Interim Report on Fiscal Year 2016

Lorna Anthony expressed thanks to the ABC (Annual Budget Campaign) team for running a very successful campaign, and thanked the congregation for its generosity in pledging.

Lorna then explained the budget item for the retirement allowance for the church administrator, before introducing the treasurer, Jane Wilson, to review the interim 2016 financial reports.

Jane Wilson was pleased to report that, although there will be some further adjustments in completing the year-end, we are looking at very positive results for 2016, with a surplus at this point of \$25,825 – a gratifying result when compared with our 2016 budget forecast of \$724. She stated this is due to the generosity of our members and friends whose financial contributions exceeded their 2016 pledge amounts, and to all those who enthusiastically took part in our special events fundraising activities, resulting in the income from these events exceeding our budget by more than 20%. In addition, Jane reported that our total expenses for the year are well below budget due to our staff and volunteers keeping a sharp eye on the bottom line in addition to all the work they do for us. She offered a big thank you to everyone for a successful 2016.

The interim balance sheet for the church at Dec 31, 2016, shows that we are maintaining a solid position financially. Our liabilities are lower than at this time last year, mainly due to the reduction in our mortgage with Coast Capital Savings. We made an additional payment in October of just under \$20,000, and more than half of our monthly payments now go directly to the principal.

The Endowment Fund and trust funds continue to be invested with Genus Investments and our investment committee is in regular contact with our representative. We receive quarterly reports from Genus.

Jane explained that our General Fund balance consists of the accumulation of our annual operating surpluses less any deficits.

The complete results of all our activities will be reflected in the final financial statements that will be presented at the annual general meeting in May.

In response to a question from Farrell Boyce, Jane confirmed that our tenant is now making regular payments on their \$30,000 loan. Forrest Smith was pleased to note that Genus does not invest in fossil fuels; Jane was pleased to confirm our funds with Genus are all in socially responsible investments.

Jane introduced David Hoadley, chair of the Finance Committee, to review the proposed 2017 budget.

9. Presentation of the proposed 2017 budget and 4-year plan

David Hoadley presented the proposed operating budget for 2017. He noted that 75% of our revenue comes from member contributions, while 2/3 of our expenses go to personnel, with the remainders split between a number of smaller line items. David explained a few minor anomalies, including the increase in budget for Worship, which is due to the ministers' sabbatical. He noted that hourly increases for some staff have brought their wages closer to the living wage, and more hours have been budgeted for the Director of Spiritual Exploration and Learning (SEL), to better reflect the hours she is actually working. David noted the significant increase in pledges for 2017 made the job of the Finance Committee much easier, and he thanked the congregation.

After a brief question period, David Hoadley moved, and Doug McGinnis seconded approval of the budget as presented. The motion carried with two abstentions and none opposed.

David reviewed the 4-year plan. The key assumption in the plan is that the growth in contributions in the future will be flat, while expenses will rise. David noted that we can't count on pledges increasing in the future, due to the demographics of the congregation, as most of our highest pledgers are older members; even though our membership is increasing, that doesn't necessarily translate to increased pledges.

To avoid deficits in the future, David suggested we have three options: cut expenses, reduce the mortgage or increase pledges. The mortgage is up for renewal in October of 2018. At next year's meeting, the congregation should consider whether or not to reduce or pay off the mortgage, which would free up money for other uses and potentially reduce the need to cut expenses.

The members present gave a round of applause to thank David and the Finance Committee. Diana Smith moved a vote of thanks to Jane Wilson for assuming the role of treasurer and for all the work she has done. The motion was carried enthusiastically with a round of applause.

10. Adjournment

Moved by Lynn Hunter, seconded by Forrest Smith at 1:16 p.m., that the meeting be adjourned. Carried.

Karen Furnes
Secretary

Farrell Boyce/Forrest Smith verified
2017 February 17

PRESIDENT'S REPORT

It's been a busy year, but aren't they all! With a congregation as vibrant as First Unitarian there is always something happening. One has only to read the E-weekly, newsletter, Facebook, website, or the annual reports in this package to know that approximately 90 different committees, teams, interest groups and neighbourhood groups keep us active and interested. Not kidding – check out the front pages of the church directory!

As the current President, I stand on the shoulders of those who have gone before me. And I have the phone number and email address of many of them who receive calls from me when I need their sage advice. Heck, one even lives at my house! I am indeed fortunate to work with an incredible Board of Directors who care passionately about our Church community and step up to the plate in so many areas. I cannot thank them enough for their support.

With our beloved Ministers on sabbatical/study leave/vacation from March 1st to August 15th, I envision myself sitting in the back of the FUCV boat with my hand on the tiller. I'm keeping watch as best I can to ensure we avoid hazards and log jams. With so many of us rowing in the same direction, Reverends Melora and Shana will return to find us ship shape.

One of the most difficult tasks of sitting at the tiller is the knowledge that we're heading in the right direction. A major project for the Board in the coming months is to engage the congregation in the Strategic Plan. This will be a practical exercise. In September, as a result of our discussions, we will have two or three priorities to focus on over the next 3-5 years. Watch for the announcements from the core team and become involved. Your input is most important.

Questions/concerns/comments – I'm always available for a chat.

Respectfully submitted,

Lorna Anthony

Financial Statements of

First Unitarian Church of Victoria

Year Ended December 31, 2016

(Unaudited)



Review Engagement Report

To the Financial Review Committee of First Unitarian Church of Victoria

We have reviewed the statement of financial position of First Unitarian Church of Victoria as at December 31, 2016 and the statements of operations and changes in net assets for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the company.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

The comparative figures were reviewed by another firm of Chartered Professional Accountants.



Chartered Professional Accountants

Victoria, BC
April 28, 2017

First Unitarian Church of Victoria

Statement of Financial Position

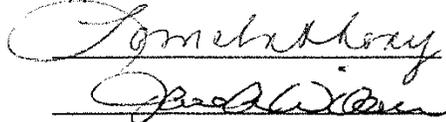
As at December 31, 2016 with comparative figures for 2015

2016
\$

2015
\$

	2016 \$	2015 \$
Assets		
Current:		
Cash and short-term investments	293,696	237,178
Accounts receivable	2,611	1,027
Prepaid expenses	1,496	1,374
	297,803	239,579
Loan receivable	31,678	33,003
Investments	274,393	269,441
Property and equipment (Note 3)	1,135,749	1,145,304
Cash surrender value of life insurance	51,462	48,316
Total assets	1,791,085	1,735,643
Liabilities		
Current:		
Accounts payable and accrued liabilities	19,816	4,534
Current portion of mortgage payable (Note 4)	9,497	8,917
Unearned revenue	51,527	54,660
	80,840	68,111
Mortgage payable (Note 4)	122,109	152,125
Total liabilities	202,949	220,236
Net Assets		
Total net assets	1,588,136	1,515,407
Total liabilities and net assets	1,791,085	1,735,643

Approved on Behalf of the Directors:



The accompanying notes are an integral part of these financial statements

First Unitarian Church of Victoria

Statement of Operations and Retained Earnings

Year ended December 31, 2016 with comparative figures for 2015

	2016	2015
	\$	\$
Revenues (Schedule 1)	<u>446,642</u>	<u>588,967</u>
Expenses		
Housekeeping	1,247	1,213
Insurance	9,132	8,887
Interest and bank charges	629	2,948
Interest on long-term debt	7,565	8,333
Memberships	23,712	28,915
Office	14,967	13,737
Professional fees	4,575	3,088
Repairs and maintenance	21,808	13,127
Contractors	36,834	31,904
Supplies	15,878	22,588
Telephone	4,294	3,333
Utilities	12,305	11,243
Wages and employee benefits	<u>248,187</u>	<u>256,620</u>
	<u>401,133</u>	<u>405,936</u>
Excess of revenues over expenses before other items	<u>45,509</u>	<u>183,031</u>
Other income (expenses)		
Excess of revenue over expenses of Revolving Fund	9,383	76,366
Excess of revenue over expenses of Discretionary Fund	-	1,250
Excess (deficiency) of revenue over expenses of Trust Fund	62,299	(75,265)
(Deficiency) of revenue over expenses of Capital Asset Fund	<u>(44,462)</u>	<u>(45,235)</u>
	<u>27,220</u>	<u>(42,884)</u>
Excess of revenues over expenses	<u>72,729</u>	<u>140,147</u>

The accompanying notes are an integral part of these financial statements

First Unitarian Church of Victoria

Statement of Changes in Net Assets

(Unaudited)

Year ended December 31, 2016 with comparative figures for 2015

	General Fund	Capital Asset Fund	Trust Fund	Discretionary Fund	Revolving Fund	Total
	\$	\$	(Note 5) \$	(Note 6) \$	(Note 7) \$	\$
Balance, beginning of year	151,125	965,475	139,960	146,543	112,304	1,515,407
Interfund transfers	(78,255)	83,129	(29,639)	15,176	9,589	-
Excess (deficiency) of revenue over expenses	45,509	(44,462)	62,299	-	9,383	72,729
Balance, end of year	118,379	1,004,142	172,620	161,719	131,276	1,588,136

The accompanying notes are an integral part of these financial statements

First Unitarian Church of Victoria

Notes to the Financial Statements

Year ended December 31, 2016 with comparative figures for 2015

1. Nature of Operations

First Unitarian Church of Victoria of Victoria (the "Church") is incorporated under the British Columbia Society Act as a not-for-profit organization and is exempt from income tax as a registered charity under the Income Tax Act.

2. Significant Accounting Policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund accounting

The Church follows the restricted fund method of accounting for revenue and expenses.

The General Fund accounts for the Church's program delivery and administrative activities, and reports unrestricted resources.

The Capital Asset Fund consists of capital acquisitions and amortization on equipment.

The Trust Fund consists of the Ethel May Fund, the Memorial Garden Fund, the Ruth Humphreys Innovation Fund, the Zoie Gardner Overseas Fund and the Grace Mersereau Trust Fund. The Ethel May Fund was established in 2003 to provide assistance to women and children in overcoming adversity in their lives. The Memorial Garden Fund accounts for the maintenance of the Memorial Wall and the surrounding garden and paths.

The Discretionary Fund consists of the Endowment Fund, the Mortgage Retirement Fund, and the Building, Grounds and Equipment Fund. The Endowment Fund was established in 1984 under the Church's by-laws for the purposes of generating income for contingencies or unexpected expenditures.

The Revolving Fund consists of various funds established to handle contributions and expenditures for specific purposes.

Property and equipment

Property and equipment are stated at cost. Amortization is based on the estimated useful life of each asset using the following methods and annual rates:

Buildings	5%	Declining balance
Equipment	20%	Declining balance

In the year of acquisition only one-half the normal rate is applied.

First Unitarian Church of Victoria

Notes to the Financial Statements

Year ended December 31, 2016 with comparative figures for 2015

3. Property and Equipment

	2016		2015	
	Cost \$	Accumulated Amortization \$	Cost \$	Accumulated Amortization \$
Land	316,000	-	316,000	-
Buildings	1,835,730	1,041,743	1,817,720	1,000,428
Equipment	158,725	132,963	140,778	128,766
	2,310,455	<u>1,174,706</u>	2,274,498	<u>1,129,194</u>
Less: Accumulated amortization	<u>1,174,706</u>		<u>1,129,194</u>	
Net Book Value	<u>1,135,749</u>		<u>1,145,304</u>	

4. Mortgage Payable

	2016 \$	2015 \$
COAST CAPITAL, blended monthly payments of \$1,352 including interest at 4.7%, balance due on October 1, 2018	131,606	161,042
Less: current portion	<u>(9,497)</u>	<u>(8,917)</u>
	<u>122,109</u>	<u>152,125</u>

The estimated principal repayments on long-term debt over the next two years are as follows:

Year	<u>\$ Amount</u>
2017	9,497
2018	<u>122,109</u>
	<u>131,606</u>

First Unitarian Church of Victoria

Notes to the Financial Statements

Year ended December 31, 2016 with comparative figures for 2015

5. Trust Fund

Trust Fund balances consist of the following:

	2016	2015
	\$	\$
Ethel May Trust Fund	83,639	75,827
Ruth Humphreys Innovation Fund	33,701	22,717
Memorial Garden Fund	15,213	27,566
Zoie Gardner Overseas Fund	6,076	13,850
Grace Mersereau Trust Fund	33,991	-
	<u>172,620</u>	<u>139,960</u>

6. Discretionary Fund

Discretionary Fund balances are comprised of the following:

	2016	2015
	\$	\$
Endowment Fund	160,569	145,343
Mortgage Retirement Fund	1,150	1,200
	<u>161,719</u>	<u>146,543</u>

First Unitarian Church of Victoria

Notes to the Financial Statements

Year ended December 31, 2016 with comparative figures for 2015

7. Revolving Fund

Revolving Fund balances are comprised of the following:

	2016	2015
	\$	\$
Chamber Choir	850	1,853
Charles Elliot Sculpture	-	234
Choices in Dying	914	1,190
Coffee	557	279
Denominational Affairs	31	65
Downtown Dinner	109	(436)
Food Banks	2,031	260
Guest Musicians	1,025	125
Handbell	250	2,760
HOW	210	71
Jazz Vespers	3,660	2,188
Landscaping	628	55
Library	-	27
Lifeline Project	3,068	2,380
Ministerial Intern Funding	1,828	-
Music	2,535	2,535
Nature Playground	2,966	3,073
Out of the Rain	620	302
Property Fund	32,696	21,350
Refugee	63,998	61,166
Sandy Merriman	5,898	6,619
Share the Plate	1,885	1,747
SRC Holding	82	226
Table	957	1,281
Treasurer	-	77
Youth on the Move	925	-
Unitarian Universalist Island Network	2,331	1,732
Youth Group	1,222	1,145
	<u>131,276</u>	<u>112,304</u>

	2016	2015
	\$	\$
Chaplain		7,756
Donations		-
Fun and fellowship		97,729
Fundraising		3,711
Investment		5,132
Music		31,156
Open plate		4,913
Other		2,520
Pledges		1,995
Rental		9,365
		14,619
		320,788
	<u>49,448</u>	<u>50,650</u>
Total revenue		<u>446,642</u> <u>588,967</u>

The accompanying notes are an integral part of these financial statements

ANNUAL REPORT ON CHURCH INSURANCE

Andy Lee, Insurance Coordinator

The church renewed its insurance coverage for the period of February 25, 2017 to February 24, 2018, for a cost of \$9,169.00. Limits of major coverages include:

- Buildings and contents: \$4,397,500, an increase of approximately 2% from the previous year. Coverage includes earthquake damage with a 10% deductible.
- General liability coverage for sponsored ministries, activities and events on and away from premises: \$5,000,000.
- Abuse, molestation and harassment coverage: \$5,000,000.
- Directors and officers liability coverage: \$2,000,000.
- Accident benefits for members, adherents and volunteers: limits depend on the nature of the injury.

FUCV's abuse prevention plan was extended to include the church's Refugee Resettlement Program, and provisions of the plan are in use by participants in the program. The annual audit of the implementation of FUCV's abuse prevention plan for the SEL-CY program was conducted in March 2016. Inclusion of Lay Chaplains and the Care & Concern Committee in the abuse prevention plan is under consideration.

ELDERS NOMINATED: CLARE AND DON VIPOND

Clare and Don Vipond joined our church in June of 2003, after attending and listening for a year. From the outset, their major interest has been around social justice issues. They have been members of the Social Responsibility Coalition, focusing on poverty issues, from their first year.

Don introduced the Lifeline List Project in 2004, which responds to people in our larger community in urgent need of help. It has been supported by scores of church members and friends ever since. Clare is a trustee for the Ethel May Trust. Over the years, Clare and Don have organized and led services related to poverty matters. They are both members of the Healing Our World subcommittee of the SRC. They host a Chalice Circle and attend the Spirituality Group.

Clare has served on the church Board of Trustees, on the Worship Committee, on the team preparing dinners for Sandy Merriman House, and is currently the Care & Concern contact for their neighborhood group. Don is a member of the Memorial Garden Team where he is promoting an electronic library of members' thoughts on what the church experience has meant to them.

Both Don and Clare have served as ushers and part of coffee teams. Don is 84; Clare is 81. The Viponds say that as they engage with church activities important to them, it's not work, it's simply love made visible. They, in turn, have been rewarded with profoundly dear friends in this faith community and they hope to make a few more - because they're not done yet.

Submitted by Betty Sherwood,
Recognition and Awards Team

NOMINATING COMMITTEE REPORT

Nominations for the Board

Our bylaws state that a member may serve several consecutive two-year terms on the Board, but shall not serve more than two consecutive two-year terms as a Trustee, President, Vice President, Secretary, or Treasurer. The bylaws provide for a board consisting of up to 12 registered members; however, in recent years it has consisted of the four executive positions and five trustees in addition to the Past President and the Ministers ex-officio.

The proposed slate of candidates for the coming year is:

Board for 2017-18

Officers

President	Lorna Anthony	2nd year of 1st two-year term
Vice President	Marion Pape	2nd year of 1st two-year term
Treasurer	Jane Wilson	2nd year of 1st two-year term
Secretary	Karen Furnes	2nd year of 1st two-year term
Past President	Shirley Travis	2nd year of two-year term

Board Members

Trustee	John Tiffany	1st year of 3rd two-year term
Trustee	John Worton	2nd year of 2nd two-year term
Trustee	Nancy Dobbs	1st year of 1st two-year term
Trustee	Lynn Hunter	1st year of 1st two-year term
Trustee	Rebecca Mellett	1st year of 1st two-year term

Nominating Committee

This year the following members have agreed to serve on the nominating committee in the coming year:

Al Hoffman
John Hvozdzanski
Robin Sacker-van Gessel
Philip Symons
Allan Dakin

Year End Financial Review Committee

The mandate of this committee is to review the year-end financial statements of the Church with the Accountant and the Treasurer and to report to the Congregation at the Annual General Meeting next year on the accuracy and adequacy of the year-end financial statements. The following members have agreed to serve on the Year End Financial Review Committee:

Roberta Clair
John Worton
Shirley Travis
David Hoadley

CONGREGATIONAL LIFE COUNCIL REPORT

Lorna Anthony, Acting Chair

(Suzanne Beauchamp May – July; Patty Disbrow July – January 2017)

CARE & CONCERN COMMITTEE

Barbara Boyle, Chair (March 2017)

The Care & Concern Team has continued to meet every month where the liaisons report on their neighbourhood groups. In November 2016, Care & Concern hosted a workshop facilitated by Reverend Shana with 21 folks in attendance. The workshop topic was “Caring Presence” and there was lively input from all those attending. At Christmas time we visited those no longer able to get to church, bringing them a poinsettia and a card (18 folks in all).

In March 2017, Daphne Dunbar, our Chair for many years, made the decision to step down for health reasons. Those of us on the Care & Concern team appreciate her consistent dedication, caring support and practical organizational skills. We will miss her very much!

DEPRESSION & ANXIETY SUPPORT CIRCLE

Dar Levy & John (Tiff) Tiffany

This is a peer support group for individuals who struggle with depression, anxiety and bipolar disorder. They meet the first and third Saturdays of the month from 10:30 a.m. to 12 noon in the Church Library. The group covenant outlines the steps taken to provide a safe and sacred space.

MEMBERSHIP COMMITTEE

Martha McDougall

The Membership Committee works to welcome folks to our beloved community. Every Sunday we welcome newcomers and visitors to the church by answering all questions about FUCV in particular and about Unitarian Universalism in general, as well as outlining the process to become a member or friend of FUCV. This year the committee hosted three *Orientation* and two *Considering Membership* sessions. We also hosted two sessions of *Introduction to Unitarian Universalism*, offered by Reverend Melora. The committee supported two New Member Recognition Ceremonies during the Sunday services where 10 new members were welcomed to FUCV. We also hosted a reunion for members who had joined in the last two years, and a reception for members who joined the church this year.

This year our church welcomed 10 new members and 4 new friends. We lost 7 members through death, and 3 resigned or moved away.

Goals for 2017 – 2018

The Membership Committee reviewed the database categories over the last year to ensure accuracy. The pathway to membership, including all paperwork, was streamlined. In the coming year the committee will continue to review the database for accuracy. A significant focus for the year will be to focus on methods to welcome visitors and to help them to find true connections with this beloved community.

Thank you to all committee members, Astrid Firley-Eaton, Bert MacBain, Glenys Thompson, Gloria Turner and Karla Thomson for their support this year in welcoming new members and friends to FUCV.

NEIGHBOURHOOD GROUPS

Suellen Guenther

Neighbourhood Conveners: Valerie Roberts, Pat McMahon, Lynn Beak, Phyllis Aherne, Mary Cramer, Marya Nijland, Lynn Hunter, Elaine Klimke, Jan Li, Edith Jasechko-Burton, Hanny & Hugo Sutmoller, Fran and Peter Hancock, Susan Lean.

The Neighbourhood Groups provided treats for the after-church social time all year. Each of the 12 groups provided treats for a month. Each NG met socially during the year, gathering either every month, bi-monthly, quarterly or occasionally. Some groups also meet for coffee or lunch regularly or occasionally at a coffee shop or café in their area. The convener of each group reached out to welcome newcomers to the neighbourhood and organized the treat roster, Souper Sundays and social gatherings. Neighbourhood Groups also stood ready to provide receptions for memorial services for members of their groups. Each NG has a Care & Concern contact who reaches out to their members in times of need and provides a card to be signed after church or advises their group when someone needs meals or other assistance. The Neighbourhood Groups worked in teams of two to host six very popular Souper Sundays that generated \$2,743 in donations to the church.

GREETERS

Susan Lean & John Dalgety

Susan and John, together with a team of greeters, welcome members, friends and visitors to each Sunday morning service.

SUNDAY COFFEE COORDINATORS

Hanny Pannekoek & Hugo Sutmoller

For seven or eight years, Hugo and Hanny and their roster of coffee makers have ensured there is always a warm cup of coffee or tea waiting for us after our Sunday service. Hanny's task is "set-up and etiquette," making sure the tables look nice and that service is provided with a smile. Extra hands for the roster are always welcome. An occasional concern is groups needing the Lion Hall either during regular coffee time or immediately afterward. Hanny asks that groups check with her or Hugo when the space is needed. Hanny writes: "I must say that serving coffee and tea is rewarding because many people very much appreciate it."

FUN & FELLOWSHIP – COMMUNITY DINNERS

Organizers: Susan Lean, John Dalgety, Leslie O'Hagan

Martha McDougall, Phyllis Aherne, Mary Cramer, Pat Conroy

The Community Dinner is a once-a-month dinner gathering in the Sanctuary on the second Friday of the month from September to June. This is a popular multi-generational event. Dinner such as spaghetti or baked potatoes is supplied. Guests are welcome to bring a dessert or salad to share.

PUB NIGHT

John Hopewell

Pub Night is a monthly social gathering of members and friends of First Unitarian and Capital congregations. Usually between six and twenty people participate in an hour or so of conversation on diverse topics. This gathering is usually held on the first Monday of the month at 7:30 p.m. at the Canoe Brew Pub on the upper harbour.

CIRCLE DINNERS

Stu & Emily Whitney

After many years, the monthly Circle Dinners are taking a break. The last one was held in January 2017.

BOOK GROUP

Nanw Cariad

The book group consists of 6 people (3 of whom are FUCV members), but has room for a total of nine. We meet in each other's homes on the 2nd and 4th Tuesday of the month at 1:00 p.m. The host offers tea and goodies. We read the books we are reading at home and choose excerpts to read aloud. This usually starts discussions and good conversation.

RECOGNITION & AWARDS

Elaine Dakin & Betty Sherwood

Honoured Volunteer (previously Chalice Lighter of the Month)

Honoured Volunteer recognizes members who have made significant contributions to the life of the Church through their volunteer work. This past year's Honoured Volunteers, chosen by Board members, were Hanny Pannekoek and Hugo Sutmoller, Philip Symons, Mike Fibiger-Crossman, Don Armstrong and Leslie O'Hagan. We changed the name "Chalice Lighter of the Month" to "Honoured Volunteer," which will distinguish it from the regular chalice lighters each Sunday, and also to indicate that we are honouring these people for the outstanding contribution they are making to the church community.

Elders

The honorary position of Elder is awarded to individuals who have been members for over ten years, are sixty years or older, and who have made outstanding contributions in a number of capacities to the life and well-being of the church. In 2017, the new Elders chosen unanimously by the current Elders were Clare and Don Vipond. The congregation will be invited to confirm this choice at the May AGM.

Four times a year, near the solstice and equinox, we ask an Elder to light the chalice: June 2016 – Gloria and John Hopewell; September 2016 – Lorna and Earle Anthony; December 2016 – Suzanne Dearman (snow prevented her from being at church); March 2017 – Suzanne Dearman.

A photo of the Elders was hung in the church foyer.

A tea for the Elders was held at Betty Sherwood's home in June 2016. At this tea the Elders were asked if they would like to be part of the process of suggesting the next member of the congregation to be an Elder and to make the final decision from the suggestions received from the congregation.

Volunteer Appreciation

We plan to recognize those who volunteer in the church by holding a Volunteer Appreciation Tea. Our application for monies from the Innovation Fund (March 2016) was accepted. We will hold this event in late September 2017. In April we met with the Shared Ministry committee to generate ideas on how best to show appreciation to the volunteers at this event.

ADMINISTRATION COUNCIL REPORT

John Worton, Chair

ANNUAL BUDGET CAMPAIGN (ABC)

In March 2016 the Generosity Team sat in on a webinar sponsored by a UUA District. The webinar stressed directness and simplicity in our messaging and the team took this to heart. We renamed ourselves the Annual Budget Campaign (ABC) Team and concluded we should focus more on financial information and needs than has been the case in the past. It was also recommended that credit card payments be accepted.

The Campaign

The Campaign this year consisted of the following elements:

- **Goal** set at \$317,000.
- **Theme and logo** were simply ABC. Weekly themes such as history, value and cost tied together the publicity elements each week.
- **Testimonials, skit and theme music** at services.
- **Stewardship visits** by 20 visiting stewards contacting 78 families. The visits were in conjunction with the Shared Ministry Team and conducted over a period of three weeks prior to the Family and Fellowship Luncheon and pledges were not collected during the visits.
- **Email letter to Congregation** outlining our financial situation and our goals for 2017. Pledges were collected at the luncheon.
- **Family and Fellowship Luncheon** including an informative program, a photo video of our activities, and a full children's program. All members and friends received a direct invitation, mostly by email.
- **Newsletter, E-weekly and Facebook articles** about the congregation including write-ups and videos in the lead-up to the luncheon.
- **"Thank yous"** in the E-weekly named everyone who returned a pledge form and a direct email thank-you was sent to everyone who pledged an amount, with a few paper copies to non-email users.

Results

We received 226 pledges totalling \$328,358.

The team acknowledges the work of Bob Dobbs, who passed away in 2016. Bob was a long time leading member of the team and his hard work and dedication were key to the team's success over many years.

ABC Team is John Hopewell (Chair), Barbara Boyle, Linda Nicholson-Brown, Marion Sollazzo and Shirley Travis.

FINANCE COMMITTEE

The main activities of the Finance Committee in 2016 were:

- It met regularly to monitor spending and to compare it to the amount budgeted.
- It prepared the budget for 2017.
- It prepared a four-year budget projection.
- It arranged for a change in the accountants who prepare our financial statements.

The members of the Finance Committee are David Hoadley (Chair), Jane Wilson, Roberta Clair, Shirley Travis and John Worton.

INVESTMENT

Two years ago the Investment Committee selected Genus Capital Management of Vancouver to manage funds. All investments are in socially responsible funds which exclude fossil fuels, weapons and military contracting, gambling, adult entertainment, nuclear and tobacco.

On December 31, 2016, investments totaled \$274,393. This includes two funds established by individual church members (who determine how and when distributions are made) and the FUCV Endowment Fund which comprises 53.6% of total investments.

Total investments, after fees, returned 4.9%. All income earned by the Endowment Fund portion is distributed to general church revenue. This year that total was \$6,934.77.

Committee members are Jim Thomson, Pat Conroy and Roberta Clair. Jane Wilson, as treasurer, is an ad hoc committee member. The committee is co-chaired by Adeleine Morris and Kristina Stevens.

LEGACY TEAM

Team members are Frances Hancock and John Hopewell (co-chairs), Don Armstrong, and Adeleine Morris.

The Legacy Team encourages congregation members and friends to arrange for future bequests to the church and First Unitarian Foundation, and enrolls participants in the Legacy Circle. There are currently 47 members of the Legacy Circle. Periodically, testimonials are published in the church newsletter and once a bequest is received the deceased's name is added to the legacy plaque.

The Legacy Team greatly appreciates the bequest received in the past year from Margaret Shortliffe.

RUTH HUMPHREYS INNOVATION FUND

This fund is generously supported by Ted Humphreys to honour the life and memory of his wife, Ruth.

The RHIF team invites applications once a year for projects that meet several criteria including new and different methods to existing programs, collaborative approaches to address an issue or opportunity,

and the improvement of delivery to current programs and services. More detailed information can be found on the FUCV website under “Innovations Fund.”

We are pleased to announce the recipients of the 2017 Ruth Humphreys Innovation Fund.

- Bell Choir – Applicants: Nick Fairbank, Peter Hancock
- Unitarian Universalist Islands Network Summer Camp – Applicants: Anna Isaacs, Martha McDougall
- Truth, Healing and Reconciliation – Applicants: Pat Kinrade, Diana Smith, Lynn Beak, Kathryn Harwood
- Strategic Planning Process – Applicants: Marion Pape, Marion Sollazzo

The Innovation Team are: Gerry Brimacombe, Al Hoffman, Betty Sherwood, John Tiffany, Lorna Anthony, and Reverend Shana Lynngood.

SPECIAL EVENTS FUNDRAISING

Suellen Guenther

Six Souper Sundays: \$2,743

Book Sale: \$3,455

Re-gifting Sales: \$2,900

Celtic Ceilidh Event: \$920

Total: \$10,018

This does not include the 2016 auction, which was in last year’s annual report. Soupers and the book sale were both down this year and the Ceilidh replaced Burns’ Night. There will be no more re-gifting sales. The 2017 auction was held April 21 but the results will not be available until after this report is published.

HUMAN RESOURCES

The Human Resources Team (HR) is John Worton, Jim Thomson and Marg Rose. HR assists in the recruitment and hiring of staff and in the negotiation and documentation of contracts with staff. It also participates in performance evaluations.

In 2016, HR conducted an extensive exit interview with Karen Uldall-Ekman as she neared the end of her time as Church Administrator. Several members of Human Resources served on the special committee that revised the job description for our Administrator and reviewed the applications.

HR is presently assisting the new Office Administrator as she begins her work. HR will review the situation as the Office Administrator finishes her probation period and will provide a recommendation to the Board.

MONTHLY NEWSLETTER

Barbara Nyland

In June 2016, Barbara Nyland became editor of the monthly newsletter *The Victoria Unitarian* (aka “Bulletin”) following the passing of long-time editor Bob Dobbs. Subsequently, Jen Young offered her services too and became co-editor. Jen, who has edited numerous other newsletters and is completely familiar with the Publisher program used by the church, was heartily welcomed by Barb, who is well into her Golden Years and is anticipating with some trepidation all the perks they have to offer.

The following issues were put out by Barbara with the number of pages listed in each: June 2016 – 22 pages; July – 14 pages; August – 19 pages; September – 22 pages; October – 16 pages; November – 22 pages; December – 18 pages; January 2017 – 22 pages; February – 20 pages. Jen put out the March edition with 24 pages and the April edition with 28 pages. Barb and Jen will probably alternate the editing of future issues.

There have been some complaints that the Victorian is too long, so contributors will be encouraged to be concise. Otherwise it will be difficult to reduce content because there are so many initiatives in progress in the church that need coverage.

E-WEEKLY

Dar Gareau-Levy

Dar continues to put out the E-weekly each week, with occasional help from Mike Graham and Oliver Belisle. All told, it takes one or two days, depending of the amount of communication that is required and the quantity and difficulty of the content.

Last fall the media folk got together to talk about how to get the message out to the congregation about where to send their submissions, but nothing about that has happened since Bob’s death. The beginnings of that work have now become the prologue to the E-weekly guidelines.

This year the E-weekly team is hoping to convince you and the board to allow us access to the subscription list so that we may set up MailChimp to send the E-weekly directly to people’s inboxes, rather than having to send them a preview.

Using MailChimp’s one long-page format will solve a lot of problems that our present method has, notably: not being able to insert something into the cue without having to rearrange everything after it, not being able to use members’ posters, and not having a universal platform for anyone who works on the E-weekly.

WEBSITE

Mike Graham

A total of 10,744 people visited our website in 2016 and they viewed a total of 40,176 pages. They each viewed an average of five pages on the website (there are 90 individual pages). Nearly 33,159 people have visited the website and viewed 138,939 pages since it was launched in August of 2013.

Most website visitors were located in Canada, of course, but about 10 per cent were from the United States and during the year we have had at least one visitor from each of 84 other countries.

PROPERTY MANAGEMENT COUNCIL REPORT
John (Tiff) Tiffany, Chair (June 2013 – June 2018)

Committees in council, Names of committee/ team leaders:

- Archives and History (A&H) Team: John Stewart, September 2014 – June 2017
- Arts and Aesthetics (A&A) Team: no chair
- Audio Visual (AV) Team: Farrell Boyce, June 2010 – June 2017
- Building and Facilities Maintenance (BM) Committee: no chair
- Gardens and Ground (G&G) Committee: Earle Anthony, June 2010 – 2017
- Health and Safety (H&S) Team: Peter Hancock, June 2011 – June 2017
- Memorial Gardens Advisory Group (MGAG): Caroline Startin, November 2015 – 2017

Goals accomplished, including events:

- Assisted with upgrading the Sanctuary area, including kitchen, new chairs, bathrooms and acoustic paneling
- Maintained (new) robust funding for maintaining property needs, including capital outlays
- Fourth annual “Spruce Up the Building” Activity Day was held in the first week of September
- Updated the rental procedures, including contracts, for outside (guest) rentals
- Major renovation of garden site in the Memorial Garden area

Ongoing projects:

- Maintain buildings and grounds with routine ongoing maintenance
- Roof repairs for main buildings, including the sanctuary and school
- Replace failed window in school building

Suggested new goals for next church year:

- Maintain (new) robust funding for maintaining property needs, including capital outlays
- Provide oversight of outside (guest) rentals
- Try to get new committee leaders for the Building Maintenance and Arts and Aesthetics Committees

People to thank:

- Nadia Kozak and Sarah Verstegen, for providing infallible and invaluable assistance
- Bradley Clarke, for work above and beyond in the role of BM Technician
- Earle Anthony, for overseeing the “push” of setting up the long-term costs for the Property Committee

ARCHIVES & HISTORY

John Stewart, Chair

It was a fairly quiet year for the archives. John Stewart continues to be the only active member of the Archives Committee. Small donations, mostly photographs of church members and events, continue to come in on an occasional basis, including a copy of the deed of ownership for the church property. At year-end the archivist transferred electronic copies of major church documents to the archives drive on the computer system. These include: church council agendas and minutes, annual reports, financial statements, and agendas and minutes of the annual meeting and other congregational meetings. There were some research inquiries: one for older photographs of the church properties and another for copies of wedding records from people conducting family history research.

GARDENS & GROUNDS

Earle Anthony, Chair

This year we continued to enhance and improve the grounds surrounding the church. Cleaning of the ponds was completed and large planter pots were added to the big pond. The orchard area near the Memorial Garden was leveled and planted in grass. A railing and small recessed garden was built near the rear entrance to the church. Two decaying trees near the Farmhouse building were taken down.

Mike Fibiger-Crossman, Fran Pardee, Marion Pape, Brad Clarke and Tess Steele assisted the chair in maintaining and enhancing the grounds. The lawn-mowing crew this year was Bob Thompson, Hugo Sutmoller, Mary Burcher and Jim Jordon.

Mado and Brad Clarke oversaw our first venture into making cider and wine from the apples and grapes grown on the property. The cider sold out on the first day it was offered, and the wine will be offered to the membership in the summer of 2017. The other fundraising activities of the committee were the veggie sales and the spring plant sale organized by Val Roberts.

HEALTH & SAFETY

Peter Hancock, Chair

The Church Health & Safety Committee conducted a fire drill on Sunday, November 6, 2016, during the service. Members evacuated the sanctuary and RE buildings in 2.5 minutes.

Fifteen church members attended the Earthquake & Safety Preparedness Workshop at the church on Saturday, March 25, 2017. Personnel from the Saanich Emergency Program distributed a manual listing the information needed on how to survive for 7 days after any type of disaster and then distributed information manuals to the participants.

MEMORIAL GARDENS ADVISORY GROUP (MGAG)

Caroline Startin, Chair (November 2015 – 2017)

Committees in council, Names of committee/ team leaders:

- Memorial Wall Advisory Committee: Chair, Caroline Startin, November 2015 – 2017
- Incoming secretary: Earle Anthony, November 2016 – 2017
- Members: Don Vipond, Bradley Clark, Jan Thomson, Mike Fibiger-Crossman

Goals accomplished, including events:

- Organize the paper and e-files of the committee in one place.
- 5 plaques have been installed: Berta and Henry Schmidt, Christine Waldie, John and Judy Backgaard, Bob Dobbs, and Don Trapnell.

Ongoing projects:

- The Memorial Wall and Garden are maintained by the combined efforts of members of the MWAG in coordination with the Property Management Committee.
- Plaques are mounted on the wall as requested.
- Preparation of an electronic database of background information on those persons who have a plaque on the wall including those who plan for a future plaque.

Suggested new goals for next church year:

- Prepare a guide which details the responsibilities of the MWAG for reference for future committee members.
- Finalize summer projects.
- Initiate writing workshops/groups to support members to write submissions for the electronic memorial wall book.
- Find a member to act as treasurer for the MWAG.

People to thank:

- Karen Furnes for being the MGAG secretary for her 2 year term.
- Earle Anthony for organizing all the miscellaneous paper and e-files centrally at the church.

SPIRITUAL DEVELOPMENT COUNCIL REPORT
Marion Sollazzo, Chair (May 2015 – May 2017)

WORSHIP COMMITTEE

Dan Klimke, Chair (2016 – 2017)

The Worship Committee is comprised of the following Worship Associates:

- Susan Layng (final year of 3 year commitment)
- Dar Gareau-Levy (final year of 3 year commitment)
- Larry Boldt (2nd year of 3 year commitment)
- Dan Klimke (2nd year of 3 year commitment)
- Anna Isaacs (1st year of 3 year commitment)
- Oliver Belisle (1st year of 3 year commitment)
- Doug McGinnis (1st year of 3 year commitment)

New Worship Associate Applicants (to start in September 2017)

- Madelaine Clarke
- Shelley Motz

Sabbatical and Summer Services

With the Ministers' sabbatical there was a heavy demand on the Worship Committee to secure speakers for Sundays. As of this report all Sundays are "covered" except July 16. We expect that to be identified and filled by end of May.

MUSIC TEAM

Nick Fairbank, Director of Music
Peter Hancock, Chair (May 2015 – May 2017)

The music program currently comprises the following in-house groups with the recruitment of guest musicians on a regular basis: Chalice Choir with a membership of 40+ singers; Chamber Choir with a membership of 9+ singers; Men's Choir with 7+ singers; Women's Choir (on sabbatical); JAMMers with 12+ singers; and the Farmhouse Ringers with 7+ members. All choirs welcome new members throughout the year.

Over the past year, the following events were organized by the music program:

- A choral workshop with clinician Brian Wismuth was held on February 6, with attendance of 70 singers and revenue of \$1300.
- On April 1, Nick Fairbank accompanied Soprano Kerry-Anne Kutz in a concert that raised \$140 for the Church.
- The Spring Concert was held on May 6. While attendance was lower than expected, the event netted \$300 to contribute to church programs.
- The JAMMers organized and hosted a very successful Celtic Ceilidh on October 28, raising \$1000 for the church. It was the first time the JAMMers had promoted an event and everyone was very pleased with the outcome.
- The Chalice Choir hosted the annual Winter Concert on December 9. Attendance was excellent and the concert raised funds/food for the Food Bank.

Ongoing Projects:

This spring, our accompanist Victoria Beauchesne resigned to pursue other musical interests. The Music Committee and Music Director are actively searching for a suitable collaborative pianist to replace her.

Suggested New Goals for Next Year:

- review the results of the music committee survey to inform planning and goal setting

LIBRARY COMMITTEE

Jan Horwood, Chair (2016 – May 2017)

The Chair for the Library Committee was vacant for the first half of the year. Since filling the position, the Library Committee has been focused on building a team and making improvements to the children’s collection.

SPIRITUAL EXPLORATION & LEARNING – ADULT

No Chair (May 2015 – May 2017)

- Despite having no chair for the last two years there are a number of vibrant groups that self-organize but do not report on a regular basis, e.g. AHA, Chalice Circles, monthly Pub Night, Depression and Anxiety Support Circle, etc.
- The Soul Matters groups have been the major focus for the ministers. It will re-launch in January 2018.
- How to support and connect these groups is an area for consideration in strategic planning.

The Team:

We wish to acknowledge the talents and commitment of Lesley Duthie (chair) and Paula Steele as well as Sean Rodman (who has now stepped down from the team). The team met regularly with Faye Mogensen, Director of Spiritual Exploration and Learning for Children and Youth (D-SELCY), to support program planning and special events. Barbara Willson, Forest Guardian Leader and Programming Assistant, joined some of the meetings.

The Programs:

We have 62 children registered in the program (down from 65 last year) and, as of this report, we communicate weekly with 145 families through the SEL-CY email list (up from 132 last year). From September 11 – April 11, we had an average of 29 (down from 30) children in attendance each week. Numbers were higher in the fall and have dropped as of late January.

During the year we offered the following programs:

- **Wee Care:** up to age 4. We were happy with our “circle time” experiment, offering a story and related activity. Staff have remained stable all year, and one child minder, Geetanjali Jaswal, has been with us for over 3 years.
- **Spirit Explorers (preK-gr. 4):** Cheryl Cameron led the program until March 5, after which she resigned. Curriculum related to our monthly themes was arts based and from many sources.
- **Forest Guardians (preK-gr. 4):** Barbara Willson led the program, and continues to lead it, combined with the Spirit Explorers. Curriculum related to our monthly themes was outdoor-oriented and from many sources. When the two groups were combined into Explorers, the curriculum was both arts and outdoors based.
- **Questors (gr. 5-7):** In the fall and winter, we used the Tapestry of Faith *Riddle and Mystery*, and found it excellent. In the spring, we “field-tested” the new CUC upper elementary *Truth, Reconciliation and Healing* reflection guide, for which volunteer leaders provided feedback to the curriculum writers.
- **Junior Youth (gr. 8-9):** This group participated in the OWL Sexuality Education this year. We began with 19 participants and were disappointed that the participant number dropped to 13.
- **yU*Uth (gr. 9-12):** This group is based on six pillars of youth: community building, leadership, learning, worship, social action and congregational involvement. This year the group continued with the same structure as last year, with monthly Soul Rounds, planning meetings, games and crafts days, as well as a focus on fundraising.

- **Children’s Chapel:** These were successful this year, keeping the sessions brief and following them with activity. Food making was very popular and we’d like to repeat our cooking outreach for Out of the Rain Youth Shelter at least once, if not twice next year.
- **Parents’ Circle:** This is an informal monthly gathering of parents to discuss and exchange ideas, concerns, joys, laughter and support. Without a key facilitator, this program has been on hiatus.
- **Children’s Choir:** Cancelled this year.

The Group Leaders

“One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child.” – Carl Jung

The high quality of the programs is possible due to our dedicated volunteers who support the children and youth in spiritual exploration. We are thankful for the talents of:

Group leaders:

Forrest Smith	Gerry Brimacombe	Gita John	Jon Taylor
Kaya Engelstoft	Kellina Dyer	Kent Haden	Leslie O’Hagan
Marion Sollazzo	Martha McDougall	Mary Burcher	Mary-Ellen Nicol
Michael Ramsey	Olivier Belisle	Samantha Magnus	Victoria Barr

Childminders:

Emma Pearson	Geetanjali Jaswal	Jessie Wright
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Resigned:

<i>Lini John-Henderson</i>	<i>Rachel Hunter</i>	<i>Rosy Morris</i>
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Hosts and Snack:

Erin Lumley	Janice Hlady	Lesley Duthie	Lisa Niven and family
Sarah-Mae Adams	Sean Rodman		

Occasional helpers:

Erin Kinrade	LeAnn Andersen	Nadia Cantera	Ryan Kinrade
Sandra Haywood	Sarah Harris	Stephanie Ippen	Nancy Dobbs

The Events

In addition to the Sunday programs and child minding, Faye Mogensen, the Director of Spiritual Exploration and Learning, and/or the team have been involved in planning and supporting the following worship services, special events, and ongoing administrative tasks:

- Planned and hosted Winter Quiet (December 11), a Sunday evening Family Chapel.
- Collaborated with Reverend Shana on an Intergenerational Service focused on Creation (in January).
- Collaborated with ministerial intern Chris Wulff on the annual June Intergenerational Transitions Service.
- Planned/lead several “Stories for All Ages” in the Sanctuary.
- Ran a SEL-CY Leadership Training Session, with assistance from Barbara Willson and Cheryl Cameron, and attempted to organize another leader gathering but couldn’t find a date when enough leaders were available.
- Organized child minding during year-round services, teacher training, membership programming, congregational meetings and special events.
- Supported youth in organizing fundraisers and hikes, and overall programming.
- Coordinated the youth trip to the conference in Oregon.
- Organized a picnic combined with leader appreciation (June).
- Worked with Andy Lee and John Worton to improve some of our administrative practices related to Abuse Prevention.
- Updated the SEL-CY portion of the website and developed new FAQs for all groups.
- Continued to improve and streamline the systems for welcoming new families and for dividing children into their groups on Sundays.
- Attended a Parent Circle meeting in the fall and made an effort to keep the circle going after that.
- Oversaw the creation of a beach area, a perimeter trail, a sound wall and a campfire circle in the ongoing effort of making a Nature Playground.
- Gathered donations from several local businesses for use in the Nature Playground, and in upgrading the yurt.

Ongoing Projects:

- Continue to offer quality Spiritual Exploration and Learning programs for Children and Youth
- Participate in church-wide multi-generational initiatives
- Explore opportunities for multi-generational connections
- Endeavour to grow attendance in the Children and Youth program
- Recruit new group leaders

Suggested New Goals for Next Year:

- Hire a Youth Program Coordinator instead of replacing our Arts Leader/Programming Assistant. Maintain one Children’s Programming Assistant.
- Continue to explore new approaches to curricula, with theme ministry in mind and by reaching out to other churches to hear about their approaches.
- Continue to explore more ways of reaching out online.
- Recruit new SEL-CY team members.

OUTREACH COUNCIL REPORT
Jim Jordan, Chair (May 2015 – 2017)

The Outreach Council is an umbrella organization that includes several committees and action groups focused on reaching out to the larger community, including the Social Responsibility Coalition which coordinates the Church's social and environmental justice activities. The Outreach Council is guided by our mission statement, "Growing in spirit ~ Living with compassion ~ Inspired to serve," serving our community through compassionate action.

DENOMINATIONAL AFFAIRS COALITION

1. The Canadian Unitarian Council is in constant touch with the church leadership. Kristina Stevens serves on the Board as Treasurer. In 2016, we sent six delegates to the Annual General Meeting in Vancouver and others went in different capacities. Delegates were Shirley Travis, Forrest Smith, Lorna Anthony, Pat Kinrade, Margot Lods, and Stephanie Ippen. In 2017, seven delegates were chosen (since our membership is now 314): Shirley Travis, Lorna Anthony, Marion Pape, John Worton, Forrest Smith, Edith Jasechko-Burton and Jane Wilson. Most of them are registered and will attend online but Edith and Forrest plan to attend the live event in Toronto.

2. General Assembly: The UUA membership has been maintained but no one went to the General Assembly in 2016 or plans to attend in 2017.

3. BC Regional Gathering was not held this past year.

4. The Unitarian Universalist Islands Network (UUIN) was active all year. Reverend Melora usually chairs this committee, which has representatives from all five Island societies. Christine Johnston and Chris Wulff also joined the phone-in meetings. A long weekend retreat led by Chris Wulff is planned for 2018. The Family (and Singles) Weekend Camp, held in August at the Easter Seals Camp at Shawnigan Lake, was again a success. Several people played key leadership roles. Martha McDougall will continue in a leadership role this year, assisting Anna Isaacs as the new Camp Director in 2017.

5. UU UNO in New York: Our congregation has a membership in this UU organization with ten registered members and a special collection at an annual Sunday Service (Blue Ribbon Award).

UVIC CHAPLAINCY: Local UU Representation

Reverend Shana continues as our official UU Chaplain at UVic and Christine Johnston represents UUs on the Victoria Multi-Faith Society Board. These two groups joined forces to present a World Human Rights (Peace and Justice) Fair at UVic in Feb. 2017 with around 80 in attendance. Other smaller events took place around the town.

LAY CHAPLAINCY COMMITTEE

Liz Graham & Pat Kinrade, Co-Chairs

Current lay chaplains are Kjerstin Mackie and Anne Vaasjo; back-up lay chaplain Oceanna Hall maintains her lay chaplain credentials. Supporting them are co-chairs Liz Graham (retired LC) and Pat Kinrade, past chair Chris Cook, and Barbara Boyle.

Ceremonies

Last year the two active lay chaplains together performed a total of 8 weddings, 4 memorials, 2 child namings, and one signature only, for which fees were charged and shared with the church. This is down from the many services performed in the past. The CUC is sent \$15 for each ceremony to support training. Bookings for ceremonies for the coming year are lower than the overall past yet again. This phenomenon has been noted across Canada for several years now.

The Work of the Committee

- The committee meets quarterly to discuss the work of the lay chaplains and how we can support them.
- We took part in the Unitarian gay pride booth.
- We have ongoing discussions and brainstorming regarding our small ceremony numbers but have yet to find any keys to success.

Conclusion

The lay chaplains of our congregation continue to provide life-affirming services to the general population and receive very positive comments after each of them. The community we serve tends to be Unitarian-minded people who find it important to have the kind of ceremonies only we can provide. That this worthwhile outreach for our denomination is sliding in the number of services performed is concerning and we will be working to reverse this trend.

REFUGEE STEERING COMMITTEE

Christine Johnston, Chair

The Refugee Steering Committee team is: Kristina Stevens, Susan Layng, Andy Lee, Suellen Gunther, Roberta Clair, John Worton and Capital member, Colin Nelson.

Project 1: Refugee family of six

Around 25 volunteers were screened to assist the refugees. Preparation work was intensive in the spring and summer of 2016 when screening and training took place and the rented suite was painted and furnished with donations from the congregation. Despite promises from Ottawa, the family from Syria has not arrived.

Project 2: Single Iranian refugee

She arrived on August 15, 2016, and is doing well at Camosun College and is adjusting to life in Victoria. The suite that was rented for the family last summer is being used for the single and has created some financial challenges.

SOCIAL RESPONSIBILITY COALITION

Leslie Gillett, Chair

The SRC coordinates our congregation's social and environmental justice outreach. Our teams cover a rainbow of causes from diversity issues to climate change work to choices in dying. We help raise awareness of emergent issues and give congregants a way to donate to researched organizations.

Through Share the Plate, together we raise about \$15,000 a year to help continue the work of many organizations standing on the side of love and justice. Our HOW project this year supports 100 school girls in Lesotho by providing them with reusable sanitary kits. Currently about \$4750 has been raised.

In November 2016, the SRC put forward a motion to the congregation regarding supporting a refugee family from Syria. This was passed and more than \$70,000 was raised in the next few months. A congregation-wide steering committee now spearheads this amazing project. The Church has sponsored a single Iranian female who has been in Victoria for several months and is continuing to advocate for a refugee family of six who are waiting to come to Canada.

The SRC liaises with many other interfaith groups such as Kairos, Faith in Action, and a new spiritual and secular networking group, Greater Victoria Acting Together.

The SRC welcomes new members, new ideas, and new and continuing issues. For more information, contact any SRC member you know or for general questions, please feel free to email the chair, Leslie Gillett, at leslieucv@gmail.com. Thanks to all for the many ways our congregation embodies compassion in action. Here are some highlights of work done in 2016 – 2017.

Environmental Action Team (EAT)

Judy Gaylord & Louise Cole, Co-Chairs

- This team had another busy year with a primary focus on climate change but also on food issues. A success was the adoption of a resolution originating from EAT declaring the City of Victoria a GE-free zone.
- We lobbied via letters to the Prime Minister signed by many congregation members to stop the Kinder Morgan Trans Mountain pipeline and supported holding a provincial referendum on the issue.
- Along with other SRC members we attended a Kairos sponsored vigil at the Legislature supporting a halt to construction of the Site C dam pending further environmental and fiscal scrutiny.
- We are partnering with BCSEA and USC on several environmental campaigns. We promoted Earth Month activities and participated in the Earth Sunday service. Buddy Gardens project.

The Ethel May Trust Fund

Bert MacBain, Clare Vipond & Lynn Hunter, Trustees

The Lifeline List Project

Clare and Don Vipond, Co-Chairs

These Poverty Group teams, working in close co-operation, were busy throughout 2016 and to date in 2017. The Project and the Fund have a similar mandate which is to help meet genuine needs among local people who ask our community urgently for help.

Over the last year, the Ethel May Trust Fund helped 21 adults and 15 children, dispensing a total amount of \$10,297.04. The Trust and the Lifeline Project shared costs on 11 cases. Sponsors of the Lifeline List contributed \$7,592 in helping 38 individuals. Our thanks to the 65 sponsors who make Lifeline a lifeline and to Ted Humphreys, without whom there would be no Ethel May Trust.

Middle East & Refugee Team

Christine Johnston, Chair

This past year, the Middle East team promoted several talks given in the community on peace and justice for Palestine. These were sponsored by respected community organizations, namely Independent Jewish Voices, Kairos, the Synagogue's *If Not Now, When?* group, UVic and Canadians for Peace and Justice in the Middle East. In 2016, we also sent in the signatures of ten church members in support of the 2016 UUA Resolution on Sanctions and Palestine, which was highly successful albeit with some modifications.

The Zoie Gardner Overseas Trust Fund

June Fukushima, Chair

This team supports the education of girls in Sierra Leone and Mozambique, and Child Haven International in South Asia. The fund will discontinue support of the Mozambique project as it will receive funds from a private donor. The fund will begin supporting the construction of a school in Myanmar in 2017. All groups that receive funds are registered Canadian charities. The FUCV receives 5% of disbursements. The team is organizing an Inspirational Speaker's Series.

Child Haven

Christine Johnston, Chair

This team, which is affiliated with Child Haven International (CHI) support groups in greater Victoria, held two events in April: an annual fund-raising dinner and a queer dance, and provided education about CHI activities. In addition, there is an annual collection; \$1800 was collected this year from a Sunday *Share the Plate*.

Sandy Merriman Shelter Meals

Mary-Ellen Nichol

Sandy Merriman offers shelter and social assistance to 25 marginalized women per day. The shelter was started in 1995 is run by the Greater Victoria Cool Aide Society. It provides food, laundry services, hot showers, hygiene supplies and clothing, along with emotional support and referral services. In addition to providing these basic needs, the shelter offers some recreational activities, art exploration and speakers. The shelter also provides a daily meal drop in program (800 meals per month) for those on social assistance who may be able to pay rent but can't afford to eat. We provide the shelter with three nutritious meals per month that feed up to 25 people each.

Team Activities

1. Workshop on Getting Your Advance Care Plan (March 2017): 24 people participated (14 are on a waiting list) and 80% completed their plan.

2. Medical Assistance in Dying (MAID): Tracks availability and legal/legislative developments.
 - Medical assistance in dying is available from at least three doctors locally (including Dr. Stephanie Green) for people whose own doctor will not perform it. The doctors operate only within the law and in consultation with a legal committee (see www.viha.ca/maid).
 - BCCLA (BC Civil Liberties Association), together with Julia Lamb, is launching a legal challenge to Bill C14, which currently restricts MAID to those whose death is “reasonably foreseeable.” This legal phrase excludes people like Lamb, who suffers from a progressive neurodegenerative disease.
 - Last December, the federal government appointed a group to review the legislation on MAID as required under Bill C14. This report is due back in December 2018.

3. Advocating for legislative changes with the assistance of BCCLA and Dying with Dignity.

SRC Team on Democracy, Governance & International Affairs

Philip Symons & Sonya Ignatieff,
Team Members (June 2016 – June 2017)

Goals/Events

- Promotion and support of electoral reform
- Monitoring of and adherence to Canadian Revenue Agency (CRA) non-partisan requirements
- Participation in faith-community vigils for protection of BC lands
- Participation in the Pride Parade
- Promotion and support of GVAT (Greater Victoria Acting Together)
-

Ongoing Projects

- Working to reinstate electoral reform
- Working to meet CRA’s new rules regarding political activities
- Encouraging democratic decision-making within the church
- Working with other SRC and church members to encourage our church to join GVAT, an organization attempting to collectively address social and environmental issues within our region

Suggested Goals for Next Church Year

- Continue the ongoing projects

SHARED MINISTRY REPORT

Marion Pape, Chair

The Shared Ministry Committee (SM) members are John Tiffany, Isabelle Grenon, Mike Graham, Marion Pape (Chair) and Chris Wulff (Intern Minister).

Shared Ministry – Engage and Connect is a committee of the board that reflects our commitment to everyone in the church who seeks to engage, whether they are a member or friend. We help people participate in the ministry of this church to meet its Mission while also building close and lasting connections with one another.

Monthly throughout 2016, following Sunday Service in Lion Hall, the SM Table featured a different activity and invited the congregation to explore their interest in these areas which included:

- Building Maintenance (September 11)
- Ushers and Greeters (October 9)
- Coffee Makers and Servers (November 13)
- Circle Dinners (December 11)
- Community Dinners (January 8)
- Arts & Aesthetics and Lifeline (February 19)
- Launch of the Strategic Plan “Where Will FUCV Be in 2020” (April 2)

In 2016, SM introduced a buddy system to FUCV to help integrate new people into our church community. Experienced church members (“buddies”) were paired with first-year members to welcome them to church activities and support them with basic information, introductions and support. The Membership Committee will continue to implement *Buddies* as a part of the orientation of new members.

SM helped Circle Dinners try new approaches to sign-up for dinners/lunches, featured Board members hosting and attending November Circle Dinners, and promoted the need for a new coordinator. There remains an outstanding need to find a person who loves people and will coordinate “who goes where” for dinners or lunches. Perhaps this valuable opportunity will morph into something new and even more successful!

What we are discovering about the state of volunteerism at FUCV is that most people feel drawn to engage in some volunteer activity in support of the church. New members, especially, are anxious to get involved. There are some activities, however, where it is more difficult to attract people, and so we continue to try to innovate.

In the fall of 2017, our Ministerial Intern will present a new adult program modeled after one that is offered at First Unitarian Congregation of Toronto. The program blends elements of spiritual reflection or discernment (similar to Soul Matters) with leadership development components from the Canadian

Unitarian Universalist Leadership (CU*UL) School, a program that used to be run by the Canadian Unitarian Council in which some of our existing leaders participated. The program will include sessions on worship, faith formation, governance, UU history and theology, pastoral care, congregational systems, social justice, spiritual leadership and more. The program is designed for friends and members who are either new to the FUCV community or to Unitarian Universalism who seek to go deeper in their personal development and/or take on more leadership in the congregation in coming years.

We also plan to have an SM presence on the church website that includes volunteer activities needing support.

MINISTERIAL INTERN COMMITTEE REPORT **Shirley Travis, Chair**

Since Sept 2016 we once again became a teaching congregation, lasting until June 2018.

Different than most internships, we have contracted with Christopher Wulff part time for two years. He has another part time job with UUA Pacific Northwest. After securing funding grants in the summer of 2016, the committee includes: Margaret McKelvie, Fran Pardee, Francois Duruisseau, Doug McGinnis and Shirley Travis.

We have gratitude for: assistance from intern supervisors Reverend Shana and Reverend Melora; UUA documents (36 pages) including a Congregational Covenant and a Learning Serving (LS) Agreement; committee help from Toronto First and recently, Reverend Debra Faulk. This has made our learning curve a bit easier.

The LS Agreement is a work in process and progress as the committee listens to the intern and the congregation to assist the intern in learning about congregational service, individual needs and community life.

After consulting church leaders, a polyamory lifestyle was disclosed by Chris. Discussions on ethical non-monogamy continue. Thanks to the Board of Trustees, Sabbatical Team and Ministers for contributing to a “new to most” disclosure that is happening in other congregations.

While we are in sabbatical mode our intern is challenged to monitor the hours needed to continue his Learning Serving Agreement with the church, plus cover priorities as they arise in the absence of ministers. Next fall a more regular schedule is expected.

The midterm evaluation will be delayed to September awaiting the ministers’ return.

OFFICE TEAM REPORT

Nadia Kozak, Office Administrator (Karen Uldall-Ekman, retired March 1)

Sarah Versteegen, Assistant Administrator

If any of the membership looked for the Office Staff Report in last year's reports, they did not find one for the Church Office. Last year started off with many unexpected adjustments that reminded us not to take routine for granted. In retrospect it is amazing that there was an Annual Report at all.

Huge thanks to all the writers and to Jane Wilson for editing their submissions. Jane shouldered the editing load because Karen Uldall-Ekman broke her ankle on April 12, when the ladder she used to prune a fruit tree tilted in the soft ground as she reached. Many tasks went undone or were delayed. Others were done by volunteers. An essential task every week, of course, is the Order of Service. To our rescue in arrived Kathryn Saunders – please think well of her when you next read an Order of Service.

The theme of sudden loss of reliable people who carried loads of work continued. Another steady presence in the office also ended around the same time, when Bob and Nancy Dobbs headed down the Pat Bay highway and found themselves at Victoria General Hospital. Bob had a stroke at the wheel that day and later died on May 26. Even in their sorrow, people again stepped up. Barb Chernick Nyland picked up with the monthly newsletter. Jane Wilson absorbed many of the tasks related to finance that Bob carried at the time of his accident. Gloria Turner took over all name tag duties.

Again, these tasks were not routinely done by office staff. They matter to the community; the office serves as a place of interface. The newsletter is sent from the office. The subscription list is generated from the office. The requests for name tags often come through the office. The financial records and place for doing bookkeeping are in the office. The entire community showed tremendous understanding when things such as audio recording of the Sunday services waited for a few months before editing and posting to the web. We have undoubtedly forgotten to mention people who quietly pitched in during that time. But the entire First Unitarian Community benefitted from all the help provided. Thank you all.

Once Karen returned to work some stability resumed and backlogs of work were reduced. After the tumultuous spring, routine was a sweet relief. Summer arrived. The ministers were off. Karen Potts departed for extended time off. Sarah likewise only worked at the church to cover the administrator's holiday time. As usual, summer weather and Montessori being out of session provided opportunities for maintenance tasks. Office staff members do not do the maintenance, but the office is often where people show up to be led to the work site or come back to report on the outcomes – it is the central point of contact for all the various parties involved.

Coordination with Eine Kleine Music Society summer concerts unfolded successfully. The ministers returned from study leave and vacation, and preparations for the coming church year were made. As fall progressed, the new church year got underway. New Soul Matters groups needed packets, Care & Concern organized themselves with new lists of people, rooms were booked and re-booked, along with the many other bits and pieces of church business. By early in the New Year, several people began to

focus on upcoming changes. These were planned shifts rather than the sudden ones associated with some sort of catastrophe. The Ministers prepared for their sabbatical and study leave, which coincided with the retirement date of Karen Uldall-Ekman after a decade on the job.

Karen prepared in several ways. Much like a house or car being readied for sale, the physical office space underwent some sprucing up. Over the past year, we have been working with Bernie Weicker for many repair and maintenance jobs. Many long-standing little issues we had been living with, such as a leaky kitchen tap, poor ventilation in the furnace room door, a timer on the exhaust fan and a proper set pin for the office door, were repaired. Files were cleaned up. Procedures were reviewed. And of course there was more to do than time allowed. As usual, Karen made a good effort with deep care. We wish her a fulfilling life beyond her time here.

Human resources hired Nadia Kozak to start March 1, 2017. There were a few days of overlap between Karen and Nadia. Nadia brought solid administrative skills with her. Now she is setting about learning all the details needed to be a hub in the midst of a small community. Many members or friends make decisions or have knowledge about various systems such as the water well or rentals of the facility and various companies provide services for us, from the photocopy machine to repairing dishwashers.

Our continued gratitude goes to the loyal and reliable volunteers who fold Orders of Service on Fridays. They are Anne Swannell, Judy Gaylord, Ruth Chudley, Dolores Appleton, Edo and Barb Nyland. Judy usually is the one who gets the newsletters into order for hard copy delivery on Sunday. And Fran Hancock is the one who gets everyone organized. Edo and Barb also prepare newsletters for mailing and deliver them to the bulk mail facility.

Each of the coordinators of various Sunday volunteers send us the list of people who are named in the Order of Service. They find, train and schedule ushers (Marya Nijland), gather and train crews who serve coffee (Hugo Sutmoller), recruit greeters (Susan Lean), and organize who will bring the goodies for after service (Suellen Guenther). As always, there are many more.

The sound crew records services which are then edited for Archives and the message portion is posted to the church website by Barry Wiebe. Members of the sound crew include Farrell Boyce, Peter Hancock, Al Hoffman and Bruce Stirling. Peter has been doing the scheduling and Farrell deals more with the technical issues and training. All are essential to hearing a service once it's over.

Brad Clarke does many unseen tasks including setting the thermostats so rooms booked for meetings will be a better temperature for the meeting. This is a great reason to book in advance! Jane Wilson and Karen Potts keep our books in order. John Worton and members of the Human Resource Committee provide overall support and hired Nadia. Shana and Melora provide supervision and lead staff meetings. Chris Wulff has filled in ably in their absence.

Please forgive any omissions and know that many administrative tasks would not happen without you. Thank you. Ultimately, all the work serves to support this community and the efforts of this community to fulfill Unitarian principles here and everywhere.