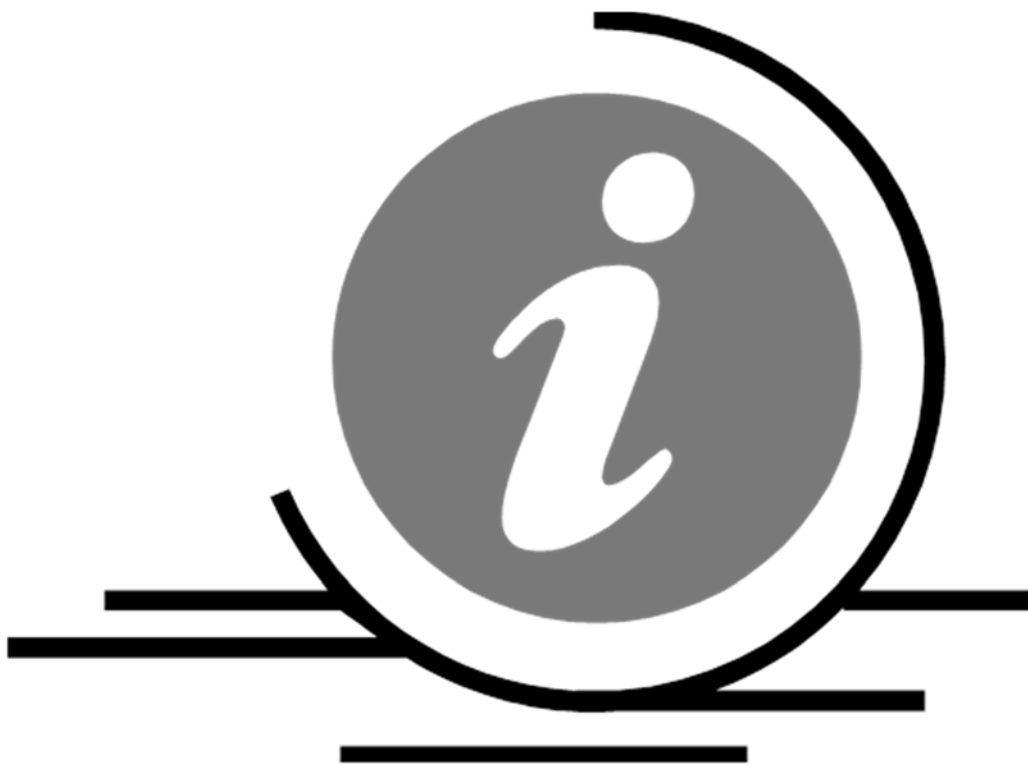


**YORK-SCARBOROUGH
PARISH LEADERSHIP
ANNUAL WORKSHOP
APRIL 1, 2017**



ST. ANDREW, SCARBOROUGH

***ALL THE TOOLS YOU NEED TO HELP YOU
DO YOUR JOB!***

SCHEDULE OF EVENTS

8:30 am	Registration & Refreshments
9:15 am	Opening Prayers & Welcome with Bishop Robertson
9:45 am	Human Resources with Richard Dentinger
10:30 am	Break
10:45 am	Stewardship with Paige Souter
11:15 am	Congregational Development with David Krause
11:45 am	Lunch
12:30 pm	Strategic Plan with Susan Abell
1:00 pm	Property Support with David Badian
1:45 pm	Break
2:00 pm	Finance with Kathryn Rogers
2:45 pm	Wrap Up & Closing Prayers

SESSION LEADERS

Susan Abell ODT, Interim CAO – In 2015 Ms. Abell became chair of the Diocesan Strategic Planning Committee and, since November 2016, has been Interim CAO, drawing from her distinguished professional career. She was recently a churchwarden at St. Mark, Port Hope and still finds time to be active in her local community. She is a recipient of the Order of the Diocese of Toronto, an honour which the Archbishop nominated her in recognition of her significant volunteer roles in the diocese since 2009.

David Badian, Property Support Manager – Mr. Badian assists the CAO and Secretary of Synod in the management of real property matters including the purchase and sale of property, licensing and leasing, parish renovation projects, and property management. Prior to joining the Diocese, David worked in a law firm where he acquired a variety of related experience. David is a graduate of Carleton University and the Law Clerk Diploma program at Seneca College.

The Rev. Richard Dentinger, CHRP, Director of Human Resources — The Rev. Dentinger has been employed at the Diocese since 2003. Prior to his work at the Diocese, Richard worked in human resources in both the automotive and transportation sectors. He received a Post-Graduate Certificate in Human Resources from Sheridan College in 2003 and received his professional designation of Certified Human Resource Professional in 2004. Richard's areas of experience include health and safety, professional development, employee relations, clergy wellness, compensation and benefits.

Kathryn Rogers, Treasurer & Director of Finance, Diocese of Toronto — Kathryn is the senior financial officer of the Diocese and responsible for overseeing the finance and IT functions through effective management support, internal/external reporting, cost control and sound cash management. Prior to joining the Diocese in May of 2014, Kathryn spent almost 10 years as the Director of Finance for one of the largest health charities in Canada.

David Krause, Consultant, Congregational Development — Mr. Krause has worked with the Diocese in the Department of Congregational Development and Mission for the past four years. Among other things, he is the person to see if you want to talk Natural Church Development (NCD). Prior to joining the Diocese as Consultant, David served as a volunteer on the Diocesan Fresh Expressions Working Group. His passion for seeing the growth of healthy, vibrant expressions of Church across Southern Ontario took shape in a journey that took him from a lengthy career in the financial industry to frontline work amongst those experiencing homelessness in the Toronto shelter system. Occasionally, he finds time to serve as an itinerate music director and has been caught playing Bruce Springsteen in church.

Paige Souter, Manager of Annual Giving, Diocese of Toronto and the Anglican Diocese of Toronto Foundation — Ms. Souter has more than 20 years of experience in the non-profit, for-profit and public sectors, spanning community development, education and information technology. Her career has focused on program management, communications, promotions, marketing, fundraising, strategic planning and community-building. At the heart of Ms. Souter's work is her commitment to live out Matthew 25:40 and serve the "least of these."

DIOCESE OF TORONTO SYNOD OFFICE DIRECTORY

135 Adelaide St. E, Toronto, ON M5C 1L8 / Telephone: 416-363-6021 / Toll Free: 1-800-668-8932 / Fax: 416-363-7678

ADMINISTRATION AND PROPERTY SUPPORT		
251	ABELL, Susan	Interim CAO
245	BADIAN, David	Property Support Manager
231	BOISVERT, Pamela	Interim Secretary of Synod
233	CHANG, Aneita	Administrative & Human Resources Assistant
280	DWERRYHOUSE, Pamela	Property Support Assistant
BISHOP'S OFFICE		
286	BISHOP'S MEETING ROOM	Toronto Office
250	BOLENDER-KING, Jennifer	Bishops Office Assistant
212	CONLIFFE, Mary	Diocesan Executive Assistant
250	JOHNSON, The Most Rev. Colin	Bishop of Toronto & Metropolitan of the Ecclesiastical Province of Ontario
BISHOP'S OFFICE YORK CREDIT VALLEY		
223	RALPH, Arleane	Administrative Assistant to Bishop Jenny Andison
255	ANDISON, Jenny The Rt. Rev.	Area Bishop of York-Credit Valley
BISHOP'S OFFICE YORK SCARBOROUGH		
253		Administrative Assistant to Bishop Kevin Robertson
253	ROBERTSON, Kevin. The Rt. Rev.	Area Bishop of York-Scarborough
ARCHIVES		
267	ARCHIVES VOLUNTEERS	Archives
219	NICHOLLS, Mary-Anne	Archivist/Records Officer/Privacy Officer
218	LEVO, Caese	Archives Assistant (Monday – Tuesday – Wednesday)
FINANCE		
216	GORDON, Tracey	Finance Department Assistant
210	MCILHONE, Patricia	Receptionist
237	MAHBOOB, Afshin	Accounts Payable & Receivable Clerk
248	NEMENOVA, Elena	Senior Accountant
238	ROGERS, Kathryn	Treasurer & Director of Finance
239	WILTON, Claire	General Account
CHAPLAINCY		
236	GRAYDON, The Rev. Canon Douglas	Coordinator of Chaplaincy Services
COMMUNICATIONS		
247	MANN, Stuart	Director of Communications
222	HOLMEN, Martha	Digital Communications Coordinator
240		Social Justice & Advocacy Consultant
CONGREGATIONAL DEVELOPMENT		
208	BELL, The Rev. Canon Susan	Canon Missioner
243	DOIDGE, Melissa	Stewardship & Congregational Development Assistant
207	KRAUSE, David	Consultant in Congregational Development
226	McCAFFREY, Elizabeth	Volunteer Resource Coordinator
224	ROBINSON, Dave	Director of Congregational Development
HUMAN RESOURCES		
232	DENTINGER, The Rev. Richard	Director of Human Resources
241	TALBERT, Amy	Human Resources & Screening Coordinator
STEWARDSHIP DEVELOPMENT		
221	MILLAR, Shyamala	Donor Relations & Information Management Assistant
246	MISIASZEK, Peter	Director of Stewardship Development
244	SOUTER, Paige	Manager of Annual Giving for the Diocese of Toronto
The Rt. Rev. Peter FENTY (Area Bishop for York-Simcoe) Jennipher Kean, Administrative Assistant Tel: 905-833-8327 (# 604 direct) Fax: 905-833-8329 jkean@toronto.anglican.ca		The Rt. Rev. Riscylla Walsh Shaw (Area Office for Trent-Durham) , Administrative Assistant Tel: 1-905-668-1558 (# 605 direct) Fax: 1-905-668-8216
CANON PASTOR John Anderson Tel: 416-807-2494 Email: canonpastor@outlook.com		CHILDREN'S MINISTRY NETWORK COORDINATOR LAURA WALTON-CLOUSTON EXT 228 Email: kids@toronto.anglican.ca
PWRDF Tel: 416-924-9192 Toll Free: 1-866-308-7973		Anglican Church Women 416-363-0018

IMPORTANT PARISH/CHURCH NUMBERS

Position	Name	Phone #	Email
Clergy			
Churchwarden			
Treasurer			
Administrator/ Secretary			
Sexton			
PENSION OFFICE	625 Church Street, Suite 401, Toronto, ON M4Y 2G1	416-960-2484 TOLL FREE: 1-800-265-1070	inquiry@anglicanpension.ca
CATHEDRAL CHURCH OF ST. JAMES	65 Church Street King Street East Toronto ON M5C 2E9	Tel: 416-364-7865 Fax: 416-364-0295	info@stjamescathedral.on.ca
AUGSBURG FORTRESS CANADA	500 Trillium Drive Unit 19 Kitchener ON N2R 1A7	Tel: 519-748-2200 Fax 519-748-2200 TOLL FREE: 1-800-265-6397	infor@augsbουργfortress.org
ANGLICAN CHURCH OF CANADA	80 Hayden Street, Toronto, ON M4Y 3G2	Tel: 416-924-9192 Fax: 416-968-7983 TOLL FREE: 1-800-265-1070	primate@national.anglican.ca
INSURANCE ISSUES – MARSH CANADA	Carl Murray or Manish Bissa	Tel: 1-866-236-6128	torontodiocese.service@marsh.com

IMPORTANT ANNUAL DATES

Annual Vestry – As per Canon 14(11)(2) the annual meeting of the vestry in every church should be held no later than the end of February each year and you must provide notice of the meeting during the services of the two preceding Sundays. If you are thinking of holding it after February you require the Bishop's Approval before proceeding.

Diocesan Returns - Incumbents Returns & Churchwarden's Parochial Returns are due at the Synod Office by **March 15** annually; see www.toronto.anglican.ca for details.

Registered Charity Information Return – Churchwardens are required to submit the T3010-1 form annually to the Canada Revenue Agency within six (6) months of your fiscal year end to maintain your charitable status; see www.cra-arc.gc.ca for the form and workbook.

YORK-SCARBOROUGH – KEY INFORMATION

CONTACTS

Bishop: The Right Reverend Kevin Robertson
Phone : 416-363-6021 ext 253 E-mail: kr Robertson@toronto.anglican.ca

Administrative Assistant:
Phone: 416-363-6021 ext 253 Fax: 416-363-3683 E-mail:

Liturgical Officers:
The Rev. Geoff Sangwine – St Peter & St Simon-the-Apostle
Phone: 416-923-8714 Fax: 416-923-9205 Email: gsangwine@rogers.com
The Rev. Greg Carpenter - St Jude, Wexford
Phone: 416-755-5872 Fax: 416-755-8068 Email: gcarpenter@stjudewexford.ca

Youth Ministry Coordinator: Ms. Jillian Ruch
E-mail: yorkscarboroughyc@gmail.com

REGIONAL DEANS:

Eglinton Deanery: Phone: 416-920-5211	The Rev. Ian LaFleur – St. Cuthbert, Leaside Email: ian@greenlafleur.com
Scarborough Deanery: Phone: 416-755-5872	The Rev. Greg Carpenter - St. Jude, Wexford Email: gcarpenter@stjudewexford.ca
St. James Deanery: Phone: 416-598-4521	The Rev. Sherman Hesselgrave - Holy Trinity, Trinity Square Email: shesselgrave@holymtrinitytoronto.org
Toronto East Deanery: Phone: 416-699-6512	The Rev. Shelley McVea - St. Saviour Email: shelleymcvea@gmail.com
York Mills Deanery: Phone: 416-221-7516	The Rev. Heather Gwynne-Timothy - Incarnation Email: revheather@incarnationtoronto.ca

AREA COUNCIL

The York-Scarborough Area Council exists to support the mission and ministry of York-Scarborough. Membership includes the Regional Deans and lay representatives from each Deanery, as well as both lay and clergy members at large. Please contact your Regional Dean if you might be interested in being an Area Council member.

AREA GRANTS AVAILABLE

Parishes can apply to Area Council for the following grant funding:

- **Ministry Development Grants (MDG)** – reviewed at Area Council meetings throughout the year. Grants up to \$10,000. Next deadline for applications: May 19, 2017.
- **FaithWorks Grants** – reviewed at Area Council meetings through-out the year. Grants up to \$5,000. Next deadline for applications: May 19, 2017.
- **Building Inspection Grants** - \$500 grants towards the cost of building inspections.
- **Bursary Grants** – \$500 bursary grants to support Area youth entering post-secondary education. Deadline for applications is May 17, 2017.

Contact Karen at the Area Office to request grant applications or for more information. They are also available online: <http://www.toronto.anglican.ca/about-the-diocese/area-bishops/york-scarborough/york-scarborough-grants/>

MEETING DATES

York-Scarborough Area Council

June 7, 2017
September 13, 2017
November 29, 2017

Diocesan Council

April 20, 2017
May 27, 2017
July and August 2017 – scheduled as required

For the Fall Diocesan Council Dates, check the diocesan website in July - <http://www.toronto.anglican.ca/about-the-diocese/corporate-information/diocesan-council-and-its-committees/diocesan-council/>.

WHEN THE BISHOP'S SUPPORT IS REQUIRED

If you require the Bishop's support for anything that has to go to the Trusts Committee (as per Canon 6) prior to going to Diocesan Council you must submit the **complete** set of required documents to the Area Office **at least** 1 week prior to the diocesan due date. The Bishop will not send his support without reviewing the complete set of documents that you are submitting to Trusts.

The Bishop's support is required for all matters under Canon 6, including new Facility Rentals (License and Lease Agreements), Purchase and Sale of Property, Capital improvement projects/expansions, and Grants: the Baker Fund; the Carleton Fund; the Ferguson Trust; the Ministry Allocation Fund ("MAF"); and Our Faith Our Hope. Please note: for License and Lease Renewals the Bishop's support is not needed but we ask that you send an email indicating what you are renewing so that the Bishop knows what is happening at your parish.

Below are the dates for the 2016 Trust & Executive Committees and the submission deadline dates.

<u>Trust/Executive Meeting Date</u>	<u>Due at Synod Office</u>	<u>Due at Area Office</u>
May 4, 2017	April 27, 2017	April 20, 2017
June 1, 2017	May 25, 2017	May 18, 2017

For the Fall Dates, check the diocesan website in July - <http://www.toronto.anglican.ca/about-the-diocese/corporate-information/diocesan-council-and-its-committees/trusts-committee/>.

Our Faith Our Hope grants have their own process and can only be applied for twice a year. The next deadline is **April 15, 2017** – due to the nature of these grant applications and the approval the committee requires they should be sent to our office at least **two weeks**, if not sooner, before they are due at the diocese; i.e. to the Area Office by **April 1, 2017**.

License & Lease Agreements:

1. You must use the Diocesan templates found on the website, <http://www.toronto.anglican.ca/parish-administration/real-estate/facility-rentals/>. They are very simple, just look for the **BLUE** dots and replace with your information.
2. When filling out the License Agreement Schedules (pages 6-10) the more information about the licensed area, the fees, the activities permitted and the representatives you have, the better.
3. Before you send in your agreement for the Bishop's support make sure you have an unsigned agreement, the Certificate of Insurance from the Licensee or Lessee and, for lease agreements, only a certified Vestry motion approving the terms of the rental.
4. Dating your Agreement – the agreement should not be dated before the date of the Diocesan Council Meeting it will be sent to.
5. Length of Agreement – to save you from renewing every year you can enter into multiple year License agreements up to 5 years.
6. Certificate of Insurance – the certificate holder must be listed as "The Incumbent and Churchwardens of" with the correct name of your church and physical address. You also have to request that both The Incumbent and Churchwardens of (church name) and The Incorporated Synod of the Diocese of Toronto are added as additional insureds. Make sure you take note of the coverage dates – if the Licensee or Lessee policy ends part way through your agreement you need to obtain a new certificate from them prior to policy expiry to ensure that there is no lapse in coverage.
7. Once the Bishop has reviewed the documents he will either call you for clarification or send a memo to the Trusts Committee giving his support.
8. Renewal of Agreements must be re-approved by the Trusts Committee and Diocesan Council prior to expiry of the current term.

In all cases your churchwardens should contact the Area Office before starting a project to make sure the Bishop is informed.

OTHER GRANTS AND FUNDING OPTIONS

Grants from the **Baker Foundation** are for the building of or additions to existing Sunday Schools. See www.toronto.anglican.ca/parish-administration/grants-funding/baker-foundation-grants-2/.

The **Bishop's Company Fund** provides discretionary funds for the bishops to come to the aid of clergy and their families with emergency needs. www.toronto.anglican.ca/parish-administration/grants-funding/bishops-company/.

Carleton Fund Grants are for repairs and/or renovations to rectories occupied by clergy. See www.toronto.anglican.ca/parish-administration/grants-funding/carleton-fund-grants/.

Ministry Allocation Fund Grants (MAF) provides grants of loans for real estate purposes, congregational growth and ministry resources and creating new forms of ministry. See www.toronto.anglican.ca/parish-administration/grants-funding/ministry-allocation-fund-grants/.

Our Faith-Our Hope: Re-Imagine Church Grants provide financial resources to renew, re-imagine, and revitalize the Church of tomorrow. See www.toronto.anglican.ca/parish-administration/grants-funding/our-faith-our-hope-re-imagine-church-grants/. Applications should address the following strategic objectives – Building the Church for Tomorrow or Revitalizing Our Inheritance. Applications for OFOH Grants are received twice a year April and September. The next deadline is **April 15, 2017**.

Reach Grants are becoming increasingly successful at funding new ministry that is aimed at reaching un-churched and de-churched people. The purpose of a Reach grant is to provide one time funding (of up to \$5000) for ministry that is aimed at connecting with those not currently being reached by traditional parish ministry. See www.toronto.anglican.ca/parish-life/mission-shaped-parish/grants/.

Stretch Grants are one-time grants of \$5,000-\$20,000 designed to be a continuance grant for a successful Reach grant ministry. See www.toronto.anglican.ca/parish-life/mission-shaped-parish/stretch-grants-the-next-generation. If you have any questions or would like additional information, please contact the Rev. Canon Susan Bell, Diocesan Canon Missioner by telephone at 416-363-6021, ext. 208.

The **Anglican Foundation of Canada** distributes grants and loans to causes that are either new or for which funds are not easily accessed or financed. Programs supported by the Foundation can range from building projects, accessibility upgrades, creative arts programs, theological student bursaries, camps, aboriginal prayer and peace circles, and much more. Application deadlines are March 1 and August 1 each year. Beginning in 2014 AFC is setting aside \$50,000 annually to encourage and fund innovative ministry related projects. More detail can be found on their website www.anglicanfoundation.org. Keep in mind that all applications to AFC must be approved by the Diocesan Council so everything should be submitted one month before the March or August Council meetings (as they don't always schedule an August meeting you need to contact Pam Boisvert for the deadline. See www.toronto.anglican.ca/parish-administration/grants-funding/anglican-foundation-of-canada-2/.

PLEASE NOTE

For churches who have been given permission to do a Notice to Reader or a Review Engagement instead of a full Audit of your finances (as per Canon 15, section 14) remember that you may be required to provide an audited financial statement before being awarded a grant. To avoid disappointment and unnecessary work make sure you review all the requirements of the grant before you proceed.

MARK YOUR CALENDAR. . .

- **Blessing of the Oils and Renewal of Ordination Vows**
Tuesday April 11, 2017, 10:30am at St James Cathedral
- **Diocesan Confirmations**
Sunday April 30, 2017, 4:30pm at St James Cathedral
- **Archbishop's Town Hall – York-Scarborough**
Tuesday, May 2, 2017 at Christ Church, Deer Park
- **55th Annual Bishop's Company Dinner**
Thursday, May 18, 2017, from 6:00 pm, Holy Trinity, Trinity Square and the Toronto Marriott Hotel
Special guest will be Michael Coren. Tickets are available online from the Diocesan website, www.toronto.anglican.ca.
- **Ordination of Deacons**
Sunday, May 7, 2017, 4:30 pm at St James Cathedral.
Ordinands: Mr. Sean Davidson, Mr. Vinaya Dumpala, Ms. Molly Finlay, Mr. Philip Hamilton, Mr. James Liu, Mr. Philip Stonhouse
- **York-Scarborough Pre-Synod Meeting**
Saturday, October 14, 2017, 2:00 pm – 4:30 pm at St. Andrew, Scarborough
- **Diocese of Toronto Synod**
Friday, November 24 – Saturday, November 25, 2017 at Sheraton Parkway North

You can find more details on these and other events in our **Diocese** at:

<http://www.toronto.anglican.ca/calendar/>

A wide range of resources is available on the Diocesan website: www.toronto.anglican.ca

The *Parish Administration* and *Churchwarden Toolbox* sections of the site include manuals that you can download and print.

The York-Scarborough area of the website (www.toronto.anglican.ca/york-scarborough) contains Area news; resources including a lending library; information on Area Council and Area Youth; and much more.



THANK YOU....

.... to the Rev. Canon Heather McCance and St. Andrew, Scarborough for providing the facility for the workshop today.

...to our session leaders Susan Abell, David Badian, Richard Dentinger, David Krause, Kathryn Rogers, and Paige Souter for spending their Saturday with us.

....to all you for attending today and for your faithful dedication to your parishes!