

**THE CATHEDRAL OF ST. JOHN THE EVANGELIST  
CORNER BROOK  
NEWFOUNDLAND AND LABRADOR**



**PARISH PROFILE**

**2017**

**The Cathedral of St. John the Evangelist**

**Corner Brook**

**Newfoundland and Labrador**

**TABLE OF CONTENTS**

Mission Statement	4
Overview	5
Expectations of a Parish Priest	7
History of the Church	8
Education and Spiritual Growth	11
Worship	13
Music	15
Fellowship	17
Outreach	18
Communications	20
Staff Organization	21
Property	22
Finance	23
Stipend and Benefits	24
Appendix One (Canon Ten)	26
Appendix Two	28

## **MISSION STATEMENT**

**To Know Christ Better and to Make Him Known to Others**

## OVERVIEW

The Cathedral Parish of St. John the Evangelist is seeking a suitable candidate to fill the position of full-time Rector of the parish and Dean of the Diocese. This Parish of approximately four hundred and fifty families is located in Corner Brook on the scenic west coast of Newfoundland. The city has a population of about 20,000 and the Cathedral itself is located at the intersection of Main Street and West Street, the busiest intersection in the downtown core. The Parish Offices are co-located with the Diocesan Centre and Book Room right next door in the former Cathedral Rectory.

In recent years, extensive renovations and improvements have been carried out on the Cathedral and its property. The Parish does not own a rectory, but a housing allowance is paid. (The current Housing Allowance in the Diocese of Western Newfoundland is \$20,000.00 annually.)

One of the key components of the Parish is its welcoming, friendly atmosphere, reflective of a theology of radical hospitality. In the past few years this theology has seen the Cathedral sponsor and successfully settle a Syrian Refugee family. It has housed an itinerant homeless person within the Cathedral for an 8-month period. We have partnered with other Anglican Churches in the city and area to provide an every Monday free healthy lunch to approximately 80 guests per week. We are in partnership with other secular and government agencies in addressing addiction and Mental Health issues. We are always looking for ways to serve the poor because we know that it is among the poor that we will find Jesus.

Our hospitality is also evident in our desire to grow as a worshipping congregation. People who attend the Cathedral are always greeted at the door by the Dean and our friendly volunteer Sidespeople and new people are especially made to feel welcome. We are happy to describe ourselves as a growing parish and most of that growth in the past 2 or 3 years has been with young families. While seniors make up the bulk of our congregation, we have seen our Sunday school grow from one or two children to six to a dozen every Sunday.

The Parish works to retain, practice, and develop that which is integral to Anglican heritage. It is proud of its designation as a Cathedral and is committed to working with the Bishop and the Diocese to explore different models of worship and ministry. Music plays an important role in the life and ministry of the Cathedral and this is supported by a dedicated organist and choir. The Cathedral Parish Council in 2014 engaged in a Visioning Day and the priorities established there have been an effective guidance tool in moving forward.

The Cathedral is looking for a Dean who will be a challenging teacher and preacher with gifts of vision and leadership. The chosen person must have the potential to recognize, develop, and retain the ministry of all the baptized in order to most effectively care for our community. The Parish has made a considerable effort to develop an active lay ministry to respond to Parish, community, pastoral and outreach needs. Further encouragement and development in this area is key to our growth. The person selected should be a good communicator, one who values open and consultative decision-making and who can work with people of all ages to encourage their ministry. One of the challenges of this position will be welcoming new members as well as continuing the regular schedule of home visitation already established. Being able to motivate the congregation through friendship, teaching and example is very important.

Though the Cathedral does not have a Curate, the Parish is fortunate to have a number of retired and active clergy who are willing to share this ministry with the Dean. Archbishop Stewart Payne is particularly active. The Archbishop is able to share in the ministry of the Parish by conducting some services, preaching, providing Pastoral Care to shut-ins and to residents of the seniors' homes. There is also a wonderful opportunity for the development of a diaconal ministry at the Cathedral.

We welcome all applicants who feel they have the vision combined with the spiritual and personal resources to come and share in the joy of this community.

July 2017

## EXPECTATIONS OF A PARISH PRIEST

Our new Dean and Rector will:

- be rooted in the marks of mission
- balance traditional Anglican liturgy with new theological and liturgical developments
- use a variety of worship approaches, especially forms that may appeal to young people
- support and build on youth programmes such as children's story time and youth server training
- have strong leadership and administrative skills and be able to work collaboratively with clergy in the other Anglican parishes to foster joint ministries
- foster full participation of the congregation in church worship and other activities
- have demonstrated strength in the areas of pastoral care, stewardship and outreach
- support the work of the ministerial association
- be friendly and outgoing, with strong communication skills
- provide sound spiritual leadership, setting scripture in biblical context and relating it to everyday living especially in preaching and teaching
- assist Parish Council and congregation to develop programmes that will make the Cathedral attractive to the congregation and to newcomers
- have an understanding of the role of the Cathedral in the diocese and have ability to work with the Bishop and other diocesan officials
- encourage and promote, as Dean of the Mother Church for the Diocese, clergy exchanges between the Cathedral and other churches in the diocese.
- Promote the use of the web site as a communication tool for the parish

## **HISTORY OF THE CHURCH**

### **A Brief History of**

### **St. John the Evangelist, Anglican Cathedral**

### **Corner Brook, NL**

With the construction of the paper mill in 1924 and Corner Brook becoming a town, it was apparent that a Church of England parish was needed in the town. The people made a beginning to provide for themselves a suitable place of worship. They obtained what they considered a convenient site and made a start on their new church. A basement was constructed of concrete blocks, roofed over and this served as their place of worship. There had been a parish in the Bay of Islands for several years with headquarters at Curling, and Corner Brook was part of that parish. Rev. Henry Petley and his curate, Rev. G. Camp, held services there and administered Holy Communion and needs to the sick.

In 1926, Rev. N. Vivian from Pussthrough Parish was appointed in charge of the congregation, which then became a mission, subsidized by the Diocesan Synod. The chapel was named Holy Cross, and Rev. Vivian remained in this position until 1929 when Rev. T. E. Loder was transferred from Grand Falls. Corner Brook then became a Parish with Rev. Loder as its first Rector.

It was found that the church, already planned and started with the basement structure would not be of adequate in size for the needs of the congregation, and the site itself was not convenient for it was located on the extreme eastern side of the town, which by now had extended westward. In addition to that, the structure had begun to show serious cracks, a sign that it would be impossible to continue with the superstructure.

A new site had to be found and an entirely new building was needed to meet the needs of the church for present and future congregations. Thus a site was obtained from the International Pulp & Paper Company, operators of the mill, and a building fund was established. The new location for the church building was situated on Main Street, in the centre of town. It is recorded that the men and many women of

the congregation went door to door, through mud and slush, rain and shine, and obtained liberal contributions toward the building fund. The new church would become the Church of St. John the Evangelist, and the architect for the building was Mr. J. Wells, who was responsible for the design of Bennett Hall. The contract for labour was placed in the capable hands of Mr. L. Gabriel. The general scheme of architecture is Gothic, and the building is cruciform in shape. General dimensions of the church were taken from plans of the Church of England built some years before at Fogo. It has a total seating capacity for 500 persons and was fitted with a Casavant Pipe Organ.

The cornerstone of the church was laid on July 15, 1934, by the Rt. Rev. W. C. White, D.D., Bishop of Newfoundland. Assisting His Lordship during the ceremony were the Rector, Rev. T. E. Loder, Rev. G. S. Templeton, newly appointed Rector of St. Mary's Church in Curling, and the Rev. J. T. Hiscock, B.A., the Bishop's Chaplain.

Although the country was in the depths of a financial depression, the construction was completed in 1935 with the help of much free labour, and the church was dedicated on June 9, 1935. The first service was held on Whitsunday morning at 6:30 am with the celebration of Holy Communion by Rev. T. E. Loder, assisted by Rev. J. A. Meaden, Bishop's Chaplain, and the Reverends C. Mosdell and J. F. Ayris. There was a second service at 8:00 am at which the Bishop, the Rt. Rev. W. C. White D.D., was the celebrant, assisted by the Rector, the Chaplain, and Rev. C. Mosdell. At the 11:00 am service of Matins, there was not a vacant seat and chairs had to be brought in. It was estimated there were about 900 people in attendance. Everybody in Corner Brook rejoiced with our congregation and many were present to support them with prayers and gifts. The processional hymn was "Holy, Holy, Holy, Lord God Almighty". The church being free of debt was consecrated on November 21, 1937.

In 1975 the decision was made to divide the Diocese of Newfoundland into three smaller dioceses. Corner Brook became the see city of the Diocese of Western Newfoundland, and St. John the Evangelist Church was designated as the Pro-Cathedral. The Rt. Rev. Gordon Legge was the first Bishop of the Diocese of Western Newfoundland. He was succeeded in 1978 by the Rt. Rev. Stewart Payne.

On January 23, 1985, the Parish Church of St. John the Evangelist was declared the Cathedral Church of the Diocese of Western Newfoundland. The Rev. Dr Arthur Churchill, who was the Rector of the church at that time, became the first Dean of the Cathedral of St. John the Evangelist.

In 1986 the Vestry made the decision to borrow funds for much needed maintenance, restoration and improvements. This debt was taken on, and fundraising efforts to help pay back this debt were begun. Even though funds were raised through a "Restoration Fund" by the congregation, the debt loomed heavily over a period of more than ten years. Vestry made the decision to sell the clergy residences and provide a housing allowance in lieu of maintaining the houses. A "Cathedral Completion Campaign" was aggressively pursued and the debt was eliminated.

Many improvements have been made in recent years such as: new windows and doors; the refurbishing of the church basement, now named the "Arthur W. Churchill Hall"; the kitchen has been renovated, with stainless steel counter-tops and an industrial dishwasher installed; new banquet tables and chairs; fuel-efficient heating furnaces; new lighting in the church and the old wiring replaced. In 2009 new lighting was installed in the sanctuary and the last of the original knob and tube wiring was replaced. The roof was re-shingled in 2011 and a new elevator was installed in 2013, making the Cathedral completely accessible.

The congregants of St. John the Evangelist, are very proud of their church, and justifiably so. It is the oldest wooden structure church in the city, and visitors consistently remark on its beauty. The stained glass east window was donated by Sir Eric V. Bowater, president of the Bowater Pulp and Paper Company, in memory of the members of this congregation who paid the supreme sacrifice in the Second World War.

## EDUCATION AND SPIRITUAL GROWTH

Education at the Cathedral Parish attempts to meet the needs and interests of our members, but is also open to the community at large.

Opportunities for study and learning have been provided through special programmes especially during Lent. In the past 5 years the current Dean has written or modified various programmes using a variety of Adult Education techniques. These have included small group work, music, reflection, poetry, art and storytelling. Resources have been utilized from a variety of sources including but not restricted to The Canadian Council of Churches, the Cowley Fathers, and *For All the Saints*.

Workshops have also been provided, with invited guest as leaders, especially in some of our groups like the ACW. Other opportunities for Christian education are provided through a strong Education for Ministry programme mentored by Archbishop Stewart Payne. A prayer-writing group, started about fifteen years ago, is still very active. Bible study groups have not been overly successful in the past but we hope that an infusion of new energy and new approaches might provide a new life for this form of study.

The Cathedral recognizes that serving is an opportunity for spiritual growth and Christian education. There are presently nine youth servers trained by a head server in conjunction with the Dean and other lay assistants. This programme helps young people to accept responsibility, gain confidence and see themselves as full members of the church community, especially as they participate in the worship service.

There is a strong emphasis on Children's Time during Sunday morning worship. This part of the liturgy is shared by the Dean and the Sunday school Coordinator who alternate Sundays from Sept to end of May. Following the Children's Time, the children go to church hall for Sunday school which uses The *Whole People of God*. This session lasts about 40 minutes. Children then return to their family for

the Eucharist. They also return to the service when there is a Baptism. At Christmas Eve and during some other special liturgical occasions such as Pentecost, Easter and Back to Church Sunday there are intergenerational worship services.

Confirmation uses *Grow in the Spirit*, a programme developed by the Diocese of Western Newfoundland. This is a two year programme. The first year is taught primarily by a lay member of the congregation. The second year is an introduction to biblical literacy. This is a course developed by the present Dean and other city clergy that relies on power point, videos, and other multimedia resources. There is a real attempt to connect the Bible with modern themes such as the stewardship of the Earth. The service of Confirmation is conducted alternatively in each of the four city parishes.

## **WORSHIP**

Worship is the focus of our life in Christ together. It is corporate, inclusive and participatory, involving clergy and lay people. At the Cathedral of St. John the Evangelist, worship is planned and directed primarily by the Dean; however, many lay people assist with reading the scripture, lead the prayers of the people and assist with the communion. Youth servers and Eucharistic assistants/Lay Readers together with other members of the congregation give leadership to the worship. The congregation and vestry of the Cathedral are hopeful that our new Dean will consolidate recent growth and encourage even a greater level of participation.

As the Cathedral, St. John the Evangelist should be visible in its leadership role in liturgy, worship and outreach in the Diocese of Western Newfoundland. The Cathedral is the site of all ordinations to the priesthood inside the Diocese and is also the venue for Diocesan Corporate worship around Synods and other events. On Holy Wednesday every year the Cathedral hosts Adult Confirmation and Reception. The Dean and Chapter of the Cathedral meet at the call of the Diocesan. All Regional Deans are Canons of the Cathedral and there are others appointed to reflect additional responsibilities in the Diocese. Currently, there is a Canon of Deacons and the Hospital Chaplain is a Canon. In the past the Examining Chaplain has also been named a Canon.

On Sunday morning a said Eucharist with a sermon, using the Book of Common Prayer (BCP), is celebrated at 8:30 a.m. Average attendance at this service had doubled in the past 5 years to 20 persons. At 10:00 a.m. choral Eucharist is celebrated using the Book of Alternative Services (BAS). On an average Sunday 120-130 people worship at this service. The Cathedral does not change its service schedule in the summer as worship at both scheduled services are well-attended. The Children's liturgy and the Servers do break for the summer.

During the Lenten season, services are held on Wednesday at 10:00 a.m. and at 7:00 p.m. there is an Adult Study that concludes with a Eucharist. The 10:00 a.m.

service uses the BCP and is celebrated in the Lady Chapel. Attendance at the Wednesday services is generally around 40 people.

In Holy Week there are services every day, using a variety of modern and ancient liturgies. There is no scheduled mid-week service at the Cathedral though that is something that may be considered for the future.

The Dean, retired clergy and/or Lay Readers provide services to a number of a senior residences and nursing homes and to residents at home.

Between 2012 and 2016 there were 87 funerals, 35 baptisms and 29 weddings. Up to end of May 2017 there have been 12 funerals, 6 baptisms and 1 wedding.

## MUSIC

Music is an important component of worship at the Cathedral and features a sung Eucharist at its 10 am service. The Cathedral has about a 12-member volunteer adult choir and several cantors who lead the congregation in singing the liturgy, hymns, and contemporary music from *Common Praise*. Anthems are often sung during communion at the 10 am service. The choir also helps lead congregational singing at funerals.

Hymns are the standard musical fare at the cathedral, but they may be sung in a variety of classical and contemporary styles. Singing is generally accompanied by the cathedral's Casavant organ, played by a classically-trained organist and several others who can substitute when the regular organist is away. In 2013 the Cathedral received a memorial gift of an excellent Grand Piano. This has allowed for an even greater variety of musical accompaniment.

The Organist/Musician attempts to incorporate the instrumental and vocal gifts of parishioners (which are significant) when possible, and rehearses with the choir each Sunday morning before the 10 am service (c. 9:15 am), and again after the 10 am service (c. 11:40 am, after teatime). While participants in the musical life of the cathedral strive for musical excellence, the goal of all the music at the cathedral is beautiful worship to God's glory.

The current Church Organist/Musician is also well-connected in the significant Arts and Music community that exists in Corner Brook and so guest musicians and vocalists are a frequent feature at the Cathedral. The Cathedral, with its high ceilings and aged red cedar interior has been celebrated for its excellent acoustics. As a result, in the past few years, the Cathedral has hosted a number of musical concerts and festivals. *Til the Boys Come Home*, a musical tribute in 2016, paying homage to the 100<sup>th</sup> anniversary of the role of the Newfoundland Regiment at the Battle of the Somme at Beaumont Hamel was particularly notable. Earlier this year, the Newfoundland Boys Choir gave their inaugural performance at this Cathedral. On a regular basis the Cathedral is the rehearsal and concert space for the Bay of Islands Musical Arts Choir. Our sponsorship and support of these events reflect our desire to see our Cathedral as a centre of excellence for the Arts and Music.

A special feature of the past decade has been an Ecumenical First Sunday in Advent service of Lessons and Carols that has combined readings, congregational song and several anthems by joint choirs made up of the members of various church choirs (Baptist, Roman Catholic, Salvation Army, United Church, and Pentecostal) in the city. We have also been joined by the Salvation Army band. This is a widely anticipated service that really begins the Advent and Christmas season. The offering from this service is given to our local Food Bank.

## FELLOWSHIP

This Cathedral family places a great deal of emphasis on coming together as a community. We gather as a corporate group to worship on Sunday and on other occasions but Jesus also taught us to care for each other in our daily lives. Providing opportunities for fellowship is an important part of that responsibility.

Every Sunday after the 10 a.m. service we gather for refreshments in the Churchill Hall located in the lower level. There are a large number of people who volunteer (somewhere between 80 and 100) meaning that people only host twice a year in teams of 4 and 5. On the average Sunday 70 to 80% of our congregation join us for fellowship. It is a raucous joy-filled event.

We have a number of other events throughout the year to maintain our connection with one another. We host, at least once a year, a free suppertime meal for our seniors. There is always entertainment and games at this event. We have a parish dinner and silent auction in the fall. Again the emphasis at this event is placed on fellowship and not fundraising. In fact in an attempt to resist the addiction to fundraising that encumbers so many parishes, the Cathedral Parish Council in 2013 committed itself to a discipline where the parish would only keep one third of our fundraising revenue. At every fundraising event one third is given to PWRDF and one third is given to a local need. In 2016 the cathedral started a new initiative using the apples from our own parishioner's gardens to make and sell apple pies.

We have a great deal of fellowship that is happening in our smaller groups as well. We have a strong branch of the Anglican Church Women, who meet often for fellowship and prayer. They provide a number of services to the wider community and to our own congregation. Our Men's Service Club is growing and every month host a fellowship meal. These opportunities to come together, prepare a meal and share in table fellowship are significant in the life of a parish.

## **OUTREACH**

A very visible hallmark of the Cathedral's ministry in the past few years is the emphasis that has been placed on growing its Ministry of Outreach in the church community, the local community and the world community. Within the Church Community pastoral care has grown considerably. In addition to clergy participation, there are a number of lay visitors who conduct visits to shut-ins at home and seniors at Long Term care facilities, Seniors Estates and hospitals.

The Cathedral Parish Council also supports its seniors by providing a dinner and social activities once a year. The Cathedral Men's Service Club meets once a week for fellowship and darts between October and May. Significantly, this group welcomes members not only from Anglican parishes but also from other church groups and non-aligned people, particularly younger men. The Cathedral of St. John the Evangelist has provided strong incentives and leadership in working co-operatively with the other Anglican parishes in a number of joint services, and ecumenically in such services as the Week of Prayer for Christian Unity and the World Day of Prayer.

In February 2016 we sponsored and welcomed to Corner Brook the Almaidani family, a young married Syrian refugee couple Mohamad and Marwa with their 2 sons, Owais and Laith. We are very proud of the support we were able to provide them. We did not take a minimalist approach and we recognized early in the process that the resources in our Cathedral were sufficient to their needs. Teams were identified and went to work. When we received only 4-days-notice of their arrival in Corner Brook we were still able to take them to their new fully furnished home with dishes in the cabinets and food in the refrigerator. A team of volunteer teachers and professors taught them English in their home and many are continuing to this day. When Mohamad began work as a barber, a volunteer team of drivers drove him to work and returned him for a seven-month period. All medical needs were addressed. A Dentist from our congregation provided a far more comprehensive dental plan than allowed for. Today Marwa and Mohamad live in a home they have selected. They own their own car, pay their own rent and make

their own decisions. They are lifelong friends for many in our Cathedral. The Cathedral has continued to pay them a small allowance up to the end of 2017.

In the local community the Cathedral continues to provide assistance to the homeless, transients, and the Food Bank. Christmas Hampers and emergency food vouchers are also part of our justice ministry. In the past the Cathedral has been instrumental in recruiting volunteers for Vinland's Homework Haven Programme. The Cathedral of St John the Evangelist had taken this programme a step further and sponsored a Killdevil Family Camp. These children sometimes attended camps but not usually with their families. The Cathedral saw a real need in this area and utilized funds from various sources to make this happen. The families who have attended this camp have rated it as very successful. Unfortunately, internal politics in the Vinland Park organization has left us without partnership so this camp has not happened since the summer of 2015.

In 2014 the Anglican churches of the city of Corner Brook made a bold move to initiate a free lunch program. We named it *Open Door* and it is housed at the Cathedral every Monday because of our central downtown location. Volunteers from the Cathedral are joined by those from other churches. We serve approximately 100 people (75-80 guests and 20-25 volunteers) every week. The Open Door also provides every guest that attends a food bag on the way out and an item of toiletry. We also target additional needs such as providing School Supplies in September and giving away 200-300 winter coats in November. Every Christmas we distribute gift bags or seasonal stockings which include new warm hats, mittens or gloves and socks. In the middle of January we do a hot turkey dinner.

In the wider community, the Cathedral is a strong supporter of the Primate's World Relief and Development Fund (PWRDF). It has promoted PWRDF's mission and participated in special appeals such as disaster funds. In addition, the Cathedral's ACW conducts a fund raiser once a year for PWRDF. Our contributions to PWRDF have grown significantly in the past few years. The Cathedral supports, and often provides a venue for, Ten Thousand Villages. It encourages support for national and international relief programmes such as Sleeping Children Around the World (SCAW). It is also in partnership with a number of other local agencies that

support care for the mentally ill and support to people with addictions. The Cathedral is recognized in the community as a centre for those in need.

## COMMUNICATION

Our communication strategy has been very effective in the past few years. In 2014 we added to our property a new electronic sign which is visible to everybody coming down West Street or Main. We use the sign to publish short notes about upcoming events at the cathedral. We also include funny little sayings and thought-provoking quips which garner a great deal of reaction and feedback.

Our website [www.anglicanathedralcornerbrook.com](http://www.anglicanathedralcornerbrook.com) is attractive and current. It is also smart phone compatible. There is general information about the times of services and the requirements for weddings and baptisms. The current Dean has a blog on the site.

The weekly service bulletin is our best internal communication tool in the parish. It provides information on upcoming services including the order of the service, readings and prayers of the people. Church-related and community events at the Cathedral and other city parishes are also included. It is distributed electronically to all who provide an email address.

The Cathedral Parish Council meet 4 to 6 times a year and are responsible with the Dean for the day-to-day administration of the Cathedral. Minutes are kept and available to any parishioner who wishes to see them. Major decisions are communicated to the congregation through announcements in church and the bulletin. In the case where a financial commitment from the congregation is needed then an extraordinary meeting of the congregation will be held. The last one was held in 2013 when we discussed the installation of an elevator.

Once or twice a year there is a mailing that goes directly to all people on our parish list. This will often include personal financial contribution statements as well as a message from the Dean. The Annual Report is a comprehensive document that is provided annually on the Sunday before the Annual Meeting. The Annual Meeting is traditionally well-attended at the Cathedral (70-80 persons).

## **STAFF ORGANIZATION**

A very capable half-time secretary/administrative assistant serves the parish from 9:00 a.m. to 1:00 p.m. Volunteer assistance is available when necessary. There is also a dedicated group of volunteers who count the offering and prepare it for bank deposit.

Our current parish Treasurer is a Chartered Accountant and we retain another CA who does a quarterly and annual review of our books.

A talented part-time music director, with a good knowledge of Anglican liturgy, fulfills the music needs of the parish. This is a paid position: however, the director also works at the university and may not be available for some services during the week.

A number of retired clergy assist in liturgical leadership and pastoral care as needed.

The Cathedral has a part-time paid caretaker.

## **PROPERTY**

The present church building is a wood frame Gothic style church with white vinyl siding, constructed in 1934. Below the church proper (in the basement) is a large multi-purpose church hall, with adjoining kitchen, choir room, nursery and a storage room.

The church is heated with two oil-fired forced air furnaces. Hot water is provided from one oil-fired hot water tank. The furnaces were replaced in 2010. The hot water tank was replaced in March 2012. There is a large propane fired range for cooking in the kitchen. The cooking stove was thoroughly refurbished in early 2017. The dishwasher is a heavy duty commercial stand-up dishwasher that was purchased in 2013.

The lighting system and wiring in the church proper were replaced in 2009 at a cost of \$100,000. The roof was redone in 2011 at a cost of about \$65,000. An elevator was installed in 2014 at an approximate cost of \$250,000. (We are very proud of the fact that the funds for the elevator were donated by parishioners in about 6 months with no fundraising.)

The Cathedral has a large parking area contiguous with the parking lot of the Stan Dawe building supplies store at one end and the parking area of the Western Newfoundland Diocesan Synod Office (which also houses the Cathedral parish office) at the other. The Cathedral rents 20 parking spaces to the City of Corner Brook Monday through Friday.

## **FINANCE (at a glance)**

The Cathedral of St. John the Evangelist has a proposed budget of \$290,000 for 2017. The vast majority of our income comes from identifiable offerings from parishioners. This source has grown consistently and at pace with cost over the past five years.

A quick comparison over the past 5 years: In 2011 the contributions to the General and Maintenance Fund were \$183,000.00. In 2016 they were \$227,000.00. Our income is supplemented by hall rentals, parking fees and annual contribution from ACW and Men's Fellowship group. In 2011 these contributions to the General Fund were around \$18,000.00. In 2016 they were \$24,500.00. Fundraising projects raised \$2750.00 in 2011 and in 2016 they raised \$4000.00. In 2011 the Cathedral contributed \$18,000.00 to local and wider missions. In 2016 they contributed \$42,000. (This reflects a considerable increase some of it because of our sponsorship of a Syrian Refugee family.)

Between 2011 and 2016 there have been several estates that have included gifts for the Cathedral. These funds have all been invested in a portfolio managed by the Anglican Joint Investments fund. The market value of those investments at the end of 2016 was \$233,000.00.

Our financial position is monitored by the treasurer, churchwardens and the office staff. An external review of the budget and other financial considerations is conducted quarterly. A statement from the accountant can be found at Appendix 2.

## STIPEND AND BENEFITS

The stipend scale for the Diocese of Western Newfoundland is listed below:

<u>Priest/Deacon Step</u>	<u>Stipend</u>
1 (years 1-3)	\$41,952.00
2 (years 4-6)	\$43,088.00
3 (years 7-9)	\$44,240.00
4 (years 10-12)	\$45,388.00
5 (years 13+)	\$46,536.00

The Cathedral of St. John the Evangelist does not provide housing, but an annual housing allowance of \$20,000.00 is provided. (The fair rental value plus utilities is tax free). The new Dean is free to make any housing arrangements he or she wishes and to live in any part of the city.

The Dean of the Cathedral is also paid a Dean's Allowance to a maximum of \$10,000.00 annually. This allowance is negotiated between the Dean and the Parish Council at the beginning of each calendar year.

The Cathedral, as a single point parish, qualifies for the minimum Car Allowance, currently set at \$3600.00 per year. The Dean is expected to keep track of their work mileage and any compensation paid above the prescribed provincial rate (currently 50 cents per kilometer) is taxable.

The Dean is a member of the College of North American Deans. This association meets usually 2 weeks after Easter Sunday. Our Cathedral provides the funds for the Dean to attend this conference. The Dean is also encouraged to take at least one other week of education leave as per Diocesan policy.

The Diocese subscribes to a pension and a health and dental insurance plan administered through the pension office of the Anglican Church of Canada. There

is also a robust Employee Assistance Program available to clergy.

The Dean of the cathedral of St. John the Evangelist will be entitled to vacation time and pay as outlined in guidelines set by diocesan policy. Clergy are entitled to four (4) weeks (24 days/4 Sundays) for Vacation per calendar year. Clergy who have been ordained for ten (10) years and longer are entitled to five (5) weeks (30 days/5 Sundays) for Vacation per calendar year. In cases where circumstances have prevented Clergy from using all of their Vacation, they may negotiate with the Parish Council to utilize up to two weeks of unused Vacation in January of the subsequent year. The vacation schedule will be done in consultation with churchwardens.

Clergy are entitled to all Statutory Holidays set aside by the Province. The Synod Office will supply a list of the approved Statutory Holidays at the beginning of each year. Clergy may take Statutory Holidays on days other than the day on which the holiday occurs, however, clergy cannot bank days to provide a block of time, except after Easter Day and Christmas Day. Clergy may not add Statutory Holidays to Annual Leave, except when the actual Statutory Holiday falls within the scheduled leave period.

The Diocese of Western Newfoundland is proud of its recruitment and retention program. Some of the benefits of this program include:

Vacation Subsidy:

Effective January 1, 2017, Incumbents who have served or committed to an appointment of no less than five years can, in the third year or later, receive \$1,000.00 to subsidize a vacation of choice. Requests for the subsidy will be made in writing to the Diocesan Treasurer or Executive Archdeacon. Proof of said vacation will be required upon return. Failure to complete a five year appointment will result in a pro-rated repayment of the subsidy. This subsidy is renewable in subsequent five years terms.

Weekend Getaway:

Effective July 1, 2016, utilizing Article 6 of our *Employee Assistance Program (EAP)*, a Weekend Getaway can be subsidized up to a maximum of \$300.00.

The Diocese has recently developed a policy on Sabbatical Leave, creating the possibility for any clergy of the Diocese with 7 years of ordained ministry to request, with a year's notice, an opportunity for a 3-month Sabbatical. Salary and

Allowances will be paid during the sabbatical. Sabbaticals are granted by the Diocesan Bishop in consultation with the Parish affected.

## Appendix One

### **CANON 10 (April 2014)**

#### **THE DIOCESAN CATHEDRAL, DEAN AND CHAPTER**

1. The Church of St. John the Evangelist in Corner Brook is the Cathedral of the Diocese of Western Newfoundland.
2. The Rector of the Parish of St. John the Evangelist in Corner Brook is the Dean of the Diocese of Western Newfoundland.
3. The fabric of the Cathedral shall be under the control of the Dean and of the Parish Council of the Cathedral Parish, subject to the Constitution and Canons of the Diocese and all other applicable laws.
4. Subject to clause 5, the Dean shall be responsible for the due and orderly performance of divine service at the Cathedral. The Dean shall be responsible for the execution of all other duties pertaining to the Cathedral, in consultation with the Bishop.
5. The Bishop, as he or she may desire, shall take part in any service held or performed at the Cathedral; and shall have the right to preach at the Cathedral during any service, upon giving the Dean at least one day's notice of his or her intention to do so.

6. The Cathedral Chapter consists of the Bishop, the Dean, the Canons of the Cathedral, the Chancellor and the Archdeacon. The Bishop is the spiritual head of the Cathedral Chapter and shall preside at any meeting thereof. The Chapter shall advise the Bishop on any matter he or she refers to it and shall co-operate with the Bishop in carrying out any decision made for the benefit of the Diocese by him or her alone and/or by the Chapter. The Cathedral Chapter shall keep proper records of its meetings.
7. Subject to clauses 8 and 9, any Regional Dean appointed in accordance with clause 2 of Chapter 4 of the Constitution of the Diocese shall be a Canon of the Cathedral. The Bishop may appoint at pleasure other members of the clergy or laity to serve as Canons of the Cathedral.
8. Subject to clause 9, and after expiration of his or her term of office as a Regional Dean, or if he or she leaves the Diocese permanently before such expiration and prior to retirement from ordained ministry, no member of the clergy may retain the title of Canon of the Cathedral; and no other member of the clergy appointed as a Canon of the Cathedral may retain the title of Canon if he or she leaves the Diocese prior to retirement from ordained ministry.
9. The Dean or Archdeacon who retires from ordained ministry in the Diocese may retain, respectively, the honorific “The Very Reverend” or “The Venerable”. A Canon of the Cathedral who retires from ordained ministry in the Diocese may retain the title of Honorary Canon of the Cathedral. Upon such retirement, any of the foregoing ceases to be a member of the Cathedral Chapter.
10. Appropriate services shall be conducted in the Cathedral to install the Dean, the Archdeacon and the Canons in their respective offices.
11. The Archdeacon and every Canon shall preach at the Cathedral at least once a year, at the invitation of the Dean.

Appendix 2

John F. Cammie Professional Corporation  
Chartered Professional Accountant  
Certified Financial Planner  
59 Park Street, 3rd Floor  
Corner Brook, NL  
A2H 2X1  
(709) 640-4667  
john@jfcpc.ca

June 9th, 2017  
Cathedral of St. John the Evangelist  
25 Main Street  
Corner Brook, NL  
A2H 1C2

Dear Sir/Madame:

The purpose of this letter is outline my involvement as external accountant of the Cathedral, as well as, discuss the condition of the accounting records and the finances of the Cathedral.

My firm assists with the accounting and bookkeeping for the Cathedral throughout the year. The accounting records are in excellent condition with accounts being reconciled on a regular basis. My firm also assists with the preparation of government remittances such as GST/HST remittances, T4 summary and slips, and Workplace NL forms which are all filed up to date.

The Cathedral has a solid financial position with both the operating and maintenance bank accounts having balances which provide a level of comfort that cash is available to pay the required operating expenses. Since the Cathedral is generating enough revenue to pay its expenses the cash balances have remained relatively consistent.

In addition to the bank account balances, the Cathedral also has a significant amount of investments which has generated a solid return in recent years. These investments add significantly to the financial condition of the Cathedral which provides additional security.

If you have any questions please do not hesitate to contact me.

Yours very truly,  
John F. Cammie, CPA, CA, CMA, CFP  
President