

# COAST HILLS COMMUNITY CHURCH

*Coast Hills is a Jesus centred community creating  
gracious space through acts of generous love*

Page 1 - Leadership Team Report

Page 3 - Treasurer's Report

Page 4 - Proposed Budget 2021/2022

Page 5 - Proposed Budget Explanation

Page 6 - Financial Summary 2020/2021

Page 10 - Ministry Centre Completion Proposal

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## LEADERSHIP TEAM REPORT

As we prepare a year-end report, Kevin has just had surgery, which went well. He is resting now but provided thoughts on the year past. While it certainly has had its trials, we wanted to observe how the work has been sustained through the year.

Back in February 2020, the LT & Staff met to dream and vision about how to use the MC to its fullest capacity. We had lots of plans, ideas and hopes that were literally written on sticky notes that filled the office walls. Moving forward, the providential decision to hire Greg Strom to help execute the planned gatherings was made.

And then news of COVID became our lived reality.

Our last in-person gathering at AJ McLellan was held on the morning of March 15th, 2020. We thought this might only be a few months. Listening to the advice of our Public Health officials, we pivoted, moving our content and services online to include video. The way the church staff have responded is just extraordinary and we have much to give thank for. As we write, it has been over 14 months of change, new rules and requirements and adjustments! And while much is different, the redeeming work of our Lord (to borrow Julia's thoughtful words) continues.

We are so glad that Greg and the team were able to adapt our in person services to on-line videos and on-line live Sunday Communion services. As COVID stretched into last summer, Dani worked hard to write up clear, helpful COVID protocols that permitted our church staff to safely use the offices and host meetings for small groups. Julia and the team organized safe Youth events through the summer, and they continued to meet at the MC fully masked. Life Groups started using the Ministry Centre to meet (wearing masks and social distancing). For a few months, Kevin preached live to a Life Group while being filmed for the Sunday virtual service.

In September, Dani asked for a leave of absence to have time to rest, focus on her family, herself, and involvement in her kids' school community. Tanya Kaario accepted the part-time position of Interim Director of Children's Ministry. After a time of further consideration, Dani decided to resign from the Ministry position. Tanya agreed to continue in the role and helped us adapt Kids Life to a virtual program on Sunday mornings. We want to express our thanks to Dani for her years of dedicated leadership and service with the Coast Hills, and particularly with her hand over KidsLife. We are glad she is and remains a part of our community. And we are grateful for Tanya, who has graciously stepped into this role during this most unusual time in the life of the church.

In the Autumn, we hosted Shoreline Counselling who came and lead a group through a timely program on Navigating Change and Uncertainty. Those participating found it very effective and so consideration is under way to create similar opportunities in the future.



In October, we were also able to have smaller, in-person gatherings on Sunday mornings at the Ministry Centre. It was so good to be with each other. We were so blessed by the hard work and heart our ministry team volunteers and church staff brought, as they adapted to the new, different circumstances and worked to organize and make these events occur. We held two services on Sundays, allowing 50 people to participate. It was so good to be with each other. How the time apart makes time together all the more precious. Listening to the community sing in worship. Listening to the message delivered face to face.

As Advent approached, however, the second COVID wave led to new restrictions that returned us to virtual Sunday gatherings. As part of our Advent & Christmas celebrations, we were ministered to by a group of volunteers that made and then delivered Christ Candles to our doors. Many people were touched by the movement of the church toward the people. One comment was "Thanks for remembering us". As December came to an end, we also began to hold live services over Zoom on Communion Sundays, providing another way to see each other, talk and pray together.

As winter turned to Spring, and ordinary time turned to lent, we began to hope there would be a re-opening and chance to meet again. Instead, the third wave began, and live gatherings were suspended further.

Looking for other ways to "be together" with Lent approaching, we distributed devotional books to Coast Hills families and the preaching series complimented the meditations in the books. Then, to observe Good Friday and celebrate Easter, more volunteers arranged for families to receive cut daffodils which, when placed in water, bloomed on the third day. It was a time when we could drop by the MC and pick up the flowers and chocolates, say Hi! and connect again.

Recognizing the need to be able to be present and provide timely listening and help for those who look to Coast Hills as their church, a Deacon Care Team was created and has met several times this Spring to set vision and equip the team. We continue to hear lots of stories of people caring for each other in the midst of the social distancing and not meeting. And further encouragement came in the last week before writing, as we were permitted to resume in-person services Sunday mornings at the Ministry Centre.

Harold recently observed how prescient Glenn's message back on February 2nd, 2020 appears today. The message (called Stories in Disorientation) walked through the faith journey told in Genesis and Exodus, and the experience of God's people going through that journey. He observed how the journey of the community through disorientation was formative for the community to enter a new, better and real walk with the Lord.

So may it be for the Coast Hills Community.



## TREASURER'S REPORT

The Pivot. This last year might be compared to a basketball player with the ball, surrounded by players from the opposing team, pivoting to find an open team mate to pass the ball to – just when he thinks there is an opening for a pass, the lane closes, and he pivots to look for another player to pass the ball to.

I want to give a huge shoutout to our staff who were in a perpetual state of pivoting this past year to make the most of each changing situation.

### 2020-2021 Income and Expense recap

We have come through the past fiscal year in a healthy financial position. This is due to a few significant factors.

Thank you everyone for your donations during the past year. Many people faced upheavals in their employment situations, and we saw fluctuation in the monthly donations. Overall, the tithes and offerings came close to meeting the (reduced) expenses. March and April saw a good trend with stronger giving.

The restriction on meeting in large groups meant we weren't renting space at AJ for worship services. This resulted in savings of over \$18,000. I believe we would have gladly spent this money if we could have met together in person. It was a real blessing to have the multi-purpose space at the MC for smaller in person services when they were permitted.

CEWS (Canada Emergency Wage Subsidy) was an important factor in keeping finances in the black while enabling us to retain all staff members in their roles. I use that term loosely, since each staff member had to make multiple adjustments in their roles throughout the year as meeting protocols changed. This was important in keeping the ministry of Coast Hills effective in the transitions to online meetings, then transition to limited in-person meetings at the MC and back to online meetings again. The CEWS program is coming to an end in the beginning of June. If we continue with the stronger giving trend that we saw in March and April, we should be able to carry our finances without this subsidy.

The Strategic Fund was used this past year to support the wage for Greg Strom as well a purchase few key pieces of equipment for livestreaming our Sunday services. Although Greg was initially hired to help develop and host events at the ministry centre, we weren't able to use the ministry centre for the community focused mid-week programs that we were envisioning before the Covid restrictions came in place. His skills & abilities proved very helpful in setting up the online services. It is envisioned that the remainder of the funds will be used to develop and host events at the MC as in person meetings are permitted. Greg's wages are included in the payroll line of the upcoming budget year.

The community care fund is in great shape with a good balance of funds available to help the people in our community. Thank you for your ongoing generosity. If you are aware of someone with a need, please bring this to the attention of Kevin or another staff member.



**PROPOSED BUDGET June 1, 2021 – May 31, 2022**

<b>MINISTRY ITEMS</b>	<b>CURRENT BUDGET 2020/2021</b>	<b>PROPOSED BUDGET 2021/2022</b>
Administrative	\$16,500	\$16,500
Ministry Centre (strata/utilities)	23,000	23,000
Ministry Centre Mortgage	17,808	17,808
Worship Centre (school rental)	18,375	22,277
Children's Ministry	2,555	2,500
Communications (website)	1,200	1,200
Connections (soup Sunday/coffee meetings etc)	563	500
Kidz Camp	0	0
Leadership Development (meetings, volunteer seminars etc)	500	500
Life Groups	200	200
MB Conference Membership	216	1,200
Missions – Community Care	3,500	3,500
Missions	4,500	3,300
Pastors Ministry Expense	900	900
Payroll	170,265	169,419
Professional Development (staff)	1,350	1,350
Special Events	3,600	3,000
Sunday Programming	2,200	2,200
Worship and Sound	1,000	1,000
Youth Ministry (proposed budget reflects net youth revenue)	5,200	2,000
Strategic Fund	0	8,650
<b>Total Annual Budget</b>	<b>\$273,432</b>	<b>\$274,004</b>
<b>Total Monthly Budget</b>		<b>\$22,833</b>
<b>Monthly Tithe Required (not including strategic fund)</b>		<b>\$22,112</b>

## PROPOSED BUDGET FOR 2021-2022

There are a few key lines in the Proposed Budget for 2021-2022 that bear closer attention. There are some unknown variables that will impact the budget in the coming year.

Property Tax exemption – our application for exemption was approved last fall and this this saves us about \$9k for this year. The application for exemption for the next year has been made and we anticipate that it will again be approved. This application needs to be submitted annually to be considered for exempt status.

Ministry Centre Mortgage – As of May, the balance is now below \$240K. Interest rates dropped from 4.15% to 3.9% last year. Residential mortgage rates have dropped to all-time lows, but the mortgage for the ministry centre is considered a commercial mortgage and so the drop has not been to the same level. Mortgage payments are currently \$742 bi-monthly (\$1484/ month). This is a substantial savings compared to the cost to lease a similar space. We are blessed to have this facility. A big thank you to the generous donors who made it possible over the last number of years to purchase and buildout the units.

Worship Centre (AJ) – the budget is based on rental of AJ gym for meeting space starting October and taking into account the higher fees being charged. This is subject to change depending rental availability and the number of classrooms we rent on Sunday mornings.

Kidz Camp – there are no plans in place to host kids camp this summer due to the uncertainty of large in person group activities. Therefore, the budget line is \$0.

Payroll – LT is recommending wage increases based on Consumer Price Index to catch up on the 2 years without raises. Canadian CPI for 2019 2.3%, 2020 1.4%. Kevin, Tracy and Julia will receive the CPI increase for both years. Greg and Tanya will receive the 2020 CPI increase. Also, Greg's wages are now included in the payroll line of the budget. Last year it was covered by Strategic Fund.

- Kevin's time off for recovery from surgery will result in some salary savings, partially offset by wage top up and cost of guest speakers. Net result is expected to be a slight reduction of overall expenses.
- Children's ministry position - Tanya is serving as interim leader for this ministry with a possible change in October. The budget is based on her current ¼ time role. It may be necessary to revise this as we get back to meeting in person at AJ and restart an in-person children's ministry program.

## FINANCIAL SUMMARY AS OF MAY 31, 2021

Revenue Items	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Total
Community Care	487	309	26	515	0	116	565	100	0	412	412	104	3,047
Tithes and Offerings	17,504	20,686	13,887	13,665	15,562	16,772	27,912	13,390	14,248	20,952	17,674	15,231	207,481
<b>Total Tithes</b>	<b>17,991</b>	<b>20,995</b>	<b>13,913</b>	<b>14,180</b>	<b>15,562</b>	<b>16,888</b>	<b>28,477</b>	<b>13,490</b>	<b>14,248</b>	<b>21,365</b>	<b>18,086</b>	<b>15,335</b>	<b>210,529</b>
Miscellaneous Revenue		8,499	10,251	2,080	3,594	2,755	3,672	2,904	2,931	2,100	3,053	3,101	44,939
Missions Designations													0
Special Events				450	150								600
Youth Events													0
Rental Income						200							200
<b>Total Revenue</b>	<b>17,991</b>	<b>29,494</b>	<b>24,164</b>	<b>16,710</b>	<b>19,306</b>	<b>19,843</b>	<b>32,149</b>	<b>16,393</b>	<b>17,178</b>	<b>23,464</b>	<b>21,138</b>	<b>18,436</b>	<b>256,267</b>
Strategic Fund Transfer	685	685	685	2,426	685	852	685	685	685	685	685	685	10,128
	18,676	30,179	24,849	19,136	19,991	20,695	32,834	17,078	17,863	24,149	21,823	19,121	266,395
<b>Total Expenses</b>	<b>18,521</b>	<b>29,379</b>	<b>19,415</b>	<b>21,834</b>	<b>19,932</b>	<b>17,308</b>	<b>25,103</b>	<b>16,957</b>	<b>17,532</b>	<b>18,755</b>	<b>17,801</b>	<b>18,913</b>	<b>241,449</b>
<b>Net Income</b>	<b>155</b>	<b>800</b>	<b>5,434</b>	<b>-2,698</b>	<b>59</b>	<b>3,387</b>	<b>7,731</b>	<b>121</b>	<b>332</b>	<b>5,395</b>	<b>4,022</b>	<b>208</b>	<b>24,946</b>

\*\* Miscellaneous revenue mainly comprises of CEWS and Canada Summer Jobs

Expense Items	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Total	Annual Budget	
Administrative	897	2154	1212	1149	976	714	995	807	1241	1445	738	902	13230	16500	3270
Ministry Centre Admin	749	9612	693	1121	971	754	5667	1013	1061	1353	765	1036	24795	23000	-1795
Ministry Centre Mortgage	1484	1484	1484	1484	1484	1484	1484	1484	1484	1484	1484	1484	17808	17808	0
Worship Centre (school)	0	0	0	0	0	0	0	0	0	0	0	0	0	18375	18375
Children's Ministry	0	0	0	0	22	0	112	0	0	0	698	22	855	2555	1700
Communications	112	0	148	68	0	199	109	66	65	64	0	125	956	1200	244
Connections	0	0	0	0	0	14	0	0	25	0	0	0	39	563	524
Leadership Development	0	0	0	0	0	54	452	0	0	0	0	110	616	500	-116
Life Groups	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200
MB Conference Membership	0	0	0	0	0	0	216	0	0	0	0	0	216	216	0
Missions - Community Care	0	500	0	50	400	0	1207	0	0	0	150	100	2407	3500	1093
Missions	376	376	376	376	376	376	376	376	376	376	376	376	4512	4500	-12
Pastor Ministry Expense	0	0	0	0	0	0	0	0	35	0	0	0	35	900	865
Payroll	14143	14509	14559	14863	14304	12280	12291	12118	12445	12836	12839	13190	160377	170265	9888
Professional Development	0	0	0	0	0	0	0	0	0	0	0	0	0	1350	1350
Special Events	0	0	0	0	600	0	324	318	52	453	66	484	2298	3600	1302
Sunday Programming	60	59	258	126	114	390	723	91	62	58	0	59	2000	2200	200
Worship and Sound	0	0	0	0	0	0	0	0	0	0	0	339	339	1000	661
Youth Ministry	15	0	0	171	0	191	463	0	0	0	0	0	840	5200	4360
Strategic Fund	685	685	685	2426	685	852	685	685	685	685	685	685	10128		
<b>Total Expenses</b>	<b>18521</b>	<b>29379</b>	<b>19415</b>	<b>21834</b>	<b>19932</b>	<b>17308</b>	<b>25103</b>	<b>16957</b>	<b>17532</b>	<b>18755</b>	<b>17801</b>	<b>18913</b>	<b>241450</b>	<b>273432</b>	<b>31982</b>

### Notes

Miscellaneous Revenue comprises of Canada Emergency Wage Subsidy / Canada Summer Jobs Grants

July Administrative includes Sage yearly renewal of \$1359.68

July MC Admin includes property taxes of \$8910.48

October Special Events/Seminars - Shoreline Workshop

December Sunday Programming includes preaching honorarium

December Ministry Centre Admin includes yearly insurance premium

## OVERVIEW AS OF MAY 31, 2021

General Account	\$41,317.24
Held for Community Care	\$3,395.13
Held for Strategic Fund	\$10,575.43
Cash Account Balance	\$55,287.80

<b>Community Care Fund</b>	<b>Totals</b>
<b>Opening Balance</b>	<b>2,756.17</b>
Donations	3,046.29
Funds Dispersed	2,407.33
<b>Balance as of May 31, 2021</b>	<b>3,395.13</b>

<b>Strategic Fund</b>	<b>Totals</b>
<b>Opening Balance June 2019</b>	<b>44,000</b>
Expenses	
Transfer to General Fund	12,400
Interns and Support Staff	14,019.00
Leadership Mentor and Scholarship	1,428.75
Staff Equipment Needs	2,575.74
Ministry Centre Events	3,001.08
<b>Total Expenses</b>	<b>33,424.57</b>
<b>Balance as of May 31, 2021</b>	<b>10,575.43</b>



# Coast Hills Community Church

## Balance Sheet As at 05/31/2021

### ASSET

#### Current Assets

BMO Saving Account 8089314	100.00	
NEW BMO Chequing Account	55,287.80	
Bank Security Deposit	2,500.00	
Total Cash		57,887.80
GST Rebate	-3,331.99	
Total Receivable		-3,331.99
Prepaid Expense & Deposits		-33.56
<b>Total Current Assets</b>		<b>54,522.25</b>

#### Fixed Assets

Tenant Improvements/Ministry ...	26,811.48	
Accum. Amort. - Tenant Improv./...	-20,747.82	
Net Tenant Improvements		6,063.66
<b>Total Fixed Assets</b>		<b>6,063.66</b>

#### Capital Assets

Building Improvement	183,094.68	
Accum. Amort - Building Improve...	-35,663.21	
Net Building Improvement		147,431.47
Building	1,084,375.00	
Accum. Amort - Building	-245,665.64	
Net - Building		838,709.36
Furniture & Equipment	28,769.87	
Accum. Amort. - Furn. & Equip.	-21,670.75	
Net - Furniture & Equipment		7,099.12
Computer H/W	7,227.84	
Accum. Amort. - Computer H/W	-5,636.13	
Net Computer H/W		1,591.71
Computer S/W	6,926.58	
Accum. Amort. - Computer S/W	-6,926.58	
Net Computer S/W		0.00
Sound/Video Equipment	72,344.15	
Accum. Amort. - Sound/Video E...	-57,050.82	
Net Sound/Video Equipment		15,293.33
<b>Total Capital Assets</b>		<b>1,010,124.99</b>

### TOTAL ASSET

1,070,710.90

### LIABILITY

#### Current Liabilities

Accounts Payable		784.74
Payables Adjustments/Audit	-1,799.98	
Community Care Payable	2,756.17	
Can. Conf. Loans Payable	241,052.11	
Total Designated Funds Payable		242,008.30
EI Payable	427.54	
CPP Payable	583.46	
Federal Income Tax Payable	826.02	
Total Receiver General		1,837.02
WCB Payable		1,193.70
Hlth/Dental Group Benefit	196.35	
Life/AD Group Benefit	0.18	
LTD Group Benefit	-80.82	
Total Group Benefits Payable		115.71
<b>Total Current liabilities</b>		<b>245,939.47</b>

### TOTAL LIABILITY

245,939.47

**Coast Hills Community Church  
Balance Sheet As at 05/31/2021****EQUITY****Equity**

Retained Earnings - Previous Year	802,201.88
Current Earnings	<u>22,569.55</u>

<b>Total Equity</b>	<u>824,771.43</u>
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<b>TOTAL EQUITY</b>	<u>824,771.43</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>1,070,710.90</u></u>
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## MINISTRY CENTRE COMPLETION PROJECT

This is a proposal to make improvements on the multi-purpose side of the ministry centre to give it a more completed look and provide some additional functionality. The membership is asked to approve the MC Completion Project as a special project with a budget of \$30,000 to be fundraised outside of the Operating Budget. Work to proceed once a minimum \$20,000 has been raised.

The work would be in the following items:

1. Flooring: epoxy coating with sport court lines one informal quote at \$7500-\$8000,
2. Protective wall Paneling - approximately \$5500 for materials and labor for 8' high panel, design to be determined.
3. Valance - approximately \$1500 for materials and labour for 2 long sides, design to be determined
4. Acoustic - preliminary calculations are \$3800 for sound absorption panels to cover 20% of wall space.
5. Storage sleds for under stage, 2 required, 1 for round tables and 1 for chairs - \$3000
6. Sport nets and equipment - \$2000.
7. Signage \$1200

NOTE: This comes out of discussion with Staff and LT. The Facilities Team did some work to establish a budget. The amounts beside the individual items are not fixed quotes. They are estimated costs. They total \$25,000 and the final total could be less if we get lots of volunteer labour and construction material prices settle down. However, it could be more if we hire out everything and as construction material prices continue to climb. Therefore, the project budget and fundraising goal is set at \$30,000.

The Facilities Team: Carl Funk, Trena Janzen, Chad Koehn, Harold Ekkert. and Tracy Armstrong.

