

CCS

The Centre for Christian Studies

2011

January – December

Annual Report



The Centre for Christian Studies
60 Maryland St., Winnipeg, Manitoba
Jan – Dec 2011 Annual Report
presented at the **2012 Annual Meeting**

Centre for Christian Studies

Annual General Meeting



Wednesday, February 29, 2012

6:00 pm CST

[4 pm in British Columbia, 5 pm in Alberta, 6 pm in Saskatchewan & Manitoba,
7 pm in Ontario, 8 pm in the Maritimes, 8:30 pm in Newfoundland]

The AGM is convened in person at Woodsworth House in Winnipeg and via conference call. It is open to all “friends of the Centre” – that is, people who are students, volunteers, donors, field educators, ambassadors, readers of the CCS news updates, and generally anyone who likes and is interested in the Centre for Christian Studies.

To register to take part in the AGM, call CCS at 1-204-783-4490 or email lbachmann@ccsonline.ca. You will be sent the dial-in phone number and an access code for the conference call. The AGM is estimated to take about two hours (depending on questions and discussion).

The Centre for Christian Studies

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Annual Meeting Agenda

*Annual General Meeting of Friends
February 29, 2012 6:00-8:00 p.m. CST by phone*

“The mission of the Centre for Christian Studies is to educate women and men for ministry that will transform the Church and world towards wholeness, justice, and compassion.”

1. Opening

- 1.1 Welcome, Attendance
- 1.2 Worship – Helen Reed
- 1.3 Acceptance of Friends
- 1.4 Agenda Review
- 1.5 Approval of Minutes of AGM Mar. 2, 2011
- 1.6 Business Arising from Minutes
- Appointment of new principal
- Change of Central Council name to Board of Governors

2. Business from Annual Report

- 2.1 Business from Annual Report
 - Sharing of Highlights
 - Co-Chairs, Principal, Staff, Students
- 2.2 Committee Reports Received for Information
- 2.3 Planning and Governance Committee - Recommendation re Working Groups
- 2.3 Financial Report
- 2.4 Nominations Report

3. Motion on bursary investment policy

4. New Business

"Attracting Students and Growing our Program"
- an interactive presentation by the Student Recruitment and Tuition Task Group

5. Thankyou

6. Closing & Adjournment

In Memoriam

Passed away in 2011:

Jean Allen (A1960)

Bern Barrett (Friend)

Florence Butler (U1951)

Doreen Church (Friend)

Audrey Cornell (U1952)

Mary Field (U1941)

John Hamilton (Friend)

Donalda Jardine (U1937)

Thelma Ann McLeod (Friend)

Mary Mills (A1945)

Lawrence Moon (Friend)

Margaret Read (U1955)

Margaret Stackhouse (U1951)

Rhea Whitehead (Friend)

Passed away in early 2012

Jean Langille (A1951)

Jean Shilton (U1942)



*They still give hope and comfort, they did not lose
the fight,
They showed us truth and goodness, They shine
into our night.
Remember days of gladness, remember times of
joy;
Remember all the moments that grief cannot
destroy.*

- Sylvia Dunstan,

Worship for the Annual Meeting

In preparation for this time of worship, you are invited to have with you a rainbow. It may be a candle, a ribbon, a picture...



Let us focus our minds on how we see the gift of the rainbow shining in our lives.

We begin our journey today together
**aware of our sacred connection
 to the earth
 to each other
 to God ...whose imagination knows no bounds.**

Genesis 9: 12 (The Inclusive Bible)

And God said,

“Here is the sign of the covenant between me and you and every living creature for ageless generations:

I set my bow in the clouds, and it will be a sign of the covenant between me and the earth.

When I bring clouds over the earth, my bow will appear in the clouds.

Then I will remember the covenant that is between me and you and every kind of living creature, and never again will the waters become a flood to destroy all flesh. Whenever my bow appears in the clouds I will see it, and remember the everlasting covenant between God and every living creature on the earth.”

**The colours of the rainbow God sets before us are
 another reminder of our connection to that gracious and Holy Spirit.**

We see the rainbow and are reminded of God...

we celebrate God’s presence that brightens our world

we know the creative ways that God employs to speak with us

we know that together, we are one with God



God sees the rainbow and is reminded of us...

...a multitude of possibilities

...the blending of the colours of people, of the colours of dreams

creating new rich visions

but also retaining strong individual brightness.

As we offer our time and our talents for the spreading of God's work in the world,
**may we honour the gift
of being part of the
blended and blending, bright, spirit-filled
Covenant with God.**

Amen

Scripture: The Inclusive Bible. Priests for Equality. Rowman and Littlefield Publishers, Inc.: Landham, Maryland, 2007
Inspiration: February 26, 2012 Seasons of the Spirit, SeasonsFUSION Lent/Easter 2012, Copyright @Wood lake Publishing Inc. 2011.

Membership Information

From the Centre for Christian Studies by-laws:

- 7.01 Friends** The membership of the Corporation shall consist of the applicants for amalgamation and such other persons as have the necessary qualifications set out in Section 7.02 hereof, or have been elected as members and admitted as the Friends of the Corporation by resolution of the Central Council. The number of Friends of the Corporation shall be unlimited.
- 7.02 Qualifications for Friends** Any Friend (other than a member of the Central Council) must have at least one (1) of the following qualifications:
- a) be a current student in a diploma or certificate program of the Corporation;
 - b) be a current staff person of the Corporation;
 - c) be appointed by Central Council as a member of a Committee;
 - d) be a graduate of the Diploma Program of the Corporation or one of its predecessors;
 - e) be a graduate of the Western Field Based Diaconal Ministry Program of the United Church of Canada;
 - f) be a person who has donated to the Corporation in the two fiscal years prior to the Annual Meeting of the Corporation;
 - g) be an honorary member of the Corporation, admitted by the annual meeting of the Friends for the period commencing with the date of admission to membership of the Corporation by the Central Council and ending at the termination of the next annual meeting of Friends;
 - h) be admitted as a Friend by the Central Council;
- and who has indicated a wish to be a Friend of the Corporation.
- 7.03 Ceasing to be Friends** - A person shall cease to be a Friend upon ceasing to have any of the qualifications set out in Section 7.02

CCS Prayer Cycle

We invite you to include the Centre for Christian Studies community in your corporate and individual prayers. This cycle offers a monthly schedule of the students, volunteers, staff and alumni that can be used for intercessions and thanksgiving either throughout the month or on a date close to the 26th (which corresponds with the World DIAKONIA prayer cycle).

January

Students in the Theme Year

February

Students in the Integrating Year

March

Students in the Reflection Year

April

Field Placement Volunteers

- Learning Facilitators
- Vocational/Diaconal Mentors
- Local Committee Members

May

Members of the Central Council and its Executive

June

Members of the Finance Committee and its Working Groups

- Property
- Development
- Bursary

July

Members of the Human Resources Committee and its Working Groups

- Personnel Policy
- Harassment Advisory

August

Members of the Program Committee and its Working Groups

- Awards
- Library

September

Members of the Communications & Promotions Committee and its Working Groups

- Publicity
- Website/Technology
- Tapestry Editorial

October

Members of the Planning and Governance Committee and its Working Groups

- Recruitment
- Volunteer Enhancement

November

Staff of the Centre for Christian Studies

December

Graduates and Alumni of CCS

Mission Statement & Stances

Mission Statement

The mission of the Centre for Christian Studies is to educate women and men for ministry that will transform the church and the world toward wholeness, justice and compassion.

Faith Statements

As a Christian community, we are formed and sustained by the:

- revealed presence of the Creator
- life and teaching of Jesus
- energy and depth of the Spirit
- insight and direction of Wisdom
- witness of generations of women and men of faith
- struggle and ambiguity of hope and faith
- call to justice and compassion.

We believe in an educational process that:

- leads to personal and social transformation
- recognizes and fosters life-long learning
- values diversity and inclusion
- nurtures relationships through acceptance and challenge
- integrates heart, soul and mind
- engages both action and reflection.

Our understanding of the ministry of *diakonia* is influenced by:

- scriptural roots and story
- a rich and varied history through the ages
- women's history and experience in this ministry and mission
- the traditions of the Anglican and United Churches
- the many contemporary expressions of international *diakonia*
- a commitment to community

- the voices of the marginalized in church and society
- a dynamic vocation to education, pastoral care and justice-making.



Theological Stance

We believe that all of life is relational and interdependent.

We believe that God's activity in the world advances and supports love and right relationship, justice and compassion for all of creation. Through history prophets, priests, servants, healers and leaders have been called to action. God continues to call us to this beautiful and demanding life of faith.

Jesus lived his life, healing, teaching, confronting destructive powers, seeking just peace and respecting all life. He called others to this ministry. We believe we are to embody this wisdom, spirit and vision in the world today. We are to accompany those whose lives are devalued and to stand in solidarity with all of creation.

We know the Spirit in the great forces of creativity and love. We are called by this Spirit to celebrate the beauty of life and to heal the places of injustice.



Educational Stance

Learning is a process and discipline that encompasses the whole person. Learners need to be intentional, taking responsibility for engagement, reflection, self-direction and goal setting. Education is enhanced when individual uniqueness is honoured and respected within community.

Community models of education are enabled when a climate of co-operation and collaboration, interdependence and mutuality is fostered, and all see themselves as co-leaders and co-learners. Learning needs to respect diversity by offering variety in approach and style, by honouring differences in background and viewpoint.

Learning is challenging and needs to anticipate and acknowledge the painful prospect of struggle and transformation, the probable resistance to change and transition, and the potential feelings of loss. Learning also needs to be supportive within an atmosphere of empowerment and affirmation, safety and trust where self-esteem is enhanced, questions are encouraged and potential is appreciated.

Learning for diaconal ministry needs to be formative, preparing women and men for lives of servant leadership and social transformation. Experiential learning models incorporate academic study and concrete experience, action

and reflection. This learning needs to be integrative, valuing theory and practice, ideas and feelings, past, present and future.

Learning needs to be open to the possibility of education in every situation and to the promise of surprise and new insight. Learning makes and reveals meaning. This process is enriched by the experience and expertise of the larger community that surrounds and includes the learners. Learning needs to be relevant and stretching, connecting the broader church and world with learners in a way that informs, inspires and equips.

Justice Stance

Because we believe that creation is holy and sacred, we commit ourselves to speaking and acting in ways that will promote wholeness and peace. We desire community that is constructive and inclusive, loving and inspiring. We confront language or behaviour that disrespects groups or individuals based on any real or perceived status: people who are young, old, ill, poor, disabled, indigenous, gays, lesbians, bisexuals, trans-gender, refugees, victims of violence, and those who experience racism.

We act out of a model rooted in *diakonia*, liberation theology and feminism. We hear a call to justice that motivates us to work and struggle for right relationship. We prepare one another for leadership in church and world by evaluating and critiquing the powers and principalities operating in the world and in ourselves. We are committed to creating a climate of respect for all people and to protecting the physical, spiritual, emotional and

intellectual environment. We stand in the present, looking to our history and tradition to envision a future with hope and passion.

gay, lesbian, bisexual and transgender persons in the life and work of the church.



Affirming Stance

CCS is working through education and social integration, for the welcoming and inclusion of

Reports

Principal's Report

2011 Report of Principal, Maylanne Maybee

"The mission of the Centre for Christian Studies is to educate women and men for ministry that will transform the Church and world towards wholeness, justice, and compassion."

This is a tall order for a tiny school with six staff and twenty-five students! Yet we dare to try it because we are convinced that *diakonia* is the kind of leadership that will transform, and that offers what our churches need. I am proud to be the Principal of this school, and proud to be celebrating 120 years of preparing student for transformative, diaconal leadership in the Church.

With this report, I want to share with you glimpses of my gratitude, celebrations and

challenges over the past six months as I have been growing into the role of Principal.

Words of Gratitude

Before I arrived to take up my duties in August 2011, Acting Principal Charlotte Caron had already laid groundwork for a smooth entry. Her accomplishments during her part time interim were truly remarkable.

She left good management and administrative systems. She ensured that policies and procedures for dealing with the whole gamut of life at CCS were current and valid. She provided leadership for the restructuring of staffing roles and left the house in good financial order. Relations both within and beyond the CCS community were in good shape. She even left a list of things left undone – pretty minor in the

scheme of things, but useful as a guide for where to start.

CCS and I also owe a debt of gratitude to Ann Naylor and Ted Dodd for carrying an extra load of work, bringing stability in difficult times, and graciously transitioning into new roles with their new Principal. Ann took on responsibilities in financial administration ranging from payrolls to audit preparations, while Ted took on a heavy teaching load that included Theme Year students and two Leadership Development Modules. Ted also served with care and imagination as Staff representative to the Central Council.

Signs of Health

When I was interviewed for this position last spring, and was pondering whether I would take it, I paid attention to the signs I saw that CCS was a healthy organization:

- It shows **resilience**. CCS has shown courage and persistence in the face of difficulty. It has been realistic about issues of staffing and money, and is beginning to deal with them with positive results.
- Its **governance structure** is working. People show up for Central Council and Committee meetings. They do their homework, participate, make suggestions, and give constructive criticism. There is a built-in evaluation process.
- There is a good, **strong staff team**. We're "small but mighty" - a mix of experienced and new - but Liz Bachmann, Marc



Desrosiers, Ted Dodd, Scott Douglas, and Ann Naylor are consistent in their professionalism and competency. There is laughter, hard work, collegiality and prayer.

- We are paying attention to **important but non urgent things**. Things like how to deal with file storage and archiving, cleaning up bylaws, making sure our fund accounts are well invested and managed, maintaining and improving our building.
- We have a solid and loyal base of **volunteers**. We continue to find people to fill vacancies and assume leadership.
- There are good **communication vehicles** including *Tapestry*, our e-newsletter *Common Threads*, a brochure, a well constructed website.
- Our **finances** aren't in a state of emergency!

Highlights and Celebrations

Highlights for me as I have eased and sometimes been shoved into my new role include:

- **Celebration of a New Ministry**, October 2, 2011 – A joyful introduction to the community, a celebration of collegiality and a new moment in the life of CCS, and a reminder of our joint identity as an Anglican and United Church school.
- **Staff Team Building** – Weekly meetings for prayer, information sharing, and planning. A workshop in August, led by staff when our

facilitator had to send regrets at the last minute; a longer staff meeting and potluck in November when we crafted a staff mission statement; a spiritual retreat in February.

- **Observing and participating in the Learning Circles** – getting to know our students; seeing the program at work first hand; exploring with Lori Stewart the rich background and theory of the learning spiral; meeting and talking with mentors, learning facilitators, and local committees; reading and responding to student assignments; seeing evidence of exceptional growth in ministry.
- **Meeting Friends and supporters** in Ottawa, Toronto, and Winnipeg. Meeting colleagues in theological education in The Anglican Church of Canada, The United Church of Canada, and the Winnipeg Theological Consortium.
- Attending the biannual meeting of the **Association of Anglican Deacons in Canada**, and the Queen's University Symposium on the **Future of Ministry in the United Church of Canada**.

Challenges

There are also areas of “preventive health care” that I would like to pay attention to for the future wellbeing of CCS:

- **Reviewing and Renewing our Program** – Due attention has been paid in the past year to the institutional health of CCS. It's now time to turn our attention to program. There needs to be a willingness to explore the strengths and weaknesses of our

curriculum and to find ways of opening our program to a wider audience.

- **A Strong Plan for Attracting New Students** – Enrolment of our core student base is declining. In order to attract new students, we need to appeal to a wider cross section of generations, direct our program to people from different denominations and traditions and from different areas of the country, and ensure adequate staffing levels to accommodate a growing and potentially more diverse intake. I am grateful to Walter Deller, Alice Watson and Keith Simmonds for beginning this work and sharing it at the Annual Meeting.
- **Claiming our Dual Identity** – CCS is bi-denominational on paper, but United Church in reality. Reclaiming our connection with the Anglican Church is a systemic and long-term issue related to the challenge of bringing in more students. I am convinced we have resources to offer the Anglican Church for ministry formation. We need to open conversations, remove barriers, and make ourselves known to Anglicans across Canada as a credible program for diaconal and other forms of church leadership.
- **Balancing Roles** – This is a personal challenge related to the changed job description of Principal – now two thirds administration and one third program. Public Relations is no longer written into the Principal's job description, though I value working in close partnership with Marc Desrosiers, our Development and Public Relations Coordinator, to jointly plan for CCS's visibility in the wider community.

- **Other** – This is not an exhaustive list! I am also concerned to work with our Committees to formulate a policy for Prior Learning Assessment and Recognition, to move to greater consistency in the image we project to the wider community, to incorporate social media such as facebook,

twitter, and skyping into our technological toolbox, and to ensure that our staff is adequately and fairly compensated for what they actually do.

Respectfully submitted,

Maylanne Maybee

Staff Report

This past year incorporates many shifts and alterations in the persons holding the position of principal. We began 2011, still processing the news of Megan McKenzie's decision to resign as Principal, effective September 2011. Megan had been on a series of leaves throughout the previous year and would not be returning to the work place. Charlotte Caron graciously agreed to continue in the position as Acting Principal, working three -fifths time, while Megan was on leave and a new Principal could be found. Charlotte demonstrated deep commitment to CCS as a theological school and community. Her many gifts were much appreciated during this time of transition. By the spring the search committee for the new principal was able to announce the name of Maylanne Maybee. The staff was delighted to welcome Maylanne in the summer. We considered her experience with CCS, United and Anglican Church diaconal and justice networks as great assets. We have come to



Ann Naylor
Program Staff

Ted Dodd
Program Staff

know her as a woman of deep faith and a respected colleague.

Other transitions were involved in the Communications and Development portfolio. The job description for the Community Relations Coordinator position was rearranged with different priorities. Subsequently, Glenda Knoll, departed effective February 17. We miss Glenda's positive cheeriness and big heart. Our new colleague, Marc Desrosiers arrived March 21 to embrace the work with a greater emphasis on Development. Marc has moved into the work with a depth of experience, a host of creative ideas, and an indefatigably positive spirit. Within the CCS community, he has re-instated a warm sense of community connection.

Historically, constant change is the normal pattern at CCS. But some of the staff provides a sense of continuity and history. In October, Liz Bachmann will be completed her first year of

employment with CCS. Scott Douglas has been on staff since 2009, Ann since 1999 and Ted since 1998. For the staff, this presents a portion of stability against the background of the persistent spinning of the recent past: three principals in as many years, four administrators in the same period, several shifts in Development and Community Relations, departure of a program staff, various revised job descriptions, and the fairly recent advent of a new governance structure.

In August, the staff gathered for a successful staff development day to discuss our notions of teaming. With a new principal, and a couple of newer staff members, this day provided an opportunity for getting to know one another and clarifying assumptions about working relationships. Emerging out of this time was a vision for teaming which we recently agreed to articulate as:

Sharing a commitment to CCS, the staff will value and risk mutual encouragement, support, and deep reflection in a spirit of trust, laughter, and a sense of the sacred.

Committee Responsibilities

In the past year the Council, committees and working groups have been supported and/or staffed by:

Central Council: Charlotte, Maylanne, Ann,
Ted and Liz

Executive: Charlotte and Maylanne

Finance: Ann, Liz and Maylanne

Development: Glenda and Marc

Property: Liz

Bursary: Charlotte and Maylanne

Human Resources: Charlotte and Maylanne

Communications and Promotions: Glenda and
Marc

Publicity: Maylanne

Website: Scott

Tapestry: Glenda and Marc

120th Anniversary: Marc

Planning and Governance: Charlotte and
Maylanne

Recruitment: Maylanne

Volunteer Recruitment: Ted and Marc

Program: Ted, Scott and Maylanne

Awards: Ted

Library: Scott

Search for New Principal: Ann

Program

Ted took on primary staff responsibility for the twenty students in the Educational Ministry Year theme year (2010-2011). In 2011, Ted facilitated the Winnipeg LDM (seven students), and the Tatamagouche LDM (four students). Lori Stewart was hired on contract to respond to some of the assignments from the Educational Ministry Year and the two 2011 Leadership Development Modules (LDM). As well, she chose readings for the Educational Ministry Year. We are grateful for Lori's knowledge of educational ministry and her conscientious approach to the work. The theme year, for 2011 – 2012 academic year, is Pastoral Care. Ted is the lead staff, with Ann and Maylanne each participating in parts of the learning circles and working with some of the students. (The job description for the new Principal included a shift so that thirty percent of the Principal's time is now devoted to Program Staff work.) Ann has worked with the five Integrating Year students for 2010-2011 and the five students for 2011-2012. She has also taken the lead in consulting with students about their Global Perspective Experiences. Responsibility for the Reflection Year students has been divided between Ann and Maylanne. Throughout Scott has provided administrative support and exceptional competence (as well as comic relief). This year, also, involved organizing reading packages electronically

which involved/s a fair bit of experimenting and support to students. Recently, the Program Staff have held a number of meetings to contemplate a number of the big picture questions and possibilities about the program. With the Program Committee, we are in the process of visioning new directions, and assessing our capacity, for short-term educational programming/projects and other possible ventures.

Administration

Even a small organization, such as ours, demands a high level of administration. And our staff offers a high level of proficiency in their work. Administrative Assistant, Liz Bachmann, is involved with a myriad of accounting and financial tasks in her role. As well, her responsibilities include: supporting Council, taking staff meeting minutes, managing property concerns, ordering office supplies, providing reception and offering hospitality, and liaising with rental tenants. She handles all these roles with grace and dedication, and always concern for others! Gary Dean, from Ryan Rawluck, CGA continues to provide part time accounting services and book-keeping training. His gentle and knowledgeable presence in the office is



*Marc Desrosiers
Development &
Community Relations*



*Liz Bachmann
Administrative Asst*



*Scott Douglas
Program Administrator*

much appreciated. Over the past couple of years, Ann has taken on, with the Treasurer and Finance Committee, a great deal of the responsibility for the Finances. She has been coaching and training Maylanne to take on this work in the near future. In the area of Development and Community Relations, Glenda was with us for the first few weeks of the year. Since March, and Marc has taken on these responsibilities. He has initiated a remarkable number of projects: developing and distributing new promotional brochures and materials, composing and circulating the bi-weekly e-newsletter *Common Threads*, pitching grants to a number of organizations, launching the PAR campaign, planning for the 120th Anniversary Reunion, and working on the (very successful!) annual appeal. On top of his Program administrative duties Scott has managed the library and much of our computer needs, including the web site. As registrar he also tends to student records, UCC documentation, and liaising with other educational institutions.

Public Events

Several public events were held over the course of last year. In the spring, the annual Graduates Banquet and the Annual Service of Celebration coincided with the Integrating Year and Educational Ministry Year learning circles, and the Face-to-Face Council Meeting, as well as the honouring

of the 2011 Companion of the Centre. In addition, this year, a farewell tea was held to say thank you to Charlotte and the Celebration of New Ministry service, on October 2, was an opportunity to welcome Maylanne and pledge our commitment to the staff team. A couple of noon time learning open-to-all sessions were held this year. During the month of November, reception events were organized for Ottawa and Toronto with Marc and Maylanne in attendance; Ted was able to represent CCS at a similar event in Edmonton. The Annual Christmas Carols and Cookies open

house was held in early December and was well attended.

Thank you for this opportunity to serve in this work.

With respect from your staff team

Liz Bachmann, Administrative Assistant

Marc Desrosiers, Communications and
Development

Ted Dodd, Program Staff

Scott Douglas, Program
Administrator/Registrar

Ann Naylor, Program Staff

Central Council

from the Co-Chairs of the Central Council, Jim Boyles & Carolyne Bouey Shank

We have had the privilege and joy of co-chairing the Central Council over the past year. The Council has worked hard, faced issues creatively, and has overseen the Centre's work in a good year, one in which there was both change and stability. Chairing has been an easy task, as the members share in leadership and in wisdom.

We are grateful for Charlotte Caron's leadership as Acting Principal for the first eight months of 2011. She fully grasped the reins, immersed herself in the issues of administration, worked collaboratively with the staff and represented the Centre to the community at large with a smiling and competent presence. We will honour Charlotte in March as the Central Council has named her as a Companion of the Centre. Thank you, Charlotte.

Canon Maylanne Maybee, a deacon in the Anglican Church was appointed Principal of the

Centre and took up that position in September. She has brought her commitment to diaconal ministry, her profound knowledge of the Anglican systems, her personal enthusiasm and energy to the Centre, and has begun work as part of the staff team, learning on the way from Charlotte, Ann, Ted, Scott, Liz, Marc and many others. Welcome, Maylanne.

The Search Committee deserves our thanks for their work last spring in advertising the Principal's position, receiving and reviewing applications, interviewing and finally recommending Maylanne to the Central Council for appointment. They worked diligently and successfully completed their work by summer. The members were Walter Deller, Patty Evans (Chairperson), Marcie Gibson, Ann Naylor, Debra Schweyer, Marilyn Shaw. Thank you, all.

Meanwhile, our wonderful staff ploughed ahead with the ongoing work of the Centre, supporting students in their journeys of learning and growing, assessing, teaching, administering, promoting, interpreting and all the while

adjusting to changing circumstances, particularly the entry of a new team member, Maylanne. The Centre's strong reputation is built on the long term work of our staff, and our recent graduates have strong, positive memories and ties to the staff. Thank you, Ann, Ted, Scott, Liz, Marc and Maylanne.

One of the more recent joys of working with the Centre is the good shape of its finances. This past year, under the watchful eye of our Treasurer, Brian Fauschou and the Finance Committee our financial situation is stable, our budget close to balance, our reporting patterns strengthened, our endowment fund in place, more clarity around bursaries and a sense of confidence within the Council as we move forward. The annual financial campaign in the fall was very successful, and with the creative leadership of Marc Desrosier and the Development and Communications Committee a total of \$47,500. Well done!

Since the last Annual Meeting the Central Council has met ten times, with one face-to-face meeting in April, the others by teleconference. We've developed an agenda style that will help to focus on the most important questions or issues at each meeting, rather than a more passive approach to simply receiving reports from the various committees. The reports are received, and when proposals or ideas are put forth, they receive the Council's full attention. When we meet next in March 2012 we'll try to develop some specific goals for the next year.

One of the high points each year is the Council's appointment of Companions of the Centre. Last year Mary Moore was installed as a Companion at the Service of Celebration in April, and in November the Council appointed three eminent



*Carolynne Bouey-Shank
and Jim Boyles*

persons to be Companions. Barbara Barnett and Charlotte Caron will be installed at the Service of Celebration in March, and Caryn Douglas at the homecoming/anniversary weekend in October. In naming Companions, the Centre is honouring those who have made a special contribution in diaconal ministry and to the life of the Centre. Thank you for your work, Barbara, Charlotte and Caryn.

Marlene Carscallen resigned from the Council, and was replaced by Frank Tyrrell, a deacon in the Anglican Church, living in Peterborough, Ontario.

Irene Rainey will be leaving the Council after having served two 3-year terms. Thank you, Irene, and we look forward to finding other ways in which you can support and participate in the life of the Centre.

It is a privilege to have student representatives on the Central Council and we thank Vicki

McPhee for her participation as she leaves also upon graduation from CCS in March.

Also, Mary Ann Pastuk is leaving her position as Chairperson of the Program Development Committee. We appreciate the quiet and thorough leadership that she has given with the committee.

Finally, thanks to all the Council members who have been faithful in attendance, free in contributing their wisdom, and loyal in furthering the goals of the Centre.

In 2012 we look forward to an exciting year of continued learning, more students, ongoing financial stability, a great 120th anniversary weekend in October, and of course, new and unexpected challenges that always seem to emerge.

Carolynne Bouey Shank and Jim Boyles, Co-Chairs

Student Representatives Report

From Mark Laird and Vicki McPhee, student reps to Central Council

Another year has come and gone and the student body at CCS moves along as well. Last spring saw the graduation of another IY year with Debra Kigar, Vicky Aldersly, Kimiko Karpoff, Mary Elizabeth Piercy and Mary Elliott graduating. This past fall saw 3 new students

come to circle with another returning after a few reflection years.

This past summer there was a GPE undertaken by three of our current IY students to Peru to study Human Trafficking the trip was good, but unfortunately they didn't learn very much on their topic of study.



2011-2012 Pastoral Care Year

All current IY students have been approved by their respective Conferences in the United Church and so all that is left for them is to graduate in about a month.

Some of the students put together a presentation on Diaconal Ministry at a United Church conference this summer, which was well received by the participants.

Life for us continues at the little yellow house in Winnipeg. We work hard learn lots, and continue to have fun both with each other in our learning as well as with our instructors. I feel like I can speak for the student body to say that we are pleased to have a permanent

position of Principal filled, and Maylanne is doing a fine job.

We have good student representation on many CCS bodies and committees. Vicki McPhee will be stepping down as student representative to Council, and replacing her will be Jackie Vant Voort. Mark Laird still has one year left on his term.

From all the students, thank you for all the work that everyone does, so that we can have this wonderful learning experience.

Submitted by Mark Laird

Finance Committee

Members: Jamie Bradshaw Heather Collingridge, Ken Phernambucq, Tim Sale, Maylanne Maybee, Ann Naylor, Liz. Bachmann, Brian Faurshou

We have been blessed with a committee with exceptional members who work in unison with the committed staff. The previous finance committee and Charlotte Caron established a substantive foundation to move forward into 2011. We are fortunate to be in a good place at an exciting time.

Notable Events:

We have concentrated on:

1. Obtaining reliable monthly financial information and integrating a new accounting system to suit our needs.
2. Resolving the complications of the bursary award procedures.

3. Establishing updated criteria for the investments held by CCS. This resulted in a new investment policy, which has been approved by Central Council and became effective January 1, 2012.
4. Improving the records for bursaries and tuition.
5. The benefits of obtaining grants for the Smart boards and water conserving dishwashers and water closets.
6. Improving co-operation with the working groups under Finance's umbrella.

At the present it appears that, for the first time in a few years, we are projecting a small operating budget surplus for 2011. In addition, for 2012 the operating budget forecasts a small surplus. This is encouraging, but we still operate very close to the line. Therefore we must be creative in growing the Centre for Christian Studies.

We cannot relax we need to continue to be vigilant about expenses, maintain our donation levels and ensure that our investments continue to fund 20 percent of the operations.

This has been a year of enthusiasm and optimism. It is with faith and willingness we look forward to CCS's future. There will be work to be done and challenges encountered but we are invigorated by the work of the finance committee.

At the present it appears that, for the first time in a few years, we are projecting a small operating budget surplus for 2011.

In 2012 we are looking to improve the process for awarding bursaries, to be more involved in the oversight of the investment portfolios of CCS, to establish renewed ethical criteria for our investments, and we need to align our spending and income with the Centre for Christian Studies' values of faith, education, theology, justice and affirmation.

Respectfully submitted by Brian

Faurschou

Development Working Group

Members: Cathy Campbell, Ross Taylor, Brenda Curtis, Nancy Fraser, Marc Desrosiers (staff / Convener)

The Development Working Group held several meetings throughout the year, primarily with a focus to revisit and refocus fundraising strategies at CCS. Marc Desrosiers had entered the position in March and had come with a wealth of fundraising experience; the group was anxious and receptive to discuss, ponder and support new and achievable initiatives.

Primary activities have included:

- Timely receipting of all donations, sent along in a personalized thank you card;
- A summer PAR-growth initiative;
- A Fall'11 Campaign of 10-weeks in duration: mid-October to December 31;

- External grant solicitation: currently we have grant applications for funds totaling approximately \$ 65,000 pending decisions;
- Monitoring status of Endowment pledges outstanding. This involves contacting the donors who have outstanding pledges; ensuring that we both have a correct understanding of the balance owing; and discussing a comfortable date by when we could anticipate payment in full on their pledge.

Results:

- PAR donors grew by twenty (20) over the summer months, and an additional five (5) signed-on during the Fall campaign. There are now 51 PAR donors to our operating fund and 29 PAR donors contributing to the Endowment Fund, for a total of 80 PAR donors at this time;

- External grant solicitation resulted in two (2) grants received from The Winnipeg Foundation: \$2,500 Econo-Grant to replace two sets of toilets and two dishwashers at CCS, as well as a \$10,000 Community Grant to purchase two “SMART” boards (advanced teaching technology);
- The Fall’11 Campaign was a tremendous fundraising initiative, with over 213 donors participating and over \$47,507 raised over the 10-week period; all donors received a handy 2012 pocket calendar/notepad in recognition of their gift.

Looking ahead:

- The Endowment Campaign wrap-up in 2012;
- A Spring’12 campaign focused on lapsed donors and Friends;
- Enhanced external grant solicitations to organizations which have past records of

contributing to organizations similar to that of CCS;

- We are excited about the possibility of working in conjunction with the UCC Philanthropy personnel and the UCC Manitoba & Northwestern Ontario Conference;
- A repeat of the Fall’12 Campaign’s effective strategies (and results);
- Continued growth of our PAR donors;
- Functional enhancements with our internal database (eBase);
- New / additional volunteer Friends added to the Development Working Group in 2012.

Respectfully submitted by Marc Desrosiers,
Convener

Property Working Group

Members: Brenda Friesen, John Drewitt, Lynda Endicott, Liz Bachmann (staff)

Highlights:

The Property Work Group met seven times in 2011. All members have agreed to continue until spring of 2013. However, we have contacted the Volunteer Recruitment committee requesting more members now for



60 Maryland Street

two reasons: to ease the load of the existing members as they juggle their busy personal lives; and to start the 2013 year with at least one member who is familiar with the CCS property when a new work group begins in 2013.

Through *Common Threads*, the work group extended an invitation to the CCS community for help at two

work bees – one in June & one in September. Unfortunately no one responded.

Quotes have been obtained for shingling the roof, painting the exterior of the building and a new photocopier. It is our hope that some of these expenses may be covered by grants.

Major tasks completed by the Property Work Group in 2011:

- Painted wheelchair access ramp landing & front steps
- Ramp metal railing was secured & painted
- Repaired back south side fence
- Installed two safety handrails at side entrance

- Purchased two energy-efficient dishwashers
- Purchased two energy-efficient toilets
- Purchased one -efficient refrigerator
- Pavestone steps were leveled at side entrance stairwell
- Renters found for southeast corner room
- Baseboard heater in front office replaced
- Meeting room chairs repaired

Respectfully submitted by Liz Bachmann

Bursary Working Group

Members: Kay Dean, Ken Phernambucq

Highlights:

The work of this two person committee, under the umbrella of the Finance Committee, is to receive, consider and award bursaries to CCS students. This is done twice a year, for the June intake students and followed by the September intake .

This committee utilizes a standard application form that, hopefully, provides a level playing field for consideration of the bursary requests. This frees the staff from making bursary grant decisions where they know the students personally and academically.

This committee receives direction from the principal regarding the mandate of the committee, and the amounts available for distribution. A lot of work is done by the principal and treasurer to ascertain how much money is available from the various donor funds and the United Church of Canada. The money is considered as a unified pool of funds.

In June 2011 six students were awarded bursaries and four received bursaries in September. Some monies are withheld for emergencies. It was needed and given out in 2011.

Summary:

Students are informed by staff of the deadline for bursary applications prior to June and

September of each year. Office staff receive, scan and send the applications via email to the committee. Using the mandate we endeavour to distribute the funds as equitably as possible. No process is perfect.

We inform the principal of our decisions, who in turn, informs the students.

This is a small task in the overall work of CCS. We do it from far distances and via technology

(inexpensively!) , hoping that it is a valued service for CCS.

Several students have expressed their thanks for the bursaries. One has expressed the need to thank a specific donor, but the funds are pooled. Students might be encouraged to thank the CCS Council which administers the entire bursary portfolio.

Submitted by: Kay Dean and Ken Phernambucq

Human Resources Committee

Members: Debra Schweyer (Convener), Janice Goldsborough (secretary), Chris Hutchison-Hounsell, Paul Hagerman, Wanda Yamamoto, Charlotte Caron (Acting Principal, until August 1), Maylanne Maybee (Principal Designate, now Principal)

Highlights of the Work of the Committee

Given the turmoil of the previous year, 2011 seems almost tame by comparison! Here's the nitty-gritty:

- Search Committees were created to hire a new Principal and to hire a new Development and Community Relations Coordinator.
- Job descriptions were examined and re-written and agreed upon.
- Once searches were complete, there were terms to agree on, letters of offer, expenses, timing, benefits, forms and more forms.....etc., etc., etc.....
- We welcomed Marc Desrosiers to the new Development and Community Relations Coordinator position (he quickly settled in

to his job, making connections and building relationships, and enthusiastically becoming part of a team)

- We bid a fond farewell and hearty thanks to Charlotte Caron for her support
- we were pleased to be involved in welcoming Maylanne Maybee to the CCS staff as Principal designate (before Megan's end date of September 11), then as Principal. Maylanne hit the ground running and, with her wealth of experience, has quickly sorted out the many pieces of work that are part of her portfolio, negotiating with team members and becoming at home in this new role
- policy review around vacation, paid leave, sick leave
- Review of Continuing education guidelines and encouraging staff to make full use of the time available to them
- ensured that payroll/benefits are being handled effectively
- exit interviews with

- Glenda Knoll
- Charlotte Caron
- Megan McKenzie
- Attempts were made at various times to review other policies, and this continues to be a goal of the committee, but we often found there were too many other issues taking priority.

Reflections: the work of this committee has been heavy, but made possible by the amazing contributions of every person who was part of the process. Members of the committee and members of staff have spent time listening to each other and speaking our hopes and fears. In listening to the concerns and hopes of staff who were leaving CCS and sharing the excitement and vision of new staff members, I think we have all felt inspired in the work that we do. Each of the staff members of CCS has been patient and strong amid the many challenges of an “in-flux” institution. I believe that the staff and friends of the CCS are in a great place right now and I hope and pray that we all continue live our faith in the best ways we can.

I believe that the staff and friends of the CCS are in a great place right now and I hope and pray that we all continue live our faith in the best ways we can.

Expressions of thanks: Oh, my... where to begin... I have said before that this committee

has been blessed with wonderful people... talented, skilled, thoughtful, committed: Janice and Paul are continuing members who will continue to bring their expertise, patience, and humour to work of the HR committee with wit and wisdom, compassion and insight; Wanda was with us for a short time due to job and family constraints, but brought a wealth of experience; Chris has retired from the committee, but spent countless hours offering her expertise on payroll and benefits information and forms upon more forms; Charlotte, the ever wonderful, ever patient, ever insightful... how does one begin to give thanks for the time and energy and passion that she shared with us – on this committee, but also with the broader community of CCS; Maylanne brings new hope and vision to the life of the Centre and all of us who are part of it. Her attention to details, knowledge of the history and passion for the future bring us all new life.

I am grateful for my time on this committee, and grateful to be saying Au Revoir!

Submitted by Debra Schweyer (outgoing Convener)

Harassment Advisory Working Group

Members: Gary Clark, Marilyn Boyd, Dorothy Naylor, Lynda Gow

Highlights of the Work of the Committee

- We met twice last year by conference call;
- A power point presentation that introduces the harassment policy to the students at the learning modules has been a focus of

our work; this would serve as an alternative for the times a committee member cannot attend the LDM;

- We relate to the Human Resources Committee and forward our minutes on from our two yearly meetings.

Summary of future agenda items:

- We continue to work on the media presentation.

Reflections: We value being a part of the work of this important committee and are very aware that it is essential to keep the purpose and policy of the committee before the staff,

students and volunteers at CCS on a continual basis.

Membership: Gary Clark is on a leave of absence from the committee while he serves his term as Conference President. Appreciation is extended to the principal, Maylanne Maybee who is our staff contact when needed and to other CCS staff who are readily available as a resource when needed.

Submitted by Lynda Gow

contact for the Harassment Working Group

Program Committee

Members: Vicky Aldersley (Student Rep. to June 2011), Michelle Creedy (Student Rep. to March 2011), Alice Watson (Student Rep.). David Fletcher, Elizabeth Smyth, Lori Stewart, Marilyn Shaw, Gordon Shields (to June 2011), Mary Ann Pastuck

Very sincere thanks to all the members of the Program Committee, Charlotte Caron, Acting Principal, Ted Dodd and Ann Naylor Program Staff, Maylanne Maybee, Principal, Scott Douglas and other Administrative Support Staff, for their commitment and support and for the skills they bring to the work of this committee. We sincerely wish Vicky well in her new pastoral relationship and Michelle all the best as she continues her studies. We express our appreciation to Charlotte for her

wisdom, skills and guidance as Acting Principal, and Gordon for his commitment to and work on the Program Committee and also for the wisdom he brought to each meeting. We are also grateful and express our appreciation to Elizabeth Smythe for the time she spent on the Committee and for her thoughtful, challenging questions and also for her wisdom.



The Committee continues to work on and develop policy around Prior Learning Assessments. A

timeline to enable this policy to be written has been developed with the goal to have it completed in 2012.

A Short Term Programming Proposal was developed and circulated in March. Committee members have and continue to contact people

who might design/lead a short term program. To date one proposal has been received for a continuing education course, *Faith Conversations with Integrity* and work is progressing to have the program happen. Mindful Munchin' lectures occurred in January, February and March. This program and its purpose will be reviewed in 2012.

As well as the Leadership Development Module that took place in June with seven participants, a second was held in Tatamagouche with five participants attending. In 2012, the Winnipeg LDM will take place August 13-25, 2012 with the goal of recruiting teachers and those looking for a continuing education event. A second LDM will be hosted in the BC Lower Mainland in June. Much of the groundwork has already been done for this event.

Chaplains will be re-introduced at the learning circles. Advertising to recruit chaplains will happen in updates, on the website and by word of mouth.

The Joint Agreement between the Centre and St. Stephen's College has been reviewed and amended and will be presented at the January 2012 meeting of Central Council for approval. The Joint Agreement with the University of Winnipeg will be reviewed in 2012.

The Guidelines for Readiness have been reviewed and amended by Ted and Lori and are now being circulated among the staff and students for their input before becoming policy.

The Program Committee expresses deep appreciation to the staff as this past year has been one of a heavy work load and we also are grateful that Maylaine will assume some of the program work.

Again, I express my thanks to all involved in the Program Committee, for their care and support and for the collaborative way in which we work.

Submitted by Mary Ann Pastuck

Awards Working Group

Members: Jim Boyles (chair), Barbara Hansen(student), Marion Pardy, Ted Dodd (staff)

The Awards Committee met twice in 2011 to review the various funds available for awards and scholarships, to make grants where appropriate and to nominate Companions of the Centre to the Central Council.

Martha Turnbull Trust Fund - No grants were made from this Fund. (to be used to assist students at CCS)

Emma Kaufman Fellowship - No grants were made from this Fund. In 2011 the accumulated funds available surpassed \$10,000, and the fellowship was advertised but no applications received. One enquiry expressed concern about the requirement that the overseas project be "over an extended period of time", since that wouldn't fit for someone taking a normal sabbatical. The committee does not recommend changes to accommodate this concern

Further advertising will be done, with the intention of considering applications in spring 2012.

Gertrude Rutherford and AJW Myers Scholarships - The Gertrude Rutherford Scholarship Fund was established April 25, 1962, in memory of Gertrude L. Rutherford, Principal of the United Church Training School (1934-1946). The income from the fund provides an award for graduates of CCS or its predecessors, proceeding to a degree in Christian (religious) Education on the basis of recognized ability and academic standing.

Established in 1968, the Dr. AJW Myers Scholarship Fund is to provide an award for post graduate work in religions education.

In 2011, the committee approved one award from these Funds:

An award of \$1,200 was made to Lori Stewart to assist in the final stages of preparing and defending her thesis. She is registered in the joint program of the International University of the Caribbean and the University of Sheffield in the UK, pursuing a doctorate in education (EdD). The topic is "*Once upon a spiral: the story of the Centre for Christian Studies Action Reflection Model*".

Companions of the Centre

The committee submitted three nominations for Companion of the Centre, which the Central Council accepted:

Barbara Barnett - In living her ministry, Barbara weaves together the three stances of the

Centre for Christian Studies- that all life is relational and interdependent; that learning is a process and discipline that encompasses the whole person and that because we believe that creation is holy and sacred, we commit ourselves to speaking and acting in ways that will promote wholeness and peace. One example is her recent contribution to (Carolyn McDade's) Widening Embrace CD recording project in which she gives voice to the creatures and other life forms that inhabit the earth, discerned through shared journeying with a wise woman of aboriginal spirituality and expressed creatively through images, sounds and stories.

She has lived her faith providing spiritual care in hospital and care facilities. Barbara brought together groups for the wellbeing of the whole community. As Coordinator of Spiritual Care, Deer Lodge Centre, she liaised with

community religious representatives to ensure spiritual needs of patients/residents were met and developed the proposal for the enlarged interfaith Worship Centre. She was a member of interdisciplinary teams and she created and co-facilitated small group opportunities to meet specific needs (grief support, psychotherapy, unit-based memorial services, stroke support). She supervised and provided spiritual care educational opportunities for chaplains, volunteers and students.

Barbara sought out specialized Labyrinth education and became a certified Veriditas facilitator. She now uses Labyrinth as a vehicle to enable spiritual development through



Barbara Barnett

workshops and special seasonal rituals. Her creative approach brings the Labyrinth experience alive for many participants.

She has shared her considerable gifts with CCS in different volunteer capacities. Her first encounter was through work with the joint Anglican/United Youth Ministry Training Program Steering committee at CCS in the early 1980s. Barbara co-chaired the Centre's Central Council and in that capacity was described as a team player, a person who treated those she worked with great respect, and a person who acted with integrity. She encouraged the Council to be responsive to the needs of the churches but not to be intimidated by the demands of the churches. She was a member of various groups and committees including the Anglican Task Group, the Development Committee, the Volunteer Recruitment and Support Committee, the Forward Planning Task Group, and the Endowment Campaign and still found time to be a learning circle resource person and a vocational mentor.

We are delighted to recommend Barbara Barnett as a 2012 Companion of the Centre.

Charlotte Caron - Charlotte has led a full and exciting life, much of it in ministry in one form or another within the United Church of Canada. She is a graduate of the Centre (1972) and more recently has served as a member of its Central Council. She also became Acting Principal of CCS and served with dedication and distinction in this capacity for over a year and a half (2010-2011), at a time when there were budget and staff challenges. Her attention to detail,

particularly to a revamping of the By-laws and governance structure has set CCS on a course which supports both its teaching work and its community enhancement. Her work was deeply appreciated by the staff and the CCS community.

Charlotte grew up at Strathclair, MB. She began her diaconal ministry in shared ministry in BC where she served in three parishes/congregations with Anglican and United Church partners (1972-81). A very important part of her career was spent at St. Andrew's College in Saskatoon, first as professor of pastoral theology (1982-2003),

and as co-president (1993-98) and academic dean (2001-03). Her concern was for the students and their education in preparation for ministry. Her pioneering work in the area of feminist theology contributed to new understandings in the College and in the United Church.

Along the way she earned an M.Div. at the Vancouver School of Theology (1978) and a Ph.D. at Union Institute (1991). She has also written in the areas of feminist theology, worship, disability and feminism.

Expecting a quiet retirement, including time for her favorite activity, birdwatching, she moved to Winnipeg in 2004, but she couldn't resist the call to return to theological education through The United Theological College and the Centre for Christian Studies. Charlotte has provided sound and cheerful leadership throughout her working life, and is continuing her service now in retirement. We honour Charlotte through



Charlotte Caron

this nomination for her outstanding diaconal leadership and her commitment to the life and work of the Centre.

Caryn Douglas - One might query, “When has Caryn not been a Companion of the Centre?” Certainly, her “companionship” has been evident since her student days, 1986 – 1989. From the beginning Caryn’s pastoral care was evident, especially with new students, and her enthusiastic embrace of the Centre’s mission of social justice, education and pastoral care was contagious. In her final year as a student, she became a Sessional Teacher in the Diploma and Continuing Education courses, and continued upon graduation and commissioning as a diaconal minister in 1989 until moving to Saskatchewan in 1991.

Her years as Principal of the Centre from 1998 to 2008 called forth her gifts of ministry, leadership and organization. During the relocation challenges from Toronto to Winnipeg and the transitional challenges from residential to distributed learning, her visionary commitment enabled her to minister and to lead with sensitivity, strength, courage and wisdom. A combination of concern and wisdom led her to reach out to the alumni, desirous for them to view themselves as an integral part of the vibrant, living community of the Centre for Christian Studies. Engaging the Centre in a major capital campaign moved her into adventuresome continuing education, networking and progressive thought with the result of building a solid foundation for the Centre financially and programmatically.



Caryn Douglas

Academically, Caryn shone in intelligence, innovation and imagination with her BA (Victoria College, University of Toronto 1981), a Diploma from the Centre for Christian Studies (1989), a MRE (St. Michael’s, Toronto 1991) and a Doctor of Ministry (St. Stephen’s College, Edmonton 2009). These gifts were further demonstrated in her McGeachy Scholarship Award in 2010. Both her D.Min thesis and her McGeachy Award focused on her passion for and commitment to the Centre’s mission: the “disjoining” of Deaconesses when they married (D.Min) and research into the history of United Church of Canada Deaconesses from 1897 to 1980.

Her ministry is local, national and global, with social justice, education and pastoral care as major components of all ministry and leadership. Caryn, throughout her ministry, has been a Companion of the Centre and a Companion of all those (students, staff and alumni) who care about the Centre; the goodness in its past, the mission of its present and visionary possibilities of its future. We recommend Caryn as a Companion of the Centre for her exemplary, strengthening, compassionate ministry to the Centre’s past, present and future.

Barbara and Charlotte will be honoured and their companionships conferred at the annual Service of Celebration, in Winnipeg on March 25th. Caryn will be honoured at the homecoming/anniversary weekend, Oct. 12-14.

Submitted by Jim Boyles, Chair

Library Working Group

Members: Linwood DeLong, Scott Douglas (staff), Diane Dwarka, Barbara Roberts

Highlights of the work:

The Library Working Group met twice in 2011, to review library activity. We oversaw a network-wide upgrade of the webOPAC system that handles the online catalogue for CCS and its library partners (University of Winnipeg, Canadian Mennonite University, Booth College, etc.). We added 66 items to the CCS collection in 2011 and did some weeding as well. We also received donated books. Books that were weeded or donated books that we didn't need were made available for students to take home. All remaining books were taken to the book sale at the meeting of Manitoba & Northwestern Ontario Conference.

We are grateful to the Program Staff who make recommendations of books to purchase, and to Susan Ronquillo and her associates at the University of Winnipeg who kindly look after the cataloguing for us.

In 2011 we did a thorough shelf check, with the help of a volunteer, recently immigrated from Ethiopia with a background in library work, who was looking for Canadian library experience. The shelf check took more than a month. In the process we discovered that some books had been mis-labeled, or mis-catalogued, or simply put away in the wrong place. (My favourite was a commentary on the biblical book of Job that was filed with books on jobs and occupational issues.) As a result of the shelf check, 35 books were re-catalogued, 93 were re-labeled, and 84 were removed from the catalogue.

The library continues to be a source of information and resources for students from CCS and our partner libraries. Last year we introduced a "Friends of CCS" borrowing card, for a one-time \$25 fee, to extend library access to our wider CCS community. Since most of the library users are at a distance, we provide mailing service and pre-paid return labels.

Respectfully submitted, Scott Douglas

Communications and Promotion Committee

Members: gwen McAllister (student rep and Chair), Bob McMillan (editor of *Tapestry*), Keith Simmonds, Ken DeLisle, Dave Robinson, Scott Douglas and Marc Desrosiers (staff).

Added in 2011 to the committee were: Gwyn Griffith and Helen Reed

Tapestry Working Group members: Ken DeLisle; Glenda Knoll, then Marc Desrosiers in March (staff); Bob McMillan (editor); Marguerite Watson (see separate report from the *Tapestry* Editorial Working Group)

Highlights:

2011 continued as a year of transition in terms of new challenges, new ideas, new opportunities and new initiatives both in the current year of 2011, as well as looking (and planning) ahead to the 120th Anniversary year in 2012. Hence, the time was right to pause and conduct an internal audit as to communication benchmarks and areas in need of continuous improvement. The Committee quickly embraced that spirit and agreed to invite and welcome Gwyn and Helen into their ranks; this added further depth and experience to an already well-functioning group.

Some of the special events and other initiatives undertaken during the year included-

The Annual Service of Celebration and welcoming of the newest Companion of the Centre were held on April 03, 2011. Five graduating students -- Vicky Aldersley, Mary Elliott, Kimiko Karpoff, Debra Kigar and Mary Elizabeth Piercy -- along with the most recent Companion of the Centre, Mary Ellen Moore, celebrated together at the St. George Crescentwood Anglican Parish in Winnipeg, along with 75 family members, friends and other dignitaries, including The Rt. Reverend Don Phillips, ACC Bishop of the Diocese of Rupert's Land.

Mindful Munching at CCS house took place on May 6th with Lynda Trono who took the time to speak to the assembled guests about interfaith relations, and particularly about the meeting of

the Parliament for the World's Religions which she attended in Melbourne, Australia in 2009.

A farewell for Acting Principal, Charlotte Caron took place at CCS house on June 29, when over 40 guests took the opportunity to drop by and bid a fond farewell to Charlotte. Additionally, many goodwill e-messages were received for the occasion.

A Celebration of New Ministry was celebrated on October 2nd at the St. Matthew's Church in Winnipeg, welcoming the CCS new Principal, Maylanne Maybee. The Most Reverend Fred Hiltz, Primate of the Anglican Church of Canada and the Reverend Bev Simpson, President of the Conference of Manitoba and Northwestern Ontario, representing the Moderator of the United Church of Canada, along with over 90 guests, staff, some students and dignitaries, worshiped and welcomed Maylanne to CCS.

CCS out-of-town meet and greet events held during November, when Maylanne and Marc Desrosiers travelled to Ottawa and hosted an evening event which drew a pleasant group of 16 guests; then a couple of weeks later, held another event on a cold and blustery evening in Toronto, where 26 guests, including two Companions of the Centre. Additionally in November, Ted Dodd took advantage of a trip to Edmonton to be joined by 10 diaconal guests for an evening meal and conversation. More of such events will be held in 2012, as circumstances allow.

Enhanced content and distribution of the bi-weekly e-newsletter *Common Threads*.

This is distributed bi-weekly to over 1,200 Friends of CCS, building community in the CCS constituency among grads, students and many others associated with the Centre. Readers provide a constant source of support and praise for the varied articles and tid-bits of news from CCS.

Creation of a new CCS information kit was readied for September. Over 400 kits have since been requested and distributed for information. The intention is to revise this publication for 2012 and to have a ready source for distribution far and wide.

Other CCS promotional items produced and enjoyed in 2011 included a new candle, as well as a 2012 pocket note pad and calendar, the latter being a thank you gift to our 300+ donors for their support and gifts. New and certainly inexpensive items (as tokens of our appreciation) are being considered for the year ahead.

The CCS website continues to be popular among our community with its enhanced visuals and content. The Website and Technology Friends reported that

*1892 - 2012
120th Anniversary*



*Come join the celebration
Oct. 12-14, 2012
in Winnipeg*

the CCS Website blog and Facebook page continue to be good sources for connecting with folks. In 2011 the CCS website (www.ccsonline.ca) got 8,103 visits, and 22,867 pages were viewed. The most popular pages were: the CCS Program Overview, the Staff, What is Diaconal, and the LDM. There were 5,636 visits to the CCS blog for news and reflections. The most active month was March, around the Annual Service of Celebration, with many people leaving messages for the Grads and Companion on the blog. Our Facebook page has 128 people who “like it”.

The Committee dedicated thought and prayer towards **the 120th Anniversary** and Homecoming celebration in 2012. More on this event planning throughout 2012, with the gathering planned for October 12-14, 2012

gwen McAllister stepped down mid-way through the year in preparation for a birth in their family. Ken DeLisle adeptly stepped in to become the Acting Chair of the Communications and Promotions Committee, as well as the Acting Convenor of *Tapestry*. We take this

occasion to thank both gwen and Ken, as well as all members of the Committee and its Working Groups. We anxiously look forward to 2012 – our 120th!!

Respectfully submitted by Ken DeLisle and Helen Reed

Tapestry Editorial Working Group

Members: Ken DeLisle; Glenda Knoll (staff), then Marc Desrosiers in March (staff); Bob McMillan (Editor); Marguerite Watson.

Highlights:

2011 was a transition year of staff and volunteers involved with *Tapestry*. Staff liaison Glenda Knoll left CCS in February, and Marc Desrosiers arrived in March. Editor Bob and Marguerite both ended their involvement after the Fall '11 issue, citing hectic work-related schedules, leaving Ken DeLisle and Marc Desrosiers to think strategically of the year ahead, and of the voids to fill. We are pleased to report that recruitment of other talented individuals to replace those losses has taken place, and we are 'good-to-go' into 2012.

Tapestry was issued on three occasions in 2011: Winter, Spring and Fall, and in keeping with the format revamped in 2010. The print version was issued only in black and white and is mailed to 1,572 recipients. An additional 500 copies are

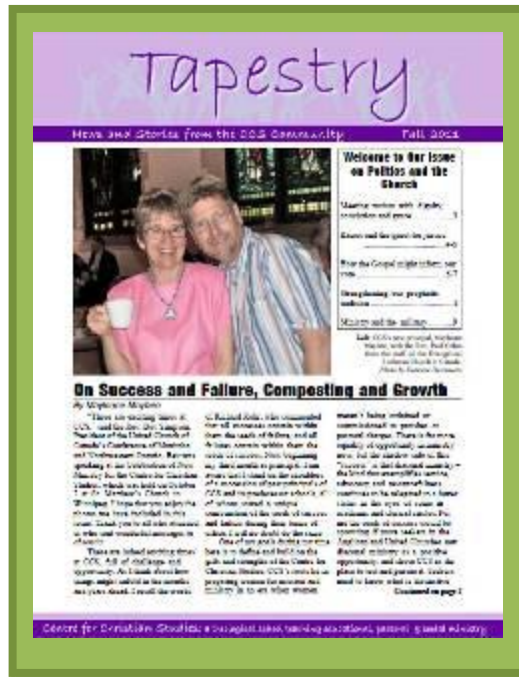
printed in b&w for distribution at special events .The electronic version of the newsletter is in color and is available for viewing on the CCS website. The issues were thematic when possible. Additional cost-saving ideas are being considered for 2012 and will be discussed by the *Tapestry* Working Group, specifically: the reduction from 3 to 2 issues annually, as well as

other graphic, paper and layout modifications. Many positive comments were received through the course of the year, and we appreciated the feedback received.

Appreciation goes to the many individuals who have dedicated significant time to writing articles and providing valuable tid-bits of information; you are greatly appreciated. A specific note of heartfelt gratitude goes to former editor **Bob McMillan**, who

was ably assisted by **Marguerite Watson**. It was no small task, and they both served CCS nobly and with great professionalism. Friends, thank you from our heart.

Submitted by Ken DeLisle, Convenor



Planning and Governance Committee

Members: Patty Evans, (chairperson), Bob Osborne, Linda Murray, and Maylanne Maybee (Principal and staff support)

The Planning and Governance Committee has as its purpose to assist the Council in setting and monitoring its mission and planning, and to provide oversight of its records. In the second year of its existence, this committee has been engaged in a number of endeavours which are outlined below.

Highlights of the work of the committee:

Monitoring of the Strategic Plan

Regarding the responsibility to keep the Strategic Plan before the Council, the Planning & Governance Committee in consultation with the Principal has developed some questions for Central Council's consideration to enable monitoring of the Strategic Plan. These questions along with pertinent documents will be distributed to Council members prior to the meeting so that they may prepare responses that will enhance the depth of our discussion and encourage strategic thinking.

Evaluation of the Governance Model

After the first year of implementation, the Planning & Governance Committee developed an evaluative exercise in which the Council engaged at the Face to Face meeting in April 2011. Strengths and weaknesses of the newly implemented model were identified. (See summary at end of report.) While some detail issues were able to be addressed at the time, such as improved sharing of minutes, larger issues were also raised that required further

consultation. It became evident that a review of the effectiveness of each working group would be an important next step.

Evaluation of the Working Groups

In the balance of the year, the Planning & Governance Committee has worked to develop a questionnaire regarding the functioning of the working groups. These were distributed for each committee to assess the working groups under its purview. In addition, staff members were consulted by a member of the Planning & Governance Committee. The responses from these conversations/questionnaires have been considered by the committee and some recommendations to modify the current working group structure are being brought to this Annual General Meeting for decision-making.

Working Groups that report to the Planning and Governance Committee

There are two working groups under the purview of Planning and Governance: the Recruitment Working Group and the Volunteer Enhancement Working Group.

Through the year the Recruitment Working Group has been primarily involved in filling the various Council, committee, and working group vacancies. With the large number of volunteer positions in our governance model, this is a major task and we are very appreciative of the endeavours of this group. Their work will be summarized in the slate that is presented to this annual meeting. The Volunteer Enhancement Group over the past year has become largely inactive. As part of the working group

evaluation that is ongoing, there will be a recommendation coming forward about this important work of support and follow-up with volunteers.

Storage of CCS files and documents

In November Central Council made the decision to enter into an agreement with Manitoba Northwest Ontario Conference (the United Church of Canada) Archives at the University of Winnipeg for the storage of CCS files. This will provide both for proper storage and for accessibility for research, subject to policy guidelines that are being developed. We owe Gwenna Moss a large debt of gratitude for the invaluable expertise and great commitment of time she has given (and continues to give) to this endeavour.

The agreement itself was recently signed by the Principals of the respective institutions. A grant application has been submitted for the hiring of a summer worker who can assist with preparation of the documents for storage.

Revision of CCS By-laws

During the past year a task group was formed comprised of Bill Gillis, David Pait and the

Principal. Charlotte Caron began meeting with this group and presented some of their early suggested changes and clarifications to Council at the Face to Face meeting last April. Following the transition this summer, Maylanne Maybee has begun working with the task group, which has recently benefited from the legal counsel of Heather Dixon. Heather has identified several areas that require clarification. Bill Gillis will be attending the AGM to provide an update on this important work.

Agenda items for the coming year:

Strategic Plan Review

As mentioned above, this will take place at the Face to Face meeting in March. The outcome of that process will help to define future work.

Monitoring the Governance Model

In addition to ongoing assessment, care will be taken to ensure implementation of any changes that are approved in the current model.

Revision of By-laws

The work of the By-law Task Group will be ongoing during this coming year. Progress reports will be provided as they become available.

Ensuring that proper books and records are kept in order

All committees have been requested to submit minutes on a regular basis to be sent electronically to the Administrative Assistant, the Co-chairs and the Principal. Members of the Planning & Governance Committee review the minute books on an annual basis to ensure that they are in order.



Betty Marlin touring CCS

In regard to the new agreement regarding storage of files and documents, the committee will establish a task group to consider the establishment of an archive committee and how its mandate would be defined.

Further Comments and Reflections:

As the mandate of the Planning & Governance Committee is to “assist the Council in setting and monitoring its mission and planning”, it has been good to experience the openness and engagement of the Council with whatever the committee brings forward for its consideration. One of the strengths that was identified in the evaluation last April was the continuity of committee representation on the Council. That has enabled the Council to develop a sense of cohesion that serves to enhance the clarity of the Centre’s mission and to plan with vision. It is an exciting time to take part in the life of the Centre and to have the opportunity to contribute to its mission.

In our oversight role, we are observing with gratitude the energy and commitment of those serving on all of the various committees and working groups, as well as Council. We would like to underline the much appreciated support that the staff members of CCS have provided to all of these groups in the midst of already heavy workloads. Their grace and wisdom have been invaluable.

The members of the Planning and Governance Committee have

worked well together with complementary gifts and skills. We want to express our thanks especially to Charlotte Caron who has provided very helpful support and guidance to our committee as we have been finding our way into this work.

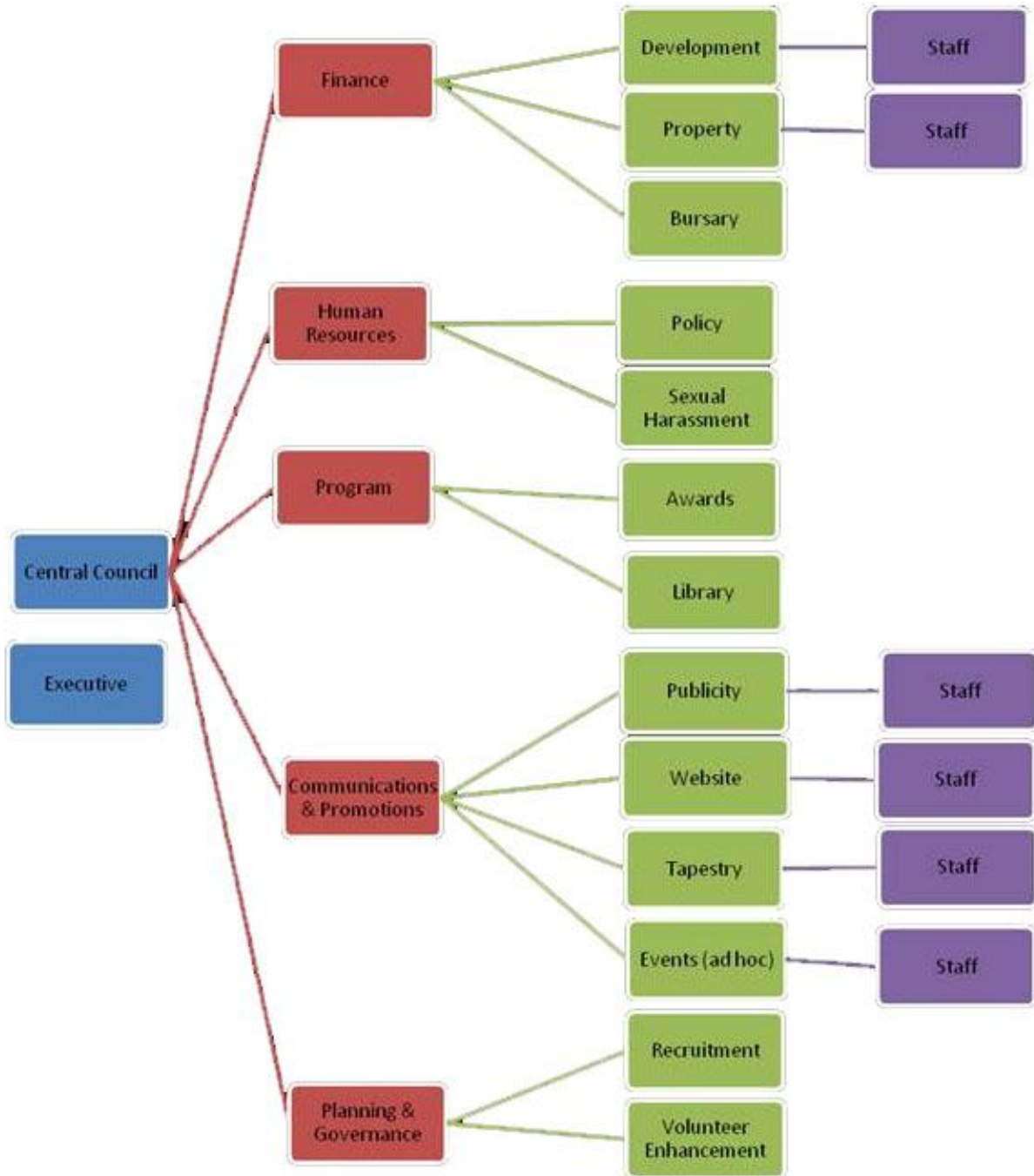
This has been a year of transition at CCS and for the Planning and Governance Committee, as we have had the change of Principals. We said goodbye to Charlotte Caron with great gratitude for her wisdom and guidance in our committee’s work. Then we welcomed Maylanne Maybee into her new role and have much appreciated her collaborative style and the challenge of new perspectives as we work together. We look forward to our endeavours together in the coming year.

Submitted by Patty Evans, Chairperson



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CCS Governance Structure



Volunteer Recruitment Working Group

Members: Maureen McCartney, Valerie Pitt, Marg Scott, Jim Boyles, Marc Desrosiers (Staff)

Highlights:

I believe the volunteer recruitment working group plays a vital part in the life of the Centre for Christian Studies.

It is the privilege of this group to offer potential committee members an opportunity to be part of something unique, something honourable and something that is on the cutting edge of moving the church into new and exciting ways of doing ministry, and, in all of that to serve God in most practical and significant ways.

The role of this working group is primarily to present to the AGM a full slate of members.

However, I see the 'goal' of this committee as not just 'filling' those vacant spots with names; rather, filling those spots with 'people' who are committed and keen not only to share with us their gifts, talents and service, also bringing with them an enthusiasm for learning as well as for giving.

This year has been less stressful than the previous one, when we were challenged with the acceptance of the new governance structure and given an almost impossible task of filling, I think, nine new committees and working groups.

Under the new structure the recruitment committee was one such committee that was divided into two working groups. Our experience has been, while one group continued to function some of the important tasks that had always been part of our mandate

seemed to fall through the cracks. We are hopeful that this will be rectified as we once again assume more of the following duties and regroup into one working group and not two. Some of those duties are: a) the responsibility of mentoring new members and generally keeping in touch to offer help and support. b) Ensuring that each new member is hooked up with the chair of the pertinent committee and c) that they are personally thanked upon completion of and or upon leaving a position early.

We will be reviewing the complete role of this group at our next meeting.

The almost completed slate (nominations table) is attached for your perusal and any of us would be happy to address any issues you may like to raise.

The committee and I would like to request that you inform us of any names of people known to you who might wish to serve the centre as a member of a committee or working group, this would be most appreciated.

Last but not least a most gracious thank you to each and every one of you who have served, will continue to serve, those who are beginning to serve for the first time and to those who have returned, welcome back !

May you all be truly blessed with the wisdom of Sophia and touched by the Mystery of the Spirit of God.

Respectfully submitted, Maureen. A. McCartney.

Outgoing and Incoming Volunteers

Students Leaving positions as of AGM

Vicki McPhee	Council
Vicky Aldersley	Program
Michelle Creedy	Program
Mary Elliott	Awards

Volunteers leaving as of AGM

Marlene Carscallen	Council
Irene Rainey	Council
Debra Schweyer	HR, Council
Mary Ann Pastuck	Program, Council
gwen McAllister	Communications, Council
Cathy Campbell	Development
Chris Hutchison-Hounsell	HR
Wanda Yamamoto	HR
Anne Manikel	Personnel Policy
Gordon Shields	Program
Elizabeth Smythe	Program
Jim Boyles	Awards
Bob McMillan	Communications, Tapestry
Marguerite Wilson	Tapestry
Ian Donnelly	Technology
Joanne Kury	Technology
Laurel Walton	Technology
Shelley Buffitt	Technology
Jude Steer	Volunteer Recruitment

New Student Representatives

Jackie Van't Voort	Council
Jim Hatt	Development
Alice Watson	Program (since fall 2011)

New Recruits as of the AGM

Frank Tyrell	Council (since fall 2011)
Dorothy Naylor	Council
Barbara Barnett	Development
Nolan Bradshaw	HR
Laurie Bellay	HR
Elizabeth Brain	Awards
Nancy Arnold	Tapestry
Aillean Urquhart	Tapestry

Position changes as of the AGM

Paul Hagerman	new HR convenor, joins Council
Helen Reed	Publicity disbanded, new Communications convenor, joins Council
Gwyn Griffith	Publicity disbanded, joins Communications
Joan Golden	Publicity disbanded, joins Program
Lori Crocker	Volunteer Enhancement disbanded, joins Tapestry
Barbara Lieurance	Volunteer Enhancement disbanded, joins Volunteer Recruitment



Kimiko Karpoff in ministry

Nominations for 2012

NOMINATIONS TABLE (as of February 21, 2012)

CENTRAL COUNCIL

Role	Name		Term
ACC co-Chair	Jim Boyles	ACC	2012-2015 2 nd term
UCC co-Chair	Carolynne Bouey-Shank	UCC	2010-2013
ACC member	Frank Tyrell	ACC	2011-2014
ACC member	Walter Deller	ACC	2010-2013
UCC member	Dorothy Naylor	UCC	2012-2015
Student rep	Jackie van't Voort	UCC	2012-2013
Student rep	Mark Laird	UCC	2012-2013
Finance rep	Brian Fauschou	UCC	2011-2013
HR rep	Paul Hagerman	UCC	2011-2013 2 nd term
Program rep	(TBD by the Committee)	-	-
Communications and Promotion rep	Helen Reed	UCC	2012-2015
Planning and Governance rep	Patty Evans	UCC	2009-2012
Recording Secretary (<i>non-voting</i>)	Roland Legge	UCC	2011-2014
Principal (<i>non-voting</i>)	Maylanne Maybee	ACC	-
Staff rep (<i>non-voting</i>)	Marc Desrosiers	-	2012-2013
ACC Theo. Ed. Secretary (<i>ex-officio</i>)	Eileen Scully	ACC	-
UCC Theo. Ed. Secretary (<i>ex-officio</i>)	Steve Willey	UCC	-

EXECUTIVE

ACC co-Chair	Jim Boyles	ACC	2012-2015 2 nd term
UCC co-Chair	Carolynne Bouey-Shank	UCC	2010-2013
Recording Secretary (<i>non-voting</i>)	Roland Legge	UCC	2011-2014
Treasurer	Brian Fauschou	UCC	2010-2013
ACC member	Walter Deller	ACC	2010-2013
UCC member	Dorothy Naylor	UCC	2012-2015
Principal	Maylanne Maybee	ACC	-

FINANCE

Treasurer, Chair	Brian Fauschou	UCC	2011-2013
Member	Tim Sale	ACC	2011-2013
Member	Ken Phernambucq	UCC	2011-2013
Member	Heather Collingridge	UCC	2011-2013
Student rep	Jamie Bradshaw	UCC	2011-2013

Staff (<i>non-voting</i>) reps	Maylanne Maybee / Ann Naylor	-	-
Administrative Assistant (<i>non-voting</i>)	Liz Bachmann	-	-
Development chair (<i>corresponding</i>)	Marc Desrosiers	-	-
Bursary chair (<i>corresponding</i>)	Kay Dean	-	-
Property chair (<i>corresponding</i>)	Liz Bachmann	-	-

Development Working Group

Convenor (staff)	Marc Desrosiers	-	-
ACC member	Barbara Barnett	ACC	2012-2014
UCC member	Ross Taylor	UCC	2011-2013
Member	Brenda Curtis	UCC	2011-2013
Member	Nancy Fraser	UCC	2011-2013
Student rep	Jim Hatt	UCC	2012-2014

Property Working Group

Member	John Drewitt	UCC	2012-2014 2 nd term
Member	Brenda Friesen	ACC	2012-2014 2 nd term
Member	Lynda Endicott	UCC	2011-2013
Member			
Staff rep	Liz Bachmann	-	-

Bursary Working Group

Convener	Kay Dean	UCC	2012-2014 2 nd term
Member of Finance Committee	Ken Phernambucq	UCC	2011-2013

HUMAN RESOURCES

Member, Chair	Paul Hagerman	UCC	2011-2013 2 nd term
Member	Janice Goldsborough	UCC	2011-2013 2 nd term
Member	Nolan Bradshaw	UCC	2012-2014
Member			
Member	Laurie Bellay	ACC	2012-2014
Principal	Maylanne Maybee	-	-
Convener of Harassment Adv. Grp. (<i>corresponding</i>)	Lynda Gow	UCC	2012-2014 2 nd term

Harassment Advisory Group

Convener	Lynda Gow	UCC	2012-2014 2 nd term
Member Male	Gary Clark	UCC	2012-2014 2 nd term

Member Female	Lynda Gow	UCC	2012-2014 2 nd term
Member	Dorothy Naylor	UCC	2011-2013 2 nd term
Member	Marilyn Boyd	ACC	2012-2014

PROGRAM

Member, Chair	t.b.d. by Committee	-	-
Student rep	Alice Watson	UCC	2012-2013
Member	Walter Deller	ACC	2010-2013
Member	David Fletcher	ACC	2011-2013 2 nd term
Member	Joan Golden	UCC	2011-2013
Member	Lori Stewart	UCC	2011-2013 2 nd term
Member	Marilyn Shaw	UCC	2011-2013 2 nd term
Program staff rep	Ted Dodd	UCC	-
Principal	Maylanne Maybee	ACC	-
Dean, St. Stephen's (corresponding)	Earle Sharam	UCC	-
Acting Dean, UofW Fac. of Theo. (corresponding)	Terry Hidichuk	UCC	-

Awards Working Group

Convenor	Marion Pardy	UCC	2011-2013 2 nd term
Member	Elizabeth Brain	ACC	2012-2014
Student rep	Barbara Hansen	UCC	2012-2013
Staff rep	Ted Dodd	-	-

Library Working Group

Member	Barb Roberts	UCC	2012-2014
Member	Diane Dwarka	UCC	2012-2014
Member	Linwood DeLong	UCC	2012-2014
Student rep	(TBD by students)	-	-
Staff rep	Scott Douglas	-	-

COMMUNICATIONS AND PROMOTIONS

Member, Chair	Helen Reed	UCC	2011-2013
<i>Tapestry</i> rep / Convenor	Ken DeLisle	UCC	2011-2013
Member	Kellie McComb	UCC	2011-2013
Member	David Robinson	ACC	2011-2013
Member	Keith Simmonds	UCC	2011-2013
Member	Gwyn Griffith	UCC	2011-2013

Staff (2) reps	Marc Desrosiers & Scott Douglas	
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Tapestry / Editorial Working Group

Convenor / Liaison to Comm. & Promo. Cttee.	Ken DeLisle	UCC	2011-2013
staff	Marc Desrosiers	-	
Member / designer	Nancy Arnold	-	2012-2014
Member	Aileen Urquhart	UCC	2012-2014
Member	Lori Crocker	UCC	2012-2014

PLANNING AND GOVERNANCE

Member, Chair	Patty Evans		2012-2014
Member	Linda Murray		2012-2014
Member	Bob Osborne		2012-2014
Principal	Maylanne Maybee	-	-

Volunteer Recruitment Working Group

Convener	Maureen McCartney	UCC	2011-2013 2 nd term
One of the co-Chairs of Council	Jim Boyles	ACC	2012-2014 2 nd term
Member	Marg Scott	UCC	2011-2013
Member	Barbara Lieurance	UCC	2012-2014 2 nd term
Member	Val Pitt	UCC	2011-2013 2 nd term
Staff rep	Marc Desrosiers	-	

2011 Lists and Statistics

Students

Educational Ministry Year (2010-2011)

Ellen Baynton-Walker
 Jamie Bradshaw
 Michelle Creedy
 Marcie Gibson
 Barbara Hansen
 Alice Hanson
 Mark Laird
 gwen McAllister
 Bob McMillan
 Vicki McPhee
 Tracy Robertson
 Kim Roy
 M. Arlene Ruggles
 Jacqueline Samson
 Therese Samuel
 Jackie Van't Voort
 Beth Walker
 Kelley Warner
 Alice Watson
 Kristin Wood

Integrating Year (2010-2011)

Vicky Aldersley
 Mary Elliott
 Kimiko Karpoff
 Debra Kigar
 Mary Elizabeth Piercy

Reflection Year (2010-2011)

Sharlene Gibson
 Ingrid Remkins
 Anita Rowland
 Debbie Springer

Pastoral Care Year (2011-2012)

Ellen Baynton-Walker
 Jamie Bradshaw
 Hubert Den Draak
 Sita Dookeran
 Barbara Hansen
 Jim Hatt
 Mark Laird
 Kim Roy
 Anita Rowland
 Jacqueline Samson
 Jackie Van't Voort
 Beth Walker
 Kelley Warner
 Alice Watson
 Kristin Wood

Integrating Year (2011-2012)

Alice Hanson
 Vicki McPhee
 Ingrid Remkins
 Tracy Robertson
 Debbie Springer

Reflection Year (2011-2012)

Marcie Gibson
 gwen McAllister
 Bob McMillan
 M. Arlene Ruggles
 Mona Smart

Leadership Development Modules (2011)

Wilda Bostwick
 Hubert Den Draak
 Sita Dookeran
 Scott Douglas
 Christine Grose
 Emma O'Rourke
 Lynne Sanderson
 Mona Smart
 Laura Steel
 Monica Thomson
 Patrick Woodbeck

Withdrew or Inactive in 2011

Michelle Creedy
 Janet Nield
 Therese Samuel
 Debbie Siertsema



*Vicki McPhee
and Barbara Hansen*



Graduates

Graduated in 2011

Vicky Aldersley
 Mary Elliott
 Kimiko Karpoff
 Debra Kigar
 Mary Elizabeth Piercy

Granted Testamur in 2011

Marly Bown
 Jody Maltby
 Carey Wagner

Field Placement Volunteers

Mentors

Tammy Allan
 Patricia Baker
 Leanne Benoit
 Carolynne Bouey-Shank
 Deborah Brill
 Ruth Cairns
 Marilyn Carroll
 Deborah Deavu
 Susan Fitch Reed
 Gwyn Griffith

Elaine Kellogg
 Cheryl Kirk
 Joanne Kury
 Karen Lumley
 Richard Manley-Tannis
 Megumi Matsuo-Saunders
 Ray McGinnis
 JungHee Park
 Nancy Post
 Maurice Prindiville

Heather Robbins
 Gerry Scharff
 Beatrix Schirner
 Kim Shantz
 Gordon Shields
 Sue Taylor
 Joan Tuchlinsky
 Sharilynn Upsdell
 Ross White
 Carolyn Wilson Wynne

Learning Facilitators

Doug Astle
 Ellie Barrington
 Sarah Bourcier-Miller
 Roslyn Campbell
 Joan Carter
 Arnie Chamberlain
 Martha Dawson
 Deborah Deavu
 Ed Elliotson
 Lydia Glawson
 Kent Horsman

Blyth Hughes
 Jim Hyder
 Tammy Lindahl
 Scott MacAuley
 Juanita MacKinnon-Smith
 Patricia McColl
 Elizabeth McDonald
 Arthur Menu
 Cathy Mondor
 Carolyn Pogue
 Cathy Poole

Kristen Regan
 Ray Riebergall
 Dino Salvador
 Gerry Scharff
 Paul Sharrow
 Geoffrey Simmins
 Marilyn Townsend-Smith
 Nancy Wetselaar
 Ross White
 Barbara Wilkins
 Grant Williams

Joint Degree Students

CCS has agreements with St. Stephen’s College, Edmonton and the University of Winnipeg Faculty of Theology allowing students the opportunity to gain degree credit for their CCS work. The following CCS students and grads were enrolled in a joint degree program in 2011:

St. Stephen’s/CCS joint BTS:

Debbie Brill
 Terrie Chedore
 Leila Currie
 Mary Elliot
 Elaine Graham
 Audrey Mitchell
 Valerie Pitt

St. Stephen’s/CCS joint MTS

Norma Godbold
 Sharilynn Upsdell
 Heather Sandilands

University of Winnipeg BTh

Jamie Bradshaw
 Gail Clarkson
 Nancy Corrigan
 Jen Dresser
 Kathryn Eddy
 Debbie Heuther
 Barbara Lieurance
 Juanita MacKinnon-Smith
 Betty Lou McNabb
 Heather Robbins
 Kim Shantz
 Keith Simmonds
 Kristin Wood
 Lyn Workman

University of Winnipeg MA

Liz Bowyer
 Sarah Bruer
 Tracy Fairfield
 Marcie Gibson
 Annette Hoare
 Laura Hunter
 gwen McAllister
 Sally Meyer
 Mary Elizabeth Percy
 Annika Sangster
 Lynda Trono

Stats

Current Student Population (2011-2012)

Pastoral Care Year (Diploma Program)

15

Reflection

5

2011 LDM (Winnipeg)

7

Integrating Year

5

Inactive

1

2011 LDM (Tatamagouche)

4

2011 Graduates

In 2011 Vicky Aldersley, Mary Elliott, Kimiko Karpoff, Debra Kigar, and Mary Elizabeth Piercy were granted the CCS Diploma in Diaconal Ministries: Studies in Transformation and Action.* At the time of their graduation, these words were spoken by Ann Naylor:

If anyone had told these folks ten years ago that they would be standing here today, the most common response would have been, "Say what?" "You can't be serious" "Me?"

Mary, Mary Elizabeth, Deb, Kimiko, and Vicky were all immersed living their lives – parenting, doing research, working with numbers, involved in administration, in volunteer work, one with thoughts of church far from her mind. Any yet, here they stand, having turned their lives upside down, leaving more than a few family members and friends reeling, ready to embark on the next steps of their journey, not knowing what direction that will lead, but ready nonetheless.

To be surprised by God's call is well within the biblical tradition, Sarah, Noah, Moses, Elizabeth, Jonah, Mary, the disciples, Saul.. the list goes on. To respond to that call required of our biblical ancestors courage, adaptability, faith, willingness to risk, to re-order priorities, to travel to places unknown, to explain the

unexplainable.... Such has also been required of Mary, Mary Elizabeth, Deb, Kimiko, and Vicky.

To say "yes" to ministry, let alone diaconal ministry, seems ludicrous in these times. The institutional church is in decline, job security is a not assured, the ground is shifting beneath our feet. Much has been demanded of these women and those who share life with them - and much will continue to be demanded.

For this improbable journey, they bring many gifts. Field placements in congregations, small town and urban core ministries and community agencies, have been sites of questioning and learning and have revealed in these folks gifts, skills, strength, and wisdom they could not have

imagined when they started travelling on this road to ministry.

Their Global Perspectives Experiences have taken them to Panama, Costa Rica, Ghana, and Venezuela. Memories of the people they encountered - stories of their engagement with struggle, testimony to hope, and expectation of solidarity - will continue to be part of the cloud of witnesses which will accompany them wherever ministry leads.

Their journey to this day has not always been easy, the path not always clear. During their time in the program they have known joy and



sadness, celebration and disappointment, moments of discouragement, and occasions of doubt. But they have persevered. They have challenged one another, drawn strength from one another, laughed, cried, and prayed together. They have explored hard places and rejoiced in encounters of grace. They have befriended honest lament and embraced hope. They know well the importance of community to justice-making, to faithful living.

As CCS staff and as their families, friends, mentors, and companions on the journey, we all have witnessed growth and transformation, deepening confidence, willingness to risk what previously had seemed not only implausible, but impossible. They know well the God of the improbable, the unimaginable, the God who suggests that we try fishing from the other side of the boat, that we share food and feed crowds, that we keep company with all manner of unlikely people, that we take a deep breath

and say “Yes”., the God who promises to be with us in times of tumult and in times of calm. Accompanied by this God, they are committed to engaging the challenges of faith in a difficult time, and to working with others for healing and newness of life. Grounded in a vision of a new heaven and a new earth, Mary Elizabeth, Vicky, Deb, Mary, and Kimiko, move forward from this place and time with strength and hope.

We celebrate with them and we give thanks to God.

* Note: Carey Wagner, who was part of the 2008-2009 Integrating Year, was granted his diploma in the fall of 2011. Jody Maltby graduated in 2010 and was granted United Church testamur in the fall of 2011. Marly Bown graduated from CCS in 1985 and was granted United Church testamur in the fall of 2011.

2011 Companion of the Centre

The "Companion of the Centre" award was established in 2001 by the Central Council of CCS. Through this award, CCS honours:

- graduates who through their life and ministry, have brought distinction and honour to the Centre for Christian Studies, or,
- members of the Centre for Christian Studies community (friends, volunteers, staff, students, and so on) who have made a significant contribution to the work of CCS, or,

- individuals in the wider community whose life and work epitomizes the ideals of CCS.

At the Annual Service of Celebration in 2011, May Ellen Moore was recognized as a Companion of the Centre.

Mary Ellen Moore

One of the persons who nominated Mary Ellen to be 2011 Companion of the Centre, wrote that she is “one of those unsung heroes who should not go without recognition.” Today, it is our privilege to address this situation by recognizing and singing the praises of the particular hero: Mary Ellen Moore. In the

process, I hope we bring honour to all the saints of the church who have lived their ministries with quiet strength and sincere dedication, with steady, sure commitment and humble, confident courage.

This is the way Mary Ellen has lived her life in the church. She is a woman of easy going leadership and welcoming hospitality. She brings a sense of humour and a positive, hopeful outlook.

These gifts have been deeply appreciated. People love Mary Ellen. Today we say thank you in a public forum.

Number one for Mary Ellen is her passion for and focus on pastoral care, on relationships, on listening. In all her dealings with others she is compassionately present and real with people. In her roles as chaplain, pastor, ministry supporter, mentor for students she is respectful and encouraging. A warm, caring and patient person, she knows when to support and when to confront, when to nurture and when it is time to challenge.



Mary Ellen Moore

Over the years, Mary Ellen has proven her skill as an educator:

- Leading rich discussion in bible studies through thoughtful preparation and gentle facilitation.
- Offering leadership development with a vision of empowerment.
- Investing in camping ministry with enthusiasm and energy.

Throughout her ministry, Mary Ellen has advocated for justice:

- Accompanying those on the fringes, on the margins
- Broadening her perspective with global study tours
- Bringing a critical eye to her social analysis
- And in her early years, pioneering, and facing the resistance, in her role as a woman in ministry.

Mary Ellen is not all work. She is a model of balance and self-care:

- Keeping fit with walking and swimming
- Gardening with her green thumb
- Cuddling babies at a volunteer for Family Services
- Participating in the Stephen Lewis Foundation Grandmother to Grandmother project

The list of things that Mary Ellen has accomplished is impressive.

- Mary Ellen studied a Waterloo Lutheran University, the Covenant College and Emmanuel College.
- Mary Ellen has been active in the church across the country serving in Ontario, Newfoundland, and Alberta.

However, with Mary Ellen it is more about who she was, and is, in the midst of the process. She has faced loss and grief with dignity and daring. She is real and can be honest about her

frustrations and anxieties. She takes others, and herself, seriously. She is able to discern what is needed. She teams with a sense of mutuality. She is committed to the church as it is, and, as it can be.

So, in the name of all those who go about their work and business, vocation and calling

life and love, without expectation of reward or hoopla, let us sing the praises of this fine woman.

Minutes of 2011 Annual Meeting

Minutes

Annual General Meeting of Friends

March 2, 2011 6:00-7:30 p.m. CST by phone

1. Opening

Carolynne Bouey Shank chaired the first half of the meeting

1.1. Welcome, Attendance

Present: Tammy Allan (UCC), Liz Bachmann (staff), Phil Barnett (ACC), Carolynne Bouey Shank (UCC), Jim Boyles (ACC), Jamie Bradshaw (UCC), Charlotte Caron (Acting Principal), Ken Delisle (UCC), Walter Deller (ACC), Marc Derosiers (staff), Ted Dodd (staff), Scott Douglas (staff), Jen Dresser (UCC), Patty Evans (UCC), Brian Faurschou (UCC), Janice Goldsborough (UCC), Deb Kigar (UCC), Roland Legge (UC), Barbara Lieurance (UCC), Mary Lysecki (ACC), Cam Mackie (UCC), Vicki McPhee (UCC), Gwenna Moss (UCC), Ann Naylor (staff), Bob Osborne (ACC), Gordon Shields (ACC), Fletcher Stewart (ACC), Lori Stewart (UCC), Pat Stewart (ACC), Tracey Robertson (UCC)

Regrets: Barbara Barnett, Margaret Clark, Linda Ervin, Gwyn Griffith, Mark Laird, Jody Maltby, Mary Ann Pastuk, Edith Shore, Debbie Springer, Maureen McCartney

Charlotte Caron introduced the new Development and Communications staff person Mark Desrosiers. It will be made official tomorrow at his current work place, but he has been appointed by the Council Executive of CCS. He is looking forward being part of the staff team.

1.2 Worship – led by Tammy Allan

1.3 Acceptance of Friends

MOTION: Moved Jim Boyles, Seconded Vicky McPhee, that all those present, not already a Friend of the Centre for Christian Studies (member of Council or committee, current student, current staff, graduate, donated in past two years, graduate of the Western Field-Based Program for Diaconal Ministry), be made a Friend of the Centre.

Carried

1.4 Agenda Review

1.5 Approval of Minutes of AGM Feb. 18, 2010

MOTION: Moved Jim Boyles, Seconded Gordon Shields, that the minutes of the Annual Meeting of February 18, 2010 be approved.

Carried

1.6 Business Arising from Minutes – the reports address the business arising from the Minutes.

2. Business from Annual Report

2.1 Sharing of Highlights:

2.1.1 Acting Principal – Charlotte Caron. It has been a whole year since she started and it is going well.

2.1.2 Staff Ann Naylor. Staff welcomes Mark Desrosiers.

2.1.3 Students – Vicky McPhee. Thanks to the staff and volunteers for the work they do. Students are glad to have Mark Desrosiers on board.

2.1.4. Co-Chairs -- Jim Boyles. Jim shared his appreciation of all the volunteers. Jim also shared his appreciation of the work of Charlotte Caron.

2.2 Financial Report:

2.2.1 Financial Statements:

MOTION: Moved Cam Mackie, Seconded Brian Faurshou, that the audited financial statements for 2010 be approved.

Carried

2.2.2. Appointment of Auditors

MOTION: Moved Cam Mackie, Seconded Tammy Allan, that KPMG be appointed as auditor for the year ending December 31, 2011

Carried

2.2.3. Reception of 2011 Budget.

MOTION: Moved Cam Mackie, Seconded Ken Delisle, that the budget for January to December 2011 be received for information.

Carried

2.2.4 Signing Officers

MOTION: Moved Jim Boyles, Seconded Patty Evans, that the current signing officers remain in effect until replaced by Central Council.

Carried

Jim Boyles Chaired the 2nd half of the Meeting

2.3 Committee Reports: Received for Information:

MOTION: Moved Deb Kigar, Seconded Barbara Lieurance, that the reports contained in the Annual Report be received.

Carried

2.4 Nominations Report:

2.4.1 Nominations:

2.4.1.1 MOTION: Moved Cam Mackie, Seconded Carolynne Bouey Shank, that nominations for Central Council for the 2011 year be closed.

Carried

2.4.1.2 MOTION: Moved Deb Kigar, Seconded Terry Chedore, that the slate of nominees for Central Council as printed in the 2010 Annual Report be approved.

Carried

2.4.1.3. MOTION: Moved Bob Osborne, Seconded Mary Lysecki, that the slate of nominees for Committees and Working Groups be approved as printed in the 2010 Annual Report.

Carried

3. Amendments to By-laws

3.1 Motion from Planning and Governance Committee to change name of Central Council to Board of Governors

(Preamble)

Whereas the term *Central Council* has led to confusion with the term *General Council* (of the United Church of Canada); and

Whereas The Centre for Christian Studies wishes to have clarity in communications about its governance body; and

Whereas *Board of Governors* is a common term in other academic institutions, including theological schools;

MOTION: Moved Patty Evans, Seconded Bob Osborne

THAT the name for the governing body of the Centre for Christian Studies be changed from *Central Council* to *Board of Governors*.

MOTION TO REFER: Moved Phil Barnet, Seconded Debra Kigar, that the motion be referred back to the Planning and Governance Committee for further discussion.

Carried

4. New Business: None

5. Thank-you's:

Thanks to Cam Mackie for his work on the Finance Committee and Jody Maltby for her work on the Communications Committee.

Thanks also to Edith Shore for her many years of service. She began on the council in 1962 and has served on and off until 2010.

Also thanks to Megan McKenzie for her time as Principal of CCS.

6. Closing & Adjournment – closed at 7:20 PM CST

Jim Boyles: Co-Chair

Roland Legge: Recording Secretary

Auditor's Report

The audit of the 2011 financial records was performed by KPMG Chartered Accountants. On the following pages you will find the Audited Financial Statements.

INDEPENDENT AUDITORS' REPORT

To the Central Council of Centre For Christian Studies Canada Inc.

We have audited the accompanying financial statements of Centre for Christian Studies Canada Inc., which comprise the statement of financial position as at December 31, 2011, the statements of operations and changes in fund balances, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives revenue from donations which include general donations included as part of operating revenue on the statement of operations and changes in fund balances, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to donations, excess of revenues over expenses, current assets and fund balances.

Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Centre for Christian Studies Canada Inc. as at December 31, 2011, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Chartered Accountants

_____, 2012

Winnipeg, Canada

CENTRE FOR CHRISTIAN STUDIES CANADA INC.

Statement of Financial Position

December 31, 2011, with comparative figures for 2010

	Operating Fund	Investment Fund	Endowment Fund	Total unrestricted	Bursary Fund	2011 total	2010 total
Assets							
Current assets:							
Cash	\$ 140,583	\$ —	\$ —	\$ 140,583	\$ 44,395	\$ 184,978	\$ 127,045
Accounts receivable	21,551	38	468	22,057	803	22,860	3,728
Prepaid expenses	—	—	—	—	—	—	3,273
Investments (note 3)	5,861	119,530	1,884,697	2,010,088	655,393	2,665,481	2,833,870
	167,995	119,568	1,885,165	2,172,728	700,591	2,873,319	2,967,916
Cash surrender value of life insurance policy (note 4)	—	—	12,454	12,454	—	12,454	9,498
Capital assets (note 5)	104,141	—	—	104,141	—	104,141	99,678
	\$ 272,136	\$ 119,568	\$ 1,897,619	\$ 2,289,323	\$ 700,591	\$ 2,989,914	\$ 3,077,092

Liabilities, Deferred Contribution and Fund Balances

Current liabilities:							
Accounts payable and accrued liabilities	\$ 36,588	\$ —	\$ 17	\$ 36,605	\$ 828	\$ 37,433	\$ 8,547
Tuition received in advance (note 6)	2,910	—	—	2,910	—	2,910	27,217
	39,498	—	17	39,515	828	40,343	35,764
Deferred contribution (note 7):							
Expenses of future periods	23,877	—	—	23,877	—	23,877	12,877
Grants received in advance	—	—	—	—	45,353	45,353	—
	23,877	—	—	23,877	45,353	69,230	12,877
Fund balances:							
Invested in capital assets	104,141	—	—	104,141	—	104,141	99,678
Restricted	—	—	—	—	654,410	654,410	711,186
Unrestricted	104,620	119,568	1,897,602	2,121,790	—	2,121,790	2,217,587
	208,761	119,568	1,897,602	2,225,931	654,410	2,880,341	3,028,451
	\$ 272,136	\$ 119,568	\$ 1,897,619	\$ 2,289,323	\$ 700,591	\$ 2,989,914	\$ 3,077,092

See accompanying notes to financial statements.

On behalf of the Central Council:

_____ Member

_____ Member

CENTRE FOR CHRISTIAN STUDIES CANADA INC.

Statement of Operations and Changes in Fund Balances

Year ended December 31, 2011, with comparative figures for 2010

	Operating Fund	Investment Fund	Endowment Fund	Total unrestricted	Bursary Fund	2011 total	2010 total
Revenue:							
Operating (schedule A) Program	\$ 230,213	\$ -	\$ -	\$ 230,213	\$ -	\$ 230,213	\$ 197,024
(schedule B) Contributions and other aid - United Church of Canada	138,145	-	-	138,145	-	138,145	106,402
Increase in value of life insurance policy	-	-	-	-	11,146	11,146	20,000
Endowment campaign Donations	-	-	2,956	2,956	-	2,956	-
Interest and other investment income	-	-	-	-	-	-	23,153
Unrealized increase (decrease) in fair value of investments	-	-	15,171	15,171	200	15,371	151,897
	(32)	1,474	80,945	82,387	27,571	109,958	73,495
	-	-	(116,362)	(116,362)	(47,228)	(163,590)	110,085
	368,326	1,474	(17,290)	352,510	(8,311)	344,199	682,056
Expenses:							
Amortization	7,734	-	-	7,734	-	7,734	9,170
Bursaries	-	-	-	-	37,120	37,120	26,651
Life insurance (note 4)	-	-	1,950	1,950	-	1,950	1,920
Investment fees	-	742	12,545	13,287	4,266	17,553	16,218
Operating (schedule A) Program	393,722	(295)	-	393,427	885	394,312	400,659
(schedule B) Governance	14,138	-	-	14,138	-	14,138	35,829
(schedule C)	19,502	-	-	19,502	-	19,502	10,615
	435,096	447	14,495	450,038	42,271	492,309	501,062
Excess (deficiency) of revenue over expenses	(66,770)	1,027	(31,785)	(97,528)	(50,582)	(148,110)	180,994
Fund balances, beginning of year	172,235	118,541	2,026,489	2,317,265	711,186	3,028,451	2,847,457
Transfer to (from) funds	103,296	-	(97,102)	6,194	(6,194)	-	-
Fund balances, end of year	\$ 208,761	\$ 119,568	\$ 1,897,602	\$ 2,225,931	\$ 654,410	\$ 2,880,341	\$ 3,028,451

See accompanying notes to financial statements.

CENTRE FOR CHRISTIAN STUDIES CANADA INC.

Statement of Cash Flows

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Cash provided by (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ (148,110)	\$ 180,994
Items not affecting cash:		
Change in CSV of life insurance policy	(2,956)	354
Amortization of capital assets	7,734	9,170
Change in non-cash working capital:		
Accounts receivable	(19,132)	7,228
Prepaid expenses	3,273	(251)
Accounts payable and accrued liabilities	28,886	2,372
Grants received in advance	45,353	–
Change in tuition received in advance	(24,307)	(4,896)
Change in funds held for third parties	–	(6,492)
Change in deferred contributions related to expenses of future periods	11,000	607
	(98,259)	189,086
Investing activities:		
Capital asset additions	(12,197)	–
Decrease (increase) in investments	168,389	(146,444)
	156,192	(146,444)
Increase in cash position	57,933	42,642
Cash position, beginning of year	127,045	84,403
Cash position, end of year	\$ 184,978	\$ 127,045
Supplementary cash flow information:		
Interest received	\$ 20,278	\$ 21,718

See accompanying notes to financial statements.

CENTRE FOR CHRISTIAN STUDIES CANADA INC.

Notes to Financial Statements

Year ended December 31, 2011

1. Organization and description:

Centre for Christian Studies Canada Inc. (CCS) was established as a result of the amalgamation of The Anglican Women's Training College and Covenant College in 1969 and from thereon operated under the name Centre for Christian Studies. The application for letters patent of amalgamation was filed May 29, 1991 and became official November 26, 1991. CCS was incorporated under the Manitoba Corporations Act August 4, 1998 with the name being officially changed to Centre for Christian Studies Canada Inc. CCS however, still operates under the name Centre for Christian Studies. CCS has no share capital.

CCS is a registered charitable organization and operates a theological education centre. CCS offers a 4 year diploma in *Diaconal Ministries; Studies in Transformation and Action*. Upon completion the diploma students may be commissioned in The United Church of Canada. In March of each fiscal year, students are invited to apply for bursaries and they are awarded to them based on need and previous awarded bursaries.

2. Significant accounting policies:

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant policies:

(a) Fund accounting:

Operating Fund (unrestricted):

The organization accounts for the general revenues and expenditures such as general donations, rental income and contributions from The United Church of Canada in the Operating Fund.

Investment Fund (unrestricted):

The organization accounts for investment income earned on items maintained for future capital projects in the Investment Fund.

Endowment Fund (unrestricted):

The Endowment Fund was established to sustain the operations of CCS. The investment income earned on the investments is intended to support the annual operation of CCS and its programs.

Bursary Fund (restricted):

The Bursary Fund is maintained for specific purposes including awards to students in financial need. The funds are disbursed at the discretion of the Bursary Working Group.

The Bursary Fund is designated into three categories as illustrated in note 8. A portion of the funds has been designated by certain donors and is permanent. This portion of the Bursary Fund is referred to as Permanent Designated Fund. A second portion of the funds has been designated by donors and can be used to provide bursaries to students. This portion is referred to as the Expendable Designated Fund. The final remaining category balance is non-designated and is expendable.

Each year the investment income (loss) is allocated as follows, 30 percent to the permanent Bursary Fund and 70 percent to the Expendable Bursary Fund.

Approximately 57 percent of the Bursary Fund balance is invested in equities and other similar instruments whose redeemable value can fluctuate. Although all investments are cashable on short notice, the Bursary Fund is exposed to some risk that the value of those investments could decline. During the year the loss on these types of investments total \$47,228 (2010 - gain \$40,002) and were allocated to the funds as outlined above.

(b) Revenue recognition:

Restricted contributions related to the Operating Fund, the Investment Fund and the Endowment Fund are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

(c) Financial instruments:

The organization has designed cash and investments as held-for-trading; accounts receivable as loans and receivables; and accounts payable and accrued liabilities, and tuition received in advance as other liabilities.

The organization has adopted the Canadian Institute of Chartered Accountants (CICA) Handbook Section 3861, *Financial Instruments - Disclosure and Presentation*. In accordance with the Accounting Standards Board's decision to exempt not-for-profit organizations from the disclosure requirements with respect to financial instruments contained within Section 3862, *Financial Instruments - Disclosures*, and Section 3863, *Financial Instruments - Presentation*, the organization has elected not to adopt these standards in its financial statements.

(d) Investments:

Investments are classified as held-for-trading financial instruments and are carried at fair value. The change in the difference between the fair value and the cost of investments at the beginning and end of each year is reflected in excess of revenue over expenditures. The fair value of investments is based on their quoted market prices at the balance sheet date without any deduction for estimated future selling costs.

(e) Capital assets:

Capital assets are recorded at cost. Amortization of capital assets has been provided in the accounts on a declining balance basis at rates which will write off the cost of the assets over their estimated useful lives as follows:

Asset	Rate
Building	5%
Computer	30%
Equipment	20%
Furniture	20%
Sign	20%

(f) Income taxes:

The organization is a registered charity under the *Income Tax Act* and, accordingly, is exempt from income taxes, providing certain requirements of the *Income Tax Act* are met.

(g) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Investments:

The investments in each fund consist of the following:

	2011 Fair value	2010 Fair value
Investment Fund:		
Short-term investments	\$ 119,530	\$ 118,541

Endowment Fund:		
Short-term investments	787	223,082
Fixed income	463,198	540,231
Mutual funds	345,530	465,675
Common shares	1,075,182	788,003
	<u>1,884,697</u>	<u>2,016,991</u>
Bursary Fund:		
Short-term investments	980	10,894
Mutual funds	272,326	284,740
Common shares	382,087	396,843
	<u>655,393</u>	<u>692,477</u>
Operating Fund:		
Short-term investment	5,861	5,861
	<u>\$ 2,665,481</u>	<u>\$ 2,833,870</u>

4. Cash surrender value of life insurance policy:

The ownership of three life insurance policies was donated to CCS and recorded as donations in the years donated. The ongoing premiums paid by the insured are recorded as donation revenue and insurance premium expense.

5. Capital assets:

			2011	2010
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
Building	104,307	52,324	51,983	54,719
Furniture	24,614	22,593	2,021	2,526
Computer	29,345	23,598	5,747	7,279
Equipment and sign	37,416	18,026	19,390	10,154
	<u>\$ 220,682</u>	<u>\$ 116,541</u>	<u>\$ 104,141</u>	<u>\$ 99,678</u>

6. Tuition received in advance:

Deferred tuition relates to tuition fees received in the current period that is related to courses offered in the next program year.

	2011	2010
Balance, beginning of year	\$ 27,217	\$ 32,113
Amounts received during the year	2,910	27,217

	30,127	59,330
Less amounts recognized into revenue in the year	27,217	32,113
Balance, end of year	\$ 2,910	\$ 27,217

7. Deferred contribution:

Deferred contribution relates to contributions and other grants received in the Operating Fund and Bursary Fund in the current period and relate to monies received in advance from United Church of Canada to the student aid and expenditures and to be incurred in the next operating year.

	2011	2010
Balance, beginning of year	\$ 12,877	\$ 12,270
Adjustments during the year	56,353	607
Balance, end of year	\$ 69,230	\$ 12,877

8. Bursary Fund balances:

The Bursary Fund balance is comprised of three components, a permanent fund, an expendable fund and non-designated fund. The permanent fund cannot be depleted while the expendable fund can be used to fund bursaries. The Non-Designated Fund represents the accrued earnings of the fund. Each year the income earned on designated investments is allocated as follows, 30 percent to the permanent bursary fund and 70 percent to the expendable bursary fund. The residual represents a non-designated restricted fund balance.

9. Financial instruments:

Market risk:

Market risk is the risk that the value of the organization's investments could fluctuate due to changes in market prices of investments in equity and other similar instruments.

Fair value:

The fair value of accounts receivable, accounts payable and accrued liabilities, and tuition received in advance approximates their carrying value due to their short term to maturity.

Operating Fund

Schedule A

Operating Revenues and Expenditures

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Operating revenue:		
Contribution - United Church of Canada	\$ 115,796	\$ 99,484
General donations	85,627	60,246
Other contributions	11,184	23,699
History books	387	4,322
Rental and other miscellaneous	17,024	8,798
Investment income	195	475
	\$ 230,213	\$ 197,024
Operating expenses:		
Human resources	\$ 320,312	\$ 313,659
Building	15,857	13,721
History and other special projects	-	2,331
Administration and office	39,153	52,606
Promotion and recruitment	18,400	16,625
	\$ 393,722	\$ 398,942

Operating Fund

Schedule B

Program Revenues and Expenditures

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Program revenue:		
Tuition	\$ 136,373	\$ 104,986
Reading fees	-	100
Other	1,772	1,316
	\$ 138,145	\$ 106,402
Program expenses:		
Travel and accommodation	\$ 6,439	\$ 4,045
Photocopying, postage and printing	322	5,011
Copyright	2,338	11,170
Resource	1,870	2,744
Honoraria	1,400	1,780
Rent	825	-
Other projects and programs	944	6,450
Tuition fees written-off	-	4,629
	\$ 14,138	\$ 35,829

Operating Fund
Governance Expenditures

Schedule C

Year ended December 31, 2011, with comparative figures for 2010

	2011		2010
Council projects	\$ 316	\$	3,343
Central council travel	2,940		1,788
Annual service of celebration	1,838		2,529
Central council meetings	1,072		1,949
Development committee	310		18
Annual general meeting	14		190
Program committee	380		262
Communications committee	365		157
Volunteer recruitment and support committee	18		379
Finance committee	108		-
Human resources search committee	12,141		-
	\$ 19,502	\$	10,615



Audit time

2011 Financial Summary and 2012 Budget

Summary

	2012 approved	2011 actual to Dec.31	2011 approved	2010 actual	2009 actual	Comments & Explanations
Revenues	473,855*	440,992*	429,501*	483,666	405,445	
Expenses	464,169	428,818	439,389	421,817	439,527	
Surplus/Deficit	9,686	12,174	(9,888)	61,849	(34,082)	2010 surplus includes \$87,000 transfer from investment fund re cash flow

*2012 approved:

Total Income:	375,105
Planned transfer from Endowment:	<u>98,750</u>
Total Revenue	473,855

2011 actual to Dec 31:

Total Income:	343,890
Planned transfer from Endowment:	<u>97,102</u>
Total Revenue	440,992

2011 approved:

Total Income:	333,501
Planned transfer from Endowment:	<u>96,000</u>
Total Revenue	429,501

Revenue

Budget Item	2012 approved	2011 actual to Dec. 31	2011 approved	2010 actual	2009 actual	Comments & Explanations
Grants & Donations	232,070	212,603	181,296	170,223	266,359	
Program Revenue	133,035	118,627	144,205	121,391	128,621	
Operating Revenue	10,000	12,660	8,000	9,578	10,465	
Investment Transfer 2010				87,000		
Subtotal	375,105	343,890	333,501	388,192	-	
Endowment transfer	98,750	97,102	96,000	95,474		
Total Revenue	473,855	440,992	429,501	483,666	405,445	

Expenses

Budget Item	2012 approved	2011 actual to Dec. 31	2011 approved	2010 actual	2009 actual	Comments & Explanations
Administration	41,600	36,036	35,700	41,482	44,647	
Promotion & Recruitment	14,400	18,352	16,750	16,625	13,176	
Building	28,700	15,856	16,000	13,721	20,168	
Governance	10,800	19,949	19,750	10,614	8,120	
Program	21,500	13,950	31,950	23,179	45,922	
Library	2,775	1,608	2,775	2,332	2,469	
Staff Salaries	341,994	321,687	314,064	313,883	303,416	
Conferences	2,400	1,380	2,400	(20)	1,609	
Total Expenses	464,169	428,818	439,389	421,817	439,527	