

ASSISTANT PRIEST REPORT

I would like to begin by expressing my heartfelt gratitude to our Episcopate Bishop, the Vicar and the parishioners of Jika Jika for warmly welcoming me into the parish. It has been a great blessing to get to know many of you, to experience your hospitality, and to learn how the Church services of the parish are conducted.

Beside Sundays, my time in the parish covered several key activities, which I outline below:

- **Getting to Know the Parishioners**
 - I have taken time to introduce myself and build relationships within the parish, deepening my understanding of the 9 and 10am and in brief the 2pm congregations particularly on the fifth Sundays.
- **Morning Prayer**
 - I led Morning Prayer every Tuesday, and attended Wednesday, and Thursday, ensuring a consistent rhythm of prayer for the parish.
- **Eucharistic Services**
 - Every Friday morning, Fr Fan I led and participated in the celebration of the Eucharist at 9am, which has been a wonderful opportunity to serve the Spiritual life of the parish.
 - I have conducted services in local nursing homes, providing pastoral care and spiritual nourishment to the residents.
- **Pastoral Visits**
 - I have been visiting some current and previous members of the parish. During these visits, I engaged in conversations about their spiritual journey and discuss future plans for community groups involvement in parish life.
- **Support for Young People**
 - I have offered spiritual support to young people helping them with their various challenges, and providing appropriate advice.
- **Engagement with Volunteers**
 - I have occasionally been catching up with some parish's volunteers, supporting their vital work, and discussing how they can better meet the parish's needs.

ACHIEVEMENTS:

- Regular pastoral visits, creating deeper connections with parishioners.
- Consistent Morning Prayer and Eucharist services.
- Initial discussions on youth-focused spiritual support programs.

FUTURE PLANS:

- Continue fostering spiritual growth through regular prayer and all Church services.
- If welcomed by the Sudanese community in the parish, develop a more structured support system for young people.
- Expand pastoral visits to include more former parishioners and those unable to attend Church.
- Strengthen engagement with some volunteers to ensure they feel connected to parish life.

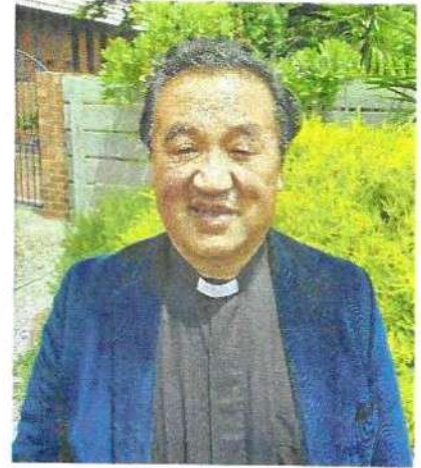
I am deeply grateful for the opportunity to serve at Jika Jika and look forward to continuing to build on these initiatives.

In Christ,
Fr Chaplain Soma – Assistant Priest

ASSISTANT CURATE REPORT

It is with great pleasure that I present this comprehensive report on the activities, achievements, and goals of our curate over the past year. This document aims to encapsulate the various endeavours undertaken, the milestones achieved, and the future aspirations that will guide our community in the coming year.

We have been blessed with the opportunity to hold 2 PM Mandarin services every Sunday from 30 September 2023 to 30 September 2024. These services have provided a spiritual haven for our Mandarin-speaking congregation, fostering a deeper connection with our faith and tradition.



Fr Fan Zhang

Our outreach activities have been instrumental in extending our community's reach and impact. On New Year's Day 2024, we organized a significant outreach event that brought together members of our congregation and the wider community.

Pastoral care remains a cornerstone of our mission. On 19th October 2024, we conducted a funeral service for a member of our Chinese congregation. This solemn occasion was a testament to our commitment to providing compassionate support during times of loss and grief. Provide Care to local community by Mass Service in Twin Park nursing home on third Wednesday and in Latrobe Retirement Village on First Friday each month

Our services have seen an average attendance of 20.89 people, Yearly 939 people attended with an average offertory collection of \$455. Yearly total \$20,018.24
This consistent participation and generous giving reflect the dedication and faith of our congregation.

We have been holding weekly Bible study fellowship sessions every Friday evening via Zoom. These virtual gatherings have enabled us to delve deeper into the scriptures and strengthen our collective understanding of God's word. Additionally, catechism classes are held every Wednesday afternoon at 2:00 PM, providing a structured environment for religious education and spiritual growth.

Our curate has actively participated in various diocesan and local church seminars, including the Diocesan Local Church Growing Seminary, Deanery meetings, and EPIC Pastoral Administration Parish Training - Reported to Field committee two meetings, These sessions have been invaluable in enhancing our knowledge and competencies in pastoral care and church administration.

One of our significant achievements has been the formation of a stable group of key members. Their unwavering commitment has been instrumental in driving our activities and maintaining the continuity of our services and outreach programs. We have made considerable progress in deepening our congregation's understanding of All Saints' traditional worship. This enhanced understanding has enriched our worship experiences and reinforced our appreciation for our liturgical heritage.

Future Goals:

Conference on Depression:

Looking ahead, one of our primary goals is to organize a conference aimed at addressing the challenges of depression. We aim to gather 50-100 people to discuss strategies for facing and dealing with depression. This conference will serve as a community outreach initiative, offering support and resources to those in need.

Seminary on Parenting and Teen Mental Health:

We plan to host a seminary focused on how parents can care for and early detect signs of depression in teenagers. This initiative aims to equip parents with the knowledge and tools necessary to recognize and address psychological issues in their children, fostering a healthier and more supportive family environment.

Systematic Theology Seminary:

We will be conducting a systematic theology seminary focusing on ecclesiology and biblical worship. The sessions will cover topics such as what constitutes a biblical church and the principles of biblical liturgy. This educational endeavour will deepen our theological understanding and enhance our worship practices.

In conclusion, the past year has been marked by significant activities, notable achievements, and ambitious goals for the future. Our curate's dedication and the unwavering support of our congregation have been the driving forces behind our progress. As we look forward to the coming year, we remain committed to our mission of spiritual growth, community outreach, and compassionate pastoral care.

Together, with faith and determination, we will continue to build a vibrant and resilient community rooted in the teachings of Christ and the traditions of our church. Thank you for your continued support and participation in our journey.

Fr Fan Zhang – Assistant Curate



Some of the members of the Mandarin speaking congregation

CHURCHWARDENS REPORT

Once again it has been a challenging year for us without the services of an active Treasurer and no Parish Secretary. The wardens are carrying out the essential financial functions of paying the bills and ensuring that all incoming funds are banked and with Archdeacon Michael preparing the cash book for the Diocesan bookkeeper. A small contingent of volunteers are assisting by counting the weekly collections and preparing the funds for banking.

A tax accountant, R. & A. Tax and Business Services, has been engaged to check and lodge the Parish's BAS statements with the ATO which are in arrears back to 2022. Despite all this we have been able to provide for a balanced budget for 2024-2025 in fact with a small surplus.

Achievements this year have been:

- The painting of the inside and outside of The St. George's vicarage and exterior of the Church building and Op Shop.
- Alterations and extension of the Op Shop area.
- The successful handing over the St. George's Church and hall to the care of the Iranian Anglican Parish of Emmanuel.
- The termination of the rental agreements of the Cook Islander congregation and the Islamic Centre at St. George's.
- Roof repairs to stop the leaking roof at All Saints are nearing completion, with a new box gutter still required above the side doors to the old choir vestry (Kid's Church area)
- New side fencing has been completed
- A new comprehensive asset register has been completed by Mandie
- Foodbank restructure after Anglicare left
- Safety compliance now meets Au standards

Of course, there are many items still requiring attention such as some electrical work, church signage, painting and refurbishment of the toilets and the outside of the Church and the refurbishment of the kitchen.

Some of these items are underway with quotes obtained and the go ahead give. The Elm tree still remains a problem with the council refusing permission for it to be removed. We now we have to look at options of what can be done to fix and relay the broken path and reconnect the water pipe.

Once again it is acknowledged that we operated with new wardens and Parish Council and without a Treasurer or Secretary and that we would benefit with the involvement of more parishioners willing to put themselves forward as office bearers to help us on our journey.

We, the Wardens, would like to thank Archdeacon Michael, Fr. Fan and Fr. Chaplain, the Parish Council, Kris, for her involvement with the Kids' Church and all volunteers that are involved in all aspects of the Parish life and all parishioners for their hard work and support.

Tony Henwood, Mandie Morrow-Emmert, Gavin Li
Churchwardens

CHURCHWARDENS - PROPERTY REPORT

MAINTENANCE IDENTIFIED

Warden's Inspection @ September 2024 - ALL SAINTS CHURCH

During this year the Vicarage and Thompson House were not inspected.

Work Health & Safety ACTIONS REQUIRED	PRIORITY
Actions in priority order	
<ul style="list-style-type: none">• Replace exit signs throughout church and all rooms to meet standard	1
<ul style="list-style-type: none">• Office: Ensure electrical / trip safety as reliant on extension cord	2
<ul style="list-style-type: none">• Outer office & Kids' Church area: Cover / stick down wifi cord	3
<ul style="list-style-type: none">• East side external corridor: place warning strips on the path until concrete can be replaced	4
<ul style="list-style-type: none">• Hall "carpet strip" between lino and wooden areas is lifting (potential trip hazard)	5
<ul style="list-style-type: none">• Old verandah area: floor slopes, lino is lifting (potential trip hazards)	6
<ul style="list-style-type: none">• Dining area Heater: repair or replace bottom cover	7
<ul style="list-style-type: none">• Consider safety strips on vestry stairs	8
<ul style="list-style-type: none">• Replace carpet throughout vestry and stairs into sanctuary: carpet is lifting (potential trip hazard)	9
<ul style="list-style-type: none">• Sanctuary Carpet - add edging strip to reduce tripping risk	10
<ul style="list-style-type: none">• Nave: Replace doormat at south door behind organ (potential trip hazard)	11
<ul style="list-style-type: none">• Review Status of Elm tree with elm beetle	12
<ul style="list-style-type: none">• North porch: Inner ceiling damaged	13
<ul style="list-style-type: none">• East side Carpark: replace uneven bitumen near gate and remove moss from parking area to minimise risk of slips	14
<ul style="list-style-type: none">• South lawn / carpark: Replace concrete (trip hazard)	15
<ul style="list-style-type: none">• Memorial garden: Pebblemix paving is uneven (potential trip hazard)	16
<ul style="list-style-type: none">• Floodlight on northern church wall not working	17
<ul style="list-style-type: none">• Dining Area: Replace plaster and ensure electrical safety under the kitchen hatch	18
<ul style="list-style-type: none">• Mens toilets: Tin lid, polisher, and ladder to be removed (potential trip hazards)	19

MAINTENANCE ACTIONS REQUIRED	PRIORITY
Actions in priority order	
• Kitchen: Replace Hot Water Heater	1
• Hall Switchboard: Move Hall Light Switches and Paint	2
• Nave: Replace 3 small spotlights (nave row 1)	3
• Sanctuary: Replace roof floodlight northside	4
• Mens toilets: Replace lighting	5
• Corridors near toilets: Replace skylight near ladies toilet	6
• Replace heating in the church	7
• Office: Replace heating with safe, effective option	8
• Outer office and Kids' Church area: Replace heating	9
• Outer office and Kids' Church area: Replace carpet	10
• Office & Sacristy: Replace carpet	11
• North garden: Sprinkler system maintenance	12
• Memorial garden: Right pillar coming away from the wall	13
• Corridors near toilets: Replace / repair cleaners cupboard	14
• Ladies toilets: Replace broken tile near the sink	15
• North garden: Placement of posts to stop parking on grassed areas	16
• Repaint throughout the church, hall, and other rooms	17
• South lawn / carpark: Recover with gravel roadbase	18
• Kitchen to be upgraded in future to meet needs	19
• Old verandah area: repair / rehang door to Murray Road and ensure this can be easily locked / unlocked, remove silicon strip on floor which blocks full opening	20
• Kitchen: Ceiling plasterboard cracked over microwave	21
• Hall: Storage door is chipped	22

Work Health & Safety Actions Completed during 2024	
▲ Memorial Garden: Ensure gate is NOT locked as this would block emergency exit from the dining area	Completed
▲ South lawn / carpark: Replace wooden side fence	Completed
▲ Block pulpit stairs (potential trip hazard)	Completed
▲ Path uneven due to elm tree roots (potential trip hazard) — immediate: fix floodlight, then consider a warning sign	Completed
▲ East side external corridor: Concrete is uneven and should be replaced (potential trip hazard)	Completed
▲ Outer office and Kids' Church area: Roof leaking — speak with Jaimie re the air vent	Completed
▲ Redraft all fire orders and signage	Completed
▲ South lawn / carpark: Remove loose bricks	Completed
▲ Left food service fridge is leaking	Completed
▲ Dispose of wooden ladders in storage area	Completed
▲ Sacristy exterior: Remove ladder (potential trip hazard), may have been moved beside the bus	Completed
▲ Designate new fire evacuation point in garden facing High St	Completed
Maintenance Actions Completed during 2024	
▲ Kitchen: Oven needs to be lit manually — repair	Completed
▲ North garden: Brickwork edging maintenance	Completed
▲ Memorial garden: Gate drain to be cleaned	Completed
▲ Memorial garden: Trim bushes outside the gate	Completed
▲ Dining area: Wall clock not working	Completed
▲ Mens toilets: Clean facilities	Completed
▲ Nave: Remove cords from old audio system beside right pews (front and back)	Completed
▲ North garden: Gutters to be maintained	Completed
▲ Sacristy exterior: Replace guttering	Completed
▲ Replace guttering on east wall of the sanctuary	Completed

DIOCESAN REVIEW COMPLETION OF RECOMMENDATIONS

In this list of Recommendations highlighted colours indicate Parish Council or Wardens progress to finalise each recommendation.

2024 Underway Action in 2025 Completed Not Started

PRIORITY ACTIONS

- Attend to short-comings in governance & administration (Get advice and support for those responsible)
- Update the Mission Action Plan with attention especially to longer term vision and the goals towards this in the immediate to mid-term. It should have specific goals, which are achievable and have outcomes which are measurable.
- ~~Assess use of property in the context of parish mission, rent reviews etc.~~
- ~~Assess financial impact of land tax given external property use~~
- Work together and encourage one another, make opportunities for fellowship and team building.
- Understand the local community, are there any needs that could be met or served? Could the Parish create a flagship program to serve or could they highlight a current program (eg. food parcels)?
- Various other recommendations in the report sections that follow

MINISTRY

- Focus on opportunities for fellowship, team building, growth in faith
- Celebrate aspects of ministry already in place
- Enable and encourage people who are not currently in key roles to develop the necessary skills
- ~~Review use of St George's as a worship centre and potentially redirect resources, but consider the impact on the existing congregants, existing vicarage tenancy and Op Shop and replacement income~~
- ~~Review the food programs particularly for governance oversight and use of resources~~

OUTREACH

- Consider the impact of social media and other marketing
- Consider a new Flagship program or rebranding and repositioning the food programs
- Renew focus on ministry to peoples of other cultures and new arrivals to Jika Jika
- The Parish evaluates any recent congregational growth for the sources and gives consideration to other marketing to try to reach and engage with other Anglicans in the area to improve attendance

FINANCIAL

- Educate/mentor the parish as to its financial obligations and good stewardship
- ~~Pay off the Diocese arrears~~
- ~~Complete a corrected MRF with signatures~~
- Implement a stewardship campaign to increase offertory/fundraising/giving particularly through ADF direct debit eg persuading regular parishioners to give extra \$5pw might boost income by ~\$5kpa
- ~~Implement a property review to ensure up to date rent reviews have occurred~~
- Provide monthly reporting to Parish Council including a performance analysis against budget so that any necessary early remedial action can be taken by the Parish and Council becomes more informed about the ongoing finances
- Provide a commentary as to performance against budget in the annual meeting papers
- ~~Review land tax position~~
- Implement a funding plan for maintenance works
- Implement a longer term plan to increase contingency reserves to 6 months
- Regular reconciliation of cash banked v counting sheets
- Adopt accrual accounting basis instead of neither "cash" nor "accruals"
- ~~Tidy up balance sheet for reserves and change the food program accounting~~
- Improve standard of annual financial reporting by adding explanatory notes to financial accounts

GOVERNANCE

- Educate/mentor the parish as to its governance obligations and good stewardship
- ~~Complete a Risk Management Plan and review annually~~
- Ensure volunteer clearance register is properly completed with all necessary checks and is monitored on an ongoing basis
- Improve Op Shop governance by instituting Diocese recommended policies
- ~~Update the ACNC register with Vicar and Parish Council members~~
- ~~Action a compliance calendar and report against this at every PC meeting~~
- Consider formally documenting more policies and procedures, particularly financial and food safety
- ~~Review counting, custody and banking of cash process to strengthen controls~~
- Review copyright obligations in context of operations and confirm if existing licences are adequate
- ~~Review ABN registration & ATO contacts detail~~

PEOPLE

- ~~Ensure signed MRF #37 is completed~~
- ~~Ensure new organist employment structure is appropriate~~
- Recruit a Parish Council Secretary with appropriate skills
- Recruit a volunteer/part time employee to assist the Vicar in administration duties
- Review personal interactions and explain about the need to follow Diocese codes of conduct for all parish volunteers
- Monitoring leave balances more formally in the future
- Focus on importance and completion of volunteer clearance register
- Timely future monitoring of clearance register

PROPERTY

- ~~Consider the long term future of both sites with the current operating model and form a view as to exiting St George's site given the very limited missional use (only 2 regular congregants and Op Shop use), although this will have impacts on funding the Parish~~
- Develop a Master Plan especially for the Preston site, future plans & maintenance
- ~~Ensure the Diocese arrears are paid off in a timely manner~~
- Action any outstanding safety issues identified in the building reports
- ~~Review the "Thompson House" lease for current rent~~
- Plan maintenance works and review constantly including funding
- ~~Annual inspection of buildings by Wardens to review maintenance plan~~
- Annual review of sums insured
- ~~Review land tax application to parish property~~

MISSION

- Complete a new Mission Action Plan to include as a minimum: o financial performance to at least breakeven with a stretch target of building up of reserves to allow for unforeseen contingencies o developing a marketing/growth plan o ongoing stewardship of people, finances, buildings and gardens with appropriate governance and compliance objectives
- Ensure regular monitoring of Mission Action Plan objectives