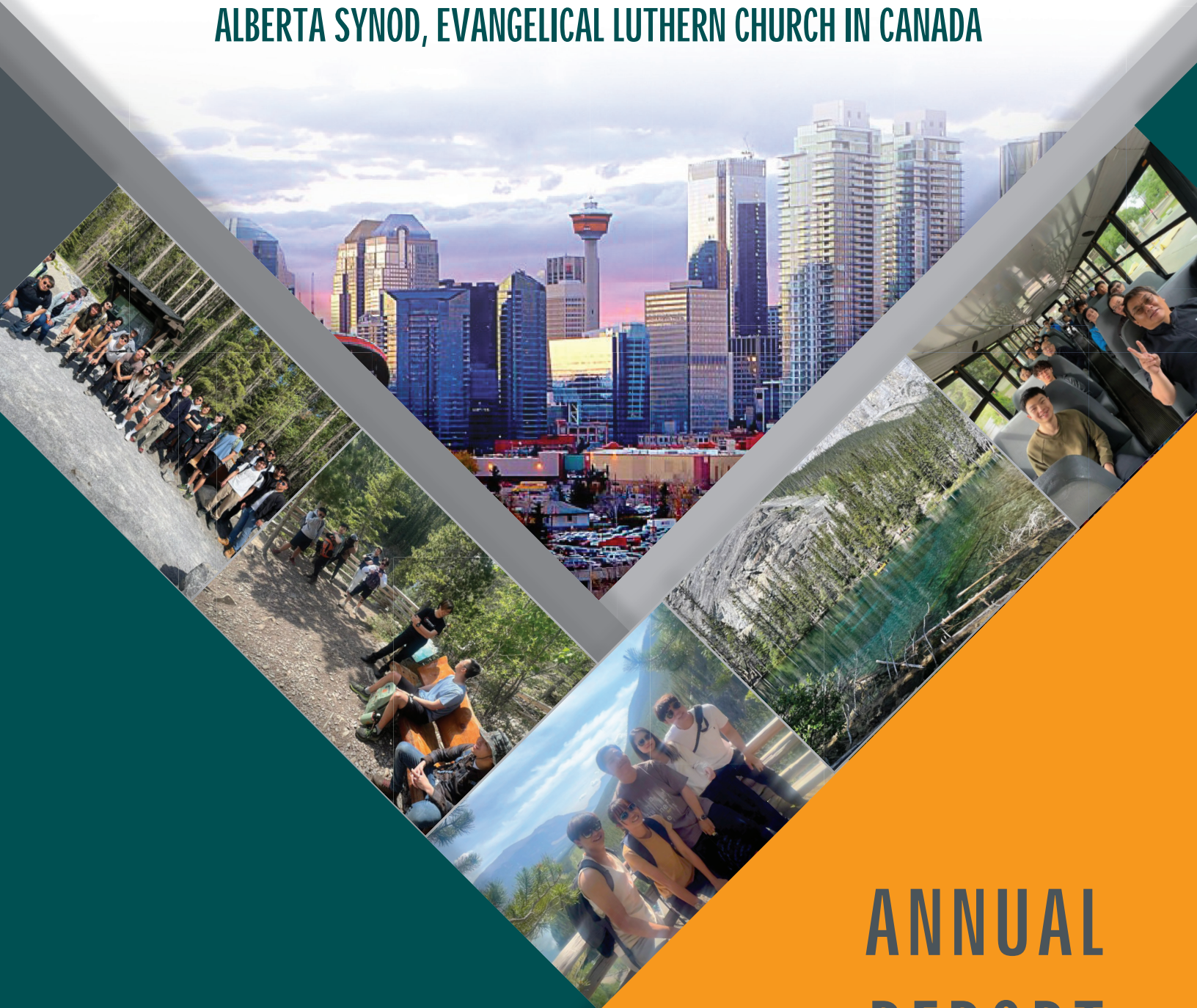




# LUTHERAN CARE MINISTRY

ALBERTA SYNOD, EVANGELICAL LUTHERN CHURCH IN CANADA



## ANNUAL REPORT

August 2022 – JULY 2023

# TABLE OF Contents

|   |    |
|---|----|
| PREFACE .....   | 1  |
| INTRODUCTION OF LUTHERAN CARE MINISTRY .....                      | 4  |
| MANDATE .....   | 6  |
| PURPOSE AND GOALS.....  | 6  |
| OBJECTIVES.....   | 8  |
| PROGRAM OVERVIEWS .....   | 10 |
| EVENT EVALUATION AND 2023 PROPOSED PROGRAM'S OPINION SURVEY ..... | 13 |
| FINANCIAL STATEMENT .....   | 21 |
| LUTHERAN CARE MINISTRY ANNUAL PROGRAM PLAN .....                  | 27 |
| LUTHERAN CARE MISSION FELLOWSHIP OF CALGARY BYLAWS.....           | 30 |
| APPENDIX.....   | 36 |



Hong Kong Mass  
Exodus in 2021-2022



# PREFACE

Over the year 2022-2023, Calgary has seen an increasing number of international students and married students with their family members coming to our city with hopes and dreams for a better life and promising future for their children. It is due to China imposed a national security law for Hong Kong on June 30, 2020, which criminalizes “secession, subversion, terrorism and collusion with foreign forces,” providing very broad definitions for these crimes which undermines rights and freedoms and may lead to discriminatory or arbitrary interpretation and enforcement.

Canada shares longstanding ties with the people of Hong Kong and is concerned with the deteriorating human rights situation there. In response to these concerns, the Government of Canada has introduced the temporary public policy created immigration options: Stream A (note 1) and Stream B (note 2) by which the people of Hong Kong could immigrate to Canada. The policy was enacted to recognize the contributions made by Hong Kong residents to Canada’s economy and society and to promote democratic values. The policy’s goal is to encourage recent Hong Kong graduates and those with work experience to choose Canada as the country where they want to work, study, and settle. This goal can be achieved by allowing Hong Kong residents to become permanent residents of Canada, along with their family members.



This temporary public policy for Hong Kong residents who are currently in Canada provides a pathway to permanent residence for eligible students and their families.

- On February 8, 2021, IRCC launched a new 3-year open work permit that allows eligible Hong Kong residents to gain valuable work experience in Canada and apply for permanent residence more quickly.
- On May 17, 2021, Minister Mendicino expanded the education requirements for the new 3-year open work permit to include applicants who have completed, within the last 5 years, a graduate or post-graduate educational credential (diploma or certificate) for a program that is at least 1 year in length. The graduate or post-graduate program must include the prerequisite of a post-secondary diploma or degree, which the applicant must have completed no more than 5 years before starting the graduate or post-graduate program.

In early February 2023, Canada announced an expansion and extension of the open work permit program for Hong Kong residents, which was set to expire. An open work permit allows the holder to find employment anywhere in Canada for the length of the permit. Canada has extended the deadline to apply for the open work permit program and expanded the eligibility to more Hong Kong residents than before.

Under the upgraded open work permit program, those who have graduated within the last 10 years from a post-secondary learning institution in Canada or abroad are eligible for an open work permit. The work permits granted under this program will last three years, and those who are part of this program can use the experience to apply to become permanent residents of Canada. This program will be open until February 7, 2025.



We would like to extend our thanks to Bishop Larry Kochendorfer , former Dean of Southwest Area, Rev, Dr. Kevin Powell, Rev. Margaret Propp, the Lutheran Chaplain of University of Calgary and Rev. Kristian Wold of Hope Lutheran Church for their support and kind assistance through the process, giving us advice and recommendations, ideas and suggestion in developing this Ministry. Also, we would like to express our gratitude to Rev. Jeff Decelle and the Mission Formation Committee members for the financial support of our Ministry from August 1, 2022 - July 31, 2023.



More than 30,000 students quit Hong Kong schools.

# INTRODUCTION OF LUTHERAN CARE MINISTRY

The Lutheran Care Ministry was established on August 1, 2022, by the Synod of Alberta and Territories of the Evangelical Lutheran Church in Canada in response to an overwhelming number of students from Hong Kong attending universities and other post-secondary institutions in Calgary, Alberta. This increase in numbers was largely the result of the Chinese government's imposition of the National Security Law in Hong Kong in June 2020.

We have connected over 350 students and their family members through our monthly gatherings, workshops, group presentations and individual coffee chat as of June, 2023.

## Organizational Structure

The Lutheran Care Ministry is one of the ministries under the Synod of Alberta & Territories ELCIC, which acts in a supervisory and advisory role for making directional decisions on projects and programs of LCM.

## Steering Committee

The Steering Committee is comprised of:

- The Rev. Dr. Larry Kochendorfer, Bishop of Alberta Synod & Territories, ELCIC
- Rev. Kevin Powell, Dean of Southwest Area, Alberta Synod & Territories, ELCIC
- Rev. Margaret Propp, Lutheran Chaplain of the University of Calgary & Mount Royal University
- Rev. Kristian Wold, Senior Pastor of Hope Lutheran Church
- Rev. Peter Chau, Alberta Synod & Territories, ELCIC
- Amy Ho, Representative of LCM
- Jessie Li Representative of LCM

## The Executive Branch

It is the operational team of the Ministry to implement and develop the strategic plans and programs for the attainment of goals and objectives set by the Steering Committee and the Synod of Alberta & Territories, ELCIC.

### Coordinator (Full Time)

1. To oversee all operations, functions, and activities in line with the goal and objectives of the Synod.
2. To develop immediate and long-term strategies aiming to promote the Ministry's mission and mandate.
3. Maintain relations of trust with Lutheran Congregations, partners, external authorizers, and volunteers
4. Devise remedial actions for any identified issues and conduct crisis management when necessary.
5. Build an effective team by providing guidance and coaching periodically
6. Prepare annual budget

### Causal Workers (Part Time)





# Mandate

Our mandate has evolved from reflection on “Who is my neighbor?” The parable of the Good Samaritan is a good example of how we must show compassion and love to those we encounter in our everyday activities, regardless of their background, religion, level of education, or culture.

## Purpose and Goals

1. To provide assistance to new arrivals from Hong Kong with adjusting and integrating into Canadian society.
2. To provide new arrivals with relevant information and access to resources on settling their new lives in Calgary.
3. To conduct workshops and sharing sessions in relation to various challenges of adjustment to living and learning in Canada. Topics may include, and not limited to:
  - Introduction to Canadian culture and values
  - Housing needs
  - Access to health care
  - Studying tools and strategies
  - Tax and benefits
  - Stress management
  - Others
4. To act as a liaison in assisting new arrivals with making social connections within school communities, faith communities and other community service agencies in Calgary to enhance engagement.
5. To offer ongoing and customized support based on individual needs and challenges of various learning and living situations. Further referral could be extended to professional practitioners or agencies as needed.



# Objectives

## Contact and Connect

1. To contact current Calgary post-secondary students from Hong Kong and to inform them of our Ministry and extend our service to new students from Hong Kong of need.
2. To make initial contact with new students:
  - Set up the Welcome Booth at the University Campus
  - Starting of the September Semester (3 days)
  - Starting of the Winter Semester (3 days)
  - to extend the invitation to our monthly gatherings.
3. To act as a liaison with the following student service departments
  - International Student Services, University of Calgary
  - International Student Support Centre, Mount Royal University
  - International Centre, Southern Alberta Institute of Technology (SAIT)
 they will help us to send the emails to the new students and/or post our information in the international student bulletin.

## Building Relationships

- Our team members to follow up with students individually and to determine the specific assistance and support require to ensure a seamless transition.
- Our team members to invite new students to sharing sessions for a joint conversation with current Calgary post-secondary students. These sessions are intended to share learning experience and hardships to better prepare for successful school years ahead.
- Our team members to invite new students to our Lutheran Fellowship held on Sundays at Hope Lutheran Church. (note 3)
- Our team members to arrange short outings and activities for the enjoyment of the beautiful scenery in the Canadian Rockies.



## Informative Workshops

Speakers of various field specialties are invited to present on topics that may include, and not limited to:

- Understanding life and culture in Canada
- Stress management in the role of a student
- Challenges faced by new immigrants.
- Adjustment and personal relationships
- Physical and mental well-being
- Financial and tax advisory

Other advisory services may also be offered by volunteers with background as registered psychologists and counselors, social workers, academic advisors, pastors, and legal profession.



# Program Overviews

## September – Welcome Reception

The September 10, 2022, Welcome Reception & BBQ involved with welcoming new international students to the new school year and promoting LCM on campus at the University of Calgary from September 6 to 9, 2022.

The total attendance at the barbeque event included 29 new international students, 10 Lutheran Fellowship volunteers, and 2 LCM staff members.

## October – Thanksgiving Dinner at Hope Lutheran Church

The October 8, 2022, Thanksgiving Dinner Event was held at Hope Lutheran Church, where the LCM had invited new post-secondary international students to a traditional Thanksgiving supper while learning about the Canadian culture and tradition of Thanksgiving Day.

The total attendance at the event included 40 new international students and their family members, 14 Lutheran Fellowship volunteers, 3 LCM staff members, and 2 guest speakers (Reverend Kevin Powell and Miss Barbara Resch).

## November – Sharing Session at Hope Lutheran Church

Interested students had invited to have a sharing time with us in related to their study at the university, adaption in Calgary physically and emotionally.

The total attendance at the event included students and Lutheran Fellowship members

## December – Christmas Celebration

The Christmas Celebration was held at Regency Palace Seafood Restaurant on December 20, 2022, with special music and extended our invitation to the members of Lutheran Fellowship, Hope Lutheran Church, First Lutheran Church and Shepherd of the Hill Lutheran Church Congregations.

The total attendance at the event was counted to be 112, with the following groups:

Students and Family members (48)

Rev. Kristian & Hope Lutheran Church (9)

Shepherd of the Hill Lutheran Church (9)

First Lutheran Church (6)

Calgary Lifelong Learning Centre (11)

Lutheran Fellowship (19)

Others and event supportive team (10)

### **January/February – Lunar New Year Celebration**

The Lunar New year Celebration one of the major events of the year and was held at Regency Palace Seafood Restaurant on February 5, 2023 with Chinese greetings, special music and games.

The total attendance at the event was counted to be 121, with the following groups:

Students and Family members (60)

Lutheran Congregations (10)

Under Stream B from Hong Kong (21)

Calgary Lifelong Learning Centre (10)

Lutheran Fellowship volunteers and event supportive team (20)

### **March – Filing Income Tax Workshop**

Interested students had invited to attend Workshop on March 11, 2023 on Filing Income Tax Return and Know Canada in Depth

The total attendance at the event included 28 students and 2 staff,

### **April – Joint Easter Sunday Services, followed by Resume Preparation/ Interview Skills Workshop**

Interested students had invited to attend the Joint Easter Sunday service at Hope Lutheran Church and followed a Workshop on Resume preparation and Interview Skill on April 9, 2023



The total attendance at the event included 25 students, 15 Lutheran fellowship members and 2 staff.

### **May – Pre-Hiking Workshop and presentation of the Trails in the Rockies**

Interested students had invited to attend the pre-hiking workshop and the presentation of the Trails in the Rockies in Alberta on May 14, 2023.

The total attendance at the event included 20 students, and 2 staff.

### **June – Hiking – Grassi Lake Trail, Canmore, Alberta**

32 students and family members joined the hiking and 4 volunteers and staff.

#### **Photo Album**

[https://drive.google.com/file/d/16AtCvFDq6\\_YWwHbf38qA8f5qvU0oJefU/view?usp=sharing](https://drive.google.com/file/d/16AtCvFDq6_YWwHbf38qA8f5qvU0oJefU/view?usp=sharing)

#### **Interview on New Experience in Calgary and with Lutheran Care Ministry**

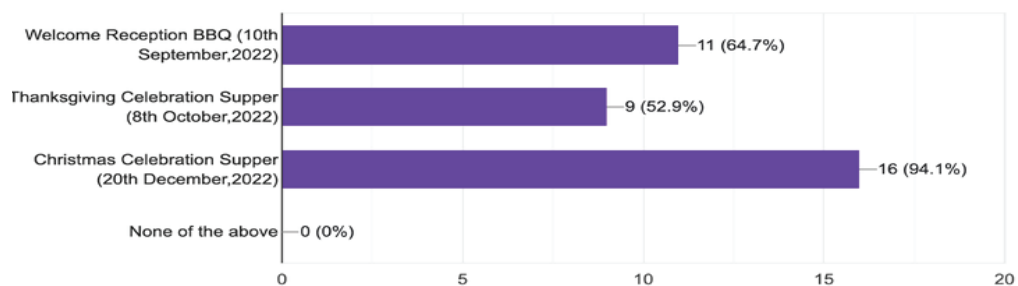
<https://drive.google.com/file/d/1ItSDPHoZfVhMYJnlredPIBEOvSZ4Jf2e/view?usp=drivesdk>

# EVENT EVALUATION AND 2023 PROPOSED PROGRAM'S OPINION SURVEY

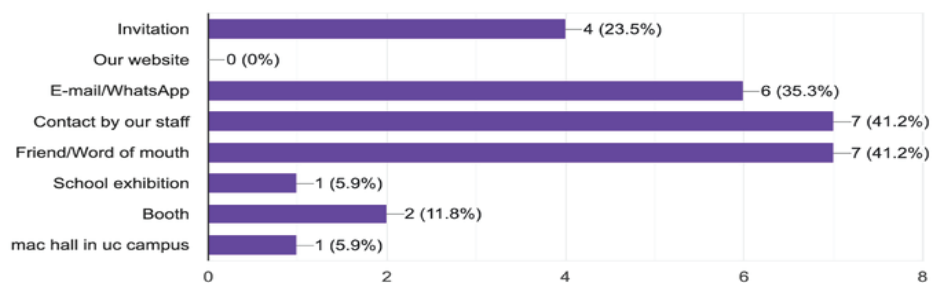
Lutheran Care Ministry had conducted “EVENT EVALUATION AND 2023 PROPOSED PROGRAM'S OPINION SURVEY” on January 15, 2023, and sending out 38 copies by emails and had received 17 responses.

This survey enabled us to receive feedback on the value and outcomes of the event(s) the students previously attended and also helped us to continuously improve our services and to make changes to programs that benefit them and for the future students.

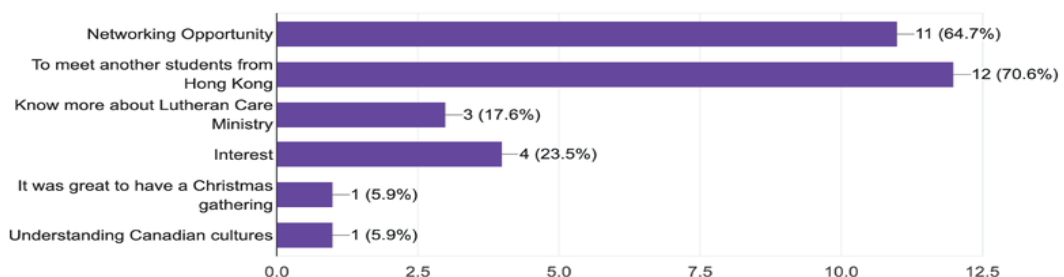
**OVERALL EVENT EVALUATION 1. Events you had attended previously organized by the Lutheran Care Ministry**  
17 responses



**2. How did you hear about this event? (Please select applicable source)**  
17 responses

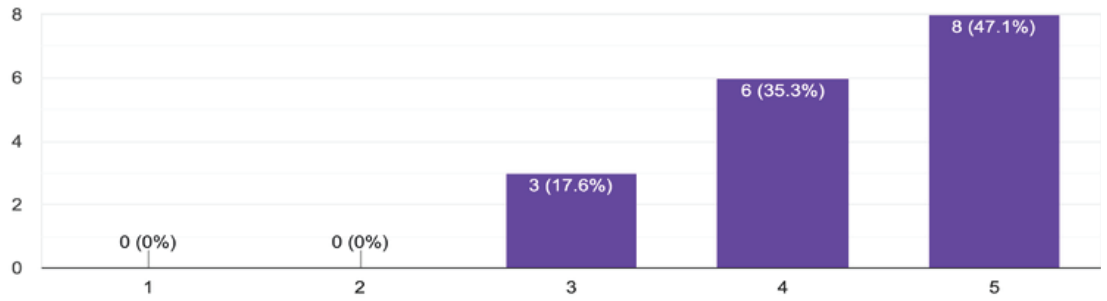


**3. Why did you decide to attend? (Please select all that apply)**  
17 responses



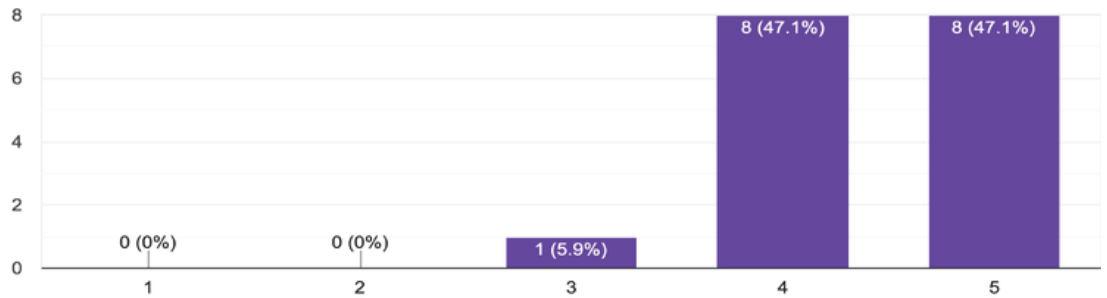
4. How would you rate the following? (any event(s) you attended before) a. Program Format

17 responses



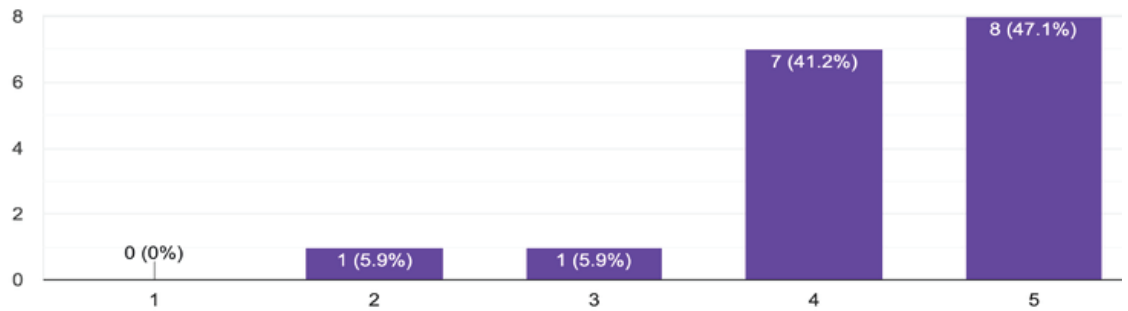
4. How would you rate the following? (any event(s) you attended before) b. Location

17 responses



4. How would you rate the following? (any event(s) you attended before) c. Length of Event

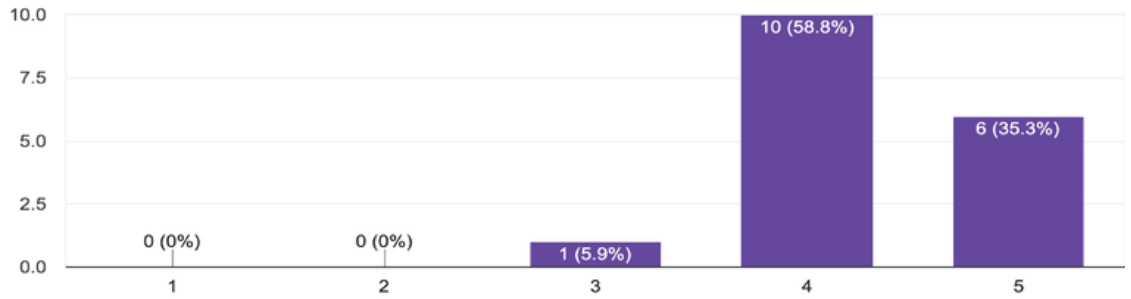
17 responses





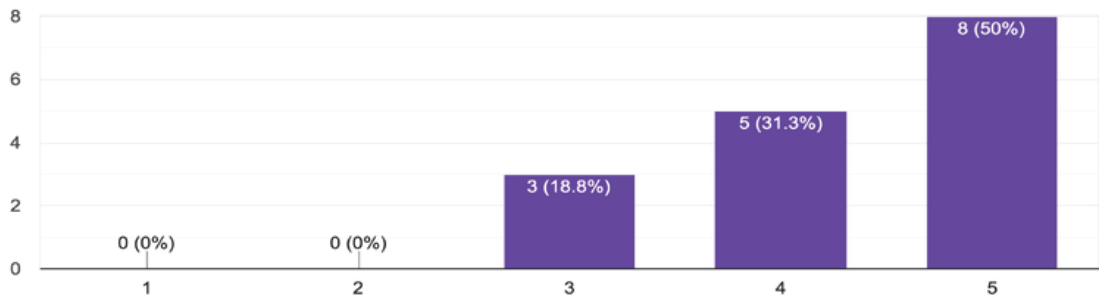
4. How would you rate the following? (any event(s) you attended before) d. Food

17 responses



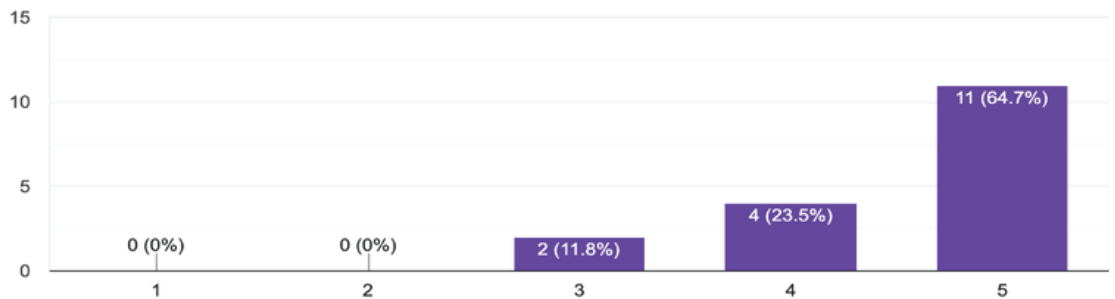
4. How would you rate the following? (any event(s) you attended before) e. Musical Entertainment

16 responses



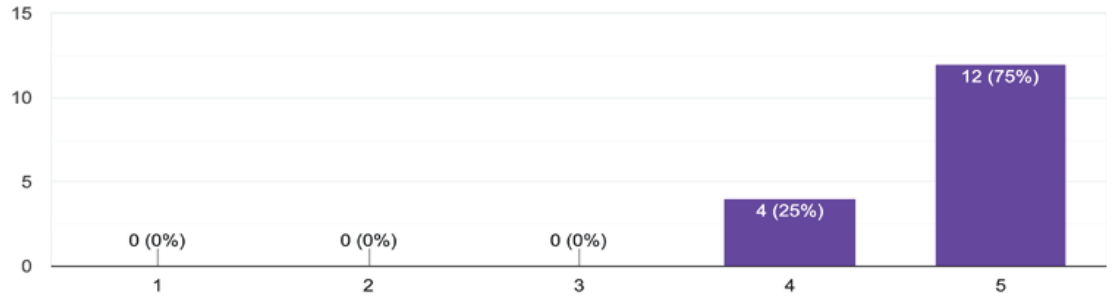
4. How would you rate the following? (any event(s) you attended before) f. Transportation

17 responses



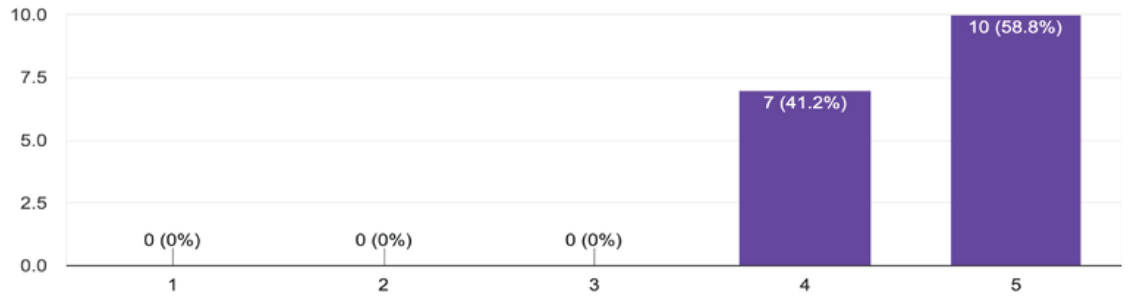
**5. How helpful was the event staff?**

16 responses



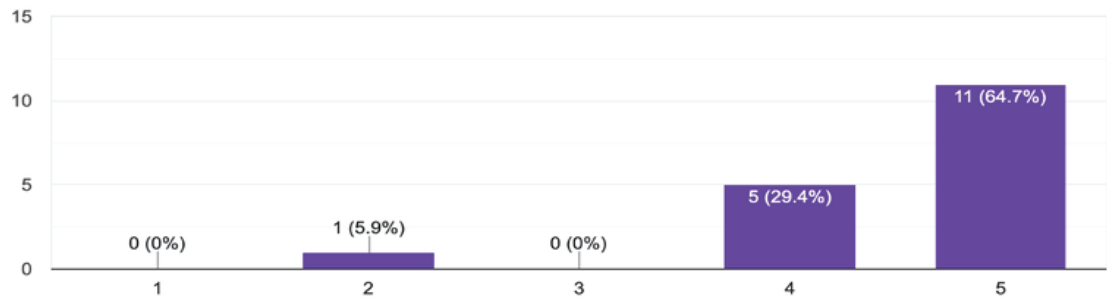
**6. How likely are you to recommend our events to another students/ friends?**

17 responses



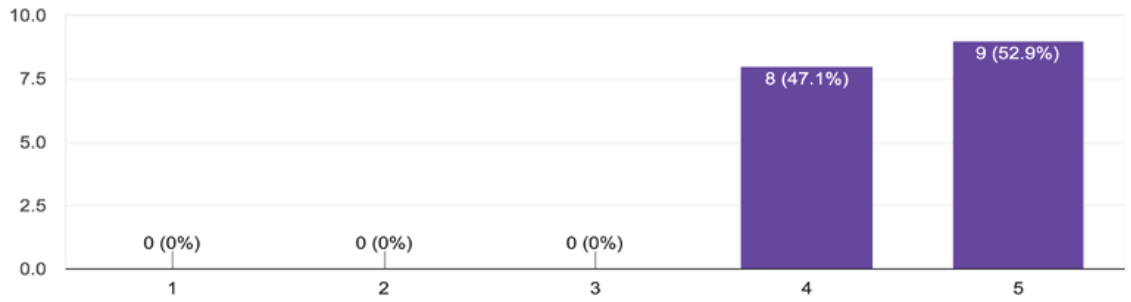
**7. Based on your experience at these events, how likely are you to attend future events?**

17 responses



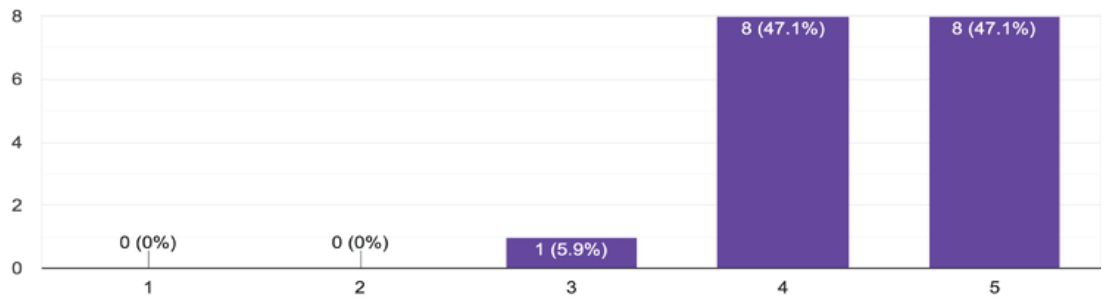
**8. Overall, how would you rate the event?**

17 responses



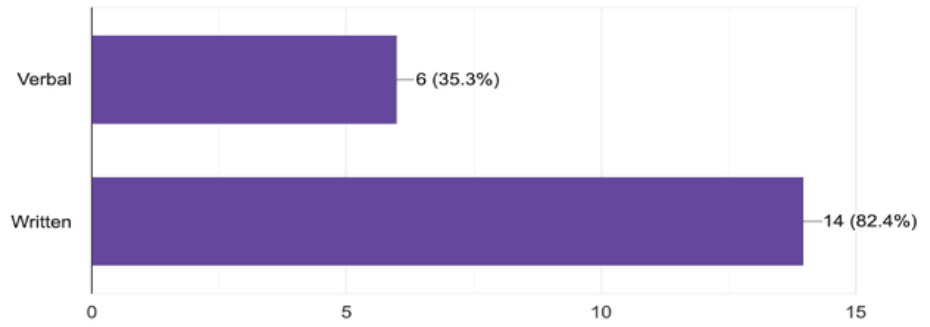
**9. How do you feel about the Lutheran Care Ministry organization?**

17 responses



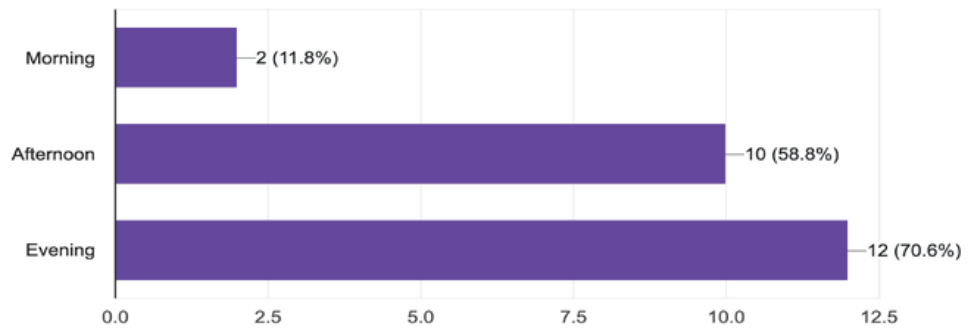
**INTERCONNECTEDNESS 11. What is the best method of communication?**

17 responses



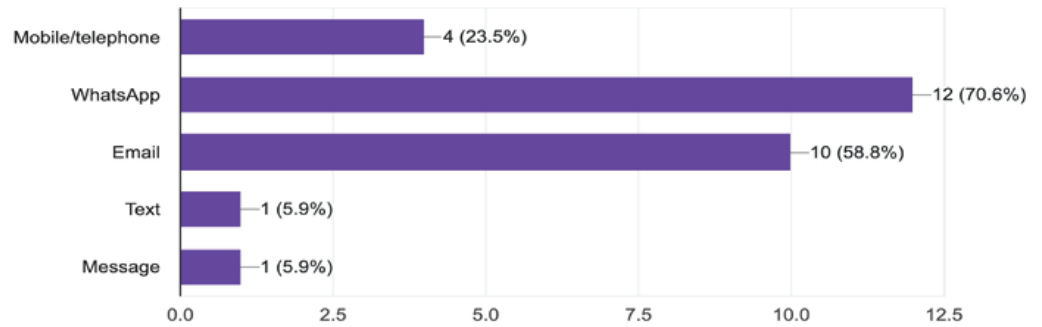
**12. What is the best time of communication?**

17 responses



**13. What is the best mode of communication?**

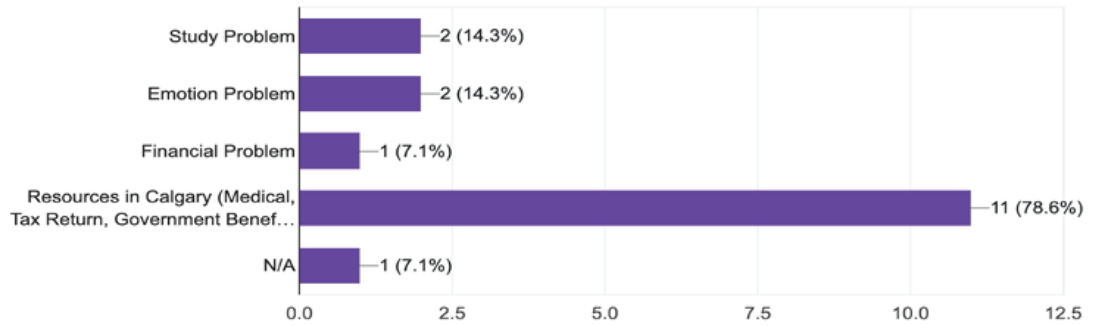
17 responses





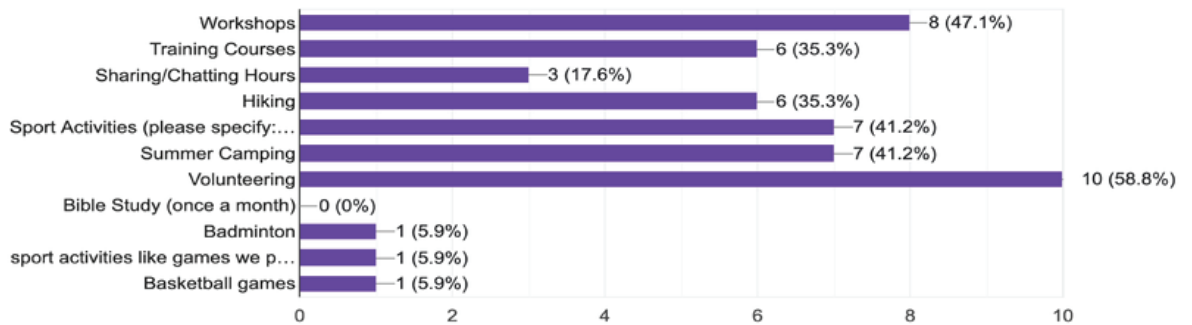
14. Please let us know on which you want to communicate with us. (please select all that apply)

14 responses



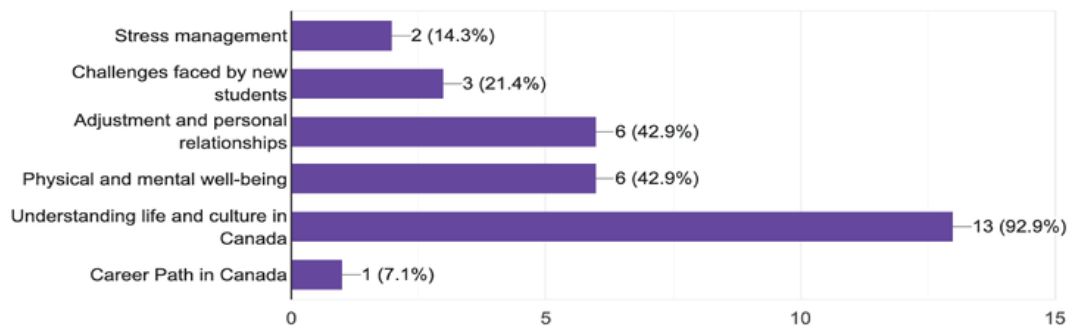
2023 PROGRAM PLANNING Your opinions are important which greatly help us to plan the 2023 programs that are relevant and meet your needs and ...t interest you most (please select all that apply)

17 responses

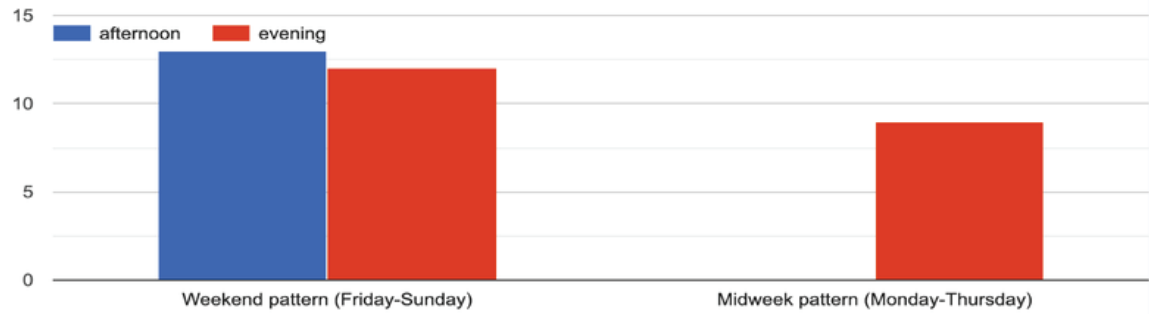


16. Please select the relevant topics of the Workshops and/or Training Courses that reflect your needs and interest (please select all that apply)

14 responses

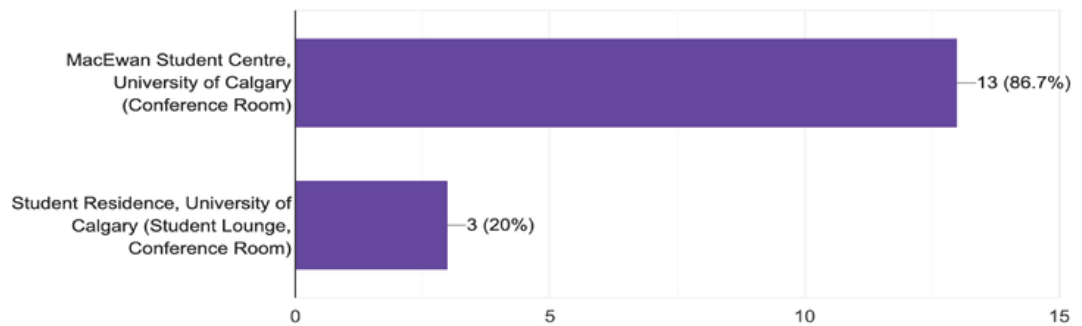


17. In the future, the activities should be held on

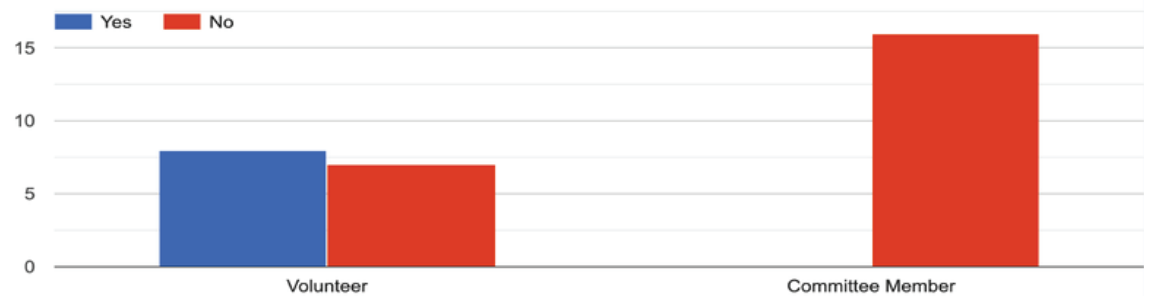


18. Choose the venue best and convenient for you

15 responses



19. Would you like to serve as volunteer or becoming a member of the planning committee of the event/activities?



# Financial Statement

## Lutheran Care Ministry (LCM)

### Statement of Activities

#### For the Twelve Months Ended July 31, 2023

|   | JUL-23 YTD<br>Budget | JUL-23 YTD<br>Actuals | Variance        |
|---|----------------------|-----------------------|-----------------|
| <b>Revenue</b>  |                      |                       |                 |
| Contributions   | -                    | 580.00                | 580.00          |
| Grants  | 60,000.00            | 60,000.00             | -               |
| Donations   | -                    | 1,835.00              | 1,835.00        |
| <b>Total Revenue</b>                                    | <b>60,000.00</b>     | <b>62,415.00</b>      | <b>2,415.00</b> |
| <b>Expenses</b>   |                      |                       |                 |
| LCM Set Up Expenses <sup>2</sup>                        | 6,656.00             | 4,890.79              | 1,765.21        |
| Program Expenses  |                      |                       |                 |
| September 2022 Welcome Reception & BBQ <sup>3</sup>     | 2,500.00             | 2,223.12              | 276.88          |
| October 2022 Thanksgiving Dinner Event <sup>6</sup>     | 2,000.00             | 2,195.82              | (195.82)        |
| November 2022 Remeberance Dinner Event                  | 1,000.00             | 212.77                | 787.23          |
| December 2022 Christmas Celebration <sup>7</sup>        | 2,500.00             | 6,926.01              | (4,426.01)      |
| February 2023 Chinese New Year Celebration <sup>8</sup> | 4,500.00             | 4,986.61              | (486.61)        |
| April 2023 Easter Sunday Service <sup>9</sup>           | 1,500.00             | 839.12                | 660.88          |
| June 2023 Hiking Trip <sup>10</sup>                     | 1,000.00             | 718.20                | 281.80          |
| General & Administrative Expenses <sup>4</sup>          | 6,000.00             | 5,338.16              | 661.84          |
| Salaries <sup>5</sup>                                   | 30,000.00            | 30,000.00             | -               |
| Casual Honorarium                                       | -                    | 610.00                | (610.00)        |
| Service Honorarium <sup>5</sup>                         | 25,000.00            | 23,477.50             | 1,522.50        |
| Summer Employment                                       | -                    | 1,059.39              | (1,059.39)      |
| Guest Speaker   | -                    | 150.00                | (150.00)        |
| Professional Fees                                       | 4,000.00             | 3,700.00              | 300.00          |
| <b>Total Expenses</b>                                   | <b>86,656.00</b>     | <b>87,327.49</b>      | <b>(671.49)</b> |
| <b>Change in Net Assets</b>                             | <b>(26,656.00)</b>   | <b>(24,912.49)</b>    |                 |
| Net Assets, Beginning of Year                           | -                    | -                     |                 |
| <b>Net Assets, End of Period</b>                        | <b>(26,656.00)</b>   | <b>(24,912.49)</b>    |                 |

## Lutheran Care Ministry (LCM)

### Statement of Financial Position

#### For the Twelve Months Ended July 31, 2023

|   |                    |
|---|--------------------|
| <b>Assets</b>                               |                    |
| Cash & Cash Equivalents                     | 1,312.20           |
| Contribution Receivable                     | -                  |
| Property & Equipment                        | -                  |
| <b>Total Assets</b>                         | <b>1,312.20</b>    |
| <b>Liabilities</b>                          |                    |
| Accounts Payable                            | 12,500.00          |
| Short-Term Loan - Rev. Peter Chau           | 3,126.66           |
| Short-Term Loan - Calgary Lifelong Learning | 10,598.03          |
| <b>Total Liabilities</b>                    | <b>26,224.69</b>   |
| <b>Net Assets</b>                           | <b>(24,912.49)</b> |
| <b>Total Liabilities and Net Assets</b>     | <b>1,312.20</b>    |

## Lutheran Care Ministry (LCM) Statement of Expenses by Program For the Twelve Months Ended July 31, 2023

### LCM Program

#### SEP-2022 Welcome Reception & BBQ Event

|                       |          |
|-----------------------|----------|
| Food & Supplies       | 1,690.08 |
| Equipment Rental      | 412.23   |
| Venue Booking Expense | 120.81   |

|                   |                 |
|-------------------|-----------------|
| <b>Sub-Total:</b> | <b>2,223.12</b> |
|-------------------|-----------------|

#### OCT-2022 Thanksgiving Dinner Event

|                      |          |
|----------------------|----------|
| Food & Supplies      | 1,815.82 |
| Transportation & Gas | 380.00   |

|                   |                 |
|-------------------|-----------------|
| <b>Sub-Total:</b> | <b>2,195.82</b> |
|-------------------|-----------------|

#### NOV-2022 Remeberance Dinner Event

|                 |        |
|-----------------|--------|
| Food & Supplies | 212.77 |
|-----------------|--------|

|                   |               |
|-------------------|---------------|
| <b>Sub-Total:</b> | <b>212.77</b> |
|-------------------|---------------|

#### DEC-2022 Christmas Celebration

|                      |          |
|----------------------|----------|
| Food & Supplies      | 4,429.01 |
| Event Services       | 1,857.00 |
| Transportation & Gas | 640.00   |

|                   |                 |
|-------------------|-----------------|
| <b>Sub-Total:</b> | <b>6,926.01</b> |
|-------------------|-----------------|

#### FEB-2023 Chinese New Year Celebration

|                      |          |
|----------------------|----------|
| Event Services       | 400.00   |
| Food & Supplies      | 3,960.00 |
| Transportation & Gas | 400.00   |
| Prizes/Gift Cards    | 226.61   |

|                   |                 |
|-------------------|-----------------|
| <b>Sub-Total:</b> | <b>4,986.61</b> |
|-------------------|-----------------|

#### April-2023 Easter Sunday Service

|                      |        |
|----------------------|--------|
| Food & Supplies      | 539.12 |
| Transportation & Gas | 300.00 |

|                   |               |
|-------------------|---------------|
| <b>Sub-Total:</b> | <b>839.12</b> |
|-------------------|---------------|

#### June 2023 Hiking Trip

|                      |        |
|----------------------|--------|
| Transportation & Gas | 718.20 |
|----------------------|--------|

|                   |               |
|-------------------|---------------|
| <b>Sub-Total:</b> | <b>718.20</b> |
|-------------------|---------------|

|                                |                  |
|--------------------------------|------------------|
| <b>Total Program Expenses:</b> | <b>18,101.65</b> |
|--------------------------------|------------------|



## Lutheran Care Ministry (LCM) Notes to Financial Statements For the Twelve Months Ended July 31, 2023

---

### 1. Accounting Principles

The financial statements consist of Statement of Activities (revenue and expenses account) and Statement of Financial Position (assets and liabilities account) are prepared in accordance with generally accepted accounting principles for not-for-profit organizations. It is further supplemented by Statement of Expenses by Program, which provides further expense details incurred by LCM programs.

### 2. LCM Set Up Expenses

Lutheran Care Ministry was established on August 15<sup>th</sup>, 2022, and expenses were incurred for initial set-up activities with the amounts listed as follows.

| <b>LCM Set Up Expenses</b>                |                 |
|---|-----------------|
| Google Web Domain Set Up                  | 58.71           |
| IT Web Design (English & Chinese version) | 2,760.00        |
| Printing - Name Tag                       | 10.50           |
| Printing – Pamphlet (2000 copies)         | 603.75          |
| Printing - Pull Up Banner                 | 252.00          |
| IT Equipment - Laptop                     | 1,155.83        |
| LCM Not-for-profit Registry               | 50.00           |
| <b>Total:</b>                             | <b>4,890.79</b> |

### 3. Program Expenses – September 2022 Welcome Reception & BBQ

Program expenses details are supplemented in the Statement of Expenses by Program. The September 2022 Welcome Reception & BBQ involved with welcoming new international students to the new school year and promoting LCM on campus at the University of Calgary from September 6<sup>th</sup> to 9<sup>th</sup>, 2022. The total attendance at the barbeque event included 29 new international students, 10 LCM volunteers, and 2 LCM staff members. Food and supplies were the primary expenses, followed by equipment rental costs for tables, chairs, and the barbeque griddles.

## Lutheran Care Ministry (LCM) Notes to Financial Statements For the Twelve Months Ended July 31, 2023

---

### 4. General & Administrative Expenses

General & Administrative Expenses primarily entails operational expenses. For the eight months ended financial reporting period since LCM's establishment, the total operational expenses amounted to \$3,835.18 with the breakdown as follows.

| <b>General &amp; Administrative Expenses</b>       |                 |
|--|-----------------|
| Google Domain Invoices                             | 96.37           |
| Insurance  | 820.00          |
| IT Web Maintenance                                 | 160.00          |
| Annual Zoom Account Fee                            | 210.00          |
| September 2022 U of C Booth Rental                 | 840.00          |
| Transportation – Volunteer Drivers for 29 students | 955.50          |
| January 2023 U of C Booth Booking                  | 267.75          |
| January 2023 Service Expense                       | 97.00           |
| February 2023 Service Expense                      | 64.20           |
| March 2023 Rental - Hope Lutheran Church           | 50.00           |
| Printer Ink  | 32.54           |
| September 2023 BBQ Event Venue Pre-Booking         | 241.82          |
| LCM 2022-23 Yearend Video Production               | 700.00          |
| ELCIC Campus Chaplains' Conference Registration    | 480.00          |
| Printing Service                                   | 208.53          |
| IT Equipment & Software - MS 365 Subscription      | 114.45          |
| <b>Total:</b>                                      | <b>5,338.16</b> |

### 5. Salaries & Service Honorarium

LCM was established with activities commenced on August 15<sup>th</sup>, 2022. The total service honorarium \$23,477.50 have been recorded and paid for the core resource effort incurred by Administrative Assistants (AA) the full fiscal year. In January 2023, a total of \$15,000.00 salary payments for Reverend Peter Chau are retrospectively recorded and accrued his service from August 2022 through January 2023, based on \$2,500.00 per month salary rate. February salary of \$2,500 was further paid out to Reverend Peter Chau for his service. March through July 2023 salary of \$12,500 has been accrued at yearend and to be paid out.

## Lutheran Care Ministry (LCM) Notes to Financial Statements For the Twelve Months Ended July 31, 2023

| Service Honorarium for Administrative Assistants | Amount           | Status         |
|--|------------------|----------------|
| August 15, 2022 – July 31, 2023                  | 23,477.50        | Paid           |
| <b>Salary for Pastor Peter Chau</b>              |                  |                |
| August 2022 – February 2023                      | 17,500.00        | Paid           |
| March – July 2023                                | 12,500.00        | Accrued/Unpaid |
| <b>Total Salaries &amp; Service Honorarium</b>   | <b>53,477.50</b> |                |

### 6. Program Expenses – October 2022 Thanksgiving Dinner Event

Program expenses details are supplemented in the Statement of Expenses by Program. The October 2022 Thanksgiving Dinner Event was held at Hope Lutheran Church, where the Ministry had invited new post-secondary international students to a traditional Thanksgiving supper while learning about the Canadian culture and tradition of Thanksgiving Day. The total attendance at the event included 35 new international students, 14 LCM volunteers, 3 LCM staff members, and 2 guest speakers (Reverend Kevin Powell and Miss Barbara Resch). Food and supplies were the primary expenses, followed by minibus shuttle provided for the students between University of Calgary campus and Hope Lutheran Church.

### 7. Program Expenses – December 2022 Christmas Celebration

Program expenses details are supplemented in the Statement of Expenses by Program. The Christmas Celebration was held at Regency Palace Seafood Restaurant on December 20, 2022. Total spending exceeded the original budget (for 30 attendees) as the invitation was extended to members of LCM, Hope Lutheran Church, and First Lutheran Church Congregation. The total attendance at the event was counted to be 107, with the following groups:

- LCM students (39)
- Rev. Kristian & Hope Lutheran Church (9)
- Shepherd of the Hill Lutheran Church (9)
- Calgary Lifelong Learning Centre (11)
- Lutheran Fellowship (19)
- Others and event supportive team (20)

## Lutheran Care Ministry (LCM) Notes to Financial Statements For the Twelve Months Ended July 31, 2023

### 8. Program Expenses – Chinese New Year Celebration

Program expenses details are supplemented in the Statement of Expenses by Program. The Christmas Celebration one of the major events of the year and was held at Regency Palace Seafood Restaurant on December 20, 2022. Total expenses incurred for the invitation extended to members of LCM, Hope Lutheran Church, and First Lutheran Church Congregation. The total attendance at the event was counted to be 121, with the following groups:

- LCM students (50)
- Lutheran Congregation (10)
- Pastors from Hong Kong (10)
- Calgary Lifelong Learning Centre (10)
- Kwai Wah Shan College Teachers/ Students (11)
- Lutheran Fellowship volunteers and event supportive team (20)

### 9. Program Expenses – Easter Sunday Service

Interested students were invited to attend Easter Sunday service at Hope Lutheran Church followed by a workshop focusing on resume preparation and developing interview skills on April 9, 2023. The total attendance at the even included 25 students, 15 LCM members and 2 staff members.

### 10. Program Expenses – Summer Hiking Trip

32 students and family members, along with 4 volunteers and staff joined the hiking trip to Grassi Lake Trip in Canmore, Alberta.





# Lutheran Care ministry August, 2023 – July 2024 Annual Program Plan

## **Mass Program**

### **September – Welcome Booth at University of Calgary**

September 5-6, 2023

### **September – Welcome Reception**

September 17, 2023, Welcome Reception & BBQ involved with welcoming new international students to the new school year and promoting LCM on campus at the University of Calgary from September 5 to 6, 2023. The total attendance at the barbeque event was over 65 people.

### **October – Thanksgiving Dinner at First Lutheran Church**

October 7, 2023,

### **December – Christmas Celebration**

December 21, 2023

### **January 2024 – Welcome Booth & Reception (Winter Semester) at the University of Calgary and SAIT**

### **February 2024– Lunar New Year Celebration**

February 10, 2024

## **Outdoor Activities**

**February 19-23, 2024 Leadership Development Camp at Camp Kuriakos,**

**June – Hiking – Grassi Lake Trail, Canmore, Alberta**

## Sharing is Caring Gathering

October – April, 2024 – Sharing Sessions at Hope Lutheran Church a sharing time related to their study at the university and SAIT, adoption in Calgary physically and emotionally.

## Informative Workshops

November 2023 – Workshop on Resume Preparation/ Interview Skills  
 January 2024 Workshop on ChatGPT related to Term Paper and/or Thesis.  
 March – Workshop on Filing Income Tax  
 April 2024 Workshop on Stress Management  
 May – Pre-Hiking Workshop and presentation of the Trails in the Rockies

## By-Monthly Sport Activities at University of Calgary

November, 2023- April, 2024

## Others

April – Joint Easter Sunday Services at Hope Lutheran Church

## The expanding services to meet the needs of increasing students and their family members recruitment of additional staff and volunteers

In early February 2023, Canada announced an expansion and extension of the open work permit program (Stream B) for Hong Kong residents, Under the upgraded Stream B program, those who have graduated **within the last 10 years from a post-secondary learning institution in Canada or abroad are eligible for an open work permit. This program will be open until February 7, 2025.** We shall anticipate the increase of international students and their family members coming this September ,2023. We need to recruit additional part time causal staff and volunteers.

**Lutheran Care Ministry (LCM)  
Synod of Alberta and Territories of  
the Evangelical Lutheran Church in Canada  
Proposed Budget For January to December 2024**

| Expenses Items / Programs                  | Breakdown                                      | Budget Amount |
|--|--|---------------|
| <b>Administration Expenses</b>             |  |               |
| Coordinator Salary (Full-time)             | \$3000 per month including employer EI and CPP | \$36,000      |
| Part-time Causal Workers Salary            | \$20 per hour (est. 85 hours/month)            | \$ 20,400.00  |
| Accounting Service                         |  | \$ 6,000.00   |
| Rent                                       | \$500 x 12                                     | \$ 6,000.00   |
| Volunteer Driver Subsidy (Gas)             | \$40 per trip                                  | \$ 3,000.00   |
| Office Supplies / Stationery               | per year                                       | \$ 500.00     |
| Insurance Coverage                         |  | \$ 1,200.00   |
| Google Domain                              | \$30/month                                     | \$ 360.00     |
| Email Account Fee                          | \$7.80 per month + tax (4 users)               | \$ 98.28      |
| Zoom Account Fee                           | \$200 per year + tax                           | \$ 210.00     |
| Subtotal                                   |  | \$ 73,768.28  |
| <b>Workshops</b>                           |  |               |
| Speaker honorarium, Tea reception          | SH: 12 x \$150, TR: 12 x \$100                 | \$ 3,000.00   |
| <b>Sharing Sessions</b>                    |  |               |
| Speaker honorarium, Tea reception          | SS: 6 x \$150, TR: 6 x \$100                   | \$ 1,500.00   |
| Subtotal                                   |  | \$ 4,500.00   |
| <b>Program Expenses</b>                    |  |               |
| Welcome Reception and BBQ Gathering        | Max 70 pax<br>(\$40/person + misc/bbq rental)  | \$ 3,500.00   |
| Thanksgiving Celebration Supper            | Max 70 pax (\$30/person)                       | \$ 2,100.00   |
| Christmas Celebration                      | Max 70 pax (\$40/person)                       | \$ 3,000.00   |
| Chinese New Year Celebration               | Max 70 pax (\$40/person)                       | \$ 3,000.00   |
| Easter Service and Celebration             | Max 70 pax (\$20/person)                       | \$ 1,400.00   |
| Summer Camp (Camp Kuriakos)                | Max 70 pax                                     | \$ 3,000.00   |
| Welcome Reception at University of Calgary | Max 70 pax                                     | \$ 2,500.00   |
| Subtotal                                   |  | \$18,500.00   |
| <b>Total</b>                               |  | \$ 92,268.00  |

# Lutheran Care Mission Fellowship of Calgary Bylaws

## ASSUMED NAME

For purposes of advertising and promotion, the Fellowship may at times utilize the assumed name of “LUTHERAN CARE MINISTRY” however, the official name shall remain the binding Fellowship name to transact business.

## MEMBERSHIP

1. Membership will consist of members of the congregations within the Southwest Area of the Alberta Synod of the Evangelical Lutheran Church in Canada.
2. Membership of the Fellowship shall be available only to individual Lutheran Congregation of the Southwest Area who are interested in furthering the Fellowship’s Mission and Purposes
3. A member will cease to hold a membership in the Fellowship when:
  - the member dies.
  - the member left the Lutheran Congregations in the Southwest Area
  - the member is terminated in accordance with the articles or by-laws, or
  - the Fellowship is liquidated and dissolved under the Canada Not-for-profit Corporations Act
4. Members have the right to request the attendance of the Fellowship auditor at a meeting during which the financial statements or the appointment or removal of the auditor will be considered, provided the Fellowship receives a written request at least 7 days before the meeting.
5. Membership is not transferable or transmissible and does not allow any rights or interest in the assets or income of the Fellowship.
6. Members may resign by delivering a written resignation to the President of the Fellowship in which case such resignation shall be effective on the date specified in the resignation.

## BOARD OF DIRECTORS

7. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Fellowship



8. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days' notice in writing emailed to each member or by three days' notice by telephone. Any fifty percent plus one of the board members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is not present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
9. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
10. Any director or officer, upon a majority vote of all members in good standing, may be removed from office or any cause which the Fellowship may deem reasonable.

## **PRESIDENT**

11. The President shall be ex-officio a member of all Committees. He/she/they shall, when present, preside at all meetings of the Fellowship and of the Board. In his/her/their absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

## SECRETARY

12. It shall be the duty of the secretary to attend all meetings of the Fellowship and of the Board, and to keep accurate minutes of the same. He/she/they shall have charge of the Seal of the Fellowship which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of to act, by the Vice-President. In case of the absence of the Secretary, his/her/their duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Fellowship and be under the direction of the President and the Board.
13. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Fellowship. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

## TREASURER

14. The Treasurer shall receive all monies paid to the Fellowship and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board may order. He/she/they shall properly account for the funds of the Fellowship and keep such books as may be directed. He/she/they shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Fellowship and submit a copy of same to the Secretary for the records of the Fellowship. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

## AUDITING

15. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Fellowship elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Fellowship. The fiscal year end of the Fellowship in each year shall be December 31.

16. The books and records of the Fellowship may be inspected by any member of the Fellowship at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

## **MEETINGS**

17. This Fellowship shall hold an annual meeting on or before June 1st in each year, of which notice in writing to the last known email address of each member shall be delivered 14 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer), and three directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Officers and directors shall serve a three year term, with an option for a second three year term. Any vacancy occurring during the year shall be filled at the next meeting by the board, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Fellowship.
18. General meetings of the Fellowship may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days prior to the meeting.
19. The totality of the members in good standing in attendance no less than 20 percent shall constitute a quorum at any general meeting.

## **VOTING**

20. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Fellowship. Such votes must be made in person and not by proxy or otherwise.

## **DISCIPLINE OF MEMBERS**

21. The board shall have authority to expel any member from the Fellowship for any one or more of the following grounds:
  - violating any provision of the articles, by-laws, or written policies of the Fellowship.
  - carrying out any conduct which may be detrimental to the Fellowship as determined by the board in its sole discretion; or for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Fellowship.
22. All members have the right to receive written notice and reasons for their expulsion and the right to make reasonable representations to the Fellowship regarding their expulsion.
23. If the board determines that a member should be expelled from membership in the Fellowship, the president, or such other officer as may be designated by the board, shall provide twenty (20) days' notice of expulsion to the member, and shall provide reasons for the proposed expulsion.
24. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. If no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is expelled from membership in the Fellowship.
25. If written submissions are received, the board will consider such submissions on arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the members, without any further right of appeal.

## **REMUNERATION**

26. Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her/their services.

## **BORROWING POWERS**

27. For the purpose of carrying out its objects, the Fellowship may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be

exercised only under the authority of the Fellowship, and in no case shall debentures be issued without the sanction of a special resolution of the Fellowship.

## INDEMNITY

28. There is no protection for directors or officers for acts of fraud, dishonesty, or bad faith. However, the board will retain board and officer insurance.

## BYLAWS

29. The Bylaws may be rescinded, altered or added to by a “Special Resolution”.

**Date: 2022/12/01**

1. Name: **Kevin Powell**

Address: 113-19A Hemlock Crescent SW, Calgary, Alberta T3C 2Z2

Signature \_\_\_\_\_

2. Name: **Margaret Propp**

Address

Signature \_\_\_\_\_

3. Name: **Peter Chau**

Address

Signature \_\_\_\_\_

4. Name: **Kristian Wold**

Address

Signature \_\_\_\_\_

5. Name: **Amy Ho**

Address

Signature \_\_\_\_\_

# APPENDIX

**Note (1) Stream A** – Applicants must have completed one of the following educational credentials at a post-secondary designated learning institution in Canada in the last 3 years, and they must have done at least 50% of their program of study (in person or online) while in Canada:

1. degree (bachelor's degree, master's degree or doctorate)
2. diploma from a program that is at least 2 years in length
3. graduate or post-graduate credential (for a diploma or certificate) from a program that is at least 1 year in length; in addition, the program must require a post-secondary degree or diploma, which must have been earned no more than 5 years before starting the graduate or post-graduate program.

You must also have completed a post-secondary diploma or degree (from Canada or from abroad), as a prerequisite to this graduate or post-graduate program. You must have completed this prerequisite diploma or degree in the 5 years before you started your graduate or post-graduate program.

**Note (2) Stream B** – Applicants must have at least 1 year of full-time work experience (or the part-time equivalent, that is, at least 1,560 hours in total) in Canada in the last 3 years; they must also have completed one of the following at a post-secondary learning institution in or outside Canada in the last 5 years:

1. degree (bachelor's degree, master's degree, or doctorate)
2. diploma from a program that is at least 2 years in length
3. graduate or post-graduate credential (for a diploma or certificate) from a program that is at least 1 year in length; in addition, the program must require a post-secondary degree or diploma, which must have been earned no more than 5 years before starting the graduate or post-graduate program.



## The hours of work requirement

To be eligible for this stream, you must have worked in Canada for at least 12 months full-time, or an equal number of part-time hours (at least 1,560 hours in total) in the 3 years before you apply. You must have been allowed to work legally in Canada for these hours to count. This means you either had a valid work permit, or you were exempt from needing a work permit. You can't include any hours of work that you spent.

- as a full-time student, self-employed, working outside Canada.
- on leave from your job (medical, parental, or similar)
- on an extended absence outside Canada, unemployed





### Note (3) Lutheran Fellowship

The fellowship was setup in September, 2022 with 14 members of Abundant Life Chinese Lutheran Church remained in the Evangelical Lutheran Church in Canada after the Special Congregational meeting to severing from ELCIC. Every Sunday we have conducted the Fellowship meeting at Hope Lutheran Church. We have invited the new students and their family members to join our fellowship as of June, 2023, we have 25-30 people attending our fellowship meeting (Sunday Service mode).

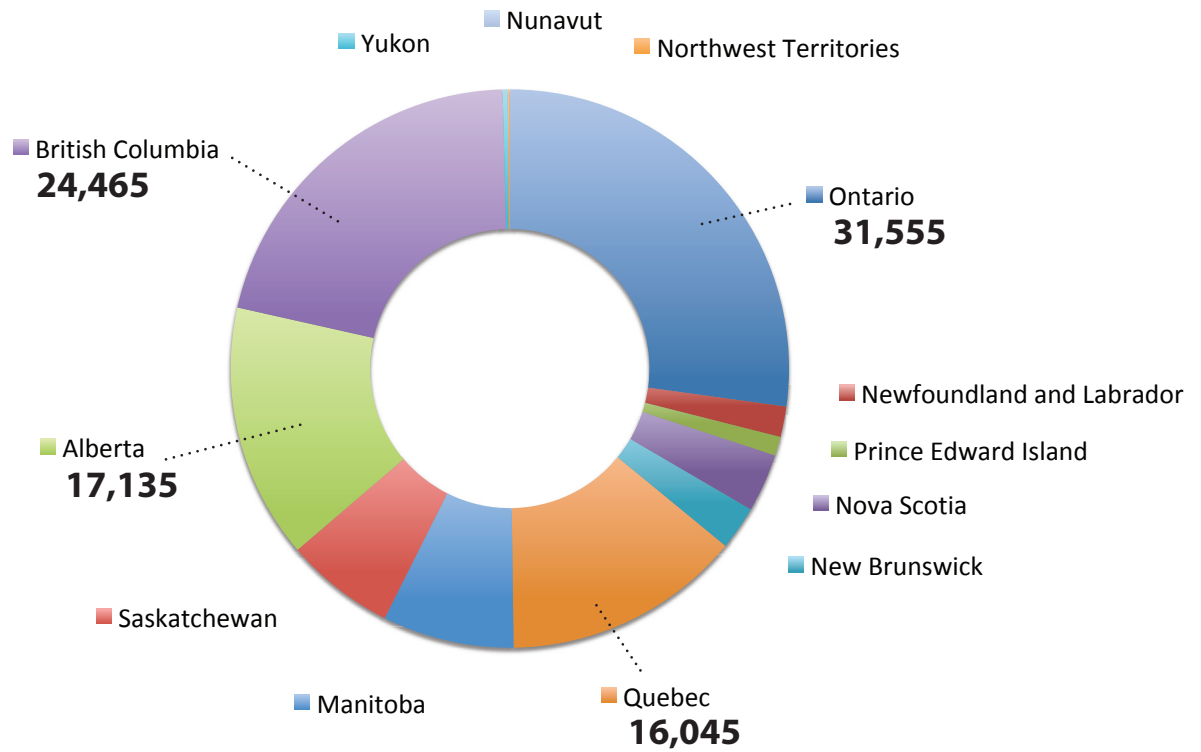


*Meeting with bishop Oct 13, 2022 at Hope Lutheran church.*



*Thankful for the Saturday, May 27, 2023 meeting with Pastor Peter Chau and many from the Lutheran Fellowship gathering as they discern the formation of a congregational ministry in Calgary.*

## The Statistic for the Province-wide Immigration January 1 – March 30, 2023



### Ontario - 31,555

Newfoundland and Labrador – 2,045

Prince Edward Island – 1,275

Nova Scotia – 3,930

New Brunswick – 2,940

### Quebec – 16,045

Manitoba – 8,835

Saskatchewan – 7,380

### Alberta – 17,135

### British Columbia – 24,465

Yukon – 345

Northwest Territories – 125

Nunavut – 10



## **LUTHERAN CARE MINISTRY**

Office Address:

First Lutheran Church Calgary  
7102 14 Ave SW, Calgary, AB T3H 4G7

Phone: 403-389-8145

Website: [www.elcicareministry.com](http://www.elcicareministry.com)

Email: [info@elcicareministry.com](mailto:info@elcicareministry.com)