



St. Stephen's Anglican Church  
Ottawa, Ontario

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# ***PARISH REPORT***

## ***2021***

*TO BE PRESENTED AT VESTRY  
SUNDAY, FEBRUARY 27, 2022*

### **Gifted, Called, Equipped and Sent**

*A Vision for St. Stephen's Anglican Church, Ottawa*

*PLEASE BRING THIS REPORT WITH YOU...*

*We urge all members of St. Stephen's Church, age 16 years or over, to be present at this meeting. To those in leadership positions please endeavour to have as many members of your group attend as possible.*

### **ANNUAL VESTRY MEETING**

***Sunday, February 27, 2022 at 11:00 a.m. on Zoom***

**AGENDA**

1. Incumbent Takes Chair — Appointment of Vestry Clerk and Scrutineers
2. Opening Prayer
3. Review and Approval of Agenda
4. Declaration — Electronic Sign-in
5. Memorial Moment
6. Review Minutes of the Annual Vestry 2021..... p. 4
7. Business Arising from the Minutes
8. Incumbent's Report ..... p. 10
9. Warden's Report..... p. 13
10. Cluster Reports ..... p. 15
11. Treasurer's Report (including Auditors' Report) ..... p. 30
12. 2022 Budget ..... p. 49
13. Incumbent and Corporation Appointments — 2022 ..... p. 52
14. Elections — 2022 ..... p. 54
15. Signing Officers
16. General Business
  - Shape of Parish Ministry
  - Celebrate 60 – Our History So Far
17. Adjournment/Grace

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## ANNUAL VESTRY MEETING MINUTES 2021

There were 61 persons present.

### 1. **OPENING**

The Reverend George Kwari called the meeting to order at 10:50 a.m. This 2021 Annual Vestry meeting was held on Zoom due to COVID-19.

### 2. **VESTRY CLERK**

Marilyn Brownlee was appointed Vestry Clerk.

### 3. **SCRUTINEERS**

Richard Fleming and Leslie Worden were named as scrutineers for the meeting.

### 4. **OPENING PRAYER**

Fr. George opened the meeting with prayer.

### 5. **AGENDA**

Moved by Richard Fleming and seconded by Leslie Worden that the agenda be accepted as presented. **Approved.**

### 6. **DECLARATION**

In the absence of an in-person meeting and signing of the Register by those in attendance the Declaration was presented as a Zoom Poll and was accepted by 61 people. Names of those in attendance were taken and recorded. Instructions were provided on the meeting etiquette and voting.

### 7. **MEMORIAL MOMENT**

A minute of silence was held for those who departed this life during 2020.

**Waigh**, Helen Ora

**Devey**, Edwin (Ted) Thomas

**Copping**, William (Bill)

**Wilkie**, Dorothy (Dottie)

**Henoch**, Eleanor

**Quaile**, Esther

**Carr**, George

**Crosby**, Helen

**Harper**, David

**Harper**, Cora

**Giff**, Pat

**McDonald**, Dennis

### 8. **MINUTES OF THE 2020 ANNUAL VESTRY MEETING**

**Motion:** Moved by Leslie Worden, seconded by Richard Fleming that the minutes of the Annual Vestry meeting held on March 1, 2020, be approved as presented. **CARRIED.**

## 9. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Vestry 2020 minutes.

## 10. INCUMBENT'S REPORT

Fr. George Kwari thanked his family, Epiphania, Simbarashe and Ropafadzo, for their continued support and assistance. He thanked Marilyn Brownlee, the Parish Administrator, and the Wardens, Richard Fleming, Leslie Worden, Eileen Mortimer and Dave Muirhead for their support. He extended thanks to Kacper Waclawski for his Music Ministry and, since Kacper's resignation, extended thanks to our Supplemental Organist, Laurel O'Connor, and to our Honorary Organist, Frances Macdonnell. He thanked Thomas Phelps for his work as custodian. He thanked Jack Kalil, Gerry Stephen and Eileen Mortimer for their ongoing examination of our finances during the year. Thanks, were also extended to Canon Michael Fleming and Ven. Paul Blunt for their assistance. He thanked Rob Hamilton the Treasurer and JoAnn Collett the Assistant Treasurer for maintaining our financial records. And he thanked all members of the congregation for their financial support to the Parish.

**Motion:** Moved by Fr. George, seconded by Richard Fleming that the Incumbent's report be accepted as presented. **CARRIED.**

## 11. WARDENS' REPORT

Richard Fleming extended thanks to Leslie Worden and JoAnn Collett for their work on the Position Descriptions. Position Descriptions for the 4 Warden positions have been completed.

We lost our tenants due to the COVID-19 pandemic. This loss had an unfortunate impact on Parish finances. Richard thanked the parishioners for their continued financial support to the Parish.

**Motion:** Moved by Richard Fleming, seconded by Leslie Worden that the Wardens' report be accepted as presented. **CARRIED.**

## 12. CLUSTER REPORTS

**Motion:** Moved by Rob Hamilton, seconded by Dave Chisholm that the Cluster reports be accepted as presented. **CARRIED.**

## 13. TREASURER'S REPORT

Rob Hamilton presented and explained the Financial Report for 2020.

The year ended with a reasonable deficit of \$4,445. Contributing factors included:

- Envelope Revenue was down by \$6,185.
- Proceeds of \$9,858 were realized from the limited Fall Food Fair. This amount was significantly less than in a normal year.
- Tenant Donations (Rent of \$24,885) were also significantly less than had been anticipated and budgeted.

We were able to meet all our financial obligations, in part, with thanks to the Diocese which forgave 2 months (Jubilee) of our ECOPS, Fair Share, Insurance and Staff remuneration obligations. The Diocese was able to recover most of these funds from the Government assistance programs.

Our net worth increased in 2020 by \$20,429 to a total of \$3,363,924.

Cash (bank account and CTF investment) continues to be greater than the value of the Reserves.

\$33,900 was withdrawn from the Gallanger CTF Fund to pay capital expenses. Money remaining is held in a Capital Reserve for future use as needed.

Money raised for the Bishop Gaul Library in Zimbabwe was sent to them.

Total outreach expenses amounted to \$28,863 for the year.

GiFT Funds in the amount of \$29,994 remain available for new projects.

**Motion:** Moved by Rob Hamilton and seconded by JoAnn Collett that the Financial Report including the Auditors' Report, be accepted as presented. **CARRIED.**

Rob Hamilton thanked Vestry for approving the motion and all who contributed to the financial reporting. These include The Rev. George Kwari, the Wardens and Parish Council members, Assistant Treasurer, JoAnn Collett, Parish Administrator, Marilyn Brownlee, Counters with Coordinator, George Weber, Envelope Secretary, Sue FitzPatrick and Auditors, Jack Kalil, Gerry Stephen and Eileen Mortimer.

#### **14. 2021 BUDGET**

Rob Hamilton presented and explained the 2021 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

The 2021 budget was approved by Parish Council for presentation at Vestry.

Assumptions in the budget:

- General Envelope Revenue remains unchanged.
- Fall Food Fair contribution set at 2020 level.
- Some Reserves may be used to cover expenses.
- Assumed there will be NO revenue from major renters.
- CTF withdrawals may be possible to maintain cash flow to pay the bills.

The Budget deficit is \$61,354.

Some budget relief has already been identified reducing the projected deficit to \$34,442.

- The Diocese has forgiven the March 2021 payment of \$20,277 for ECOPS, Fair Share, Insurance and Staff remuneration obligations.
- Confirmation has been received that rent money, in the amount of \$6,635, which was being held in Reserve for Grace Communion International Church and Jérôme Lejeune Montessori School will remain with us.

**Motion:** Moved by Rob Hamilton and seconded by Richard Fleming that the budget for St. Stephen's Church for 2021, as presented, be approved by Vestry. **CARRIED.**

## 15. APPOINTMENTS BY INCUMBENT

Fr. George announced the following appointments.

### **Liturgical Ministry Appointments:**

- **Lay Readers:**  
Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi, Shalini Raphael.
- **Servers' Coordinator:**  
Derrill Henderson along with Deputy Coordinator Alice Walsh.
- **Lay Eucharistic Administrators:** 3-year term  
Barbara Aselford, Laura Beauchamp, Marilyn Brownlee, Margaret Casterson, Dave Chisholm, Jack Dymont, Mary Jane Dymont, Martha Greatrex, Derrill Henderson, Denise Isaacs, Robert Hosselet, Jack Kalil, Kerri-Lynn Kalil, Helene LeBarron, Ian Mackenzie, Paddy Mark, Joan Matthews, Cynthia Mortimer, Eileen Mortimer, David Muirhead, George Ndubuisi, Danny Pomerleau, Shalini Raphael, Bea Tanaka, Ed Van Dusen, Marilyn Van Dusen, George Weber, Sally Weber.
- **Pastoral Care team:**  
Mary Jane Dymont, Cynthia Mortimer, Sally Weber, Martha Greatrex, Helene LeBarron, Margaret Casterson, Joyce McInnis, Ruby Elver, Ruth Belyea, Dawna Moore, Shalini Raphael.
- **Sidespeople Coordinators:**  
8:00 a.m. Joan Matthews                      10:00 a.m. Alice Walsh

### **Corporation Appointments:**

- **Rector's Warden:** Eileen Mortimer
- **Deputy Rector's Warden:** Richard Fleming
- **Communication Coordinator:** Leslie Worden

There were no objections to the above appointments.

## 16. NOMINATIONS

Dave Muirhead was nominated as People's Warden by Richard Fleming and seconded by Leslie Worden. **CARRIED.**

Fr. George Kwari invited other nominations. As there were no other nominations Dave Muirhead was acclaimed as People's Warden.

Leslie Worden was nominated as Deputy People's Warden by Richard Fleming and seconded by Alice Walsh. **CARRIED.**

Fr. George Kwari invited other nominations. As there were no other nominations Leslie Worden was acclaimed Deputy People's Warden.

Fr. George Kwari announced the following nominations made by the nominating committee:

|  |   |
|--|---|
| Lay Member of Synod (2 <sup>nd</sup> year of 2-year term)  | 1. Marilyn Sullivan                         |
| Lay Members of Synod (1 <sup>st</sup> year of 2-year term) | 1. Richard Fleming<br>2. Shirley Brathwaite |
| Synod Alternates   | Rob Hosselet & The Wardens                  |

Above Candidates were nominated as Lay Members of Synod by Leslie Worden, seconded by Eileen Mortimer. **CARRIED.**

Fr. George Kwari invited other nominations. As there were no other nominations the candidates listed above were acclaimed as Lay Members of Synod.

Fr. George Kwari announced the following nominations made by the nominating committee:

|  |                 |
|--|-----------------|
| Members-at-Large (2 <sup>nd</sup> year of a 2-year term) | Joan Matthews   |
| (1 <sup>st</sup> year of a 2-year term)                  | George Ndubuisi |

Above candidates were nominated as Members-at-Large on Parish Council by Leslie Worden, seconded by Richard Fleming. **CARRIED.**

Fr. George Kwari invited other nominations. As there were no other nominations the candidates listed above were acclaimed as Members-at-Large on Parish Council.

Fr. George Kwari announced the following nominations made by the nominating committee:

|                         |                                   |
|-------------------------|-----------------------------------|
| Liturgical Coordinators | Dave Chisholm                     |
| Education Coordinator   | Hilary Dawson                     |
| Fellowship Coordinator  | Pat Hamilton                      |
| Outreach Coordinator    | Margaret Muirhead                 |
| Property Coordinator    | George Weber                      |
| Stewardship Coordinator | <i>Not to be filled this year</i> |

The above candidates were nominated as Cluster Coordinators by Richard Fleming, seconded by Leslie Worden. **CARRIED.**



Fr. George Kwari invited other nominations. As there were no other nominations these nominees were acclaimed as Cluster Coordinators.

Fr. George Kwari declared all those elected as Synod Delegates, Members-at-Large, and Cluster Coordinators to be members of Parish Council.

#### **17. APPOINTMENTS BY CORPORATION**

- Moved by Dave Muirhead and seconded by Eileen Mortimer that Rob Hamilton be appointed as Treasurer and JoAnn Collett as Assistant Treasurer. **Approved.**
- Moved by Dave Muirhead and seconded by Richard Fleming that Eileen Mortimer and Jack Kalil be appointed as Auditors for 2021 to examine the financial records. **Approved.**

#### **18. SIGNING OFFICERS**

**Motion:** Moved by Hilary Dawson, seconded by JoAnn Collett that the signing officers for 2021 be as follows: Rector's Warden, Deputy Rector's Warden, People's Warden, Deputy People's Warden, Parish Administrator, Treasurer and Assistant Treasurer and that all cheques must be signed by two persons, at least one of whom must be a Warden or Deputy Warden. **CARRIED.**

#### **19. NEW BUSINESS**

Fr. George Kwari announced the establishment of a Black Indigenous People of Colour Coordinator (BIPOC) position in the Parish. Shirley Brathwaite was appointed as BIPOC Coordinator by Fr. George Kwari. An explanation of the responsibilities of the position was provided and discussed. This position may be a member of Parish Council if Parish Council so chooses.

Black History Month at St. Stephen's was very powerful this year. Thank you to the organizing committee. We are glad that the position of BIPOC is being established.

Thanks were extended to Sue FitzPatrick for many dedicated years as Envelope Secretary.

Thanks were extended to Hilary Dawson and Pat Hamilton as chairpersons of the COVID-19 Re-opening Committee. The church building was closed initially for 6 months (mid March to Mid September) and is currently closed again after being open for 3 months (mid September to Christmas Eve) with capacity limited to 50 people.

Thanks were expressed to Fr. George Kwari for this well-managed meeting on Zoom. It is everyone's hope that the next Vestry meeting will be held in-person.

#### **20. ADJOURNMENT**

Dave Chisholm moved to adjourn the meeting at 12:35 p.m. Closed with the Grace.

## INCUMBENT'S REPORT

I am thankful for the remarkable way in which we have been holding our own in these difficult and uncertain times. For close to eight months in 2021, we offered on-line worship services and in the last quarter of the year we resumed in-person and on-line services simultaneously. These challenges have not fazed our church and community, as everyone has been sharing and working together.

Thank you to everyone for maintaining your St. Stephen's financial support. Our financial obligations were met in 2021 and we were still able to support our Community Ministries which give much-needed and immediate emergency help to those in need such as Algonquin Campus Ministry, Pinecrest Food Bank, Nadia's Refugee Family, The Diocesan Refugee Ministry, Step House Refugee House and the Rector's Discretionary Fund.

Fellowship events were held on-line and were appreciated by all who attended. We look forward to more events as we continue to journey during this pandemic period. New leaders have been emerging on-line which is appreciated. Special thanks go out to Rob Hosselet for the great Trivia Nights and to Ian Mackenzie, as the congenial co-host. Ian also offered his unwavering support to me in his role as co-host for our Sunday services, social events, and the Algonquin Campus Ministry Fundraisers that raised over \$3,000.

On Sunday mornings, Dave Chisholm and Simbarashe (Simba) Kwari alternately run the PowerPoint, during online services. Their help is much appreciated and a special thank you to Simba for teaching me about various technicalities of a Technical Church and World.

A sincere thank you is extended to Marilyn Brownlee, who has just celebrated 17 years as St. Stephen's parish staff Administrator. Marilyn is indeed a hardworking, sensible, caring and very respectful Parish Administrator. It is truly a blessing to share my ministry with her, especially in times like this.

When it was possible to re-open our church for in-person attendance, we had the onerous job of making sure that COVID-19 protocols were followed to the highest level. To make certain we stayed current and up-to-date on all COVID-19 updates and changes at the local, national and provincial level Hilary Dawson and Pat Hamilton and their team, kept us informed. I was amazed at the number of sites they visited as they sifted through information to make the best decisions for our parish. I give thanks to God that there was not a single case that was traced back to our church, and for that I offer my sincere thanks to everyone.

The St. Stephen's Shape of Parish Ministry Committee, led by Hilary Dawson and Marilyn Sullivan, held town hall meetings to collect information that will be used to create a profile for St. Stephen's. The results were eye-opening and, to a greater extent, very encouraging. To see all the Community Ministries St. Stephen's is engaged in and how we have adapted to our changing demographics was very encouraging and an affirmation that we are on the right path. We continue to strive to be a very-inclusive church that acknowledges and embraces diversity in all its forms.

The appointment of Shirley Brathwaite as the Black Indigenous People of Colour Coordinator (BIPOC) made us a shining beacon of hope in the Diocese. With Shirley's leadership we observed four Sundays of Black History and Indigenous History. The liturgies, music, prayers and speakers gave us food for thought as we learnt Black History and Indigenous peoples' histories. I look forward to what the BIPOC Coordinator has for us in 2022.

The Shape of Parish Ministry made me pause and think about the high percentage of people, who are in their late seventies and early eighties and are in significant leadership positions. On one hand I was grateful for the wisdom they bring to us. On the other, I am sad that many will soon be retiring. This reality calls us all to consider our succession plan. Are we grooming our young adults and youths to carry the torch when we retire? We need to consider how the wealth of knowledge that we currently have will be shared for a smooth transition.

Thank you to Rob Hosselet who stepped forward and volunteered to cut the lawn and rake the leaves in the fall. This was very much appreciated and saved the parish a great deal of money. Thank you to Beatrice Tanaka for her work over the years.

When the new floors were installed in the Upper Mary Lark Hall and office area George Weber and Gerry Stephen worked long hours. My sincere thanks to them both for their hard work and for keeping the building in good shape.

We are indeed fortunate to have Olivia Adams join us as the Music Director. She is a very talented musician and is becoming familiar with the Anglican liturgies and traditions. Her dedication and gifts were on display with the seamless "Legend of the Candy Cane" nativity. It was quite a feat to pull all that together in a pandemic setting.

Leslie Worden has agreed to Co-Chair the 60<sup>th</sup> Anniversary Committee with me. She has already covered much preliminary work by gathering stories, pictures and mementos about our parish. Thank you to all who have been in touch with her. Let us keep sending to Leslie the photos and stories or anything you may have that will help tell the history of St. Stephen's. Bishop Shane will be with us on Sunday, May 15 at the culmination of the Celebrations.

I am grateful for the many blessings we have received from God over the past year; although also deeply saddened by the loss of parishioners who have been key members of our church family for some time, including Cynthia Mortimer, Keith LeBarron, Winnie Bowen, Val Shaw, Evelyn Pope, Jonathan (J.J.) Ryan, Margaret Gardener, Orpha Taylor, Frances Collins, and Fred Jones. May they rest in peace. I give thanks to their families and to God for the many gifts they shared with us.

Thank you to the Wardens for their continued support and to the Parish Council for making sure that our Parish Administration is progressing. I also say thank you to Stephanie McWatt for her ministry among us.

I am optimistic of what the future holds for us as a parish as in the past two years over five families or single unit families have joined us as members. Interest in religious and spiritual

quest is as strong as ever. The number of people who have called me looking for a church has been the highest since I have been in this parish. God is doing something, and I believe that our commitment to pursuing a mission based on God's word, inclusivity, social justice and service is an essential role of the Church in our secular society.

The love and care we give to each other by phone calls, emails and official parish phone tree where coordinators faithfully call in to check on us or pray with us continues to be a bright hope in a world covered by the darkness of the Pandemic.

Thank you to the readers, lay readers, intercessors, choir members, our Treasurer Rob Hamilton, assistant treasurer, auditors and committee coordinators for all that you do for St. Stephen's.

Thank you to Epi for her prayers, wise counsel, support and being there for me all the time. Thank you to Ropa for her encouragement and the joy she brings in my ministry.

Above all, thank you to everyone for your commitment and love of our parish. Thank you for choosing St. Stephen's as your spiritual home.

I remain thankful and honoured to continue serving you as your Incumbent. I am looking forward to what 2022 brings as we continue to live in the new normal. Every day, month and year will be different. That is exciting and nerve wrecking, but such is life in a pandemic.

The Reverend Canon George Kwari  
Incumbent

## WARDEN'S REPORT

How do you start a report to a Vestry that has seen so many changes, course corrections and adjustments, refocusing – whatever you want to call it, over the past year. It seems like we are all taking two steps forward and one step back during the COVID pandemic. We wardens are all in agreement, that although the pandemic kept throwing us changes, St. Stephen's has, and will, adapt and adjust as we always do. We send our sincere appreciation to all of you as we navigate these changing times.

As you may recall, St. Stephen's closed due to the pandemic as of March 2020, then reopened for services as of September 2020, then closed again on December 24, 2020, due to the pandemic.

Vestry 2021 – a virtual vestry – was successfully held on March 7, 2021. Eileen Mortimer and David Muirhead assumed their new duties as Rector's and People's Wardens respectively, and Richard Fleming and Leslie Worden assumed their duties as deputies.

It should be noted that Vestry 2021 saw the appointment of Shirley Brathwaite to the position of Black Indigenous People of Colour (BIPOC) coordinator to parish council. This is a new position and ensures that any actions or activities are viewed through a BIPOC lens.

In May, we welcomed our New Music Director, Olivia Adams. Olivia brings a youthful vibrancy and insight to music, as she recently concluded her master's degree and is looking forward to working with St. Stephen's choir and our youth in our musical ministry. Welcome Olivia!

We did remain closed for services in the Church; however, we held summer services outdoors in the Labyrinth on Wednesdays in July and August. The small in-person services outdoors on the Labyrinth were enjoyed by those attending.

St. Stephen's reopened for combined (Zoom and in-person) services on September 12, and remained open until December 20, after which it was closed again due to the COVID variant. And here we go again.

As we noted earlier, we seemed to have a 'Welcome back to Church' part two (deux) as we opened and closed during the past year. We adopted a hybrid model for our services - in-person and virtual. One of the positive aspects of the hybrid model is that it allows us to keep connected with our parish family – whether in the city, province or beyond.

Our modified Fall Food Fair had to adjust to the new guidelines – how many 'cooks' were allowed in the kitchen and were they part of a family group? With some adjusting and understanding, we saw some wonderful results. Thank-you to JoAnn Collett and her team that pulled this together.

With the closure and restricted access to our buildings our historical tenants have not been allowed to enter or use our facilities during the pandemic. Although one of the major tenants does want to utilize our facilities, COVID has not allowed this to occur given the limitations on the number and activities that can occur. We did, however, have two short term rentals utilize our facilities in the fall for short periods. Goulbourn Jubilee Singers, with Oliva Adams as their music accompanist, used our worship space as a practice facility while their usual facility was under repair. In addition, we had the Dementia Society's, Joyful Sound Choir, practice here for their concert. This group is led by Anne Longworth, who was our former Music Director. From

what we are hearing, the acoustics in the Church and Lower Hall are great and that is why we have groups utilizing our space.

Zoom has given us new ways of fellowship – cooking lessons online, Trivia nights, interviews with parishioners. We do continue to adapt!

Last fall saw the gathering storm of the Omicron variant of COVID that led to our most recent closure. From this, we continue assessing priorities and readjusting, recognizing that there are things we need to do, and those things we would like to do. We do remain mindful of what we can and cannot achieve given our current circumstances.

We know that there is one person who has always been there, by phone, email or on Zoom, no matter what the crisis is, we know we can count on to get an answer from – Marilyn Brownlee. Marilyn has been our Office Administrator for over 17 years now, and she keeps us all in line. We would also add that she has worked tirelessly throughout this pandemic to ensure that things are done. Marilyn – thank you for all the hours you have shared with us, for your calm patience and sense of humour.

We would also like to thank The Reverend Canon George for his untiring leadership, guidance, and calming influence as we navigate these challenging times. Your thoughtful insight has been our guiding light.

Lastly, a thank you to the parishioners for your continuing faithfulness during this period.

We also think that we need to highlight the resilience in all of us given all that we have gone through the past year. There have been life changes – births, deaths, and marriages – that due to the pandemic, we may not have been able to celebrate in the way we would have wanted. It is a testament to all of us.

In conclusion, it might be appropriate to underline a sentiment which perhaps best describes us as a congregation: "We use our God-given skills and talents as well as His gifts and our finances to work together."

Eileen Mortimer  
Rector's Warden

David Muirhead  
People's Warden

Richard Fleming  
Deputy Rector's Warden

Leslie Worden  
Deputy People's Warden

## FELLOWSHIP CLUSTER

The Fellowship Cluster includes Parish Fellowship in General, Women's Fellowship, Coffee Hour and The Fall Food Fair. Their respective reports are as follows:

### **General Fellowship**

This committee is made up of a chairperson, Pat Hamilton and three advisors, Sally Weber, Leslie Worden and Richard Fleming. We organize or help to organize various fellowship events throughout the year. If elected by Vestry, all of us plan to return this coming year. A big thank you to my advisors for your creative input and enthusiasm.

In 2021 there were no in-person fellowship events due to the COVID-19 restrictions. At this time of self-isolation, we feel it is important to keep in touch with each other and have fun doing so. We have been fairly active with online events.

One of our most popular events was Trivia Night on Zoom. It was run by St. Stephen's trivia masters Rob Hosselet and Ian Mackenzie, plus the Kwari tech team. We had two really fun evenings, one in March and another in November. Thank you to this great team for all the time you put into creating these evenings. We look forward to more in the future.

Another popular fellowship event was cooking on zoom. In February we held an evening of "cooking with Richard". We all cooked the same dinner in our respective kitchens with instructions from Richard via Zoom. When our meals were ready, we sat down to eat with each other, all on Zoom. It was a lot of fun and delicious as well. We are planning more of these events in the future.

Our annual Tulip Tea was held on Zoom in May. We drank tea and ate sandwiches and sweets in our homes while enjoying fellowship and beautiful pictures of tulips. We watched an interesting video as well. A big thank you to Mary Jane Dyment for organizing this lovely event.

Algonquin College Campus Ministries with St. Stephen's hosted a concert on zoom in May to raise funds for their outreach programmes. St. Stephen's Choir sang along with several other choirs and the Salvation Army choir. It was a good evening.

In September, a card and a small gift from the parish was presented to Olivia Adams on the occasion of her recent wedding. We wish her and Nick well and send our good wishes and blessings.

Plans are underway to mark St. Stephen's 60<sup>th</sup> Anniversary (in this building). People who have pictures or stories or if you know of anyone who has stories to tell of our past, please pass the information to Leslie Worden.

Over the year we said goodbye to several parishioners who moved away. We held Sunday Zoom events for Linda and Jim Davis and their family who moved to PEI and for Carol McNabb who moved to Smith's Falls. We also had a music night to wish our choir director, Kacper Waclawski and his family farewell as Kacper moved on to other ventures. Thank you to Dave Chisholm who created virtual cakes for all these events.

During the year the fellowship phoning committee has continued. Ten volunteers contact 152 families which includes 295 individuals. This ongoing ministry is very worthwhile, especially for seniors and people who live alone. Thank you to all who are making these much-appreciated phone calls on a regular basis.

Thank you also to the volunteers who are our Zoom coffee hour hosts each Sunday. They guide the coffee hour conversations and stay to the end of coffee hour to log off. Your participation is valued.

This year has been a challenging year for all of us. We have tried to keep in touch with our St. Stephen's family. I would like to thank all the families and friends who went out of their way to help others join on Zoom.

I would like to give a big thank you JoAnn Collett and her committee for their hard work and creative ideas in running the second Fall Food Fair during a pandemic.

In closing, I would also like to say thank you again to my committee, Sally Weber, Richard Fleming, and Leslie Worden. You are a great support and have good ideas. Also, I would like to thank Canon George Kwari, Simba Kwari and their team for all their ideas and help to adapt fellowship events for Zoom. You do an amazing job to help keep our parish connected. Last but not least, a big thank you to all of you, our church family for your cheerful willingness to help out with the running of these virtual fellowship events. A sincere thank you to all.

Pat Hamilton  
Chair of the Fellowship Cluster

### **Women's Fellowship**

Women's Fellowship has not met since the start of the pandemic in March 2020.

Anglican Church calendars, which are normally sold each year as a fundraiser, were not sold by Women's Fellowship this year due to the Pandemic. However, they could be purchased through St Stephen's Church Office.

During the past years, new items were collected and donated to communities in our north. These items were packed into bales and then transported to our northern communities. In November the final shipment was made. This programme has been discontinued. Thank you to Woman's Fellowship and to Joan Matthews (coordinator) for supporting this worthwhile cause over the years.

Greeting cards continue to be sent from Women's Fellowship to parishioners who are sick or grieving. Thank you to Trudy Stephen for continuing with this.

A gift was given to Dallacy Tukkiapik at Christmas. Thank you to Joan Matthews.



**Coffee Hour**

The in-person Coffee Hour has been replaced by fellowship on-line following the 10 am service. When the church was open from September-December there was some socially distanced fellowship on the labyrinth, but no drinks were served.

Sally Weber,  
Coordinator

**Fall Food Fair**

We had a successful virtual Fall Food Fair again this year; we had jams, jellies, pickles and frozen foods and raised \$7,750.

JoAnn Collett  
Coordinator

**Women's Fellowship Financial Report**

As Women's Fellowship Group did not meet during 2021 the balance on hand remains at \$275.14.

Sue FitzPatrick  
Treasurer

## LITURGICAL CLUSTER

The Liturgical Cluster comprises the ministries of Lay Readers, Altar Guild, Choirs, Prayer Team, Servers Guild, Sidespeople and Greeters, all of whom are responsible for the preparation and enhancement of our worship services here at St. Stephen's.

The Liturgical Committee meets every two to three months to review the schedule of services and to consult on all matters liturgical. The minutes from these meetings allow everyone involved in liturgy to be on the same page.

The pandemic continued to challenge us throughout the year. From September through mid-December, we continued to meet in a blended in-person/online format. The Zoom presence has been enhanced by the purchase and installation of a new camera which allows us to broadcast a clear image of what is happening in the church.

### **Choirs**

The Senior Choir worked to create online anthems for the first half of the year and reconvened in-person rehearsals in September. Olivia Adams joined as Music Director at the end of May. She continued to create online anthems and hymns throughout the rest of the spring and then resumed in-person with the choir for practices and services. The choir was smaller this fall but has been faithful in the rehearsing of music for services and overcoming the challenges of making music masked and socially distanced. The senior choir was able to perform a number of special anthems throughout the fall as well as record some beautiful Advent and Christmas music prior to the most recent lockdown. We are grateful to Aleesha Katary for joining us once a month as a guest organist.

The Children's choir gathered virtually in June and added their voices to several hymn recordings to commemorate Indigenous History Month. These recordings were used throughout the summer as well. In November and December, the kids rehearsed the Christmas pageant online and then recorded it in person for use in the online Christmas Eve services. The pageant was based on Lori Walburg's book "The Legend of the Candy Cane" and was adapted and set to music by Olivia. The kids had lots of fun working together and making music over the course of November and December. Olivia looks forward to doing some more online music-making in the new year.

The choir will return to virtual recordings as we wait for the safe return of in-person services. Olivia would like to thank all the musicians and for welcoming her into the parish. If you or your child would like to join the choir online, you are welcome to contact the office. We welcome young and old, beginning and experienced voices, all are welcome to join in song.

### **Altar Guild**

The 'Guild' team continues to serve with dedication, quietly and faithfully with four rotating groups throughout 2021 when we had services in the church. A special thank you to the coordinator, Heather Loates. We would also like to thank Ruth Belyea for working on the flower arrangements. Through her work, using local flowers, we have saved significant money on the cost of flowers.

### **Prayer Ministry**

The Prayer Ministry members continue to pray for members of the parish. Due to COVID restrictions they have not been able to pray with people in-person during our services. They lost a powerful prayer-warrior with the passing of Cynthia Mortimer this last year. She will be dearly missed. The team consists of Shalini Raphael, Dawna Moore, Mary Jane Dymont, Ruby Elver, Ruth Belyea and Sally Weber with Beverley Chen. Thank you all for your involvement and dedication. If you feel called to be part of this rewarding ministry, please speak to Canon George Kwari or one of the team members.

### **Lay Readers**

During 2021 the Parish was fortunate to have the experience and dedication of our five Lay Readers — Marilyn Brownlee, Derrill Henderson, George Ndubuisi, Eileen Pomerleau and Shalini Raphael.

### **Servers**

Due to the COVID restrictions we were not able to call upon the services of our servers. We are looking forward to their return.

### **Sidespersons**

The four teams have not been required throughout our closure.

### **Greeters**

The four teams have not been required throughout our closure.

Dave Chisholm  
Coordinator

## EDUCATION CLUSTER

### **Children/Youth**

With the continuation of the pandemic throughout 2021, activities for the children/youth remained online. Although regular Sunday school/youth group meetings were not held, several special events took place during the year:

- In March, a group of children/youth and adults gathered for a virtual origami peace dove making activity in support of the Diocesan Thousand Doves Project. Karen McBride from the Diocesan Refugee Ministry Team was our special guest. Karen guided our dove making and spoke to us about the difference this ministry is making in the lives of many refugees seeking refuge in Ottawa. In total, our children/youth and friends made 100 doves. The doves will be part of a special art installation in Christ Church Cathedral.
- On Easter Saturday, sixteen children/youth and adults gathered for a fun, interactive, children's Easter Service. The children enthusiastically retold scenes from the Easter story using objects from their homes – what creativity! Many thanks to Marion Agnew and Eileen Mortimer for their assistance in developing and leading this service.
- Canon George worked with four of the children to prepare amazing videos for the Mother's Day Service on May 9. Each of the children gave a wonderful and heartfelt presentation about their mothers and other important women in their lives.
- In June, several children and youth met virtually to plan their participation in the special services for Indigenous History month. The children/youth recorded songs, poems and prepared prayers for the services. Special thanks to Olivia Adams for coordinating this activity.
- A scheduled BBQ and farm visit to Stephanie McWatt's farm in October was unfortunately cancelled because of changes in Diocesan COVID protocols.
- During November/December, Olivia Adams met virtually with an enthusiastic group of children to practice the Christmas play based on the book "The Legend of the Candy Cane". One in-person gathering was held to prepare props and to record the play. The final product was delightful and was enjoyed by all who attended the children's Christmas Eve service. Many thanks to Olivia for the many hours dedicated to this project; thanks too to Nick Busch for accompanying the singing and assisting with recording, as well as to Simbarashe Kwari, Roshini Nadarajah and Leslie Worden for helping with the props.
- Throughout the year, the children and youth contributed to Sunday morning Zoom services through reading, sharing their musical talents and using their technological expertise behind the scenes.

### **Adult Education**

The Sunday morning online worship services provided a wonderful platform to engage in conversations on a variety of issues with which we are grappling both as a Church and as a society. The conversations left us with much to ponder, learn and act upon as we move forward.

They included:

- Black History Month with guest speakers, Denise Moore-Isaacs, Roslyn Thompson and June Girvan. Through their presentations and discussion following the service, we learned just how complex and real the issue of racism is. Denise provided us with a comprehensive list of resources to continue our learning.
- The Diocesan Refugee Ministry and Thousand Doves Project with guest speaker Karen McBride.
- Indigenous History Month with guest speakers Rev. Aigah Attagutsiak, Audrey Lawrence and Toni Goree who each generously shared with us their lived experiences.

The Lenten bible study, led by Canon George, provided a time of reflection, discussion and prayer on scripture readings. Stephanie McWatt, our postulant, led an interesting and interactive Advent bible study based on the book of Malachi. All who attended the studies were enriched through their participation.

Pat Hamilton's women's cell group continued to meet biweekly on zoom for fellowship, study and prayer. A variety of media were used to stimulate discussion (art, music, recorded interviews).

In conclusion, thank you to all those who shared their gifts and talents over the past year in support of education activities. In March, Debbie and Dave Chisholm stepped down as youth group leaders. We thank them for their dedication and commitment to our youth over the past several years. In particular, special thanks to Canon George for his support, guidance and encouragement during another challenging year.

Hilary Dawson  
Education Coordinator

### PROPERTY (CAPITAL BUDGET)

The major project of the year was the installation of new flooring in the Office and Upper levels of the Mary Lark Hall. This work was completed by Carpet Sense and Flooring Ltd. within the contracted time frame. Thank you to the following persons: Dave Chisholm who oversaw the upgrade of the church audio/video systems which enhanced our Zoom services experience; Rob Hosselet who volunteered to mow lawns; Gerry Stephen who helped with pre and post work related to the flooring project of the Mary Lark Hall and for his help with a number of other projects throughout the year; and, to those volunteers who kept the flower beds watered and looking good throughout a hot dry summer.

Completed BUDGETED CAPITAL PROJECTS for 2021 included:

- 1) Inspection and certification of the Fire Alarm System
- 2) Maintenance of the heating/cooling systems
- 3) Service of the exterior Exhaust Fan
- 4) Application of lawn fertilizer

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Extermination of ants in the Sacristy
- 2) Replacement of kitchen fridge condenser
- 3) Installation of new flooring in the Office and Upper levels of the Mary Lark Hall
- 4) Replacement of two toilets in the Mary Lark Hall with low flush toilets
- 5) Extermination of a wasp nest in north transept of the church
- 6) Removal of the old piano from the Upper Mary Lark Hall
- 7) Replacement of a blower motor and a relay switch in the furnaces of the Mary Lark Hall
- 8) Replacement of a door closer at the Watson Street entrance
- 9) Rehangng the automatic accessibility door at the parking lot entrance

Miscellaneous CAPITAL PROJECTS were completed. Such as:

- 1) Replacement of furnace and kitchen fan filters
- 2) Replacement of light bulbs – one in the Sanctuary behind the lecturn and one in an exterior parking lot light
- 3) Replacement of a number of emergency light batteries
- 4) Replacement of two fluorescent light ballasts in the hall behind the stage
- 5) Disconnected one exterior electrical outlet and re-wired another on the shed to prevent unauthorized use by neighbourhood youth
- 6) Replacement of wind damaged and missing shingles on Church roof
- 7) Re-caulking of flashing on south transept roof
- 8) Replacement of lockset on Sacristy door
- 9) Trimming the cedar hedges
- 10) Assembling and placing the donated park bench by the Labyrinth

I would like to also thank Marilyn Brownlee, Office Administrator and the Wardens for their assistance and support.

George Weber,  
Coordinator

## OUTREACH CLUSTER

*We at St. Stephens actively support outreach in the local community, the Diocese, the National Church, and the International Communities.*

### **Breakfast and Lunch Programs (Foster Farm)**

The Breakfast / Lunch program has continued to be on hold as directed from Public Health Ottawa due to the COVID-19 Pandemic Restrictions. This hold has been in play since the start of the pandemic. The breakfast / lunch program will remain on hold till at least April 30<sup>th</sup>, 2022, and at that time will be re-assessed. Other issues that the program faces are the lack of volunteers to help with food preparation as well as recording of names and contact numbers each day. Without sufficient volunteers, the program may have to shift to a new delivery type.

There is currently \$835.00 (in trust) in the West End InterFaith bank account designated for the program. It is therefore our recommendation that we budget \$500.00 in case any extra monies are required if and when the program starts up again.

Marg Muirhead, Coordinator

### **Emergency Food Cupboards**

Throughout 2021, our local food banks at Pinecrest-Terrace, Morrison Gardens, Foster Farm and Britannia Woods continued to provide food to those in need. Due to COVID-19, very strict protocols had to be followed for the handling and distribution of the food. Clients were served by appointment only, thereby eliminating the possibility of long line ups and insufficient distancing.

In 2021 there was a significant increase in the use of food banks, not only within our neighborhoods but right across the city of Ottawa. Morrison Gardens, for example, experienced an annual increase in clients of 27%. Inflation causing continually higher food prices, loss of jobs due to the pandemic and the ending of pandemic financial assistance (CRB) were only some of the many factors that ultimately drove people (many for the first time) to the food banks. Another reason for Morrison Gardens and Pinecrest Terrace having high food bank usage rates can be accounted for by their locations. They are both unfortunately located in what is known as a "Food Desert". This term is used to describe geographic areas or regions that often feature large proportions of households with low incomes, inadequate access to transportation and a very limited number of food retailers providing fresh produce and healthy groceries at affordable prices. Local residents are often left having to rely on a small neighborhood store where food quality is poor and prices high.

Food costs are expected to increase by as much as \$1000 for a family of four this year. This will undoubtedly cause an even greater number of people to turn to the food banks for help.

The Food Banks will certainly need our support. The best way to help them is through monetary donations. The food banks have access to good deals and can purchase more food at lower prices. They can purchase exactly what they need and when they need it. This approach also minimizes the handling of foods and that is in keeping with COVID protocols.

St. Stephen's contributes funds annually for both Morrison Gardens and Pinecrest-Terrace Food Banks.

Marilyn Van Dusen

**Furniture Project & Warehouse Fund**

Parishioners can contact The Furniture Bank of Ottawa (Matthew House) at 613-591-6681, or e-mail <http://furniturebankofottawa.org/> for any information on furniture donations or pick-ups. When requesting a pick-up of furniture from your home, a small donation is requested for the organization.

**Scouts Canada – 123<sup>rd</sup> Ottawa**

Rob Chalmers took over the reigns as Group Commissioner starting January 1, 2022. Dave Chisholm has moved to the Scout Troop as the Contact Scouter and also manages the interface between Scouts and the church.

The 123<sup>rd</sup> Scouts continued to have another challenging year with the COVID restrictions. We were able to meet in person for part of the year with very tight COVID regulations. The Scouts even managed a Halloween Weekend camp (in the rain).

Due to challenges with the number of participants, during 2021 we merged the two Cub Packs into one at the McKellar location and merged the two Beaver Colonies into one at the St. Stephen's location.

In the fall of 2021, we temporarily merged the 96<sup>th</sup> Scout Troop into the 123<sup>rd</sup> Scout Troop. We now have a large Scout Troop which allows us to do more things. We will likely stay merged until the end of the 2021/2022 school year.

We appreciate the continued support from St. Stephen's.

Dave Chisholm (for Rob Chalmers)

**White Gift Fund**

The St. Stephen's White Gift Fund was once again very generously supported by our parishioners. Your contributions enabled us to help ensure that a total of 133 people in our surrounding neighborhoods were able to enjoy a good and nutritious Christmas dinner. As in past years, we distributed Metro gift cards. Many of those on our distribution list commented on the increasingly high cost of food and how it has become so difficult for them to feed their families. Our gift cards were, therefore, especially important to them this year and they send their sincere thanks and appreciation.

On behalf of the Outreach Committee, I would like to thank all those at St. Stephen's for your wonderful support of this most important program. Special thanks to Marilyn Brownlee for helping to coordinate the many incoming requests for Christmas gift card assistance.

Marilyn Van Dusen

**Rector's Discretionary Fund**

Rector's Discretionary Fund provides money and grocery gift cards that we give to the less fortunate in our community. Much of these funds are budgeted and confidential.

**Diocesan Outreach Ministries**

Through our Fair Share that we pay to the Diocese, we support the following Diocesan, National Church, and International Ministries.



- The Well / La Source – a day program for women & their children.
- Centre 454 – a day program for all in need.
- Cornerstone – an emergency shelter for homeless women and their families and a long-term support of housing
- Ottawa Pastoral Counselling Center – a Christian-based counseling service available to those in need.

With these ministries, emotional, spiritual, and practical support are provided to homeless and socially isolated individuals through the provision of housing, counseling, education, crisis intervention and social activities. Deliveries of such items as mugs, toiletries, linens, and women's clothing are needed but have been restricted this past year due to the pandemic.

### **Bales for the North**

During the past years, new items were collected and donated to northern communities of Inuvik, Tuktoyuktuk and Aklavik. These items were packed into bales and then transported to our northern communities. In November the final shipment was made. This programme has been discontinued. Thank you to Woman's Fellowship and to Joan Matthews (coordinator) for supporting this worthwhile cause over the years.

To everyone who contributed to the Bales for the North whether it was knitting, donation or sorting the many items received - THANK YOU!  
Joan Matthews

### **Pastoral Care Report**

During this year of COVID, the Queensway Carleton Hospital did not allow pastoral visits to patients. Sally Weber, Martha Greatrex and Mary Jane Dymont will return when allowed.

The parish was saddened to lose our faithful visitor, Cynthia Mortimer this year. Cynthia's ministry over many years was one of love and commitment. We all miss her.

Many parishioners did make phone visits with others. This ministry was much appreciated by all. During the festivals of the church, Father George made, when precautions allowed, communion visits to many at home and in care facilities. One of the Pastoral care team often accompanied him.

So many of the members of the church may not be aware that they are doing Pastoral Care. When we make phone calls, drop off food, send cards or make in person visits to others we are doing Pastoral Care. Thank you to all who care so deeply and are a vital part of this wonderful community of St. Stephen's.

The Pastoral Care course is being offered online again this spring. Anyone interested in this ministry, please contact Father George or Mary Jane Dymont.

Mary Jane Dymont

### **Algonquin College Campus Ministry**

The Algonquin College Ministry is a continuing initiative for St. Stephen's and is a very important and essential one!! Their work is directed towards young adults living on their own, who at the same time are dealing with many stresses and challenges of various kinds (especially with the

many public health restrictions that have been issued throughout the school year). It is so important that these young students have the necessary tools/resources in place to go to for any help and/or guidance. In 2022, St. Stephen's will maintain a contribution of \$1500.00 towards this most worthwhile Ministry.

Marg Muirhead

**West End Villa / Westwood Retirement Home / Redwood Retirement Home**

Retirement home services were suspended for much of 2021 due to the Pandemic. However, Canon George has kept in touch with the three homes via telephone and email and made several pastoral visits to individual residents.

St. Stephen's is looking for volunteers who can help with phone calls or sending emails to the residents that are not on our parish lists. If anyone is interested in helping with this rewarding task, please contact Father George or Marilyn Brownlee

**Ottawa West End Community Chaplaincy**

The Ottawa West End Community Chaplaincy (OWECC) has, over the years, provided compassionate, physical, emotional and spiritual support to those living in various low-income communities in the west end of Ottawa. Reverend Steve Zinc, a Baptist pastor, has carried out pastoral care and crisis counselling as requested.

Very severe pandemic restrictions were put in place in 2020 and 2021 so that Reverend Zinc was prevented from physically visiting the various Ottawa Community Housing neighborhoods as he had done in the past. He has kept in touch via telephone, email and Zoom with many people in the neighborhoods and many sought him out for pastoral or crisis counselling or advice on matters spiritual or personnel. He continued, weather permitting, with his weekly bible study outdoors with the regular participants from Regina Towers. The Chaplaincy has done its best to respond to the spiritual needs of all those seeking help from the Chaplain.

The 2021 camping weekend that was set for September 10-12 at Camp Otterdale (SW of Perth) and was to include 40 campers, sadly had to be cancelled due to a death in the family of the owner of the camp. Fortunately, a one-day outing at Silver Lake Wesleyan Camp near Perth was arranged by Steve Zinc.

The Chaplaincy has indicated that they would be delighted to arrange for their visitation team to come to St. Stephen's and share the good news of the Chaplaincy in the five neighborhoods where they have served for the last 36 years. They have also extended an invitation to us to appoint a representative from St. Stephen's to serve on their chaplaincy board.

We look forward to working with the Chaplaincy members throughout 2022. It is hoped that St. Stephen's will be able to offer financial assistance for, among other things, the Chaplaincy's camping weekend during the summer.

Marilyn Van Dusen

**Primate's World Relief and Development Fund**

PWRDF's work with its partners this year, from the floods in BC to refugees in Afghanistan and drought in Kenya, made a difference in a hurting and hungry world. PWRDF's annual report

and updates, at [pwrdf.org](http://pwrdf.org), gives many stories of what the group and their partners have accomplished in Canada and around the world. Programs focus areas include Preventive Health, Food Security, Empowering Women, Indigenous Programs, Humanitarian Response and Accompanying Refugees.

This past year, they responded to many humanitarian crises and natural disasters. The All Mothers and Children Count program was extended to help partners with the COVID-19 pandemic response. Funds raised at the Bishop's Gala this year helped to support the work of the PWRDF, as did matching donations from the Government of Canada.

With the support of Anglicans across Canada, PWRDF partners with organizations working to increase healthy pregnancies and births, reduce gender inequality, relieve hunger and break the cycle of poverty in the world's most vulnerable communities.

The work of PWRDF and their partners is only possible through the continued prayers and support of Canadians. Donations can be made online at [pwrdf.org](http://pwrdf.org) or through your church offering envelopes.

Laura Beauchamp

### **Refuge N.O.W. (Nepean Ottawa-west)**

Refuge N.O.W.'s recent sponsorship of a family of three, from Yemen, ended on December 8<sup>th</sup>, 2021. The sponsorship was generally a success, despite COVID-19.

The family, over the past months, has made extremely good progress in many areas such as learning English, finding regular employment, becoming familiar with the city in terms of store locations and required bus routes. The eleven-year-old daughter, Takwa, is now in grade six and doing well. The mother, Om, continues with on-line English courses at home.

The father, Abdul, continues to work in the Shawarma shop as well as the meat store beside it. He now works approximately thirty-five hours per week. He is a tailor by trade and is hoping to eventually get a job with an established tailor. He must first improve his English though, so that he can effectively interact with clients. We are confident that he will eventually be successful.

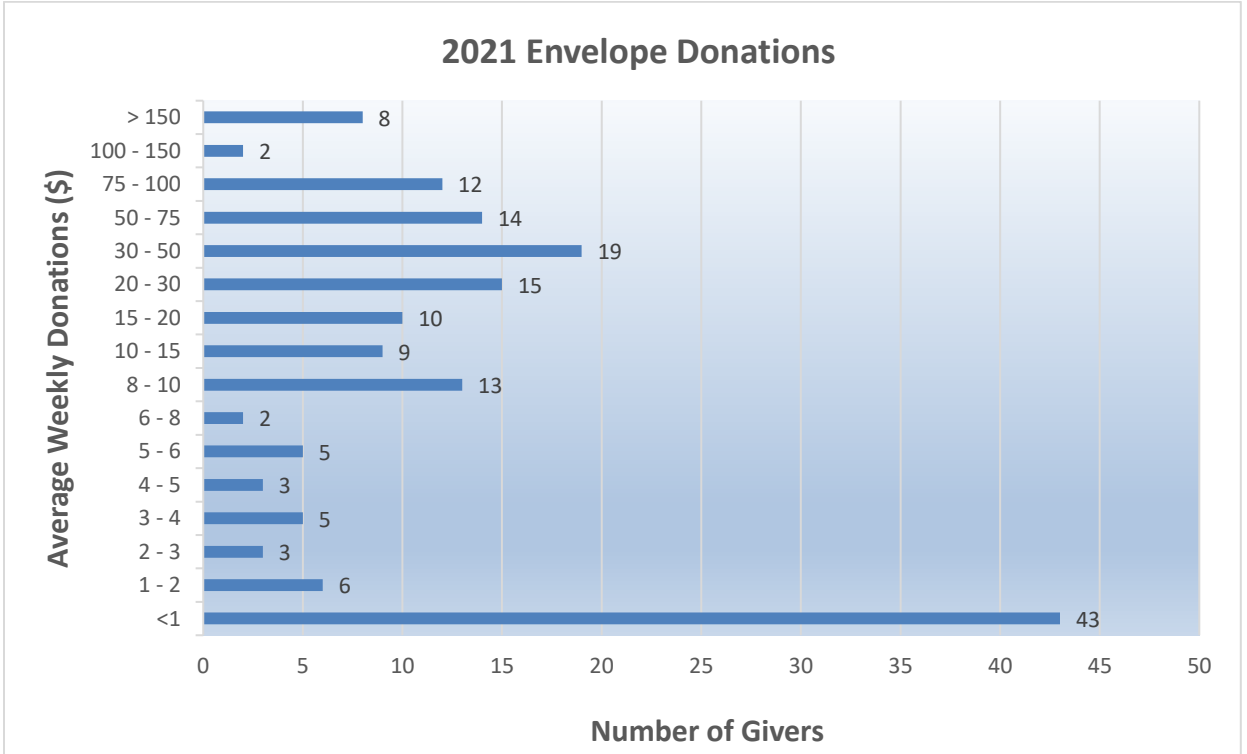
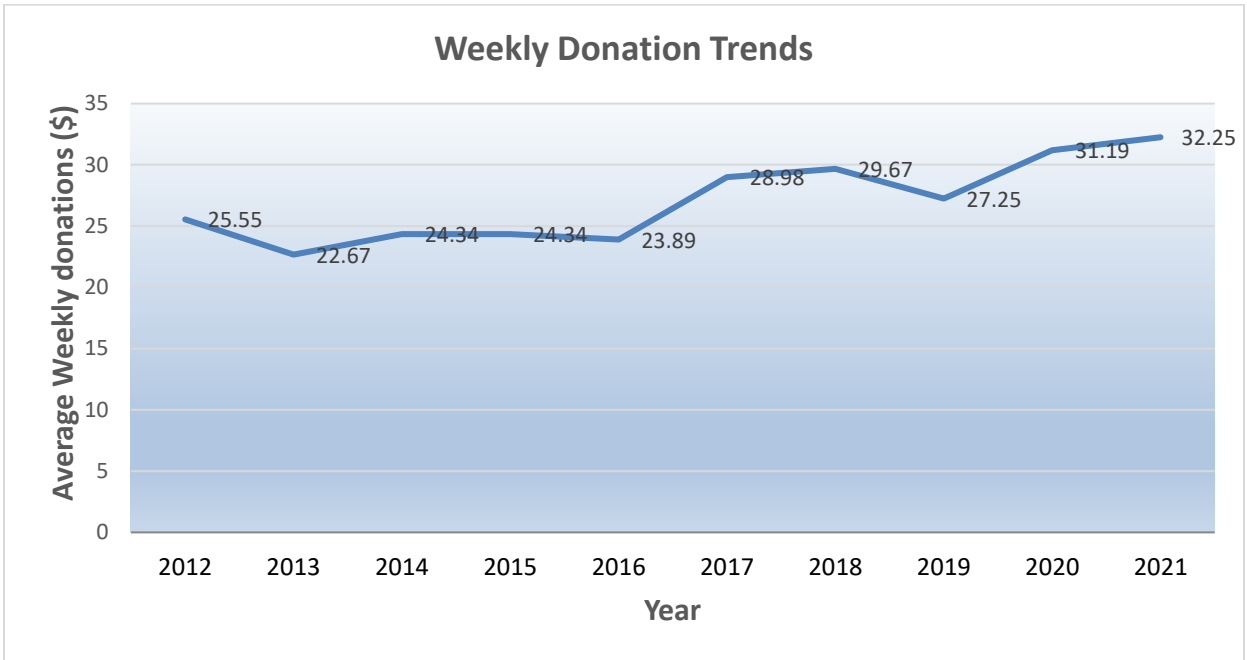
The family continues to share a 2-bedroom apartment with Nadia – the sister of Om and the person who, along with St. Stephen's, is co-sponsoring the family. They intend to stay in the apartment until the spring at which time they will move out on their own. They are saving as much money as they can in the meantime.

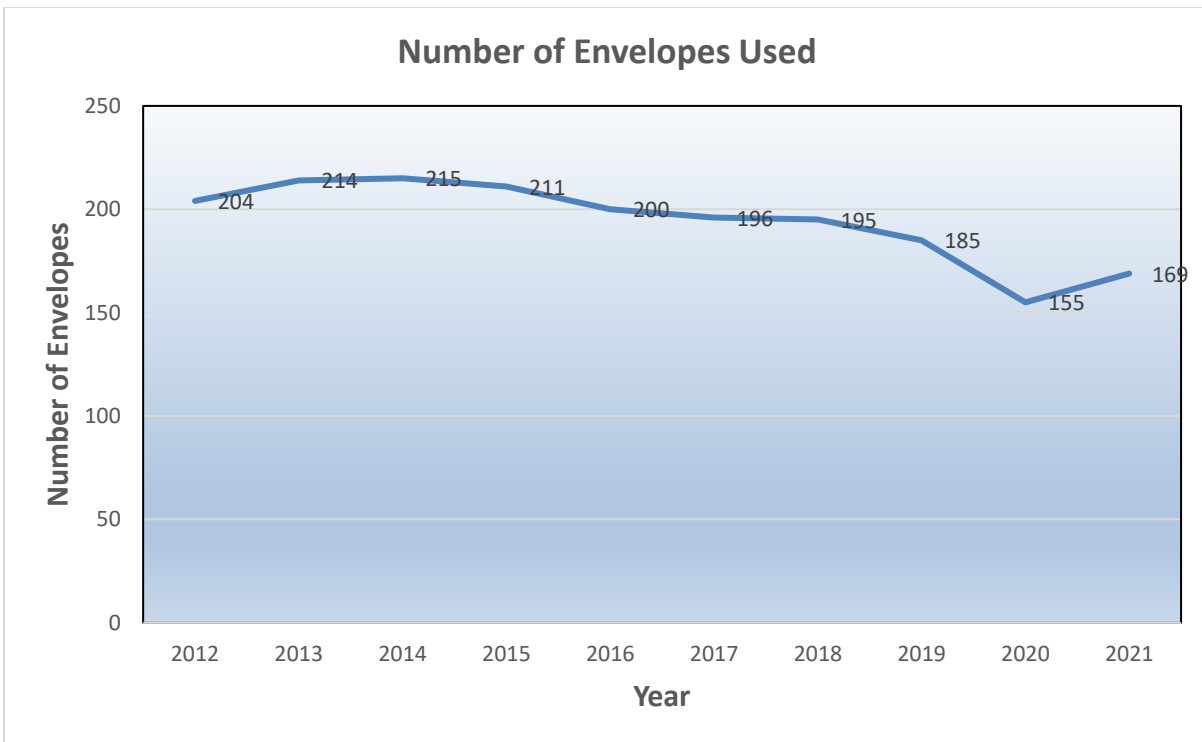
On behalf of the family, I would like to convey their sincere appreciation for all the wonderful contributions that were made by our St. Stephen's parishioners for the family. The beautiful furniture, appliances, bedding etc. were all in wonderful condition (some even brand new!) and the family was quite overwhelmed with the kindness shown. When Takwa, the young daughter, saw her beautifully furnished bedroom for the first time, she was "over the moon" with sheer delight!

Thank you, St. Stephen's for all of your support during the past year.

Marilyn Van Dusen

## ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick

### COUNTERS

As we entered the year under "lock down" in accordance with provincial and diocesan COVID protocols, regular weekly counting team activities had been suspended. Throughout the year the Counters' Coordinator undertook to record and deposit any offerings received weekly. The number of offerings to be counted in any given week were very limited, even after services resumed in September. This being the case, re-activating the teams did not seem necessary at that time.

Thank you to team members Barbara Elliott, Sue FitzPatrick, Judy Howcroft, Nancy Phillips, Eileen Mortimer, Gerry Stephen, and Alice Walsh for remaining on standby as we enter a new year again under "lock down". When services resume in full, I look forward to getting back to a normal counting schedule.

As always, thanks to Rob Hamilton, Treasurer; JoAnn Collett, Assistant Treasurer; Sue FitzPatrick, Envelope Secretary and Marilyn Brownlee, Office Administrator for their support and guidance throughout the past year.

George Weber,  
Coordinator

### TREASURER'S REPORT

The COVID-19 pandemic severely impacted church finances. Our building was closed to us for most of the year. This meant that we did not have any major tenants in 2021. This resulted in the loss of approximately \$80,000 in income.

Despite this significant loss of revenue, we have ended the year with just a small deficit of \$2,102. This compares to our budgeted deficit of \$61,453.82 which was approved at Vestry in March 2021.

The small deficit is the result of many factors. These included:

- Our overall Envelope revenue was up by more than \$19,000. Thank you to our parishioners and others, who continued to contribute so generously throughout the year.
- Again, we had a successful Fall Food Fair, again conducted on-line due to COVID restrictions. Thanks to JoAnn Collett and her hard-working team for making it happen.
- The Diocese forgave one month's payment for central pay (our priest and lay employee remuneration), our Fair Share of the Diocesan budget and the cost of our insurance.
- We used our reserves to fund for some capital expenses. The Gallanger, Audio/Visual Reserves and GiFT funded some of our Capital expenses.
- With permission from family members, we were able to use some of our Memorial offerings to fund some expenses.

As of the end of the year, all our bills are fully paid and we still have approximately \$33,000 in our bank account to start 2022. Our monthly expenses averaged approximately \$29,500 per month in 2021.

The following reports for the fiscal period ending December 31, 2021 and the 2022 Budget as approved by Parish Council, are for your consideration at Vestry.

#### **Balance Sheet Comparison as of 31 December 2021 (Appendix A).**

- The balance sheet reports St. Stephen's assets and liabilities.
- Our net worth shows a decrease of \$5,598 in 2021.
- Long Term Investments:

|  |                |
|--|----------------|
| Consolidated Trust Fund Market Value as of Dec 31/21 |                |
| Memorial Endowment Fund                              | 5,099          |
| Cash Reserves  | 231,227        |
| Gallanger Trust Fund                                 | 12,007         |
| Dorothy Jones Trust Fund                             | <u>74,108</u>  |
| <br>   |                |
| Consolidated Trust Fund TOTAL                        | 322,442        |
| Rectory Trust Fund TOTAL                             | <u>188,660</u> |
| <br>   |                |
| Long term Investments TOTAL                          | 511,102        |

#### **Consolidated Trust Funds (CTF) and Rectory Trust Fund (RTF)**

- Dividends are paid quarterly and add to our investments throughout the year. The Gallanger and Dorothy Jones dividends are issued to us by cheque and contribute to our annual revenue.

- The Memorial Endowment and Cash Reserves dividends are reinvested in the respective funds.
- These funds are held for us for specific purposes by the Diocese and managed on our behalf. They are shown as Assets on our Balance Sheet.
- Some of these funds require application to the Property and Finance Committee of the Diocese to release these funds for our use. The Committee assures that the St. Stephen's Anglican Church funds are to be used as specified in the stated purpose of the fund when they are deposited in the CTF.
- The RTF dividend is given as a credit to us (line 50052 in Appendix C), which is applied toward the cost of the Rector's housing allowance.
- The market value of our holdings in the CTF and RTF have increased by \$30,073 in 2021.

### **Reserves Report as of 31 December 2021 (Appendix B).**

- Our Reserves record offerings that are received and are surplus to our requirements in the year that they are offered. The cash to support them is held in our bank account and the Consolidated Trust Fund (CTF). The cash from the CTF is available for use when needed.
- This report shows the opening balance (As of Jan 1, 2021), the inflows and outflows, and closing balance of each Reserve.
- Our Reserves have decreased in value by **(\$27,421.74)**
- Our reserves are reported as liabilities (deferred revenue) on the Balance Sheet. These funds are held in trust for the specific purpose specified when needed.
- Funding Capital Expenses: We continued to use our Capital Reserves (e.g. Gallanger Reserve, Audio Visual Reserve and GiFT Reserve) held in our St. Stephen's Reserves. (see Balance Sheet), to pay for some of our capital expenses in 2021.

### **2021 Income Statement vs 2021 and 2022 Budgets (Appendix C).**

- This report compares actual revenue and expenses to the budget passed at Vestry and as updated for Parish Council throughout the year. It also shows the budget proposed for 2022.
- Our revenue for 2021 was \$351,128, while our expenses were \$352,230.
- Donations from Organizations Using our Facilities: Total contributions from organizations using our space in 2021 is \$10,340. This includes some rents donated by our major renters per negotiations with them. This cleans up the security deposits and rental payments reserve on the balance sheet, Appendix A.

### **Growing in Faith Together (GiFT) (Appendix D)**

We used \$5,773 of our GiFT-Reserves to assist in paying for our new camera to facilitate on-line broadcasting of our church services. We have \$27,084 remaining in our GiFT-Reserve. This account is reported on the balance sheet as deferred revenue.

### **DONATION METHODS:**

**E-Transfers:** Offerings can be made on-line directly to St. Stephen's by using the Interac payment option offered by your bank. The money is deposited directly to the St. Stephen's account at the bank. Please use the email address [ssreasurer@googlegroups.com](mailto:ssreasurer@googlegroups.com) with the donation amount. Please state what the offering is for in the memo space of the donation. Just follow the instructions on the payment page of your account at the bank. There are no fees charged to St. Stephen's for this service and St. Stephen's receives the full amount of the offering.

**Pre-Authorized Remittance (PAR)** is an option for our parishioners. Use of PAR allows us to count on monthly payments which allows for more consistency in our bank balance. Please consider giving your regular offerings through PAR.

Payments are made monthly either by direct debit from your bank account or by Credit Card on the 20<sup>th</sup> of each month (both Visa and Mastercard are accepted). If using a credit card, St. Stephen's receives the amount offered minus the transaction cost of 2.5% fees. This service is available to St. Stephen's through the Pre-authorized Remittance (PAR) program of the United Church of Canada.

**Canada Helps** is another option which you can use on-line. Canada Helps charges a 4% fee for processing payment to the church. If using a credit card (PAR) or the services of Canada Helps to donate to St. Stephen's, please consider adding a little extra to your intended amount to help defray the cost of the fees. This will ensure that your church will receive the amount you intended to give.

**Shares:** It can be very advantageous from a tax perspective to donate shares that have capital gains. When you donate shares, you receive a charitable donation receipt for the dollar amount of the shares on the day of transfer and you do not have to claim the capital gain on your income tax return. There are no fees charged and St. Stephen's receives the full amount from the sale of the shares.

**Legacy Giving:** Another option is making a bequest to St. Stephen's in your will. If you wish the bequest to be used for a specific purpose, then please state so in your will. If you wish Corporation to have the flexibility to use the funds at their discretion, then please specify in your will that "the funds of the bequest are to be used at the discretion of the Corporation of St. Stephen's Church". If a bequest is made and nothing is specified, then the funds will be used for Capital expenditures.

## **THANKS**

I would like to offer a sincere thank you to our Incumbent Fr. George, our Wardens, fellow Parish Council members, and my wife Pat for their support.

A Special thank you is due to JoAnn Collett, our Assistant Treasurer who reviews the numbers to ensure we capture financial transactions accurately.

A Special thank you is also due to our Parish Administrator, Marilyn Brownlee, all the counters, and especially to Counter Coordinator George Weber, and our Envelope Secretary, Sue FitzPatrick. These people contribute greatly to the successful financial management of the parish and contribute many hours of dedicated service throughout the year.

Thank you also to Jack Kalil, and Eileen Mortimer, who audit our financial statements. A special thanks is due to Eileen as she has been a great help in reconciling all the e-transfer donations.

Rob Hamilton, Treasurer



## Appendix A: Balance Sheet Comparison

|              |   | <b>2020-12-31</b>   | <b>2021-12-31</b>   | <b>Difference</b> |
|--------------|---|---------------------|---------------------|-------------------|
|              |   | \$                  | \$                  | \$                |
| 10000        | Chequing Account                            | 68,887.53           | 31,971.26           | -36,916.27        |
| 11000        | Petty Cash                                  | 237.25              | 1,074.35            | 837.10            |
| <b>12000</b> | <b>Accounts Receivable</b>                  |                     |                     |                   |
| 12010        | Pay Deficit/Apply Surplus                   | 16,045.58           | 13,943.20           | -2,102.38         |
|              | <b>TOTAL Accounts Receivable</b>            | <b>16,045.58</b>    | <b>13,943.20</b>    | <b>-2,102.38</b>  |
| 12600        | GST Recoverable                             | 354.45              | 861.46              | 507.01            |
| 12700        | PST Recoverable                             | 930.05              | 2,260.39            | 1,330.34          |
| 12800        | Sales Tax Rebates Due                       | -13.27              | 659.42              | 672.69            |
|              |   |                     |                     |                   |
| <b>14000</b> | <b>Land and Buildings in Canada (Total)</b> |                     |                     |                   |
| 14050        | Land and Buildings in Canada                | 2,739,758.00        | 2,739,758.00        | 0.00              |
|              | <b>TOTAL Land and Buildings in Canada</b>   | <b>2,739,758.00</b> | <b>2,739,758.00</b> | <b>0.00</b>       |
|              |   |                     |                     |                   |
| <b>14200</b> | <b>Furniture and Equipment (Total)</b>      |                     |                     |                   |
| 14250        | Furniture and Equipment                     | 56,694.81           | 56,694.81           | 0.00              |
|              | <b>TOTAL Furniture and Equipment</b>        | <b>56,694.81</b>    | <b>56,694.81</b>    | <b>0.00</b>       |
|              |   |                     |                     |                   |
| 15000        | <b>Long Term Investments</b>                |                     |                     |                   |
| 15010        | Consolidated Trust Fund                     | 301,190.74          | 322,442.34          | 21,251.60         |
| 15020        | Rectory Trust Fund                          | 179,838.43          | 188,659.88          | 8,821.45          |
|              | <b>TOTAL Long-Term Investments</b>          | <b>481,029.17</b>   | <b>511,102.22</b>   | <b>30,073.05</b>  |
|              |   |                     |                     |                   |
|              | <b>TOTAL ASSETS</b>                         | <b>3,363,923.57</b> | <b>3,358,325.11</b> | <b>-5,598.46</b>  |
|              |   |                     |                     |                   |
| 21000        | Accounts Payable                            | 0.00                | 0.00                | 0.00              |
| 22000        | CPP Liability                               | 0.00                | 0.00                | 0.00              |
| 22300        | <b>Security Deposits</b>                    |                     |                     |                   |
| 22310        | Jérôme Lejeune School Security Deposit      | 2,500.00            | 0.00                | -2,500.00         |
| 22320        | GCI Security Deposit                        | 1,545.00            | 0.00                | -1,545.00         |
| 22330        | Jesus Is Lord Security Deposit              | 2,500.00            | 2,500.00            | 0.00              |
|              | <b>TOTAL Security Deposits</b>              | <b>6,545.00</b>     | <b>2,500.00</b>     | <b>-4,045.00</b>  |
|              |   |                     |                     |                   |
| <b>23300</b> | <b>Deferred Revenue</b>                     |                     |                     |                   |
| 23310        | <b>GiFT Reserves</b>                        |                     |                     |                   |
| 23320        | Gift – Unassigned                           | 31,552.34           | 30,839.05           | -713.29           |
| 23321        | Gift – Enhancing Outreach                   | 0.00                | 0.00                | 0.00              |
| 23322        | Gift – Enriching our Worship                | 0.00                | 0.00                | 0.00              |
| 23323        | Gift – Expanding Christian Education        | 0.00                | 0.00                | 0.00              |
| 23324        | Gift – Improving Communications             | 2,886.57            | 0.00                | -2,886.57         |
| 23325        | Gift – Sustaining our Ministries            | 0.00                | 0.00                | 0.00              |
|              | <b>TOTAL GiFT Reserves</b>                  | <b>34,438.91</b>    | <b>30,839.05</b>    | <b>-3,599.86</b>  |
|              |   |                     |                     |                   |
| <b>23330</b> | <b>Discretionary Reserves</b>               |                     |                     |                   |
| 23331        | Annual Share Reserve                        | 0.00                | 0.00                | 0.00              |
| 23333        | Share Reserve – Enbridge                    | 86,109.26           | 86,109.26           | 0.00              |
| 23334        | Memorial Reserve                            | 17,365.44           | 20,883.74           | 3,518.30          |
| 23335        | Dorothy Jones Bequest Reserve               | 42,781.38           | 42,436.38           | -345.00           |

|              |  |                     |                     |                   |
|--------------|--|---------------------|---------------------|-------------------|
| 23336        | Cash Reserve                               | 0.00                | 0.00                | 0.00              |
| 23337        | Rental Payment Reserve                     | 6,180.00            | 0.00                | -6,180.00         |
|              | <b>TOTAL Discretionary Reserves</b>        | <b>152,436.08</b>   | <b>149,429.38</b>   | <b>-3,006.70</b>  |
| <b>23350</b> | <b>Capital Reserves</b>                    |                     |                     |                   |
| 23352        | Capital Donations Reserve                  | 0.00                | 0.00                | 0.00              |
| 23353        | Worship Space Reserve                      | 118.51              | 118.51              | 0.00              |
| 23354        | Audio/Video System Reserve                 | 2,786.71            | 0.00                | -2,786.71         |
| 23355        | Information Technology Reserve             | 0.00                | 0.00                | 0.00              |
| 23356        | Gallanger Bequest Reserve                  | 17,059.80           | -5,660.37           | -22,720.17        |
| 23357        | Edith McTeer Bequest Reserve               | 0.00                | 0.00                | 0.00              |
| 23358        | Lift Fund (Balance Sheet)                  | 0.00                | 0.00                | 0.00              |
| 23359        | Roof Replacement Reserve                   | 0.00                | 100.00              | 100.00            |
|              | <b>TOTAL Capital Reserves</b>              | <b>19,965.02</b>    | <b>-5,441.86</b>    | <b>-25,406.88</b> |
| <b>23370</b> | <b>Restricted Operating Reserves</b>       |                     |                     |                   |
| 23371        | Designated Parish Events Reserve           | 719.44              | 719.44              | 0.00              |
| 23372        | Youth Group Reserve                        | 775.31              | 775.31              | 0.00              |
| 23373        | Flower Reserve                             | 1,873.98            | 1,873.98            | 0.00              |
| 23374        | Liturgical Reserve                         | 1,499.31            | 1,499.31            | 0.00              |
| 23375        | Vaughan Education Reserve                  | 0.00                | 0.00                | 0.00              |
| 23376        | Choir Reserve                              | 0.00                | 0.00                | 0.00              |
| 23377        | Arctic Tour Reserve                        | 2,728.11            | 2,728.11            | 0.00              |
| 23378        | PBL Insurance Reserve                      | 0.00                | 0.00                | 0.00              |
| 23379        | Special Altar Reserve                      | 4,133.04            | 10,733.04           | 6,600.00          |
| 23388        | Chalice & Paten Reserve                    | 0.00                | 0.00                | 0.00              |
|              | <b>TOTAL Restricted Operating Reserves</b> | <b>11,729.18</b>    | <b>18,329.19</b>    | <b>6,600.01</b>   |
| <b>23380</b> | <b>Outreach Reserves</b>                   |                     |                     |                   |
| 23381        | Foster Farm Lunch Bag Reserve              | 140.06              | 140.06              | 0.00              |
| 23382        | Parish Aid & Relief Reserve                | 0.00                | 0.00                | 0.00              |
| 23383        | General Outreach Reserve                   | 2,971.38            | 2,971.38            | 0.00              |
| 23384        | Warehouse Reserve                          | 0.00                | 0.00                | 0.00              |
| 23385        | Women's Retreat Reserve                    | 2,219.54            | 2,219.54            | 0.00              |
| 23386        | Men's Retreat Reserve                      | 465.79              | 465.79              | 0.00              |
| 23387        | Haitian Orphanage Reserve                  | 0.00                | 0.00                | 0.00              |
| 23389        | Bishop Gaul Electronic Library Reserve     | 0.00                | 0.00                | 0.00              |
| 23390        | Farewell Gift Rev                          | 1,170.00            | 0.00                | -1,170.00         |
|              | <b>TOTAL Outreach Reserves</b>             | <b>6,966.77</b>     | <b>5,796.77</b>     | <b>-1,170.00</b>  |
|              | <b>TOTAL Deferred Revenue</b>              | <b>225,535.96</b>   | <b>198,114.22</b>   | <b>-27,421.74</b> |
| 24000        | Long Term Loans                            | 3,112,830.64        | 3,140,801.31        | 27,970.67         |
| 30100        | Corporation                                | 2,820.80            | 609.13              | -2,211.67         |
| 31000        | Program Fund                               | 67,776.28           | 68,203.43           | 427.15            |
| 32000        | Outreach Fund                              | -21,814.82          | -23,052.76          | -1,237.94         |
| 33000        | Flow Through Outreach Fund                 | 3,014.28            | 3,469.28            | 455.00            |
| 34000        | Building/Capital Fund                      | -32,784.58          | -32,319.50          | 465.08            |
|              | <b>TOTAL FUNDS AND LIABILITIES</b>         | <b>3,363,923.56</b> | <b>3,358,325.11</b> | <b>-5,598.46</b>  |

## Appendix B: Reserves Activity and Balances

**GiFT REVENUE-UNASSIGNED RESERVE**

|                                   |                         |
|-----------------------------------|-------------------------|
| Balance Jan 1, 2021               | 31,552.34               |
| Fund New Video Camera (partially) | <u>-1,551.60</u>        |
| <b>Balance Dec 31, 2021</b>       | <b><u>30,000.74</u></b> |

**GiFT - IMPROVING COMMUNICATIONS RESERVE**

|                                   |                     |
|-----------------------------------|---------------------|
| Balance Jan 1, 2021               | 2,886.57            |
| Fund New Video Camera (Partially) | <u>-2,886.57</u>    |
| <b>Balance Dec 31, 2021</b>       | <b><u>-0.00</u></b> |

**ENBRIDGE SHARE RESERVE**

|                             |                         |
|-----------------------------|-------------------------|
| Balance Jan 1, 2021         | <u>86,109.26</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>86,109.26</u></b> |

**MEMORIALS RESERVE**

|                                  |                         |
|----------------------------------|-------------------------|
| Balance Jan 1, 2021              | 17,365.44               |
| From Memorial – JJ Ryan          | 180.00                  |
| From Memorial - Evelyn Pope      | 528.30                  |
| From Memorial - Cynthia Mortimer | 1,455.00                |
| From Memorial - Fred Jones       | 955.00                  |
| From Memorial - Frances Davis    | 350.00                  |
| From Memorial - Hugh Elliott     | 50.00                   |
| <b>Balance Dec 31, 2021</b>      | <b><u>20,883.74</u></b> |

**DOROTHY JONES BEQUEST RESERVE**

|                                    |                         |
|------------------------------------|-------------------------|
| Balance Jan 1, 2021                | <u>42,781.38</u>        |
| Transfer to Kacper's Purse Revenue | <u>-345.00</u>          |
| <b>Balance Dec 31, 2021</b>        | <b><u>42,436.38</u></b> |

**RENTAL PAYMENTS RESERVE**

|                                     |                    |
|-------------------------------------|--------------------|
| Balance Jan 1, 2021                 | <u>6,180.00</u>    |
| To GCI - return of Security Deposit | <u>-1,545.00</u>   |
| To GCI Rental Revenue - 3 months    | <u>-4,635.00</u>   |
| <b>Balance Dec 31, 2021</b>         | <b><u>0.00</u></b> |

**WORSHIP SPACE - Upgrades & Maintenance RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | <u>118.51</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>118.51</u></b> |

**AUDIO/VIDEO UPGRADES RESERVE**

|                     |          |
|---------------------|----------|
| Balance Jan 1, 2021 | 2,786.71 |
|---------------------|----------|

|                             |                     |
|-----------------------------|---------------------|
| To Audio Repairs revenue    | -2,786.71           |
| <b>Balance Dec 31, 2021</b> | <b><u>-0.00</u></b> |

**GALLANGER BEQUEST RESERVE**

|                                  |                         |
|----------------------------------|-------------------------|
| Balance Jan 1, 2021              | 17,059.80               |
| From Donations                   | 263.25                  |
| To Pest Control                  | -753.56                 |
| To Fire and Alarm Maintenance    | -817.02                 |
| To New Shop Vacuum               | -134.58                 |
| To Refrigerator Repairs          | -1,071.24               |
| To Shingle Repairs               | -857.5                  |
| To New Flooring - Mary Lark Hall | -18,808.04              |
| To Repairs                       | -27.94                  |
| To New Toilets                   | -496.83                 |
| To Labyrinth Park Bench          | -16.71                  |
| <b>Balance Dec 31, 2021</b>      | <b><u>-5,660.37</u></b> |

**ROOF REPLACEMENT RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | 0.00                 |
| Donation                    | 100.00               |
| <b>Balance Dec 31, 2021</b> | <b><u>100.00</u></b> |

**DESIGNATED PARISH EVENTS RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | 719.44               |
| <b>Balance Dec 31, 2021</b> | <b><u>719.44</u></b> |

**YOUTH GROUP RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | 775.31               |
| <b>Balance Dec 31, 2021</b> | <b><u>775.31</u></b> |

**FLOWER RESERVE**

|                             |                        |
|-----------------------------|------------------------|
| Balance Jan 1, 2021         | 1,873.98               |
| <b>Balance Dec 31, 2021</b> | <b><u>1,873.98</u></b> |

**LITURGICAL RESERVE**

|                             |                        |
|-----------------------------|------------------------|
| Balance Jan 1, 2021         | 1,499.31               |
| <b>Balance Dec 31, 2021</b> | <b><u>1,499.31</u></b> |

**ARCTIC TOUR RESERVE**

|                             |                        |
|-----------------------------|------------------------|
| Balance Jan 1, 2021         | 2,728.11               |
| <b>Balance Dec 31, 2021</b> | <b><u>2,728.11</u></b> |

**SPECIAL ALTAR RESERVE**

|                             |                         |
|-----------------------------|-------------------------|
| Balance Jan 1, 2021         | 4,133.04                |
| Transfer from Revenue       | <u>6,600.00</u>         |
| <b>Balance Dec 31, 2021</b> | <b><u>10,733.04</u></b> |

**FOSTER FARM LUNCH BAG RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | <u>140.06</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>140.06</u></b> |

**GENERAL OUTREACH RESERVE**

|                             |                        |
|-----------------------------|------------------------|
| Balance Jan 1, 2021         | <u>2,971.38</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>2,971.38</u></b> |

**WOMEN'S RETREAT RESERVE**

|                             |                        |
|-----------------------------|------------------------|
| Balance Jan 1, 2021         | <u>2,219.54</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>2,219.54</u></b> |

**MEN'S RETREAT RESERVE**

|                             |                      |
|-----------------------------|----------------------|
| Balance Jan 1, 2021         | <u>465.79</u>        |
| <b>Balance Dec 31, 2021</b> | <b><u>465.79</u></b> |

**FAREWELL GIFT RESERVE**

|                             |                    |
|-----------------------------|--------------------|
| Balance Jan 1, 2021         | <u>1,170.00</u>    |
| To Revenue                  | <u>-1,170.00</u>   |
| <b>Balance Dec 31, 2021</b> | <b><u>0.00</u></b> |

**Balance as of January 1, 2021****225,535.96****Balance Dec 31, 2021****198,114.20****Net Change, All Reserves****-27,421.74**

## Appendix C: 2021 Income versus 2021 Budget and 2022 Budget

| <b>Account</b> | <b>Account Description</b>               | <b>Actuals</b>    | <b>2021 Budget</b> | <b>2022 Budget</b> |
|----------------|--|-------------------|--------------------|--------------------|
| <b>Revenue</b> |  | <b>\$</b>         | <b>\$</b>          | <b>\$</b>          |
| <b>40100</b>   | <b>Envelope Revenue</b>                  |                   |                    |                    |
| 40110          | Envelope General                         | 256,509.01        | 234,344.26         | 256,509.00         |
| 40112          | Initial Offering                         | 230.00            | 349.00             | 230.00             |
| 40113          | Thank Offerings                          | 0.00              | 50.00              | 0.00               |
| 40114          | Lent                                     | 65.00             | 100.00             | 65.00              |
| 40115          | Loonies for Lent                         | 0.00              | 2,000.00           | 1,000.00           |
| 40116          | Easter                                   | 2,245.00          | 2,387.88           | 2,245.00           |
| 40117          | Thanksgiving                             | 1,015.00          | 3875.00            | 1,015.00           |
| 40118          | Christmas                                | 3,170.00          | 4,000.00           | 3,170.00           |
|                | <b>TOTAL Envelope Revenue</b>            | <b>263,234.01</b> | <b>247,106.14</b>  | <b>264,234.00</b>  |
| <b>40150</b>   | <b>Trust Fund Revenue</b>                |                   |                    |                    |
| 40151          | Consolidated Trust Fund Revenue          | 2,393.59          | 2,000.00           | 2,000.00           |
|                | <b>TOTAL Trust Fund Revenue</b>          | <b>2,393.59</b>   | <b>2,000.00</b>    | <b>2,000.00</b>    |
| <b>40180</b>   | <b>Non-Receipted Gifts Revenue</b>       |                   |                    |                    |
| 40181          | Open Offering                            | 924.40            | 900.00             | 924.00             |
| 40182          | United Way Income                        | 683.94            | 150.00             | 684.00             |
| 40184          | Stale-dated Cheques/Deposit Corrections  | 5,131.83          | 0.00               | 0.00               |
|                | <b>TOTAL Non-Receipted Gifts</b>         | <b>6,740.17</b>   | <b>1,050.00</b>    | <b>1,608.00</b>    |
| <b>40400</b>   | <b>Rental Donations Income</b>           |                   |                    |                    |
| 40410          | General Hall Donations                   | 1,175.00          | 500.00             | 1,175.00           |
| 40430          | Foot Clinic                              | 0.00              | 100.00             | 0.00               |
| 40440          | Prostate Cancer Canada Network           | 1,750.00          | 4,000.00           | 5,250.00           |
| 40470          | Grace Communion Int'l Church             | 4,635.00          | 0.00               | 0.00               |
| 40481          | Jérôme Lejeune Montessori School         | 2,500.00          | 0.00               | 0.00               |
| 40482          | St. John Ambulance                       | 0.00              | 0.00               | 2,000.00           |
| 40484          | Dementia Society                         | 280.00            | 0.00               | 0.00               |
|                | <b>Total Rental Donation Income</b>      | <b>10,340.00</b>  | <b>4,600.00</b>    | <b>8,425.00</b>    |
| <b>40500</b>   | <b>Parish Memorial Offerings Revenue</b> |                   |                    |                    |
| <b>40522</b>   | <b>Memorials 2021</b>                    |                   |                    |                    |
| 40525          | Memorial – Keith LeBarron                | 2,639.89          | 0.00               | 0.00               |
| 40527          | Memorial – Evelyn Pope                   | 435.20            | 0.00               | 0.00               |
|                | <b>TOTAL Memorials 2021</b>              | <b>3,075.09</b>   | <b>0.00</b>        | <b>0.00</b>        |
|                | <b>TOTAL Parish Memorial Offerings</b>   | <b>3,075.09</b>   | <b>0.00</b>        | <b>0.00</b>        |
| <b>41300</b>   | <b>Allowances Revenue</b>                |                   |                    |                    |
| 41357          | Overpayment 2020 Recovery                | 1,104.32          | 0.00               | 0.00               |
|                | <b>TOTAL Allowances Revenue</b>          | <b>1,104.32</b>   | <b>0.00</b>        | <b>0.00</b>        |
| <b>43000</b>   | <b>Administration Revenue</b>            |                   |                    |                    |
| 43060          | Bank Reconciliation Adjustment           | 0.02              | 0.00               | 0.00               |
|                | <b>TOTAL Administrative Revenue</b>      | <b>0.02</b>       | <b>0.00</b>        | <b>0.00</b>        |

| <b>Account</b> | <b>Account Description</b>                 | <b>Actuals</b>  | <b>2021 Budget</b> | <b>2022 Budget</b> |
|----------------|--|-----------------|--------------------|--------------------|
| <b>Revenue</b> |  |                 |                    |                    |
| <b>45000</b>   | <b>Fellowship Cluster Revenue</b>          |                 |                    |                    |
| 45020          | Coffee Hour                                | 0.00            | 250.00             | 250.00             |
| 45030          | Food Fair                                  | 8,782.96        | 10,000.00          | 8,800.00           |
| 45050          | Picnic                                     | 0.00            | 0.00               | 200.00             |
|                | <b>TOTAL Fellowship Cluster Revenue</b>    | <b>8,782.96</b> | <b>10,250.00</b>   | <b>9,250.00</b>    |
|                |  |                 |                    |                    |
| <b>46000</b>   | <b>Liturgical Cluster Revenue</b>          |                 |                    |                    |
| 46010          | Altar Guild                                | 25.00           | 0.00               | 0.00               |
| 46012          | Replace Liturgical Seating (Memorial Fund) | 0.00            | 5,000.00           | 5,000.00           |
| 46020          | Choir                                      | 1,050.00        | 400.00             | 1,050.00           |
| 46021          | Extra Musicians                            | 0.00            | 500.00             | 500.00             |
| 46050          | Flowers                                    | 60.00           | 200.00             | 200.00             |
| 46070          | Healing service                            | 25.00           | 0.00               | 0.00               |
|                | <b>TOTAL Liturgical Cluster Revenue</b>    | <b>1,160.00</b> | <b>6,100.00</b>    | <b>6,750.00</b>    |
|                |  |                 |                    |                    |
| <b>47000</b>   | <b>Education Cluster Revenue</b>           |                 |                    |                    |
| 47040          | <b>Adult Education</b>                     |                 |                    |                    |
| 47043          | CPR Course                                 | 0.00            | 900.00             | 900.00             |
| 47044          | Forward Day-By-Day                         | 23.00           | 75.00              | 0.00               |
|                | <b>TOTAL Adult Education Revenue</b>       | <b>23.00</b>    | <b>975.00</b>      | <b>900.00</b>      |
|                | <b>Total Education Cluster Revenue</b>     | <b>23.00</b>    | <b>975.00</b>      | <b>900.00</b>      |
|                |  |                 |                    |                    |
| <b>48000</b>   | <b>Stewardship Cluster Revenue</b>         |                 |                    |                    |
| <b>48020</b>   | <b>Fund-Raising Events</b>                 |                 |                    |                    |
| 48022          | Fund-Raising Event - TBA                   | 0.00            | 2,500.00           | 10,000.00          |
|                | <b>TOTAL Fund-Raising Events</b>           | <b>0.00</b>     | <b>2,500.00</b>    | <b>10,000.00</b>   |
|                | <b>TOTAL Stewardship Cluster Revenue</b>   | <b>0.00</b>     | <b>2,500.00</b>    | <b>10,000.00</b>   |
|                |  |                 |                    |                    |
| <b>48100</b>   | <b>Property (Capital) Revenue</b>          |                 |                    |                    |
| 48111          | Capital Donations                          | 1,500.42        | 500.00             | 1,500.00           |
| 48112          | Repairs                                    | 1,099.18        | 1,500.00           | 1,500.00           |
| 48113          | Lawn & Garden Care                         | 0.00            | 300.00             | 300.00             |
|                | <b>TOTAL Property (Capital) Revenue</b>    | <b>2,599.60</b> | <b>2,300.00</b>    | <b>3,300.00</b>    |
|                |  |                 |                    |                    |
| <b>48120</b>   | <b>Recurring Capital Projects Revenue</b>  |                 |                    |                    |
| 48122          | Audio/Video System Rprs/Upgrds (A/V Fund)  | 7,224.88        | 2,000.00           | 2,000.00           |
| 48123          | Alarm System Inspections                   | 303.02          | 0.00               | 0.00               |
| 48124          | Heating System Inspection & Repairs        | 0.00            | 500.00             | 500.00             |
| 48125          | Fire & Alarm System                        | 514.00          | 560.00             | 560.00             |
| 48126          | Minor Capital Projects                     | 0.00            | 350.00             | 350.00             |
| 48130          | Service Exterior Exhaust Fan               | 0.00            | 125.00             | 125.00             |
| 48131          | Service Air conditioner                    | 0.00            | 135.00             | 135.00             |
|                | <b>TOTAL Recurring Capital Projects</b>    | <b>8,041.90</b> | <b>3,670.00</b>    | <b>3,670.00</b>    |
|                |  |                 |                    |                    |
| <b>48510</b>   | <b>2021 Projects (Non-Recurring)</b>       |                 |                    |                    |
| 48513          | Paint & Reside Shed                        | 0.00            | 350.00             | 0.00               |
| 48515          | Pest Control - Carpenter Ants & Wasps      | 753.56          | 0.00               | 0.00               |
| 48516          | Shop Vac                                   | 134.58          | 0.00               | 0.00               |
| 48518          | Shingle Repair                             | 857.50          | 0.00               | 0.00               |

| Account      | Account Description                        | Actuals           | 2021 Budget       | 2022 Budget       |
|--------------|--|-------------------|-------------------|-------------------|
| 48519        | New Flooring Tile – MLH                    | 18,808.04         | 0.00              | 0.00              |
| 48520        | New Toilets – MLH                          | 496.83            | 0.00              | 0.00              |
|              | <b>Total 2021 Projects (Non-Recurring)</b> | <b>23,067.22</b>  | <b>350.00</b>     | <b>350.00</b>     |
| <b>49000</b> | <b>Outreach Cluster Revenue</b>            |                   |                   |                   |
| <b>49100</b> | <b>Food Programs Revenue</b>               |                   |                   |                   |
| 49110        | Food Cupboard Revenue                      | 825.00            | 1820.00           | 825.00            |
| 49160        | White Gifts                                | 4,250.00          | 3,890.00          | 4,250.00          |
|              | <b>TOTAL Food Program Revenue</b>          | <b>5,075.00</b>   | <b>5,710.00</b>   | <b>5,075.00</b>   |
| <b>49200</b> | <b>Other Budgeted Outreach Revenue</b>     |                   |                   |                   |
| 49210        | Refuge N.O.W.                              | 1,200.00          | 0.00              | 0.00              |
| 49300        | Rector's Discretionary Fund                | 100.00            | 500.00            | 500.00            |
| 49400        | Undesignated M & O                         | 813.04            | 585.04            | 815.00            |
| 49450        | Algonquin College Campus Ministry          | 380.00            | 0.00              | 380.00            |
|              | <b>TOTAL Other Budgeted Outreach</b>       | <b>2,493.04</b>   | <b>1,085.04</b>   | <b>1,695.00</b>   |
|              | <b>TOTAL Outreach Cluster Revenue</b>      | <b>7,568.04</b>   | <b>6,795.04</b>   | <b>6,770.00</b>   |
| <b>49500</b> | <b>Flow Through Outreach Revenue</b>       |                   |                   |                   |
| 48521        | PWRDF – BC Flood Relief                    | 50.00             | 0.00              | 0.00              |
| 49510        | PWRDF                                      | 2,135.00          | 0.00              | 0.00              |
| 49530        | Crosstalk                                  | 35.00             | 0.00              | 0.00              |
| 49540        | St. Stephen's Residence                    | 505.00            | 0.00              | 0.00              |
| 49655        | Iqaluit Food Bank                          | -50.00            | 0.00              | 0.00              |
| 49672        | Farewell Gift                              | 2,500.00          | 0.00              | 0.00              |
| 49674        | 1000 Doves                                 | 1,990.00          | 0.00              | 0.00              |
| 49675        | Joamie Drums                               | 5,833.00          | 0.00              | 0.00              |
|              | <b>TOTAL Flow Through Outreach Revenue</b> | <b>12,998.00</b>  | <b>0.00</b>       | <b>0.00</b>       |
|              | <b>TOTAL REVENUE</b>                       | <b>351,127.92</b> | <b>287,696.18</b> | <b>316,907.00</b> |
| EXPENSE      |  |                   |                   |                   |
| <b>50000</b> | <b>Corporation Expenses</b>                |                   |                   |                   |
| <b>50050</b> | <b>Trust Fund Dividend Expenses</b>        |                   |                   |                   |
| 50052        | Rectory Trust Fund Dividend                | 0.00              | -5,244.00         | -5,244.00         |
|              | <b>TOTAL Trust Fund Dividend Expense</b>   | <b>0.00</b>       | <b>-5,244.00</b>  | <b>-5,244.00</b>  |
| <b>50200</b> | <b>Hall Usage Expenses</b>                 |                   |                   |                   |
| 50210        | General Hall Expense                       | 0.00              | 100.00            | 100.00            |
| 50470        | Grace Communion Int'l Recoverables         | 3090.00           | 0.00              | 0.00              |
|              | <b>TOTAL Hall Usage Expenses</b>           | <b>3,090.00</b>   | <b>100.00</b>     | <b>100.00</b>     |
|              | <b>TOTAL Corporation Expenses</b>          | <b>3,090.00</b>   | <b>-5,144.00</b>  | <b>-5,144.00</b>  |
| <b>51000</b> | <b>Remuneration &amp; On Account</b>       |                   |                   |                   |
| 51010        | ECOPS Expense                              | 119,222.90        | 130,062.00        | 130,222.00        |
| 51030        | Honoraria Expense                          | 1,827.00          | 3,000.00          | 3,000.00          |
| 51040        | Seminars Expense                           | 0.00              | 500.00            | 500.00            |
| <b>51050</b> | <b>Lay Staff Remuneration Expenses</b>     |                   |                   |                   |
| 51055        | Supply Organist Expense                    | 162.50            | 2,400.00          | 2,400.00          |
| 51057        | Supplemental Custodial Expenses            | 0.00              | 500.00            | 500.00            |



| Account      | Account Description                            | Actuals           | 2021 Budget       | 2022 Budget       |
|--------------|--|-------------------|-------------------|-------------------|
|              | <b>TOTAL Lay Staff Remuneration Expense</b>    | <b>45,194.00</b>  | <b>58,330.00</b>  | <b>59,349.00</b>  |
| 51062        | Other Diocesan On Account Costs                | 75,654.00         | 0.00              | 0.00              |
|              | <b>Total Remuneration &amp; On Account Exp</b> | <b>241,897.90</b> | <b>191,892.00</b> | <b>193,071.00</b> |
| 52000        | Fair Share Expenses                            | 0.00              | 69,615.00         | 66,134.00         |
| <b>53000</b> | <b>Administration Expenses</b>                 |                   |                   |                   |
| 53010        | Communications                                 | 3,739.04          | 3,500.00          | 3,500.00          |
| 53020        | Office   | 2,466.50          | 2,000.00          | 2,000.00          |
| 53021        | Miscellaneous Office                           | 159.55            | 1,600.00          | 1,000.00          |
| 53040        | Synod  | 0.00              | 500.00            | 750.00            |
| 53061        | Bank Charges                                   | 116.25            | 150.00            | 125.00            |
| 53062        | PAR Admin                                      | 317.00            | 325.00            | 325.00            |
| 53063        | Visa/Mastercard                                | 1,004.31          | 700.00            | 1,000.00          |
| 53090        | Office Contracts                               | 6,139.66          | 6,000.00          | 6,200.00          |
| 53110        | Police Record Checks                           | 0.00              | 250.00            | 250.00            |
|              | <b>Total Administration Expenses</b>           | <b>13,942.31</b>  | <b>15,025.00</b>  | <b>15,150.00</b>  |
| <b>54000</b> | <b>Building Expenses</b>                       |                   |                   |                   |
| 54010        | Water  | 1,650.10          | 1,500.00          | 1,700.00          |
| 54020        | Hydro  | 4,987.61          | 6,500.00          | 6,500.00          |
| 54030        | Insurance                                      | 0.00              | 18,637.00         | 18,637.00         |
| 54050        | Gas  | 6,560.63          | 7,500.00          | 7,000.00          |
| 54060        | Supplies                                       | 694.22            | 2,500.00          | 1,500.00          |
| 54070        | Maintenance Contracts                          | 4,226.90          | 4,000.00          | 4,300.00          |
| 54080        | Snow Clearing                                  | 7,597.46          | 10,000.00         | 10,000.00         |
| 54090        | Jani-King Cleaning Services                    | 2,946.74          | 0.00              | 13,000.00         |
|              | <b>TOTAL Building Expenses</b>                 | <b>28,663.66</b>  | <b>50,637.00</b>  | <b>62,637.00</b>  |
| <b>54500</b> | <b>Communications Committee Expenses</b>       |                   |                   |                   |
| 54510        | Web Design                                     | 0.00              | 0.00              | 3,000.00          |
| 54520        | 60 <sup>th</sup> Anniversary Celebration       | 0.00              | 0.00              | 2,000.00          |
|              | <b>Total Communication Committee Expense</b>   | <b>0.00</b>       | <b>0.00</b>       | <b>5,000.00</b>   |
| <b>55000</b> | <b>Fellowship Expenses</b>                     |                   |                   |                   |
| 55020        | Coffee   | 0.00              | 0.00              | 250.00            |
| 55030        | Food Fair                                      | 1,035.09          | 1,000.00          | 1,000.00          |
| 55040        | Celebratory Cakes                              | 0.00              | 40.00             | 60.00             |
| 55050        | Picnic   | 0.00              | 0.00              | 500.00            |
| 55060        | Other Events                                   | 0.00              | 0.00              | 500.00            |
|              | <b>TOTAL Fellowship Committee Expenses</b>     | <b>1,035.09</b>   | <b>1,040.00</b>   | <b>2,310.00</b>   |
| <b>56000</b> | <b>Liturgical Cluster Expenses</b>             |                   |                   |                   |
| 56010        | Altar Expenses                                 | 1,796.94          | 250.00            | 500.00            |
| 56012        | Replace Altar Bench                            | 0.00              | 5,000.00          | 5,000.00          |
| 56020        | Choir Expense                                  | 1,459.45          | 800.00            | 1,300.00          |
| 56021        | Extra Musicians Expense                        | 3,850.00          | 500.00            | 2,000.00          |
| 56030        | Liturgical Resources Other Expense             | 435.20            | 0.00              | 200.00            |
| 56050        | Flowers Expense                                | 232.87            | 200.00            | 1,200.00          |
|              |  |                   |                   |                   |
| 56060        | Baptism Expense                                | 0.00              | 50.00             | 50.00             |
| 56070        | BIPOC Expense                                  | 0.00              | 50.00             | 500.00            |
|              | <b>TOTAL Liturgical Cluster Expenses</b>       | <b>7,774.46</b>   | <b>6,850.00</b>   | <b>10,750.00</b>  |
|              |  |                   |                   |                   |
|              |  |                   |                   |                   |

| <b>Account</b> | <b>Account Description</b>                      | <b>Actuals</b>   | <b>2021 Budget</b> | <b>2022 Budget</b> |
|----------------|---|------------------|--------------------|--------------------|
| <b>57000</b>   | <b>Education Cluster Expenses</b>               |                  |                    |                    |
| 57020          | Nursery Expense                                 | 0.00             | 0.00               | 100.00             |
| 57021          | Confirmation Class                              | 0.00             | 400.00             | 500.00             |
| 57022          | Baptism Preparation Expense                     | 0.00             | 300.00             | 300.00             |
| 57030          | Church School Expense                           | 163.69           | 300.00             | 500.00             |
| 57031          | Youth Ministry Expense                          | 0.00             | 150.00             | 300.00             |
| 57033          | Lay Readers Expense                             | 0.00             | 300.00             | 300.00             |
| 57035          | Children's Choir Expense                        | 0.00             | 0.00               | 300.00             |
| 57036          | New Initiative                                  | 0.00             | 0.00               | 0.00               |
| <b>57040</b>   | <b>Adult Education Expenses</b>                 |                  |                    |                    |
| 57041          | Parish Education Activities Expense             | 0.00             | 100.00             | 100.00             |
| 57043          | CPR Requalification                             | 0.00             | 900.00             | 900.00             |
|                | <b>Total Education Cluster Expenses</b>         | <b>163.69</b>    | <b>2,450.00</b>    | <b>3,300.00</b>    |
| <b>58000</b>   | <b>Stewardship Cluster Expenses</b>             |                  |                    |                    |
| 58040          | Offering Envelopes Expense                      | 565.57           | 575.00             | 550.00             |
| 58041          | Counters Expenses                               | 0.00             | 50.00              | 50.00              |
|                | <b>Total Stewardship Cluster Expenses</b>       | <b>565.57</b>    | <b>625.00</b>      | <b>600.00</b>      |
| <b>58100</b>   | <b>Property (Capital) Expenses</b>              |                  |                    |                    |
| 58112          | Repairs Expense                                 | 1,100.08         | 1,500.00           | 1,500.00           |
| 58113          | Lawn & Garden                                   | 0.00             | 300.00             | 200.00             |
|                | <b>TOTAL Property (Capital) Expense</b>         | <b>1,100.08</b>  | <b>1,800.00</b>    | <b>1,700.00</b>    |
| <b>58120</b>   | <b>Recurring Capital Project Expenses</b>       |                  |                    |                    |
| 58122          | Audio/Video System                              | 7,224.88         | 2,000.00           | 2,000.00           |
| 58123          | Alarm System                                    | 303.02           | 0.00               | 0.00               |
| 58124          | Heating System                                  | 0.00             | 500.00             | 500.00             |
| 58125          | Fire & Alarm System                             | 514.50           | 560.00             | 560.00             |
| 58126          | Minor Capital Projects                          | 229.42           | 350.00             | 350.00             |
| 58128          | Service Lawnmower                               | 0.00             | 0.00               | 175.00             |
| 58129          | Service Defibrillator                           | 311.82           | 0.00               | 0.00               |
| 58130          | Service Exterior Exhaust Fan                    | 0.00             | 125.00             | 142.00             |
| 58140          | Service Air Conditioner                         | 0.00             | 135.00             | 153.00             |
|                | <b>TOTAL Recurring Capital Project Expenses</b> | <b>8,583.64</b>  | <b>3,670.00</b>    | <b>3,880.00</b>    |
| <b>58510</b>   | <b>2021 Project Expenses</b>                    |                  |                    |                    |
| 58513          | Reside and Paint Shed                           | 0.00             | 350.00             | 0.00               |
| 58514          | Pest Control – Carpenter Ants & Wasps           | 753.56           | 0.00               | 0.00               |
| 58516          | Shop Vac Expense                                | 134.08           | 0.00               | 0.00               |
| 58517          | Labyrinth Park Bench Expense                    | 1,210.57         | 0.00               | 0.00               |
| 58518          | Shingle Repair Expense                          | 857.50           | 0.00               | 0.00               |
| 58519          | New Flooring – MHL Expense                      | 18,807.04        | 0.00               | 0.00               |
| 58520          | Two New Toilets                                 | 496.83           | 0.00               | 0.00               |
| 58521          | Rehang West Entrance Door                       | 988.57           | 0.00               | 0.00               |
| 58522          | Door Closer Watson St.                          | 311.77           | 0.00               | 0.00               |
|                | <b>TOTAL Projects Expenses (Non-recurring)</b>  | <b>23,559.92</b> | <b>350.00</b>      | <b>0.00</b>        |

| <b>Account</b> | <b>Account Description</b>                         | <b>Actuals</b>    | <b>2021 Budget</b> | <b>2022 Budget</b> |
|----------------|--|-------------------|--------------------|--------------------|
| Expenses       |  |                   |                    |                    |
| <b>58523</b>   | <b>2022 Project Expenses (Non-recurring)</b>       |                   |                    |                    |
| 58524          | Replace Fire Alarm Panel                           | 0.00              | 0.00               | 4,000.00           |
| 58525          | Paint Parking Lot Lines                            | 0.00              | 0.00               | 480.00             |
| 58526          | Reside, Re-shingle & Paint Shed                    | 0.00              | 0.00               | 700.00             |
| 58527          | Re-shingle Church Roof                             | 0.00              | 0.00               | 28,100.00          |
| 58528          | Paint Washroom - Office                            | 0.00              | 0.00               | 150.00             |
| 58529          | Trim & Remove Overhanging Trees                    | 0.00              | 0.00               | 1,700.00           |
|                | <b>TOTAL 2022 Project Expenses (Non-recurring)</b> | <b>0.00</b>       | <b>0.00</b>        | <b>35,130.00</b>   |
|                | <b>TOTAL Property (Capital) Expenses</b>           | <b>33,243.64</b>  | <b>5,820.00</b>    | <b>40,710.00</b>   |
| <b>59000</b>   | <b>Outreach Cluster Expenses</b>                   |                   |                    |                    |
| <b>59100</b>   | <b>Food Expense</b>                                |                   |                    |                    |
| 59120          | Lunch & Breakfast Program                          | 0.00              | 0.00               | 500.00             |
| 59130          | Morrison Gardens Food Cupboard                     | 250.00            | 500.00             | 1,000.00           |
| 59140          | Pinecrest Terrace Food Cupboard                    | 500.00            | 500.00             | 1,000.00           |
| 59160          | White Gifts Expense                                | 1,789.00          | 2,500.00           | 2,000.00           |
|                | <b>TOTAL Food Expense</b>                          | <b>2,539.00</b>   | <b>3,500.00</b>    | <b>4,500.00</b>    |
| <b>59200</b>   | <b>Other Budgeted Outreach Expenses</b>            |                   |                    |                    |
| 59205          | OWECC Expense                                      | 1,000.00          | 1,000.00           | 1,000.00           |
| 59210          | Refuge N.O.W. Expense                              | 2,200.00          | 1,000.00           | 1,000.00           |
| 59300          | Rector's Discretionary Fund Expense                | 1,893.32          | 3,000.00           | 3,000.00           |
| 59310          | Pastoral Care Expense                              | 7.00              | 50.00              | 0.00               |
| 59320          | Anglican Foundation Expense                        | 100.00            | 100.00             | 100.00             |
| 59440          | Multifaith Housing Expense                         | 100.00            | 100.00             | 100.00             |
| 59445          | West End Interfaith Expense                        | 0.00              | 15.00              | 15.00              |
| 59450          | Algonquin College Campus Ministry Expense          | 1,755.00          | 1,500.00           | 1,500.00           |
|                | <b>TOTAL Other Budgeted Outreach Exp</b>           | <b>7,055.32</b>   | <b>6,765.00</b>    | <b>6,715.00</b>    |
|                | <b>Total Outreach Cluster Expenses</b>             | <b>9,594.32</b>   | <b>10,265.00</b>   | <b>11,215.00</b>   |
| <b>59500</b>   | <b>Flow Through Outreach Expenses</b>              |                   |                    |                    |
| 59510          | PWRDF Expense                                      | 2,135.00          | 0.00               | 0.00               |
| 59513          | PWRDF – BC Flood Expense                           | 50.00             | 0.00               | 0.00               |
| 59530          | Crosstalk Expense                                  | 35.00             | 0.00               | 0.00               |
| 59540          | St. Stephen's Residence Expense                    | 505.00            | 0.00               | 0.00               |
| 59670          | Appreciation Expense                               | 211.66            | 0.00               | 0.00               |
| 59672          | Farewell Gift Expense                              | 2,500.00          | 0.00               | 0.00               |
| 59674          | Joamie Drums Expense                               | 5,833.00          | 0.00               | 0.00               |
| 59675          | 1000 Doves Project Expense                         | 1,990.00          | 0.00               | 0.00               |
|                | <b>Total Flow Through Outreach Expenses</b>        | <b>13,259.66</b>  | <b>0.00</b>        | <b>0.00</b>        |
|                | <b>Total Expenses</b>                              | <b>353,230.30</b> | <b>349,075.00</b>  | <b>405,733.00</b>  |
|                | <b>Net Income</b>                                  | <b>-2,102.38</b>  | <b>-61,378.82</b>  | <b>-88,806.00</b>  |

Appendix D: GiFT Report

**Revenue Received**

|  |  |                   |
|--|--|-------------------|
| Received from the Diocese 2012 to 2020 |  | 108,366.77        |
| Diocesan Grants Received               |  | 4,650.00          |
| GiFT Campaign Expenses (St. Stephen's) |  | -301.20           |
| <b>Total</b>                           |  | <b>112,715.57</b> |

**Gift Accounts Balance Sheet Status  
1 January, 2021**

**As of**

**Balance**

|                                   |  |                  |
|-----------------------------------|--|------------------|
| GiFT Balance                      |  | 31,522           |
| Fund New Video Camera (Partial)   |  | -4,438           |
| <b>Total</b>                      |  | <b>27,084</b>    |
| Committed but Not Spent           |  | 6,915.00         |
| <b>Available for New Projects</b> |  | <b>20,169.17</b> |

**GiFT Projects Currently  
Approved by Parish Council**

**Spent    Committed    Balance**

**Enhancing Outreach**

|                                   |          |            |            |
|-----------------------------------|----------|------------|------------|
| Big Give Expenses & Banner Update | 0        | 715        | 715        |
|                                   | <b>0</b> | <b>715</b> | <b>715</b> |

Commitment  
From  
Previous  
Years

**Enriching Our Worship**

|                 |          |              |              |
|-----------------|----------|--------------|--------------|
| Extra Musicians | 0        | 2,500        | 2,500        |
|                 | <b>0</b> | <b>2,500</b> | <b>2,500</b> |

**Expanding Christian Education**

|  |          |              |              |
|--|----------|--------------|--------------|
| School for Parish Development                      | 0        | 2,000        | 2,000        |
| Youth Group  | 0        | 700          | 700          |
| Audio / Visual Equipment, Furnishings and Supplies | 0        | 1,000        | 1,000        |
|  | <b>0</b> | <b>3,700</b> | <b>3,700</b> |

Commitment  
From  
Previous  
Years

Commitment  
From  
Previous  
Years

Commitment  
From  
Previous  
Years

**Improving Communications**

|                         |  |              |              |          |
|-------------------------|--|--------------|--------------|----------|
| <b>New Video Camera</b> |  | 4,438        | 4,438        | 0        |
|                         |  | <b>4,438</b> | <b>4,438</b> | <b>0</b> |

**Sustaining our Ministries**

|          |          |          |
|----------|----------|----------|
| 0        |          | 0        |
| <b>0</b> | <b>0</b> | <b>0</b> |

**TOTALS**

**4,438      11,353      6,915**

**GiFT Transaction History - 2012 to 2020**

| <b>Enhancing Outreach</b>                                   | <b>Spent</b>  | <b>Committed</b> | <b>Balance</b> |
|---|---------------|------------------|----------------|
| AJ's Gift (Stole)   | 700           | 700              | 0              |
| Parish Aid & Relief   | 2,295         | 2,295            | 0              |
| Refuge N.O.W.   | 1,500         | 1,500            | 0              |
| Michelle Heights Homework Club                              | 700           | 700              | 0              |
| Michelle Heights Summer Youth Drop-In Centre                | 500           | 500              | 0              |
| Michelle Heights Community Centre                           | 250           | 250              | 0              |
| Morrison Gardens Cycle Bus                                  | 200           | 200              | 0              |
| Pinecrest Queensway Community Health Centre - Youth Program | 250           | 250              | 0              |
| Pinecrest Terrace Community House                           | 250           | 250              | 0              |
| Pinecrest Terrace Food Cupboard                             | 50            | 50               | 0              |
| Refuge N.O.W.   | 500           | 500              | 0              |
| Margaret Knight Honorarium                                  | 100           | 100              | 0              |
| West End Villa  | 400           | 400              | 0              |
| Britannia Woods Community House                             | 200           | 200              | 0              |
| West End Interfaith Margaret Knight Honorarium              | 500           | 500              | 0              |
| Refugee Support - Refuge N.O.W.                             | 500           | 500              | 0              |
| Foster Farm, Toaster Repair                                 | 16            | 16               | 0              |
| Foster Farm   | 250           | 250              | 0              |
| Replacement of Stolen Shoes                                 | 25            | 25               | 0              |
| Cornerstone Room Project                                    | 2840          | 2840             | 0              |
| Rector's Discretionary Fund                                 | 595           | 595              | 0              |
| Big Give Banner   | 156           | 156              | 0              |
| Algonquin College Campus Ministry                           | 149           | 149              | 0              |
| Big Give  | 1,220         | 1,220            | 0              |
| <b>Totals</b>   | <b>14,146</b> | <b>14,146</b>    | <b>0</b>       |

**Enriching Our Worship**

|  |          |          |          |
|--|----------|----------|----------|
| Improved Choir Lighting - Completed at no Cost to the Parish | 0        | 0        | 0        |
|  | <b>0</b> | <b>0</b> | <b>0</b> |

**Expanding Christian Education**

|  |               |               |          |
|--|---------------|---------------|----------|
| Today4Tomorrow                                     | 2,000         | 2,000         | 0        |
| Women's Retreat (2012)                             | 599           | 599           | 0        |
| Education Equipment / Furnishings                  | 1,473         | 1,473         | 0        |
| Christian Formation Coordinator (CFC)              | 42,822        | 42,822        | 0        |
| CFC Grant from Diocese                             | 3,250         | 3,250         | 0        |
| CFC Expenses                                       | 200           | 200           | 0        |
| Audio / Visual Equipment, Furnishings and Supplies | 262           | 262           | 0        |
|  | <b>50,606</b> | <b>50,606</b> | <b>0</b> |

**Improving Communications**

|  |              |              |          |
|--|--------------|--------------|----------|
| New Cork Notice Boards   | 848          | 848          | 0        |
| New Logo Calling Cards   | 70           | 70           | 0        |
| Watson Street Sale Advertising   | 78           | 78           | 0        |
| New signage  | 16           | 16           | 0        |
| Festival Tree Lighting   | 303          | 303          | 0        |
| New Sign - Parking Lot Fence   | 393          | 393          | 0        |
| New Signage – New-To-You Signs   | 372          | 372          | 0        |
| Watson Street and Parking Lot Entrance Signs (Diocesan Sign Grant \$700) Applied | 1,596        | 1,596        | 0        |
| Parking Lot Sign   | 318          | 318          | 0        |
| Advertising  | 328          | 328          | 0        |
|  | <b>4,322</b> | <b>4,323</b> | <b>0</b> |

**Sustaining our Ministries**

|  |              |              |          |
|--|--------------|--------------|----------|
| New Vacuum   | 167          | 167          | 0        |
| Winter Mats for Parking Lot Entrance                             | 316          | 316          | 0        |
| New 8ft Tables for Hall  | 3,638        | 3,638        | 0        |
| Planning For New Lift  | 1,079        | 1,079        | 0        |
| New Office Furniture   | 827          | 827          | 0        |
| Planning for Sheltered Portico, & Renovated Parking Lot Entrance | 3,471        | 3,471        | 0        |
|  | <b>9,498</b> | <b>9,498</b> | <b>0</b> |

**TOTALS - GiFT Program**

|               |               |              |
|---------------|---------------|--------------|
| <b>78,573</b> | <b>89,926</b> | <b>6,915</b> |
|---------------|---------------|--------------|

**Diocesan GiFT Grants Received by St. Stephen's**

|                                 |  |  |              |
|---------------------------------|--|--|--------------|
| Michelle Heights                |  |  | 700          |
| Christian Formation Coordinator |  |  | 3,250        |
| Sign Grant                      |  |  | 700          |
| <b>Total - Diocesan Grants</b>  |  |  | <b>4,650</b> |

## FINANCIAL EXAMINER'S REPORT

February 2, 2022

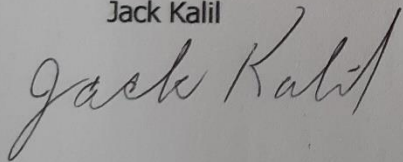
The Vestry  
St. Stephen's Anglican Church  
930 Watson St.  
Ottawa, ON K2B 6B9

We have examined the Balance Sheet of the Church Wardens of St. Stephen's Parish as at December 31, 2021 and their statements of Receipts and Disbursements for the year then ended. These statements are the responsibility of the Church Wardens. Our responsibility is to express an opinion on these financial statements based on our audit.

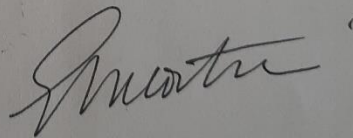
Our examination was made in accordance with Regulations 5.06 for Auditors under the Canons of the Diocese of Ottawa. Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances.

In our opinion, these financial statements presented fairly the financial position of the Church as at December 31, 2021, and the results of its financial activities for the year then ended, in accordance with generally accepted accounting principles applied on a basis consistent with that of the previous year.

Jack Kalil



Eileen Mortimer





## 2022 BUDGET

### **SUMMARY BUDGET**

The detail budget can be found in Appendix C of the Treasurer's Report. The budget numbers are found in the column labeled 2022 Budget.

**Assumptions:** The following assumptions were made in determining the budget:

- Most of the revenue budget items are based on the 2021 actual results. We believe this to be a conservative approach to establishing revenue line items.
- It is anticipated that there will be no Diocesan financial help in 2022.
- We expect to have no major tenants to share our space in 2022.
- It is hoped that we will be operating with no COVID-19 restrictions in the Fall of 2022, hence activities like coffee hour and a church picnic will be possible.
- It is expected that a fund-raising event will be conducted to help defray some of the expenses.
- The Fall Food Fair will be conducted either in person or on-line as it was in 2021.

**Summary Budget:** A summary of the detailed budget is shown in the following charts.

Twenty-five percent of the Fair Share expense is for Diocesan Outreach projects. For presentation purposes, the outreach portion of Fair Share expenses is shown as part of our outreach budget in the summary budget. We support the Diocesan outreach activities (eg. Cornerstone, The Well, Centre 454, and others) with our Fair share payments each month.

### **GiFT Projects**

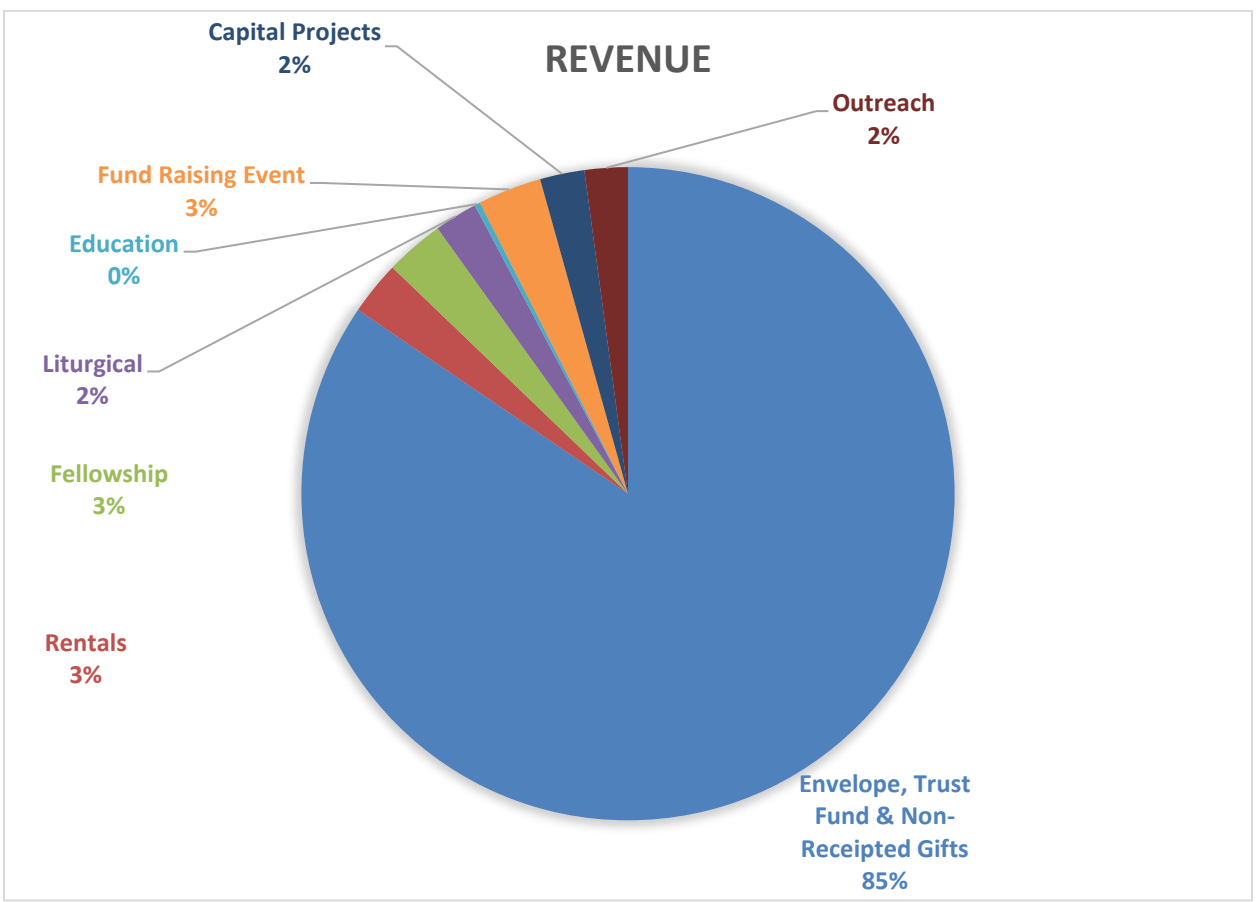
Revenue received from the GiFT Office and the balance in the GiFT Accounts (Balance Sheet) are shown.

GiFT Projects, already approved, are shown in the GiFT Report.

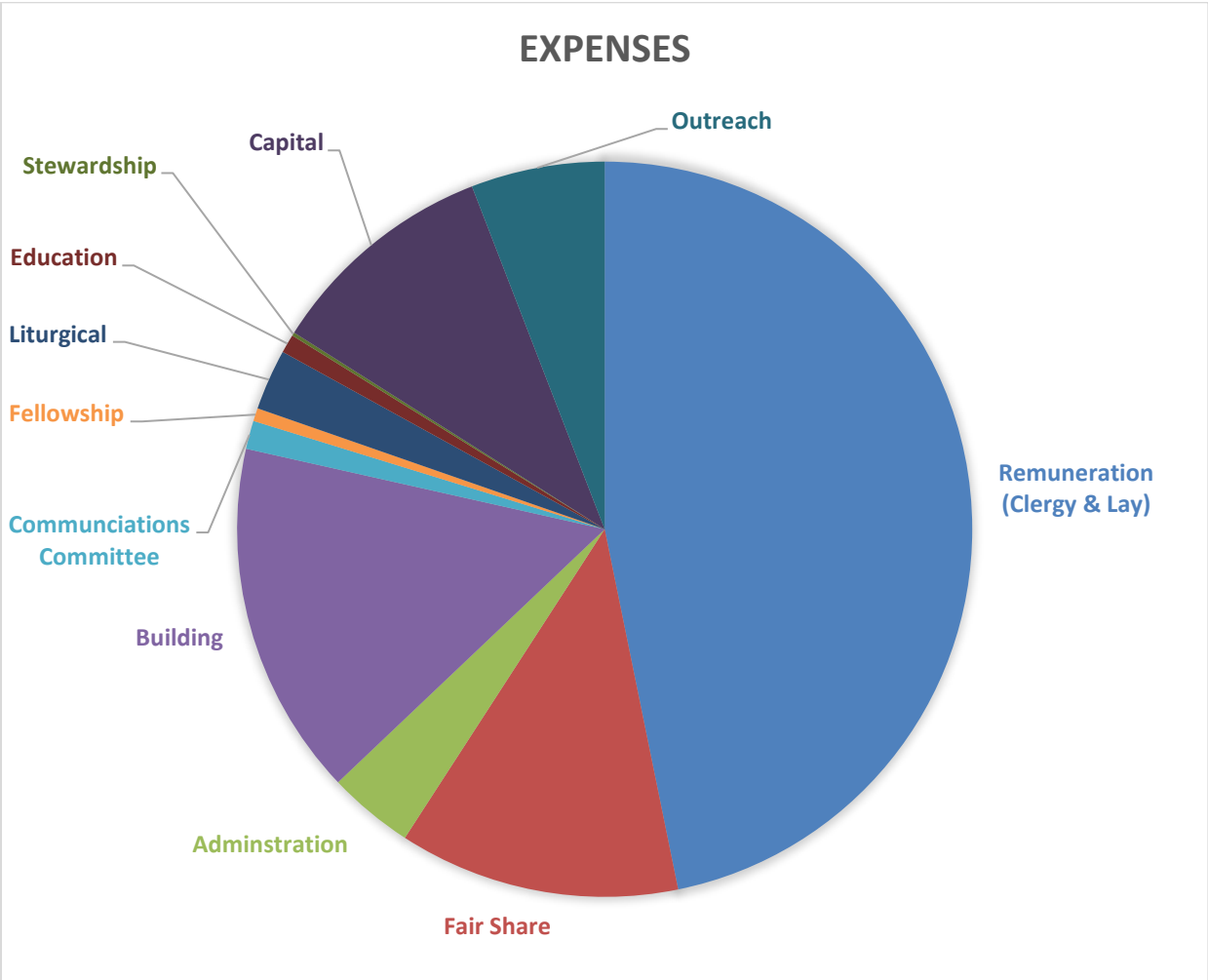
Cluster Coordinators have been tasked with reviewing the committed projects to determine if they are still valid. If it is determined they are no longer valid, the committed funds will be released and will be available for future projects.

Cluster Coordinators are also encouraged to bring new project opportunities to Parish Council for discussion and approval.

| Revenue                                    |         |        |
|--|---------|--------|
|  |         | %      |
| Envelope, Trust Fund & Non-Receipted Gifts | 267,842 | 84.52  |
| Rentals                                    | 8,425   | 2.66   |
| Fellowship                                 | 9,250   | 2.92   |
| Liturgical                                 | 6,750   | 2.13   |
| Education                                  | 900     | 0.28   |
| Fund Raising Event                         | 10,000  | 3.16   |
| Capital Projects                           | 6,970   | 2.20   |
| Outreach                                   | 6,770   | 2.14   |
| Total Revenue                              | 316,907 | 100.00 |
| Deficit                                    | -88,806 | -28.02 |



| Expenses                    |                |               |
|-----------------------------|----------------|---------------|
|                             |                | %             |
| Remuneration (Clergy & Lay) | 187,927        | 46.79         |
| Fair Share                  | 66,134         | 12.35         |
| Administration              | 15,150         | 3.77          |
| Building                    | 62,637         | 15.60         |
| Communications Committee    | 5,000          | 1.25          |
| Fellowship                  | 2,310          | 0.58          |
| Liturgical                  | 10,750         | 2.68          |
| Education                   | 3,300          | 0.82          |
| Stewardship                 | 600            | 0.15          |
| Capital                     | 40,710         | 10.14         |
| Outreach                    | 11,215         | 5.88          |
| <b>Total Expenses</b>       | <b>405,733</b> | <b>100.00</b> |



## APPOINTMENTS BY INCUMBENT

With the approval of Vestry 2022 I propose that the following persons exercise liturgical ministry in the Parish of St. Stephen's, Ottawa.

Rector's Warden:  
Richard Fleming

Deputy Rector's Warden:  
David Muirhead

Lay Readers:  
Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi, Shalini Raphael.

Server Coordinator:  
Derrill Henderson.

Pastoral Care Team:  
Mary Jane Dymont, Sally Weber, Martha Greatrex, Helene LeBarron, Margaret Casterson, Joyce McInnis, Ruby Elver, Ruth Belyea, Dawna Moore, Shalini Raphael.

Lay Eucharistic Administrator: (in addition to those approved in 2021 for a 3-year term)  
Ifeoluwa Olajide

## APPOINTMENTS BY CORPORATION

Treasurer:  
Rob Hamilton

Assistant Treasurer:  
Eileen Mortimer

Financial Examiners/Auditors:  
Dave Wilson  
JoAnn Collett

Sidespersons:  
8:00 a.m. Joan Matthews  
10:00 a.m. Alice Walsh

## THE PARISH STATISTICS

### **Friends who have departed this life and now rest in peace:**

May their souls rest in the hands of Almighty God and may their families and friends find consolation in the knowledge that the dead are alive in Christ. Rest eternal grant unto them Lord.

- **LeBarron**, Keith
- **Taylor**, Orpha
- **Collins**, Frances
- **Pope**, Evelyn
- **Shaw**, Valerie
- **Ryan**, Jonathan (JJ)
- **Gardener**, Margaret
- **Bowen**, Winnifred
- **Mortimer**, Cynthia
- **Jones**, Fred

### **Baptisms:**

We welcomed into the family of God through the sacrament of Holy Baptism:

- **Bawa**, Christian Scofield George

On-Line Worship via Zoom at 10:00 a.m.

- Total attendance 5287
- Average 102 people

In-Person Worship at 10:00 a.m.

- Total attendance of 613 people
- Average 41 people

NOMINATING COMMITTEE — 2022

***Elected Positions***

|  |          |                                       |
|--|----------|---------------------------------------|
| People's Warden  |          | Leslie Worden                         |
| Deputy People's Warden   |          | Shirley Brathwaite                    |
| Synod Members<br>(2 <sup>nd</sup> year of 2-year term)   | 1.<br>2. | Richard Fleming<br>Shirley Brathwaite |
| Synod Member (1 <sup>st</sup> year of 2-year term)   | 1.       | Marilyn Sullivan                      |
| Synod Alternates   |          | Jack Dymont, Hilary Dawson            |
| Member-at-Large (2 <sup>nd</sup> year of 2-year term)<br>(1 <sup>st</sup> year of 2-year term) | 1.<br>2. | George Ndubuisi                       |
| Liturgical Coordinator   |          | Dave Chisholm                         |
| Education Coordinator  |          | Hilary Dawson                         |
| Fellowship Coordinator   |          | Pat Hamilton                          |
| Outreach Coordinators  |          | Margaret Muirhead                     |
| Property Coordinator   |          | George Weber                          |
| BIPOC Coordinator  |          | Shirley Brathwaite                    |
| Stewardship Coordinator  |          | To be filled this year                |

## CELEBRATE 60 – OUR HISTORY SO FAR.

| Year        | Events/Ministries  | Bishop  | Rector                                | Assistant Priest  | Parish Administrator | Music Director           |
|-------------|--|---|---------------------------------------|---|----------------------|--------------------------|
| 1549        | Anglican Church Founded.                                     |   |                                       |   |                      |                          |
| 1578        | First Anglican Church in Canada                              |   |                                       |   |                      |                          |
| 1867        | Confederation  |   |                                       |   |                      |                          |
| 1892        | St Stephen's Founded   |   |                                       |   |                      |                          |
| 1900        | Anglican Diocese of Ottawa Established                       | The Most Re. Charles Hamilton (1896-1914)             |                                       |   |                      |                          |
| 1915 - 1939 |  | The Most Rev. John Charles Roper                      |                                       |   |                      |                          |
| 1939 - 1954 |  | The Right Rev. Robert Jefferson                       |                                       |   |                      |                          |
| 1954 - 1970 |  | The Right Rev. Ernest Samuel Reed                     | The Rev. Edwin Allsop, (1956 – 62)    |   |                      |                          |
| 1956        | Ground Breaking Ceremony for St. Stephen's Church.           |   |                                       |   |                      |                          |
| 1960 -      | Worship in the Basement                                      |   | The Rev. Eldon Davis (1962-71)        |   |                      |                          |
| 1962        | Main Church Shared Space with United Church Separate Service |   |                                       |   |                      |                          |
| 1969        | Mary Lark Hall Built   |   |                                       |   |                      |                          |
| 1970        | Mortgage Retired 1974  | The Right Reverend William James Robinson (1970-1981) | <b>The Rev. Harry Hobbs (1971-75)</b> | The Rev. David Vavasour 1979-1981   |                      | Helen Kalil 1966-1980    |
| 1981        | Cursillo Ottawa West End Chaplaincy Contemporary Music       | The Most Reverend Edwin Lackey (1981-1993)            | The Ven. Allan McGregor (1975-1986)   | The Rev. Dana Fisher 1981-83<br>The Rev. Susan Churchill Lackey (1983-1986) |                      | Anne Longworth 1981-2004 |
| 1986        | Book of Alternative Services<br>Mother's group               |   | The Rev. Canon Lydon                  | Christine Guest   |                      |                          |

|             |  |   |   |   |  |  |
|-------------|--|---|---|---|--|--|
|             | Women's Fellowship<br>Eva's/Refugee Furniture<br>Ministry                                    |   | McKeown<br>(1986-91)  | (1986-<br>1988)<br>Sister<br>Mary<br>Florence<br>(Deacon)       |  |  |
| <b>1992</b> |  |   | <b>The<br/>Reverend<br/>Charles<br/>Boole</b><br><br><b>1991-2000</b> | The Rev.<br>Bill Byers<br>June<br>1,1992-<br>August<br>30,1996  | Nancy<br>Moxley  |  |
| <b>1998</b> |  |   |   |   |  |  |
|             |  | The Right<br>Reverend Peter<br>Coffin (1999-<br>2007) | The Ven. Paul<br>Blunt (2000-<br>2009)                                | The Rev.<br>Linda<br>Posthuma<br>May 2002-<br>September<br>2006 | Elizabe<br>th<br>Olson<br>2000-<br>2004<br>Marilyn<br>Brownl<br>ee<br>2005 - | Helen Kalil<br>2005-2015                     |
|             |  | The Right<br>Reverend John<br>Chapman<br>2007-2020)   | The Rev.<br>Anne Quick<br>(2010-2016<br>Oct)                          | The Rev.<br>Carol<br>Hotte                                      |  | Kacper<br>Waclawski<br>2015-2020<br>December |
|             | COVID-19 Pandemic<br>Online and in person<br>church services<br><br>Shape of Parish Ministry | The Right<br>Reverend<br>Shane A.D.<br>Parker (2020   | The Rev.<br>Canon<br>George Kwari<br>(2017 Jan 15-                    |   |  | Olivia<br>Adams<br>May 2021-<br>June 2022    |
| <b>2022</b> | 60th Anniversary, current<br>church  |   |   |   |  |  |

**This is a Rough History of St. Stephen's since the New Building was built and opened in 1962.**



**We know that each parishioner brings unique gifts to the Parish during, and I know you do too.**

**Could you take some time to highlight a few of the ways in which St Stephen's blossomed during your years, some of the things you are proud of, and some of the milestones the parish passed.**

**Feel free to add a date and tell us a story. Thank you.**

