



St. Stephen's Anglican Church
Ottawa, Ontario

Gifted, Called, Equipped, Sent



2023 ANNUAL REPORT

**PRESENTED AT VESTRY
SUNDAY, MARCH 3, 2024**

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TABLE OF CONTENTS

Agenda	1
Minutes of St. Stephen’s Annual Vestry Meeting	2
Incumbent’s Report	7
Wardens’ Report	9
Fellowship Cluster	11
Liturgical Cluster	13
Education Cluster	15
Outreach Cluster	17
Property Cluster	21
Envelope Secretary’s Report	22
Counters’ Report	23
Treasurer’s Report	24
Schedule A: Balance Sheet Comparison	25
Schedule B: Reserves – Activity and Balances	28
Schedule C: 2023 Year-End Report and 2024 Budget	31
Financial Examiners’ Report	38
Liturgical Ministry Appointments by Incumbent	39
Nominating Committee Report 2024	40
Financial Signing Officers - Motion	40
Parish Visioning Steering Committee	41
The Parish Statistics 2023	42

ANNUAL VESTRY MEETING
ST. STEPHEN'S ANGLICAN CHURCH, OTTAWA

Sunday, March 5, 2024 at 11:30 a.m.

AGENDA

1. Incumbent takes chair – appointment of vestry clerk and scrutineers
2. Opening prayer
3. Review and approval of agenda
4. Memorial moment
5. Review minutes of the Annual Vestry 2023
6. Business arising from the minutes
7. Incumbent's Report
8. Wardens' Report
9. Cluster Reports
10. Treasurer's Report
11. 2024 Budget
12. Liturgical Ministry Appointments by Incumbent - 2024
13. Elections and Appointments – 2024
14. Financial Signing Officers
15. Parish Visioning Steering Committee
16. Other business
17. Adjournment / Grace

MINUTES OF ST. STEPHEN'S ANNUAL VESTRY MEETING

Sunday, March 5, 2023 at 11:30 a.m.
Venue: Lower church hall (*in person only*)

Registration:

St. Stephen's Vestry Book was circulated for signing. There were 31 people present.

The Meeting:

- 1. Incumbent Takes Chair:** Canon George called the 2023 Vestry Meeting to order at 11:40 a.m. and checked for quorum. Quorum was achieved.
- 2. Appointment of Vestry Clerk and Scrutineers:** Leslie Worden was appointed Vestry Clerk for this year. Dave Wilson and David Muirhead were appointed scrutineers for this session.
- 3. Opening Prayer** was offered by Canon George.
- 4. Review and Approval of Agenda:** Canon George moved the adoption of the agenda as published.
Moved by Kerri Lynn Kalil, **Seconded** by Dave Chisholm. **CARRIED**
- 5. Memorial Moment:**
Canon George read the names of those parishioners who had died in 2022. A moment of silence was observed and Canon George concluded with a brief prayer for them.
John Douglas **Bateman**, Robert **Bowen**, John Michael **Brannen**, Claire **Brunet**, Jacqueline Marie **Byford**, Lenna Elizabeth **Cadle**, Richard Linton James **Fleming**, Priscilla **Loates**, James Frederick **Nelson**, Robert Edward **Philips**, Velma Josephine **Prescott**, Shirley **Spour**, Joseph Weldon **Thomas**.
- 6. Review Minutes** of the 2022 Annual Vestry found on page 4 of 2022 Vestry Circular. As no errors or omissions were found, the minutes of the 2022 Annual Vestry were adopted as published.
Moved by Dave Chisholm, **Seconded** by Martha Greatrex. **CARRIED**
- 7. Business Arising** from the 2022 Minutes. There was no business arising.
- 8. Incumbent's Report:** found on page 10 of the 2022 Vestry Circular. Canon George's report had been made available to parishioners prior to the meeting. He added the following brief remarks.

Canon George thanked people for their commitment and adaptability during this year of frequent changes. He highlighted a few points: Hybrid services (online and in-person) will continue; he thanked all those who facilitate these services. Telecare Ministry is another pandemic innovation that has proven itself invaluable, with kind caring people telephoning each family in the parish. Canon George added a personal note about missing Richard Fleming, not just as a warden, but as a friend. He extended his thanks to Marilyn Brownlee for her long ministry among us. He also thanked Rob Hamilton, retiring after 30+ years as parish treasurer, and Ruby Elver, who was our liaison for Algonquin Campus Ministry and has now stepped down.

Canon George made a special mention of thanks for the support of Epie, Simba and Ropa. He moved the adoption of his report.

Moved by Canon George, **Seconded** by David Muirhead. **CARRIED**

9. Wardens' Report: found on page 12 of the Vestry Circular.

David Muirhead expressed thanks that we are finally back for worship in person, as well as being able to continue our worship on Zoom.

The work of a warden can be difficult, as challenges arise, but he said, "Parish Council supports us and the people support us, which lets us do our jobs more easily. Thank you for that."

Some people have gone, but many new people are here and ready to get involved. Welcome to all. David issued a special welcome to our new organist, Robert Jones, and our new office administrator, Liz Craib. He moved the adoption of the Wardens' Report.

Moved by Dave Muirhead, **Seconded** by Marg Muirhead. **CARRIED**

10. Cluster Reports: found on page 14 of the Vestry Circular.

David Muirhead asked for a motion that Vestry adopt all the cluster reports as printed, in an omnibus motion.

Moved by Jack Kalil, **Seconded** by Dave Chisholm. **CARRIED**

11. Treasurer's Report: (including the Auditors' Report) presented by the Assistant Treasurer Eileen Mortimer.

2022 Financial Statement

Year 2022 was a better year end than we had budgeted for, with a smaller deficit, thanks to our many donors. Contributing factors included:

- **Expenses** came in under budget.
- Proceeds of \$8,272. were realised from the **Fall Food Fair**. Thank you to JoAnn Collett and her teams.
- \$17,422 was withdrawn from our **Consolidated Trust Fund** held by our Diocese.
- Tenants' donations (\$34,989) were significantly higher than had been anticipated and budgeted.
- The Diocese gave us **Pandemic Financial Relief** of \$11,000.

All of these factors contributed to the difference between our budgeted deficit and our actual deficit.

Eileen also mentioned that we need to be aware of our **Cash Flow**. Income comes in at different rates during the year. December's payment to the Diocese was delayed, but we caught up in January when our cash flow had improved.

Eileen then walked us through the **Balance Sheet** found on page 32 (Vestry Circular).

On the Balance Sheet, our **Parish Net Worth** has decreased by \$75,000. This was due to fluctuations in the market.

She explained that our **Reserves** are approximately \$272,000. These are funds, some left to us as memorials, which are held in trust for us by the Diocese. The **Consolidated Trust Fund** gets better interest than each parish church would get on its own.

Eileen also explained a little about our **Community Ministry** expenses. When you donate to St. Stephen's, some of the monies are allocated to parish outreach ministries, outlined

in the Outreach report, page 49 of the 2022 Vestry Circular. Our parish also contributes to the Diocesan-based Community Ministries through a portion of our Parish Fair Share.

The **GIFT** campaign was a Diocesan-wide parish fund-raising campaign that was run at least 10 years ago. Half the donated amount went to the Diocese, and half came back to the parish. We spent \$6,000 last year from the GIFT fund, so there is still a balance of \$23,000, available.

Eileen concluded that in the 2022 Budget the projected revenue was \$365,000. During 2022, revenue was in fact more than the budget, while expenses were down. We ended up with a smaller than projected deficit and we hope to do that again this year.

2023 Budget

Eileen explained a few things about the process of writing a budget. Lots of work goes into the budget. All cluster chairpersons plan their expenses, then report to the treasurer, who combines those into a budget for the year ahead.

Then she pointed out some key factors that impacted this year's budget.

Assumptions:

- No financial diocesan relief is anticipated.
- When Corporation was estimating for 2023, they started with actual numbers from 2022.
- The income from 'Jesus is Lord' is based on old data, so our next lease should increase.
- Based on this very conservative income projection, we are projecting a deficit.

• From the 2023 Budget: Revenue:	\$337,736.67	
	Expenses	\$414,196.00
	Deficit:	\$ 76,459.33

Eileen moved the adoption of the **2022 Financial Report**.

Moved by Eileen Mortimer, **Seconded** by JoAnn Collett. **CARRIED**

Eileen also moved that the **2023 Budget** be approved as printed.

Moved by Eileen Mortimer, **Seconded** by Leslie Worden. **CARRIED**

12. Appointments by the Incumbent for 2023:

Rector's Warden: David Muirhead; **Deputy Rector's Warden:** Marilyn Brownlee

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

Pastoral Care Team: Mary Jane Dymont, Sally Weber, Martha Greatrex, Dawna Moore, Dave Wilson

Algonquin College Campus Coordinator: Judy Howcroft

Welcoming Teams: 8:00 a.m. Heather Loates, 10:00 a.m. Alice Walsh, Hilary Dawson, Pat Hamilton

13. Nominations:

2023 list of nominations on the Vestry Circular page 47

People's Warden: Shirley Brathwaite; **Deputy People's Warden:** JoAnn Collett;

Liturgical Coordinator: Dave Chisholm; **Education Coordinator:** Hilary Dawson;

Fellowship Coordinator: Pat Hamilton; **BIPOC Coordinator:** Shirley Brathwaite;
Outreach Coordinator: Marg Muirhead; **Property Coordinator:** George Weber;
Synod Members: Marilyn Sullivan, Leslie Worden; **Member-at-Large:** Dave Wilson.

Canon George invited nominations from the floor. As there were no nominations, Dave Chisholm moved that the slate of officers be closed. Accepted by **acclamation**.

14. Corporation Appointments:

Treasurer: Eileen Mortimer; **Assistant Treasurer:** Rob Hamilton

Financial Examiners/Auditors: Dave Wilson, Leslyn Barrett Bowen

15. 2023 Signing Officers:

MOTION: that the Signing Officers for 2023 be as follows: Rector's Warden, Deputy Rector's Warden, People's Warden, Deputy People's Warden, 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.

Moved by David Muirhead, **Seconded** by Leslie Worden. **Approved by show of hands**

16. General Business:

With formal Vestry business concluded, Canon George invited those present to bring up any other items for discussion.

Martha Greatrex had a few ideas to share.

a) She mentioned that we should all be prepared for our funeral. She illustrated this with a recent parishioner's story of ideas expressed to church friends, but not shared with family. The office has a sheet for notes on your funeral. Filling it out and having it on file in the office would be useful for the clergy to know the wishes of a parishioner, even when the family might not. She suggested that the sheet with notes on funeral planning be included in one of the parish weekly newsletters.

b) Couldn't we have a women's retreat again this year? It was agreed that a women's retreat be held in 2023.

c) Could the website include a group chat room, where people could introduce themselves and talk about their hobbies and perhaps share ideas? **Marion Agnew** and **Leslie Worden** said it could work if we were publicizing ideas as events. Leslie pointed out that Facebook could create a group parishioners could join, to discuss ideas with each other and share news. This would be a private group, so people's discussions would be visible to each other only.

A suggestion was made that our youth could be challenged with a bible reading scavenger hunt activity which would keep them connected to the church and with each other.

Dave Chisholm announced that he is a qualified instructor on the use of a defibrillator. He will be offering a defibrillator course, **free for parishioners, on April 2, 2023**.

Leslie Worden, retiring warden, remarked that the church has to carry out occasional capital projects as the need arises, fix the leaking flat roofs, re-shingle the main roof, lay new flooring in the upper Mary Lark Hall, etc. She suggested that the next job we should tackle would be to improve the choir lighting in the sanctuary. Dave Chisholm, Liturgical Chairperson, agreed with the idea.

It was agreed that the Wardens, Incumbent, Property Coordinator and one choir member, could start a committee to look into this project.

In conclusion, the Vestry Chair thanked everybody for coming out, then made a few remarks about the year ahead.

- **Summer Service Time** remains at 10:00 a.m.
- The 8:00 a.m. service will be seasonal, in Lent and Advent.
- Outdoor services in the summer months will be decided later.
- If you meet or know the people of St. Luke's church, whose church has formally closed, be sure to encourage them to settle with us.
- Some of the side pews are showing water damage. There has been a suggestion of pew cushions as an affordable alternative to refinishing the wood.
- We had Visioning Day on the horizon just as COVID shut us down. There will be no visioning this year until the situation stabilizes.
- He will be away from March 19–26 on a pilgrimage to Palestine and Israel. He will also be away May 1–July 31 on a Sabbatical, and will be taking his Annual Leave in August. Coverage has been arranged for all the Sundays and other pastoral needs.

At 12:45 p.m. Dave Chisholm moved that the meeting be adjourned.

The Reverend Canon George Kwari led us in the Grace

INCUMBENT'S REPORT

Dear St. Stephen's Vestry,

It is my pleasure to present to you the annual vestry report reflecting our lives together and sharing hopes together.

As we read through the well-written reports, we are reminded of the countless occasions of outreach, fellowship, worship, learning and spiritual growth that have enriched our community. We have welcomed new members with enthusiastic hospitality and we have stood by each other in times of joy and challenges.

In addition to everything covered in the reports, I would like to mention my two-week pilgrimage to Israel and Palestine, and Sabbatical.

My pilgrimage provided me a unique opportunity to walk in the footsteps of Jesus and his followers and witness firsthand the places where many significant events, including the birth and Passion of Christ, unfolded. The memories and lessons learned will continue to inspire and guide me in my ministry. Thank you for your support and encouragement in making this pilgrimage possible.

During my sabbatical, I took a Clinical Psycho-Spiritual Education unit with the Ottawa Hospital (General and Civic campuses) accredited by the Canadian Association for Spiritual Care (CASC). A university credit is awarded through Martin Luther University. The unit offered me valuable skills, insights and resources to enhance my pastoral effectiveness, personal well-being and professional growth.

Here are some of our plans for 2024.

New Parish Pictorial Directory

In response to the changes within our parish, we recognise the need for an updated photo directory to reflect our current congregation. The parish photo sessions will take place between May 16-18 and 21-25. I encourage everyone to sign up for a photo session and I look forward to capturing the wonderful feeling of community within our parish. Further details will be shared in upcoming communications.

Parish Visioning

As we continue to define the vision and goals that will guide our parish in the coming months and years, we will hold a series of meetings and discussions to explore our strengths, challenges and opportunities as a parish and begin to articulate a shared vision for our future. I am committed to ensuring that this visioning process is transparent, inclusive and reflective of the diversity of the perspective within our community. I am looking forward to meaningful conversations and prayer as we seek God's guidance for the future of our parish.

Men's Group

In addition to our efforts to create a parish where all members can find a sense of belonging, support and spiritual nourishment, I will work to establish a dedicated space for men and gender diverse individuals within our parish. The Men's Group will aim to create an environment where men and gender diverse individuals come together to explore their faith, share their experiences and build meaningful relationships with one another. This Group will provide a platform for discussions relevant to men's lives including faith, family, work and personal development. All men and gender diverse individuals in the parish are invited to participate in forming this Group.

Children/Youth Education Coordinator, Part Time

After careful consideration and assessment and seeing that our family services are growing, it seems appropriate that as a parish we work towards hiring a Children/Youth Education Coordinator. This coordinator will work in collaboration with the Education Coordinator and the Incumbent and will be responsible for the church school. The impact of having a paid member of staff running the church school every Sunday morning will provide stability, consistency and it will have far-reaching effects in shaping the lives of our youth and children, as well as contributing to the vitality of our congregation now and for years to come. This is a 10-hour-per-week position.

In conclusion I would like to thank:

- Wardens (David Muirhead and Shirley Brathwaite) and Deputy Wardens (Marilyn Brownlee and JoAnn Collett) for their constant support and dedication to the parish.
- The Parish Treasurer (Eileen Mortimer), Assistant Treasurer (Robert Hamilton), Counters, Envelope Secretary (Sue FitzPatrick), Financial Examiners (David Wilson and Leslyn Barrett Bowen) for making sure that the parish finances are well recorded.
- Office Administrator (Lori Hutchinson), Music Director and Organist (Robert Jones), the members of the Choir, Hilary Dawson (for preparing the bulletins and powerpoint, and sending out Zoom links for parish events and services), Welcoming Team with their coordinators (Alice Walsh and Hilary Dawson), Projectionists (Simbarashe Kwari, Dave Chisholm and Leslie Worden), Altar Guild members led by Heather Loates, Readers, Intercessors, Eucharistic Assistants, Servers (Priana Bose, Elizabeth Clement, Ropafadzo Kwari and Alice Walsh), Zoom co-hosts (Ian Mackenzie, Kerri-Lynn Kalil, Jim and Linda Davis) and Coffee Hour Hosts for everything they do that enhances our worship and life in the parish.
- Parish Council Members, part-time Custodian Ifeoluwa Olajide and Volunteer Custodian Bright Nnogharam.
- Epie, Simba and Ropa for their love and support for me.
- Everyone who has welcomed me into their homes for pastoral visits, home communion or for a cup of coffee/tea.
- Each one of you for the countless ways you support and participate in the life of our parish.

With deep gratitude,

The Reverend Canon George Kwari

WARDENS' REPORT

The Rector's Warden and People's Warden, together with the Incumbent, form the Corporation of St. Stephen's Church.

The Rector's Warden and Deputy Rector's Warden are appointed by the Incumbent annually at Vestry. The People's Warden and the Deputy People's Warden are elected each year at Vestry. Deputy Wardens are in training for the positions of wardens.

It is the Corporation's duty to carry out all of the directions of the Diocesan Synod and of the Vestry of St. Stephen's Church. The Corporation, with the assistance of the Diocesan Director of Human Resources, hires lay staff in the Parish. Lori Hutchinson, was hired as Office Administrator and started in the position on November 6, 2023. Welcome Lori! We are delighted to have you with us.

The Treasurer and the Financial Examiners appointed at Vestry, act on behalf of and are responsible to Corporation. The Treasurer will present to Vestry a financial report for the past year and a budget for the current year together with a report from the Financial Examiners. The budget, as approved at Vestry, will guide the operations of the Parish during the year. Any significant changes to the budget would be approved by Parish Council or at a Special Vestry.

The Corporation is responsible for the smooth running of all aspects of Church Services and, with the assistance of the Liturgical Committee, ensures all necessary volunteers and supplies are available. The Corporation must also ensure the facility is not used in any irreverent way. The Corporation arranged the continuation of worship services during the four-month absence (three-month sabbatical and one-month vacation) in 2023 of the Incumbent, The Reverend Canon George Kwari.

The Corporation is in charge of all the finances of the Parish, ensuring the collection and deposit of all St. Stephen's monies to the bank, payment of all invoices and completion of financial returns to the Diocese. All payments made by cheque must be signed by any two of the Wardens, Deputy Wardens, Treasurer or Assistant Treasurer as designated by Vestry. Grateful thanks are extended to all who financially support our Parish.

The Corporation, in collaboration with the Property Coordinator, is responsible for the care of all Parish buildings and land, and the keeping of all important documents. Of note, the land and building housing St. Stephen's Residence, are currently under a 40-year lease ending in 2030, when possession of the land and the building will return to St. Stephen's Church. All Title Deeds are held at the Synod Office for reference and safekeeping. The Corporation must ensure continuing coverage under the Comprehensive Insurance Policy of the Diocese. Thanks to all those who help care for the lawn, the gardens and the building both inside and out.

The Wardens thank The Reverend Canon George Kwari for his continued energy and leadership. His special liturgies continue to bring us joy, comfort and refreshment. Thanks, are also extended to The Venerable Paul Blunt and The Venerable Rob Davis who filled in during Canon George's sabbatical and vacation.

We thank and appreciate Jesus Is Lord Church, Joyful Sound Ottawa Choir, Prostate Cancer Group, the 123rd Scout Group and Rainbow Montessori School who continue to be our tenants.

We thank all those who chose to join us this past year, including parishioners from the former St. Luke's, St. Martin's and Good Shepherd Barrhaven, as well as those from different parts of the world and different parts of our country.

We look forward to see what the future holds for us.

David Muirhead
Rector's Warden

Shirley Brathwaite
People's Warden

Marilyn Brownlee
Deputy Rector's Warden

JoAnn Collett
Deputy People's Warden

FELLOWSHIP CLUSTER

The Fellowship Cluster includes Parish fellowship events, Coffee Hour, the Fall Food Fair, Women's Fellowship and Men's Fellowship. Their respective reports follow.

This Fellowship Committee is made up of a chairperson, Pat Hamilton, and four members: Sally Weber, Leslie Worden, Rob Hosselet and Trudy Stephen. Thank you, Trudy, for joining us this year.

General fellowship organizes, or helps to organize, various fellowship events throughout the year. Thank you all for your creative input, enthusiasm and hard work.

Fellowship Events

The year started with a Retirement Gala for Marilyn Brownlee who was retiring after 18 years as our parish administrator. We wish Marilyn well in her retirement.

To commemorate Black History Month and in conjunction with the BIPOC committee, St. Stephen's held a Caribbean and African lunch following the service. Thank you to Shirley Brathwaite and others, for the delicious food.

Our annual pancake supper was held on February 21. Thank you to all the men of the parish for a delicious supper, especially Rob Hosselet who coordinated the event.

A big thank you to Ian Mackenzie and Rob Hosselet for another great trivia night. We all really enjoyed this in-person event.

We held a recognition Sunday for two of our parishioners who were stepping down. Rob Hamilton, retired as our treasurer after 30+ years and Ruby Elver, retired after many years of community and church work. A big thank you to both of you for your ministry. This service was followed by a lunch. Thank you to all who helped.

Our Church picnic, marking the start of summer, was a fun event. Thank you to all who helped with BBQing the hamburgers and hot dogs and serving all the trimmings.

A big thank you to Hilary Dawson for making refreshments to serve after the summer services and welcoming visitors and new parishioners. Your ministry was so appreciated, Hilary.

To welcome everyone back to church after the summer we held an Ice Cream "Sundae", early in September. Needless to say, it was popular.

A big thank you to Rob Hosselet, Shalini Raphael, Laura Beauchamp and the Reverend Canon George Kwari for organizing the delicious Thanksgiving Dinner. The dinner and fellowship were enjoyed by many.

Our Fall Food Fair was held early in November. It is an all-church event. A huge thank you to JoAnn Collett and her committee for organizing the Fair. Plus, a huge thank you to all of you who took part in so many amazing ways. JoAnn's report is included below.

Following the Confirmation Service there was a lunch to celebrate with the candidates and visit with Bishop Shane. Thank you to the Bose and Kwari families for providing the delicious lunch and to all those who helped with set up and clean up.

At St. Stephen's we have so much for which to be thankful. Following is a list of events we celebrated at coffee hour with delicious cakes and sweets:

- Marilyn Brownlee's 18 years as office administrator;
- Truth and Reconciliation Sunday;
- the arrival of our new organist, Robert Jones, and his wife Lynn;
- Irene Balchin's farewell as she moved to Brampton after attending St Stephen's for over 50 years;
- the dedication of our new (to us) organ;
- a welcome for all the parishioners who have joined St. Stephen's family over the past year;
- All Souls' Sunday, when we remembered all those who had died in the past year;
- The Sunday evening organ recital by Matthew Larkin was followed by a reception of sweets, coffee, tea. Thank you to all who contributed.

Fellowship on Zoom

Following the 10 a.m. hybrid Church service there is a group of 10 to 15 parishioners who stay online for fellowship. Jim and Linda Davis as well as Kerri-Lynn Kalil have been hosting this event each Sunday. A big thank you to each of you. Also, a thank you to Jim and Linda for sharing their videos of walking in the woods and on the beach in Prince Edward Island. This is enjoyed by people who cannot do these things easily.

Coffee Hour Report (Sally Weber, Coordinator)

The in-person coffee fellowship hour after church is going well. We have seven teams making the tea, coffee and juice etc. A big thank you to these 21 people for this very worthwhile ministry. If anyone would like to join one of our teams or form a new team, please speak to Sally Weber.

Women's Fellowship is under review at the present. We hope to have an update for you early next year. Also, we are looking into starting a **Men's fellowship** at some point in 2024.

Fall Food Fair (JoAnn Collett, Convenor)

This year we raised over \$10,000 at our Fall Food Fair.

Lunch was back this year. Thanks to Pat Hamilton, Trudy Stephen and Joan Matthews. Coffee and muffins were for sale, which allowed people to stop and have a chat. Many thanks to Laura Beauchamp for coordinating this. We had a bake table, cookie table, jams and jellies, a pickle table and frozen foods.

Thanks again to the coordinators and volunteers who helped prepare items this year. A special thanks to the coordinators: Eileen Mortimer for tourtières, Pat Hamilton for baked beans, Marg Muirhead for the curried apple zucchini soup, Mavis McGinn for vegetarian chili and Marilyn Brownlee for ham and potato casserole and I (JoAnn) for the grey cup chili.

Save the date for next year's event, Saturday, November 2, 2024.

In closing, I would like to say a big thank you to the fellowship team and all the parishioners of St. Stephen's. Without all your help, your enthusiasm and ability to pitch in where help is needed it would be impossible to run fellowship events. A heartfelt thank you to each of you!

Reports collated by Pat Hamilton, Coordinator

LITURGICAL CLUSTER

The Liturgical Cluster comprises the ministries of Lay Readers, Altar Guild, Choirs, Prayer Team, Servers' Guild, Welcoming Team, 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 and report to the Incumbent. These meetings allow everyone involved in liturgy to be on the same page.

Online worship via Zoom

In 2023 we have enhanced our Zoom presence by purchasing new choir microphones and a new lectern microphone. Thank you to The Reverend Alan Gallichan whose generous donation in memory of his beloved mother, Gwen Gallichan, made these updates possible. A plaque will be installed in the church and Rev. Alan will be invited to the unveiling of the plaque in the near future.

We are looking for some additional people to assist with running the video Zoom desk on Sunday mornings. If you are interested, please speak to Dave Chisholm or The Reverend Canon George Kwari. If you can operate a TV remote and do some basic things on the computer, you have the skills necessary for this position!

Organist and Choir Director's Report

First, I would like to thank the Corporation of St. Stephen's Church for hiring me as your new organist and choir director, which took effect on January 1, 2023. My wife Lynn and I have both felt that Divine Intervention was responsible for encouraging me to apply for the position (which was followed by the fire at St. Luke's and its subsequent closure). It is also easy to see why St. Stephen's is a flourishing congregation: so many people doing so many things.

For the first several months, I was learning on the job. Each parish is different, including when it comes to music. St. Luke's basically used one hymn book; St. Stephen's uses three. Then again, I have used one mass setting at St. Stephen's, but we had about five at St. Luke's!

The choir grew during 2023 due to the closure of two other parishes (four from St. Martin's and two from St. Luke's). Choir music from the libraries of these two closed parishes also came to St. Stephen's. I have been impressed with the choir's dedication and strong commitment. Adjusting to an earlier start time for their Sunday warm-up, singing more hymns and the mass setting in harmony and learning several new anthems has not gone unnoticed (nor have the compliments from the congregation!). I am still hoping to establish a children's choir. Music is such an important element of our liturgy and getting our younger attendees singing will be beneficial for all concerned.

With the closure of St. Martin's Church, I would like to thank the Incumbent and wardens, working with Frances Macdonnell, for making it possible for us to acquire St. Martin's organ—an instrument larger and newer than our older Allen organ. The Organ Transplant Committee was originally chaired by the Incumbent. With the Incumbent going on leave, the wardens and Dave Chisholm provided oversight of the acquisition and installation of the Rodgers organ from St. Martin's. St. Stephen's Allen Organ was donated to All Saints' Westboro.

On Thanksgiving Sunday, Canon George Kwari dedicated our new-to-us organ (truly a day of thanksgiving) and on Sunday, November 19, a turnout of 80 came out to hear Matthew Larkin play an organ recital that certainly showed off the many colours of our new instrument. Sincere thank you to the Organ Transplant Committee for a job well done.

Last, I would like to thank fellow staff members who go far and above the call of duty. Their attention to detail and striving for perfection—all in a cordial manner—make it a joy for me to be a part of this team.

Choir Personnel as of December 31, 2023:

Sopranos: Pat Bethel, Martha Greatrex, Lynn Jones, Rebecca Veale, Jamie Wilson

Altos: Ruth Belyea, Heather Chisholm, Julia Fogg, Dawna Moore

Tenors: Dave Chisholm, Charles Pryce

Basses: Paul Blunt, Jack Dymont, Rob Hamilton, Nicolas Shakar

Respectfully submitted,

Robert Jones

Altar Guild

The Altar Guild team continues to serve the Church with four rotating groups. We would like to thank Ruth Belyea for her work on the flower arrangements. We would also like to thank Marilyn Brownlee for making new purificators for the Church and Margaret Casterson for embroidering crosses on the purificators. Thank you to St. Martin's for the wine, wafers, bishop's chair, processional cross and purificators. Please contact the Church or Heather Loates if you wish to join the Altar Guild.

Respectfully submitted,

Heather Loates

Prayer Ministry

If you feel called to be part of the Prayer Team, please speak to Canon George or Sally Weber, Prayer Team Coordinator.

Lay Readers

Thank you to our five Lay Readers — Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi and Shalini Raphael.

Servers

Thank you to Ropa, Elizabeth and Priana for serving.

Welcoming Team

Alice and Hilary have been doing a great job coordinating this important ministry.

Reports collated by Dave Chisholm, Coordinator

EDUCATION CLUSTER

Children/youth

Confirmation classes for three youth and one adult continued in 2023. The classes were held bi-weekly and alternated between online and in-person sessions. In the fall, the classes expanded to include children in grade 4 and up. The fall sessions incorporated a time of teaching and sharing, followed by some singing with our Music Director, Robert Jones, and concluded with lunch. Alexandria Malaika Nalule was confirmed on May 27 at the Cathedral. Priana Bose and Ropa Kwari were confirmed, and Kerri-Lynn Kalil reaffirmed her faith during a joyous celebration at St. Stephen's on November 26. Sincere thanks to Dave Wilson for co-leading the class with Canon George.

Several family-friendly gatherings were held on Saturdays during the year. Each gathering included an activity (e.g., climbing and sliding on our "snow mountain", dodge ball, building gingerbread houses) followed by games, a light meal and short informal worship. The gatherings were well attended and enjoyed by young and young at heart alike.

This year, thanks to the leadership of Rachel Blunt Mackenzie, our youth successfully concluded a project they had initiated pre-COVID. In 2019, our senior Church School class studied God's world and the natural environment. They spent many months planning and fundraising to add a tree to St. Stephen's property. On Pentecost Sunday, Rachel, assisted by several children, planted the lilac tree close to the labyrinth. We will enjoy the blossoms and fragrance every spring for years to come.

At the annual church picnic in June, the children enjoyed games and face painting. Thanks to Marion Agnew, Leona Chivizhe, Michelle and Val Hamilton who facilitated these activities.

At the Fall Food Fair, several of our young people served at the luncheon. Their care, friendliness and courtesy were a joy to observe. Thank you!

On Remembrance Sunday, Derrill Henderson gave a children's talk during the Sunday worship service about the role of animals in wars. He also participated in Church School and helped the children make peace doves.

As we continued to discern the best format for Church School, activity sheets were provided each Sunday for the children in the family-friendly areas of the church.

Adult

In February, we celebrated Black History Month during our Sunday morning worship with two guest speakers:

- John Harewood, a writer and retired Professor of Classics and Academic Advisor in the Faculty of Arts at the University of Ottawa who was born in Barbados, spoke to us about "narrative" and the importance of seeing yourself within the narrative.
- The Venerable Linda Hill, the Executive Archdeacon of our Diocese, shared the on-going work of Project Anti-Racism, and the goal to address issues of equity, diversity and inclusion and specifically take on racism in all its forms.

Two stimulating bible studies were held during the year, both led by Canon George. The Lenten study focused on a different topic each week. The topics included: the post-Christian era and the implications for the mission of the Anglican church; family and youth and our ministry to them; the letter of Paul to the Colossians. The focus of the Advent study was "hospitality". Passages from both the Old and New Testaments were studied; we looked at Jesus' mission of hospitality

both as a guest and host and also at our own experiences of receiving hospitality and how we offer hospitality at St. Stephen's. Both studies were thought provoking and generated a lively exchange of ideas. The Advent study was offered both in-person during the day, and online in the evening.

A CPR/AED refresher course, led by Dave Chisholm a certified first aid/CPR instructor, was held in April.

The National Day of Truth and Reconciliation was observed by welcoming guest musicians William and Timothy. They told the story of the Inuit people and truth through music. William is of Inuk descent and is the founder of Strong-Minded Inuit a youth-led suicide prevention initiative.

Pat Hamilton's women's cell group met bi-weekly on zoom for the first part of the year. In the fall we moved to in-person meetings, which delighted us all. A range of media were used to stimulate discussion (scripture, music, recorded sermons and interviews).

In early December, 25 women from St. Stephen's, the Parish of the Valley, and St. Thomas Anglican Church Stittsville gathered for an Advent Retreat. It took place at the tranquil and beautiful Galilee Centre in Arnprior. The retreat was led by the Assistant Curate of the Parish of the Valley, the Rev. Claire Brama, and focused on story sharing and proclaiming Christ through the symbol of the Jesse Tree and through prophecies from Isaiah. Each participant brought a meaningful ornament and shared with the group its significance as it was placed on or under the Jesse Tree. There was a crafting opportunity to create additional ornaments. The worship and fellowship were enriching and offered a chance for everyone to break away from the hustle of this season and reminded us why and who we celebrate at Christmas. The comments and stories shared during the concluding sharing circle affirmed how everyone has the opportunity to bear witness to the love and joy and peace of Christ in different ways. The retreat was a real blessing as members of the group shared in their ongoing preparations for Christmas.

In conclusion, thank you to all those who shared their gifts and talents in support of the Parish education activities. The support came in many forms, from cooking and kitchen help for the family gatherings, to teaching classes and sharing musical talent. Our thanks to Shirley Brathwaite, BIPOC Coordinator, for arranging the speakers for Black History Month. Special thanks to Canon George for his energy, encouragement, guidance and support throughout the year.

Hilary Dawson, Coordinator

OUTREACH CLUSTER

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

Local:

Emergency Local Food Cupboards

Throughout 2023, our local food banks at Pinecrest Terrace, Morrison Gardens, Foster Farm and Britannia Woods continued to provide food to those in need. Clients are still being served by appointment, thereby eliminating the possibility of long line ups and insufficient distancing. These protocols are still in place in our various local Communities.

In 2023 there was a significant increase in use of the food banks, not only within our neighbourhoods but right across the City of Ottawa. Higher inflation, causing continually higher food prices, as well as higher household expenditures and loss of jobs were only some of the many factors that ultimately drove people (many for the first time) to the food banks.

The food banks will certainly still need our support and 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 (bulk buying). They can purchase exactly what they need and when they need it.

St. Stephen's will continue to contribute funds annually to Morrison Gardens, Pinecrest Terrace, and Foster Farm food banks.

Furniture Project and Warehouse Fund

Parishioners can contact The Furniture Bank of Ottawa (Matthew House) at 613-591-6681 ext. 2512, or e-mail at: furnituredonations@matthewhouseottawa.org for any furniture donations or pick-ups. When requesting a pick-up of furniture from your home, a small donation is requested for the organization. You may also receive a tax receipt for your donated items. Website: <https://www.matthewhouseottawa.org/>

White Gift Fund

Your very generous support of our annual White Gift Fund enabled us to help ensure that many families and individuals within our community enjoyed some nutritious food and a good Christmas meal. Approximately \$4,500 worth of grocery cards were provided to those who requested assistance. It continues to be very difficult for many families with the ever-rising cost of food, and therefore our White Gift Fund plays a significant role in their Christmas festivities.

A big thank you to our St. Stephen's faithful parishioners who have supported this most important program.

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 all students and staff who are dealing with stresses, challenges and opportunities in their lives. It is so important that these individuals have the necessary tools/resources in place for help and/or guidance.

St. Stephen's participated in the Algonquin Pause Table in both April and December 2023. Both Judy Howcroft and Yvonne Temple did an amazing job coordinating our special days. We also provided muffins for a couple of the Campus Ministry's Wednesday evening summer workshops for Ukrainian newcomers to Canada.

In 2024 we will increase our contribution to \$2,000 towards this most worthwhile Ministry.

Ottawa West End Community Chaplaincy (OWECC)

Over the years, OWECC has provided compassionate, physical, emotional, and spiritual support to those living in various low-income communities in the west end of Ottawa. Presently, OWECC has two interim Co-Chaplains, The Reverend Lorrie Lowes and The Reverend Deacon Tamara. Both Co-Chaplains have previous experience with OWECC and have worked with the various communities. They both have been very active with keeping in touch by phone/e-mail/zoom and in person with various individuals and families within the five communities. They have continued to provide counselling and advice on spiritual and personal matters.

The 2023 camping weekend that was set for Silver Lake Wesleyan Camp went ahead this year with great success, and attendance.

We look forward to working with the Chaplaincy members throughout 2024. It is hoped that St. Stephen's will be able to offer financial assistance for, among other things, the Chaplaincy's camping weekend during this upcoming summer.

Presently, Canon George serves on the Chaplaincy Board.

The Big Give 2023 (submitted by Laura Beauchamp)

The Big Give returned in 2023 with great success and another beautiful day. The Big Give is a day dedicated to providing items or services to our communities at no cost. It is an initiative which brings together Christian churches of all denominations in a day of outreach to our communities.

In late April and throughout May, the team gathered on several evenings and weekends to accept donations from the parish and friends. The team organized the donations into categories to prepare for the big day. On June 3, 2023, St. Stephen's welcomed over 300 people into our church hall where we had donations of clothes, household items, linens, shoes, books and toys. We had 200 visitors in the first hour! Everyone was welcome to take anything that they needed. Given the economic hardships and inflation, this event provided an opportunity for families to save some money.

In addition to the free items in the hall, we also provided a free canteen of coffee, juice, water and muffins.

I pass along the thanks and appreciation from the attendees to the parish for their generosity, kindness and support, especially during a time of extreme financial strain for the community. I also send my heartfelt thanks to our volunteers for their efforts and to the core team of Marg Muirhead, Leslie Worden and Hilary Dawson for their hard work.

Stay tuned for The Big Give 2024 event on Saturday, June 1, 2024!

Refuge NOW (Nepean Ottawa-West) (submitted by Marilyn van Dusen)

Refuge NOW is an ecumenical group of Ottawa west-end churches that includes St. Stephen's Anglican Church, Christ Church Bells Corners Anglican, Bells Corners United, Julian of Norwich Anglican and Knox United – all working together to sponsor and support refugees.

Our group experienced a particularly busy year throughout 2023. Due to various scheduling issues, over which Refuge NOW had no control, we supported two families. It was quite a challenge in terms of the work required getting the two families settled into their new lives here in Ottawa.

The Mohammadi family, a family of four from Afghanistan, arrived in early 2023. After a week in a motel, the family was moved into their rental, three-bedroom house with furniture and household goods provided by our five congregations and installed by Refuge NOW. The son

attends Woodroffe High and works part time. His 13 year-old sister is in grade 8 at Broadview Public School. The parents, Aghajan and Sara, started ESL classes and continued with them throughout the year. By the fall of 2023, Aghajan was able to begin work part-time at Produce Depot. The family has so far done very well and the sponsorship will end in mid-January, 2024. Finances will be tight for the family but they are blending well into the Canadian life and every indication is that they will be successful.

The second family sponsored by Refuge NOW during 2023 was a family of five from Syria with three young daughters and their parents. This sponsorship came under the "family reunification" category since the wife's parents and her siblings came to Canada in 2015 and reside in the Craig Henry area. The family was fortunate to secure a townhouse for rent just a few doors away from family. The father has part-time employment and the three girls are attending St. John's Catholic School. The family is doing well in Ottawa and very much enjoying the close proximity to their relatives.

Thank you, St. Stephen's, for all of your wonderful support during the past year. Your very generous contributions of furniture, appliances, bedding etc. made it possible for our group to provide very comfortable living accommodations for our refugee families for which they are very grateful.

Pastoral Care Report (submitted by Mary Jane Dymment)

Pastoral Care has many facets at St. Stephen's. Regular visits to Anglican patients in the Queensway Carleton Hospital resumed this year. Sally Weber, Martha Greatrex, Dave Wilson and Mary Jane Dymment cover each Wednesday.

Several parishioners regularly contact church members by phone. These phone calls are mainly friendly calls but the callers notify Canon George if requested by the parishioner. Several parishioners accompany Canon George on home visits at Easter, Thanksgiving and Christmas.

Each member of our parish is a pastoral care provider. All it takes is a friendly smile, chat, or call to show that we care for others. This is what makes St. Stephen's such a loving place and demonstrates our mission statement "**to be a church without walls**". Our new members this year have commented on their welcome to St. Stephen's.

West End Villa / Westwood Retirement Home / Redwood Retirement Home / New Orchard Lodge / Carlingwood Retirement Home / (2023)

Retirement home services were up and running again for monthly Eucharistic services and occasional pastoral visits. A big thank you to Dave Wilson, Eleanor Somerton, and Wendy Small for their assistance with Canon George in this most essential ministry.

St. Stephen's is looking for volunteers who can help with phone calls or sending emails to many of our parishioners. If anyone is interested in helping with this rewarding task, please contact Canon George or the Church office.

Diocesan Outreach Ministries

Through our contributions to the Diocese, we support Diocesan and National Church outreach ministries.

The Diocesan outreach programs are as follows:

- The Well/La Source – a day program for women and their children;
- Centre 454 – a day program for all in need;
- St. Luke's Table – a day program for all in need;
- Cornerstone – an emergency shelter for homeless women and their families and a long-term supportive housing;
- Ottawa Pastoral Counselling Centre, and
- Refugee Ministry.

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. Donations and deliveries of such items as mugs, toiletries, linens, and clothing have been provided during this past year and will continue to be required throughout 2024.

Scouts Canada–123rd Ottawa (submitted by Rob Chalmers, Group Commissioner)

The 123rd Ottawa Scout Group offers programming to about 50 members through the following programs:

- Beaver Scouts (ages 5–7)
- Cub Scouts (ages 8–10)
- Scouts (ages 11–14)
- Venturer Scouts (ages 15–17)
- Rover Scouts (ages 18–26)
- We continue to look for more volunteers to increase the capacity of our group so that we can provide programming to more youth and to more families.

Some of the activities in which our youth have taken part in 2023 include:

- Hikes;
- Camping;
- Skating, sledding;
- Games;
- Spring community cleanup;
- St. Stephen's Anglican Church leaf clean up;
- Winter activity day in conjunction with other groups (Beavers, Cubs);
- Beaver Buggy, Kub Kars, Scout Truck rally (Beavers, Cubs, Scouts);
- Ottawa Atletico Soccer game (Cubs);
- Indoor rock climbing (Cubs).

The 123rd Ottawa Scout Group would like to thank St. Stephen's Anglican Church for their continued support. We appreciate the use of the church facilities and will continue to help out with activities at the church such as the Pinecrest Road cleanup and the fall leaf cleanup.

Reports collated by Marg Muirhead, Coordinator

PROPERTY CLUSTER

The major projects completed in 2023 were the organ replacement, the design and installation of a backflow water valve required by the city; and the replacement of the church eavestrough and installation of snow guards on the southside roof of the church. Thank you to: Dave Chisholm and Robert Hosslet who mowed the lawns and kept the church yard and parking lot clean; Gerry Stephen for his help with many of the smaller projects throughout the year; and, to those volunteers who kept the flower beds watered and looking good through another hot summer.

Completed BUDGETED CAPITAL PROJECTS for 2023 include:

- 1) Design and installation of a backflow water valve;
- 2) Watson St. vestibule door and threshold repairs;
- 3) Maintenance of the heating/cooling systems;
- 4) Service of the exterior exhaust fan;
- 5) Hedge trimming;
- 6) Cleaning of Mary Lark Hall air ducts;
- 7) Repair of kitchen dishwasher.

The following UNEXPECTED or UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Replacement of 8 recalled heat detectors;
- 2) Pest control in Sacristy;
- 3) Repair of kitchen fridge;
- 4) Repair of exterior floodlights;
- 5) Updating of church signage to reflect church service times and new tenant information;
- 6) Installation of new carpets in the Watson St. and parking lot vestibules;
- 7) Installation of new steps by the labyrinth;
- 8) Replacement in the Mary Lark Hall of two bathroom-faucet sets, 10 bathroom sink valves and the diaphragm in the office floor men's bathroom.

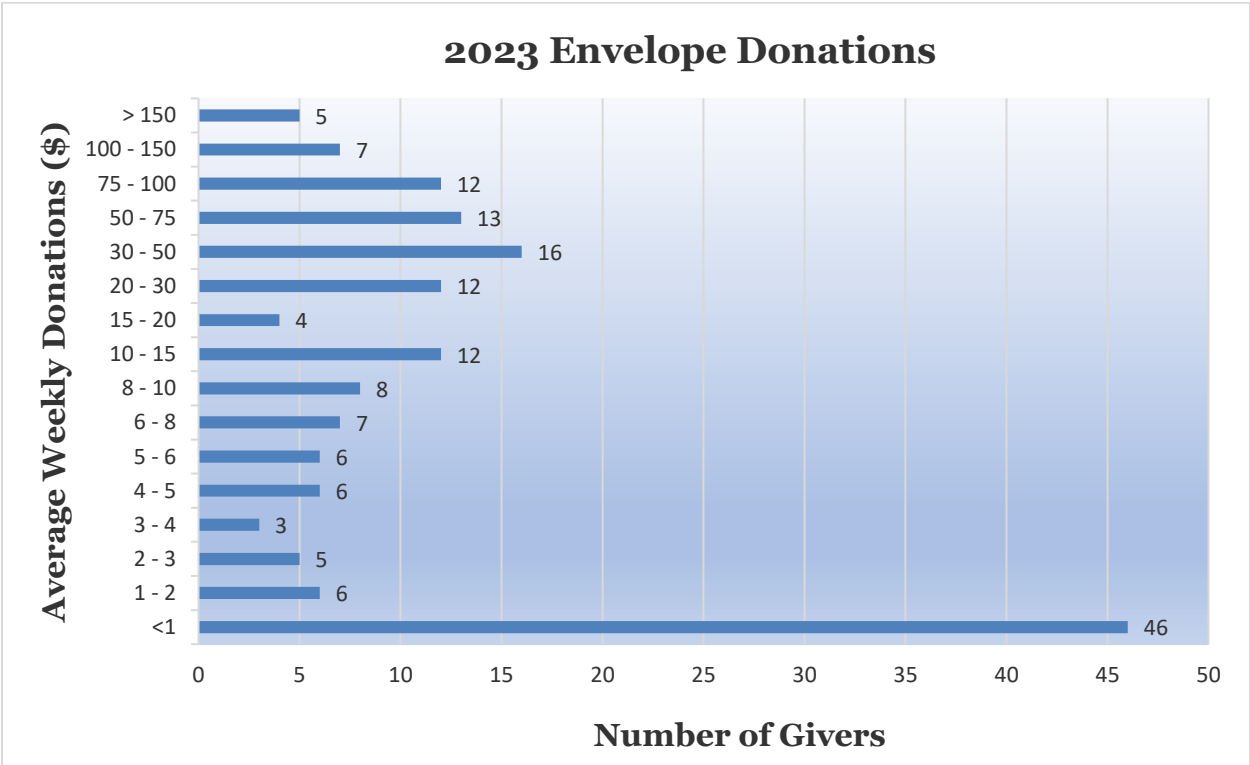
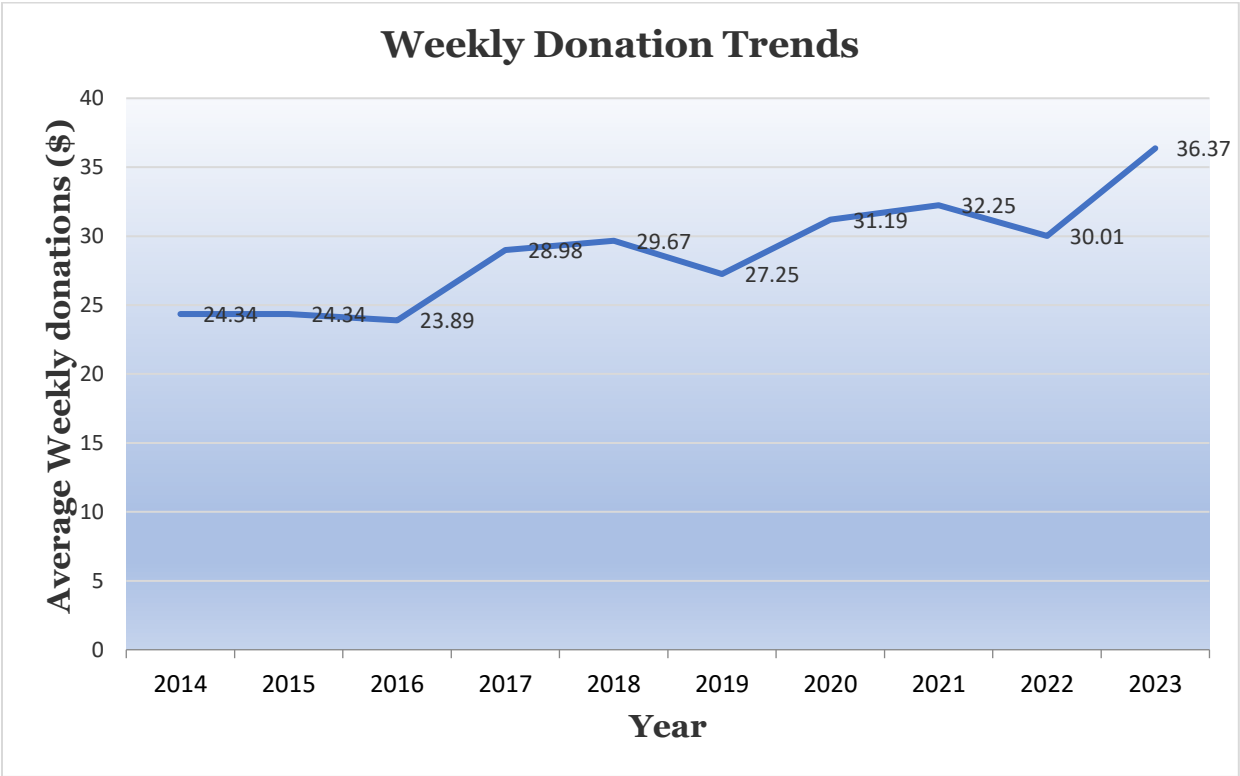
Miscellaneous CAPITAL PROJECTS were completed. Such as:

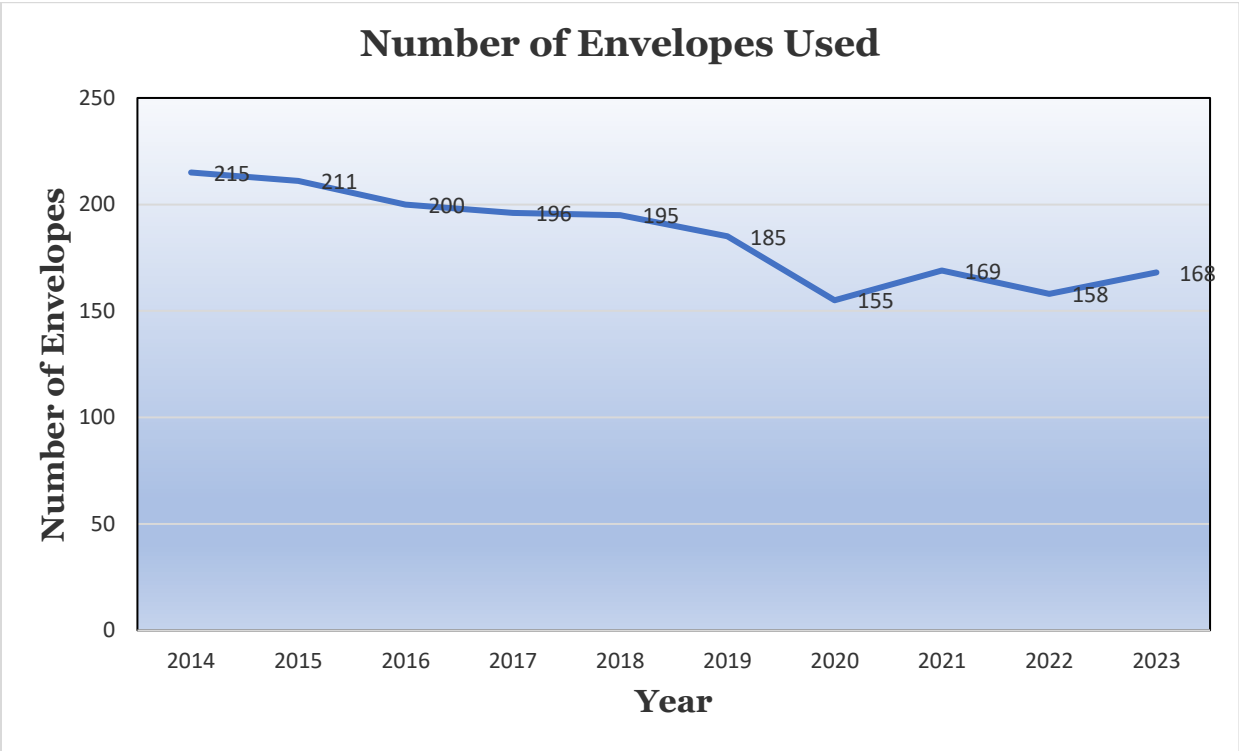
- 1) Replacement of furnace and kitchen fan filters;
- 2) Replacement of a broken kneeler;
- 3) Replacement of light bulbs;
- 4) Repair of carpet on the church hall ramp and in front of the altar;
- 5) Re-gluing loose tiles in church hall;
- 6) Hanging the outside Christmas lights.

I would like to also thank the Wardens for their assistance and support.

George Weber, Coordinator

ENVELOPE SECRETARY'S REPORT





Respectfully submitted by Sue FitzPatrick

COUNTERS' REPORT

Once a week a team made up from the following group of dedicated people have met at St. Stephen's to count the weekly offerings: Barbara Elliott, Judy Howcroft, Nancy Phillips, Eileen Mortimer, Gerry Stephen, and Alice Walsh. Thank you to each of them for their continued service in this Ministry. In total, these individuals normally contribute approximately 110 person hours per year to this ministry. To each of these individuals who have donated their time and energies to ensure an accurate counting of our financial offerings, a sincere thank you.

As always, thanks to Rob Hamilton (who retired during the year) and Eileen Mortimer, Treasurer(s); Sue FitzPatrick, Envelope Secretary; Marilyn Brownlee, Deputy Rector's Warden and Lori Hutchinson, Office Administrator for their support and guidance throughout the past year.

Anyone wishing to help with this ministry is invited to contact George Weber or the church office.

George Weber, Coordinator

TREASURER'S REPORT

St. Stephen's has strong financial roots and was able to weather the storm of a global pandemic through several years. During the COVID-19 pandemic, each year ended in a deficit position, with a loss of tenant revenue and expenses fluctuating. Thanks to the generous donations of our parishioners over the years, and the help of those who share our space, the church has maintained a safety net of surplus funds. These funds are safely invested in the Consolidated Trust Fund and available if required.

As pandemic restrictions were reduced throughout 2023, there was a gradual reversal of trends. Our congregation grew, both in church and on Zoom. Our parish activity expanded, and the rental contributions of those who share our space increased. The year ended with a modest surplus of **\$788** compared to the budgeted deficit of **(\$76,459.33)**.

The 2024 Budget has been crafted with conservative revenue projections, and expenses proportionate to the anticipated growth in the life and activities of the parish.

Thank you to Rob Hamilton for his counsel during the transition.

Thank you to the auditors, envelope secretary, and counting teams who support this ministry.

Eileen Mortimer, Treasurer

Account	Account Description	31-Dec-22	31-Dec-23	Difference
23350	Capital Reserves			
23352	Capital Donations Reserve	0.00	0.00	0.00
23353	Worship Space Renovations Reserve	118.51	118.51	0.00
23354	Audio/Visual System Reserve	2,900.00	0.00	-2,900.00
23356	Gallanger Bequest Reserve	1,703.44	0.00	-1,703.44
23359	Roof Replacement Reserve	0.00	0.00	0.00
		4,721.95	118.51	-4,603.44
23360	Restricted Operating Reserves			
23371	Designated Parish Events Reserve	719.44	719.44	0.00
23372	Youth Group Reserve	775.31	775.31	0.00
23373	Flower Reserve	2,480.01	1,908.56	-571.45
23374	Liturgical Reserve	1,499.31	1,499.31	0.00
23378	Seminars Reserve	2,000.00	0.00	-2,000.00
23379	Special Altar Reserve	12,433.04	13,983.04	1,550.00
		19,907.11	18,885.66	-1,021.45
23380	Outreach Reserves			
23381	Foster Farm Bag Lunch Reserve	140.06	140.06	0.00
23383	General Outreach Reserve	3,399.40	2,787.10	-612.30
23385	Women's Retreat Reserve	2,219.54	1,660.44	-559.10
23386	Men's Retreat Reserve	465.79	465.79	0.00
23391	Algonquin College Pause Table Reserve	610.88	0.00	-610.88
		6,835.67	5,053.39	-1,782.28
	Total Deferred Revenue	189,025.07	153,101.34	-35,923.73
24000	Long Term Loans			
24000	Long Term Loans	3,065,828.07	3,053,678.77	-12,149.30
30100	Corporation Fund	-21,822.21	3,466.89	25,289.10
31000	Program Fund	72,244.22	78,936.18	6,691.96
32000	Outreach Fund	-26,365.22	-33,524.57	-7,159.35
33000	Flow Through Outreach Fund	3,762.28	5,864.98	2,102.70
34000	Building/Capital Fund	-27,898.86	-54,034.36	-26,135.50
		3,065,748.28	3,054,387.89	-11,360.39
	TOTAL LIABILITIES AND FUNDS	3,283,448.91	3,214,780.96	-68,667.95

NOTES FOR SCHEDULE A: BALANCE SHEET COMPARISON

Cash (bank accounts/petty cash) decreased by **\$28,985.74**

Accounts Payable - at year end 2022, there was an outstanding balance due to the Diocese of **\$26,175.56**. This balance was paid in 2023. There was no outstanding balance to the Diocese at year end 2023.

Consolidated Trust Fund - current Market Value

- CTF #2670 Dorothy Jones Bequest **\$63,655.09** Dividends issued by cheque
- CTF #2725 Cash Reserves **\$183,075.46** Dividends reinvested
- CTF #4056 **Rectory** Trust Fund **\$246,730.55**
- CTF #4056 **Rectory** Trust Fund **\$162,048.90** Dividends applied as credit

\$30,000 withdrawal to fund Capital Projects / Market Value increase **\$2,650.47** net change - **\$27,349.53**

The Rectory Trust Fund dividends are applied as a credit towards the Housing Allowance.

The Net Worth decreased by \$68,667.95

SCHEDULE B: RESERVES – ACTIVITY AND BALANCES

RESERVES		CTF Withdrawal
GiFT REVENUE-UNASSIGNED RESERVE		
Balance Jan 1,2023	23,373.94	
Balance Dec 31,2023	23,373.94	
ENBRIDGE SHARE RESERVE		
Balance Jan 1,2023	86,109.26	
Fund Capital-Snowguard(Roof)	-6,560.09	6,560.09
Balance Dec 31, 2023	79,549.17	
MEMORIALS RESERVE		
Balance Jan 1, 2023	27,533.67	
Designate Funds to Seminars Reserve Per Donor	-1,000.00	
Memorial-Pat Easton	100.00	
Memorial-Timothy Daum	100.00	
Memorial-Helene LeBarron	100.00	
Memorial-Cynthia Mortimer	480.00	
Fund Capital-Backflow Install	-7,197.84	7,197.84
Balance Dec 31, 2023	20,115.83	
DOROTHY JONES BEQUEST RESERVE		
Balance Jan 1, 2023	20,543.47	
Fund Capital Organ Transplant Project	-15,127.05	15,127.05
Balance transferred from Gallanger Bequest Res.	588.42	
Balance Dec 31,2023	6,004.84	
WORSHIP SPACE RESERVE		
Balance Jan 1, 2023	118.51	
Balance Dec 31, 2023	118.51	
AUDIO/VISUAL SYSTEM RESERVE		
Balance Jan 1, 2023	2,900.00	
Fund Capital-choir microphones	-1,315.35	
Fund Capital-Audio Visual System Upgrade	-1,584.65	
Balance Dec 31, 2023	0.00	

GALLANGER BEQUEST RESERVE

Balance Jan 1,2023	1,703.44	
Fund Capital- Snowguard	-1,115.02	1,115.02
Move Balance to Dorothy Jones Bequest	-588.42	
Balance Dec 31,2023	<u>0.00</u>	

DESIGNATED PARISH EVENTS RESERVE

Balance Jan 1,2023	719.44
Balance Dec 31,2023	<u>719.44</u>

YOUTH GROUP RESERVE

Balance Jan 1,2023	775.31
Balance Dec 31,2023	<u>775.31</u>

FLOWER RESERVE

Balance Jan 1,2023	2,480.01
Fund excess Altar Flower expenses	-571.45
Balance Dec 31,2023	<u>1,908.56</u>

LITURGICAL RESERVE

Balance Jan 1,2023	1,499.31
Balance Dec 31,2023	<u>1,499.31</u>

SEMINARS RESERVE

Balance Jan 1,2023	2,000.00
Moved from Memorial Reserve	1,000.00
Fund Seminar Expenses	-3,000.00
Balance Dec 31,2023	<u>0.00</u>

SPECIAL ALTAR RESERVE

Balance Jan 1,2023	12,433.04
Fund Altar Expenses	-250.00
Special Birthday Offering	1,800.00
Balance Dec 31,2023	<u>13,983.04</u>

FOSTER FARM LUNCH BAG RESERVE

Balance Jan 1,2023	140.06
Balance Dec 31,2023	<u>140.06</u>

GENERAL OUTREACH RESERVE

Balance Jan 1, 2023	3,399.40
Fund excess White Gift Expenses	-612.30
Balance Dec 31, 2023	<u>2,787.10</u>

WOMEN'S RETREAT RESERVE

Balance Jan 1, 2023	2,219.54
Fund excess retreat expenses	-559.10
Balance Dec 31, 2023	<u>1,660.44</u>

MEN'S RETREAT RESERVE

Balance Jan 1, 2023	465.79
Balance Dec 31, 2023	<u>465.79</u>

ALGONQUIN COLLEGE PAUSE TABLE

Balance Jan 1, 2023	610.88
Recovery from prior year expenses	27.11
Fund December Pause Table Expenses	-637.99
Balance Dec 31, 2023	<u>0.00</u>

Balance Jan 1, 2023	189,025.07
Balance Dec 31, 2023	<u>153,101.34</u>
Net Change All Reserves	<u>-35,923.73</u>

**Total Amount Withdrawn from CTF
To Fund Capital Projects**

\$30,000.00

NOTES FOR SCHEDULE B: RESERVES – ACTIVITY AND BALANCES

Surplus offerings may be held in reserve for use in a later year. Reserves are recorded and tracked for designated usage. Reserves are supported by the cash reserves held in the **Consolidated Trust Fund** and can be withdrawn if required.

Total Reserves:	Opening Balance	\$189,025.07
	Closing Balance	\$153,101.34
	Net Change	(\$35,923.73)

The **\$30,000** withdrawal from the Consolidated Trust was used to fund capital projects through Reserves.

- Organ Transplant, Roof Snowguards, and the Backflow Installation

The balance of net change was from applying memorial and thank offerings received in 2023, and to fund specific budgeted projects (audio-visual updates), and under-funded program expenses as approved.

SCHEDULE C: 2023 YEAR-END REPORT AND 2024 BUDGET

REVENUE				
ACCOUNT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET
40100	Envelope Revenue			
40100	Envelope General	250,000.00	283,408.78	300,000.00
40112	Initial Offering	440.00	0.00	0.00
40115	Lenten Program	1,000.00	453.00	1,000.00
40116	Easter	1,850.00	3,110.00	3,000.00
40117	Thanksgiving	2,100.00	1,540.00	2,100.00
40118	Christmas	2,800.00	3,273.00	3,600.00
	Total Envelope Revenue	258,190.00	291,784.78	309,700.00
40120	Non-Received Gifts Revenue			
40121	Open Offering	2,524.55	5,172.25	3,500.00
40122	United Way	375.00	862.50	800.00
40123	Canada Helps General Env	0.00	8,579.08	8,000.00
	Total Non-Received Gifts Revenue	2,899.55	14,613.83	12,300.00
40150	Trust Fund Revenue			
40151	Consolidated Trust Fund Dividends	2,503.12	2,607.40	2,600.00
	Total Consolidated Trust Fund Revenue	2,503.12	2,607.40	2,600.00
40400	Rental Donation Revenue			
40410	General Hall Donations	5,239.00	940.00	1,000.00
40411	Hall Rental	0.00	3,350.00	3,000.00
40412	Hall Cleaning Costs Recovery	0.00	980.00	0.00
40440	Prostate Cancer Canada Network	3,500.00	3,500.00	3,500.00
40450	Rainbow Montessori School Inc	0.00	3,700.00	37,000.00
40460	Pickleball	0.00	630.00	1,350.00
40480	Jesus Is Lord Church	30,000.00	34,500.00	36,000.00
40484	Dementia Society	500.00	546.00	500.00
	Total Rental Donation Revenue	39,239.00	48,146.00	82,350.00
41300	Allowances Revenue			
41340	Seminars & Training	0.00	3,000.00	0.00
42061	Musicians	0.00	2,200.00	0.00
	Total Allowances Revenue	0.00	5,200.00	0.00
43000	Administration Revenue			
43020	Office	0.00	3,157.03	50.00
43021	Office Misc	10.00	0.00	0.00
43024	Printing Costs Recovery	0.00	211.00	200.00
43050	Bank Int	0.00	0.93	0.00
43061	Revenue Correction Prior Year	0.00	-640.86	0.00
43064	CRA interest HST rebate	0.00	25.34	0.00
43080	Office Contracts	0.00	4,681.00	0.00
	Total Administration Revenue	10.00	7,434.44	250.00
45000	Fellowship Cluster Revenue			
45010	Women's Group	0.00	678.15	0.00
45020	Coffee Hour	200.00	517.85	500.00
45050	Special Events	400.00	1,626.23	2,200.00
	Total Fellowship Cluster Revenue	600.00	2,822.23	2,700.00

ACCOUNT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET
46000	Liturgical Cluster Revenue			
46012	Liturgical Seating(Memorial Fund)	5,000.00	0.00	5,000.00
46020	Choir	400.00	631.67	0.00
46021	Extra Musicians	500.00	0.00	0.00
46030	Liturgical Resources Other	0.00	100.00	0.00
46050	Flowers	350.00	2,021.45	1,000.00
	Total Liturgical Cluster Revenue	6,250.00	2,753.12	6,000.00
47000	Education Cluster Revenue			
47020	Child-Youth Education	0.00	265.00	10,100.00
47021	Confirmation Class	0.00	0.00	0.00
47031	Youth Ministry	0.00	0.00	100.00
47041	Parish Education Activities	0.00	20.00	100.00
47048	Retreat	0.00	6,059.10	1,000.00
	Total Education Cluster Revenue	0.00	6,344.10	11,300.00
48000	Stewardship Cluster Revenue			
48001	Food Fair	10,000.00	14,264.05	14,000.00
48022	Fund Raising Event	1,000.00	766.00	10,000.00
48040	Offering Envelopes	0.00	155.00	400.00
	Total Stewardship Cluster Revenue	11,000.00	15,185.05	24,400.00
48100	Property (Capital) Revenue			
48111	Capital Donations	2,800.00	977.92	1,000.00
48112	Repairs Minor	1,500.00	224.87	0.00
48113	Lawn & Garden Care	300.00	0.00	0.00
48115	Electrical	0.00	1,115.02	0.00
48119	Roofing	0.00	6,560.09	0.00
48122	AudioVisual Repairs/Upgrades	2,500.00	5,400.00	0.00
48124	Heating System	500.00	0.00	0.00
48125	Fire & Alarm Systems	560.00	0.00	0.00
48126	Minor Capital Projects	350.00	0.00	0.00
48129	Defibrillator		50.00	0.00
48130	Exterior Exhaust Fan	125.00	0.00	0.00
48131	Air Conditioner	135.00	0.00	0.00
48150	Upgrade Tenant Signs	0.00	612.33	0.00
48551	23-Backflow Installation	0.00	7,197.84	0.00
48557	23-Organ Project	0.00	19,740.05	0.00
	Total Property Revenue	8,770.00	41,878.12	1,000.00
49000	Outreach Cluster Revenue			
49110	Food Cupboard	1,000.00	1,015.05	1,000.00
49160	White Gifts	4,000.00	4,640.00	4,500.00
49200	Other Budgeted Outreach(Hollyer)	0.00	0.00	3,000.00
49210	Refuge NOW	0.00	2,000.00	0.00
49300	Rector's Discretionary Fund	600.00	249.00	0.00
49310	Pastoral Care Team	125.00	0.00	0.00
49400	Undesignated Mission & Outreach	1,200.00	908.04	1,000.00
49450	Algonquin College Campus Ministry	430.00	20.00	0.00
49451	Algonquin Pause Table	920.00	610.88	500.00
	Total Outreach Cluster Revenue	8,275.00	9,442.97	10,000.00

ACCOUNT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET
49500	Flow Through Outreach Revenue			
49510	PWRDF	0.00	4,079.35	0.00
49511	PWRDF-other	0.00	750.00	0.00
49521	Belong Ottawa	0.00	2,480.00	0.00
49640	St. Stephen's Residence	0.00	601.50	0.00
49672	Farewell Gift	0.00	3,750.00	0.00
	Total FlowThrough Outreach Revenue	0.00	11,660.85	0.00
Total Revenue		337,736.67	459,872.89	462,600.00
Expenses				
50000	Corporation Misc Expenses			
50072	Miscellaneous	500.00	0.00	0.00
50410	General Hall	2,400.00	0.00	0.00
	Total Corporation Miscellaneous Expenses	2,900.00	0.00	0.00
51000	Diocesan On Account (Central Pay)			
51010	ECOPS & Housing NET	130,043.00	130,043.00	128,109.00
51011	Rectory Trust Fund Dividend	-6,704.00	-6,758.00	0.00
51020	Lay Staff Remuneration	68,390.00	55,687.00	90,418.00
51040	Insurance (Diocesan)	24,853.00	24,853.00	27,587.00
51050	Parish Proportional Share	60,451.00	60,451.00	45,018.00
	Total Diocesan On Account Expenses	277,033.00	264,276.00	291,132.00
51300	Other Remuneration & Allowances			
51340	Seminars	2,000.00	5,000.00	2,500.00
52000	Cleaning Contract	15,000.00	12,412.95	15,000.00
52010	Interim Priest	5,000.00	0.00	0.00
52020	Honoraria	2,000.00	980.00	2,000.00
52060	Supply Organist	1,200.00	800.00	2,000.00
52061	Musicians	0.00	2,500.00	2,800.00
52070	Supplemental Custodial	500.00	1,937.75	2,500.00
	Total Remuneration & Allowances	25,700.00	23,630.70	26,800.00
53000	Administration Expenses			
53010	Communication	3,500.00	3,222.64	3,500.00
53020	Office	2,500.00	6,219.30	4,000.00
53021	Miscellaneous Office	670.00	0.00	0.00
53023	Postage	0.00	500.32	600.00
53024	Printing Costs	0.00	2,977.40	2,900.00
53040	Synod	350.00	0.00	575.00
53061	Bank Charges	145.00	223.25	150.00
53062	PAR admin NET	325.00	1,273.04	1,425.00
53062	PAR Visa/Mastercard	1,100.00	0.00	0.00
53065	Stale Dated Cheques	0.00	374.35	0.00
53090	Office Contracts	7,600.00	7,634.72	5,500.00
53092	CO- Web Design & Mtce	600.00	667.89	600.00
53093	CO Misc	1,000.00	0.00	400.00
53110	Police Record Cheques Reimbursement	250.00	0.00	0.00
	Total Administration Expenses	18,040.00	23,092.91	19,650.00

ACCOUNT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET
54000	Building Expenses			
54010	Water	1,700.00	1,943.14	2,250.00
54020	Hydro	5,000.00	4,341.39	5,500.00
54050	Gas	9,000.00	10,291.32	13,000.00
54060	Supplies	1,500.00	1,542.09	2,500.00
54070	Maintenance Contracts	4,600.00	4,065.02	4,300.00
54080	Snow Clearing	10,000.00	17,954.29	16,000.00
	Total Building Expenses	31,800.00	40,137.25	43,550.00
55000	Fellowship Expenses			
55010	Women's Group	0.00	54.86	600.00
55020	Coffee	250.00	591.12	600.00
55040	Special Events	200.00	1,206.48	1,250.00
55050	Picnic	500.00	0.00	0.00
55060	Other Events	500.00	0.00	0.00
	Total Fellowship Expenses	1,450.00	1,852.46	2,450.00
56000	Liturgical Cluster Expenses			
56010	Altar	1,800.00	1,636.75	2,500.00
56012	Altar Bench Replacement (Memorial Fund)	5,000.00	0.00	5,000.00
56020	Choir	3,000.00	1,968.79	3,000.00
56021	Extra Musicians	1,500.00	0.00	0.00
56023	Servers	0.00	0.00	1,000.00
56030	Liturgical Resources Other	250.00	1,244.47	800.00
56050	Flowers	800.00	1,908.56	800.00
56070	BIPOC	3,000.00	0.00	3,500.00
	Total Liturgical Cluster Expenses	15,350.00	6,758.57	16,600.00
57000	Education Expenses			
57020	Child/Youth Education	3,000.00	786.35	2,500.00
57021	Confirmation/Baptism	900.00	0.00	300.00
57041	Adult Education	100.00	173.18	500.00
57047	Lay Readers	300.00	0.00	0.00
57048	Retreat	0.00	6,059.10	1,000.00
	Total Education Expenses	4,300.00	7,018.63	4,300.00
58000	Stewardship Cluster Expenses			
58001	Food Fair	1,200.00	3,284.57	3,500.00
58020	Fund Raising Events	0.00	0.00	2,500.00
58040	Offering Envelopes	767.00	820.16	840.00
58041	Counters	50.00	0.00	50.00
	Total Stewardship Cluster Expenses	2,017.00	4,104.73	6,890.00

ACCOUNT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET
58100	Property Expenses			
58112	Minor Repairs	2,000.00	925.90	5,000.00
58113	Exterior Property	1,900.00	5,975.91	4,640.00
58115	Electrical	0.00	4,149.76	0.00
58117	Pest Control	0.00	337.80	0.00
58119	Roofing/Eavestrough/Snowguard	0.00	6,560.09	9,100.00
58122	Audio Visual System	4,000.00	3,321.65	2,000.00
58123	Property Signage	0.00	1,250.62	0.00
58124	HVAC & Ducts	2,295.00	1,969.66	0.00
58125	Fire/Alarm System	605.00	1,079.93	895.00
58126	Capital Projects Minor	1,000.00	0.00	1,000.00
58129	Defibrillator	0.00	155.91	0.00
58131	Kitchen Appliance Mtc & Repair	731.00	1,927.71	1,000.00
58162	Lawnmower Service	175.00	0.00	0.00
58551	23-BackFlow Valve Install	8,000.00	7,197.84	0.00
58553	23-Watson Vestibule Door Repair	2,000.00	5,107.93	0.00
58557	Organ Replacement Project	0.00	19,740.05	0.00
58559	Watson St Entrance Project	0.00	0.00	23,000.00
58560	Table Replacement	0.00	0.00	1,730.00
	Total Property Expenses	22,706.00	59,700.76	48,365.00
59000	Outreach Cluster Expenses			
59130	Food Cupboards Pinecrest Queensway CHC	3,000.00	3,000.00	3,900.00
59160	White Gifts	2,500.00	4,640.00	4,500.00
59200	Other Budgeted Outreach-Hollyer	0.00	0.00	3,000.00
59205	OWECC	1,000.00	1,000.00	1,000.00
59210	Refuge NOW	1,000.00	3,000.00	1,000.00
59300	Rector's Discretionary Fund	3,000.00	2,889.60	3,500.00
59310	Pastoral Care	0.00	45.18	200.00
59320	Annual Charitable Membership Fees	100.00	200.00	200.00
59430	Big Give	500.00	383.74	500.00
59440	Multifaith Housing	100.00	0.00	0.00
59450	Algonquin College Campus Ministries	1,700.00	1,700.00	2,000.00
59451	Algonquin Pause Table	0.00	743.80	800.00
	Total Budgeted Outreach Expenses	12,900.00	17,602.32	20,600.00
59500	Flow Through Outreach Expenses			
59510	PWRDF	0.00	3,329.35	0.00
59511	PWRDF other	0.00	750.00	0.00
59521	Belong Ottawa	0.00	2,480.00	0.00
59540	St. Stephen's Residence	0.00	601.50	0.00
50672	Farewell Gift	0.00	3,748.80	0.00
	Total Flow Through Outreach Expenses	0.00	10,909.65	0.00
	Total Expenses	414,196.00	459,083.98	480,337.00
	Total Revenue	337,736.67	459,872.89	462,600.00
	Net Income	-76,459.33	788.91	-17,737.00
		Deficit	Surplus	Deficit

NOTES FOR SCHEDULE C: 2023 YEAR-END REPORT AND 2024 BUDGET

Significant Factors Revenue to 2023 Budget

- Envelope offerings (including Total Envelope Revenue and non-receipted gifts) increased by 20.6% with a rise in supporting members.
- Total Rental Donations increased by 37.6%
 - Jesus is Lord Church - 12-month rental plus annual lease adjustment
 - New tenant Rainbow Montessori - Security Deposit
- Stewardship - Food Fair (formerly reported under Fellowship). Very successful due to reduced COVID-19 restrictions allowing lunch service.
- **Capital Revenue reflects \$30,000 withdrawn from Consolidated Trust Fund and used for Reserve capital activity.**

Significant Factors Expense to 2023 Budget

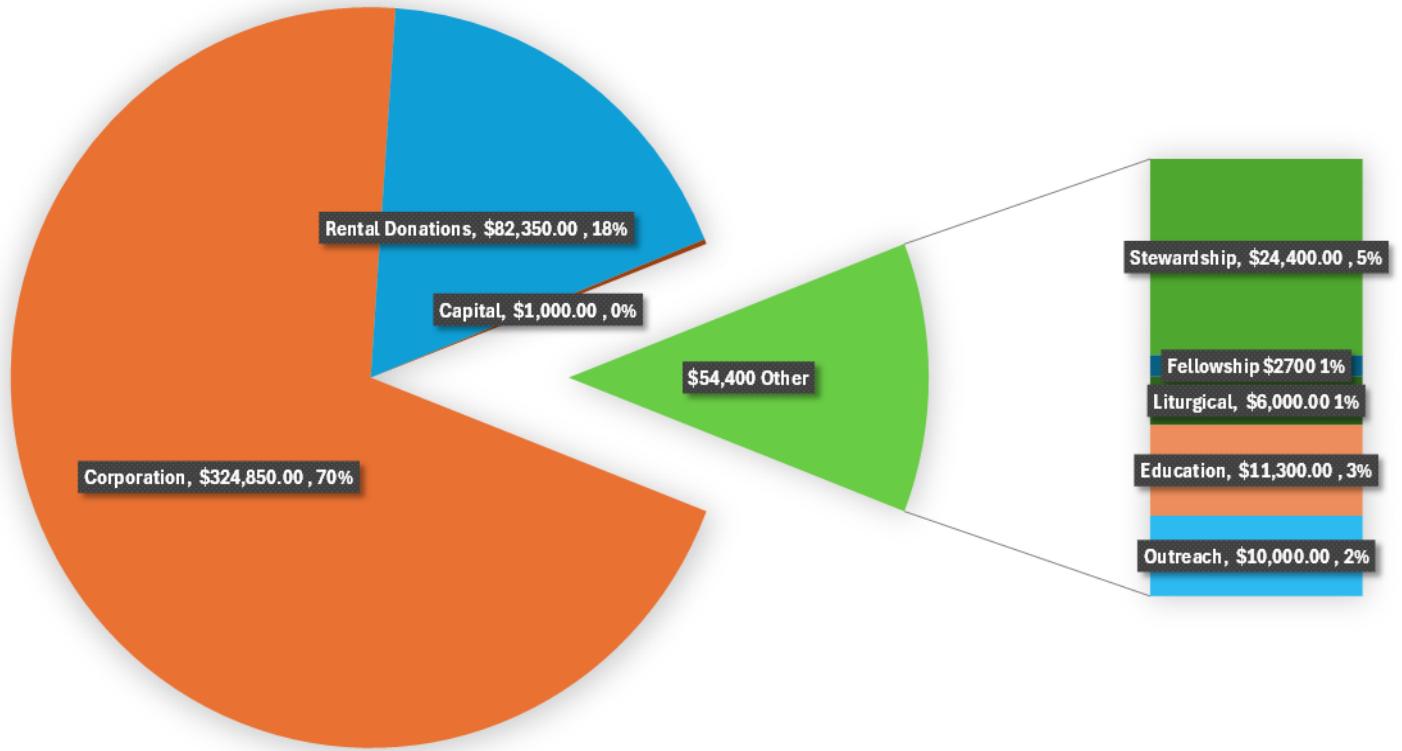
- Supply clergy costs during Rector's sabbatical were funded by the Diocese and the Rector's travel allowance.
- Administration - new office computers.
- Building - impacted by 2022 stale-dated Snow Removal invoices submitted in 2023.
- Education - includes Women's Retreat (offset by revenue).
- Capital - exceeded budget due to unbudgeted but necessary work such as the SnowGuard installed on the roof.
- Organ Transplant Project from St. Martin's... funded through reserve allocation and donations.
- Outreach expenses reflect our response to growing need in the community, partially funded by reserve allocation.

The 2023 Budget was approved with a **Deficit** of **(\$76,458)**. 2023 ended with a small but significant **Surplus** of **\$788**.

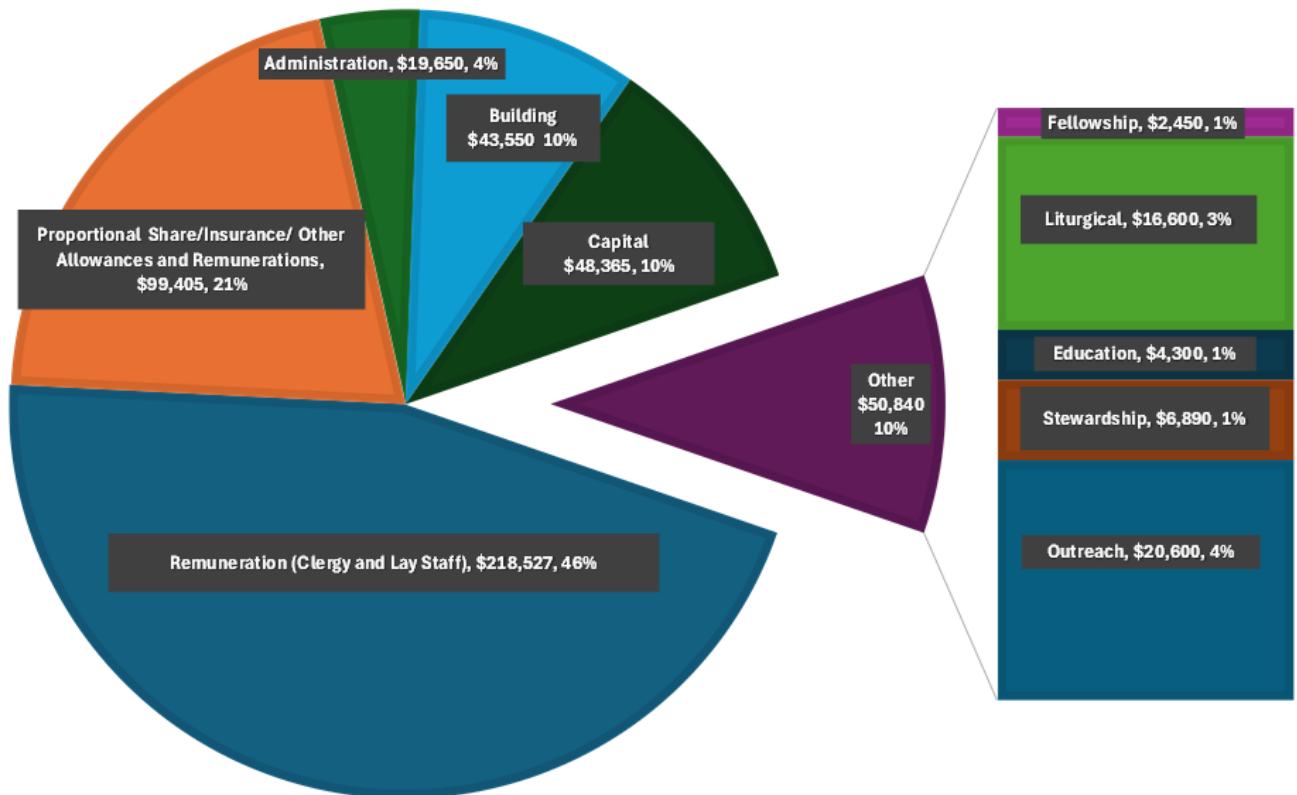
2024 Budget

- The budget is a reflection of the changing trends as observed in the latter half of 2023. Revenue was extrapolated from the trends showing conservative growth.
- Rental Donations assume that Rainbow Montessori will be licensed.
- Expenses reflect CPI adjustments and Supplier Contract increases.
- Parish Proportional Share (formerly known as Fair Share) has decreased by \$15,000 due to calculation adjustments approved by the 2023 Diocesan Synod.
- Remuneration for clergy and lay staff assume we are fully staffed for the year.
- There is an allocation for a part-time Children/Youth Education Coordinator.
- A deficit of **(17,737)** has been budgeted for the year.

BUDGET REVENUE 2024



BUDGET EXPENSES 2024



FINANCIAL EXAMINERS' REPORT

Date: February 20, 2024

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

We have examined the financial statements of the Church Wardens of St. Stephen's Parish as at December 31, 2023 and their statements of Receipts and Disbursements for the year then ended as presented and prepared by the Treasurer, Eileen Mortimer as detailed in the Vestry Circular.

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. Additionally, various sampling reviews of revenues and expenditures were conducted along with discussions of the financial processes upon which the fairness and accuracy of the financial statements are based.

In our opinion, these financial statements presented fairly the financial position of the Church as at December 31, 2023, 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.



Leslyn Barrett Bowen, CPA, CMA



Dave Wilson

LITURGICAL MINISTRY APPOINTMENTS BY INCUMBENT

With the approval of Vestry 2024, I appoint the following individuals to exercise liturgical ministry in the Parish of St. Stephen, Ottawa.

Lay Eucharistic Assistants (worship services and pastoral care) - 2024-27:

Krista Aselford, Marilyn Brownlee, Dave Chisholm, Paula Desrosiers, Mary Jane Dymont, Martha Greatrex, Derrill Henderson, Robert Hosselet, Kerri-Lynn Kalil, Dawna Moore, Eileen Mortimer, David Muirhead, George Ndubuisi, Ifeoluwa Olajide, Olabisi Orimoloye, Shalini Raphael, Elizabeth Reicker, Judy St. Hill, Bea Tanaka, George Weber, Sally Weber, Dave Wilson

Parish Lay Readers:

Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi, Shalini Raphael

Pastoral Care Team:

Mary Jane Dymont, Martha Greatrex, Dawna Moore, Sally Weber, Dave Wilson

Welcoming Teams:

8:00 a.m.: Heather Loates

10:00 a.m.: Hilary Dawson, Alice Walsh

NOMINATING COMMITTEE REPORT 2024

APPOINTMENTS BY INCUMBENT	
Rector's Warden	Marilyn Brownlee
Deputy Rector's Warden	David Muirhead
APPOINTMENTS BY CORPORATION	
Treasurer	Eileen Mortimer
Assistant Treasurer	Rob Hamilton
Financial Examiners	1. Leslyn Barrett Bowen 2.
Communications	Leslie Worden
BIPOC Coordinator	Shirley Brathwaite
ELECTED POSITIONS	
People's Warden	JoAnn Collett
Deputy People's Warden	Dave Wilson
Synod Members (2 nd year of 2-year term)	Leslie Worden
Synod Members (1 st year of 2-year term)	Marilyn Sullivan
Synod Member (Warden)	Marilyn Brownlee
Synod Alternates	The Wardens (JoAnn Collett)
Members-at-Large (1 st year of 2-year term)	Shirley Brathwaite, Rick Perley
Liturgical Coordinator	Dave Chisholm
Education Coordinator	Hilary Dawson
Fellowship Coordinator	Pat Hamilton
Outreach Coordinator	Margaret Muirhead
Property Coordinator	George Weber
Stewardship Coordinator	JoAnn Collett

FINANCIAL SIGNING OFFICERS - MOTION

Moved by _____ that the Rector's Warden, Deputy Rector's Warden, People's Warden, Deputy People's Warden, Treasurer and Assistant Treasurer be signing authorities on bank accounts for St. Stephen's Anglican Church, Ottawa held in the Bank of Montreal, and that all cheques must be signed by two persons, at least one of whom must be a Warden or Deputy Warden.

Seconded by _____

PARISH VISIONING STEERING COMMITTEE

MOTION:

Moved by _____ that a Parish Visioning Steering Committee be created and that the following people be appointed as members of that Committee: Chair: Canon George Kwari, Members: the wardens and deputy wardens, Sheela Albert, Krista Aselford, Shirley Brathwaite, Dave Chisholm, Hilary Dawson, Jack Dymont, Mary Jane Dymont, Pat Hamilton, Rob Hamilton, Rick Perley, Elizabeth Reicker, Marilyn Sullivan.

Seconded by _____

As our parish looks to the future and seeks to discern God's will for our community, it is essential to engage in a visioning process that will guide us in identifying our vision, mission and priorities. The members of the Steering Committee will be entrusted with the responsibility of leading the visioning process, organizing gatherings, collecting feedback, and distilling the collective wisdom of our parishioners into a coherent and inspiring vision for the future.

In the upcoming weeks and months, the Steering Committee will embark on a journey of exploration and discernment, seeking God's guidance as we collectively envision the future of our parish and answer questions such as: Where are we now? What is important for us now as we look forward?

THE PARISH STATISTICS 2023

Funerals:

May the souls of all the departed rest in the hands of Almighty God.

- Pat Easton
- Dorothy Barber
- Dorothy Patricia Brathwaite
- Lorna Holbrook
- Ikechukwu Awgu
- Helen Murphy
- Timothy Daum
- Margaret Reed

Rest eternal grant to them O Lord.

Baptisms:

- Maverick Dion Sterling Barrett-Leboeuf
- Dylan Francis Lefebvre

Weddings:

- Michael Munashe Mugadza and Jessica Wilcox

Confirmations:

- Priana Bose
- Ropafadzo Joy Kwari
- Alexandria Tess Malaika Nalule

Re-Affirmation:

- Kerri-Lynn Kalil

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

- Total attendance (50 Sundays): 2,284
- Average Sunday attendance: 46

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

- Total attendance (51 Sundays): 3,408
- Average Sunday attendance: 67

In-Person Worship at 8:00 a.m.

- Total attendance (16 Sundays): 104
- Average Sunday attendance: 7

Easter Sunday Worship Services

- 8:00 a.m. in-person: 5
- 10:00 a.m. in-person: 135 / 10:00 a.m. online via zoom: 48

Christmas Eve Worship Services

- 4:00 p.m. in-person: 95 / 4:00 p.m. online via zoom: 28
- 8:00 p.m. in-person: 48 / 8:00 p.m. online via zoom: 24

Christmas Day Worship Service

- 10:00 a.m. in-person: 39 / 10:00 a.m. online via zoom: 23

Home Communions: 51 services (152 communicants)

Retirement Home Communions: 15 services (185 communicants)

