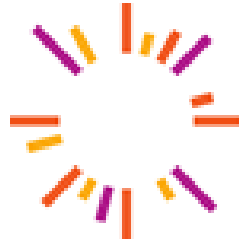




St. Stephen's Anglican Church
Ottawa, Ontario



Anglican
Diocese of
Ottawa

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VESTRY CIRCULAR

2022 CLUSTER REPORTS

&

2023 BUDGET AND NOMINATIONS

TO BE PRESENTED AT VESTRY
SUNDAY, MARCH 5, 2023

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, March 5, 2023 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 2022..... p. 4
6. Business Arising from the Minutes
7. Incumbent's Report p. 10
8. Wardens' Report..... p. 12
9. Cluster Reports..... p. 14
10. Treasurer's Report (including Auditors' Report)p. 29
11. 2023 Budgetp. 37
12. Incumbent Appointments — 2023p. 46
13. Elections & Corporation Appointments— 2023.....p.47
14. Signing Officersp. 47
15. General Business
 - Summer Service time
 - 8:00 am Service
 - Any other business
16. Adjournment/Grace

Table of Contents

ANNUAL VESTRY MEETING MINUTES	4
INCUMBENT'S REPORT	10
WARDENS' REPORT.....	12
FELLOWSHIP CLUSTER	14
LITURGICAL CLUSTER.....	17
EDUCATION CLUSTER	19
PROPERTY (CAPITAL BUDGET)	21
OUTREACH CLUSTER.....	22
ENVELOPE SECRETARY REPORT	27
COUNTERS.....	28
TREASURER'S REPORT	29
Appendix A: Balance Sheet Comparison	29
Appendix B: Reserves Activity and Balances	34
Appendix C: 2022 Income versus 2022 Budget and 2023 Budget.....	37
FINANCIAL EXAMINER'S REPORT	43
2023 BUDGET	44
APPOINTMENTS BY INCUMBENT.....	46
THE NOMINATING COMMITTEE REPORT	47
PARISH STATISTICS.....	48

ANNUAL VESTRY MEETING MINUTES

February 27, 2022

There were 57 persons present.

1. OPENING

The Reverend George Kwari called the meeting to order at 11:20 a.m. This 2022 Annual Vestry meeting was held on Zoom due to COVID-19 restrictions. Canon George opened the meeting with prayer.

2. VESTRY CLERK

Marilyn Brownlee was appointed Vestry Clerk.

3. SCRUTINEERS

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

4. MEMORIAL MOMENT

A minute of silence was held for those who departed this life during 2021.

LeBarron, Keith

Taylor, Orpha

Shaw, Val

Pope, Evelyn

Loates, John

Ryan, Jonathan (J.J.)

Collins, Frances

Gardener, Margaret

Mortimer, Cynthia

Bowen, Winnie

Jones, Fred

5. AGENDA

The agenda was reviewed and accepted as presented. **Approved.**

6. DECLARATION

In the absence of an in-person meeting and signing of the Register, a roll call of those on Zoom was used to determine those present. Names of those in attendance were taken and recorded.

7. MINUTES OF THE 2021 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by Ian Mackenzie that the minutes of the Annual Vestry meeting held on March 7, 2021, be approved as presented. **CARRIED.**

8. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the 2021 minutes.

9. INCUMBENT'S REPORT & CHARGE FOR 2022

Canon George summarized his report and extended thanks to the participants in various liturgies and his family for their support. He also thanked the Parish Administrator, Wardens and Parish Council for their support and those participating in the Telephone Ministry for keeping the parish connected.

Canon George then detailed various plans for 2022 including:

- the celebration of 60 years in our building marked by a service on May 15 with Bishop Shane in attendance during which 7 people will be confirmed. Also, a music concert is planned and the publication of a book recording our history.
- new flooring to be installed in the Lower Hall to cover deteriorating tiles.
- a new Parish Pictorial Directory
- a service of Thanksgiving in June with former priests and parishioners invited to attend.
- new tenants will be sought out to share our space.
- a Children's Christian Day Camp for ages 5-11 will be held in July, jointly sponsored with Grace Communion International Church.
- Other special services to be held to celebrate Black History and Indigenous peoples.

Motion: Moved by Canon George, seconded by David Muirhead that the Incumbent's Report be accepted as presented. **CARRIED.**

10. WARDENS' REPORT

Dave Muirhead provided a brief overview of the Wardens' Report and thanked everyone for their patience and ability to adapt to changes due to COVID-19.

Motion: Moved by Dave Muirhead, seconded by Richard Fleming that the Wardens' Report be accepted as presented. **CARRIED.**

11. CLUSTER REPORTS

Outreach Report amended to include:

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 Women'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 donations or sorting the many items received - THANK YOU!

Joan Matthews

Motion: Moved by David Muirhead, seconded by Dave Chisholm that the Cluster Reports be accepted as presented with one amendment. **CARRIED.**

12. TREASURER'S REPORT

Rob Hamilton made a presentation of the Financial Report.

- 2021 Financial results examined (audited)
- Another COVID-19 Financial Year!
- Small Deficit \$2,102. vs Budget \$61,378
- Significant Contributors
 - Envelope Revenue Up \$19,000
 - Successful Restricted Fall Food Fair \$7,747 Net
 - Some Reserves Used \$27,422
 - Tenant Donations (Rent) \$10,340
 - One Month Diocesan Forgiveness \$19,282
 - Some Memorial Donations used with permission
- All Financial obligations paid
- Net worth Decreased \$5,598
- Diocesan Trust Funds Increased \$30,07 (Consolidated and Rectory Trust Funds)
- Total Net Worth as of December 31, 2021 \$3,358,325
- Total Reserves \$198,114 Liabilities (Deferred Revenue)
- Cash (Bank Account & CTF Investments) \$325,487
- Cash Greater than value of Reserves
- Total Revenue Actual \$351,128 Budget \$287,697
- Total Expenses Actual \$353,230 Budget \$349,075
- Surplus/Deficit Actual \$(2,102) Budget \$(61,378)
- Use of Bequest Reserves for Capital Projects
- Some use of Other Reserves:
- Total Outreach expenses \$40,258
- Thanks was extended to Canon George, the Warden's and Parish Council, Assistant Treasurer – JoAnn Collett, Parish Administrator – Marilyn Brownlee, Counters – George Weber (Coordinator), Envelope Secretary – Sue FitzPatrick, Financial Examiners – Jack Kalil and Eileen Mortimer and to his wife Pat Hamilton.

Explanation was given to why/how the Gallanger Reserve could end the year in a negative balance. Money will be moved from the CTF in 2022 to return the Gallanger Reserve to a positive balance.

Motion: Moved by Rob Hamilton and seconded by Richard Fleming that the Financial Report including the Financial Examiners' Report, be accepted as presented. **CARRIED.**

13. 2022 BUDGET

Rob Hamilton presented and explained the 2022 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

Revenue \$316,927

Expenses \$405,733

Deficit \$88,806

Motion: Moved by Rob Hamilton and seconded by Leslie Worden that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2022. **CARRIED.**

14. APPOINTMENTS BY INCUMBENT

Canon George announced the following appointments.

- **Rector's Warden:** Richard Fleming
- **Deputy Rector's Warden:** David Muirhead

Liturgical Ministry Appointments:

- **Lay Readers:** Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi, Shalini Raphael.
- **Servers' 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** for a 2-year term (in addition to those approved in 2021 for a 3-year term): Ifeoluwa Olajide
- **Sidespeople Coordinators:** 8:00 a.m. Joan Matthews; 10:00 a.m. Alice Walsh

15. Elections

Leslie Worden was nominated as People's Warden by David Muirhead and seconded by Eileen Mortimer. **CARRIED.**

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

Shirley Brathwaite was nominated as Deputy People's Warden by David Muirhead and seconded by Lorraine Newson. **CARRIED.**

Canon George Kwari invited other nominations. As there were no other nominations Shirley Brathwaite was acclaimed Deputy People's Warden.

16. Corporation Appointments:

- **Treasurer:** Rob Hamilton
- **Assistant Treasurer:** Eileen Mortimer
- **Financial Examiners:** Dave Wilson and JoAnn Collett

17. Elections

David Muirhead announced the following nominations made by the nominating committee:

Lay Member of Synod (2nd year of 2-year term) 1. Richard Fleming
2. Shirley Brathwaite

Lay Members of Synod (1st year of 2-year term) 1. Marilyn Sullivan
Synod Alternates Jack Dymment & Hilary Dawson

Above Candidates were nominated as Lay Members of Synod by David Muirhead and seconded by Richard Fleming. **CARRIED.**

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

David Muirhead announced the following nominations made by the nominating committee:

Members-at-Large (2nd year of a 2-year term) George Ndubuisi
(1st year of a 2-year term) To be filled by Parish Council

As this is the second year of a 2-year term no election was required.

David Muirhead 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 To be filled this year

The above candidates were nominated as Cluster Coordinators by David Muirhead and seconded by Richard Fleming. **CARRIED.**

Canon George Kwari invited other nominations. As there were no other nominations these candidates were acclaimed as Cluster Coordinators.

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

18. SIGNING OFFICERS

Motion: Moved by Rob Hamilton and seconded by David Muirhead that the signing officers for 2022 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

Shape of Parish Ministry

Stage 1: Completed

- Creation of St. Stephen's Parish Profile.

Stage 2: In Progress

- Review of Diocesan Compendium which includes all parish profiles.
- Examination of our reality and how it compares to other parishes, especially those in our area.
- Preparation of responses to Diocesan Toolkit.

Stage 3: March-August 2022

- Determine areas where we can build relationships with other parishes and initiate the process.
- Consider ways that parish ministry might be reshaped and develop a proposal to be submitted to the SPMC diocesan team.

Stage 4: Synod (October 2022)

- Discussion and votes on proposals.

Celebrate 60 – Our History So Far

Leslie Worden provided an overview of events planned throughout the year of celebration. Please share any historical information or suggestions you may have with Leslie.

20. ADJOURNMENT

David Muirhead moved to adjourn the meeting.
The meeting closed with the Grace at 12:45 p.m.

INCUMBENT'S REPORT

Dear Co-workers,

By working together, we have seized opportunities, faced challenges, rejoiced and mourned together.

Opportunities Seized

With the re-openings the in-person worship services, many congregations have abandoned their Zoom services. St. Stephen's has chosen to keep the online services. I believe that this as an opportunity to build a ministry for those who are not able to attend church in- person due to age, sickness or any other reason. I am grateful for the continued support from my son Simbarashe. My sincere thanks to St. Stephen's technical team of Ian Mackenzie, Dave Chisholm and Leslie Worden.

Saturday Family Worship

For several years I have been hoping to have a worship service on a Saturday for children, youth and their families. Last autumn all the pieces fell into place and we were able to start a once-a-month child, youth and families service. My sincere thank you to Hilary Dawson for her collaborative leadership in this ministry. *For more information, please see Education cluster report.*

Servers

Congratulations to Priana Bose, Elizabeth Clement and Ropa Kwari for joining the altar servers' team.

Pastoral Care Worker

Our prayer was answered when Dave Wilson signed up to attend the pastoral care worker course. Joyce McInnis had been hoping that some of the men of our parish would volunteer as pastoral care workers. Dave will be commissioned in church soon. He has been making visits with me to see parishioners and retirement homes for our monthly services.

Financial Challenges

Without tenants in the building for the past 2 or 3 years we had managed to pay our bills until this year. For the first time we finished the financial year owing the Diocese an amount equivalent to a month in staff remuneration, parish fair share and priestly services.

The following financial facts about our parish are interesting:

- 2017: 162 households; average annual givings per household: more than \$1500
- 2020: 139 households; **average annual givings** per household: about \$1200
- 2022: there are 170 households on our parish list with 145 households contributing; **average annual givings** per household: about \$700

Rejoiced

There was great joy when Darius Isaacs, Dave Wilson, Leona Chivizhe; Thomas Phelps; Keziah Nyakoker; Keren Akello; Elijah Brown, were confirmed by Bishop Shane on May 15.

It was wonderful to be asked to preach at the ordination service of four new priests and one deacon.

It continues to give me joy to serve the diocese in various positions: as the Summer Internship Coordinator for candidates for ordination; as a Diocesan Council Member; as a member of the Property Finance Committee; as Regional Dean and as a Canon of St. Joanna.

I was delighted when Bob Jones was appointed St Stephen's music director and organist. *Please see Wardens' Report.*

This year I celebrated the first wedding service in our church, using our traditional liturgy with Holy Eucharist celebrated—the first since 2017.

A Sad Note

I was very sorry that Richard Fleming, Rector's Warden, passed away. More than my Warden, Richard Fleming was also my friend, and my inspiration. He was on my speed dial and I miss him dearly.

It was also sad to see Olivia Adams leave us at the end of June to pursue a full-time doctorate study.

Giving Thanks

Please join me in giving thanks for the ministry of Marilyn Brownlee, who has been a constant in our office and administrator of the parish for over 18 years. Marilyn's name will be mentioned over and over in the journals of the life of St. Stephen's Anglican Church. I wish her all the best in her retirement.

I would like to thank all of you for your commitment to our parish this past year. The giving of your time, treasure and talent to the Lord does not go unnoticed. I want you to know how grateful I am for the support you have offered.

It continues to be an honour to serve you as your incumbent. You have blessed, enriched and inspired me along the way.

I look forward to advancing with you in faith in 2023.

Sincerely,

Canon George Kwari

WARDENS' REPORT

This has been a year of many changes.

First it is with profound sadness that, Richard Fleming (Rector's warden), passed away on November 25, 2022. Richard was a very active member of the parish - choir member, reader, fellowship committee member and parish leader. We all miss his guidance, comradery, culinary talents, and love of cake. *'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'* Matthew 25:21

We had our second virtual vestry on February 27, 2022. Richard Fleming and Leslie Worden assumed their new duties as Rector's and People's Wardens respectively, and David Muirhead and Shirley Brathwaite assumed their duties as deputies.

We are adapting to living with new COVID variants and understanding how we need to adjust to a changing world. To use the analogy of crawling, walking, and running; we are now walking, not ready to run yet, soon, hopefully, but not yet. We send our sincere appreciation to all of you as we navigate these changing times. We are an adaptable and resilient parish.

We have 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. By Lent, we opened back up and have been utilizing both in person and on Zoom for the 10:00 a.m. service. At the start of Advent, we also welcomed parishioners once again to the 8:00 a.m. service. We will continue to monitor and adjust our services as we figure out the new 'normal.'

In June we said goodbye to our Music Director, Olivia Adams. Olivia decided to return to her studies and pursue her Doctorate.

By November we had hired our new Music Director, Robert Jones. Robert brings 50 years' experience to St. Stephen's. He has directed volunteer choirs and has experience in organizing and administering church music programmes, including at St. Luke's (Ottawa) for the last 23 years.

We had our modified Fall Food Fair again. With some adjusting and understanding, we enjoyed some wonderful results. Thank you to JoAnn Collett and her team who pulled this together.

After a Pandemic pause in 2020 and 2021, St. Stephen's took part in the Canada-wide day of showing God's love called "the Big Give". Donations from across the parish filled our lower parish hall. Then families flooded in to pick out just what they needed. We even offered coffee and homemade muffins to build the atmosphere of welcome.

Jesus is Lord, a major tenant, is back, worshipping on Sunday afternoons. We are so glad to be sharing our space again with this faith-filled church and their joyous music.

The Joyful Sounds Choir, is also back sharing our space. This group is led by Anne Longworth, who was our former Music Director. It is a choir for people with dementia, their caregivers and other friends who love to sing. Their concerts are lively and well worth attending. Watch Canon George's weekly emails for a concert scheduled for this spring.

With the lifting and loosening of COVID-19 restrictions, the Salvation Army once again asked to hold a concert in our lovely acoustic setting. This was a joint concert, with offerings from Salvation Army choir, their Legacy Brass Band, our choir, our supply organist, Dr. Deirdre Piper, and a joint offering to celebrate God's love, with Martha Greatrex narrating "Twas the Night before Christmas".

We would be remiss if we did not acknowledge the support and assistance that we all receive from our parish council team. They all managed their 'portfolios' extremely well and have taken on a lot of adjustments over the past few years. The teams have all shown their resilience and adaptability/creativity in adjusting to the new operating environments.

After 18 years, our Rock of Gibraltar, the one person who has always been available, by phone, email or on Zoom, no matter what the crisis is, we know who we can count on to get an answer from – Marilyn Brownlee, has decided to retire. As we write this, we are in the process of hiring a new Office Administrator. We are at a loss for words. Marilyn THANK YOU for all you have done for the parish.

We are also very thankful for The Reverend Canon George and his ability to guide and lead us as we traverse these life challenges. Canon George's reassuring insight and calming influence has helped us all throughout the past year.

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

We have also noticed new faces, both in person and on Zoom, so a warm welcome to the St. Stephen's family. We hope that you enjoy our fellowship and that we will see you more often.

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."

David Muirhead
Rector's Warden

Leslie Worden
People's Warden

Shirley Braithwaite
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. Sadly, Richard Fleming passed away in November. He was a truly valuable member of our committee contributing his knowledge of food, recipes and procurement of items. He had boundless energy and enthusiasm. He is greatly missed.

General Fellowship organizes or helps to organize, various fellowship events throughout the year. If elected by Vestry, Pat, Sally, and Leslie plan to return this coming year. I am happy to announce that Rob Hosselet and Trudy Stephen, will be joining Fellowship as ad hoc members. Thank you all for your creativity and enthusiasm.

In 2022 we started the year with zoom fellowship events only. By April we were able to hold in person events with COVID-19 regulations in place.

One of our most popular events was Trivia Night on Zoom and later in person Trivia in the church hall. In January our zoom trivia night had a Robbie Burns theme. In September our in-person Trivia Night followed a pizza supper in our church hall. A big thank you once again to Rob and Ian and the Kwari tech team.

Algonquin College Campus Ministries in conjunction with St. Stephen's hosted several trivia nights. One on zoom in March and another one in person in July to raise money for campus ministries.

Another popular fellowship event was cooking on Zoom. In February in conjunction with the BIPOC committee we held an evening of cooking Caribbean food with chef Julia. Thank you to Denise Isaacs and Shirley Brathwaite for organizing this.

As COVID restrictions were eased we held an in-person Bake Sale in April. This proved to be very popular. Thank you to those who baked delicious goodies and to JoAnn Collett for organizing the event.

In May, Bishop Shane confirmed 7 candidates. Following the service, we served a parish lunch in the Church Hall to celebrate the occasion. Thank you to all who helped with the delicious lunch.

Later in May, the St. Stephen's choir held an evening musical concert. It was a lovely evening and after the event the fellowship committee provided cake and ice cream outside on the Labyrinth.

Happily, in June we were able to hold our annual Church Picnic. In spite of the rain, it was a fun event with delicious hamburgers and hot dogs. A big thank you to Richard

Fleming for organizing the BBQ and to all who helped cook, serve and clean up. A special thank you to Danny Pomerleau and Thomas Phelps for doing the BBQing in the pouring rain. At the picnic we also said goodbye to our Choir director, Olivia Adams, who was leaving to return to her studies. We had a celebration cake and ice cream as our dessert.

In September, we resumed in person Sunday coffee hour in our church hall following the 10 am church service. A roster of 8 groups of people (2 or 3 in a group) has been set up to make and serve coffee. A big thank you to the teams who have coffee duty once every two months. It is a fun way to get to make friends. A big thank you to all who volunteered.

As our Zoom Church services continue, after church visiting time (virtual coffee hour) is still in place. Thank you to Kerri-Lynn Kalil and Jim and Linda Davis for continuing to be the online Fellowship Hosts. We are looking for more hosts. If anyone is interested in doing this job occasionally, please let Fellowship know.

A sincere thank you to Shalini Raphael, Laura Beauchamp and Rob Hosselet who organized and hosted a Thanksgiving dinner in October. This delicious dinner was fun and much appreciated.

In November Fellowship provided a light lunch following the baptism of Esther and Priscilla Olajide. Thank you to all who helped and provided food, especially to Shirley Brathwaite for her delicious fish cakes.

Thank you to all who helped decorate the church on December 4th. You did a great job, especially the youth who decorated the trees. Sandwiches and sweets were enjoyed by all after the "job" was done.

This year, fellowship catered two funeral receptions. One was for Lenna Cadle, the mother of The Reverend Canon Hilary Murray. The second reception was held following the funeral of Richard Fleming who was an active member of St. Stephen's. Thank you so much to all who provided food and helped with these two special but sad events.

St. Stephen's 60th Anniversary (in this building) was celebrated throughout the year. People donated pictures of parishioners, events, renovations, and a multitude of activities covering the 60 years. These pictures decorated the walls of our hall and were enjoyed by all. Along with the pictures came many stories of parish life. Stories both funny and poignant. A big thank you to Leslie Worden, Eileen Mortimer and Isabel Fox for all your work throughout the year.

A Big Thank You to JoAnn Collett and her committee for another successful Fall Food Fair, held in November. JoAnn's Fall Food Fair report is included further in this Fellowship report.

In closing, I would also like to say thank you again to my committee, Sally Weber, Leslie Worden and the late Richard Fleming. You are a great support, have good ideas and pitch right in to get the job done. Also, I would like to thank Father George Kwari, Simba Kwari and their team for all their ideas and help to adapt Fellowship events for Zoom in

the early part of the year. You did 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 events and attending these events. We could not do it without you. A sincere thank you to each one of you.

Pat Hamilton, Chairperson

Women's Fellowship Report 2022

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

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 lovely ministry.

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

Women's Fellowship Financial Report

As Women's Fellowship Group did not meet during 2022 the balance on hand remains at \$225.14.

Sue FitzPatrick, Treasurer

Coffee Hour Annual Report 2022

In person Coffee Hour resumed in September 2022 after a two-and-a-half-year hiatus due to COVID precautions. Eight new teams have been formed to serve the coffee. Van Houtte is no longer our supplier for coffee, as it was taken over by Canadian Springs. Of note, the price of a coffee pack has increased and the size of a pack is reduced. Thank you to everyone who is part of the Sunday Morning Coffee Team (SMCT).

Sally Weber, Coordinator

Fall Food Fair Report 2022

This year we raised \$7,629 at our Fall Food Fair. We did not serve lunch but had coffee and muffins for sale, which enabled people to sit and chat. We had a bake table, cookie table, jam and pickle table and frozen foods.

We did well, considering we had fewer items for sale. Hopefully we'll have more items for sale next year as we did sell out of most items.

Thanks again to the coordinators and volunteers who helped prepare items this year. A special thanks to the coordinators Eileen M. for tourtières, Pat H. for baked beans, Marg M. for the curried apple zucchini soup, Mavis M. for vegetarian chili and Sally W. for ham & potato casserole and JoAnn C. for the grey cup chili.

Save the date for next Fall Food Fair, Saturday, November 4, 2023.

JoAnn Collett, FFF Convenor

LITURGICAL CLUSTER

The Liturgical Cluster includes the ministries of Incumbent, 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. Many thanks to Hilary Dawson and her team who work hard to keep us COVID-safe. With the upgraded camera we have been better able to serve those online while we met in a blended in-person/online format.

Zoom Presence

Thanks to a generous parishioner donation (The Rev. Allan Gallichan), further enhancements to the Zoom system, will be rolled out in 2023. This will include better choir microphones and a reconfiguration of the Zoom hosting platform to reduce the processing load on the laptop. This should improve the audio and video for those online.

A new altar microphone was installed in the fall which will make the audio clearer from that location.

Dave Chisholm built a remotely controlled microphone muting box for the choir microphones which was rolled out just before Christmas. This allows the choir members to mute their microphones when someone is preaching or talking online. This should reduce the background noise for those online. The altar and lectern microphones have sensors which turn them off when no one is standing in front of them.

Choirs

Please see Wardens' Report.

Altar Guild

The 'Guild' team continues to serve with dedication, throughout 2022 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. Please contact Heather Loates if you wish to join the Altar Guild.

Prayer Ministry

The in-person Prayer Ministry has not started up again following lock-down precautions.

Lay Readers

During 2022 the Parish was fortunate to have the experience and dedication of our five Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Mortimer, Shalini Raphael and George Ndubuisi.

Servers

This past year we welcomed some new youth servers. Thank you to Ropa, Elizabeth and Priana for serving.

Welcome Team

The welcoming team is gradually being brought back as COVID-19 restrictions ease.

Dave Chisholm, Coordinator

EDUCATION CLUSTER

With the continuation of the pandemic in 2022, and restrictions in place for part of the year, education activities were delivered in a combination of on-line and in-person events.

Children/Youth

Starting in January, bi-weekly confirmation classes were held online for youth/adults who wished to be confirmed, to renew their baptismal vows or to be received into the Anglican Communion. A joyous confirmation service was held on May 15 with four youth and three adults being confirmed by Bishop Shane. Parents, spouses, relatives and friends shared in the celebration. Our thanks to all those who contributed to the faith formation of these youth and adults.

The children's/youth choir met weekly over Zoom from January to May. The children/youth greatly enjoyed singing together and engaging in music education activities under Olivia Adams' leadership. We all enjoyed their singing at the Mother's Day service on May 8 and in the choir concert on May 29 and were amazed at the progress they had made.

In September, Canon George held a server information session for interested youth. Three children attended the training session and are now serving regularly on Sunday mornings. They are doing a fantastic job.

On September 17, a number of children gathered at the Rev. Stephanie McWatt's farm for a BBQ. The children explored the farm, visited with the horses and enjoyed scrumptious food followed by a short liturgy and singing around the bonfire. Many thanks to Dave Wilson for organizing and cooking the food, and to Leslie Worden and Ruth Belyea for leading the singing. A good time was had by all.

In October, a monthly, family-friendly gathering was launched on Saturdays. The inaugural event included games/activities, liturgical dance led by Canon Hilary Murray and a light meal. The gathering concluded with informal worship. Subsequent gatherings were held in November and December following a similar format. A highlight of the December event was a visit to a nearby parishioner's home to see her amazing miniature Christmas village which filled a whole room!

An information session for youth/adults who wish to be confirmed in 2023 was held in conjunction with the October family event. Three youth and one adult have registered; bi-weekly confirmation classes were held in November/December.

Four children were baptized in 2022. It was a particular delight to celebrate the baptism of Esther and Priscilla Olajide, two children who are a big part of our church family.

Under the leadership of Canon George and Dave Wilson, an enthusiastic group of children and adults gathered in December to practice a dramatic presentation of the

nativity story from St. Luke's gospel. The group's presentation was enjoyed by all who attended the Christmas Eve service. Special thanks to Simbarashe Kwari who very capably ensured that - all the scenes were visible to the online community.

Adult Education

In February, during our Sunday morning online worship services we celebrated Black History Month with amazing speakers and lively discussions. Each speaker brought a different perspective and left us with much to reflect upon. The speakers were:

- Brenda Parris and Michael Abraham whose family roots can be traced back to the 1700s;
- Adrian Harewood, former CBC TV newscaster and Associate Professor at Carleton's School of Journalism;
- Emerance Kayijuka, a refugee from Rwanda and author.

In June, we celebrated National Indigenous Peoples' Month. Thanks to a grant from the Diocesan All My Relations Group we were able to obtain the assistance of the Thunderbird Drumming Circle and three guest speakers. The services were designed to help enhance healing and reconciliation through education and understanding of Indigenous History. Our guest speakers were:

- Raven Brightmoon from the Thunderbird Drumming Circle;
- Elder Irene Barbeau, a member of the Albany First Nation Band and survivor of two residential schools;
- Kathryn Fournier, Cree on her mother's side and a member of the Pinaymootang First Nation in Manitoba.

During Lent and Advent, Canon George led interesting and educational bible studies. The Lenten study was entitled "getting to know your bible". The goal of the study was to form the habit of reading the bible in a systematic way. Over the four weeks participants studied the Pentateuch, the historical books of the bible, the poetic and wisdom books and the prophetic books. The Advent study focused on the first seven chapters of the Gospel of Luke. Both studies elicited challenging questions from the participants and stimulated lively discussion.

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 (scripture, 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. Our thanks to Shirley Brathwaite, BIPOC Coordinator, for arranging such fascinating speakers for Black History Month and National Indigenous Peoples' Month. In particular, special thanks to Canon George for his support, guidance and encouragement as we navigated another challenging year.

Hilary Dawson, Coordinator

PROPERTY COMMITTEE REPORT

The major project of the year was the re-shingling of the church and shed roofs by Sanderson Roofing. As is evident in the report, 2022 has been a busy year in respect of property matters. Thank you to the following persons who helped in the upkeep of the church property: Rob Hosselet and Dave Chisholm who volunteered to mow the lawns; Gerry Stephen who helped with the re-siding of the shed and for his help with many other smaller 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 2022 include:

- 1) Replacement of the Fire Alarm Panel which included the 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
- 5) Recertification of 3 fire extinguishers
- 6) Re-shingling of the church and shed roofs
- 7) Re-siding and staining of the shed
- 8) Painting the Mary Lark Hall men's washroom
- 9) Re-painting the parking lot lines and adding a new accessible parking spot
- 10) Removal of a tree and trimming of another overhanging the north transept

The following UNEXPECTED or UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Replacement of the pump motor which supplied hot water to the church hall radiators
- 2) Replacement of pressure reducing valve to church boilers
- 3) Servicing of the kitchen dishwasher
- 4) Replacement of a light socket on north side of sanctuary
- 5) Pruning the Black Walnut tree at the front of the church
- 6) Trimming the cedar hedges on the south side of the church property, in the side lot and playground and around the parking lot
- 7) Cleaning out the church roof eavestroughs
- 8) Replacement of the surround fluorescent light fixtures on the west wall of the sanctuary with LED tape lighting
- 9) Replacement of a boiler pump coupler
- 10) Replacement of 6 burnt out CFL bulbs with LEDs

Miscellaneous CAPITAL PROJECTS were completed. Such as:

- 1) Replacement of furnace and kitchen fan filters
- 2) Replacement of a broken kneeler
- 3) Replacement of a number of emergency light batteries
- 4) of the fluorescent light ballast above ramp to the church hall
- 5) Replaced battery for the lawn edger/leaf blower
- 6) Replacement of tap cartridges in Upper Mary Lark hall washroom
- 7) Trimming the Watson Street cedar hedges by Property Committee
- 8) Hanging the outside Christmas lights

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)

To date, the Breakfast/Lunch program has continued to be on hold, firstly due to the COVID restrictions but now more due to lack of volunteers for food preparation and serving. This program is continually being assessed by the City of Ottawa and community groups.

Emergency Food Cupboards

Throughout 2022, 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. These protocols are still in place in our various local communities.

In 2022 there was a significant increase in those using food banks, not only within our neighborhoods but right across the city of Ottawa. Higher inflation causing continually higher food prices, as well as higher household expenditures (heating/water bills), and loss of jobs due to the pandemic 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 need our support throughout the coming year 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 contributes funds annually for both Morrison Gardens and Pinecrest-Terrace Food Banks, as well, we will be contributing to the Foster Farm Food Bank this upcoming year.

Marg Muirhead, Coordinator

Furniture Project & 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. Website: <https://www.matthewhouseottawa.org/>

Scouts Canada – 123rd Ottawa

The 123rd Ottawa Scout Group offers programming to about 60 members aged from 5 to 27 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.

The 123rd Ottawa Scout Group has returned to in-person activities as the pandemic restrictions eased. Some members from 2021 decided to leave Scouts to participate in other activities, but our membership numbers were maintained with the transfer of members from the recently closed 96th Ottawa Scout Group.

Some of the activities in which our youth have taken part in 2022 include:

- Hikes (all sections)
- Redblacks Football game and Sleepover (Cubs, Scouts)
- St. Stephen's Anglican Church Leaf Clean-up
- Firehall visit (Beavers)
- Inuit Games and Culture Night (Cubs)
- Rock Climbing (Cubs, Scouts, Venturers)
- Camping (Beavers, Cubs, Scouts, Venturers)

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

Rob Chalmers, Group Commissioner, 123rd Ottawa

White Gift Fund

Your very generous support of our annual White Gift Fund enabled us to help ensure that a total of 28 families and individuals could enjoy a good and nutritious Christmas dinner. As we have done in past years, we provided grocery gift cards to those who requested help! It has and continues to be very difficult for those on the lower end of the income spectrum to deal with the ever-rising cost of food and this year has proven almost impossible for many. Our gift cards therefore played a very significant role in their Christmas festivities this year.

On behalf of the Outreach Committee, I would like to express our sincere appreciation for the faithful support that St. Stephen's parishioners have given the White Gift Fund.

Much appreciation also goes to Marilyn Brownlee who efficiently coordinated the incoming requests for help at Christmas.

Marilyn Van Dusen

Diocesan Community Ministries

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

The Diocesan Community Ministries: Anglican Day Programs include:

- The Well / La Source – a day program for women & their children.
- Centre 454 – a day program for all in need.
- St. Luke's Table - a day program for all in need.
- Centre 105 (Cornwall) – 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
- 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. Deliveries of such items as mugs, toiletries, linens, and women clothing are needed but have been semi-restricted this past year due to the pandemic. Deliveries will be more accepted during 2023.

Pastoral Care Report

Once again, during 2022, pastoral visits to parishioners were mainly done by phone calls. Parish members were contacted by parishioners who are part of the Telecare Ministry Team. This group now has 6 volunteers (down from 10) who 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 or have made these much-appreciated phone calls on a regular basis.

Visits to the Queensway Carleton Hospital, with precautions in place, were scheduled to begin the New Year. Sally Weber, Martha Greatrex and Mary Jane Dymont form this team. Others who are interested in joining must complete the Pastoral Care Course. Dave Wilson completed the Pastoral Care Course in the spring and now makes visits on his own and with Canon George to homes. All members of St. Stephen's do this work as they care for others in their daily lives. A smile, a phone call or a visit shows our love for all. Thank you for these small gestures of kindness. If any are interested in this ministry, please contact Mary Jane Dymont or Canon George.

Mary Jane Dymont

Algonquin College Campus Ministry

The Algonquin College Ministry is a very important continuing initiative for St. Stephen's. The work of this ministry is directed towards young adults living on their own, who at the same time are dealing with many stresses and challenges of various kinds. 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 September, funds leftover, from the Backpack/School Supply project went towards the purchase of a new laptop for a Ukrainian student coordinated through the Campus Ministry.

As well, St. Stephen's participated in the Algonquin Pause Table in December 2022. Judy Howcroft did an amazing job coordinating our special day. Marilyn Van Dusen, Marg Muirhead and Canon George also attended and assisted with this project.

In 2023 St. Stephen's will increase annual contributions to \$1700.00 towards this most worthwhile Ministry.

Marg Muirhead

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 low-income communities in the west end of Ottawa. Reverend Steve Zinc, (OWECC's Chaplain for 5½ years) resigned from OWECC in March 2022 to move onto another pastoral job. Presently, OWECC has hired 2 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 with many people in the 5 communities. They have continued to provide counselling and advice on various spiritual and personal matters, and to some extent, have visited in person again.

The 2022 camping weekend that was set for Silver Lake Wesleyan Camp for July or August, sadly did not go ahead as planned due to various COVID-19 restrictions and other factors. Hoping they can plan for this upcoming year (summer 2023).

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 37 years. They have also extended an invitation for 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 2023. 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 upcoming summer.

Marg Muirhead

The BIG Give 2022

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 the month of May, St. Stephen's team gathered on several evenings and weekends to accept donations from the parish and friends. The team organized and sorted the donations into categories to prepare for the big day. On June 4, 2022, St. Stephen's welcomed over 300 people into our church hall where we had donations of clothes,

household items, linens, shoes, books, and toys. Everyone was welcome to take anything that they needed.

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

I pass along the thanks and appreciation to Jim Davis for his guidance, our volunteers for their efforts and the core team of Marg Muirhead, Leslie Worden and Hilary Dawson – without their support, this event could not have succeeded.

Stay tuned for The Big Give 2023 event on Saturday, June 3rd, 2023!

Laura Beauchamp, Big Give Team

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

The 2022 year saw the completion of Refuge NOW's year of support for Daniel Haile Gebru our 2021 arrival from Eritrea. Daniel came (on the One-year-window program to IRCC) to join his partner Mary and daughter Eldana who we sponsored in 2019. Unfortunately, the relationship did not succeed, and after a couple of months Daniel relocated to his own accommodation. Fortunately, Daniel has found employment soon after his arrival and has been secure financially.

To close the loop, Mary and Eldana have moved to an apartment in Vanier and Mary has continued her work as a PSW at facilities in Centretown and Eldana is thriving at school.

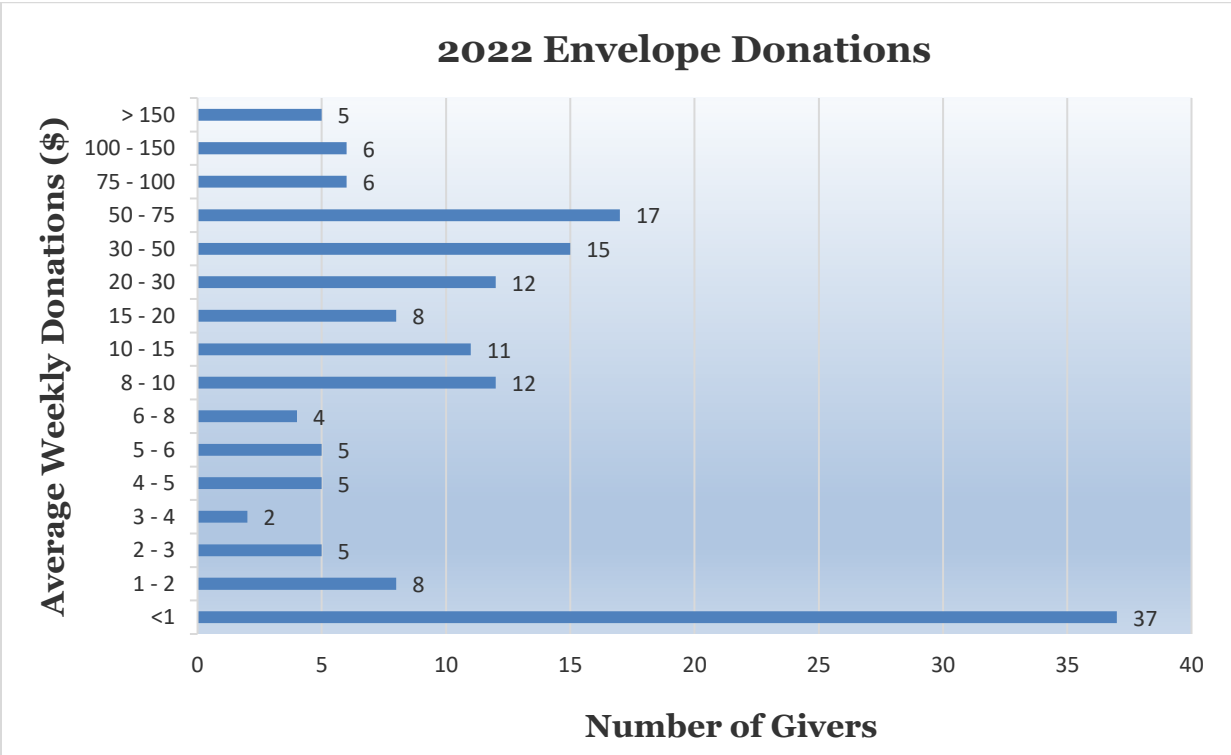
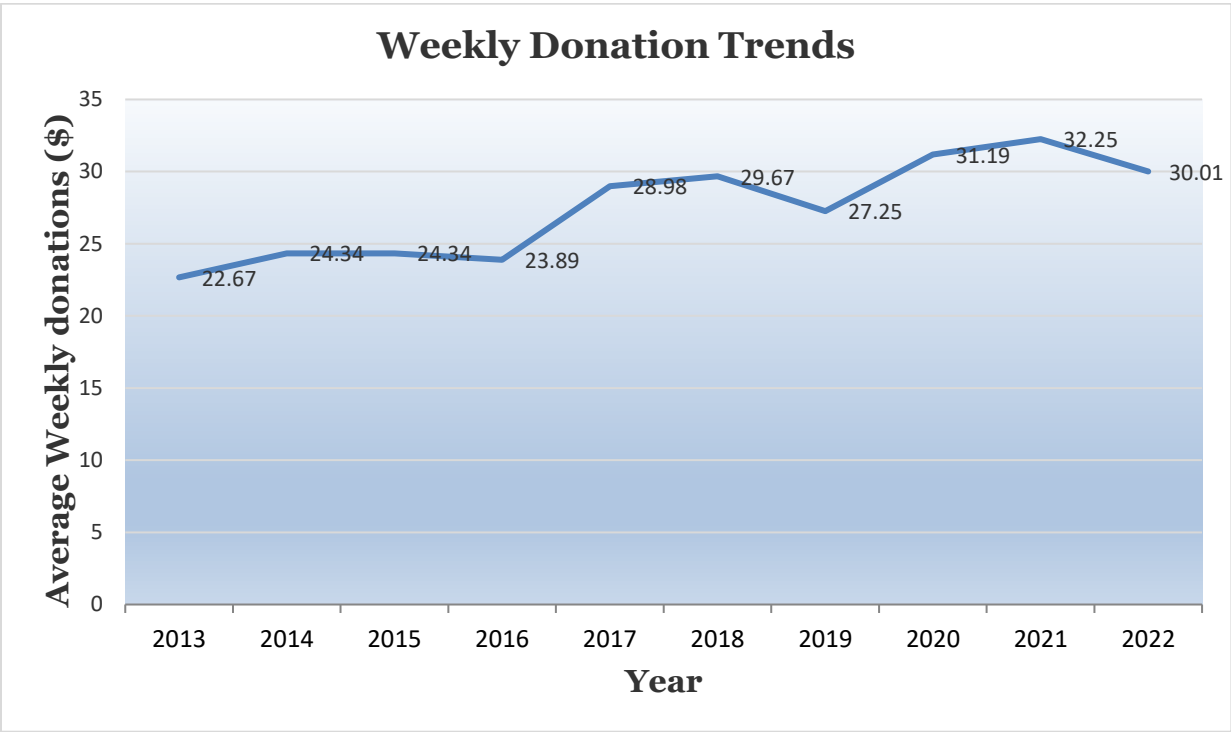
Refuge NOW has no support responsibilities at this moment, but we await the arrival of the Mohamadi family of four from Afghanistan. They have been assigned to Refuge NOW as a Blended Visa Office Referral (BVOR) which means they were pre-approved by Canada and once here will be jointly supported by Government of Canada and Refuge NOW. Normally the family would have arrived quickly in 2022, but bureaucratic issues at IRCC delayed their processing. We hope those issues are resolved as the family still is in limbo as displaced persons in Turkey. Finding appropriate accommodation will be our priority as soon as we have an arrival date.

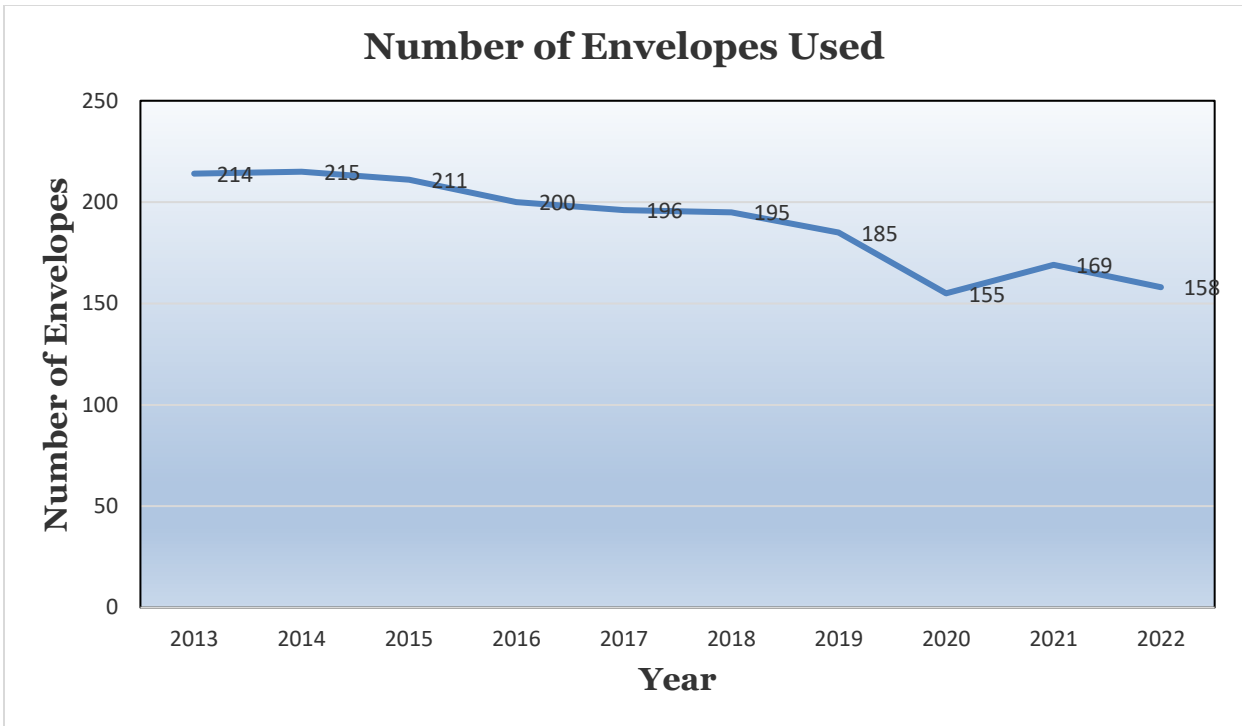
There is more happening with Refuge NOW... as in September 2021 we were approved as co-sponsors for a Syrian family of five – the Al Mahameed family. The family is displaced in Amman, Jordan awaiting processing through the Canadian consulate. The Al Mahameed's move to Canada will be a family reunification, as the wife's parents and her siblings came to Canada in 2015. When it happens, this will be a joyful reunion.

As you can see, Refuge Now's work is made more difficult by the huge uncertainty in timing of arrivals. We normally plan for one family at a time, but do apply well in advance for our next family. If these two families arrive in close succession, then 2023 will be more demanding than ever for Refuge NOW and we will look to our congregations to assist with the varied support efforts. Refuge NOW thanks St. Stephen's congregation for their continued support of this important work.

Laura Beauchamp, for Refuge N.O.W.

ENVELOPE SECRETARY REPORT





Sue FitzPatrick, Envelope Secretary

COUNTERS

As the year began, we were again under “lock down” in accordance with provincial and diocesan COVID-19 protocols. Regular weekly counting team activities remained suspended as they had during 2021. The Counters Coordinator undertook to record and deposit any offerings received weekly until mid-year when the counting teams were re-activated.

Thank you to team members Barbara Elliott, Judy Howcroft, Nancy Phillips, Eileen Mortimer, Gerry Stephen, and Alice Walsh for agreeing to return to this Ministry. Unfortunately, Sue FitzPatrick has been unable to continue as a counter for personal reasons. Thank you to Sue for her many years of dedicated service as a team captain. Sue is continuing on as Envelope Secretary.

As always, thanks to Rob Hamilton, Treasurer; Eileen Mortimer, 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

2022 was another year impacted negatively by COVID-19 restrictions. We were not able to rent our surplus Mary Lark Hall spaces. We were able retain the Jesus Is Lord Church as a tenant, resulting in some rental income. Despite reduced rental capacity, we finished the year with a small deficit of **(\$16,489)**. This is a very good result compared to the 2022 budgeted deficit of **(\$88,806)**.

The Diocese granted us COVID-19 relief of **\$11,599** which contributed to reducing the deficit.

Thank you to our parishioners and others who contributed so generously throughout the year.

We have made use of our reserves to reduce the deficit. Please see Appendix B: 2022 Reserves Activities and Balances, for details.

The following reports for the fiscal year ending December 31, 2022 and the 2023 Budget as approved by Parish Council, are for your consideration at Vestry March 5, 2023.

Balance Sheet Comparison as of 31 December 2022 (Appendix A)

- This reports Stephen's assets and liabilities.
- Our net worth shows a decrease of **\$71,648.09** in 2022. This is due mainly to a brutal year in the Stock Market. This is only a problem if we are required to withdraw money from the CTF while the market is depressed.
- **Long term Investments:**

Consolidated Trust Fund (CTF)	Market Value
Memorial Endowment Fund	44.20
Gallanger Trust Fund	101.39
Dorothy Jones Trust Fund	64,891.01
Cash Reserve Fund	205,897.38
Consolidated Trust fund	\$ 270,933.98
Rectory Trust Fund (RTF)	\$ 165,195.00
TOTAL All Trust funds	\$436,128.02
- Dividends are paid quarterly and add to our investments throughout the year. The 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.
- The funds are held for specific purposes by the Diocese and are 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 funds are to be used as specified in the stated purpose when they were deposited in the CTF.

2022 Reserves Report (Appendix B)

- Our reserves record offerings that are received and are surplus to our requirements in the year they are offered. They are held in our current accounts and are available when needed.
- The report shows the opening balance (as of Jan 1, 2022), the inflows and outflows, and the closing balance of each reserve.
- Our reserves have decreased in value by **(\$6,361)**. **The balance of the reserves is \$191,753**. The cash to support these reserves is held in our Cash Reserve Fund in the consolidate Trust Fund.

2022 Income Statement vs 2022 & 2023 Budgets (Appendix C & D)

- This report compares the actual revenue and expenses to the budget passed at Vestry and as updated by Parish Council throughout the year.
- Our revenue for 2022 was **\$365,820.76** while our expenses were **\$382,310.13**
- **Donations from organizations using our church facilities:** total contributions from organizations using our space in 2022 was **\$34,990**. This of course is less than we received pre-COVID-19 (approximately \$90,000).
- This report compares the 2022 actual expenses with the budget for 2023 approved by Parish Council for presentation at Vestry.

2023 summary Budget in Graphical Format (Appendix E)

- This is the graphical summary budget normally presented at Vestry. The detailed budget is shown in Appendix D.

Growing in Faith Together

- There remains a balance of **\$23,374** available in our GiFT account shown in our reserves. These funds are available for projects proposed by the Cluster Coordinators on Parish Council. Parish Council consider the proposals, and approve or disapprove, as appropriate. Any parishioner can bring a proposal to the coordinators for consideration and appropriate action.
- We funded expenses totaling \$6626.80 from our GiFT Reserve in 2022. Please see Appendix B for details.

DONATION METHODS

E-Transfers Donations can be made on-line directly to St. Stephen's by using the Interac payment option offered by your bank. Please use the email address ssreasurer@googlegroups.com with the donation amount and stating what the donation is for in the memo space of the donation. There are no fees for this service and St. Stephen's receives the full amount of the donation.

Pre-Authorised Remittance (PAR) is an option for our parishioners. Payments are made monthly, either by direct debit from your bank account or by Credit Card, on the 20th of each month (both Visa and Mastercard are accepted). If using a credit card, St. Stephen's receives the amount offered minus a transaction cost of 2.5% fees. This service is available to St. Stephen's through the Pre-Authorized Remittance 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 this payment to the church.

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 market value of the shares on the day of transfer. You do not have to claim the capital gain on your income tax return. There are no fees charged and St. Stephen' receives the full amount of 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 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".

THANKS

I would like to offer sincere thanks to our Rector, The Reverend Canon George Kwari, our Wardens, fellow Parish Council members and to my wife Pat for their support.

A very special thank you to the parish financial team at St. Stephen's: Assistant Treasurer, Eileen Mortimer, Parish Administrator, Marilyn Brownlee, all the counters and to Counter Coordinator George Weber, Counter Captains: George Weber, Gerry Stephen and Alice Walsh, and to our Envelope Secretary Sue FitzPatrick. Thank you also to JoAnn Collett and Dave Wilson who examine our financial statements.

FINAL THOUGHTS

After 30 years as your Treasurer, I've decided it is time to step down and hand the treasurer's responsibility to another person appointed by Corporation. I will be available to advise as necessary.

It has been my privilege to serve as your Treasurer.

Rob Hamilton, Treasurer.

Appendix A: Balance Sheet Comparison

		2021-12-31	2022-12-31	Difference Amount
ASSETS		\$	\$	\$
10000	Chequing Account	31,971.26	35,438.00	3,466.74
11000	Petty Cash	574.35	974.35	400.00
12000	Accounts Receivable			
12010	Pay Deficit/Apply Surplus	13,943.20	13,943.20	0.00
	TOTAL Accounts receivable	13,943.20	13,943.20	0.00
12600	GST Recoverable	861.46	418.25	-443.21
12700	PST Recoverable	2,260.39	1,098.99	-1,161.40
12800	Sales Tax Rebates Due	659.42	1,722.44	1,063.02
	Sub-total	50,270.08	53,595.23	3,325.15
14000	Land and Buildings in Canada(Total)			
14050	Land and Buildings in Canada	2,739,758.00	2,739,758.00	0.00
		2,739,758.00	2,739,758.00	0.00
14200	Furniture and Equipment			
14250	Furniture and Equipment	56,694.81	56,694.81	0.00
		56,694.81	56,694.81	0.00
15000	Long Term Investments			
15010	Consolidated Trust Fund	322,442.34	270,933.98	-51,508.36
15020	Rectory Trust Fund	188,659.88	165,195.00	-23,464.88
	TOTAL Long Term Investments	511,102.22	436,128.98	-74,973.24
	TOTAL ASSETS	3,357,825.11	3,286,177.02	-71,648.09
LIABILITIES AND FUNDS				
21000	Accounts Payable	0.00	26,175.56	26,175.56
22000	CPP Liability	0.00	0.00	0.00
23000	Security Deposits			
22330	Jesus Is Lord Security Deposit	2,500.00	2,500.00	0.00
	Total Security Deposits	2,500.00	28,675.56	26,175.56
23300	DEFERRED REVENUE			
23310	GiFT Reserves			
23320	GiFT - Unassigned	30,000.74	23,373.94	-6,626.80
	TOTAL GiFT Reserves	30,000.74	23,373.94	-6,626.80
23330	Discretionary Reserves			
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	20,883.74	27,533.67	6,649.93
23335	Dorothy Jones Bequest Reserve	42,436.38	20,543.47	-21,892.91
	TOTAL Discretionary Reserves	149,429.38	134,186.40	-15,242.98
23350	Capital Reserves			
23352	Capital Donations Reserves	0.00	0.00	0.00
23353	Worship Space Renovations Reserve	118.51	118.51	0.00
23354	Audio/Video System Reserve	0.00	2,900.00	2,900.00
23356	Gallanger Bequest Reserve	-5,660.37	1,703.44	7,363.81
23359	Roof Replacement Reserve	100.00	0.00	-100.00
	TOTAL Capital Reserves	-5,441.86	4,721.95	10,163.81
23370	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	1,873.98	2,480.01	606.03
23374	Liturgical Reserve	1,499.31	1,499.31	0.00
23377	Arctic Tour Reserve	2,728.11	2,728.11	0.00
23378	Seminars Reserve	0.00	2,000.00	2,000.00
23379	Special Altar Reserve	10,733.04	12,433.04	1,700.00
	TOTAL Restricted Operating Reserves	18,329.19	22,635.22	4,306.03

Appendix A: Balance Sheet Comparison (Cont'd)

		2021-12-31	2022-12-31	Difference Amount
ASSETS		\$	\$	\$
23380	Outreach Reserves			
23381	Foster Farm Lunch Bag Reserve	140.06	140.06	0.00
23383	General Outreach Reserve	2,971.38	3,399.40	428.02
23385	Women's Retreat Reserve	2,219.54	2,219.54	0.00
23386	Men's Retreat Reserve	465.79	465.79	0.00
23391	Algonquin Pause Table Reserve (New)	0.00	610.88	610.88
	TOTAL Outreach Reserves	5,796.77	6,835.67	1,038.90
	TOTAL DEFERRED REVENUE	198,114.22	191,753.18	-6,361.04
24000	Long Term Loans	3,140,801.31	3,065,828.07	-74,973.24
30100	Corporation Fund	609.13	-20,112.40	-20,721.53
31000	Program Fund	68,203.43	72,244.22	4,040.79
32000	Outreach Fund	-23,552.76	-26,365.22	-2,812.46
33000	Flow Through Outreach Fund	3,469.28	4,366.57	897.29
34000	Building/Capital Fund	-32,319.50	-30,212.96	2,106.54
	Sub-total	3,157,210.89	3,065,748.28	-91,462.61
	TOTAL LIABILITIES AND FUNDS	3,357,825.11	3,286,177.02	-71,648.09

Appendix B: Reserves Activity and Balances

Reserve	Balance
GiFT REVENUE-UNASSIGNED RESERVE	
Balance Jan 1, 2022	30,000.74
Fund Audio/Visual Upgrades Revenue	-2,500.00
Fund Liturgical Excess Budget Expenses	-708.14
Fund Excess Budget Education Expenses	-3,418.66
Balance Dec 31, 2022	<u>23,373.94</u>
ENBRIDGE SHARE RESERVE	
Balance Jan 1, 2022	<u>86,109.26</u>
Balance Dec 31, 2022	<u>86,109.26</u>
MEMORIALS RESERVE	
Balance Jan 1, 2022	20,883.74
Transfer Memorials Revenue to Reserve	6649.93
Balance Dec 31, 2022	<u>27,533.67</u>
DOROTHY JONES BEQUEST RESERVE	
Balance Jan 1, 2022	<u>42,436.38</u>
Fund Roof Replacement Project	-22,222.91
Return Excess Roof Replacement Rev to Reserve	<u>330.00</u>
Balance Dec 31, 2022	<u>20,543.47</u>
Audio/Visual System Reserve	
Balance Jan 1, 2022	0.00
Move Unspent Revenue to Reserve	2,900.00
Balance Dec 31, 2022	2,900.00
WORSHIP SPACE - Upgrades & Maintenance RESERVE	
Balance Jan 1, 2022	<u>118.51</u>
Balance Dec 31, 2022	<u>118.51</u>
GALLANGER BEQUEST RESERVE	
Balance Jan 1, 2022	-5,660.37
Closed Gallanger consolidated Trust Fund used to fund Capital Projects	
Returned Unused Capital Rev to Gallanger Reserve	17,935.79
Fund Upgraded Alarm system	-3816.64
Fund Pressure Reducing Valve Preparatory Work	-656.64
Fund 2022 Non-recurring Property Expenses	-6151.05
Reallocate Excess Capital Projects Revenue to Reserve	<u>52.35</u>
Balance Dec 31, 2022	<u>1,703.44</u>

ROOF REPLACEMENT RESERVE

Balance Jan 1, 2022	100.00
Transfer Roof Replacement Reserve to Dorothy Jones Reserve	<u>-100.00</u>
Balance Dec 31, 2022	<u>0.00</u>

DESIGNATED PARISH EVENTS RESERVE

Balance Jan 1, 2022	<u>719.44</u>
Balance Dec 31, 2022	<u>719.44</u>

YOUTH GROUP RESERVE

Balance Jan 1, 2022	<u>775.31</u>
Balance Dec 31, 2022	<u>775.31</u>

FLOWER RESERVE

Balance Jan 1, 2022	1,873.98
Move Flower Unspent Revenue to Reserve	<u>606.03</u>
Balance Dec 31, 2022	<u>2,480.01</u>

LITURGICAL RESERVE

Balance Jan 1, 2022	1,499.31
Balance Dec 31, 2022	<u>1,499.31</u>

ARCTIC TOUR RESERVE

Balance Jan 1, 2022	<u>2,728.11</u>
Balance Dec 31, 2022	<u>2,728.11</u>

SEMINAR RESERVE

Balance Jan 1, 2022	0.00
Transfer Amended Budget to Reserve	2,000.00
Balance Dec 31, 2022	2,000.00

SPECIAL ALTAR RESERVE

Balance Jan 1, 2022	10,733.04
Transfer from Revenue	<u>1,700.00</u>
Balance Dec 31, 2022	<u>12,433.04</u>

FOSTER FARM LUNCH BAG RESERVE

Balance Jan 1, 2022	<u>140.06</u>
Balance Dec 31, 2022	<u>140.06</u>

GENERAL OUTREACH RESERVE

Balance Jan 1, 2022	2,971.38
Move Unspent Outreach Revenue to Reserve	428.02

Balance Dec 31, 2022	<u>3,399.40</u>
WOMEN'S RETREAT RESERVE	
Balance Jan 1, 2022	<u>2,219.54</u>
Balance Dec 31, 2022	<u>2,219.54</u>
MEN'S RETREAT RESERVE	
Balance Jan 1, 2022	<u>465.79</u>
Balance Dec 31, 2022	<u>465.79</u>
ALGONQUIN PAUSE TABLE RESERVE	
Balance Jan 1, 2022	0.00
Move Unspent Pause Table Revenue to Reserve	<u>610.88</u>
Balance Dec 31, 2022	<u>610.88</u>
Balance Jan 1, 2022	198,114.21
Balance Dec 31, 2022	<u>191,753.18</u>
Net Change, All Reserves	<u>-6,361.03</u>

Appendix C & D: 2022 Income versus 2022 Budget and 2023 Budget

Account	Account Description	2022 Actuals	2022 Budget	2023 Budget
REVENUE		\$	\$	\$
40100	Envelope Revenue			
40110	Envelope General	242,512.42	256,509.00	250,000.00
40112	Initial Offering	440.00	230.00	440.00
40113	Thank Offerings	500.00	0.00	500.00
40114	Lent	0.00	65.00	0.00
40115	Loonies-Lent	7.00	1,000.00	1,000.00
40116	Easter	1,850.00	2,245.00	1,850.00
40117	Thanksgiving	1,600.00	1,015.00	1,600.00
40118	Christmas	4,600.00	3,170.00	2,800.00
	TOTAL Envelope Revenue	251,509.42	264,234.00	258,190.00
40150	Trust Fund Revenue			
40151	Consolidated Trust Fund Revenue	2,503.12	2,000.00	2,503.12
	TOTAL Trust Fund Revenue	2,503.12	2,000.00	2,503.12
40180	Non-Received Gifts			
40181	Open Offering	2,424.55	924.00	2,524.55
40182	United Way Income	375.00	684.00	375.00
	TOTAL Non-Received Gifts	2,799.55	1,608.00	2,899.55
40400	Rental Donation Income			
40410	General Hall Donations	5,439.60	1,195.00	5,239.00
40440	Prostate Cancer Canada Network	5,250.00	5,250.00	3,500.00
40480	Jesus Is Lord Church Rental	22,500.00	0.00	30,000.00
40482	St John Ambulance	1,000.00	2,000.00	0.00
40483	Goulbourne Jubilee Singers	0.00	300.00	0.00
40484	Dementia Society	800.00	0.00	500.00
	TOTAL Rental Donation Income	34,989.60	8,745.00	39,239.00
40500	Parish Memorial Offerings			
40522	Memorials 2022	0.00	0.00	0.00
	TOTAL Memorials 2022	0.00	0.00	0.00
40531	Memorials 2022	0.00	0.00	0.00
	TOTAL Memorials 2022	0.00	0.00	0.00
	Total Parish Memorial Offerings	0.00	0.00	0.00
43000	Administration Revenue			
43020	Office Revenue	5.00	0.00	0.00
43021	Calendars	75.50	0.00	10.00
43090	Photo Directory	101.75	0.00	0.00
	TOTAL Administration Revenue	182.25	0.00	10.00
45000	Fellowship Cluster			
45020	Coffee Hour	111.25	250.00	200.00
45030	Food Fair	8,272.85	8,800.00	10,000.00
45050	Picnic	210.00	200.00	200.00
45060	Other Events	190.00	0.00	200.00
45061	Trivia Night	360.00	0.00	0.00
45070	Arts for Seniors	325.00	0.00	0.00
	TOTAL Fellowship Cluster	9,469.10	9,250.00	10,600.00
46000	Liturgical Cluster Revenue			
46010	Altar Guild	1,228.29	0.00	0.00
46012	Replace Liturgical Seating (Memorial Fund)	0.00	5,000.00	5,000.00
46020	Choir	2,440.37	400.00	400.00
46021	Extra Musicians	0.00	500.00	500.00
40622	Concert of Hope	1,685.00	0.00	0.00
40623	Servers	0.00	0.00	0.00
46030	Liturgical Resources Other	2,000.00	0.00	0.00
46050	Flowers	183.97	200.00	350.00
46060	Baptism	120.00	0.00	0.00
	TOTAL Liturgical Cluster Revenue	7,657.63	6,100.00	6,250.00

St. Stephen's Anglican Church

Account	Account Description	2022 Actuals	2022 Budget	2023 Budget
REVENUE				
47000	Education Cluster Revenue			
47021	Confirmation Class	351.97	0.00	0.00
47031	Youth Ministry	406.17	0.00	0.00
47040	Adult Education Revenue	0.00	0.00	0.00
47043	CPR Course	0.00	900.00	0.00
	TOTAL Adult Education Revenue	0.00	0.00	0.00
	TOTAL Education Cluster Revenue	758.14	900.00	0.00
48000	Stewardship Cluster Revenue			
48020	Fund Raising Events			
48022	Fund Raising Event	698.00	10,000.00	1,000.00
	TOTAL Fund Raising Events	698.00	10,000.00	1,000.00
	TOTAL Stewardship Cluster	698.00	10,000.00	1,000.00
48100	Property (Capital) Revenue			
48111	Capital Donations	2,692.42	1,500.00	2,800.00
48112	Repairs	1,909.60	1,500.00	1,500.00
48113	Lawn & Garden Care	1,368.90	300.00	300.00
	TOTAL Property (Capital) Revenue	5,970.92	3,300.00	4,600.00
48120	Recurring Capital Projects Revenue			
48122	Audio/Video System Rprs/Upgrds(A/V Fund)	2,600.00	2,000.00	2,500.00
48124	Heating System Inspection	0.00	500.00	500.00
48125	Fire and Alarm Systems	3,816.64	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
	TOTAL Recurring Capital Projects	6,416.64	3,670.00	4,170.00
48510	2021 Projects (Non-recurring)			
48512	Paint Parking lots	566.47	0.00	0.00
48513	Paint & Reside Shed	705.13	350.00	0.00
	TOTAL 2021 Projects (Non-Recurring)	1,271.60	350.00	0.00
48525	2022 Projects (Non-Recurring)		0.00	0.00
48526	Roof Replacement Project	25,897.91	0.00	0.00
48527	Paint Washroom and Office	41.85	0.00	0.00
48529	Trim Hedges	1,559.10	0.00	0.00
48530	Pressure Reducing Valve	604.29	0.00	0.00
	TOTAL 2022 Projects (Non-Recurring)	28,103.15	0.00	0.00
	TOTAL Capital	41,762.31	7,320.00	8,770.00
49000	Outreach Cluster Revenue			
49100	Food Programs Revenue			
49110	Food Cupboard Revenue	0.00	825.00	1,000.00
49130	Morrison Gardens Food Cupboard	1,000.00	0.00	0.00
49140	Pinecrest Terrace Food Cupboard	1,000.00	0.00	0.00
49160	White Gifts	2,475.00	4,250.00	4,000.00
	TOTAL Food Programs Revenue	4,475.00	5,075.00	5,000.00

Account	Account Description	Actuals	2022 Budget	2023 Budget
REVENUE				
49200	Other Budgeted Outreach			
49205	OWECC	1,050.00	0.00	0.00
49300	Rector's Discretionary Fund	440.00	500.00	600.00
49310	Pastoral Care Team	141.50	0.00	125.00
49320	Anglican Foundation	100.00	0.00	0.00
49400	Undesignated M & O	0.00	815.00	1,200.00
49430	Big Give	386.77	0.00	0.00
49450	Algonquin College Campus Ministry	380.00	380.00	430.00
49451	Algonquin Pause Table	312.37	0.00	920.00
	TOTAL Other Budgeted Outreach	2,810.64	1,695.00	3,275.00
	TOTAL Outreach Cluster Revenue	7,285.64	6,770.00	8,275.00
49500	Flow Through Outreach Revenue			
49510	PWRDF	2,235.00	0.00	0.00
49513	PWRDF-Ukraine	1,045.00	0.00	0.00
49530	Crosstalk	35.00	0.00	0.00
49540	St. Stephen's Residence	260.00	0.00	0.00
49630	Back Packs School Supplies	1,495.00	0.00	0.00
49675	Joamie Drums	96.00	0.00	0.00
49676	Black Student Scholarship	825.00	0.00	0.00
49677	Salvation Army Concert	215.00	0.00	0.00
	TOTAL Flow Through Outreach Revenue	6,206.00	0.00	0.00
TOTAL REVENUE		365,820.76	316,927.00	337,736.67

St. Stephen's Anglican Church

Account	Account Description	Actuals	2022 Budget	2023 Budget
EXPENSES				
50000	Corporation Expenses			
50050	Trust Fund Dividend Expense			
50051	CTF Dividend	0.00	0.00	0.00
	Total Trust Fund Dividend Expense	0.00	0.00	0.00
50070	General Expense			0.00
50072	Miscellaneous exp	441.64	0.00	500.00
	TOTAL General Expense	441.64	0.00	500.00
50200	Hall Usage Expenses			
50210	General Hall Expense	2,384.74	100.00	2,400.00
	TOTAL Hall Usage Expenses	2,384.74	100.00	2,400.00
	TOTAL Corporation Expenses	2,826.38	100.00	2,900.00
51000	Diocesan On-Account Costs (Central Pay)			
51010	ECOPS-Exp	118,623.00	130,222.00	130,043.00
51016	Seminars Exp	2,000.00	500.00	2,000.00
51020	Lay Staff-Renumeration Exp	45,524.00	56,449.00	68,390.00
51030	RTF Dividend	-6,439.00	-5,244.00	-6,704.00
51040	Bldg-Insurance	19,569.00	18,637.00	24,853.00
51050	Fair Share Expenses	66,134.00	66,134.00	60,451.00
51060	Remainder of 2021 on Account Payment	2,937.88	0.00	0.00
	TOTAL Diocesan On-Account Costs (Central Pay)	248,348.88	266,698.00	279,033.00
52000	Other Renumeration & Allowances Exp			
52010	Interim Priest Exp	0.00	0.00	5,000.00
52020	Honararia Exp	2,071.00	3,000.00	2,000.00
52060	Supply Organist Exp	5,300.00	2,400.00	1,200.00
52070	Supplemental Custodial	0.00	500.00	500.00
	TOTAL Other Renumeration & Allowances	7,371.00	5,900.00	8,700.00
53000	Administration Expenses			
53010	Admin-Communication	3,466.88	3,500.00	3,500.00
53020	Admin-Office	2,471.06	2,000.00	2,500.00
53021	Admin-Miscellaneous Office	505.02	1,000.00	670.00
53030	Admin-Advertising	40.00	0.00	0.00
53040	Admin-Synod	343.52	750.00	350.00
53061	Admin-Bank Charges	139.15	125.00	145.00
53062	Admin-PAR Admin	299.00	325.00	325.00
53063	Admin-Visa/Mastercard	1,083.81	1,000.00	1,100.00
53090	Admin-Office Contracts	7,569.85	6,200.00	7,600.00
53110	Admin-Police Records Check Reimbursements	0.00	250.00	250.00
	TOTAL Administration Expenses	15,918.29	15,150.00	16,440.00
54000	Building Expenses			
54010	Bldg-Water	1,691.83	1,700.00	1,700.00
54020	Bldg-Hydro	4,547.47	6,500.00	5,000.00
54050	Bldg-Gas	8,833.27	7,000.00	9,000.00
54060	Bldg-Supplies	1,158.45	1,500.00	1,500.00
54070	Bldg-Maintenance Contracts	4,555.51	4,300.00	4,600.00
54080	Bldg-Snow Clearing	4,978.30	10,000.00	10,000.00
54090	Bldg-Jani-King Cleaning Services	10,405.02	13,000.00	15,000.00
	TOTAL Building Expenses	36,169.85	44,000.00	46,800.00
54500	Communications Committee Expenses			
54510	Web Design	1,870.92	3,000.00	600.00
54520	60th Anniversary Celebration	219.79	2,000.00	1,000.00
	TOTAL Communications Committee	2,090.71	5,000.00	1,600.00

Account	Account Description	Actuals	2022 Budget	2023 Budget
EXPENSES				
55000	Fellowship Expenses			
55020	FE-Coffee	167.23	250.00	250.00
55030	FE-Food Fair	643.62	1,000.00	1,200.00
55040	FE-Celebratory Cakes	28.98	60.00	200.00
55050	FE-Picnic	383.78	500.00	500.00
55060	FE-Other Events	344.85	500.00	500.00
55061	FE-Trivia Night	460.28	0.00	0.00
	TOTAL Fellowship Expenses	2,028.74	2,310.00	2,650.00
56000	Liturgical Cluster Expenses			
56010	Altar Exp	1,728.29	500.00	1,800.00
56012	Replace Altar Bench	0.00	5,000.00	5,000.00
56020	Choir Exp	3,490.37	1,300.00	3,000.00
56021	Extra Musicians Exp	700.00	2,000.00	1,500.00
56022	Salvation Army Concert of Hope	1,000.00	0.00	0.00
56023	Servers Exp	76.40	0.00	0.00
56030	Liturgical Resources Other Exp	366.41	200.00	250.00
56050	Flowers Exp	183.97	1,200.00	800.00
56060	Baptism Exp	136.13	50.00	0.00
56065	Confirmation Supplies	0.00	0.00	0.00
56070	BIPOC Exp	2,200.00	500.00	3,000.00
	TOTAL Liturgical Cluster Expenses	9,881.57	10,750.00	15,350.00
57000	Education Cluster Expenses			
57020	Nursery Exp	0.00	100.00	100.00
57021	Confirmation Exp	851.97	500.00	600.00
57022	Baptism Preparation Exp	0.00	300.00	300.00
57030	Church School Exp	72.83	500.00	500.00
57031	Youth Ministry Exp	331.75	300.00	800.00
57032	Saturday Family Services Exp	328.96	0.00	1,500.00
57033	Lay Readers Exp	0.00	300.00	300.00
57035	Children Choir Exp	0.00	300.00	100.00
57041	Parish Education Activities Exp	0.00	100.00	100.00
57043	CPR Requalification	0.00	900.00	0.00
	TOTAL Education Expenses	1,585.51	3,300.00	4,300.00
58000	Stewardship Cluster Expenses			
58040	St-Offering Envelopes	766.62	550.00	767.00
58041	St-Counters Expenses	0.00	50.00	50.00
	TOTAL Stewardship Cluster Expenses	766.62	600.00	817.00
58100	Property (Capital) Expenses			
58112	Pr-Repairs	1,909.60	1,500.00	2,000.00
58113	Pr-Lawn & Garden	1,368.90	200.00	400.00
	TOTAL Property Capital Expenses	3,278.50	1,700.00	2,400.00
58120	Recurring Capital Project Expenses			
58122	Rc-Audio/Video System	2,500.00	2,000.00	4,000.00
58124	Rc-Heating System	0.00	500.00	0.00
58125	Rc-Fire & Alarm System	3,816.64	560.00	605.00
58126	Rc-Minor Capital Projects	0.00	350.00	1,000.00
58128	Rc-Service Lawnmower	0.00	175.00	175.00
58129	Rc-Service Defibrillator	181.89	0.00	0.00
58130	Rc-Service Exterior Exhaust Fan	0.00	142.00	142.00
58140	Rc-Service Air Conditioners	0.00	0.00	153.00
	TOTAL Recurring Capital Project Expenses	6,498.53	3,727.00	6,075.00
58523	2022 Project Expenses (Non-Recurring)			
58524	22-Replace Fire Alarm Panel	0.00	4,000.00	0.00
58525	22-Paint Parking Lot Lines	566.47	480.00	0.00
58526	22-Reside Reshingle & Paint Shed	705.13	700.00	0.00
58527	22-Re-shingle Church Roof	25,797.91	28,100.00	0.00
58528	22-Paint Washroom-Office	41.85	150.00	0.00
58529	22-Trim & Remove Overhanging Tree	1,559.10	1,700.00	0.00
58530	22-Pressure Reducing Valve	603.99	0.00	0.00
	TOTAL 2022 Project Expenses (Non-Recurring)	29,274.45	35,130.00	0.00

St. Stephen's Anglican Church

Account	Account Description	Actuals	2022 Budget	2023 Budget
EXPENSES		\$	\$	\$
58550	2023 Project Expenses (non-recurring)			
58551	23-Backflow Water Valve	0.00	0.00	8,000.00
58552	23-Hedge Trimming	0.00	0.00	1,500.00
58553	23-Reseat & Reseal Watson St. Door	0.00	0.00	2,000.00
58554	23-Air Duct Cleaning MLH	0.00	0.00	2,000.00
58555	23-Dishwasher Service & Repair	0.00	153.00	731.00
	Total 2023 Project Expenses (non-recurring)	0.00	153.00	14,231.00
	Total Property Capital Expenses	39,051.48	40,710.00	22,706.00
59000	Outreach Cluster Expenses			
59100	Food Expenses			
59110	Food Cupboard For the Needy	0.00	0.00	0.00
59120	Lunch & Breakfast Pgm	0.00	500.00	0.00
59130	Morrison Gdns Food Cpb	1,000.00	1,000.00	1,000.00
59140	Pincrest Terrace Food Cpb	1,000.00	1,000.00	1,000.00
59150	Foster Farm Food Cupboard Exp	0.00	0.00	1,000.00
59160	White Gifts Exp	3,075.00	2,000.00	2,500.00
	TOTAL Food Expenses	5,075.00	4,500.00	5,500.00
59200	Other Budgeted Outreach Expenses			
59205	OWECC Exp	1,000.00	1,000.00	1,000.00
59210	Refuge NOW Exp	0.00	1,000.00	1,000.00
59300	Rector's Discretionary Fund Exp	1,450.75	3,000.00	3,000.00
59310	Pastoral Care Exp	141.50	0.00	0.00
59320	Anglican Foundation Exp	100.00	100.00	100.00
59400	Undesignated Mission & Outreach Exp	0.00	0.00	0.00
59430	Big Give Exp	386.56	0.00	500.00
59440	Multifaith Housing Exp	100.00	100.00	100.00
59445	West End Interfaith	0.00	15.00	0.00
59450	Algonquin College Campus Ministry Exp	1,805.00	1,500.00	1,700.00
59451	Algonquin College Pause Table Exp	312.37	0.00	0.00
	TOTAL Other budgeted Outreach Expenses	5,296.18	6,715.00	7,400.00
	TOTAL Outreach Cluster Expenses	10,371.18	11,215.00	12,900.00
59500	Flow Through Outreach Expenses			
59540	PWRDF Exp	2,235.00	0.00	0.00
59571	PWRDF-Ukraine Exp	1,045.00	0.00	0.00
59620	St. Stephen's Residence Exp	260.00	0.00	0.00
59645	Back Packs-School Supplies Exp	1,436.92	0.00	0.00
59667	Iqaluit Music Society Exp	98.00	0.00	0.00
59671	Black Student Scholaship Exp	825.00	0.00	0.00
	TOTAL Flow Through Outreach Expenses	5,899.92	0.00	0.00
TOTAL EXPENSE		382,310.13	405,733.00	414,196.00
NET INCOME (DEFICIT)		-16,489.37	-88,806.00	-76,459.33

FINANCIAL EXAMINER'S REPORT

Date *Jan 27, 2023*

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, 2022 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, 2022, 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.

JoAnn Collett



Dave Wilson

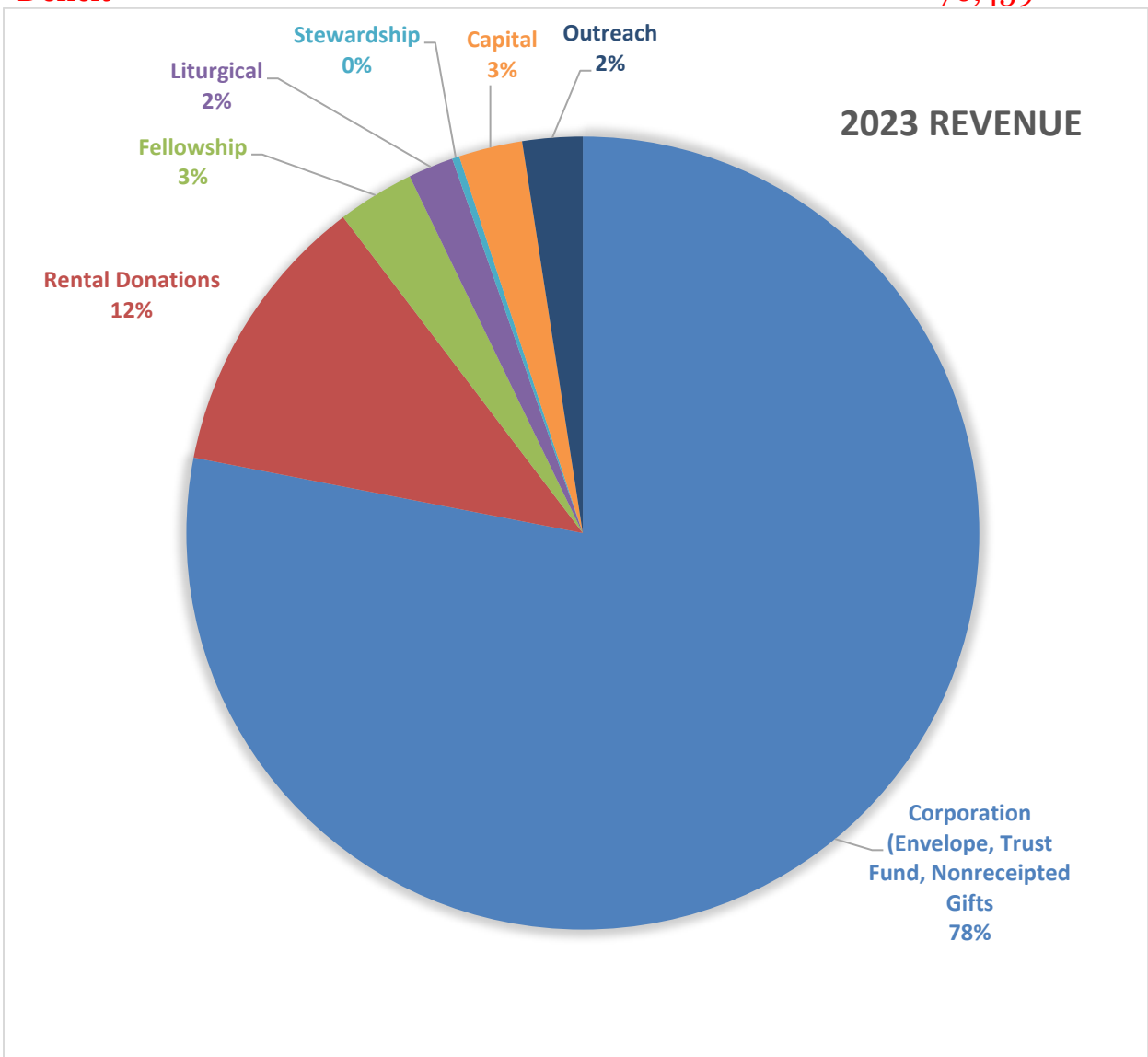


2023 BUDGET

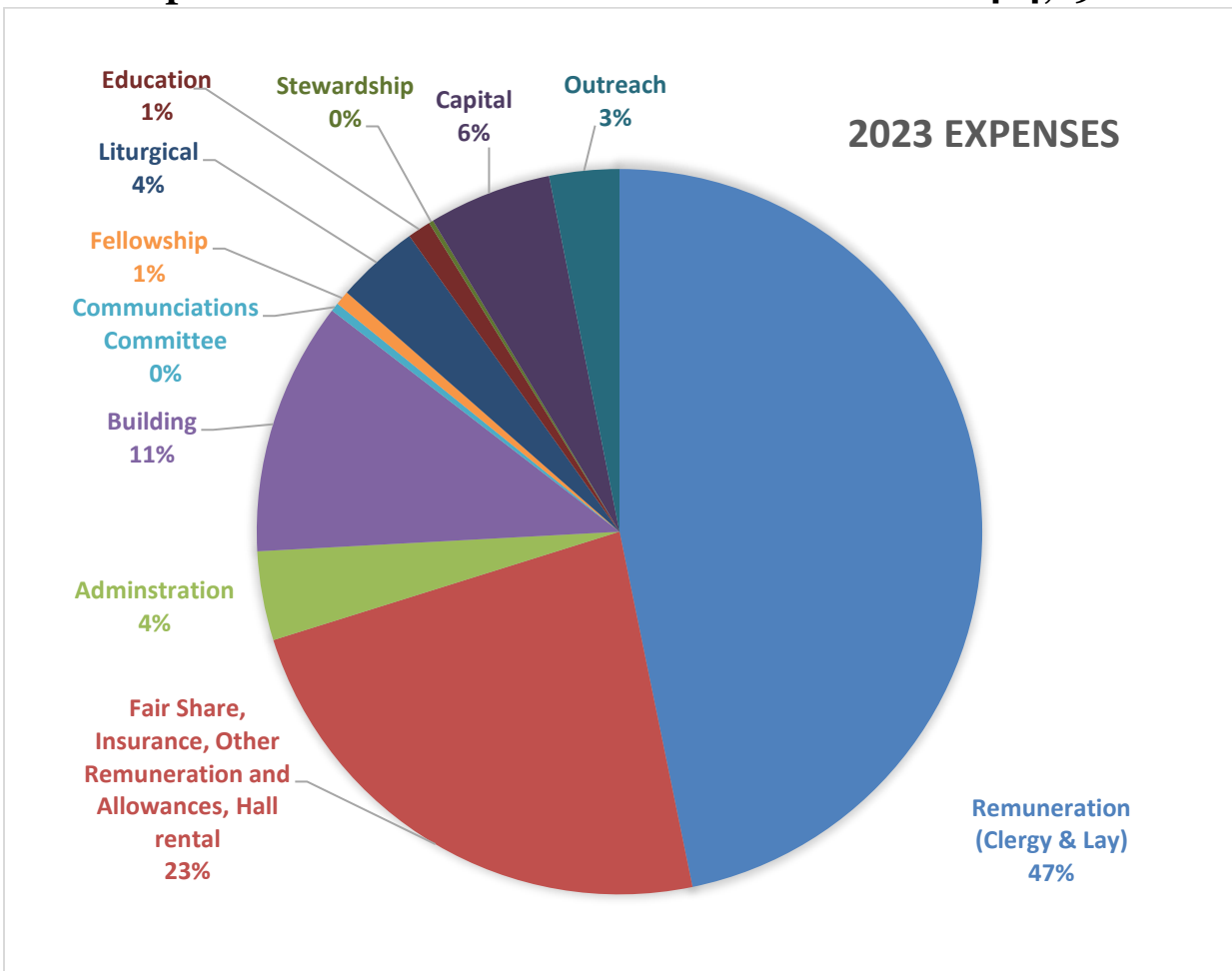
2023 Revenue	Amount	%
Corporation (Envelope, Trust Fund, Non-receipted Gifts)	263,603	78.0
Rental Donations	39,239	11.6
Fellowship	10,600	3.1
Liturgical	6,250	1.9
Stewardship	1,000	0.3
Capital	8,770	2.6
Outreach	8,275	2.5
Total Revenue	337,737	

Deficit

-76,459



2023 Expenses	Amount	%
Remuneration (Clergy & Lay)	193,729	46.8
Fair Share, Insurance, Other Remuneration and Allowances, Hall rental	96,904	23.4
Administration	16,440	4.0
Building	46,800	11.3
Communications Committee	1,600	0.4
Fellowship	2,650	0.6
Liturgical	15,350	3.7
Education	4,300	1.0
Stewardship	817	0.2
Capital	22,706	5.5
Outreach	12,900	3.1
Total Expenses	414,196	



APPOINTMENTS BY INCUMBENT

With the approval of Vestry 2023 I propose that the following persons exercise liturgical ministry in the Parish of St. Stephen's, Ottawa.

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 Team:

8:00 a.m. Heather Loates

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

BIG Give Coordinator

Laura Beauchamp

THE NOMINATING COMMITTEE REPORT 2023

Elected Positions

People's Warden	Shirley Brathwaite
Deputy People's Warden	JoAnn Collett
Synod Member (2 nd year of 2-year term)	Marilyn Sullivan
Synod Member (1 st year of 2-year term)	Leslie Worden
Synod Alternates	The Wardens
Member-at-Large (2-year term)	Dave Wilson
Liturgical Coordinator	Dave Chisholm
Education Coordinator	Hilary Dawson
Fellowship Coordinator	Pat Hamilton
Outreach Coordinators	Margaret Muirhead
Property Coordinator	George Weber
BIPOC Coordinator	Shirley Brathwaite

APPOINTMENTS BY CORPORATION

Treasurer:
Eileen Mortimer

Assistant Treasurer:
Rob Hamilton

Financial Examiners:
Dave Wilson
Leslyn Barrett Bowen

SIGNING OFFICERS

MOTION

Moved by **Dave Muirhead** that the Signing Officers for 2023 to 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.

Seconded by **Leslie Worden**

THE PARISH STATISTICS 2022

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.

- **Byford**, Jacqueline Marie
- **Loates**, Priscilla
- **Brunet**, Claire
- **Cadle**, Lenna Elizabeth
- **Bateman**, John Douglas
- **Philips**, Robert Edward
- **Bowen**, Robert
- **Spour**, Shirley
- **Brannen**, John Michael
- **Thomas**, Joseph Weldon
- **Nelson**, James Frederick
- **Fleming**, Richard Linton James
- **Prescott**, Velma Josephine

Baptisms:

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

- **Nwuche**, Ethan Cheta
- **McIntyre**, Lucas Jon
- **Olajide**, Esther Olateju
- **Olajide**, Priscilla Pemisire

Weddings:

- **Prevost**, Jean-Robert & **Acila**, Caroline

Confirmations:

- **Akello**, Keren
- **Brown**, Carlos Elijah
- **Chivizhe**, Leona Sharon
- **Isaacs**, Dixon
- **Nyakoker**, Keziah
- **Phelps**, Thomas
- **Wilson**, David

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

- Total attendance 3105
- Average 61 people

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

- Total attendance of 48 people
- Average 10 people

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

- Total attendance of 1943 people
- Average 46 people