

ST. STEPHEN'S ANGLICAN CHURCH

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PARISH REPORT

2017

TO BE PRESENTED AT VESTRY

SUNDAY, FEBRUARY 25, 2018



St. Stephen's Anglican Church

Ottawa, Ontario

THE YEAR OF THE LIFT

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.

OUR VISION

St. Stephen's will continue to become a worshipping and caring Christian community which is dedicated to knowing Christ and making Him known. Through primary cell groups, members of the community will come to know the risen Christ more intimately and through this network of relationships, the Body of Christ will be built up and each member will share in Christ's ministry. Each Sunday, the community will come together to take part in dynamic, corporate worship, empowered by the Holy Spirit to go forth once more in to the mission field.

ANNUAL VESTRY MEETING

Sunday, February 25, 2018

AGENDA

1. Opening Prayer
2. Appointment of Vestry Clerk
3. Minute of Silence
4. Minutes from Previous Vestry Meetings (with permission to be taken as read).....p. 4
5. Business Arising from the Minutes
6. Cluster Reports (with permission to be taken as read) p. 18
7. Treasurer's Report (including Auditors' Report) p. 45
8. 2018 Budget p. 73
9. Appointments and Elections – 2018 p. 79
10. Incumbent's Appointments – 2018 p. 78
11. Signing Officers
12. Other Business
13. Adjournment/Grace

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SPECIAL VESTRY MEETING ST. STEPHEN'S ANGLICAN CHURCH

January 22, 2017

For the purpose of seeking approval to replace the existing lift, which is reaching its end of life, with a new lift or elevator, to be accomplished immediately or in August.

There were 87 persons present.

1. OPENING

The Reverend George Kwari chaired the meeting and opened with prayer.

2. VESTRY CLERK

Nomination of Vestry Clerk. Nominated by Dave Chisholm and seconded by Rob Hamilton that Marilyn Brownlee be Vestry Clerk. Carried.

3. BACKGROUND INFORMATION

- Existing lift is 25 years old and at end of life
- Button on existing lift is hard to hold with continuous even pressure
- People have arrived at church and had to leave because the existing lift was broken down and they could not get upstairs to the worship space
- Architectural review determined same location best placement
- Stairs will have to be moved several inches for either lift or elevator as both require a slightly larger foot print
- Lift installation estimate (includes moving the stairs, labour and entranceway renovations) is \$50,000
- Lift ongoing annual maintenance cost is \$1,200
- Elevator installation estimate (includes moving the stairs, labour and entranceway renovations) is \$95,000
- Elevator ongoing annual maintenance cost is \$3,000
- Either new lift or new elevator will be hydraulic which will be more reliable and operate more quietly
- Either will have emergency battery back up
- Either lift or elevator cab will be fully enclosed
- New lift will still require key and continuous pressure on the button.
- As is currently the case the key CANNOT be left in a new lift
- One meeting attendee cited personal experience at another location with a "new" lift — although still continuous, buttons required much less pressure.
- Lift considered handicap device — no taxes charged
- Taxes apply to cost of elevator — although we get a significant portion of that back
- Although we have the necessary funds it is recommended that we have a fund-raising campaign to offset the cost of the project so as not to drain our reserves
- Approval required from the Archdeacon and then from the Diocesan Property and Finance Committee
- Then an application could be made to the Anglican Foundation which will only consider providing a grant in advance of installation — next application deadline is June 2017

- If construction/installation/renovation takes place the last week of August, when they are closed, we avoid extensive disruption to our major tenant, Queensway West Montessori School.

4. MOTION

Moved by Gerry Stephen, seconded by Rob Hamilton that this special vestry approve the spending of up to \$95,000 to acquire a new elevator to replace the existing lift and that these funds be obtained through a special fundraising campaign and supplemented from our reserves, as required. Twelve (12) in favour. **Motion Defeated.**

5. MOTION

Moved by Gerry Stephen, seconded by Rob Hamilton that this special vestry approve the spending of up to \$50,000 to acquire a new lift to replace the existing lift and that these funds be obtained through a special fundraising campaign and supplemented from our reserves, as required. **CARRIED.**

6. MOTION

Moved by Gerry Stephen, seconded by Rob Hamilton that implementation of the lift replacement take place in August 2017 during the Montessori summer break so that we will have an opportunity to apply for an Anglican Foundation grant of up to \$15,000. **CARRIED.**

7. ADJOURNMENT

Moved by Gerry Stephen to adjourn the meeting.

8. CLOSING

The meeting closed with the grace.

ANNUAL VESTRY MEETING MINUTES 2017

There were 64 persons present.

1. OPENING

The Reverend George Kwari chaired the meeting and opened with prayer at 12:00 p.m.

2. Memorial Moment

A minute of silence was held for those who departed this life during 2016.

Steven Michael Maine

Roger Aurel Murphy

William Edward Neale

Beverley Anne Marshall

Mary Edith Hutchinson

John Alexander Halliwell

Ellen Cecilia White

Suzette Marie Madge Gaunt

3. VESTRY CLERK

Marilyn Brownlee was appointed Vestry Clerk.

4. MINUTES OF THE 2016 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by Kerri-Lynn Kalil to approve the 2016 Vestry meeting minutes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the 2016 minutes.

6. REPORTS

Motion: Moved by Irene Balchin, seconded by Richard Fleming to receive the 2016 parish reports.

CARRIED

7. TREASURER'S REPORT

Rob Hamilton submitted and explained the Financial Report for 2016.

Significant Factors

- Results audited
- Surplus realized of \$30,460
- Significant Contributors
 - Wells Salvation contributed \$37,419,
 - The Rev. Dr. Anne retired in October 2016
 - Balance Sheet Funds Increased by \$6,562

- Liturgical, Music, Video, Gallanger and McTeer Funds were used
- Our Tenants and Fellowship events contributed \$114,230
- All financial obligations were paid

Funds and Reserves

- Increased by \$6,562
- Total value now \$307,345 (Includes Diocesan Trust Funds)
- \$11,174 new Bequest money received
- \$1,818 interest paid on money borrowed from Funds and Reserves to Pay Operating Expenses

Balance Sheet

- Net worth increased by \$37,022
- Bank balance increased to \$44,470 (year-end balance — year over year)
- Diocesan Trust Funds balance is \$394,139
- Total Net Worth – \$3,267,339

Revenue comparisons

- Decreased by \$58,057 over 2015
 - Spent \$38,039 less in Capital
- Use of Bequest Funds
- Some use of Other Funds
- Includes some use of GiFT Funds (Parish Council approved)
- Envelope revenue under Budget by \$15,000
 - This is a concern which must be addressed

GiFT Accounting

- Money Received (end Dec 2016) — \$101,576 Including Diocesan Grants
- 2016 GiFT Expenses
 - Enhancing Outreach — \$840
 - Expanding Christian Education — \$5,400
 - Improving Communications — \$1,278
 - Sustaining Our Ministries — \$451
- Uncommitted Balance — \$23,093

Expenses

- 39.9% — Management, Diocesan Support, Admin and Building Maintenance
- 22.6% — Liturgical (Worship)
- 19.6% — Outreach
- 10.5% — Other Program (Fellowship etc.)
- 5.3% — Capital
- 2.1% — GiFT
- Total Expenses — \$403,879 (Including GiFT)

Negotiations will be starting shortly to renew the Montessori Lease. They have requested a year-to-year lease.

Motion: Moved by Rob Hamilton and seconded by José Campos that the Financial Report including the Auditors' Report be accepted.

CARRIED

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

8. 2017 BUDGET

Rob Hamilton presented and explained the 2017 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- Committee Summary Budgets are included with Committee Narrative Reports
- Detailed Line Item Budget is available from the office, on request
- Summary Budget was presented with assumptions included below
- Budget breakdown by committee

Assumptions

- Significant Deficit Budget of 5% of Expenses
- Assumptions
 - General Envelope Revenue unchanged
 - Fall Food Fair continues contribution
 - GiFT Revenue offsets some Operating Expenses
 - Bequests used to fund most Capital Expenses
 - Grocery Store Gift Program realized \$17,500
 - Some Funds & Reserves used for Expenses
 - Stewardship Committee is working on plans for fund raising in 2017

Motion: Moved by Rob Hamilton and seconded by George Weber that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2017.

CARRIED

GiFT Financial Report

Status as of 9 Feb 2017

- Cash Received (Diocesan Grants not included) \$99,799
- Uncommitted funds available \$30,234
- Some Committed funds unspent \$6,353
- Proposals are sought and should be brought to Parish Council
- Parish Council to consider and action
- A Special Vestry could be called, if necessary, for approval

Lift Replacement Project Update

- Formal quotes sought to firm up Estimates
- Application to Diocese submitted
- Anglican Foundation application for \$15,000 Grant started. The deadline for

- submission is 1 April, 2017
- 50% of funding must be in place by submission date
- Permission from Bishop required

9. NOMINATING COMMITTEE'S REPORT

Appointments

- Fr. George Kwari appointed Jack Dymont as Rector's Warden for 2017. The position of Deputy Rector's Warden for 2017 is currently vacant.
- The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2017.

Nominations

As there were no other nominations for the position of People's Warden, George Weber, nominated by the nominating committee, was declared as People's Warden for 2017. The position of Deputy People's Warden is currently vacant and will be addressed by Parish Council.

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

Synod Member	1. Isabel Fox
(2nd year of 2-year term)	2. Joan Matthews
Synod Members	1. Ruth Belyea
(1st year of 2-year term)	2. AJ Cottreau
Synod Alternates	1. vacant
	2. The Wardens
Members-at-large	1. José Campos
	2. Thomas Phelps
Stewardship Co-coordinators	Earle Warren
Fellowship Coordinators	Pat Hamilton
Liturgical Coordinator	Dave Chisholm
Property Coordinator	Gerry Stephen
Assistant Property Coordinator	John Nicholls
Outreach Coordinator	Margaret Muirhead, Eva Lamb, Marilyn Van Dusen
Education Coordinator	vacant
Communications Coordinator	vacant
Coordinator of Sidespeople	8 a.m. Cheryl Yakamovich
	10 a.m. Alice Walsh

Fr. George Kwari invited other nominations.

Motion: Moved by Martha Greatrex and seconded by Kerri-Lynn Kalil that nominations for all positions cease.

CARRIED

George Kwari declared all those persons acclaimed, with remaining vacancies to be filled by Parish Council, and with the exception of Coordinators of Sidespeople all others are members of Parish Council.

10. APPROVAL OF LAY ADMINISTRATORS OF HOLY COMMUNION

Fr. George Kwari appointed the following persons to exercise liturgical ministry in the Parish of St. Stephen's.

- Lay readers:
Marilyn Brownlee, Derrill Henderson, Jack Kalil, Eileen Motimer
- Pastoral Care Team:
Mary Jane Dymont, Cynthia Mortimer, Sally Weber, Ed Van Dusen, Martha Greatrex, Helene LeBarron, Margaret Casterson, Joyce McInnis, Ruth Belyea, Beverly Chen, Ruby Elver, Fred Jones, Helen Kalil, Margaret Reed, Betty McCulloch, Libby Beckett
- Lay Eucharistic Administrators:
Barbara Aselford, Irene Balchin, Libby Beckett, Marilyn Brownlee, Margaret Casterson, Anne-Jeanette (AJ) Cottreau, Jim Davis, Andrew Douma, Jack Dymont, Mary Jane Dymont, Rachel Exeter, Martha Greatrex, Derrill Henderson, Beryl Jones, Fred Jones, Jack Kalil, Kerri-Lynn Kalil, Helene LeBarron, Ian Mackenzie, Paddy Mark, Joan Matthews, Joyce McInnis, Cynthia Mortimer, David Muirhead, Danny Pomerleau, Bea Tanaka, Ed Van Dusen, Heather Van Dusen, Marilyn Van Dusen, George Weber, Sally Weber

There were no objections to the above appointments.

11. SIGNING OFFICERS

Motion: Moved by Dave Chisholm and seconded by Kerri-Lynn Kalil that the signing officers for 2017 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

12 NEW BUSINESS

Thank you

- Greeter's Report:
 - Thank you to Mary Smith for her service as a greeter.
- Sidespeople's Report:
 - Thank you to José Campos for his service as a sidesperson.
 - Thank you to Leslie Worden for joining the team of sidespeople.

Mid-week services

- Beginning in May, mid-week services will be held on the 2nd and 4th Wednesday each

month at 10:00 a.m.

Lenten Bible Study

- At 10:45 a.m. and 7:00 p.m. each Wednesday during Lent.

13. **ADJOURNMENT**

Gerry Stephen moved to adjourn the meeting.

The meeting closed with the Grace at 12:50 p.m.

SPECIAL VESTRY MEETING ST. STEPHEN'S ANGLICAN CHURCH APRIL 30, 2017

There were 73 persons present.

1. **OPENING**

The Reverend George Kwari chaired the meeting and opened with prayer.

2. **VESTRY CLERK**

Marilyn Brownlee was appointed as Vestry Clerk.

3. **BACKGROUND INFORMATION**

- Lift will be a fully enclosed unit
- Lift will use hydraulic lift method (more reliable and quieter)
- Will require the movement of the stairs of 10 inches
- Lift will have emergency battery backup and lighting
- Lift requires a key and continuous pressure on the button
- Annual maintenance cost, approximately \$1200.00
- Estimated cost of the lift plus associated construction: \$109,555.00
- Possible stair railing upgrade (may not be required) \$8,475.00
- Contingency \$15,000.00
- Total cost \$133,030.00 (round up to \$135,000.00)
- There are no taxes on the lift (handicapped device)
- Other taxes are included, of which a portion we will get back
- While we have the finances we do not want to drain all our reserves
- Applications for grants are not possible, as due dates are not convenient.
- External funding sources will not fund retroactively
- Recommend a fund-raising campaign to offset the cost of the project with balance coming from our reserves. A fundraising committee has been formed.
- Cash available as of April 29, 2017, — \$294,000
- Available in Our Reserves — \$230,916
- Approval from this vestry
- Approval from Diocesan Property and Finance Committee
- Confirm with contractors to proceed.

4. **MOTION** Moved by Gerry Stephen, seconded by Rob Hamilton that this SPECIAL VESTRY approve the spending of up to \$135,000 to acquire a new lift to replace the existing lift and that these funds be obtained through a special fund-raising campaign and supplemented from our reserves, as required. **CARRIED UNANIMOUSLY.**

5. A committee will form to oversee the construction contract — Gerry Stephen, Fr. George Kwari, Richard Fleming, plus an engineer and someone with construction experience. George Tadros volunteered as he is an experienced construction project manager.

6. **ADJOURNMENT**

Moved by Martha Greatrex to adjourn the meeting.

INCUMBENT'S REPORT

The Spirit of St. Stephen's is alive and well;
A Church devoted to service!

Looking back.

During the year 2017 the people of St. Stephen's have shown themselves to be outstandingly flexible and accommodating. Not only did you welcome me into the fold as your new Incumbent and assist me and my family to settle into the parish routine you also had to deal with the major undertaking of raising \$135,000 to replace the broken lift. During that time everyone dealt patiently with the new arrangements for services and finding space for congregational activities. Fund-raising events such as 'Loonies for the Lift', a special Evensong service, memorial donations and pledges were carried out. This remarkable effort, together with an Anglican Foundation donation, brought our bank account to \$83,000 in addition to the over \$25,000 pledged within a limited time period.

In the fall we embarked on our annual Fall Food Fair. We brought together our baking and our cooking, we gathered our social and leadership talents and worked our hearts out selling our church and home-made goodies, bringing in the record amount of over \$14,900. I was delighted at how everyone pitched in. And this enterprising spirit is not only confined to the Fall Food Fair it is evident in every facet of our life here. We never run short of volunteers to help at Sunday services, and outside of Sunday services we have people who keep moving quietly forward from one thing to the next, sometimes helping with existing programs and sometimes starting new initiatives because they see an opportunity to serve. The folk at **St. Stephen's embody the heart and spirit of a deacon much like our patron saint St. Stephen.** It is simply unique and enduring to our congregation, it continues to grow stronger in good times and in the challenging times.

I believe service is a way of life for us at St. Stephen's.

Embracing God's Future

So, as we say goodbye to an eventful 2017 and begin a New Year, your prayers are requested for another successful year and for our annual giving to catch up with our expenses. You will notice that the 2018 proposed budget has the forecast of a significant deficit. It is through your strong personal faith and commitment to give that we have been able to come this far! Thank you for your continuing generosity.

However, though we continue to give generously our gifts are being overtaken by the growing costs of running the church. This is something that is affecting all churches across our land and which, at times, makes many feel overwhelmed.

In the months ahead, each of you will be called upon to prayerfully consider new ways of addressing this anticipated annual huge deficit. One suggested possibility is participating in the Diocesan New Initiative (**Embracing God's Future**) in which parishes are encouraged to work together around an issue or a common set of interrelated issues that they cannot fully address on their own. We are being asked to identify a parish close enough to us so that we can share, for example, Christian Education (bible study, children's education, baptism and marriage preparation) as well as Holy Week services. This collaboration would allow us, to get together for seasonal celebrations for hymn sing-along such as at Christmas, Easter, and Advent, as well as

other community gatherings. Now is the time to foster a culture of collaboration, courage, flexibility, self-renewal and forgiveness in which we all have a greater sense of choice.

Thank you,

So, as I conclude, allow me to thank the following:

All of you for your financial, spiritual and moral support. Your hospitality has helped me and my family to settle in well at St. Stephen's.

Marilyn Brownlee for her role as the Parish Administrator, for freeing up time and allowing me to focus on priestly ministry.

The wardens for being responsible for the building and for your help in the administration of the parish.

Rob Hamilton our Parish Treasurer for a job well done.

Gerry Stephen your devotion and time certainly did not go unnoticed.

Kacper Waclaski for your commitment and assistance with the choir.

Jim Davis for keeping our church and hall clean and tidy, especially under such difficult circumstance this year. Your assistance is invaluable, thank you for your generous spirit.

Dave Chisholm, Chair of the Liturgical Committee: it is always important that we review our past services and find ways to improve. Thank you for your leadership and devoted time.

Father Michael Fleming and Venerable Paul Blunt for your ready willingness to help me with Sunday services whenever I ask you.

Anne–Jeanette Cottreau: you have been a great addition to the family here in your new capacity as student priest. We continue to be blessed by your ministry here.

All the Committee coordinators

And so, as I begin a New Year let me just say that I consider it to be a privilege and an honour to serve you as your Incumbent.

God be with us all. I remain yours in Christ,

Father George Kwari
Incumbent

From the Parish Registers 2017

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

- **Ruckstuhl**, Rexford Alexander
- **Marshall**, Arthur Gordon
- **Howie**, Russell William Robert
- **McKeown**, Lydon Kenneth
- **Ross**, James Victor
- **Harrington**, Jean
- **McInnis**, Robert
- **Schwarz**, Matthias
- **Robertson**, Jean
- **Exeter**, Rachel Angus

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.

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

- **Pratt**, Audrey Lynn Isabel
- **Cota**, Alan David John
- **Lafontaine**, Sebastien Christophe
- **Lafontaine**, Auguste Simon

Persons united in Holy Matrimony

Keyserlingk, Alexander John Graf and **Thomson**, Joanne Catherine

8:00 a.m. Service

- 41 Sundays with a total attendance of 563 people
- Average 14 people
-

10:00 a.m. Service

- 41 Sundays with a total attendance of 4,367 people
- Average 107 people

9:00 a.m. Summer Services

- 10 Sundays with a total attendance of 735 people
- Average 74 people

Easter Sunday

- 8:00 a.m. with attendance of 17 people
- 10:00 a.m. with attendance of 180 people

Christmas Eve

- 4:00 p.m. with attendance of 172 people
- 10:00 p.m. with attendance of 59 people.

WARDEN'S REPORT

Year 2017 might well be remembered as "the Year of the Lift"

In January we welcomed Fr. George Kwari and his family into our family at St. Stephen's. The Wardens have enjoyed working with Fr. George as he has begun his ministry with us. We appreciate his collaborative approach in all his dealings with parish matters.

On the heels of his arrival, Fr. George chaired a special vestry meeting to start the process of replacing our failing twenty-five-year-old lift. Thus, began an almost year long process which culminated on December 15th with the certification of our new lift ready for use just in time for Christmas services. Although there were many parishioners involved at various stages, one person spent an inordinate amount of time working with the lift supplier, the construction company and the various trades who worked on the project. To our Property Coordinator, Gerry Stephen, we would like to express our great thanks for staying on the job and seeing this project through to its successful completion.

Our grateful thanks goes to all who have contributed so generously to the Lift Fund. To date we have received over \$80,000 (including the Anglican Foundation grant) in donations toward the cost of the lift. While this is a tremendous response, there is still a significant amount required over the next few years to fully pay for the lift.

We had our 3rd and most successful Big Give on June 3rd. Thanks to Jim and Linda Davis who again spearheaded our parish's participation in this citywide event.

Our Fall Food Fair was another resounding success under the leadership of JoAnn Collett and her team. It was JoAnn's first year of coordinating this event and she did a great job. JoAnn, with another team, coordinated all the scheduling and arrangements for our new Parish Photo Directory to be delivered in early 2018.

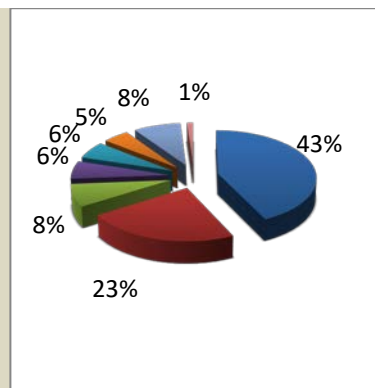
We anticipate the coming year will present a number of challenges for us as a community. The two most pressing areas will undoubtedly be financial and planning for what the next 5 to 10 years hold for us as a congregation.

1. Unless we attract a source of additional regular income (such as we had with Wells Salvation), we will experience a greater deficit in 2018 than in 2017. The Wardens greatly appreciate the generosity shown by the congregation in the past year, however, we encourage you to consider whether you can offer more support. As in previous years we are encouraged that more parishioners have signed up for PAR (Pre-Authorized Remittance) and encourage others to consider this method of giving. You can also donate through the Canada Helps website.
2. In recognition of the need for congregations to discern their futures, the Diocese of Ottawa, through the Parish Ministries Institute: School for Parish Development, is offering a program to train parish teams to become congregational developers. Two sets of four weekend sessions are scheduled in the next two years. It is our understanding that this program will give congregations a basis upon which to explore future shared ministries.

Gerry Stephen has tendered his resignation from his volunteer ministry as Property Coordinator. This year he means it! We thank him for his dedicated service for all these many years (over a decade) in keeping our infrastructure in excellent shape.

The Wardens truly appreciate the contribution of our Honorary Assistant, Fr. Michael, as well as the dedication of our staff, Marilyn, Kacper and Jim. Finally, we recognize the tremendous work carried out by our countless volunteers.

CORPORATION CLUSTER



Corporation – 45%
Liturgical – 24%
Capital – 8%
Outreach – 8%
Education – 6%
Fellowship – 6%
Pastoral Care – 5%
Stewardship – 1%

Revenue Budget

- 2017 \$303,598
- 2018 \$315,129

Expense Budget

- 2017 \$334,613
- 2018 \$342,554

Budget 2018

The Corporation Cluster includes the envelope revenues, and expenditures on salaries, administration, communications and the upkeep of the buildings.

Revenue for 2018 is projected to be much the same as the actual amount donated in 2017. Clergy stipend and allowances are at levels recommended by the Diocese. Staff salaries, taxes and benefits have increased nominally over 2017. There are modest reductions in administrative expenses. Likewise, expenses relating to the maintenance of the building have decreased slightly. Our Fair Share of the Diocesan Budget has increased by \$5000.

Administration

This section of the budget is the money needed to run the office (paper, postage, pens, pencils, etc.), to pay telephone and photo-copy contracts, as well as expenses related to Synod

Revenue

Comments on 2017 Revenue are contained in the Treasurer's report.

Salaries and Allowances

Our greatest expense is the payment to the diocese for ECOPS (Equalized Cost of Priestly Services). This is a program where we are assessed an amount by the diocese based on our budget — part of which pays The Reverend George Kwari's salary and housing allowance. The rest goes to equalize the funding of clergy in all parishes in the diocese.

Other items in this section include salaries and benefits for the lay staff and honoraria paid to our Honorary Associate and outside clergy who help with the Sunday services, or provide assistance in other ways.

Again, in 2017 we were blessed with The Reverend Canon Michael Fleming continuing as Honorary Associate. An Honorary Associate, when preaching or celebrating, normally does not receive any financial compensation. They offer to the congregation the gift of their ministry. However, in the absence of the rector, for example during a vacation, an Honorary Associate or any other priest of the diocese, who fills-in during that absence is paid a per diem — an amount which is set by the diocese.

Diocesan Support (Fair Share)

Under this heading is our contribution (Fair Share), as assessed by the diocese, to meet the Diocesan Budget. The budget was approved by the 2017 Synod. Our Fair Share is based on our average revenue of the previous three years but does not include revenues associated with Priestly Services and Outreach flow-through accounts. It is determined as follows:

- St. Stephen's Revenue divided by the sum of the revenue of all the parishes in the diocese times the Approved Diocesan Budget.

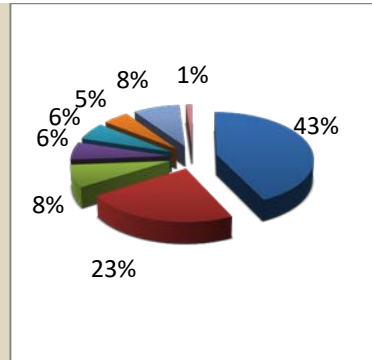
attendance, and the administration of the Per-Authorized Remittance (Par) program. We use the offices of the United Church of Canada to process PAR transactions at a very favourable rate compared to the banks. The PAR program does cost us administration fees which are higher on a credit card than bank debit. However, it is to our advantage to pay this administration fee to know that we receive contributions on a regular basis. Please consider PAR if you are not already a subscriber.

Even though you may be on PAR you are still provided with monthly envelopes which you are invited to use for special offerings i.e. Initial Offering, Christmas, Easter, Thanksgiving, PWRDF, St. Stephen's Residence and White Gift.

Building

The money set aside to maintain and renovate the facilities is split between the budget item in this cluster and that in the Property (Capital Budget).

FELLOWSHIP CLUSTER



Corporation – 45%
Liturgical – 24%
Capital – 8%
Outreach – 8%
Education – 6%
Fellowship – 6%
Pastoral Care – 5%
Stewardship – 1%

Revenue Budget

- o 2017 \$17,057
- o 2018 \$20,171

Expense Budget

- o 2017 \$4,135
- o 2018 \$5,600

Budget 2018

The major contribution to revenue for the Fellowship cluster was the Fall Food Fair. We anticipate the Fall Food Fair will generate a surplus revenue of \$15,000 in 2018.

Once again it has been a busy and good year for all the Fellowship Groups in the Fellowship Cluster. The Fellowship Cluster includes: Parish Fellowship in general. Women's Fellowship, Men's Fellowship, Youth Fellowship, Coffee Hour, The Fall Food Fair, and The Iqaluit Trip. Their reports are as follows:

General Fellowship

This committee is made up of a chairperson, Pat Hamilton and two co-chairs, Sally Weber and Richard Fleming. We organize various fellowship events throughout the year. If elected by Vestry, all three of us plan to return next year.

In 2017 we held the following events:

January:

Friday, January 27th we held an Israeli/Palestinian Night which was a big success. Following a meal of delicious Palestinian and Western food, Shirley Brathwaite, Sharon Fleming and Leslie Worden gave a presentation on their trip to the Holy Land. These ladies were part of the Diocesan Women's Trip to Israel and Palestine in 2016. It was a most interesting and entertaining evening. A big "Thank You" to these three ladies and to all who helped to prepare and serve the food. It was an evening of lovely new tastes!

February:

Sunday, February 12th, we had a Potluck Lunch before our annual Vestry meeting. As always, the finger food was delicious. Thank you to all who helped and brought food.

Sunday, February 19th, after the Baptism of Audrey Pratt, a small reception was held at coffee hour. Thank you to Women's Fellowship for providing the cake and to those who helped.

Father George's Induction was held on Wednesday, February 22nd. Mary Jane Dyment coordinated a lovely reception following this happy event. Thank you to Mary Jane and to all the people who assisted her. It was very much enjoyed by all and we are happy to have Fr. George as our Incumbent.

The Shrove Tuesday Pancake Supper was held on February 28th. Thank you so much to Richard Fleming for organizing the supper and to all the men who worked hard in the kitchen to make it such a success.

April:

Thursday, April 13th a Seder meal was held as part to our Holy Week Maundy Thursday worship. A big thank you to Richard Fleming, Sally Weber, Trudy Stephen and their hard-working team for organizing such a meaningful and delicious dinner.

On April 26th, we held an Easter Church Service and Lunch for the residents of the Retirement Homes in our community. It was a big success. About 20 residents came with their caregivers. A men's choir sang at this service and provided some entertainment following the service. The residents asked when they could come back again! We all had a good time and it definitely would be worth repeating. Thank you to all who made this possible.

On April 29th, Jim Davis organized a canteen at St. Stephen's to provide food to be sold during an "Estate Sale" (which turned out to be a garage sale). The sale took place in our Church hall. The profits from the canteen sale of the food went to the Lift project. Thank you to Jim and Linda Davis and their team for taking this on and your hard work.

May:

On May 6th, following Canon Lydon McKeown's funeral service, the parishioners of St. Stephen's hosted a lovely reception for the McKeown family. Thank you to everyone who so willingly provided all the delicious food, set up the hall, served and cleaned up. The McKeown family was very appreciative of our act of love.

On May 26th, Richard Fleming, a co-chair of the Fellowship Committee, helped the Stewardship Committee with their wine and cheese fundraising event. A great big thank you goes out to Richard who organized and produced the "cheese portion" of the evening. It was beautifully presented.

June:

On June 3rd, Jim and Linda Davis organized another very successful Big Give event. Thank you so very much to Jim and Linda for taking this big job on again this year. St. Stephen's served over 200 delicious breakfasts and many parishioners came out to help and enjoyed visiting with all our guests. Over 80% of the clothing was given out and all of the household items were put to a good use. Also, people from the community arrived to help out. A Christian hockey team came with Eric McKeown to play road hockey on our lawn with the young people at the Big Give. A very talented face painter, Hilary Davis, came from Perth with her paints. Her works of art on the young people's faces were amazing. The kids loved it!! After the Big Give, St. Stephen's received several emails from families whom we had helped. They said how much they appreciated our generosity of fellowship as well as all the things they needed. Thank you to all who donated items and helped out in so many ways. This event made a big difference in so many peoples lives including our own.

June 11th was the Parish Picnic. Once again it was a big success and the weather was hot and sunny. I was out of town for this event but a super team of many people came through and did a wonderful job. Many, many thanks to each one of you. You are the best!! Thank you to all who came out to make this a special day.

Summer:

We celebrated the happy Baptism of Alan David John Cota, the son of Susan Longworth and Arthur Cota on Sunday, August 6th, 2017. It was followed by a reception in the hall.

September:

On Sunday September 24th, we celebrated another happy Baptism of Sebastien and Auguste, the sons of Christine Weber and Hugo Lafontaine. This too was followed by a reception in the hall.

October:

On Sunday, October 8th there was a celebration for new families at St. Stephen's. A cake was purchased and served after the service. A big thank you to Trudy Stephen for running the reception at coffee hour and to Sally Weber for helping.

November:

Saturday, November 4th we held our annual Fall Food Fair. This event is an "all Church event" encompassing fellowship, outreach into our community and stewardship. After many weeks of hard work, the result was a good time and a net profit of almost \$15,000. A great **big thank you** goes out to JoAnn Collett for coordinating this event. A job very well done, JoAnn! Please see JoAnn's Fall Food Fair report in more detail at the end of my report.

Friday, November 17th we held The Great Potluck Dinner with entertainment. The Old Man Grant Band performed, and they were a huge success. People were asking for their return. The band was sponsored by an anonymous donor. We were very grateful for this act of kindness. Thank you so much. Also, thank you to Jim Davis for decorating the stage. It was a lovely backdrop for the musicians. We owe a big thank you to Jim Davis and Jerry Stephen for their quick action in getting the water cleaned up and a service repairman to fix the dishwasher after a big water leak. This happened shortly before dinner was to be served.

December:

Our annual Advent Potluck Lunch was held on Sunday, December 17th following the Carol Service and Pageant. It was a double celebration as our new lift was now working and we could celebrate in the Church. Thank you to each of you who contributed delicious finger food and worked hard setting up and cleaning up.

Upcoming Events in 2018

On Sunday, January 14th, there will be a reception following the evening service. This is a special service in which Bishop John will bless our new lift. Thank you to Mary Jane Dyment for organizing this reception and to her team.

The next Fellowship event will take place on Friday, January 26th. It will be a Dinner and Trivia Night. Gordon Smith, a trivia master will run the game. Good home cooked food, wine and prizes will be provided. A free will offering will be taken. Thank you to all who are busy organizing this event.

The Shrove Tuesday Pancake supper, run by the men of the parish, will be held Tuesday, February 13th. Please save the date.

In closing, I would like to say a big thank you to my two co-chairs, Sally Weber and Richard

Fleming. They are a great support, have good ideas and pitch right in to get the job done. As well they are a lot of fun to work with. Thank you very much Sally and Richard for "hanging in"!

Also, a big thank you to each of you!! St. Stephen's is very blessed to have such a wonderful Church Family. As a result, the running of these fellowship events is shared by many people. Thanks to each of you, and there are a great many of you, for your enthusiasm, your energy, your creativity and your amazing and cheerful willingness to help-out. All of this makes the positions of Fellowship Chair (and Co-chairs) easy and enjoyable.

Pat Hamilton, Coordinator

Women's Fellowship Report 2017

We meet on the first Monday of the month (weather permitting) from September to June. Our meetings start with our mission statement, prayers and the Fellowship of the Least Coin. These Least Coin donations are used to promote peace, justice and reconciliation around the world. Most meetings have an hour of entertainment (a speaker, a movie, etc.) followed by tea, coffee and sweets.

The September and June meetings are Pot Lucks dinners with musical entertainment and invited guests. At this time suitable gifts are collected and given to people in need i.e. Cornerstone and St. Luke's Table.

This year our speakers were:

- Yolanda Jones speaking about the Community Houses in our area.
- George Tadros informed us about the challenging work he is doing to help people in Haiti.
- Ruth Latter told us about her novel based on the life of Grace Woodsworth, who was an MP. Her book was also for sale.
- We enjoyed getting to know our incumbent, The Rev. George Kwari. His talk included pictures of his family and places where he has lived and studied in Zimbabwe.
- Joanne Winkle from the Ottawa Aphasia Centre spoke to us about communicating with people who have the medical condition, Aphasia.
- The Rev. Michael (Mike) Gardner (retired), a new parishioner, spoke about his life and journey from England to Iqaluit where he worked for many years before moving to Ottawa. It was a delight to get to know about him and his wife Margaret, who worked as a nurse in the north.

All St. Stephen's parishioners are often invited to come to hear our speakers.

Throughout the year, items are donated to the Bales for the North, which are then transported to our northern communities.

In May we held a Tulip Tea, which was convened by Mary Jane Dymont and assisted by the women. The Women's Fellowship paid for the tulips.

We also helped supply new coffee mugs for the kitchen and some of the group helped clean the stains off the existing mugs.

Church calendars are bought and then sold as a fundraiser.

Greeting cards are sent to people who are sick or grieving. Gifts are given to Dallacy, (who used to live in the home in Smiths Falls) and also to our friends at St. Stephen's Residence.

Ruby Elver, Secretary

Men's Fellowship Report

Men's Fellowship held several Saturday breakfast meetings again this year with interesting and informative speakers. At one of the meetings the men enjoyed a delicious "Texas" breakfast and heard Dr. Andy Fyon speak on "The Seven Essential Ways Geology Impacts Our Lives". At another meeting Jim Davis spoke on "How Fly Fishing Relates to Christian Living". These presentations were very interesting and a big thank you to all the speakers. This casual and comfortable coming together of the men of St. Stephen's for the wonderful purpose of sharing in Christian fellowship will continue in 2018. Stay tuned for the next Breakfast date.

Jim Davis, Coordinator

Youth Report

There is no active youth group at St Stephen's at the present time. However, plans are in the works for starting a junior Youth Group.

Coffee Hour Annual Report 2017

The Coffee Hour follows the 10:00 a.m. service, providing opportunity for fellowship. Women's Fellowship, Sidespeople, Parish Council, Choir Members and Sunday School teachers and families take turns serving. Everyone continues to enjoy the Van Houtte Fair Trade Coffee.

Sally Weber, Coordinator

Fall Food Fair

We had another successful Fall Food Fair in 2017. A good time was had by all. This year's event was once again a financial success – almost \$15,000. Thank you Jack Kalil for assisting with the overall coordination.

A special thank you, to all the team leaders and volunteers who work tirelessly during the year to make the day so successful. We are already starting to get things ready for next year's event, November 3, 2018.

We are always looking for more volunteers to join a team to help prepare the food we sell to members of the parish and the community. Are you interested? Please contact myself for more information.

JoAnn Collett, Convenor

Visit By Iqaluit Youth To Ottawa, July 2017

After the wonderful trip which St. Stephen's organized to take both adults and teenagers to Iqaluit in August 2016, our co-operative relationship with Iqaluit was maintained through 2017 in many ways. Many of our own teenagers kept up correspondence with the friends they had made in Iqaluit in 2016, and Frances Macdonnell continued to work with Darlene Nuqingaq who manages

the annual Iqaluit Music Day-Camp. The Travellers who had gone to Iqaluit raised the money to present Darlene and Matthew Nuqingaq with a complete set of the thirteen souvenir coins produced by the Royal Canadian mint as part of Canada's Sesquicentennial. Matt is featured on the Nunavut coin as a drum-dancer; in 2017. Matt was made a Member of the Order of Canada and Darlene was awarded a Senate Canada-150 Medal.

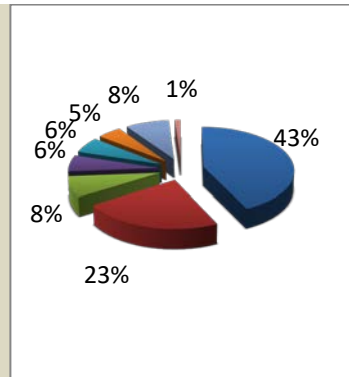
In the summer of 2017, the youth from Iqaluit came to Ottawa to take part in celebrations on Parliament Hill over Canada Day. A group of fiddlers, together with some throat-singers and drum-dancers, led by Darlene, came to Ottawa for five days over July 1. In March, St. Stephen's gave them a gift of \$2,000 to help them with the expenses of this trip. When they were here in July, they participated in UNISONG activities and performed three times in the NAC on July 1, as well as giving a concert at Dominion-Chalmers Church on the evening of July 2.

On the morning of July 2, they all came to St. Stephen's for the morning service, played the violin throughout the hymns, and did some drum-dancing and throat-singing. During the service, Fr. George presented Darlene Nuqingaq with a cheque for \$2,500 to support the music camp. Apparently, Darlene had just learned that there was a group of fifteen children coming for the first time from Pangnirtung to attend the Day-Camp and they had nowhere to stay in Iqaluit. (they had planned to sleep on the floor of the school where the Camp is held, but the school's insurance would not allow that). With our donation, Darlene was able to rent St. Jude's Cathedral's hall for the week, and those children slept there — St. Stephen's really saved the day!

A second trip to Iqaluit is planned for August 2018 — the adventure continues!

Frances Macdonnell

LITURGICAL CLUSTER



Corporation – 45%
Liturgical – 24%
Capital – 8%
Outreach – 8%
Education – 6%
Fellowship – 6%
Pastoral Care – 5%
Stewardship – 1%

Revenue Budget

- o 2017 \$5,024
- o 2018 \$5,200

Expense Budget

- o 2017 \$7,400
- o 2018 \$7,900

Budget 2018

Revenue for the Liturgical cluster comes mostly from donations for flowers and choir and is assumed to be similar in 2018.

The Liturgical Cluster is comprised of the ministries of Lay Readers, Altar Guild, Choirs, Prayer Team, Servers Guild, Sidespeople and Greeters, all of whom are responsible for the preparation and enhancement of our worship services here at St. Stephen's. It has been a real blessing to work with Fr. George Kwari this past year and I look forward to many more!

The Liturgical Committee meets every two 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.

Worship In The Hall

One of our biggest challenges this last year was moving our 10:00 a.m. Worship Service to the lower hall while the lift was being replaced this past fall. Many thanks to the tireless volunteers and staff that fall under the Liturgical umbrella as they lugged books and sacramental components up and down the stairs each week. A REALLY BIG thank you to Jim and Linda Davis who worked above and beyond to set up the lower hall week after week.

Senior Choir

The Senior Choir is thriving under the capable leadership of our Music Director, Kacper Waclawski. The choir has been challenged by some difficult anthems but have always risen to the occasion. They are hoping to resurrect the music concerts in 2018. The choir is always open to new members regardless of their musical skills. The choir has also been blessed by the participation of Frances Macdonnell as accompanist and occasional director.

Junior Choir

The junior choir has not been able to get off the ground as we do not have a critical mass of young people whose busy schedules allow for such an activity.

Altar Guild

The 'Guild' team continued to serve with dedication, quietly and faithfully with four rotating groups throughout 2017. The Altar Guild welcomed one new member, Pam McKeown, and had one member, Priscilla Loates, retire in 2017. The Fair Linens (Altar cloths) ever immaculate and laundered to perfection are the work of one, Marilyn Brownlee. A very Big Thank-you and many bouquets to all of the Altar Guild Team and Coordinator, Heather Loates, for your commitment and faithful service to the Parish during 2017.

Prayer Ministry

The Prayer Ministry is currently composed of seven faithful members who rotate in pairs on a weekly basis. The team prays with people during the Eucharist and following the service when requested. Thank you Ed Van Dusen, Fred Jones, Ruby Elver, Cynthia Mortimer, Ruth Belyea, Helen Kalil and Sally Weber. If you feel called to be part of this rewarding ministry, please speak to one of our members.

Lay Readers

During 2017 the Parish was fortunate to have the experience and dedication of our four Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Pomerleau and Jack Kalil. We thank you all for your service preparation, leadership and the many hours you give so freely to St. Stephen's to support our Parish.

Servers

Thank you, Alice, Lauren, Aleesha, Shalini, and Greg for the wonderful work you do regularly to assist the Lay Readers and Clergy at the celebration of the Eucharist. With more volunteers, we can make the job of serving less demanding, especially when vacation time rolls around. How about you? Let's talk.

Dave Chisholm, Coordinator

Sidespeople

8:00 a.m.

Our 8:00 a.m. sidespeople schedule always welcomes additional members who would like to contribute. Please contact the church office if you would like to be a member of a team or be a backup.

Cheryl Yakamovich, Coordinator

10:00 a.m.

The four teams are functioning well. We are on duty at the 10:00 a.m. services as well as helping out at any extra church services throughout the year. I would like to take this opportunity to thank Jim and Libby Beckett for their years of service as sidespeople. If you think you might be interested in joining a team, please call Alice Walsh at 613-829-5071 or call the Church office.

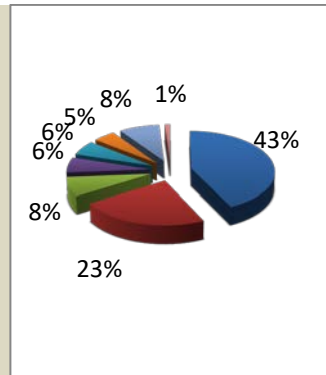
Alice Walsh, Coordinator

Greeters

We presently have four teams of Greeters with two people per team. The main purpose of the Greeter is to welcome everyone to our church service and ensure no one is left out on their own during or after the service. At the moment we really need two more greeters so if you think you might be interested in joining a team or have any questions, please call the Church office or Alice Walsh at 613-829-5071 or e-mail me at aliwalsh@sympatico.ca. Thank-you to all our Greeters.

Alice Walsh, Coordinator

EDUCATION CLUSTER



Corporation – 45%
Liturgical – 24%
Capital – 8%
Outreach – 8%
Education – 6%
Fellowship – 6%
Pastoral Care – 5%
Stewardship – 1%

Revenue Budget

- 2017 \$2,335
- 2018 \$2,590

Expense Budget

- 2017 \$3,870
- 2018 \$4,670

Budget 2018

CPR course is not required in 2018. Our certifications are valid until 2019. The Parish Ministries Institute sponsored by the Diocese is offering a "School of Parish Development" course. \$2000 has been budget for this. GiFT funds will fund this course.

Adult Education

Two adult studies were held this year. During Lent, Father George led an interesting bible study which focused on the book of Ruth. Father Michael led an exciting Advent bible study. Those who attended were exposed to evangelism in the early churches and challenged to think about our life and actions as a parish and as individuals in light of what we had learned. Both studies were well attended.

Pat Hamilton's women's cell group continues to meet biweekly. The group is currently studying "Four Days in Spring" by Herbert O'Driscoll.

Sunday School

Our Sunday School is wonderful! We have a nursery and two classes, junior and senior. We have a total of 25 children on our roster with an average of 14 in attendance on Sundays. We continue to follow the Virtual Church School curriculum which is lectionary based.

The children were welcomed back in the fall with a delicious hot dog and baked-bean lunch. An intergenerational service was held in October, during which the children enthusiastically participated as readers, intercessors and sidespeople. Timothy Daum delivered the lively interactive sermon on the Fruit of the Spirit using a video which had been prepared by the older children and a mural with drawings by the younger children.

We are blessed by our children, and our 14 teachers and helpers who gladly and faithfully work with our children. Your prayers for our ministry are necessary as we serve our loving Jesus and follow in His path.

Blessings to all our family at St. Stephen's.

Helen Kalil, Superintendent

Baptism, Confirmation and Marriage Preparation

During the year, four children and their families were prepared for baptism. Confirmation classes started in June for youth and adults interested in being confirmed in December 2018. Six youth are participating. One couple was married and attended the Diocesan marriage preparation course.

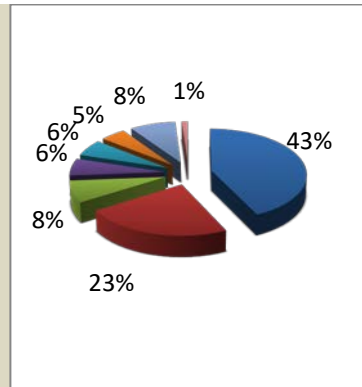
Our lay reader-in-training is participating in the Education for Ministry course at St. Thomas Anglican Church in Stittsville.

Library

The church library, located in the Shalom Room, offers a variety of Christian reading materials that are readily available for our parishioners to borrow. Ed Van Dusen is the library coordinator.

Hilary Dawson, Coordinator

STEWARDSHIP CLUSTER



Corporation – 45%
Liturgical – 24%
Capital – 8%
Outreach – 8%
Education – 6%
Fellowship – 6%
Pastoral Care – 5%
Stewardship – 1%

Revenue Budget

- o 2017 \$12,715
- o 2018 \$3,000

Expense Budget

- o 2017 \$1,130
- o 2018 \$1,565

Budget 2018

The Grocery Card Program has come to an end. Stewardship has committed to raising \$3,000.

Stewardship is how we live the Christian life. It flows from the understanding that our lives are a gift from God. We have a responsibility to make the best possible use of our time, talents and money that God has entrusted us with.

Thank you to the members of the Stewardship team (Ruth Belyea, Shirley Brathwaite, Isabel Fox, Joan Matthews, George Weber) for their efforts and dedication.

On Friday, May 26th a very successful Sage Age Theatre and Wine and Cheese event took place. An evening of fun and fellowship and significant funds were raised to support parish programs.

Once again, we are having a Time and Talent Auction and Gourmet Dinner. The event will take place on Friday May 25th. Please save the date and also start thinking about what you may be able to contribute. Computer skills, Redblacks tickets, golf 9 and dine, hosted dinner, gift baskets, music lessons, concert tickets. Be Creative.

Earle Warren, Coordinator

Counters Report – 2017

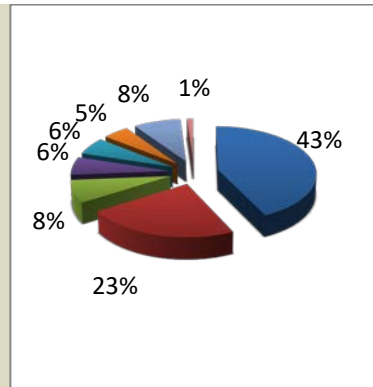
Once a week a team made up from the following group of dedicated people have met at St. Stephen's to count the weekly offerings: Jim Beckett, Barbara Elliott, Sue FitzPatrick, Nancy Phillips, Eileen Mortimer, Margaret Reed, Gerry Stephen, Alice Walsh and George Weber.

These individuals contribute approximately an hour and a half a month to this ministry, totaling 110-person hours per

year. 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. Thanks also to Rob Hamilton, Treasurer; JoAnn Collett, Assistant Treasurer; Sue FitzPatrick, Envelope Secretary and Marilyn Brownlee, Office Administrator for their support and guidance throughout the past year. Anyone wishing to help with this ministry is invited to contact George Weber or the church office.

George Weber, Coordinator

PROPERTY (CAPITAL BUDGET)



Corporation – 45%
 Liturgical – 24%
 Capital – 8%
 Outreach – 8%
 Education – 6%
 Fellowship – 6%
 Pastoral Care – 5%
 Stewardship – 1%

Revenue Budget

- o 2017 \$56,927
- o 2018 \$25,352

Expense Budget

- o 2017 \$57,702
- o 2018 \$25,312

Budget 2018

Most of the Property expenditure is on capital projects and can be funded from our bequests, other funds and reserves, and designated donations, which comprise most of the revenue. The major expense in 2018 is for the completion of the lift replacement project.

The most significant Capital Project in 2017 was the upgrade of the lift.

A lengthy process, which began in October 2016, to ensure many critical requirements were met, culminated on May 16, 2017 with the selection of the General Contractor, CADA CONSTRUCTION and the Lift Supplier, CAPITAL ELEVATOR.

I would like to thank the members of the Lift Oversight Committee for their assistance and support during the process.

A budget of \$135,000.00 and authorization to proceed was approved at a Special Vestry, April 30, 2017.

The upgrade began August 23, 2017, with removal of the old lift and was completed December 15, 2017, when the T.S.S.A. approved the operation of the new lift. A significant improvement from the original lift. Smooth ride, NO NOISE.

Thank you to everyone involved with the upgrade, especially CADA CONSTRUCTION and CAPITAL ELEVATOR for their involvement and co-operation to meet requested deadlines.

On behalf of St. Stephen's, I would like to thank everyone who graciously made donations to the Lift Fund. Your generosity is greatly appreciated.

The lift will be formally dedicated and blessed by The Right Reverend, John H. Chapman, IX Bishop of Ottawa, January 14, 2018.

All BUDGETED CAPITAL PROJECTS for 2017 were completed. The projects included:

- 1) Inspection of the Alarm System.
- 2) Replacement of sink faucets in the M.L.H.
- 3) Painting of the lines in the Parking Lot.
- 4) Service of the Exterior Exhaust Fan.
- 5) Painting of the Parking Lot Entrance.

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Unblock drain of small kitchen sink.
- 2) Replace lift relays.

- 3) Replace damaged shingles on church roof.
- 4) Replace sump pump.
- 5) Replace deteriorating drain pipe under stage.
- 6) Unblock kitchen drain.
- 7) Paint cloak room, stairs, choir room due to lift upgrade.
- 8) Replace dishwasher motor and solenoid.
- 9) Paint office hall and back stairwell due to lift upgrade.
- 10) Re-tread stairs.

Miscellaneous CAPITAL PROJECTS were completed. Such as:

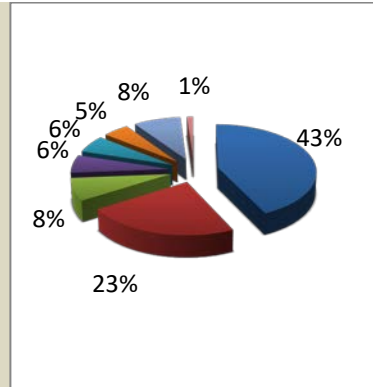
- 1) Replace flush valves in Hall washroom toilets – parts per warranty.
- 2) Replace broken glass in Hall window.
- 3) Mount hand sanitizer stands on roller platforms.
- 4) Install Directional Parking Sign at parking lot entrance.
- 5) Replace lock on office storage room door.

Due to abnormal rain fall, the grass and flower gardens flourished very well. Thank you to all who maintain the flower gardens, as required.

I would like to thank Marilyn Brownlee, George Weber, Jack Dymont and Jim Davis for their assistance and support.

Gerry Stephen, Co-ordinator

OUTREACH CLUSTER



Corporation – 45%
 Liturgical – 24%
 Capital – 8%
 Outreach – 8%
 Education – 6%
 Fellowship – 6%
 Pastoral Care – 5%
 Stewardship – 1%

Revenue Budget

- 2017 \$12,200
- 2018 \$9,815

Expense Budget

- 2017 \$21,315
- 2018 \$16,315

Budget 2018

The funding of the Outreach cluster is complicated because much of the revenue is 'flow through' or designated. Some of the GiFT money may be used for outreach. We are continuing to support a wide variety of organizations that assist the needy, and the demand is expected to rise. The largest single beneficiary in 2018 will be the new Cornerstone project.

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

Local Outreach Ministries Breakfast and Lunch Programs

Margaret Knight faithfully oversees this ministry and still helps on a daily basis every week with the "Breakfast & Lunch Program." Unfortunately, and unexpectedly we lost a very dedicated heart and soul long-time volunteer/worker towards the end of November 2107, Linda McCooeye. She was entrenched in the Foster Farm Community for many, many years, and all of the community and children knew her from the "Breakfast & Lunch" as well as the "After School program." She will be greatly missed by all. Some very dedicated and valuable volunteers are still involved in the running of the "Breakfast & Lunch Program" but more are required.

Through the provision of breakfasts and lunches to children and adults, these programs continue to meet a very vital need in some of our low-income communities. St. Stephen's along with other churches and agencies including primarily the Ottawa Food Bank and Kiwanis Club, all contribute towards their funding. The breakfast program at Foster Farm Community Centre, enables children to attend school having had adequate food and nutrition. Nutritious breakfasts were served to approx. 40–50 children each day, from Monday to Friday (7–8 a.m.) throughout the school year. Bagged lunches were also provided upon request to school children. The lunch program at Foster Farm is served Mondays and Fridays from 11–12 noon and the number of pre-school children and adults vary during the week. At Britannia Woods Community House, the "Grab & Go Program" is also provided to many school children.

These vital programs help underprivileged children and adults in so many ways:

- By providing nutritious breakfasts to school children each day and lunches to adults and preschoolers twice a week.
- By offering children a warm, welcoming place of stability that they can count on, where they will be treated with respect and compassion.
- By offering an opportunity to socialize with other kids in a relaxed positive atmosphere.

- By offering an opportunity for the adults to receive nutritious and hot lunches and to socialize with others.
- Learning basic facts on food preparation and nutrition.
- By offering children and adults the opportunity to discuss any problems or difficulties that they may be experiencing.

It is important to note that it is often through the food programs, or the various emergency food centres in our neighbourhood, that valuable connections are made by Chaplains and volunteers with people who have any number of other needs. Many people are searching for work, affordable housing, home furnishings and appropriate medical attention, as well as counseling in dealing with various issues of abuse, loneliness, and addiction. It is also very important to note that groceries and food in general cost more this past year and is still on the increase, and therefore these programs are very necessary in our communities.

Margaret once again expresses a sincere thank you to St. Stephen's for our continued support.

In 2018, St. Stephen's will continue its generous contribution of \$1500 towards this most worthwhile and necessary program.

Emergency Food Cupboards

St. Stephen's continued its support of the emergency food centers at Morrison Gardens, Foster Farm, Pinecrest-Terrace and Britannia Woods, primarily through weekly food donations that are part of our Sunday service offerings. In addition, St. Stephen's made monetary donations of \$1000 to Morrison Gardens and \$500 to Pinecrest-Terrace, to help with the purchase of milk, bread, meat, margarine, eggs, etc. Morrison Gardens continued to hand out soup kits and casserole kits and ingredients for these were purchased in bulk to save money. Food Basics gave special deals on these purchases as well, and that was much appreciated. Each kit contains all ingredients necessary to make a pot of soup or casserole that will feed four to six people. Easy-to-follow instructions are included. A single kit costs less than one dollar to put together and they have proven to be a huge hit. The soups and casseroles often feature red lentils and navy beans which are relatively high in protein and offer an excellent alternative to high-priced meats. This is an extremely worthwhile project because it teaches food bank clients how to prepare nutritious, delicious and relatively cheap meals. Recently, a healthy cookie recipe that features oatmeal has been developed and kits for those will soon be available.

Between 2016 and 2017 Morrison Gardens has experienced a very significant increase in the number of families that it serves. These increases have been due largely to the steady arrival of forty Syrian refugee families into the catchment area of the food bank over the past two years. These large families, with an average of 7 per family, have found it extremely difficult to deal with the high cost of food and at the same time, meet their relatively high rental costs for the larger houses that they require. Other food banks in our neighborhoods have not experienced this huge increase in clients.

It should be noted that families or individuals can only use the food bank one time per month and all users must register each time they use the bank.

As food prices continue to rise it brings increased hardship for those already having difficulties making ends meet. Our help is desperately needed so please remember your contributions to

Martha's kitchen. Items that are continually in high demand include breakfast cereals, peanut butter, pasta sauce, canned fruits, vegetables and stews, dried red lentils and dried navy beans.

Many thanks to all those who have faithfully supported this ministry and special thanks to Gerry Hosselet for sorting and packing the food contributions each week.

Marilyn Van Dusen, Coordinator

Furniture Project & Warehouse Fund

Since there is no coordinator, parishioners can contact The Furniture Bank of Ottawa (Matthew House) at 613-240-6680, or e-mail <http://furniturebankofottawa.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.

Scouting Movement

Scouts Canada – 123rd Ottawa

The 123rd Ottawa Scout Group offers a fun, challenging program to support the social, physical, intellectual, character, emotional and spiritual development of youth between the ages of five and eighteen. The Group offers co-ed programming in five different sections:

- Beaver Scouts (ages 5–7),
- Cub Scouts (ages 8–10),
- Scouts (ages 11–14),
- Venturer Scouts (ages 15–17), and
- Rovers Scouts (ages 18 – 26)

The 2017/2018 School Year has seen the introduction of a Rover Crew to the 123rd Ottawa. We have also launched a second Beaver Colony that meets at Our Lady of Fatima School. The Scout Troop partnership with Britannia Yacht Club did not work out as intended and so they have returned to a regular Scout program at St. Stephen's.

The 123rd Scout group has been blessed by many new volunteers which has allowed our programs to grow in capacity and content. As of December 31st, we have 20 volunteers and 3 in training. We have 51 participants across all sections. There is still room for additional participants in the Cub, Scout, Venturer and Rover sections. The Beaver sections are near capacity.

As of September 1st, 2017, Dave Chisholm has taken over as Group Commissioner for the 123rd Ottawa. He would like to thank Greg Peterson who was in this role for the past three years. Greg Peterson is staying on as Group Quartermaster as well as assisting other groups at the Area level.

The two Beaver Colonies (Pinecrest and McKellar) have been camping, hiking and visiting the Fire Station. They have had a couple of joint meetings between the two colonies. Can you imagine the activity level with 28 5–7-year old's? It takes a special volunteer to work with the Beavers.

The Cub Pack has been camping and has done a number of other outings. They have been working closely with the Scout Troop on some of activities. They organized a horse-back riding event and invited the Scouts to join them. They will be joining the Scouts at a winter camp in January 2018.

The Scout Troop, under new leadership this year, has had some camping trips including an exciting trip to Brotherhood Camp in Morrisburg. Brotherhood Camp is a joint camp between the Canadian and USA Scouts and is held either in Morrisburg or northern New York State on alternate years.

The Venturer Scouts are travelling to the Czech Republic in May 2018. They have been actively fundraising to offset the cost of this event through leaf raking and bottle collecting.

The Rover Crew is just starting up and, with most of the new members in first-year university, is taking awhile to get off the ground.

The 123rd Ottawa would like to thank St. Stephen's Anglican Church for their continued sponsorship of the group. We really appreciate the use of your facilities and for being able to assist with the Pinecrest Road Cleanup, Remembrance Day and the Fall Food Fair. We look forward to joining with you at the 10:00 a.m. service on February 11th, 2018 where we will be celebrating the birthday of Baden-Powell (the founder of Scouting).

Youth wanting to join the group or adults wanting to volunteer as program leaders should contact Dave Chisholm at (613) 828-5232 or dave@dadero.com.

Dave Chisholm, Group Commissioner, 123rd Ottawa

White Gift Fund

Your generous support of the 2017 White Gift Fund enabled us to assist thirty-one families that included a total of fifty-seven children. Donations to the fund were used to purchase grocery vouchers from Metro and Loblaws. The value of the gift card given to each family was determined by the number of people in the family. Forty dollars was allotted to the first family member and ten dollars for each subsequent member. The maximum amount given to a family was one hundred dollars. The families deeply appreciated all of the support that you have shown them. A special thank you to Lidwinda Levesque who donated the beautiful hand-knit mitts, socks and hats for the children. These were distributed along with the food vouchers and the children were absolutely delighted with them.

Marilyn Van Dusen, coordinator

Parish Aid and Relief

Parish Aid and Relief covers money and grocery gift cards that we give to people who come to the church door. Mostly it is people on social assistance who don't have enough left at the end of the month. Often it is parents who need milk, diapers, etc. Mostly we give grocery gift cards, either from Metro or Giant Tiger. Depending on the stated need, Rev. George Kwari gives one or two 25-dollar gift cards, or occasionally giving actual cash. Much of these funds are budgeted and it remains all confidential.

Telephone Prayer Group

This is a small group of dedicated people who fervently believe that prayer does work in many forms.

One person is in charge of editing any changes in the list of recipients whose names are given to the group leader by the Priest. The leader then passes on to a list of fellow prayers via (the telephone line manner); the list contains the first names of people who wish to have the extra attention to their concerns. NAMES and INFO ARE TREATED IN THE MOST CONFIDENTIAL MANNER. The recipients advise the Priest as to what that information shall be. The recipients also will instruct the priest when to remove their name. Follow-up calls to the recipients may be made by the priest to see how they are doing and if they wish to continue on the list. There is no telephone connection between the prayers and recipient.

The prayers will pray for all the recipients on the list in the privacy of their own home and at a time convenient for them. The numbers of prayers per week are at the convenience of the prayer at a time when they will be uninterrupted. Whenever one or two are gathered together (no matter what mode) the communication of prayer is in force. If anyone is interested in sharing their faith, in this manner, they may contact Father George.

Ed Van Dusen, Coordinator

Pastoral Care:

Queensway Carleton Hospital Visiting

A team of five parishioners who have completed the Pastoral Care course make regular visits to the Anglican patients at the Queensway Carleton Hospital. Martha Greatrex, Cynthia Mortimer, Susan Steedman, Sally Weber and Mary Jane Dymont are faithful members of this team. At this time, with limited human resources, we visit all new Anglican patients either on Wednesday or Thursday. St. Thomas' Stittsville, Christ Church Bells Corners, and St. John's South March also share in this weekly ministry. Each parish also takes its turn printing the Spiritual Care pamphlet which we give to patients and their families. This ministry is one of listening, caring and praying with the patients and their families and sometimes making the necessary referrals. The time commitment is a few hours each visit. Confidentiality is assured in this ministry. The staff and patients are very appreciative of our visits. QCH Chaplain, Barbara Zertter is very supportive of our ministry. She is a friendly, caring face in the office. During Spiritual Care Week all faiths who visit were invited to a celebration of our work. It was nice to be acknowledged by the hospital.

Some visits are very special as we seem to be in the right place at the right time. Patients often tell their story and as we listen, a sense of peace is present. With Pastoral care, the emphasis is on "CARE" not "CURE".

All Spiritual Care volunteers are now required to wear a blue smock while visiting. This makes us more identifiable by the patients and staff.

The Pastoral Care course is offered twice a year and runs for 10 weeks. It is a prerequisite for serving on the hospital visitation team. Continuing education sessions are also offered twice a year. If there are any who feel called to this important ministry and are interested in the course, please speak to the Father George Kwari or to a member of the team. Bea Tanaka has completed the course this fall.

Home Visiting Program

A format for home visiting has been in place since 2012. In consultation with George Kwari and Marilyn Brownlee, our Office Administrator, parishioners who are unable to attend church

regularly have been identified. A team of volunteer lay people, who have completed the Screening in Faith program, has agreed to visit, by phone or in person, one or more of these parishioners regularly. The response from those we visit has been very positive.

The visitors have been trained in administering home Communion. We also try to visit homes with new babies. Families are very receptive of our visits.

This initiative lightened the load for Father George. Visitors file regular reports to the office to keep Father George informed and he tried to visit these parishioners in person at least once per year or in an emergency.

After Easter, Father George, accompanied by the designated parishioner, took home communions to at least a dozen parishioners. A card and small plant was sent from the parish. Similar visits will be made in January for those unable to come to church for Christmas communion.

In May, we held our fourth annual Tulip Tea for the Parish. Over 60 parishioners came to the tea and enjoyed good fellowship. It was a wonderful occasion. We hope to continue this tradition.

Mary Jane Dymont, Coordinator

West End Villa

This year we were pleased to welcome our new incumbent Father George Kwari.

On the 3rd Tuesday of the month we take communion to the residents of West End Villa. Between 35 and 40 residents look forward to the hymns and prayers along with the Eucharist. The staff at West End Villa do appreciate our volunteers who help by bringing the residents to these services.

Many thanks to the volunteers who help make these services possible. A special thank you to Libby and Jim who have served us well with their volunteering and have had to give it up.

Lorraine Newson, Coordinator

Westwood Retirement Home

St. Stephen's takes communion to the community of worshipers at Westwood, on the 4th Tuesday of every month. We are delighted to serve these people in this way. We have on average 16/17 residences who take part regularly. They are all quite mobile and great singers, and do enjoy, and appreciate our offering to receive communion.

We do thank the 3 volunteers and 2 spares that faithfully give a hand, and also put on a warm smile for both the residents and even the Priest!!! It is a very rewarding time for us all.

Helen Kalil, Coordinator

Redwoods Retirement Residence

Father George celebrates the Eucharist for a small congregation at Redwoods Retirement Residence once a month. There is one St. Stephen's parishioner there and George and the pastoral care team visit as needed.

Ottawa West End Community Chaplaincy

Throughout 2017, the Chaplaincy continued to re-establish itself throughout our neighboring communities. The Reverend Steve Zinc, a Baptist pastor who is working part-time with the Chaplaincy, provided, upon request, spiritual advice and counselling, often to those in crisis situations. He regularly visited our surrounding food banks and established an excellent rapport with the people and the volunteers who frequent these food banks. He began a martial arts programme with the youth in 2 of the neighborhoods and this initiative has been enthusiastically received. A breakfast club was started at Foster Farm and at Regina Towers, a weekly (Thursday) bible study was initiated. An OWECC "Blue Christmas" event took place at Regina Towers on December 14th. It is fervently hoped that the popular summer camp at Camp Bitobi can be revived in the near future.

OWECC presently is supported by a group of 8 West-End Ottawa churches that includes St. Stephen's. In 2017, our contribution was \$2000 and will be the same for 2018. Our support is critical in order for OWECC to continue its work. It is hoped that eventually, with more support, OWECC will be able to employ a full-time pastor. Presently, with their limited budget they can only offer their chaplain 12 hours of work per week, at \$30 per hour.

Our Outreach Committee agrees that there is a definite need for an OWECC presence in our communities and that we will make every effort to support their work.

Marilyn Van Dusen, Coordinator

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

Refuge N.O.W. is an ecumenical group of Ottawa west-end churches that includes St. Stephen's Anglican, Christ Church Bell's Corners Anglican, Bell's Corners United, Julian of Norwich Anglican and Knox United – all working together to sponsor and support refugees. Since its beginning in 1985, the group has sponsored refugee families from Cambodia, El Salvador, Albania, Iran, Somalia, Sierra Leone, the Ivory Coast, Burma and Iraq.

Our latest sponsorship, a Syrian family of six, arrived in Ottawa on November 4th, 2016, after living four years in a refugee camp in Turkey. They settled into a townhouse in the Meadowlands-Merivale area which is conveniently close to major transit routes, grocery stores, medical facilities, schools and other amenities.

The four children have all been attending public school and doing well, extremely well. They enjoy going to school and have become quite proficient in English. The parents – Farhad and Samar will continue with their language training classes in 2018.

Unfortunately, there were several difficult situations that developed throughout the course of this sponsorship. It is hoped, however, that most of these difficulties are now behind the family.

Refuge N.O.W.'s financial responsibilities for this family officially ended in early November 2017, however, we still remain in contact with the family and offer advice when requested. The family is eagerly awaiting the birth of a new baby boy, due in January 2018.

Refuge N.O.W. was pleased to welcome Georges Tadros as a new member of the group. Georges was an invaluable help in acting as our interpreter throughout the sponsorship and we look forward to his participation in our future endeavors.

Thanks to St. Stephen's for the \$1000 contribution to Refuge N.O.W. for 2018 and to all who have supported our Refuge N.O.W. fundraising dinners in past years.

Marilyn Van Dusen, St. Stephen's representative.

***Diocesan Outreach Ministries:
Fair Share***

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

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

With these ministries, emotional, spiritual and practical support are provided to homeless and socially isolated individuals through the provision of housing, counseling, education, crisis intervention and social activities. Deliveries of such items as mugs, toiletries, linens, and women clothing were made during the year.

St. Stephen's Adopt-a-Room at the new Princeton Housing Project, in Westboro.

In September, our parish council voted to support the newest housing project of Cornerstone Housing for women.

Cornerstone is one of the dioceses 5 Community Ministries. We are all familiar with Centre 454 and the wonderful day program at St. Alban's Church on King Edward. The Well at St. John's, Elgin Street, as well as St Luke's Table. St. Luke's Table is also a day program, offering lunch and a safe place to be with friends, off the street. Our Ottawa Pastoral Counselling offices at 211 Bronson Ave, in the Bronson Centre, are available to people of all faiths and circumstances, at reduced rates, if necessary. Cornerstone Housing for Women, began 40 years ago as a few beds put up nightly in the basement of All Saints, Sandy Hill, for Women at Risk. Now Cornerstone includes a women's emergency shelter, longer stay 2nd stage housing, a "getting on your feet" house for immigrant women, and an apartment building focusing on homes for retirement-aged women. Several years ago, St. Stephen's, led by the Women's Fellowship group, sponsored a room at Cornerstone's previous housing project, at 314 Booth St. The Reverend Linda Posthuma, is the Chaplain for all of Cornerstone's houses.

Cornerstone is the only one of our ministries to offer housing, and recently they have undertaken a new adventure. On behalf of the Diocese, Cornerstone has won a grant from the city to purchase and renovate the former Institute Jeanne d'Arc, on Princeton and Melbourne Ave's in Westboro, which will provide 42 permanent homes for women, as well as a respite room and some consulting rooms for visiting professionals.

While Action Ottawa funding will cover \$5.4 million of the project, Cornerstone is having a capital campaign, called Building the Dream, to raise the remaining \$1.5 million. This is a huge undertaking, but knowing the need and walking in faith, we at St. Stephen's have undertaken to 'adopt a room' and meet the need!

To find out more, go to <https://www.cornerstonewomen.ca/>. If you decide to contribute to this worthwhile project, please make your cheque out to St. Stephen's before the end of February 2018, with "Cornerstone project" in the memo line. This way, we can track the progress of St. Stephen's support.

Leslie Worden, Cornerstone Board Member

***Global Outreach Ministries
Bales for the North***

Your bale donations were delivered to St. John's in Richmond on April 25. A sincere thank you to everyone who donated clothing, household items etc., made a financial donation or helped sort and pack. Your donations and support continue to be appreciated.

Joan Matthews, Coordinator

Primate's World Relief and Development Fund

PWRDF is the Anglican Church of Canada's agency for sustainable development, relief, refugees, and global justice. Our donations to PWRDF help victims of war or natural disasters, protect refugees, and supports community-based development work in Canada and around the world.

In 2017, along with their many longer-term projects, we helped PWRDF to provide:

- \$375,000 for food assistance in South Sudan
- \$46,000 in government-matched funds for Rohingya refugees
- \$40,000 for hurricane relief in Cuba and Haiti
- \$25,000 for Nepal flood response
- \$20,000 for Syrian refugee support in Europe
- \$10,000 for earthquake recovery work in Mexico

You can easily donate to PWRDF online at pwrdf.org and through your church offering envelopes. In November, look for PWRDF's 'World of Gifts' insert in the Anglican Journal and consider buying their beautiful Christmas cards.

Debbie Boyd-Chisholm

Conclusion

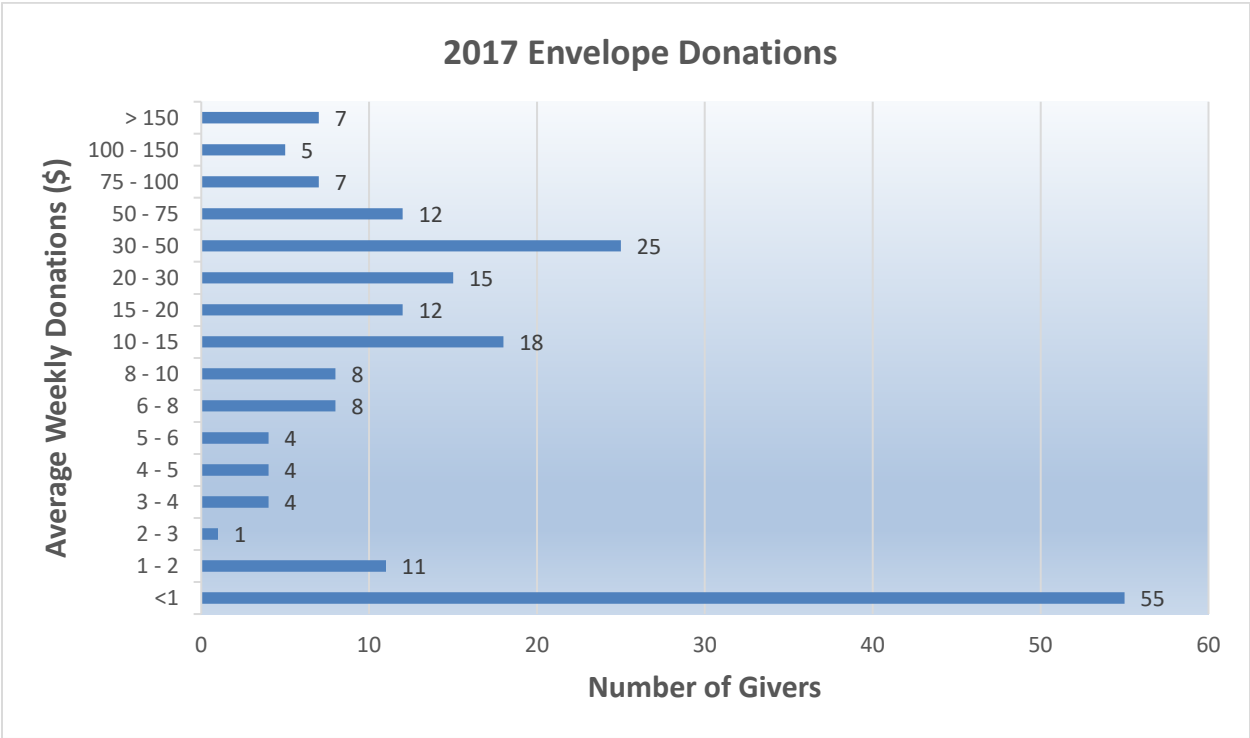
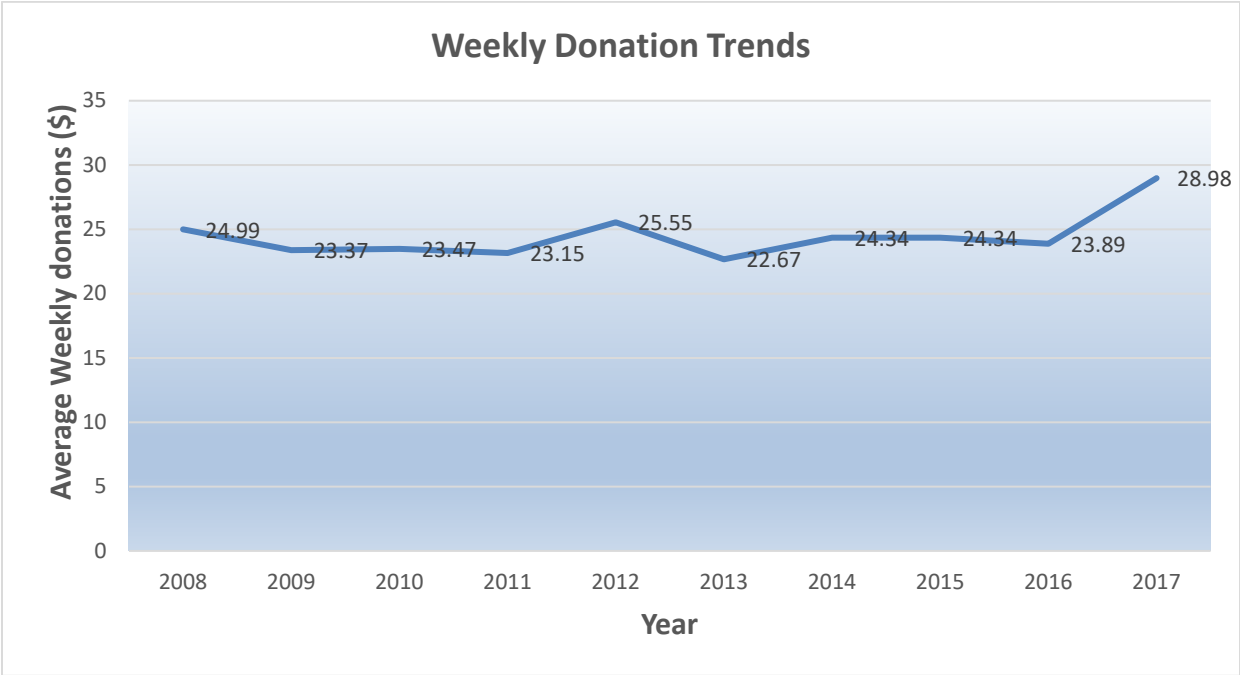
We would like to take this opportunity again to thank everyone who has served on the Outreach Committee this past year and has given so generously of their time, efforts, and support. We at St. Stephen's are a very giving, active and involved parish in Outreach, within our local, Diocesan, National, and International Communities, and we as a congregation should be very proud of all of our efforts with respect to these areas.

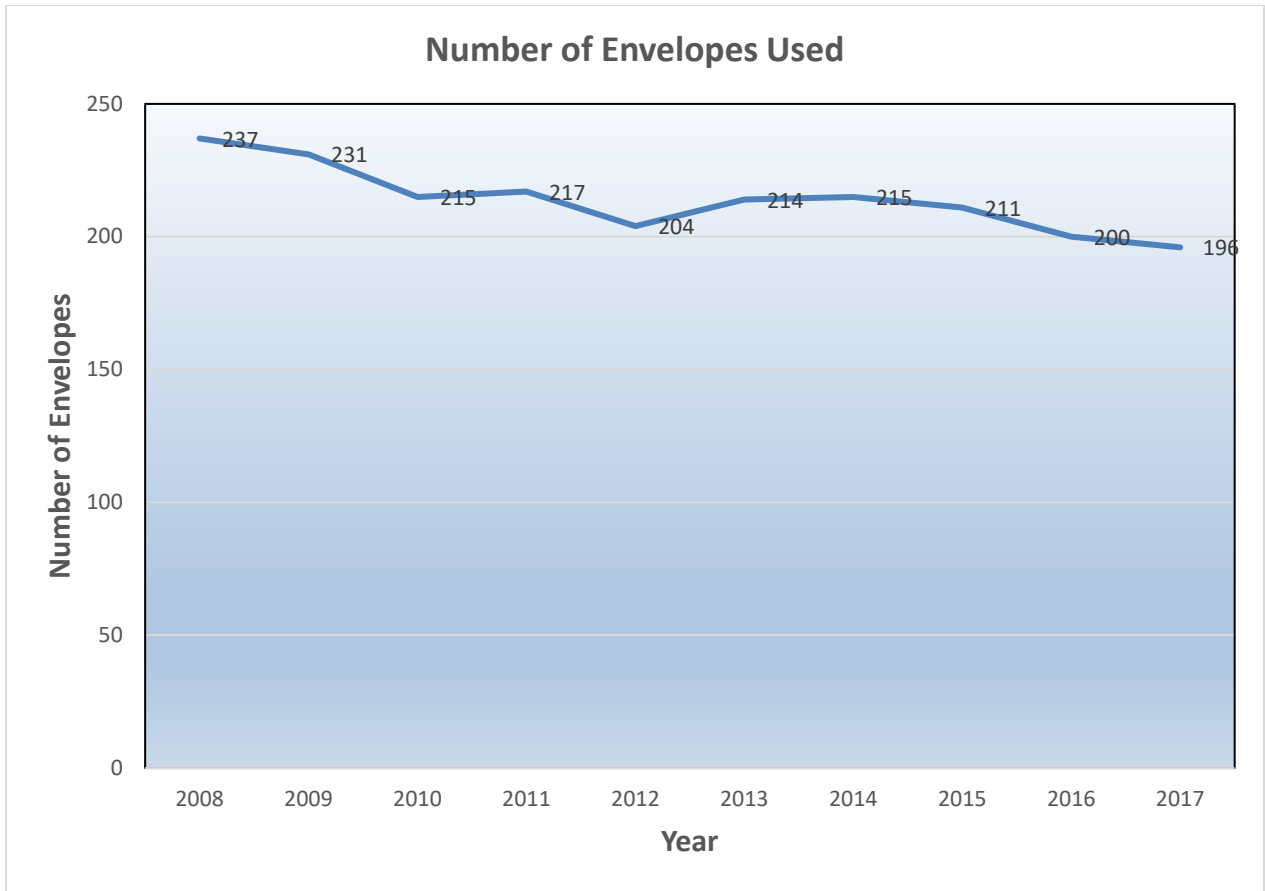
St. Stephen's Anglican Church

Marilyn Van Dusen, Eva Lamb and myself will continue to contribute with the many activities and programs in the Outreach Program as we still find this valuable work very rewarding and fulfilling within our Church Community.

Marg Muirhead / Eva Lamb / Marilyn Van Dusen

ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick, Envelope Secretary

TREASURER'S REPORT

Corporation respectfully presents the following financial reports, for the fiscal period ending December 31, 2017.

Also presented is the 2018 Budget as approved by Parish Council for consideration by Vestry.

This treasurer's report contains the following sections:

- Written summary report highlighting the significant financial happenings of 2017.
- A Balance Sheet, showing St. Stephen's assets and liabilities at 31 December 2017.
- The status of all our Balance Sheet Funds (our Funds & Reserves) as of 31 December 2017. This section shows the interest paid, the inflows and outflows, and closing balance of each fund or reserve.
- A Growing in Faith Together (GiFT) status report showing income received from the Diocesan GiFT Office, the allocation of received income in accordance with St. Stephen's GiFT proposal, as modified by vestry, and expenses to date.
- The Detailed Financial Report for the year of all our actual revenue and expenses compared to the budget passed at Vestry 2017.

2017 FINANCIAL STATEMENTS

The following items of note are contained in the financial statements.

The financial statements are audited and the auditor's report is contained in this 2017 Parish Report.

Financial 2017 Was an Another Interesting and Relatively Successful Year.

This was the year of the Lift Replacement. We also approved a current account deficit budget of \$20,159 at Vestry.

At Special Vestry, we passed a budget of \$135,000 for the new lift. It was to be paid by donations over five years. As of the end of 2017, we have raised \$83,958. This is a great start in our first year of our approved lift budget. Please see "Table of 2017 Lift Finances" on page 46. Expenses, as of the end of 2017, total \$119,462. We expect to receive 2 more invoices in 2018 for the project of about \$13,000. We have borrowed \$35,503 from our Funds and Reserves to pay our contractors for their work. We will continue to draw from our Funds and Reserves to provide cash flow to pay for the invoices. We will pay back the loans from our Funds and Reserves as future donations are received.

Our current account deficit for the year is \$7,142. This is a significant improvement over the approved Vestry budget. Our envelope offerings have improved by \$5,500 over 2016. Thank you for your increased contributions to your church.

We have also had our best year ever for our Fall Food Fair. The surplus for the Fair was \$14,901. The Fair really does involve a large number of our parishioners in the preparation and selling of our foods. It was also a great time of Fellowship throughout the year.

2017 Lift Finances	
Expenditures	\$119,461.64
Revenue	
Donations	
General Lift	\$51,287.26
Anglican Foundation	\$15,000.00
Cada Construction	\$500.00
	\$66,787.26
Memorial Donations	
Lydon McKeown	\$9,831.75
Jim Ross	\$535.00
Bob McInnis	\$5,335.00
Matt Schwartz	\$1,239.80
Rachel Exeter	\$229.52
	\$17,171.07
Total donations	\$83,958.33
Loans	
Cash reserve	\$35,503.31
	\$35,503.31
Total Revenue + Loans	\$119,461.64

Our balance sheet Funds and Reserves have decreased by \$9,495.34. Please see the Balance Sheet Funds and Reserves Report for the flow of Money in and out of these funds.

Significant Financial Performance Factors

Significant factors contributing to our 2017 financial performance included:

- Our general ministry envelope offerings were over budget by almost \$5,500.
- We closed our Grocery Card program in 2017. In closing, it contributed \$7,825 to our bottom line and repaid the \$10,000 loan from the Dorothy Jones Bequest. This Bequest is held in our Funds and Reserves.
- We used Bequest money to pay for most of our capital expenses. We also used Music Fund money to pay for choir expenses and the Liturgical Fund to pay for some liturgical expenses. This meant that we did not have to use operations money to pay for these expenses. (Our expenses can be categorised in three ways – operations, outreach and capital).
- Our Fall Food Fair generated a surplus of \$14,901. As well as being a very good fellowship event, the surplus generated is also very important to our financial health. Other fellowship events also contributed to our surplus.
- The revenue from rental of our premises was \$63,993. This revenue was from the Montessori School, the Prostate Cancer Canada Network Ottawa, Al-Anon, our Foot Clinic, and General Hall Rentals.

- Revenue from our investments in the Rectory Trust Fund and Diocesan Trust Fund was \$7,698.
- In 2017 we received \$12,471 from the Diocesan GiFT campaign. This is our 50% share of the money donated to the Diocesan Growing in Faith Together Campaign. Please see the GiFT Transactions – 2017 table, included later in this report, to understand where we are spending this campaign money. Unspent money is held in our Funds and Reserves for use in subsequent years. 2017 is the last year where we will be receiving GiFT money from the Diocese.
- We continued to pay for our capital expenses utilizing the Edith McTeer Bequest. Bequest monies can only be used to offset capital expenses and cannot be used to meet operations expenses. This is the result of an Ontario court decision that states that any undesignated bequests can only be used for capital expenses. An undesignated bequest is one where the bequestor did not specify how the money could be used.
- All of our outstanding debts were paid at year-end.

Revenue Category	Actual 2016	Actual 2017	Increase/ (Decrease)	% of Revenue 2017
Envelope Offerings*	\$230,810	\$236,877	\$6,067	54.6
Capital	\$22,463	\$134,347	\$111,884	5.3
Hall Donations	\$101,730	\$63,993	(\$37,737)	24.0
Education	\$297	\$1,390	\$1,093	0.1
Outreach	\$33,730	\$11,595	(\$22,135)	8.0
Fellowship	\$17,444	\$19,077	\$1,633	4.1
Consolidated Rectory & Trust Fund Dividends **	\$7,479	\$7,699	\$220	1.8
Miscellaneous Corporation Revenues	\$100	0	(\$100)	0.0
Stewardship	\$1,190	\$9,895	\$8,705	0.3
Liturgical	\$3,457	\$2,967	(\$490)	0.8
Open Offerings	\$4,370	\$3,814	(\$556)	1.0
Total	\$423,070	\$491,654	\$68,584	100

The above table breaks down our revenue for 2016 and 2017, including GiFT revenue spent on approved GiFT projects.

* The envelope revenue category includes all envelopes, which are not designated for other named purposes. It includes operations fund envelope offerings, initial envelope offerings, offerings through Canada Helps, thank offerings and seasonal offerings (Lent, Loonies, Easter, Thanksgiving and Christmas).

** The Rectory Trust (RTF) fund is recorded on the Financial Statement as a negative expense rather than revenue. The Diocese credits the dividend from the RTF to be used for ECOPS

(Equalized Cost of Priestly Services). We do not actually receive a cheque for the dividend. It is applied at the Diocesan level to offset some of the ECOPS. It has to be recorded on the Financial Statement as a negative expense rather than revenue. The credit has the same effect on the surplus as recording it as revenue.

All amounts are rounded to the nearest dollar.

We continue to offer a Pre-Authorised Remittance (PAR) option to our parishioners through the Stewardship offices of the United Church of Canada. Payments are made monthly either by direct debit to your bank account or by Credit Card on the 20th of each month (both Visa and Master Card are accepted). As of December 2017, **\$134,358** is committed annually through the Pre-Authorised Remittance program (currently 51 families). In **2017** PAR accounted for **56.7% of our envelope revenue**. If you are interested in exercising this option, application forms are available through the parish office and can also be found at the front and back entrances of the church.

Offerings can also be made on-line through Canada Helps.

It would help greatly in our cash management efforts if more parishioners would take advantage of this PAR service. It should be noted that when the credit card option is selected, St. Stephen's receives the amount offered by the parishioner **minus** the credit card transaction cost (as much as 3% of the transaction, depending on credit card used).

Another donation option, which is available, is the donation of gifts of eligible stock market shares. This can be attractive for those who wish to contribute to the church and have shares, which normally would attract capital gains tax when sold. When you donate shares to the church, one does not incur any capital gains and you receive a charitable donation receipt for the value of the shares on the day they are sold and transferred to the church. If you wish to pursue this option, instructions and permission forms are available from the church office.

Another option would be to consider making a bequest to St. Stephen's in your will. If you wish corporation to have the flexibility to use the funds at their discretion, where needed, then please specify in your will that "the funds of the bequest are to be used at the discretion of the Corporation of St. Stephen's Church". If a bequest is made and nothing is specified, then the funds must be used for Capital Expenditures only in accordance with an Ontario Court decision on a court case some years ago. If you wish the bequest be used for a specific purpose other than Capital, then please specify the provisions in your will.

Expenses

The table on the next page shows the breakdown of our 2017 expenses. **Personnel staff costs are allocated across clusters in accordance with the time spent on these activities.** Costs are shown to the nearest dollar **Expenses include those paid from our GiFT offerings.**

Parish Activity	Expenses	%
Management, Diocesan Support, Administration & Building Maintenance	\$170,559	34.8
Worship	\$90,909	18.5
Property	\$134,347	27.4
Outreach – see Note	\$33,664	6.9
Education	\$20,399	4.2
Pastoral Care	\$18,375	3.7
Fellowship & Inreach	\$15,196	3.1
Stewardship	\$4,083	0.8
GiFT Expenses	\$3,082	0.6
Total Expenses	\$490,614	100.0

Note: Outreach, including Pastoral Care, Gift Program Outreach and 18% of our Fair Share payment to the Diocese accounted for \$53,349 of our overall expenses in 2017. The 18% of our Fair Share funds the five Diocesan Community Ministries of the Diocese.

St. Stephen's Net Worth

Our net worth, as shown on the Comparative Balance Sheet has increased by \$11,371 in 2017.

Other

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

Special thanks are due to JoAnn Collett, our Assistant Treasurer, who fills in while Pat and I are travelling.

Special thanks are also due to our Parish Administrator: Marilyn Brownlee, all the counters, and especially to Counter Coordinator George Weber, Counter Captains; George Weber, Gerry Stephen, Sue FitzPatrick, and Alice Walsh, and to our Envelope Secretary, Sue FitzPatrick. These people contribute greatly to the successful financial management of the parish and contribute many hours of dedicated service throughout the year. Thanks, are also due to Gerry Stephen, and Jack Kalil, who audit our financial statements.

Rob Hamilton, Treasurer

2017 FINANCIAL REPORT

St. Stephen's Anglican Church

Balance Sheet Comparison		12/31/2016	12/31/2017	Difference
ASSETS				
10000	Chequing Account	78,406.89	31,166.41	(47,240.48)
11000	Petty Cash	290.46	290.46	0.00
12000	Accounts Receivable			
12010	Pay Deficit/Apply Surplus	(3,161.21)	20,157.01	23,318.22
	TOTAL Accounts Receivable	(3,161.21)	20,157.01	23,318.22
12600	GST Recoverable	0.00	0.00	0.00
12700	PST Recoverable	0.00	0.00	0.00
12800	Sales Tax Rebates Due	1,211.79	8,094.15	6,882.36
14000	Land and Buildings in Canada (Total)			
14050	Land and Buildings in Canada	2,739,758.00	2,739,758.00	0.00
	TOTAL Land and Buildings in Canada (Total)	2,739,758.00	2,739,758.00	0.00
14200	Furniture and Equipment (Total)			
14250	Furniture and Equipment	56,694.81	56,694.81	0.00
	TOTAL Furniture and Equipment (Total)	56,694.81	56,694.81	0.00
15000	Long Term Investments			
15010	Consolidated Trust Fund	251,312.50	270,012.96	18,700.46
15020	Rectory Trust Fund	142,826.00	152,536.91	9,710.91
	TOTAL Long Term Investments	394,138.50	422,549.87	28,411.37
TOTAL ASSETS		3,267,339.24	3,278,710.71	11,371.47
LIABILITIES and FUNDS				
21000	Accounts Payable	0.00	0.00	0.00
22000	CPP Liability	0.00	0.00	0.00
23300	Deferred Revenue			
23310	GiFT			
23320	Gift - Unassigned	26,277.90	37,716.07	11,438.17
23321	GiFT - Enhancing Outreach	0.00	0.00	0.00
23322	GiFT - Enriching our Worship	1,020.00	1,030.20	10.20
23323	GiFT - Expanding Christian Education	552.17	557.69	5.52
23324	GiFT - Improving Communications	3,978.71	3,697.69	(281.02)
23325	GiFT - Sustaining our Ministries	1,886.00	435.65	(1,450.35)
	TOTAL GiFT	33,714.78	43,437.30	9,722.52
23330	Discretionary Reserves			
23331	Annual Share Reserve	0.00	0.00	0.00
23332	BCE Share Reserve	7,326.67	0.00	(7,326.67)
23333	Share Reserve	84,412.56	85,256.69	844.13
23334	Memorial Reserve	14,896.82	15,045.78	148.96
23335	Dorothy Jones Bequest Reserve	4,364.11	12,428.41	8,064.30
23336	Cash Reserve	5,186.38	445.81	(4,740.57)
	TOTAL Discretionary Reserves	116,186.54	113,176.69	(3,009.85)

Balance Sheet Comparison		12/31/2016	12/31/2017	Difference
23350	Capital Reserves			
23352	Capital Appropriations Reserve	520.72	970.25	449.53
23353	Worship Space Renovations Reserve	116.18	117.34	1.16
23354	Worship Space Video System Reserve	6,960.92	7,030.53	69.61
23355	Information Technology Reserve	28.22	0.00	(28.22)
23356	Gallanger Bequest Reserve	0.00	0.00	0.00
23357	Edith McTeer Bequest Reserve	30,297.85	15,476.27	(14,821.58)
23358	Lift Fund	0.00	0.00	0.00
	TOTAL Capital Reserves	37,923.89	23,594.39	(14,329.50)
23370	Restricted Operating Reserves			
23371	Designated Parish Events	313.15	316.28	3.13
23372	Youth Group Reserve	760.03	767.63	7.60
23373	Flower Reserve	312.23	0.00	(312.23)
23374	Liturgical Reserve	2,507.71	4,195.61	1,687.90
23375	Vaughan Education Reserve	831.24	839.55	8.31
23376	Choir Reserve	4,021.81	3,158.54	(863.27)
23377	Arctic Tour Reserve	5,150.77	2,677.28	(2,473.49)
23378	PBL Insurance Reserve	(23.38)	(10.42)	12.96
	TOTAL Restricted Operating Reserves	13,873.56	11,944.47	(1,929.09)
23380	Outreach Reserves			
23381	Foster Farm Lunch Bag Reserve	137.30	138.67	1.37
23382	Parish Aid & Relief	0.00	0.00	0.00
23383	General Outreach Reserve	0.00	0.00	0.00
23384	Warehouse Reserve	988.63	998.52	9.89
23385	Women's Retreat Reserve	2,175.80	2,197.56	21.76
23386	Men's Retreat Reserve	456.61	461.18	4.57
23387	Haitian Orphanage Reserve	575.00	184.98	(390.02)
	TOTAL Outreach Reserves	4,333.34	3,980.91	(352.43)
	TOTAL Deferred Revenue	206,032.11	196,133.76	(9,898.35)
24000	Long Term Loans	3,030,846.91	3,059,258.28	28,411.37
30100	Corporation	17,728.38	(3,581.13)	(21,309.51)
31000	Program Fund	12,809.26	32,641.47	19,832.21
32000	Outreach Fund	(1,241.51)	(4,438.30)	(3,196.79)
33000	Flow Through Outreach Fund	108.00	(1,892.00)	(2,000.00)
34000	Building/Capital Fund	1,056.09	588.43	(467.66)
35000	Lift Fund (fund accounting)	0.00	0.20	0.20
	TOTAL LIABILITIES and FUNDS	3,267,339.24	3,278,710.71	11,371.47

Funds and Reserves

The following table groups our funds and reserves into four categories:

Discretionary — These funds can be used at the discretion of Corporation for any necessary expenses. This includes any operational expenses.

Capital Reserves — These funds can be used only to pay for capital expenses.

Special Reserves — These funds are to pay for specific operational expenses as determined by the donor when the offering is received. These funds are held in trust for the specific purpose specified, when needed.

GiFT Reserves — These funds are held in our Funds and Reserves to be used as specified by Parish Council in accordance with our GiFT revised plan approved at Vestry 2014.

The Consolidated Trust Funds (CTF), held by the Diocese and invested on our behalf, are also reserves available to us for specific purposes. We must apply to the Property & Finance Committee of the Diocese to release these funds to us for our use. The Committee assures that the funds are to be used as specified in the Fund purpose when depositing the funds in the CTF.

Our funds and reserves hold offerings that are received and are not needed or are surplus to our requirements, in the year that they are offered. They are available for when they are needed.

Each year, we run a deficit balance in our current accounts throughout the year (offerings don't fully fund expenditures). We pay our bills by borrowing from our unused funds and reserves. We pay interest to the funds and reserves for that privilege.

The following table shows the January 1, 2017 and December 31, 2017 balances plus the activity through the year for each account in our Funds and Reserves.

Funds & Reserves Activity for 2017

Interest Rate Credited — 1 Percent	0.01
GiFT REVENUE — UNASSIGNED	
Balance Jan 1, 2017	26,277.90
Cash from Diocese	12,471.48
Transferred to GiFT — Enhancing Outreach	-1,060.20
	37,689.18
Interest Credited	376.89
Transferred 31 Dec to GiFT Outreach	-350.00
Balance Dec 31, 2017	<u>38,066.07</u>
GiFT — ENHANCING OUTREACH	
Balance Jan 1, 2017	0.00
Transferred from GiFT Revenue	1,410.20
GiFT Outreach Expenses — see Gift Report for details	-1,410.20
Balance Dec 31, 2016	<u>0.00</u>
GiFT — EXPANDING CHRISTIAN EDUCATION	
Balance Jan 1, 2017	552.17
Interest Credited	5.52
Balance Dec 31, 2017	<u>557.69</u>

GiFT – ENRICHING OUR WORSHIP

Balance Jan 1, 2017	1,020.00
Interest Credited	10.20
Balance Dec 31, 2017	<u>1,030.20</u>

GiFT – IMPROVING COMMUNICATIONS

Balance Jan 1, 2017	3,978.71
Parking Lot Sign	-317.63
	3,661.08
Interest Credited	36.61
Balance Dec 31, 2017	<u>3,697.69</u>

GiFT – SUSTAINING OUR MINISTRIES

Balance Jan 1, 2017	1,886.00
Office Furniture	-826.86
Elevator Project Architect Fees	-627.80
	431.34
Interest Credited	4.31
Balance Dec 31, 2017	<u>435.65</u>

BCE SHARE RESERVE

Balance Jan 1, 2017	7,326.67
Interest Credited	73.27
	7,399.94
Fund Interest to Funds & Reserves	-2,439.66
Fund Deficit (Partial)	-4,960.28
Balance Dec 31, 2017	<u>0.00</u>

ENBRIDGE SHARE RESERVE

Balance Jan 1, 2017	84,412.56
Interest Credited	844.13
Balance Dec 31, 2017	<u>85,256.69</u>

FOSTER FARM LUNCH BAG RESERVE

Balance Jan 1, 2017	137.30
Interest Credited	1.37
Balance Dec 31, 2017	<u>138.67</u>

MEMORIALS FUND

Balance Jan 1, 2017	14,896.82
Interest Credited	148.97
Balance Dec 31, 2017	<u>15,045.78</u>

CAPITAL APPROPRIATIONS FUND

Balance Jan 1, 2017	520.72
Transfer from Revenue	439.92
	960.64
Interest Credited	9.61
	970.24
Balance Dec 31, 2017	970.24

DOROTHY JONES BEQUEST

Balance Jan 1, 2017	4,364.11
Repayment of Grocery Card Loan	10,000.00
	14,364.11
Interest Credited	143.64
Fund Deficit Remainder	-2,079.34
Balance Dec 31, 2017	12,428.41

EMERGENCY WAREHOUSE FUND

Balance Jan 1, 2017	988.63
Interest Credited	9.89
Balance Dec 31, 2017	998.51

PBL INSURANCE

Balance Jan 1, 2017	-23.38
Drawn on Deposit	12.96
Balance Dec 31, 2017	-10.42

DESIGNATED PARISH EVENTS

Balance Jan 1, 2017	313.15
Interest Credited	3.13
Balance Dec 31, 2017	316.28

YOUTH GROUP RESERVE

Balance Jan 1, 2017	760.03
Interest Credited	7.60
Balance Dec 31, 2017	767.63

ARCTIC TOUR RESERVE

Balance Jan 1, 2017	5,150.77
Iqaluit Music Society	-2,500.00
	2,650.77
Interest Credited	26.51

Balance Dec 31, 2017	<u>2,677.28</u>
WORSHIP SPACE - UPGRADES & MAINTENANCE	
Balance Jan 1, 2017	116.18
Interest Credited	1.16
Balance Dec 31, 2017	<u>117.34</u>
AUDIO / VISUAL UPGRADES - WORSHIP SPACE	
Balance Jan 1, 2017	6,960.92
Interest Credited	69.61
Balance Dec 31, 2017	<u>7,030.53</u>
LITURGICAL FUND (SECIAL ALTAR FUND)	
Balance Jan 1, 2017	2,507.71
Donations	1,646.36
	4,154.07
Interest Credited	41.54
Balance Dec 31, 2017	<u>4,195.61</u>
INFORMATION TECHNOLOGY FUND	
Balance Jan 1, 2017	28.22
Partially fund Keyboards	<u>-28.22</u>
Balance Dec 31, 2017	<u>0.00</u>
VAUGHAN EDUCATION FUND	
Balance Jan 1, 2017	831.24
Interest Credited	8.31
Balance Dec 31, 2017	<u>839.55</u>
FLOWER FUND	
Balance Jan 1, 2017	312.23
Flower Expenses Charged to Fund	<u>-312.23</u>
Balance Dec 31, 2017	<u>0.00</u>
CHOIR RESERVE	
Balance Jan 1, 2017	4,021.81
Choir Expenses	-894.54
	3,127.27
Interest Credited	31.27
Balance Dec 31, 2017	<u>3,158.54</u>

EDITH MCTEER BEQUEST

Balance Jan 1, 2017	30,297.85
Fund capital Expenses	-10,095.36
	20,202.49
Interest Credited	202.02
Fund year End Capital Expense	-4,928.24
Balance Dec 31, 2017	<u>15,476.27</u>

WOMEN'S RETREAT FUND

Balance Jan 1, 2017	2,175.80
Interest Credited	21.76
Balance Dec 31, 2017	<u>2,197.56</u>

MEN'S RETREAT FUND

Balance Jan 1, 2017	456.61
Interest Credited	4.57
Balance Dec 31, 2017	<u>461.18</u>

CASH RESERVE

Balance Jan 1, 2017	5,133.38
Apply 2016 Surplus	30,460.00
	35,593.38
Interest Credited	355.93
	35,949.32
Lift Loan	-35,503.51
Balance Dec 31, 2017	<u>445.81</u>

HAITIAN ORPHANGE RESERVE

Balance Jan 1, 2017	575.00
Paid to Revenue	-391.85
	183.15
Interest Credited	1.83
Balance Dec 31, 2017	184.98

All Funds & Reserves

Balance as of January 1, 2017	205,979.10
Interest to Funds & Reserves	2,439.66
Balance, All Funds, as of December 31, 2017	196,483.76
Net Change, All Funds	-9,495.34

Funds & Reserves Interest Paid from BCE Fund
Lift Loans from Cash Reserves and Memorials Fund
Deficit Paid from BCE Share Fund & Dorothy Jones Bequest

2017 Financial Report

The detailed 2017 Financial Report follows. All of the capital budget expense items have been paid from donations or from our Funds and Reserves (mainly Bequest Fund). The Flow Through Outreach accounts are those where parishioners have contributed to specific outreach projects that are not part of our committed outreach budget. All offerings to Flow Through projects are transferred directly to the intended outreach recipient.

Per our normal practice, we have moved surplus money (offerings – e.g. Food for the Needy) to other like accounts where the money is needed (e.g. Lunch & Breakfast Program).

In the detailed report, the revenue (actual revenue) reflects the revenue after the surplus for an account has been moved. The Comments column shows the shifting of excess revenue to where it was needed, or to a Reserve Fund if not needed in 2017.

St. Stephen's Anglican Church**Financial Results 2017**

Printed: January 17, 2018

		2017 Actuals	2017 Budget
REVENUE			
40000	Corporation revenue	0.00	250.00
40100	Envelope Revenue		
40110	Envelope General	230,847.84	224,424.00
40112	Initial Offering	348.25	309.00
40113	Thank Offerings	55.00	0.00
40114	Lent	0.00	0.00
40115	Loonies for Lent	0.00	548.00
40116	Easter	2,595.00	2,212.00
40117	Thanksgiving	831.00	856.00
40118	Christmas	2,200.00	3,009.00
	TOTAL Envelope Revenue	236,877.09	231,358.00
40150	Trust Fund Revenue		
40151	Consolidated Trust Fund Revenue	3,052.68	3,000.00
	TOTAL Trust Fund Revenue	3,052.68	3,000.00
40180	Non-Receipted Gifts		
40181	Open Offering	3,711.58	4,027.00
40182	United Way Income	102.34	343.00
	TOTAL Non-Receipted Gifts	3,813.92	4,370.00
40400	Rental Donation Income		
40410	General Hall Donations	3,867.92	2,570.00

40420	Al Anon	300.00	30.00
40430	Foot Clinic	325.00	270.00
40440	Prostate Cancer Canada Network	3,000.00	3,000.00
40450	Montessori	56,500.00	59,000.00
40460	Wells Salvation Church	0.00	0.00
	TOTAL Rental Donation Income	63,992.92	64,870.00

40500 Parish Memorial Offerings
40509 Memorials 2017

40511	Memorial - Bill Neale (to Memorials Fund	0.00	0.00
	TOTAL Memorials 2017	0.00	0.00
	TOTAL Parish Memorial Offerings	0.00	0.00

41300 Allowances Revenue

41310	ECOPS	0.00	0.00
41330	Honoraria / Allowances	0.00	0.00
	TOTAL Allowances Revenue	0.00	0.00

43000 Administration Revenue

43020	Office Revenue	0.00	0.00
43080	Office Contracts	0.00	0.00
	TOTAL Administration Revenue	0.00	0.00

45000 Fellowship Cluster

45011	Men's Fellowship	90.00	0.00
45020	Coffee Hour	869.07	1,000.00
45030	Food Fair	16,524.75	14,000.00
45050	Picnic	140.00	155.00
45060	Other Events	1,161.75	1,902.00
45061	Palestinian Night	291.15	0.00
	TOTAL Fellowship Cluster	19,076.72	17,057.00

46000 Liturgical Cluster Revenue

46010	Altar Guild	410.56	1,075.00
46020	Choir	894.54	2,800.00
46030	Liturgical Resources Other	0.00	0.00
46050	Flowers	1,512.23	1,149.00
46060	Baptism	150.00	0.00
	TOTAL Liturgical Cluster Revenue	2,967.33	5,024.00

47000	Education Cluster Revenue		
47031	Youth Ministry	0.00	500.00
47040	Adult Education Revenue		
47042	Lenten Study	0.00	25.00
47043	CPR Course	1,200.00	1,500.00
47044	Forward Day By Day	190.40	210.00
47045	Ministry Development	0.00	100.00
	TOTAL Adult Education Revenue	1,390.40	1,835.00
	TOTAL Education Cluster Revenue	1,390.40	2,335.00
48000	Stewardship Cluster Revenue		
48015	Grocery Card	7,825.31	7,500.00
48020	Fund Raising Events		
48021	Concert Night	0.00	1,000.00
48022	Sage Age Theatre	2,060.00	4,000.00
	Stewardship Event		
48023	Jewelry Sale	10.00	215.00
	TOTAL Fund-Raising Events	2,070.00	5,215.00
48040	Offering Envelope	0.00	0.00
	TOTAL Stewardship Cluster Revenue	9,895.31	12,715.00
48100	Property (Capital) Revenue		
48111	Capital Appropriations	0.00	1,025.00
48112	Repairs	2,901.63	2,500.00
48113	Lawn & Garden Care	383.88	700.00
	TOTAL Property (Capital) Revenue	3,285.51	4,225.00
48120	Recurring Capital Projects Revenue		
48123	Alarm System Inspections	504.10	485.00
48124	Heating System Inspection	602.85	500.00
	& Repairs		
48125	Fire System	24.06	400.00
48126	Minor Capital Projects	156.96	350.00
48127	Service Snowblower	50.00	100.00
48128	Service Lawn Mower	0.00	100.00
48129	Service Defibrillator	0.00	475.00
48130	Service Exterior Exhaust Fan	0.00	125.00
	TOTAL Recurring Capital Projects Revenue	1,337.97	2,535.00
48400	2016 Projects (non-Recurring)		

St. Stephen's Anglican Church

48401	Duct Cleaning	0.00	0.00
48402	Hot Water Tank	0.00	0.00
48403	Repair Roof Above Pkg Lot Entrance	0.00	0.00
48404	New Lawnmower	0.00	0.00
48405	Eaves-trough North Roof	0.00	0.00
48406	Replacement Watson Street Signs	0.00	0.00
48409	Parking Lot Entrance Sign	0.00	0.00
48410	Chairs, Liturgical-Replace Clergy Bench	0.00	0.00
	TOTAL 2016 Projects (non- Recurring)	0.00	0.00
48420	2017 Projects (Non-Recurring)		
48421	Paint Parking Lot Lines	275.44	265.00
48422	Lift replacement	61,859.03	35,000.00
48423	Move Parking Lot Entrance Stairs	0.00	8,500.00
48424	Upgrade Big Give Banner	25.99	60.00
48425	Paint Parking Lot Entrance	4,928.23	4,800.00
48426	Washroom Sink Faucets Replacement	774.29	912.00
48427	Direct Water Connection - Coffee Makers	0.00	630.00
48428	Lift Repair	2,314.00	0.00
48429	Replace Defective Shingles	467.73	0.00
48430	Lift Project Loan	40,431.55	0.00
48431	Lift Memorial - Lydon McKeown	9,831.75	0.00
48432	Lift Memorial - Jim Ross	535.00	0.00
48433	Lift Memorial - Bob McInnis	5,335.00	0.00
48434	Lift Memorial - Matt Schwartz	1,239.80	0.00
48435	Lift Memorial - Rachel Exeter	229.52	0.00
48436	Dishwasher Motor Replacement	1,476.19	0.00
	TOTAL 2017 Projects (Non- Recurring)	129,723.52	50,167.00
49000	Outreach Cluster Revenue		
49100	Food Programs Revenue		

49110	Food Cupboard Revenue	0.00	1,000.00
49120	Lunch & Breakfast Program	1,500.00	0.00
49130	Morrison Gardens Food Cupboard	801.84	0.00
49150	Foster Farm Lunch Bag Program	1.37	0.00
49160	White Gifts	1,742.40	2,150.00
	TOTAL Food Programs Revenue	4,045.61	3,150.00
49300	Rector's Discretionary fund	500.00	0.00
49310	Pastoral Care Team	0.00	50.00
49400	Undesignated M&O	0.00	1,000.00
49410	Women's Retreat	0.00	4,000.00
49420	Men's Retreat	0.00	4,000.00
49430	Big Give	96.25	0.00
49440	Multi-faith Housing	100.00	0.00
49500	Flow Through Outreach Revenue		
49510	PWRDF	2,444.85	0.00
49512	PWRDF - Haiti Relief	150.00	0.00
49540	St. Stephen's Residence	556.25	0.00
49620	Haitian Orphanage	2,691.85	0.00
49630	Back Packs	50.00	0.00
49640	Cornerstone Room Project	960.00	0.00
	TOTAL Flow Through Outreach Revenue	6,852.95	0.00
	TOTAL Outreach Cluster Revenue	11,594.81	12,200.00
TOTAL REVENUE		487,008.18	410,106.00
EXPENSE			
50000	Corporation Expenses		
50050	Trust Fund Dividend Expense		
50051	CTF Dividend	0.00	0.00
50052	RTF Dividend	(4,646.04)	(4,600.00)
	TOTAL Trust Fund Dividend Expense	(4,646.04)	(4,600.00)
50070	General Expense		
50071	Open Exp	0.00	0.00

	TOTAL General Expense	0.00	0.00
50200	Hall Usage Expenses		
50210	General Hall Exp	493.82	300.00
	TOTAL Hall Usage Expenses	493.82	300.00
	TOTAL Corporation Expenses	(4,152.22)	(4,300.00)
51000	Remuneration & Allowances Expenses		
51010	ECOPS-Exp	117,684.96	117,685.00
51011	Interim Priest Exp	744.00	744.00
51020	Housing exp	0.00	0.00
51030	Honoraria Exp	1,000.00	1,200.00
51040	Seminars Exp	180.00	160.00
51050	Lay Staff Remuneration Expenses		
51051	Christian Formation Coordinator Exp	0.00	0.00
51052	Music Director Exp	34,073.04	34,073.00
51053	Sexton Exp	37,604.04	37,604.00
51054	Parish Administrator Exp	28,386.96	28,387.00
51055	Replacement Music Director Exp	775.00	1,050.00
51056	Replacement Caretaker Exp	705.00	0.00
	TOTAL Lay Staff Remuneration Expenses	101,544.04	101,114.00
51060	Remainder of 2016 On Account Payment Exp	556.32	0.00
	TOTAL Remuneration & Allowances Expenses	221,709.32	220,903.00
52000	Fair Share Expenses	58,206.00	58,206.00
53000	Administration Expenses		
53010	Admin-Communication	1,282.25	1,800.00
53020	Admin-Office	1,997.19	2,000.00
53021	Admin - Miscellaneous Office	520.77	0.00
53030	Admin-Advertising	0.00	600.00
53040	Admin-Synod	535.00	450.00
53061	Admin-Bank Charges	244.26	400.00
53062	Admin-PAR Admin	292.50	325.00
53063	Admin-Visa/Mastercard	416.41	550.00
53070	Admin-Bank Reconciliation	(124.90)	0.00
53090	Admin-Office Contracts	5,694.83	7,500.00

	TOTAL Administration Expenses	10,858.31	13,625.00
54000	Building Expenses		
54010	Bldg-Water	1,682.67	2,000.00
54020	Bldg-Hydro	7,029.01	10,000.00
54030	Bldg-Insurance	14,679.00	14,679.00
54050	Bldg-Gas	7,453.36	8,000.00
54060	Bldg-Supplies	2,318.68	2,700.00
54070	Bldg-Maintenance Contract	2,644.51	4,300.00
54080	Bldg-Snow Clearing	7,095.46	4,500.00
	TOTAL Building Expenses	42,902.69	46,179.00
55000	Fellowship Expenses		
55010	FE-Women's Fellowship	20.00	0.00
55011	FE-Men's Fellowship	36.91	0.00
55020	FE-Coffee	876.48	1,100.00
55030	FE-Food Fair	1,623.83	1,110.00
55050	FE-Picnic	584.05	425.00
55060	FE-Other Events	991.16	1,500.00
55061	FE-Palestinian Night	99.75	0.00
	TOTAL Fellowship Expenses	4,232.18	4,135.00
56000	Liturgical Cluster Expenses		
56010	Altar Exp	1,763.53	1,800.00
56020	Choir Exp	894.54	2,800.00
56030	Liturgical Resources Other Exp	821.12	800.00
56050	Flowers Exp	2,903.60	2,000.00
56060	Baptism Exp	319.03	0.00
	TOTAL Liturgical Cluster Expenses	6,701.82	7,400.00
57000	Education Cluster Expenses		
57020	Nursery Exp	0.00	100.00
57021	Confirmation Class	82.42	0.00
57030	Church School Exp	0.00	600.00
57031	Youth Ministry Exp	0.00	300.00
57032	Family Group Exp	0.00	100.00
57033	Lay Readers Exp	70.00	0.00
57040	Adult Education Expenses		
57041	Parish Education Activities Exp	0.00	200.00
57042	Lenten Study Exp	0.00	200.00
57043	CPR Requalification	893.88	1,500.00

57044	Forward Day by Day Exp	262.50	270.00
57045	Ministry Development Exp	0.00	300.00
57046	Seasonal Devotional Pamphlets/Calendars	0.00	400.00
	TOTAL Adult Education Expenses	1,156.38	2,870.00
	TOTAL Education Cluster Expenses	1,308.80	3,970.00
58000	Stewardship Cluster Expenses		
58005	St-Visioning Day	0.00	0.00
58010	St-stewardship Campaign	0.00	500.00
58011	St-Legacy Giving	0.00	100.00
58020	St-Sage Age Theatre Fund Raising Event	690.28	0.00
58040	St-Offering Envelopes	564.45	530.00
	TOTAL Stewardship Cluster Expenses	1,254.73	1,130.00
58100	Property (Capital) Expenses		
58110	Pr-Interest to Funds & Reserves	0.00	1,800.00
58111	Pr-Capital Appropriations	0.00	0.00
58112	Pr-Repairs	2,901.63	2,500.00
58113	Pr-Lawn & Garden	383.87	700.00
58120	Recurring Capital Project Expenses		
58123	Rc-Alarm System	504.10	485.00
58124	Rc-Heating System	602.85	500.00
58125	Rc-Fire System	24.06	400.00
58126	Rc-Minor Capital Projects	156.95	350.00
58127	Rc-Service Snowblower	50.00	100.00
58128	Rc-Service Lawnmower	0.00	100.00
58129	Rc-Service Defibrillator	0.00	475.00
58130	Rc-Service Exterior Exhaust Fan	0.00	125.00
	TOTAL Recurring Capital Project Expenses	1,337.96	2,535.00
58400	2016 Projects Expense		
58401	16-Duct Clean'ng	0.00	0.00
58402	16-Hot Water T'nk	0.00	0.00
58404	16-New Lawnm'wer	0.00	0.00

58405	16-Eavestrough North Roof	0.00	0.00
58406	16-Replacement Watson St. Signs	0.00	0.00
58408	16-Parking Lot Entrance Sign	0.00	0.00
58409	16-Exhaust Fan Service	0.00	0.00
58410	1Liturgical Chairs, Replace Clergy Bench	0.00	0.00
	TOTAL 2016 Projects Expense	0.00	0.00
58420	2017 Projects Expenses		
58421	17-Paint Parking Lot Lines	275.44	265.00
58422	17-Upgrade Lift	119,461.65	35,000.00
58423	17-Move Parking Lot Entrance Stairs	0.00	8,500.00
58424	17-Upgrade Big Give Banner	25.99	60.00
58425	17-Paint Parking Lot Entrance	4,928.23	4,800.00
58426	17-Washroom Faucet Replacement	774.29	912.00
58427	17-Water Connection - Coffee Makers	0.00	630.00
58428	17 - Lift Repair	2,314.00	0.00
58429	17-Replace Defective Shingles	467.73	0.00
58436	17-Replace Dishwasher Motor	1,476.14	0.00
	TOTAL 2017 Projects Expenses	129,723.47	50,167.00
	TOTAL Property (Capital) Expenses	134,346.93	57,702.00
59000	Outreach Cluster Expenses		
59100	Food Expenses		
59120	Lunch & Breakfast Pgm	1,500.00	1,500.00
59130	Morrison Gdns Food Cpbd	1,000.00	1,000.00
59140	Pinecrest Terrace Food Cpbd	500.00	500.00
59160	White Gifts Exp	1,742.40	2,000.00

	TOTAL Food Expenses	4,742.40	5,000.00
59200	OWECC Exp	2,000.00	2,000.00
59210	Refuge NOW Exp	0.00	0.00
59300	Rector's Discretionary Fund Exp	1,110.00	1,200.00
59310	Pastoral Care Exp	0.00	50.00
59320	Anglican Foundation Exp	50.00	50.00
59400	Undesignated Mission & Outreach Exp	0.00	15.00
59410	Women's Retreat exp	0.00	4,000.00
59420	Men's Retreat Exp	0.00	4,000.00
59430	Big Give Exp	86.25	0.00
59440	Multi-faith Housing Exp	100.00	5,000.00
59500	Flow Through Outreach Expenses		
59510	PWRD Fund exp	2,444.85	0.00
59520	Arctic Outreach Exp	2,000.00	0.00
59540	St. Stephen's Residence Exp	556.00	0.00
59601	Parish Aid & Rlf - PmK Exp	1,000.00	0.00
59620	Haitian Orphanage Exp	2,691.85	0.00
	TOTAL Flow Through Outreach Expenses	8,692.70	0.00
	TOTAL Outreach Cluster Expenses	16,781.35	21,315.00
TOTAL EXPENSE		494,149.91	430,265.00
NET INCOME		(7,141.73)	(20,159.00)

2017 GiFT FINANCIAL REPORT

GiFT Revenue To Date and 2017 Results

As of 31 December 2017

	Received
Total 2012	\$6,550.67
Total 2013	\$36,707.96
Total 2014	\$18,931.83
Total 2015	\$20,542.44
Total 2016	\$12,264.38
Total 2017	\$12,471.49

Total Received from the Diocese	\$107,468.77
GiFT Campaign Expenses Actually Spent	\$301.20
Available for Allocation	\$107,167.57

Allocation Per Parish GiFT Proposal	Revenue	Committed	Balance
Enhancing Outreach	14,461	10,116	4,345
Enriching our Worship	2,580	0	2,580
Expanding Christian Education	80,658	53,871	26,787
Improving Communications	4,828	3,361	1,468
Sustaining our Ministries	9,289	8,471	818
GiFT Expenses	301	301	0
Total	112,119	76,120	35,998

Includes Diocesan Grants

2017 GiFT Spending

	2017 Spent	Committed	Balance	
Enhancing Outreach				
Big Give	260	260	0	
Michelle Heights Community Centre	250	250	0	
Pinecrest Terrace Community House	250	250	0	
Foster Farm	250	250	0	
Pincrest Queensway Community Health Centre - Youth Program	250	250	0	
Pinecrest Terrace Food Cupboard	50	50	0	
Parish Aid & Relief	0	595	595	From Previous Years
	1,310	1,905	595	
Enriching Our Worship				
Honoraria	0	0	0	
Expanding Christian Education				
Audio / Visual Equipment, furnishings and Supplies	0	1,000	1,000	from Previous Years
	0	1,000	1,000	
Improving Communications				

Watson St. & Parking Lot Signs - Diocesan Sign Grant (700) Applied	318	318	0
	318	318	0
Sustaining our Ministries			
New Office Furniture	827	827	0
Planning for New Elevator	628	628	0
	1,455	1,455	0
GiFT Campaign Expenses			
	0	0	0
TOTALS	3,082	4,678	1,596

GiFT Transaction History - 2012 to 2016

Enhancing Outreach Expenses	Spent	Committed	Balance
Parish Aid & Relief	1,700	2,295	595
Refuge NOW	1,500	1,500	0
Michelle Heights Homework Club	700	700	0
Michelle Heights Summer Youth			
Drop-In Centre	500	500	0
Morrison Gardens Cycle Bus	200	200	0
Refugee Now	500	500	0
Margaret Knight Honorarium	100	100	0
West End Villa	400	400	0
Britannia Woods Community House	200	200	0
West End Interfaith Margaret Knight Honorarium	400	400	0
Refugee Support - Refuge NOW	500	500	0
Foster Farm, Toaster Repair	16	16	0
Big Give	390	800	410
Margaret Knight Honorarium	100	100	0
Totals	7,206	8,211	1,005

Enriching Our Worship			
Improved Choir Lighting - Completed at no Cost to the Parish	0	0	0
	0	0	0

Expanding Christian Education			
Women's Retreat (2012)	599	599	0
Education Equipment / Furnishings	1,473	6,000	4,527

Christian Formation Coordinator	42,822	42,822	0
CFC Grant from Diocese	3,250	3,250	0
CFC Expenses	200	200	0
Audio / Visual Equipment, furnishings and Supplies	262	1,000	738
	48,607	53,871	5,265

Improving Communications

New Logo Calling Cards	70	70	0	
Watson Street Sale Advertising	78	78	0	
New signage	16	16	0	
Festival Tree Lighting	303	303	0	
New Sign - Parking Lot Fence	393	393	0	
Communications Chair Budget		0	0	Not Required
New Signage - New To You Signs	372	372	0	
Seasonal Banners		0	0	Not Required
Watson street and Parking Lot Entrance Signs (Diocesan Sign Grant (\$700) Applied	1,278	1,800	522	
Advertising	328	328	0	
	2,838	3,361	522	

Sustaining our Ministries

Planning For New Elevator	451	5,000	4,549
Planning for Sheltered Portico, & Renovated Parking Lot Entrance	3,471	3,471	(0)
	3,922	8,471	4,549

GiFT Campaign Expenses

28	650	622
28	650	622

TOTALS

62,602	74,564	11,963
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**Diocesan Grant - Michelle
Heights**

CFC Grant from Diocese

Diocesan Sign Grant

700	700	0
3,250	3,250	0
700	700	0

AUDITOR'S REPORT



February 2018

The Vestry
St. Stephen's Anglican Church
930 Watson Street
Ottawa, ON K2B 6H9

We have examined the Balance Sheet of the Church Wardens of St. Stephen's as at December 31, 2017 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 Regulation 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 present fairly the financial position of the Church as at December 31, 2017, and the results of its financial activities for the year then ended, in accordance with the accounting principles applied on a basis consistent with that of the previous year.

Jack Kalil

Gerry Stephen

WOMEN'S FELLOWSHIP FINANCIAL REPORT

Balance Forward January 1, 2017		\$1932.52
<u>Revenue</u>		
Calendars	680.00	
Raffle	60.00	
Donations	12.00	

	752.00	+752.00

		2684.52
<u>Expenses</u>		
Calendars	400.00	
Celebration Cakes	59.97	
Christmas gifts for Dallacy	55.44	
Christmas gifts for residents and staff	213.35	
Coffee Fund (2016 & 2017)	120.00	
Coffee Mugs	50.78	
Tulip Tea	27.08	
Bank service charges	3.00	
Donations:		
ACW Ottawa Diocese — Fair Share	350.00	
— Bale Freight	110.00	
Honorariums for guest speakers	300.00	

	1689.62	-1689.62

Balance at December 31, 2017		\$ 994.90

Sue FitzPatrick, Treasurer

2018 BUDGET

Parish Council has approved a **deficit budget** (\$22,659) for 2018. Important assumptions on the revenue side of the budget are:

- The Fall Food Fair continues to contribute to our revenues.
- Stewardship has committed to raise \$3,000 in 2018.
- Our rental clients continue to rent our space.
- Bequest money, already received will be used to fund capital expenses.
- Some of our Funds and Reserves will be used to fund expenses for which they were designated.
- We will draw on our reserves to meet any resulting deficit at the end of 2018.

The following charts show the proposed budget revenues and expenses by category. Staff costs have been allocated to the appropriate category of expenses based on the time spent on these categories (clusters). We have separated our budget into two major categories (Operations and Capital). Operations includes the following clusters.

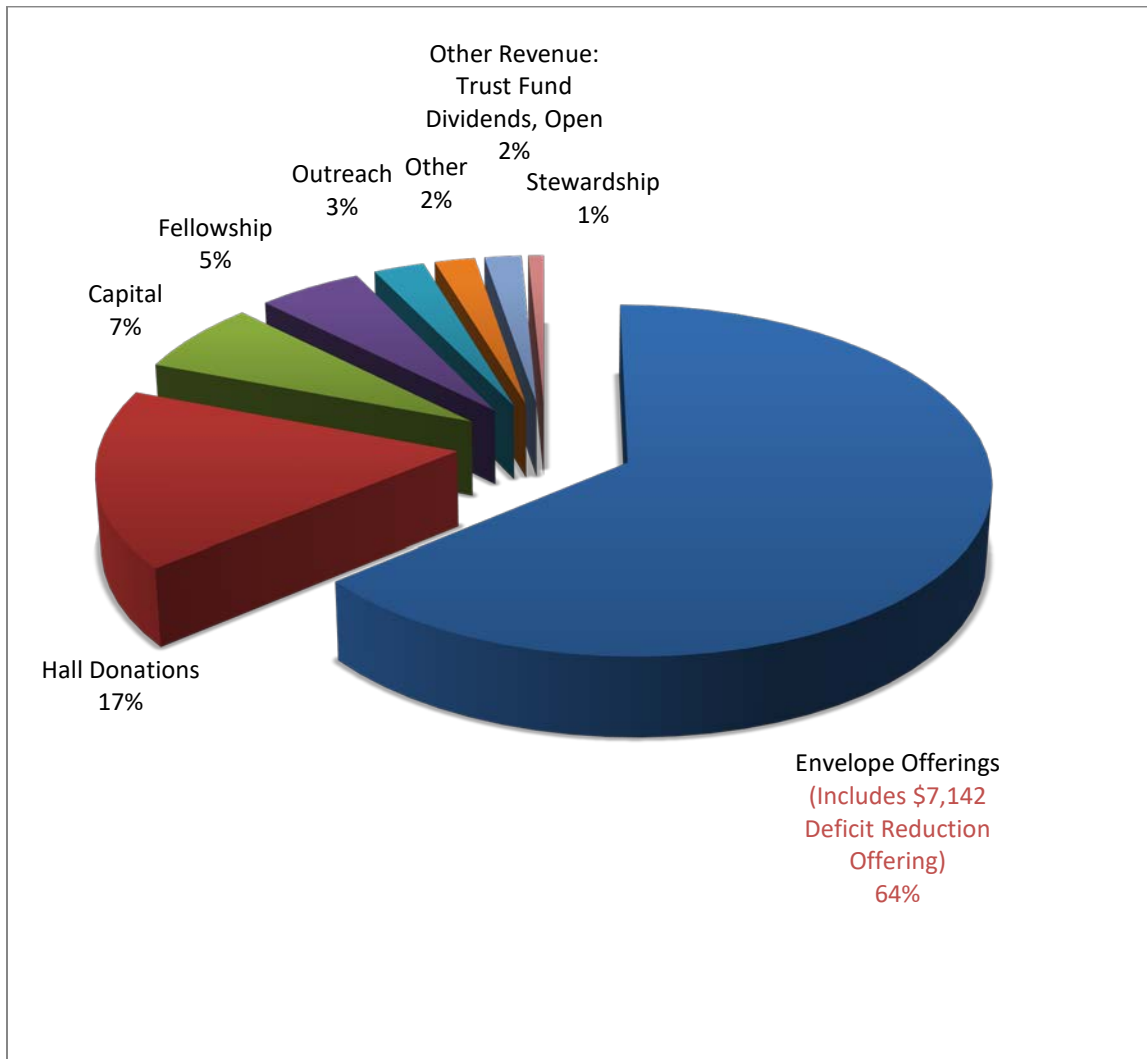
- Corporation (Major revenues, Salaries and Allowances, Diocesan Support, Administration and Building Maintenance).
- Fellowship
- Liturgical
- Education
- Stewardship
- Outreach

Capital includes all facilities-related expenses including building improvement projects, repairs and lawn and garden maintenance. Building utilities, supplies, snow plowing and insurance are operations expenses.

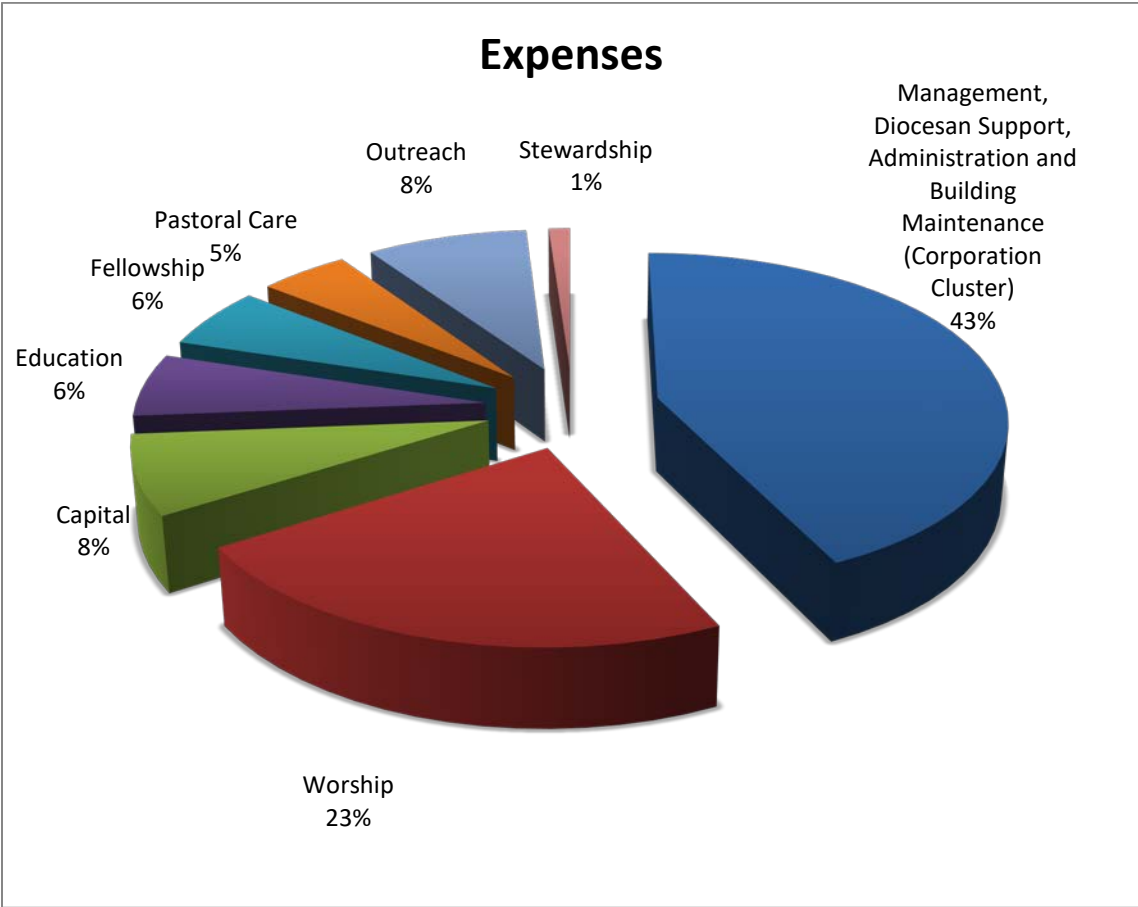
The following pie charts are supported by a detailed line by line budget. Although not included in this report, this budget is available to any parishioner, who desires it, from the office.

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Revenue	\$	%
Envelope Offerings (Includes \$7,142 Deficit Reduction Offering)	\$244,021	64.0
Hall Donations	\$63,991	16.8
Capital	\$25,352	6.6
Fellowship	\$20,171	5.3
Outreach	\$9,815	2.6
Liturgical and Education	\$7,790	2.0
Other Revenue: Trust Fund Dividends, Open Stewardship	\$7,117	1.9
	\$3,000	0.8
Total Revenue Excluding GiFT	\$381,257	100.0



Expenses	\$	%
Management, Diocesan Support, Administration and Building Maintenance (Corporation Cluster)	\$ 173,375	42.9%
Worship	\$ 93,445	23.1%
Capital	\$ 31,017	7.7%
Education	\$ 24,561	6.1%
Fellowship	\$ 23,660	5.9%
Pastoral Care	\$ 19,141	4.7%
Outreach	\$ 34,215	8.5%
Stewardship	\$ 4,502	1.1%
Total Expenses	\$ 403,916	100.0%



Growing In Faith Together

The initial GiFT budget of \$3,595 for 2018 is shown below. We have an additional \$41,971 available to fund further GiFT proposals. It is expected that cluster chairs will bring proposals to Parish Council during 2018 for consideration and approval.

GiFT Revenue To Date and 2018 Budget

As of 31 December 2017

	Received
Total 2012	\$6,550.67
Total 2013	\$36,707.96
Total 2014	\$18,931.83
Total 2015	\$20,542.44
Total 2016	\$12,264.38
Total 2017	\$12,471.49
Total Received from the Diocese	\$107,468.77
GiFT Campaign Expenses Actually Spent	\$301.20
Available for Allocation	\$107,167.57

Allocation Per Parish GiFT Proposal	Revenue	Committed	Balance
Enhancing Outreach	14,461	9,706	4,755
Enriching our Worship	2,580	0	2,580
Expanding Christian Education	80,658	51,606	29,052
Improving Communications	4,828	3,157	1,672
Sustaining our Ministries	9,289	5,377	3,912
GiFT Expenses	301	301	0
Total	112,119	70,147	41,971

Includes Diocesan Grants

GiFT Budget - 2018

	2018 Spent	Committed	Balance	
Enhancing Outreach				
Rector's Discretionary Fund (Previously Parish Aid & Relief)	0	595	595	Commitment From Previous Years
	0	595	595	
Enriching Our Worship				
Honoraria	0	0	0	
	0	0	0	
Expanding Christian Education				
School for Parish Development		2,000	2,000	

Audio / Visual Equipment, furnishings and Supplies	0	1,000	1,000	Commitment From Previous Years
Improving Communications	0	0	0	
Sustaining our Ministries	0	0	0	
TOTALS	-	3,595	3,595	

APPOINTMENTS BY THE INCUMBENT — 2018

With the approval of this Vestry of 2018 I propose that the following persons exercise liturgical ministry in the Parish of St. Stephen's Ottawa:

Lay readers:

Marilyn Brownlee, Derrill Henderson, Jack Kalil, Eileen Mortimer

Lay Reader-in-training:

Shalini Raphael

Liturgical Committee Chairperson:

Dave Chisolm

Pastoral Care Team:

Mary Jane Dymont, Cynthia Mortimer, Sally Weber, Ed Van Dusen, Martha Greatrex, Helene LeBarron, Margaret Casterson, Joyce McInnis, Ruth Belyea, Beverly Chen, Ruby Elver, Fred Jones, Helen Kalil, Margaret Reed, Betty McCulloch, Libby Beckett

Lay Eucharistic Administrators:

Barbara Aselford, Irene Balchin, Libby Beckett, Marilyn Brownlee, Margaret Casterson, Anne-Jeannette (AJ) Cottreau, Jim Davis, Jack Dymont, Mary Jane Dymont, Martha Greatrex, Derrill Henderson, Beryl Jones, Fred Jones, Jack Kalil, Kerri-Lynn Kalil, Helene LeBarron, Ian Mackenzie, Paddy Mark, Joan Matthews, Joyce McInnis, Cynthia Mortimer, David Muirhead, Danny Pomerleau, Shalini Raphael, Bea Tanaka, Ed Van Dusen, Marilyn Van Dusen, George Weber, Sally Weber

APPOINTMENTS AND ELECTIONS – 2018

Appointed Positions

Rector's Warden	Jack Dymont
Deputy Rector's Warden	
Treasurer	
Assistant Treasurer	
Auditors	

Elected Positions

People's Warden	Richard Fleming
Deputy People's Warden	Alice Walsh
Synod Members (2 nd year 2 year term)	1. Ruth Belyea 2. Joan Mathews
Synod Members (1 st year 2 year term)	1. Thomas Phelps 2. Bea Tanaka
Synod Alternates	The Wardens
Members-at-Large	José Campos Marilyn Sullivan
Stewardship Coordinator	Earle Warren
Fellowship Coordinators	Pat Hamilton/Richard Fleming/Sally Weber
Liturgical Coordinator	Dave Chisholm
Property Coordinators	By Committee
Outreach Coordinators	Margaret Muirhead/Marilyn Van Dusen/ Eva Lamb
Education Coordinator	Hilary Dawson
Communications Coordinator	Dave Chisholm
Coordinator of Sidespersons	8:00 a.m. 10:00 a.m. Alice Walsh