

**ST. STEPHEN'S ANGLICAN CHURCH**

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# ***PARISH REPORT***

## ***2018***

*TO BE PRESENTED AT VESTRY*

*SUNDAY, MARCH 3, 2019*



St. Stephen's Anglican Church  
Ottawa, Ontario

*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, March 3, 2019 at 12 noon*

**AGENDA**

1. Opening Prayer
2. Appointment of Vestry Clerk
3. Minute of Silence
4. Minutes of the Annual Vestry 2018 (with permission to be taken as read) ..... p. 2
5. Business Arising from the Minutes
6. Cluster Reports (with permission to be taken as read) .....p. 13
7. Treasurer's Report (including Auditors' Report) .....p. 33
8. 2019 Budget .....p. 51
9. Incumbent's Appointments — 2019 ..... p. 54
10. Appointments and Elections — 2019 .....p. 55
11. Signing Officers
12. Other Business
13. Adjournment/Grace

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## **ANNUAL VESTRY MEETING MINUTES 2018**

There were 46 persons present.

### **1. OPENING**

The Reverend George Kwari chaired the meeting and opened with prayer at 12:22 p.m.

### **2. MEMORIAL MOMENT**

A minute of silence was held for those who departed this life during 2017.

Rexford Alexander Ruckstuhl

Arthur Gordon Marshall

Russell William Robert Howie

Lydon Kenneth McKeown

James Victor Ross

Jean Harrington

Robert McInnis

Matthias Schwarz

Jean Robertson

Rachel Agnus Exeter

### **3. VESTRY CLERK**

Marilyn Brownlee was appointed Vestry Clerk.

### **4. MINUTES OF THE JANUARY 22, 2017 AND APRIL 30, 2017 SPECIAL VESTRY MEETINGS**

**Motion:** Moved by A-J Cottreau, seconded by Dave Muirhead to approve the minutes of the January 22, 2017 and April 30, 2017 Special Vestry Meetings.

**CARRIED**

### **5. MINUTES OF THE 2017 ANNUAL VESTRY MEETING**

**Motion:** Moved by Dave Muirhead, seconded by Martha Greatrex to approve the minutes of the 2017 Annual Vestry meeting held on February 12, 2017.

**CARRIED**

### **6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the 2017 minutes.

### **7. REPORTS**

**Motion:** Moved by Martha Greatrex, seconded by Dave Chisholm to receive the 2017 parish reports as amended.

**CARRIED**

## 8. TREASURER'S REPORT

JoAnn Collett presented and explained the Financial Report for 2017.

Significant Factors

- Results audited
- Deficit \$7,142
- Significant Contributors
  - Envelope Revenue increased \$5,500
  - \$83,959 contributed for new lift
  - Tenants and Fellowship events contributed \$83,070
  - Liturgical, Music, Video, Gallanger and McTeer Funds were used
  - Grocery Card program contributed \$7,825 – closed now
  - All financial obligations were paid with some Funds and Reserves being used.

Lift – as of February 19, 2018	<u>2017</u>	<u>2018</u>	<u>Total</u>
• Expenses	\$119,462	\$13,656	\$133,118
• Donations	83,959	1,180	85,139
• Cash reserve used	35,503	12,476	47,979

Balance Sheet

- Net worth increased by \$11,372
- Bank Balance decreased to \$47,240 (year-end balance – 2017 over 2016)
- Diocesan Trust Funds balance is \$422,550
- Total Net Worth – \$3,278,711

Funds and Reserves

- \$10,000 Loan to Grocery Card Program repaid to Funds
- \$35,503 used for Lift: Loan from Cash reserves to meet Expenses
- Total value now \$196,484
- Decreased by \$9,495
- \$2,440 interest paid on money borrowed from Funds and Reserves to pay Operating Expenses

Revenue comparisons

- Increased revenue over 2016 of \$68,452 (includes Lift Donations)
- Use of Bequest Funds for Capital Projects
- Some use of other funds:
  - BCE Reserve – Interest and Deficit
  - Dorothy Jones Bequest – Deficit Remainder
  - Artic Reserve – Music Camp Donation
  - Flower Reserve – Alter Flowers (fund exhausted)
  - Choir & Liturgical – Choir & Worship Expenses
  - Cash Reserve – Lift Loan

GiFT Accounting

- Money Received (end December 2017) – \$112,119 including Diocesan Grants
- Uncommitted Balance \$35,998
- 2017 GiFT Expenses
  - Enhancing Outreach – \$1,310
  - Improving Communications – \$318
  - Sustaining Our Ministries – \$1,455

2017 Financial Results

Total Revenue:	Actual \$487,008	Budget \$410,106
Total Expenses:	<u>Actual \$494,150</u>	<u>Budget \$430,265</u>
Deficit:	(\$7,142)	(\$20,159)

**Motion:** Moved by JoAnn Collett and seconded by Richard Fleming that the Financial Report including the Auditors' Report be accepted.

**CARRIED**

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

**9. 2018 BUDGET**

JoAnn Collett presented and explained the 2018 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- Cluster Summary Budgets are included with Cluster 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

- General Envelope Revenue unchanged
- Fall Food Fair continues contribution
- Bequests used to fund most Capital Expenses
- Some Funds & Reserves used for Expenses

<b>2018 Budget Revenue</b>	<b>\$</b>
Corporation	\$315,129
Fellowship	\$20,171
Liturgical	\$5,200
Education	\$2,590
Stewardship	\$3,000
Capital	\$25,352
Outreach	\$9,815

<b>Total Revenue</b>	<b>\$381,257</b>
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<b>2018 Budget Expense</b>	<b>\$</b>
Corporation	\$342,554
Fellowship	\$5,600
Liturgical	\$7,900
Education	\$4,670
Stewardship	\$1,565
Capital	\$25,312
Outreach	\$16,315
<b>Total Revenue</b>	<b>\$403,916</b>

2018 Budget Proposal – Deficit \$22,659 which includes \$7,142 from 2017.

**Motion:** Moved by JoAnn Collett and seconded by George Weber that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2018.

**CARRIED**

**Motion:** Moved by JoAnn Collett and seconded by Richard Fleming that up to \$25,000 be requested from the Consolidated Trust Fund to pay for the lift project.

**CARRIED**

Thanks was given to the people involved who made it possible to purchase Grocery Cards for the duration of the program.

## **10. NOMINATING COMMITTEE'S REPORT**

### **Appointments**

Fr. George Kwari appointed Jack Dymont as Rector's Warden and Eileen Mortimer as Deputy Rector's Warden.

### **Nominations**

Richard Fleming was nominated as People's Warden by Dave Muirhead and seconded by AJ Cottreau.

As there were no other nominations Richard Fleming was declared People's Warden.

Alice Walsh was nominated as Deputy People's Warden by George Weber and seconded by Marion Agnew.

As there were no other nominations Alice Walsh was declared Deputy People's Warden.

The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2018.

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

Synod Members (2 <sup>nd</sup> year of 2-year term)	1. Ruth Belyea 2. Joan Matthews
Synod Members (1 <sup>st</sup> year of 2-year term)	1. Bea Tanaka 2. Thomas Phelps
Synod Alternates	1. Vacant 2. Wardens
Members-at-Large	1. José Campos 2. Marilyn Sullivan
Stewardship Coordinator	Earle Warren
Fellowship Co-coordinators	Pat Hamilton, Richard Fleming, Sally Weber
Liturgical Coordinator	Dave Chisholm
Property Coordinator	By Committee
Outreach Co-coordinators	Margaret Muirhead, Eva Lamb, Marilyn Van Dusen
Education Coordinator	Hilary Dawson
Communications Coordinator	Dave Chisholm

Fr. George Kwari invited other nominations.

**Motion:** Moved by Martha Greatrex and seconded by Richard Fleming that nominations for all positions cease.

**CARRIED**

Fr. George Kwari declared all those persons acclaimed, with vacancies to be filled by Parish Council, and all are members of Parish Council.

## **11. APPROVAL OF LITURGICAL MINISTRY VOLUNTEERS**

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 Mortimer
- Lay Reader in training:  
Shalini Raphael
- 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, Diane Bowen, Marilyn Brownlee, Margaret Casterson, Anne-Jeannette (AJ) Cottreau, Jim Davis, Jack Dymont, Mary



Jane Dymont, Martha Greatrex, Derrill Henderson, Denise Isaacs, 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.

There were no objections to the above appointments.

## **12. SIGNING OFFICERS**

**Motion:** Moved by Mary Jane Dymont and seconded by George Weber that the signing officers for 2018 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**

## **13. NEW BUSINESS**

- Thank you
  - Fr. George thanked George Weber, Shirley Brathwaite, Gerry Stephen and Isabel Fox for their work on Parish Council. He also thanked the coordinators and all members of parish Council for their work.
  - Fr. George thanked Marilyn Brownlee, Parish Administrator, Jim Davis, Custodian, Kacper Waclawski, Music Director and the choir for all their work.
- A proposal was made to Vestry that Corporation and Parish Council have permission to appoint a committee to discern what ministries could be shared with another community/congregation. Vestry gave permission along with the caution that before there is engagement with another congregation/community it must be fully understood what is involved.

## **14. ADJOURNMENT**

Martha Greatrex moved to adjourn the meeting.  
The meeting closed with the Grace at 1:35 p.m.

## **INCUMBENT'S REPORT**

St. Stephen's has been fired up with successful activities this year and it gives me great joy to sing the praises of all the extraordinary people in this parish. I am amazed at the how much talent God has brought together; we have wonderful actors, skillful writers, and servers who love serving God. We are blessed with youths dedicated to this parish, prayer warriors who pray unceasingly for everyone in St. Stephen's, readers who proclaim the word of God with feeling, inspired guest preachers, retired priests who are always ready to serve the people of God, a dedicated choir who brings God's message to us in music, talented and flexible organist, detail-oriented administrator, and capable accountants who do the math. Friends, I feel spoiled. How can I possibly fail, with such a team who is always willing to work for the success and growth of our parish? We are all enriched by one another's presence, and we benefit from their diverse talents, gifts, wisdom and perspectives.

God has been faithful to us all year long. We kicked off the year with the blessing of the lift and we have come to appreciate the joy of having an efficient working lift, which is almost fully paid off. My gratitude goes to many community members, friends and families of our own parish who have been so generous towards this lift project.

Still in January, we were able to extend A-J Cottreau's postulancy to the end of August. I know many of you appreciated her ministry among us especially her preaching and pastoral care. We wish her all the best in her future endeavours.

Just after Easter we learned that John Organ was elected Bishop of Newfoundland. This development postponed our planned conversation with St. Martin's on shared ministry until the appointment of their new rector, which has since taken place. We will give the new incumbent time to settle in before resuming talks. We congratulate the now Right Reverend John Organ.

Our relationship with—Algonquin College; Foster Farm Community Centre; Ottawa West End Community Chaplaincy, Refuge N.O.W.; Iqaluit; BIG GIVE Ottawa/Canada, emergency food centers at Morrison Gardens, Foster Farm, Pinecrest-Terrace and Britannia Woods continues to be a very positive one, helping to position our parish as invested into the local neighbourhood. This summer we held a very successful fundraiser for the Algonquin College Campus Ministry with a Trivia Night. Jack Wilson was grateful for this opportunity. Later in year we invited Jack to come and talk to us about the Algonquin Ministry. The Algonquin College Campus Ministry holds their board of directors' meetings quarterly and I am pleased to serve as a member at large on the Board of Directors alongside Ruby Elver. Marilyn Van Dusen continues to represent us on the Board of Directors for Morrison Gardens Food Bank. Refuge N.O.W welcomed their new family just before Spring. I am most grateful for those who have donated money, household items and furniture and offered time and support. Special thanks to Frances McDonnell and all who helped with Iqaluit Music Camp this summer.

Building our parish's desire and commitment to become visible and relative in the community is something we should continue to pray for. The church has to go where ministry is and where the people are in this constant state of change around us. The church has to leave the four walls during the week and live in a world with no walls. Our hearts must be opened wider and become more generous as we seek additional ways to serve and love others. We must be open to meeting

people in their different stations of life and invite them in person to join us. When God wanted to reach out to us he sent his Son in person and now we go because we know we are invited and welcome.

Looking ahead to 2019 there will be regular changes in liturgy and a few other areas as we continue to support the children's ministry as they continue to assist with Sunday services and monthly youth programmes led by Debbie and Dave Chisholm.

The other significant changes coming in 2019 will involve two people moving in different directions; one stepping down from a position and another moving away from St. Stephen's. Eva Lamb will be stepping down as an Outreach Coordinator after having faithfully served the committee for many years. She has worked tirelessly with our local food banks, the Breakfast and Lunch program, the collection and distribution of used furniture, as a board member of the Pinecrest Community Health Centre and as our representative on the West End Interfaith Committee. In recognition of her outstanding community work, Eva was awarded the "Governor Generals Medal for Volunteers" some years ago. Thanks Eva, for all of the wonderful contributions that you have made. Pam McKeown will be leaving Ottawa for Kitchener in the spring so that she can be close to her family. Pam has been a very active member of the St. Stephen's family, a teacher in the church school, and a choir member. She worked at the Fall Food Fair, the Bible Study Group, and as a supply organist. She has been an inspiration to many and will be deeply missed. A farewell service for Pam will be held before she moves.

To close, I would like to offer my thanks especially to Marilyn Brownlee, our parish administrator; Kacper Waclaski, choir director and organist; Jim Davis, our former custodian (it took two to replace him, Shawn Richburg and Chukwuka Okwuosa); Robert Hamilton, the parish treasurer and his assistant JoAnn Collett; Canon Michael Fleming; The Venerable Paul Blunt; wardens Jack Dymont and Richard Fleming; deputy wardens Alice Walsh and Eileen Mortimer; parish council members; and those who quietly and tirelessly do Christ's work in this place and beyond.

It continues to be a joy and honour to share the ministry of this parish with all of you and I give thanks for your support, generosity and faithfulness.

Yours in Christ,

The Reverend George Kwari.

Incumbent.

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

- **Dinwoodie**, Loreen Shirley
- **Hosselet**, Gertrudis
- **Davis**, Cameron Stuart
- **Montagano**, Earl Lyman
- **Aldwinckle**, Mary
- **Halliwell**, Jean
- **Smith**, Anna Mary
- **Lamb**, Alvin Carlyle

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:

- **Waithe**, Samaia Sarai
- **Purdy**, William Alexander

**Confirmation**

- **Dupuis**, Lauren Eleanor Anne
- **Gauntsmith**, Thomas Aidan
- **Isaacs**, Darius Joshua D'xavier
- **Katary**, Noa Aleesha
- **Ritchie**, Adelaide Mariola
- **Kwari**, Simbarashe Rolland
- **Waithe**, Stephon Dillon
- **Samuel-Ollivierre**, Jeremiah Uton

8:00 a.m. Services

- 42 Sundays with a total attendance of 525 people
- Average 13 people

10:00 a.m. Services

- 42 Sundays with a total attendance of 4,623 people
- Average 110 people

9:00 a.m. Summer Services

- 10 Sundays with a total attendance of 612 people
- Average 61 people

Easter Sunday

- 8:00 a.m. with attendance of 18 people
- 10:00 a.m. with attendance of 229 people

Christmas Eve

- 4:00 p.m. with attendance of 148 people
- 9:00 p.m. with attendance of 44 people

## WARDENS' REPORT

We ended last year with the new lift being ready just in time for Christmas. During 2018, the donations to the lift fund continued steadily so we have now paid off \$117,000 of the \$133,000 total project. Thanks to all who have contributed so generously through pledges and memorials. Bishop John Chapman blessed the new lift during a special service in January.

Father George Kwari has continued his most creative ministry at St. Stephen's. Our services have involved special music, several guest speakers and dramas. The weekly projectionists must be on their toes and seldom are the services the same on two consecutive weeks. Our congregation is informed, stimulated, inspired and fulfilled by these services.

On the personnel front, we experienced several changes during 2018. We said goodbye to A-J Cottreau who is studying at St. Paul's University to be a military chaplain. A-J made a lasting impression on all of us and we thank her. Our long-time sexton, Jim Davis, and our Property Co-Ordinator, Gerry Stephen, both retired this year after many years of faithful service. The Wardens extended our most grateful thanks to these two stalwarts. At present, we are completing the hiring of 2 individuals to replace Jim. A very special thanks goes to Eileen Mortimer who, in the interim, has been doing the cleaning and training the new people.

The choir has lost two sopranos — Dini Dinwoodie and Gerry Hosselet. These wonderful ladies both contributed so faithfully for many years and will be sorely missed. On the upside however, we added Mauricio Rodriguez and his drums for an exciting new sound. Finally, the "super squad" of young voices now grace the front row.

This year, Remembrance Day occurred on Sunday, November 11, and we held a special service which celebrated the sacrifices of all those who fought in the Great Wars. Our service paused for 2 minutes of silence at 11:00 a.m. Moving tribute music was provided by a trumpet, trombone and bagpipes. At 4:37 p.m. the old church bell was rung 100 times to commemorate 100 years since the armistice was signed between the Allies of World War I and Germany effectively ending World War I. The names of our parishioners and others known to us who served or were casualties were solemnly read out.

A few other yearly highlights were:

- 4<sup>th</sup> Big Give Day was a huge success (thanks Jim and Linda Davis)
- Fall Food Fair reached another new milestone with greater than \$16,000 raised (thanks to JoAnn Collett and her legions of volunteers)
- Scouts/Beavers show encouraging growth numbers; these groups are very active in many of our Parish activities (thanks to Dave Chisholm and team)
- Strong relationships with Prostate Cancer and Queensway West Montessori School are continuing.

This year, we welcomed Grace Communion International Church who worship here on Saturdays. The additional revenue for St. Stephen's is welcomed and we anticipate some meaningful joint fellowship events in future. We also remain open to discussions with other churches as we discern our future for the next 5 – 10 years.

The Pastoral Care Team has been extremely busy this year. Virtually all our parishioners who cannot get to church on a regular basis were visited by a member of the team and Father George together.

St. Stephen's gives thanks for a Church School which is increasing in numbers. The recent confirmation of eight youth by Bishop John Chapman is a very positive sign. We are blest with the appearance of new families and there is the feeling that "something important" is happening at St. Stephen's. Visitors have commented that our service is "upbeat". Let's keep the momentum going.

The Wardens truly appreciate the countless volunteers who help in so many ways. (Just reading this Vestry Report will give a good overview of what is going on in this church). The Wardens thank Marilyn, Kacper, and Eileen (interim custodian) for their dedication. Finally, a special thanks to Father Michael Fleming, our Honorary Assistant, for all his contributions, despite medical issues.

## **CORPORATION CLUSTER**

### **Revenue**

Comments on 2018 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 wherein 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.

Also, there is the expense of salaries and benefits for the lay staff and honoraria paid to clergy who replace our incumbent when on vacation or a day off.

Again, in 2018 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. The gift of their ministry is offered to the congregation. 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 the absence is paid a per diem set by the diocese.

### **Diocesan Support (Fair Share)**

This is an amount, 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 multiplied by the Approved Diocesan Budget.

### **Administration**

This is money needed to run the office (paper, postage, pens, pencils, etc.), to pay telephone and photocopy contracts, as well as expenses related to Synod attendance, and the administration of the Pre-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 credit cards than bank debits. 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 are a PAR subscriber you are still provided, each year, with monthly offering envelopes which you are invited to use for special offerings i.e. Initial Offerings, 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 Corporation and Property (Capital) budget items.



## FELLOWSHIP CLUSTER

Once again it has been a busy and a good year for all the groups within the Fellowship Cluster. The Fellowship Cluster includes: Parish Fellowship in General, Women's Fellowship, Men's Fellowship, Coffee Hour, The Fall Food Fair, and the 2018 Iqaluit Trip. Their reports are as follows.

The Youth Fellowship report this year will come under the Vestry Education Report.

### 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.

#### **A Brief Summary of the Fellowship Events in 2018:**

In **January**, Bishop John Chapmen blessed our newly installed lift elevator. The lovely evening service, with the Cranmer Singers in attendance, was followed by a reception in the lower hall.

Later in **January** we held a delicious dinner followed by a fun game of trivia. The game was led by trivia expert, Gordon Smith. The competition rose when people learned about the generous prizes that had been donated by local businesses. This event was well attended by both parishioners and friends.

In **February** we saw the beginning of Lent with a Pancake Supper on Shrove Tuesday. The yummy pancakes and trimmings were prepared and served by the men of the parish.

In **April** we held a Seder meal as part of our Holy Week Maundy Thursday worship. Not only was it a delicious dinner but also a very meaningful service.

In **June** our annual Parish Picnic took place on the front lawn of St. Stephen's. The weather was beautiful, the service meaningful and the barbequed hamburgers, hotdogs and all the trimmings were delicious. It was also nice to see some of our neighbours in attendance.

During the summer the Algonquin Campus Ministries held a fundraiser at St. Stephen's. This was a Strawberry Social and a Bible trivia night. St. Stephen's fellowship assisted in this evening and the Campus Ministries was very pleased with the funds they raised.

In **September** we had a dessert reception after church for Jim and Linda Davis to thank them for their excellent work as Custodians over the past years and to wish Jim well in his full-time teaching career at Algonquin College.

In **October** A-J Cottreau and Shalini Raphael organized and cooked a pot luck Thanksgiving Dinner at St. Stephen's for those parishioners who might be having Thanksgiving alone. A big thank you to these very thoughtful people.

Our Annual Fall Food Fair was an all parish event in **November**. That report will be included later.

Happily, in **December** Bishop John Chapman returned again to confirm 8 of our youth. The confirmation service was followed by a lovely lunch reception. Over 200 people attended and celebrated with our young people and their families.

Our annual Advent Potluck Lunch was held following the decorating of the Church on the third Sunday of Advent.

During the year we had several Celebration Cakes at Coffee Hour.

- The first was to celebrate the Baptism of Samaia Sarai Waithe in April
- The second was to celebrate the Baptism of William Alexander Purdy in May.
- In November we had a cake to say thank you and farewell to A-J Cottreau, our postulant.
- On All Souls Sunday we had a cake to remember the dearly departed during the past year.
- On Remembrance Day we had a cake to honour 100 years marking the end of WW 1 and to remember those who gave their lives for our freedom.
- After the Confirmation service we had a celebration cake for the 8 youth who were confirmed.
- After the Christmas Pageant we had another cake to celebrate Christmas. Needless to say these cakes seemed to be enjoyed by all.

### **Thank You:**

In closing, I would like 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 hearty 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. Thank you 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

### **WOMEN'S FELLOWSHIP REPORT 2018**

Women's Fellowship meets on the first Monday of the month (weather permitting) from September to June. The meetings start with the 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 December and June meetings are Pot Luck dinners with musical entertainment and invited guests. In December suitable gifts are collected and given to people in need i.e. Cornerstone and St. Luke's Table.

This year the speakers were:

- Sandra Hession and Arleen McKenzie who spoke about TEMBO. This is a group that helps to educate and support girls and young women in Tanzania.

- Kate Aucoin spoke about her experiences while walking The Camino Trail in Northern Spain.
- Debbie Boyd-Chisholm spoke on The Canadian Food Grains Bank and its relationship to PWRDF.
- Leslie Wordon, Marnie Crosley and Garth Hampson spoke about the Vanner Movement. It was an early Canadian mission work totally organized and funded by one woman, Eva Hassell. Starting in 1920, she delivered books of the Christian Faith to children and families in remote areas all across Canada in a specially designed van. She retired in 1972. Garth Hampson wrote an article in the December 2018 Cross Talk about their talk at St. Stephen's.

Parishioners are often invited to come to hear their interesting speakers.

Women's Fellowship had two fund raising events this year to support their financial commitments. A Bake Sale in February and a fashion show by Judy Joanneau in October. \$1,600 was raised from this event to help furnish an apartment at Cornerstone. Your support was much appreciated.

During the year, items are donated to the Bales, which are then transported to our northern communities.

Anglican Church calendars are bought and then sold as a fundraiser.

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

Ruby Elver

#### **MEN'S FELLOWSHIP REPORT 2018:**

There is no Men's Fellowship report this year, as they did not meet in 2018. However, there are plans to have two or three men's breakfasts in 2019.

#### **COFFEE HOUR ANNUAL REPORT 2018:**

The Coffee Hour follows the 10 a.m. service and provides opportunity for fellowship. Women's Fellowship, Sidespeople, Parish Council, Choir, and Sunday School teachers and families take turns being responsible for making and serving the coffee, tea and juice. Thank you to all the groups who regularly prepare and clean up after the weekly event.

Sally Weber

#### **FALL FOOD FAIR**

We had another successful Fall Food Fair in 2018. This year's event was once again a financial success — just over \$16,000.

A special thank you to all the coordinators who spend many hours working in the kitchen and to

members of the parish who volunteer their time and donate the following items: bake table goodies, squares and soups for the lunch, vegetarian chili, nuts and bolts, jams, pickles, cookies, muffins, granola, doggie cookies, sweet treats and the list goes on. This all helps us to be so successful.

Save the date for this year — Saturday November 9, 2019.

JoAnn Collett

### **VISIT TO IQALUIT, AUGUST 2018**

The adventure has continued! After our happy trip to Iqaluit in August 2016, St. Stephen's Vestry decided to undertake another trip to Iqaluit in August 2018. A group of five teenagers, all from the parish, and twelve Anglican adults, some from the parish, some from other parishes, gathered to make the journey again to Iqaluit, this time travelling by Canadian North.

The plan was for the teenagers to participate again as junior counsellors in the Iqaluit Music Day-Camp from August 18–25, and for the adults to help with the Iqaluit Food Bank, the Iqaluit Soup Kitchen, and the Iqaluit Thrift Store. All these things happened, and the adults managed to get in quite a lot of sight-seeing, while the teenagers met up with their friends from before and made lots of new friends at the Music Camp. Three of the teenagers had been on the previous trip, which was a great help. Only two of the adults had been on the previous trip, so it was a new experience for most of them. Frances Macdonnell again led the trip.

The parish successfully fund-raised to provide half of the airfare for the teenagers — \$1,000 per teenager — as well as to make a substantial donation to the Camp. The teenagers themselves raised \$848 through a bake sale which was enthusiastically supported by the members of the parish, and this amount was matched by the Diocese. While in Iqaluit, the teenagers stayed in billets with local families, while the adults paid their own way and stayed in the Frobisher Inn. The teenagers were: Ashley and Valerie Hamilton, Lauren Dupuis, Gabriela Campos, and Winton Daum.

Many Anglicans in the Ottawa area helped with gathering items to take with us to donate to the Iqaluit Food Bank, which distributes material and food all over Baffin Island. In particular, we had learned in 2016 of the great need for baby clothes and supplies: enormous numbers of baby clothes and quilts were hand-made in Ottawa for this trip, particularly at the Country Quilter Shop in Richmond. When it became obvious how much we would be taking with us, Father George Kwari kindly contacted Canadian North, who agreed to ship a huge quantity of supplies to Iqaluit at no charge. Unfortunately, this shipment did not arrive until after we had left Iqaluit, but we heard how appreciative the local people were of our donation. In addition, each traveller carried a 50-pound suitcase full of donated items. Jim and Linda Davis were enormously helpful in managing the packing for this project.

The Music Camp was a great success, as it always is, and our teenagers very much enjoyed themselves, both in helping Iqaluit children learn about music, and in themselves learning the specialties such as drum-dancing and throat-singing. Frances accompanied the Camp Choir on the piano, and everyone participated in the final concert. Several of the adults helped out at the Camp on a daily basis: Mary Jane and Jack Dymont worked each day to prepare and clean up the

staff lunch, and Sue Lomas was invaluable in many areas of the Camp. Everyone else pitched in to help too in various ways.

The whole group attended services in English and Inuktitut in St. Jude's Cathedral — two of the Cathedral clergy met us at the airport when we arrived — and several members of the group donated a number of liturgical items for use by local clergy; for instance, Rev. Anne Quick sent up several stoles. There was also a huge hand-embroidered wall-hanging, made at the Country Quilter, and sent up as part of the Canadian North shipment for use in a Baffin Island church.

This whole activity was a wonderful experience for everyone involved. The friendships we have developed between St. Stephen's Church and the people of Iqaluit will last for a lifetime. Thank you to everyone who helped with this project.

Frances Macdonnell

## **LITURGICAL CLUSTER**

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

The Liturgical Committee meets every two 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.

### **CHOIRS**

The Senior Choir is working well under the capable leadership of our Music Director, Kacper Waclawski. We lost two choir members (Dini and Gerry) this year. We are always looking for new members! The choir participated in the OWECC fundraiser at Britannia United on December 2, 2018. Kacper has formed a junior choir section which meets on Thursday evenings prior to the senior choir practise. It has been great having the kids sing with us. The choir continues to be blessed by the participation of Frances Macdonnell as accompanist and occasional director. We are also blessed to have our drummer Mauricio Rodriguez with us each Sunday.

### **ALTAR GUILD**

The 'Guild' team continued to serve with dedication, quietly and faithfully with four rotating groups throughout 2018. A special thank you to the coordinator, Heather Loates. We would also like to thank Ruth Belyea for working on the flower arrangements. Through her work, using local flowers, we have saved significant money on the cost of flowers. Special thanks as well to Lorraine Newson who has retired from the Altar Guild this past year.

### **PRAYER MINISTRY**

The Prayer Ministry members rotate in pairs on a weekly basis. The team prays with people during the Eucharist and following the service. We welcome Shalini Raphael and Dawna Moore to this ministry and also Mary Jane Dymont who was a spare and now will become a regular member. Ed Van Dusen, Ruby Elver, Cynthia Mortimer, Ruth Belyea and Sally Weber are the other regulars, with Beverly Chen and Fred Jones as spares. Thank you all for your involvement and dedication. If you feel called to be part of this rewarding ministry, please speak to Farther George or one of the team members.

### **LAY READERS**

During 2018 the Parish was fortunate to have the experience and dedication of our four Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Pomerleau, Jack Kalil and one Lay Reader-in-training — Shalini Raphael. 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 Walsh, Lauren Dupuis, Aleesha Katary, Shalini Raphael, Greg Peterson, Simba Kwari, Darius Isaacs and Stephon Waithe for the wonderful work you do regularly to assist the

Lay Readers and Clergy at the celebration of the Eucharist. Four new servers' robes were purchased last year. With more volunteers, we can make the job of serving less demanding, especially when vacation time rolls around. How about you? Let's talk.

### **SIDESPEOPLE**

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 held throughout the year.

If you think you might be interested in joining a team, please call Alice Walsh at 613-829-5071 or contact the Church Office.

A big "thank you" to all the Sidespeople.

### **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.

Dave Chisholm

## **EDUCATION**

### **CHURCH SCHOOL**

Our Church School continues to thrive with a nursery, junior class and senior class. There is a total of 30 children on our roster with an average Sunday attendance of 14. Sermons4kids and the Virtual Church School curricula are used as a basis for the lessons, both of which are lectionary based. Our dedicated team of 13 teachers and helpers each bring their unique gifts and talents to enhance the lessons for the children.

Once a month, the senior class participated in the Sunday morning service to provide them with the opportunity to explore various ministries (sidesperson, reader, intercessor, server, projectionist, lay administrator).

A highlight for the senior class this year was the preparation and presentation of the Christmas drama written by Jim Davis. The drama interwove the Christmas story with a modern-day story of homelessness.

In September, Helen Kalil stepped down as Church School Coordinator. Our thanks to Helen for all she contributed to the faith development of our children.

### **YOUTH AND CONFIRMATION**

Eight youth participated in confirmation classes during the year culminating in confirmation by Bishop John on December 2.

Two successful youth games nights were held over the past year. For each event, the Shalom room was transformed thanks to Jim Davis' amazing creativity. The first evening, youth were delighted with a campsite replete with audio-visual effects; the second night we enjoyed a wonderful, magical underwater world.

Beginning in January, Debbie and Dave Chisholm will be leading a monthly youth night.

### **ADULT EDUCATION**

Three adult bible studies were held during the year. During Lent, Father George led a very interesting study on the book of James. During May/June, AJ led a daytime study which focused on the lectionary readings of the day. For Advent, Father George led an informative study where the participants learned about the becoming of God's Community through the Old and New Testament.

Pat Hamilton's women's cell group continues to meet biweekly. The group is currently studying Being Christian by Rowan Williams.



**LIBRARY**

The church library, located in the Shalom Room, offers a variety of Christian materials for parishioners to borrow. Ed van Dusen is the library coordinator.

Hilary Dawson

## **STEWARDSHIP CLUSTER**

On Friday May 25<sup>th</sup> we had a very successful Time and Talent Auction and Gourmet Dinner (thank you Fellowship for all your help). It was a fun event and more than \$5000 was raised to support the Parish.

### **FROM GENERATION TO GENERATION**

Planning the Legacy of your Faith. On Sunday October 14<sup>th</sup> we were joined by special guests Jane Scanlon, Derwyn Sangster, and Ven. John Robertson (former National Planning Officer for the Anglican Church of Canada) who gave us an opportunity to learn about how bequest donations help support parish ministry for generations to come. Father Robertson preached at both services and all three guests answered questions after both services. A special pamphlet "Your Legacy" was prepared and distributed prior to and at the October 14 services.

Earle Warren

### **COUNTERS**

Once a week a team made up from the following group of dedicated people has met at St. Stephen's to count the weekly offerings: 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. To Jim Beckett who retired from the team this past year a big thank you for his years of service. 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.

## **PROPERTY (CAPITAL BUDGET)**

As the year began, the upgrade of the lift had been completed in time for Christmas 2017. On January 14, 2018 the lift was dedicated and blessed by The Right Reverend, John H. Chapman, IX Bishop of Ottawa.

After more than a decade of faithful stewardship and leadership of the Property Committee and having seen the Lift project to a successful conclusion, Gerry Stephen announced his retirement as Committee Coordinator. Since last year's Vestry, Gerry has mentored and assisted me in the role of Property Committee Coordinator for which I am extremely grateful.

All BUDGETED CAPITAL PROJECTS for 2018 were completed. They included:

- 1) Inspection of the Alarm System
- 2) Maintenance of the heating/cooling systems
- 3) Service of exterior Exhaust Fan
- 4) Tiling the Parking Lot Entrance floor
- 5) Installing a heater and weather stripping at the Parking Lot entrance

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Fixed a leak at the Watson Street entrance
- 2) Replaced damaged shingles on church roof
- 3) Replaced plugged kitchen drain with new trap and drain pipes
- 4) Patched a leak on the church's south transept roof

Miscellaneous CAPITAL PROJECTS were completed. Such as:

- 1) Replaced Alarm System battery for office level of Mary Lark Hall
- 2) Created an Accessible Parking sign for use at Watson Street entrance (for funerals and special events)
- 3) Replaced furnace and kitchen fan filters
- 4) Replaced incandescent bulbs with LED's (except in sanctuary because of size)
- 5) Installed sidewalk winter drain cover
- 6) installed floor tiles in lower Mary Lark Hall bathroom
- 7) Installed surveillance cameras to monitor the parking lot entrance and the parking lot

To all those volunteers who kept the lawns and flower beds watered and looking good, a huge thank you.

I would like to thank Marilyn Brownlee, Jim Davis, the Wardens and Gerry Stephen for their assistance and support.

George Weber

## OUTREACH CLUSTER

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

### LOCAL COMMUNITY

- **Breakfast and Lunch Programs**

Margaret Knight faithfully oversees this ministry and still helps on a daily basis every week with the breakfast & lunch program. There are also some very dedicated and valuable volunteers 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 and snacks were also provided upon request to school children. The lunch program at Foster Farm is served Mondays and Fridays from 11–12 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.

It is important to note that the cost of food increased last year and prices are expected to continue to rise in 2019. These food programs therefore are extremely important and vital to the well being of our communities."

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

In 2019, St. Stephen's will continue its generous contribution of \$1500 towards this most worthwhile and necessary program.

Marg Muirhead

- **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 the ingredients for these were purchased in bulk to save money. 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.

All of the food banks that St. Stephen's supports have experienced increases in the number of clients. However, Morrison Gardens has experienced very significant increases. These have been due largely to the steady arrival (since 2016) of over forty Syrian refugee families into the catchment area of the food bank as well as new clients who were victims of the September tornado that occurred in west Ottawa.

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 and green lentils and navy beans.

Many thanks to all those at St. Stephen's who have faithfully supported this ministry through food donations and special thanks to Jim and Linda Davis for helping with the unpacking and sorting of the food each week.

Marilyn Van Dusen

- **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.

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

The Scouts continue to thrive with St. Stephen's as its sponsor. This last year, due to increasing demand, we have created a second Beaver Colony which meets at Our Lady of Fatima School. This Beaver Colony will likely feed into a second Cub Pack that is going to be formed at the same location starting in September. We are always looking for leaders (part-time or full-time). If you are interested in becoming a Leader or you know someone who would like to join as a participant please contact the Group Commissioner, Dave Chisholm, at 613-828-5232 ([dave@dadero.com](mailto:dave@dadero.com)).

- **White Gift Fund**

Your generous support of the 2018 White Gift Fund helped us to ensure a good Christmas dinner for thirty-four families that included a total of one hundred and nine individuals with fifty-three of those being children. Donations to the fund were used to purchase grocery vouchers from Metro. The value of each family's gift card 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.

Marilyn Van Dusen

- **Rector's Discretionary Fund**

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 all remains confidential.

### **DIOCESAN OUTREACH MINISTRIES:**

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

- The Well /La Source – a day program for women 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.

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 Adopts-A-Room Project**

More than 900 women become homeless in Ottawa every year. Last year, Cornerstone Housing for Women decided to expand their housing support by renovating a fourth house, to provide mini apartments for 42 additional women. These renovations were possible through funding provided by the city of Ottawa to purchase a former convent from the Sisters of St. Jeanne. A quote from the Cornerstone website describes the building:

"The space is round and warm with a big open entryway that was built so the house would feel like walking into open welcome arms. It has a peaceful back courtyard, a big yard with a lovely swing, and was created as a sanctuary for all who enter. This residence also includes a respite suite that is served by a committed team of volunteers from the neighbourhood."

In last year's vestry report, we told you that St. Stephen's parish council had undertaken on your behalf to donate \$6,500 toward the renovation cost for one of the new apartments

at 373 Princeton Ave, in Westboro. Now at the end of 2018, the renovation is done, the rooms are lovely and 42 women have been welcomed gradually since November 1. New staff has been hired, and there is an air of contentment and excitement in the halls.

During the year, with the lenten appeal and a few special events, St. Stephen's parishioners have raised more than 3/4 of that amount. Donations are still being accepted, of course, to finish this commitment. For more information, check <https://www.cornerstonewomen.ca/our-residences#princeton> or facebook "cornerstone housing for women", you can see more about this important venture, with updates as they happen.

Thank you, and well done.

Leslie Worden, Cornerstone Board Member

- **Bales for the North**

As part of the Diocese of Ottawa Bales for the North program, your St. Stephen's contribution was packed at St. John's in Richmond in spring 2018 for mailing to villages in the north. Thank you one and all for an excellent bale valued at \$3326.00. Your donations and support continue to be appreciated.

Joan Matthews

## **PASTORAL CARE:**

- **Queensway Carleton Hospital Visiting**

St. Stephen's continues to share days of visiting Anglicans at the Queensway Carleton Hospital. Martha Greatrex, Sally Weber, Cynthia Mortimer, Susan Steedman and Mary Jane Dymont, all trained Pastoral Care workers, cover Wednesdays and Thursdays at the hospital. Some days, we just have a friendly visit and other times an occasion presents itself where we feel so very needed. On one occasion, a clergy in the diocese who was hospitalized for stress just needed to talk in great confidence. How privileged to be that person there at the right time.

Mary Jane Dymont

- **Home Visiting Program**

Many of our parishioners are no longer able to attend church regularly due to health or mobility issues. These persons are paired with a lay member of the congregation who keeps in regular touch and informs the office of any new or developing issues. At Easter and Christmas, Father George and the Visitor take home communion to these people. We are received with great warmth and gratitude.

A Christmas luncheon for all of these visitors was enjoyed and Father George conducted a Blessing of The Hands service.

These two programs are in place to continue and expand as needed into 2019. Please let the office know if any parishioners need to be added to the list.

Mary Jane Dymont

- **Algonquin College Campus Ministry**

The Algonquin College Ministry is a new initiative for St. Stephen's and is a very important and essential one!! Their work is directed towards young adults living on their own, who at the same time are dealing with many stresses and challenges of various kinds. It is so important that these young students have someone close by to go to for any help and/or guidance. In 2019, St. Stephen's will contribute \$1200.00 towards this most worthwhile Ministry.

Marg Muirhead

- **West End Villa**

I wish to thank the volunteers who make it possible for the residents of West End Villa to enjoy a Eucharist service every 3<sup>rd</sup> Tuesday of the month. Of course, Father George conducts these services, and if he is unavailable, we have our other priests to take the service, or some lay people to offer a morning prayer service. The thirty plus residents who usually attend also enjoy singing the hymns.

Thank you all very much.

Lorraine Newson

- **Westwood Retirement Home**

St. Stephen's takes communion to the community of worshipers at Westwood, on the 4<sup>th</sup> Tuesday of every month. We are delighted to serve these people in this way. We have on average 8 to 10 residents 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 to 4 volunteers 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.

- **Redwood Retirement Residence**

Father George celebrates the Eucharist for a small congregation at Redwoods Retirement Residence on the 1<sup>st</sup> Thursday of each month. There is one St. Stephen's parishioner there and George and the pastoral care team visit as needed.

- **Ottawa West End Community Chaplaincy**

The Chaplaincy continued to re-establish itself throughout our neighboring communities during 2018. With many of its former supporting Churches now experiencing financial challenges themselves, OWECC continued to operate on very limited funds. Reverend Steve Zinc, a Baptist pastor who is working part-time with the Chaplaincy, continued to connect with people accessing the food banks at Pinecrest-Terrace, Morrison Gardens and Foster Farm. Establishing these connections and a rapport often led to counselling that



focused on spirit care, support, encouragement, guidance and referencing available resources. He continued to facilitate the Regina Towers bible study and spiritual support group. The group meets each Thursday morning.

During July, a one-day summer excursion to Tucker House took place, with bus transportation provided. This allowed participants from the neighborhoods the opportunity to get out of the city and enjoy various activities within a setting of parklands, forested areas and organic gardens.

A Blue Christmas service was held at Regina Towers on December 18, 2018.

During the fall of 2018, Steve was joined by Lorrie Lowes — a candidate for the ministry of the United Church of Canada. As a candidate, she had a requirement to complete a number of hours of community work, which fortunately she agreed to carry out with OWECC. She worked for twelve hours per week and was a great help to Steve. Her work term will end in early 2019.

OWECC presently is supported by a group of 8 West-End Ottawa churches that includes St. Stephen's. In 2018, our contribution was \$2000 and will be the same for 2019. 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.

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

#### **INTERNATIONAL:**

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

PWRDF is the Anglican Church of Canada's agency working to advance sustainable development, respond to emergencies, assist refugees and act for positive change in Canada and around the world. From April 2017 to March 2018, PWRDF provided over \$6 million dollars to their partners in 32 countries to help over 2 million people worldwide. In addition to supporting their many longer-term development and food security projects, this year we helped PWRDF to provide:

- \$50,000 for food relief during Yemen's famine.
- \$23,000 to assist with Philippine's recovery from Super Typhoon Mangkhut
- \$20,000 in government-matched funds for Rohingya refugees

After the service at All Saints Anglican Church in Westboro on October 28, 2018, Dave Chisholm and I gave a presentation about the work of PWRDF and their partnership with the Canadian Foodgrains Bank.

You can donate to PWRDF online at [pwrdf.org](http://pwrdf.org) and through your church offering envelopes. In November, please look for PWRDF's 'World of Gifts' insert in the Anglican Journal and consider buying these gifts or some of their beautiful Christmas cards.

Debbie Boyd-Chisholm

### **REFUGE N.O.W. (NEPEAN OTTAWA-WEST)**

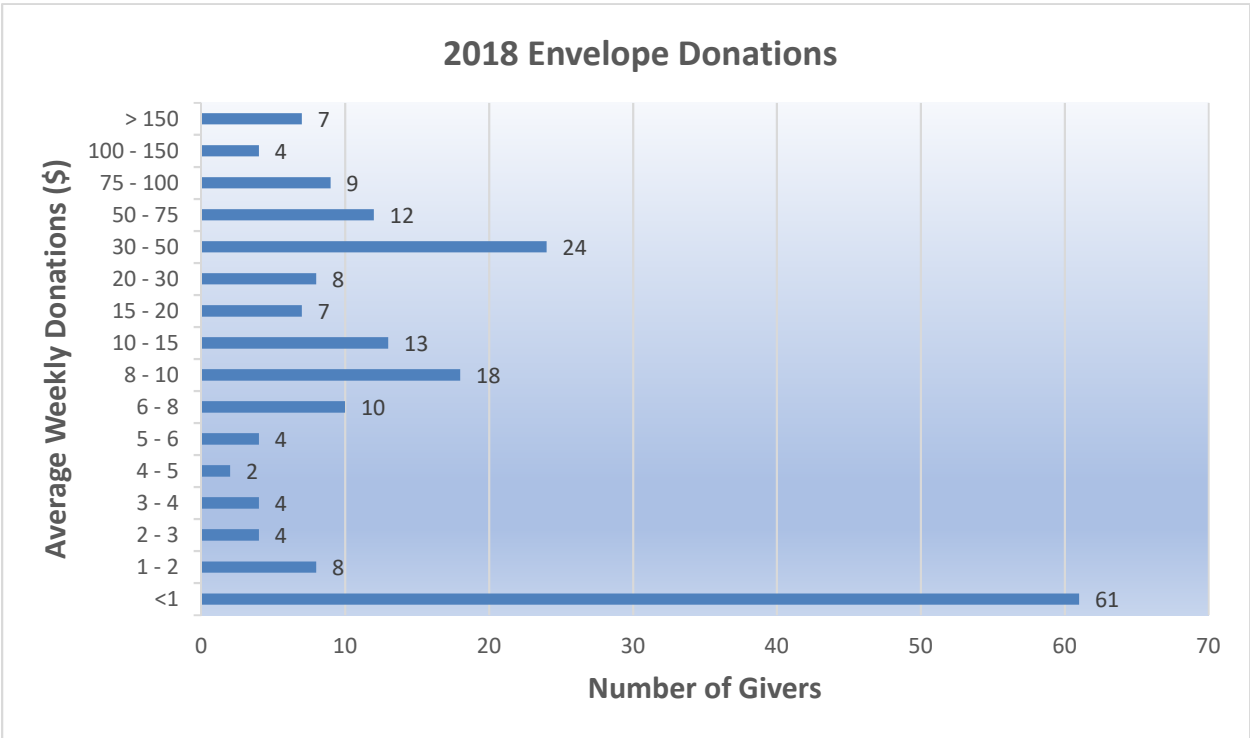
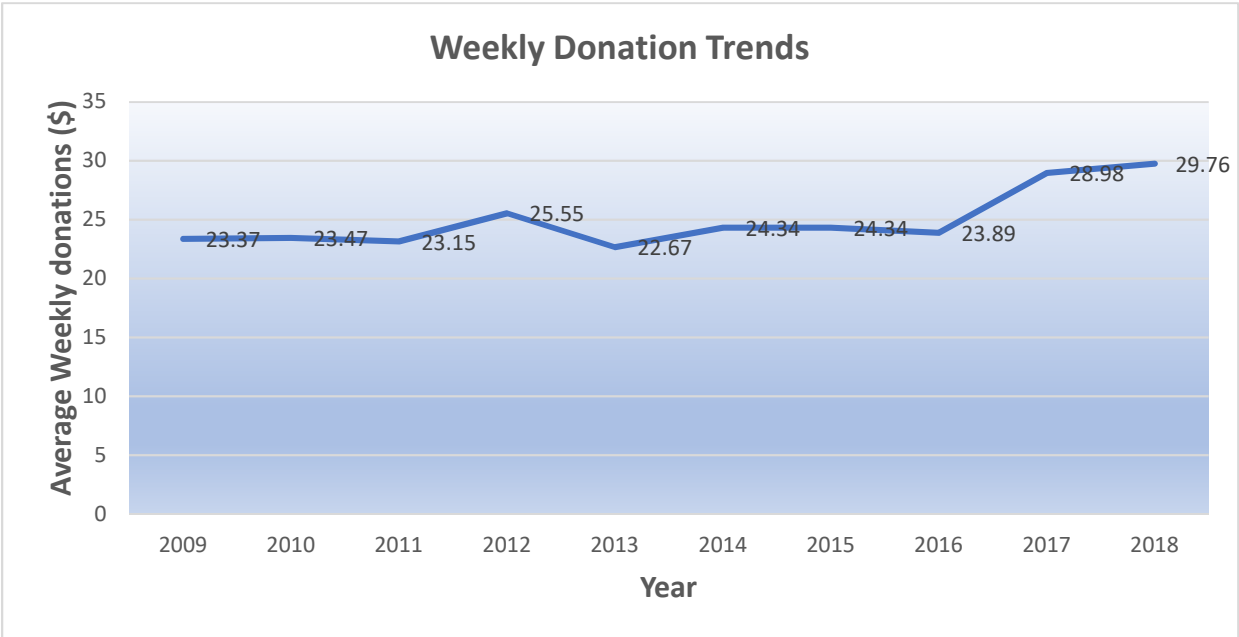
Refuge N.O.W. is an ecumenical group of Ottawa west-end churches that includes St. Stephen's Anglican, Christ Church Bell's Corners Anglican, Bell's Corners United, Julian of Norwich Anglican and Knox United — all working together to sponsor and support refugees. Since its beginning in 1985, the group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

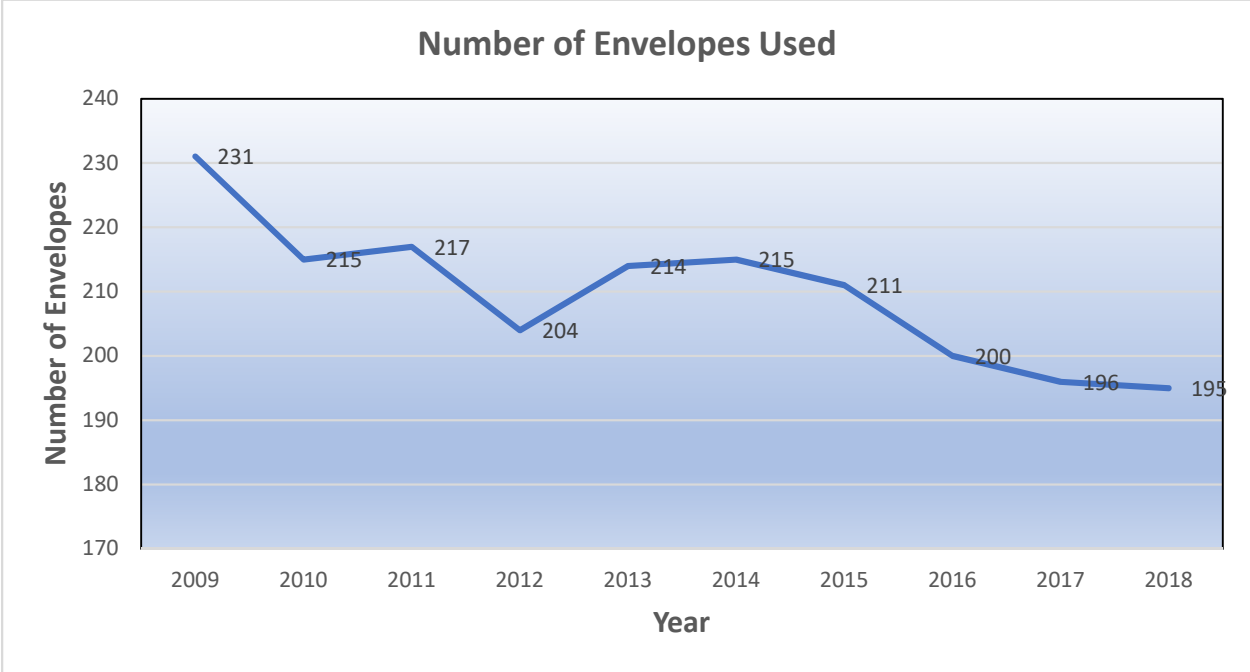
Our latest sponsorship, a Colombian family of four, arrived in Ottawa on March 21, 2018. They are a young couple with a five-year old son and a baby girl. They have settled in extremely well and are located in an apartment building near Lincoln Fields. They use OC Transpo daily and have become very familiar with the various routes. Since their arrival, the parents have focused on learning English and are enrolled in an ESL program that fortunately also offers a daycare facility for the baby. The boy is enrolled in a kindergarten program with the Ottawa Separate School Board. The family is extremely happy to be in Canada and has expressed their sincere gratitude for all of the help that the supporting Churches of Refuge N.O.W. has provided.

Refuge N.O.W. is very grateful to Maria Campos who frequently acted as our official Spanish translator. Her help was invaluable in terms of communicating with the family — especially early on in the sponsorship, since their English was very poor. Thanks also goes to the St. Stephen's parishioners who so kindly donated clothing and furnishings for the family's apartment. The sponsorship will end in March 2019.

Marilyn Van Dusen

# ENVELOPE SECRETARY'S REPORT





## TREASURER'S REPORT

Corporation respectfully presents the following reports for the fiscal period ending December 31, 2018.

Also presented is the 2019 Budget as approved by Parish Council for consideration by Vestry.

The treasurer's report contains the following sections:

- A written summary report highlighting the significant financial happenings of 2018.
- A Balance Sheet Comparison showing St. Stephen's Assets and Liabilities at 31 December 2018 (Appendix A)
- The status of our Funds and Reserves as of 31 December 2018 (Appendix B). This section shows the interest paid, the inflows and outflows, and closing balance of each Fund and Reserve.
- The detailed Financial Report for 2018 of our actual revenue and expenses compared to the budget passed at Vestry 2018 and as modified by Parish Council throughout the year (Appendix C).
- A Growing in Faith Together (GiFT) status report showing income received from the Diocesan GiFT office and expenses to date (2012–2017 history and 2018) (Appendix D).

### 2018 FINANCIAL STATEMENTS

The following items of note are contained in the Financial Statements.

- The Financial Statements have been audited and the Auditor's Report is contained in this 2018 Parish Report.
- **Financially, 2018 was a good year for St. Stephen's.**
- We ended the year with a **Deficit of \$1,337**. This represents approximately 0.3% of our budget.
- **Revenue and Expenses:** Our revenue of 2018 was \$410,677 while our expenses were \$412,014. Details can be found in the 2018 Financial Statement contained in this report.

### SIGNIFICANT CONTRIBUTING FACTORS

- **New Lift:** At Special Vestry in 2017, we passed a budget of \$135,000 for a new lift. The final cost of the project was \$133,067. It was to be paid by donations over a five-year period. A bridge loan of \$35,503, from our Funds and Reserves, on top of donations, allowed us to complete the project in 2017. In 2018 (year 2), we received \$33,278 in donations and memorials towards the cost of the new lift. After paying all lift expenses for 2018, this allowed us to **pay back \$19,673** of our loan from our Funds and Reserves. The **balance of the loan is now \$15,830**. Thank you to all who contributed. I am very impressed with your ownership of the lift project.

- Our Funds and Reserves have increased in value by \$10,318. (See Appendix A: Balance Sheet/Liabilities/Deferred Revenue.)
- Our **Fall Food Fair** was again a tremendous fellowship and financial success. The \$16,161 net revenue assists us in funding our budgeted Outreach projects.
- **Unbudgeted Outreach (Flow Through Outreach):** In addition to budgeted outreach projects, we contributed an additional **\$32,115** to projects such as:
  - Primate's World Relief and Development Fund
  - Artic Outreach (supporting our youth)
  - St. Stephen's Residence
  - St. Stephen's Cornerstone Room in the new residence for women
  - World Day of Prayer
  - Iqaluit Food Bank (in response to the fire at the food market)
- The value of our funds deposited in the **Consolidated and Rectory Trust Funds** have **increased by \$18,183**. They are invested at the Diocesan level on our behalf. (See Appendix A: Balance Sheet/Assets/Long Term Investments)
- **Time and Talent Night:** Our Stewardship Committee held a successful event, raising **\$4,140**.
- **Net Worth:** Our Net Worth, as shown on the Balance Sheet Comparison Report, shows an increase of **\$25,532** over 2017 (See Appendix A: Balance Sheet/Assets/Long Term Investments)
- **Funding Capital Expenses:** We continued to use our Capital Funds (Edith McTeer Bequest), held in our Funds and Reserves, to pay for our capital expenses in 2018. There are **\$5,322** remaining in this fund.
- **Donations from Organizations Using our Facilities:** Total contributions from organizations using our space in 2018 are \$71,814.28. (See Appendix C: Financial Report 2018, Lines 40400 to 40470)

## DONATION METHODS

- **Pre-Authorised Remittance (PAR):** We continue to offer a PAR option to our parishioners through the Stewardship offices of the United Church of Canada. Payments are made monthly either by direct debit from your bank account or by Credit Card on the 20<sup>th</sup> of each month (both Visa and Mastercard are accepted.) In 2018, \$135,899 was committed annually through the PAR Program. **It would help greatly in our cash management efforts if more parishioners would take advantage of the 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 the credit card used).

- **Canada Helps:** Offerings can also be made on-line through Canada Helps. Again, St. Stephen's receives the amount offered by the parishioner **minus** the Canada Helps transaction cost of 4%.
- **Shares:** It can be very advantageous from a tax perspective to donate shares that have capital gains. When you donate shares, you receive a charitable donation receipt and do not have to claim the capital gain on your income tax return. A number of our parishioners take advantage of this option.
- **Legacy Giving:** 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. This is in accordance with an Ontario Court decision on a court case some years ago.
- **Cash Donations:** Donations placed on the offering plate are always an option.
- **Offering Envelopes:** Envelopes placed on the offering plate or through the office is another method. If you do not have offering envelopes and you would like a set, please contact the office.

## FUNDS AND RESERVES

There are four categories of our funds and reserves held by St. Stephen's in our bank account. They are reported as Liabilities on the Balance Sheet Comparison. (See Appendix A) The four categories are:

- **Discretionary Reserves:** These funds can be used at the discretion of Corporation for any necessary expenses. This includes any operational expenses.
- **Capital Reserves:** These funds can only be used 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 approved by Parish Council.

Our Funds and Reserves hold offerings that are received and are surplus to our requirements in the year that they are offered. They are available for use when needed.

Each year we run a deficit balance in our current accounts throughout the year (offerings don't fully meet our expenditures.) We pay our invoices by borrowing from our unused Funds and Reserves. We pay interest to the Funds and Reserves for that privilege.

Please see Appendix B which shows the January 1, 2018 to December 31, 2018 balances plus activity throughout the year for each account in our Funds and Reserves.

### **CONSOLIDATED TRUST FUNDS (CTF)**

These funds are held by the Diocese and invested in the CTF on our behalf. These funds are also available to us for specific purposes. We must apply to the Property and Finance Committee of the Diocese to release these funds for our use. The Committee assures that the funds are to be used as specified in the stated purpose of the fund when they are deposited in the CTF. They are reported as Assets on the Comparative Balance Sheet (See Appendix A)

### **2018 FINANCIAL REPORT**

All Capital items have been paid from donations or from our Funds and Reserves.

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 for Flow Through projects are transferred directly to the intended outreach recipient on a quarterly basis.

Please see Appendix C: 2018 Financial Report.

### **GROWING IN FAITH TOGETHER (GiFT)**

We received \$698 from the Diocesan GiFT Campaign in 2018. This income will be the last we receive from the campaign as it has now wound down. We are using the GiFT money to support new initiatives and respond to requests for financial help. We have \$41,643 remaining in our GiFT accounts. This is available to support new initiatives.

Please see Appendix D: 2018 GiFT Report shows the history of our project, both the revenue received from the Diocesan GiFT office and our 2018 expenses.

### **THANKS**

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 also to Gerry Stephen and Jack Kalil, who audit our financial statements.

Rob Hamilton

**APPENDIX A      BALANCE SHEET COMPARISON**



**APPENDIX B FUNDS AND RESERVES ACTIVITY FOR 2018**

**Interest Rate Credited 0.01**

**GiFT REVENUE-UNASSIGNED**

Balance Jan 1, 2018	37,716.07
Cash from Diocese	698.34
Transferred to GiFT - Enhancing Outreach	<u>-2,151.36</u>
	36,263.05
Interest Credited	362.63
Late transfer to GiFT Outreach	<u>-700.00</u>
<b>Balance Dec 31, 2018</b>	<b><u>35,925.68</u></b>

**GiFT - ENHANCING OUTREACH**

Balance Jan 1, 2018	0.00
Loonies for Lent	1,439.55
Big Give Banner	-155.91
Replacement of Stolen Shoes	-24.83
Big Give expenses	-570.17
Top Up Cornerstone Room Project	-2,840.00
Algonquin College Campus Ministry	-700.00
Transferred From GiFT Unassigned	<u>2,851.36</u>
<b>Balance Dec 31, 2018</b>	<b><u>0.00</u></b>

**GiFT - EXPANDING CHRISTIAN EDUCATION**

Balance Jan 1, 2018	557.69
Interest Credited	<u>5.58</u>
<b>Balance Dec 31, 2018</b>	<b><u>563.27</u></b>

**GiFT -ENRICHING OUR WORSHIP**

Balance Jan 1, 2018	1,030.20
Interest Credited	10.30

**DESIGNATED PARISH EVENTS**

Balance Jan 1, 2018	316.28
Interest Credited	<u>3.16</u>
<b>Balance Dec 31, 2018</b>	<b><u>319.44</u></b>

**YOUTH GROUP RESERVE**

Balance Jan 1, 2018	767.63
Interest Credited	<u>7.68</u>
<b>Balance Dec 31, 2018</b>	<b><u>775.31</u></b>

**ARCTIC TOUR RESERVE**

Balance Jan 1, 2018	2,677.28
Iqaluit Music Camp	-2,000.00
From Excess Revenue	<u>2,023.82</u>
	2,701.10
Interest Credited	<u>27.01</u>
<b>Balance Dec 31, 2018</b>	<b><u>2,728.11</u></b>

**WORSHIP SPACE - Upgrades & Maintenance**

Balance Jan 1, 2018	117.34
Interest Credited	<u>1.17</u>
<b>Balance Dec 31, 2018</b>	<b><u>118.51</u></b>

**AUDIO/VIDEO UPGRADES**

Balance Jan 1, 2018	7,030.53
Fund Audio Repairs	<u>-41.03</u>
	6,989.50
Interest Credited	69.90

**Balance Dec 31,  
2018** 1,040.50

**GiFT - IMPROVING COMMUNICATIONS**

Balance Jan 1, 2018 3,697.69  
Interest Credited 36.98  
**Balance Dec 31,  
2018** 3,734.67

**GiFT - SUSTAINING OUR MINISTRIES**

Balance Jan 1, 2018 435.65  
Interest Credited 4.36  
**Balance Dec 31,  
2018** 440.01

**ENBRIDGE SHARE RESERVE**

Balance Jan 1, 2018 85,256.69  
Interest Credited 852.57  
**Balance Dec 31,  
2018** 86,109.26

**FOSTER FARM LUNCH BAG RESERVE**

Balance Jan 1, 2018 138.76  
Interest Credited 1.39  
**Balance Dec 31,  
2018** 140.15

**MEMORIALS FUND**

Balance Jan 1, 2018 15,045.78  
Transferred from  
Memorials 720.00  
15,765.78  
Interest Credited 157.66  
**Balance Dec 31,  
2018** 15,923.44

**CAPITAL APPROPRIATIONS FUND**

Balance Jan 1, 2018 970.25  
Transfer from Revenue 374.92  
1,345.17  
Interest Credited 13.45

**Balance Dec 31, 2018** 7,059.40

**LITURGICAL RESERVE**

Balance Jan 1, 2018 4,195.61  
Donations 3,300.00  
  
New Robes -420.00  
Hospital Pyx with Burse -129.02  
Liturgical Table -136.63  
Transfer from chalice &  
Patten Revenue 500.00  
Transfer Excess Revenue 214.11  
  
7,524.07  
Interest Credited 75.24  
**Balance Dec 31, 2018** 7,599.31

**VAUGHAN EDUCATION FUND**

Balance Jan 1, 2018 839.55  
Interest Credited 8.40  
**Balance Dec 31, 2018** 847.95

**FLOWER FUND**

Balance Jan 1, 2018 0.00  
Transfer Excess Revenue 656.83  
Interest Credited 6.57  
**Balance Dec 31, 2018** 663.40

**CHOIR RESERVE**

Balance Jan 1, 2018 3,158.54  
Choir Expenses -2,058.19  
1,100.35  
Interest Credited 11.00  
**Balance Dec 31, 2018** 1,111.35

**EDITH MCTEER BEQUEST**

Balance Jan 1, 2018 15,476.27

**Balance Dec 31,  
2018** 1,358.62

**DOROTHY JONES BEQUEST**

Balance Jan 1, 2018 12,428.41  
Lift Loan Repayment 14,528.00  
26,956.41  
Interest Credited 269.56  
Pay Funds & Reserves  
Interest -1,569.91  
Dec 30, 2018 Lift Loan  
Repayment 5,145.00  
**Balance Dec 31,  
2018** 30,801.06

**EMERGENCY WAREHOUSE FUND**

Balance Jan 1, 2018 998.52  
Interest Credited 9.99  
**Balance Dec 31,  
2018** 1,008.51

**PBL INSURANCE**

Balance Jan 1, 2018 -10.42  
**Balance Dec 31,  
2018** **-10.42**

**Balance as of  
January 1, 2018** **196,133.85**  
**Interest to Funds &  
Reserves** **2,015.72**  
**Balance Dec 31,  
2018** **206,452.15**  
**Net Change, All  
Funds** **10,318.30**

Fund capital Expenses 10,206.49  
5,269.78  
Interest Credited 52.70  
**Balance Dec 31, 2018** 5,322.48

**WOMEN'S RETREAT FUND**

Balance Jan 1, 2018 2,197.56  
Interest Credited 21.98  
**Balance Dec 31, 2018** 2,219.54

**MEN'S RETREAT RESERVE**

Balance Jan 1, 2018 461.18  
Interest Credited 4.61  
**Balance Dec 31, 2018** 465.79

**HAITIAN ORPHANAGE RESERVE**

Balance Jan 1, 2018 184.98  
Interest Credited 1.85  
**Balance Dec 31, 2018** 186.83

**CASH RESERVE**

Balance Jan 1, 2018 445.81  
Pay Fund & Reserves  
Interest -445.81  
**Balance Dec 31, 2018** 0.00

**APPENDIX C      FINANCIAL REPORT 2018**











## AUDITOR'S REPORT

February 2019

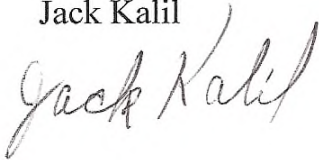
The Vestry  
St. Stephen's Anglican Church  
930 Watson Street  
Ottawa, ON K2B 6H9

We have examined the Balance Sheet of the Church Wardens of St. Stephen's as at December 31, 2018 and their statements of Receipts and Disbursements for the year then ended. These statements are the responsibility of the Church Wardens. Our responsibility is to express an opinion on these financial statements based on our audit.

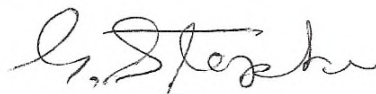
Our examination was made in accordance with Regulations 5.06 for Auditors under the Canons of the Diocese of Ottawa. Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Church as at December 31, 2018, 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





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## 2019 BUDGET

Parish Council has approved a **deficit budget** (\$44,147) for 2019.

Important assumptions on the revenue side of the budget are:

- The Fall Food Fair continues to contribute to our revenues.
- Our rental clients continue to rent our space. The one Exception being the Montessori School. The current owners will cease operations as of June 30, 2019. Discussions are ongoing with possible replacement tenants for the Montessori space. For budget purposes, conservatively, we are assuming no revenue for this space beyond June.
- Bequest money, for budget purposes, is not being shown as revenue to balance budgeted capital expenses. This is to show the true cost of proposed capital expenses.
- Some of our Funds and Reserves, including GiFT Reserves, will be used to fund expenses for which they were designated.
- We will draw on our discretionary reserves to meet any resulting deficit at the end of 2019.

The following charts show the proposed budget revenues and expenses by cluster. We have separated our budget into two major categories (Operations and Capital).

### **Operations include:**

- Corporation (envelope and donations, staff salaries and allowances, Diocesan support, administration and building maintenance such as utilities, supplies, snow plowing and insurance).
- Fellowship
- Liturgical
- Education
- Stewardship
- Outreach

### **Capital includes:**

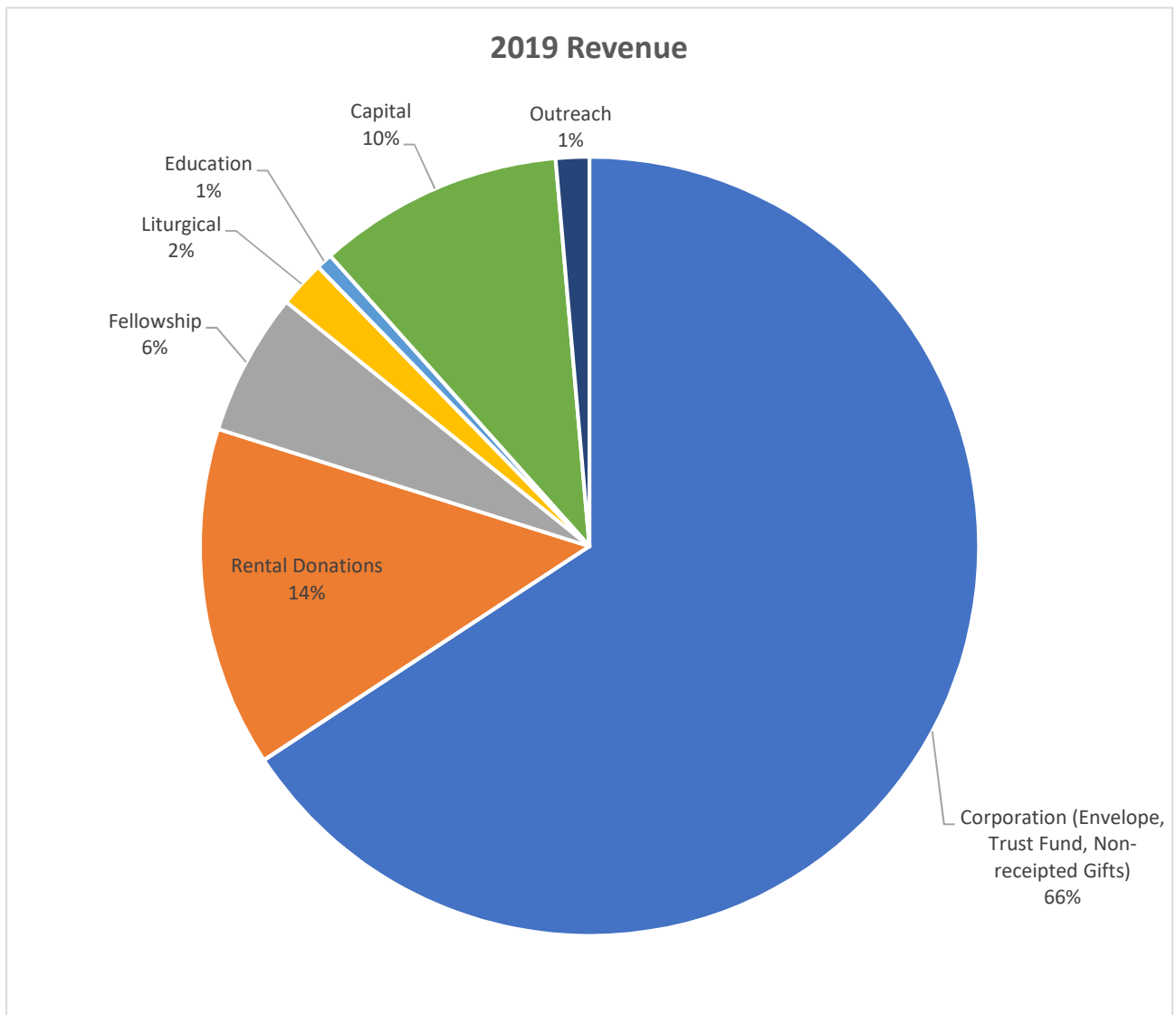
- Building improvement projects
- Building repairs
- Lawn and garden maintenance

The following charts of Revenue and Expenses are supported by the detailed line by line 2019 budget. Although not included in the report, this budget is available from the office to any parishioner, on request.

## 2019 Budget St. Stephen's Church

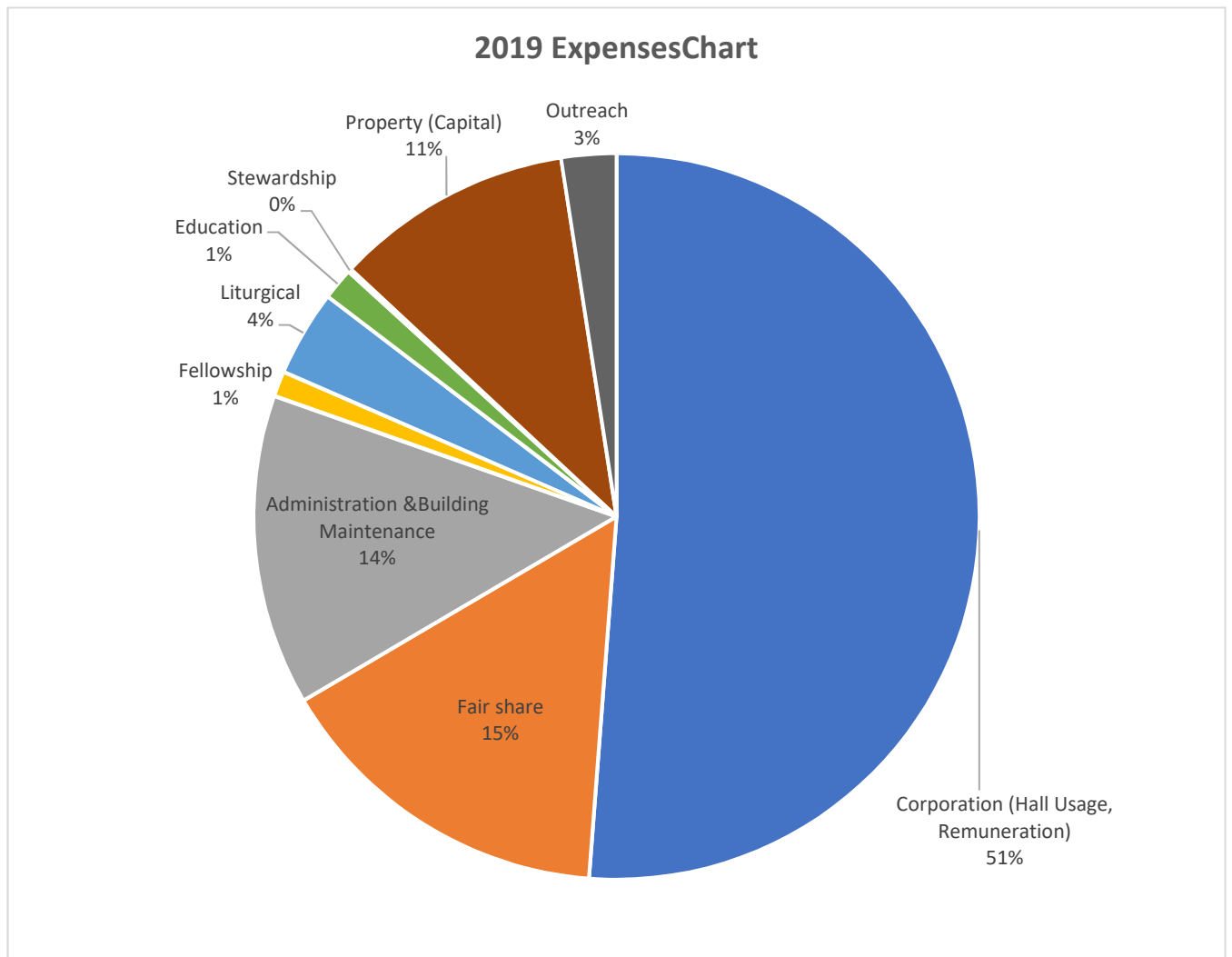
<b>2019 Revenue Estimates</b>		
<b>Cluster</b>	<b>Amount</b>	<b>%</b>
Corporation (Envelope, Trust Fund, Non-receipted Gifts)	244,008.68	65.8
Rental Donations	52,385.00	14.1
Fellowship	22,005.32	5.9
Liturgical	7,173.17	1.9
Education	2,490.00	0.7
Capital	37,880.00	10.2
Outreach	5,165.04	1.4
<b>Total Revenue</b>	<b>371,107.21</b>	<b>100.0</b>

<b>Deficit</b>	<b>44,146.51</b>	<b>11.9</b>
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Expenses		
2019 Expenses	Amount	%
Corporation (Hall Usage, Remuneration)	212,621.00	51.2
Fair share	63,688.00	15.3
Administration & Building Maintenance	57,525.00	13.9
Fellowship	4,700.00	1.1
Liturgical	15,904.72	3.8
Education	5,900.00	1.4
Stewardship	660.00	0.2
Property (Capital)	44,090.00	10.6
Outreach	10,165.00	2.4
<b>Total Expenses</b>	<b>415,253.72</b>	<b>100.0</b>



## **APPOINTMENTS BY INCUMBENT — 2019**

With the approval of Vestry 2019 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

Lay Eucharistic Administrators:

In addition to those approved in 2018 for a 3 years term, Laura Beauchamp, Dave Chisholm, Robert Hosselet.

## APPOINTMENTS AND ELECTIONS — 2019

### ***Appointed Positions***

Rector's Warden	Eileen Mortimer
Deputy Rector's Warden	Richard Fleming
Treasurer	Rob Hamilton
Assistant Treasurer	JoAnn Collett
Auditors	Jack Kalil, Gerry Stephen
Coordinators of Sidespeople 8:00 a.m.	Joan Matthews
10:00 a.m.	Alice Walsh

### ***Elected Positions***

People's Warden	Alice Walsh
Deputy People's Warden	Leslie Worden
Synod Members (2 <sup>nd</sup> yr 2 yr term)	1. Thomas Phelps 2. Bea Tanaka
Synod Members (1 <sup>st</sup> yr 2 yr term)	1. Richard Fleming 2. Laura Beauchamp
Synod Alternates	The Wardens
Members-at-Large (2 <sup>nd</sup> yr 2 yr term)	José Campos
(2 <sup>nd</sup> yr 2 yr term)	Marilyn Sullivan
Stewardship Coordinator	vacant during restructuring
Fellowship Coordinator	Pat Hamilton
Liturgical Coordinator	Dave Chisholm
Property Coordinator	George Weber
Outreach Coordinators	Margaret Muirhead, Marilyn Van Dusen
Education Coordinator	Hilary Dawson
Communication Coordinator	Dave Chisholm