

St. Stephen's Anglican Church
Ottawa, Ontario

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PARISH REPORT

2019

TO BE PRESENTED AT VESTRY
SUNDAY, MARCH 1, 2020

Gifted, Called, Equipped and Sent

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

PLEASE BRING THIS REPORT WITH YOU...

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

ANNUAL VESTRY MEETING

Sunday, March 1, 2020 at 12 noon

AGENDA

1. Opening Prayer
2. Appointment of Vestry Clerk
3. Memorial Moment
4. Review Minutes of the Annual Vestry 2019p. 4
5. Business Arising from the Minutes
6. Cluster Reportsp. 14
7. Treasurer's Report (including Auditors' Report)p. 30
8. 2020 Budgetp. 51
9. Nominating Committee's Reportp. 57
10. Signing Officers
11. Other Business
12. Adjournment/Grace

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ANNUAL VESTRY MEETING MINUTES 2019

There were 49 persons present.

1. OPENING

The Reverend George Kwari chaired the meeting and opened with prayer at 11:45 a.m.

2. VESTRY CLERK

Marilyn Brownlee was appointed Vestry Clerk.

3. MEMORIAL MOMENT

A minute of silence was held for those who departed this life during 2018.

Dini (Loreen Shirley) Dinwoodie

Gertrudis Hosselet

Cameron Stuart Davis

Earl Lyman Montagano

Mary Aldwinckle

Jean Halliwell

Anna Mary Smith

Alvin Carlyle Lamb

4. MINUTES OF THE 2018 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by Pat Hamilton to approve the minutes of the 2018 Annual Vestry meeting held on February 25, 2018, as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the 2018 minutes.

6. REPORTS

Motion: Moved by Richard Fleming, seconded by Dave Muirhead to receive the 2018 parish reports as amended.

CARRIED

7. TREASURER'S REPORT

Rob Hamilton presented and explained the Financial Report for 2018.

Significant Factors

- Results audited
- Small deficit of \$1,300
- Significant Contributors
 - Envelope revenue increased slightly
 - Successful Fall Food Fair \$16,161 net revenue
 - \$33,278 Contributed to new lift. \$15,380 outstanding
 - Some Funds & Reserves Used
 - Tenant donations (rent) \$71,814
 - Time & Talent Night successful \$4,140 net revenue
- All financial obligations paid

Lift Financials

- Total Cost \$133,067
- 2017 Donations & Memorials \$83,959
- 2018 Donations & Memorials \$33,278
- Loan balance as of end 2018 \$15,830
- Year 2 of 5

Funds and Reserves

- \$2,016 interest paid on money borrowed from Funds to pay operational expenses
- Total Value — \$206,452
- Net Change — \$10,318
- Capital Reserves remaining — \$13,859

Revenue Comments

- Revenue relatively flat (increased \$879)
- Use of Bequest Funds for Capital Projects
- Some use of other Funds:
 - Audio/Video Upgrades — Repairs
 - Liturgical Reserve — See Funds & Reserves Report
 - Arctic Reserve — Music Camp Donation
 - Choir Reserve — Choir Expenses
 - Loan Repayment — \$19,673 (to Dorothy Jones Reserve)

Outreach Expenses

- Budgeted Outreach \$9,815
- Flow Through Outreach \$32,115
- Community Ministries
- (18.3% Fair Share) \$11,611
- GiFT Outreach \$4,291
- **TOTAL \$57,832**

GiFT UPDATE

- Money received (end Dec 2018) \$112,516 Including diocesan grants
- Uncommitted balance \$35,998
- Expense — enhancing Outreach \$4,291
- Parish Council will consider further proposals
- Special Vestry held if necessary

2018 Financial Results

Total Revenue:	Actual \$410,677	Budget \$381,207
Total Expenses:	Actual <u>\$412,014</u>	Budget <u>\$399,916</u>
Deficit:	(\$1,337)	(\$18,709)

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

CARRIED

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

8. 2019 BUDGET

Rob Hamilton presented and explained the 2019 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- 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
- Some Funds & Reserves used for Expenses
- Most Capital Expenses — no Matching Revenues
- Assumes no revenue after June 30 from Queensway West Montessori School

2019 Budget Revenue	\$
Corporation	\$244,008
Fellowship	\$22,005
Liturgical	\$7,173
Education	\$2,490
Capital	\$37,880
Outreach	\$5,165
Rental Donations	\$52,385
Total Revenue	\$371,107

2019 Budget Expense	\$
Corporation	\$212,621
Fair share	\$63,688
Admin & Bldg Mtnce	57,525
Fellowship	\$4,700
Liturgical	\$15,904
Education	\$5,900
Stewardship	\$600
Capital	\$44,090
Outreach	\$10,165
Total Revenue	\$415,253

2019 Budget Proposal — Deficit \$44,147.

Motion: Moved by Rob Hamilton and seconded by Richard Fleming that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2019.
CARRIED

Motion Moved by Rob Hamilton and seconded by Richard Fleming that money in the Gallanger Trust Fund, held in the Diocesan Consolidated Trust Fund, be withdrawn, as necessary, to pay for Capital Expenses. (Approximate value of the Fund is \$41,000)
CARRIED

9. NOMINATING COMMITTEE'S REPORT

Appointments

Fr. George Kwari appointed Eileen Mortimer as Rector's Warden and Richard Fleming as Deputy Rector's Warden.

The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2019.

Nominations

Alice Walsh was nominated as People's Warden by Helene LeBarron and seconded by Irene Balchin. **CARRIED.**

Fr. George Kwari invited other nominations. As there were no other nominations Alice Walsh was acclaimed People's Warden.

Leslie Worden was nominated as Deputy People's Warden by Martha Greatrex and seconded by Kerri-Lynn Kalil. **CARRIED.**

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

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

Synod Members (2 nd year of 2-year term)	1. Bea Tanaka 2. Thomas Phelps
Synod Members (1 st year of 2-year term)	1. Richard Fleming 2. Laura Beauchamp
Synod Alternates	The Wardens

were nominated by Dave Chisholm and seconded by Michael Fleming. **CARRIED.**

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

Members-at-Large

(2 nd year of a 2-year term)	José Campos
(2 nd year of a 2-year term)	Marilyn Sullivan

were nominated by Martha Greatrex and seconded by Kerri-Lynn Kalil. **CARRIED**

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

Stewardship Coordinator	Vacant during restructuring
Fellowship Co-coordinators	Pat Hamilton
Liturgical Coordinator	Dave Chisholm
Property Coordinator	George Weber
Outreach Co-coordinators	Margaret Muirhead, Marilyn Van Dusen
Education Coordinator	Hilary Dawson
Communications Coordinator	Dave Chisholm

were nominated by Martha Greatrex and seconded by Thomas Phelps. **CARRIED.**

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

Fr. George Kwari declared all those elected to be members of Parish Council.

10. 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
- Lay Eucharistic Administrators:
In addition to those approved in 2018 for a 3-year term, Laura Beauchamp, Dave Chisholm, Robert Hosselet.

There were no objections to the above appointments.

11. SIGNING OFFICERS

Motion: Moved by Richard Fleming and seconded by Eileen Mortimer that the signing officers for 2019 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

- Another Women's retreat will be held if a venue to accommodate the appropriate number can be found. If Galilee Centre is not available Stillpoint House of Prayer in Springtown might be a possibility.

- Fr. George Kwari expressed his thanks to:
 - Marilyn Brownlee, Parish Administrator, Kacper Waclawski, Music Director Mauricio Rodriguez, Drummer and Frances Macdonnell, Honourary organist.
 - Jim Davis former custodian.
 - Rob Hamilton, Treasurer and JoAnn Collett, Assistant Treasurer.
 - The Reverend Canon Michael Fleming and The Venerable Paul Blunt for their support and assistance.
 - Jack Dymont and Richard Fleming outgoing wardens.
 - Deputy Wardens and all members of Parish Council for their commitment.
 - His wife, Epi and children for their support.

- Jack Dymont thanked the members of the congregation for their support during his term as Warden.

- Last year we talked about shared ministry perhaps with St. Martin's. They now have a new incumbent who brings new ideas. At this time they are not interested in shared ministry. They will be conducting a feasibility study which can take a year or two to complete.

- Richard Fleming thanked The Reverend George Kwari for his leadership.

13. ADJOURNMENT

Gerry Stephen moved to adjourn the meeting.
The meeting closed with the Grace at 1:00 p.m.

INCUMBENT'S REPORT

Looking back through the year 2019, my abiding memory is of many wonderful, uplifting and comforting services, informative meetings, successful decision making, increasing generosity among the people, deep theological discussions at bible study, (in my office and in the hallways, streets and hospital rooms) and an abundance of food and cakes. Many thanks to Pat Hamilton who has a long list of her helpers on speed dial by now, I guess.

At the beginning of the year we were sad to hear Queensway West Montessori School announce they would leave us after having been with us for fifteen years. Over 13 % of our budget was met by their rental fees, leaving us with numerous questions that only God could answer. Indeed, he answered by sending us, to our complete astonishment, the Jérôme Lejeune Montessori School, who is now renting the Upper Mary Lark Hall. Still on God answering our prayer, we were also fortunate to have the Jesus is Lord Church as our tenant from the beginning of August. Sharing our building on a regular basis with Grace Communion, Jérôme Lejeune Montessori School; Prostate Cancer; Jesus is Lord Church, among many, has given us the opportunity not only to share our ministry with other people, but also to have an extra source of income and indirectly a means of serving our community. Our building is well used and there are few weekdays or evenings when this place is not in use.

We were all delighted to see A.-J. Cottreau ordained to the diaconate in June and priested in November at St. George's Cathedral, Kingston. A.-J. is now serving as assistant curate in the parish of St Lawrence.

On October 20, Shalini Raphael, who was in training for the past two years, received her license from the Bishop, thereby officially recognizing her as a Diocesan Lay Reader. The Reverend Pat Martin, Diocesan Warden for Lay Readers, officiated at the service on behalf of the bishop.

The Ottawa West End Chaplaincy Community Concert (shared with Britannia United Church, Bells Corners United Church; St. Remi Catholic Church; Jesus is Lord Church) held on December 1 was a great occasion.

I was astounded when the parish treasurer informed me that our \$133,000 plus for the lift project was fully paid off by December 31. It was truly good news as I had come to believe that we would pay off the debt in five years but through your generous hearts we did so in two and a half years. My sincere thanks to all of you for your financial support.

In July I had the privilege of taking a service for the rector of St. Martin's and in December I was invited to the parish to take the service of Christmas Carols and Lessons. It was a great experience and it is looking likely that there may be a pulpit exchange between The Reverend Mary Catherine Gardener and I as we continue to explore shared ministry opportunities. We may even have a shared Easter Vigil service with St. Martin's Congregation if this is approved at Vestry.

Over the next twelve months we shall continue with God's work. Here is a sneak peek of what is to come:

World Day of Prayer for Zimbabwe

World Day of Prayer for Zimbabwe: On Friday March 6, the whole world will focus their prayers for Zimbabwe. Just writing this gives me goose bumps and lots of emotion. St. Stephen's will join the rest of the world on that Friday at 1:00 p.m. We will be joined by Woodvale Pentecostal Church, St. Remi Roman Catholic Church, Britannia United Church, St. Paul's Kanata and others.

Salvation Army Legacy Band and Choristers Fundraising Concert for the St. Stephen's Roof

Easter Concert to be held on April 5, 7:00 p.m. The Salvation Army Legacy Band and Choristers will hold a Fundraising concert for the roof. Their band leader heard our appeal for funds to replace our roof and called us offering to hold a fund-raising concert here. It was touching and humbling to receive such an offer from the Salvation Army Church to help an Anglican church.

Election and Installation of a New Bishop

A new bishop will be elected on March 14 and consecrated on May 31, 2020 at 7:00 p.m. Only Synod delegates are permitted to attend the Episcopal Election Synod but all are welcome to attend the Consecration service.

Thank you to all

My sincere thanks to the Education Committee; Property Committee; Fellowship Committee; Fall Food Fair Committee; Liturgical Committee; Outreach Committee and the Coordinators.

Also, I would like to thank Thomas Phelps our custodian, Marilyn Brownlee the Parish Administrator; Robert Hamilton our parish treasurer and his assistant JoAnn Collett; the auditors Gerry Stephen and Jack Kalil; Eileen Mortimer and Richard Fleming, the rector's warden and deputy; Alice Walsh and Leslie Worden the people's warden and the deputy; Kacper Waclawski, choir director and organist; Dave Chisholm, Parish Council Chairperson and Peter Brebner who spent hours and hours creating the easy worship slides we use Sunday in and Sunday out. Thank you to the pastoral care workers and those who help at the retirement home services. It will not be complete until I say thank you to each of you.

Thank you to Epiphania, Simba and Ropa for their support, and to my advisors who shall remain anonymous.

Thank you to Bishop John Chapman for his leadership to the diocese for the past thirteen years. We will wish him all the best in his well-deserved retirement.

In 2020 let us remain engaged, remain active, help wherever we are needed, contribute new ideas for growth and development, and provide for the church.

I remain yours in Christ,

George Kwari.

Incumbent

WARDENS' REPORT

Your wardens wish to thank you for the support offered to St. Stephen's throughout this past year. 2019 has been a year full of good news and challenges. As we gather week to week, dealing with the immediate challenges presented, we are focused on the short term goals, and it is only at year end, once we have reviewed our finances, that we are able to see the bigger picture.

First, the challenges. St. Stephen's is an aging property. Time and usage have taken their toll and the church is clearly showing her age. We rejoiced in the completion of the Lift Project but now have turned our attention to other imminent needs including leaky roofs, plumbing, worn carpets and flooring, out-dated lighting, aging technology as well as general wear and tear throughout the building and on the exterior of the property.

Maintenance costs continue to rise with snow removal and parking lot clearing always being a challenge. Our congregation is also aging, as reflected by the smaller pool of talented, skilled and willing workers who have so generously volunteered their services in all areas of the church.

Here is the Good News. The congregation has continued to support St. Stephen's generously. The annual envelope giving has been steady, with a modest increase. We see many young families actively involved in the parish. The children and youth are a vibrant source of energy, actively participating in our worship. We have partnered with new lease tenants who have proven to be good matches with our own ministry vision and mission. The revenue from rental giving has provided reliable and steady funds to help us manage our own expenses. Our Annual Fall Food Fair showed a surprising increase in revenue, despite unexpected organizational challenges.

We continue to explore the possibilities of having shared services with St. Martin's, such as a Christmas Carol Service or special Easter Service, where we can enjoy the benefits of combined choirs and music. These opportunities provide the chances to build new relationships and see how they flourish over time.

If you attended the Ottawa West End Community Chaplaincy (OWECC) Concert in December, you would have seen the church packed. Every pew was filled including our loft! It was such a wonderful celebration allowing us to open our doors to so many local choirs, musicians and their family and friends. Each group or choir brought their own style of music and worship which we were able to witness and appreciate. The concert ended with a combined choir of all the different churches and groups. We truly were blessed to hear and see our church filled with Christmas music and people. The offerings provided will support the OWECC ministry and the community work they do.

Following the recent funeral service for Lois Baker at St. Stephen's we were approached by members of the Salvation Army Legacy Band offering a unique opportunity for St. Stephen's. It was suggested that our choir would share in a worship opportunity at St. Stephen's, one where their choir and their band along with our choir would combine to put on a concert in support of our Roof Fund. This concert will take place on Palm Sunday evening at St. Stephen's and meetings are in the works to make plans for the event.

We will be establishing a committee to identify areas within our church, both interior and exterior, that require our attention. We will create a list identifying those projects that require our immediate attention and those that can be addressed later. We may seek outside assistance to undertake a professional inspection of the church, including the roof, the boiler, lighting, plumbing, and any potential structural issues that may need to be addressed. We must be able to make informed, responsible and reasonable plans for the ongoing care and maintenance of this aging asset. A long-term plan with goals, priorities, and budgets will help guide the parish into the future with responsible stewardship.

Recognizing that we have not had a Stewardship Committee in 2020 we will be looking to refreshing our Stewardship Committee with an updated mandate. We have ended 2019 in good financial shape and have come close to having a balanced budget for 2020. We are encouraged that as you plan your giving for 2020 you will consider the ongoing needs and stewardship of St. Stephen's.

We walk alongside the faith journey of parishioners. A.-J. Cottreau, a former parishioner who, through times of personal grief and medical challenges, found the strength not only to sing in our choir, but to read the lessons and preach and ultimately become an Ordained Priest in the Diocese of Ontario. By bus loads, we shared her joyous ordinations as Deacon and Priest. We welcomed her back in January 2020 to celebrate her first Eucharist as a Priest at St. Stephen's. She spoke to us and the message, spoken with deep passion, left a few tears both on her speaking notes and in the congregation. Most importantly however she imparted a clear message that to her St. Stephen's is HOME, as it should be for all of us.

As a family we gather to worship and study, supporting each other and enjoying fellowship. We share prayers, meals, cakes, joys, fears, sorrows and concerns. We use our God-given skills and talents as well as his gifts and our finances to work together. We witness the joys of our young families growing, through baptisms, confirmations, weddings and children. We enjoy each generation returning for visits with their young families and proud grandparents. We are there to share each other's sorrows as we experience life's challenges. We see the presence of Jesus in our lives.

We thank our Rector George who uses his sense of humour and bold laughter to challenge and encourage each one of us in our ministry. We thank our staff who work tirelessly on behalf of the church. Finally, we thank all our volunteers, who through their work, enable us to reach out into the community and share our ministries.

We are reminded every Sunday that God works through us to do infinitely more than we can ask or imagine.

Let us go forth in His Name. God Bless

Eileen Mortimer
Rector's Warden

Alice Walsh
People's Warden

Richard Fleming
Deputy Rector's Warden

Leslie Worden
Deputy People's Warden

FELLOWSHIP CLUSTER

Once again it has been an active year for all the groups within the Fellowship Cluster.

The Fellowship Cluster includes: Parish Fellowship in General, Men's Fellowship, Coffee Hour, The Fall Food Fair and Women's Fellowship. Their respective 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 this coming year.

The following is a brief summary of the Fellowship Events in 2019:

In February we held a Potluck Games night. There was a good variety of delicious food and plenty of games including ping pong, which was popular among the younger folk. Thank you to all who attended and made this a fun evening.

February 24, we celebrated Black History Month. At coffee hour we had a special cake plus ethnic foods provided by Shirley Brathwaite. Thank you, Shirley.

In March 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.

On April 18, we held a traditional Seder meal led by Reg and Gail Angel as part of our Holy Week Maundy Thursday worship. This was followed by a very meaningful service including foot washing. Thank you to Richard Fleming, for cooking a delicious meal and organizing this event.

Thursday, April 25, Fellowship held a sandwich lunch for the residents of our local retirement homes. This lunch followed a special Easter Eucharist at St. Stephen's for people who are unable to attend our regular Sunday Church services. Thank you to Sally Weber and her team for organizing and running this well appreciated event.

On May 10, we held an Italian Dinner and Trivia Night with the well-known trivia master, Gordon Smith. Approximately 80 people attended including some of our youth group. It was a fun evening with a delicious dinner, time for fellowship, lots of door prizes, music and spontaneous dancing. The door prizes were donated by several parishioners and local businesses. Thank you to all.

Sunday, May 11, a cake was provided at coffee hour in recognition of Eva Lamb's many years as St. Stephen's outreach coordinator and all the good work she has done throughout the wider community over many years.

On June 9, our Annual Parish Picnic took place on the side lawn of St. Stephen's. There was an outdoor Church service followed by a delicious BBQ lunch and games for all ages. We also said goodbye to Pam McKeown, a long-time active member of St. Stephen's with a special cake.

There was a celebration cake at coffee hour on Sunday, June 30, to celebrate Canada Day and our great Country.

Algonquin College Campus Ministries held a Trivia Night at St Stephen's on August 21, 2019. This is a fundraiser for the Algonquin Campus Ministries. They served corn on the cob and ran their own trivia game. Everyone had a good time and they were pleased with the revenue the evening generated.

Sunday, October 6, there was a special Church service to honour our new members who have joined our Parish over the past year. A cake was enjoyed by all at coffee hour.

Thanksgiving Monday, October 14, we held a delicious Thanksgiving potluck dinner for our parishioners and friends. This event was organized by Shalini Raphael and Rob Hosselet. A sincere Thank You to Shalini and Rob for a very successful and much enjoyed event.

Sunday, October 27, we had a cake to celebrate Shalini Raphael's Licensing as a Lay Reader. Congratulations Shalini.

Sunday, November 3, All Souls Day, we had a cake in loving memory of the 11 parishioners who had passed away this past year. This thoughtfulness was very much appreciated by their families.

Saturday, November 9, we held our Annual Fall Food Fair. It was a very successful event with everyone in the parish taking an active part. Please see the Fall Food Fair report later in this report.

On Remembrance Day Sunday, November 10, we had a Remembrance Day cake at Coffee Hour. Bishop Peter Coffin celebrated Holy Eucharist and the Boy Scouts were in attendance.

On Friday, November 22, we held a fellowship evening with a potluck dinner followed by entertainment by the Russell Men's Choir. A good time was had by all.

On Sunday, November 23, we had a cake at coffee hour to say goodbye to Gail Burbidge, a long-time parishioner, who is moving away to be closer to her family.

Sunday Evening, December 1, St. Stephen's hosted this year's OWECC Christmas Concert. There were 340 people in church including the 7 choirs who sang beautiful Christmas Music. After the concert we held a reception in our church hall with approximately 270 people enjoying a variety of refreshments. A big thank you to all who donated food and helped.

Sunday, December 8, we held our annual Advent Potluck Lunch following the decorating of our Church for Christmas.

During the year there were four baptisms. The following were baptised: Steven Andre Gary Barnes, Taya Ravina Bose, Chimdiuto Precious Nduwuisi-George, and Mason Tony James Davis. We celebrated each baptism with a special cake following the service. Thank you to Women's Fellowship for providing these cakes.

In closing, I would like to say thank you to all of you for your cheerful willingness to help out with the running of these fellowship events. You are eager to help with whatever needs to be done, setting up, cleaning up, etc.

I would also like to say a big Thank You to my two co-chairs, Sally Weber and Richard Fleming. You are a great support, have good ideas and pitch right in to get the job done.

Men's Fellowship Report

Men's Fellowship did not meet in 2019, so there is no report. However, there are plans underway to start a Men's Fellowship group this winter and to hold a men's retreat at some point.

Pat Hamilton

Coffee Hour Annual Report

The Coffee Hour follows the 10 a.m. service and provides the 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 2019. This year's event was once again a financial success – over \$17,000.

A special thanks to all the coordinators who spend many hours working in the kitchen and to members of the parish who volunteer their time. Did you know we made over 450 soups, 120 tourtieres, 120 ham and potato casseroles, 90 grey cup chilis, 45 baked beans, 120 apple crisps. We also served over 185 lunches.

We received many donations such as baking, squares, muffins, cookies, soups for the lunch, vegetarian chili, nuts and bolts, jams, pickles, doggie cookies, sweet treats and the list goes on. This all helps us to be so successful ... what a success!

Save the date for this year – Saturday, November 7, 2020 (first Saturday in November)

JoAnn Collett

Women's Fellowship Report

Women's Fellowship meets on the first Monday of the month (weather permitting) from September to June. Their meetings start with their mission statement, prayers and the Fellowship of the Least Coin. Each of the Least Coin donations represent a prayer we have for peace, justice and reconciliation. These coins are then donated to support causes in Canada and around the world. A short business meeting is usually followed by an hour of entertainment (a speaker, a movie, etc.). The evening concludes with tea, coffee, sweets and fellowship. The Women's Fellowship group welcomes all women of the Church.

Events:

The December and June meetings are potluck dinners usually with musical entertainment. Suitable gifts are collected to give to people in need i.e. Cornerstone and St. Luke's Table.

This year Women's Fellowship speakers were:

- Eileen Mortimer, who spoke and showed pictures of her expedition to Jordon.
- Lorraine McInnis, who spoke about her nursing experience in the United Arab Emirates.
- The Story Tellers performed.
- Lorraine McInnis who spoke about her Nursing experience in Iqaluit.
- A movie titled, The Doctrine of Discovery, Stolen Lands, Strong Hearts was seen. It was followed by a good discussion.

All parishioners are often invited to come to hear these interesting speakers.

Women's Fellowship held a successful bake sale in February to support their financial commitments.

A much-enjoyed Tulip Tea was held in the spring for the seniors, shut-ins and friends of the Parish.

Anglican Church calendars are also sold as a fundraiser.

During the year, new items are collected and donated to the Bales. These items are packed into bales and then transported to our northern communities. These donations are very much appreciated by our brothers and sisters in the north.

Greeting cards are sent from Women's Fellowship to parishioners who are sick or grieving. Gifts are given to Dallacy Tukkiapik, and to our friends at St. Stephen's Residence. Women's Fellowship also provides the Baptismal cake at coffee hour to celebrate each Baptism.

Report by Ruby Elver.

Women's Fellowship Financial Report

Balance Forward January 1, 2019		\$471.50
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Revenue

Calendars	380.00	
Bake Sale	384.75	
Tulip Tea Donation	10.00	

	774.75	+774.75

		1246.25

Expenses

Calendars	300.00
Celebration Cakes	39.98
Christmas gifts for residents and staff	53.01
Tulip Tea Expenses	36.12
Bank service charges	2.00
Donations:	
ACW Ottawa Diocese — Fair Share	350.00
— Bale Freight	40.00
Honorariums for guest speakers	150.00

	971.11

Balance at December 31, 2019		- 971.11

		275.14

Sue FitzPatrick, Treasurer

LITURGICAL CLUSTER

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

The Liturgical Committee meets seasonally 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 are always looking for new members! The choir hosted the Ottawa West End Community Chaplaincy (OWECC) fundraiser with six other choirs on December 1, 2019. We raised \$2000 for OWECC at this event. 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. Our drummer, Mauricio Rodriguez, had to step down and we thank him for his ministry and welcome Mark Wilson as our new drummer.

Altar Guild

The 'Guild' team continued to serve with dedication, quietly and faithfully with four rotating groups throughout 2019. 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. We would also like to give thanks for those who donated towards the purchase of our new chalices and patten.

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. Shalini Raphael, Dawna Moore, Mary Jane Dymont, Ed Van Dusen, Ruby Elver, Cynthia Mortimer, Ruth Belyea and Sally Weber are regulars, with Beverley Chen as a spare. Thank you all for your involvement and dedication. If you feel called to be part of this rewarding ministry, please speak to Fr. George or one of the team members.

Lay Readers

During 2019 the Parish was fortunate to have the experience and dedication of our five Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Pomerleau, Jack Kalil and we welcome Shalini Raphael who was licensed as a Lay Reader this year. 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, Jack, Alice, Lauren, Aleesha, Shalini, Greg, Simba, Darius and Stephon 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.

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 are 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 CLUSTER

Church School

Our Church School has remained stable this year with a nursery, junior class and senior class. There is a total of 28 children on our roster with fluctuating attendance week by week. Sermons4kids and the Virtual Church School curricula, both of which are lectionary based, continue to be used as a basis for the lessons for the junior class. We are blessed to have a committed team of nine teachers and helpers and give thanks for their willingness to share their unique gifts and talents in support of the children's faith development. In the summer we said farewell to one of our teachers, Pam McKeown. Our thanks to Pam for all she contributed to the Church School.

A highlight for the senior class this year was their focus during the fall on creation and the environment and why it should be important to us as Christians. This led to their decision to do their small part at St. Stephen's and to raise funds to purchase a lilac tree to plant on church property.

Once a month throughout the year, the senior class participated in the Sunday morning service in various roles: sidesperson, reader, intercessor, server, projectionist, lay administrator. The youths' active participation is an important part of their Christian formation. Through their involvement in the service, they become familiar with the various ministries which take place on a Sunday morning and learn by "doing".

Youth

The St. Stephen's Youth Group, led by Dave and Debbie Chisholm, consists of approximately seven to eight young people who meet monthly to explore their faith using the Alpha Youth online video series, to play some games and to eat. Initially, the Youth Group met on Friday evenings, but as of the Fall, the Group meets on Sunday mornings. Highlights have included bowling, ping pong tournaments and pizza! The Youth Group continues to be well received and we appreciate the ongoing support of Father George, the parents and the parishioners.

Adult Education

Father George led two interesting and challenging adult bible studies during the year. The Lenten study focused on the Book of Isaiah and the Advent study explored several parables. Both studies were preceded by a time of fellowship with a simple soup supper. During Advent, a labyrinth walk was incorporated into the evening to help each of us focus on an aspect of the parable. We were fortunate to have The Reverend Canon Hilary Murray join us for two of the Advent sessions and lead us in the labyrinth walk.

Pat Hamilton's women's cell group continues to meet biweekly for fellowship and study. Most recently the group studied, 'I Believe – A Study of the Nicene Creed'.

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

PROPERTY (CAPITAL BUDGET)

Thank you to JoAnn Collett and Dave and Rob Chisholm who, respectively, ordered and installed the new bulletin boards in the Church Hall. JoAnn was also responsible for ordering the new folding tables and Dave upgraded the office computer. Also, thank you to Jim Davis for setting up, monitoring and maintaining the security cameras around the property. And thank you to Gerry Stephen who is always there when I need a second pair of hands or advice.

Completed BUDGETED CAPITAL PROJECTS for 2019 include:

- 1) Inspection of the Fire Alarm System
- 2) Maintenance of the heating/cooling systems
- 3) Service of exterior Exhaust Fan
- 4) Recertification of 5 fire extinguishers
- 5) Watson Street entrance repairs
- 6) Painted Parking Lot Lines
- 7) Installed new outside security camera
- 8) Purchased new folding tables
- 9) Installed new bulletin boards in Church Hall
- 10) Installed 5 new exit signs
- 11) Applied lawn fertilizer spring and fall

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Painted Upper Mary Lark Hall for new tenants
- 2) Re-caulked Watson Street facade
- 3) Serviced defibrillator
- 4) Upgraded tenant signs on St. Stephen's St. and at parking lot entrance
- 5) Second repair of south transept roof
- 6) Replaced door lock at parking lot entrance
- 7) Repaired lock at Watson Street entrance
- 8) Installed new mats at Watson St. entrance
- 9) Replaced lawn trimmer

NOTE: Replacement of the north and south transept roofs has been postponed to the spring of 2020 due to scheduling problems with the roofer. This item is included in the 2020 Budget.

Miscellaneous CAPITAL PROJECTS were completed. Such as:

- 1) Replaced Emergency Light battery in PCCN office
- 2) Repaired tiles in Upper Mary Lark back bathroom
- 3) Replaced furnace and kitchen fan filters
- 4) Replaced a number of doorstops
- 5) Replaced relay switch for sanctuary thermostat
- 6) Replaced toilet tank bolts in Men's washroom
- 7) Repaired steps by labyrinth
- 8) Removed dead tree from hedge in playground
- 9) Trimmed all hedges
- 10) Replaced light bulb south sidewalk

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 and the Wardens 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.

On May 12, 2019, St. Stephen's paid tribute to Eva Lamb and celebrated her tireless work and outstanding accomplishments during her many years as an outreach member and coordinator. Heartfelt thanks to you Eva from the parishioners at St. Stephen's as well as from all of those in our surrounding neighborhoods who have known your kindness and compassion over the years.

LOCAL COMMUNITY

- **Breakfast and Lunch Program**

It is with great regret but not surprising to announce that Margaret Knight has stepped down from the Breakfast & Lunch Program at Foster Farm.

On October 27 the West End Interfaith group received the following e-mail from Margaret: "After nearly 50 years of support for Foster Farm, I can no longer participate in the breakfast and lunch programs. Last week unfortunately was my last week. You will need to designate someone to support this program moving forward including management of finances."

Margaret had been failing physically for some time and had a bad fall at home which landed her in hospital. In the meantime, the Breakfast/Lunch Program is in good hands and is functioning quite well with various volunteers from the neighbourhood. The Finances have been temporarily taken over by Jean Meldrum (treasurer of West End Inter-Faith (WEIF)), but further options are being discussed as to the management of the finances. It is our recommendation that we continue to support the Breakfast/Lunch Program in 2020 with our generous contribution of \$1500.00 as the program continues to function on a regular basis with the many volunteers, and the support of WEIF.

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 approximately 30-40 children each day, from Monday to Friday (7-8 a.m.) throughout the school year. Bagged lunches and snacks were also provided to the children upon request. The lunch program at Foster Farm operates Mondays and Fridays from 11 a.m.-12 p.m. and the number of pre-school children and adults varies during the week. At Britannia Woods Community House, the "Grab & Go Program" is also provided to many school children.

It is very important to note that groceries and food in general will cost significantly more next year and therefore these programs are very necessary in our communities.

Margaret has expressed on many occasions a sincere thank you to St. Stephen's for our continued support.

Marg Muirhead

- **Emergency Food Cupboards**

St. Stephen's continued its support of the emergency food centres 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. A coffee club was introduced during 2019 where neighbourhood residents can enjoy a cup of coffee, friendly conversation and the opportunity to learn how to prepare relatively healthy desserts, such as apple crisp.

The average Canadian's yearly food bill is projected to rise by approximately \$500 in 2020. 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, navy beans and cooking oil.

Many thanks to all of you who have faithfully supported this ministry. Special thanks to Dawna Moore who manages Martha's Kitchen and has established an orderly and efficient storage and delivery policy for the food supplies. Thanks also to Timothy Daum for transporting our food to the food banks. A final note of appreciation goes to Dave, Debbie and Robbie Chisholm, who help weekly with the actual distribution of the food to the clients at Morrison Gardens.

Marilyn Van Dusen

- **Furniture Project & Warehouse Fund**

Since there is no coordinator, parishioners can contact The Furniture Bank of Ottawa (Matthew House) at 613-591-6681, 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 – 123rd Ottawa**

The 123rd Ottawa Scout Group would like to thank St. Stephen's for their ongoing sponsorship of the group. St. Stephen's has sponsored Scouts at this location for over 60 years! We currently have 69 youth enrolled with 29 volunteer leaders. As we grow, we have created two new sections (Beavers and Cubs) that meet at Woodroffe Public School. We are always seeking new volunteers to assist as leaders and have space for participants (boys and girls) in all sections (Beavers, Cubs, Scouts and Venturers). Our Venturer Company is traveling to Iceland over the March Break.

Dave Chisholm,
Group Commissioner 123rd Ottawa

- **White Gift Fund**

This Christmas season, as in past years, St. Stephen's distributed grocery gift cards to those individuals and families in our surrounding neighbourhoods who are on very limited budgets. These cards helped to ensure that a total of 116 people could enjoy a good Christmas dinner. Your very generous donations to our annual White Gift Fund made it possible for us to purchase these gift cards and on behalf of the Outreach Committee as well as those who received our help this year, a huge thank you for your wonderful support.

Marilyn Van Dusen

- **Rector's Discretionary Fund**

This fund provides money and grocery cards that we give to the less fortunate of our community. Much of these funds are budgeted and it all remains confidential.

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 long-term supportive housing.
- Ottawa Pastoral Counselling Center – a Christian-based counseling service available to those in need.

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

- **Bales for the North**

Your bale donations from St. Stephen's, valued at \$3709.00, were delivered to St. John's in Richmond last April 2019, where they were packed along with the donations from other parishes. Destination — ten small communities in the north. Thank you for your continued and generous support.

Joan Matthews

PASTORAL CARE:

- **Queensway Carleton Hospital Visiting**

St. Stephen's team is part of the greater team which makes daily visits to Anglican patients in the Queensway Carleton Hospital. Cynthia Mortimer, Sally Weber, Martha Greatrex, Susan Steedman and Mary Jane Dyment have been on our team. We cover Wednesday and Thursday. This is a ministry of listening, praying, and if needed, referring to the patient's own church. Confidentiality is assured.

This year, Susan Steedman has moved to Montreal to live with her son. Cynthia Mortimer is stepping down after 27 years of ministry. Both will be sorely missed. We give thanks for their many years of service.

The prerequisite for this ministry is the Pastoral Care Course. The 10-week course is offered twice a year. If any parishioner is interested, please contact Fr. George or Mary Jane Dymont.

Sally, Cynthia and Mary Jane attended a Gala dinner in November to celebrate 40 years of the Pastoral Care Training Program. Over 200 care workers attended to celebrate and learn about "Pastoral Care in a Changing World". Indeed, the evening was a fine celebration.

- **Home Visiting Program**

During the year, active members of our parish maintain contact with those not able to attend church. Phone calls or personal visits are made and often Holy Communion is celebrated. The office is kept informed of the well-being of the visited parishioner. During Easter and Christmas seasons, Father George accompanies us on these visits. Wonderful associations are made with the church member and their families. It is indeed a very rewarding ministry. Please refer to the office any whom you know may require a home visit.

Mary Jane Dymont

- **Algonquin College Campus Ministry**

The Algonquin College Ministry is a fairly 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 2020, St. Stephen's will continue to contribute \$1200.00 towards this most worthwhile Ministry.

Marg Muirhead

- **West End Villa**

On the 3rd Tuesday of each month we offer a Eucharist service to the residents of West End Villa. Father George conducts the service for the 30 or so residents that usually attend. If Father George is not available, The Rev. Canon Michael Fleming will step in. Our faithful volunteers help the people find the proper pages for the service and also the hymns, with a warm greeting and friendly smile.

We could not do this without your help, so a big thank you to all and a warm welcome to Dave Chisholm who has joined the group. Unfortunately, I will no longer be a part of this group.

Lorraine Newson

- **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 8 to 12 residents who take part regularly. They are all quite mobile and great singers and do enjoy and appreciate our offering of Holy 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 minister! 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 a monthly basis.

- **Ottawa West End Community Chaplaincy**

Throughout 2019, with the financial assistance from organizations and West-End Churches including St. Stephen's, the Chaplaincy was able to continue its work of providing physical, emotional and spiritual support to various low-income communities throughout our surrounding neighbourhoods. Reverend Steve Zinc, a Baptist pastor, along with Lorrie Lowes, a Divinity student, were continually involved in the neighbourhoods and carried out pastoral care and crisis counselling as requested. Steve was involved with discussion groups in 2 neighbourhoods and regularly visited local food banks to make contact with their volunteers and clients. He also continued to run his martial arts program, which has been enthusiastically received, with the youth from 3 of the neighbourhoods.

OWECC sponsored a weekend camp at Camp Otterdale, September 7th to 8th, which was attended by 32 people. It was a great success and it is hoped that they will be able to hold a similar one in 2020.

A Blue Christmas service was held at Regina Towers and was extremely well received by the participants.

On December 1st, St. Stephen's hosted the annual OWECC Christmas concert that included 7 participating choirs. The music was wonderful and the \$2000 raised will help OWECC carry on its valuable work. OWECC sends their sincere appreciation to St. Stephen's for the support that they have provided.

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. In July 2019, they celebrated the 60th anniversary of the Anglican Church of Canada's creation of a fund "to channel the compassion of Canadian Anglicans". This spring, I participated in the two-day National meeting held in Ottawa, hosted by the local Diocesan PWRDF committee, led by Jane Maxwell.

This year, PWRDF provided over \$5.5 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:

- \$20,000 to assist with relief work in the Bahamas and the Turks and Caicos due to Hurricane Dorian
- \$50,000 to assist with Cyclone Idai relief (\$30,000 for Mozambique and \$20,000 for Zimbabwe)
- \$30,000 to assist with the complex humanitarian emergency in Venezuela.

You can donate to PWRDF online at 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.

Debra 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.

Our existing sponsorship involves a 30-year old single mother from Eritrea and her young 5-year old daughter. They arrived in Ottawa on May 22nd, 2019. The young woman worked as a teacher in her homeland. She can speak some English and is currently attending language classes to improve her level of competence. She is very anxious to eventually get a job. The little girl is now attending school and is apparently a very happy and enthusiastic student.

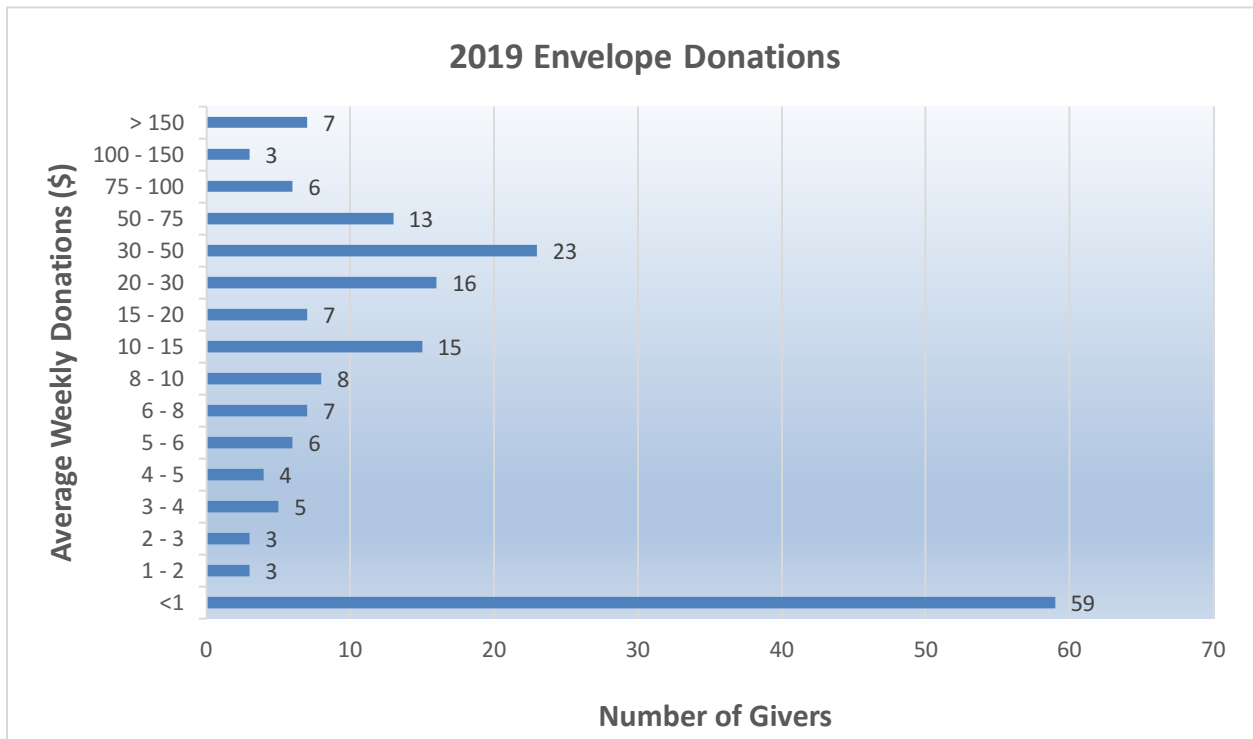
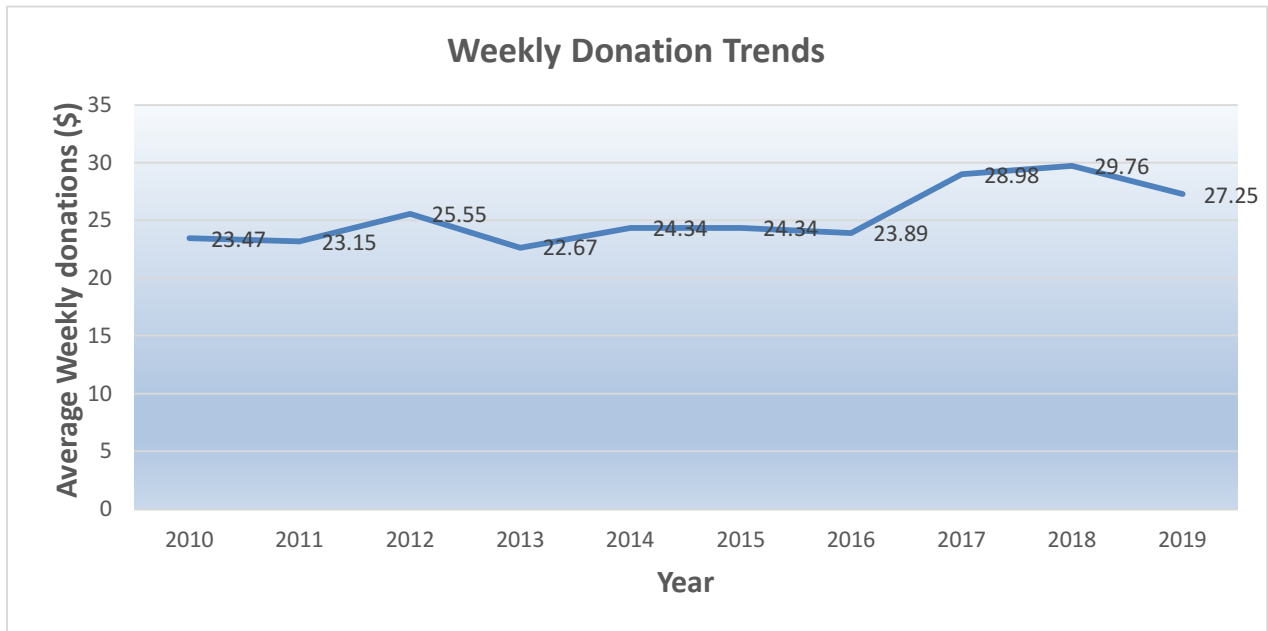
The little family has settled nicely into a 1-bedroom Minto apartment on Meadowlands Drive. The sponsorship will end in May 2020.

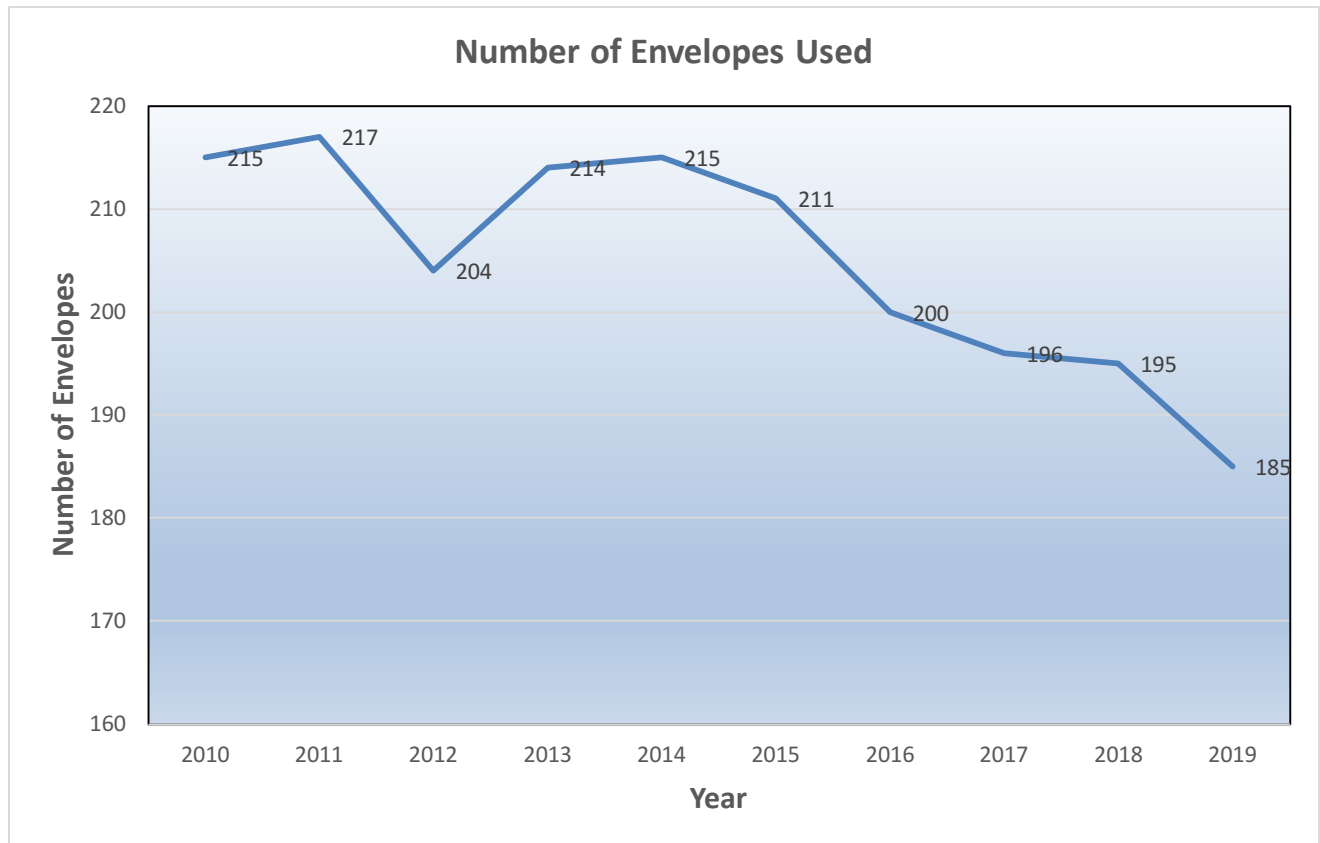
Refuge N.O.W. held a fundraising Dinner on September 27th, 2019 and St. Stephen's parishioners, as always, made a huge contribution towards the dinner's financial success. Many thanks for your great support!

In 2019, Refuge N.O.W. welcomed Laura Beauchamp as a new member to our group and she has proven to be a wonderful addition!

Marilyn Van Dusen and Laura Beauchamp

ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick

COUNTERS

Once a week a team made up from the following group of dedicated people have met at St. Stephen's to count the weekly offerings: Barbara Elliott, 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 Margaret Reed who retired from the team this past year a big thank you for her years of service. We are pleased to welcome Judy Howcroft who has joined the team as Margaret's replacement. Thanks also to Rob Hamilton, Treasurer; JoAnn Collett, Assistant Treasurer; Sue FitzPatrick, Envelope Secretary and Marilyn Brownlee, Parish 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.

TREASURER'S REPORT

Financially, 2019 was a very good year for St. Stephen's. We ended the year with a **Surplus of \$875**. Thanks to all the parishioners and others, who contributed so generously throughout the year.

The following reports for the fiscal period ending December 31, 2019 and the 2020 Budget as approved by Parish Council are for your consideration at Vestry.

Appendix A: Balance Sheet Comparison as of 31 December 2019

- This reports St. Stephen's assets and liabilities.
- Our net worth shows an increase of \$39,252 over 2018.
- Long Term Investments:
 - **Consolidated Trust Funds (CTF) and Rectory Trust Fund (RTF)**
 - These funds, for specific purposes, are held for us by the Diocese and managed on our behalf. They are shown as Assets on our Balance Sheet.
 - 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.
 - The market value of our holdings in the CTF and RTF have increased by **\$21,885** in 2019.

Consolidated Trust Fund	Market Value as of Dec 31/19
Memorial Endowment Fund	4,158
Cash Reserves	188,549
Gallanger Trust Fund	43,034
Dorothy Jones Trust Fund	<u>63,986</u>
Consolidated Trust Fund	299,726
Rectory Trust Fund	<u>162,892</u>
Total Long-term Investments	462,618

- Dividends are credited quarterly to the CTF accounts throughout the year. A cheque is received annually from the CTF and add to our current account revenue.
- The **RTF** dividend is given as a credit to us. (line 50052 in Appendix C).

Appendix B: Reserves report as of 31 December 2019

- Our 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.
- This report shows the opening balance, the inflows and outflows, and closing balance of each Reserve.

- Our Reserves have increased in value by **\$8,471**.
- Our reserves are reported as liabilities on the Balance Sheet. These funds are held in trust for the specific purpose specified when needed.
- **Funding Capital Expenses:** We continued to use our Capital Reserves (Edith McTeer Bequest), held in our St. Stephen's Reserves. (Balance Sheet), to partially pay for our capital expenses in 2019. Some of our capital expenses in 2019 were paid from general operating revenues. 2020 capital expenses will be paid from operating revenue or from capital funds held in the Diocesan Consolidated Trust Fund (Gallanger Bequest).

Appendix C: 2019 Income vs 2019 Budget

- This report compares actual revenue and expenses to the budget passed at Vestry 2019 and as updated for Parish Council throughout the year.
- Our revenue for 2019 was **\$396,202**, while our expenses were **\$395,327 thus providing a surplus of \$875**.
- **Donations from Organizations Using our Facilities:** Total contributions from organizations using our space in 2019 is **\$79,432**.
- **Building:** In 2019 the costs of most services and utilities were up, some quite substantially. 2019 saw an excessive amount of snow which caused us to go over our snow plowing budget by almost \$9,000.

Appendix D: Growing in Faith Together (GiFT)

- This report shows income received from the Diocesan GiFT office and expenses to date (2012–2018 history)
- GiFT Activity for 2019.
- The Diocesan GiFT Campaign is now complete. We are using the GiFT money to support new initiatives and respond to requests for financial help. We have **\$34,289** remaining in our GiFT accounts.

Donation Methods

E-Transfers (On-line): Offerings can be made on-line directly to St. Stephen's by using the email payment option offered by your bank. To make a direct offering, email the treasurer@ststephensottawa.org with the amount and stating what the offering is for. Just follow the instructions on the payment page of your account at the bank. There are no fees charged for this service and St. Stephen's receives the full amount of the offering.

Envelope Offerings: The traditional method of using offering envelopes and placing your offering on the offering plate during the church service is, of course still available.

Pre-Authorised Remittance (PAR) is an option for our parishioners. 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 Mastercard are accepted). If using a credit card, St. Stephen's receives the amount offered minus the transaction cost of 2.5% fees.

Canada Helps is another option which you can do on-line. Canada Helps charges a 4% fee for processing payments to the church.

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

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

Thanks

I would like to offer a sincere thank you to Fr. 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, Treasurer

Appendix A: Balance Sheet Comparison

		12/31/2018	12/31/2019	Difference
	ASSETS			
10000	Chequing Account	45,988.72	60,988.50	14,999.78
11000	Petty Cash	300.00	597.50	297.50
12000	Accounts Receivable			
12010	Multi-Year Surplus/Deficit	19,319.91	20,195.16	875.25
	Total Accounts Receivable	19,319.91	20,195.16	875.25
12600	GST Recoverable	0.00	448.84	448.84
12700	PST Recoverable	0.00	1,176.43	1,176.43
12800	Sales Tax Rebates Due	1,447.99	1,016.76	(431.23)
14050	Land and Building in Canada Total	2,739,758.00	2,739,758.00	0.00
14250	Furniture and Equipment Total	56,694.81	56,694.81	0.00
15000	Long-Term Investments			
15010	Consolidated Trust Fund	283,503.28	299,726.43	16,223.15
15020	Rectory Trust Fund	157,229.84	162,891.90	5,662.06
	Total Long-Term Investments	440,733.12	462,618.33	21,885.21
	Total Assets	3,304,242.55	3,343,494.33	39,251.78
	LIABILITIES AND RESERVES			
21000	Accounts Payable	0.00	0.00	0.00
22000	CPP Liability	0.00	0.00	0.00
22300	Security Deposits			
22310	Jérôme Lejeune School Security Deposit	0.00	2,500.00	2,500.00
22320	GCI Security Deposit	0.00	1,545.00	1,545.00
22330	Jesus Is Lord Security Deposit	0.00	2,500.00	2,500.00
	Total Security Deposits	0.00	6,545.00	6,545.00
23300	Deferred Revenues			
23320	GiFT Reserves			
23320	GiFT – Unassigned	35,925.68	31,402.34	(4523.34)
23321	GiFT – Enhancing Outreach	0.00	0.00	0.00
23322	GiFT – Enriching our Worship	1,040.50	0.00	(1,040.50)
23323	GiFT – Expanding Christian Education	563.27	0.00	(563.27)
23324	GiFT – Improving Communications	3,734.67	2,886.57	(848.10)
23325	GiFT – Sustaining our Ministry	440.01	0.00	(440.01)
	Total GiFT Reserves	41,704.13	34,288.91	(7,415.22)
23330	Discretionary Reserves			
23333	Share Reserves – Enbridge	86,109.26	86,109.26	0.00
23334	Memorials	15,923.44	16,165.44	242.00
23335	Dorothy Jones Bequest	30,801.06	43,246.38	12,445.32
23337	Rental Payments	0.00	1,545.00	1,545.00
	Total Discretionary Reserves	132,833.76	147,066.08	14,232.32
23350	Capital Reserves			
23352	Capital Appropriations	1,358.62	0.00	(1,358.62)

		12/31/2018	12/31/2019	Difference
23353	Worship Space	118.51	118.51	0.00
23354	Audio/Video System	7,059.40	5,373.38	(1,686.02)
23357	Edith McTeer Bequest	5,322.48	0.00	(5,322.48)
23359	Roof Replacement	0.00	12,044.00	12,044.00
	Total Capital Reserves	13,859.01	17,535.89	3,676.88
23370	Restricted Operating Reserves			
23371	Designated Parish Events	319.44	319.44	0.00
23372	Youth Group	775.31	775.31	0.00
23373	Flowers	663.40	1,803.98	1,140.58
23374	Liturgical	7,599.31	1,499.31	(6,100.00)
23375	Vaughan Education	847.95	847.95	0.00
23376	Choir	1,111.35	0.00	(1,111.35)
23377	Arctic Tour	2,728.11	2,728.11	0.00
23378	PBL Insurance	(10.42)	0.00	10.42
23379	Special Altar	0.00	2,633.04	2,633.04
23388	Chalice & Paten	0.00	0.00	0.00
	Total Restricted Operating Reserves	14,034.45	10,607.14	(3,427.31)
23380	Outreach Reserves			
23381	Foster Farm Lunch Bag	140.06	140.06	0.00
23384	Emergency Warehouse	1,008.51	0.00	(1,008.51)
23385	Women's Retreat	2,219.54	2,219.54	0.00
23386	Men's Retreat	465.79	465.79	0.00
23387	Haitian Orphanage	186.81	0.00	(186.81)
23389	Bishop Gaul Electronic Library	0.00	2,600.00	2,600.00
	Total Outreach Reserves	4,020.71	5,425.39	1,404.68
	Total Deferred Revenue	206,452.06	214,923.41	8,471.35
24000	Long Term Loans	3,075,808.92	3,098,569.38	22,760.46
	Accounting Funds			
30100	Corporation	(19,164.49)	(21,302.61)	(2138.12)
31000	Program	51,167.22	62,560.86	11,393.64
32000	Outreach	(11,333.99)	(13,610.52)	(2,276.53)
33000	Flow Through Outreach	724.30	1,704.30	980.00
34000	Building/Capital	3,814.63	(2,669.39)	(6,484.02)
35000	Lift	(3,226.10)	(3,226.10)	0.00
	Total Accounting Funds	21,981.57	23,456.54	1,474.97
	TOTAL LIABILITIES AND RESERVES	3,304,242.55	3,343,494.33	39,251.78

Appendix B: Reserves Activity and Balances

GiFT REVENUE — UNASSIGNED	
Balance Jan 1, 2019	35,925.68
Cash from Diocese	50.00
Transferred to GiFT – Enhancing Outreach	-496.07
Transferred to GiFT – Sustaining Our Ministries	-3,681.04
Late Transfer to GiFT – Expanding Christian Education	-1436.73
Return from GiFT – Enriching our Worship	<u>1040.50</u>
Balance Dec 31, 2019	<u>31,402.34</u>
GiFT — ENHANCING OUTREACH	
Balance Jan 1, 2019	0.00
A.-J.'s Ordination Gift	-149.46
Big Give expenses	-346.61
Transfer from GiFT — Unassigned	<u>496.07</u>
Balance Dec 31, 2019	<u>0.00</u>
GiFT — ENRICHING OUR WORSHIP	
Balance Jan 1, 2019	1,040.50
Return Chalice & Paten Commitment to GiFT funded by donations	-2,000.00
Transfer from GiFT — Unassigned	<u>959.50</u>
Balance Dec 31, 2019	<u>0.00</u>
GiFT — EXPANDING CHRISTIAN EDUCATION	
Balance Jan 1, 2019	563.27
Today4Tomorrow	-2,000.00
Transfer from GiFT — Unassigned	<u>1,436.73</u>
Balance Dec 31, 2019	<u>0.00</u>
GiFT — IMPROVING COMMUNICATIONS	
Balance Jan 1, 2019	3,734.67
Cork Notice Boards	<u>-848.10</u>
Balance Dec 31, 2019	<u>2,886.57</u>
GiFT — SUSTAINING OUR MINISTRIES	
Balance Jan 1, 2019	440.01
New Vacuum cleaner	-166.68
New folding 8-Ft Tables	-3,637.97
Winter Mats — Watson St. Entrance	-316.40
Transferred from GiFT — Unassigned	<u>3,681.04</u>
Balance Dec 31, 2019	<u>0.00</u>
ENBRIDGE SHARE	
Balance Jan 1, 2019	86,109.26
Balance Dec 31, 2019	<u>86,109.26</u>
MEMORIALS	
Balance Jan 1, 2019	15,923.44
Transferred from Memorials	<u>242.00</u>
Balance Dec 31, 2019	<u>16,165.44</u>

DOROTHY JONES BEQUEST	
Balance Jan 1, 2019	30,801.06
Lift Loan Repayment	15,829.00
Fund Painting Upper Mary Lark Hall	-3,146.42
Fund repairs	-333.08
Return surplus Revenue	<u>95.82</u>
Balance Dec 31, 2019	<u>43,246.38</u>
RENTAL PAYMENTS	
Balance Jan 1, 2019	0.00
Jan 2020 Rent from GCI	<u>1,545.00</u>
Balance Dec 31, 2019	<u>1,545.00</u>
CAPITAL APPROPRIATIONS	
Balance Jan 1, 2019	1,358.62
Partially fund Exit signs	-474.00
Fund Repairs	-901.28
Partially fund Painting Upper Mary Lark Hall	-16.66
Transfer from Revenue	<u>33.32</u>
Balance Dec 31, 2019	<u>0.00</u>
WORSHIP SPACE	
Balance Jan 1, 2019	<u>118.51</u>
Balance Dec 31, 2019	<u>118.51</u>
AUDIO/VIDEO UPGRADES	
Balance Jan 1, 2019	7,059.40
Fund Audio Repairs	-1,766.53
Transfer Surplus Revenue	<u>80.51</u>
Balance Dec 31, 2019	<u>5,373.38</u>
EDITH MCTEER BEQUEST	
Balance Jan 1, 2019	5,322.48
Fund Capital Expenses	<u>-5,322.48</u>
Balance Dec 31, 2019	<u>0.00</u>
ROOF REPLACEMENT	
Balance Jan 1, 2019	0.00
Transferred from Revenue	<u>12,044.00</u>
Balance Dec 31, 2019	<u>12,044.00</u>
DESIGNATED PARISH EVENTS	
Balance Jan 1, 2019	<u>319.44</u>
Balance Dec 31, 2018	<u>319.44</u>
YOUTH GROUP	
Balance Jan 1, 2019	<u>775.31</u>
Balance Dec 31, 2019	<u>775.31</u>
FLOWERS	
Balance Jan 1, 2019	663.40
Surplus from Revenue	<u>1,140.58</u>
Balance Dec 31, 2019	<u>1,803.98</u>

LITURGICAL	
Balance Jan 1, 2019	7,599.31
Transfer to Chalice & Paten	<u>-6,100.00</u>
Balance Dec 31, 2019	<u>1,499.31</u>
VAUGHAN EDUCATION	
Balance Jan 1, 2019	847.95
Balance Dec 31, 2019	<u>847.95</u>
CHOIR	
Balance Jan 1, 2019	1,111.35
Extra Musicians	<u>-1,111.35</u>
Balance Dec 31, 2019	<u>0.00</u>
ARCTIC TOUR	
Balance Jan 1, 2019	<u>2,728.11</u>
Balance Dec 31, 2019	<u>2,728.11</u>
PBL INSURANCE	
Balance Jan 1, 2019	-10.42
Hall Rental Insurance Premium	<u>10.42</u>
Balance Dec 31, 2019	<u>0.00</u>
SPECIAL ALTAR	
Balance Jan 1, 2019	0.00
Surplus from Chalice & Paten Reserve	1,233.04
Transfer from Revenue	<u>1,400.00</u>
Balance Dec 31, 2019	<u>2,633.04</u>
CHALICE & PATEN	
Balance Jan 1, 2019	0.00
Transfer from Liturgical	6,100.00
Transfer from Revenue	1,000.00
Fund Chalice & Paten	-5,866.96
Special Altar Fund	<u>-1,233.04</u>
Balance Dec 31, 2019	<u>0.00</u>
FOSTER FARM LUNCH BAG	
Balance Jan 1, 2019	<u>140.06</u>
Balance Dec 31, 2019	<u>140.06</u>
EMERGENCY WAREHOUSE	
Balance Jan 1, 2019	1,008.51
Lunch & Breakfast Program	-336.17
Morrison Gardens Food Cupboard	-336.17
Pinecrest Terrace Food Cupboard	<u>-336.17</u>
Balance Dec 31, 2019	<u>0.00</u>
WOMEN'S RETREAT	
Balance Jan 1, 2019	<u>2,219.54</u>
Balance Dec 31, 2019	<u>2,219.54</u>

MEN'S RETREAT	
Balance Jan 1, 2019	<u>465.79</u>
Balance Dec 31, 2019	<u>465.79</u>
HAITIAN ORPHANAGE	
Balance Jan 1, 2019	186.81
Closed fund – cheque to George Tadros	<u>-186.81</u>
Balance Dec 31, 2019	<u>0.00</u>
BISHOP GAUL ELECTRONIC LIBRARY	
Balance Jan 1, 2019	0.00
2019 Donations	<u>2,600.00</u>
Balance Dec 31, 2019	<u>2,600.00</u>
Balance Jan 1, 2019	206,452.06
Balance Dec 31, 2019	214,923.41
Net Change, All Funds	8,471.35

Appendix C: 2019 Income versus 2019 Budget

REVENUE		2019 Actuals	2019 Budget
40000	Corporation revenue	0.00	250.00
40100	Envelope Revenue		
40110	Envelope General	239,396.41	228,409.75
40112	Initial Offering	436.00	270.00
40113	Thank Offerings	50.00	0.00
40114	Lent	120.00	0.00
40116	Easter	2,511.00	2,632.00
40117	Thanksgiving	1,875.00	1,221.35
40118	Christmas	3,913.55	5,123.00
	TOTAL Envelope Revenue	248,301.96	237,906.10
40150	Trust Fund Revenue		
40151	Consolidated Trust Fund Revenue	4,133.87	3,139.88
	TOTAL Trust Fund Revenue	4,133.87	3,139.88
40180	Non-Received Gifts		
40181	Open Offering	2,597.25	2,860.36
40182	United Way Income	102.34	102.34
40184	Stale-dated Cheques/Deposits Corrections	1,656.85	0.00
40185	CRA Interest - HST Rebate	6.74	0.00
	TOTAL Non-Received Gifts	4,363.18	2,962.70
40400	Rental Donation Income		
40410	General Hall Donations	2,516.94	2,000.00
40430	Foot Clinic	210.00	165.00
40440	Prostate Cancer Canada Network	3,000.00	3,000.00
40450	Montessori	29,220.00	29,220.00
40470	Grace Communion Church	16,725.00	18,000.00
40480	Jesus Is Lord Church Rental	15,000.00	0.00
40481	Lejeune Montessori School	12,760.00	0.00
	TOTAL Rental Donation Income	79,431.94	52,385.00
40500	Parish Memorial Offerings		
40519	Memorials - 2019		
	TOTAL Memorials - 2019 (Moved to Reserve)	0.00	0.00
	TOTAL Parish Memorial Offerings	0.00	0.00
41300	Allowances Revenue		
41350	Lay Staff Remuneration		
41353	Custodian	246.34	0.00
	TOTAL Lay Staff Remuneration	246.34	0.00

	TOTAL Allowances Revenue	246.34	0.00
43000	Administration Revenue		
43050	Bank Interest	134.32	0.00
	TOTAL Administration Revenue	134.32	0.00
44000	Building Revenue		
	TOTAL Building Revenue	0.00	0.00
45000	Fellowship Cluster		
45020	Coffee Hour	866.26	835.32
45030	Food Fair	17,073.40	18,000.00
45050	Picnic	191.75	170.00
45060	Other Events	1,259.85	2,000.00
45061	Trivia Night	1,063.00	1,000.00
	TOTAL Fellowship Cluster	20,454.26	22,005.32
46000	Liturgical Cluster Revenue		
46010	Altar Guild	0.00	100.00
46011	Chalice & Patten	6,866.96	2,500.00
46020	Choir	405.48	50.00
46021	Extra Musicians	1,411.35	2,500.00
46030	Liturgical Resources Other	0.00	1,000.00
46050	Flowers (\$1,141 Surplus Moved to Reserve)	712.02	1,023.17
	TOTAL Liturgical Cluster Revenue	9,395.81	7,173.17
47000	Education Cluster Revenue		
47031	Youth Ministry	20.00	700.00
47040	Adult Education Revenue		
47043	CPR Course	1,160.00	1,500.00
47044	Forward Day-By-Day	237.75	290.00
47045	Ministry Development - from GiFT	0.00	0.00
	TOTAL Adult Education Revenue	1,397.75	1,790.00
	TOTAL Education Cluster Revenue	1,417.75	2,490.00
48000	Stewardship Cluster Revenue		
48020	Fund Raising Events		
48023	Jewelry Sale	80.00	0.00
	TOTAL Fund-Raising Events	80.00	0.00
	TOTAL Stewardship Cluster Revenue	80.00	0.00
48100	Property (Capital) Revenue		
48111	Capital Appropriations	49.98	0.00
48112	Repairs	813.47	0.00
48113	Lawn & Garden Care	56.73	0.00
	TOTAL Property (Capital) Revenue	920.18	0.00
48120	Recurring Capital Projects Revenue		
48122	Audio/Video System Rprs/Upgrades (A/V Fund)	2,486.02	2,000.00

48123	Alarm System Inspections	514.50	0.00
48125	Fire System	461.62	0.00
48126	Minor Capital Projects	272.52	0.00
48129	Service Defibrillator	410.56	0.00
	TOTAL Recurring Capital Projects Revenue	4,145.22	2,000.00
48460	2019 Capital Projects (Non-Recurring)		
48464	Exit signs (5)	600.29	0.00
48465	Replace Roof	0.00	20,000.00
48467	Paint Parking Lot Lines	306.62	0.00
48468	Update Big Give Banner (Date)	0.00	50.00
48469	Outside Security Camera	634.01	0.00
48470	Lift Project 2019 donations	0.00	15,830.00
48471	South Transept Repair	1,870.92	0.00
48476	Grass Trimmer (New, Battery Operated)	86.77	0.00
48479	Painting Upper Mary Lark Hall	4,443.43	0.00
	TOTAL 2019 capital Projects (Non-Recurring)	7,942.04	35,880.00
	TOTAL Capital (Property)	13,007.44	37,880.00
49000	Outreach Cluster Revenue		
49100	Food Programs Revenue		
49110	Food Cupboard Revenue	0.00	1,370.00
49120	Lunch & Breakfast Program	1,500.00	0.00
49130	Morrison Gardens Food Cupboard	1,000.00	0.00
49140	Pinecrest Terrace Food Cupboard	500.00	0.00
49160	White Gifts	2,255.20	2,500.00
	TOTAL Food Programs Revenue	5,255.20	3,870.00
49200	OWECC	2,000.00	0.00
49300	Rector's Discretionary Fund	258.55	350.00
49310	Pastoral Care Team	110.00	0.00
49400	Undesignated M&O	0.00	585.04
49420	Men's Retreat	0.00	0.00
49430	Big Give	117.00	260.00
49440	Multifaith Housing	0.00	100.00
49451	Algonquin Pause Table	50.00	0.00
49500	Flow Through Outreach Revenue		
49467	Bishop Gaul College Electronic Library	0.00	0.00
49510	PWRDF	3,449.70	0.00
49512	PWRDF - Cyclone relief	120.00	0.00
49540	St. Stephen's Residence	980.00	0.00
49550	Bales for the North	60.00	0.00
49650	Fr. George Trip Home	50.00	0.00

St. Stephen's Anglican Church

49665	Bus fare for Ordination	2,535.00	0.00
49666	A-J's Gift	249.46	0.00
	TOTAL Flow Through Outreach Revenue	7,444.16	0.00
	TOTAL Outreach Cluster Revenue	15,234.91	5,165.04
TOTAL REVENUE		396,201.78	371,107.21
EXPENSE			
50000	Corporation Expenses		
50050	Trust Fund Dividend Expense		
50052	RTF Dividend	(4,114.87)	(4,779.00)
	TOTAL Trust Fund Dividend Expense	(4,114.87)	(4,779.00)
50070	General Expense		
	TOTAL General Expense	0.00	0.00
50100	Envelope Offering		
	TOTAL Envelope Offering	0.00	0.00
50160	Memorial Expenses		
	TOTAL Memorials Expenses	0.00	0.00
50200	Hall Usage Expenses		
50210	General Hall Exp	589.37	500.00
	TOTAL Hall Usage Expenses	589.37	500.00
	TOTAL Corporation Expenses	(3,525.50)	(4,279.00)
51000	Remuneration & Allowances Expenses		
51010	ECOPS-Exp	126,467.00	126,467.00
51030	Honoraria Exp	1,976.58	2,500.00
51040	Seminars Exp	305.00	200.00
51050	Lay Staff Remuneration Expenses		
	Lay Staff Remuneration Expenses	79,539.48	87,733.00
51060	Remainder of 2018 On Account Payment	2,074.93	0.00
	TOTAL Remuneration & Allowances Expenses	210,362.99	216,900.00
52000	Fair Share Expenses	63,688.00	63,688.00
53000	Administration Expenses		
53010	Admin-Communication	2,107.60	1,900.00
53020	Admin-Office	1,003.24	2,000.00
53021	Admin - Miscellaneous Office	327.89	350.00
53040	Admin-Synod	532.00	575.00
53061	Admin-Bank Charges	315.13	225.00
53062	Admin-PAR Admin	302.00	325.00
53063	Admin-Visa/Mastercard	750.55	650.00
53090	Admin-Office Contracts	6,740.80	6,000.00
	TOTAL Administration Expenses	12,079.21	12,025.00
54000	Building Expenses		

54010	Bldg-Water	1,980.26	1,500.00
54020	Bldg-Hydro	6,459.89	7,500.00
54030	Bldg-Insurance	14,679.00	15,000.00
54050	Bldg-Gas	7,903.44	8,000.00
54060	Bldg-Supplies	3,915.53	3,000.00
54070	Bldg-Maintenance Contract	3,937.14	3,000.00
54080	Bldg-Snow Clearing	16,016.69	7,500.00
	TOTAL Building Expenses	54,891.95	45,500.00
55000	Fellowship Expenses		
55010	FE-Women's Fellowship	19.99	0.00
55011	FE-Men's Fellowship	0.00	100.00
55020	FE-Coffee	920.82	1,100.00
55030	FE-Food Fair	1,013.88	1,000.00
55050	FE-Picnic	473.68	500.00
55060	FE-Other Events	998.20	1,500.00
55061	FE-Trivia Night	453.36	500.00
	TOTAL Fellowship Expenses	3,879.93	4,700.00
56000	Liturgical Cluster Expenses		
56010	Altar Exp	2,180.61	1,754.72
56011	Chalice and Patten Exp	6,866.96	7,000.00
56020	Choir Exp	304.33	1,850.00
56021	Extra Musicians Exp	3,055.09	2,500.00
56022	Replacement Organist	0.00	1,000.00
56030	Liturgical Resources Other Exp	594.21	500.00
56050	Flowers Exp	712.02	1,200.00
56060	Baptism Exp	201.35	0.00
56070	Black History Month Exp	52.93	100.00
	TOTAL Liturgical Cluster Expenses	13,967.50	15,904.72
57000	Education Cluster Expenses		
57020	Nursery Exp	97.00	100.00
57022	Baptism Preparation Exp	0.00	200.00
57030	Church School Exp	70.00	500.00
57031	Youth Ministry Exp	145.41	700.00
57033	Lay Readers Exp	86.00	100.00
57034	Messy Church Exp	0.00	100.00
57035	Children's Choir Expenses	240.00	0.00
57040	Adult Education Expenses		
57041	Parish Education Activities Exp	0.00	500.00
57043	CPR Requalification	851.79	1,200.00
57044	Forward Day by Day Exp	299.87	300.00
57045	Ministry Development Exp	0.00	2,000.00
57046	Pamphlets/Calendars	0.00	200.00
	TOTAL Adult Education Expenses	1,151.66	4,200.00
	TOTAL Education Cluster Expenses	1,790.07	5,900.00

58000	Stewardship Cluster Expenses		
58040	St-Offering Envelopes	556.38	610.00
58041	St-Counters Expenses	33.08	50.00
	TOTAL Stewardship Cluster Expenses	589.46	660.00
58100	Property (Capital) Expenses		
58111	Pr-Capital Appropriations	0.00	440.00
58112	Pr-Repairs	1,091.88	1,500.00
58113	Pr-Lawn & Garden	99.18	400.00
	TOTAL- Property Expenses	1,191.06	2,340.00
58120	Recurring Capital Project Expenses		
58122	Rc-Audio/Video System	2,486.02	2,000.00
58123	Rc-Alarm System	775.38	500.00
58124	Rc-Heating System	0.00	500.00
58125	Rc-Fire System	461.62	250.00
58126	Rc-Minor Capital Projects	436.61	350.00
58127	Rc-Service Snowblower	0.00	300.00
58128	Rc-Service Lawnmower	0.00	175.00
58129	Rc-Service Defibrillator	410.56	0.00
58130	Rc-Service Exterior Exhaust Fan	0.00	125.00
58140	Rc-Service Air Conditioners	0.00	135.00
58150	Rc-Upgrade Tenant Signs	973.67	0.00
	TOTAL Recurring Capital Project Expenses	5,543.86	4,335.00
58460	2019 Project Expenses		
58461	19-Repair Watson St. Entrance	822.56	5,000.00
58462	19-New Folding 8Ft Tables	0.00	4,520.00
58463	19-Upgrade Office Computer	614.00	1,130.00
58464	19-Exit signs (5 New)	600.29	580.00
58465	19-Roofing	0.00	25,000.00
58466	19-Replace Ramp Carpet, Parking Lot Entrance	0.00	500.00
58467	19-Paint Parking Lot Lines	306.62	335.00
58468	19-Upgrade Big Give Banner (Date)	0.00	50.00
58469	19-New Outside Security Camera	634.01	300.00
58471	19-South Transept Repair	1,870.92	0.00
58476	19- Grass Trimmer	86.76	0.00
58479	19-Painting Upper Mary Lark Hall Exp	4,443.43	0.00
58480	19-Exterior Caulking Watson St Facade	3,378.05	0.00
	TOTAL 2019 Project Expenses	12,756.64	37,415.00
	TOTAL Property (Capital) Expenses	19,491.56	44,090.00

59000	Outreach Cluster Expenses		
59100	Food Expenses		
59120	Lunch & Breakfast Pgm	1,500.00	1,500.00
59130	Morrison Gdns Food Cpb	1,000.00	1,000.00
59140	Pinecrest Terrace Food Cpb	500.00	500.00
59160	White Gifts Exp	2,245.20	3,000.00
	TOTAL Food Expenses	5,245.20	5,000.00
59200	OWECC Exp	2,000.00	2,000.00
59300	Rector's Discretionary Fund Exp	1,473.13	1,500.00
59310	Pastoral Care Exp	168.80	50.00
59320	Anglican Foundation Exp	100.00	100.00
59400	Undesignated Mission & Outreach Exp	0.00	15.00
59420	Men's Retreat Exp	0.00	100.00
59430	Big Give Exp	117.00	100.00
59440	Multifaith Housing Exp	200.00	100.00
59445	West End Interfaith	15.00	0.00
59450	Algonquin College Campus Ministry Exp	1,200.00	1,200.00
59451	Algonquin College Pause Table Exp	50.00	0.00
59500	Flow Through Outreach Expenses		
59510	PWRDF Exp	3,449.70	0.00
59512	PWRDF - Cyclone Relief Exp	120.00	0.00
59540	St. Stephen's Residence Exp	980.00	0.00
59550	Bales for North Exp	60.00	0.00
59650	Fr. George Trip Home	50.0	0.00
59660	Youth Internship Program	157.00	0.00
59665	Bus for ordination Exp	2,476.15	0.00
59670	A-J's Gift Exp	249.46	0.00
	TOTAL Flow Through Outreach Expenses	7,542.31	0.00
	TOTAL Outreach Cluster Expenses	18,111.44	10,165.00
TOTAL EXPENSE		395,326.61	415,253.72
NET INCOME		875.17	(44,146.51)

Appendix D: GiFT Report

			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 2018			698.00	
Total 2019			50.00	
Total Received from GiFT Office			108,216.77	
Diocesan Grants Received			4,650.00	
GiFT Campaign Expenses Actually Spent			301.20	
Total Received from Diocese			113,167.97	
Gift Financial Status As of 31 Dec 2019			Balance	
GiFT - Unassigned			31,402	
GiFT - Enhancing Outreach			0	
GiFT - Enriching Our Worship			0	
GiFT - Expanding Christian Education			0	
GiFT - Improving Communications			2,887	
GiFT - Sustaining Our Ministries			0	
Total			34,289	
Committed but Not Spent			4,415.00	
Available for New Projects			29,874	
2019 GiFT Activity				
		Spent	Committed	Balance
Enhancing Outreach				
A.-J.'s Gift (Stole)		149	149	0
Big Give Expenses & Banner Update - Not required Paid from Operating Funds		0	715	715
		149	864	715
Enriching Our Worship				
New Chalice and Paten, Not Required - donations covered Cost		0	0	0

		0	0	0
Expanding Christian Education				
School for Parish Development				
		0	2,000	2,000
Today4Tomorrow				
		2,000	2,000	0
Youth Group				
		0	700	700
Audio / Visual Equipment, furnishings and Supplies				
		0	1,000	1,000
		2,000	5,700	3,700
Improving Communications				
New Cork Notice Boards				
		848	848	0
		848	848	0
Sustaining our Ministries				
New Vacuum				
		167	167	0
Winter Mats for Parking Lot Entrance				
		316	316	0
New 8-ft Tables for Hall				
		3,638	3,638	0
		4,121	4,121	0
TOTALS				
		7,119	11,534	4,415
GiFT Transaction History - 2012 to 2018				
Enhancing Outreach		Spent	Committed	Balance
Parish Aid & Relief		2,295	2,295	0
Refuge N.O.W.		1,500	1,500	0
Michelle Heights Homework Club		700	700	0
Michelle Heights Summer Youth Drop-In Centre		500	500	0
Michelle Heights Community Centre		250	250	0
Morrison Gardens Cycle Bus		200	200	0
Pinecrest Queensway Community Health Centre - Youth Program		250	250	0
Pinecrest Terrace Community House		250	250	0
Pinecrest Terrace Food Cupboard		50	50	0

Refugee N.O.W.		500	500	0
Margaret Knight Honorarium		100	100	0
West End Villa		400	400	0
Britannia Woods Community House		200	200	0
West End Interfaith Margaret Knight Honorarium		500	500	0
Refugee Support - Refuge N.O.W.		500	500	0
Foster Farm, Toaster Repair		16	16	0
Foster Farm		250	250	0
Replacement of Stolen Shoes		25	25	0
Cornerstone Room Project		2,840	2,840	0
Rector's Discretionary Fund		595	595	0
Big Give Banner		156	156	0
Algonquin College Campus Ministry		700	700	0
Big Give		1,220	1,220	0
	Totals	13,997	13,997	0
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	1,473	0
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	262	0
		48,607	48,606	0
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
New Signage – New-To-You Signs	372	372	0
Watson Street and Parking Lot Entrance Signs (Diocesan Sign Grant \$700) Applied	1,596	1,596	0
Parking Lot Sign	318	318	0
Advertising	328	328	0
	3,474	3,475	0
Sustaining our Ministries			
Planning for New Lift	1,079	1,079	0
New Office Furniture	827	827	0
Planning for Sheltered Portico, & Renovated Parking Lot Entrance	3,471	3,471	0
	5,377	5,377	0
TOTALS - GiFT Program 2012-2018			
	71,456	71,454	0
TOTAL GiFT Program 2012 - 2019			
	78,574	82,987	4415
Diocesan GiFT Grants Received by St. Stephen's			
Michelle Heights			700
Christian Formation Coordinator			3,250
Diocesan Sign Grant			700
Total - Diocesan Grants			4,650

AUDITORS' REPORT

January 24, 2020

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

We have examined the Balance Sheet of the Church Wardens of St. Stephen's as at December 31, 2019 and their statements of Receipts and Disbursements for the year then ended. These statements are the responsibility of the Church Wardens. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements presented fairly the financial position of the Church as at December 31, 2019, 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

2020 BUDGET

SUMMARY BUDGET

A Summary Budget for 2020 is presented here and has been approved by Parish Council for presentation to Vestry.

A detailed line item budget, which supports the summary Budget, is available from the church office to any parishioner who wishes it.

The Budget is broken down by Cluster. Each cluster submitted their budget for revenues and expenditures for review and approval by Parish Council as a whole.

The following assumptions were made in determining the budget:

- General Envelope Revenue will be unchanged from that received in 2019.
- The Fall Food Fair will contribute to contribute at 2019 levels.
- Some Reserves will be used to cover expenses.
- We expect to withdraw money from the Consolidated Trust Fund (Gallanger Bequest – \$43,034) to assist in paying for Capital expenses. This will occur, if required, to assure positive cash flow in our bank account.
- Rental donations from other organizations, currently using our facilities, will continue throughout 2020.

GiFT Projects

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

GiFT Projects, already approved, are shown in the following GiFT Status 2020 Report.

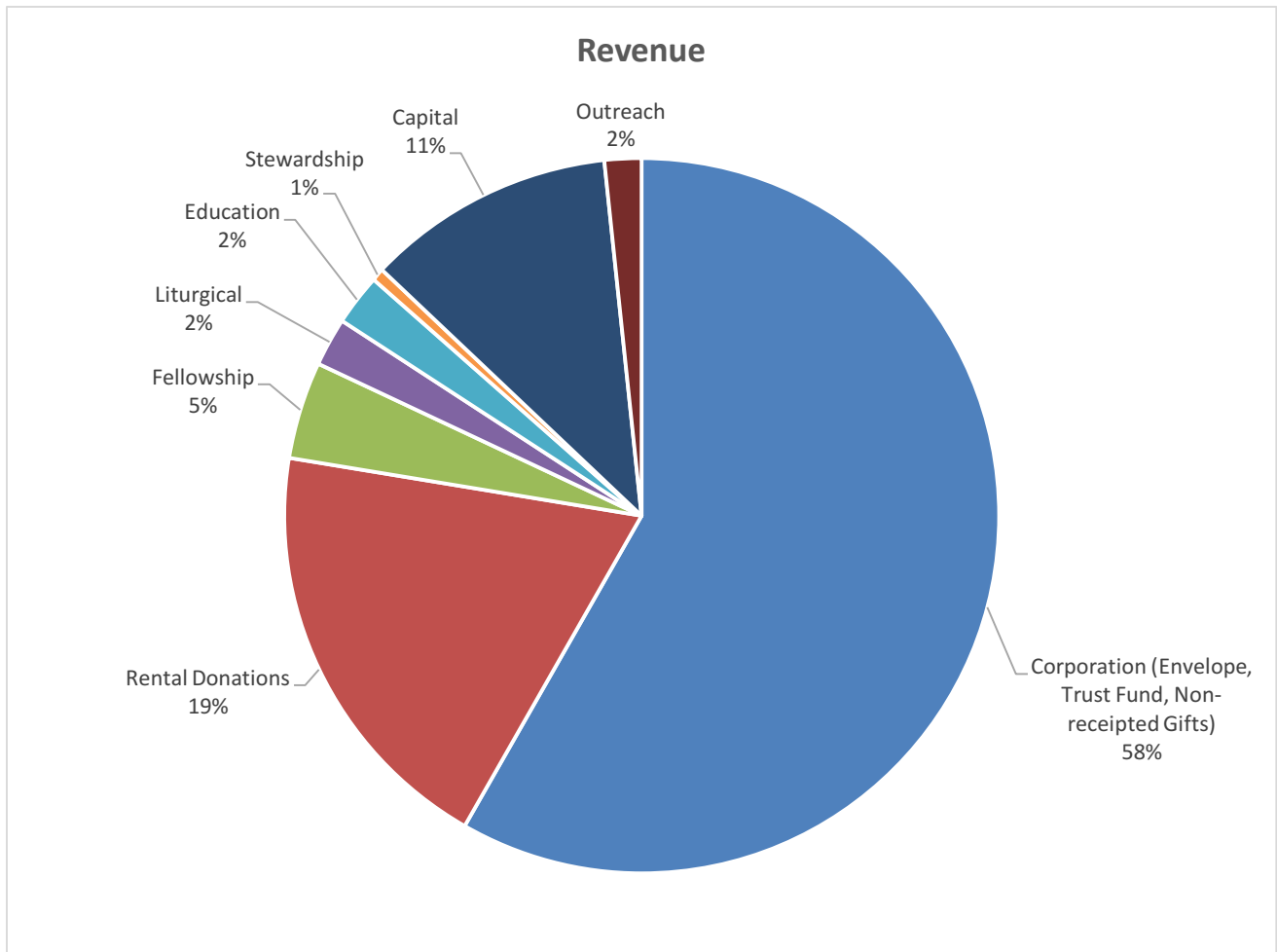
Cluster Coordinators have been tasked with reviewing the committed projects to determine if they are still valid. If it is determined they are no longer valid, the committed funds will be released and will be available for future projects.

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

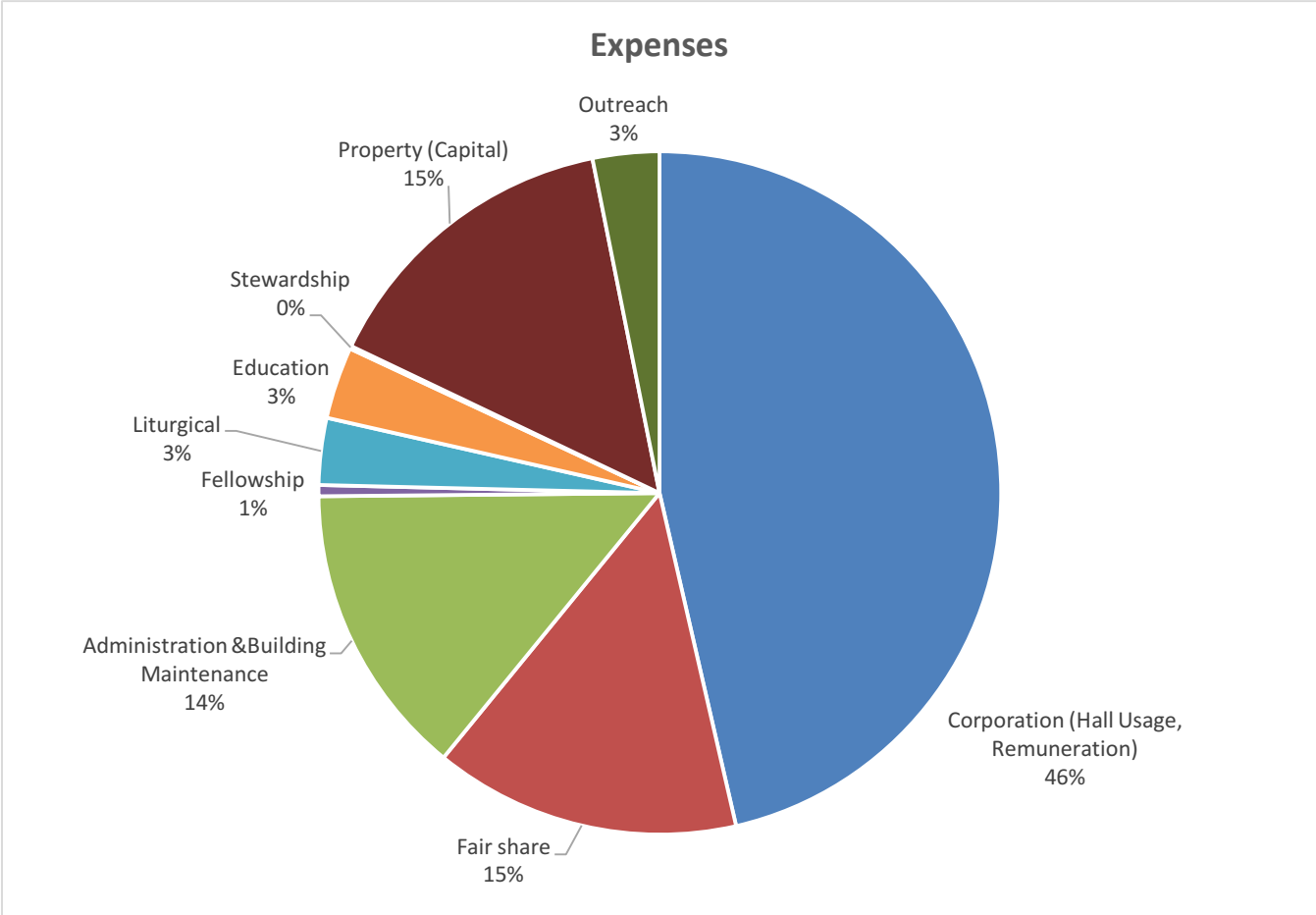
2020 Summary Budget

REVENUE	Amount	%
Corporation (Envelope, Trust Fund, Non-receipted Gifts)	257,135	58.2
Rental Donations	85,410	19.3
Fellowship	19,326	4.4
Liturgical	9,700	2.2
Education	10,245	2.3
Stewardship	2,500	0.6
Capital	49,700	11.3
Outreach	7,445	1.7
Total Revenue	441,461	100.0

Deficit	(5,272)	-1.2
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EXPENSES	Amount	%
Corporation (Hall Usage, Remuneration)	207,374	46.4
Fair share	64,693	14.5
Administration & Building Maintenance	62,250	13.9
Fellowship	2,400	0.5
Liturgical	14,050	3.1
Education	15,250	3.4
Stewardship	625	0.1
Property (Capital)	65,926	14.8
Outreach	14,165	3.2
Total Expenses	446,733	100.0



GiFT Status 2020

Revenue Received

Received from the Diocese 2012 to 2019	108,216.77
Diocesan Grants Received	4,650.00
GiFT Campaign Expenses (St. Stephen's)	(301.20)
Total	112,565.97

Gift Accounts Balance Sheet Status As of 1 January, 2020

	Balance
GiFT - Unassigned	31,402
GiFT - Enhancing Outreach	0
GiFT - Enriching Our Worship	0
GiFT - Expanding Christian Education	0
GiFT - Improving Communications	2,887
GiFT - Sustaining Our Ministries	0
Total	34,289
Committed but Not Spent	6,915.00
Available for New Projects	27,373.57

GiFT Projects Currently Approved by Parish Council

	Spent	Committed	Balance
Enhancing Outreach			
Big Give Expenses & Banner Update	0	715	715
	0	715	715
Enriching Our Worship			
Extra Musicians	0	2,500	2,500
	0	2,500	2,500
Expanding Christian Education			
School for Parish Development	0	2,000	2,000
Youth Group	0	700	700
A/V Equipment and Supplies	0	1,000	1,000
	0	3,700	3,700
Improving Communication			
	0	0	0
	0	0	0
Sustaining our Ministries			
	0	0	0
	0	0	0
TOTALS	-	6,915	6,915

APPOINTMENTS BY INCUMBENT

With the approval of Vestry 2020 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, Shalini Raphael

Lay Reader-in-Training

George Ndubuisi

Lay Eucharistic Administrator:

In addition to those approved in 2018 for a 3-year term and Laura Beauchamp, Dave Chisholm and Robert Hosselet approved in 2019 for a 2-year term, George Ndubuisi for a 1-year term.

APPOINTMENTS BY CORPORATION

Renovation Committee

Chairperson: Richard Fleming

Deputy Chairperson: Jack Dymont

Members: George Weber, Gerry Stephen, Pat Hamilton, Laura Beauchamp, JoAnn Collett, Eileen Mortimer, Patrick Chen, Krista Aselford, Rev. George Kwari, Marilyn Brownlee (Ross Peterson – resource person),

THE PARISH STATISTICS

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

- **Buchanan**, John David
- **Bennet**, Eric Francis
- **Brownlee**, Marjorie (Tootsie)
- **Chivizhe**, Molly
- **Elliott**, Hugh Malcolm
- **McNabb**, Bruce George
- **Baker**, Mary Lois

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:

- **Barnes**, Steven André Gary April 21, 2019
- **Bose**, Taya Ravina June 16, 2019
- **Nduwuisi-George**, Chimdiuto Precious October 20, 2019
- **Davis**, Mason Tony James December 24, 2019

8:00 a.m. Services

- 43 Sundays with a total attendance of 497 people
- Average 12 people

10:00 a.m. Services

- 43 Sundays with a total attendance of 4385 people
- Average 102 people

9:00 a.m. Services

- 9 Sundays with at total attendance of 532 people
- Average 59 people

Easter Sunday

- 8:00 a.m. with attendance of 25 people
- 10:00 a.m. with attendance of 190 people

Christmas Eve

- 4:00 p.m. with attendance of 130 people
- 9:00 p.m. with attendance of 52 people

NOMINATING COMMITTEE — 2020***Appointed Positions***

Rector's Warden	Richard Fleming
Deputy Rector's Warden	Eileen Mortimer
Treasurer	Rob Hamilton
Assistant Treasurer	JoAnn Collett
Auditors	Jack Kalil and Gerry Stephen

Elected Positions

People's Warden	Leslie Worden
Deputy People's Warden	
Synod Members (2 nd year of 2-year term)	1. Richard Fleming 2. Laura Beauchamp
Synod Member (1 st year of 2-year term)	1.
Synod Alternates	The Wardens
Member-at-Large	
Stewardship Coordinator	<i>Not to be filled this year</i>
Liturgical Coordinator	Dave Chisholm
Education Coordinator	Hilary Dawson
Fellowship Coordinator	Pat Hamilton
Outreach Coordinators	Margaret Muirhead and Marilyn Van Dusen
Property Coordinator	George Weber
Coordinator of Sidespeople	8:00 a.m. Joan Matthews 10:00 a.m. Alice Walsh