

ST. STEPHEN'S ANGLICAN CHURCH

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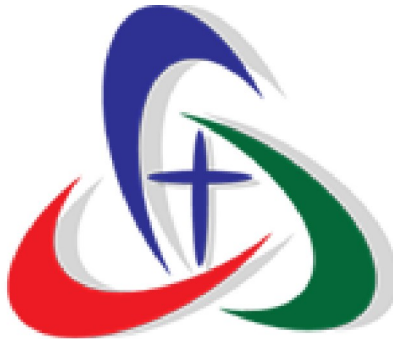
ststephensottawa.org

PARISH REPORT

2015

TO BE PRESENTED AT VESTRY

SUNDAY, FEBRUARY 21, 2016



St. Stephen's Anglican Church

Ottawa, Ontario

PLEASE BRING THIS REPORT WITH YOU...

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

OUR VISION

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

ANNUAL VESTRY MEETING

Sunday, February 21, 2016 at 12 noon

AGENDA

1. Opening Prayer
2. Appointment of Vestry Clerk
3. Minutes of the Annual Vestry 2015 (with permission to be taken as read)..... p. 6
4. Business Arising from the Minutes
5. Cluster Reports (with permission to be taken as read) p. 14
6. Treasurer's Report (including Auditors' Report) p. 40
7. 2016 Budget p. 63
8. Nominating Committee's Report..... p. 66
9. Lay Administrators
10. Signing Officers
11. Other Business
12. Adjournment/Grace

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ANNUAL VESTRY MEETING MINUTES 2015

There were 54 persons present on February 22, 2015.

1. OPENING

The Reverend Dr. Anne Quick chaired the meeting and opened with prayer at 12:40 p.m.

2. VESTRY CLERK APPOINTMENT

Marilyn Brownlee was appointed Vestry Clerk.

3. MINUTES OF THE 2014 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by Dave Muirhead that Vestry approve the 2014 Vestry meeting minutes.

Carried.

4. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes of the 2014 meeting.

5. REPORTS

Motion: Moved by Ruth Belyea, seconded by Kerri-Lynn Kalil to receive the parish reports.

Carried.

6. TREASURER'S REPORT

Rob Hamilton provided an overview of the audited Financial Report for 2014.

Operating Funds

- Results audited
- A trying year
- Deficit — Parish Report \$9,664
 - Adjusted down to \$3,158
- Significant Contributors
 - General Fund Envelopes \$6,159 more than budget
 - Deficit Reduction Offerings \$11,463
 - Expenses \$14,842 above budget
 - Tenants and Fellowship Events — \$77,560
- All financial obligations paid

Funds and Reserves

- Decreased by \$59,957
- Total Value — \$350,291 (includes Diocesan Funds)
- \$27,270 New bequest money received
- \$2,230 Interest paid to ourselves on money borrowed from Funds to pay Operational Expenses.

Balance Sheet

- Decreased Current Assets — \$46,991
- Bank Balance decreased — \$59,082
(year-end balance — year over year)
- Trust Funds — \$239,826
- Total Net Worth — \$3,282,809

Revenue comparisons

- Increase — \$47,723 over 2013
- Heavy use of bequest funds
- Some use of other funds
- Includes some use of Gift Funds (Budgeted)
- Envelope revenue down \$2,401 without Deficit Reduction Offerings

GiFT Accounting

- Money received (End of Dec 2014) — \$62,190
- 2014 GiFT Expenses
 - Enhancing Outreach — \$2,371
 - Expanding Christian Education — \$11,550
 - Improving Communications — \$537
 - Sustaining our ministries — \$3,471
- Balance — \$43,959

Expenses (Including GiFT)

- 26.2% Management, Diocesan Support, Admin and Building Maintenance
- 23.0% Liturgical (Worship)
- 21.0% Outreach
- 6.1% Others (Stewardship, Fellowship)
- 4.6% Education
- Total Expenses — \$473,405 (Including GiFT)

Motion: Moved by Martha Greatrex, seconded by Dave Chisholm that the Financial Report, including the Auditor's Report, be received.

Carried.

Rob extended a thank you to all who contributed to the financial reporting. These include the Wardens and Parish Council, Assistant Treasurer, JoAnn Collett, Parish Administrator, Marilyn Brownlee, Counters with Coordinator George Weber, Envelope Secretary, Sue FitzPatrick and Auditors, Jack Kalil and Gerry Stephen.

7. 2015 BUDGET

Rob Hamilton and Andrew Douma presented and explained the 2015 Narrative Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- Cluster Summary Budgets included with Cluster Narrative Reports
- Detailed Line Item Budget available from Office, on request
- Summary Budget presented, assumptions included in Vestry report

- Budget breakdown by cluster

Budget Considerations

- Significant Deficit Budget — 5% of Expenses
- Assumptions
 - General Envelope Revenue unchanged
 - Fall Food Fair continues contribution
 - GiFT Revenue offsets some operating expenses
 - Bequests fund most Capital Expenses
 - Grocery Store Card program — Some pay back
 - Some Funds & Reserves used for expenses

Motion: Moved by Rob Hamilton, seconded by Linda Davis that the budget as presented, be approved by Vestry as the budget for St. Stephen's Church for 2015.

Carried.

Thanks was extended to Rob Hamilton for all his dedicated work in preparing the financial reports.

8. NOMINATING COMMITTEE'S REPORT

Appointments

- Anne Quick appointed Earle Warren as Rector's Warden and Shirley Brathwaite as Deputy Rector's Warden for the year 2015.
- The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2015.

Nominations

Andrew Douma was nominated by Lorraine Newson and seconded by Kerri-Lynn Kalil as **People's Warden**.

Anne Quick invited other nominations.

Motion: Moved by Rob Hamilton, seconded by Dave Muirhead that nominations be closed.
Carried.

Andrew Douma declared **People's Warden**.

Dave Chisholm was nominated by Linda Davis and seconded by Alice Walsh as **Deputy People's Warden**.

Anne Quick invited other nominations.

Motion: Moved by Pat Hamilton, seconded by Martha Greatrex that nominations be closed.
Carried.

Dave Chisholm declared **Deputy People's Warden**.

Anne Quick announced the following nominations:

Lay Members of Synod (2 nd year of 2 year term)	1. Kerri-Lynn Kalil 2. John McTeer
Lay Members of Synod (1 st year of 2 year term)	1. Earle Warren 2. Andrew Douma
Synod Alternates	1. Derrill Henderson 2. The Wardens
Stewardship Coordinator	Timothy Daum
Fellowship Coordinator	Pat Hamilton
Liturgical Coordinators	Ruth Belyea and Heather Van Dusen
Property Coordinator	Gerry Stephen
Outreach Coordinator	Margaret Muirhead
Education Coordinator	
Communications Coordinator	Williams Adeyemo
Coordinator of Sidespeople	8 a.m. Cheryl Yakamovich 10 a.m. Alice Walsh

Anne Quick declared all persons acclaimed and with the exception of Coordinators of Sidespeople all others are members of Parish Council.

9. SIGNING OFFICERS

Motion: Moved by Dave Muirhead, seconded by Kerri-Lynn Kalil that the signing officers for 2015 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.

10. NEW BUSINESS

Signage at the front of the church needs, desperately, to be replaced. A proposal must be put together and presented to Parish Council. This could be good use of GiFT Funds.

The Music Director is retiring in August 2015. It is suggested that the search for a new Music Director should get underway as it may take some time to find the right person for the position. The interim Music Director will solicit input from the Choir members in regard to what skills/talents they would like to see the new Music Director bring to the position.

Simone Hurkmans was introduced as an Observer (a postulant of the diocese). She will be with us for six weeks, as part of her studies.

Linda Davis and Lorraine Newson, who have each ended their term as Warden, and Debbie Boyd-Chisholm, who has ended her term as Education Coordinator, along with all others who

have held positions of responsibility in the parish, were thanked for all their work over the past year.

11. ADJOURNMENT

Gerry Stephen moved to adjourn the meeting.
The meeting closed with the Grace at 1:25 p.m.

INCUMBENT'S REPORT

Dear Friend in Christ,

I plan to keep this really short—maybe then people will read it!

Briefly: we've just come through a year of transition and change.

We said farewell to a beloved and gifted music director, Helen Kalil, and welcomed a new one: Kacper Waclawski, who brings his own strengths and talents to music ministry.

We watched our Christian Education Co-ordinator, Karen Ann McKinna, hit her stride with still more imaginative planning and programming, and we rejoice in the signs of life in our incipient youth group—something she's worked very hard to bring into being.

We began to get excited about our trip to the Arctic: a chance for our youth to learn and serve and for our older ones also to serve—and to sightsee.

WARDEN'S REPORT

The year 2015 has been a year of comings and goings at St. Stephen's.

Our Comings

Starting in mid-January 2015 we launched our new video system which includes two new projectors, two TV monitors and a new console. Thank you to Peter Brebner for arranging the build of the console and for his tireless efforts, week-after-week, in putting together the service in video format.

The year 2015 marked our first year being involved in the "The Big Give" on June 6th. Thanks to Jim and Linda Davis who spearheaded our involvement. It was a great success and we hope to repeat our involvement in 2016.

We welcomed Kacper Wacławski as our new Music Director in mid-August 2015. Kacper has been working hard to build the choir and has introduced us to new music and the drums. We really appreciate his enthusiasm and musical talents and we look forward to his proposals for using the worship space as a concert venue in 2016.

We also welcomed Wells Salvation Church and their leader Apostle Siméon Mukwiza to share our worship space. It has been a joy to get to know the parishioners from Wells Salvation Church.

Our Goings

After decades of faithful service to the church, Helen Kalil retired this summer as our Music Director. Helen (and the rest of the Kalil family) have shared their ministries at St. Stephen's and All Saints Westboro. We give thanks to God for her ministry and wish her (and Jack) all the best in retirement. We held a sold-out dinner party for Helen in the fall.

The Ottawa West End Community Chaplaincy closed in 2015 due to lack of funds. St. Stephen's was one of the founding churches for this very worthwhile organization which supported people in the low-income communities in the west end of Ottawa. We are hoping that at some point in the future a more sustainable model can be resurrected to provide the services which are no longer offered by OWECC.

We had our final New-To-You sale in the Fall of 2015. We would like to thank all the parishioners, over the many years, who organized and supported this outreach ministry. It is hoped that the materials normally collected for the "New-To-You Sale" could be directed to The Big Give in 2016.

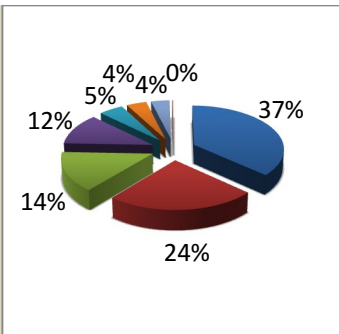
Thanks to the dedicated support of our parishioners we can say goodbye to our debt. The fantastic response to our debt-reduction plea has put us in a good financial state going into 2016. The Italian Night with Time and Talent Auction and the Fall Food Fair were also significant contributors to the bottom line. We do not know how long we will be sharing our space with Wells Salvation Church. They are fund-raising to build their own church building. In the meantime, rent being collected from our new tenant will be partially put aside in a "cash reserves fund" so that we can continue to remain debt-free for the foreseeable future. We are encouraged by the number of parishioners who have signed up for PAR (Pre-Authorized Remittance) and encourage others to consider this method of giving. We also implemented an online donation system through Canada Helps this year.

Our Staff and Volunteers

The Wardens really appreciate the dedication of our staff, Anne, Michael, Marilyn, Karen Ann, Jim and our countless volunteers. We would especially like to thank Gerry Stephen for his many years as our volunteer Property Manager. He and his team keep our ageing infrastructure in excellent shape.

We look forward to 2016 as we celebrate 130 years of providing Anglican services to this area of Ottawa. The first services were provided at people's houses in 1886. In 1892, the original St. Stephen's was built, and it was consecrated in 1916 as a mission church. In 1952 the parish of St. Stephen's was created, and the Watson Street site was chosen.

CORPORATION CLUSTER



Corporation –36.7%
Liturgical –24.3%
Outreach –14.6%
Pastoral Care –3.7%
Capital –5.0%
Education –11.6%
Fellowship –4.0%
Stewardship –0.2%

Revenue Budget

- 2015 \$324,915
- 2016 \$363,592

Expense Budget

- 2015 \$329,829
- 2016 \$349,925

Budget 2016

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

Envelope revenue for 2016 is conservatively estimated to be much the same as the actual amount donated in 2015. Our new tenant, Wells Salvation Church, will increase revenue by approximately \$40,000. Clergy stipend and allowances are at levels recommended by the Diocese. Staff salaries, taxes and benefits have increased by \$13,426 with 4.5 months of CFC salary from Operation rather than GiFT. Our Fair Share of the Diocesan Budget has decreased by \$2,000.

Revenue

Comments on 2015 Revenue are contained in the Treasurer's report.

Salaries and Allowances

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

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

Again in 2015, we were blessed with The Reverend Canon Michael Fleming continuing as Honorary Associate. An Honorary Associate, when preaching or celebrating, normally does not receive any financial compensation. He/she offers to the congregation the gift of their ministry. However, in the absence of the rector, for example, during a vacation, an Honorary Associate or any other priest of the diocese, who fills-in during that absence is paid a per diem — an amount which is set by the diocese.

Diocesan Support (Fair Share)

Under this heading is our contribution (Fair Share), as assessed by the diocese, to meet the Diocesan Budget. The budget was approved by the 2015 Synod. Our Fair Share is based on our average revenue of the previous three years but does not include revenues associated with Priestly Services and Outreach flow-through accounts.

It is determined as follows:

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

Administration

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

and the administration of the Pre-Authorized Remittance (PAR) program.

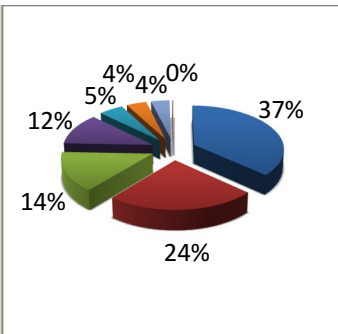
We use the offices of the United Church of Canada to process PAR transactions, at a very favourable rate compared to the banks. The PAR program does cost us administration fees which are higher on a credit card than bank debit. However, it is to our advantage to pay this administration fee to know that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

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

Building

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

FELLOWSHIP CLUSTER



Corporation –36.7%
Liturgical –24.3%
Outreach –14.6%
Pastoral Care –3.7%
Capital –5.0%
Education –11.6%
Fellowship –4.0%
Stewardship –0.2%

Revenue Budget

- 2015 \$15,178
- 2016 \$14,414

Expense Budget

- 2015 \$1,961
- 2016 \$1,470

Budget 2016

The major contributions to revenue for the Fellowship cluster is the Fall Food Fair. This is conservatively estimates at \$13,000.

It has been a busy and good year for all the fellowship groups in the cluster. The groups include the Fall Food Fair, Women's Fellowship, Coffee, and General Fellowship.

General Fellowship

My committee is made up of a chairperson, Pat Hamilton and two co-chairs, Richard Fleming and Sally Weber. All three of us plan to return next year, if elected at Vestry.

January:

Fellowship assisted with refreshments after several of the Faith Journey series organized by Karen Ann. They were well attended and thank you Karen Ann.

February:

The Shrove Tuesday pancake supper was organized by George Weber and his gang of men. Thank you, George and men, for a delicious meal and fun evening.

A Hot Dog Lunch was held before our Vestry meeting. Thank you to the 123rd Scouts Troop for providing and serving the food, to those who setup and cleaned up, and to all who attended.

March:

A Pot Luck lunch was held after Bishop John Baptized several children. Thank you very much to Trudy Stephen and her committee for organizing the lunch.

April:

A games night was held and those who attended had a good time. Thank you to Lorraine Newson, Sally and George Weber, Jim and Linda Davis and their committee for running it.

May:

Fellowship assisted the Stewardship Committee in running an Italian Dinner and Auction. This evening was a great success,

both financially and fun wise. A big thank you to all who made this happen, including those who worked in the kitchen and those who provided the items for auction. Also, thank you to all of you who bought and enjoyed all the auctioned items.

June:

In early June, Jim Davis organized the "Big Give". A huge thank you to Jim and Linda Davis and their team for organizing this successful event. Jim's report is attached.

Mid-June, our parish picnic and BBQ was held at St. Stephen's around the labyrinth. It was a lovely day with a prayerful service, good food and great fellowship. Thank you to all who ran the picnic in my absence. Everyone I asked to look after a certain part of the picnic responded with a "cheerful yes". We have a great Parish family!!

October:

We held a dinner for Helen Kalil to thank her and to celebrate her retirement from many years of wonderful music ministry at St Stephen's. It was a great evening, even if dinner was a little late due to unforeseen circumstances. Many thanks are in order here: to Marion Agnew for

organizing the excellent and fun entertainment; the entertainers themselves; Earl and Jean Warren for organizing the Bar; Jim Davis for setting up and decorating along with Pam McKeown and Michelle Hamilton; to all who helped with the dinner itself, Mary Jane and Jack Dymont, Richard Fleming, Eileen Mortimer, Sally Weber, Rob Hamilton, all the servers, the companies who donated some of the food and the warming boxes; and to all those who came to the rescue when the stove blew a fuse. Also, thank you to all 150 of you who attended and made this night for Helen so special. Last, but by no means least, a huge thank you to Helen for her prayerful and generous ministry over 40+ years at St Stephen's.

November:

The Fall Food Fair. Thank you to everyone at St Stephen's for participating in this event and to Jack Kalil who convened it. Jack's report is attached.

December:

This year, instead of our annual Advent Pot Luck lunch, Timothy Daum and Krista Aselford, organized a catered sandwich lunch that was held after we decorated the Church. Thank you very much to Tim and Krista for their generosity in providing the lunch.

During the year, Fellowship has been assisting with the youth pizza nights and some of their other events. It is really fun and rewarding to work with our youth. Thank you to Karen Ann for organizing these events and to all the parents who helped out as well and of course to our youth. How wonderful to have a youth group at St Stephen's again.

There were also several baptisms during the year. Fellowship assisted with the reception after each service. Thank you to Women's Fellowship for providing the cakes.

Future Events for 2016

January:

On Friday, January 29th Fellowship is planning a Pot Luck Dinner followed by fun entertainment to beat the "January Blahs". Stay tuned for further information.

February:

The Shrove Tuesday pancake supper will be held on Tuesday, February 9th, 2016.

Our annual Vestry meeting is Sunday, February 21st. There will be a finger food potluck lunch before it.

I apologize for the length of this report. St. Stephen's is very blessed with a wonderful Church Family and as a result there are a great many fun fellowship events. Thanks to each of you for your enthusiasm, your energy, your creativity and your amazing willingness to help out. All of this makes the position of fellowship chair easy and enjoyable.

Thank you and God Bless.

Pat Hamilton, Fellowship Coordinator

Big Give

Thank you to all those who joined the St. Stephen's 2015 Big Give team of volunteers and supported the 2015 event of June 6th. Here are the outcomes of our St. Stephen's Big Give 2015 Event to share with everyone:

Team volunteers and a direct appeal to the congregation provided funding contributions of over \$380 and this was sufficient to meet our expenses with exactly \$0.10 left over.

Our Big Give Event aimed to freely give away, in a generous and loving manner, a number of services and many useful household items and clothes.

By hosting a Big Give at our church, we became one of over forty Ottawa Christian churches simultaneously involved in a wonderful expression of multid denominational relevance, faith, love and compassion across the many individual communities that comprise our wonderful City of Ottawa.

Our first St. Stephen's Big Give Event and effort included a free rummage table of donated or left over "New to You Sale" quality household items, gently used clothes, useful used tools and equipment; a free full and hot breakfast attended by approximately 100 guests; free golf putting and a hockey shoot fun for kids; a free bike maintenance demonstration and a free face painting area; a presence and the direct and valued assistance by our St. Stephen's Scouts; and even an impromptu free barber shop.

We shared our Big Give intentions and encouragement with the diocese and, as a direct result, a second Anglican church took part and a few others are considering doing so in 2016.

City wide, the event was promoted and then reported on University of Ottawa Community Radio Station CHUO, hosted by one of our congregants and, in the larger combined context, was also covered by CFRA radio and CJOH TV news.

Crosstalk, other church print publications, some community newspapers, the two city wide newspapers, and many church website's all covered the story.

Across the city, Christians reached out and gave freely and lovingly to so many who, in very many instances, could not afford some of the services and or items given. And in blessing others so we were blessed. "Let your light so shine, that they may see your good works and glorify your Father in heaven." Amen, and praise God!

Jim Davis, Coordinator

Fall Food Fair

Thank you to all the people who worked at the Fair on November 7, 2015. A good time was had by all. Thanks also to everyone who cooked, baked, made pickles and relishes, jams and jellies, and provided all sorts of nutritious food for us to sell. Your hard work added about \$14,000 to our outreach coffers. We are always looking for volunteers to step up and offer assistance in making this event more of a success each year. As we get older, we need more helpers. Will you help? See you November 5, 2016.

Jack Kalil, Coordinator.

Coffee Hour

The congregation continues to enjoy Coffee Hour following the 10:00 a.m. service. Women's Fellowship, Sidespeople, Parish Council, Choir, and Sunday School Families continue to take turns serving. This reflects approximately 200 volunteer hours. This will be our 2nd year using Van Houtte Fair Trade coffee. Though the price of the coffee is more than our former brand, donations have increased, since the introduction, enough to cover costs. Taste of the new coffee has got a thumbs up. Thank you to everyone who assists with the coffee hour, which provides valued fellowship time.

Sally Weber, Coordinator

Women's Fellowship

January:

Rev. Canon Michael Fleming shared his life's journey with us.

February:

Jennifer Moir spoke to us about our Heath Care System.

March:

The movie "The Best Exotic Marigold Hotel" was seen at the church.

April:

Anne Raina, author of "Clara's Rib" spoke to us and had copies of her book to sell. Clara was Anne's sister who kept a diary while she was in Hospital being treated for T.B. Irene Balchin knew her while they were both there.

May:

1st and 2nd was the New to You Sale

Program planning for the next year. Items for Bales for the North were taken to Richmond for packing.

June:

Our potluck dinner with invited guests.

September:

We shared what we had done during the summer.

October:

2nd and 3rd was the New to You Sale. Some items that were not sold were taken to Echo Décor for sale.

Pam McKeown and Trudy Stephen shared slides and told us about the work being done in the Dominican Republic. Eric McKeown goes there twice a year to help people with limited hearing. Donations to help can be sent to "Friends for Life International", 162 Pembroke St. E. P.O. Box #56, Pembroke, ON K8A 6X6.

November:

Helen Kalil spoke to us about the "Children of Puerto Vallarta" who were born in Mexico to parents who live and work at the dump. Four people from Canada who saw them, decided, after much prayer, to arrange schooling and housing for them. For more information, go to www.info@familiesatthedump.org.

December:

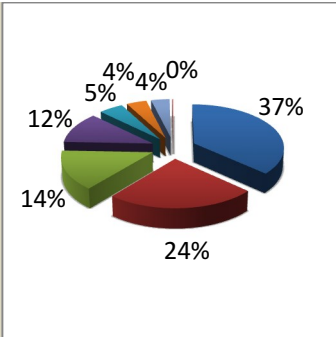
Our Christmas Pot Luck with guests. We enjoyed hearing again the Band (with some changes) that played at Helen Kalil's retirement dinner.

St. Stephen's Anglican Church

During the year, we collect money for the "Fellowship of the Least Coin". These coins represent prayers for peace, justice and reconciliation.

Ruby Elver, Secretary

LITURGICAL CLUSTER



Corporation –36.7%
 Liturgical –24.3%
 Outreach –14.6%
 Pastoral Care –3.7%
 Capital –5.0%
 Education –11.6%
 Fellowship –4.0%
 Stewardship –0.2%

Revenue Budget

- 2015 \$4,436
- 2016 \$5,474

Expense Budget

- 2015 \$5,225
- 2016 \$7,400

Budget 2016

Revenue for the Liturgical cluster comes mostly from donations for flowers, altar guild, and choir. The increase in the choir budget has been restored to its traditional amount. Altar flower expenses continue to be lower because we continue to use garden flowers during the summer.

The Liturgical Cluster is comprised of the group of ministries responsible for the preparation and enhancement of our worship services. Those ministries falling under the Liturgical banner are the Lay Readers, Altar Guild, Healing Ministry, Choir, Servers' Guild, Sidespeople, and Greeters. The level of commitment freely given by these gracious and caring persons throughout this past year is acknowledged in the following reports.

Healing Ministry

The Healing team is presently composed of six faithful members who rotate in pairs on a weekly basis. The team prays with people during the Eucharist and following the service when requested. Thank-you, Ed Van Dusen, Fred Jones, Ruby Elver, Cynthia Mortimer, Ruth Belyea and Sally Weber. Sally was kind enough to come on board as Coordinator of the team this fall. Thank-you Sally. If you would like to be a part of this rewarding ministry, please speak with one of our members.

Altar Guild

The Altar Guild soldiered on with eight active and dedicated members this past year. Special thanks are extended to Coordinator, Heather Loates who has covered for several Sundays each month ensuring communion vessels and altar are in readiness for weekly services. Thank you also to Amy Gaffney for setting up and polishing the silver so beautifully.

The Parish would like to extend a big "Thank-you" and many bouquets to Cynthia Mortimer for clean-up following the 10 a.m. service and laundering of the linens.

Kudos are also extended to Marilyn Brownlee for taking on the responsibility of laundering the Fair Linen (altar table cloths) this past year. Thank-you Marilyn! Many thanks to Leslie Warden and Jean Warren for coming on board to help out.

Church Choir

The Choir feted Helen Kalil well in May on the occasion of her retirement after many good years as our Musical Director. Helen has that innate ability to go beyond the notes on the page and pull the message out of the text as the composer had intended. The congregation was often uplifted by these special moments and choristers pleased to have been part of a job well done. The Choir isn't saying goodbye to Helen and plan to collaborate on another musical "project" with her in the future.

Unsung Musical Hero of the Year is Dave Chisholm. Dave ably covered for Helen when she was away last winter, was human resource manager for the new Choir Director, and has been the

driving force behind changes in the chancel to make it into a versatile space to serve expanded needs.

In August we were fortunate to have Kacper Wacłowski join us as our new Music Director. Kacper has that natural ability to make the transition from the traditional organ hymns to the up tempo worship musical which the Parish now embraces.

We welcomed two new members to the ranks of the tenor section this fall, John Nicholls and Thomas Phelps, and in the bass section Chris Purdy. We also welcomed Liz Gagnon to the Alto section and on drums, her husband Andre Gagnon. Wow! Andre also sings tenor when not engaged with Kacper rounding out really smooth accompaniment. Thanks everyone. 'Tis exciting to have you all making music merry with us here at choir practices and all.

It is always a pleasure to have Frances MacDonnell take over at the organ console during morning services and bring to life some of the wonderful time-honored hymns or occasionally dazzle us with a postlude and enjoy the full effects of the Allen Digital Tracker. Thank-you, Frances.

The Choir has enjoyed ongoing choreography in the chancel this fall as we continue to amalgamate space with the Wells Salvation Church who has agreed to partner with us. They have a large "moving" choir and use a fair amount of electronic equipment in their worship service. We hope to have the old tiered pews removed and replaced with chairs which will free up much needed floor space in the chancel. This is a definite "go" for our church Choir who are more than weary of being cramped into the present configuration along with their music texts and paper flying askew!

We are enjoying watching The Mystery of the Disappearing Choir Pews. Choir practice starts with drills in hand, and lo and behold — another pew is gone! This rearrangement is both giving room for the drum set, and giving room for clerical knees on the bench.

Lay Readers

During 2015 the Parish was blessed to have the dedicated services of our four Lay Readers: Marilyn Brownlee, Eileen Pomerleau, Jack Kalil and Derrill Henderson. We thank you all for many hours of preparatory work, leadership, and time freely given in service to St. Stephen's.

Ruth Belyea, Liturgical Coordinator

Servers

Thank you Servers for the wonderful work you do regularly to assist the Lay readers and clergy in the celebration of the Eucharist. There are a few others in the parish who have been invited to learn more about the role of server. We have added two young ladies to our team. Thanks to them for making our rotation easier. This will make the rotation of duties easier to plan especially when winter and summer vacations reduces the availability of people to assist at the Eucharist. We do need more people to become servers. How about you? I find it a most rewarding ministry and would be thrilled to discuss the role of server with anyone.

Jack Kalil, Coordinator

Sidespeople

8:00 a.m.

Many thanks to the sidepeople who assist at weekly services. Volunteers are always welcome.

Cheryl Yakamovich, Coordinator

10:00 a.m.

The four teams are functioning well. We are on duty at the 10:00 a.m. services as well as helping out at any extra church services held throughout the year.

I would like to thank Gerry Stephen for his many years of service as a Sidesperson.

I would like to welcome José Campos and Maria Pleitez who have agreed to help us out this coming year. If you think you might be interested in joining a team, please call Alice Walsh at 613-829-5071 or contact the Church Office.

A big "thank you" to all the Sidespeople.

Alice Walsh, Co-coordinator

Greeters

We presently have four teams of Greeters with two people per team. The main purpose of the greeter is to welcome everyone to our Church service and ensure no one is left on their own during or after the service. I would like to welcome Carol McNabb who has agreed to help us out this coming year.

I would like to have 3 people per team if possible, so if you think might be interested in joining a team or have any questions, please call the Church Office or Alice Walsh at 613-829-5071.

"Thank you" to all our Greeters.

Alice Walsh, Coordinator

Highlights during 2015

Faith Journeys Series continued — Jan./Feb.: Native Spirituality

Social Justice Series — Feb./Mar.: 'Homelessness in Ottawa' with Sue Garvey

Good Friday Family Service — Walking the Stations of the Cross with Father Michael Fleming.

October 23 — Retirement party for Helen Kalil. A delicious dinner was catered by our own folk. Our own "One Night Only Pop-Up Band" provided entertainment, along with Frances MacDonnell on piano.

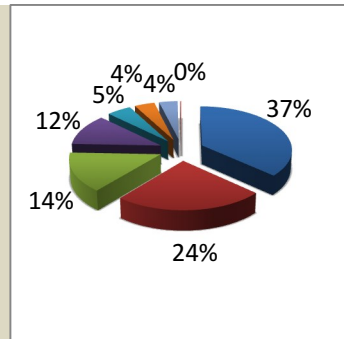
December 23 — Christmas Pageant: As members of the congregation arrived for the 10:00 a.m. service, they were transformed into angels, shepherds, shepherdesses, sheep, townspeople and Magi, sharing the experience of the nativity in Bethlehem with the children during the scripture

St. Stephen's Anglican Church

reading. Many thanks to Marion Agnew and Dave Chisholm and their team for creating those surreal moments of innocence in our Christmases past and present.

Welcoming in the New Year with the Wells Salvation Church: It was an amazing and joyful experience. Many thanks to Pastor Simeon and the Wells congregation for their warm invitation, a lovely dinner and vibrant worship service. Amen!

EDUCATION CLUSTER



Corporation –36.7%
 Liturgical –24.3%
 Outreach –14.6%
 Pastoral Care –3.7
 Capital –5.0%
 Education –11.6%
 Fellowship –4.0%
 Stewardship –0.2%

Revenue Budget

- 2015 \$1,465
- 2016 \$750

Expense Budget

- 2015 \$2,475
- 2016 \$2,450

Budget 2016

With the growth of the Church School, increased expenditures on the Education cluster are needed. However, the actual expenditures in 2015 were less than the budget, so the budgeted amount for 2016 has remained much the same. The latest CPR certificates are good for 2 years so there will not be a course in 2016, therefore reducing revenues.

This year has seen many interesting developments in programmes at St. Stephen's Church. In the early part of 2015 more Faith journey presentations were given, acquainting us with a representative of each of several other faiths. Beliefs and practices were shared and somehow having the human connection with a practitioner of each faith, rather than learning about it through watching a documentary or reading a book, brought understanding to light and life in a new way.

Focussing on situations in Ottawa, Social Justice evenings, with representatives presenting on Homelessness, Human Trafficking, First Nations justice issues, and Child Poverty were held on Sundays with dessert and coffee to follow, allowing for further questions and interactions with the presenters. Daytime workshops on Grief and Grieving, Mental Health issues, and Prayer Ministry were arranged in the Pastoral Care series and were well received by all who attended. A special evening saw Dr. Patricia Bays, Anglican theologian, share with us the current state of Religious Life in the Canadian Anglican Church, with specific reference to the Sisterhood of St. John the Divine in Toronto.

Labyrinth Ministry was started up with a monthly Friday evening and daytime workshops and a Christian Meditation facilitator was brought in to start a weekly meditation group, as requested by parishioners, to better support the contemplatives among us.

Follow up Feedback surveys were distributed in June to gauge the interest of parishioners for the programmes that were held and to assess support for any new ventures in the fall. Planning with Reverend Anne during the summer resulted in Karen Ann generating a Programme for St. Stephen's for the church year: September to June 2016. This was ready for parishioners to pick up as they returned to church after the summer. Space was booked in advance in anticipation of the various events and programmes.

With Children and Youth Ministry on our minds, no leaders and no Sunday School Supervisor, Karen Ann took on a coordinating function for both Sunday School and Youth which involved finding leaders and teachers in the congregation. Meetings were held, many emails and phone calls exchanged, and a wonderful group of people stepped up to teach Sunday School. Thus we are able to offer the parents the promise of a younger and older group every Sunday for the children through to Easter when a Sunday School Superintendent will be taking the reins. Youth leaders met and enthusiastically shared ideas and helped with a variety of projects to bring Youth together. Kids were encouraged to bring friends as well as we work to establish a nascent Youth Group. Pizza and Chat meetings, a Halloween Party, a very successful Bake Sale fundraiser, and

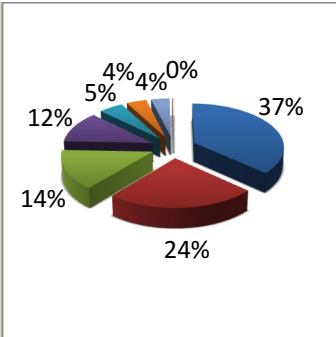
a presentation by award winning High School students, 'Shannen's Dream', were all held. The diocesan Youth Missioner, Leslie Giddings, kindly joined us for a Youth Leaders meeting, and she also came to preach one Sunday and to meet afterwards with those interested in Children and Youth Ministry.

With the shift in focus to Youth and Children's Ministry there was less time for arranging adult education pieces. However one workshop on Prayer was arranged for those involved in the Ministry of Prayer at St. Stephen's, and workshops on Wills, and on Ethical Investing were also organised. All were well received. Karen Ann was able to support the promotion and organising of the Women and Men's Retreats, and other events such as the Meetings regarding the Iqaluit trip for youth. A Lantern Walk was held.

The wonderful people of St. Stephen's have supported and encouraged all the above activities. Thank you for the privilege of working at St. Stephen's Church.

Karen Ann McKinna, Christian Formation / Education Coordinator

STEWARDSHIP CLUSTER



Corporation –36.7%
 Liturgical –24.3%
 Outreach –14.6%
 Pastoral Care –3.7
 Capital –5.0%
 Education –11.6%
 Fellowship –4.0%
 Stewardship –0.2%

Revenue Budget

- 2015 \$0
- 2016 \$5,000

Expense Budget

- 2015 \$530
- 2016 \$1,035

Budget 2016

Most of the expenditure in the Stewardship cluster is supporting envelope secretary and counters' functions. The Stewardship Committee is actively planning events which are expected to generate revenue. Plans are yet to be finalized.

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

Counters Report

Once a week a team made up from the following group of dedicated people have met at St. Stephen's to count the weekly offerings: Jim Beckett, Barbara Elliott, Sue FitzPatrick, John McTeer, Nancy Phillips, Eileen Pomerleau, Margaret Reed, Gerry Stephen, Alice Walsh and George Weber. These individuals contribute on average an hour and a half to two hours a month to this ministry, totaling 180 to 240 person hours per year. To each of these individuals who have donated their time and energies to ensure an accurate counting of our financial offerings, a sincere thank you. Thanks also to Rob Hamilton, Treasurer; JoAnn Collett, Assistant Treasurer; Sue FitzPatrick, Envelope Secretary and Marilyn Brownlee, Office Administrator for their support and guidance throughout the past year. Anyone wishing to help with this ministry is invited to contact George Weber or the church office.

George Weber — Coordinator

Grocery Card program

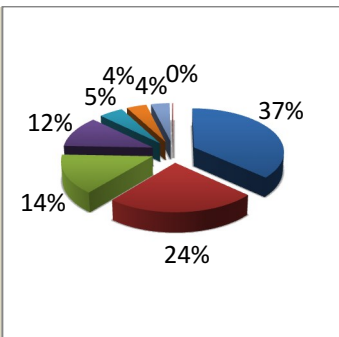
Every Sunday after the 8:00 a.m. and 10:00 a.m. services, grocery cards are sold. Cards are available in denominations of \$25, \$50, \$100 and \$200 for Farm Boy, Metro/Food Basics, Presidents Choice (Loblaws, Your Independent Grocer, Superstore) and Sobeys/Fresh Co. The benefit of the program is that you receive the full value of the card you purchase and for every \$100 sold the church receives \$5.

The grocery card program continued to be successful in 2015. While the total number of cards sold decreased slightly, the total value of cards sold increased. The profit was \$2,500 in 2014 and \$3,170 in 2015. As of December 31, 2015 we have \$13,190 in inventory. The challenge with this program is that the profit isn't realized until the card is sold.

With your continued support we look forward to increasing card sales in 2016!

JoAnn Collett, Coordinator

PROPERTY (CAPITAL BUDGET)



Corporation –36.7%
Liturgical –24.3%
Outreach –14.6%
Pastoral Care –3.7%
Capital –5.0%
Education –11.6%
Fellowship –4.0%
Stewardship –0.2%

Revenue Budget

- 2015 \$28,825
- 2016 \$19,660

Expense Budget

- 2015 \$77,840
- 2016 \$20,660

Budget 2016

Most of the Property expenditure is on capital projects and can be funded from our bequests, other funds and reserves, and designated donations, which comprise most of the revenue.

Property Report

The most significant Capital Project in 2015, was the long awaited installation of the Worship Space Video System. Once the major requirements were in place, the installation began January 13 and was completed January 15. The system test was completed January 16, with the inaugural application Sun., January 18, 2015. A welcome addition to St. Stephen's, enabling the projections at the 10:00 a.m. service to be viewed without any obstructions.

There was no shortage of Unexpected, Unbudgeted, Capital Projects, in 2015 — some major, some minor.

Projects such as:

1. Repair of the boiler vent system.
2. Replacement of the Lift gear box for safety concerns.
3. Repair of water leaks to the North and South flat roof.
4. Repair of the South-East corner brick wall.
5. Removal of a diseased Oak tree.
6. Dismantle and rebuild of the brick wall between the Mary Lark Hall roof and the flat roof above the parking lot door.
7. Repair of the dishwasher.
8. Install eave trough on the South roof, above the flat roof.

Also, there were a few miscellaneous projects which required attention, but nevertheless important:

1. Replace stove element connector.
2. Repair wall above landing.
3. Install router in Hall for internet service.
4. Freezer service.
5. Install window in Resource Room door.
6. Maintenance of the organ.

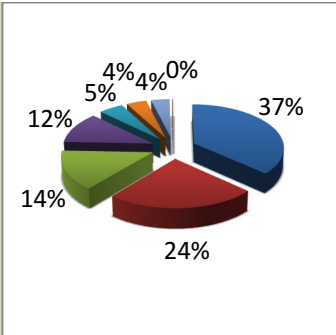
All in all, never a dull moment in life at St. Stephen's.

The lawn and flower gardens flourished very well in 2015, especially the lawn. Thank you to everyone for attending to their particular area.

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

Gerry Stephen, Property Co-ordinator

OUTREACH CLUSTER



Corporation –36.7%
 Liturgical –24.3%
 Outreach –14.6%
 Pastoral Care –3.7
 Capital –5.0%
 Education –11.6%
 Fellowship –4.0%
 Stewardship –0.2%

Revenue Budget

- 2015 \$7,930
- 2016 \$11,950

Expense Budget

- 2015 \$18,700
- 2016 \$21,865

Budget 2016

The funding of the Outreach cluster is complicated because much of the revenue is 'flow through' or designated. Some of the GiFT money may be used for outreach. We are continuing to support a wide variety of organizations that assist the needy, and the demand is expected to rise. The 2016 budget includes \$5,000 for an as yet unspecified outreach project.

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

Local Outreach Ministries

Breakfast and Lunch Programs

Margaret Knight faithfully and capably oversees this ministry. She has recovered for the most part from her bad fall she had 16 months ago and has returned to help out at least 3–4 times a week with the breakfast & lunch program. Some very dedicated and valuable volunteers are still involved in the running of the breakfast & lunch program. Linda McCooley has taken over the breakfast program, and her husband Ron is a very dedicated volunteer and is presently running the lunch program (Monday & Fridays).

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

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

- By providing nutritious breakfasts to school children each day and lunches to adults and preschoolers twice a week.
- By offering children a warm, welcoming place of stability that they can count on, where they will be treated with respect and compassion.
- By offering an opportunity to socialize with other kids in a relaxed positive atmosphere.
- By offering an opportunity for the adults to receive nutritious and hot lunches and to socialize with others.
- By teaching basic facts on food preparation and nutrition.
- By offering children and adults the opportunity to discuss any problems or difficulties that they may be experiencing.

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

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

In 2016, St. Stephen's will continue its generous contribution of \$1000 towards this most worthwhile and necessary program.

Emergency Food Cupboards

St. Stephen's continued its support of the emergency food centers at Morrison Gardens, Foster Farm, Pinecrest-Terrace and Britannia Woods, primarily through weekly food donations that are part of our Sunday service offerings. In addition, St. Stephen's made monetary donations of \$500 each to Morrison Gardens and Pinecrest-Terrace, to help with the purchase of milk, meat, margarine, eggs, etc. The money also goes towards the purchase of various foods for those with special dietary issues such as glucose intolerance or those who are seriously ill and require dietary supplements such as Ensure or Boost. Morrison Gardens begun last year to hand out soup kits, the contents of which are purchased in bulk to save money. Each soup kit contains all ingredients necessary to make a pot of soup 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. This is an extremely worthwhile project because it teaches food bank clients how to prepare a nutritious, delicious and relatively cheap meal.

Lawrence Donegin and Linda Shugart, who oversee the operation of the Morrison Gardens and Pinecrest-Terrace food banks respectively, both report that while the total number of individuals they served in 2015 declined slightly from the previous year, there was an increase in the number of households served. An increase in the number of older clients between forty and fifty years of age was also evident.

There is every indication that food prices will continue to rise in 2016 and this will mean tremendous hardship for so many who already are having difficulties making ends meet. Our help is desperately needed so please remember your contributions to Martha's kitchen. Some items that are continually in very high demand include breakfast cereals, peanut butter, pasta sauce, as well as canned fruits, vegetables, and stews.

Marilyn Van Dusen, Coordinator

Furniture Project & Warehouse Fund

Since there is no coordinator, parishioners can contact The Furniture Bank of Ottawa at 613-240-6680, or e-mail <http://furniturebankofottawa.org/> for any furniture donations or pick-ups. When requesting a pick-up of furniture from your home, a small donation is requested for the organization.

Scouts Canada – 123rd Ottawa

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

- Beaver Scouts (ages 5–7),
- Cub Scouts (ages 8–10),
- Scouts (ages 11–13), and
- Venturer Scouts (ages 14–18).

All of our sections have received the Program Quality Award for the 2014–15 scouting year.

Over the course of 2015, the Group has been implementing the redesigned Scouts Canada program — *The Canadian Path*. The first program update since 1968, this modernized program in many ways bring scouting back to its 1907 roots — as a youth-led organization that challenges its members to push themselves both individually and collectively. This transition will continue through 2016 as a new badge program is introduced.

In the spring of 2015, the Group undertook a strategic review in light of a drop-off of membership in younger sections (Beaver and Cub Scouts). Particular challenges that our Group faces are related to some of the socio-demographic characteristics of the neighbourhood in which we are based. Those include a larger proportion of families that fall below the low-income cut-off (who believe that they cannot afford the program), as well as a higher proportion of immigrant families (who may not have camping or scouting as part of their backgrounds). In order to improve our reach in these communities, we have been receiving additional support from Scouts Canada:

- Anybody that wants to participate in Scouts Canada programs but cannot due to its cost may now contact Scouts Canada directly to obtain a subsidy on the registration fee (nolb@scouts.ca).
- The 123rd Ottawa Scout Group has received support from the Council office to reach out to some of our target communities. This has included working with the Pinecrest-Queensway Community Health Centre and Ottawa community policing, in order to get into communities that may not be aware of what we have to offer.

While the more junior sections have faced challenges in terms of numbers, the more senior sections have held steady or advanced in numbers.

- The Scout Troop has been placing increased emphasis on youth leadership by placing the more senior youth in leadership roles and leaving the adult Scouters to serve in more of a coaching or advisory role.
- The Venturer Company has developed a focus on international scouting. In 2014, the Company had completed a service project in the Czech Republic. In 2015, they hiked six 5,000 foot peaks in the White Mountains (in New Hampshire), including Mt. Washington (6,288 ft.). In 2016, they will complete a service project in Belize. In the summer of 2016, one of our adult advisors and two youth members will join a Canada-wide Scouts Canada development project in Madagascar. This international focus is unique among Venturer Companies in Eastern Ontario.

Looking ahead to 2016, the 123rd Ottawa Scout Group has been working with the Britannia Yacht Club to open a Sea Scout Troop. The only such group in the western part of the city, this program

is intended to attract youth that may be interested in a scouting program, but not necessarily in a camping environment.

Youth wanting to join the group or adults wanting to volunteer as program leaders should contact Greg Peterson at (613)-726-0675 or greg.peterson@rogers.com.

Greg Peterson, Coordinator

White Gift Fund

Your generous support of the 2015 White Gift Fund enabled us to assist 34 families that included 51 children. Donations to the fund were used to purchase grocery vouchers from Loblaws and Metro. St. Stephen's increased the value of grocery cards given to each household this year by \$10 in view of the rising cost of food. The many new and gently-used toys kindly donated by our parishioners made it possible for every child on our list to receive at least one nice toy at Christmas. To the teens we provided items such as jewelry, clothing, games as well as gift cards. The families deeply appreciated all of the support that you have shown them. A big thank you goes to our great delivery team that included Jim Beckett, George and Sally Weber and Ed Van Dusen. Thanks also to Marilyn Brownlee who prepared some of the initial registration forms, to Pamela McInnis who assisted in sorting the toys, and to JoAnn Collett for procuring the grocery gift cards.

Marilyn Van Dusen, Coordinator.

Parish Aid and Relief

Parish Aid and Relief covers money and grocery gift cards that we give to people who come to the church door. Mostly it is people on social assistance who don't have enough left at the end of the month. Often it is parents who need milk, diapers, etc. Mostly we give grocery gift cards, either from Metro or Giant Tiger. Depending on the stated need, Rev. Dr. Anne Quick gives one or two 25-dollar gift cards, or occasionally gives actual cash. Anne funds some of this herself, but much of it is budgeted for. It is all confidential.

Telephone Prayer Group

The telephone prayer ministry is rewarding to those who participate as well as a blessing for family members and the person prayed for.

We thank those who pray faithfully: Margaret Reed, Eleanor Henoach, Betty McCulloch, Ruby Elver, Libby Beckett and Susan Steedman and ask that God's hands be upon you as you assist in His work.

Susan Steedman, Coordinator

Ottawa West End Community Chaplaincy (OWECC)

Since 1985, OWECC provided compassionate physical, spiritual and emotional support to individuals and families living in our low income neighboring communities. These people live constantly with the challenges of poverty, isolation, mental and physical health barriers, addictions and underemployment. The support that OWECC gave them came in a variety of formats including neighborhood activities, individual support, communal celebrations and crisis management. The Chaplaincy itself was supported financially by seventeen west end churches

(including St. Stephen's) as well as various other organizations. Many of the OWECC volunteers came from these churches and organizations. Unfortunately, in 2015 OWECC found itself in a very serious deficit situation, due largely to the fact that many of the supporting Churches were themselves facing significant financial challenges and could no longer continue to meet their OWECC commitments. OWECC was financially able to continue its work with their full-time Chaplain, Rev. Naomi Kabugi only until June 30, 2015 and at that point they were forced to begin winding down their operation. They vacated their long-time premises at All Saints Lutheran Church and St. Stephen's offered them the use of a small office. OWECC's office manager, Elizabeth Wiggins, remained on staff at significantly reduced hours, until approximately September 30, 2015. There was paperwork required to be done over that period as well as responding to telephone/internet inquiries and the referral of clients to other agencies. St. Stephen's continued to fund OWECC until September 30th and that was much appreciated. OWECC's closure has left a significant void throughout our neighboring communities. Interest from various individuals has been expressed in terms of re-creating OWECC under a new format.

Marilyn Van Dusen, Coordinator

Diocesan Outreach Ministries

Fair Share

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

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

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

Bales for the North

In April, our bale donations, valued at \$2741.00, were taken to St John's in Richmond where they were packed for shipping to 10 communities. Your generous support continues to be appreciated.....

Joan Matthews, Coordinator

Pastoral Care

Queensway Carleton Hospital Visiting

A team of five parishioners who have completed the Pastoral Care course make regular visits to the Anglican patients at the Queensway Carleton Hospital. Martha Greatrex, Cynthia Mortimer, Susan Steedman, Sally Weber and Mary Jane Dymont are faithful members of this team. At this time, with limited human resources, we visit all new Anglican patients either on Wednesday or

Thursday. St. Thomas' Stittsville, Christ Church Bells Corners, and St. John's South March also share in this weekly ministry. Each parish also takes its turn printing the Spiritual Care pamphlet which we give to patients and their families. This ministry is one of listening, caring and praying with the patients and their families and sometimes making the necessary referrals. The time commitment is a few hours each visit. Confidentiality is assured in this ministry. The staff and patients are very appreciative of our visits. QCH Chaplain, Barbara Zerter is very supportive of our ministry. She is a friendly, caring face in the office.

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

The hospital's sacred space was officially opened this fall. This small room is located just down the hall from the Gift Shop and Spiritual Care Office and is a quiet place for reflection and peace, to be used by all. A beautiful stained glass window was recently unveiled and dedicated to the memory of four year old Daniel Bissesar by his family.

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

During the year, our team, together with the teams from the other churches, meet with Sheila Granger who is the Anglican Spiritual Care Co-ordinator for the Ottawa Hospitals. Sheila is an advocate on behalf of the Diocese for our work and likes to be kept informed of our ministry.

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

Sincere thanks to Anne for her support of this ministry and to all the dedicated volunteers.

Mary Jane Dymont, Coordinator

Home Visiting / Home Communion

A format for home visiting has been in place since 2012. In consultation with Anne Quick and Marilyn Brownlee, our Office Administrator, parishioners who are unable to attend church regularly have been identified. A team of volunteer lay people, who have completed the Screening in Faith program, has agreed to visit, by phone or in person, one or more of these parishioners regularly. The response from those we visit has been very positive.

The visitors have been trained in administering home Communion.

This initiative lightens the load for Anne. Visitors file regular reports to the office to keep Anne informed and she tries to visit these parishioners in person at least once per year or in an emergency.

In May, we held our second annual Tulip Tea for the Parish. Over 70 parishioners came to the tea and enjoyed good fellowship. It was a wonderful occasion. We hope to continue this tradition.

Mary Jane Dymont, Coordinator

West End Villa

Once again we have had a good year bringing the Eucharist, to West End Villa residents, accompanied by prayers and lovely hymns. Our usual 35 to 40 residents enjoy this service very much. We are very thankful to the Rev. Dr. Anne Quick for leading these services on the 3rd Tuesday of every month. Also thank you to the Rev. Canon Michael Fleming conducting the service if needed. The wonderful volunteers bring the residents to the service, helping them find the proper pages for the service and the hymns. The staff also lends a hand if they are able. So many thanks to Barbara, Cynthia, Isabel, Libby and Jim, Mavis, Sally and George, Jean and Earle and our pianist Paul.

This year the Villa had a breakfast for all the volunteers to show their appreciation. It was nicely attended and there were games and music, so it made a nice change sitting outside in the sunshine. Many thanks to you all for making this another good year for the West End Villa residents.

Lorraine Newson, Coordinator

Sterling Place / Westwood 1 & 2 (Central Park Lodge)

Helen Kalil, Helene LeBarron, Betty McCulloch, and Marilyn Trudeau continue to take the Communion Service to Westwood residents on the fourth Tuesday of the month. During the winter months we thank Mavis McGinn, Cynthia Mortimer, and Paul Barclay for filling in for the snowbirds, the average attendance is 10–15 residents. I wish to thank all of the above for their commitment.

Helene Lebaron, Coordinator

Redwood Retirement Residence

Anne celebrates the Eucharist for a small congregation at Redwoods Retirement Residence once a month. There are two St. Stephen's parishioners there and Anne and the pastoral care team visit them as needed.

International Outreach Ministries

Primate's World Relief and Development Fund

PWRDF supports the needs of developing countries through fund raising and advocacy. Donations help bring crisis relief to victims of war or natural disasters, refugee protection and resettlement, and community-based development work. Included with your donation envelopes, you receive a monthly envelope, offering you the opportunity to support this fund, serving God's world. Seasonal Christmas cards are also available for purchase.

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

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

Our latest family, originally from Iraq, arrived on June 17th, 2015 after a very long trip from Jordan. The El-Khafaji family of 3 – father Ali, mother Asraa and 2½ year old Abdullah, settled into a very comfortable one bedroom apartment near Lincoln Fields – close to the transit way, shopping, medical facilities and other amenities.

Each of the couple holds a university degree in science. Throughout July, they both studied English at the ESL centre on Albert Street. Asraa's English is quite good, however, Ali's is extremely limited. During these first few weeks of the sponsorship, the Refuge N.O.W. team maintained a very close contact with the family, helping them as much as possible to adapt to their new life in Canada.

In August, a serious incident of spousal abuse took place and the couple separated, with Asraa having full custody of Abdullah. Ali was served with a restraining order to keep him away from his family. Refuge N.O.W. has full financial responsibility for the mother and child until June 2016 while Ali will be supported by Citizenship and Immigration.

As of December, 2015, Asraa and Abdullah had relocated to a small housing unit operated by Ottawa's Community Housing. She was attending an ESL school and making excellent progress. She was very anxious to obtain employment. Abdullah was doing extremely well learning English and interacting with the other children at his daycare. Ali was receiving counseling and living in a very Spartan room downtown. He was attending ESL classes at a different site than his wife and son.

At Refuge N.O.W. there has been some discouragement and dismay, but strong optimism for the future. Asraa's strong capability with English and her powerful will to succeed will help her to eventually find work in Canada. Ali, in the short term, will live with some restrictions, but with counseling and success at ESL, will hopefully make a positive contribution to Canada's future.

Our existing sponsorship will end in June 16, 2016.

The Refuge N.O.W. Committee wishes to thank the St. Stephen's parishioners for their very generous and loyal support over the years. It is only through your support that we can continue to carry out our work.

Marilyn Van Dusen, St. Stephen's Representative on Refuge N.O.W.

Conclusion

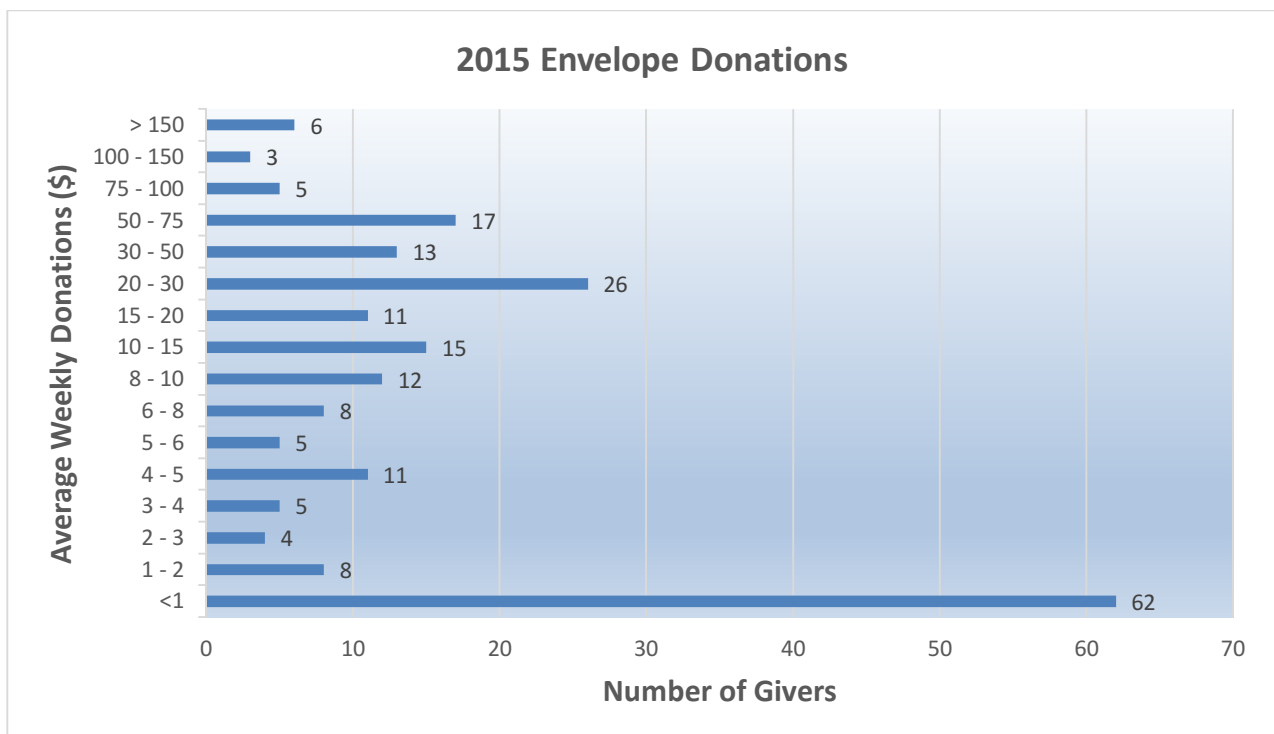
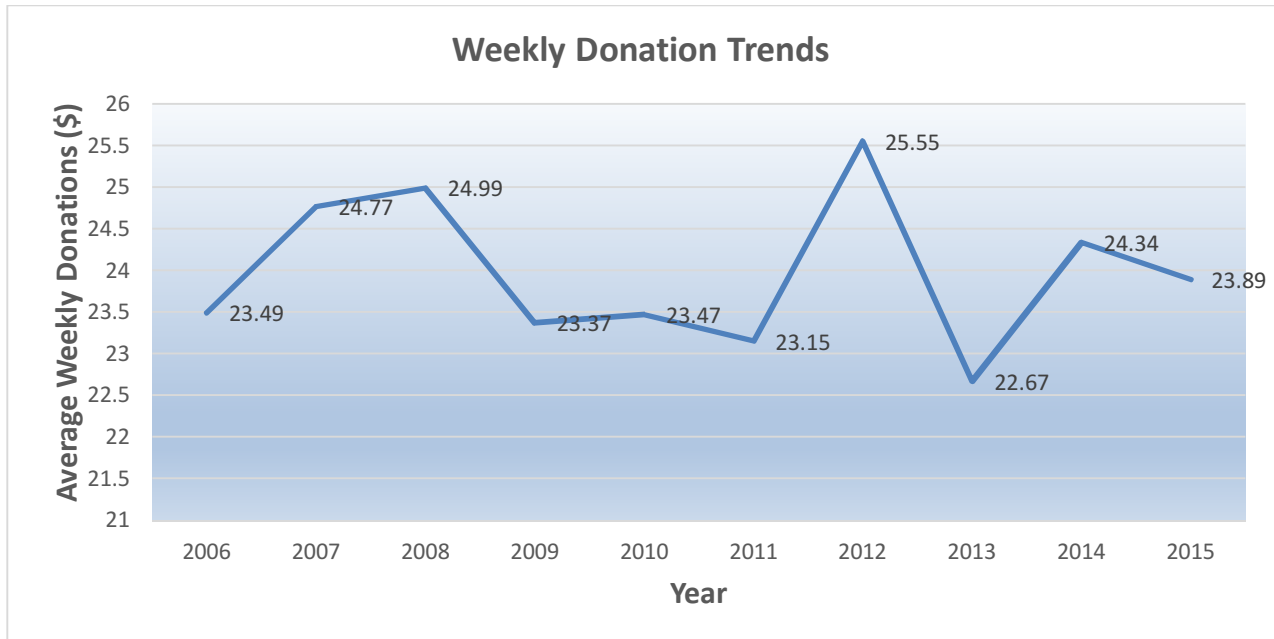
I would like to take this opportunity again to thank everyone who has served on the outreach committee this past year and has given so generously of both their time, effort, and support. We at St. Stephen's are a very giving, active and involved parish in Outreach, within our local, Diocesan, National,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

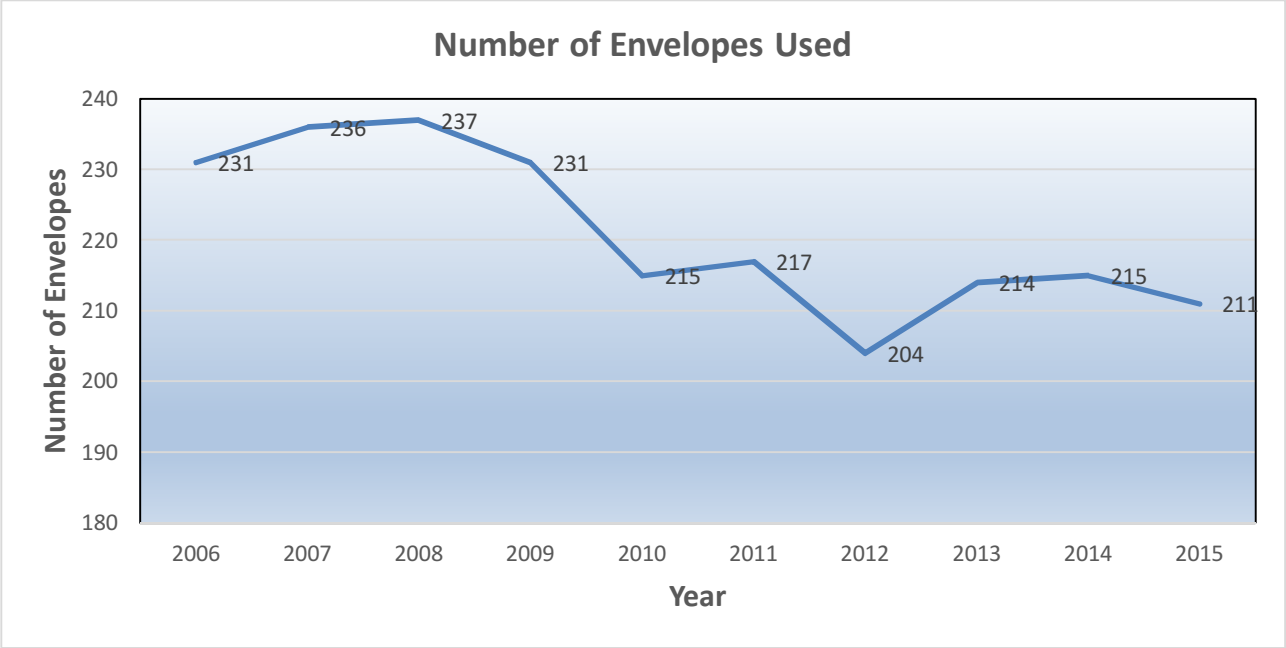
As many of you may know, I have decided to step down as the Outreach Coordinator, as I finish up my fifth year. I will continue to contribute with the many activities and programs as I still find this valuable work very rewarding and fulfilling. I would also like once again to personally thank Eva Lamb and Marilyn Van Dusen for their continued support. They both have committed so

much of their personal time and effort into the various programs and have helped so many people within our community.

Marg Muirhead, Outreach Coordinator

ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick, Envelope Secretary

TREASURER'S REPORT

Corporation respectfully presents the following financial reports, for the fiscal period ending December 31, 2015.

Also presented is the 2016 Budget as approved by Parish Council for consideration by Vestry.

This treasurer's report contains the following sections:

- Written summary report highlighting the significant financial happenings of 2015.
- A Comparative Balance Sheet, comparing St. Stephen's assets and liabilities at 31 December 2014 and 2015.
- The status of all our Balances Sheet Funds (our Funds & Reserves) as of 31 December 2015. This section shows the interest paid and closing balance of each fund or reserve.
- A summary of our funds & reserves organised by category.
- A Growing in Faith Together (GiFT) status report showing income received from the Diocesan GiFT Office, the allocation of received income in accordance with St. Stephen's GiFT proposal and expenses to date.
- The Detailed Financial Report for the year of all our actual revenue and expenses compared to the budget passed at Vestry 2015.

2015 Financial Statements

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

The financial statements are audited and the auditor's report is contained in this 2015 Parish Report.

Financial 2015 Was a Very Good Year.

We have had a very good year mainly in our operational budget (line 116 of the Financial Statement contained in this report). We spent approximately \$14,000 more than budgeted but achieved \$21,000 more in revenue. This resulted in a surplus in our operational budget of \$6,770.

Our balance sheet funds and reserves have decreased by \$63,877. This is due mainly to a heavy drain on our bequest money to support all our capital expenditures including our new video system and the unexpected repair of our crumbling brick wall. We ended the year with an overall surplus of \$6,935. We have moved this surplus into a "cash reserve" in our balance sheet Funds and Reserves.

Significant Financial Performance Factors

Significant factors contributing to our 2015 financial performance included:

- Our general ministry envelope offerings were \$13,648 greater than budgeted, including \$6,500 in debt reduction offerings. Thanks to all our parishioners for their contributions to ensure we did not have a deficit in 2015.
- Our overall (operational and capital) expenses were greater than budgeted by \$53,149 due to heavier than expected capital expenses for unforeseen repairs. The

major factor was the repair of cracking brick southeast wall of the church.

- We used Bequest and Video system money (\$60,082) to pay for most of our capital expenses. We also used Music Fund money to pay for choir expenses. This meant that we did not have to use operations money to pay for these expenses. (Our expenses can be categorised in two ways — operations and capital).
- Our Fall Food Fair generated a surplus of \$14,500. This allowed us to pay for our program expenses. As well as being a very good fellowship event, the surplus generated is also very important to our financial health. Other fellowship events also contributed to our surplus.
- Our Stewardship and Fellowship Committees generated an additional \$5,000 in revenue with our Dinner and Auction night.
- The revenue from rental of our premises was \$67,599. This revenue was from the Montessori School, the Prostate Cancer Canada Network Ottawa, Al-Anon, our Foot Clinic, the Wells Salvation Church, and General Hall Rentals.
- Revenue from our investments in the Rectory Trust Fund and Diocesan Trust Fund was \$6,998.
- In 2015 we received \$20,542 from the Diocesan GiFT campaign. This is our 50% share of the money donated to the Diocesan Growing in Faith Together Campaign. Please see the GiFT Transactions — 2015 table, included later in this report, to understand where we are spending this campaign money. Unspent money is held in our Funds and Reserves for use in subsequent years.
- We continued to take advantage of our Gallanger Bequest. The Gallanger Bequest money can only be used to offset capital expenses and cannot be used to meet operations expenses. This is the result of an Ontario court decision that states that any undesignated bequests can only be used for capital expenses. An undesignated bequest is one where the bequestor did not specify how the money could be used.
- All of our outstanding debts were paid at year-end.

Our Balance Sheet Funds and Reserves have decreased by \$63,877 from December 31, 2014 to December 31, 2015, as shown on the Funds and Reserves Report.

The following table breaks down our revenue for 2014 and 2015, including GiFT revenue spent on approved GiFT projects.

Revenue Category	Actual 2014	Actual 2015	Increase/ (Decrease)	% of Revenue 2015
Envelope Offerings *	\$249,024	\$250,528	\$1,504	52.1
Capital	\$87,019	\$60,502	(\$26,517)	12.6
Hall Donations	\$61,861	\$67,599	\$5,738	14.1
Education	\$2,320	\$34,045	\$31,725	7.1
Outreach	\$19,033	\$21,238	\$2,205	4.4
Fellowship	\$15,699	\$20,476	\$4,777	4.3
Consolidated Rectory & Trust Fund Dividends	\$6,600	\$6,998	\$398	1.5
Miscellaneous Corporation Revenues	\$257	\$6,813	\$6,556	1.4
Stewardship	\$255	\$5,085	\$4,830	1.1
Liturgical	\$5,313	\$5,303	(\$10)	1.1
Open Offerings	\$2,410	\$2,540	\$130	0.5
Total	\$449,791	\$481,127	\$31,336	100.0

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

All amounts are rounded to the nearest dollar.

We continue to offer a Pre-Authorised Remittance (PAR) option to our parishioners through the Stewardship offices of the United Church of Canada. Payments are made monthly either by direct debit to your bank account or by Credit Card on the 20th of each month (both Visa and Master Card are accepted). As of December 2015, **\$120,349** is committed annually through the Pre-Authorised Remittance program (currently 51 families). In **2015** this accounted for **48% of our envelope revenue**. If you are interested in exercising this option, application forms are available through the parish office and can also be found at the front and back entrances of the church. They are also enclosed in your offering envelopes for 2016.

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

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

Another donation option, which is available, is the donation of gifts of eligible stock market shares. This can be attractive for those who wish to contribute to the church and have shares, which normally would attract capital gains tax when sold. When you donate shares to the church, one does not incur any capital gains and you receive a charitable donation receipt for the value of the

shares on the day they are sold and transferred to the church. If you wish to pursue this option, instructions and permission forms are available from the church office.

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

Expenses

The table below shows the breakdown of our 2015 expenses. **Personnel staff costs are allocated across clusters in accordance with the time spent on these activities.** Costs are shown to the nearest dollar and are sorted by percentage of our overall expenses. Expenses include those paid through our GiFT offerings.

Parish Activity	Expenses	%
Management, Diocesan Support, Administration & Building Maintenance	\$158,370	36.1
Worship	\$82,286	18.8
Capital Budget	\$60,082	13.7
Outreach – see Note	\$58,479	13.3
Education	\$48,568	11.1
Pastoral Care	\$15,659	3.6
Fellowship	\$14,509	3.3
Stewardship	\$328	0.1
	\$438,282	100.0

Note: Outreach, including Pastoral Care, accounted for \$74,138 or 16.9% of our overall expenses in 2015. This includes \$435 made available through our GiFT Program. Our outreach expenses include 50% of our Fair Share payment to the Diocese, which goes to fund the five Diocesan Community Ministries, the Council of the North and PWRDF.

St. Stephen's Net Worth

Our net worth, as shown on the Comparative Balance Sheet has decreased from \$3,282,809 to \$3,230,317 because of changes to our Funds & Reserves.

Other

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

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

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

Rob Hamilton, Treasurer

St. Stephen's Anglican Church			
Comparative Balance Sheet			
ASSETS	As At		As At
	31/12/2014		31/12/2015
CURRENT ASSETS			
Petty Cash	287.41		290.46
Non-Profit Account — BofM			
8068-987	91,208.36		33,936.42
Cash Totals		91,495.77	34,226.88
Consolidated Trust Fund		96,382.00	251,312.50
Rectory Trust Fund		142,826.00	142,826.00
BoM Targeted ETF Investment		159,579.39	0.00
Pay Deficit		(9,667.08)	(3,161.21)
GST Receivable		1,477.15	2,388.25
PST Receivable		3,712.79	6,271.90
TOTAL CURRENT ASSETS		486,356.22	433,864.32
FIXED ASSETS			
Land		64,258.00	64,258.00
Appraised Value-Buildings		2,675,500.00	2,675,500.00
Cost of Furnace		29,875.00	29,875.00
Furniture, Equipment, Organ		26,819.81	26,819.81
TOTAL FIXED ASSETS		2,796,452.81	2,796,452.81
TOTAL ASSETS		3,282,809.03	3,230,317.13
LIABILITIES			
FUNDS & RESERVES			
GiFT Revenue	24,713.01		14,297.65
GiFT — Enhancing Outreach	-859.36		0.00
GiFT — Enriching our Worship	1,000.00		1,010.00
GiFT — Expanding Christian			
Education	5,705.00		5,947.04
GiFT — Improving			
Communications	4,919.46		4,637.37

GiFT — Sustaining our Ministries	1,528.73	1,577.92
BCE Share Reserve	676.44	7,254.13
Enbridge Share Reserve	82,749.30	83,576.79
Cash Reserve	0.00	6,935.01
Foster Farm Lunch Bag Reserve	19.74	135.94
Designated-Parish Events	306.98	310.05
Youth Group Reserve	-0.19	359.16
Arctic Tour reserve	0	2,155.48
Flower Fund	679.61	686.41
Memorials Fund	11,978.41	12,773.18
Capital Appropriations	1,894.13	515.56
Worship Space — Upgrades & Maintenance	113.91	115.03
Worship Space Video System Fund	30,727.36	6,811.63
Special Altar Fund	133.67	1,509.58
Information Technology Fund	27.66	27.94
Vaughan Education Fund	814.86	823.01
Music Fund	8,150.29	4,798.28
Gallanger Bequests Reserve	46,070.42	9,546.20
Dorothy Jones Bequest Reserve	3,300.33	4,320.90
Edith McTeer Bequest	27,270.00	27,542.70
Emergency Warehouse Fund	965.35	978.84
Women's Retreat Fund	383.79	372.33
Men's Retreat fund	0	452.09
TOTAL FUNDS & RESERVES	253,268.90	199,470.22
TOTAL LIABILITIES	<u>253,238.90</u>	<u>199,470.22</u>
EQUITY		
EARNINGS		
General Fund — Equity	3,039,206.11	3,030,846.91
Current Earnings	(9,658.24)	0.00
TOTAL EARNINGS	3,029,548.57	3,030,846.91
TOTAL EQUITY	<u>3,029,548.57</u>	<u>3,030,846.91</u>
LIABILITIES AND EQUITY	<u><u>3,282,809.03</u></u>	<u><u>3,230,317.13</u></u>

Funds and Reserves

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

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

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

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

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

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

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

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

Reserve Funds Available as of 31 Dec 2015

Note: CTF – Funds Held in the Diocesan Consolidated Trust Fund - Interest Included in Balances

	Balance 2014	Interest Paid to Funds 1 Percent	Balance 2015
Discretionary – Can be Used Wherever Needed			
BCE Share Reserve	7,182.31	71.82	7,254.13
Enbridge Share Reserve	82,749.30	827.49	83,576.79
Cash Reserve			6,935.01
CTF – St. Stephen's Cash Reserve			154,330.50
Memorials Fund	11,978.41	119.77	12,773.18
CTF – Memorials Fund	3,145.90		3,145.90
Dorothy Jones Bequest	3,300.33	32.68	3,333.01
\$10,000 on Loan to Grocery Card Project			
CTF – Dorothy Jones Bequest	56,103.98		56,103.98
Total Discretionary	164,460.23	1,051.76	327,452.50
Capital Reserves – Can Only be Used to Pay for Capital Budget Items			
Capital Appropriations	1,894.13	18.95	534.51
Worship Space – Upgrades & Maintenance	111.66	1.12	112.78
Worship Space Video Fund	30,727.36	67.44	6,811.63

Gallanger Bequest reserve	46,070.42	94.50	9,546.20
CTF — Gallanger Bequest	37,732.38		37,732.38
Edith McTeer Bequest	27,270.00	272.70	27,542.70
Total Capital	143,805.95	454.71	82,280.20

Special Reserves (all of which can be applied for SPECIFIC operational expenses)

Foster Farm Lunch Bag Reserve	19.74	0.20	135.94
Designated Parish Events	306.98	3.07	310.05
Youth Group Reserve			359.16
Arctic Tour Reserve			2,155.48
Flower Fund	679.61	6.80	686.41
Special Altar Fund	133.67	1.34	1,509.58
Information Technology Fund	27.66	0.28	27.94
Vaughan Education Fund	814.86	8.15	823.01
Music Fund	8,150.29	43.24	4,366.82
Emergency Warehouse Fund	965.35	9.65	975.00
Women's Retreat Fund	383.79		357.33
Men's Retreat Fund			452.09
Total Special reserves	11,481.95	72.73	12,158.81

GiFT Reserves

Revenue Not Allocated Yet	24,713.01	141.56	14,297.65
<i>Allocated Revenue, Not Spent Yet</i>			
Enhancing Outreach	(859.36)		0.00
Enriching our Worship	1,000.00	10.00	1,010.00
Expanding Christian Education	5,705.00	58.88	5,763.88
Improving Communications	4,919.46	45.91	4,637.37
Sustaining Our Ministries	1,568.73	49.19	4,968.65
Total GiFT Reserves	37,046.84	305.54	30,677.55

TOTAL — ALL FUNDS AND RESERVES	356,794.97	1,884.74	452,569.06
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Note: We cashed in our BMO Exchange Traded Funds and reinvested in the Consolidated Trust Fund (Diocesan) because it is giving a better rate of return. This has inflated our Funds and Reserves by \$154,330.50.

Our Funds and Reserves have decreased by \$66,700.04. They were used mainly for the new Video System and Capital Expenses.

2015 Financial Report

The detailed 2015 Financial Report follows. This year we have split the report into three sections (Operational, Capital and Flow-Through Outreach). All of the capital budget expense items have been paid from donations or our Funds and Reserves (mainly Bequest Fund). The Flow Through Outreach accounts are those where parishioners have contributed to specific outreach projects that are not part of our committed outreach budget. All offerings to Flow Through projects are transferred directly to the intended outreach recipient.

As usual, we have moved outreach funds from a surplus accounts to where needed. This is noted in the comments column of the Report.

In the detailed report, the revenue in Column B (actual revenue) reflects the revenue after the surplus for an account has been moved. Column F (Comments) shows the shifting of excess revenue to where it was needed, or to a Reserve Fund if not needed in 2015.

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
3	CORPORATION CLUSTER					
4	MAJOR REVENUE					
5	General Revenue	6,485	250	6,791		
6	Rectory Trust Fund Dividend			(4,381)	(3,983)	Credit Towards ECOPS
7	Diocesan Trust Fund Dividend	2,878	2,617			
8	Envelope Offerings	231,215	227,763			
9	Canada Helps Donations	3,353				
10	Debt / Deficit Reduction	6,500	20,434			
11	United Way Donations	343				
12	Initial Offering	415	400			

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
13	Open Offerings (Plate)	2,540	2,410			
14	Thank Offerings		100			
15	Seasonal — Lent	360	376			
16	Loonies for Lent	334	310			
17	Seasonal — Easter	2,596	2,892			
18	Seasonal — Thanksgiving	1,416	1,520			
19	Seasonal — Christmas/Advent	3,995	4,201			
20	Hall Donations — Al-Anon	250	264			
21	Wells Salvation Church	4,000				
22	Hall Donations — General	2,599	2,717	380	572	
23	Hall Use — Foot Clinic	300	375			
24	Hall Use — Prostate Cancer — Ottawa	3,000	3,000			
25	Montessori School	57,450	56,376			
26	Parish Memorial Offerings	0	0			\$675 Received in 2015, Moved to Memorials Fund
27	TOTAL — MAJOR REVENUE	330,030	326,005	2,790	(3,411)	
28						

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
29	SALARIES & ALLOWANCES					
30	ECOPS			116,411	90,887	Expense includes stipend, travel allowance, benefits & Housing Allowance
31	Housing Allowance				24,429	
32	Honoraria / Allowances			362	800	\$400 from GiFT
33	Seminars/Training			160	160	
34	Lay Staff — Salaries & Benefits			97,836	96,995	
35	TOTAL — SALARIES & ALLOWANCES	0	0	214,768	213,271	
36						
37	DIOCESAN SUPPORT					
38	Fair Share			65,298	65,298	Update 2016 Amount
39	TOTAL — DIOCESAN SUPPORT	0	0	65,298	65,298	
40						
41	ADMINISTRATION					
42	Phone Expenses			2,085	2,200	
43	Office Expenses			1,288	1,550	
44	Advertising	20		841	400	Expenses \$1,169 in 2015, \$328 from GiFT
45	Synod Attendance			465	535	

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
46	Bank Interest / charges			260	220	More usage of PAR in 2015 + Increased Bank Charge Rates
47	PAR Expenses			298	275	More usage of PAR in 2015
48	Visa / Master Card			510	500	More usage of PAR in 2015
49	Registration to Anglican Foundation and Multi-faith Housing				150	
50	Office Equipment Contracts			6,270	6,384	
51	TOTAL — ADMINISTRATION	20	0	12,017	12,214	
52						
53	BUILDING					
54	Water			1,244	1,500	
55	Hydro			7,664	7,500	
56	Insurance			14,679	14,643	
57	Gas			9,321	8,579	
58	Supplies			2,427	2,200	
59	Maintenance Contracts			4,036	3,893	
60	Snow Removal			4,543	4,142	More Sanding & Salt applications Required in 2015
61	TOTAL — BUILDING	0	0	43,914	42,456	

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
62	TOTAL — CORPORATION CLUSTER	330,050	326,005	338,787	329,829	
63						
64	FELLOWSHIP CLUSTER					
65	Women's Fellowship	50				
66	Coffee Hour	942	1,100	880	1,100	
67	Food Fair	15,569	13,200	1,081		Approximately \$14,450 Surplus in 2015
68	Watson Street Sale		500			
69	Church Picnic	112	50	301	300	
70	Italian Night Dinner	1,670		140		Free Will Offering for Dinner
71	Helen's Retirement Dinner	1,832		947		Free Will Offering for Dinner
72	Fellowship Committee Events	302	328	29		
73	TOTAL — FELLOWSHIP CLUSTER	20,476	15,178	3,378	1,400	
74						
75	LITURGICAL CLUSTER					
76	Altar Guild	379	636	1,280	1,500	Some Revenue from Special Altar Fund
77	Choir	3,465	1,700	3,465	1,700	Rev from Donations & Music Fund

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
78	Liturgical Resources — Other	10	100	36	25	
79	Flowers	1,050	2,000	1,071	2,000	Rev from Donations
80	TOTAL — LITURGICAL CLUSTER	4,903	4,436	5,852	5,225	
81						
82	EDUCATION CLUSTER					
83	Nursery Expenses				100	\$359 Rev in 2015, Moved to Youth Reserve
84	Church School			4	600	
85	Youth Ministry			173		
86	Adult Education					
87	Advent Study					
88	Lenten Program		225		300	
89	CPR Course	1,280	1,000	1,062	1,000	
90	Forward Day by Day	209	240	247	247	
91	Ministry Development			300	228	Christian Formation Coord Expenses
92	TOTAL — EDUCATION CLUSTER	1,489	1,465	1,786	2,475	
93						

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
94	STEWARDSHIP CLUSTER					
95	GiFT On-going Campaign					Revenue Available from GiFT Fund 2013
96	Italian Night Auction	4,940				Auction Proceeds
97	Jewelry Sale Offering	145				
98	Offering Envelopes			532	530	
99	TOTAL — STEWARDSHIP CLUSTER	5,085	0	532	530	
100						
101	OUTREACH CLUSTER					
						\$778 Rev in 2015, Moved \$500 to Morrison Gardens, \$278 to Pinecrest terrace
102	Food Cupboard for the Needy	0	690			
103	Morrison Gardens Food Cupboard	500		500	500	Committed Funding
104	Lunch & Breakfast Program	1,000		1,000	1,000	Committed Funding
105	Pinecrest Terrace Food Cupboard	375		375	500	Committed Funding
106	Foster Farm Lunch Bag Program		100		100	\$116 in 2015, Moved to Reserve
107	Community Chaplaincy (OWECC)	694		4,500	6,000	Ceased Operations

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		Comments
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	
108	Parish Aid & Relief	85	85	1,138	900	Committed Funding
109	White Gifts	1,740	2,000	1,740	1,500	\$2,631 in Rev in 2015 , Moved \$794 to Lunch & Breakfast Program, \$97 to Pinecrest Terrace
110	Undesignated — M&O		15	15	15	\$870 in Rev in 2015 , Moved \$206 to Lunch & Breakfast Pgm, \$674 to Community Chaplaincy
111	Pastoral Care			24		
112	Women's Retreat	4,900	4,000	4,900	4,000	\$15 to Revenue from Women's Retreat Fund
113	Men's Retreat	2,523		2,523		\$2,975 in 2015 , \$452 Transferred to Men's Retreat Fund
114	TOTAL — OUTREACH CLUSTER	11,817	7,690	16,715	15,315	
115	TOTAL — OPERATIONS BUDGET	373,820	354,774	367,050	354,774	
116	Operations Surplus/(Deficit)			6,770	(0)	
117						
118	Flow Through Outreach					
119	Big Give					\$20 in 2015 , Moved to Community

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
120	Arctic Tour					\$2,155 in 2015, moved to Arctic Tour Reserve
121	Bales for the North	100		100		
122	Helen Kalil Gift	2,176		2,176		
123	Diocesan ACW	100		100		
124	St. Stephen's Residence	2,096		2,096		
125	Multi-faith Housing	0		100		
126	Council of the North	150		150		
127	Crosstalk	100		100		
128	PWRDF	4,044		4,044		
129	PWRDF — Syrian Refugees	220		220		
130	PWRDF — Nepal Earthquake	0		155		
131	Total Flow Through Outreach	8,985	0	9,240	0	
132	Total Committed + Flow Through Outreach	20,803	7,690	25,956	15,315	Doesn't include Diocesan Community Ministries Contribution Through Fair Share, Approximately \$32,600
133	Total Outreach including Community Ministries			58,556		

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
134						
135	PROPERTY (Capital Budget)					
136	Interest for Funds & Reserves		2,000		2,000	\$1,587.60 Paid From Cap Approp Fund - Transfer Between Funds
137	Capital Appropriations		1,000	0	1,000	\$495 in 2015 , Moved to Capital Appropriations Fund
138	Property Committee Repairs	141	2,500	141	2,500	Revenue from Bequest
139	Lawn and Garden Care	323	500	323	500	Revenue from Bequest
140	Heating System Renovations	268	500	268	500	Revenue from Bequest
141	Fire system Upgrades	273	600	273	600	Revenue from Bequest
142	Minor Capital Projects	261	800	261	800	Revenue from Bequest
143	Replacement Lawnmower					Revenue from Bequest
144	Install Eaves troughs	1,746		1,746		Revenue from Bequest
145	Alarm System Inspection	494	475	494	475	Revenue from Bequest
146	Clean MLH Air Ducts	0	775	0	775	Revenue from Bequest
147	8 Ft. Step Ladder	83	100	83	100	Revenue from Bequest

	A	B	C	D	E	F
1	Year End Financial Statement	Revenue		Expenses		
2		Year End 2015	Budget 2015	Year End 2015	Budget 2015	Comments
148	Furniture Shalom Room	100		80		Revenue from Donation
149	Worship Space Video System	23,734	20,000	23,334	20,000	Rev from Video System Fund
150	Repair Cracking Brick Walls	22,108		22,108		Revenue from Bequest
151	Remove Ash Tree	1,538		1,538		Revenue from Bequest
152	Repair Roof Above Parking Lot entrance	4,532		4,532		Revenue from Bequest
153	Telephone Lines Installation	106		106		Revenue from Bequest
154	Repair dishwasher	1,324		1,324		Revenue from Bequest
155	Lift Gear Box	2,450		2,450		Revenue from Bequest
156	Venting Fitting	1,021		1,021		Revenue from Bequest
157	TOTAL — CAPITAL BUDGET	60,502	29,250	60,082	29,250	
158	Capital Budget Surplus / (Deficit)			420	0	
159	TOTAL — OPERATIONS + CAPITAL + FLOW THROUGH OUTREACH	443,308	384,024	436,373	384,024	
160	Surplus / (Deficit) for 2014/2015			6,935	(0)	
161	Transfer Surplus to Cash Reserve Fund	6,935				

2015 GiFT Financial Report**GiFT Revenue To Date and 2015 Report**

	Received	
Total 2012	\$6,550.67	
Total 2013	\$36,707.96	
Total 2014	\$18,931.83	
Jan-15	991.51	
Feb-15	\$9,079.95	
Mar-15	\$996.35	
Apr-15	\$1,103.85	
May-15	\$1,101.35	
Jun-15		
Jul-15	\$2,102.70	
Aug-15	\$5.00	
Sep-15	\$1,181.35	
Oct-15	\$1,896.02	
Nov-15		
Dec-15	\$2,084.36	
Total Received from the Diocese	\$82,732.90	20,542.44
GiFT Campaign Expenses Actually Spent	\$301.20	
Available for Allocation	\$82,431.70	

Allocation Per Parish GiFT Proposal	Revenue	Committed	Balance
Enhancing Outreach	\$10,568.17	\$7,866.36	\$2,701.81
Enriching our Worship	\$1,981.53	\$400.00	\$1,581.53
Expanding Christian Education	\$64,016.96	\$55,892.30	\$8,124.66
Improving Communications	\$2,642.04	\$1,693.34	\$948.70
Sustaining our Ministries	\$6,473.00	\$5,000.00	\$1,473.00
Total	\$85,681.70	\$70,852.00	\$14,829.70

GiFT — 2015

	2015 Spent	Committed / Proposed	Balance	Previous Year Commitments
Enhancing Outreach				
Michelle Heights Youth	250	250	0	
Margaret Knight Honorarium	100	100	0	
Parish Aid & Relief	85	0	0	85
	435	350	0	85

	2015 Spent	Committed / Proposed	Balance	Previous Year Commitments
Enriching Our Worship				
Honoraria	400	400	0	
	400	400	0	0
Expanding Christian Education				
Christian Formation Coordinator	29,105	32,365	3,260	
CFC Grant from Diocese	3250	3,250	0	
CFC Expenses	200	572	372	
Audio / Visual Equipment, furnishings and Supplies	0		4,527	4527
	32,556	36,187	8,158	4,527
Improving Communications				
			0	33
Communications Chair Budget		500	500	
Watson Street Sale Advertising			70	70
Advertising	328	328	0	
	328	828	570	103
Sustaining our Ministries				
Planning for Sheltered Portico, & Renovated Parking Lot Entrance	0	0	1,529	1529
	0	0	1,529	1,529
\$800 Advance Still to be Applied				
Total \$2,329 still available				
GiFT Campaign Expenses	0	0	622	622
TOTALS	33,719	37,765	10,879	

AUDITOR'S REPORT

February 2016

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

We have examined the Balance Sheet of the Church Wardens of St. Stephen's as at December 31, 2015 and their statement of Receipts and Disbursements for the year then ended. These statements are the responsibility of the Church Wardens. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements present fairly the financial position of the Church as at December 31, 2015, 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.



Gerry Stephen



Jack Kalil

WOMEN'S FELLOWSHIP FINANCIAL REPORT

Balance Forward January 1, 2015 \$619.58

Revenue

Calendars	490.00	
New to You Sales	1630.55	
Echo Décor	15.00	

	2135.55	+2135.55

		2755.13

Expenses

Calendars	380.00	
Celebration Cakes	79.97	
Christmas gifts for Dallacy	52.91	
Christmas gifts for residents and staff	268.17	
Contribution to Coffee Fund	60.00	
Kettle for church kitchen	18.63	
Tulip Tea	36.12	
Bank service charges	4.00	
Donations:		
ACW Ottawa Diocese — Fair Share	350.00	
— Bale Freight	100.00	
Honorariums for guest speakers	200.00	
Cornerstone Housing for Women	200.00	
Pinecrest Queensway Health Centre	200.00	
Morrison Gardens	200.00	

	2149.80	-2149.80

Balance at December 31, 2015		\$ 605.33

Sue FitzPatrick, Treasurer

2016 BUDGET

Parish Council has approved a **balanced budget** for 2016. Our new tenant, the Wells Salvation Church, will generate an additional \$48,000 rental revenue in 2016. This is a temporary situation until they can afford to build their own church. We do not wish to count on receiving this revenue in future years and must budget accordingly. Any surplus that is generated because of this additional revenue will be transferred, at the end of 2016, to our "Cash Reserves" Fund on our balance sheet. This will help mitigate the loss of this revenue when the Wells Salvation Church moves out to occupy their new purpose built church.

Important assumptions on the revenue side of the budget are:

- The Fall Food Fair continues to contribute to our revenues.
- Stewardship has committed to raise \$5,000 in 2016.
- Our rental clients continue to rent our space.
- Bequest money, already received will be used to fund capital expenses.
- Some of our Funds and Reserves will be used to fund expenses for which they were designated.

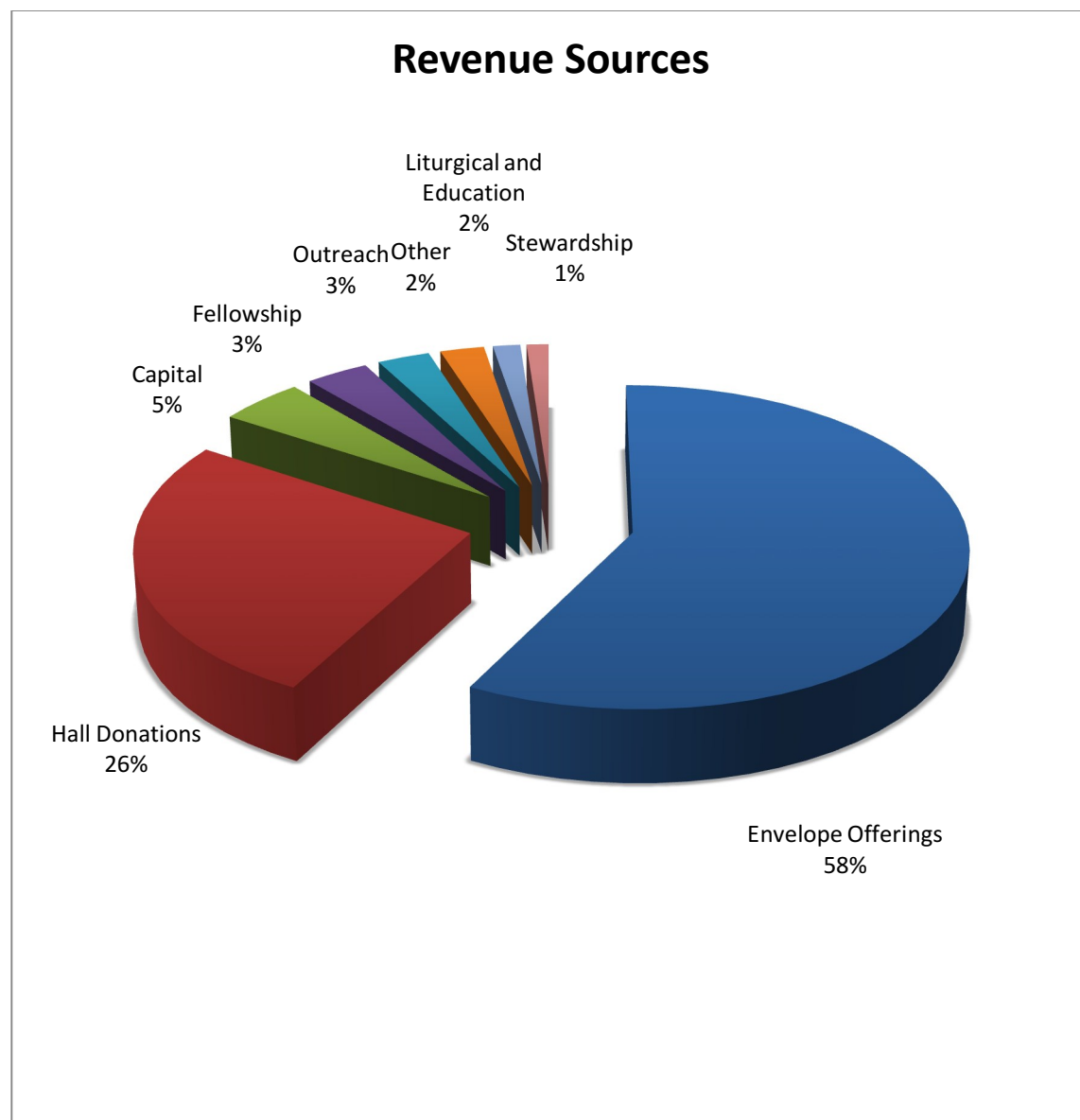
The following charts show the proposed budget revenues and expenses by category. Staff costs have been allocated to the appropriate category of expenses based on the time spent on these categories (clusters). We have separated our budget into two major categories (Operations and Capital). Operations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

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

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

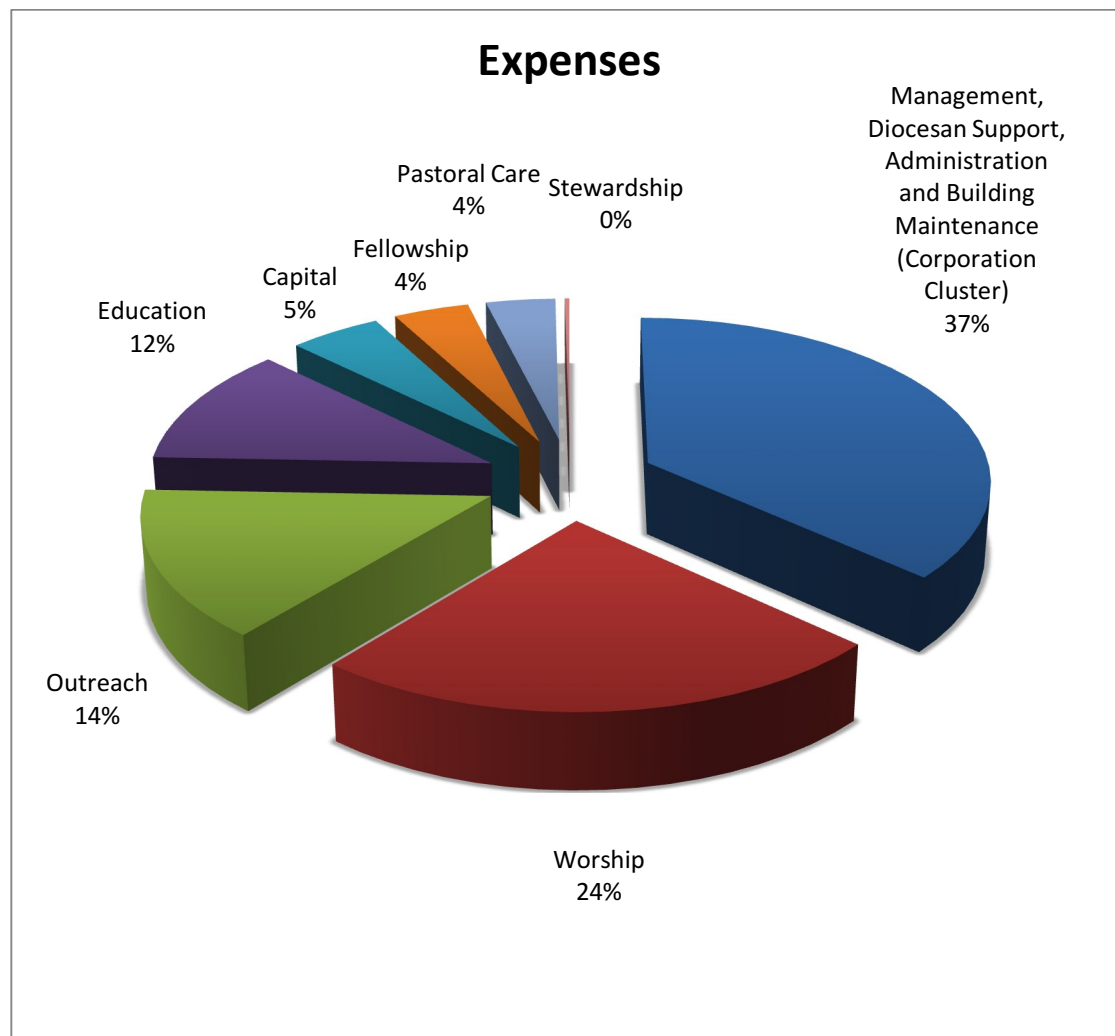
The following pie charts are supported by a detailed line by line budget. Although not included in this report, this budget is available to any parishioner, who desires it, from the office.

Revenue Sources	\$	%
Envelope Offerings	\$ 245,475	57.7
Hall Donations	\$ 112,449	26.4
Capital	\$ 19,660	4.6
Fellowship	\$ 14,414	3.4
Outreach	\$ 11,950	2.8
Other Revenue: Trust Fund Dividends, Open	\$ 10,050	2.4
Liturgical and Education	\$ 6,224	1.5
Stewardship	\$ 5,000	1.2
Total Revenue Excluding GiFT	\$ 425,222	100.0



Expenses	\$	%
Management, Diocesan Support, Administration and Building Maintenance (Corporation Cluster)	\$ 156,164	36.7%
Worship	\$ 103,352	24.3%
Outreach	\$ 62,146	14.6%
Education	\$ 49,558	11.6%
Capital	\$ 20,660	4.9%
Fellowship	\$ 16,953	4.0%
Pastoral Care	\$ 15,550	3.7%
Stewardship	\$ 1,035	0.2%
Total Expenses	\$ 425,418	100.0%

Note: The Education expense includes the entire remuneration for our Christian Formation Coordinator although \$20,503 is Funded from our GiFT Funds. The remainder is funded from operations revenue. Additionally \$800 for Big Give is funded from GiFT



NOMINATING COMMITTEE – 2016

Appointed Positions

Rector's Warden	Earle Warren
Deputy Rector's Warden	Shirley Brathwaite
Treasurer	Rob Hamilton
Assistant Treasurer	JoAnn Collett
Auditors	Jack Kalil and Gerry Stephen

Elected Positions

People's Warden	Dave Chisholm
Deputy People's Warden	
Synod Members (2 nd year of 2 year term)	1. Earle Warren 2. Andrew Douma
Synod Members (1 st year of 2 year term)	1. 2.
Synod Alternates	The Wardens
Stewardship Coordinator	Timothy Daum
Liturgical Coordinator	Ruth Belyea
Education Coordinator	
Fellowship Coordinator	Pat Hamilton
Communications Coordinator	Williams Adeyemo
Outreach Coordinator	
Property Coordinator	Gerry Stephen
Coordinator of Sidespeople	8:00 a.m. Cheryl Yakamovich 10:00 a.m. Alice Walsh