

ST. STEPHEN'S ANGLICAN CHURCH

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PARISH REPORT

2016

TO BE PRESENTED AT VESTRY

SUNDAY, FEBRUARY 12, 2017



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 12, 2017

AGENDA

1. Opening Prayer
2. Memorial Moment
3. Appointment of Vestry Clerk
4. Minutes of the Annual Vestry 2016 (with permission to be taken as read)p. 6
5. Business Arising from the Minutes
6. Cluster Reports (with permission to be taken as read) p. 14
7. Treasurer's Report (including Auditors' Report)..... p. 42
8. 2017 Budget p. 64
9. Appointments by the Incumbent.....p. 68
10. Nominating Committee's Report p. 69
11. Signing Officers
12. Other Business
13. Adjournment/Grace

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ANNUAL VESTRY MEETING MINUTES 2016

ANNUAL VESTRY MEETING ST. STEPHEN'S ANGLICAN CHURCH

February 21, 2016 12:55 p.m.

There were 52 persons present.

1. OPENING

The Reverend Dr. Anne Quick chaired the meeting and opened with prayer at 12:55 p.m.

2. VESTRY CLERK

Marilyn Brownlee was appointed Vestry Clerk.

3. MINUTES OF THE 2015 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by Rob Hamilton to approve the 2015 Vestry meeting minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the 2015 minutes.

5. REPORTS

Motion: Moved by Martha Greatrex, seconded by Dave Chisholm to receive the 2015 parish reports.

CARRIED

6. TREASURER'S REPORT

Rob Hamilton submitted and explained the Financial Report for 2015.

Significant Factors

- Results audited
- It was a good year
- Surplus — Parish Report \$6,935 — moved to Cash Reserve
- Significant Contributors
 - General Fund Envelopes \$13,648 more than budget
 - Deficit Reduction offerings \$6,500 received
 - Offerings received through Canada Helps and United Way included in General Fund Envelopes
 - Expenses of \$53,159 above budget, were Capital Expenses
 - Tenants, Stewardship, and Fellowship Events contributed \$95,663
- All financial obligations paid

Funds and Reserves

- Decreased by \$63,877
- Total Value is \$450,782 (includes funds invested through the Diocese)
- Bequest Money paid for Capital Expenses thus these Funds are decreasing

- Video System Fund paid for new system
- \$1,870 Interest paid for money borrowed from Funds and Reserves to pay Operating Expenses

Balance Sheet

- Bank Balance decreased by \$57,222 (year-end balance — year over year)
- Trust Funds Balance is \$394,141
- Total Net Worth is \$3,230,317 (includes building)

Revenue comparisons

- Decrease of \$2,501 over 2014
- Heavy use of Bequest Funds
- Some use of Other Funds, mainly Video System Fund
- Includes use of GiFT Funds (Budgeted) — full year for Karen Ann McKinna
- Envelope revenue up

GiFT Accounting

- Money Received (to end of Dec 2015) — \$82,733
- 2015 GiFT Expenses
 - Enhancing Outreach — \$435
 - Expanding Christian Education — \$32,556
 - Improving Communications — \$328

Expenses

- 36.1% — Management, Diocesan Support, Admin, and Building Maintenance
- 18.8% — Liturgical (Worship)
- 13.7% — Capital
- 13.3% — Outreach
- 11.1% — Education
- 7.0% — Others (Stewardship, Fellowship)
- Total Expenses — \$438,282 (Including GiFT)

Motion: Moved by Rob Hamilton and seconded by Ruth Belyea that the Financial Report including the auditors' report be accepted.

CARRIED

Rob thanked 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. 2016 BUDGET

Rob Hamilton presented and explained the 2016 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- Committee Summary Budgets included with Committee Narrative Reports.
- Detailed Line Item Budget available from the Office, on request.
- Summary Budget was presented with assumptions included in Vestry Report.

- Budget breakdown by committee.

Budget Considerations

- Assumptions
 - General Envelope Revenue unchanged
 - Fall Food Fair continues contribution
 - Stewardship committed to raising \$5,000
 - Bequests fund most Capital Expenses
 - Grocery Card Program — some pay back
 - Some Funds & Reserves used for Expenses
 - Wells Salvation revenue temporary
 - Surplus created becomes part of Cash Reserve
 - Cash Reserve held in our Funds & Reserves at Year End
 - Full year of funding assumed for CFC position

Motion: Moved by Rob Hamilton and seconded by Shirley Brathwaite that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2016.

CARRIED

8. **NOMINATING COMMITTEE'S REPORT**

Appointments

- Anne Quick appointed Earle Warren as Rector's Warden and Shirley Brathwaite Deputy Rector's Warden for 2016.
- The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2016.

Nominations

Dave Chisholm was nominated by Linda Davis, seconded by John McTeer as People's Warden.

Anne Quick invited other nominations.

Motion: Moved by Helene LeBarron, seconded by Ruby Elver that nominations cease.

CARRIED

Dave Chisholm declared People's Warden.

Anne Quick announced the following nominations made by the nominating committee:

Synod Member	1. Earle Warren
(2nd year of 2-year term)	2. Vacant
Synod Members	1. Isabel Fox
(1st year of 2-year term)	2. Joan Matthews
Synod Alternates	1. Sheela Albert
	2. The Wardens
Stewardship Co-coordinators	Timothy Daum

Liturgical Coordinator	Ruth Belyea
Education Coordinator	Vacant
Fellowship Coordinators	Pat Hamilton
Communications Coordinator	Williams Adeyemo
Outreach Coordinator	Margaret Muirhead, Eva Lamb, Marilyn Van Dusen
Property Coordinator	Gerry Stephen
Coordinator of Sidespeople	8 a.m. Cheryl Yakamovich 10 a.m. Alice Walsh

Anne Quick invited other nominations.

Nomination: Moved by Kerri-Lynn Kalil and seconded by Dave Chisholm that Thomas Phelps be nominated for the position of Member-at-Large.

Motion: Moved by Dave Chisholm and seconded by Irene Balchin that nominations for all positions cease.

CARRIED

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

9. **APPROVAL OF LAY ADMINISTRATORS OF HOLY COMMUNION**

Motion: Move by Kerri-Lynn Kalil and seconded by Sheila Ferguson that the following people be approved for Lay Administration of Holy Communion for 3 years.

CARRIED

Lay Administrators of Holy Communion

Barbara Aselford, Irene Balchin, Libby Beckett, Marilyn Brownlee, John Buchanan, Margaret Casterson, Jim Davis, Andrew Douma, Derrill Henderson, Beryl Jones, Jack Kalil, Kerri-Lynn Kalil, Helene LeBarron, Ian Mackenzie, Paddy Mark, Joan Matthews, Joyce McInnis, Cynthia Mortimer, David Muirhead, Danny Pomerleau, Eileen Pomerleau, Margaret Reed, Bea Tanaka, Heather Van Dusen, Marilyn Van Dusen, George Weber.

Motion: Moved by Dave Chisholm and seconded by Lorraine Newson that Rachel Exeter be approved as a Lay Administrator.

CARRIED

10. **SIGNING OFFICERS**

Motion: Moved by Martha Greatrex and seconded by Mavis McGinn that the signing officers for 2016 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

11. **NEW BUSINESS**

There was discussion around the Ottawa "Big Give" planned this year for June 4. A presentation proposing St. Stephen's participation was made to Parish Council in January and

a decision will be made at the February meeting. Money for signage was included in the 2016 budget. Decisions regarding what will be given away are yet to be determined.

Anyone with furniture to be given away can contact the Ottawa Furniture Bank — Matthew House at 613-240-6680.

12. ADJOURNMENT

Gerry Stephen moved to adjourn the meeting.

The meeting closed with the Grace at 1:47 p.m.

INCUMBENT'S REPORT

Looking to 2017

A recently retired man would read the obituary column in the newspaper every morning to find out who had died. On this particular morning, the newspaper, by mistake, had put his name in the column and reported his death. He was shaken and stunned at the same time. He called the editor of the newspaper and gave him a cursing. Finally the editor said, "I'll tell you what we'll do. In the morning we will put your name in the birth column and give you a brand new beginning!"

Similarly, we can say that every New Year the Lord gives us new life by placing us in the birth column and gives us a brand new beginning. The New Year gives us renewed momentum as we go back to the drawing board and start afresh with all the energy we can gather. There is something exciting about new beginnings. The year 2017 brings many exciting things for me as I join you as your new Incumbent and my family moves into a new home!

I am really looking forward to our life together here in this new parish. As the new kid on the block, I have read through some of your well-cherished documents and the Parish Vision—'Gifted, Called, Equipped and Sent' remain in my mind. You all deserve credit for coming together and crafting a document that I believe will be a guiding light as I begin my incumbency. The Vision has all the right ingredients to make our church grow and respond to the changes happening around us. Among other things the Vision encourages us to have home study core groups, establish an Algonquin chaplaincy, seriously think of ongoing men's and women's groups, and outreach work.

Establishing core home study groups is one of the things I wish to explore and see how we can gradually implement it. Our faith is lived and practised in our homes. In my first appointment, in Zimbabwe at St. John's Cathedral, Mutare, I remember that we divided the church into sections and those groups would meet every Wednesday in the homes of the parishioners. The home groups brought the people together and it was a way of taking the church to our homes. As people of faith, we need to put our heads together and find ways to implement this in our parish. It is also important that The Algonquin Chaplaincy, refugee ministry and Christian education be developed so that our saints are well equipped and will also be our areas of conversation this year. Space allowing, I would like to have written a review about the 'Vision' but with limited space and so as not to bore you with repetition, may I exhort you to read, or reread the document at <http://www.ststephensottawa.org/our-vision/> as the ongoing discernment continue on how best we can serve the changing community.

Now may I shift gears and move on to bricks and mortar, as I believe that our places of worship have to be safe and up-to-date with provincial access bylaws. So by the time you read this report, the Special Vestry of January 22, 2017 at 10:00 a.m. will have taken place. Although we have an elevator, I think that, with the wear and tear and aging equipment, there comes a time when a replacement is cheaper than maintenance. I know that installing a new elevator is going to be a huge expense but I believe with everyone working together nothing is impossible. Your Wardens and I will make certain that we explore all funding options available to us and that minimal funds are taken from our capital savings. It is always good to be able to take funds from our savings but, we all know that rainy days may be coming; so if we have other sources to

access funding we will start with those. A grant application to The Anglican Foundation will be made and we will at the same time gratefully accept personal donations towards the project. There is always something to be attended to once you own property.

Now moving from the immediate family to the larger family, let us explore what our Diocese has in mind. I am pleased to remind and inform you that our Diocese is very active. The Diocese recently signed an agreement with the Children's Hospital in Ottawa so that specialized pediatric experts can assist at the Princess Basma Centre. It is a centre that I know some of you hold deeply. In addition to that, the Diocese continues with the work on 'Embracing God's Future', which requires extra funding. The Bishop, together with the Financial Development Advisory Panel, has given thoughtful consideration to the development of a Diocese-wide annual appeal, called Giving Hope. Giving Hope is a simple and focused annual appeal. It will be directed to individual households within the Diocese, to raise funds to support diocesan ministries, such as the Refugee Ministry, the Mission Engagement Internship programme, Community Ministries, Community Engagement beyond the Urban Core, Children and Adult Learning Facilitators, Parish Ministry Institute and Funding Curacies. *Giving Hope* will run annually, over a six-to-eight week period, during the seasons of Lent and Easter. I pray that, when the Giving Hope Appeal is launched, people will become involved and support this noble Diocesan initiative. The 2017 appeal target for the Diocese of Ottawa is \$560,000. More information will be made available as we get closer to the launch.

In conclusion I ask you to keep in mind some special services that will be made available during the course of this year:

- Black History Month celebration
- Mother's and Father's Day
- Celebration of our Faith
- National Aboriginal Day
- Canada 150th Anniversary, July 2
- Back to Church Sunday
- Remembrance Sunday
- National Day of Remembrance and Action on Violence Against Women

These extraordinary services are in addition to the feast days in our common lectionary.

Finally, I cannot put into words how excited and honoured I am to be serving you as your Incumbent. I consider this a great privilege. Please pray for me as I take my place alongside the great men and women who have served you in the past. I feel the weight of this responsibility.

Respectfully submitted
Father George Kwari
Incumbent

From the Parish Registers 2016

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

- **Maine** Steven Michael
 - **Murphy**, Roger Aurel
 - **Neale**, William Edward
 - **Marshall**, Beverley Anne
 - **Hutchinson**, Mary Edith
 - **Halliwell**, John Alexander
 - **White**, Ellen Cecilia
 - **Gaunt**, Suzette Marie Madge
- May their souls rest in the hands of Almighty God and may their families and friends find consolation in the knowledge that the dead are alive in Christ. Rest eternal grant unto them Lord.

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

- **Johnston** Matthew Stephen
- **Johnston** Jacob Ian Evereth
- **Bose** Rithika Ratna

Persons united in Holy Matrimony

- **Mercer**, Darin and **Viernes**, Rosemarie Martin
- **McDonald**, Christopher James Duncan and **Halikas**, Cassandra Dawn

WARDEN'S REPORT

The year 2016 has been a year of transitions at St. Stephen's.

In the spring of 2016 we said goodbye to Christian Formation Coordinator, Karen Ann McKinna. We really appreciated her sharing of ministry with us for the two years she was with us.

Wells Salvation Church reached an arrangement with the Diocese of Ottawa to rent the former St. Michael and All Angels building and left us in September.

Our rector for the past seven years, Rev. Dr. Anne Quick, announced her retirement in mid-April and retired on October 2nd, 2016. We wish her and Jim all the best in her retirement. We continue to pray for Jim who was diagnosed with ALS shortly after Anne's retirement.

Our new rector, Fr. George Kwari, was announced on December 4th, 2016. We look forward to him and his family sharing their ministry with us.

Thank you to Canon Michael Fleming for being our interim priest-in-charge.

We had our 2nd successful Big Give on June 4th. Thanks to Jim and Linda Davis who spearheaded our involvement.

Thanks to our Music Director, Kacper Wacławski for organizing our jazz concerts this last year. We look forward to similar events this coming year.

Thank you to Frances Macdonnell for organizing the parish trip to Iqaluit. It was a great trip and we look forward to continuing our relationship with the folks from Nunavut.

Our Fall Food Fair was a resounding success and we thank Jack Kalil for his many years of service leading this endeavour. With Jack's retirement from this function we give thanks that JoAnn Collett has stepped forward to take this task over.

As we look forward to 2017 we need to be aware that we will not have regular income from Wells Salvation (\$4000/month) which sustained us last year and resulted in us having a small surplus. Things will be tighter in 2017 and we need to all pull together to ensure that we do not go too far in debt. 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 have an online donation system through Canada Helps.

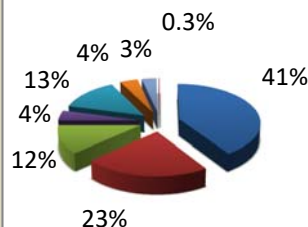
As of the writing of this report we are looking forward to a Special Vestry to consider the replacing of our 25-year-old handicap lift. We have had numerous breakdowns in the last year and it is time to replace it with a system that is much more reliable.

Gerry Stephen has indicated that he wants to retire from his volunteer ministry as Property Manager sometime this spring. We would like to thank him for his dedicated service for all these many years in keeping our infrastructure in excellent shape.

The Wardens really appreciate the dedication of our staff Michael, Marilyn, Kacper, Jim and our countless volunteers.

CORPORATION CLUSTER

Expenses



Corporation – 40.8%
Liturgical – 22.5%
Outreach – 11.7%
Pastoral Care – 3.2%
Capital – 13.4%
Education – 4.2%
Fellowship – 3.9%
Stewardship – 0.3%

Revenue Budget

- 2016 \$363,592
- 2017 \$303,598

Expense Budget

- 2016 \$349,925
- 2017 \$334,613

Budget 2017

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

Envelope revenue for 2017 is estimated to be the same as the actual donations in 2016. However, envelope offerings in 2016 were down \$19,718 from 2015. Clergy stipend and allowances are at levels recommended by the Diocese. Staff salaries have increase nominally over 2016. Our Fair Share of the Diocesan Budget has decreased by almost \$5,000.

Revenue

Comments on 2016 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 Incumbent'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 2016 we were blessed to have The Reverend Canon Michael Fleming continuing as Honorary Associate. An Honorary Associate, when preaching or celebrating, normally does not receive any financial compensation. They offer to the congregation the gift of their ministry. However, in the absence of the rector, for example during a vacation, an Honorary Associate or any other priest of the diocese, who fills-in during that absence is paid a per diem — an amount which is set by the diocese.

Diocesan Support (Fair Share)

Under this heading is our contribution (Fair Share), as assessed by the diocese, to meet the Diocesan Budget. The budget was approved by the 2016 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.

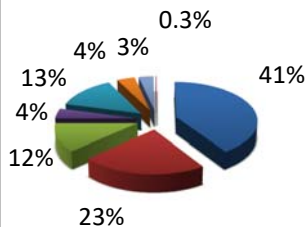
Even though you may be on PAR you are still provided with monthly envelopes which you are invited to use for special offerings i.e. Initial Offering, Christmas, Easter, Thanksgiving, PWRDF, St. Stephen's Residence and White Gift.

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

Expenses



Corporation – 40.8%
Liturgical – 22.5%
Outreach – 11.7%
Pastoral Care – 3.2%
Capital – 13.4%
Education – 4.2%
Fellowship – 3.9%
Stewardship – 0.3%

Revenue Budget

- 2016 \$14,414
- 2017 \$17,057

Expense Budget

- 2016 \$1,961
- 2017 \$1,470

Budget 2017

The major contribution to revenue for the Fellowship cluster was the Fall Food Fair. We anticipate the Fall Food Fair will continue to generate a surplus revenue of \$13,000.

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

General Fellowship

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

In 2016 we held the following events:

January:

The January Blahs Pot Luck was well attended and people enjoyed the Bible Bingo run by Marion Agnew. Thank you, Marion. There were lots of laughs and the potluck DINNER was amazing!! Thank you to all.

February:

Thank you to the 123rd Scout Troup for the hot dog lunch that they served before our vestry meeting Feb 21st. Lunch was followed by a "thank you and farewell" cake and presentation for Karen Ann McKinna, our Christian Formation Coordinator, who moved to Arnprior the end of February, 2016. We wish Karen Ann well and she is greatly missed.

On Shrove Tuesday, February 9th, the men of the parish held their annual pancake supper. George Weber organized a group of men to provide a delicious supper of pancakes, maple syrup, ham, sausages and ice cream. Thank you, George.

June:

The second annual BIG GIVE was held Saturday June 4th. We had a good turnout both from St. Stephen's and the community. It was a fun and rewarding time. We made many new friends

and had lots of compliments on our delicious breakfast served on china plates by our cheerful and friendly servers. Also, we had a good variety of items to give away. Thank you to Jim Davis and his committee for all their hard work and enthusiasm. It was a good time of outreach.

Our annual Church Picnic was held on Sunday, June 12th. Due to the cold weather, it was held inside the Church. Our attendance was down from last year with 95 attending. This year we

rented a big BBQ as the Tubman's BBQ is no longer available. Thank you, Richard for organizing this. Also, a big thank you to all for a really fun day.

October:

The big event for this month was the retirement party for The Rev. Anne Quick who was retiring after 7 years of ministry at St. Stephen's. It was held on Saturday, October 1st and approximately 140 people attended. It was a fun evening with a delicious dinner followed by great entertainment and the presentation of a thank you gift to Anne. I would like to thank all those who worked hard to make this a loving tribute of thanks for Anne's ministry at St. Stephen's. I would like to especially mention Sally Weber and Richard Fleming who organized and ran the dinner, Earle and Jean Warren for running the bar and Marion Agnew for organizing the entertainment.

November:

The Fall Food Fair was held on Saturday, November 5th. Once again this was a very busy and a fun filled day. Jack Kalil's report on the Food Fair follows on page 22.

December:

Our annual Advent Potluck Lunch was held on Sunday, December 18th after the decorating of the Church for Christmas. The Potluck was a big success with over 100 people attending. It was a joy to see so many children and young families attending.

During the year, there were several baptisms. Fellowship assisted with the receptions after the baptismal services. Thank you to Women's Fellowship for providing the cakes.

Upcoming Events in 2017

Our next Fellowship event will take place on January 27, 2017. It will be an Israeli/Palestinian night. The three women who went to Israel in November will show their pictures and talk about their experience. This will be preceded by a theme (Middle Eastern) potluck dinner.

I would like to take this opportunity to say a special thank you to Jack Kalil, who has been the coordinator of our annual Fall Food Fair for 13 years and is now retiring. This is a huge job even with a lot of people running different areas of the Fair. Jack has done an excellent job of holding it all together. He has a unique gift of organization and encouragement while at the same time making "work" a lot of fun. Thank you, Jack for all your hard work and dedication in making the Fall Food Fair a success each year.

I would also like to thank my two co-chairs, Sally Weber and Richard Fleming. They are a great support and a lot of fun to work with. They also take over when I am away.

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

Pat Hamilton, Fellowship Cluster Coordinator

Big Give

Thank you to all those who joined the St. Stephen's 2016 Big Give team of volunteers and supported the 2016 event of June 4th. Here are the outcomes of our St. Stephen's Big Give 2016 Event to share with everyone:

Parish Council budgeted costs for Big Give expenditures and signage; subsequently, \$390 dollars was paid out plus an additional amount for the large Big Give reusable banner and installation.

Our second Big Give 2016 event again aimed to freely give away services and many useful household items and clothes, in a generous and loving manner. By hosting a Big Give at our church, we became one of over 55 Ottawa Christian churches in 2016 to be simultaneously involved in a wonderful expression of multid denominational relevance, faith, love and compassion across the many individual communities in the nation's capital.

St. Stephen's Big Give Event 2016 and effort included a free rummage table of donated quality household items, gently used clothes, useful used tools and equipment, and lovingly prepared prepacks of assorted greeting cards; a free full and hot breakfast attended by approximately 150 guests; free golf putting and a hockey shoot fun for kids; free tailoring services and a free face painting area.

We again shared our Big Give intentions and encouragement with the diocese and as a result, four Anglican churches, including Emmanuel Anglican Church in Arnprior, took part in the 2016 event. 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. A proposal will be issued to the February Parish Council meeting with the intent that St. Stephen's host a similar Big Give event for 2017 on June 3rd. 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!

Women's Fellowship

In January, we learned about the Funeral cooperative of Ottawa, which helps people reduce funeral expenses.

Tony and Rita Myers read us stories, in February, that they have written about their childhood.

We watched the Second Best Exotic Marigold Hotel in March.

In April, we watched the Irish documentary about the call of Bishop Darren McCartney and his wife Karen to Iqaluit. Also, a fundraising Ceilidh dinner and music was also enjoyed in April. This replaced the money formerly raise from the New-to-You Sales.

Items gathered for ACW Bales are sent North in May. Our members also help with the Tulip tea for seniors.

We have Pot Luck dinners in June and December, followed by musical entertainment. This December, we also enjoyed a skit put on by Sharon Fleming with Helen and Jack Kalil.

In August, some of our members went to Iqaluit. In September and October we learned about their Iqaluit trip. We also heard about other trips our members took this summer.

Bishop Eric Bays joined us in November to share with us his knowledge of Residential Schools. Some bought his book about this topic. The experiences of the Residential Schools weren't all bad! Some were very good.

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

Ruby Elver, Secretary of Women's Fellowship.

Men's Fellowship

2016 witnessed the casual and comfortable coming together of the men of St. Stephen's for the wonderful purpose of sharing in Christian fellowship. Yummy early Saturday morning breakfasts, friendly and relaxed conversation and a component of focused, intellectual consideration of interesting topics and their relevance to Christian living, were our main means to sharing Christ's love and our mutual respect and personal interests with each other.

The breakfasts are informal and involve no work or planning of work. They have been followed by interesting presentations. One was on PTSD of War Veterans by Derrill Henderson. The other was showing a video on the Science Behind the Star of Bethlehem provided by Dave Chisholm. Thank you to both men for these very interesting presentations.

What is not to love about such a format and purpose? Why not come out and join us for a breakfast in 2017?

Jim Davis, Men's Fellowship

Youth

There were 2 youth group activities scheduled in 2016.

In January, we had a bowling party at Merivale Bowling. It was attended by 10 youth aged 9–14. They spent an hour bowling and then had pizza, drinks and cake afterwards. In April, there was a pizza making party at the church attended by 3 youth, aged 10–12. The youth who attended both events seemed to have lots of fun!

A big thank you to Karen Ann McKinna and all who took turns organizing and helping with these events.

The Youth going to Iqaluit held a fun and successful car wash in St. Stephen's parking lot May 28th. They raised over \$500 for their trip. The Ottawa Diocese matched this amount. It was lovely to see the kids (and some adults) having fun and to see so many clean and shiny cars in our parking lot that Saturday.

While we would love to see more activities planned, we are running into scheduling and resource issues. If anyone is interested in leading the youth group, please talk to Father George Kwari. We are very fortunate to have a fantastic and energetic group of youth at St. Stephen's!

Tracy Somerton Dupuis

Coffee Hour

Coffee Hour follows the 10:00 a.m. service. Women's Fellowship, Sidespeople, Parish Council, the Choir and Sunday School families, all take turns with the responsibility of serving it. This ministry reflects approximately 200 volunteer hours. This is our third year using Van Houtte Fair Trade coffee. Coffee hour is a valued time for fellowship.

Thank you to all who continue to assist and make this happen.

Sally Weber, Coordinator

Fall Food Fair

Thank you once again to all the people who worked at the Fair on November 5, 2016. A good time was had by all. Thanks also to all who cooked, baked, made pickles and relishes, jams and jellies, and provided all sorts of nutritious food for us to sell and you to eat. Your hard work added about \$13,500 to the outreach budget. Congratulations.

I have decided to retire from the leadership of the Fair and Joanne Collett has graciously consented to step into the leadership role. I know that you will support Joanne as you have supported me over the past several years.

Thank you for the privilege of serving St. Stephen's in this ministry.

Jack Kalil, Coordinator.

Visit To Iqaluit From Ottawa, August 13–20, 2016

Thirty-three Anglicans left Ottawa on Saturday, August 13, 2016, to visit Iqaluit, the capital of Nunavut. Although the group was centred in St. Stephen's Anglican Church, it included nine teenagers from four different parishes: St. Stephen's, Ottawa, St. Mark's, Ottawa, St. Thomas's, Stittsville, and St. James, Perth. Twenty-four adults, several of whom came from three other Ottawa parishes as well as from St. Stephen's, accompanied the youth to Iqaluit. The nine teenagers were billeted with local Iqaluit families; the adults stayed in Iqaluit's Frobisher Inn.

This tour became a church-to-church visit, which has now created lasting friendships and relationships between St. Jude's Cathedral in Iqaluit and St. Stephen's Anglican Church, Ottawa.

The original impetus for this trip came from an idea of Frances Macdonnell's to take some teenagers to Iqaluit to help them learn about Canada's Arctic and to establish relationships between Northern and Southern Anglican youth. The long-term plan was to encourage future exchanges. Once announced, it grew rapidly to include a large number of adult Anglicans as well, who all wanted to visit the Arctic.

The group took large quantities of badly needed supplies to Iqaluit to help the people there; these included fresh food (vegetables and fruit) for the Soup Kitchen, long-term food for the two Food Banks, newborn baby clothes for the Hospital, school and craft supplies for the schools, and extra clothes and general toiletries. All the parishes involved had gathered supplies and raised money for buying food. A massive packing operation took place in St. Stephen's Hall before the group left.

The teenagers worked for seven days at the Iqaluit Music Day-Camp which has operated in Nakasuk School for a week every August since 1996, giving the children of Iqaluit a chance to

learn about music. There were 153 participating children and a staff of forty, including the teenagers.

The adults worked each day at the local Soup Kitchen and Food Bank, and helped with the lunches at the Day-Camp. The adults also went sight-seeing, including a day-long excursion to Pangnirtung.

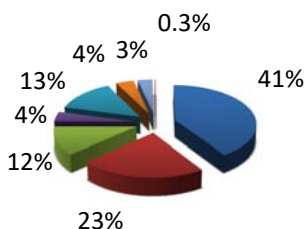
There were many highlights during the week, but best of all was the opportunity to meet and work with and get to know and love so many Northern Anglicans. As Marni Crossley said, "I've been packing the Bales for the North for many years — and now I've met the women who unpack the bales when they arrive in Iqaluit!"

Personal friendships, as well as church relationships, have been established between Anglicans in the Diocese of Ottawa and in the Diocese of the Arctic which we hope will lead to many exciting developments in the future.

Frances Macdonnell

LITURGICAL CLUSTER

Expenses



Corporation – 40.8%
Liturgical – 22.5%
Outreach – 11.7%
Pastoral Care – 3.2%
Capital – 13.4%
Education – 4.2%
Fellowship – 3.9%
Stewardship – 0.3%

Revenue Budget

- 2016 \$5,474
- 2017 \$5,024

Expense Budget

- 2016 \$7,400
- 2017 \$7,400

Budget 2017

Revenue for the Liturgical cluster comes mostly from donations for flowers, choir, and altar and is assumed to be the same in 2017. We will continue to use garden flowers during the summer.

The Liturgical Cluster comprises the ministries of Lay Readers, Altar Guild, Choirs, Prayer Team, Servers Guild, Sidespeople and Greeters, all of whom are responsible for the preparation and enhancement of our worship services here at St. Stephen's. The level of commitment and caring so freely given by each team member continues to be an amazing example of the power of the holy spirit alive and ready to serve with faith and Joy! One's heart is warmed and spirits uplifted when they step in through the parking lot entrance and are embraced with a hug or warm hand and the smile of a Greeter patiently waiting there just for a late arrival!

Ministry Highlights and Updates During 2016 ***Senior Choir***

We had a full and productive year working with music director, Kacper Waclawski on anthem material from our own music library while building on our note-reading and singing skills. Kacper arranged two jazz nights on Saturday evenings last winter, booking some talented local musicians. The Choir was on board of course, performing for the audience some light gospel style favourites they handle well. This fall Kacper featured the 'Rolland Trio' and a talented vocal soloist. The Choir opened with a couple of upbeat numbers and then combo and soloist moved from scat to some familiar modern standards we hummed along to. During 2017 plans are in the offing to continue these concerts featuring a wider variety of music with broader audience appeal.

We are always pleased to have Frances MacDonnell take over at the keyboard and free up Kacper to conduct all the while fine tuning our phrasing and ensemble.

We encourage people to come out and give the Choir a try. We work hard but have great fun. Kacper is always pushing the envelope and challenging us but he is more than able to meet you wherever you are at in your singing life – intimidation only

lasts for five minutes or so and then you're in! See you on Thursday evenings at 7:00 p.m.

Junior Choir

We have some talented youngsters coming along right now. It has been terrific to finally have them ready to join the Senior Choir and sing the service music and anthems with confidence, however the Thursday evening 6:30 p.m. time slot for rehearsing was no longer a go for the kids and their parents. In 2017 the Juniors will meet for choir practice right after Church on Sunday mornings which will make for a better fit. Thank you, Kacper, for great work and patience developing their singing skills during this past year.

Altar Guild

The 'Guild' team continued to serve with dedication, quietly and faithfully with four rotating groups of two, for the most part, throughout 2016.

Cynthia Mortimer continued as member-at-large with cleanup and laundering of linens, etc. The Fair Linens (Altar cloths) ever immaculate and laundered to perfection are the work of one, Marilyn Brownlee.

A very Big Thank-you and many bouquets to all of the Altar Guild Team and Coordinator, Heather Loates, for your commitment and faithful service to the Parish during 2016.

Prayer Ministry

The Prayer Team carried on during 2016 with seven members, rotating in pairs each week. We offer thanks and blessings to Fred Jones, Ed Van Dusen, Ruby Elver, Helen Kalil, Cynthia Mortimer, Ruth Belyea, and Sally Weber.

If you would like prayers for healing, thanksgiving, or wish to pray for others, a Prayer Team is always available in the south transept during Communion to pray with you.

A special thank-you is extended to team Coordinator, Sally Weber, for organizing a course on prayer led by Roy and Eleanor Baumgart for ten weekly sessions beginning in April and May and concluding in October and November. This proved a most enlightening and rewarding experience for all participants and at a closing lunch we thanked Roy and Eleanor for their many hours of prep work and guidance. If you are interested in the course material offered, please see a team member.

Lay Readers

During 2016 the Parish was fortunate to have the experience and dedication of our four Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Pomerleau and Jack Kalil. We thank you all for your service preparation, leadership and the many hours you give so freely to St. Stephen's to support and grow our many Parish endeavors.

Servers

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

Jack Kalil, Coordinator.

Sidespeople

8:00 a.m.

Many thanks to the Sidespeople 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 throughout the year. If you think you might be interested in joining a team, please call Alice Walsh at 613-829-5071 or call the Church office.

A big 'Thank-you' to all the Sidespeople.

Alice Walsh, Coordinator

Greeters

We presently have four teams of Greeters with two people per team. The main purpose of the Greeter is to welcome everyone to our church service and ensure no one is left out on their own during or after the service. I would like to have 3 people per team if possible, so if you think you might be interested in joining a team or have any questions, please call the Church office or Alice Walsh at 613-829-5071. Thank-you to all our Greeters.

Alice Walsh, Coordinator

Highlights during Fall 2016

Welcome Back to Sunday School/Church, a.k.a. "Hot Dog Sunday", to kick off a return to classes and activities on September 11th. Many thanks to Jim Davis for organizing lunch and serving up the 'dogs' in his very popular hickory smoked maple sauce. Kudos are also due to chef Richard Fleming for baking up loads of delicious home made beans, the perfect accompaniment. Again, many thanks to our Beans and Wieners Team.

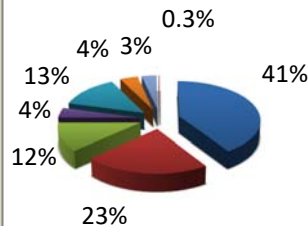
October 2nd — As we bid farewell to the Reverend Dr. Anne Quick on her retirement the Choirs performed John Rutter's Gaelic Blessing.

October 28th — Saturday evening jazz concert featuring popular keyboard whiz Rolland and his wife, a talented new vocalist on the jazz scene. The Choir 'opened' for the combo with a couple of light upbeat numbers. Plans are to present more concerts offering a greater variety of music with wider audience appeal during 2017. Please stay tuned.

Ruth Belyea, Liturgical Coordinator

EDUCATION CLUSTER

Expenses



Corporation – 40.8%
 Liturgical – 22.5%
 Outreach – 11.7%
 Pastoral Care – 3.2%
 Capital – 13.4%
 Education – 4.2%
 Fellowship – 3.9%
 Stewardship – 0.3%

Revenue Budget

- 2016 \$750
- 2017 \$2,335

Expense Budget

- 2016 \$2,150
- 2017 \$3,970

Budget 2017

There will be a CPR course in 2017, hence the increase in the Education budget for 2017. Revenue for the CPR course will come from fees charged for the course. The remainder of the Education budget is similar to 2016.

The first weeks of 2016 saw several continuing programmes: Workshop on the Study of Prayer, the daytime Bible Study group, the Meditation group, a Rector-on-the-Spot pot luck lunch. A Bowling Party for youth was held as well as a meeting for Diocesan Youth Leaders. There was continuing support for the planned Iqaluit trip and other events in the parish. A Quiet Day started off Lent and the Sunday School continued to be ably staffed by a large group of wonderful teachers.

As I wound down my lay ministry at St. Stephen's and said good bye to many new friends, I reflected on the exuberant Grace of God that had brought me to this vibrant community.

Today (November 25) is the day we remember St. Catherine of Alexandria, an erudite young lady who outsmarted the leading philosophers of her day with her Christian witness. She paid the price for this with martyrdom. St. Catherine is the patron saint of many, including educators. As my name is a derivative of hers, I am especially proud to be in that tradition of Christian educators.

What a privilege it has been to serve at St. Stephen's Church! Thank you all for the opportunity and may God bless you abundantly in 2017.

Karen Ann McKinna, Christian Formation Coordinator

St. Stephen's Sunday School

Although I am flying by the seat of my pants, I am really happy to be looking after the church school. With the arrival of our new Priest and family, we can boast of having 26 quite faithful children. Welcome Simba and Ropa!

We can also brag about having 14 teachers and 4 helpers who all do a wonderful job with our children. By having so many teachers, it means that each of them only teaches approximately 8 lessons throughout the year.

During this last year, we have been trying to teach the Sunday lessons to follow the readings that the adults are hearing about in the Sunday readings and sermon. The reason for this is so hopefully around your Sunday lunch or dinner table you might all discuss together what each of you learned during your Sunday time at church. This does not always work out, but it is our endeavor.

Our children are very precious to us all, and we all want them to grow up knowing the real person of JESUS, so they will always KNOW that they are NEVER ALONE and are ALWAYS LOVED, and that JESUS IS THEIR VERY BEST FRIEND.

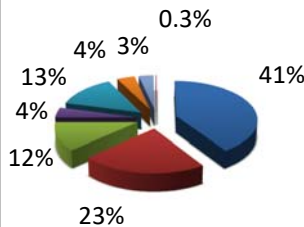
We were all thrilled with their offering at Christmas of the story of the birth of Jesus. It was quite moving for many people. However, one of the older children was heard saying, "Why do we always have to do the same thing every year?" Perhaps there are others who feel the same. The answer is simply, that if we are really Christians----- there really is No other story to proclaim. For this reason we really appreciate that you bring your children to Church and Church School, and with all of us working together, hopefully we will all learn to grow more and more in God's love.

With grateful thanks for trusting us with your wonderful children.

Helen Kalil, Coordinator

STEWARDSHIP CLUSTER

Expenses



Corporation – 40.8%
 Liturgical – 22.5%
 Outreach – 11.7%
 Pastoral Care – 3.2%
 Capital – 13.4%
 Education – 4.2%
 Fellowship – 3.9%
 Stewardship – 0.3%

Revenue Budget

- 2016 \$5,000
- 2017 \$12,715

Expense Budget

- 2016 \$1,335
- 2017 \$1,130

Budget 2017

Most of the expenditure in the Stewardship cluster is supporting envelope secretary and counters' functions. Also included are miscellaneous expenses attributed to the Grocery Card Program. In 2017 \$7,500 in revenue will be realized from the windup of the Grocery Card program. This program will also return \$10,000 to our reserves. Additionally, the Stewardship Committee has committed to raise \$4,000 from the planned Comedy Night in May 2017.

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 – 2016

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 to John McTeer, who resigned midway through the year, for his years of service in this ministry. 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

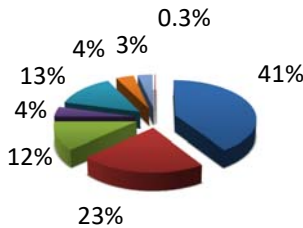
Grocery Card Program

Thank you for buying grocery cards over the past 4 years. We have raised a total of \$7,500 for the church. As St. Paul's is no longer doing the program for other churches in the area we are unable to continue with the program. Thank you for participating in the fund raiser and to the volunteers who helped sell the cards.

JoAnn Collett, Coordinator

PROPERTY (CAPITAL BUDGET)

Expenses



Corporation – 40.8%
Liturgical – 22.5%
Outreach – 11.7%
Pastoral Care – 3.2%
Capital – 13.4%
Education – 4.2%
Fellowship – 3.9%
Stewardship – 0.3%

Revenue Budget

- 2016 \$19,660
- 2017 \$57,377

Expense Budget

- 2016 \$19,460
- 2017 \$57,702

Budget 2017

Most of the Property expenditure is on capital projects and can be funded from our bequests, other funds and reserves, and designated donations, which comprise most of the revenue. The major project in 2017 is the replacement of the existing lift with fund raising to be supplemented from reserves if necessary.

Although many BUDGETED and UNBUDGETED Capital Projects in 2016 were completed, perhaps the most significant were the replacement of the Watson St. sign, the replacement of the Parking Lot Entrance sign and the replacement of the two kitchen stoves and microwave. The stoves and microwave were replaced at no cost to St. Stephen's, thanks to the generosity of an anonymous donor. Even though the donor was thanked at the time, I would like to thank the donor once again, on behalf of the parishioners of St. Stephen's.

All BUDGETED CAPITAL PROJECTS for 2016 were completed. The projects included:

1. Cleaning of the M.L.H. air ducts.
2. Inspection of the Alarm System.
3. Replacement of the hot water tanks.
4. Replacement of the Parking Lot Entrance sign.
5. Replacement of the Watson St. sign.
6. Installation of Eave Trough on the North roof.
7. Replacement of the lawnmower.
8. Service of the Exterior Exhaust Fan.

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

1. Repair exterior automatic door opener, activator.
2. Repair flat roof above parking lot entrance.
3. Replace two kitchen stoves and microwave.
4. Install additional video monitor above control console.
5. Install two Handicap "No Parking" signs.
6. Replace threshold plate at parking lot entrance door.
7. Upgrade of the Parish Hall lighting.

Miscellaneous CAPITAL PROJECTS were completed, such as:

1. Replacement of the batteries in the automatic door activators.
2. Various Lift repairs covered by the maintenance contract, including the motor.

3. Purchase of the BIG GIVE BANNER, from GIFT FUNDING.
4. Installation of Hand Sanitizer stands in the Sanctuary.

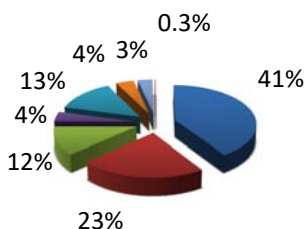
The extreme heat and lack of rain during the summer caused the grass, in particular, to endure a difficult time. The flower gardens, requiring less water, fared somewhat better.

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

Expenses



Corporation – 40.8%
Liturgical – 22.5%
Outreach – 11.7%
Pastoral Care – 3.2%
Capital – 13.4%
Education – 4.2%
Fellowship – 3.9%
Stewardship – 0.3%

Revenue Budget

- 2016 \$9,150
- 2017 \$12,200

Expense Budget

- 2016 \$21,865
- 2017 \$21,315

Budget 2017

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 2017 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 oversees this ministry. She still helps out at least 3 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 McCooey has taken over the breakfast program, and her husband Ron is a very dedicated volunteer and is presently running the lunch program (Mondays & 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 11–12 and the number of pre-school children and adults varies during the week. At Britannia Woods Community House, the "Grab & Go Program" is also provided to many school children.

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

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

- By offering an opportunity to socialize with other kids in a relaxed positive atmosphere.
- By offering an opportunity for the adults to receive nutritious and hot lunches and to socialize with others.
- Learning basic facts on food preparation and nutrition.

- By offering children and adults the opportunity to discuss any problems or difficulties that they may be experiencing.

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

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

In 2017, St. Stephen's will continue its generous contribution of \$1500 towards this most worthwhile and necessary program.

Emergency Food Cupboards

St. Stephen's continued its support of the emergency food centers at Morrison Gardens, Foster Farm, Pinecrest-Terrace and Britannia Woods, primarily through weekly food donations that are part of our Sunday service offerings. In addition, St. Stephen's made monetary donations of \$1000 to Morrison Gardens and \$500 to Pinecrest-Terrace, to help with the purchase of milk, bread, meat, margarine, eggs, etc. Last year, at Morrison Gardens these costs rose by twenty-six percent, from \$7684 in 2015 to \$9966 in 2016, due to rising food costs and significantly higher numbers of clients. Morrison Gardens continued 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 past year, casserole kits were added and have been enthusiastically received. This is an extremely worthwhile project because it teaches food bank clients how to prepare nutritious, delicious and relatively cheap meals.

In 2015, the total number of households that Morrison Gardens served was 315 and in 2016 that total increased to 356. In 2015, the total number of people served (some people more than once during the year) was 3740 and that number jumped to 5048 in 2016. These increases were largely due to the arrival of thirty-five new Syrian refugee families into the catchment area of the food bank. These large families, with an average of 7.2 per family, have found it extremely difficult to deal with the high cost of food and at the same time, meet their relatively high rental costs for the larger houses that they require. Other food banks in our neighborhoods have not experienced this huge increase in clients.

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

As food prices continue to rise it brings increased hardship for those already having difficulties making ends meet. Our help is desperately needed so please remember your contributions to Martha's kitchen. Items that are continually in high demand include breakfast cereals, peanut butter, pasta sauce, canned fruits, vegetables and stews.

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

Marilyn Van Dusen

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.

Scouting Movement

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).

As reported last year, the Group has been implementing the redesigned Scouts Canada program – *The Canadian Path*. This transition is nearly complete, leading the program to more of a youth-led organization that challenges its members to push themselves both individually and collectively.

The group has been engaged in outreach to address challenges that our Group faces 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). 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).

Numbers this year are up in the more junior sections. The Venturer company has continued to grow.

- The Scout Troop has partnered with the Britannia Yacht Club to offer a water-based sea scout program.
- The Venturer Company has continued its focus on international scouting. In 2016, they completed a service project in Belize. In the summer of 2016, one of our adult advisors and two youth members joined a Canada-wide Scouts Canada development project in Madagascar. This international focus is unique among Venturer Companies in Eastern Ontario.
- The Cub Pack has had an active year with more outdoor activity and the youth taking a more active role in leadership. Winter activity badge has been developed by the youth, for instance, more challenging than the previous “adult-designed” badge, while, at the same time, responding to the pack’s specific interests.

- The Beaver Colony has seen a sharp increase in numbers from last year. This has allowed the scouts in this section to put in place a dynamic program that has seen an increase in their outdoor activity.

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.

White Gift Fund

Your generous support of the 2016 White Gift Fund enabled us to brighten the Christmas for thirty families that included a total of ninety-six people, with forty-two of those being children. Donations to the fund were used to purchase grocery vouchers from Loblaws and Metro. The value of the gift card given to each family was determined by the number of people in the family. Forty dollars was allotted to the first family member and ten dollars for each subsequent member. The maximum amount given to a family was one hundred dollars. The families deeply appreciated the kindness and support that you have shown them. A special thank you to those who donated the beautiful hand-knit mitts, socks, hats and scarves for the children. These were distributed along with the food vouchers and were a huge hit.

Marilyn Van Dusen, White Gift Fund 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 gave one or two 25-dollar gift cards, or occasionally actual cash. Anne funded some of this herself, but much of it is budgeted for. It is all confidential.

Telephone Prayer Group

The telephone prayer ministry is rewarding for participants as well as the family members and the person for whom we are praying.

We thank those on the team who faithfully serve throughout the year. They are: Margaret Reed, Betty McCulloch, Ruby Elver, Libby Beckett, and Ed Van Dusen.

Ed VanDusen, 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 & their children.
- Centre 454 — a day program for all in need.
- Cornerstone — an emergency shelter for homeless women and their families and a long-term support of housing.
- Ottawa Pastoral Counselling Center — a Christian-based counseling service available to those in need.

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

Bales for the North

On April 25th your donations to the Bales for the North, valued at \$2221.00 were delivered to St. John's in Richmond where 36 bale boxes were packed — ready to be sent to the communities in the North.

Your donations and support continue 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. During Spiritual Care Week all faiths who visit were invited to a celebration of our work. It was nice to be acknowledged by the hospital.

The new ACE (acute care for the elderly) has opened this year. This very modern facility offers wonderful care for patients. It is a joy to visit there and see patients making good recoveries.

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

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

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

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

Mary Jane Dymont, Coordinator

Home Visiting Program

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.

Several of these volunteers also have made new baby visits to our parishioners. During the recent Christmas pageant, it was a joy for me to help dress the children. Two who became shepherds, I had visited as infants. What a thrill and blessing to see these children now giving back to us in their very special role.

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

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

Mary Jane Dymont, Coordinator

West End Villa

Once again we had a good year bringing services to the residents at West End Villa. Thank you to our volunteers for making this possible. The 35 to 40 residents who usually attend enjoy the prayers, the hymns and the Eucharist. Thank you to the Rev. Dr. Anne Quick who led these services until her retirement last October. We then welcomed the Rev. Canon Michael Fleming for leading these services, also to the Venerable Paul Blunt for filling in when needed.

West End Villa staff showed their appreciation to all volunteers by treating us to a lovely picnic in June which included an outdoor brunch/lunch plus entertainment.

So again, a big thank you to the 11 volunteers for their help in seeing that the residents are looked after nicely.

Lorraine Newson, Coordinator

Westwood Retirement Home

St. Stephen's takes communion to the community of worshipers at Westwood, on the 4th Tuesday of every month. We are delighted to serve these people in this way. We have on average 18 residents who take part regularly. They are all quite mobile and great singers, and do enjoy and appreciate our offer to receive communion.

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

Helen Kalil, Coordinator

Redwood Retirement Residence

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

Ottawa West End Community Chaplaincy

From 1985 until 2015, OWECC provided physical, spiritual and emotional support to individuals and families living in our low income neighboring communities. OWECC supported them by offering neighborhood activities, individual support, communal celebrations and crisis management. The Chaplaincy itself was supported by approximately seventeen west-end churches, including St. Stephen's. Unfortunately, in 2015, due largely to a serious deficit situation, OWECC had to close-down their operation. Approximately one year later, in September of 2016 the Chaplaincy Board announced its decision to attempt to slowly re-establish the OWECC ministry and programming. They hired a new chaplain — the Rev. Steve Zink, who is a Baptist pastor working part time in a Baptist Church in Barrhaven. He has had extensive experience in the low-income milieu and brings an important set of skills to his ministry. At this point, with very limited funds, OWECC can only offer Steve twelve hours per week of work. He is currently involved with discussion groups at two neighborhoods, has started a breakfast club in Foster Farm, provides pastoral care in the neighborhoods and is visiting various food banks and making contact with the people and volunteers who frequent the banks. He has been very enthusiastically received. There has been hope that the annual summer camp can possibly be revived. The Chaplaincy has requested financial help from its former supporters, including St. Stephen's and has also invited our active participation in their activities. Our Outreach Committee agrees that there is a definite need in our surrounding communities for an OWECC presence and that we should help in re-establishing that presence.

Marilyn Van Dusen

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 box of 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 including St. Stephen's Anglican, Christ Church Bell's Corners Anglican, Bell's Corners United, Julian of Norwich Anglican and Knox United — all working together to sponsor and support refugees. Since its beginning in 1985, the group has sponsored refugee families from Cambodia, El Salvador, Albania, Iran, Somalia, Sierra Leone, the Ivory Coast, Burma and Iraq.

Our latest sponsorship — a family originally from Syria, arrived in Ottawa on November 4th, 2016, after living four years in a refugee camp in Turkey. The Mohamad family of 6 — father Farhad, mother Samar and children Sherwan (10 yrs), Dolvan (9 yrs) Haval and Helen (7 yr old twins), settled into a very comfortable, three-bedroom townhouse located just off Chesterton Drive in the Merivale/Meadowlands area. The townhouse is conveniently close to major transit routes, grocery stores, medical facilities, schools and other amenities. St. Stephen's parishioners played a significant role in providing furnishings for the house as well as assistance with the delivery and

assembly of beds, tables, etc. As of December 31st, 2016, the children have been attending public school and doing well. The father, Farhad, will begin English classes early in January, 2017 and Samar hopefully later in the year. Without question, the fact that the couple speaks little or no English has been the most significant problem that Refuge N.O.W. has had to overcome with this sponsorship. It was necessary to have the help of a translator, conversant in Arabic, to help with almost everything that we did with the family to get them settled and in this regard, we are extremely thankful that Georges Tadros, of St. Stephen's, kindly offered his services. Thank you Georges!

We look forward to spring when the family can move about more comfortably outside and get to know their new neighborhood a little better.

Marilyn Van Dusen

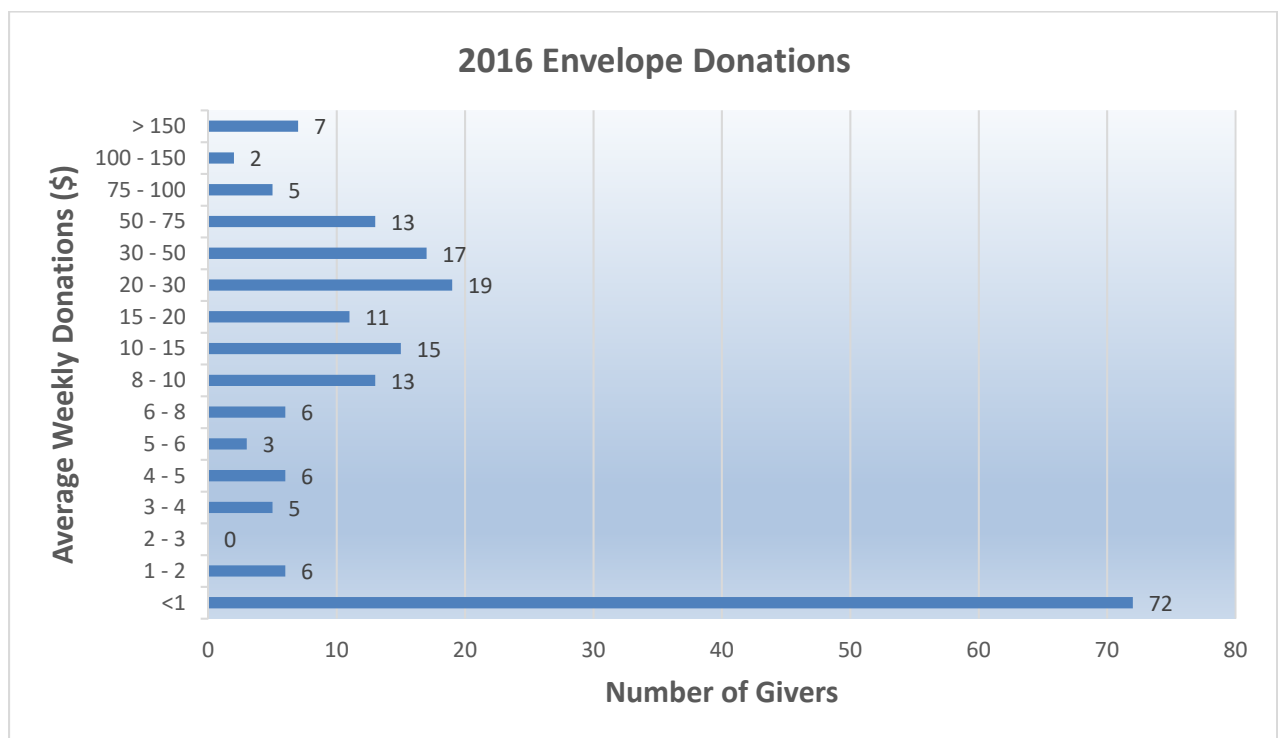
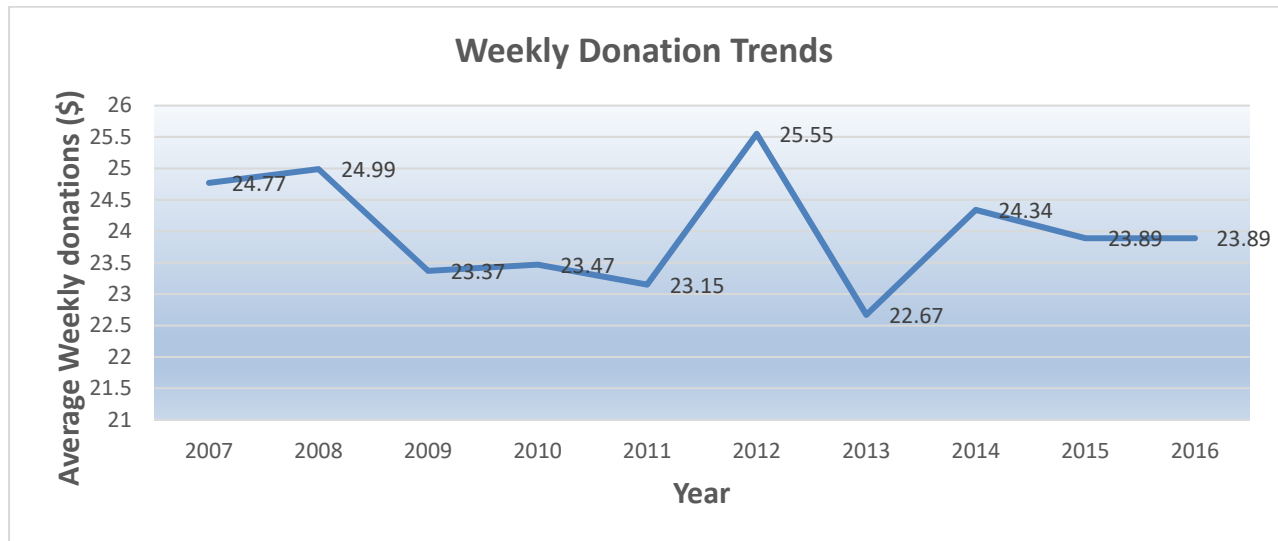
Conclusion

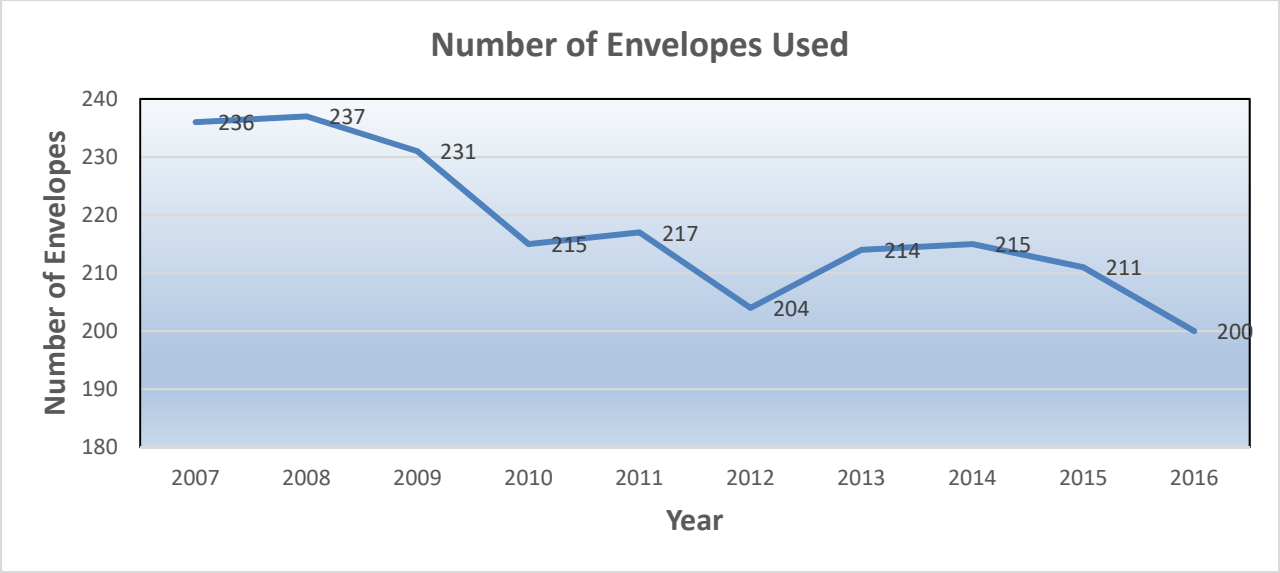
We would like to take this opportunity again to thank everyone who has served on the outreach committee this past year and have given so generously of both their time, effort, and support. We at St. Stephen's are a very giving, active and involved parish in Outreach, within our local, Diocesan, National,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

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

Marg Muirhead / Eva Lamb / Marilyn Van Dusen

ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick, Envelope Secretary

TREASURER'S REPORT

Corporation respectfully presents the following financial reports, for the fiscal period ending December 31, 2016.

Also presented is the 2017 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 2016.
- A Balance Sheet, showing St. Stephen's assets and liabilities at 31 December 2016.
- The status of all our Balance Sheet Funds (our Funds & Reserves) as of 31 December 2016. This section shows the interest paid, the inflows and outflows, and closing balance of each fund or reserve.
- A Growing in Faith Together (GiFT) status report showing income received from the Diocesan GiFT Office, the allocation of received income in accordance with St. Stephen's GiFT proposal, as modified by vestry, and expenses to date.
- The Detailed Financial Report for the year of all our actual revenue and expenses compared to the budget passed at Vestry 2016.

2016 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 2016 Parish Report.

Financial 2016 Was an Interesting Year

The good news is that we have an Operating Surplus of \$30,460. This surplus will be placed in our Cash Reserve Balance Sheet Fund for future use. The surplus is mitigated by the revenue from Wells Salvation Church (\$37,419) and the fact that Reverend Anne retired in Oct 2016 resulting in some savings (approximately \$4,000) in clergy remuneration. Without these two events, we would have been in a deficit position for 2016. Wells Salvation has moved to the former St. Michael and All Angels and is renting from the Diocese so we will not receive this revenue in 2017. Our new Rector, the Reverend George Kwari has joined us commencing 15 January 2017. There will be little clergy remunerations savings in the next year.

Our balance sheet funds and reserves have increased by \$6,562. Please see the Balance sheet Funds and Reserves Report for the flow of Money in and out of these funds.

Significant Financial Performance Factors

Significant factors contributing to our 2016 financial performance included:

- Our general ministry envelope offerings were under budget by almost \$15,000.
- Our overall (operational and capital) expenses were under budget by approximately \$15,000.
- We used Bequest and Video system money to pay for most of our capital expenses. We also used Music Fund money to pay for choir expenses and the Liturgical Fund to pay for some liturgical expenses. This meant that we did not have to use operations money to pay for these expenses. (Our expenses can be categorised in two ways – operations and capital).

- Our Fall Food Fair generated a surplus of \$13,500. As well as being a very good fellowship event, the surplus generated is also very important to our financial health. Other fellowship events also contributed to our surplus.
- The revenue from rental of our premises was \$101,730. 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 \$7,479.
- In 2016 we received \$12,264 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 – 2016 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. 2016 will be the last full year where we will be receiving GiFT money from the Diocese.
- We continued to take advantage of our Gallanger and McTeer Bequests. The Gallanger bequest monies, held in our Funds and Reserves, are now exhausted. These Bequest monies can only be used to offset capital expenses and cannot be used to meet operations expenses. This is the result of an Ontario court decision that states that any undesignated bequests can only be used for capital expenses. An undesignated bequest is one where the bequestor did not specify how the money could be used.
- All of our outstanding debts were paid at year-end.

The table on page 43 breaks down our revenue for 2015 and 2016, including GiFT revenue spent on approved GiFT projects.

Revenue for 2015 and 2016

Revenue Category	Actual 2015	Actual 2016	Increase/ (Decrease)	% of Revenue 2016
Envelope Offerings *	\$250,528	\$230,810	(\$19,718)	54.6
Capital	\$60,502	\$22,463	(\$38,039)	5.3
Hall Donations	\$67,599	\$101,730	\$34,131	24.0
Education	\$34,045	\$297	(\$33,748)	0.1
Outreach	\$21,238	\$33,730	\$12,492	8.0
Fellowship	\$20,476	\$17,444	(\$3,032)	4.1
Consolidated Rectory & Trust Fund Dividends **	\$6,998	\$7,479	\$481	1.8
Miscellaneous Corporation Revenues	\$6,813	\$100	(\$6,713)	0.0
Stewardship	\$5,085	\$1,190	(\$3,895)	0.3
Liturgical	\$5,303	\$3,457	(\$1,846)	0.8
Open Offerings	\$2,540	\$4,370	\$1,830	1.0
Total	\$481,127	\$423,070	(\$58,057)	100

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

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

All amounts are rounded to the nearest dollar.

We continue to offer a Pre-Authorised Remittance (PAR) option to our parishioners through the Stewardship offices of the United Church of Canada. Payments are made monthly either by direct debit to your bank account or by Credit Card on the 20th of each month (both Visa and Master Card are accepted). As of December 2016, **\$125,169** is committed annually through the Pre-Authorised Remittance program (currently 51 families). In **2016** PAR accounted for **54.2% 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 2017.

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 2016 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 from our GiFT offerings.**

Parish Activity	Expenses	%
Management, Diocesan Support, Administration & Building Maintenance	\$161,037	39.9
Worship	\$91,259	22.6
Capital Budget	\$21,437	5.3
Outreach – see Note	\$73,735	18.3
Education	\$17,864	4.4
Pastoral Care	\$12,107	3.0
Fellowship & Inreach	\$16,923	4.2
Stewardship	\$1,226	0.3

GiFT	\$8,291	2.1
	\$403,879	100.0

Note: Outreach, including Pastoral Care, accounted for \$85,842 or 19.6% of our overall expenses in 2016. This includes \$435 made available through our GiFT Program. Our outreach expenses include 40% 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 increased from \$3,230,317 to \$3,267,317 mainly because of sharing our premises with the Wells Salvation Church.

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; the 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

Treasurer - St. Stephen's Anglican Church

Balance Sheet

As of 12/31/2016

ASSETS

10000	Chequing Account	78,406.89
11000	Petty Cash	290.46
12000	Accounts Receivable	
12010	Pay Deficit	(3,161.21)
	TOTAL Accounts Receivable	<u>(3,161.21)</u>
12600	GST Recoverable	0.00
12700	PST Recoverable	0.00
12800	Sales Tax Rebates Due	1,211.79
14000	Land and Buildings in Canada (Total)	
14050	Land and Buildings in Canada	<u>2,739,758.00</u>
	TOTAL Land and Buildings in Canada (Total)	<u>2,739,758.00</u>

14200	Furniture and Equipment (Total)	
14250	Furniture and Equipment	56,694.81
	TOTAL Furniture and Equipment (Total)	<u>56,694.81</u>
15000	Long Term Investments	
15010	Consolidated Trust Fund	251,312.50
15020	Rectory Trust Fund	142,826.00
	TOTAL Long Term Investments	<u><u>394,138.50</u></u>
TOTAL ASSETS		3,267,339.24

LIABILITIES and FUNDS

23300	Deferred Revenue	
23310	GiFT	
23320	Gift - Unassigned	26,277.90
23321	GiFT - Enhancing Outreach	0.00
23322	GiFT - Enriching our Worship	1,020.00
23323	GiFT - Expanding Christian Education	552.17
23324	GiFT - Improving Communications	3,978.71
23325	GiFT - Sustaining our Ministries	1,886.00
	TOTAL GiFT	<u>33714.78</u>
23330	Discretionary Reserves	
23332	BCE Share Reserve	7,326.67
23333	Share Reserve - Enbridge	84,412.56
23334	Memorial Reserve	14,986.82
23335	Dorothy Jones Bequest Reserve	4,364.11
23336	Cash Reserve	5,186.38
	TOTAL Discretionary Reserves	<u>116,276.54</u>
23350	Capital Reserves	
23352	Capital Appropriations	520.72
23353	Worship Space Upgrades & Maintenance	116.18
23354	Worship Space Video System Reserve	6,960.92
23355	Information Technology Reserve	28.22
23356	Gallanger Bequest Reserve	0.00
23357	Edith McTeer Bequest Reserve	30,297.85
	TOTAL Capital Reserves	<u>37,923.89</u>
23370	Restricted Operating Reserves	
23371	Designated Parish Events	313.15
23372	Youth Group Reserve	750.03
23373	Flower Reserve	312.23

23374	Liturgical Reserve	2,507.71
23375	Vaughan Education Reserve	831.24
23376	Choir Reserve	4,021.81
23377	Arctic Tour Reserve	5,150.77
23378	PBL Insurance Reserve	(23.38)
	TOTAL Restricted Operating Reserves	13,873.56
23380	Outreach Reserves	
23381	Foster Farm Lunch Bag Reserve	137.30
23382	Parish Aid & Relief	0.00
23384	Warehouse Reserve	988.63
23385	Women's Retreat Reserve	2,175.8
		0
23386	Men's Retreat Reserve	456.61
23387	Haitian Orphanage Reserve	575.00
	TOTAL Outreach Reserves	4,333.34
	TOTAL Deferred Revenue	206,032.11
24000	Long Term Loans	3,030,846.91
30100	Corporation Fund	17,728.38
31000	Program Fund	12,809.26
32000	Outreach Fund	(1,241.51)
33000	Flow Through Outreach Fund	108.00
34000	Building/Capital Fund	1,056.09
	TOTAL LIABILITIES and FUNDS	3,267,339.24

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 Property & Finance Committee of the Diocese to release these funds to us for our use. The Committee assures that the funds are to be used as specified in the Fund purpose when depositing the funds in the CTF.

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

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

ST. STEPHEN'S ANGLICAN CHURCH

Balance Sheet Funds - as of 31 December 2016

Interest Rate Credited 0.01

GiFT REVENUE-

UNASSIGNED

Balance Jan 1, 2016	14,297.65
Cash from Diocese	12,864.38
Transferred to GiFT -	
Enhancing Outreach	-1,025.69
Interest Credited	141.56
Balance Dec 31, 2016	<u>26,277.90</u>

GiFT - ENHANCING OUTREACH

Balance Jan 1, 2016	0.00
Transferred from GiFT	
Revenue	1,025.69
Transferred from Big Give	22.80
Transferred to Pinecrest	
Health & Community	-200.00
Big Give expenses	-598.49
Transferred to Michelle	
Heights Community	
Centre	-250.00
Balance Dec 31, 2016	<u>0.00</u>

GiFT - EXPANDING CHRISTIAN EDUCATION

Balance Jan 1, 2016	5,947.04
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DESIGNATED PARISH EVENTS

Balance Jan 1, 2016	310.05
Interest Credited	3.10
Balance Dec 31, 2016	<u>313.15</u>

YOUTH GROUP RESERVE

Balance Jan 1, 2016	359.16
Youth Group Expenses	-147.72
Car Wash Revenue	545.00
Interest Credited	3.59
Balance Dec 31, 2016	<u>760.03</u>

ARCTIC TOUR RESERVE

Balance Jan 1, 2016	2,155.48
Donations Surplus	3,098.24
Ship Guitar Cases to Iqaluit	-124.50
Interest Credited	21.55
Balance Dec 31, 2016	<u>5,150.77</u>

CFC Remuneration & Expenses	-5,400.34
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Interest Credited	5.47
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Balance Dec 31, 2016	552.17
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GiFT - ENRICHING OUR WORSHIP

Balance Jan 1, 2016	1,010.00
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Interest Credited	10.00
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Balance Dec 31, 2016	1,020.00
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GiFT - IMPROVING COMMUNICATIONS

Balance Jan 1, 2016	4,637.37
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Watson Street Sign	-521.85
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Parking Lot Entrance Sign	-869.28
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Diocesan Sign grant	700.00
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Interest Credited	32.46
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Balance Dec 31, 2016	3,978.71
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GiFT - SUSTAINING OUR MINISTRIES

Balance Jan 1, 2016	1,577.92
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Return of Retainer Fee	743.50
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Elevator Project Architect Fees	-451.20
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Interest Credited	15.78
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Balance Dec 31, 2016	1,886.00
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BCE SHARE RESERVE

Balance Jan 1, 2016	7,254.13
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Interest Credited	72.54
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Balance Dec 31, 2016	7,326.67
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ENBRIDGE SHARE RESERVE

Balance Jan 1, 2016	83,576.79
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Interest Credited	835.77
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WORSHIP SPACE - Upgrades & Maintenance

Balance Jan 1, 2016	115.03
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Interest Credited	1.15
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Balance Dec 31, 2016	116.18
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WORSHIP SPACE - New Video System

Balance Jan 1, 2016	6,811.63
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Returned to Video Fund	81.17
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Interest Credited	68.12
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Balance Dec 31, 2016	6,960.92
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LITURGICAL FUND (Special Altar Fund)

Balance Jan 1, 2016	1,509.58
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Transferred from altar surplus	983.03
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Interest Credited	15.10
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Balance Dec 31, 2016	2,507.71
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INFORMATION TECHNOLOGY FUND

Balance Jan 1, 2016	27.94
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Interest Credited	0.28
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Balance Dec 31, 2016	28.22
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VAUGHAN EDUCATION FUND

Balance Jan 1, 2016	823.01
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Interest Credited	8.23
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Balance Dec 31, 2016	831.24
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FLOWER FUND

Balance Jan 1, 2016	686.41
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Flower Expenses Charged to Fund	-377.27
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Balance Dec 31, 2016	84,412.56
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FOSTER FARM LUNCH BAG RESERVE

Balance Jan 1, 2016	135.94
Interest Credited	1.36
Balance Dec 31, 2016	137.30

MEMORIALS FUND

Balance Jan 1, 2016	12,773.18
Transferred from	
Memorials	1,995.90
Interest Credited	127.73

Balance Dec 31, 2016	14,896.82
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CAPITAL APPROPRIATIONS FUND

Balance Jan 1, 2016	515.56
Pay Interest to Funds	5.16
Balance Dec 31, 2016	520.72

DOROTHY JONES BEQUEST

Balance Jan 1, 2016	4,320.90
Interest Credited	43.21

Balance Dec 31, 2016	4,364.11
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EMERGENCY WAREHOUSE FUND

Balance Jan 1, 2016	978.84
Interest Credited	9.79
Balance Dec 31, 2016	988.63

CASH RESERVE

Balance Jan 1, 2016	6,935.01
Transfer Interest to	
Funds	-1,817.87
Interest Credited	69.35

Interest Credited	3.09
Balance Dec 31, 2016	312.23

CHOIR RESERVE

Balance Jan 1, 2016	4,798.28
Choir Expenses	-816.29
Interest Credited	39.82
Balance Dec 31, 2016	4,021.81

GALLANGER BEQUEST RESERVE

Balance Jan 1, 2016	9,546.20
Capital Expenses (see	
financial report for details)	-9,546.15
Transfer to McTeer Bequest	-0.05
Balance Dec 31, 2016	0.00

EDITH MCTEER BEQUEST

Balance Jan 1, 2016	27,542.70
Fund capital Expenses	-8,693.99
Donation to Bethany United	
per John McTeer Request	-3,000.00
Additional Bequest Funds	14,173.71
Interest Credited	275.43
Balance Dec 31, 2016	30,297.85

WOMEN'S RETREAT FUND

Balance Jan 1, 2016	372.33
Retreat Surplus	1,799.75
Interest Credited	3.72
Balance Dec 31, 2016	2,175.80

MEN'S RETREAT FUND

Balance Jan 1, 2016	452.09
Interest Credited	4.52

Balance Dec 31, 2016	<u>5,186.49</u>
Interest Paid from	
Cash Reserves	

HAITIAN ORPHANGE	
RESERVE	0.00
Donations Transferred	
from Revenue	<u>575.00</u>
Balance Dec 31, 2016	575.00

Balance Dec 31, 2016	<u>456.61</u>
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PBL INSURANCE

Balance Jan 1, 2016	0.00
Deposit On Account with	
PBL	-25.00
Drawn on deposit	<u>1.62</u>
Balance Dec 31, 2016	-23.38

Balance as of January 1, 2016	199,470.22
Interest to Funds & Reserves	1,817.87
Balance, All Funds, as of December 31, 2016	206,032.20
Net Change, All Funds	6,561.98

2016 Financial Report

The detailed 2016 Financial Report follows. All of the capital budget expense items have been paid from donations or from our Funds and Reserves (mainly Bequest Fund). The Flow Through Outreach accounts are those where parishioners have contributed to specific outreach projects that are not part of our committed outreach budget. All offerings to Flow Through projects are transferred directly to the intended outreach recipient.

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

In the detailed report, the revenue (actual revenue) reflects the revenue after the surplus for an account has been moved. The Comments column shows the shifting of excess revenue to where it was needed, or to a Reserve Fund if not needed in 2016.

2016 Financial Report

2016 Financial Statement		Actuals	2,016 Budget	Comment
REVENUE				
40000	Corporation Revenue		250	
40100	Envelope Revenue			
40110	Envelope General	224,424	236,015	
40112	Initial Offering	309	415	
40114	Lent	0	360	
40115	Loonies for Lent	0	334	\$548 Donated, Moved to Arctic Reserve
40116	Easter	2,212	2,596	
40117	Thanksgiving	856	1,416	
40118	Christmas	3,009	3,995	
	TOTAL Envelope Revenue	230,810	245,131	
40150	Trust Fund Revenue			
40151	Consolidated Trust Fund Revenue	2,965	2,878	
	TOTAL Trust Fund Revenue	2,965	2,878	
40180	Non-Receipted Gifts			
40181	Open Offering	4,027	2,540	
40182	United Way Income	343	343	
	TOTAL Non-Receipted Gifts	4,370	2,883	
40400	Hall Donation Income			
40410	General Hall Donations	2,570	2,599	
40420	Al Anon	30	250	
40430	Foot Clinic	270	300	
40440	Prostate Cancer Canada Network	3,000	3,000	
40450	Montessori	58,440	58,300	
40460	Wells Salvation Church	37,419	48,000	
	TOTAL Rental Donation Income	101,730	112,449	
40500	Parish Memorial Offerings			
40510	Memorial - R Murphy	0	0	
40520	Memorial - Bill Neale	0	0	
40530	Memorial - Edna McDonald	0	0	
40540	Memorial - Heather Bernland'	0	0	
40550	Memorial - Donald Bruie	0	0	
40560	Memorial - Leslie Breaux	0	0	
	TOTAL Parish Memorial Offerings	0	0	\$2,012 Donated, Moved to Memorials Fund
41300	Allowances Revenue			
41310	ECOPS	100	0	
	TOTAL Allowances Revenue	100	0	
45000	Fellowship Cluster			

St. Stephen's Anglican Church			
2016 Financial Statement	Actuals	2,016 Budget	Comment
45020 Coffee Hour	757	1,000	
45030 Food Fair	14,631	13,000	
45050 Picnic	155	112	
45060 Other Events	1,902	302	
TOTAL Fellowship Cluster	17,444	14,414	
46000 Liturgical Cluster Revenue			
46010 Altar Guild	1,192	664	
46020 Choir	1,116	2,800	
46030 Liturgical Resources Other	0	10	
46050 Flowers	1,149	2,000	
TOTAL Liturgical Cluster Revenue	3,457	5,474	
47000 Education Cluster Revenue			
47031 Youth Ministry	0	500	
47040 Adult Education Revenue			
47042 Lenten Study	8.00	0	
47044 Forward Day By Day	209	250	
47045 Ministry Development	80	0	
TOTAL Adult Education Revenue	297	250	
TOTAL Education Cluster Revenue	297	750	
48000 Stewardship Cluster Revenue			
48020 Fund Raising Events			
48021 Concert Nights	975	0	
48022 Stewardship event	0	5,000	
TOTAL Fund Raising Events	975	5,000	
48030 Jewelry Sale	215	0	
48040 Offering Envelopes	0	0	
TOTAL Stewardship Cluster Revenue	1,190	5,000	
48100 Property (Capital) Revenue			
48111 Capital Appropriations	1,025	500	Donations
48112 Repairs	1,147	2,500	Bequest Revenue
48113 Lawn & Garden Care	1,076	500	Bequest Revenue
TOTAL Property (Capital) Revenue	3,248	3,500	
48120 Recurring Capital Projects Revenue			
48121 Worship Space Renovations	31	0	Worship Space Fund
48122 Video System Repairs & Upgrades	2,952	0	Video System Fund
48123 Alarm System Inspections	504	485	Bequest Revenue
48124 Heating System Inspection & Repairs	169	500	Bequest Revenue
48125 Fire System Upgrades	59	600	Bequest Revenue
48126 Minor Capital Projects	330	300	Bequest Revenue
TOTAL Recurring Capital Projects Revenue	4,045	1,885	

St. Stephen's Anglican Church

2016 Financial Statement		Actuals	2,016 Budget	Comment
48400	2016 Projects (non-Recurring)			
48410	Duct Cleaning	1,242	1,200	Bequest Revenue
48420	Hot Water Tank	4,652	4,500	Bequest Revenue
48430	Repair Roof Above Pkg Lot Entrance	1,213	0	Bequest Revenue
48440	New Lawnmower	676	800	Bequest Revenue
	Lawnmower service	0	100	Bequest Revenue
48450	Eavestrough North Roof	4,106	4,000	Bequest Revenue
	Replacement Watson Street Signs	0	1,150	Gift Communications & Diocesan Sign Grant
48470	New Stoves / Microwave	2,822	0	Bequest Revenue
48480	Parking Lot Entrance Sign	0	2,000	Gift Communications & Diocesan Sign Grant
48090	Exhaust Fan Service	0	125	Bequest Revenue
48491	Chairs, Liturgical - Replace Clergy Bench	0	400	Bequest Revenue
48492	CFL replacement Bulbs & Extenders	460	0	Parish Council Approval, Bequest Revenue
	TOTAL 2016 Projects (non-Recurring)	15,169	14,275	
	TOTAL Property Revenue	22,463	19,660	
49000	Outreach Cluster Revenue			
49100	Food Programs Revenue			
49110	Food Cupboard Revenue	0.00	800	\$1,130 Donated, Used for Other Food Programs
49120	Lunch & Breakfast Program	1,500.00	0	
49130	Morrison Gdns Food Cupboard	1,000.00	0	
49140	Pinecrest Terr Food Cupboard	493	0	
49160	White Gifts	1,806	2,500	\$365 Surplus Donations Used for other Food Programs
	TOTAL Food Programs Revenue	4,799	3,300	
49210	Refuge NOW	1,000	0	
49300	Parish Aid and Relief	0	0	
49310	Pastoral Care Team	0	50	
49400	Undesignated M&O	0	0	\$1,000 Donated, Used to Fund Food Programs

St. Stephen's Anglican Church				
2016 Financial Statement		Actuals	2,016 Budget	Comment
49410	Women's Retreat	2,898	5,000	\$1,800 Surplus Fees Moved to Fund
49430	Big Give	0	800	Funded From GIFT
	TOTAL Regular Outreach	3,898	5,850	
49500	Flow Through Outreach Revenue			
49510	PWRDF	7,514	0	
49511	PWRDF - Syrian Refugees	160	0	
49520	Arctic Tour	10,589	0	
49540	St. Stephen's Residence	960	0	
49550	Bales for the North	100	0	
49570	Bishop's Discretionary Fund	1,000	0	
49580	Fort MacMurray Fire	205	0	
49590	Anglican Appeal	50	0	
49600	Parish Aid and Relief - University Fund	1,000	0	
49610	Anne's Gift	3,455	0	
49620	Haitian Orphanage	0.00	0	\$575 Moved to Reserves Awaiting Delivery Instructions
	TOTAL Flow Through Outreach Revenue	25,032	0	
	TOTAL Outreach Cluster Revenue	33,730	9,150	
TOTAL REVENUE		418,556	420,839	
EXPENSE				
50000	Corporation Expenses			
50050	Trust Fund Dividend Expense			
50052	RTF Dividend	(4,514)	(4,381)	
	TOTAL Trust Fund Dividend Expense	(4,514)	(4,381)	
50070	General Expense			
50071	Open	0	0	
	TOTAL General Expense	0	0	
50200	Hall Donation Expenses			
50210	General Hall	286	380	
	TOTAL Hall Rental Expense	286	380	
	TOTAL 50000-50210 Expenses	(4,228)	(4,001)	
51000	Remuneration & Allowances Expenses			
51010	ECOPS-E	96,822	92,705	
51011	Interim Priest	8,068	0	
51020	Housing	0	27,000	

St. Stephen's Anglican Church			
2016 Financial Statement	Actuals	2,016 Budget	Comment
51030 Honoraria	1,057	762	
51040 Seminars	0	160	
TOTAL 51010-51040 Expenses	<u>105,947</u>	<u>120,627</u>	
51050 Lay Staff Remuneration Expenses			
51051 Christian formation Direct'r	0	10,115	GiFT Funded
51052 Music Direct'r	33,498	33,498	
51053 Sexton-E	37,089	37,089	
51054 Parish Administrat'r	29,134	29,360	
51055 Replacement Music Direct'r	1,050	1,200	
TOTAL Lay Staff Remuneration Expense	<u>100,771</u>	<u>111,262</u>	
TOTAL Remuneration & Allowances Expenses	<u>206,718</u>	<u>231,889</u>	
52000 Fair Share Expenses	63,286	63,300	
53000 Administration Expenses			
53010 Admin-Communication	1,774	2,200	
53020 Admin-Office	1,077	1,500	
53021 Admin - Miscellaneous Office	0	0	
53030 Admin-Advertising	587	1,200	
53040 Admin-Synod	428	475	
53061 Admin-Bank Charges	379	275	
53062 Admin-PAR Admin	316	310	
53063 Admin-Visa/MasterCard	494	550	
53070 Admin-Bank Reconciliation	175	0	
53090 Admin-Office Equipment Contract	7,370	6,270	
TOTAL Administration Expenses	<u>12,599</u>	<u>12,780</u>	
54000 Building Expenses			
54010 Bldg-Water	1,653	1,500	
54020 Bldg-Hydro	8,502	8,000	
54030 Bldg-Insurance	14,679	14,950	
54050 Bldg-Gas	7,009	10,000	
54060 Bldg-Supplies	2,903	2,600	
54070 Bldg-Maintenance Contract	4,211	4,200	
54080 Bldg-Snow Clearing	4,450	4,543	
TOTAL Building Expenses	<u>43,407</u>	<u>45,793</u>	
55000 Fellowship Expenses			
55020 Coffee	1,088	950	
55030 Food Fa'r	1,150	50	
55050 Picnic E	414	320	
55060 Other Ev'nts	1,274	150	
TOTAL Fellowship Expenses	<u>3,926</u>	<u>1,470</u>	
56000 Liturgical Cluster Expenses			

St. Stephen's Anglican Church

St. Stephen's Anglican Church				
2016 Financial Statement		Actuals	2,016 Budget	Comment
56010	Altar	1,192	1,800	
56020	Choir E	1,116	2,800	
56030	Liturgical Resources Other	247	800	
56050	Flow'rs	1,150	2,000	
	TOTAL Liturgical Cluster Expenses	3,705	7,400	
57000	Education Cluster Expenses			
57020	Nurs'ry	0	100	
57030	Church School E	91	600	
57031	Youth M'nstry	0	300	
57032	Family Grp	0	100	
	TOTAL 57020-57032 Expenses	91	1,100	
57040	Adult Education Expenses			
57041	Advent St'dy	0	200	
57042	Lenten Study	0	200	
57044	Forward Day by D'y	262	250	
57045	Ministry Development	96	0	
57046	Seasonal Devotional Pamphlets	0	400	
	TOTAL Adult Education Expenses	357	1,050	
	TOTAL Education Cluster Expenses	448	2,150	
58000	Stewardship Cluster Expenses			
58005	St-Visioning Day	250	300	
58010	St-Stewardship Campaign	0	500	
58040	St-Offering Envelopes	525	535	
	TOTAL Stewardship Cluster Expenses	775	1,335	
58100	Property (Capital) Expenses			
58110	PR-Interest to Funds & Reserves	0	1,500	\$1,818 Paid from Cash Reserve Fund
58112	Pr-Repairs	1,147	2,500	
58113	Pr-Lawn & Garden	1,076	500	
	TOTAL 58110-58113	2,223	4,500	
58120	Recurring Capital Project Expenses			
58121	Rc-Worship Space Renovation	30	0	
58122	Rc-Video System	2,952	0	
58123	Rc-Alarm System	504	485	

St. Stephen's Anglican Church

2016 Financial Statement		Actuals	2,016 Budget	Comment
58130	Rc-Service Exhaust Fan	0	125	
	TOTAL Recurring Capital Project Expenses	4,045	2,110	
58400	2016 Projects Expense			
58401	Duct Clean'ng	1,242		
58402	Hot Water T'nk	4,652	4,500	
58403	Repair Roof Above Pkn Lot Entrance	1,213	0	
58404	New Lawnm'wer	676	800	
58450	Eavestrough N'rth Roof	4,106	4,000	
58460	Replacement Watson St. Signs	0	1,150	GiFT-Communications & Diocesan Sign Grant Funding
58470	New Stoves/Microwave	2,822	0	Donation
58480	Parking Lot Entr'nce Sign	0	2,000	GiFT-Communications & Diocesan Sign Grant Funding
58491	Liturgical Chairs, replace Clergy Bench	0	400	
58492	CFL Bulb replacement	460	0	Parish Council Approved
	TOTAL 2016 Projects Expense	15,169	12,850	
	TOTAL Property (Capital) Expenses	21,437	19,460	
59000	Outreach Cluster Expenses			
59100	Food Expenses			
59120	Lunch & Breakfast Pgm	1500	1,500	
59130	Morrison Gdns	1000	1,000	
59140	Pinecrest Terrace Food Cpb'd	500	500	
59160	White G'fts	1,806	2,000	
	TOTAL Food Expenses	4,806	5,000	
58200	OWECC-E	0	0	
59210	R'fuge NOW	2,000	2,000	
59300	Parish Aid, Relief	1,185	1,200	
59310	Pastoral Care	0	50	
59320	Anglic'n Foundation	50	0	Parish Council Approved
59400	Undesignated Msiion & Outreach	0	15	
59410	Women's Retreat	2,898	5,000	
59420	Men's Retreat	0	2,800	

St. Stephen's Anglican Church				
2016 Financial Statement		Actuals	2,016 Budget	Comment
59430	Bi G've	0	800	Funded from GiFT-Outreach
59440	Undesignated Outreach Project	0	5,000	GiFT-Outreach Also Funded other Outreach Projects
	TOTAL Regular Outreach Projects	6,133	16,865	
59500	Flow Through Outreach Expenses			
59510	PWRDFund	7,515	0	
59511	PWRDF - Syrian R'fugees	210	0	
59520	Arctic Outreach	10,589	0	
59540	St. Stephen's Resid'nce	960	0	
59550	Bales for North	100	0	
59570	Bishop's Discretionary F'nd	1,000	0	
59580	Ft MacMurray Fire	205	0	
59590	Anglican App'l	50	0	
59600	Parish Aid & Rlf - University Fund	1,000	0	
59610	Anne's G'ft	3,455	0	
	TOTAL Flow Through Outreach Expenses	25,084	0	
	TOTAL Outreach Cluster Expenses	36,023	21,865	
TOTAL EXPENSE		388,096	403,441	
NET INCOME		30,460	17,398	

2016 GiFT FINANCIAL REPORT

GiFT Revenue To Date and 2016 Expenditures Report
As of 31 Dec 2016

	Received
Total 2012	\$6,550.67
Total 2013	\$36,707.96
Total 2014	\$18,931.83
Total 2015	\$20,542.44
Jan-16	\$3,390.51
Feb-16	\$1,251.35
Mar-16	
Apr-16	\$1,010.51
May-16	\$2,536.45
Jun-16	\$675.51
Jul-16	
Aug-16	835.51
Sep-16	\$808.01
Oct-16	\$673.01
Nov-16	
Dec-16	1083.52
Total Received from the Diocese	\$94,997.28
GiFT Campaign Expenses Actually Spent	\$301.20
Available for Allocation	\$94,696.08

Allocation Per Parish GiFT Proposal	Revenue	Committed	Balance
Enhancing Outreach	12,626	10,116	2,510
Enriching our Worship	2,367	0	2,367
Expanding Christian Education	74,272	57,771	16,501
Improving Communications	3,788	3,568	920
Sustaining our Ministries	8,523	7,728	795
Total	101,576	79,183	23,093

GiFT Budget - 2016

	2016 Spent	Committed / Proposed	Balance
Enhancing Outreach			

Morrison Gardens Cycle Bus

Big Give

Michelle Heights Summer Youth
Drop-In Centre

Parish Aid & Relief

200	200	0.00
390	800	410
250	250	0
		0

PC Motion
May '16

PC Motion
Feb '16

PC Motion
Jun '16

840 1250 410

Big Give sign was previously credited to Gift
communications

Enriching Our Worship

Honararia

0	0	0

Expanding Christian Education

Christian Formation Coordinator

5,400	5,400	0
5,400	5,400	0

Improving Communications

Communications Chair Budget

Seasonal Banners

Watson St. & Parking Lot Signs

	500	500
	500	500
1,278	1,100	522
1,278	2,100	1,522

PC Motion
Jun '16

PC Motion
Jun '16

\$700 Diocesan Sign Grant Received
(1100+700-1278=1522)

Sustaining our Ministries

Planning for New Elevator

451	5,000	2,728
451	5,000	2,728

PC Motion
Sep '16

\$2,728 new money for 2016.

TOTALS

7,969 13,750 4,660

AUDITOR'S REPORT

February 2017

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, 2016 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, 2016, and the results of its financial activities for the year then ended, in accordance with the accounting principles applied on a basis consistent with that of the previous year.



Jack Kalil



Gerry Stephen

WOMEN'S FELLOWSHIP FINANCIAL REPORT

Balance Forward January 1, 2016 \$605.33

Revenue

Calendars	470.00	
New to You Sales	3.00	
Dinner and Ceilidh	2496.10	
Miscellaneous donations	38.00	

	3007.10	+3007.10

		3612.43

Expenses

Calendars	380.00	
Celebration Cakes	39.98	
Christmas gifts for Dallacy	45.63	
Christmas gifts for residents and staff	240.78	
Expenses for Dinner	230.93	
Tulip Tea	31.59	
Bank service charges	1.00	
Donations:		
ACW Ottawa Diocese — Fair Share	350.00	
— Bale Freight	110.00	
Honorariums for guest speakers	250.00	

	1679.91	-2149.80

Balance at December 31, 2016		\$ 1932.52

Sue FitzPatrick, Treasurer

2017 BUDGET

Parish Council has approved a **deficit budget** (\$19,709) for 2017. As anticipated, the Wells Salvation Church found another home for their worshipping congregation. The 2016 surplus reported earlier is a result of their contribution in 2016. The surplus has been placed in our cash reserves for future use. Our envelope offerings in 2016 fell far short of expected revenue (\$19,718). We will have to correct this in 2017 in order to balance our budget without drawing on our reserves.

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 \$4,000 in 2017.
- Our rental clients continue to rent our space (other than Wells Salvation).
- Bequest money, already received will be used to fund capital expenses.
- Some of our Funds and Reserves will be used to fund expenses for which they were designated.
- We will draw on our reserves to meet any resulting deficit at the end of 2017.

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.

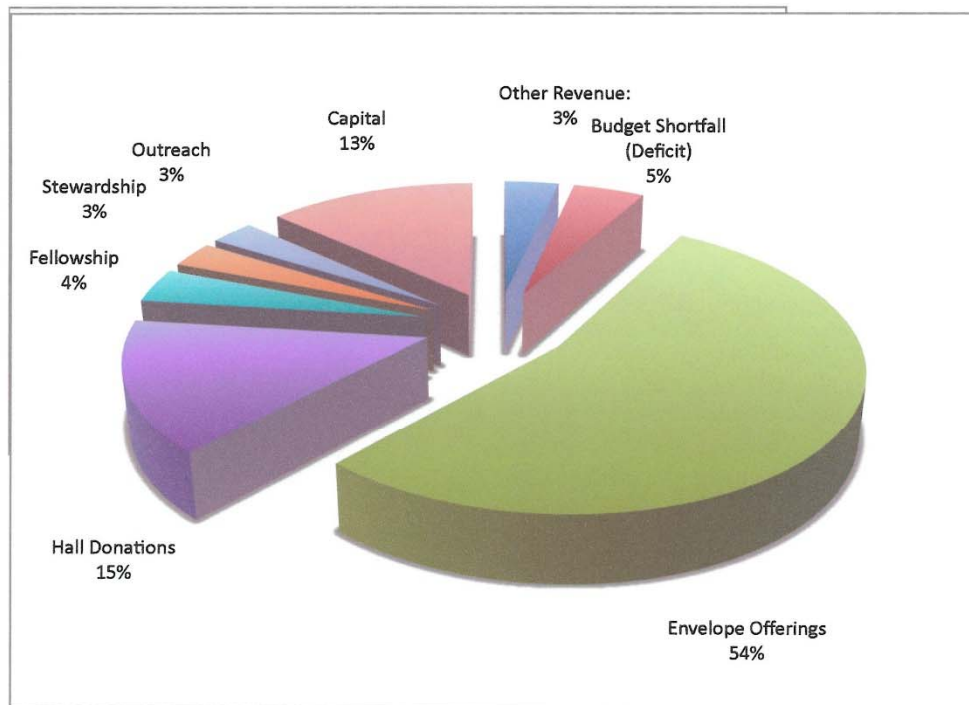
The following pie charts are supported by a detailed line by line budget. Although not included in this report, this budget is available to any parishioner, who desires it, from the office.

GiFT 2017 Budget

At the close of 2016, no additional GiFT projects have been proposed for 2017. We have \$33,715 funds available to fund GiFT proposals. It is expected that cluster chairs will bring proposals to Parish Council during 2017 for consideration and approval.

2017 BUDGET

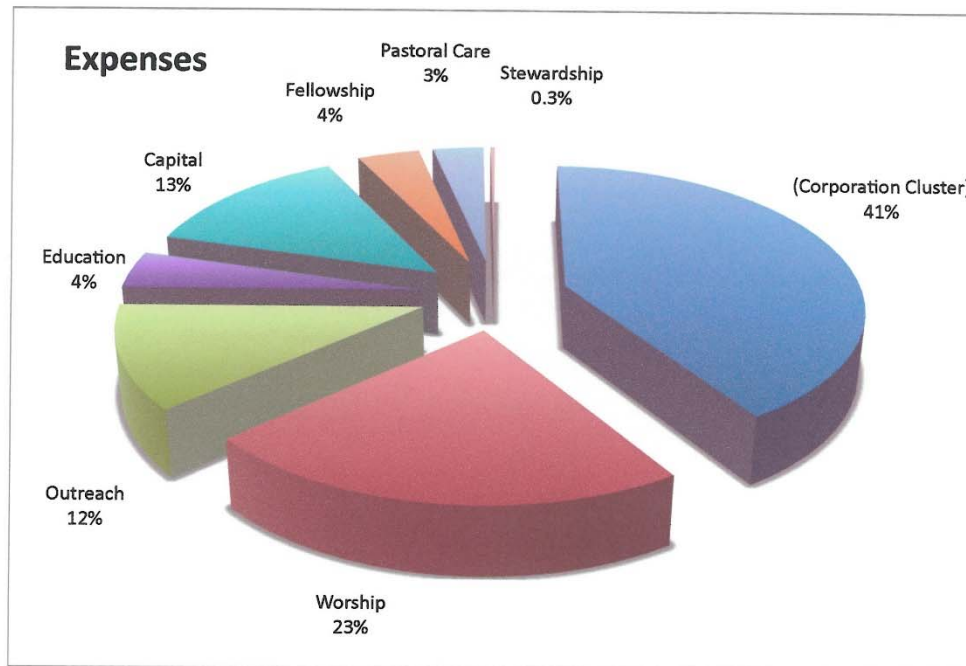
Revenue	\$	%
Other Revenue: Trust Fund Dividends, Open, Education & Liturgical Offerings	14,979	3.5
Budget Shortfall (Deficit)	\$ 19,709	4.6
Envelope Offerings	231,358	53.8
Hall Donations	64,870	15.1
Fellowship	17,057	4.0
Stewardship	12,715	3.0
Outreach	12,200	2.8
Capital	57,377	13.3
Total Revenue excluding GiFT	430,265	100.0



2017 BUDGET

Expenses	\$	%
Management, Diocesan Support, Administration and Building Maintenance (Corporation Cluster)	\$ 175,687	40.8%
Worship	\$ 96,612	22.5%
Outreach	\$ 50,438	11.7%
Education	\$ 17,989	4.2%
Capital	\$ 57,702	13.4%
Fellowship	\$ 16,849	3.9%
Pastoral Care	\$ 13,859	3.2%
Stewardship	\$ 1,130	0.3%
Total Expenses	\$ 430,265	100.0%

Note: Outreach and Pastoral Care Together Total **14.9%** of the 2017 Budget, **not Including any 2017 GiFT Projects**



APPOINTMENTS BY THE INCUMBENT — 2017

With the approval of this Vestry of 2017 I propose that the following persons exercise liturgical ministry in the Parish of St. Stephen's Ottawa:

Lay readers:

Marilyn Brownlee, Derrill Henderson, Jack Kalil, Eileen Mortimer

Liturgical Committee Chairperson:

Dave Chisolm

Pastoral Care Team:

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

Lay Eucharistic Administrators:

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

NOMINATING COMMITTEE – 2017

Appointed Positions

Rector's Warden	
Deputy Rector's Warden	Jack Dymont
Treasurer	Rob Hamilton
Assistant Treasurer	JoAnn Collett
Auditors	Jack Kalil and Gerry Stephen

Elected Positions

People's Warden	George Weber
Deputy People's Warden	
Synod Members (2 nd year of 2 year term)	1. Lorraine Newson 2. Shirley Brathwaite
Synod Members (1 st year of 2 year term)	1. 2.
Synod Alternates	The Wardens
Members-at-Large	José Campos Thomas Phelps V
Stewardship Coordinator	Earle Warren
Liturgical Coordinator	Dave Chisholm
Education Coordinator	
Fellowship Coordinator	Pat Hamilton
Communications Coordinator	
Outreach Coordinators	Margaret Muirhead/Eva Lamb/ Marilyn Van Dusen
Property Coordinator	Gerry Stephen
Assistant Property Coordinator	
Coordinator of Sidespersons	8:00 a.m. Cheryl Yakamovich 10:00 a.m. Alice Walsh