

St. Stephen's Anglican Church
Ottawa, Ontario

930 Watson St., Ottawa, Ontario
office@ststephensottawa.org
ststephensottawa.org

PARISH REPORT

2020

*TO BE PRESENTED AT VESTRY
SUNDAY, MARCH 7, 2021*

Gifted, Called, Equipped and Sent

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

PLEASE BRING THIS REPORT WITH YOU...

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

ANNUAL VESTRY MEETING

Sunday, March 7, 2021

AGENDA

1. Incumbent Takes Chair — Appointment of Vestry Clerk and Scrutineers
2. Opening Prayer
3. Review and Approval of Agenda
4. Declaration — Electronic Sign-in
5. Memorial Moment
6. Review Minutes of the Annual Vestry 2019..p. 4
7. Business Arising from the Minutes
8. Incumbent's Report
9. Cluster Reportsp. 10
10. Treasurer's Report (including Auditors' Report)p. 31
11. 2020 Budgetp. 41
12. Incumbent and Corporation Appointments — 2021p. 54
13. Elections — 2021 p. 55
14. Signing Officers
15. General Business
16. Adjournment/Grace

TABLE OF CONTENTS

ANNUAL VESTRY MEETING MINUTES 2020	4
INCUMBENT'S REPORT	10
WARDEN'S REPORT	12
FELLOWSHIP CLUSTER	14
LITURGICAL CLUSTER	19
EDUCATION CLUSTER	21
PROPERTY (CAPITAL BUDGET)	22
OUTREACH CLUSTER	23
ENVELOPE SECRETARY'S REPORT	29
COUNTERS	30
TREASURER'S REPORT	31
APPENDIX A: COMPARATIVE BALANCE SHEET	35
APPENDIX B: RESERVES ACTIVITY AND BALANCES	37
APPENDIX C & D: 2020 INCOME VS 2020 & 2021 BUDGETS	41
APPENDIX E: GiFT REPORT	46
AUDITORS' REPORT	49
2021 BUDGET	50
PARISH STATISTICS	53
APPOINTMENTS BY INCUMBENT.....	54
APPOINTMENTS BY CORPORATION	54
NOMINATING COMMITTEE REPORT— 2021	55

ANNUAL VESTRY MEETING MINUTES 2020

There were 44 persons present.

1. OPENING

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

2. VESTRY CLERK

Marilyn Brownlee was appointed Vestry Clerk.

3. MEMORIAL MOMENT

A minute of silence was held for those who departed this life during 2019.

John David Buchanan

Eric Francis Bennet

Marjorie (Tootsie) Brownlee

Molly Chivizhe

Hugh Malcolm Elliott

Bruce George McNabb

Mary Lois Baker

A helpful form on Funeral planning was made available and all were encouraged to make their plans and deliver them to the office where they will be kept on file.

4. MINUTES OF THE 2019 ANNUAL VESTRY MEETING

Motion: Moved by Dave Chisholm, seconded by JoAnn Collett to approve as presented the minutes of the Annual Vestry meeting held on March 3, 2019. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the 2019 minutes.

6. REPORTS

Thanks was expressed to all the coordinators for the reports presented.

Correction to page 21. "...and Dave procured the new office computer" to read "... and Dave upgraded the office computer."

Addition to page 23. "A final note of appreciation goes to Dave, Debbie and Robbie Chisholm, who help weekly with the actual distribution of the food to the clients at Morrison Gardens." To read "...who help weekly with unloading the truck..."

It was proposed that St. Stephen's should share Easter Vigil service with St. Martin's.

Motion: Moved by Eileen Mortimer, seconded by Leslie Worden that St. Stephen's congregation attend the Easter Vigil service at St. Martin's on Saturday, April 11 in the evening, dependent on acceptance by St. Martin's. **CARRIED.**

It is intended that we would invite them to join us at St. Stephen's for a service at a later date.

Motion: Moved by The Reverend George Kwari and seconded by Irene Balchin to accept the Rector's Report as presented. **CARRIED.**

Motion: Moved by Eileen Mortimer and seconded by Peter Brebner to accept the Wardens' Report as presented. **CARRIED.**

Motion: Moved by Richard Fleming, seconded by Dave Chisholm to receive the 2019 parish reports as amended. **CARRIED.**

Jean Sheikh from Executive Cultural Tours was invited to present a proposed itinerary and approximate cost for a trip to Israel with possible extension to Jordan in the spring of 2021.

Prices quoted included:

- 10 days in Israel with possible 3-day extension in Jordan
- Arrive in Tel Aviv
- stay in 4-star hotels. To reduce the price 3-star hotel could be considered.
- Christian guide would be engaged.
- Dates to be finalized.
- It was suggested that it would be special to be there over Easter.
- Visa required to enter Jordan.
- Airfare not included but would be approximately \$1400.
- April is a good time of the year to visit Israel and Jordan
- Prices quoted based on double occupancy, but single supplement available.
- No additional airfare to Jordan. Transport would be by bus and back to Tel Aviv.
- Not recommended to be more than 40 people. Ideal number would be about 25 people.

7. TREASURER'S REPORT

Correction on page 33. Total Assets Difference to read 39,251.78 instead of 29,256.78.

Correction on page 46. Total received from Diocese to read 113,167.97 instead of 112,565.57.

Rob Hamilton presented and explained the Financial Report for 2019.

Significant Factors

- Results Audited
- Very Good Financial Year
- Small Surplus \$875
- Significant Contributors
- Envelope Revenue Up Significantly \$11,396
- Successful Fall Food Fair \$16,070 Net Revenue

- New Lift Loan Completely Paid Off
- Some Reserves Used
- Tenant Donations (Rent) \$79,432 (\$6,545/mos)
- **All** Financial Obligations Paid

Balance Sheet (Appendix A)

- Net worth Increased \$39,252
 - Diocesan Trust Funds Increased \$21,885
- (Consolidated and Rectory Trust Funds)

Total Net Worth **\$3,343,494**

Balance Sheet Reserves (Appendix B)

- Roof Reserve (New) \$12,044
- Total Book Value \$214,923
- Net Change \$8,471

Cash (Bank Account & CTF Investments) Greater than Value of Reserves

2019 Financial Report (Appendix C)

	<u>Actuals</u>	<u>Budget</u>
Total Revenue	\$396,202	\$371,107
Total Expenses	\$395,327	\$415,254
Surplus/(Deficit)	\$875	(\$44,147)

Revenue Comments

- Use of Bequest Reserve for Capital Projects
- Some use of Other Reserves:
 - Loan Repayment — \$15,829 (to Dorothy Jones Reserve)
 - Audio/Video Repairs
 - Choir Reserve - Extra Musicians
 - Chalice & Paten Reserve
 - Emergency Warehouse Wound Up – to Food Programs

Outreach Expenses

- Budgeted Outreach \$9,979
- Flow Through Outreach \$7,542
- Community Ministries (25% Fair Share) \$15,922
- GiFT Outreach \$149
- **TOTAL** **\$33,592**

GiFT Update (Appendix D)

- Money Received (End Dec 2019) \$112,566
- Including Diocesan Grants
- Committed but Not Spent \$4,415

- Available for New Projects \$29, 874

2019 GiFT Expenses

- Enhancing Outreach \$149
- Today4Tomorrow (Education) \$2,000
- Improving Communications \$848
- Sustaining Our Ministries \$4,121

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

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

8. 2020 BUDGET

Rob Hamilton presented and explained the 2020 Budget on behalf of the Committees, Corporation, Parish Council and the Treasurer.

- Approved by Parish Council for Presentation to Vestry
- Detailed Line-Item Budget Available from Office
- Summary Budget Presented, Assumptions Included
- Budget Breakdown by Cluster

Assumptions:

- General Envelope Revenue Unchanged
- Fall Food Fair Continues Contribution
- Some Reserves Used for Expenses
- Most Capital Expenses — No Matching Revenues
- Assumes Full Year Contributions from Current Organizations Using our Space

2020 Budget Proposal

Revenue	\$441,461	
Expenses	\$446,733	
Deficit	\$5,272	(Based on Previous Assumptions)

Motion: Moved by Rob Hamilton and seconded by Richard Fleming that the budget, as presented, be approved by Vestry as the budget for St. Stephen's Church for 2020. **CARRIED.**

Motion: Moved by Rob Hamilton and seconded by Richard Fleming that money in the Gallanger and Memorial Endowment Trust Funds, held in the Diocesan Consolidated Trust Fund, be withdrawn, as necessary, to pay for Capital Expenses. (Approximate value of the Funds is \$47,192.) **CARRIED.**

9. NOMINATING COMMITTEE'S REPORT

Appointments

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

The Wardens appointed Rob Hamilton as Treasurer, JoAnn Collett as Assistant Treasurer and Jack Kalil and Gerry Stephen as Auditors for 2020.

Nominations

Leslie Worden was nominated as People's Warden.

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

Dave Muirhead was nominated as Deputy People's Warden.

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

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

Synod Members	1. Richard Fleming
(2 nd year of 2-year term)	2. Laura Beauchamp
Synod Members	1. Marilyn Sullivan
(1 st year of 2-year term)	
Synod Alternates	1. Eileen Mortimer
	2. Leslie Worden

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

Members-at-Large

(1st year of a 2-year term) Joan Matthews

Fr. George Kwari invited other nominations. As there were no other nominations Joan Matthews was acclaimed.

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

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

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

10. APPROVAL OF LITURGICAL MINISTRY VOLUNTEERS

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

- Lay Readers:
Marilyn Brownlee, Derrill Henderson, Jack Kalil, Eileen Mortimer, Shalini Raphael
- Lay Reader in training:
George Ndubuisi
- Lay Eucharistic Administrators:
In addition to those approved in 2018 for a 3-year term, those in 2019 for a 2-year term, approval was giving for George Ndubuisi for a 1-year term.

There were no objections to the above appointments.

11. SIGNING OFFICERS FOR BANKING TRANSACTIONS

Motion: Moved by George Weber and seconded by Peter Brebner that the signing officers for banking transactions in 2020 be as follows: Rector's Warden, Deputy Rector's Warden, People's Warden, Deputy People's Warden, Parish Administrator, Treasurer and Assistant Treasurer and that all cheques must be signed by two persons, at least one of whom must be a Warden or Deputy Warden. **CARRIED.**

12. NEW BUSINESS

Approval was given for the formation of the Renovation Committee with members as follows:

Chairperson: Richard Fleming

Deputy Chairperson: Jack Dymont

Members: George Weber; JoAnn Collett; Pat Hamilton; Eileen Mortimer; Krista Aselford; Laura Beauchamp; Patrick Chen; Gerry Stephen; (Ross Peterson and Incumbent).

Resource person: Marilyn Brownlee.

Fr. George Kwari expressed his thanks to:

- Alice Walsh and Eileen Mortimer the outgoing wardens.
- Frances Macdonnell as assistant organist.
- His wife, Epi and children for their support.

13. ADJOURNMENT

Dave Chisholm moved to adjourn the meeting.

The meeting closed with the Grace at 1:05 p.m.

INCUMBENT'S REPORT

What a year 2020 has been—a year we had never seen, nor ever expected to see. We experienced a good start in 2020, and by mid-March our church service routine was turned upside down.

The church building was closed for in-person worship from March 15 until the second week of September. Being on a Eucharistic fast was a new experience.

During the first few days, I weighed the pros and cons of the worship mode options that were available. The available options were: YouTube, Facebook, Google and Zoom. In the end a decision was made that we should worship via Zoom because:

- ❖ We could worship virtually together, in real time, from our homes.
- ❖ The laity and choir would be able to continue to exercise their ministry.
- ❖ Shut-ins would be able to attend the Zoom worship along with others.

However, using Zoom as a medium meant that we had to “up our tech game” and thankfully, everybody stepped up to the plate. It was a huge learning curve for all us and we are still learning day by day.

The conversion was amazing---from Eucharistic church to a church that feasted just on the word during the Eucharistic fast. How true Jesus' words were, “Man shall not live by bread alone but on every word that comes from the mouth of the Lord.” It was our hunger for the comforting, encouraging, healing words from scriptures and hymns during the most trying times of our lives that kept us looking forward to each service. In addition to worshipping and several bible studies on Zoom, we partied with our Tulip Tea, birthday parties, baby showers, cooking classes and games nights...lots of possibilities!

Then in September we resumed in-person services with a maximum of 50 people. We continued to offer the online services simultaneously with the in-person services. Our last in-person service was offered on Christmas Eve and from there we moved back to online services. Blessed are the flexible for they shall never bend out of shape. It was roller-coaster year.

In the midst of all the changes I was grateful for the following:

- The North and South Transept roofs were replaced at a very reasonable price from a reputable company.
- We raised over \$12,000 for the roof replacement.
- A successful fundraising concert for Algonquin Campus ministry was held and over \$2,800 was raised.
- The Fall Food Fair Team and St. Stephen's Choir worked together to celebrate 2020 Fall Food Fair with a concert and auction, raising over \$9,000 for their efforts.
- The Parish Telephone ministry was introduced as a way of keeping in touch and praying with everybody as needed.

- The Wardens offered great leadership to the parish and support to the Incumbent.
- Marilyn Brownlee adapted well to the changes that were required of us.
- Kacper worked well with the choir as much as he could.
- Thomas Phelps, our Custodian, looked after the building during lockdown.
- Rob Hamilton and JoAnn Collett worked hard to keep our books in order.
- Jack Kalil's ministry as lay reader and as an Altar Server was much appreciated.
- David and Rob Chisholm helped in setting up the hybrid service.
- Simbarashe Kwari who helped me navigate the new 'technical church and world.'
- Hilary Dawson, Pat Hamilton and the Re-opening Committee who made sure we worshipped in safety during amber season.
- I was honoured to baptise Fatmir Tahiri
- The election and consecration of Shane Parker as our Bishop.
- Everyone for your prayers and financial support for the work of the church.

Goals for 2021

- ❖ Hiring a new choir director
- ❖ Start virtual confirmation classes.
- ❖ Start work in preparation for St Stephen's 60th Anniversary, culminating on May 15, 2022 with Holy Eucharist celebrated by Bishop Shane Parker.
- ❖ Update website and Facebook to ensure clarity for those seeking information about St. Stephen's. To make our digital outreach ministry as useful and easy as possible.

St. Stephen's has a great future. Our numbers remain steady. When I see the construction around our catchment area, I think that our community will be much different in the next three or so years. We need to anticipate those changes and position ourselves so that we can benefit from the growth taking place around us. We have the building; we have the resources; what we need now is to develop programmes that will attract the new residents who will soon be moving into our area. Our work for 2021 and 2022 is to attend community meetings, keep our outreach at full throttle and our ears to the ground.

Thank you for the privilege of serving you as your priest in these most challenging times.

I remain yours in Christ,

The Reverend George Kwari
Incumbent

WARDENS' REPORT

Vestry 2020 went off smoothly last February and new Wardens Leslie Worden and Richard Fleming assumed their duties and welcomed deputies Dave Muirhead and Eileen Mortimer as colleagues.

By mid-March, the Pandemic had hit. St. Stephen's was closed resulting in the interruption of all services. This closure also impacted our tenants as well as our church families. We operated under procedures created by the Ottawa Diocese and following guidelines established by our Provincial and National Offices. These procedures were developed to comply with Federal, Provincial and Municipal regulations.

Father George became adept at delivering online services via Zoom, so that those of us with a computer, a tablet, a cell phone or even an ordinary phone could still attend church, and St. Stephen's not only carried on, but we adapted and flourished. Father George also started a Caring Roster, with volunteers from the parish reaching out and keeping in contact with our parishioners throughout this arduous period in our parish families lives. We are so grateful to the team of volunteers who continue to minister to such a large body of faithful parishioners.

With the church closed, every parish was relieved of its obligation to remit to the Diocese its Fair Share Assessment, ECOPS (including clergy housing and travel benefits), Lay Staff Costs, and Insurance Premiums for the months of April and May. We decided to pass the Jubilee to our tenants. We forgave them two months of rent and offered to renegotiate their lease renewals with COVID-19 in mind, when the time came during the summer.

We had ongoing talks with our three largest tenants, Jérôme Lejeune Montessori School, Jesus Is Lord Church and Grace Communion International Church. Unfortunately, due to all the uncertainty, only Jesus Is Lord church is still planning to return to St. Stephen's, after the COVID-19 uncertainty is resolved. Our rental income from our various tenants ceased to exist, our annual fund-raising initiatives were severely reduced and there were no private rentals during 2020.

We have been blest by the very generous support coming from our parishioners throughout the year. They have continued to support their church in traditional ways, with cheques and Pre-Authorised Remittances (PAR), as well as making special gifts through e-transfers. Thank you for your faithfulness.

During the church closure we had to severely limit access to the building. The building was inspected on a regular basis and we continued to pay bills and make deposits. Our Rector and Office Administrator continued to work on our behalf but did so remotely from home.

As summer approached, the wardens took advantage of the empty building and the relaxed restrictions to do an impressive amount of maintenance. The flat roofs of our two transepts were finally replaced. The floor of the lower church hall was stripped and refinished, as was the kitchen, the area where the tables and chairs are stored as well as the stage. The entire church

was thoroughly cleaned including all the pews and furniture, the organ, the alter and pulpit as well as the carpets and upholstery.

The wardens undertook to update St. Stephen's Organizational Structure, keeping it in tune with the Canons, Bylaws and Regulations of the Diocese of Ottawa (CBR's) as well as established common practices. We are also updating the many job descriptions at St. Stephen's.

In late June, direction was received from the Bishop to begin preparations for the safe reopening of churches in the Diocese to the AMBER Phase of the Diocesan COVID-19 Plan (open to some forms of worship and activities with restrictions). Corporation struck a committee to create and implement a plan for St. Stephen's.

The plan included protocols for everything from how to clean and sanitize the church, arrival and departure procedures, seating plans with appropriate physical distancing and how to safely distribute communion. A weekly registration process was put in place to ensure the 50-person capacity was not exceeded. The plan was approved by Corporation and presented to both Parish Council and the Parish. On September 13, St. Stephen's safely welcomed parishioners back to in-person worship. Special thanks for our continuing safety to the Reopening Team headed by Hilary Dawson and Pat Hamilton.

The wardens have so many people to thank for such a successful year amid all the challenges we faced.

Thank-you to the choir and to Kacper for providing a great selection of music throughout the lockdown and during the partial re-opening of St. Stephen's. T

Thank-you as well to David Chisholm for helping to upgrade the churches audio-visual equipment.

Thanks to Marilyn for being a good-natured support at all our meetings, and for sending out prompt minutes to keep us on track.

A big 'thank-you' to Father George for his untiring leadership and finally thank-you to all our parishioners for your continuing faithfulness.

Leslie Worden and Richard Fleming,
2020 Wardens

FELLOWSHIP CLUSTER

The Fellowship Cluster includes: Parish Fellowship in General, Women's Fellowship, Men's Fellowship, Coffee Hour and The Fall Food Fair. Their respective reports are as follows:

GENERAL FELLOWSHIP:

This committee is made up of a chairperson, Pat Hamilton and two co-chairs, Sally Weber and Richard Fleming. Leslie Worden has joined our fellowship advisory committee. We organize or help to organize various fellowship events throughout the year. If elected by Vestry, all of us plan to return this coming year.

2020 started off as a busy fellowship year. However, when the Pandemic hit in early March, all our in-person events were cancelled. We then had to devise virtual fellowship events. In this time of self-isolation, we feel it is important to keep in touch with each other and have fun doing so.

The Following Is A Brief Summary of the Fellowship Events in 2020:

JANUARY:

In January we had two celebration cakes at coffee hour. One for the Reverend A-J Cottreau, who celebrated Holy Eucharist with us on January 5. The other for Mason Davis on January 26, to mark his one-month anniversary of his Baptism which took place on Christmas Eve. At that time a baptismal cake was not possible due to the timing of several services.

FEBRUARY:

February 9, we celebrated Black History Month. Following the inspirational service with a guest speaker and choir, we had a special lunch with ethnic food and a celebration cake. Thank you to Shirley Brathwaite, Roshini Nadarajah and Denise Isaacs for providing the delicious lunch.

February 23, we had a cake to celebrate Baden-Powell/Boy Scout Sunday at coffee hour.

February 25, we held our annual Shrove Tuesday Pancake Supper. This event was put on by the men of the Parish and organized by Richard Fleming. A big thank you to all the men for a fun evening and delicious supper.

MARCH:

March 1, we held our annual Vestry meeting with a brown bag lunch. There was a cake to celebrate the end of a good year at St Stephen's.

March 6, St. Stephen's hosted the World Day of Prayer service followed by a lunch. Volunteers from various churches in the area including St. Stephen's helped organize this event and provided the lunch for approximately 70 people. The Ambassador of Zimbabwe, Her Excellence Ruth Masodze Chikwira, and Fr. George Kwari spoke at the service which was very meaningful. The generous thank offering was given to the World Day of Prayer Organisation. Thank you to all who made this day such a big success.

March 8, we held a special Zimbabwe Church service. Following the service, we had an informal lunch, giving us the opportunity to enjoy Zimbabwean food, hear marimba music and enjoy a piece of cake.

March 13, the Pandemic caused the closure of all Churches until September 13. We now gathered on Sunday virtually via Zoom. As a result, this required a great amount of ingenuity and hard work to stay connected as a church family. As for fellowship we were able to come up with some virtual fellowship events for the rest of 2020.

With concern for our parish family and as a fellowship outreach project, a Phoning Committee was established to contact all our parishioners on a regular basis. 10 volunteers contact 152 families which includes 295 individuals. This ongoing ministry is very worthwhile, especially for seniors and people who live alone. Thank you to all who are making these much-appreciated phone calls.

JUNE:

June 14th, we held a virtual Annual Parish Picnic. After our regular Sunday Zoom service, we broke out into "breakout rooms" with a leader in each group. We were encouraged to bring a "picnic" to eat while the room leader led us in games. There were approximately 30 zoom connections (approximately 45 people) who stayed for the "picnic". The folks who joined had a good time.

JULY:

July 10, we held a Zoom music concert to raise money for our new Transept roofs. This concert was in conjunction with the Salvation Army Band and Choir, St. Stephen's Choir and St. Paul's Hazeldean Church Choir. Thank you to Kacper Wacławski and others for all their hard work and creativity in producing this amazing concert. It was a great success. We raised \$2,300.

AUGUST:

August 24, we held a Zoom Baby Shower for little Priscilla Olajide, the daughter of Ifeoluwa and Yemisi (Florence) Olajide. Priscilla was born early in August.

Following the welcome we presented a pre-recorded interview with Ifeoluwa and Yemisi. They told us about their life in Nigeria and Canada as well as the unusual circumstances around little Priscilla's birth. Following the interview, we held zoom breakout rooms where people had an opportunity to enjoy their dessert and visit with 5 other friends. In lieu of gifts due to COVID-19, people made monetary donations to the family amounting to over \$700. The family was very thankful for the lovely Zoom baby party and the gift. A good time was had by all.

SEPTEMBER:

September 6, "Ice Cream Sunday"! This had been planned before the COVID-19 outbreak. In order to continue with our fellowship events people were encouraged to bring their ice cream or dessert to Zoom breakout rooms following the service.

September 13, we were able to reopen our Church for worship with a maximum of 50 people following very strict Government guidelines. We also continued with our online Zoom service at the same time. This gave people the choice as to where or how to worship. However, there were no in-person social events allowed at this time.

OCTOBER:

Sunday, October 11, we had a special Welcome Service (in-person and on Zoom) to welcome the new parishioners who joined St. Stephen's over the past year. Two of the new parishioners, Barbara Chimhandamba and Philip Sellers, were interviewed. These recorded interviews were shown after the church service. They were enjoyed by both the parishioners in church and on Zoom. It was a good way to get to know these new friends a little better.

October 24, Shalini Raphael held an Indian dinner cooking event on zoom. This was a really fun evening as we cooked Indian food in our own kitchens. We mounted our computers on our kitchen counters so that we could see and talk to each other while we prepared and cooked our food. We received instructions, asked questions and laughed a lot. The evening culminated with eating our dinner together on Zoom. We all agreed the food produced was delicious. Thank you so much Shalini for this novel event. I hope we can do something similar in the new year.

NOVEMBER:

November 13, we held a virtual Fall Food Fair Concert to raise money not earned this year from our annual Fair due to COVID-19. We were entertained by several musical groups starting with Kasper's organ prelude, The Russell Male Choir, the musical group Plaid, the Sikubwabo sisters, St. Stephen's choir and the Caelis Academy directed by Matthew Larkin. During the concert we were able to sell bottles of jams, jellies, pickles etc. that people had made during the summer. Thank you to JoAnn Collette and your team for all your hard work in organizing the sale and distribution of these items. The Fall Food Fair report is included later in this report.

November 20, Algonquin College Campus Ministries held a Virtual Concert to raise much needed funds for their programme through St. Stephen's Zoom site. It was a very enjoyable concert. St. Stephen's choir was among several musical groups who entertained us.

November 22, we honoured Jack Kalil. He has retired after 50+ years of lay ministry. It was a lovely service for a very honourable and kind man. The parish presented him with special plaques and a gift card to a local restaurant which Jack and his family will enjoy. Thank you, Jack.

It has been a challenging year for all of us. I think we have made the most of keeping in touch with our St. Stephen's family as best we could. I do apologize to our parishioners who were unable to join with us virtually due to various circumstances. I would like to thank all the families and friends who went out of their way to help others join on Zoom.

In closing, I would also like to say a big Thank You to my committee, Sally Weber, Richard Fleming and Leslie Worden. You are a great support, have good ideas and pitch right in to get the job done. Also, I would like to thank Father George Kwari, Simba Kwari and their team for all their ideas and help to adapt fellowship events for Zoom. You all did an amazing job to help keep our parish connected. Last but not least, a big thank you to our church family for your cheerful willingness to help out with the running of these fellowship events both actual (in early 2020) and virtual. You are eager to help with whatever needs to be done, setting up, cleaning up, providing areas of opportunity and taking part. Thank you.

Pat Hamilton
Chair of the Fellowship Cluster

WOMEN'S FELLOWSHIP REPORT:

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

Events for 2020:

January 6, Dave Chisholm, a member of the Royal Astronomical Society, gave a very interesting presentation on outer space, the stars and planets. The talk was open to all members of the parish and was well attended. Thank you, Dave.

January 26, Women's Fellowship held a successful bake sale to support their various financial commitments.

February 3, Anne Taller gave a presentation on The Humble Origins of the Door of Hope, Mission Dolls in China, which dates back to the 1900s. This was a most interesting evening. Thank you, Anne.

Anglican Church calendars, which are sold as a fundraiser, were sold by St. Stephen's on behalf of Women's Fellowship this year, due to the Pandemic. They were purchased through the Church Office with proceeds going to the Women's Fellowship Group.

The Bales. During the year, new items are collected and donated to the Bales. These items are packed into bales and then transported to our northern communities. These donations are very much appreciated by our brothers and sisters in the north. However, this year we were unable to pack and send the bales due to the pandemic. Items are still needed so please continue to save them. They will be collected and delivered when we are able to gather again.

Greeting cards are sent from Women's Fellowship to parishioners who are sick or grieving. A gift was given to Dallacy Tukkiapik at Christmas. Women's Fellowship also provides the Baptismal cakes at coffee hour as we celebrate each Baptism.

Ruby Elver
Recording Secretary

WOMEN'S FELLOWSHIP FINANCIAL REPORT

Balance Forward January 1, 2020		\$275.14
---------------------------------	--	----------

Revenue

Calendars	419.50	
Bake Sale	537.50	

	957.00	+ 957.00

		1232.14

Expenses

Celebration Cakes	19.99	
Christmas gifts for Residents	206.64	
Christmas gift for Dallacy (2019 & 2020)	113.39	
Bank service charges	3.00	
Donations to coffee fund	60.00	
Honoraria for guest speakers	100.00	

	503.02	- 503.02

Balance at December 31, 2020		729.12

Sue FitzPatrick
Treasurer

MEN'S FELLOWSHIP REPORT:

Men's Fellowship did not meet in 2020, so there is no report. However, there are plans to start a Men's Fellowship group when the pandemic is over.

COFFEE HOUR REPORT:

We missed the fellowship enjoyed at Coffee Hour in the church hall in this past year. Zoom break out rooms, following the 10 a.m. service have helped to keep us connected. Van Houtte terminated its coffee delivery service business as of March 2020. Van Houtte has transferred ownership of the current coffee equipment we use to Canadian Springs, so we are now dealing with them.

Sally Weber
Coordinator

FALL FOOD FAIR REPORT:

We had a successful first time "virtual" 2020 Fall Food Fair!" Who would believe we could do it? We sold jams, jellies, pickles and tourtières. Thanks to everyone who donated items.

Thanks to Kacper, Father George and others who put together the FFF concert to help support our St. Stephen's ministries. A number of people donated to the concert, which helped raise \$9,860.

Who knows, we may have the FFF this year – Saturday, November 7, 2021.

JoAnn Collett
Convenor Fall Food Fair

LITURGICAL CLUSTER

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

The Liturgical Committee meets every two-three months to review the schedule of services and to consult on all matters liturgical. The minutes from these meetings allow everyone involved in liturgy to be on the same page.

This has been an unusual year with the pandemic keeping us out of the church building for most of the year. With Fr. George's assistance we were quickly able to bring our church online. As we moved to limited in-person services in September, upgrades were made to our sound system, network, and video console so that we could effectively broadcast from the church to those who were at home on Zoom. Even when services return to "normal" it is expected that we will continue to offer the option of participating online.

CHOIRS

The Senior Choir worked with our Music Director, Kacper Wacławski to create online anthems and hymns for the church services. Thanks to Kacper for pulling all this together. We are thankful for the participation of Frances Macdonnell and Aleesha Katary as accompanists and soloists.

Our biggest challenge moving into 2021 is the loss of Kacper as our Music Director. The choir will be working with the wardens to figure out the best way forward.

Thank you Kacper for all your work and dedication with us over these last five years!

ALTAR GUILD

The 'Guild' team continues to serve with dedication, quietly and faithfully with four rotating groups throughout 2020 when we had services in the church. A special thank you to the coordinator, Heather Loates. We would also like to thank Ruth Belyea for working on the flower arrangements. Through her work, using local flowers, we have saved significant money on the cost of flowers.

PRAYER MINISTRY

The Prayer Ministry members rotate in pairs on a weekly basis. The team prays with people during the Eucharist and following the service. Shalini Raphael, Dawna Moore, Mary Jane Dymont, Ruby Elver, Cynthia Mortimer, Ruth Belyea and Sally Weber are regulars, with Beverley Chen as a spare. Thank you all for your involvement and dedication. If you feel called to be part of this rewarding ministry, please speak to Fr. George or one of the team members.

LAY READERS

During 2020 the Parish was fortunate to have the experience and dedication of our six Lay Readers — Derrill Henderson, Marilyn Brownlee, Eileen Pomerleau, Jack Kalil, Shalini Raphael and George Ndubuisi. Jack Kalil decided to retire after many years of service, and we would like to thank him for his ministry. A special service was held in November to recognize and thank him for his many years of service.

SERVERS

Thank you, Alice, Lauren, Aleesha, Shalini, Greg, Simba, Darius and Stephon for the wonderful work you do regularly to assist the Lay Readers and Clergy at the celebration of the Eucharist. With more volunteers, we can make the job of serving less demanding, especially when vacation time rolls around. We hope to engage you more once we are fully re-opened.

SIDESPEOPLE

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

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

A big "thank you" to all the Sidespeople.

GREETERS

We presently have four teams of Greeters with two people per team. The main purpose of the Greeter is to welcome everyone to our church service and ensure no one is left out on their own during or after the service.

Dave Chisholm
Liturgical Coordinator

EDUCATION CLUSTER

Church School and Youth

Our Church School began the year with a nursery, junior class and senior class. There was a total of 27 children on our roster with fluctuating attendance week by week.

A highlight for the senior class in the early part of the year was their very successful bottle drive and bake sale to raise funds to purchase a lilac tree to plant on church property. The tree planting was postponed because of the pandemic and will take place as soon as is feasible.

The Youth Group, led by Debbie and Dave Chisholm, continued to meet on a Sunday morning in both January and February. After discussions during the Church School hour using the 'Alpha Youth' videos, they shared lunch together and stayed for games until 1 pm.

The arrival of the pandemic and the closure of church buildings in March necessitated approaching church school differently. The older children and youth contributed regularly to Sunday morning zoom services through reading, sharing their musical talents and using their technological expertise behind the scenes. For the virtual picnic, where we observed the National Indigenous Day of Prayer, they prepared prayers based on the teachings of the seven grandfathers.

The older children and youth met a couple of times virtually for games, a 16th birthday celebration for one of their members, and a worship/games time with Father George. They were also invited to join St. Stephen's virtual Tulipathon Team in support of the Multifaith Housing Initiative.

In preparation for Advent, a virtual, intergenerational craft session was held to create our characters for the journey. Each Sunday in Advent, during the Sunday morning zoom worship service, Marion Agnew invited a church school family to share their journey with Mary and Joseph to Bethlehem. We witnessed some amazing and creative journeys!

Adult Education

The Lenten study, led by Father George, challenged us to think about each of the seven words from the cross. In May, Father Michael led a very informative four-week bible study focusing on a different parable each week. The Advent series focused on the "journey" with particular emphasis on the words used this year for our Advent wreath: waiting, trust, patience and courage. Participants also shared stories about their unique nativity sets. Our thanks to Father George and Father Michael for embracing the challenge of holding the bible studies on zoom.

Pat Hamilton's women's cell group continues to meet biweekly on zoom for fellowship, bible study and prayer.

Library

The church library, located in the Shalom Room, offers a variety of Christian materials for parishioners to borrow. Unfortunately, the library has not been accessible during the pandemic.

In conclusion, thank you to all those who shared their gifts and talents over the past year in support of the children/youth: the church school teachers and helpers, the youth leaders and some parishioners. In particular, special thanks to Father George for his support, guidance and encouragement during this challenging year.

Hilary Dawson, Coordinator

PROPERTY (CAPITAL BUDGET)

The major project of the year was the replacement of the north and south transept roofs in the summer. The work was done by Sanderson Roofing and completed within the contracted time frame. A number of Capital Projects were undertaken by JoAnn Collett, Dave Chisholm and Richard Fleming as follows: JoAnn ordered new 6-foot folding tables; Dave installed the bulletin board in the family area of the north transept and assisted with the re-gluing of sound baffles on the base of the balcony; and Richard arranged the purchase of a new vacuum cleaner, the upgrade of ADT Security System and the stripping and refinishing of the hall and kitchen floors. Thank you all. And thank you to Gerry Stephen who is always there when I need a second pair of hands or advice.

Completed BUDGETED CAPITAL PROJECTS for 2020 include:

- 1) Re-roofing of North and South Transepts
- 2) Inspection and certification of the Fire Alarm System
- 3) Maintenance of the heating/cooling systems
- 4) Service of the exterior Exhaust Fan
- 5) Recertification of 3 fire extinguishers
- 6) Purchase new 6-foot folding tables
- 7) Installation of new bulletin board in north transept family area
- 8) Air duct cleaning of Mary Lark Hall
- 9) Purchase of new vacuum cleaner
- 10) Service of the lawn mower
- 11) Application of lawn fertilizer

The following UNEXPECTED, UNBUDGETED CAPITAL PROJECTS were also completed:

- 1) Repair of leak at Watson Street Entrance
- 2) Replacement of corroded drainpipe in Lower Mary Lark Hall
- 3) Replacement of leaking fire extinguisher in Sexton's room
- 4) Replacement of six emergency light units
- 5) Repair of faulty circuit in south staircase of Mary Lark Hall
- 6) Completion of City of Ottawa Backflow Potable Water survey
- 7) Upgrade of ADT Security System
- 8) Stripping and re-finishing of church hall and Chancel floors.

Miscellaneous CAPITAL PROJECTS were completed. Such as:

- 1) Replacing furnace and kitchen fan filters
- 2) Resecuring kneeling panel in front of choir pews
- 3) Installing locks on stage storage doors
- 4) Removal of dead Flowering Crab and Mountain Ash Trees
- 5) Patching concrete steps by labyrinth
- 6) Replacing tap handles in UMLH washroom
- 7) Re-gluing sound baffles at base of balcony
- 8) Installing brackets to hang 12-foot ladder
- 9) Replacement of 5 ceiling light bulbs in church hall and 3 fluorescent bulbs in Shalom room

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

I would like to also thank Marilyn Brownlee and the Wardens for their assistance and support.

George Weber, Coordinator

OUTREACH CLUSTER

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

Breakfast and Lunch Programs (Foster Farm)

To date, the Breakfast / Lunch program has been on hold as directed from Public Health Ottawa due to the COVID-19 Pandemic Restrictions. This hold has been in play since mid-March 2020 when schools were closed to on-line learning only. The breakfast / lunch program will remain on hold till April 30th and more likely Sept. 01st 2021.

There is currently \$835.00 (in trust) in the West End Inter-faith (WEIF) bank account designated for the program when it may start up again. It is therefore our recommendation that we suspend further financial support for this next upcoming year, as there appears to be sufficient monies at present, however if need be, we could re-visit this if the current situation changes and monies are required.

Marg Muirhead, Coordinator

Emergency Food Cupboards

For a relatively brief period in 2020, St. Stephen's continued its support of the emergency food centres at Morrison Gardens, Pinecrest-Terrace and Britannia Woods, through food donations from our Sunday services.

Two developments occurred during 2020 that had significant effects on the Emergency Food Cupboards in terms of their operation and personnel.

COVID-19

Prior to the pandemic, the food banks not only served as a food life-line to many, but also an important meeting place for lonely or isolated individuals within the communities. While waiting along with others in a small communal room to pick up their food, clients could enjoy friendly conversation and often some light refreshments such as coffee, tea or soup. Soup and casserole kits were frequently distributed, as well as various nutritious recipes. The Ottawa West End Community Chaplaincy (OWECC) Chaplain could frequently be found at the food banks, interacting with the people by lending a sympathetic ear or perhaps by offering spiritual or personal advice upon request.

The pandemic brought with it the need to implement drastic changes to the way in which the food banks operated. Very strict protocols were put in place for the handling and distribution of the food and they continue to be very carefully adhered to. The food banks now run on a modified schedule and services are available by appointment only. Since the Community Houses have very small rooms, social distancing protocols have drastically limited entry to most people other than staff. Food boxes are put together for each client in accordance with family size and staff members place each client's box on a designated table, outside of the building for the client to pick up. COVID-19 has created a very sterile environment indeed however, the need for help is still acute in our neighborhoods and the food bank customers must keep coming.

Pinecrest-Queensway Community Health Centre (PQCHC)

In 2020, the control and operation of food banks at Morrison Gardens, Pinecrest-Terrace and Foster Farm, along with all of their assets, were transferred and now fall under the support and management of the Pinecrest-Queensway Community Health Centre (PQ). This transfer of control and management brought significant advantages:

- a) PQ has an extremely large financial support base that would help ensure a long-term stability and sustainability for the food banks
- b) PQ has paid staff members who can fill in for any food bank volunteers who are absent
- c) PQ has a great deal of expertise in terms of staffing, legal and health issues etc.

We look forward to the days when COVID-19 is behind us and we can resume our deliveries to the food banks and see our old friends once again.

Marilyn Van Dusen, Coordinator

Furniture Project and Warehouse Fund

Since there is no coordinator, parishioners can contact The Furniture Bank of Ottawa (Matthew House) at 613-591-6681, or e-mail <http://furniturebankofottawa.org/> for any furniture donations or pick-ups. When requesting a pick-up of furniture from your home, a small donation is requested for the organization.

Scouting Movement Scouts Canada – 123rd Ottawa

The 123rd Scouts have had a challenging year in that we were not allowed to meet in-person for a significant portion of the year. We had a brief period in the fall where we were able to meet outside. Sections have been meeting virtually as they are able.

We appreciate the continued support from St. Stephen's.

As of January 1, 2022, I will be stepping down as Group Commissioner and handing the reigns over to Rob Chalmers. I will continue to be active with the 123rd Ottawa in a different capacity.

Dave Chisholm, Group Commissioner, 123rd Ottawa

White Gift Fund

This past Christmas season, through your very generous White Gift Fund donations, St. Stephen's was able to once again carry out another very successful "Grocery Gift Card" campaign. Through our distribution of Metro cards, we were able to help ensure that a total of 124 people, with 57 of those being children, could enjoy a good Christmas dinner. COVID-19 restrictions understandably made delivery of the gift cards a little more complicated than in previous years, however, all deliveries were carried out successfully. Many of the recipients send their sincere thanks and appreciation for the kindness that you have shown them. On behalf of the Outreach Committee, I would like to thank all those at St. Stephen's for your wonderful support.

Marilyn Van Dusen, Coordinator

Rector's Discretionary Fund

Parish Aid and Relief provides money and grocery gift cards that we give to the less fortunate in our community. Much of these funds are budgeted and it remains all confidential.

Diocesan Outreach Ministries

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

- The Well / La Source – a day program for women & 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 are needed but have been restricted this past year due to the pandemic.

Bales for the North

Our bale donations for spring of 2020 were not shipped to the northern communities due to COVID-19. When safe conditions return, we will again send your donations.

Joan Matthews, Coordinator

Pastoral Care:

Queensway Carleton Hospital Visiting

Martha Greatrex, Sally Weber and Mary Jane Dymont are pastoral visitors at the Queensway Carleton Hospital. On Wednesdays and Thursdays in January, February and until March 13, we WERE visiting Anglicans in the hospital. We are appreciated by the patients and staff alike as many patients are very lonely and their days can be long. We listen, reminisce, and reflect with these patients. Their smiles bring them and us joy.

Since COVID-19, Pastoral volunteers have not been allowed in the hospital. We do not know when we will be able return.

More visitors are required to assist in this ministry. The Pastoral course is required for this work. Please contact Mary Jane Dymont or Father George if you are interested in this ministry.

Mary Jane Dymont, Coordinator

Home Visiting Program / Calling Program

Before COVID-19, shut-ins were contacted and/or visited by a team of volunteers. Home communions with Father George were taken at Easter and Christmas. The office kept records of these visits and referred concerns to Father George, as necessary.

During COVID-19, all members of the Parish have been on one of many phone lists. As a caller and a recipient, I have enjoyed these phone visits. A relationship develops over the months of calling and we all feel very connected. Some feel that these calls should continue once we are back to 'in house' worship.

Mary Jane Dymont, Coordinator

Tulip Tea

Due to COVID-19, the annual Tulip Tea went virtual this year. We were thrilled with the response of those who joined via Zoom along with their own teacups and dainties. Interesting stories were shared about the history of these teacups — be it wedding shower gifts, Gramma's gift or celebrating a special occasion.

A video of the Keukenhof Gardens in the Netherlands told the history of the gardens and took us on a stroll through the tulips. Even Tiny Tim sang along with "Tip Toe Through the Tulips".

All enjoyed the event and we look forward to the 2021 version of The Tulip Tea in whatever form it takes.

Mary Jane Dymont, Coordinator

Algonquin College Campus Ministry

The Algonquin College Ministry is a continuing initiative for St. Stephens and is a very important and essential one!! Their work is directed towards young adults living on their own, who at the same time are dealing with many stresses and challenges of various kinds. It is so important that these young students have someone close by to go to for any help and/or guidance. In 2021, St. Stephen's will increase their contribution to \$1500.00 towards this most worthwhile Ministry.

Marg Muirhead, Coordinator

West End Villa / Westwood Retirement Home / Redwood Retirement Home

Retirement home services were suspended in March 2020 due to the Pandemic. However, Father George has kept in touch with the three homes via telephone and e-mail. A couple from Redwood Retirement home have been attending our Zoom Church services. Just before Christmas a new CD was put together with Christmas carols. These were recorded during the time of Helen Kalil and the residents truly appreciated them.

On another note, St. Stephen's is looking for volunteers who can help with phone calls or sending emails to the residents that are not on our parish lists. If anyone is interested in helping with this rewarding task, please contact Father George or Marilyn Brownlee.

Thankyou.

Ottawa West End Community Chaplaincy

The Ottawa West End Community Chaplaincy (OWECC) has, over the years, provided compassionate, physical, emotional and spiritual support to those living in various low-income communities in the west end of Ottawa. Reverend Steve Zinc, a Baptist pastor, has carried out pastoral care and crisis counselling as requested and visited local food banks to make contact with their volunteers and clients.

COVID-19 significantly affected the Chaplaincy's work throughout 2020. Very severe restrictions were put in place so that Reverend Zinc was prevented from physically visiting the various Ottawa Community Housing neighborhoods as he used to. He has kept in touch via telephone with many people in the neighborhoods and many sought him out for pastoral or crisis counselling or advice.

on matters spiritual or personnel. The Chaplaincy has done its best to respond to all those seeking help.

COVID-19 unfortunately led to the cancellation of the 2020 camping weekend that was set for June 12–14 at Camp Otterdale (SW of Perth). It was regrettable that this unique camping experience for up to 50 residents had to be put on hold but hopefully it will be “a go” in 2021.

Another COVID-19 cancellation in 2020 included a planned visit from Chaplain Steve Zink to St. Stephen's. We will make every effort to re-schedule that visit for 2021.

Marilyn Van Dusen, Coordinator

Primate's World Relief and Development Fund

PWRDF's work with its partners this year, from seniors living alone in Canada to refugees in South Sudan, made a difference in a hurting and hungry world. PWRDF's annual report for 2019–2020, at pwrdf.org gives many stories of the results of the hard work that they, and their partners, have accomplished in Canada and around the world.

This past year, they responded to many humanitarian crises and natural disasters, including:

- the effects of Hurricane Dorian in the Bahamas and the Turks and Caicos
- a series of earthquakes in Mindanao region of the Philippines
- the devastating wildfires in Australia.
- families in Zimbabwe affected by Cyclone Idai (funds were matched fourfold by the Canadian Foodgrains Bank).

PWRDF's long-term programs also seek to improve the lives of people everywhere. Having just ended, their four-year 'Maternal, Newborn and Child Health Program' benefited over one million children living in countries around the world. In Canada, PWRDF supported, among many other projects, the Anglican Church of Canada's suicide prevention and counselling initiatives in Northern Manitoba Indigenous communities. Lastly, the Government of Canada recently announced further support for PWRDF and its partners to help respond to the effects of COVID-19 into 2021.

The work of PWRDF and their partners is only possible through the continued support and encouragement of Canadians from coast to coast to coast. They are also grateful for the prayers of their many supporters and for the many hours of their volunteers. Donations can be made online at pwrdf.org or through your church offering envelopes.

Debra Boyd-Chisholm, Coordinator

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

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

Our most recent sponsorship involves a family of three people, originally from Yemen — a mother, father and their young 10-yr old daughter. When civil war broke out in their country, they fled to Jordan where they lived in a refugee settlement, in a very small 1-bedroom apartment without kitchen facilities. Despite the fact that the father is a tailor by trade and the mother a high school graduate, neither one could get work in Jordan without residency status. They were forced to live on a very meagre UN Refugee allowance for approximately 5 years.

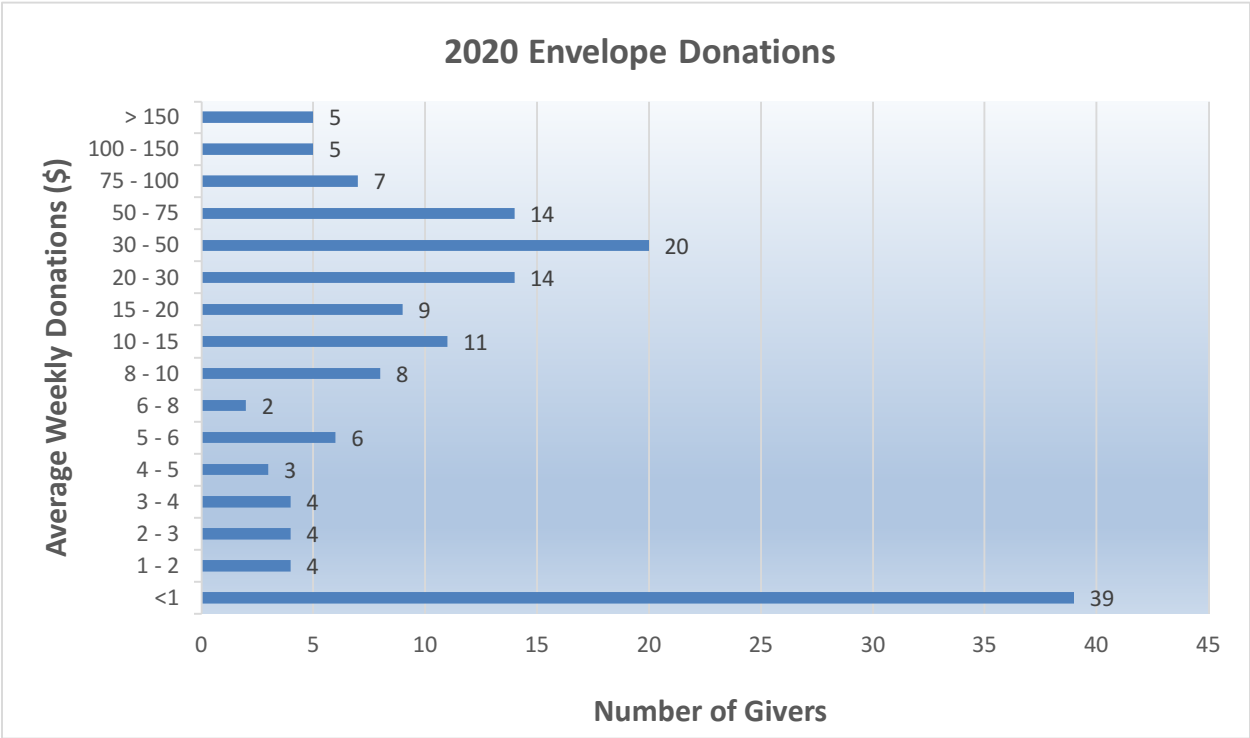
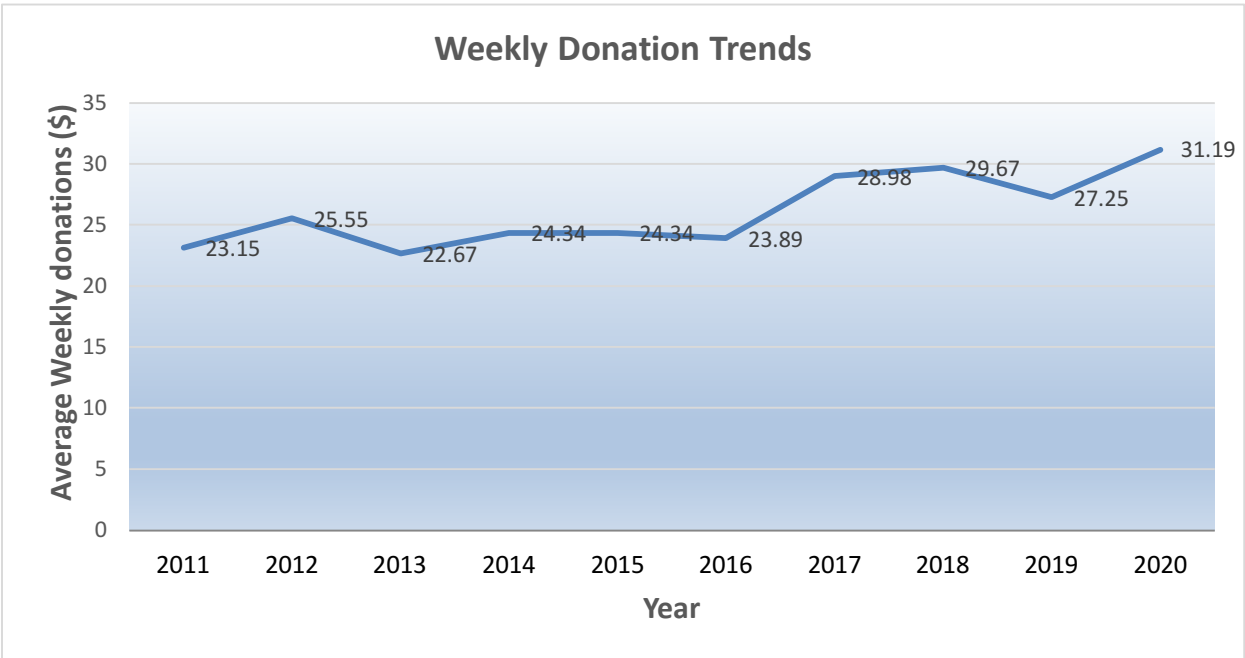
Efforts to initiate this sponsorship were begun by the refugee mother's sister, Nadia, who is a registered practical nurse working here in Ottawa. She was extremely anxious to help get this little family to Canada and had saved all of the necessary funds required for a one-year sponsorship. She needed help, however, in navigating through all of the various steps and bureaucratic paperwork involved and approached St. Stephen's for help. Rev. Kwari referred Nadia to Refuge N.O.W. and after several discussions and meetings, Refuge N.O.W. agreed to participate. The family arrived in Ottawa on December 9th, 2020, right in the middle of the pandemic and they immediately had to enter into a 14-day quarantine period. They are now living with Nadia in her apartment and will continue to do so until probably the fall of 2021 when they will get their own apartment. Laura Beauchamp has done a masterful job in terms of finding some fantastic furniture for the apartment. Until their move, they will concentrate primarily on learning English, either through attending classes in person or remotely, where necessary. The young daughter will be enrolled at Pinecrest Public School in 2021.

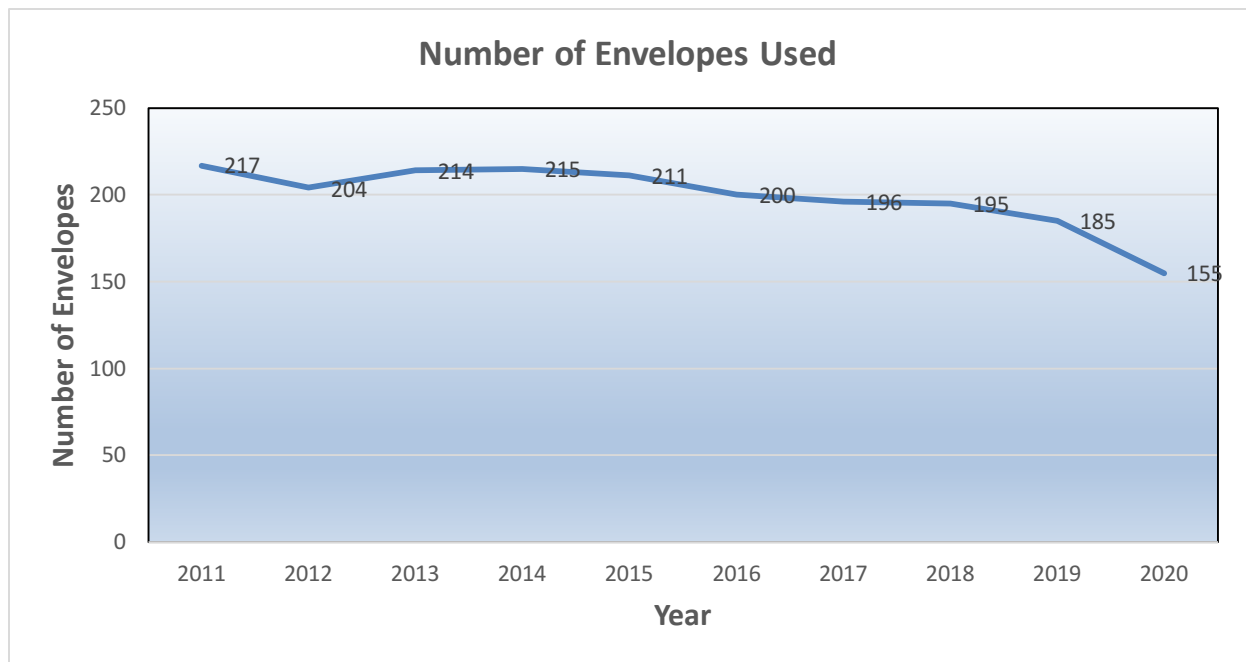
We look forward to welcoming this little family to St. Stephen's to meet our parishioners when COVID-19 is finally behind us.

Note: A very sincere thank you to Peter Anderson and Dorothy Coverdale, both veteran Refuge N.O.W. members whose experience, expertise and incredible patience, helped guide us through the endless paperwork to make this sponsorship a reality. Thanks also to Don Smith and Joyce Courvette from the Refugee Ministry Office of the Anglican Diocese of Ottawa for their invaluable input as well.

Marilyn Van Dusen and Laura Beauchamp

ENVELOPE SECRETARY'S REPORT





Sue FitzPatrick

COUNTERS

Once a week a team made up from the following group of dedicated people have met at St. Stephen's to count the weekly offerings: Barbara Elliott, Sue FitzPatrick, Judy Howcroft, Nancy Phillips, Eileen Mortimer, Gerry Stephen, Alice Walsh and George Weber. In total, these individuals normally contribute approximately a 110 person hours per year to this ministry. 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. From March to September, when COVID-19 regulations were put in place to limit access to the church, the Deputy Rector's Warden, Eileen Mortimer, undertook to count weekly offerings and other revenues received. Thank you, Eileen. 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

TREASURER'S REPORT

Financially, 2020 was impacted drastically by the COVID-19 pandemic. Our church buildings were closed to us for most of the year. This meant that we lost our major tenants for the last nine months of 2020. Despite this significant loss of revenue, with thanks to the Diocese Jubilee Program, as well as lower operating expenses and the use of our reserves to pay for capital expenses, we finished the year with only a small deficit of **(\$4,445)**.

The Diocesan Jubilee initiative forgave two months payments (approximately \$46,000) to the Diocese. The monthly Diocesan payment includes remuneration for our staff, our Fair Share obligation to the Diocesan budget, insurance for our church buildings, and a credit from the Rectory Trust Fund.

Thank you to our parishioners and others, who continued to contribute so generously throughout the year.

The following reports for the fiscal period ending December 31, 2020 and the 2021 Budget as approved by Parish Council, are for your consideration at Vestry.

Balance Sheet Comparison as of 31 December 2020 **(Appendix A)**.

- This reports St. Stephen's assets and liabilities.
- Our **net worth**, shows an increase of **\$20,429** in 2020.

- **Long Term Investments:**

Consolidated Trust Fund	Market Value as of Dec 31/20	
Memorial Endowment Fund		4,728
Cash Reserves		214,374
Gallanger Trust Fund		11,446
Dorothy Jones Trust Fund		70,643
Consolidated Trust Fund	TOTAL	<u>301,191</u>
Rectory Trust Fund	TOTAL	<u>179,838</u>
Long term Investments	TOTAL	<u>481,029</u>

Consolidated Trust Funds (CTF) and Rectory Trust Fund (RTF)

- Dividends are paid quarterly and add to our investments throughout the year. The Gallanger and Dorothy Jones dividends are issued to us by cheque and contribute to our annual revenue. The Memorial Endowment and Cash Reserves dividends are reinvested in the respective funds.
- These funds are held for us for specific purposes by the Diocese and managed on our behalf. They are shown as Assets on our Balance Sheet.
- Some of these funds require application to the Property and Finance Committee of the Diocese to release these funds for our use. The Committee assures that the

funds are to be used as specified in the stated purpose of the fund when they are deposited in the CTF.

- We withdrew \$33,900 from the Gallanger Trust fund, as authorised by the Property and Finance committee, as it was the cost of the Transept Roof Project quoted in our application to the committee.
- The RTF dividend is given as a credit to us (line 50052 in Appendix C & D), which is applied toward the cost of the Rector's housing allowance.
- The market value of our holdings in the CTF and RTF have increased by **\$18,410** in 2020. This is in spite of our withdrawal of \$33,900 from the Gallanger Trust (CTF) to pay for capital expenses. These included topping up to the full cost for the Transept Roof Replacement project.

Reserves Report as of 31 December 2020 (Appendix B).

- Our Reserves record offerings that are received and are surplus to our requirements in the year that they are offered. They are available for use when needed.
- This report shows the opening balance (As of Jan 1, 2020), the inflows and outflows, and closing balance of each Reserve.
- Our Reserves have increased in value by **\$10,613**.
- Our reserves are reported as liabilities (deferred revenue) on the Balance Sheet. These funds are held in trust for the specific purpose specified when needed.
- **Funding Capital Expenses:** We continued to use our Capital Reserves (e.g. Gallanger Reserve and Audio Visual Reserve) held in our St. Stephen's Reserves. (see Balance Sheet), to pay for our capital expenses in 2020.
- We withdrew \$33,900 in cash from the Gallanger Trust Fund (CTF). After funding our capital expenses, the remainder of the withdrawal was placed in our Gallanger Reserve. The balance of **\$17,060** in our Gallanger Reserve is available for future capital expenses.
- The Transept Roof Project is now fully paid. The money was contributed by generous donations from our parishioners, from memorials, from fund raising efforts and \$6,510 from the Gallanger Trust fund.

2020 Income Statement vs 2020 and 2021 Budgets (Appendix C & D).

- This report compares actual revenue and expenses to the budget passed at Vestry and as updated for Parish Council throughout the year. It also shows the budget proposed for 2021.
- Our revenue for 2020 was **\$346,862** , while our expenses were **\$351,307**.

- **Donations from Organizations Using our Facilities:** Total contributions from organizations using our space in 2020 is **\$24,885**. This reflects receiving only three months rent from our major renters in 2020.
- **Building:** The costs of most services and utilities were down because of the reduced occupancy caused by COVID-19.
- **Administration:** The costs of administration were up because of having to operate church activities in accordance with COVID-19 restrictions.

Growing in Faith Together (GiFT) (Appendix E)

- We received \$150 from the Diocesan GiFT office in 2020.
- The Diocesan GiFT Campaign is now complete. We are using the GiFT money to support new initiatives and respond to requests for financial assistance in the five categories we established for GiFT. We have **\$34,439** remaining in our GiFT accounts. These accounts are reported on the balance sheet as deferred revenue.

DONATION METHODS:

E-Transfers: Offerings can be made on-line directly to St. Stephen's by using the Interac payment option offered by your bank. The money is deposited directly to the St. Stephen's account at the bank. Please use the email address sstreasurer@googlegroups.com with the donation amount and stating what the offering is for in the memo space of the donation. Just follow the instructions on the payment page of your account at the bank. There are no fees charged to St. Stephen's for this service and St. Stephen's receives the full amount of the offering.

Pre-Authorised Remittance (PAR) is an option for our parishioners. Payments are made monthly either by direct debit from your bank account or by Credit Card on the 20th of each month (both Visa and Mastercard are accepted). If using a credit card, St. Stephen's receives the amount offered minus the transaction cost of 2.5% fees. This service is available to St. Stephen's through the Pre-authorised Remittance (PAR) program of the United Church of Canada.

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

If using a credit card (PAR) or the services of Canada Helps to donate to St. Stephen's, please consider adding a little extra to your intended amount to help defray the cost of the fees. This will ensure that your church will receive the amount you intended to give.

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

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

THANKS

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

A Special thank you is due to JoAnn Collett, our Assistant Treasurer who fills in when the Treasurer is unavailable and as a second pair of eyes to ensure we capture financial transactions accurately.

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

Rob Hamilton, Treasurer

APPENDIX A: Comparative Balance Sheet

	2019-12-31	2020-12-31	Difference
	\$	\$	\$
ASSETS			
10000 Chequing Account	60,988.50	68,887.53	7,899.03
11000 Petty Cash	597.50	237.25	-360.25
12000 Accounts Receivable			
12010 Pay Deficit/Apply Surplus	20,195.16	16,045.58	-4,149.58
12600 GST Recoverable	448.84	354.45	-94.39
12700 PST Recoverable	1,176.43	930.05	-246.38
12800 Sales Tax Rebates Due	1,016.76	-13.27	-1,030.03
TOTAL Accounts receivable	22,837.19	17,316.81	-5,520.38
 14000 Land and Buildings in Canada			
14050 Land and Buildings in Canada	2,739,758.00	2,739,758.00	0.00
 14200 Furniture and Equipment			
14250 Furniture and Equipment	56,694.81	56,694.81	0.00
 15000 Long Term Investments			
15010 Consolidated Trust Fund	299,726.43	301,190.74	1,464.31
15020 Rectory Trust Fund	162,891.90	179,838.43	16,946.53
TOTAL Long Term Investments	462,618.33	481,029.17	18,410.84
 TOTAL ASSETS	3,343,494.33	3,363,923.57	20,429.24
 LIABILITIES AND FUNDS			
22310 Jerome Lejeune - Security Deposit	2,500.00	2,500.00	0.00
22320 GCI Security Deposit	1,545.00	1,545.00	0.00
22330 Jesus IS Lord Security Deposit	2,500.00	2,500.00	0.00
			0.00
23300 Deferred Revenue			0.00
23310 GiFT Reserves			0.00
23320 Gift - Unassigned	31,402.34	31,552.34	150.00
23321 GiFT - Enhancing Outreach	0.00	0.00	0.00
23322 GiFT - Enriching our Worship	0.00	0.00	0.00
23323 GiFT - Expanding Christian Educatic	0.00	0.00	0.00
23324 GiFT - Improving Communications	2,886.57	2,886.57	0.00
23325 GiFT - Sustaining our Ministries			0.00
TOTAL GiFT Reserves	34,288.91	34,438.91	150.00

	2019-12-31	2020-12-31	Difference
	\$	\$	\$
23330 Discretionary Reserves			0.00
23333 Share Reserve - Enbridge	86,109.26	86,109.26	0.00
23334 Memorial Reserve	16,165.44	17,365.44	1,200.00
23335 Dorothy Jones Bequest Reserve	43,246.38	42,781.38	-465.00
23337 Rental Payments Reserve	1,545.00	6,180.00	4,635.00
TOTAL Discretionary Reserves	147,066.08	152,436.08	5,370.00
23350 Capital Reserves			0.00
23353 Worship Space Renovations Reserv	118.51	118.51	0.00
23354 Audio/Video System Reserve	5,373.38	2,786.71	-2,586.67
23356 Gallanger Bequest Reserve	0.00	17,059.80	17,059.80
23359 Roof Replacement Reserve	12,044.00	0.00	-12,044.00
TOTAL Capital Reserves	17,535.89	19,965.02	2,429.13
23370 Restricted Operating Reserves			0.00
23371 Designated Parish Events Reserve	319.44	719.44	400.00
23372 Youth Group Reserve	775.31	775.31	0.00
23373 Flower Reserve	1,803.98	1,873.98	70.00
23374 Liturgical Reserve	1,499.31	1,499.31	0.00
23375 Vaughan Education Reserve	847.95	0.00	-847.95
23377 Arctic Tour Reserve	2,728.11	2,728.11	0.00
23379 Special Altar Reserve	2,633.04	4,133.04	1,500.00
TOTAL Restricted Operating Reser	10,607.14	11,729.19	1,122.05
23380 Outreach Reserves			0.00
23381 Foster Farn Lunch Bag Reserve	140.06	140.06	0.00
23383 General Outreach Reserve	0.00	2,971.38	2,971.38
23385 Women's Retreat Reserve	2,219.54	2,219.54	0.00
23386 Men's Retreat Reserve	465.79	465.79	0.00
23389 Bishop Gaul Electronic Library Res.	2,600.00	0.00	-2,600.00
23390 Kacpers Purse Rev	0.00	1,170.00	1,170.00
TOTAL Outreach Reserves	5,425.39	6,966.77	1,541.38
TOTAL Deferred Revenue	214,923.41	225,535.97	10,612.56
24000 Long Term Loans	3,098,569.38	3,112,830.64	14,261.26
30100 Corporation Fund	-21,302.61	2,820.80	24,123.41
31000 Program Fund	62,560.86	67,776.28	5,215.42
32000 Outreach Fund	-13,610.52	-21,814.82	-8,204.30
33000 Flow Through Outreach Fund	1,704.30	3,014.28	1,309.98
34000 Building/Capital Fund	-5,895.49	-32,784.58	-26,889.09
TOTAL LIABILITIES AND FUNDS	3,343,494.33	3,363,923.57	20,429.24

APPENDIX B: Reserves Activity and Balances**GiFT REVENUE-UNASSIGNED**

Balance Jan 1, 2020	31,402.34
Cash from Diocese	<u>150.00</u>
Balance Dec 31, 2020	31,552.34

GiFT - IMPROVING COMMUNICATIONS

Balance Jan 1, 2020	2,886.57
Balance Dec 31, 2020	2,886.57

ENBRIDGE SHARE RESERVE

Balance Jan 1, 2020	<u>86,109.26</u>
Balance Dec 31, 2020	86,109.26

MEMORIALS RESERVE

Balance Jan 1, 2020	16,165.44
From Memorials Revenue	1,200.00
Balance Dec 31, 2020	<u>17,365.44</u>

DOROTHY JONES BEQUEST

Balance Jan 1, 2020	<u>43,246.38</u>
Corporation Contribution to Bishop's Purse	<u>-465</u>
Balance Dec 31, 2020	42,781.38

RENTAL PAYMENTS RESERVE

Balance Jan 1, 2020	<u>1,545.00</u>
To GCI Payment Revenue - January	<u>-1,545.00</u>
GCI Rental Payments - 4 months	<u>6,180.00</u>
Balance GCI Rental Payments	<u>6,180.00</u>

WORSHIP SPACE - Upgrades & Maintenance

Balance Jan 1, 2020	<u>118.51</u>
Balance Dec 31, 2020	118.51

AUDIO/VIDEO UPGRADES RESERVE

Balance Jan 1, 2020	5,373.38
Fund Audio Repairs	-3,086.71
From Audio/Visual Upgrade Revenue	<u>500.04</u>
Balance Dec 31, 2020	2,786.71

GALLANGER BEQUEST RESERVE

Balance Jan 1, 2020	0.00
From Gallanger Consolidated Trust Fund	33,900.00
Fund Capital Expenses and Repairs	-2,314.73
Fund Fire system Expenses	-632.52
Fund Lawn & Garden Expenses	-268.66
Fund Minor Capital Projects	-383.51
Fund Service Lawnmower	-166.29
Fund Mary Lark Hall Duct Cleaning	-1,657.84
Fund New Transept Roofs	-5,500.00
Fund New vacuum	-776.43
Fund Project Manager Consultant	-1,200.00
Fund Watson St. Entrance Leak repair	-504.10
Fund Strip and Refinish Floor	-2,100.00
Fund Iron Pipe Replacement	-665.22
Fund Air Purifier	-421.25
Fund Remainder Roof Project	-1,010.00
From 6ft Tables	1.00
From Upgrade Tenant Signs	260.00
From Remainder of Capital Appropriations Revenue	499.35
Balance Dec 31, 2020	17,059.80

ROOF REPLACEMENT RESERVE

Balance Jan 1, 2020	12,044.00
Transferred to Revenue (Project Fully Funded)	-12,044.00
Balance Dec 31, 2020	0.00

DESIGNATED PARISH EVENTS RESERVE

Balance Jan 1, 2020	319.44
From CPR Course Donation	400.00
Balance Dec 31, 2020	719.44

YOUTH GROUP RESERVE

Balance Jan 1, 2020	775.31
Balance Dec 31, 2020	775.31

FLOWER RESERVE

Balance Jan 1, 2020	1,803.98
From Flower Revenue	70.00
Balance Dec 31, 2020	1,873.98

LITURGICAL RESERVE

Balance Jan 1, 2020	1,499.31
Balance Dec 31, 2020	<u>1,499.31</u>

VAUGHAN EDUCATION RESERVE

Balance Jan 1, 2020	847.95
Move to Bishop Gaul Library Reserve	<u>-847.95</u>
Balance Dec 31, 2020	0.00

ARCTIC TOUR RESERVE

Balance Jan 1, 2020	<u>2,728.11</u>
Balance Dec 31, 2020	<u>2,728.11</u>

SPECIAL ALTAR RESERVE

Balance Jan 1, 2020	2,633.04
Transfer from Revenue	<u>1,500.00</u>
Balance Dec 31, 2020	4,133.04

FOSTER FARM LUNCH BAG RESERVE

Balance Jan 1, 2020	<u>140.06</u>
Balance Dec 31, 2020	140.06

GENERAL OUTREACH RESERVE

Balance Jan 1, 2020	0.00
From White Gifts	1,088.99
From Food Cupboard Revenue	1,200.00
From Rector's Discretionary Fund Surplus	632.39
From Undesignated Outreach Revenue	<u>50.00</u>
Balance Dec 31, 2020	2,971.38

WOMEN'S RETREAT RESERVE

Balance Jan 1, 2020	<u>2,219.54</u>
Balance Dec 31, 2020	2,219.54

MEN'S RETREAT RESERVE

Balance Jan 1, 2020	<u>465.79</u>
Balance Dec 31, 2020	465.79

BISHOP GAUL ELECTRONIC LIBRARY RESERVE

Balance Jan 1, 2020	2,600.00
Money Sent to Zimbabwe	<u>-2,600.00</u>
Balance Dec 31, 2020	0.00

KACPER'S PURSE RESERVE

Balance Jan 1, 2020	<u>0.00</u>
From 2020 Revenue	<u>1,170.00</u>
Balance Dec 31, 2020	<u>1,170.00</u>

Balance as of January 1,2020	214,923.39
Balance Dec 31, 2020	225,535.95
Net Change, All Reserves	10,612.58

APPENDIX C & D: 2020 Income Statement vs 2020 & 2021 Budget

Account	Account Description	Actuals	2020 Budget	2021 Budget
REVENUE		\$	\$	\$
40100	Envelope Revenue			
40110	Envelope General	234,444.16	239,396.00	234,444.16
40112	Initial Offering	349.00	436.00	349.00
40113	Thank Offerings	0.00	50.00	50.00
40114	Lent	0.00	120.00	100.00
40115	Loonies-Lent	100.50	2,000.00	2,000.00
40116	Easter	2,387.88	2,511.00	2,387.88
40117	Thanksgiving	3,875.00	1,875.00	3,875.00
40118	Christmas	2,960.00	3,914.00	4,000.00
	TOTAL Envelope Revenue	244,116.54	250,302.00	247,206.04
40150	Trust Fund Revenue			
40151	Consolidated Trust Fund Revenue	3,105.06	4,134.00	2,000.00
	TOTAL Trust Fund Revenue	3,105.06	4,134.00	2,000.00
40180	Non-Receipted Gifts			
40181	Open Offering	860.15	2,597.00	900.00
40182	United Way Income	134.22	102.00	150.00
40184	Staledated Cheques/deposit Corrections	1,149.13		
	TOTAL Non-Receipted Gifts	2,143.50	2,699.00	1,050.00
40400	Rental Donation Income			
40410	General Hall Donations	700.00	2,200.00	500.00
40430	Foot Clinic	50.00	210.00	100.00
40440	Prostate Cancer Canada Network	3,500.00	3,000.00	4,000.00
40470	Grace Communion Church	4,635.00	20,000.00	0.00
40480	Jesus Is Lord Church Rental	8,500.00	30,000.00	0.00
40481	Lejeune Montessori School	7,500.00	30,000.00	0.00
	TOTAL Rental Donation Income	24,885.00	85,410.00	4,600.00
40500	Parish Memorial Offerings			
40524	Memorial - Ross Copping, 1200 moved to M.R	0.00	0.00	0.00
	TOTAL Parish Memorial Offerings			
43000	Administration Revenue			
43020	Office Revenue	0.00	0.00	
	TOTAL Administration Revenue	0.00		0.00
45000	Fellowship Cluster			
45020	Coffee Hour	228.85	866.00	250.00
45030	Food Fair	10,880.38	17,000.00	10,000.00
45050	Picnic	0.00	200.00	0.00
45060	Other Events	703.00	1,260.00	0.00
45070	Fellowship Donations	100.00	0.00	
	TOTAL Fellowship Cluster	11,912.23	19,326.00	10,250.00
46000	Liturgical Cluster Revenue			
46012	Replace Liturgical Seating (Memorial Fnd	0.00	5,000.00	5,000.00
46020	Choir	50.00	400.00	400.00
46021	Extra Musicians	0.00	2,500.00	500.00
46050	Flowers - 70.00 Moved to Flower reserve	0.00	1,800.00	200.00
	TOTAL Liturgical Cluster Revenue	50.00	9,700.00	6,100.00
47000	Education Cluster Revenue			
47031	Youth Ministry	10.00	0.00	0.00
47036	New Initiative - Diocesan grant	0.00	10,000.00	0.00
47040	Adult Education Revenue	0.00	0.00	0.00
47043	CPR Course	0.00	0.00	900.00
47044	Forward Day By Day	152.60	245.00	75.00
	TOTAL Adult Education Revenue	152.60	245.00	975.00
	TOTAL Education Cluster Revenue	162.60	10,245.00	975.00

St. Stephen's Anglican Church

Account	Account Description	Actuals	2020 Budget	2021 Budget
48000	Stewardship Cluster Revenue			
48022	Fundraising Event-TBA		2,500.00	2,500.00
	TOTAL Stewardship Cluster Revenue		2,500.00	2,500.00
48100	Property (Capital) Revenue			
48111	Capital Donations	0.00	200.00	500.00
48112	Repairs	1,616.03	0.00	1,500.00
48113	Lawn & Garden Care	268.66	0.00	300.00
	TOTAL Property (Capital) Revenue	1,884.69	200.00	2,300.00
48120	Recurring Capital Projects Revenue			
48122	Audio/Video System Rprs/Upgrds(A/V Fund)	4,086.67	1,500.00	2,000.00
48124	Heating System Inspection & Repairs	0.00	0.00	500.00
48125	Fire and Alarm Systems	632.52	0.00	560.00
48126	Minor Capital Projects	1,116.21	0.00	350.00
48128	Service Lawn Mower	166.29	0.00	0.00
48130	Service Exterior Exhaust Fan	0.00	0.00	125.00
48131	Service Air Conditioner	0.00	0.00	135.00
	TOTAL Recurring Cap. Projects Revenue	6,001.69	1,500.00	3,670.00
48490	2020 Capital; Projects (non recurring)			
48497	Transept Roofs Repacement Donations	26,898.09	48,000.00	0.00
48499	6ft Tables	727.57	0.00	0.00
48500	Roof fund - Memorial Bill Copping	1,000.00	0.00	0.00
48501	Roof Fund - Memorial Ora Waigh	1,150.00	0.00	0.00
48502	Roof Fund - Memorial Eleanor Henoch	50.00	0.00	0.00
48503	Raise the Roof concert	2,350.00	0.00	0.00
48504	PM counsultant	1,200.00	0.00	0.00
48505	Watson Street Leak	504.10	0.00	0.00
48506	Strip and Refinish Floors	2,100.00	0.00	0.00
48507	Pipe Replacement Project	665.22	0.00	0.00
48508	MLH Duct Cleaning	1,657.84	0.00	0.00
48509	New Vacuum	776.43	0.00	0.00
48514	Air Purifier	421.25	0.00	0.00
	TOTAL Capital; Projects (non recurring)	39,500.50	48,000.00	0.00
	2021 Capital Projects (Non-Recurring)			
	Paint & Re-side Shed			350.00
	TOTAL Capital Projecects (Non-Recurring)			350.00
49000	Outreach Cluster Revenue			
49100	Food Programs Revenue			
49110	Food Cupboard Revenue	0.00	1,820.00	1,820.00
49140	Pinecrest Terrace Food Cupboard	500.00	0.00	0.00
49160	White Gifts	2,039.54	3,890.00	3,890.00
	TOTAL Food Programs Revenue	2,539.54	5,710.00	5,710.00
49200	Other Budgeted Outreach			
49205	OWECC	200.00	0.00	0.00
49300	Rector's Discretionary fund	805.51	150.00	500.00
49400	Undesignated M&O	0.00	585.04	585.04
49420	Men's Retreat	0.00	1,000.00	0.00
49440	Multifaith Housing	425.00	0.00	0.00
49450	Algonquin College Campus Ministry	855.00	0.00	0.00
	TOTAL Other Budgeted Outreach	2,285.51	1,735.04	1,085.04
	TOTAL Outreach Cluster Revenue	4,825.05	7,445.04	6,795.04
49500	Flow Through Outreach Revenue			
49467	Bishop Gaul College Electronic Library F	1,397.95	0.00	0.00
49510	PWRDF	3,455.00	0.00	0.00
49635	United Way	0.10		
49540	St. Stephen's Residence	845.00	0.00	0.00
49645	World Day of Prayer	712.25	0.00	0.00
49667	GR-Living with Grace	50.00	0.00	0.00
49668	Bishop's Purse	1,000.00	0.00	0.00
49670	Baby Shower	765.00	0.00	0.00
49671	North Mission - Iqaluit	50.00	0.00	0.00
	TOTAL Flow Through Outreach Revenue	8,275.30	0.00	0.00
TOTAL REVENUE		346,862.16	441,461.04	287,796.08

Account	Account Description	Actuals	2020 Budget	2021 Budget
EXPENSES				
50000	Corporation Expenses			
50050	Trust Fund Dividend Expense			
50051	CTF Dividend		0.00	0.00
50052	RTF Dividend	-5,110.96	-4,115.00	-5,244.00
	TOTAL Trust Fund Dividend Expense		-4,115.00	-5,244.00
50200	Hall Usage Expenses			
50210	Hall Usage Expenses	1.62	500.00	0.00
	TOTAL Hall Usage Expenses		500.00	100.00
	TOTAL Corporation Expenses	-5,109.34	-3,615.00	-5,144.00
51000	Remuneration & Allowances Expenses			
51010	ECOPS-Exp	105,420.00	127,504.00	130,062.00
51030	Honoraria Exp	1,090.00	2,500.00	3,000.00
51040	Seminars Exp	0.00	1,000.00	500.00
51050	Lay Staff Remuneration Expenses			
51055	Supply Organist Exp	0.00	1,200.00	2,400.00
51057	Supplemental Custodial	390.55	5,000.00	500.00
51058	Lay Staff - Remuneration	62,512.00	73,785.00	55,430.00
	TOTAL Lay Staff Remuneration Expenses	62,902.55	79,985.00	58,330.00
	TOTAL Remuneration & Allowances Exp.	169,412.55	210,989.00	191,892.00
52000	Fair Share Expenses	53,910.70	64,693.00	69,615.00
53000	Administration Expenses			
53010	Admin-Communication	3,642.34	2,200.00	3,500.00
53020	Admin-Office	2,013.12	2,000.00	2,000.00
53021	Admin - Miscellaneous Office	1,596.22	500.00	1,600.00
53040	Admin-Synod	0.00	700.00	500.00
53061	Admin-Bank Charges	151.25	325.00	150.00
53062	Admin-PAR Admin	314.00	325.00	325.00
53063	Admin-Visa/Mastercard	947.56	700.00	700.00
53090	Admin-Office Contracts	6,444.46	6,000.00	6,000.00
53110	Admin - Police records Check reimburseme	18.77	0.00	250.00
	TOTAL Administration Expenses	15,127.72	12,750.00	15,025.00
54000	Building Expenses			
54010	Bldg-Water	1,590.10	2,000.00	1,500.00
54020	Bldg-Hydro	5,333.61	7,500.00	6,500.00
54030	Bldg-Insurance	12,706.30	15,000.00	18,637.00
54050	Bldg-Gas	6,922.75	8,000.00	7,500.00
54060	Bldg-Supplies	2,216.29	3,500.00	2,500.00
54070	Bldg-Maintenance Contracts	3,520.34	3,500.00	4,000.00
54080	Bldg-Snow Clearing	10,008.76	10,000.00	10,000.00
	TOTAL Building Expenses	42,298.15	49,500.00	50,637.00
55000	Fellowship Expenses			
55020	FE-Coffee	363.61	1,100.00	0.00
55030	FE-Food Fair	1,021.58	0.00	1,000.00
55040	FE-Celebratory Cakes	74.25	300.00	40.00
55050	FE-Picnic	0.00	500.00	0.00
55060	FE-Other Events	310.15	500.00	0.00
	TOTAL Fellowship Expenses	1,769.59	2,400.00	1,040.00

St. Stephen's Anglican Church

Account	Account Description	Actuals	2020 Budget	2021 Budget
56000	Liturgical Cluster Expenses			
56010	Altar Exp	236.08	1,800.00	250.00
56012	Replace altar Bench	0.00	5,000.00	5,000.00
56020	Choir Exp	828.74	1,850.00	800.00
56021	Extra Musicians Exp	1,625.00	2,500.00	500.00
56030	Liturgical Resources Other Exp	1,264.66	500.00	0.00
56050	Flowers Exp	0.00	1,800.00	200.00
56060	Baptism Exp	0.00	300.00	0.00
56070	Black History Month Exp	319.99	300.00	50.00
56080	World day of Prayer Service exp	97.97	0.00	50.00
	TOTAL Liturgical Cluster Expenses	4,372.44	14,050.00	6,850.00
57000	Education Cluster Expenses			
57020	Nursery Exp	0.00	100.00	0.00
57021	Confirmation Exp	0.00	0.00	400.00
57022	Baptism Preparation Exp	0.00	0.00	300.00
57030	Church School Exp	0.00	500.00	300.00
57031	Youth Ministry Exp	0.00	700.00	150.00
57033	Lay Readers Exp	0.00	200.00	300.00
57035	Children's Choir Expenses	540.00	1,000.00	0.00
57036	New Initiative	0.00	10,000.00	0.00
57040	Adult Education Expenses	0.00	0.00	0.00
57041	Parish Education Activities Exp	0.00	500.00	100.00
57044	Forward Day by Day Exp	153.00	250.00	75.00
57043	CPR Requalification	0.00	0.00	900.00
57045	Ministry Development Exp	0.00	2,000.00	0.00
	TOTAL Adult Education Expenses	153.00	2,750.00	1,075.00
	TOTAL Education Cluster Expenses	693.00	15,250.00	2,525.00
58000	Stewardship Cluster Expenses			
58040	St-Offering Envelopes	614.38	575.00	575.00
58041	St-Counters Expenses	0.00	50.00	50.00
	TOTAL Stewardship Cluster Expenses	614.38	625.00	625.00
58100	Property (Capital) Expenses			
58111	Pr-Capital Donations	0.00	440.00	0.00
58112	Pr-Repairs	1,616.03	1,500.00	1,500.00
58113	Pr-Lawn & Garden	268.66	200.00	300.00
58120	Recurring Capital Project Expenses			
58122	Rc-Audio/Video System	4,086.67	1,500.00	2,000.00
58123	Rc-Alarm System	0.00	525.00	0.00
58124	Rc-Heating System	0.00	500.00	500.00
58125	Rc-Fire & Alarm System	623.52	250.00	560.00
58126	Rc-Minor Capital Projects	1,116.21	350.00	350.00
58127	Rc-Service Snowblower	0.00	300.00	0.00
58128	Rc-Service Lawnmower	166.29	175.00	0.00
58130	Rc-Service Exterior Exhaust Fan	0.00	125.00	125.00
58140	Rc-Service Air Conditioners	0.00	135.00	135.00
	TOTAL Recurring Capital Project Expenses	5,992.69	3,860.00	3,670.00
58490	2020 Project Expenses			
58492	20-Window Cleaning - Church & MLH	0.00	1,700.00	0.00
58493	20-Paint Lower Mary Lark Hall	0.00	5,067.00	0.00
58494	20-Paint Shalom Room	0.00	1,793.00	0.00
58495	20-Mary Lark Hall Duct Cleaning	1,657.84	1,525.00	0.00
58496	20- Paint & Re-side Shed	0.00	300.00	0.00
58497	20-Re-roofing North & South Transcepts	31,448.09	48,000.00	0.00
58498	20-New Vacuum Cleaner	776.43	700.00	0.00
58499	20-6 Ft Tables	727.57	791.00	0.00
58500	20-Project Manager Consultant	1,200.00	0.00	0.00
58501	20-Watson Street Entrance Leak Repair	504.10	0.00	0.00
58502	20-Strip & Re-finish Floors	2,100.00	0.00	0.00
58503	20-Covid19 Cleaning	0.00	0.00	0.00
58504	20-Pipe Replacement LMLH	665.22	0.00	0.00
58505	20-Air Purifier Exp	421.25	0.00	0.00
	TOTAL 2020 Project Expenses	39,500.50	59,876.00	0.00
58511	2021 Projects (Non-recurring)			
58514	21- Re-side and Paint Shed	0.00	0.00	350.00
	TOTAL 2021 Projects (Non-recurring)	0.00	0.00	350.00
	TOTAL Property (Capital) Expenses	47,377.88	65,876.00	5,820.00

Account	Account Description	Actuals	2020 Budget	2021 Budget
		\$	\$	\$
59000	Outreach Cluster Expenses			
59100	Food Expenses			
59110	Food Cupboard For the Needy	0.00	0.00	0.00
59120	Lunch & Breakfast Pgm	1,125.00	1,500.00	0.00
59130	Morrison Gdns Food Cpb	250.00	1,000.00	500.00
59140	Pinecrest Terrace Food Cpb	750.00	500.00	500.00
59160	White Gifts Exp	1,989.60	2,000.00	2,500.00
	TOTAL Food Expenses	4,114.60	5,000.00	3,500.00
59200	Other budgeted Outreach Expenses			
59205	OWECC Exp	1,200.00	2,000.00	1,000.00
59210	Refuge NOW Exp	0.00	1,000.00	1,000.00
59300	Rector's Discretionary Fund Exp	3,605.51	2,500.00	3,000.00
59310	Pastoral Care Exp	0.00	50.00	50.00
59320	Anglican Foundation Exp	100.00	100.00	100.00
59400	Undesignated Mission & Outreach Exp	0.00	0.00	0.00
59420	Mens Retreat Exp	0.00	1,500.00	0.00
59430	Big Give Exp	100.00	700.00	0.00
59440	Multifaith Housing Exp	425.00	100.00	100.00
59445	West End Interfaith	15.00	15.00	15.00
59450	Algonquin College Campus Ministry Exp	2,605.00	1,200.00	1,500.00
59456	Retirement Gift - Jack Kalil	99.34	0.00	0.00
	TOTAL Other budgeted Outreach Expenses	8,149.85	9,165.00	6,765.00
	TOTAL Outreach Cluster Expenses	12,264.45	14,165.00	10,265.00
59500	Flow Through Outreach Expenses			
59467	Bishop Gaul Library Exp	1,397.95	0.00	0.00
59510	PWRDF Exp	3,455.00	0.00	0.00
59540	St. Stephen's Residence Exp	845.00	0.00	0.00
59571	Bishop's Purse Exp	1,000.00	0.00	0.00
59620	Haitian Orphanage Exp	0.02	0.00	0.00
59645	World Day of Prayer Exp	712.25	0.00	0.00
59655	Iqaluit Food Bank exp	50.00	0.00	0.00
59667	Anglican Ch of Canada- Giving with Grace	50.00	0.00	0.00
59671	Baby Shower Exp	765.00	0.00	0.00
59673	Mathew Larkin Concert Donation	300.00	0.00	0.00
	TOTAL Flow Through Outreach Expenses	8,575.22	0.00	0.00
TOTAL EXPENSE		351,306.74	446,683.00	349,150.00
NET INCOME (DEFICIT)		-4,444.58	-5,221.96	-61,353.92

APPENDIX E: GiFT Report

	Received
Total 2012	6,550.67
Total 2013	36,707.96
Total 2014	18,931.83
Total 2015	20,542.44
Total 2016	12,264.38
Total 2017	12,471.49
Total 2018	698.00
Total 2019	50.00
Total 2020	150.00
Total Received from GiFT Office	108,366.77
Diocesan Grants Received	4,650.00
GiFT Campaign Expenses Actually Spent	301.20
Total Received from Diocese	112,715.57
 Gift Financial Status As of 31 Dec 2020	 Balance
GiFT Unassigned	31,522
GiFT -Enhancing Outreach	0
GiFT - Enriching Our Worship	0
GiFT -Expanding Christian Education	0
GiFT - Improving Communications	2,887
GiFT - Sustaining Our Ministries	0
Total	34,409
Committed but Not Spent	4,415.00
Available for New Projects	29,994

2021 GiFT Budget

	Spent	Committed	Balance
Enhancing Outreach			
Big Give Expenses & Banner Update	0	715	715
Enriching Our Worship	0	0	0
Expanding Christian Education			
School for Parish Development	0	2000	2000
Youth Group	0	700	700
Audio / Visual Equipment, furnishings and Supplies		1000	1000
Improving Communications		0	0
Sustaining our Ministries		0	0
TOTAL		\$4,415	\$4, 415

GiFT Transaction History - 2012 to 2020**Enhancing Outreach**

	Spent	Committed	Balance
Parish Aid & Relief	2,295	2,295	0
Refuge N.O.W.	1,500	1,500	0
Michelle Heights Homework Club	700	700	0
Michelle Heights Summer Youth Drop-In Centre	500	500	0
Michelle Heights Community Centre	250	250	0
Morrison Gardens Cycle Bus	200	200	0
Pinecrest Queensway Community Health Centre - Youth Program	250	250	0
Pinecrest Terrace Community House	250	250	0
Pinecrest Terrace Food Cupboard	50	50	0
Refuge N.O.W.	500	500	0
Margaret Knight Honorarium	100	100	0
West End Villa	400	400	0
Britannia Woods Community House	200	200	0
West End Interfaith Margaret Knight Honorarium	500	500	0
Refugee Support - Refuge N.O.W.	500	500	0
Foster Farm, Toaster Repair	16	16	0
Foster Farm	250	250	0
Replacement of Stolen Shoes	25	25	0
Cornerstone Room Project	2840	2840	0
Rector's Discretionary Fund	595	595	0
Big Give Banner	156	156	0
Algonquin College Campus Ministry	149	149	0
AJ's Gift (Stole)	700	700	0
Big Give	1,220	1,220	0
Totals	14,146	14,146	0

Enriching Our Worship

Improved Choir Lighting - Completed at no Cost to the Parish

Spent	Committed	Balance
0	0	0

Expanding Christian Education

Women's Retreat (2012)	599	599	0
Education Equipment / Furnishings	1,473	1,473	0
Christian Formation Coordinator	42,822	42,822	0
CFC Grant from Diocese	3,250	3,250	0

CFC Expenses	200	200	0
Today4Tomorrow	2,000	2,000	0
Audio / Visual Equipment Furnishings and Supplies	262	262	0
	50,607	50,606	0

Improving Communications

New Logo Calling Cards	70	70	0
Watson Street Sale Advertising	78	78	0
New signage	16	16	0
Festival Tree Lighting	303	303	0
New Sign - Parking Lot Fence	393	393	0
New Signage - New To You Signs	372	372	0
Watson Street and Parking Lot Entrance Signs (Diocesan Sign Grant (\$700) Applied)	1,596	1,596	0
Parking Lot Sign	318	318	0
Advertising	328	328	0
New Cork Notice Boards	848	848	0
	4,322	4,323	0

Sustaining our Ministries

Planning for New Lift	1,079	1,079	0
New Office Furniture	827	827	0
Planning for Sheltered Portico, & Renovated Parking Lot Entrance	3,471	3,471	0
New Vacuum	167	167	0
Winter Mats for Parking Lot Entrance	316	316	0
New 8ft Tables for Hall	3,638	3,638	0
	9,498	9,498	0

TOTALS - GiFT Program	78,574	82,988	4,415
------------------------------	---------------	---------------	--------------

Diocesan GiFT Grants Received by St. Stephen's

Michelle Heights	700
Christian Formation Coordinator	3,250
Sign Grant	700
Total - Diocesan Grants	4,650

AUDITORS' REPORT

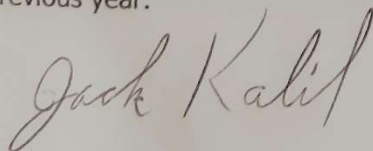
February 12, 2021

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

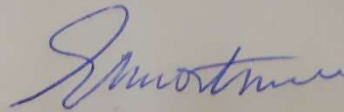
We have examined the Balance Sheet of the Church Wardens of St. Stephen's Parish as at December 31, 2020 and their statements of Receipts and Disbursements for the year then ended. These statements are the responsibility of the Church Wardens. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements presented fairly the financial position of the Church as at December 31, 2020, and the results of its financial activities for the year then ended, in accordance with generally accepted accounting principles applied on a basis consistent with that of the previous year.



Jack Kalil

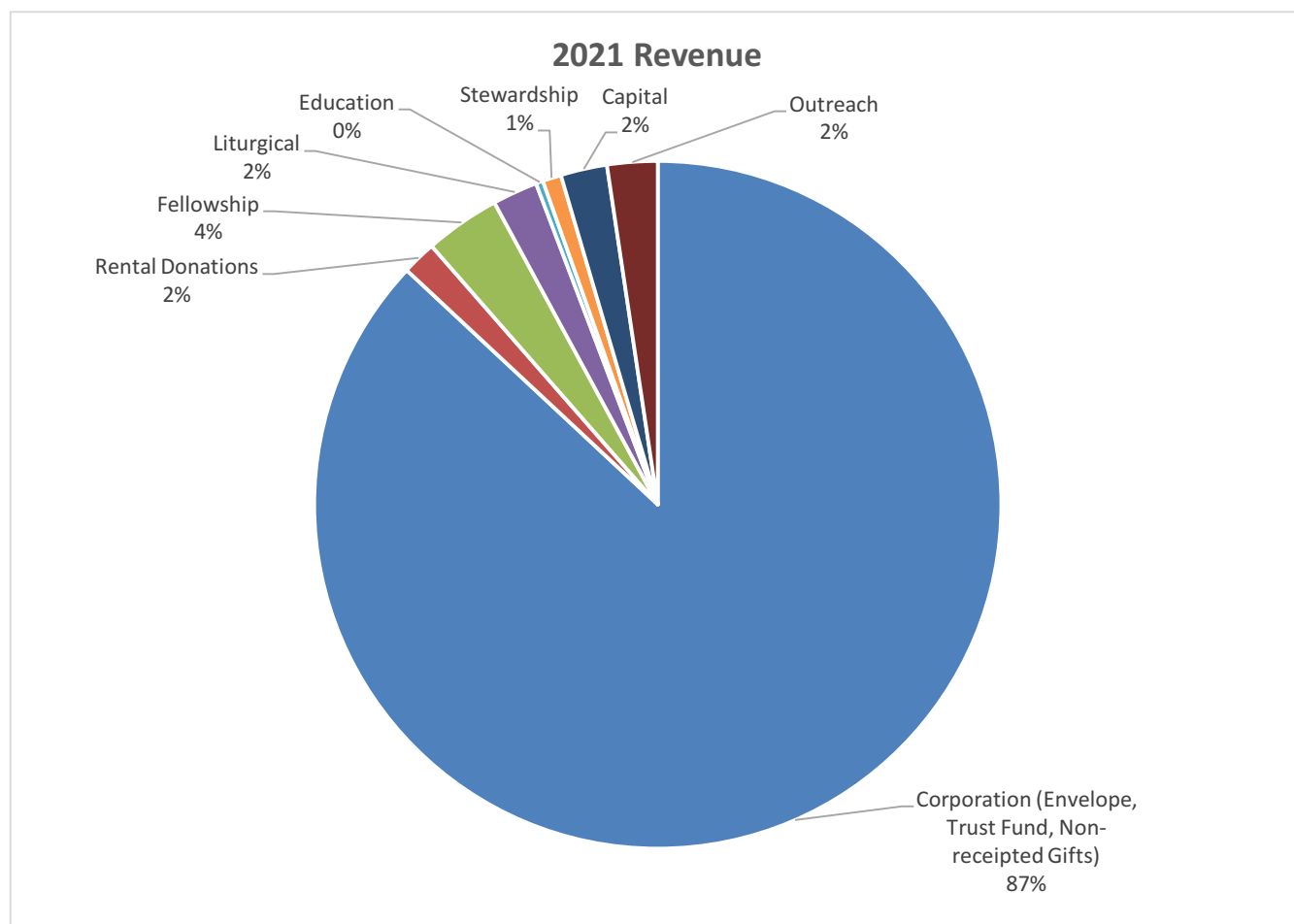


Eileen Mortimer

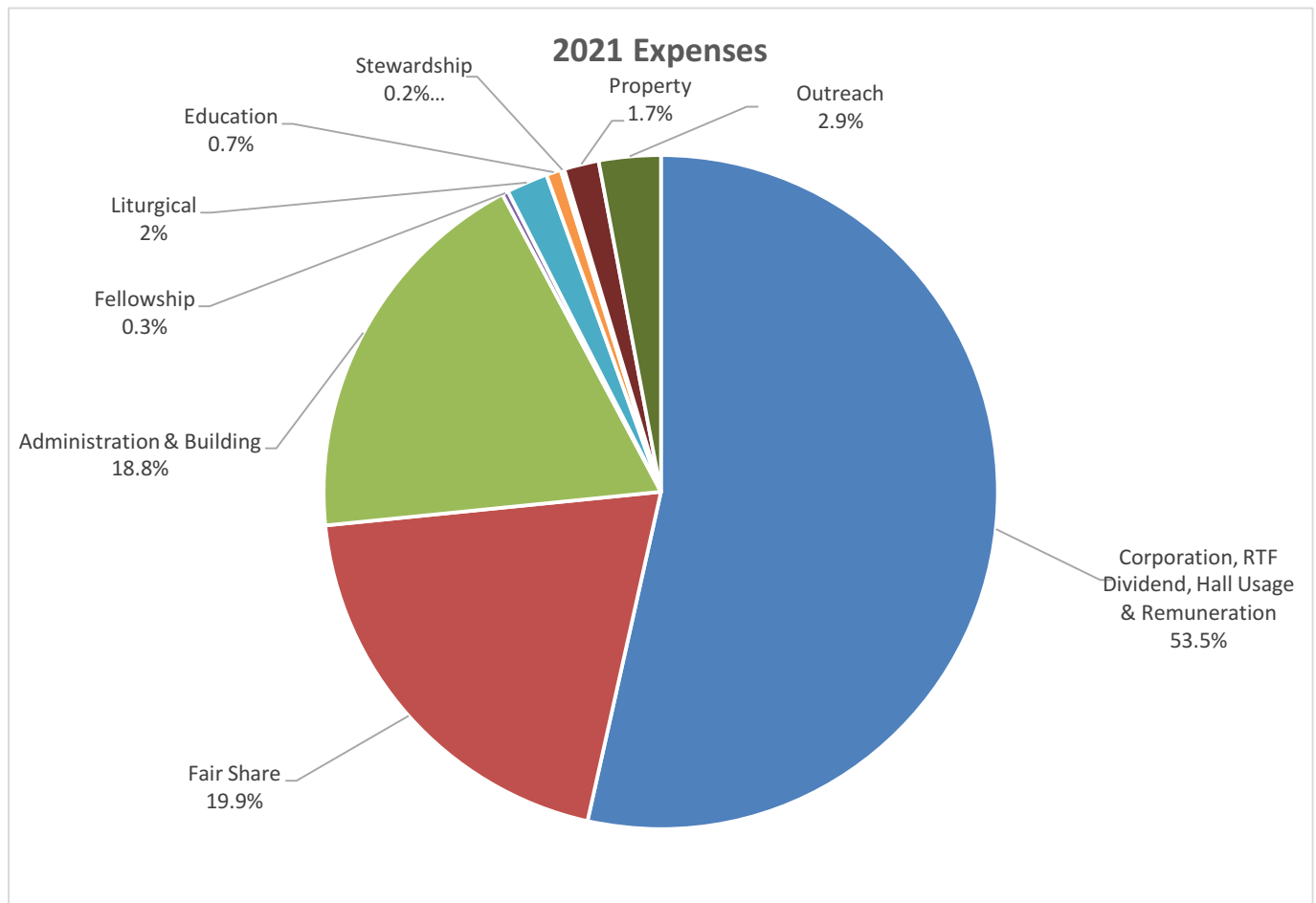
2021 BUDGET

2021 Revenue	Amount	%
Corporation (Envelope, Trust Fund, Non-receipted Gifts)	250,256.04	87.0
Rental Donations	4,600.00	1.6
Fellowship	10,250.00	3.6
Liturgical	6,100.00	2.1
Education	975.00	0.3
Stewardship	2,500.00	0.9
Capital	6,320.00	2.2
Outreach	6,795.04	2.4
Total Revenue	287,796.08	100.0

Deficit	(61,353.92)	
----------------	--------------------	--



2021 Expenses	Amount	%
Corporation (Hall Usage, Remuneration)	186,748.00	53.5
Fair Share	69,615.00	19.9
Administration & Building Maintenance	65,662.00	18.8
Fellowship	1,040.00	0.3
Liturgical	6,850.00	2.0
Education	2,525.00	0.7
Stewardship	625.00	0.2
Property (Capital)	5,820.00	1.7
Outreach	10,265.00	2.9
Total Expenses	349,150.00	100.0



THE PARISH STATISTICS

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

- **Waigh**, Ora
- **Devey**, Edwin Thomas (Ted)
- **Copping**, William (Bill)
- **Wilkie**, Dorothy (Dottie)
- **Henoch**, Eleanor
- **Quail**, Esther
- **Carr**, George
- **Crosby**, Helen
- **Harper**, David
- **Harper**, Cora
- **Giff**, Pat
- **McDonald**, Dennis

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.

Marriages:

- **Menard**, James Andrew & **MacKenzie**, Katherine Patricia

Baptisms:

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

- **Tahiri**, Fatmir

8:00 a.m. Services — January 5–March 8 (January 12 service cancelled due to snowstorm)

- 9 Sundays with a total attendance of 96 people
- Average 11 people

10:00 a.m. Services — January 5–March 8

- 10 Sundays with a total attendance of 921 people
- Average 92 people

10:00 a.m. Zoom Services

- 27 Sundays with at total attendance of 2634 people
- Average 98 people

10:00 a.m. Combined Services (In Church and Zoom)

- 14 Sundays with a total attendance of 1457
- Average 104 people

Easter Sunday Zoom Service

- 10:00 a.m. with attendance of 150 people

Christmas Eve

- 4:00 p.m. with attendance of 40 people (In Church only)
- 7:00 p.m. with attendance of 105 people (On Zoom only)

APPOINTMENTS BY INCUMBENT

With the approval of Vestry 2021 I propose that the following persons exercise liturgical ministry in the Parish of St. Stephen's, Ottawa.

- Lay Readers:
Marilyn Brownlee, Derrill Henderson, Eileen Mortimer, George Ndubuisi, Shalini Raphael
- Servers Coordinator:
Derrill Henderson
- Lay Eucharistic Administrators: For a 3-year term:
Barbara Aselford, Laura Beauchamp, Marilyn Brownlee, Margaret Casterson, Dave Chisholm, Jack Dymont, Mary Jane Dymont, Martha Greatrex, Derrill Henderson, Denise Isaacs, Robert Hosselet, Jack Kalil, Kerri-Lynn Kalil, Helene LeBarron, Ian Mackenzie, Paddy Mark, Joan Matthews, Cynthia Mortimer, Eileen Mortimer, David Muirhead, George Ndubuisi, Danny Pomerleau, Shalini Raphael, Bea Tanaka, Ed Van Dusen, Marilyn Van Dusen, George Weber, Sally Weber.
- Pastoral Care team:
Mary Jane Dymont, Cynthia Mortimer, Sally Weber, Martha Greatrex, Helene LeBarron, Margaret Casterson, Joyce McInnis, Ruby Elver, Ruth Belyea, Dawna Moore, Shalini Raphael.
- Sidespeople Coordinators:
10:00 a.m. Alice Walsh
8:00 a.m. Joan Matthews

Appointments to Corporation by Incumbent

Rector's Warden:

Eileen Mortimer

Deputy Rector's Warden:

Richard Fleming

Communication Coordinator:

Leslie Worden

APPOINTMENTS BY CORPORATION

Treasurer:

Rob Hamilton

Assistant Treasurer:

JoAnn Collett

Auditors:

Eileen Mortimer and Jack Kalil

NOMINATING COMMITTEE REPORT — 2021

Elected Positions

People's Warden		Dave Muirhead
Deputy People's Warden		Leslie Worden
Synod Members (2 nd year of 2-year term)	1.	Marilyn Sullivan
(1 st year of 2-year term)	1.	Richard Fleming
	2.	Shirley Brathwaite
Synod Alternates		Rob Hosselet & The Wardens
Member-at-Large (2 nd year of 2-year term)		Joan Matthews
(1 st year of 2-year term)		George Ndubuisi
Liturgical Coordinator		Dave Chisholm
Education Coordinator		Hilary Dawson
Fellowship Coordinator		Pat Hamilton
Outreach Coordinators		Margaret Muirhead
Property Coordinator		George Weber
Stewardship Coordinator		<i>Not to be filled this year</i>

St. Stephen's Ottawa West, 2020



