



# The Church of St John the Evangelist 2015 Annual Report

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# Minutes of the Annual Vestry Meeting Sunday February 22, 2015

The Church of St John the Evangelist  
Ottawa, Ontario  
The Reverend Beth Bretzlaff, Rector

## 1. Opening Prayer

The Rector chaired the meeting. The Vestry Meeting followed the 10:15 a.m. Eucharist. The meeting began in prayer.

## 2. Appointments

The following appointments were announced: Michael Dowie as Vestry Clerk, Margaret Kasurak as Rector's Warden, Emmy Verdun and Leslie Giddings as Treasurer and Peggy Lister as Envelope Secretary. Scrutineers Glenn Calder and Mary Frances Marshall.

## 3. Agenda

The agenda was reviewed and adopted as circulated.

## 4. Minutes of Previous Annual Vestry Meeting

*Moved by:* Michael Dowie

*Seconded by:* Bea Robertson

That the minutes of the Annual Meeting February, 2014 be approved as circulated.

*Carried.*

## 5. Vestry Circular

*Moved by:* Adrian Cloete

*Seconded by:* Marietta Stenman

That the Vestry Circular be received.

*Carried.*

A few amendments and corrections were noted. John Veenstra should be added to the proposed members of Parish Council on page 9. Leslie Giddings should be removed from the proposed members of Parish Council (as Treasurer she becomes an ex officio member).

On page 24 Detlef Dransch should be noted as the leader of the Art Credo group.

The Building Committee report has the wrong names. These will be amended moving forward.

It was noted that member Mitzi Campbell died in 2014 (although she was not listed in the official register shown on page 15).

## 6. Financial Statements

*Moved by:* Emmy Verdun

*Seconded by:* Harvie Cox

That the 2014 Financial Statements be accepted as circulated.

*Carried.*

## 7. 2015 Budget and Financial Matters

*Moved by:* Emmy Verdun

*Seconded By:* Lanny Mitchell

That the 2015 Budget be adopted as circulated.

There were a few notable points related to the budget presentation and the ensuing discussion. New this year, the budget includes an \$8,000 line for parish events. The goal of the parish events is to raise funds for St John's mission and ministry by holding events that connect with people who are members of the community but not necessarily members of St John's.

Some concern was expressed regarding the approximately \$10,000 increase to the Fair Share.

Stephen Giles provided an update on custodial services. He indicated that the full time custodial position has been replaced with contract cleaners, a handyman service and increased hours for the evening custodians. This has implications for the budget, which resulted in the following amendment.

*Moved by:* Stephen Giles

*Seconded by:* Trevor Hammersley-Fazer

That the budget for 2015 be amended to increase the estimated expenses for inspections/repairs/security by \$5,000 from \$14,000 to \$19,000 and to decrease the estimated expenses for custodial services from \$40,000 to \$25,000. These changes to the budget figures reflect the decision to replace the full-time custodian with a contracted cleaning service plus handyman/repair services as required. The net effect on the budget is to reduce total expenditures by \$10,000 from \$610,992 to \$600,992 thereby reducing the estimated deficit to \$15,592.

*Carried.*

A discussion ensued as to the merits of selling a parking space in the Somerset Gardens Parking Lot.

Amendment:

*Moved by:* Bill Broughton

*Seconded by:* Gloria Gifford

That the budget line "Proceeds from sale of parking lot spot--\$35,000" be deleted.

*Carried.*

The budget motion, as amended was carried.

#### **8. Signing Authority, Line of Credit and Auditor**

*Moved by:* Brian Cameron

*Seconded by:* Gay Richardson

That Corporation and the Treasurer be vested with signing authority, and be authorized to seek a line of credit of up to \$50,000.

*Carried.*

*Moved by:* Margaret Kasurak

*Seconded by:* Michelle Smulders

That Parker Prins Lebano be appointed to perform a review of the 2015 financial statements.

*Carried.*

#### **9. Report of the Nominating Committee**

*Moved by:* Brian Cameron

*Seconded by:* Bill Broughton

That Vestry concurs with the report of the Nominating Committee on page 9 of the convening circular.

*Carried.*

#### **10. Ministry reports and comments**

Time was allotted for an open discussion of any ministries or topics raised in the circular.

The Rector acknowledged Terrific Tuesday and Aids Ministry which wrapped up Sunday its evening service. She also acknowledged the Open Doors working group, particularly the Chair, Brian Cameron.

Ann Chaplin reported on phone calls to members. During the calls members celebrated several things about St John's including the people, leadership, care for each other, inclusiveness, blend of tradition and innovation. Members also gave suggestions and pointed out where there is room for improvement including sustainable finances, reaching out and serving children and youth, welcoming people, sharing leadership more widely, and eating together more.

Thanks to Ryan Boivin for his service as a student intern in the winter of 2015. Thanks to St. Paul University for setting up the relationship.

The progress of the Communications Committee was noted. Algonquin College students are working with the group on coming up with new branding—logo and a tag line.

The Rector noted that her 2014 and 2015 Charges to Vestry will be transcribed.

## 11. Thanks

Thanks were expressed to several people:

- 3 retiring Duty Wardens: Michelle Smulders, Douglas Warnock, Bob Green.
- Barbara Dorrell and Gloria Fox for serving on Parish Council.
- Leslie Giddings for acting as Parish Council Chair. Linda Clippingdale for acting as Secretary.
- Peter and Rosemary Anderson for their work with the Refugee Assistance Group.
- Bill Broughton for serving as the chair of the Stewardship Committee.
- Hans Stenman for serving as the chair of the Building Committee.
- Emmy Verdun for her work as Treasurer.
- Reed Smith for his work as Deputy Warden.
- Brian Cameron for his work as Rector's Warden.
- For staff members Gordon Johnston and Kim Chadsey.
- For our ongoing evening custodians—Gregory Saygon and Douglas Warnock.
- Jessie and Magellan whose have left us as custodians.
- For the office volunteers.
- Leslie Giddings and Bryan Bondy thanked the members of their discernment committees.

A request was made for thoughts and prayers for Mitzi Campbell who died in 2014 and Elliot Youden who resigned from Parish Council mid-way through 2014.

## 12. Adjournment

The meeting was adjourned on a motion by Wendy McCutcheon.

## Rector's Report

The Reverend Beth Bretzlaff

Dear Friends,

Welcome to this year's annual report circular for Vestry! As with any written document, this only catches a glimpse of the ministry that happens out of St John's. Recently someone who had spent time sitting in a café across the street commented to me that they had never seen such an active church, with people going in and out, all day and night. And regularly others mention that there is a spiritual feeling here that draws them to worship or to spend a quiet moment during Open Doors. God is at work in this place!

The past year has been one of digging deep. The usual round of worship and education and outreach and pastoral ministry has gone on but behind the scenes much work has been happening. Parish Council, Working Groups and Corporation were focused and intent on their tasks, putting in countless hours, constantly moving things forward, and doing it all with good grace, teamwork and humour. None of this would have been possible if there was not such a strong foundation already long built and maintained, so thank you to all who have gone before and given of themselves to ministry in this place.

Some ministries have changed or ended and new ministries have grown. Some people have moved on from what they have been doing and others have stepped up to volunteer. Some processes have changed and new ones been put in place. Some people have left us and many new people have joined us. As much as we often resist and resent change, it is a healthy component of any community. We do not always get the process right nor deal with things graciously, resulting in hurt and disconnection. We are human! Constantly, however, the Spirit of God breaks through and helps us to heal and once again move forward. It takes courage for us as individuals and as a community to make changes and decisions for good greater than ourselves, yet this is what we are called to do, over and over again.

So thank you. Thank you for giving so much of yourselves to the ministry of St John's. Thank you, in particular, to those who have passed on the baton of their particular ministry after many years. You are part of the fabric of St John's and your continuing encouragement and wisdom is deeply appreciated. Thank you to the Parish Council and Wardens and Treasurers who hold an incredible amount of responsibility on behalf of the parish, work tirelessly and show incredible leadership. And thank you to our Night Custodian, Gregory, our Organist and Choir Director, Gordon and our Administrator, Kim, whose talent and support contributes so much to our life. Prayers and love go with Kim as she moves on.

Time never stands still, as we celebrate new beginnings as well. With great joy we welcome The Venerable John Fletcher as our Associate Priest and soon we will welcome a new Administrator. In the near future we will be looking to our future, our sustainability and how we want to fulfill God's mission through our ministry on the corner of Somerset and Elgin. We have great opportunities and great possibilities ahead of us – exciting stuff!

May God bless us as we travel on this journey of faith together!

In Christ,

Beth+

## Wardens' Report

Margaret Kasurak Rector's Warden ~ Stephen Giles, People's Warden  
Wendy Williamson-Scrim, Deputy Warden

The Wardens continue to work very closely with the Rector to discuss and provide direction in many aspects of life at St John's from day to day occurrences to long range planning. The focus is on delivering the many ministries that St John's is known for providing in a way that maximizes our limited resources. We generally meet about once a week for several hours of discussion and decision making. The underlying focus is meeting the needs of the Parish and community that we serve.

Much time has been spent looking at our financial resources, our assets, as well as the income and expenses and how these are managed. Being in an on-going deficit position for a number of years has highlighted the need for change in how we manage the resources we as a parish have, while at the same time building on our significant resources. This is an aspect that was of deep concern in the diocesan vision outlined in *Embracing God's Future*.

To this end, we consulted with the Diocese for advice to know how other parishes are dealing with these same concerns. We have also looked at other ways to make sure we are financially viable in the foreseeable future to keep St John's ministries, as well as our worship space functioning to the best of our abilities. We have carefully looked at how we are managing our income and expenses. The budget processes and how the budget is presented has been redesigned to properly reflect the true costs of all of the work done at St John's. There will now be a separate category for Outreach that will include the Refugee Assistance Group (RAG), Affordable Housing, the Centretown Churches Social Action Committee (CCSAC), the Anglican Foundation, PWRDF, the Diocesan Community Ministries and CoSA (in-kind donation). The notes will include a reference to amounts of in-kind donations or services, for example the free use or reduced fees for of rental space. Recommendations have been put in place to move from a volunteer system to having an accounting firm do regular bookkeeping, as well as having an appointed treasurer for St John's. One change for example, requires prior approval of expenditures before cheques are issued.

Much thought has gone into discussions about how to best use the different spaces in our building to enhance ministries presently in place and to look at new ways to serve our community. While still at the early stages of discussion, there will be opportunities to become involved through the establishment of working groups. A process was put in place a year ago to establish working groups through Parish Council and has proven to be very successful, enabling us to look at different situations on an in-depth basis. This process recognizes that some of the work, not covered by standing committees, could be carried out by working groups that would have a specific goal to be accomplished within a defined time period. Members of the parish who have the time and interest in a specific project or area could be involved in a working group without belonging to Parish Council. There is now also a member of Parish Council represented on each standing committee or working group. This has proven to be very helpful in keeping Parish Council informed about on-going developments at St John's.

The rebuilding and revitalizing of our ministries continues to develop. A significant amount of time has been invested in looking in-depth at how the Community Shop runs. The working group has consulted with both the volunteers and other similar thrift shops to determine best practices. Their report was presented to Parish Council and unanimously approved, followed by meetings with volunteers to gather further in-put. As a result, a Board of Management was established and a refurbishment was completed to reopen the Community Thrift Shop for the first of February.

As new members have joined the Altar Guild, we have recognized the significant dedication of countless volunteer hours by two long-time members: Bev Bewley and Melodie Conlon.

St John's continues to be a place where people gather to worship as a caring, inclusive community, one that will continue to grow as we begin to take part in the diocesan vision of *Embracing God's Future*. We are blessed to have such wonderful paid staff to accomplish much of our daily work and enrich our worship. Gordon Johnston (Organist and Choir Master), and Kim Chadsey (Office Administrator) are dedicated individuals who both spend numerous hours to make St John's the vibrant and welcoming place that it is. Unfortunately, Kim will be leaving us at the end of March as her duties with the Kiwanis Music Festival have begun to take more time. We wish her well in her role as Executive Director and her challenge of helping that organization grow.

We were very saddened by the death of one of our night custodians and office volunteers, Douglas Warnock. He and Gregory Saygon have worked very hard to be of assistance to all who encounter them as well as putting a shine to our facilities. The daytime job of keeping our premises clean is being done very well by Jani King and our dedicated resource, Alazar (see the Property and Building Report).

Thank you to Wendy Williamson-Scrim, our Deputy Warden for her very valuable ideas and dedicated work in many areas, especially in the revitalization of our Community Thrift Shop.

Our finances have been reported in detail by our Treasurer, Leslie Giddings, who has devoted countless hours to present a thorough accounting of the Parish finances. This is an immense task that she has accomplished with consultation with the Diocese and our new book keeping firm, Accountapotamus. Peggy Lister continues to do an excellent job as Envelop Secretary.

We also must thank our extensive group of volunteers whose skills are wide ranging and who with selfless dedication contribute so much to the life of this parish. These volunteers carry out many responsibilities that serve the people of our parish, as well as our community, in our worship and daily lives. They do so with grace, visibly demonstrating the caring, welcoming attitude that St John's is known for in Ottawa.

Margaret Kasurak, Rector's Warden  
Stephen Giles, People's Warden

## 2015 Parish Register

### Marriages

Michael Dowie & Andrea  
Spraakman  
Grayson Shanahan & Anna Piercy  
Laxman Darjee & Sunita Darjee  
Michael Boese & Cara Gilbertson  
Fadi Karam & Melanie L'Ecoyer  
Adam Jones & Megan Stanford

### Baptisms

Lando Quinn MacCormack Frazer  
Hailey Christine Purves

### Deaths

Marilyn Armstrong  
Beatrice Doreen Dagg  
Douglas Gerald Warnock

# Report of the Nominating Committee

Glen Robinson, Bea Robertson and Wendy Williamson-Scrim

This year's committee members were Glen Robinson, Bea Robertson and Wendy Williamson-Scrim. They worked in conjunction with the Rector to select nominees for Wardens and Parish Council who are at least 16 years of age, contributing members of the parish, and who reflect the diversity of our community. Since we are at a crucial stage for building on our current successes and setting new goals, we need to have some stability and have asked members to carry on for another year if they are able and willing. Thank you to all who have agreed to be part of St John's leadership team!

## Parish Council 2016-2017\*

<b>Rector's Warden:</b>	Audrey Starkes
<b>People's Warden:</b>	Wendy Williamson-Scrim
<b>Treasurer:</b>	TJ Purves
<b>Rector:</b>	The Reverend Beth Bretzlaff
<b>Synod Delegates:</b>	Stephanie Symonds* Jo Cassie
<b>Members at Large:</b>	Ann Chaplin* John Lawford* John Veenstra * Linda Clippingdale* Mary Frances Marshall* Michael Dowie* Quiller Graham* Trevor Hammersley-Frazer* Melissa Walter Devon Baxter Christine Burton The Venerable John Fletcher

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### Notes:

1. The Rector's Warden is appointed by the Rector.
2. The Treasurer is appointed by the Wardens
3. An \* indicates that the member served on Parish Council in the previous year in the same position.

## Biographies of Nominees

### **Devon Baxter**

Devon has been a member of the St. John's family and member of the choir for fifteen years. She brings past experience on the Parish Council of her former church. Devon combines an active desire to contribute to her Church with her love and interest in people. She has enjoyed a varied career in childcare, stage costume design, and making banners and church vestments. With an almost compulsive need to keep her hands busy, she currently loves to sew, knit, craft, and make jams. Her proudest achievements are her almost fifty-year marriage to her husband, Bill, and her four children and two grandchildren.

### **Christine Burton**

Christine is a new (18 months) but active member of the St John's family. She attends the 8am mass, where she is a lector and stand-in acolyte. She has joined the Altar Guild and will be working with John Fletcher to develop some ideas for new pastoral outreach initiatives. Christine works as an executive for the federal government and has extensive experience as a member of and secretariat to volunteer boards, including parish councils. She is also currently a student at St. Paul University.

### **Jo Cassie**

Jo has been at St John's since 1998 and volunteered in numerous ministries including choir, hand bells, Foot Clinic, managing the Roster, working in the office and more. She is retired as the Head of Accreditation at the Royal College of Physicians and Surgeons of Canada. She also volunteers with Corrections Canada and has volunteered with COSA.

### **Ann Chaplin**

Ann Chaplin has been a member of St John's since 1985 and has served in a number of capacities in the church, including People's Warden and Rector's Warden, Intercessor, Christian Education Committee and Stewardship Committee member, Duty Warden and Parish Council member, Altar Guild member, reader, sidesperson, etc. She and Steven have two children, Alastair (last seen playing trumpet on Christmas Eve) and Leslie (who now comes for the "really good services"). Ann has been a lawyer with the federal Department of Justice since 1988.

### **Linda Clippingdale**

Linda has been a member of the parish for over 40 years and last year was elected as a member at large on Parish Council, also serving as secretary. In the early 80's she served as deputy, People's and Rector's warden. A former history teacher and executive director of a national women's research organization, Linda is now retired and enjoying her role as grandmother of five children all living in Ottawa. She recently took on the responsibility of coordinating sitters for the Open Doors program.

### **Michael Dowie**

Michael Dowie has been a member of St John's since 1998. In that time he has been a reader, intercessor, synod delegate, youth group leader, member of the Refugee Assistance Group and member of the Stewardship Committee. By day he is a research associate at the Social Research and Demonstration Corporation.

### **Quiller Graham**

Quiller was born and raised in Ottawa and was Baptized and Confirmed here at St John's. After graduating from the Royal Military College in Kingston, he spent a full career as an officer in the Army's Armoured Corps with service in Canada, the US, NATO Europe, and on several occasions in the Middle East. He returned to Ottawa on retirement and recently happily reunited with St John's. He enjoys reading, vintage sports cars, photography, volunteer work, sports, and military associations. He has two sons and two grandsons.

### **Trevor Hammersley-Frazer**

A life-long resident of Ottawa, Trevor has been in attendance at St John's for a little over a year, primarily attending the 8:00 Sunday Service. He was brought back to the church for self-fulfillment and to open his two children to religious education and guidance. Asked to join parish council by Beth, Trevor saw this as an opportunity to further serve his community and church. On his off-time, Trevor fights the forces of evil as a shadow in the night, called by a beacon in the sky vaguely resembling a bat.

**John Lawford**

John Lawford in his working life is Executive Director and General Counsel for the Public Interest Advocacy Centre (PIAC), a national non-profit organization that provides legal and research services on behalf of consumer interests, and, in particular, vulnerable consumer interests, concerning the provision of important public services. John has been with PIAC since July 2003 and been ED/GC since 2012. John was previously a research lawyer at various law firms in Ottawa and worked prior to that for QUICKLAW, a legal database company. He has an undergraduate degree in English and a Law degree from Queen's University (1990).

John is married to Sabine Modder. They have two children, Luka (18) and Mattheus (15). John and Sabine have been St John's parishioners since arriving in Ottawa to live in 1989. John occasionally deejays local parties in the Glebe, where the family lives, in very close proximity to Lansdowne Park.

**Mary Frances Marshall**

My family came to St John's in 1988 and over the years I have enjoyed participating in many different ministries and activities. I have a strong interest in social justice issues and grandchildren – not necessarily in that order. At St John's, I am currently involved in the choir, the community shop, the green team, affordable housing and the AIDS committee. I like meeting the many interesting people who come through our doors and try to make them feel welcome.

**TJ Purves**

I have been coming to St John's since 2014 with my wife Alexandra and daughter Hailey. I have lived in Ottawa for most of my life, and we currently live within walking distance to St John's. I enjoy spending time with my daughter and family activities, as well as playing board games and watching movies.

**Audrey Starkes**

Audrey and her spouse have lived in Centretown for over 30 years, and have been attending St John's for the last five years. A one-year absence during the period of upheaval resulted in a deeper resolve to connect with all that is good about this parish. She taught Sunday School at St John's when Caitlin Beck was Christian Education Coordinator. Audrey's Christian journey has been a diversified one, but she feels as if St John's is a right fit for this part of the jaunt. Retired from professional life as a psychiatric social worker, Audrey is now pursuing her interest in creative writing and is a member of The Ottawa Story Spinners (TOSS).

**Stephanie Symonds**

Stephanie Symonds is a native of Calgary who attends Carleton University. She was confirmed in the Anglican Church of Canada at the recent bishop's visit and has purple highlights in her hair (no connection). She enjoys singing in the choir, although she sometimes forgets to sign out when she's absent, which is very, very naughty of her.

**John Veenstra**

My name is John Veenstra and I have been a member of St John's since 1995. I am currently working at Hudson's Bay and previously was manager of a store at Billings Bridge. I have worked in the community shop when I began attending St John's and also managed the outdoor parking lot. I am die-cast car and vintage car brochure collector.

**Melissa Walter**

Melissa moved to Ottawa (and St. John's) in fall 2014 to start a new job as a medical librarian. She joined the Anglican Church five years ago and has been fortunate to worship in three different churches in three cities since then. Melissa sings in the St. John's choir and always looks forward to listening to the congregation singing as the choir processes in.

**Wendy Williamson-Scrim**

Wendy Williamson-Scrim has been involved for many years in St John's ministries, especially music and youth. An experienced flute player with a noted eye for design and colour, her interests at church include decorating for special events, playing flute for services, and singing in the choir with the diva attitude associated with all first sopranos. Wendy's family is also involved in parish life, her husband Mike teaching Sunday school and her twins Charlotte and Declan being servers. She is not a fan of lilies.

# Ministries at St John's

## Worship and Faith Development

### Altar Guild

Margaret Kasurak

**Number of Members/Participants:** 7

**Members:** Bev Bewley, Melodie Conlon, Vicki Milnes, Bryan Bondy, Brian and Margot Cameron, Margaret Kasurak

**Regular Meeting Time/Place:** The Sacristy

It is with heartfelt thanks that we recognize the wonderful contributions made to the Altar Guild over many years by Bev Bewley and Melodie Conlon. Both Bev and Melodie have given countless hours of their time, energy and knowledge to St John's through the Altar Guild and other areas. We wish them well in their new endeavours. We also want to thank Bryan Bondy for his very faithful service while he was at St John's. We welcome new members Gaston Michaud, Mary Timms and Christine Burton.

The Altar Guild plays a very important role here at St John's. There is a long tradition of dedicated people who have volunteered many hours to make sure that everything is ready and in its proper place for any type of service being held. The Altar Guild usually works in teams of two people as this makes it possible to change the altar frontals as an example. You'll notice how the look changes depending on the liturgical season. The candles are always burning brightly thanks to those who carefully fill the containers with liquid paraffin or replace the tea lights. Flowers are an essential element and those are arranged with great skill by another dedicated group of people. There are special arrangements at each of the special festival. For Thanksgiving, Vicki Robinson and volunteers decorate the worship space with fresh produce which is donated to The Well after the service. Christmas brings the donations of many poinsettias and wreaths that enhance the other greenery and candles. Then at Easter, the floral cross has been created by three generations of Cameron family. Thank you to the many parishioners who donate money for the flowers that grace our worship space during the other times of the year. We also work in close collaboration with the servers and the clergy in the preparation for worship.

Saturday mornings are often the time when you will see the Altar Guild quietly going about their business, quiet because frequently the Bach choir is rehearsing and it is absolute please to beautify the sanctuary while listening to such incredible music. If this sounds tempting to you, please join us. We always welcome new participants.

### Christian Education

#### *Sunday School*

**Number of Members/Participants:** 6 leaders, 10 children

**Group Leader:** Mary Ann Varley

**Teachers:** April Dickinson, Margaret Kasurack, Sarah Whitehead, Margot Cameron, Mike Scrim

**Regular Meeting Time/Place:** Sunday morning

The Godly Play programme was adopted for all age groups. This program follows a quiet and gentle routine which mirrors the liturgy. Bible stories are told with simple items to illustrate the events. Children then choose an activity such as retelling a previous story, play dough or painting for those in the 2 ½ to 6 age group. The senior group is roughly from Grade 2 -7 in particular those who can read. They meet with a leader to study the biblical passages and to do a follow up activity- sometimes arts and crafts, poetry writing, dialogues etc. Currently a couple of parents wish to extend this to a more formal programme lead by Sarah Whitehead.

The groups each share a snack of fruit, juice and simple biscuits. The attendance is sparse some Sundays but generally there are participants each Sunday. There is no Sunday School during the summer.

#### *Adult Education Committee*

**Number of Members/Participants:** 6

**Group Leader:** Vicki Robinson, Contact Person

**Members:** Rev. Beth Bretzlaff, Audrey Starkes, Tony Lovink, Margaret Kasurak, Sally Andrews

**Regular Meeting Time:** Quarterly

The Christian Education Committee meets every quarter, or as necessary, to plan a Christian Education program for the coming term. It is our objective to provide opportunities for learning and growth for the children, youth and adults of the parish, which cover a range of topics on a continuum of spiritual/religious content. These opportunities are offered in a variety of time slots, and with varying duration and group size. They are intended to appeal to the wide range of interests and age groups within the parish, to fit into the broader schedule of parish activities and priorities, and to utilize the many resources and talents available within our parish community. As but one committee of the parish, in the past year, the

Christian Education Committee has been liaising with other committees (e.g. Pastoral Care and Stewardship) to help facilitate events related to their ministries.

In 2015, the program included Lenten and Advent retreats, Sunday morning bible study, three small-group book studies, several sessions 'introducing' the organ and two Potluck Suppers with Hymn Sing, a 'Faith on Film' evening with discussion and a potluck meal, a presentation by a Public Health Nurse from the City of Ottawa addressing social isolation of older adults, a presentation by a member of the Creation Matters Environmental Sub-Committee of the Diocese of Ottawa, and a session on the work of the Primate's World Relief and Development Fund in Sri Lanka. The committee publicized the very popular St John's Women's Retreat which took place at Galilee Centre, Arnprior in October.

## Choir

Gordon Johnston

**Number of Members/Participants:** 45

**Regular Meeting Time/Place:** Thursday evenings in the Nave

St John's Choir is a group of 45 singers who are dedicated to creating Christian community through music. We rehearse every Thursday evening from Labour Day to the end of May. We sing every Sunday morning and for special services. As well, we present two concerts with orchestra every year. Many members of the choir are also active in other areas of parish life, which helps connect the choral experience with the broader experience of our common life as Johnians, and helps avoid the attitude of "worship the choir".

We continue to be blessed by the presence of so many talented people in the choir. Cara Gilbertson is our Artist-in-Residence. She works with individual choir members on vocal production and technique, and frequently sings solos with the choir. Hayley Swanton is our soprano section leader, a wonderful singer who is deeply loved by all who sing with her. In March we welcomed Grayson Nesbitt as our tenor section leader. During the summer we bid farewell to Matthew Li, a choral scholar who has gone to study voice at the University of Toronto. We are also supported by instrumental musicians from within the choir: Wendy Williamson-Scrim, flute and Noah Waters, violin.

In December we joined with the choir of Woodroffe United Church, Musica Serbica, and the Strings of St John's to present a concert of music for Advent and

Christmas. We performed once at Woodroffe and once at St John's, and both times had large, appreciative audiences. We look forward to collaborating with them again. During Holy Week we presented the Fauré Requiem in concert, once at St John's (Palm Sunday) and once at the Wakefield Community Centre in Wakefield, Quebec (Good Friday). Both performances were sold out and we had a great time singing with the orchestra. All in all, it was an excellent year for the choir and we look forward to an exciting musical year in 2016.

## Communion Administrators

Wendy McCutcheon

**Number of Members/Participants:** 13

**Group Leader:** Wendy McCutcheon, Coordinator

**Regular Meeting Time/Place:** There are no regular meetings

When the church offers the principal celebrations of the Holy Eucharist at the weekly services, special services, weddings and funerals, the clergy rely on the help of lay communion assistants with the distribution of the wine. Lay assistants are invited by the Rector to participate in this ministry.

The Communion Administrators have been working together as a group for many years now. We are able to step in at a moment's notice, in any given situation and handle it with grace and competence.

A change this past year has been the introduction of the bread administrator. A few of the administrators have been trained to perform this duty and this year there is a separate identification of that person in the pew bulletin and on the roster.

The team of administrators for 2015 is: Karen Berg, Steve Chapman, Kitty Cocks, Melodie Conlon, Detlef Dransch, Marcela Gaxiola, Alain Lanoix, Peggy Lister, Wendy McCutcheon, Don McGibbon, Monica Patton, Glen Robinson, and Marietta Stenman.

## Handbell Ensemble

Gordon Johnston

**Number of Members/Participants:** 7

**Group Leader:** Peggy Lister & Gordon Johnston

**Regular Meeting Time/Place:** Monday mornings in the Nave

St John's is fortunate to own a three-octave set of English handbells cast by the Schulmerich Bell Company of Sellersville, Pennsylvania – one of the world's oldest and most respected bell foundries. The memorial bell at the back of the church is engraved with the names of the people in whose memory the bells were donated. We use handbells in worship to accompany psalms and other sung portions of the liturgy, as well as in solo performance. Our handbell ensemble meets each week on Monday morning to rehearse and plan music for the coming weeks.

In 2015 our handbell ringers were Maura Beecher, Peggy Lister, Barbara Brown, Marietta Stenman, Daphne Strange, Kate Steneker and Jo Cassie.

## Music

Gordon Johnston

During 2015, much beautiful music has been heard at St John's. Vocal and choral music as well as handbells and other instrumental music create an atmosphere of creativity and learning, where we tune our spiritual senses through the harmonies of music.

St John's is well known in the community for the varied, interesting music that happens here – not only on Sundays, but throughout the week. Our church is home to several community choirs and music groups who rehearse and perform here. Every night of the week there is a choir rehearsing in the choir room; in 2015 these included the St Cecilia Singers, the Ottawa Bach Choir, Tone Cluster: Quite a Queer Choir, In Harmony women's chorus, the Ottawa Gay Men's Chorus and the Ottawa Celtic Choir.

We are especially fortunate to have a fine orchestra, the Strings of St John's, which makes its home at our church. The Strings present five concerts each season, two of them in collaboration with our choir. They bring creative energy and exciting music to St John's.

We are truly blessed to be surrounded by beautiful music!

## Prayer Chain

Karen Berg

**Number of Members/Participants:** 14

**Group Leader:** Karen Berg, Prayer Captain

**Other Positions of Responsibility in the Group:**

Marietta Stenman, Prayer Captain

**Regular Meeting Time/Place:** Every three months, after the 10:15 am service in the Well.

Each year, this dedicated group of parishioners receive requests from people in our church and in our communities, each member contacts their contact person, passing the prayer request through to our 14 members within 24-48 hrs. Since this is a ministry that each member does in their own home, we attempt to connect a few times a year to support and share our journey as people of prayer. This past year we did meet in May, we shared a pot luck lunch and thoughts about how we can improve communication with the parish and community so they can benefit from the gift of prayer in their time of need.

## Servers Guild

Wendy McCutcheon

**Number of Participants:** 12

**Group Leader:** Wendy McCutcheon, Head Server

**Regular Meeting Time/Place:** There are none as a group, the head server meets with the Priest when needed to discuss service logistics, special services, festivals, weddings and funerals. Weekly information is passed on to the Crucifer in charge of that particular Sunday.

The role of Server is very specific and important to any church service. The Crucifer leads the Servers, Priest(s) and choir into and out-of the Nave, leads the Gospel and Offertory, and the Servers help the Priest in the preparation for the Eucharist. This assistance is required at the regular services as well as at special services, festivals, weddings and funerals.

Their knowledge and experience shines through when we have a special service that requires different directions and duties or last minute changes.

We try to always have three servers at the 10:15am service, but due to illness or unforeseen circumstances, we are sometimes left with just two and even one server. We do our best then to cover the service so there is little interruption to the flow of the service.

The Guild's membership has declined this year from sixteen to twelve members, but only nine were

available on a regular basis. These members rotate through the 10:15am service schedule as either Crucifer, Server or Acolyte. The remaining two serve at the 8:00am service.

We welcome this year a new server to the 8:00am service, Christine Burton. Thank you Christine for volunteering, it is nice to have you with us. We thank Adele Finlayson for serving for a few services during the summer months. Your help was greatly appreciated.

We have a temporary leave of absence this fall for two of the servers; Erin Stenman-Fahey is studying at University in the States and Susmita Darjee picked up a part time job on the weekends while attending school. We wish them both well and hope that maybe they can serve at a service if time permits.

Unfortunately Beni-Chris was ill this past fall season and was not able to serve with us. We wish him well and to get better soon, we miss you.

The Servers for this past year are; Karen Berg, Sherrie Dagg, Susmita Darjee, Amit Darjee, Parkash Darjee, Marcel Gaxiola, Wendy McCutcheon, Beni-Chris Nikiza, Charlotte Williamson-Scrim, Declan Williamson-Scrim, John Veenstra and Christine Burton.

## Sunday Ministries

Jo Cassie

**Number of Participants:** approx. 75-80

**Group Leader:** Jo Cassie, Roster Coordinator

**Regular Meeting Time/Place:** None

Sunday Ministries provide an opportunity for parishioners to participate more fully in the Sunday morning services as well as in special services such as those around Christmas and Easter. Volunteers who participate in Sunday Ministries are vital to ensuring that the service runs smoothly. There are opportunities for volunteers in the following activities:

**Readers** – read the appointed texts from the old and new testaments during the service.

**Intercessors** – lead the congregation in prayer during the Prayers of the People.

**Sidespersons** – assist the Duty Wardens in welcoming people to the service, distributing per bulletins, collect the offering and participate in the procession carrying the bread and wine, the offerings and the Food Bank donations to the altar. Sidespersons also ensure the orderly flow of people to the communion table during the Eucharist.

**Tower Bell Ringers** – ring the tower bell prior to and concluding worship services sending out the message that St John's is open and welcome to all.

In addition to the above, Sunday Ministries also includes the following which are reported elsewhere in the Annual Report:

- Altar guild
- Servers
- Cantors
- Communion Assistants
- Duty Wardens
- Sunday School Teachers
- Refreshment Hour volunteers

A roster is drawn up every three months. Each Sunday 18-20 parishioner volunteers are assigned to these duties. In 2015 there were about 75 volunteers on the roster to perform these various tasks.

Given that each 3-month period has 12 or 13 Sundays, approximately 225 positions need to be filled for each quarter. A number of parishioners volunteer for 2, 3, or 4 of these duties in order to fill the schedule. Anyone interested in participating in any of the Sunday ministries would be most welcome.

In 2015 the roster went on-line, thanks to Chuck Cassie who wrote a computer program to schedule the various ministries and a system for email reminders a week in advance to remind volunteers of the duties to which they have been assigned. Volunteers who do not have email are reminded by telephone. Each person on the roster is given a roster account and every three months is asked to log on to the program to indicate their availability for the next three months. There have been some bugs to work out in the on-line roster program but by and large it has served us well for the past year.

## Sunday Morning Bible Study

Karen Berg

**Number of Members/Participants:** 6

**Group Leader:** Karen Berg

**Regular Meeting Time/Place:** Sunday mornings between 9 - 10 a.m., Classroom #1

On Sunday Mornings, before the 10:15 service starting at 9:00 am we gather to read and reflect on the Bible Readings selected for the service that day. Together we seek to hear what God is saying to us for today within the historical context of when it was written.

# Ministry and Mission

## Affordable Housing Committee

Gay Richardson

**Number of Members/Participants:** 9

**Group Leader:** Gay Richardson, Chair

**Other Positions of Responsibility:**

Peggy Lister, Coordinator, Loblaws Gift Cards

**Regular Meeting Time/Place:** Irregular meetings, weekly distribution of Gift Cards in Parish Hall

### Activities

In 2015, the Committee focused its efforts in two areas: raising money through Loblaws Gift Cards to financially support affordable housing and encouraging the parish to support the St John's team walking for Multifaith Housing Initiative's annual Tulipathon. The St John's team raised almost \$4,300 and so won the Dr. Farook Tareen Tulipathon Award which is given to the faith group which raised the most funds.

In 2016, estimated income from the Loblaws Gift Cards will be included in the operating budget and Affordable Housing will be a roughly matching expenditure item under the new Outreach budget.

### Support for the Multifaith Housing Initiative (MHI)

Since 2003, the affordable housing fund has been largely dedicated to financially supporting MHI (\$500 annually plus \$16,700 to MHI capital projects – Somerset Gardens, Blake House, and The Haven). No funds were distributed to capital projects in 2015. St John's has a significant volunteer involvement with MHI. Bruce Marshall is a member of the MHI Board and MHI's Development Committee, Gay Richardson is Secretary of the Board and member of the Membership and Outreach Committee. Andrea Sprakman assists with the organization of MHI's National Housing Day reception.

### Support for Somerset Gardens tenants

Since 2009, St John's has provided subsidies to tenants of Somerset Gardens. Each year the committee assesses the need and its ability to sustain support before agreeing on any subsidies for the following year. One subsidy was provided in 2015. Peggy Lister is a member of the Board of Somerset Gardens.

### Support for Cornerstone Housing for Women

In 2011, St John's contributed \$5,500 towards the capital campaign for 314 Booth Street which provides supportive housing for 42 women, 20 of whom are seniors. St John's connection continues through Peggy Lister as member of the Cornerstone Foundation and Barb Dransch as Manager of Finance and Administration for Cornerstone.

### Diocesan Working Group on Homelessness and Affordable Housing

In May, Gay Richardson was invited to join the Diocesan Task Group on Homelessness and Affordable Housing, representing MHI. The Task Group reported to Synod in November 2015 and a Working Group was established to continue the work. Gay is a member of that Working Group.

### Loblaws Gift Card Program

Since 2003, the Affordable Housing Committee has been selling Loblaws Gift Cards at St John's. About \$32,500 has been raised in donations and through Gift Cards over the years allowing St John's, through Multifaith Housing Initiative (MHI) and Cornerstone, to make a difference in a tangible way to provide affordable housing in the City of Ottawa. In 2015, the program raised \$2,320 through the purchase of \$60,100 worth of gift cards and disbursed \$675. The current balance in the fund is \$2,831.

For each Gift Card purchased from Loblaws, Loblaws gives a percentage of the value to the organization. When we order more than \$5,000 we receive a 3% discount. If we purchase over \$10,000 we receive a 4% discount. The cards are used like a debit card for grocery purchases at any of: Loblaws, Your Independent Grocer, Valu-Mart, The Great Canadian Superstore, No Frills, Provigo, Zehrs and Fortinos. The Gift Cards are available in denominations of \$250, \$100, \$50, \$25 and \$10.

The cards are great for budgeting your grocery money; giving as gifts or as a thank you; helping out at the Centretown Emergency Food Centre (CEFC) or giving to your away-from-home-student-children a hand with their grocery bills.

The Loblaws Gift Card program is run by Peggy Lister with help from Kathleen Arsenault and Gloria Fox and other occasional volunteers. If you want to know more, or if you want to purchase cards, visit the Loblaws table during coffee hour.

Members of the Affordable Housing Committee are: Jo Cassie, Barb Dransch, Gloria Fox, Claudette Kohut, Peggy Lister, Bruce Marshall, Mary Frances Marshall, Monica Patten, Gay Richardson (chair). Thanks to committee members and to all who continue to support this important work.

If you are interested in becoming more involved with affordable housing, either at St John's or with MHI, please contact:

Peggy Lister [peggylister@rogers.com](mailto:peggylister@rogers.com)/613-746-2633  
Gay Richardson [gay@sympatico.ca](mailto:gay@sympatico.ca)/613-730-4404

## AIDS Ministry

Mary Frances Marshall

**Number of Members/Participants:** 0

**Regular Meeting Time/Place:** This group held its last meeting in January 2015

In 1990, with the encouragement of Parish Council, the Committee for those Concerned with AIDS was formed. In the early days, the committee's main effort was directed toward providing a safe, stigma free spiritual space for HIV positive individuals and their supporters. The committee initiated a monthly service at which AIDS related issues were prayed about and people involved in the AIDS caring community were encouraged and supported. As time went on, the group expanded its work to include awareness, fundraising and education events.

Over the years, the needs of people with HIV have changed. Many fewer are dying, many more are living fulfilling lives and the urgency to assist people infected and affected by this disease seems to have waned. St John's has worked to establish itself as a welcoming place for those who feel themselves marginalised, including those who are HIV positive. HIV continues to be mostly a disease of the poor and disadvantaged and the work of the committee has been folded into other groups with common concerns.

Our long-time chair, Douglas Warnock, died in the autumn of 2015 and the remaining members have been struggling to find a different way to maintain the commitment to supporting the fight against HIV/AIDS. We urge parishioners to remain aware of both the global and local devastation caused to people by this disease and support the organizations and individuals who help them.

## Bridge Group

Alain Lanoix

**Number of Members/Participants:** 14

**Group Leader:** Alain Lanoix and Tony Lovink

**Regular Meeting Time/Place:** Twice per season at various members' homes

Founded in the 1990s, the Bridge Group aims at providing opportunities for devotees of this exciting and challenging card game to play in the relaxed atmosphere of their homes.

This season, 7 teams are competing in a marathon and a final banquet is held in June to award the winners. The annual fees are \$15.00 per person and are entirely returned in prizes and catering for the banquet.

Any newcomer is welcome and should speak with Alain Lanoix ([lanoix.alain@gmail.com](mailto:lanoix.alain@gmail.com); 613-864-1193)

## Bridgehead

Barbara Dorrell

**Number of Members/Participants:** 2

**Group Leader:** Barbara Dorrell

**Regular Meeting Time/Place:** None

Bridgehead sales are held monthly, (except for the summer months and November )at St John's on Sundays after the 10:15 am service. We are members of a local 10 church network selling these fair trade products which are grown by small scale farmers in Asia, Africa, & Central & South America. By buying Bridgehead coffee, tea, granola and chocolate products you are supporting these farmers, giving them a fair wage for their products and encouraging & supporting their organic & shade growing methods.

During 2015 our sales at St John's totaled \$869.05 The profit from the sales ( purchase to sale price) for the network was \$2,000.00. This has been sent to Oxfam to help with relief to Syrian refugees.....this money will be matched dollar for dollar by the Canadian Government.

My thanks go to those parishioners who support this ministry. And my thanks to Pete Torunski who often lends a strong arm to carry supply boxes on sale days, and to my husband Robin who assists at each sale.

## The Centretown Churches Social Action Committee (CCSAC)

Henry Sawatzky

**Number of Members/Participants:** 23 Churches

**Group Leader:** Kristine Burr, Chair

**Other Positions of Responsibility:**

Nancy Jonah and Mary Mussel, Secretaries

Joe Courtright, Treasurer

**Regular Meeting Time/Place:** First Monday of the month at Centretown United Church

The main activity is support and management of the Centretown Emergency Food Centre which is a vital resource to so many people living in the central part of the city. However CCSAC also continues to support several initiatives that reflect our commitment to social justice and poverty reduction such as Citizens for Public Justice and Multifaith Housing Initiatives.

Unfortunately CCSAC lost a strong leader as Paul Dole stepped down as chair in September for health reasons and passed away in November.

The CCSAC Annual General Meeting was held in our church and our Rev. Beth was involved and the new Councillor for Somerset Ward, Catherine McKenney, was welcomed. Suzanne Le and Hugh McCallum of Multifaith Housing spoke about their work to provide housing for people in need.

Many member churches are developing refugee sponsorship plans and a few have already welcomed families. CCSAC is endeavouring to serve as a clearing house for contact information as well as offering lists of needed or excess supplies.

#### **Food Centre Information:**

Clients	2015	2014
New	525	535
Total	9769	9335
Food costs/client	\$10.32	\$9.99

Of course a big factor is the food donations from the churches, which have not been great. Recently, with appeals in the church bulletins, there has been a substantial increase in donations.

St John's officially gave \$3,500 and unofficially \$645 in donations. There were also other substantial direct donations from church members that were not attributed to any specific church.

#### **Finances:**

Budgeted for 2015 \$186,670 (with a \$37,330 deficit)  
Actual to October \$154,181 (with a 27,478 deficit)  
Actual for 2014 \$201,511 (with a \$8,449 surplus)

## **Community Shop**

David Tappin

**Number of Members/Participants:** 20

**Group Leader:** Diana Lize, Co-coordinator

**Other Positions of Responsibility:**

Melodie Conlon, Co-coordinator

**Regular Meeting Time/Place:** The Shop was open Monday to Thursday, noon - 4pm, Friday/Saturday, noon - 3:45 p.m.

The Shop had another solid year in 2015, once again being an important part of the vibrant Elgin/Somerset community. Generous donors have continued to stock the Shop with a fantastic array of goods to sell. We have received everything from doggy diapers to mink coats and some things that defy description. Customer feedback confirms that the Shop is a great place to browse, buy and socialize.

As always, the Shop's success is attributable to the dedicated Shop volunteers who have contributed approximately 3500 hours of their valuable time. This translates into more than \$20/hour based on Shop revenue plus the value of redeemed vouchers. Well done volunteers!

Each year the Shop vouchers (each for \$30 of essential goods) enable St John's church to offer help to the needy in the community. In 2015, the total value of vouchers redeemed was worth approximately \$23,000.

The Shop is a complex operation that requires much planning, scheduling and plain hard work.

A special thanks to Diana Lize and Melodie Conlon for their years of tremendous dedication and hard work to keep the Shop running.

To everyone we say – keep donating, shopping and volunteering in the Shop, and spread the word about this little gem in our basement.

## **Foot Care Clinic**

Jo Cassie

**Number of Members/Participants:** 55

**Group Leaders:** Jo Cassie, Peggy Lister, Judy Threinen, Bea Robertson

**Regular Meeting Time/Place:** The Foot Care Clinic is held on the second Thursday of the month from 8:00 a.m. to 12:00 p.m.

The Foot Care Clinic at St John's was established in 1989 in response to a neighbourhood need for affordable foot care and has remained a ministry of St John's since that time.

Foot care is provided by Registered Practical Nurses (RPNs) from Carefor, a Community Health Services Organization. The organization and management of the clinic is in the hands of volunteer coordinators from St John's who schedule the clinic each month, make appointments, set up prior to each clinic and clean up afterwards, and keep the books by collecting fees and paying Carefor for the RPNs time. At the present time the fee for an appointment is \$20. For a new client a double appointment (\$40) is booked to provide time for an assessment by the Carefor nurses.

Twelve clinics were held in 2015 with a total of 254 appointments for the 55 clients who attended the clinic.

In 2015 the Foot Care Clinic went on-line thanks to Chuck Cassie who very kindly wrote a computer program for scheduling appointments and sending out reminder e-mails for upcoming appointments.

Clients without e-mail continue to be reminded of appointments by telephone. The on-line system has worked well for both clients and coordinators.

The Foot Care Clinic is open to all – parishioners, non-parishioners, people from the local community and people from farther afield, seniors, young people and everyone in-between. All are welcome.

#### Financial Report

<b>Balance as of January 1, 2015</b>		<b>\$1,390.59</b>
<b>Income</b>		
Interest	\$ 0.67	
Clinic Fees	\$4,920.00	
<b>Total Income</b>		<b>\$4,920.80</b>
<b>Expenses</b>		
Nursing Charges	\$4,489.58	
Office Supplies	\$ 12.40	
<b>Total Expenses</b>		<b>\$4,401.98</b>
<b>Balance as of December 31, 2015</b>		<b>\$1,909.28</b>

#### Multi-Faith Housing Initiative

Gay Richardson

**Number of Members in 2015:** 67 faith communities and faith-based organizations. St John's is one of 20 Anglican members. Eighteen religious leaders in the city are patrons of MHI, including both Bishop Chapman and Bishop Coffin.

**Positions of Responsibility:** From St John's are Board members Gay Richardson (Secretary) and Bruce Marshall; Committee and team members: Bruce Marshall, Gay Richardson, Andrea Sprakman

**Regular Meeting Time and Place:** Board and Committees each meet monthly at MHI's office.

Multifaith Housing Initiative (MHI) is a coalition of faith communities and faith-based organizations in Ottawa and the surrounding area working together to address the affordable housing crisis. MHI was established in 2002 in recognition that people of faith have an important and unique role to play in this area. The mission of Multifaith Housing Initiative is to provide and promote affordable homespace, to encourage harmonious relations amongst tenants of diverse backgrounds, and to mobilize the resources of faith communities and others for these purposes. MHI provides safe, well-maintained, affordable housing and supports for individuals and families who are either homeless or at risk of homelessness. MHI's goal is to charge rents equal to no more than 30% of the tenant's gross annual income.

MHI presently owns 41 units of housing at 3 locations: 5 units on Kent Street, 10 units in Somerset Gardens, and 26 units on Blake Blvd in

Vanier. Units range in size from bachelor to three-bedroom and provide housing for over 100 people, including about 30 children. A core group of 40 volunteers serve on committees and teams responsible for activities such as reaching out to faith communities, managing development projects, planning events, supporting tenants, and assisting with property maintenance. New volunteers are always welcome.

MHI undertakes two major events each year: its annual major fund raising walk, the Tulipathon, the first Sunday in May and a celebration of National Housing Day with an interfaith prayer service and reception in mid-November. St John's is a strong participant in both.

To allow MHI to increase its number of affordable housing units, MHI launched its first major capital campaign in March 2013, raising more than its \$500,000 goal. In 2014, MHI won the City's Action Ottawa request for proposals to build 98 units of housing in the Longfields area of Barrhaven (called "The Haven"), comprising two apartment buildings, back-to-back townhomes, and row townhomes. There will be 29 one-bedroom, 38 two-bedroom, 27 three-bedroom, and 4 four-bedroom units. Construction started September 2015, with occupancy planned for early to mid-2017. MHI needs to raise an additional one million dollars and so will launch a major fund raising effort in February-March 2016.

As well, MHI is working with a number of partners with the goal of building supportive housing for homeless veterans on the former Rockcliffe Air Base.

Gay Richardson, Secretary, Multifaith Housing Initiative: [gay@sympatico.ca](mailto:gay@sympatico.ca); 613-730-4404

Multifaith Housing Initiative:  
[www.multifaithhousing.ca/](http://www.multifaithhousing.ca/); 613-686-1825

#### Newcomers/Hospitality

Lannie Mitchell & Bea Robertson

**Number of Members/Participants:** 2

**Group Leader:** Lannie Mitchell & Bea Robertson

Group Members: Marietta Stenman, Gay Richardson, Devon Baxter

**Regular Meeting Time/Place:** None

St John's is known as the Church with the open door. Many who come through our doors catch the spirit of the parish, and decide to make it their spiritual home. ALL are welcome to participate in our various ministries, and to become part of our family.

The process of being recognized as a newcomer is to fill out a visitor's card, this is then given to the Rector. After the Rector has reviewed it and made contact it is given to the Newcomers Coordinator so that a committee member can make contact with the person with a phone call and or a visit. Once each year, the new members who have joined in that calendar year are invited to a welcome lunch to meet each other and some parish leaders in an informal way. This year, the lunch was held on January 31<sup>st</sup>.

We also enjoy many opportunities to socialize and to celebrate special events during the year. St Johnians are wonderful bakers and cooks, and are always ready to respond to the need for food! These are great occasions for community-building and we thank everyone who generously contributes to such events. We have also compiled a list of caterers who can be called upon, if required. This list is available in the Church office.

Special thanks to everyone in the congregation for passing on the "Good News" of St John's, for making newcomers welcome and for providing delicious goodies when asked!

## Pastoral Care Committee

John Zegers

**Number of Members/Participants:** 9

**Regular Meeting Time/Place:** Last Tuesday of the month in the Rector's office

The Pastoral Care Committee is a small group of parishioners who, in partnership with the parish priest, act as providers, facilitators and mediators of pastoral care. Committee members liaise with a number of parish committees and groups, such as Newcomers, Hospitality, Prayer Chain, Thursday Fellowship Program and Foot Clinic in order to identify people who may need pastoral attention.

Committee members also visit or phone the sick and shut-ins themselves or arrange for other parishioners to do so. At our monthly meetings we share our knowledge concerning people in need of pastoral attention and establish who will follow up in each case, through telephone calls or visits by one of us, another parishioner or the priest.

One morning each week, some of the members, on behalf of the Ottawa Diocese, make pastoral care visits to the Anglican patients at the Civic Campus of the Ottawa Hospital.

On occasion, at times in partnership with another ministry, the Committee organizes workshops that offer opportunities to both parishioners and our own

members to expand their awareness and skills in areas related to pastoral care.

Many parishioners, as well as members of the Pastoral Care Committee, participate in providing pastoral care such as driving people to church and to appointments and assisting with shopping.

Committee members continued this year to discuss a proposal for the evolution of pastoral care at St John's, drafted and revised several times by Mary Ellen Herbert. Some of the issues discussed were the definition of pastoral care at St John's and the relationship of the Committee to the clergy, to Parish Council and to other ministries at the church. Discussion and planning will continue in 2016.

Members of the Pastoral Care Committee in 2015 were: the Rev. Beth Bretzlaff, Kitty Cocks, Melodie Conlon, Mary Ellen Herbert, Mary Frances Marshall, Bea Robertson, Marietta Stenman, Daphne Strange and John Zegers.

## Primate's World Relief and Development Fund

Jane Maxwell

**Number of Members/Participants:** 4

**Group Leader:** Jane Maxwell, PWRDF Coordinator

**Members:** Gay Richardson, Don Smith, Joan Fulthorp-Jubb

**Regular Meeting Time/Place:** None

PWRDF is the Anglican Church of Canada's agency for sustainable development, relief, refugees, and global justice. With the support of Anglican parishes across Canada, PWRDF works to support partners' initiatives and to promote actions of solidarity at home and around the world.

St John's primary activity related to PWRDF is the annual Ash Wednesday Poverty Supper which was held on February 13th, 2015. Parishioners contributed soup and bread to share in a simple meal and were asked to make a financial contribution to PWRDF. This year the committee chose to focus on the theme of "Reconciliation" given the fact that the Final Events of the Truth and Reconciliation Commission were taking place in Ottawa, May 31 - June 3rd. The churches, particularly those who were signatories to the Indian Residential School Settlement Agreement, had been meeting for months to plan the churches' involvement in the Final Events - particularly how to educate and engage Ottawa parishes in the Final Events. St John's welcomed Victoria Boucher, an Ojibwa from the Fort William First Nation in Thunder Bay. Prior to Vicki's presentation, we showed a short video of TRC Commissioner, Justice Murray Sinclair, speaking to a Mennonite church group. Vicki began

her presentation with a drum and song presentation and then focused her remarks on the challenge of "reconciliation" between Aboriginal and Non Aboriginal peoples in the wake of the revelations about the residential school experience.

PWRDF members of St John's also participate in an annual PWRDF workshop organized by the PWRDF Diocesan Committee, as well as the annual Covenant Chain Link on Right Relations with Canada's Indigenous Peoples. We also present a workshop on a social justice issue at the Diocesan Congregational Resource Day in May.

The Committee would like to thank parishioners for their generosity in supporting the life-giving work of PWRDF, both at the Poverty Supper and throughout the year.

The only expense incurred by this committee is an honorarium of \$100 to our speaker every year which is covered by the church budget.

In 2015 St John's sent a total of \$10,090 to the national PWRDF office. This does not include donors who may give directly to PWRDF.

## Refugee Assistance Group

John Campbell

**Number of Members/Participants:** 16

**Group Leader:** John Campbell, Chair

**Other Positions of Responsibility:**

Margot Cameron, Secretary

**Regular Meeting Time/Place:** Classroom 2, 2nd Monday of the Month, 7:30 - 9 pm.

The Refugee Assistance Group (RAG) sponsors refugees from overseas and assists refugees and their families in adjusting to their new lives in Canada. This assistance includes financial support but also settlement support, which involves help with everything from finding and furnishing an apartment, learning how to use public transit, getting suitable Winter clothing, enrolling kids in school and anything else about Canadian life that may be new or confusing to a refugee.

Two years ago the Abbas family arrived from Turkey on August 11<sup>th</sup>. They are a husband, Husam, wife, Lina and three young boys, Harith (age 6), Taym (age 5) and Aysar (age 3) who fled from Iraq. They are all doing well and we would like to thank everyone who has helped their family in the transitioning to Canadian society.

Lina's sister and her family including her husband, and kids are currently in Turkey. The Refugee Assistance Group has decided to sponsor them and hope to have them in Canada before 2018.

Thikra Abdullah and her children recently arrived in Canada from Syria via Turkey. Omar, her son was already living in Ottawa with his uncle and their family who were also sponsored by RAG. They were incredibly excited to reunite here and things seem to be going well for the family since arriving. Thikra speaks English near perfectly so their transition as a family has gone amazingly well!

Bereket Ghebekidan is a former refugee living in Ottawa with his wife and children. He works for the company which cleans St John's. He has saved up money during his time in Canada and is offering to pay for the sponsorship of 4 of his friends in Israel. They are all single Eritrean males who traveled to Israel through the desert via Ethiopia and Egypt. Their situation in Israel is very difficult because Israel doesn't recognize refugees and does not allow the UNHCR to assist them. Currently Israel is rounding up and detaining all of the Eritreans who were previously allowed to live and work in Israel. RAG hopes to sponsor these men at no cost to the church.

The Mehrabhi family has 8 members including 2 grandparents, a husband and wife, and 4 children. They are currently in India after fleeing from Kabul after their daughter was threatened by members of Al Qaeda. They have relatives in Ottawa who will pay for the sponsorship and help them settle when they arrive. This sponsorship is going to take many years due to the family being in India, where the Canadian embassy has a very slow processing time (currently 64 months to process a privately sponsored refugee).

Halah Al Harani is a Palestinian Syrian living in Ottawa. Halah is looking to co-sponsor her son and his family. They are Syrians who fled to Malaysia, hoping to eventually claim asylum in Australia. As this is no longer an option they are seeking help from their family in Canada. A mosque in Mississauga, where another family member lives, is offering to fund this sponsorship if we can do the paperwork.

All of these are opportunities for us to show the love of Christ to those who are coming from very difficult and dangerous situations. They are also an excellent opportunity to experience different cultures and to realize, once again, how greatly blessed we are to live here in Canada. IF anyone is interested in joining RAG or in helping specifically with any of the upcoming sponsorships, please contact John Campbell or Don Smith.

## Refugee Assistance Fund<sup>1</sup> Financial Report

<b>Balance as of January 1, 2015</b>	<b>\$ 7,886.76</b>
Total Income	28,294.20
Total Expenses	- 25,202.75
<b>Balance as of December 31, 2015</b>	<b>\$10,978.21</b>

### Notes:

1. This fund is used to support sponsored refugees, principally during the settlement period when the parish has financial responsibility.

## Sunday Refreshment Hour Ministry

Alain Lanoix

**Number of members:** 10

**Coordinator:** Alain Lanoix

This Ministry prepares and serves coffee, tea and juice following the 10:15 service, allowing parishioners to mingle and exchange in a relaxed atmosphere. Between June and September, lemonade is served. Parishioners can bring confections and baked goods at times, to be enjoyed along with the drinks, but this is entirely optional. The new commercial type dishwasher continues to make our life much easier with the clean up.

Currently, ten volunteers or volunteer teams take turns officiating, which involves preparing the table before service and cleaning up after. The time commitment is rather light. Any newcomer is welcome and should speak with Alain Lanoix ([lanoix.alain@gmail.com](mailto:lanoix.alain@gmail.com); 613-864-1193)

## Thursday Fellowship

Catherine (Cathy) Hannah

**Number of Members/Participants:** approx 47

**Group Leader:** Catherine Hannah

**Other Positions of Responsibility:** Dorothy Berg, Co-coordinator

**Regular Meeting Time/Place:** 3rd Thursday of the month at St John's

The Fellowship group consists of men and women (usually 20 to 30 in number, some of whom are not able to attend other church services) who join in on a celebration of the Holy Eucharist on the 3rd Thursday of each month at 2 p.m., omitting the summer months of July and August.

Following the service the group proceeds to the parish hall to share valuable fellowship time and also enjoy in yummy refreshments provided by eager volunteers, who organize and set up for Tea Time, clean up, drive people to and from their homes and,

last but not least, maintain vital telephone links with these parishioners. This group has been an active ministry for over 30 years and welcomes newcomers as our parish motto states "The Church with the Open Door". To this end it is a real pleasure to have the seniors from Saint Theresa's, Knox Presbyterian, and Somerset Gardens join us during this joyful time. During the year we highlight various themes, such as Thanksgiving, Christmas, Saint Valentine's Day and Saint Patrick's Day, during which our church organist, Gordon Johnston, entertains us with his expertise on the harp, as part of that month's theme.

I would like to express my sincere appreciation for all who assist, the clergy and staff, Dorothy Berg with set up and piano skills, and the following active volunteers: Bev Bewley, Melodie Conlon, Vicki Milnes, Marietta Stenman, Virginia Hill, John Nesbitt, Ron Hannah, Wendy McCutcheon, Kitty Cocks, Shirley & Phil Conquer, and Gloria Gifford.

I retired in late November after many, many rewarding years chairing this special group of Fellowship Friends.

### *Farewell Limerick:*

So now I want you folks to know  
I really, really have to go  
I'll miss the calls requesting food  
and interacting with my brood  
Cause I did it for fun and not the dough!

I shall treasure the fond memories and hold them forever in my heart.

## The Well/La Source

Margaret Kasurak

**Number of Members/Participants:** 6

**Group Leader:** Margaret Kasurak

**Regular Meeting Time/Place:** Quarterly at St John's

The Well/La Source is a spiritual and justice based day program providing services to assist homeless women and women and children at risk of being homeless. They offer a safe, supportive, inclusive environment where women come together to empower each other while nourishing the whole person. St John's is their host and landlord. A new Memorandum of Understanding has been established with the Diocese. The St John's – Well Liaison Committee provides a vehicle for open communication between the Well's management and administrative staff and St John's clergy, administration and parishioners. The decision was made to have quarterly meetings instead of meeting every other month has been beneficial to everyone,



## Stewardship of our Resources

### Art Credo

Detlef Dransch

**Number of Members/Participants:** 20

**Group Leader:** Detlef Dransch, Chair

**Other Positions of Responsibility:**

Jack Fisher, Past Chair

Alex Bisset, Logistics Support

Mary-Ann Varley, Vernissage Organizer

**Regular Meeting Time/Place:** The show took place from April 18 - May 3 2015, plus ad hoc meetings and activities throughout the year.



Last year, St John the Evangelist hosted the 39<sup>th</sup> annual Art Credo art exhibition and sale. Art Credo is an art exhibit in which parishioners and

visitors enjoy, and may purchase, artworks from local artists. The artworks are intended to be of a spiritual, contemplative, or devotional nature. The show consisted of 100 works of art from 45 artists. A roster of volunteer sitters allowed us to keep our doors open every afternoon for two weeks and four evenings as well. Thanks also to Aura Giles for providing beautiful music during the Vernissage.

Although Art Credo netted a modest \$950 for St John's, more importantly it:

- provided an opportunity for its volunteers to work together (and have some fun),
- brought close to 1000 visitors through our doors.
- allowed our parishioners and our local community to enjoy works of art produced by some of our parishioners (we have some accomplished artists in our midst) and other local artists.

### Property and Building Committee

Stephen Giles

**Number of Members/Participants:** 11

**Group Leader:** Stephen Giles, Chairman

Members: Beth Bretzlaff, Rector; Stephen Giles, Chair; Hans Stenman, Past Chair; Bruce Marshall; Gay Richardson (also Gardening Team Coordinator); Glen Robinson; David Timms; Jim Cummings; Robert Green; Gregory Saygon and Erogu Otasawie.

**Regular Meeting Time/Place:** First Thursday of the month at 4:00 at the Church (except July - August)

St John's Property and Building Committee (PBC) is of a group of knowledgeable and experienced individuals, many with long-term service to the

Parish, who oversee the maintenance, repair and major capital projects of the church buildings and property. The members are volunteers, some work full time, and others are retired. Committee meetings are generally held on the first Thursday of each month at 3:30pm (except July and August). 2015-16 has been a busy year for this Committee.

### Cleaning and Maintenance

Early in the year, our Custodian moved on to pursue other interests which resulted in an opportunity to consider options for cleaning and maintenance of our church buildings. The goal was to ensure that the buildings were cleaned on a regular basis. Careful attention was paid to the options available—hiring a full-time custodian, or, engaging a commercial cleaning contractor. In the end a commercial solution was found to be the best option. Expressions of interest were received from three commercial firms. Due diligence was applied to ensure that business practices were ethical and fair, and to ensure that company employees received decent wages and had the opportunity to participate in employee benefit programs. The results of hiring Jani King have been very positive; the church buildings are visibly cleaner, work is carried out in a consistent manner and Alazar (a former Eritrean refugee) has become part of the St John's team.

### Narthex

With the completion of the renovation of the narthex, attention focused on completing small deficiencies that present themselves after a major renovation. Lundy Construction and their site supervisor Warren Brownley, quickly addressed any concerns that were identified resulting in the completion of a quality renovation.

### Gardening

Please see separate report of The Gardening Working Group

### Examination of Indoor Air Quality in the Well

St John's leases its lower level to The Well/la Source, a community ministry supported by the Diocese of Ottawa. At their request, and in response to a concern about the quality of air and air circulation, *Indoor Air Quality Ottawa*, a local firm, was contracted to complete an investigation and make recommendations as to the quality of the indoor environment (a full report is available in the Office). An initial site visit was conducted in May and a final report was presented to the Property and Building Committee in November. The results indicate that there is no threat to human health. However, problems were identified with respect to: water infiltration through the foundation--particularly

under the accessibility ramp to the parish hall; some minor and non-life threatening asbestos remediation; the overuse of kitchen extractor fans which create capillary action through the foundation; general surface moisture management to the property and repairs to the office wing windows, lintels, exterior wall parging and surface water management. It is recommended that these issues be addressed in a yearly work plan as priority items for 2016.

### **Yearly Costs of Maintenance and Renewal of St John's Infrastructure**

Given the location of St John's in a busy downtown location with hundreds of people travelling through the building on a weekly basis, the repair and stewardship of the building must remain a priority to ensure we can continue to offer a safe, secure and suitable worship space and an attractive, commercially viable rental space. It should be noted that the industry standard for yearly repairs and maintenance to the infrastructure of a public building such as St John's should be 2-3 per cent of the replacement value of the building. In the case of St John's this amount should be excess of \$100,000 yearly to cover updating infrastructure and general maintenance and repair. While at present this is not financially feasible, it should be noted that a building of this age will require substantial on-going renovation to meet current and future building code requirements

### **Projects**

This year, we:

- 1) completed the installation of heat trace cables and associated electrical connections to reduce ice damming and associated damage;
- 2) undertook an examination of the bell tower to determine if there had been any further deterioration of the structure which has resulted in the need to continue to monitor the condition of the tower and plan for repairs over time based on a previous professional examination and recommendations;
- 3) undertook renovations of the washroom in the men's choir robing room by replacing the toilet and sink and painting of walls;
- 4) completed the installation of permanent lighting for the east window over the high altar;
- 5) replaced all lightbulbs in the nave;
- 6) completed painting of classrooms 1 and
- 7) completed landscaping of the church grounds.

### **Parish Sustainability and Revenue Generation**

At the request of Corporation, the PBC was requested to investigate 1) potential commercial market rent for the parish hall; 2) associated costs to

the parish and the use of our four indoor parking spaces, and 3) costs to the parish and use of the twenty outdoor surface parking spaces owned by the parish and located in the Somerset Gardens condominium. The Regional Group of Companies was engaged to complete a "Market Rent Study and Market Value Indication of Interior and Exterior Parking Spaces". The results of this study (a copy is on file in the Office) revealed

- 1) that the parish hall (approximately 2000 sq ft) could potentially generate between \$34 to \$40 per sq ft or \$68,000 to \$80,000 per year as a commercial rental.
- 2) Currently, the parish pays approximately \$1450 per month, or \$17,000 per year in taxes and condo fees on the **four indoor parking spaces** presently used by The Rector, the Director of Music, the Administrator and The Well. This amount is more than double the cost per month to park above ground in our surface parking (\$210./month x 4 spaces = \$840). Market value of each interior parking space, given the shortage of parking available to condo owners is estimated somewhere between a floor of \$35,000 to a maximum of \$60,000. The revenue to the parish on the potential sale of these spaces should the parish decide to divest, is anywhere from \$140,000 to \$240,000.
- 3) An examination of the **20 surface parking spaces**, managed on behalf of St John's by Vinci, reveals that after paying management costs and maintenance, the parish receives approximately \$45,000 to \$48,000 in yearly revenue. These spaces have been evaluated using the Income Approach to Value at approximately \$715,000, or \$35,700 per space. These spaces are considered a valued asset to the Parish and will continue to provide revenue to the parish for many years to come.

It was a busy year! Thank you to all parishioners who throughout the year who have been good stewards of the church property and grounds, and to Property and Building Committee members who give of their time, talents and skills to keep everything in good repair, and most importantly to members of the Parish who provided the financial resources to do so.

<b>Property 2015 Budget</b>	\$35,000.00
Eavestroughing and cabling (South Side)	\$14,498.62
Electrical for above	\$ 5,895.00
Landscaping	\$ 4,010.72
East Window Lighting	\$ 3,200.00
IAQ Report (The Well)	\$ 4,160.00
Total Expenses	<u>\$31,764.34</u>

## Communications Committee

Adrian Cloete

**Committee Chair:** Adrian Cloete

**Group Members:**

Bryan Bondy (for the first half of the year)

Brian Cameron, Kim Chadsey, Gordon Johnston

**Regular Meeting Time/Place:** None

Our collaboration with Algonquin College's advertising students resulted in a new tagline: *"St John the Evangelist Anglican Church – Where Doors and Hearts are Open"*.

St John's was accepted to participate in the annual city-wide Doors Open Ottawa event that attracted more than 300 visitors through our new narthex last June. Parish Council has voted to participate again in this year's festival – set for Saturday, June 4 – to celebrate Ottawa's historically and culturally significant buildings by opening their doors for the public's viewing pleasure.

In spite of the support of local politicians plus many businesses, such as banks and realtors, St John's was the sole house of worship to advertise in the 2015 Pride Guide for Ottawa's 30<sup>th</sup> Capital Pride Festival this past August. Anecdotally, the ad on a highly visible page of the publication was worth the \$300, but we need to do a better job measuring the impact of any paid advertising in the coming year.

Flowing from Ryan Boivin's Neighbourhood Business Study, we now use our printed and online Sunday bulletins to publicize the connections between St John's and local businesses, with the aim of deepening relationships and highlighting mutual benefits.

Lastly, we continued to see that all parishioners can and should play a role in communicating information about our vibrant and caring church by spreading the word to neighbours and strangers.

To foster this role, a Communications resource sheet was developed for everyone to use. It features a list of ways and means to publicize our events and organizations within St John's and across Ottawa, using standardized descriptions and logos. This electronic resource, together with the latest *Welcome to St John's* pamphlet, is available to all

from Adrian via [cloete.adrian@gmail.com](mailto:cloete.adrian@gmail.com) or from Kim in the Church Office.

As always, the committee welcomes any ideas and (especially!) energy that you can offer to make more people aware of our mission and ministries.

## Envelope Secretary

Peggy Lister

**Number of Members/Participants:** 1

**Group Leader:** Peggy Lister

**Regular Meeting Time/Place:** None

The role of the Envelope Secretary is to keep track of individual donations and issue charitable tax receipts each year. A database program specifically designed for church organizations makes this job much easier. Each week the donations are entered; the program adds everything up and is formatted to print quarterly statements and tax receipts.

The Envelope Secretary acts as a support to the Stewardship Committee by providing information on overall donations and analyzing giving trends.

Please contact me ([peggylist@rogers.com](mailto:peggylist@rogers.com)) if you would like to receive weekly offering envelopes or to enroll in the monthly PAR (Pre Authorized Remittance) Program to assist you in supporting St John's Church on a regular basis.

## Gardening Committee

Gay Richardson

**Number of Members/Participants:** 3

**Group Leader:** Gay Richardson

**Regular Meeting Time/Place:** None

The Gardening Team reports through the Property and Building Committee and so decisions regarding any changes to the grounds of the church are first discussed and agreed to there. With the completion of the Open Doors project at the end of 2014, the front garden needed to be redesigned and planted in the spring of 2015. Heather Smith provided design advice and Mooney's Bay Landscaping was contracted to add riverstone along the church wall plus additional pavers at the corner and along the front edge. At the front, they removed the sod that had been laid and added new topsoil. Grass seed and top soil was added to the side lawn as well as riverstone by the Rector's office. In mid-June, the hardscaping was completed and a team of gardeners transplanted the shrubs and perennials that had been saved from the front garden plus planted some new shrubs, perennials and annuals. Mulch was

added later. A bit of work was done on the Somerset Street side, with more planned in 2016.

Alice Doell, Reed Smith and Gay Richardson are the regular gardeners. Jan Calder, Peggy Lister, and Vicki Milnes helped with the planting. Several people either made donations of plants or purchased plants and/or supplies.

We would be delighted to have help with this ministry - either regularly (weeding, deadheading, etc.) or on occasion (planting annuals or special clean ups). People frequently stop to say how much they enjoy the garden.



## Open Doors

Linda Clippingdale

**Number of Sitters: 24**

**Group Leader:** Linda Clippingdale

**Regular Meeting Time/Place:** None

The Open Doors Ministry began with the celebration of the renovated narthex early in 2015. A roster of "sitters" keeps the beautiful new front doors open from 11:45 to 1:15 every Monday to Thursday. The volunteers receive a brief introductory training session on the welcoming of visitors as well as information about the architecture, stained glass windows, the organ, the liturgy, the various ministries offered at St John's, etc. When needed, people are referred to The Well, the Community Shop, the Rector and to other services offered by the Diocese of Ottawa. A log is kept by the volunteers to record the number of visitors as well as their comments.

In addition the volunteers helped with a number of special events including Open Doors Ottawa on June 6th during which over 300 visitors came in to see the Nave and partake of cookies and lemonade. In the Fall they also helped to welcome University students to the annual Church Crawl. Adrian Cloete, chair of Parish Council, helped with the coordination and publicity for a number of these Open Houses, including the first-ever Communion Wine-Tasting event.

## Parish Council

Adrian Cloete

**Number of Members/Participants:** 14

**Group Leader:** Adrian Cloete, Chair

**Other Positions of Responsibility:**

Linda Clippingdale, Secretary

Emmy Verdun (until June) Leslie Giddings, Treasurer

**Regular Meeting Time/Place:** Third Thursday of the month, 7 - 9 p.m. (except July/August) Parish Hall

*"Greater than the sum of its parts"*

Each councilor attends our monthly meetings and, in accordance with Beth's vision for Parish Council, every councilor serves the parish in other ways through a leadership or membership role on one of the many parish groups and committees.

With this approach, even though Corporation (the Rector and Wardens) handles daily decisions on the parish's operations, the councilors become more than a passive board of directors. Rather, they can and do effectively take up new tasks and provide a challenge function, while collectively keeping in touch with all aspects of the parish.

This past year, we tackled various tough issues, such as:

- the modernization of our financing reporting system, leaving us today with a streamlined process that accounts for all income and expenses.
- the revitalization of the Community Thrift Shop, together with shop employees.
- the creation of new guides for Duty Wardens and Greeters.

Moving forward, the Parish will be stronger due to efforts on these fronts. However, continued work is needed on the implementation of a Governance structure, specifically, to ensure all parish groups can have their voices heard on Parish Council and, in turn, make their operations and any budgets transparent. As well, a united network of all "social action" groups would provide a coherent view of their various activities, allowing for better planning and stewardship efforts.

## Property Rentals

Kim Chadsey

Space available during the week for church-sponsored groups and rental groups is almost at capacity in the evening. We have had many enquiries from dance groups to use our Parish Hall but have had to turn most away in order to make sure that there is availability for parish groups and

so as not to conflict with choirs that rehearse in the Nave.

We continue to have a good working relationship with our Friday Night Salsa group drawing large crowds for their nonalcoholic dance generating over \$10,000.00 rental income per year.

Our rentals come from a wide range of groups from self help (AA and NA) to condo corporations for board meetings and annual meetings.

We will certainly miss Douglas Warnock who was an integral part of our rental team. I would like to personally thank Gregory Saygon for all his hard work in making rental clients feel welcome at St John's Church.

## Stewardship Committee

Michael Dowie

**Number of Members/Participants:** 6

**Group Leader:** Beth Bretzlaff, Rector

**Regular Meeting Time/Place:** 2nd Tuesday of the month at 7 p.m., Sept - June, Rector's Office

A key focus of the Stewardship Committee's work was the 2015 fall stewardship campaign. The theme of this year's campaign was "A giving Community 2016". As noted in the brochure, "God is the Giver, the ultimate lover of all God has created. By giving out of this abundance, we at St John's have the opportunity to change peoples' lives through our faith and worship, ministry and mission." Through a letter and brochure to all members the campaign asked everyone to reflect on how they are able to give in 2016.

In addition to the written materials, the fall campaign also included short presentations by three members of St John's—Trevor Hammersley-Frazer, Audrey Starkes and Dora Broughton—who each spoke about the important role St John's plays in their lives and the community. We also were fortunate to have as our guest Richard Felton, Executive Director of The Episcopal Network for Stewardship (TENS) who led a Diocesan Stewardship workshop at St John's and was our preacher on October 25<sup>th</sup>.

Over the course of 2015 several people read Lynne Twist's book, *The Soul of Money* which encourages us to rethink our relationship with money. The book

was highlighted during a 4-week evening study course and a shorter after-church presentation.

Early in 2015 members of the Stewardship Committee and Parish Council attempted to contact all units on our parish list for a conversation. Suggested questions for the conversation included 'Why do you choose to be part of St John's?', 'What do you think is the best thing about St John's?' and 'What do you think the community needs from St John's?' The Stewardship Committee compiled the results into a report which was shared with parish. Committee and group leaders were asked to pay particular attention to suggestions that related to their ministry.

Our members for 2015 were: Ann Chaplin, Richard Clippingdale, Michael Dowie, Barbara Dransch, John Lawford

## Website

Gordon Johnston

St John's maintains a web presence at [www.stjohnsottawa.ca](http://www.stjohnsottawa.ca). People access the website for several reasons; some are looking for specific information, others just want to find out who we are and what we do. Each week the Sunday bulletin is posted to the website. Beth's sermons are distributed through her podcast entitled "Enjoy Your Life"; a link for direct subscription is available on the website. Both the sermon and the bulletin are accessible from quick links on the home page.

A page entitled "Parish Life Documents" contains information like Parish Council minutes, the current Christian Education brochure, and other similar documents. Descriptions of the various parish ministries are available through the annual vestry reports which are posted under "Ministries". Another quick link on the home page opens the online facilities schedule which displays a chart of the various rooms at the church and indicates what activities are scheduled to occur there and when. Every effort is made to keep the website up-to-date and user-friendly.

During 2016 we plan a major overhaul of the website to improve its graphic appeal and to make it more accessible on hand-held devices (smartphones and tablets). Suggestions for improvement and new content are always welcome.

# The Church of Saint John the Evangelist

## Balance Sheet

As of 31 December 2015

	<u>31 Dec 15</u>	<u>31 Dec 14</u>	<u>\$ Change</u>	<u>% Change</u>	
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Chequing/Savings</b>					
1010 · Chequing Account	89,569.85	32,682.81	56,887.04	174.06%	
1020 · Savings Account	0.00	0.15	(0.15)	-100.0%	
<b>Total Chequing/Savings</b>	<u>89,569.85</u>	<u>32,682.96</u>	<u>56,886.89</u>	<u>174.06%</u>	
<b>Other Current Assets</b>					
1035 · Year End Receivables	4,382.99	35,914.61	(31,531.62)	-87.8%	
1040 · Prepaid Expenses	0.00	457.67	(457.67)	-100.0%	
1045 · Petty Cash	200.00	200.00	0.00	0.0%	
12000 · Undeposited Funds	0.00	4,489.45	(4,489.45)	-100.0%	
<b>Total Other Current Assets</b>	<u>4,582.99</u>	<u>41,061.73</u>	<u>(36,478.74)</u>	<u>-88.84%</u>	
<b>Total Current Assets</b>	<u>94,152.84</u>	<u>73,744.69</u>	<u>20,408.15</u>	<u>27.67%</u>	1
<b>Fixed Assets</b>					
1310 · Church Land	16,575.00	16,575.00	0.00	0.0%	
1320 · Church Building and Contents	323,366.00	323,366.00	0.00	0.0%	
1330 · Parking Spaces	<u>600,000.00</u>	<u>600,000.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Fixed Assets</b>	<u>939,941.00</u>	<u>939,941.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Other Assets</b>					
1510 · Rectory Investment	47,614.14	85,793.85	(38,179.71)	-44.5%	
1530 · Long Term Parochial Assets	<u>229,283.86</u>	<u>96,048.58</u>	<u>133,235.28</u>	<u>138.72%</u>	
<b>Total Other Assets</b>	<u>276,898.00</u>	<u>181,842.43</u>	<u>95,055.57</u>	<u>52.27%</u>	
<b>TOTAL ASSETS</b>	<u><u>1,310,991.84</u></u>	<u><u>1,195,528.12</u></u>	<u><u>115,463.72</u></u>	<u><u>9.66%</u></u>	
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
2010 · Accounts Payable	<u>55,322.63</u>	<u>153.63</u>	<u>55,169.00</u>	<u>35,910.3%</u>	2
<b>Total Accounts Payable</b>	<u>55,322.63</u>	<u>153.63</u>	<u>55,169.00</u>	<u>35,910.3%</u>	
<b>Other Current Liabilities</b>					
2050 · Mortgage from Diocesan Ext Fund	152,314.62	162,632.01	(10,317.39)	-6.34%	
2051 · Current Port. Mort. Diocesan Ex	0.00	8,912.00	(8,912.00)	-100.0%	
2100 · Parochial					
2105 · AIDS Support Fund	896.15	978.15	(82.00)	-8.38%	
2110 · Affordable Housing	(500.00)	0.00	(500.00)	-100.0%	
2111 · Loblaws Gift Card	3,505.67	3,380.67	125.00	3.7%	
2115 · Apportionment Fund	19,222.95	19,222.95	0.00	0.0%	
2130 · Gurney Estate	1,094.08	1,705.88	(611.80)	-35.86%	
2140 · Music Fund	0.00	4,652.68	(4,652.68)	-100.0%	
2147 · Women's Retreat Fund	1,410.00	0.00	1,410.00	100.0%	
2150 · Youth Development Fund	2,008.28	2,008.28	0.00	0.0%	

2160 - Art Credo	836.22	0.00	836.22	100.0%	
2176 - Paschal Meal	14.94	0.00	14.94	100.0%	
2180 - West Window Fund	2,753.08	2,753.08	0.00	0.0%	
2181 - Narthex Reno Fund	10,266.73	245,259.03	(234,992.30)	-95.81%	
2182 - Narthex Expenses Fund	0.00	(317,108.03)	317,108.03	100.0%	
2214 - COSA - Other	72.80	0.00	72.80	100.0%	
2229 - CCSAC - Cntwn Ch Soc Act Cttee	45.00	0.00	45.00	100.0%	
2236 - Emergency Food Centre	150.00	0.00	150.00	100.0%	
<b>Total 2100 - Parochial</b>	<b>41,775.90</b>	<b>(37,147.31)</b>	<b>78,923.21</b>	<b>212.46%</b>	<b>3</b>
2143 - RAG	10,728.21	7,886.76	2,841.45	36.03%	4
2192 - GIFT	47,653.62	28,628.37	19,025.25	66.46%	5
2233 - Rector's Discretionary Fund	689.53	804.07	(114.54)	-14.25%	6
25500 - GST/HST Payable	(10,884.09)	0.00	(10,884.09)	-100.0%	
<b>Total Other Current Liabilities</b>	<b>242,277.79</b>	<b>171,715.90</b>	<b>70,561.89</b>	<b>41.09%</b>	
<b>Total Current Liabilities</b>	<b>297,600.42</b>	<b>171,869.53</b>	<b>125,730.89</b>	<b>73.16%</b>	
<b>Long Term Liabilities</b>					
2310 - St Johns Unrestricted	151,402.78	134,197.58	17,205.20	12.82%	
2320 - Restriced - Pepper Estate	30,000.00	30,000.00	0.00	0.0%	
2330 - Restricted - Bayley Estate	2,787.72	3,000.00	(212.28)	-7.08%	
2340 - Endowment	1,269.39	700.00	569.39	81.34%	
2345 - Borrowed from Parochial	0.00	(143,870.03)	143,870.03	100.0%	
2350 - Rectory Fund	47,614.14	85,793.85	(38,179.71)	-44.5%	
<b>Total Long Term Liabilities</b>	<b>233,074.03</b>	<b>109,821.40</b>	<b>123,252.63</b>	<b>112.23%</b>	
<b>Total Liabilities</b>	<b>530,674.45</b>	<b>281,690.93</b>	<b>248,983.52</b>	<b>88.39%</b>	
<b>Equity</b>					
32000 - Retained Earnings	913,837.19	926,946.67	(13,109.48)	-1.41%	
<b>Net Income</b>	<b>(133,519.80)</b>	<b>(13,109.48)</b>	<b>(120,410.32)</b>	<b>-918.5%</b>	
<b>Total Equity</b>	<b>780,317.39</b>	<b>913,837.19</b>	<b>(133,519.80)</b>	<b>-14.61%</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,310,991.84</b>	<b>1,195,528.12</b>	<b>115,463.72</b>	<b>9.66%</b>	

**Note: while we have significant assets there is currently a cash shortfall when designated funds are considered**

Current Assets (1)	94,152.84
less:	
Accounts payable (2)	55,322.63
Parochial Accounts (3)	41,775.90
RAG (4)	10,728.21
GIFT (5)	47,653.62
Discretionary Fund (6)	689.53
<b>Shortfall</b>	<b>62,017.05</b>

## Summary of 2015

	2015 Budget	2015 Actual
Operating Income	585,400	531,673
Operating Expenses	565,992	562,783
<b>Profit (Loss) from operations</b>	<b>19,408</b>	<b>(31,109)</b>
Capital expense (includes open doors)	35,000	102,411
Total Expenses	600,992	665,193
<b>Surplus / (Deficiency)</b>	<b>(15,592)</b>	<b>(133,520)</b>

- Less income than expected (Donations by \$25k, event/other by \$5k)
- Church repair/maintenance greater by \$10k
- Unplanned onetime expenses of \$10k
- Open doors was separate from budget (\$83k) offset by less other capital expenditures (\$15k)

## 2016 Budget

	2015 Budget	2015 Actual	2016 Budget	
<b>Income</b>				
Donations - General Use	365,000	339,465	352,564	
Donations - Designated Uses	25,000	2,495	98,530	1
Rental Income	75,000	78,336	80,000	
Parking Lot Income	55,000	52,700	52,700	
Miscellaneous Income	400	6,208	400	
Diocesan Grants	700	0	0	
Community Shop	52,000	50,922	60,000	
Events	10,000	90	5,000	
Interest and Investment Income	2,300	1,457	1,400	
<b>Total Income</b>	<b>585,400</b>	<b>531,673</b>	<b>650,594</b>	
<b>Expenses</b>				
Property and Building	113,890	128,505	146,600	
Fair Share Assessment	118,480	118,480	94,567	2
Priestly Services	133,591	133,812	133,345	
Gift Expense	25,000			
Events	0	2,064	0	
Personnel	89,446	89,317	116,167	
Outreach	4,000	3,925	30,875	3
Admin and Office	22,150	24,087	17,850	4
Community Shop	0	0	2,500	
Music	7,705	497	12,000	
Rental Expense	33,780	43,705	33,232	
Communications	7,750	8,681	8,250	5
Discretionary Fund	0	0	5,000	
Liturgical	9,700	5,530	5,300	
Christian Education & Program	500	4,180	3,000	
<b>Operating Expense sub-total</b>	<b>565,992</b>	<b>562,783</b>	<b>608,686</b>	
<b>Profit (Loss) from operations</b>	<b>19,408</b>	<b>(31,109)</b>	<b>41,908</b>	
<b>Capital Projects</b>				
Sign			15,000	
Chapel			30,000	
Roof		14,499		
Landscaping		4,473		
Open Doors		83,439	32,000	
<b>Capital sub-total</b>	<b>35,000</b>	<b>102,411</b>	<b>77,000</b>	6
<b>Total Expenses</b>	<b>600,992</b>	<b>665,193</b>	<b>685,686</b>	
<b>Surplus / (Deficiency)</b>	<b>(15,592)</b>	<b>(133,520)</b>	<b>(35,092)</b>	

## Notes to the summary budget

### Note 1: Designated donation detail is as follows (2016)

Discretionary fund	4,905	
Music fund	3,455	
Flowers	2,570	
RAG	17,600	
Other Outreach	13,000	Detail in outreach summary
GIFT	25,000	
Open Doors	32,000	
<b>Total</b>	<b>98,530</b>	

### Note 2: Property and Building Detail

	2015 Budget	2015 Actual	2016 Budget
Church Repairs	19,000	30,777	50,000
Annual Inspections		2,732	2,750
Insurance	12,390	12,390	12,500
Utilities	44,000	43,586	42,500
Custodial Services	25,000	23,680	23,700
Custodial Supplies	4,000	4,133	4,150
Garbage Collection	7,000	6,972	6,400
Snow Clearing	2,500	2,220	2,500
Security		2,016	2,100
	<b>113,890</b>	<b>128,505</b>	<b>146,600</b>

### Note 3: Personnel

	2015 Budget	2015 Actual	2016 Budget
Music - Salary and Benefits	60,712	60,583.00	60,367
Admin - salary and Benefits	28,734	28,734.00	35,000
Part-time Priest (paid from GIFT)			20,800
	<b>89,446</b>	<b>89,317</b>	<b>116,167</b>

### Note 4: Outreach - please see outreach summary

### Note 5: Rental Expense

	2015 Budget	2015 Actual	2016 Budget
Rental Supplies	200		
Rental Custodial Services	16,000	15,161.58	16,000
Custodial Payroll Deductions		835.50	
Other rental expenses		6,400.00	
Parking Expense	17,580	21,307.89	17,232
	<b>33,780</b>	<b>43,705</b>	<b>33,232</b>

### Note 6: Open doors

The balance on the mortgage as at December 31 was \$152,314.62 with an interest rate of 4%.

The required mortgage payment is \$11,666, with the remainder of the \$32,000 donated to open doors being used to pay down the principal.

## Outreach Summary

### Other Outreach income Budget

Item	2016 Budget
COSA	300
Emergency Food Centre	500
Diocese	1,200
PWRDF	9,440
Centre 454	100
Cornerstone	1,400
The Well	60
<b>Total Other Outreach</b>	<b>13,000</b>

### Outreach Expense Summary

	2015 Amount	2016 Budget
<b>Currently showing as expenses</b>		
CCSAC and memberships	3,925	3,925
Currently through accounts		
RAG	25,203	12,500
PWRDF	9,235	9,440
Cornerstone	1,400	1,400
Diocese	1,200	1,200
Anglican Foundation of Canada	550	550
Affordable Housing	510	100
Emergency Food Centre	365	500
AIDS support fund	282	900
COSA	200	200
Centre 454	100	100
The Well	60	60
<b>subtotal</b>	<b>39,105</b>	<b>26,950</b>
<b>Total Outreach</b>	<b>43,029</b>	<b>30,875</b>