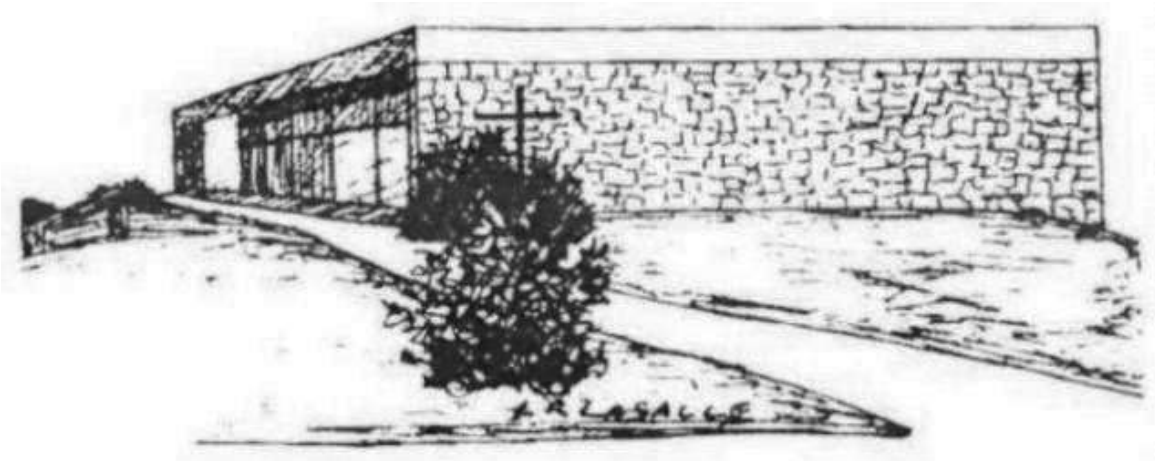


# BRITANNIA UNITED CHURCH

## 2016 ANNUAL REPORT



**MINISTER: REV. JIM BALDWIN**  
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OTTAWA, ONTARIO  
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## **IN MEMORIAM**

<b>Violet Victoria Simser</b>	<b>2 January 2016</b>
<b>Lillian Meta Anderson</b>	<b>18 March 2016</b>
<b>David Martin Mackenzie</b>	<b>2 June 2016</b>
<b>Donald Arthur Hallam</b>	<b>14 December 2016</b>
<b>John Calvin McKay</b>	<b>29 December 2016</b>

I AM THE RESURRECTION AND THE LIFE,  
HE THAT BELIEVETH IN ME,  
THOUGH HE WERE DEAD, YET SHALL HE LIVE:  
AND WHOSOEVER LIVETH AND BELIEVETH IN ME SHALL NEVER DIE.

## **Minister's Letter**

As we look back at where we've been, it is always a good idea to consider where we are going, while never getting too caught up in either place and losing sight of this moment's grace.

As I mentioned in our last newsletter, this year has been a difficult one for grieving in our congregation. We lost some very significant members of our church community, who contributed much to the life, work and spirit of this church. Recently, I started to think about how this congregation has changed since I joined you in ministry, almost seventeen years ago. The number of long-time members who have passed, moved into long-term care, or closer to family members in other parts of the country is overwhelming when you think of them all at once.

At the same time, many new members have joined our church, contributing their energy, expertise, talents and prayers. In fact, when you look at the congregation on a Sunday morning it is apparent that the majority of people who gather, have come in the past ten to fifteen years. What that means, from an analytical perspective of church dynamics, is that the majority of people who are here, are happy with the way things are going. That's a good thing! But there is another side to that coin. It is too easy to become content or even complacent with the status quo, and lose sight of our church's need to grow.

While we have attracted many new members to our congregation, there is room for many more. What can we do to reach those who have not chosen a spiritual home? How do we let the "unchurched" know what is available inside these doors?

There are several problems affecting the church at this time. We have a huge P.R. problem. Social media has really inflicted damage on the image of the church. Now, it is not all unfounded...or dare I say..."fake news." The church through the ages has done some things that are far from consistent with the grace of God, the love of Christ and the fellowship of the Spirit, and every time one member of a religious community steps out of line, we all get cast in the social media shadow.

Another issue we face, and I have commented on this before, is that an increasing number of adults have never been part of a church community. It used to be that we could count on young people coming back to church when it was time to introduce their children to faith. But many of these young parents were never taken to church themselves. I see it in marriage preparation. The majority of people – from outside our church – who come to me to be married, can't tell me if their family background was Protestant or Catholic...that was unheard of a generation ago. But today that is the norm, with most claiming no religion on their marriage certificates. So instead of welcoming young people back to church...we are looking for ways to draw them in, to something that is unknown, unfamiliar and often suspect.

Yet another trend in the pursuit of faith these days, is a spirituality that is not connected to a faith community or even a religion. It is far more common for people to say they are "spiritual" and not "religious" and to integrate elements of many faith groups into their spiritual practice and identity.

So where does that leave the church? And where are we to go, if we wish to continue our ministry in this community?

I think we need to become more articulate in our faith. By that, I mean that we need to be better able and more willing to talk about what our faith and our church means to us.

We have been silent for too long; intimidated by those who would have us keep our religious thoughts behind closed doors. But recent social conflicts have created an environment where religious moderates – liberal thinkers – are actually being called to speak out against those who present faith in the light of fundamentalism, and who are using the word of God to oppress, control, and deny some of the most basic human rights.

We also need to be able to articulate our faith in the face of growing criticism of religion, faith, God, and people who believe in any of these things. Atheists and skeptics are quick to point out what is wrong with scripture and religion. We need to have the language to put it into perspective and to explain what we believe, how our faith has grown, and how it is relevant in today's society. To that end, I presented a series of sermons through the fall about how we may interpret scripture and I believe these sermons are probably still available on our website.

Perhaps one of the most important things we can do, is to help people understand the importance of the faith community. It is not by chance that we describe ourselves as a church family. This has always been the ideal for the church fellowship. Yes, families may be dysfunctional at times, and we are no exception. But we work together, we pray together, we support each other through difficult times and we provide a place to gather so no one needs to feel alone. That is missing in the world. The online community isn't doing it for people. We can provide a place of belonging, acceptance and love, and it starts pretty close to home.

Every Sunday we have someone new in church. Some are just passing through. But many are looking for a place to belong and a church to call home. So every Sunday we have an opportunity to reach out and welcome them into the fold. For the most part we do a great job of this, but sometimes we miss the mark, and we need everyone to help. Recently I made a reference to a young woman who has been coming since Christmas Eve and has brought two friends to church. The person I was speaking to didn't know who I was referring to...she's young...she has been attending for over two months...and she has purple hair...how can she not be noticed by everyone who comes to worship on Sunday morning?

It's simple really; we haven't taken the time to look around; to be in the moment. Or perhaps we are busy chatting with the friends we see every week, or the unthinkable ;) – talking about committee work and church business instead of creating that place of welcome for one another. I know one member of our congregation who stayed because someone offered to show her where she could hang up her coat. It's that simple. "Hi, it's nice to see you this morning." "My name is...what's yours?" "Can I help you find a seat?" "Would you like to join us for a coffee?" Simple phrases that can mean the difference between a visitor and a church member; a stranger and a friend.

Our church family is pretty great. And it is in a time of transition. So let us look to where we've been as we consider where we are going, and let us do it together, in this moment, in God's grace.

Rev. Jim

**Britannia United Church  
2015 AGM on March 20, 2016**

1. **Welcome and Opening Prayer**  
Meeting called to order by Barry Meredith at 11:35am.  
Opening prayer given by Rev. Jim Baldwin
2. **Reading of Memorial List** by Rev. Jim Baldwin
3. **Voting Rights of Adherents**  
**Motion** to extend voting rights to adherents  
Moved by Dori Jensen, seconded by Verne Bruce. Carried.
4. **Appointment of Chair and Recording Secretary**  
**Motion** for Barry Meredith to be Chair for the 2015 AGM and for Dee McEwen to be Recording Secretary  
Moved by Brenda Hamilton, seconded by John Pye. Carried.
5. **Approval of Agenda**  
**Motion** to approve agenda as written by Mary Lou Farrell,  
seconded by Eileen Ball. Carried.
6. **Approval of Minutes of 2014 AGM**  
**Motion** to approve 2014 AGM Minutes  
Moved by Kathy Banville, seconded by Bud Lusk. Carried.
7. **Approval of Minutes of Special Congregational Meetings if held in 2015**  
Affirm the appointment of Trustee Bob McKenzie
8. **Receiving of Annual Reports**
  - a. Minister's Letter (p. 4): information only
  - b. Chair of Council Report (p.12): Correction to p.13 from electric to digital piano.  
**Motion** to accept change  
Moved by Rose Bernauer, seconded by Mary Lou Farrell. Carried.
  - c. Presbytery Representative Report (p.13): Eileen Ball  
**Motion** to approve report  
Moved by Eileen Ball, seconded by Judy Howey. Carried.  
Discussion: Question by John Todd as to how Presbytery determines the amount we pay towards the general fund? Eileen Ball – It is a complicated formula and is determined by our church revenue. She will put John in touch with someone who can more fully answer his question.
  - d. Reports from Standing Committees:
  - e. Christian Development (CD) Report (p.14) – Mary Lou Farrell
    - Deanna Giles will be overseeing the organization and running of the Sunday School
    - Volunteer needed for Congregational Learning

**Motion** to approve report  
Moved by Mary Lou Farrell, seconded by Rose Bernauer. Carried.

f. Worship and Music Report (p. 17) – Dori Jensen

**Motion** to approve report

Moved by Dori Jensen, seconded by Maggie Taylor. Carried.

Discussion: Correction needed p. 18 pointed out by Verne Bruce – Mary Lou Hulan title should be by Music Director

g. Music Director's Report (p. 18) – Mary Lou Hulan

**Motion** to approve report

Moved by Mary Lou Hulan, seconded by Judy Howey. Carried.

Discussion: Kathy Banville thanked Mary Lou for the recording machine. Maggie Taylor thanked Mary Lou for all her work and leadership in music. Round of applause.

h. Mission, Service and Outreach (MS&O) Report (p. 19) – Barb Rafter  
presented by Marilyn Bruce

**Motion** to approve report

Moved by Marilyn Bruce, seconded by Verne Bruce. Carried.

Discussion: Marilyn thanked Barb Rafter who has retired due to ill health. Rev. Jim affirmed how much Barb Rafter has done for MS&O. He urged us all to think about our mission in the world. Susan Aiken will keep the bulletin board up to date.

i. Pastoral Care Report (p. 20) – Dori Jensen

**Motion** to approve report

Moved by Dori Jensen, seconded by Dick Howey. Carried.

Discussion: Rev. Jim urged everyone to let the church know if we hear of anyone in hospital. Dick Howey said the work done by Dori and her committee is much appreciated.

j. Ministry and Personnel (M&P) Report (p. 21) – Kelvin Stanke

**Motion** to approve report

Moved by Kelvin Stanke, seconded by Rose Bernauer. Carried.

k. Trustees Report (p. 22) – Don Judd

**Motion** to approve report

Moved by Don Judd, seconded by John Todd. Carried

l. Stewards Reports (p. 25) - Helen Hutcheson, presented by Bob Johnston

**Motion** to approve the Steward's Reports\* in total

Moved by Bob Johnston, seconded by Mary Lou Farrell. Carried.

**\*Property Sub-Committee Report (p.26)** presented by Don Jackson

Comment by Maggie Taylor that some bathroom taps are not working properly.

**\*Food Voucher Sub-Committee Report (p. 26)** – presented by Dave Mackenzie

Note that this project will not continue since the upfront money needed is too great. Mary Lou Farrell thanked Dave for all his work on this project.

**\*Office Automation Report** (p. 27) – Bob Johnston

Bob requested feedback on the website.

Question by Bud Lusk: Who can put info onto the website? Answer is only Bob Johnston but anyone can send him information.

Dori Jensen thanked everyone who sent info to Bob. Brenda Hamilton was thanked for posting videos. John Todd thanked the Secretary for email reminders. Maggie Taylor appreciated the security of all information going through Bob.

**\*Memorial Garden Sub-committee Report** (p. 28)

Thank you to Dianne Tupper, Roelie Jackson, Hubert and Paulette Frenken, and Heather Wallace for their work on improving the garden beds.

**\*Kitchen Sub-Committee Report** (p. 28) – Verne Bruce

**\*Memorial Sub-committee Report** (p. 29) – Bob Livingstone

Note that donations made in memory should go to the Memorial Fund unless specified for the general fund. Once in the Memorial Fund requests for these funds should go through the Church Council.

**\*Treasurer's Report** (p.29) – Gertrude Rurihafi and Verne Bruce, presented by Verne Bruce.

Total Expenditures = \$222,719.67

Total Revenue = \$198,006.92

Deficit = \$24,712.75

**Motion** to accept Treasurer's Report

Moved by Verne Bruce, seconded by Maggie Taylor. Carried.

Discussion: Maggie Taylor thanked Verne for temporarily taking on the task of Treasurer. Mary Lou Farrell thanked Gertrude and Heather Duncan (bookkeeper) for all their work.

Eileen Ball inquired how payments can be made if we have a deficit. Dick Howey and Barry Meredith noted we are fortunate to have the Smith and Manse Funds to draw on. Kelvin Stanke said that growth in these Funds has been able to cover any shortfall. Everything has been paid for; BUC is not in debt.

**Motion** that in future the amount that can be transferred from the Smith and Manse Funds in any given year be part of the Budget for that year.

Motion made by -----, seconded by Maggie Taylor. Carried.

Question: Georgina Garland asked how long will our reserve of funds last? This question was commented on by Rev. Jim Baldwin. The Trustee's also are concerned about how long the funds will last if we keep taking from them. In the past the offerings were projected to cover the cost of expenditures. Now we know the offerings are down and can't meet expenses and so we are forced to rely on the Smith and Manse Funds. We need to stay positive and look at ways to increase income. Essentially we need more people to attend BUC.

Gertrude Rurihafi should be made aware of the motion re: the Smith and Manse Funds. John Todd asked who is the Treasurer?



**\*Envelope Steward's Report** (p. 33) - Verne Bruce

Note that large donations of stocks and bonds have been put into the *other* category so as not to skew the offering figures.

**Motion** to accept report

Moved by Verne Bruce, seconded by Eileen Ball. Carried.

**\*Membership and Attendance Report** (p.35) - Verne Bruce

**Motion** to accept report

Moved by Verne Bruce, seconded by Bob Johnston. Carried.

m. Seniors Tea Report (p. 36) – Maggie Taylor

**Motion** to approve report

Moved by Maggie Taylor, seconded by Dori Jensen. Carried.

n. West End Villa Report (p. 36) – Roelie Jackson for Donna Armstrong and Valda Boland

More volunteers are needed. Rev. Jim said the problem is severe and this program may not be able to continue.

**Motion** to accept report

Moved by Mary Lou Farrell, seconded by Steve Wittenberg. Carried.

o. Newsletter Report (p. 37) – Peter Bain

**Motion** to accept report moved by Eileen Ball, seconded by Rose Bernauer. Carried.

p. Craft Group Report (p. 37) – Valda Boland

Valda Boland said the group is short of people.

**Motion** to accept report

Moved by Valda Boland, seconded by Heather Wallace. Carried.

## 9. Elections

**\*Motion** to approve the Auditor's Report (attached to Annual Report) for 2015

Moved by Eileen Ball, seconded by Don Judd. Carried.

Question by Verne Bruce: What if Peter Bain does not do the Audit next year? Answer by Don Judd. The United Church will be insisting that audits of church books be done by someone with financial credentials. This has not yet been officially been put in place. Peter Bain appointed as auditor for next year.

\*Don Judd and Gail Wyse affirmed as members of Trustee's Committee for two years.

**\*Election of Council Secretary** – Barry Meredith called for nominations – no response

**\*Motion** by Marilyn Bruce to nominate Wendy Gallant as Chair of Mission, Service and Outreach

Seconded by Dori Jensen. Carried.

## **10. Affirmations of Standing Committees and Chairs**

**Motion** to affirm all Standing Committees and Chairs (including the Auditor if Peter Bain accepts)

Moved by Maggie Taylor, seconded by Ole Jensen. Carried.

## **11. Approval of Treasurer's Report for 2015 –see item 8**

## **12. Approval of Budget for 2016 (attached to Annual Report) – Verne Bruce**

**Motion** to approve the budget for 2016

Moved by Verne Bruce, seconded by Maggie Taylor. Carried.

**Question** by Maggie Taylor: What amount of the Manse/Smith Funds can we use each year without depleting the principal? Don Judd – Trustee's policy is to use no more than 5% of these funds per year to offset deficits of the church and more must be approved by Council.

In a Motion of Council on February 1, 2016, up to a \$68,500.00 transfer from the Smith/Manse Funds was approved, if needed.

Dick Howey thanked Verne Bruce for all his work.

John Todd did not like the approval of up to \$68,500.00 and would not like to ask Scotia Bank to transfer the funds. Verne replied that not all revenues have been received yet and this amount may not be needed. John Todd said that some people have not increased their givings in ten years. Perhaps a special appeal can be made to the congregation. Rev. Jim said that it must be a personal letter. Judy Howey mentioned the possibility of a Stewardship Sunday. Dick Howey commented that the congregation must be made aware of the problem.

## **13. Other Business**

\*Discussion of ways to bring new members to BUC. Advertising is very costly and has been tried with no result. Rev. Jim commented that we have lost many of our senior members. There is need for a greater on-line presence.

\*Reports should all be in by the second week of February to give Candice time to prepare the Annual Report.

\*Garden Committee – discussion about the possibility of a plaque in the garden to commemorate 140 years of Britannia.

A motion was made to discuss with congregation.

## **14. Date of next Meeting**

March 26, 2017

## **15. Motion to adjourn by Dori Jensen**

## **16. Closing Prayer**

Rev. Jim Baldwin

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Barry Meredith (Chair 2015 AGM)

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Deirdre McEwen (Recording Secretary)

## Church Council Report for 2016

**Submitted by:** Brenda Plamondon, Chair

### **Purpose of this Committee:**

The council ensures that the intentions of the Congregation are carried out by making decisions on its behalf. It is responsible for setting priorities, governing ongoing operations, carrying out the work of the Church and ensuring its health and well-being, as stated in the Britannia United church (BUC) Constitution and Mission Statement.

The Church Council receives its authority from the Congregation and is mandated for one year. The Presbytery Lay Representatives, Chair, Vice Chair, Recording Secretary, Treasurer, Editor of the Newsletter and Members at Large are elected by the Congregation, while all other members of Council are affirmed at the Annual General Meeting.

### **Members of this Committee:**

Rev. Jim Baldwin (Minister)

Eileen Ball (Presbytery Lay Representative)

**Officers:** Brenda Plamondon (Chair)  
Barry Meredith (Vice-Chair)  
Wendy Gallant (Recording Secretary)  
Verne Bruce (Acting Treasurer)

#### **Chairs of Standing Committees:**

Mary Lou Farrell (Christian Development)  
Dori Jensen (Worship and Music)  
Wendy Gallant (Mission, Service and Outreach)  
Dori Jensen (Pastoral Care)  
Mary Lou Farrell and Kelvin Stanke (Ministry and Personnel)  
Stewards elect a person to chair at each meeting.  
Don Judd (Board of Trustees)

### **Persons representing ongoing church organizations:**

Donna Armstrong, Valda Boland (West End Villa Group)  
Maggie Taylor and Dee McEwen (Senior's Tea)  
Peter Bain (Editor of Newsletter)  
Valda Boland with help from Edith Kenney (Craft Group)

### **Members at Large:**

Verne Bruce  
Heather Thuswaldner  
Robert Livingstone

It is with great sadness that we lost David Mackenzie who worked very hard on several committees of council. He is missed very much.

### **Highlights of Our Work:**

- Held four regular meetings in March, May, September and November to oversee the activities of the Council's various standing committees and organizations.
- Set Budget for 2017.

- Verne Bruce has taken over from Gertrude Rurihafi the position of treasurer when she was no longer able to provide service.

### **Contributions to the Life of Our Church:**

The council is the senior administrative body of the church. It exercises leadership in the care and oversight of the spiritual life and interests of the Church. A strong Council, with robust Standing Committees, is essential for the effective governance of the church. It is by coming together and sharing our gifts that we will continue to flourish as a Congregation.

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## **Presbytery Representatives Report for 2016**

**Submitted by:** Eileen Ball

### **Purpose of this Committee:**

Lay representatives are tasked to liaise with the Ottawa Presbytery, keep Council informed of any activities at the Presbytery affecting the Congregation, submit any directives issued by the Presbytery and serve as envoy to the Presbytery in terms of communicating crucial congregational activities.

This year, as has been the case in recent years, your Presbytery lay representative has attended most of the monthly Presbytery meetings. The Montreal and Ottawa Conference was a one day event and was offered on line as well.

**Members of this Committee:** Eileen Ball

### **Highlights of our work:**

Of particular importance to the long-term interests of this congregation is the contribution of Ottawa Presbytery to the Comprehensive Review Task Group (CRTG) appointed by the Moderator in 2012. General Council received this report in August 2015 and are considering restructuring the United Church governing organization. Later this year, our congregation will be asked to vote on several remits regarding different aspects of these proposed changes. The proposed restructuring would include 3 levels (not the 4 that we have now). The local congregation would be given more autonomy, the Presbytery and Conference would become a Regional Council, and there would be a smaller organization at the National level. More information will come when we receive the remits. Several must be voted on by the Congregation in 2017.

Britannia hosted the December meeting. A delicious dinner was served by Verne Bruce and his helpers. Many positive comments were received on the meal and on the usefulness of our 'multi-use' sanctuary.

### **Contributions to the life of our church:**

The representative is kept up to date with what is happening in other churches in the Ottawa area, and indeed in the broader church as well. New ideas are shared with the various committees at Britannia.

## **Christian Development Report for 2016**

**Submitted by:** Mary Lou Farrell, Chair

**Sunday School:** is still being organized by dedicated volunteers, with some helpers to assist with crafts and activities. We have extended the call to those in our church family to lend their talents.

### **Congregational Learning:**

We had a guest, Deborah Suddard, in to do a bible study. It was well attended and she will be asked back to do another as she was paid in the 2016 fiscal year for this service.

### **Youth Activities**

**Submitted by: Helen Hutcheson, Youth Coordinator**

- Random Acts of Kindness cards were designed and distributed to members of the congregation to promote random acts of kindness.
- Two Ice Cream Scoops Sales were held in May and June: one to raise money for the Joe Johnson Education Fund (\$382) and another to raise funds for the Canadian Cancer Society (\$142) in Emma Johnson's memory.
- Together with Woodroffe United Church (WUC), we participated in several activities.
  - We made cookies for the 2016 Britannia United Church (BUC) Valentine Tea and for the WUC Volunteer Appreciation Day.
  - Some members of our group learned how to knit.
  - We watched the movie, *The Intern*, and enjoyed popcorn, drinks and an ice cream sundae bar.
  - In November, youth and several volunteers from BUC and WUC, with Tungasuvvingat Inuit, attended WE Day. WE Day brings together world-renowned speakers and award-winning performers with thousands of young people to celebrate their contributions to local and global communities and kick-start social action.
  - With the WE Day message in mind, BUC's Youth Group and Mission, Service and Outreach Committee hosted the youth from WUC to make bracelets and necklaces for the United Church of Canada's Hurricane Matthew relief fund. Between the two Churches, we raised \$271.

### **Library report for 2016:**

**Submitted by: Barbra Blair and Mary Townsen**

In 2016, more than 20 books were purchased for the Youth Section as well as several for the Self Help section.

An inventory of the sheet music has been documented in a spreadsheet format on behalf of the Music Director.

Any suggestions for additional acquisitions would be appreciated as well as donations which should be from 2010 or newer.

## Worship Committee Report for 2016

**Submitted by:** Dori Jensen

### **Purpose of this Committee:**

We assist Rev. Jim in planning Sunday worship services, choosing hymns, readings and dramatic presentations. This committee prepares communion and finds communion servers, and also prepares the Advent wreath and finds Advent readers. The committee also enhances the atmosphere of the sanctuary of the church with seasonal decorations. We organize the Sunrise Easter service and also book the location for the church picnic.

### **Members of this Committee:**

Dori Jensen, Chair  
Rev. Jim  
Mary Lou Hulan, Choir Director  
Roelie Jackson  
Candice Armstrong  
Heather Wallace

### **Highlights and Contributions:**

- Mary Lou Hulan (Music Director) continues to organize anthems for each Sunday as well as an “everybody come sing” one Sunday each month.
- It is a highlight to see children, as well as adults, participating in the serving of communion (thank you, Heather Wallace, for helping to prepare communion) and in the readings for the lighting of the Advent wreath. Thank you to Don and Roelie Jackson for repairing the wreath and the stand.
- It is another highlight to see the continued response to Ada's Mitten Tree.
- The Blue Christmas Service, planned by Rev Jim, is much needed in our busy lives and offers an opportunity for a quieter more reflective service for all, but especially for those whose Christmas is not always a happy occasion.
- Both of our Christmas Eve Services are another highlight and are always well attended and as always communion was served at the 9:00pm service.
- Another highlight was the church picnic, held at Britannia Church (held at church, instead of Britannia Park, due to rain). Many thanks to Mary Lou and Quinn Farrell for organizing the BBQ, to Helen Hutcheson for organizing games that the children greatly enjoyed, as well as all those who helped in the kitchen and to those who prepared the sanctuary for the picnic and then set it back up for Sunday services.

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## Music Director's Report for 2016

**Submitted by:** Mary Lou Hulan

The choir has once again been very busy, preparing music for our weekly services. We are a small, but devoted group, and continue to meet weekly on Thursday evenings.

A special item purchased this year was a new portable mike headset. The old one was meant for speaking, and didn't really pick up singing properly, especially due to its placement; it was also starting to have a buzzing sound. A new headset was

purchased, with thanks, with money from the Memorial Fund, in memory of Valcina Isaac. The response has been very favourable, with many people saying that they can now hear the singing properly.

An increase in our music purchasing budget has allowed us to buy some much needed new music for our weekly anthems, for which we are extremely grateful.

A huge thanks to our regular choir members who come out to practice every week on Thursday nights, and to those who practice at home, and join us on Sundays to sing the anthems. Thanks also to Jean-Pierre Lafleur, who has played trumpet at our Remembrance Day services for several years now, and to the many guests who have come to sing/play in the summer for us, especially Barry Meredith, Steve Vesely and McKenna Mellon. A very special thanks goes out to Misty Banyard who graciously gifted us with her beautiful soprano voice at both Christmas services, performing with the choir, in a duet with Mary Lou, and as a soloist. While we continue to look for special guests to come to Britannia, we hope that this upcoming summer we will have more Britannia members step forward to offer their musical gifts, as it is much needed at that time when the choir takes a well deserved break.

Many thanks to the congregation, who continues to be supportive and open to the various styles and types of music that we choose each week! I am looking forward to another year of music ministry at Britannia United!

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### **Mission, Service and Outreach Report for 2016**

**Submitted by:** Wendy Gallant

**Purpose of this Committee:**

is to raise awareness in the congregation about local Outreach projects and how the Mission and Service Fund supports local ministries, as well as ministries across Canada and around the world, through bulletin inserts, bulletin board displays, Minute for Mission readings, and articles in the church newsletter; to encourage monetary support for Mission and Service through offering envelopes and PAR; and the benevolent offering (taken up at every communion), administered by our Minister, is used for special outreach needs within our congregation and local community.

**Members of the Mission, Service and Outreach Committee:**

Wendy Gallant (Chair), Rev. Jim Baldwin, Marilyn Bruce, Verne Bruce, and Susan Aiken.

Target for 2016: \$16,500.00 Actual for 2016: \$10,747.00

**Highlights of Our Work:**

- encouraged donations of food and money to the Britannia Woods Food Bank, with thanks to Edith Kenney for timely delivery of these items;
- participated in the Ottawa West End Community Chaplaincy start up and Marilyn Bruce is a board member on the new board;
- hosted the meeting of the West End Interfaith Social Action Committee in September;
- supported the Sunday School Outreach projects

- White Gifts were given to Tewegaan Housing;
- Hurricane Matthew Relief Fund: in co-operation of Christian Development and the youth of both Britannia and Woodroffe United Churches, made and sold colourful bead bracelets;
- Canadian Cancer Society benefited from the sale of ice cream by the Youth group, in memory of Emma Johnson, on two occasions;
- other Outreach activities: volunteers who assist with visits and services at West End Villa; planning and set up for Seniors Tea; contributions to Ada's Mitten Tree; and servers at the Ottawa Mission on special occasions, e.g. Thanksgiving, Christmas and Easter;
- congregational and community support enabled us to support local Syrian refugee family;
- as part of Outreach, we provided space for meetings of the Haitian Bible Study Group and Al-Anon;
- helped finance a barbeque event at Pinecrest Terrace Community House in June, 2016; this event also provided bicycles, helmets and bike safety lessons to many children;
- attended the annual general meeting of the Britannia Woods Community Association, where the faith communities in attendance were thanked and in some cases, presented with awards for their assistance;
- did Minute for Mission readings every Sunday from September to June;
- gave brief presentations on local organizations such as the Britannia Woods Food Pantry, Larga Baffin (which houses people from the Eastern Arctic for medical treatment), the Multifaith Haven Housing project in Barrhaven; and the Ottawa West End Community Chaplaincy;
- agreed to host the World Day of Prayer in March, 2017.

### **Contributions to the Life of Our Church:**

Mission, Service and Outreach offers an opportunity to members and supporters of Britannia United Church to live out their faith and honour our Creed "...to love and serve others, to seek justice and resist evil ..." We thank everyone for your support and efforts in helping us to fulfill our mandate.

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## **Pastoral Care Report for 2016**

**Submitted by:** Dori Jensen

**The Purpose of this Committee:** is to assist Rev. Jim in addressing and nurturing the spiritual/pastoral needs of the congregation.

### **Members of this Committee:**

Verne and Marilyn Bruce, Dick Howey, Diane Houston, Donna Armstrong, Eileen Ball, Kathy Denny (who is on a leave of absence), Mini Ang, and Dori Jensen, Chair, with much guidance by Rev. Jim Baldwin.

It was with great sadness that we learned of the passing of Violet Simser, Lillian Anderson, Dave Mackenzie, Don Hallam and Cal Mckay.

The following marriages were celebrated: Andrew Moss to Caitlin Whisnant and



Graham Whitehead to Nicole Van De Laar.

It was a joy to celebrate the baptisms of Greyson Lalonde and Mila Guertin.

### **Highlights**

- One of the highlights of working on this committee is helping others, as well as ourselves, know that we are all children of God and are worthy of God's love and that we can all help spread the light of God's love throughout the world.
- Another highlight is the opportunity to meet new people as well as getting to know our "regulars" more fully.

### **Contributions to the Church:**

- Visitation in local hospitals, extended care facilities, retirement homes, private homes, and over a coffee at local coffee shops.
- Sometimes we just listen to people that need to talk to someone.
- Organization of communion so that it is ready for Rev. Jim to provide to those who are shut in.
- We send birthday, greeting cards at the appropriate times.
- We welcome new people into our congregation and introduce them to our regulars.
- We help make Britannia Church feel like home to all.

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## **Ministry & Personnel Report for 2016**

**Submitted by:** Kelvin Stanke and Mary Lou Farrell

### **Members of the Committee:**

Co-Chairs are Kelvin Stanke and Mary Lou Farrell; Judy Howey is the liaison for the Music Director, Roelie Jackson is the liaison for the custodian, Mary Lou Farrell is the liaison for the secretary, Kelvin Stanke is the liaison for the minister and Scott Hughes, member at large and secretary.

The past year for the M & P Committee has been a busy year with the planning and managing of Rev Jim's sabbatical. The sabbatical ran from June 13 to September 5. Dori Jensen did a wonderful job offering worship for many of the Sundays with the support of various guests for the remaining. The format and frequency fell into the guidelines set by the Lay Preachers committee of two Sundays on and one Sunday off for our lay preacher.

With the many challenges that come from a ministers duties, Rev. Jim's sabbatical was a valuable period of renewal and rebalancing providing him the renewed energy he needed..

The staff and church musician, which M&P work with, are performing a wonderful job and are in regular communication with each of their M&P liaisons working through what are generally minor issues. The annual reviews went smoothly and provided everyone an opportunity to discuss positively the year that past.

The M & P committee has requested salaries and the music directors contract be increased by 1% for the upcoming 2017 year in accordance to the United Church of Canada's guidelines.

I would like to thank the M and P committee members for their commitment and wisdom in guiding us in the various decisions and situations M & P act on.

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### **Trustees Report for 2016**

**Submitted by:** Donald Judd

**The Purpose of this Committee:** .hold all of the property of the Congregation for the use and benefit of the Congregation as part of the United Church. The activities of the Trustees are restricted and governed variously by public statutes, the United Church's Trusts of Model Deed, and the lawful directions of the Church Council.'

To comply with legal requirements, the names and addresses of the Trustees for the 2016 Year are listed below:

Donald Judd, Chair	2559 Chambers Ave., Ottawa, ON, K2B 7S1
Gail Wyse, Secretary	50 Magnolia Way, Kemptville, ON, K0G 1J0
Horace Duncan	2433 Sudbury Ave, Ottawa, ON, K2C 1L6
Arthur Buss <sup>1</sup>	2018 Robertson Road, Nepean, ON, K2H 1C6
Eileen Chambers	2366 Drury Lane, Ottawa, ON, K2C 1G5
Norman Davis <sup>1</sup>	1340 Stittsville Main St, Stittsville, ON, K2S 1V8
Robert Livingstone	37 Rueter St., Ottawa, ON, K2J 3Z9
Bud Lusk	736 Windermere Ave., Ottawa, ON, K2A 2X4
John Todd <sup>2</sup>	702-2841 Richmond Rd., Ottawa, ON, K2B 6C5
Robert McKenzie	3015 Richmond Rd., Ottawa, ON, K2B 6S6

Notes: 1. Mr. Buss and Mr. Davis were elected Trustees Emeritus at the 2015 AGM.  
2. Mr. Todd is Chair of the Trustees Finance Committee

During 2016, the Trustees held two regularly scheduled meetings, one on February 11 in response for a request from the Church bookkeeper for a withdrawal from our major investment funds, and the second on May 15 to discuss our insurance coverages and approve the payment of the premium. At the meeting in February, the Trustees decided that, because we were no longer participating in the Loblaws cards program, one large withdrawal would not likely be necessary and instead a decision was made to make three equal withdrawals of smaller amounts during the year when requested by our Bookkeeper. These would be made in accordance with the approved Finance Policy of Britannia which allows a maximum of 5% of our total investments to be withdrawn in a single year. These instalments will help to equalize the cash flow for the Church and at the same time, allow our investments to grow until they are actually required. Our Bookkeeper, Heather Duncan, was contacted and asked to alert the Chair of Trustees when the funds would be needed.

The Trustees contacts for the investment funds met with representatives from the Scotia McLeod Ottawa and Montreal Branches, as well as with financial advisers at

Craig and Taylor to discuss a possible consolidation of our investments. As a direct result of these meetings, the Montreal Scotia representative suddenly sprang to life and promised to provide the information that we require for year-end reports as well as advice when requested. We were promised regular contact when she periodically comes to Ottawa so the main reason for the merger seems to have disappeared at this time.

The total holdings in all of our major investments at the beginning of 2016 were \$580,691.89 and at the end of December, they were \$660,608.60 which means that we experienced a \$79,916.71 increase. In addition to that increase, we withdrew a total of \$24,048.39 which went into the General Operating Fund to help with the operation of the Church. (The return on major investments was thus \$79,916.71 + \$24,048.39 for a total increase of \$103,965.10) When GIC returns are in the vicinity of 1.75%, comparatively speaking, we have done extremely well with our investments.

Again we were fortunate to receive a donation of stocks in December. The process is to add them to our investment portfolio at Craig and Taylor and then sell them as quickly as possible before the year-end to have the proceeds deposited directly into the Church bank account. A total of \$3,888.20 was received from which is subtracted the transaction fee of \$100.00, so the actual benefit to the Church was \$3,788.20. The Trustees are most grateful to the donors who provided these funds.

The Trustees have found that it is an operational policy of the companies with whom we deal and provide investment and insurance services to group-run organizations, that **only one** Church contact is permitted. While in some cases, a secondary contact is allowed, companies have advised us that they will refuse to enter into discussions with anyone other than the designated Church representatives. For the record, the designated 2016 contacts are listed below:

	Primary	Secondary
<b>Manse Fund<sup>1</sup></b>		
- IPC Mutual Funds	Donald Judd	(Only one contact allowed)
- IPC Securities (stocks)	Donald Judd	(Only one contact allowed)
<b>Stock Fund</b>	Donald Judd	(Only one contact allowed)
<b>Smith Fund</b>	John Todd	Horace Duncan
<b>Insurance</b>	Donald Judd	(Only one contact allowed)

*Note: The Manse Fund and the Stock Fund have been combined under the management of Craig and Taylor Investment Brokers.*

If any member of the Congregation has any concerns that are associated with insurance or investments, they should speak to the designated Trustee to discuss the issue.

The insurance coverages and cost were reviewed at the April 15 meeting prior to the policy renewal on June 1. The Chair pointed out that The Directors and Officers Liability insurance coverage has been extended at no cost again for another year. (The premiums are actually paid for by the United Church of Canada from the Group Funded Account.) The premium for the insurance package was \$4,440.92 which was approved by the Trustees.

What follows is a condensed version of our coverages and is provided as part of this report in response to comments by a member of the Congregation who felt that everyone should be aware of the protections that we have. The entire 140 page policy is available in PDF format from the Chair of Trustees in case anyone is interested. (A recent search of the United Church of Canada web site was unable to locate an updated version.)

## **1. Property**

i) The Church buildings and contents are covered with replacement cost insurance up to \$2,919,645.00.

ii) Earthquake insurance is included under the policy. The deductible is 3% of the insured value subject to a minimum deductible of \$100,000.00.

According to a letter that was received from Scrivens, our insurance broker, the following coverages are specifically identified under the Property Insurance section:

- Contents	\$203,571.00
- Stained glass	15,744.00
- Organ	20,804.00
- Church building	\$2,679,526.00

## **2. Boiler and Machinery (Equipment Breakdown)**

This coverage protects against problems due to "sudden and accidental breakdown of boilers..." to a limit of \$2,919,645.00. The premium for this coverage is \$138.00 with a \$500.00 deductible so it is obvious that the insurer considers that this risk is very low.

## **3. Crime Insurance**

This covers the Congregation against a wide range of losses including employee dishonesty, loss of money, forgery, etc. and the coverages range from \$25,000.00 to \$100,000.00 depending on the type of occurrence. There is a \$500.00 deductible for each and every loss'.

## **4. Commercial General Liability**

- Bodily injury & property damage	\$2,000,000.00
- Abuse and harassment	2,000,000.00
- Professional Services errors and omissions	2,000,000.00
- Medical payments (each person)	10,000.00

(The deductibles vary between \$250.00 and \$1000.00 per occurrence)

## **5. Umbrella Liability Insurance**

This coverage was not part of the policy this year.

## **6. Directors & Officers Liability Insurance**

- Limit of liability: \$10,000,000.00

The deductible amount is \$1,000.00. The protection is provided under the National Program for United Church of Canada and we do not have to pay any premium for this coverage.

## **7. Premium**

The premium for the coverages is as follows:

Policy renewal	\$3,809.00
Tax	253.92
Service fee	350.00
Tax on service fee	<u>28.00</u>
Totals	\$4,440.92

The Trustees continue to manage the portfolios of major investments for the Church with considerable thought given to maximizing returns while accepting reasonable levels of risk. Additionally, insurance coverage under the United Church of Canada policy is managed through a local insurance broker to ensure that we have adequate protection for the building and contents as well as appropriate liability coverage for Officers of the Council and employees. As part of this insurance coverage, an inventory of the contents of the Church is maintained by the Trustees and members of the Congregation are asked to please inform the Chair of the Board of Trustees if items are added to or removed from the Church.

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## **Stewards Report for 2016**

**Submitted by:** Helen Hutcheson, Secretary

**Purpose of the Committee:** To monitor the financial and temporal affairs of the Congregation, ensure that sufficient funds are available to provide for staff salaries and operating expenses of the Church and Presbytery, account for all moneys received and disbursed, and ensure that all property is maintained.

### **Members of the Committee:**

Verne Bruce	Helen Hutcheson, Secretary
Don Jackson	Bob Johnston
Bob Livingstone	Gertrude Rurihafi, Treasurer (until September 2016)
Ken McBride (until September 2016)	Heather Wallace
Gail Wyse	

It was with regret that the Committee accepted the resignations of Ken McBride and Gertrude Rurihafi. Ken McBride, in particular, was thanked for his many years of service in various roles in the Church over the years. Since September, Verne Bruce has acted as Interim Treasurer; his work is greatly appreciated.

Although the committee has no chair, it has been very active. Members chair the meetings and present reports to Council on a rotational basis. Should anyone be interested in joining the Committee of Stewards, please see one of the above members.

### **Highlights of our Work:**

- Throughout the year, 4 meetings were held to follow up on the work of the Committee and its Sub-Committees.
- The Committee of Stewards had a very productive year. In addition to the accomplishments outlined in the reports by the Chairs of the Sub-Committees, the following was achieved:
  - Approval by the Church Council of the *Policy for Reimbursement of Expenses to Volunteers*, the purpose of which was to spell out under what circumstances reimbursement of expenses is permitted and to outline the process for doing so;
  - Approval by the Church Council of a suite of documents related to facility usage at Britannia United Church, including a usage policy, terms and conditions of use and a rate structure;
  - Approval by all members of the Terms of Reference of this Committee.
  - Through an initiative of the Worship and Music Committee, with approval from Stewards and the Church Council, advertising to sell and/or dispose of the old piano in the basement and the small piano in the Little Chapel, began in May. Candice Armstrong ensured that ongoing online advertising was posted. One piano was placed in the foyer throughout the summer. In October, Don Jackson removed the basement piano. Also in October, through Mary Lou Hulans contacts with Suzart, the other piano was sold for \$500 which included removal of the piano. Thanks to the many people who helped with this project.
  - The following fundraisers were organized: Ham Dinner, Murder Mystery, Garage Sale, Strawberry Social, Bazaar, Craft Sale, Frozen Berry Sale, MacMillan's and Busters Gift Certificates.

**Contributions to the Life of our Church:** The Committee of Stewards manages the Church's finances and property which are essential to the provision of services to our congregation and community.

### **Property Sub-Committee Report**

**Submitted by:** Don Jackson

#### **Work completed in 2016:**

- installed metal roof on garage
- installed motion light switches in all four washrooms for both the lights and fans
- relocated light switch for the parking lot flood lights to inside the church
- replaced electrical outlets on stove in upstairs kitchen
- installed separate electrical plug-in for microwave in kitchen upstairs
- had the carpet cleaned upstairs in the church and on the ramp downstairs
- fixed the drain pipes underneath the downstairs kitchen sink
- replaced the washers on the taps in the downstairs kitchen
- repaired the ballast and replaced some of the light bulbs in room 10 downstairs
- replaced the outside night lights with new LED bulbs
- repaired and replaced one of the pumps on the furnace/boiler

**Work to be completed in 2017:**

- upgrade parking lot flood lights
- install LED light bulbs and rewire the fixtures for all overhead lights both upstairs and downstairs in the church
- install low voltage solar light system over the church sign in the parking lot
- remove three trees in back yard, for safety reasons
- install plastic glass over basement window beside the exit door in room 7
- have the carpet cleaned upstairs at the church, if required
- check out the cost of replacing the single glazed lights in the sanctuary for both the stationary windows and the ones that open
- make sure that the furnace/boiler is working properly to maintain the heat and hot water for the building

**Office Automation Report**

**Submitted by:** Bob Johnston

**Purpose of the Sub- Committee:**

1. To ensure that the computers and peripherals used by the Minister and the Secretary during the performance of their duties are capable of the requirements that are placed on them;
2. To maintain the Britannia United Church web site: [www.britanniaunitedchurch.ca](http://www.britanniaunitedchurch.ca) or [www.brituc.ca](http://www.brituc.ca).

**Members and Responsibilities of the Sub-Committee:**

- Bob Johnston Chairperson, responsible for office automation system and web-site design and maintenance
- Candice Armstrong Member, user representative, responsible for system monitoring, minor maintenance and consumables replenishment

**Highlights of Our Work:**

- The office printer became un-maintainable this year and had to be replaced. The Office Doctor sold us a heavy duty colour printer at cost, guaranteed for five years, with an excellent maintenance contract whereby the company ensures that the toners are replenished, as required. This has afforded us extra savings by having the ability to print colour bulletins as needed as opposed to bulk purchases that could only be partially used. User controls have been applied to this printer until such time as we have a good understanding of the costs associated with using a full capability colour printer. So far its performance has exceeded our expectations.
- Cost savings were also realized this year by bundling our Internet and telephone services. The savings, in the order of \$65 per month, were not achieved easily as the initial performance of the telephone service made us wonder if it was a wise choice. The problems we encountered however have been resolved and the system now meets our expectations.
- Significant cost savings (\$88 for 2 years vs. \$270 for 1 year), plus easier maintenance of the web site, were achieved by switching to a new Internet host (WebServe.com). You are invited to explore the site and provide commentary through the Contact Us pages.

### **Contributions to the Life of Our Church:**

Britannia United Church communicates with the larger United Church community through its web-site ([www.britanniaunitedchurch.ca](http://www.britanniaunitedchurch.ca) or [www.brituc.ca](http://www.brituc.ca)). Audio for each service is recorded and edited to remove spikes and miscellaneous noise, to balance the audio levels from each of the microphones and then to uploaded to the web-site. The sermon is extracted and uploaded separately from the service audio. The two audio recordings and the bulletin for each week are found under "Service Media". Events and meetings are uploaded to the Home page. Announcements, annual reports, newsletters and other miscellaneous information, such as our organizational structure can be found on the site. Our Facebook and Twitter presence on the web continues to be a busy place. Thanks to Candice Armstrong for administering the Facebook page and Brenda Hamilton for the Twitter account. Just click on their icons on the church's home page if you want to participate. (You will need an account with these social media systems to participate.)

### **Memorial Garden Report**

**Purpose of the Sub Committee:** To create floral beauty through the seasons.

**Members of the Sub Committee:** Dianne Tupper, Roelie Jackson, Heather Wallace

#### **Highlights of our Work:**

- Tulips and other annuals were purchased and planted, while work to reclaim the bed facing Pinecrest Road continued. A stolen hose required replacement.
- Dianne Tupper and family, in memory of Earl Tupper and Evelyn Collins, donated and planted a tree, with an inscription plate at ground level.
- To complete the Memorial Garden, a plaque was posted to the right of the entrance to the Sanctuary. Dianne Tupper was the lead in researching and acquiring an aluminum plaque attached with silicone. Work was completed by Brian Sign Service at a cost of \$192.10 (warranted for life.)
- Barbara Blair, to commemorate the 140th anniversary, worked with the Garden Sub-Committee and chose to donate a stained-glass work created by Stained Glass Stuff. It is hung close to the existing stained-glass work.

### **Kitchen Sub-Committee Report**

**Submitted by:** Verne Bruce

**Purpose of this Sub-Committee:** To oversee the kitchen facilities and equipment and their use on Sundays and during special events.

**Members of the Sub-Committee:** Verne Bruce, Valda Boland, Roelie Jackson, Heather Wallace.

#### **Highlights of our Work:**

The kitchen committee would like to thank Don Jackson for installing the additional electrical outlet for the microwave and replacing the two outlets on the stove in the kitchen. We have posted, for information, the Workplace Hazardous Materials Information System (WHMIS) for the dishwasher high temperature soap and rinse; in case of emergency, everyone will know what to do in terms of first aid.



## **Memorial Sub-Committee Report**

**Submitted by:** Bob Livingstone

**Purpose of the Sub-Committee:** To keep a record of all memorial donations received.

**Members of the Sub-Committee:** Bob Livingstone, Norm Davis, Horace Duncan

### **Highlights of our Work:**

- Use Memorial Funds for the purchase of or contributions to specific items for the church in loving memory of those who have passed.
- Receive items donated in loving memory of family members presented to the church.
- Donations this year have been received in memory of Valcina Isaac, Violet Simser, Lillian Anderson, David Mackenzie and Donald Hallam.

**Contributions to the Life of our Church:** We keep the memorial book up to date so that there is an accurate record of the members of our church who have passed on and what has been left in their memory.

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## **Treasurer's Report for 2016**

**Prepared by:** Heather Duncan / Verne Bruce

Attached are the financial statements of Britannia United Church for the year ending December 31, 2016.

In 2016, we only required \$24,000 from the Manse/Smith Funds to help cover the expenses for the year. We had a shortfall in our offering of (\$10,154) but with expenses of \$19,902 below budget, \$20,888 in other donations and \$3,837 in extra rent over budget, we ended the year with a deficit of only (\$2,544).

- 1) Salaries Allowances and Benefits were lower by \$3,841. Unused Minister's Sabbatical Surplus of \$6,980 for a total of \$10,821.
- 2) Property Expense was under budget by \$7,107;
- 3) Programs were under budget by \$3,912. Special Outreach for \$3,200 was not needed. Other areas were under by \$712.
- 4) Session was under budget by \$3,477. The music budget was under by \$1,461 since the music director is starting to rotate the anthems previously purchased. The christian development budget was under by \$1,421, since they were able to transfer the cost of \$738 to Sunday School Fund; Other was under by \$595.
- 5) Administration was under budget by \$2,323. Due to under spending in office supplies \$820, bulletins \$233, internet access \$498, coffee & juice \$210, expenses for weddings and funerals \$500, the other net savings of \$62;
- 6) Fixed Assets were increased by \$2,857. The new Printer/Copier for \$2,146 and the new Vacuum Cleaner for \$711.
- 7) We transferred \$2,624 to the Building Improvement Fund to cover the steel roof on the garage and the motion light switches for the bathrooms;

- 8) We transferred \$1408 to Memorial Fund for the stained glass plaque (\$531), the plaque on the outside Wall (\$192), wireless microphone & microphone covers (\$479), funeral reception (\$152), and memorial garden supplies (\$54).

In addition, the congregation contributed \$10,747 to the Mission and Service Fund although we didn't quite meet our goal of \$16,500. The congregation also supported a number of outreach programs in the amount of \$14,431 which includes the following:

a. Fort McMurray (United Church of Canada)	\$1,250
b. Britannia Woods Food Cupboard	\$1,392
c. Multifaith Haven (Ottawa Presbytery)	\$ 200
d. Joe Johnson Trust Fund	\$1,000
e. We Feed the Children (Goats)	\$ 556
f. Hurricane Mathew (United Church of Canada)	\$ 371
g. Canadian Cancer Society	\$ 142
h. Local Syrian Refugee Fund	\$9,370
i. Roger Nsabimana	\$ 50
j. Tewegaain Housing (White Gift)	\$ 100

The balance in the Manse Fund, as of December 31, 2016, consists of the original proceeds from the sale of the manse in 1997 of \$133,440 plus net accumulated investment income gains and losses, less transfers to the General Operating Fund since that date for a present total of \$192,341. The Isobel Smith Fund was established in 2010 by Mr. Art Smith in memory of his wife Isobel. The balance in the fund as of December 31, 2016 consists of the original gift of \$297,638 plus net accumulated investment income for a total of \$468,267. A \$3888 donation of stocks was given to the church in 2016 and was deposited into our BUC Stock Fund account. All these investments are monitored by the Board of Trustees on behalf of the congregation.

It is noted that the committee chairs have managed their budgets carefully and ended the year in most part within their budget. We will have to continue to be as frugal in 2017. All committees will have to ensure that expenditures in 2017 are necessary, warranted and with the combined efforts of everyone, hopefully we will be able to improve our financial situation.

**Many thanks to everyone for your contributions during 2016, including your time and effort in supporting church projects and activities as well as your donations of funds.**

(Numerical data follows)

## Balance Sheet as of December 31, 2016

<b>ASSETS</b>	<b>2016</b>	<b>2015</b>
Current Assets (grocery coupons, cash, bank, GICs)	40,545	56,465
Manse Investment Fund	192,341	177,325
BUC Stock	3,888	4,276
The Isobel Elizabeth Smith Fund	468,267	398,729
Fixed Assets	<u>323,217</u>	<u>320,405</u>
<b>Total Assets</b>	<b>1,028,258</b>	<b>957,200</b>
<b>LIABILITIES</b>		
Accrued Funds for Minister Sabbatical	800	10,400
Other Liabilities	<u>18,032</u>	<u>18,652</u>
<b>EQUITY</b>		
Accumulated Current Operating Surplus (Deficit)	(49,559)	(46,277)
Investment in Fixed Assets	320,284	323,562
Manse Investment Fund	192,341	177,325
Building Improvement Fund	36,534	38,442
The Isobel Elizabeth Smith Fund	468,267	398,729
BUC Stock	3,888	4,276
Other Restricted Funds	<u>37,671</u>	<u>32,091</u>
<b>Total Liabilities &amp; Equity</b>	<b>1,028,258</b>	<b>957,200</b>

**Balance in Bank Account as of December 31, 2016 was: \$35,061.**

### **Fixed Assets**

Purchased fixed assets are recorded at cost. Contributed assets are not recorded in the accounts of the congregation. Land and Buildings are not depreciated over their estimated useful lives. Furniture and Equipment are depreciated on the declining balance basis at a rate of 20 percent per year.

### **Revenue Recognition**

Contributions, including offerings, are recorded as revenue in the appropriate fund when received. The value of contributed services provided by volunteers is not recognized in the financial statements.

### **Manse Investment Fund**

The balance in the Manse Fund, as of December 31 2016 is \$192,341, and consists of the original proceeds from the sale of the manse in 1997 of \$133,440, plus net accumulated investment income, gains and losses, less transfers to the General Operating Fund since that date. The Manse Fund investments are monitored by the Board of Trustees on behalf of the congregation.

### **The Isobel Elizabeth Smith Memorial Fund**

The Isobel Elizabeth Smith Memorial Fund was established in 2010 by Mr. Art Smith in memory of his wife, Isobel. The balance in the fund as of December 31, 2016 is \$468,267 and consists of the original gift of \$297,638.00 plus net accumulated investment income, gains and losses less transfers to the General Operating Fund since the date established. This investment is monitored by the Board of Trustees on behalf of the congregation.

### **Accrual Minister's Sabbatical**

The Minister is entitled to both an annual Education Leave as well as a sabbatical every five years. In 2007, the Official Board adopted a new policy regarding the Minister's Sabbatical. Funds are now accrued every year (\$150/month) to pay the cost of a replacement minister(s) during the sabbatical period.

### **Unused Minister's Education Allowance for Sabbatical**

The unused Minister's Education Allowance is accrued from to year-to-year, in order to offset the Minister's Sabbatical expenses. As of December 31, 2016, **\$3,361** will be transferred into a special Bank Savings Account. In the event of the Minister's departure from Britannia, any unused funds shall revert back to the General Operating Fund. This transfer will be part of the year end procedures.

### **Building Improvement Fund**

The Building Improvement Fund is used to receive contributions and is used for improvements to upgrade the building and property.

### **Memorial Fund**

The Memorial Fund is used to receive bequests from contributors and is used to purchase items in memory of those who have gone before us.

### **Mission and Service Fund**

Mission and Service Fund contributions are collected by Britannia on behalf of the United Church of Canada and are maintained in a separate fund. They are not used for Britannia's expenses. All Mission and Services Fund contributions are forwarded to the United Church of Canada on a quarterly basis.

### **INCOME FROM PROJECTS**

Income from projects (net of expenses) during the year was as follows;

	<b>2015</b>	<b>2016</b>	<b>2016</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Bazaar	\$3,078	\$3,776	\$4,000
Garage Sales	\$1,151	\$1,267	\$1,000
Crafters Table Rentals	\$ 843	\$ 709	\$1,000
Strawberry Social	\$1,570	\$1,390	\$2,000
Grocery Coupons	\$2,362	-0-	-0-
Dinners	\$4,638	\$5,152	\$5,000
Frozen Berry Sales	\$ 363	\$ 391	\$ 400
Craft Group Sales	\$1,840	\$1,568	\$1,500
Miscellaneous	\$ 758	\$1,029	\$ 950
<b>Total Income from Projects</b>	<b>\$16,603</b>	<b>\$15,582</b>	<b>\$15,850</b>

## **Reconciliation of Stewards Envelope Report for 2016**

<b>Stewards Envelope Report</b>	<b>2016</b>
General Fund	\$120,132
Mission & Services	10,747
Other & Special Requests	<u>16,812</u>
<b>Total Envelope Giving's for the year</b>	<b>\$147,691</b>

<b>Treasurer's Reconciliation to Envelope Giving's</b>	
Offering	\$ 94,846
Minus Loose Offering	(1,780)
Mission & Service	\$ 10,747

<b>Restricted Funds</b>	
Memorial Fund General	\$ 5,801
Other & Projects	29,940
Sunday School Funds	662
Building Fund	716
Benevolent	2,621
UCC Observer	250
BUC Stock	<u>3,888</u>
<b>Treasurer's Total</b>	<b>\$ 147,691</b>

**STATEMENT OF GENERAL OPERATING FUND REVENUE AND EXPENDITURE**  
for period ending December 31, 2016

<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>

**REVENUE**

Offering	96,352	94,846	105,000	95,500
Use of Facilities - Mindware	39,250	39,800	39,400	41,235
Use of Facilities - Other Sources	12,313	12,056	8,220	13,445
Projects	16,603	15,283	15,850	15,580
Transfers from Restricted Funds	13,565	24,000	68,500	32,000
Other Donations, Tax Rebates, Bequests	20,009	24,388	3,500	3,500
<b>TOTAL REVENUE FOR THE YEAR</b>	<b>198,092</b>	<b>210,373</b>	<b>240,470</b>	<b>201,260</b>

**EXPENDITURES**

Salaries, Allowances, Benefits	160,452	157,054	167,875	168,079
Property Expenses	39,312	34,709	41,815	43,355
Programs	10,981	9,149	13,061	11,993
Session	3,734	3,428	6,905	6,305
Administration	8,241	8,577	10,900	11,550
<b>TOTAL EXPENDITURES FOR THE YEAR</b>	<b>222,720</b>	<b>212,917</b>	<b>240,556</b>	<b>241,282</b>

<b>EXCESS OF EXPENSES OVER REVENUE</b>	<b>(24628)</b>	<b>(2544)</b>	<b>(86)</b>	<b>(40022)</b>
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**Cash in Bank as of December 31, 2016 \$35,061**

<b>MISSION AND SERVICE FUND RECEIPTS</b>	<b>14,007</b>	<b>10,747</b>	<b>16,500</b>	<b>15,000</b>
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	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUE</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
<b>GIVINGS</b>				
General Envelope Offering	92930	92564	103300	94000
Loose Offering	2144	1763	1100	1000
Initial Offering	304	255	300	300
Sunday School Offering	0	0	100	0
Memorial Bulletins	180	230	200	200
Specified Offering	794	35	0	0
<b>GIVINGS - TOTAL</b>	<b>96352</b>	<b>94846</b>	<b>105000</b>	<b>95500</b>

**USE OF FACILITIES**

Rent - Alanon	331	321	320	320
Rent - Mindware	39250	39800	39400	41235
Rent - Suzart	0	3145	3300	2865
Rent - Piano Lessons	0	0	0	0
Rent - Weddings and Funerals	505	1391	1000	1000
Rent - Other	11477	7200	3600	9260
<b>USE OF FACILITIES - TOTAL</b>	<b>51563</b>	<b>51857</b>	<b>47620</b>	<b>54680</b>

**PROJECTS**

Bazaar - November	3078	3776	4000	4000
Garage Sale	1150	1267	1000	1000
Crafter's Sale	843	709	1000	980
Rummage Sale - Spring	0	0	0	0
Rummage Sale - Autumn	0	0	0	0
Strawberry Social	1570	1390	2000	2000
Grocery Coupon Sales	2362	0	0	0
Frozen Berry Sale	363	391	400	300
Dinner - Murder Mystery#1	3788	3952	4000	4000
Dinner-Murder Mystery#2	0	0	0	0
Dinner - Fish Fry	0	0	0	0
Dinner - Ham	850	1200	1000	1000
Dinner - Beef	0	0	0	0
Craft Group Sales	1840	1568	1500	1500
Seeding Talents	759	0	0	0
Projects - Other		1030	950	800
<b>PROJECTS - TOTAL</b>	<b>16603</b>	<b>15283</b>	<b>15850</b>	<b>15580</b>

**OTHER INCOME**

Interest Income	9	0	500	500
Sales Tax Rebates	3611	2977	3000	3000
Other Income	16389	21410	0	0
Bequests	0	0	0	0
Contributions from Restricted Funds	13564	24000	68500	32000
<b>OTHER INCOME - TOTAL</b>	<b>33573</b>	<b>48388</b>	<b>72000</b>	<b>35500</b>

**TOTAL REVENUE**

<b>TOTAL REVENUE</b>	<b>198091</b>	<b>210373</b>	<b>240470</b>	<b>201260</b>
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**SALARIES, ALLOWANCES AND BENEFITS**

Salaries	132,832	135,258	138,044	139,441
Allowances	3,903	3,610	3,760	3,775
Benefits	23,717	25,166	26,071	24,863
Accrued Minister Sabbatical Surplus	0	-6,980	0	0
<b>TOTAL SALARIES/ALLOW/BENEFITS</b>	<b>160,452</b>	<b>157,054</b>	<b>167,875</b>	<b>168,079</b>

**PROPERTY**

Utilities (Gas & Hydro & Water)	17,151	15,254	15,500	17,000
Insurance	4,341	4,441	4,500	4,500
Special Building Projects	405	0	1,500	1,000
Repairs and Maintenance	6,481	3,651	9,000	10,300
Snow Removal and Sand	3,882	4,238	3,955	6,020
Security	905	1,201	1,000	1,000
Caretaker Supplies	1,926	2,354	2,000	2,400
Kitchen Supplies	1,675	562	1,000	575
Telephone	2,546	3,009	3,060	560
Property - Other	0	0	300	0
<b>TOTAL PROPERTY</b>	<b>39,312</b>	<b>34,710</b>	<b>41,815</b>	<b>43,355</b>

**PROGRAMS**

Presbytery Assessment	7,956	8,803	8,936	7,633
West End Chaplaincy		0	0	2,000
Special Outreach Projects	2,625	0	3,200	1,200
Other Outreach	99	105	300	625
Pastoral Care	39	139	125	135
Newsletter and Communications	262	102	300	200
Programs - Other	0	0	200	200
<b>TOTAL PROGRAMS</b>	<b>10,981</b>	<b>9,149</b>	<b>13,061</b>	<b>11,993</b>

**SESSION**

Music	1,467	1,189	2,650	1,805
Worship and Sacraments	751	1,324	1,325	1,400
Christian Development	466	500	400	500
Church School	572	384	1,805	1,900
Library	53	31	225	200
Conferences	0	0	400	400
Session - Other	426	0	100	100
<b>TOTAL SESSION</b>	<b>3,735</b>	<b>3,428</b>	<b>6,905</b>	<b>6,305</b>

**ADMINISTRATION**

Office Supplies and Stationery	1,476	1,780	2,600	2,800
Computer Costs	300	688	500	500
Bulletins	138	167	400	250
Internet Access	963	502	1,000	1,650
Offering Envelopes	343	317	400	550
Bank Charges	383	744	700	700
Coffee and Juice	324	190	400	300
Fellowship	0	0	100	100
Expenses Wedding & Funerals	378	0	500	500
Bookkeeping	3,510	4,190	4,000	4,000
Administration - Other	426	0	300	200
<b>TOTAL ADMINISTRATION</b>	<b>8,241</b>	<b>8,578</b>	<b>10,900</b>	<b>11,550</b>
<b>TOTAL EXPENDITURES FOR THE YEAR</b>	<b>222,721</b>	<b>212,919</b>	<b>240,556</b>	<b>241,282</b>



## Envelope Report

GENERAL FUND			MISSION & SERVICE			OTHER & SPECIAL			TOTAL OF ALL GIVINGS		
REGULAR ENVELOPE GIVERS											
#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE
40	\$8,823	0-499	14	\$626	0-499	8	\$270	0-499	40	\$9,719	0-499
15	\$8,467	500-999	7	\$1,505	500-999	8	\$605	500-999	15	\$10,577	500-999
6	\$5,689	1000-1099	3	\$453	1000-1099	3	\$55	1000-1099	6	\$6,197	1000-1099
1	\$1,115	1100-1199	1	\$30	1100-1199	1	\$5	1100-1199	1	\$1,150	1100-1199
1	\$1,000	1200-1299	1	\$220	1200-1299	1	\$30	1200-1299	1	\$1,250	1200-1299
4	\$4,830	1300-1399	2	\$335	1300-1399	2	\$155	1300-1399	4	\$5,320	1300-1399
1	\$1,305	1400-1499	1	\$100	1400-1499	1	\$10	1400-1499	1	\$1,415	1400-1499
3	\$3,955	1500-1599	3	\$176	1500-1599	2	\$510	1500-1599	3	\$4,641	1500-1599
0	\$0	1600-1699	8	\$0	1600-1699	8	\$0	1600-1699	0	\$0	1600-1699
0	\$3	1700-1799	8	\$3	1700-1799	8	\$2	1700-1799	0	\$8	1700-1799
5	\$9,415	1800-2999	3	\$720	1800-2999	3	\$540	1800-2999	5	\$10,675	1800-2999
5	\$20,000	3000-OVER	4	\$2,425	3000-OVER	5	\$5,050	3000-OVER	5	\$27,475	3000-OVER
<b>81</b>	<b>\$64,602</b>	<b>TOTAL</b>	<b>55</b>	<b>\$6,593</b>	<b>TOTAL</b>	<b>50</b>	<b>\$7,232</b>	<b>TOTAL</b>	<b>81</b>	<b>\$78,427</b>	<b>TOTAL</b>

PRE-AUTHORIZED GIVERS											
#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE
6	\$750	0-499	3	\$240	0-499	3	\$400	0-499	6	\$1,390	0-499
11	\$5,735	500-999	10	\$1,610	500-999	4	\$424	500-999	11	\$7,769	500-999
1	\$625	1000-1099	0	\$0	1000-1099	1	\$395	1000-1099	1	\$1,020	1000-1099
0	\$0	1100-1199	0	\$0	1100-1199	0	\$0	1100-1199	0	\$0	1100-1199
3	\$2,768	1200-1299	2	\$360	1200-1299	2	\$560	1200-1299	3	\$3,688	1200-1299
0	\$0	1300-1399	0	\$0	1300-1399	0	\$0	1300-1399	0	\$0	1300-1399
1	\$1,120	1400-1499	1	\$300	1400-1499	1	\$25	1400-1499	1	\$1,445	1400-1499
0	\$0	1500-1599	0	\$0	1500-1599	0	\$0	1500-1599	0	\$0	1500-1599
2	\$6,945	1600-1699	2	\$840	1600-1699	2	\$690	1600-1699	2	\$8,475	1600-1699
0	\$0	1700-1799	0	\$0	1700-1799	0	\$0	1700-1799	0	\$0	1700-1799
2	\$4,070	1800-2999	2	\$360	1800-2999	0	\$0	1800-2999	2	\$4,430	1800-2999
3	\$23,714	3000-OVER	3	\$444	3000-OVER	3	\$1,481	3000-OVER	3	\$25,639	3000-OVER
<b>29</b>	<b>\$45,727</b>	<b>TOTAL</b>	<b>23</b>	<b>\$4,154</b>	<b>TOTAL</b>	<b>16</b>	<b>\$3,975</b>	<b>TOTAL</b>	<b>29</b>	<b>\$53,856</b>	<b>TOTAL</b>

NON- ENVELOPE GIVERS											
#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE	#	Dollars	VALUE
58	\$3,813	0-499	0	\$0	0-499	26	\$2,345	0-499	58	\$6,158	0-499
6	\$1,200	500-999	0	\$0	500-999	3	\$2,000	500-999	6	\$3,200	500-999
3	\$3,000	1000-1199	0	\$0	1000-1199	0	\$0	1000-1299	3	\$3,000	1000-1299
0	\$0	1100-1199	0	\$0	1100-1199	1	\$1,260	1100-1199	0	\$1,260	1550-1599
0	\$0	1600-1699	0	\$0	1600-1699	0	\$0	1600-1699	0	\$0	1600-1699
0	\$0	1800-2999	0	\$0	1800-2999	0	\$0	1800-2999	0	\$0	1800-2999
<b>67</b>	<b>\$8,013</b>	<b>TOTAL</b>	<b>0</b>	<b>\$0</b>	<b>TOTAL</b>	<b>30</b>	<b>\$5,605</b>	<b>TOTAL</b>	<b>67</b>	<b>\$13,618</b>	<b>TOTAL</b>

<b>177</b>	<b>\$118,342</b>	<b>TOTAL</b>	<b>78</b>	<b>\$10,747</b>	<b>TOTAL</b>	<b>96</b>	<b>\$16,812</b>	<b>TOTAL</b>	<b>177</b>	<b>\$145,901</b>	<b>TOTAL</b>
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## Membership and Attendance for 2016

CONGREGATIONAL STATISTICS	2011	2012	2013	2014	2015	2016
Total January 1	349	347	312	211	208	207
New Members	9	3	3	7	2	2
Transfer by Certificate	9	1	2	7	2	2
Profession of Faith	0	2	1	0	0	0
Transferred to non-resident roll	0	1	2	0	0	3
Removal	11	15	104	10	5	5
Transfer by Certificate	2	2	1	0	1	0
By Death	8	10	4	10	4	5
By Session	1	3	99	0	0	0
Total as of December 31	347	334	211	208	207	204
Active Members	304	231	154	167	154	158
Non-Resident Members	57	53	45	37	31	31
Member Families	214	187	90	102	121	118
Number of Identifiable Supporters	239	223	137	144	138	134
Number of Identifiable Supporters M&S	71	64	46	48	47	49
Funerals	9	7	9	10	4	5
Marriages	5	0	3	5	3	2
Baptisms	1	5	1	0	3	2
Holy Communion	14	14	12	12	13	12

### SACRAMENT OF BAPTISM

Greyson Jeffrey Lalonde, son of Jeffery and Tracie Lalonde.

Mila Marie Guertin, daughter of Patrick Guertin and Lena Jensen.

## **Senior's Tea Report for 2016**

**Submitted by:** Dee McEwen for Maggie Taylor

We are a group of seniors, and those who are seniors at heart, who meet Thursdays from 1:00 to 3:30pm. We play games such as bridge, cribbage and scrabble, followed by tea and treats at 3:00 pm. We welcome church members and friends as well as folk from the community. Once a month we celebrate birthdays with a cake, often made by Maggie Taylor. In May and before Christmas we enjoyed dinner at Kristie's restaurant. After the excellent meal Rev. Jim led in the singing and we had other fun entertainment too.

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## **West End Villa Report for 2016**

**Submitted by:** Donna Armstrong and Valda Boland; Co-Conveners

**Purpose of this Committee:** To provide residents at West End Villa, who wish to attend a United Church Service, the opportunity to do so every fourth Tuesday with communion every 2<sup>nd</sup> month.

**Members of this Committee:**

Donna Armstrong and Valda Boland, Conveners, Rev. Jim Baldwin, Minister, Dori Jensen, Lay Preacher, Verne Bruce, Roelie Jackson, Joan Wilson, Heather Wallace, Sharon Collins

**Highlights of our work:**

- To bring patients down from their rooms.
  - To hear residents sing familiar hymns.
  - We missed a few months due to the flu at West End Villa.
  - We had no service in December due to Christmas holiday.
  - We bring communion to the patients 4 times a year.
  - We have about 25-40 people at each service!
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## **Newsletter Report for 2016**

**Submitted by:** Peter Bain, Editor

**Purpose of this Committee:** The purpose of the newsletter is to inform members of the congregation and the outside community of the activities and concerns of the Britannia congregation, the United Church as a whole, and of the local community. It features a mixture of reports and news from members and groups within Britannia United Church such as Mission and Service, Sunday School, and the Music Director; as well as articles from the community. Of particular note were special articles about the Britannia Woods Food Pantry and the Larga Baffin residence.

Britannia published four newsletters in 2016: Easter, June, Fall, and Christmas. It is distributed electronically via the church website and e-mail to many members. We also

publish hard copies. The Christmas and Easter print issues are sent to members using Canada Post.

Articles are accepted electronically at newsletter@brituc.ca and in hard copy. Many thanks to Bob Johnston for helping to sort out problems with the e-mail account and my apologies to those people who did not see their articles published because of those problems.

I wish to thank all the contributors inside and outside the church for their stories, essays, jokes and puzzles, and announcements.

My gratitude goes to Reverend Jim for his inspiring sermons and thoughtful Minister's Messages.

I am indebted to the Assistant Editor, Leigh Bain, for her help preparing and proofreading the newsletter.

Many thanks go to Candice Armstrong for her invaluable assistance producing and distributing each issue. I could not do it without her.

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### **Craft Group Report for 2016**

**Submitted by:** The Craft Group

**Purpose of this Committee:** To design, make and provide articles for sale at various functions within the church.

**Members of this Committee:** Else Jensen, Valda Boland, Edith Kenney, Beth Craig, Ellen Lalonde, Joan Saunders, Elizabeth Eyamie, and Phyllis Steele, Joyce Dudley, Millicent McLaren

**Highlights of our work:** In 2016, our crafts were available at the Strawberry Social, the Harvest Moon Bazaar, the Inspired Hearts and Hands Craft Show, and the Pot Luck Dinner. With all this exposure we raised the following for the church: \$1683.15

**Contributions to the Life of our Church:**

We are very social. We gather every Monday afternoon from 1:15 to 3:00pm from September to May, with holidays being the exception. We knit, sew, crochet and make greeting cards for all occasions. We provide booties for baptisms as a gift to the wee baby. We knit mittens for Ada's Mitten Tree; these are donated to different organizations that need them. If we get stuck one of the others will always help out. We have tea and refreshments while we talk and joke with one another. We go to lunch twice a year, once in December and again before we break for summer.

We have three cupboards that are now on the main level, to store our wool, hand-made items and other supplies in. Speak to one of us if you are in need of anything to help you get your craft done – we might be able to help!