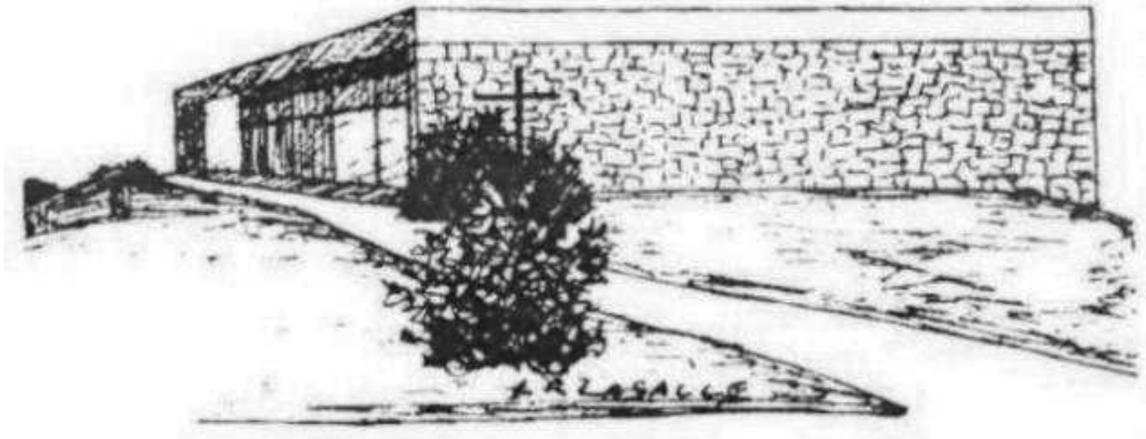


# **BRITANNIA UNITED CHURCH**

## **2012 ANNUAL REPORT**



**MINISTER: REV. JIM BALDWIN**

985 PINECREST ROAD  
OTTAWA, ONTARIO  
K2B 6B4

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## IN MEMORIAM

<b>Erline Armitage</b>	<b>March 5</b>
<b>Brenda McNicholas</b>	<b>March 7</b>
<b>Eleanor Jean Wylie</b>	<b>May 6</b>
<b>Lorna Pearl Chamberlain</b>	<b>May 7</b>
<b>Bruce Featherstone</b>	<b>June 5</b>
<b>Gregory Ross</b>	<b>June 12</b>
<b>Gordon Canham</b>	<b>June 29</b>
<b>Helen "Betty" Lyon</b>	<b>July 13</b>
<b>Lois LaSalle</b>	<b>July 22</b>
<b>Glen Warren</b>	<b>August 6</b>
<b>Dorothy "Dot" McKay</b>	<b>September 27</b>
<b>Nellie Benn</b>	<b>October 11</b>
<b>Ruth Lilloco</b>	<b>November 30</b>
<b>Cecelia Thatcher-Maloney</b>	<b>December 5</b>
<b>Nichola "Nicky" Ruscher</b>	<b>December 6</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**

*“There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to everyone for their particular service. The Spirit's presence is shown in some way in each person for the good of all.”* I Corinthians 12:47

This passage of scripture was read in our church on January 20<sup>th</sup> and it came to mind as I was considering our annual report. Nowhere are these words more evident than in the pages of this report.

A church is made up of many people with diverse and wonderful gifts. But a church only becomes a church when people gather together for the good of the community. When we do, it is then that the living Christ is seen.

In his letter, Paul goes on to explain that the church is the body of Christ, and like a human body, it is made up of many parts. We might give greater attention to some parts than others, but each part is essential to the well-being of the body and *“If one part of the body suffers, all the other parts suffer with it; if one part is praised, all the other parts share in its happiness.”* (I Corinthians 12:26)

Each and every submission in this annual report has been prepared by someone who has invested body, mind and soul in our church, so I encourage you to read each report with care. And while no one particularly likes to attend an annual meeting, please keep in mind that the hour or two that we will spend together going over reports, is just a reflection of the countless hours our committees contribute throughout the year, so that we may gather in Christ's name.

As your minister, I would also like to hear what you have to say about our church and its future, as I participate in several committees that make decisions on your behalf and we would really appreciate your input in the decisions that are made; preferably before they are made, rather than after!

The best part of the annual report is that we get to see a picture of our church at work. And what a wonderful, active church we are! Along with all of the duties that are required to keep up the church building and property, to look after the ongoing financial concerns and to care for the investments that are held in trust, we continue to look after the pastoral and spiritual needs of our members, while reaching outside of ourselves to our community and our world.

This year we have continued to experience some financial struggles, but we have also seen much growth. We continue to attract new members, our Sunday School and Youth Group are building, and our choir is growing in numbers. All these things indicate that we are moving in an upward direction, and people are realizing what a very special place this is to be on a Sunday morning and through the week. I know there is no place I would rather be.

Rev. Jim

**Britannia United Church**  
**ANNUAL GENERAL MEETING - Minutes**  
**February 19, 2012**

**1. Nomination of Chair and Secretary**

Ken McBride nominated as Chair of 2012 AGM, moved by Dori Jensen, seconded by Iris Jackson.

All in favour; none opposed; CARRIED

Deirdre McEwen nominated as Secretary of 2012 AGM, moved by Ken McBride, seconded by Earl Tupper.

All in favour; none opposed; CARRIED

**2. Call to Order**

Ken McBride called meeting to order at 11:30 am. Those present constituted a quorum and all were welcomed. The AGM is to follow the Rules of Conduct for Meetings (United Church Manual 2007 & Constitution of Britannia United Church, February 10, 2008).

**3. Opening Prayer and Reading of Memorial List**

Rev. Jim Baldwin; Memorial List for BUC 2011 as written in Annual Report

**4. Voting Privileges of Adherents**

Motion: That voting privileges be extended to all members and adherents at this AGM. Moved by Earl Tupper; seconded by Jen McBride.

All in favour; none opposed; CARRIED

**5. Approval of Agenda**

Motion: To approve agenda as written. Moved by Mary Lou Farrell; seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

**6. Approval of Minutes of 2011 AGM**

Minutes were not available – approval to be delayed.

**7. Annual Reports (as printed in 2011 Annual Report)**

Presbytery – presented by Eileen Ball. Note 1: 2 vacancies to be filled; Note 2: General Council will meet at BUC this August and volunteers will be needed. Motion to approve report moved by Eileen Ball, seconded by Dori Jensen

All in favour; none opposed; CARRIED

Church Council – presented by Ken McBride. Motion to approve report moved by Ken McBride, seconded by Mary Lou Farrell

All in favour; none opposed; CARRIED

Board of Trustees – presented by Don Judd with two corrections. See amendment to report – removal of name of Hubert Frenken from Investment Policy sub-committee and correction of amount removed from Manse Fund to \$49,638.16. Motion to approve report moved by Don Judd, seconded by Norm Davis.

All in favour; none opposed; CARRIED

**Organists Report** – presented by Carol Dicks. Motion to accept report moved by Carol Dicks, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

Carol thanked Barby Clement, Rev. Jim Baldwin and Candice McBride for all their help throughout the year. Rev. Jim announced that BUC again has a choir.

**Ministry and Personnel** – Motion to accept report move by Kelvin Stanke, seconded by Mary Lou Farrell.

All in favour; none opposed; CARRIED

**Memorial Committee** – report submitted by Bob Livingstone. Motion to accept report moved by Horace Duncan, seconded by Earl Tupper.

All in favour; none opposed; CARRIED

**Worship and Music Committee** – report submitted by Dori Jensen. Motion to accept report moved by Dori Jensen, seconded by Iris Zwanenburg.

All in favour; none opposed; CARRIED

Dori thanked Janet Melvin for all her work on the committee. Dori also thanked all those who helped her during Rev. Jim's sabbatical.

**Membership and Attendance** – report submitted from church office for information.

**Pastoral Care Committee** – report submitted by Dori Jensen. Amendment to report – Jen Trewartha requested that Kathy Denny's name be added to the list of committee members. Motion to accept report moved by Dori Jensen, seconded by Dianne Tupper.

All in favour; none opposed; CARRIED

**Christian Development Committee** – report submitted by Mary Lou Farrell. Note: Mary Lou is now Chair of this committee, not Interim Chair. Motion to accept report moved by Mary Lou Farrell, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

**Mission and Service Committee** – report submitted by Marilyn Bruce. Amendment to report – Doug Thicke has postponed his climb of Kilimanjaro due to illness but will do the climb in early 2013. Motion to accept report moved by Marilyn Bruce, seconded by Barb Rafter.

All in favour; none opposed; CARRIED

Ken McBride thanked Marilyn for stepping in as Chair.

**Stewards** – report submitted by Dave Mackenzie. A Chair and new members are needed for this committee. Motion to accept report moved by Dave Mackenzie, seconded by Jen McBride.

All in favour; none opposed; CARRIED

Bob Johnston and Janepher McBride volunteered to serve on this committee.

**Property** – report submitted by Dave Mackenzie. A Chair and new members are needed for this committee. Motion to accept report moved by Dave Mackenzie, seconded by Earl Tupper.

All in favour; none opposed; CARRIED

Question - Barry Meredith asked if less salt had been used on parking lot this winter.

Answer - more salt and sand has been used this year but the ice has been worse than usual.

**Office Automation** – report submitted by Bob Johnston. There is a need to sell or donate the old office printers. John Todd will look into donating them to the Boys and Girls Club of Ottawa. Motion to accept report moved by Bob Johnston, seconded by Don Judd.

All in favour; none opposed; CARRIED

**Envelope Steward** – Motion to accept report moved by Verne Bruce, seconded by Dave Mackenzie.

All in favour; none opposed; CARRIED

**Stewards, Food Voucher Report** – report submitted by Dave Mackenzie. Motion to accept report moved by Dave Mackenzie, seconded by Rob Marshall.

All in favour; none opposed; CARRIED

**Craft Group** – Motion to accept report moved by Lois LaSalle, seconded by Iris Zwanenburg  
All in favour; none opposed; CARRIED

**Senior's Tea** – report submitted by Maggie Taylor. Motion to accept report moved by Maggie Taylor, seconded by Judy Howey.

All in favour; none opposed; CARRIED

**West-End Villa** – report submitted by Donna Armstrong and Valda Boland. Motion to accept report moved by Donna Armstrong, seconded by Valda Boland.

All in favour; none opposed; CARRIED

## **8. Election of Officers to Church Council for the year 2012**

Motion to elect Helen Hutcheson as Chair of Council moved by Ken McBride, seconded by Jen McBride.

All in favour; none opposed; CARRIED

The position of Vice-Chair is vacant. Call for volunteers.

Motion to elect Deirdre McEwen as Secretary moved by Ken McBride, seconded by Maggie Taylor.

All in favour; none opposed; CARRIED

Motion to elect Dave Mackenzie as Treasurer moved by Ken McBride, seconded by Jen McBride.

All in favour; none opposed; CARRIED

Ken McBride noted that BUC no longer has a nominating committee.

## 9. Treasurer's Report

Report presented by Dave Mackenzie. Motion to accept report moved by Dave Mackenzie, seconded by Kelvin Stanke.

All in favour; none opposed; CARRIED

### Discussion:

- a) Council has received a letter with questions regarding church finances. Addressing the Amarlisse fund question – Dave noted that although BUC has committed to \$15,000.00/year for two years, funds collected to date are in excess of \$16,000.00 and we should have no problem in meeting our commitment. This situation is unfolding and the total amount of \$30,000.00 may not be needed. Dave will open a dedicated bank account for this fund to make it easier to track.
- b) Regarding the Isobel Smith Fund – although the capital funds are intended only for BUC major capital projects, the interest on the capital can be used as needed at the discretion of the church as a whole. The Trustee's can recommend what is appropriate but ultimately it is the congregation and/or Council as representative of the congregation who decide.
- c) Parking Lot – no costing has been done to date as to feasibility of paving the parking lot. Paving the parking lot would not solve the problem of the slope.

## 10. Budget for 2012

Report presented by Dave Mackenzie. This budget will be realistic and no longer uses the offerings to present a balanced budget. There will be a deficit and more funds must be found from projects. Small savings can be found in administration but it will not be enough. Motion to accept budget, moved by Dave Mackenzie, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

## 11. Other Business

None.

## 12. Date of Next AGM

Motion to change the date of the AGM from the second Sunday in February to February 24, 2013 moved by Mary Lou Farrell, seconded by Judy Howey.

All in favour; none opposed; CARRIED

## 12. Adjournment

Move to adjourn by Dori Jensen at 1:00 pm.

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Kenneth L. McBride  
Chair

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Dee McEwen  
Recording Secretary

## **Church Council Report for 2012**

**Submitted by:** Helen Hutcheson, 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, Barb Rafter (Presbytery Lay Representatives)

Officers:

Helen Hutcheson (Chair)

Vacant (Vice-Chair)

Deidre McEwen (Recording Secretary)

David Mackenzie (Treasurer)

Chairs of Standing Committees;

Mary Lou Farrell (Christian Development)

Dori Jensen (Worship and Music)

Marilyn Bruce (until September 2012), Barb Rafter (Mission, Service and Outreach)

Dori Jensen (Pastoral Care)

Mary Lou Farrell, Kelvin Stanke (Ministry and Personnel)

Vacant (Stewards)

Don Judd (Board of Trustees)

Persons representing ongoing church organizations:

Donna Armstrong, Valda Boland (West End Villa Group)

Maggie Taylor (Seniors Tea)

Peter Bain (Editor of Newsletter)

Members at Large:

Rose Bernauer

Lois LaSalle (until July 2012)

Verne Bruce

Heather Thuswaldner

Ken McBride

Bob Livingstone

## **Highlights of Our Work:**

- Held five regular meetings in February, April, June, October and November to oversee the activities of the Council's various standing committees and organizations. In particular, a report on the management of memorial funds was adopted and a rental policy paper was endorsed.
- Hosted a visit of representatives from the Ottawa Presbytery's Pastoral Care and Oversight Committee. The purpose of the meeting was to review the Church's life over the past three years. In their final report, the representatives wrote, "We enjoyed our visit at Britannia United Church. Many spoke of their thankfulness for the church community and for the open door and open hearts of those within. We wish Britannia United Church the grace of God, the comfort of the Holy Spirit, and the experience of living with the risen Christ in their midst."
- Directed the work of the Telephone Visitation Committee, which was mandated to conduct a charge-wide telephone visitation to touch base with the congregation and inform members and adherents of opportunities to contribute to the Church. Between April 29 and May 14, 2012, about 180 families were contacted. As a result of the Congregation's comments, a number of actions were implemented, including
  - transfer of names of volunteers to the appropriate committees
  - update of addresses and emails
  - transfer of pastoral care requirements to the Pastoral Care Committee
  - creation of a youth group under the responsibility of the Christian Development Committee
  - follow-up with individuals who wished to read Minutes for Mission and scripture readings
  - organization of a Social Networking Workshop
  - development of a car pooling system for members who were unable to drive to Church
  - dissemination of information by the Mission, Service and Outreach Committee on what the Church is doing in the community and beyond
  - assessment of the need to install an elevator to operate between the basement and main floor, with the conclusion that the present use of the basement by our Congregation does not warrant the cost of installing an elevator
  - on-going review of other recommendations by the responsible Standing Committees.
- Submitted vote to the United Church of Canada in support of adding the 1940 Statement of Faith, the New Creed and A Song of Faith to the Doctrine Section of the Basis of Union, in addition to the Twenty Articles.
- Contributed to the 41<sup>st</sup> General Council of the United Church of Canada, held in Ottawa from August 11 to 18, by donating muffins and cookies and distributing information to the Congregation on the various activities held during the week.
- Welcomed Amarlisse into our Church family, following a year-long fundraising effort, providing her with ongoing support as she learns a new language, attends classes in a new school and adapts to life in Canada.
- Implemented measures to make maximum use of the Church's facilities and improve the physical appearance of the Church by re-organizing Rooms 22 and 23 and the Little Chapel, thereby providing dedicated space for the collection counters and choir members.

- Finalized a schedule of activities and events to be held in 2013.
- In the absence of a Chair of the Committee of Stewards, oversaw the work of the subcommittees and individuals responsible for stewardship and participated in a Stewardship Sunday. A brochure was created to outline the composition, duties and requirements of the Committee of Stewards.
- Ensured that the Congregation was kept informed of Council activities by publishing articles in the Newsletter and in Sunday bulletins, and by making announcements during worship services. In particular, an article and graphic, explaining the various committees making up the BUC governance structure was printed in the Church Newsletter.

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

The Council is the senior administrative body of BUC. 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 BUC. It is by coming together and sharing our gifts that we will continue to flourish as a Congregation.

**Memorial Committee Report for 2012**

**Submitted by:** Bob Livingstone

**Purpose of this Committee:**

To keep a record of all donations received.

**Members of this Committee:**

Bob Livingstone, Norm Davis, Horace Duncan, Earl Tupper

**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 on.
- Receive items donated in loving memory of family members presented to the church.
- Memorial gifts received this past year were in memory of: Betty Lyon, Dorothy McKay, Pearl Chamberlain, Glen Warren and Lois LaSalle.

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

- Keeping the memorial book up to date.
- This committee is a sub-committee of the Committee of Stewards.

## Trustees Report 2012

**Submitted by:** Don Judd, Chair

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

The purpose of the trustees is to “. . . 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 of Britannia United Church for the 2012 Year are listed below:

Donald Judd	Chair	2559 Chambers Ave., Ottawa, ON, K2B 7S1
Horace Duncan	Secretary	2433 Sudbury Ave., Ottawa, ON, K2C 1L6
Norman Davis		1340 Stittsville Main, Stittsville, ON K2S 1V8
Robert Livingstone		37 Rueter St., Ottawa, ON, K2J 3Z9
John Todd		1702-2841 Richmond Rd., Ottawa, ON, K2B 6C5
Earl Tupper		24 Herrington Ct., Ottawa, ON, K2H 5N7
Eileen Chambers		2366 Drury Lane, Ottawa, ON, K2C 1G5
Arthur Buss		709-1300 Pinecrest Rd, Ottawa, ON, K2C 3M5

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

- The Trustees welcomed Arthur Buss back to the Board of Trustees after an absence of several years.
- At the request of the Church Treasurer, the Chair of Trustees prepared a draft policy for managing Memorial Funds to try to clarify a confusing situation. This document was subsequently approved with minor modifications by the Church Council.
- A form was prepared for use with the new stock fund so that the broker and the Church will each have a clear understanding of how the donations are to be used.
- A decision was made by the Trustees to sever our relationship with Colton Avery Deacon (segregated funds) and consolidate all of the Manse Fund under the Craig & Taylor umbrella organization. The existing mutual funds were continued but the proceeds from the segregated funds were invested in three carefully selected stocks with IPC Securities.
- Antiphonal speakers and associated amplifier were purchased and installed during the summer months. The purpose of these speakers is to more equally disperse the sound of the organ throughout the sanctuary, not to make the organ sound louder. To simplify the operation for the organist, a special power bar was installed at the same time as the speakers so that when the organ is turned ON or OFF, all of the peripheral devices are also turned ON and OFF with an approximate seven second delay. Included with the peripheral devices is a new LED light bar to replace the burned out bulbs over the organ foot pedals. Also during the summer months, physical protection was added to the top of the organ speaker that is located in front of the choir loft to help to protect the \$1,500.00 speaker from damage. The costs associated with all of these projects were paid for from the Trustees Fund (Entertainment Book Account).
- Robert Johnston agreed to serve as 'Member at Large' on the Finance Committee to replace Hubert Frenken. The purpose of this Committee is to advise the Trustees on the amount of funds that are required from our investments and provide suggestions for the types of investments that we use.
- The amount in the Manse Fund that is the responsibility of the Trustees was \$151,754.79 as reported at the Trustees meeting on December 11, 2012. This figure is the amount in the

account **before** \$2,000 was removed to be added to the General Operating Fund. The investment was created in February of 1998 with \$133,000.00 that was received from the sale of the manse and the proceeds were originally divided equally between two financial institutions. To date we have withdrawn a total of \$51,638.16 that has been used to help offset the Minister's Housing Allowance. The Trustees are managing the funds with the long term goal of gradually increasing the capital so that eventually more funds can be withdrawn on an annual basis. Under the terms of the Financial Policy, we are allowed to withdraw a maximum of 5% from this fund each year.

- The amount in the Isobel Smith Memorial Fund as of December 11, 2012, was \$346,769.45. This figure is the amount **before** \$4,000.00 was removed following a decision at the Trustees meeting and will be added to the General Operating Fund. This account has grown from an initial amount of \$297,638.00 that was received on April 19, 2010 from Arthur Smith in memory of his wife Isobel. An additional \$10,000.00 was withdrawn from this account during the year at the request of the Treasurer to help with cash flow in the Church bank account. Under the terms of the Financial Policy, we are allowed to withdraw a maximum of 5% from this fund each year.
- A review of the Congregational Board of Trustees Handbook (2004) and the United Church Manual confirmed that Trustees have the responsibility for both investments and insurance. We have found that it is an operational policy of the companies with whom we deal and provide services to group-run organizations, that **only** one Church contact is allowed. While in some specific cases, a secondary contact is allowed, companies will refuse to enter into discussions with anyone other than the designated Church representatives. For the record, the 2012 contacts are listed below:

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

\*IPC Funds are both under the umbrella of Craig & Taylor financial advisers

- A regularly scheduled meeting of the Trustees was held on May 22, 2012 with the prime purpose of considering the insurance coverages and recommending the payment of the premium to the Treasurer. The insurance coverages for the Church building and contents and liabilities are provided under the General Insurance Plan for the United Church of Canada. This "all risk" plan is administered by Hub International Limited and we continue to use our local broker (W.H. Scrivens and Son) as our liaison with the insurer. It should be noted that on a periodic basis, the United Church of Canada reviews the coverages, the premium amounts, and the levels of service that are provided by the insurer and solicits tenders from insurers to provide this vital service to congregations. We have been advised that there should not be a premium increase in 2013.
- A brief summary of the protection that is provided under the current policy is as follows:

**1. Property**

- i) The Church buildings and contents are covered with replacement cost insurance up to \$2,780,614.00
- ii) Earthquake insurance is included under the policy. The deductible is 5% of the insured

value subject to a minimum deductible of \$100,000.00.

## **2. Boiler and Machinery**

This coverage protects against problems due to "sudden and accidental breakdown of boilers..." to a limit of \$30,000,000.00. The premium for this coverage is \$125.00 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
-Church Counselling errors and omission	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 option was originally added on June 6, 2011 but, after careful consideration of the risk versus the cost, the Trustees decided to remove this coverage for the 2012/2013 renewal. The premium reduction was \$510.84.

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

- Limit of liability	\$10,000,000.00
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The deductible amount is \$1,000.00. The protection is covered under the National Program for United Church of Canada and is not part of our policy. To encourage all United Churches to participate in this protection, no premium was again required for this year.

## **7. Premium**

The premium for the initial and amended coverages is as follows:

- Policy renewal	\$3,679.00	- \$473.00 (Delete Excess Liability)
- Tax	268.40	- \$ 37.84 (Delete tax)
- Service fee	350.00	
- Tax on service fee	<u>28.00</u>	
- Totals	\$3,814.56	- <u>\$510.84</u>

The total premium for 2012 was thus (\$3,814.56 - \$510.84) \$3,303.72

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

The Trustees continue to manage the portfolios of major investments for the Church with considerable thought given to maximizing returns at 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.

## Organists Report for 2012

**Submitted by:** Carol Dicks

**Choir practice** takes place each Thursday evening from 7:30pm until 9:00pm. I have appreciated the commitment of those who come regularly, and understand the difficulty it is for those who cannot make it in the evening, but who are prepared to work at home on the chosen music and practice with us on Sunday morning. As in other years I have made cassette tapes for Kathy Banville and others who need it. Over the year we have had sixteen different people who have sang with us on Sundays. We welcome others who would like to join us. Please introduce yourself to me.

In addition to singers we have had several instrumentalists share their gift of music with us this past year. Don Cullen played his cornet one Sunday in June and two colleagues in a band, of which he is a member, joined him at a service in November. The last Sunday of October Meredith Gagne played her flute and at our Remembrance Day service, Carl Fraser, a high school music teacher played his trumpet, as he did last year. Also, in addition to Rev. Jim frequently playing his guitar, Hubert Frenken played his harmonica, Joey Johnson played his guitar at our service to accompany Rev. Jim singing a solo and Emmanuel's son, Klein played the piano.

Barby Clement very kindly replaced me at the organ for one of my vacation Sundays in July. I am grateful also to Rev. Jim covering me for another Sunday in July and again in November.

I enjoy attending our Music/Worship Committee meetings with the interaction amongst our members which gives me a broader picture of how others experience our Sunday services.

This past fall Don Judd very kindly took the initiative to have two organ speakers installed on the back wall of the Sanctuary. The work for this was undertaken by Campbell Douglas, from whom we initially bought our organ. The result is a more balanced sound. Don also built a metal framework to sit on top of the box housing the organ speakers which sit at the front, north of the Sanctuary. This was done to protect the speakers housed by this box should objects be placed on top of the cloth covering the enclosed speakers.

As always I wish to thank our M&P Committee for their interest and understanding of my responsibilities. Also I thank Rev. Jim and Candice, our secretary, who help me in various ways all year long.

## Ministry and Personnel Report for 2012

**Submitted by:** Kelvin Stanke and Mary-Lou Farrell, Co-Chairs

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

Ministry and Personnel committee is responsible to oversee and manage the paid staff and contract workers. M&P acts as a liaison for the various personnel and the church congregation, acting in a consultative and supportive role.

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

Mary Lou Farrell, Co-Chair / Liaison for Secretary: Candice McBride  
Kelvin Stanke, Co-Chair / Liaison for Minister: Rev. Jim Baldwin  
Scott Hughes, Secretary

Roelie Jackson, Liaison for Custodian: Larry Woods  
Judy Howey, Liaison for Organist and Choir Director: Carol Dicks

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

- Over the last year M&P has had a typical year of working with the church's salaried staff and managing the usual issues.
- The beginning of the year was the culmination of the previous year's annual review with the staff. After the annual budget was officially approved letters were distributed to each of the staff and the contract organist.
- Following this process the committee planned out and scheduled replacements for the staff to cover their respective holidays.
- As per M&P duties, replacement personnel were arranged for bereavement purposes and for sick days throughout the year.
- Police checks were updated and filed for the required staff.
- M&P streamlined communication issues between the staff, M&P, and related committees.
- Duties were reviewed and clarified as needed.
- The busiest period for M&P is the fall months when the annual reviews of the staff and organist are completed. All reviews went well and were very positive in all respects with an air of change and growth working through our church. As per United Church of Canada guidelines, M&P recommended a 2.9% salary and contract increase, which were presented to the treasurer and church council and awaits final approval at this meeting.
- M&P guidelines require a review of the fair market value of the minister's housing allowance which was completed and remains as it has for the last 3 years.
- A few other minor monetary adjustments were also passed on to the treasurer for the 2013 budget period.

The Ministry and Personnel Committee would like to thank the congregation and specifically the staff, Rev Jim Baldwin, Larry Woods, Candice McBride, and Carol Dicks our organist for their dedication, cooperation, and commitment to this committee and to Britannia United Church.

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

The Committee works to reconcile the church's mission statement with its ministry. Employee goals, based on the mission statement, are established, and progress is discussed on an ongoing basis. We are there to ensure that the staff knows that their work is valued, and to help them should any issues arise.

## **Presbytery Representatives Report for 2012**

**Submitted by:** Eileen Ball and Barbara Rafter

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

This committee is elected by the people of Britannia United Church to represent BUC at the monthly Presbytery meetings as well as at the Montreal-Ottawa Conference. The committee is to report to Church Council any pertinent information.

### **Representatives:**

Eileen Ball  
Barbara Rafter  
Rev. Jim Baldwin

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

The Ottawa Presbytery holds its meetings in various churches in our area. A fellowship dinner is served by the host church followed by a worship service and then a business meeting. One highlight is meeting and getting to know people from other churches and sharing ideas with them. This year the Montreal/Ottawa conference was held at John Abbott College, Sainte-Anne-de-Bellevue, QC. Barbara Rafter attended as a lay delegate, and attended a workshop on Stewardship and was able to forward some pertinent information to members of Council. The highlight of this event was the ordination of three new ministers at the Celebration of Ministry Service held on May 26, 2012.

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

While attending the regular Presbytery meetings, the representatives are 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. By attending the Montreal/Ottawa Conference, the representatives learn a sense of the bigger church and are able to attend various workshops and relay the information learned in these workshops to others at Britannia.

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## **The Year in Review 2012 - Ottawa Presbytery**

### **Life & Work of the Presbytery**

The highlight of 2012 was the hosting of General Council 41 by the Local Arrangements Committee based in Ottawa Presbytery. It was amazing to see the volunteers who so ably did the work and organized what was needed, when it was needed. So to all those who gave of time, talent and baked goods – thank you.

There are some great things that have happened during 2012. Ottawa Presbytery through the application of the Rev. David Sherwin received \$75,000 to invest in a new ministry project called Faith and Arts Ottawa. This ministry which seeks to create a home for exploring spirituality and questions of meaning through artistic expression is a mission of the presbytery. The good news is that it has received further grants from the denomination which will ensure its ability to continue into the next year. This experiment in ministry can offer the ability to explore the role of the Church with a demographic of the population that may not feel at home in our Sunday congregations while also offering programming that may be found exciting by some of our Sunday regulars.

Ottawa Presbytery has also been the blessed recipient of a bequest from the estate of Marjorie Sparling in the amount of \$135,000. It is a tremendous gift from a woman who seems to have had roots in the denomination but only periphery connections for most of her adult life. The finance committee is currently considering how to manage this wonderful gift.

Part of the role of a presbytery is to help resource and nurture the life of the pastoral charges within its bounds. So if you are like many people in our congregations you may wonder what is the presbytery doing? Here is a snapshot of some of the ways that Ottawa Presbytery is engaged in supporting the work and witness of its congregations.

### **RESOURCING FOR NEW MODELS OF MINISTRY**

Conversations amongst pastoral charges in Quebec:

For the past year, Ottawa Presbytery has engaged Rev. Dr. Garth Mundle to facilitate a conversation amongst some of the pastoral charges located in the Quebec portion of the presbytery regarding future ministry. Many of these pastoral charges are facing challenges of part time ministry, small membership, aging buildings, limited resources and changing communities. While providing a paid

consultant to the process, presbytery as a decision making body has an arm's length engagement, providing space for the participants in the conversation to shape and choose the outcomes.

### **Resourcing Healthy Governance.**

Ottawa Presbytery is working with the Ashton-Munster Pastoral Charge following a time of conflict, Review and then leadership changes. Rev. Sharon Moon the engaged consultant, alongside Betty Giffin, a member of the presbytery Pastoral Relations committee, have been walking with the pastoral charge since last winter. The support of both a consultant and a presbytery representative are helping this pastoral charge to move into the future with new insights about themselves, their ministry and their skills to be a healthy faith community.

### **Supporting congregations as they discern future ministry and explore partnerships.**

About a year ago, the congregation of Wesley United Church began an intentional discernment process about its future ministry. Rev. Neil Wallace and Rick Balson, have been presbytery representatives helping the congregation. The presbytery has also provided facilitator support for a visioning forum. The discernment process has now led the congregation to request a formal conversation with Emmanuel United about the possibility of amalgamation. The presbytery will continue to support their exploration through Neil and Rick and will also engage facilitation support as needed.

In a very different context, presbytery has been in an ongoing conversation with Queenswood United Church about possible development of the church site which would include a new church building. Members of the property committee, the Pastoral Care and Support Committee and Mission Strategy, as well presbytery staff have been partners in exploring sustainable options for the future.

## **EDUCATION AND LEADERSHIP SUPPORT**

Events like the one in mid-October with Diana Butler Bass are ways that the presbytery through its committees are providing opportunities for people to explore the changing context in which we are called to be church. This is a challenging time to navigate a course for the life of the church. Our leaders, both those in paid accountable ministry and those in lay leadership roles, need space in which to learn and reflect.

Ministry Personnel gatherings are another way that leadership is brought together to explore resources and topics that are related to nurturing healthy congregations. Seeing the big picture

***The presbytery has the role of keeping an eye on the big picture. While pastoral charges and individual ministers focus on being faithful in how they are about ministry in each of their contexts, the presbytery has a responsibility to "get to the balcony" and see the whole floor. In the past two years, this has prompted the creation of the Mission Strategy Working Group which is asking questions about the bigger questions of resourcing and sustaining healthy and creative expressions of ministry.***



## **Summary of the 2012 meetings**

The Chair of Ottawa Presbytery from January to June 2012 was the Rev. Dianne Cardin and the theme of that time was "Listening with Heart". The Rev. Dr. George Hermanson is the current Chair of the presbytery and the theme is "Pray unceasingly".

It has become somewhat of a tradition to gather at Woodroffe United Church for the January meeting of Ottawa Presbytery. Pat Trites the Chair of the Ottawa School of Theology and Spirituality made a presentation about the program. Rev. Angelika Piché, a member of the General Council Theology and Faith Committee gave an overview of Remit 6 regarding the inclusion of statements of faith from 1940, 1968 and 1986 in the Manual along with the Basis of Union Articles of Faith.

Emmanuel United Church hosted the February meeting, showcasing their newly renovated building which has been given a LEED designation. Approval was given for guidelines for funding to proposals for Mission Strategy Fund which had been created with the about \$13,000 forwarded by M&O Conference back to the presbyteries in 2011. Rev. Kathryn Guthrie, a United Church minister in private counselling practice reviewed the guidelines to be observed by clergy offering counselling services. The presbytery discussed the formation of a new ministry within the presbytery, Faith and Arts Ottawa and put into place an accountability structure and approvals of an appointment of ministry personnel. The main focus of the meeting was a discussion regarding whether the presbytery would proceed to formally considering becoming an Affirming Ministry of the United Church of Canada. The decision was taken to proceed with the process and conversation to consider doing so.

In March the presbytery convened at Rideau Park United Church for a program meeting focused on some of the issues and discussions to be a part of the General Council 41 agenda. The areas discussed were: Israel-Palestine statement; The Identity Survey done with United Church members in 2011; Living in Right Relations (the work with Aboriginal Ministry Circle and Truth and Reconciliation) and a fourth workshop that told the story of a new ministry in the presbytery, Faith and Arts Ottawa. The April meeting was held at Kitchissippi United Church. Those who have completed the two year Licensed Lay Worship Leaders course were licensed for the ministry of pulpit supply within the presbytery. Debbie Poirier, the President of Conference made her official visit to the presbytery. Elections were held for nominees to the M&O Conference meeting for General Council commissioners. A review of the Resource Centre was received and the recommendations to discontinue the services of the Resource Centre were approved. Kiersten Jensen, the coordinator of the Resource Centre was thanked for her service over the previous two years. Updates were given regarding the local arrangements for GC41. The Scrivens' Memorial Fund for Youth Ministry annual report was given to the presbytery.

Bells Corners United Church welcomed the presbytery for its May meeting. There was recognition of the ministry that had been done by the Resource Centre and its coordinators and volunteers. The practice is to at the May meeting recognize celebrating milestones in ministry. The court considered a number of Remits that would be before GC41, these included: Remits 6a- 6c regarding inclusion of statements of faith in the Manual in addition to the Article of Faith, all three remits were supported. The nominations committee presented the annual nominations report.

The September meeting in Shawville thanked Dianne Cardin for her term as chair and welcomed and covenanted with George Hermanson as the new chair. The primary focus of the meeting's agenda was the presentation by those who had attended GC 41 held at Carleton University in Ottawa. Barbara Reynolds and David Stafford, co-chairs of the Local Arrangements Committee reported on the outstanding contribution of over 250 volunteers from local congregations. The commissioners spoke of the work of the Council under the theme of "What does the Lord Require of Us?" Highlights included the connection with Aboriginal people and the work of the Aboriginal Ministries Circle; the process of talking about the Israel-Palestine report; the establishment of a Comprehensive Review process which will look at the future direction of the ministry of the denomination; the number of young adults who were commissioners; and the adoption of the new crest for the church.

In October the presbytery gathered again at Emmanuel United Church. There were presentations about the Mission and Service fund, including words of gratitude to the pastoral charges for their support and information about the work of the office philanthropy. The draft 2013 budget was presented along with the proposed assessments for approval at the November meeting. The fund will support applications for resource and education related proposals. The presbytery also took a decision that when a church property is sold (other than a manse) that 15% of the net proceeds will be requested to be directed to the presbytery for new ministry work.

Manotick United Church welcomed the presbytery in November. A decision was taken to establish a Resource Centre Fund with the assets held as a result of the work. The reviewed financial statements for 2011 were adopted; the proposed budget for 2013 and related assessments were approved. Rev. Eloi Ngutu, General Secretary of the Baptist Convention in Congo, who was visiting Baptist churches in Ottawa brought greetings. The presbytery was updated on the programs and projects of the Youth and Young Adult Ministry and the conversation amongst congregations in the eastern portion of West Quebec and about the work of the General Council Ministères en français. Whit Strong, Personnel Minister for M&O Conference informed the court of the mandatory training requirement for awareness of prevention of sexual abuse. The Working Group for Affirming Ministry Process, shared some reflections with the court and invited members to take time to write down their questions and comments.

The December meeting makes a delightful annual visit to Aylmer United Church. This second program meeting of the year includes extended time for worship. Rev. Cathy Hamilton, the President of M&O Conference made her official visit to the presbytery. The conversation groups this year included: Centering Prayer; Healing Services; Caring Ministries – Prayer Shawls & Victoria Quilts; Taizé worship and random conversations. The meeting concluded with the celebration of communion.

### **YOUTH AND YOUNG ADULT MINISTRY: 2012 YEAR IN REVIEW**

Another year has gone by...my first full year as YAYA minister for Ottawa Presbytery...and once again it has been an exciting year with lots happening in ministry with youth and young adults. Here are some highlights:

**Worshiplude:** In February, the tradition of hosting Worshiplude continued, with many visiting groups from across Ontario and Quebec. What a wonderful way to make new friendships, have fun with Winterlude activities and celebrate in worship together! We had about 600 participants at our worship celebration at Dominion-Chalmers.

**Youth Leaders' Event:** On May 17<sup>th</sup>, a number of people attended a gathering at Rideau Park UC for youth leaders at which we were able to share challenges, triumphs and fresh ideas for youth ministry in local congregations.



### **Camp Awesome:**

Our theme was "Walking With God." This year we combined our training week with that of Rideau Hill camp staff, combining some sessions and holding some of our own. This was a great success as we were able to share programming ideas and new songs and games, as well as make new friends. Our staff this year included 4 co-ordinators, 8 senior staff, 25 counsellors, and 13 leaders in training. They

worked hard to bring a great program to 20 host congregations with, in total, 785 campers! General Council 41: The Children and Young Teens (CAYTs) at General Council in August joined with the Camp Awesome campers at Rideau Park UC for their program. I co-ordinated with the team responsible for the CAYTs activities before and after camp. This experience provided a leadership development opportunity for the three young adults who participated.

The Point: Drama, music, scripture, a video and Communion were central this YAYA Worship Celebration held at City View UC on November 10<sup>th</sup>. Our theme was chosen to highlight the revised United Church crest, as we considered the significance of the phrase, "All My Relations" in light of our faith. It was wonderful to have "Grace Notes", Rideau Park's youth handbell choir and "Jam", youth musicians from Emmanuel, share in the music ministry with our Presbytery band, "Stream."

Open Table: This ecumenical ministry is thriving as congregations host a free meal for young adults, most of whom are at university. On the 4<sup>th</sup> Sunday night of each month approximately 50± young adults gather for food, Christian fellowship and discussions on a variety of topics.

Zambia 2013: Plans are developing nicely for a group of 7 or 8 Young Adults to travel with me to Zambia on a Global Partnership visit. We will be sharing with the Chipembi Girls' School in a variety of opportunities through which we will experience Christ's ministry as "with" each other.

Data Base: I now have a good data base of contact information for youth, young adults, YAYA leaders and congregations in our presbytery and beyond. Please continue to keep me up to date, both with changes to that information and with what's happening in your context. Your thoughts and ideas are always welcome!

YAYA Ministry Needs Assessment: During my first year in this position, I accepted a lot of invitations to preach, as congregations and I got to know each other. This year I find that emphasis shifting to requests for help. In response to these, I have developed a tool to assist congregations in assessing their individual needs for YAYA ministry.

Rendez-vous 2014: I have been asked to co-ordinate the Young Adult component of the 2nd United Church, Rendez-vous YAYA gathering, to be held in Winnipeg in August of 2014. This responsibility will provide an added opportunity for me to gather Ottawa Presbytery young adults to assist in pre-event planning; a good leadership-development and networking opportunity. As well, this responds to the need to have input from young adults as we plan programming for that demographic.

Conference Youth Minister: Of note, our M&O Conference youth ministry position, currently filled by Shanna Bernier, has been increased for a year, to half-time. Funding for this has come through monies from each of the presbyteries.

YAYA Committee: Many thanks to the YAYA committee, under Steve Clifton's leadership, who work hard to support me and all the YAYA programs that are offered throughout our presbytery.

My prayer as we journey into the New Year remains the same as last year: that God will guide us as we seek to faithfully minister together. May God's blessing be upon us as we work and worship and play together in 2013 and beyond.

Hilary  
Rev. Hilary Merritt,  
Ottawa Presbytery Youth and Young Adult Minister

## IN MEMORIAM

The Rev. Ben Lemay died January 22, 2012  
The Rev. Dr. Ott McKennitt died February 1, 2012  
John Keddy, Past Chair of Ottawa Presbytery died May 5, 2012

*“Well done you good and faithful servant”*

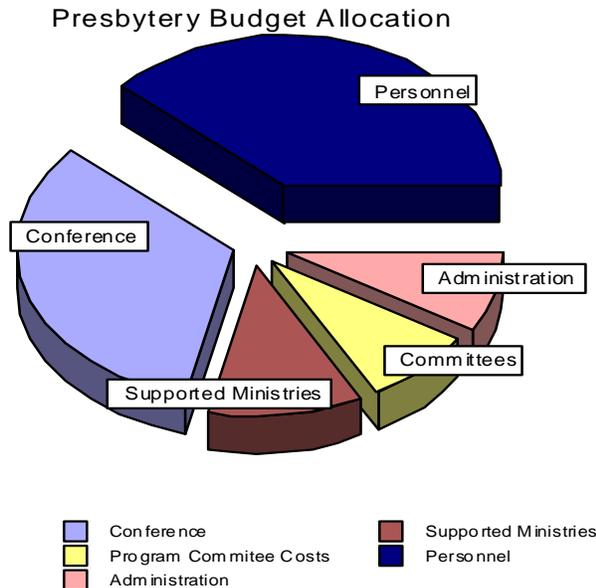
### Your Presbytery Assessment

It is said in almost every congregation—“Presbytery costs us a lot of money!” So what is done with all that money?

First, the presbytery passes along to M&O Conference \$129,242 of the \$383,800 that it assesses to the pastoral charges. The largest budget line is for personnel at \$218,400. There is over \$33,000 distributed to supported ministries of the Presbytery. The work of the committees costs about \$17,000 and the administrative costs of the presbytery are \$38,000.

What is confusing for many pastoral charges is the calculation of their particular assessment. There are many factors that affect the calculation of assessments. The assessment formula is based on the revenue generation of a pastoral charge for its own ministry. This is averaged over a three year period. So pastoral charges generating higher revenues will see their assessment rise, and rise more than pastoral charges experiencing decreasing revenue or stable income. The treasurer of the pastoral charge receives a letter outlining the formula and the assessment for the year. Ottawa Presbytery does not use a formula based on membership. The formula tries to account however for support to outreach ministry.

The 2013 budget passed by Presbytery is a deficit budget, with the deficit to be covered by retained earnings from the past. There is a working group preparing recommendations for a balanced budget in 2014.



### Current Executive of Ottawa Presbytery

Chair	The Rev. Dr. George Hermanson
Past Chair	The Rev. Dianne Cardin
Chair Elect	The Rev. Trish Elloitt
Agenda Planning	The Rev. Gail Christy
Finance Committee	The Rev. Paul Dillman

Treasurer	The Rev. Brian Cornelius
Faith Formation & Education	The Rev. Carolyn Insley
Justice Global Ecumenical Relations	The Rev. Andrew Jensen
Pastoral Relations Co-chairs	The Rev. Angela Bailey / The Rev. Norm Baines
Pastoral Care & Oversight	The Rev. Paula Mullin / Christine Inrig
Representative to Conference Executive ( 3 year term)	Barbara Reynolds
Women's Ministry Network	Nancy Hazen
Lay Member at Large	Mary Laidlaw
Recording Secretary	David Stafford
Presbytery Minister	The Rev. Lillian Roberts
Conference Personnel Minister	The Rev. Whit Strong

**PRESBYTERY STAFF**

Presbytery Minister	The Rev. Lillian Roberts
YAYA Minister	The Rev. Hilary Merritt
Office Administrator	Judy Lawson
Recording Secretary	David Stafford

Rev. Lillian Roberts,  
Presbytery Minister

## **Worship and Music Committee Report for 2012**

**Submitted by:** Dori Jensen

### **Purpose of this committee:**

To 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 also organize the Sunrise Easter service and also arranges the church annual picnic.

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

Dori Jensen, Chair  
Carol Dicks, Organist  
Doreen Hallam  
Roelie Jackson  
Janet Melvin, (back after a leave of absence)  
Candice McBride  
Heather Wallace  
with much guidance from Rev. Jim Baldwin

The committee was saddened by the loss of long-time member, Lois LaSalle.

### **Highlights and Contributions of our Work:**

- Rev Jim continues to plan and lead the music offering for the first Sunday of the month.
- Carol plans music for the choir to sing on the other Sundays.
- It is a highlight to see children, as well as adults, participating in the serving of communion (thank you to Sandra Winacott for helping to prepare communion) and in the readings for the lighting of the Advent wreath.
- It is another highlight to see the continued response to Ada's Mitten Tree.
- Another highlight was the church picnic held at Britannia Park with a large attendance this year and a big thank you goes to Mary Lou and Quinn for organizing the cooking of the hotdogs.

Thank-you to all who helped plan the worship services while Rev. Jim was on his vacation.

**Membership and Attendance for 2012**

CONGREGATIONAL STATISTICS	2008	2009	2010	2011	2012
Total January 1	364	358	363	349	347
New Members	6	8	1	9	3
Transfer by Certificate	5	5	1	9	1
Profession of Faith	1	3	0	0	2
Transferred to non-resident roll	0	0	0	0	1
Removal			15	11	15
Transfer by Certificate	2	1	2	2	2
By Death	9	8	13	8	10
By Session	0	0	0	1	3
Total as of December 31	358	363	349	347	334
Active Members	320	322	318	304	231
Non-Resident Members	59	59	58	57	53
Member Families	235	238	227	214	187
Number of Identifiable Supporters	219	245	258	239	223
Number of Identifiable Supporters M&S	81	83	74	71	64
Funerals	19	20	12	9	7
Marriages	7	2	4	5	0
Baptisms	7	3	3	1	5
Holy Communion	10	10	10	14	14

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**SACRAMENT OF BAPTISM**

**Graham Robert Charles Whitehead son of Robert and Margery Whitehead**  
**Jonah Troy Aubut-Kelsey son of Richard Kelsey and Tammy Aubut**  
**Hailey Wynn Conboy daughter of Eric and Carrie Conboy**  
**Megan Grace Brosowski daughter of Sarah Brosowski**  
**Hannah Beth Craig daughter of Paul Craig and Tammy Aubut**

## Pastoral Care Committee Report for 2012

**Submitted by:** Dori Jensen, Chair

### **Purpose of the Committee:**

To assist Rev. Jim in addressing and nurturing the spiritual/pastoral needs of the congregation of Britannia United Church.

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

Dori Jensen, Chair  
Verne Bruce  
Marilyn Bruce  
Georgina Garland  
Dick Howey  
Diane Houston  
Kathy Denney (who has been on a leave of absence)  
with much guidance from Rev. Jim

It is with regret that for various reasons we have had to accept resignations from Wendy Livingstone and Eileen Chambers.

It was with great sadness that we learned of the passing of Lois LaSalle and Betty Lyon, two of our Pastoral Care Team members. The congregation was also saddened by the loss of Glen Warren, Pearl Chamberlin and Jean Wylie.

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

- Knowing that we are helping others, as well as ourselves, know that we are all children of God and as such, are worthy of God's love and that we can all help spread the light of God's love throughout the world.
- The opportunity to meet new people as well as getting to know our "regulars" more fully.

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

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

## Christian Development Committee Report for 2012

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

### **A message from the Christian Development Chair: Mary Lou Farrell**

As we enter our 2012 season we are settled in our roles and all areas are working together in supporting all aspects of our CD Committee. We have placed our 2013 budget in with no cost increases to cover the purchasing of the Sunday School Curriculums Season of the Spirit. This is the same material that Rev. Jim uses for his message with the congregation.

It is and has been a great joy working with such caring individuals on this committee and welcome any new members that wish to join-in or visit one of our meetings to see what it is we do behind the scenes. Our numbers are small and there are still vacant roles yet those that serve on the committee have very large hearts to help where we are short handed. More hands, the lighter the work. Each Sub Committee have provided highlights and goals for the upcoming year 2013,

Sincerely,  
Mary Lou Farrell  
CD Chair

### **Sunday School Report: Mary Lou Farrell**

- Since September 2012, volunteers have been taking on lesson preparation and presentation, using the *Seasons of the Spirit* curriculum. Appreciation goes out to the following individuals for their contributions:

Valerie Baldwin (Music/ Sunday School Choir)	Eileen Ball
Dan Ball (Nursery)	Barbara Blair
Deanna Giles	Heather Johnson
Scott & Joanna Hughes (Nursery/Sunday School)	Helen Hutcheson
Dawn Leroux	Emma Johnson
Mary Townson	Heather Wallace

- Highlights from the 2011-12 Sunday School year include:
  - Shoe Boxes for Belarus: 23 Boxes were completed to be sent in February 2013
  - Valentine's Luncheon
  - Mother's Day and Father's Day gifts
  - Sunday School Graduation in June, with an intergenerational service focused on growth
  - "Sunday School in Church," whereby the Sunday School walked the Congregation through a typical lesson,
  - Participation in Communion and intergenerational worship services during Christmas Service
  - Christmas pageant was well attended and the members of the Church Family enjoyed this year's service.
  - White Gift Service: Items were received by Harmony House and Ada's Mitten Tree items where given to the Britannia Woods Food Bank to be given to their clientele
  - Sale of United Church of Canada calendars (Sunday School Fundraiser)
  - Sunday School attendance is strengthening with an average of 10 students each week. We are still in need for Coordinators' to oversee our parent volunteers.

### **Youth Group Report: Emma Johnston**

- Plans are underway, contingent on participation and adult support, to convene youth once a month for age-appropriate discussion and activities.

**Nursery School Coordinators:** Scott and Joanna Hughes

- I would like to see the nursery get more volunteers for 2013. As well as make parents more aware of the options that we offer in the nursery. I would also like to extend my greatest gratitude for Joanna and Scott Hughes for the help with the nursery.
- The younger kids participate in the musical section of the Sunday school teachings. As the children who are 1 to 3 really do enjoy the musical part.

Scott and Joanne have asked for universal toy donations that can be added to the Nursery inventory. Place the donations in the Nursery, and they will be sorted and sanitized before placing them with the current selection of Items.

Also a Change Table has been donated for anyone to use. It is in the washroom closest to the Church Office.

**Congregational Learning:** Vacant

Still looking at having a Bible Study in the upcoming year.

**Coordinator of Music Program:** Val Baldwin

Val Baldwin's Message:

- As the musical coordinator, I plan to put together some new music for the children's choir. The one thing that we would benefit from is an improved microphone system in the sanctuary. Ole Jensen has mentioned taking a look at the existing microphones over the choir loft as it may be possible to move them front-centre to hang in front of the communion table for future use by the choirs.

**Library Coordinators:** Barbara Blair & Mary Townson

- A complete and current list of the Library contents, by subject matter, is now available. This listing is in the red binder in the Library. We hope to have an alphabetical listing in the future.
- Book donations are greatly appreciated; however, they should be published in the year 2000 or later. If you leave your name, your donation will be acknowledged in the book.
- Duplicates may either be kept or used to raise funds for the Library
- The Library is for the use of the Congregation, so any suggestions to make it user-friendly would be appreciated.

In 2012, the following items were purchased at a cost of \$92.54 and added to the Library collection:

- *When Your Parents become your Child* by Ken Abraham
- *Raising Responsible Teens in a Digital World* by Brian Housman
- *Raising Bully-Proof Kids* by Paul Coughlin
- *God, I Need to Talk to you About Bullying* by Susan K. Leigh
- *My Space for Moms and Dads* by Connie Neal
- *A Collection of Faith, Hope & Love* by Helen Steiner Rice
- *A Collection of Hope* by Helen Steiner Rice
- *Going and Growing Through Grief* by Dr. Joseph Jolly
- *Veggie Tales Holiday Pack* DVD
- *Go Look at the Manger* DVD
- *The Candy Maker's Christmas* DVD

A number of book donations were received and, where possible, were added to the Library. Unfortunately, some were published pre-2000 and we were not able to include them.

## **Mission, Service and Outreach Report for 2012**

**Submitted by:** Barbara Rafter

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

- how the Mission and Service Fund supports local outreach projects and ministries, as well as ministries across Canada and 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. The benevolent offering taken up at every Communion Service, administered by our Minister, is used for special outreach needs within our congregation and community.

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

Barbara Rafter (Chair), Rev. Jim Baldwin, Marilyn Bruce, Verne Bruce, Georgina Garland, and Doug Thicke. Lois LaSalle until her death in July, 2012.

**Target for 2012: \$ 16,500.00 - Actual for 2012: \$ 13,957.00**

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

- planning the Mission Sunday Service, conducted by Carolyn Ruda, Mission and Service Support Person, Montreal and Ottawa Presbytery;
- encouraging donations of food and money to the Britannia Woods Food Bank, with thanks to Edith Kenney for timely delivery of these items;
- participating in the OWECC meetings and hosting a Poverty and Spirituality luncheon for them;
- hosting a meeting of the West-End Interfaith Social Action Committee in September;
- encouraging volunteers for General Council 41 functions, as follows - Eileen Ball co-ordinated our contributions of cookies and muffins, which Don Miller transported to the depot church. Thank you to everyone who baked and helped with packaging; Susan Aiken – Transportation Committee – met delegates at the airport; Barb Rafter assisted with the Warmth for Winter knitting table; and Rev. Jim Baldwin participated in the music program with Youth delegates.
- we recognize the Sunday School Outreach projects: 100 Trees to Haiti, in recognition of the gentlemen of BUC (Father's Day) and White Gift – month-long project – Shoeboxes for Grandmas
- other Outreach activities are – volunteers who assist with services at West-End Villa; the Seniors Tea on Thursdays; Ada's Mitten Tree; and serving at the Mission on special occasions;
- on-going congregation and community support enabled us to bring Amarlisse from Burundi to Ottawa in September;
- encouraging support for Lesotho – co-ordinated by Doug Thicke, who was awarded the Queen Elizabeth II Diamond Jubilee Medal in recognition of his years of volunteer service with Care Canada and the Help for Lesotho program;
- as part of Outreach we provided space for the Secular Sobriety Group and still provide space for Alanon;
- the Craft Group made donations to the Food Bank and to the M&S Fund in memory of Lois LaSalle.

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

There are many opportunities for the congregation to donate their time and talents to Mission, Service and Outreach projects. Mission, Service and Outreach offers an opportunity to members and supporters of the church to live out their faith and honour our Creed "...to love and serve others, to seek justice and resist evil..." Thank you for your participation, your prayers, faithful encouragement and sustaining financial support.

## Stewards Report for 2012

**Submitted By:** David Mackenzie

### **Purpose of the Committee:**

Is to care for the financial and temporal affairs of the congregation, to manage the scheduling of events, to ensure that sufficient funds are made available to provide for staff salaries, expenses of the congregation and Presbytery, to account for all monies received and disbursed for these purposes and to inform the congregation as to the state of the congregation's finances.

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

Chair & Fundraising - Vacant  
Horace Duncan - Secretary  
David Mackenzie – Property  
David Mackenzie - Treasurer  
Verne Bruce - Envelope Steward  
Bob Johnston – Office Automation  
Bob Livingstone – Memorial  
Heather Thuswaldner – Givings Collection Coordinator  
Don Judd  
Ken McBride  
Earl Tupper  
Gail Wyse

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

- coordinated various fund raising events in order to prevent conflicts and provided assistance to the coordinators of these activities;
- assisted the treasurer in the preparation of the annual budget and periodic financial reviews;
- maintained ongoing liaison with our major tenant and increased revenue for the church through other temporary rentals;
- implemented and maintained a security schedule to ensure church security following Sunday services; and
- performed or supervised repairs and modifications to church facilities, see attached Property Report.

### **Note:**

For the second year in a row the Stewards have not had a Chairperson. Two meetings were held, chaired by Helen Hutcheson, Chairperson of Council. The main purpose of these meetings was to try and find ways and means to rejuvenate the Stewards committee. The Minister, Rev Jim held a Stewardship Sunday where the topic of his sermon was Stewardship within the church and the various chairs of Steward sub-committees identified their roles.

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

In spite of the Stewards as a Committee being inactive since 2011, 2012 has been a productive year at our church, fund raisers and rentals of church property in the main have produced their budgeted revenues. Our church property and infrastructure is sound. We would take this opportunity to thank all active Stewards for their participation during these trying times and the continued leadership of Rev. Jim.

## **Stewards, Property Sub-Committee Report for 2012**

**Submitted By:** David Mackenzie

### **Purpose of the Sub-Committee:**

- To provide for the upkeep and maintenance of church buildings and land, all related systems (electrical, water, sewer, heating and security) equipment and appliances;
- To identify and recommend maintenance and repair items for inclusion in the annual budget process;
- To maintain the parking lot, contract for snow removal, salt and sand, effect parking controls as required; and
- To be the contact for persons and organizations that wish to use the church facilities.

### **Members of the Sub-Committee:**

Horace Duncan  
David Mackenzie  
(Volunteers are welcome)

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

#### **Work completed in 2012:**

The following projects were completed in 2012:

- The sewer problem that has plagued the church has finally been rectified. The city investigated the problem and found that the last few feet of our sewer outfall did not have a liner and tree roots were growing into the pipe through a joint. They have repaired the problem and hopefully that is an end to this problem.
- There has been a spring runoff problem where, on occasion, water would fill the outside stairwell (at the back of the church) and if not noticed in time could and has flowed into the downstairs hall. This problem has been rectified by building a higher cement wall around the stairway. Pat Guertin (Ole and Dori's son-in-law) has built the wall and donated his labour. The cost of materials was approximately \$600.00.
- The carpeting in the two offices was replaced and the nursery was tiled this past summer; cost \$1650.00
- We completed the PENNIES FOR HEAVEN project by purchasing an additional 20 new banquet tables (for a total of 40 new tables) and several card tables.
- Issued a contract for heating system maintenance for the year 2012/2013. New contract successfully negotiated with Ottawa Plumbing and Heating. Cost \$898.35.
- Issued a new contract for snow removal and sanding for the winter season 2012/2013. Cost \$3,616.00.
- Managed rental contracts totaling approximately \$40,000

#### **Work scheduled for 2013:**

- Re-shingle the garage roof.
- Replace the Church welcome sign

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

To maintain a comfortable and secure environment for all church activities.

## Stewards, Office Automation Committee Report for 2012

**Submitted By:** Bob Johnston

### **Purposes of this committee:**

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 and to maintain the Britannia United church web site ([www.BritanniaUnitedChurch.ca](http://www.BritanniaUnitedChurch.ca)).

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

Bob Johnston (Chair), Don Judd, Verne Bruce, Scott Hughes and Candice McBride

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

- Major changes were made to the Office Automation System this year, prompted by the increasing difficulty in maintaining the computer in the minister's study and an identified new requirement to implement a WiFi connection to the Internet. Both the secretary's and the minister's computers were replaced with new models, configured to run the Windows 7 operating system. The minister's computer is an "All-in-One", true desktop computer. The secretary's monitor was replaced several years ago, so only the computer itself was replaced. We have also added a Dymo LabelWriter 450 Turbo to the secretary's computer to enable one-at-a-time label printing which is helping us to look more professional.
- The requirement for WiFi was satisfied by replacing the MODEM. This replacement also had the added benefit of having a USB port into which the existing external hard drive has been attached. The external hard drive now serves as a shared file repository between the minister and the secretary. The WiFi capability provides a connection to the Internet from virtually any location in the church. Examples of this capability include enabling the minister to present Internet-based videos in the Sanctuary and for the social networking session that Brenda Hamilton held for interested members of the congregation in the Little Chapel.
- I'm excited to announce that we have started the redesign of a new Britannia United Church web-site. The web-site will be based on the popular WordPress environment and will have a look and feel similar to the many other United Church web-sites in the vicinity. One of the things we hope to do with the new web-site is to resurrect the photos section, which was dropped last year for a variety of reasons, the primary one being that very few new photos were being provided. We have also registered the domain name "brituc.ca" so that email addresses based on the web-site can be implemented. Possible examples of this are 'minister@brituc.ca' or 'secretary@brituc.ca', which is much easier to use, remember and recognize than 'secretary@britanniaunitedchurch.ca' or 'brucofc@magma.ca' for the secretary. Thanks go to Scott Hughes who has agreed to undertake this task.

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

Britannia United Church communicates with the larger United Church community through its web-site. The web-site had over 450,000 successful page requests last year. Many of these were for the audio recording of the services that are there in part thanks to Ole Jensen who records them every week. Our Facebook and Twitter presence on the web continue to be a busy place. Thanks to Candice for administering the FaceBook page and Brenda Hamilton for the Twitter account. Just click on their icons at the bottom of the church's web site home page if you want to participate (you will need an account with these social media systems to participate).

**Stewards, Envelope Steward Report for 2012**

Submitted By: Verne Bruce

Regular Envelope Givers											
General Fund			Mission & Service			Other & Special			Total of All Givings		
Giver	Dollar	Value	Giver	Dollar	Value	Giver	Dollar	Value	Giver	Dollar	Value
50	\$10,337	0-499	10	\$560	0-499	20	\$874	0-499	50	\$11,771	0-499
17	\$10,309	500-999	12	\$1,290	500-999	9	\$533	500-999	17	\$12,132	500-999
9	\$7,368	1000-1099	7	\$1,268	1000-1099	5	\$307	1000-1099	9	\$8,943	1000-1099
8	\$7,821	1100-1199	5	\$785	1100-1199	5	\$652	1100-1199	8	\$9,258	1100-1199
4	\$4,765	1200-1299	1	\$170	1200-1299	1	\$60	1200-1299	4	\$4,995	1200-1299
2	\$2,310	1300-1399	2	\$270	1300-1399	1	\$120	1300-1399	2	\$2,700	1300-1399
2	\$2,385	1400-1499	1	\$270	1400-1499	2	\$285	1400-1499	2	\$2,940	1400-1499
		1500-1599			1500-1599			1500-1599			1500-1599
3	\$4,418	1600-1699	1	\$159	1600-1699	3	\$355	1600-1699	3	\$4,932	1600-1699
		1700-1799			1700-1799			1700-1799			1700-1799
7	\$12,943	1800-2999	6	\$1,092	1800-2999	7	\$804	1800-2999	7	\$14,839	1800-2999
4	\$13,367	3000-OVER	4	\$3,510	3000-OVER	4	\$2,743	3000-OVER	4	\$19,620	3000-OVER
<b>106</b>	<b>\$76,023</b>	<b>Total</b>	<b>49</b>	<b>\$9,374</b>	<b>Total</b>	<b>57</b>	<b>\$6,733</b>	<b>Total</b>	<b>106</b>	<b>\$92,130</b>	<b>Total</b>

**Pre-Authorized Givers**

<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollar</b>	<b>Value</b>
8	\$1,690	0-499	4	\$245	0-499	4	\$205	0-499	8	\$2,140	0-499
9	\$5,850	500-999	6	\$1,010	500-999	4	\$233	500-999	9	\$7,093	500-999
1	\$440	1000-1099	1	\$520	1000-1099	1	\$82	1000-1099	1	\$1,042	1000-1099
		1100-1199			1100-1199			1100-1199			1100-1199
1	\$900	1200-1299	1	\$300	1200-1299	1	\$40	1200-1299	1	\$1,240	1200-1299
1	\$1,184	1300-1399	1	\$60	1300-1399	1	\$60	1300-1399	1	\$1,304	1300-1399
1	\$1,091	1400-1499	1	\$264	1400-1499	1	\$50	1400-1499	1	\$1,405	1400-1499
1	\$1,280	1500-1599	1	\$240	1500-1599		\$0	1500-1599	1	\$1,520	1500-1599
1	\$918	1600-1699	1	\$40	1600-1699	1	\$705	1600-1699	1	\$1,663	1600-1699
1	\$1,442	1700-1799	1	\$144	1700-1799		\$115	1700-1799	1	\$1,701	1700-1799
2	\$3,210	1800-2999	2	\$1,070	1800-2999	1	\$325	1800-2999	2	\$4,605	1800-2999
3	\$14,624	3000-OVER	2	\$540	3000-OVER	2	\$410	3000-OVER	3	\$15,574	3000-OVER
<b>29</b>	<b>\$32,629</b>	<b>Total</b>	<b>21</b>	<b>\$4,433</b>	<b>Total</b>	<b>16</b>	<b>\$2,225</b>	<b>Total</b>	<b>29</b>	<b>\$39,287</b>	<b>Total</b>

**Non- Envelope Givers**

<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollar</b>	<b>Value</b>	<b>Giver</b>	<b>Dollars</b>	<b>Value</b>
67	\$4,146	0-499		\$0	0-499	11	\$440	0-499	67	\$4,586	0-499
6	\$3,515	500-999		\$0	500-999	2	\$90	500-999	6	\$3,605	500-999
1	\$1,000	1000-1199		\$0	1000-1199		\$0	1000-1299	1	\$1,000	1000-1299
1	\$1,200	1550-1599		\$0	1550-1599		\$0	1550-1599	1	\$1,200	1550-1599
1	\$1,630	1600-1699		\$0	1600-1699		\$0	1600-1699	1	\$1,630	1600-1699
1	\$1,745	1800-2999		\$0	1800-2999	1	\$80	1800-2999	1	\$1,825	1800-2999
<b>77</b>	<b>\$13,236</b>	<b>Total</b>	<b>0</b>	<b>\$0</b>	<b>Total</b>	<b>14</b>	<b>\$610</b>	<b>Total</b>	<b>77</b>	<b>\$13,846</b>	<b>Total</b>

<b>212</b>	<b>\$121,888</b>	<b>Total</b>	<b>70</b>	<b>\$13,807</b>	<b>Total</b>	<b>87</b>	<b>\$9,568</b>	<b>Total</b>	<b>212</b>	<b>\$145,263</b>	<b>Total</b>
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## Craft Group Report for 2012

**Submitted by:** Betty Bell

**Purpose of this Committee:**

To design, make and provide articles for sale at various functions including the Strawberry Social, Fall Bazaar, and Christmas Pot Luck with all proceeds going to the church.

**Members of this Committee:**

Betty Bell, Chair	
Lilian Anderson	Margaret Jackson
Marjory Arthur	Else Jensen
Valda Boland	Edith Kenney
Beth Craig	Ellen Lalonde
Myrtle Daubney	Joan Saunders
Clara de Gruchy	Lois Winacott
Elizabeth Eyamie	Phyllis Steele

**Highlights of our work:**

The following funds were raised by the Craft Group:

Strawberry Social	\$482.04
Ham Dinner	178.00
Bazaar	\$1215.80
Christmas Pot Luck	\$120.00
<b>Total</b>	<b>\$1995.84</b>

Memorial Donations in Memory of Lois LaSalle were \$55.00 to the Britannia Woods Food Pantry and \$100 to the Mission and Service Fund.

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

- We have regular meetings on Monday afternoons from 1:15 – 3:00pm, from September to May except holidays. We work on our various crafts, enjoy tea and snacks together, discuss upcoming events, check the cupboard regularly to see if anyone may need anything and have a pleasant social time together.
- We always welcome new members and do our best to make special items when requested by members of the church.
- The booties for baptism and many pairs of mittens for the Ada King Mitten Tree are made by members of the craft group.
- We have three cupboards where we store donated supplies which are available to anyone by asking a committee member.
- Anyone at the church is welcome to approach our members if you need any yarn, etc. You are welcome to any supplies we have as they are all donated to us and we really appreciate that.

## Senior's Tea Report for 2012

**Submitted by:** Maggie Taylor, Coordinator

### **Purpose of this Group:**

- On Thursdays, at 1, we start with a short devotion/reading, hymn and prayer followed by Scrabble and card games such as Euchre, Bridge and Cribbage. We break at 3:00 for coffee, tea and sandwiches or sweets, served by Betty Lusk; then a quick clean of the kitchen ending at 3:30.
- Our May lunch was in a private room at Al's Steak House. We still provided our own desserts. Generous donations throughout the year allowed us to present the church with \$600.
- This past Christmas, we enjoyed a delicious turkey lunch at Kristy's. There was door prizes and our own desserts. After, Maggie presented The Technical Version of *T'was the Night Before Christmas* while Dee translated into lay terms. Rev. Jim then led us in an enjoyable carol sing. We are looking forward to our spring lunch in May that will wrap up the years activities. The venue has not yet been selected.

### **INCOME**

Balance from May 2011	622.91
Member's donations (Sept 8 - Dec 8)	586.00
Tickets for Luncheon 15 x \$20	<u>300.00</u>
<b>Sub-total</b>	<b>1,548.91</b>

### **EXPENSES**

Donation to BUC	600.00
Door Prizes	49.00
Supplies (Coffee etc)	97.96
Catering (Kristie's)	<u>764.56</u>
<b>Sub-total</b>	<b>1,511.52</b>

Income	1,548.91
Minus Expenses	<u>- 1,511.52</u>
<b>BALANCE</b>	<b>37.39</b>

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## Stewards, Food Voucher Report for 2012

**Submitted By:** David Mackenzie

### **Purpose of this Sub-Committee:**

- To raise funds for church operations by selling Food Gift Cards.

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

David Mackenzie (Convener) and Candice McBride

### **Highlights of the Year:**

- This fund raiser did not meet our budgetary goal of \$4,500 - \$5,000 but still provided \$3,901.25 to church General Revenues for this year. Gross sales for the year were \$78,025. Sales by the church on Sunday mornings were \$65,675 and sales by the office, Monday to Friday, were \$12,350
- Net Profit for year 2012: \$3,901.25

### **Contribution to the Work of Our Church:**

These Gift Cards are purchased from Loblaws in \$20,000 lots for \$19,000. This discount provides our profit as we sell the gift cards at face value. This fundraiser is a major contributor to our General Fund. Thank you to all who support this fundraiser.

## West End Villa Report for 2012

**Submitted By:** Donna Armstrong and Valda Boland, Co-Chairs

**Purpose of this committee:**

To provide residents at West End Villa who wish to attend a United Church Service, the opportunity to do so on every fourth Tuesday. Communion is served every 2 months.

**Members of this committee:**

Donna Armstrong and Valda Boland, Co-Chairs  
Rev. Jim Baldwin, Minister  
Dori Jensen, Lay Preacher  
Belle Barrett  
Verne Bruce  
Helen Bronson  
Doris Inglis  
Roelie Jackson  
John Pye  
Greta and Henry Simser  
Iris Zwanenburg  
Joan Wilson  
Clara DeGruchy

**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 started up again the 4th Tuesday of January 2013.

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

We the Co-Coordinator of West End Villa Committee, Donna Armstrong and Valda Boland wish to report that we have approximately 10 volunteers that come every fourth Tuesday of each month to join us at West End Villa and we have communion 4 times a year.

We have served approximately 25-40 attendees at each of our services held at the West End Villa. The people enjoy this time of fellowship with our church volunteers and Rev. Jim Baldwin or Dori Jensen when they share an inspirational message with the group.

## Visioning Committee Report for 2012

**Submitted By:** Rev. Jim

**Members of this committee:**

Dori Jensen, Maggie Taylor, Jennifer Trewartha, Rose Bernauer, Earl Tupper, Rev. Jim.

**Highlights of our work and Contributions to the life of our church:**

The Visioning Committee began meeting in 2010 with the intention of completing its work within one year. That has not happened. However, much has happened in the meantime. When the initial responses came in from the individual committees, changes were made in how we do fundraising, how we incorporate children in worship, and how we reach out to the community around us. The next step in the visioning process is to send a questionnaire out to the membership of our church. A similar phone questionnaire was completed this past year, at the initiative of our church council. While it was considered to be separate from the work of the Visioning Committee, there was some overlap, so it was decided that the written questionnaire would be delayed. Our expectation is that this questionnaire will be included in the March newsletter, so that it will reach as many people as possible. Our hope, is that as many people as possible will participate, so that we will hear your voices as we look to the future of our church.

Why do the work of visioning? Britannia United Church is a wonderful place to gather, to worship and to participate in the life and work of God. There is an overwhelming sense of health and happiness in our church, but to keep it that way, we need to constantly assess how we are doing, and we need to listen to the members who gather here. If you have been on this journey for as long as I have been here, you will know that in the past twelve years, there have been many changes. We have said farewell to many long time members, as we have welcomed in new members from all walks of life and all kinds of church experience. I personally, want to have a better understanding of who is in front of me on Sunday morning, and when people know that their voices are heard, they feel more a part of the community – and are more likely to stay and become involved to a greater extent.

Of course, we also do well to remind ourselves from time to time, that the Spirit of God is alive and well and moving among us, and with the movement of the Spirit comes a nudge – sometimes a push – and other times a pull – to move in a new direction.

So, as a representative of your Visioning Committee, as a member of this church family and as your minister, I look forward to hearing from you, as we continue to discern where the Spirit leads, in Christ's name.

## Newsletter Report for 2012

**Submitted By:** Peter Bain

**Members of this committee:**

Peter Bain, Editor, and Leigh Bain

**Purpose of this Committee:**

Build and strengthen the Britannia United Church community by informing its members of past, current, and future activities, concerns, and news.

**Highlights of our work:**

We publish four newsletters a year: autumn, Christmas, Easter and June. Recently we have started issuing newsletters electronically by e-mail and on our web site to speed up delivery, and to reduce time and cost in the office. We also will be announcing availability of the newsletters via Twitter and Facebook.

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

Each issue contains news of past events to inform members of the recent achievements, and of future events to help members plan their calendars. We publish stories of achievement in the church and in the local community, plus personal stories of our members. Reverend Jim kindly provides an inspiring letter to the readers and a copy of a notable recent sermon.

At the request of several members we are trying to use the newsletter to tell the history of Britannia: the community, the church, and its members. We encourage anyone who has a story or a recollection, a newspaper clipping, a concern, or a fond memory to send it in. If you are involved in an activity or organization which helps the community, the newsletter is the place to tell your story. Poems, prayers, and humour are always welcome.

Leigh and I wish to thank Candice McBride and Reverend Jim for their assistance and contribution to the newsletter. I also want to thank all our regular and occasional contributors, without whom the newsletter would not be possible.

## Financial Report for 2012

**Submitted By:** David Mackenzie

### **Highlights of our work and Contributions to the life of our church:**

Attached are the financial statements of Britannia United Church for the year ending December 31, 2012.

In 2012, we started the year with a budget declaring a deficit of \$19 257. This shortfall was offset throughout the year, in part, by increased revenue over budget of \$2,854 in our Rental Program and less than expected expenses in our operations. An additional \$2,226 was realized from sales tax and interest rebates. We ended the year with a deficit of \$13,016, mainly due to a shortfall in our offerings of \$11,370. It should be noted that there were two additional Sundays in 2012 over 2011 yet our revenue from offerings still dropped.

The Church's many fund raising projects, including the bazaar, garage sale, dinners and socials, murder mystery, craft sales, grocery coupons and other initiatives added up to \$21,775. We were able to generate additional revenues of \$41,014 from renting our Church facilities to others. Our Manse/Smith Funds were healthy enough in 2012 to allow us to draw \$16,000 and with the \$2406 proceeds from the stock fund we were able to add \$18,406 towards the operations of the Church.

In addition, in 2012, the congregation contributed \$13,957 to the Mission and Service Fund although we didn't meet our goal of \$16,500 we did increase our contribution over the previous year by over \$1600. The Amarlisse Fund started the year with a balance of \$13,102 and in 2012 the congregation generously contributed an additional \$6,717. This total of \$19,819 was enough to bring Amarlisse to Canada and pay for her first year of schooling. The congregation supported a number of outreach programs, including West End Chaplaincy \$3,420, approximately, and donated funds towards other Charities such The Good Food Box, Food Banks, etc.

The balance in the Manse Fund, as of December 31, 2012, 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 \$151,397. 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 31 December 2012 consists of the original gift of \$297,638.00 plus net accumulated investment income for a total of \$344,545. A \$4827.00 donation of stocks was given to the church in late 2012 and was deposited into our BUC Stock Fund account. All these investments are monitored by the Board of Trustees on behalf of Britannia's congregation.

It is noted that the committee chairs managed their budgets carefully and ended the year in most part under budget. We will have to continue to be as frugal in 2013. All committees will have to ensure that expenditures in 2013 are necessary and warranted and with the combined efforts of everyone, hopefully we will continue to improve our finances.

**Many thanks to everyone for your contributions during 2012, including your time and effort in supporting church projects and activities as well as your donation of funds.**

**STATEMENT OF GENERAL OPERATING FUND REVENUE AND EXPENDITURE**  
**for period ending December 31, 2012**  
**(with comparative figures for the corresponding period in 2011)**

	<b>ACTUAL 2012</b>	<b>ACTUAL 2011</b>	<b>BUDGET 2012</b>	<b>Difference from Budget</b>	<b>Percent of Year's Budget</b>
<b>REVENUE</b>					
Offering	114,030	114,263	125,400	(11,370)	90.9%
Use of Facilities - Primary Tenant	29,100	28,720	29,000	100	100.3%
Use of Facilities - Other Sources	11,914	11,330	9,160	2,754	130.1%
Projects	21,775	25,531	22,500	(725)	96.8%
Transfers from Restricted Funds	18,406	10,000	13,000	5,406	141.6%
Other (Interest and Sales Tax Rebates)	4,326	6,216	2,100	2,226	206.0%
	199,552	196,060	201,160	(1,608)	99.2%
<b>EXPENDITURES</b>					
Salaries, Allowances, Benefits	149,740	136,251	153,154	3,414	97.8%
Property Expenses	37,673	34,359	36,446	(1,227)	103.4%
Programs	10,762	10,735	11,267	505	95.5%
Session	2,779	3,830	4,890	2,111	56.8%
Administration	11,614	13,125	14,660	3,046	79.2%
	212,568	198,300	220,417	7,849	96.4%
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>	(13,016)	(2,240)	(19,257)	6,241	2.8%
<b>ACCUMULATED SURPLUS</b>					
Beginning of year	6,428	8,668			
End of period	-6,588	6,428			
<b>MISSION AND SERVICE FUND RECEIPTS</b>	13,957	12,333	16,500	(2,543)	84.6%

**CONDENSED BALANCE SHEET**  
for period ending December 31, 2012

	<b>2012</b>	<b>2011</b>
<b>ASSETS</b>		
Current Assets (grocery coupons, cash, bank, GICs)	77,064	107,636
Manse Investment Fund	151,397	142,869
The Isabel Elizabeth Smith Fund	344,545	326,400
Fixed Assets	<u>326,962</u>	<u>330,240</u>
	<u>899,967</u>	<u>907,144</u>
<b>LIABILITIES</b>		
Accrued Funds for Minister Sabbatical	3,200	800
Other Liabilities	<u>8,527</u>	<u>13,621</u>
<b>EQUITY</b>		
Accumulated Current Operating Surplus (Deficit)	(6,588)	6,428
Investment in Fixed Assets	326,962	330,240
Manse Investment Fund	151,397	142,869
Building Improvement Fund	35,314	34,347
The Isabel Elizabeth Smith Fund	344,545	326,400
Other Restricted Funds	<u>36,612</u>	<u>52,439</u>
	<u>899,967</u>	<u>907,144</u>

**SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES**  
**for period ending December 31, 2012**  
**(with comparative figures for the corresponding period in 2011)**

	<b>ACTUAL 2012</b>	<b>ACTUAL 2011</b>	<b>BUDGET 2012 (to date)</b>	<b>Difference from Budget</b>	<b>Percent of Year's Budget</b>
<b>SALARIES, ALLOWANCES AND BENEFITS</b>					
Salaries	103,193	98,778	105,345	2,152	98.0%
Allowances	25,246	24,522	25,275	29	99.9%
Benefits	21,301	21,048	22,534	1,233	94.5%
Accrued Minister Sabbatical Surplus	0	0	0	0	N/A
	<u>149,740</u>	<u>144,347</u>	<u>153,154</u>	<u>3,414</u>	<u>97.8%</u>
<b>PROPERTY</b>					
Utilities (Gas & Hydro & Water)	12,764	11,983	14,104	1,340	90.5%
Insurance	4,786	3,985	4,500	(286)	106.4%
Special Building Projects	1,212	348	1,700	488	71.3%
Repairs and Maintenance	9,517	9,000	6,615	(2,902)	143.9%
Snow Removal and Sand	3,721	4,222	3,775	54	98.6%
Security	901	802	900	(1)	100.1%
Caretaker Supplies	1,333	1,422	1,500	167	88.8%
Kitchen Supplies	743	500	1,000	257	74.3%
Telephone	2,568	2,087	2,052	(516)	125.2%
Property - Other	127	10	300	173	42.3%
	<u>37,673</u>	<u>34,359</u>	<u>36,446</u>	<u>(1,227)</u>	<u>103.4%</u>
<b>PROGRAMS</b>					
Presbytery Assessment	7,231	7,377	7,232	1	100.0%
Contribution to West End Chaplaincy	3,435	3,000	3,420	(15)	100.4%
Other Outreach	35	0	115	80	30.4%
Pastoral Care	61	97	100	39	60.5%
Newsletter and Communications	0	224	100	100	0.0%
Programs - Other	0	37	300	300	0.0%
	<u>10,762</u>	<u>10,735</u>	<u>11,267</u>	<u>505</u>	<u>95.5%</u>
<b>SESSION</b>					
Music	330	818	975	645	33.8%
Worship and Sacraments	493	795	600	107	82.2%
Christian Development	141	236	300	159	47.1%
Church School	881	1,520	1,675	794	52.6%
Library	518	88	740	222	69.9%
Conferences	170	374	500	330	34.0%
Session - Other	246	0	100	(146)	245.8%
	<u>2,779</u>	<u>3,830</u>	<u>4,890</u>	<u>2,111</u>	<u>56.8%</u>

**ADMINISTRATION**

Office Supplies and Stationery	2,703	3,914	4,000	1,297	67.6%
Computer Costs	1,310	51	1,230	(80)	106.5%
Bulletins	1,022	2,277	1,000	(22)	102.2%
Internet Access	1,073	967	1,105	32	97.1%
Offering Envelopes	342	399	475	133	72.1%
Bank Charges	436	282	400	(36)	109.1%
Coffee and Juice	281	301	500	219	56.2%
Fellowship	124	176	100	(24)	123.8%
Expenses Wedding & Funerals	462	247	800	338	57.8%
Bookkeeping	3,860	4,360	4,800	940	80.4%
Administration - Other	0	151	250	250	0.0%
	<u>11,614</u>	<u>13,125</u>	<u>14,660</u>	<u>3,046</u>	<u>79.2%</u>

**BUDGET 2013**

	<b>BUDGET 2012</b>	<b>ACTUAL 2012</b>	<b>BUDGET 2013</b>
<b>REVENUE</b>			
Offering	\$125,400.00	\$114,048.00	\$125,400.00
Use of Facilities - Primary Tenant	\$29,000.00	\$29,100.00	\$29,700.00
Use of Facilities - Other Sources	\$9,160.00	\$11,914.00	\$13,165.00
Projects	\$22,500.00	\$21,775.00	\$21,500.00
Other (includes transfers from restricted funds)	\$15,100.00	\$22,732.00	\$21,800.00
	<u>\$201,160.00</u>	<u>\$199,569.00</u>	<u>\$211,565.00</u>
<b>EXPENDITURES</b>			
Salaries, Allowances, Benefits	\$153,154.00	\$149,740.00	\$154,871.00
Property Expenses	\$36,446.00	\$37,673.00	\$38,193.00
Programs	\$11,267.00	\$10,762.00	\$11,208.00
Session	\$4,890.00	\$2,779.00	\$4,381.00
Administration	\$14,660.00	\$11,621.00	\$12,025.00
	<u>\$220,417.00</u>	<u>\$212,575.00</u>	<u>\$220,678.00</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>-\$19,257.00</u>	<u>-\$13,006.00</u>	<u>-\$9,113.00</u>

## Reconciliation to Stewards Envelope Report for 2012

### Stewards Envelope Report for 2012 Totals

General Fund	121,888
Mission & Services	13,807
Other & Special Requests	9568
<b>Total Envelope givings 2010</b>	<b>145,263</b>

### Treasurer's Reconciliation to Envelope givings

Offering	114,029
Minus Loose Offering	-1,801
Mission & Services	13,957
Minus non receipted	-150
<b>Restricted Funds</b>	
Memorial Fund General	1297
Other Funds	4,927
Sunday School Fund	944
Building Fund	967
Benevolent	2296
Amarlisse Fund	6717
UCC Observer	230
Projects	1172
Outside Givings	678
<b>Treasurer's total</b>	<b>145,263</b>

### Notes to the Financial Statements:

1. Purpose of the Congregation: Britannia United Church is a United Church of Canada congregation ministering to western Ottawa and neighbouring communities. The congregation is a non-taxable charitable organization for income tax purposes.
2. Significant Accounting Policies:
  - a. Fund Accounting: These financial statements are prepared on a fund accounting basis. They comprise the accounts under the control of the Church Council which reports to the congregation. The restricted funds reflect the activities of the various funds which have been designated for specific purposes.
  - b. Investments: The short term investment certificates are recorded at cost. Income from interest is recorded when earned. The Manse fund and The Isobel Smith investments are recorded at market value.
  - c. 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 per cent per year.
  - d. 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.

3. Manse Investment Fund: The balance in the Manse Fund, as of December 31, 2012, 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 the Board of Trustees on behalf of Britannia's congregation.
4. The Isobel Smith Memorial Fund: 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 31 December 2010 consists of the original gift of \$297,638.00 plus net accumulated investment income, gains and losses since the date established. This investment is monitored by the Board of Trustees on behalf of Britannia's congregation.
5. Grocery Coupons Fundraiser: Coupons are periodically purchased in sufficient quantities to take advantage of higher discount rates (currently, Britannia receives a 5% discount when coupon orders exceed \$20,000). Profit is recorded when the coupons are sold and the cost of purchase of the coupons is recorded as an asset.
6. 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 (\$200/month) to pay for the cost of a replacement minister during the Sabbatical period. An Education Allowance is accrued from year-to-year, in order to offset the Minister's educational expenses. In the event of the Minister's departure from Britannia, these funds shall revert to the General Operating Fund.
7. 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 Service Fund contributions are forwarded to the United Church of Canada on a quarterly basis.
8. Building Improvement Fund: The Building Improvement Fund is used to receive contributions for periodic building upgrades.
9. Income from Projects: Income from projects (net of expenses) during the year was as follows:

	<b>2012</b>	<b>2011</b>
Bazaar	\$3,227.00	\$3,811.00
Garage Sale	\$1,335.00	\$800.00
Craft Sale	\$916.00	\$1,711.00
Rummage Sale	\$0	\$826.00
Strawberry Social	\$2,028.00	\$1,828.00
Grocery Coupons	\$3,901.00	\$4,104.00
Dinners	\$7,189.00	\$7,285.00
Berry Sales	\$390.00	\$509.00
Craft Group Sales	\$1,432.00	\$2,051.00
Seeding Talents	\$0.00	\$230.00
Miscellaneous	\$1,357.00	\$2,377.00
<b>TOTAL</b>	<b>\$21,775.00</b>	<b>\$25,532.00</b>

10. Amarlisse Fund: The Amarlisse Fund was established to bring this young Lady from Africa and assist her in getting started in school here in Ottawa. The church has made a commitment to finance her schooling for up to two years. It is expected that this commitment could be as much as \$15,000 per year. In February 2012 a separate bank account was established to better track these expenses, and was closed at the end of 2012.