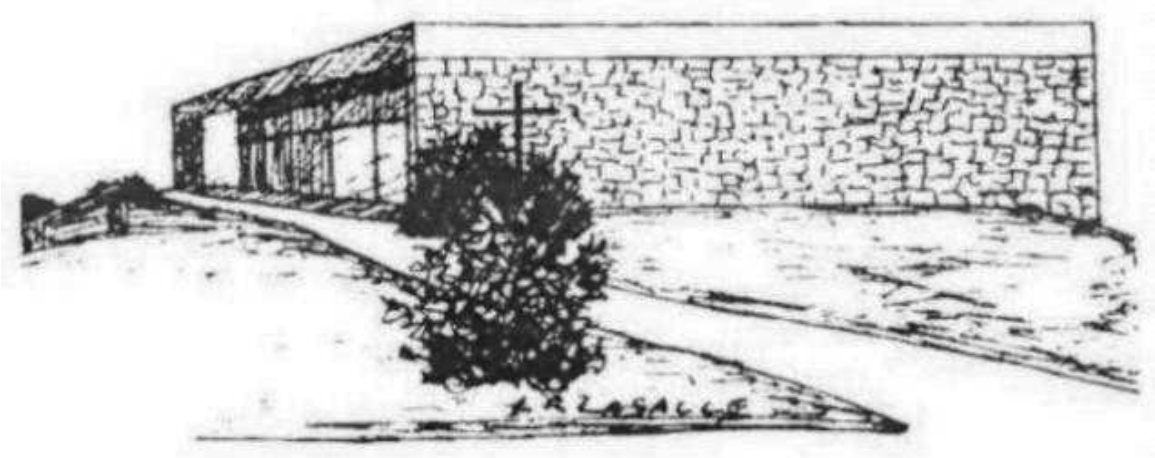


BRITANNIA UNITED CHURCH

2013 ANNUAL REPORT



MINISTER: REV. JIM BALDWIN

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OTTAWA, ONTARIO
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IN MEMORIAM

| | |
|------------------------------|-------------------|
| Avard Elliot Baker | January 17 |
| Brenda McNicholas | March 7 |
| Andrew Garnet Nesbitt | March 14 |
| Dawn Marie Shahan | March 24 |
| Betty-Ann Nesbitt | April 6 |
| Brenda Edith Grant | May 4 |
| Eleanor May Sutton | August 7 |
| Elissa Zidichouski | July 1 |
| Glenna Pearl Owens | August 27 |

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

In 1999 I was invited to speak at the Summer Event, sponsored by Ottawa Presbytery's United Church Women. As we approached the new millennium, the theme was "Going Forward, Looking Back". A lot of people were afraid of what the new millennium would bring. Do you remember the warnings about the millennium bug and what it was supposed to do to our computer driven world? This milestone in history also had a lot of church goers thinking realistically about the future of the church. Congregations were getting smaller, once thriving churches were closing or amalgamating and religious folks were being confronted with the possibility that if they didn't change, the church would cease to exist. Time would go forward, of that there was no doubt. But it seemed as though people's eyes were finally opened to the fact that if they continued to cling to the past, the church would be left behind.

It was an interesting topic to address and metaphors were easy to come by. If you only look out the back window while driving your car, you will crash. And of course there was Lot's wife who turned to a pillar of salt! Was the church destined to crash? Would our once glorious sanctuaries become empty pillars of concrete and stone?

Personally, I had reached a point in ministry where I felt like I was standing still. The congregation I was serving at the time had experienced a lot of changes and so had I. We had worked together, struggled together and rejoiced together, and we had grown. But after eleven years the message was loud and clear, "We like things just the way they are. Don't change a thing."

That's when I knew my work was done. Don't get me wrong, I was very content in my ministry and if I had chosen to stay, I would probably still be there today. But life is change, and if I could no longer inspire life and change in those congregations, it was time to hand over the reins. I also had to be true to myself, because I have a personality that thrives in an environment that is ever-changing, ever-new. I decided to accept the position of Chair Elect with Ottawa Presbytery, hoping that three years on the Executive would provide the challenge I was missing, and give me time to discern God's call.

I didn't have to wait long. The classified section of the United Church Observer Magazine was advertising a call to the West End of Ottawa and the new millennium would see the beginning of my ministry with Britannia United Church. That was 14 years ago, and I'm happy to say that our relationship and our church are alive and well! We have changed, and we have grown, and we will continue to change and to grow because that is the kind of church this is.

2013 saw us celebrating 140 years of ministry in this community. It gave us a reason to celebrate and to look back over the years. What we saw was a humble church with humble beginnings that continues to minister with humility and grace. We also recognized that our church continues to thrive and to grow, even in these challenging times. Why? The answers are on the pages of this report. An inspired Worship Committee, a dedicated group of Stewards and Trustees, an enthusiastic choir, devoted volunteers, generous donors, active Mission, Service and Outreach, an energetic Christian Development team that looks after the needs of our children, and a Church Council that brings it all together. From the visible positions of Ministry and Personnel to the volunteers who make the coffee on Sunday morning or work together to ensure that a fundraising venture is a success, these are the people behind the words in this report. And this is our congregation; people of all ages and all walks of life who worship and work together, making sure that the Spirit is alive and well in this place.

I've said it before and I'll say it again. I love this church. If I have one regret, it is only that more people have not experienced what we offer here.

By its nature, an annual meeting calls us to look back, but if this report is to have life, we must also look forward. We must consider what needs to change and where there is room for growth. We must have the courage to dream and the faith to follow through. If we do, we will ensure that Britannia United Church will continue to reflect the love and the grace of God.

One last note: in 1999 at Summer Event we discussed the importance of looking back to see what has worked in the past that still has value in the present. We don't have to let everything go, and we shouldn't let everything go. There is much in Britannia's history to hold onto.

Let us hold onto the faith that inspired families to gather where they could, to worship in this community. Let us hold onto the vision that built two churches and later an addition. Let us hold onto the spirit of welcome that opened our doors inward to everyone who was looking for a place to belong, and outward to our community and our world. Let us hold onto the respect we have shown to the faith communities that worship alongside us, and the open-mindedness that enables us to learn from one another. Let us hold onto the courage that has met every change with belief in God's constant and abiding presence, and let us hold onto the love that we have experienced and shown. These things stand the test of time. They built this church, and they will ensure its place in the years to come.

Rev. Jim

Britannia United Church
ANNUAL GENERAL MEETING - Minutes
February 24, 2013

1. Call to Order

Meeting called to order at 11:35 am by Helen Hutcheson

2. Opening Prayer

Rev. Jim Baldwin

Reading of Memorial List for BUC 2012 as written in BUC 2012 Annual Report

3. Voting Privileges of Adherents

Motion That voting privileges be extended to all members and adherents at this AGM meeting. Moved by Verne Bruce; seconded by Bob Livingstone.

All in favour; none opposed; CARRIED

4. Appointment of Chair and Recording Secretary

Chair of Council Helen Hutcheson appointed to be the Chair of AGM and Dee McEwen appointed Recording Secretary

5. Approval of Agenda

Motion To approve agenda moved by Earl Tupper, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

6. Approval of Minutes of 2012 AGM

AGM 2012 Minutes printed starting pp 5 of Annual Report. Corrections: Item 1 – correction of name to Roelie Jackson; Item 7 – General Council will meet in Ottawa this August

Motion to accept the AGM 2012 Minutes with corrections moved by Ole Jensen, seconded by Mary Lou Farrell.

All in favour; none opposed; CARRIED

7. Receiving of Annual Reports

Minister's Report – Rev. Jim Baldwin – for information only

Chair of Council's Report – Helen Hutcheson.

Questions on working of Council: Barry Meredith – thought the telephone visitation a good idea and should be done every year. Answered by Helen Hutcheson – those wishing to volunteer their time to make calls should speak to Dori Jensen; Carol Dicks – expressed appreciation to Dori Jensen for the telephone visitation.

Motion to approve report moved by Helen Hutcheson, seconded by Earl Tupper

All in favour; none opposed; CARRIED

Presbytery – report written by Eileen Ball and Barb Rafter.

Motion to approve report moved by Barb Rafter, seconded by Verne Bruce.

All in favour; none opposed; CARRIED

Christian Development Committee – report written by Mary Lou Farrell.

Correction: under Library Coordinators – spelling of Mary Townson.

Questions: Earl Tupper asked re membership of Youth Group – varies but there is a core of 8 – activities may need to be adjusted to accommodate their schedule – Rev. Jim Baldwin stated that there is money available in the restricted funds for outside activities like a bowling night –

these funds can be moved to an active account and used, Dave Mackenzie should be contacted regarding this – Maggie Taylor asked if the youth are involved in selecting their own activities and Emma Johnson replied in the affirmative – Mary Lou and Emma said that it is a challenge to plan activities because the age varies from 9 to 11 and 13 and up.

Motion to accept report moved by Mary Lou Farrell, seconded by Dave Mackenzie.

All in favour; none opposed; CARRIED

Worship and Music Committee – report submitted by Dori Jensen.

Dori Jensen highlighted the inclusion of children in the service, especially in serving Communion and lighting of the Advent Wreath.

Motion to accept report moved by Dori Jensen, seconded by Bob Livingstone.

All in favour; none opposed; CARRIED

Organists Report –Carol Dicks.

Motion to accept report moved by Carol Dicks, seconded by Kathy Banville.

All in favour; none opposed; CARRIED

Carol thanked Don Judd for his work on the organ and speakers; she also thanked the M & P Committee, Rev. Jim Baldwin and Candice McBride for their support during the past year.

Ministry, Service and Outreach – Barb Rafter

Motion to accept report as written moved by Barb Rafter, seconded by Maggie Taylor.

All in favour; none opposed; CARRIED

Pastoral Care Committee –Dori Jensen.

Amendment to report – Heading to read 2012, not 2011 as per amendment previously handed out.

Motion to accept report moved by Dori Jensen, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

Ministry and Personnel – report presented by Mary Lou Farrell

Motion to accept report moved by Mary Lou Farrell, seconded by Wendy Livingstone.

All in favour; none opposed; CARRIED

Maggie Taylor noted that the working atmosphere between the M & P Committee and the staff is good. Helen Hutcheson thanked the M & P Committee.

Trustee's – Don Judd

Motion to accept report moved by Don Judd, seconded by Art Buss.

All in favour; none opposed; CARRIED

Stewards –Dave Mackenzie.

A Chair and new members are needed for this committee. One Motion will be used for the Steward's and all the Sub-Committees reports.

Motion to accept reports of Stewards and Sub-Committees written moved by Dave Mackenzie, seconded by Verne Bruce.

All in favour; none opposed; CARRIED

Senior's Tea –Maggie Taylor.

Motion to accept report as written moved by Maggie Taylor, seconded by Eileen Chambers.

All in favour; none opposed; CARRIED

West-End Villa – report written by Donna Armstrong and Valda Boland. Presented by Mary Lou Farrell

Motion to accept report moved by Mary Lou Farrell, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

Art Buss commented on the importance of our Mission to the West-End Villa. His wife stayed there and the church service means much to many of the residents.

Newsletter – written by Peter Bain, presented by Helen Hutcheson

Comments: Maggie Taylor – enjoyed contributions; Dori Jensen – more content for children and youth needed; Helen Hutcheson – information for inclusion in Newsletter should be sent directly to Peter Bain

Motion to accept report as written moved by Helen Hutcheson, seconded by Mary Lou Farrell.

All in favour; none opposed; CARRIED

Craft Group – submitted by Betty Bell

Motion to accept report moved by Dori Jensen, seconded by Earl Tupper.

All in favour; none opposed; CARRIED

Visioning Committee – Rev. Jim Baldwin reported on this ad hoc sub-committee of Council – the questionnaire is almost ready to send to the congregation; once feedback is received, a Town Hall type meeting will be held – Dori Jensen thanked Rev. Jim for his work on the questionnaire – Rev. Jim felt that the visioning process has already initiated change at Britannia e.g. Intergenerational services.

Motion to accept the report moved by Dori Jensen, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

8. **Election of Officers to Church Council for the year 2013**

Nomination of Helen Hutcheson as Chair of Council for 2013 by Verne Bruce.

Helen Hutcheson – although the Constitution of BUC states the Term of Office for Chair to be one year, there is precedence for a longer term, so she will accept the nomination.

Motion to elect Helen Hutcheson as Chair of Council moved by

Vern Bruce, seconded by Kathy Banville.

All in favour; none opposed; CARRIED

Motion to elect Allison Isaac as Vice-Chair of Council for 2013 moved by Mary Lou Farrell, seconded by Dave Mackenzie.

All in favour; none opposed; CARRIED

The positions of Recording Secretary and Treasurer are two year terms; Deirdre McEwen will remain as Secretary and Dave Mackenzie as Treasurer for 2013.

Motion to elect Myles Frosst as Presbytery Representative moved by Barry Meredith, seconded by Maggie Taylor.

All in favour; none opposed; CARRIED

Motion to affirm Eileen Ball and Barb Rafter to continue as Presbytery Representatives for 2013 moved by Mary Lou Farrell, seconded by Kathy Banville.

All in favour; none opposed; CARRIED

Motion to elect the following as members of the Board of Trustees for BUC 2013 (Art Buss, Eileen Chambers, Norm Davis, Horace Duncan, Don Judd, Bob Livingstone, John Todd, Earl Tupper) moved by Ole Jensen, seconded by Verne Bruce.

All in favour; none opposed; CARRIED

Motion to affirm Bob Livingstone, Rose Bernauer, Heather Thuswaldner and Verne Bruce as Members-at-Large moved by Mary Lou Farrell, seconded by Barb Rafter.

All in favour; none opposed; CARRIED

Motion to elect Emma Johnson as a Member-at-Large (to replace Ken McBride who has resigned) moved by Earl Tupper, seconded by Bob Livingstone.

All in favour; none opposed; CARRIED

Motion to elect Peter Bain as Auditor for fiscal year 2012 moved by Don Judd, seconded by Dave Mackenzie.

All in favour; none opposed; CARRIED

9. Affirmation of all Chairs of Standing Committees

Motion to affirm all Chairs of Standing Committees moved by Rose Bernauer, seconded by Ole Jensen,

All in favour; none opposed; CARRIED

10. Accessibility Committee

Motion that a Accessibility Committee be established to establish policies on accessibility for BUC, to monitor the implementation of these policies and to coordinate training in accessibility for staff and volunteers was moved by Dori Jensen, seconded by John Todd.

All in favour; none opposed; CARRIED

Members of this committee will be: Kathy Banville, Barby Clement, Mary Lou Farrell and Rev. Jim Baldwin.

11. Treasurer's Report – Dave Mackenzie

There is a deficit for 2012 because offerings are down – the answer is to attract more people to Britannia and/or increase offerings.

Motion to accept the report as written moved by Dave Mackenzie, seconded by Rose Bernauer.

All in favour; none opposed; CARRIED

12. Treasurer's Report – Dave Mackenzie

Projected deficit budget

Motion to accept the budget for 2013 as presented moved by Dave Mackenzie, seconded by Verne Bruce.

All in favour; none opposed; CARRIED

Dave Mackenzie was thanked for all his work.

13. Other Business

a. Time of Service – Rev. Jim Baldwin – discussion about changing the time of the service from 10:15AM to 10:00 AM

Motion moved by Earl Tupper and seconded by Dori Jensen to give the congregation notice of motion to change the service time from 10:15 AM to 10:00 AM and that a vote on this motion will occur on Sunday, April 7, 2013.

All in favour; none opposed; CARRIED

b. Church Sign – the final plan is not available at this time – a member of the congregation has offered to pay for the new sign.

13. Date of Next AGM

Feb. 23, 2014

The requirement in the church Constitution to have the AGM before the end of February does not give sufficient time for the Auditor's Report to be done.

Motion to change the constitution of BUC so that the AGM can be held within the first three months of the year moved by Bob Livingstone, seconded by Mary Lou Farrell.

All in favour; none opposed; CARRIED

14. Adjournment

Move to adjourn by Dori Jensen at 1:30 PM.

Helen Hutcheson
Chair

Deirdre McEwen
Recording Secretary

Church Council Report for 2013

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, Myles Frosst (Presbytery Lay Representatives)

Officers:

Helen Hutcheson (Chair)

Allison Isaac (Vice-Chair)

Deidre McEwen (Recording Secretary)

David Mackenzie (Treasurer)

Chairs of Standing Committees:

Mary Lou Farrell (Christian Development)
Dori Jensen (Worship and Music)
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 (Senior's Tea)
Peter Bain (Editor of Newsletter)

Members at Large:

Rose Bernauer
Verne Bruce
Emma Johnson
Heather Thuswaldner
Robert Livingstone
Vacant (Youth representative)

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.
- Designed and had a new sign fabricated and mounted at the entry to the Church parking lot. The sign's rainbow symbolizes hope and inclusivity at BUC.
- Revised BUC's Constitution which was sent to the Ottawa Presbytery for review. Comments were received and discussions will take place on the questions raised.
- Oversaw the work of the Anniversary Committee, created to organize the 140th anniversary of the Church. Held on October 27, 2013, in conjunction with the Bazaar, this celebration commemorated the formation of the Congregation in the little white Church at Carling Avenue and Britannia Road. The service featured a cake cutting ceremony, testimonies from three members about what BUC meant to them, music from various decades and the dedication of the memorial garden in honour of those whose faith inspired work and worship in the community. Many congregants wore period costumes or accessories. Commemorative calendars were designed and sold. Key chains were distributed to light our way as we move out into the community. Photo displays, artefacts and presentations were arranged for viewing during the lunch that was served following the service. In all, it was a great day leading us into the next 10 years and towards a 150th celebration!
- Supported the Quarter-Quarter Mile Fundraiser, the goal of which was to raise \$5,400 for a shrub and flower garden created at the north side of the church. For every quarter donated, a sticker was affixed to a paper strip on the wall of the sanctuary. Cedar trees, boxwood shrubs and Stella Dora, as well as a variety of bulbs, have been planted. It is a memorial that honours a living faith, a legacy that we leave for future generations. The Church has, as of December 22, 2013, raised \$4,359.36, 80.7% of the goal.
- Honoured the hard work and dedication of Verne Bruce who, through the many activities and committees that he leads and participates in, contributes substantially to the mission of BUC.
- Continued to support Amarlisse, formally welcoming her into the Church family at a party featuring Burundian dance in February, and providing her with ongoing support as she learned a new language, attended school and adapted to life in Canada. In November, she was granted the status of protected person, which means that she can stay in Canada and apply to become a permanent resident. At the end of November, Amarlisse found alternative accommodations, leaving the Hutcheson-Miller family where she had resided since her arrival in September 2012.

She continues her secondary school studies. While the Church's responsibility for her care has come to an end, she continues to be in our thoughts and prayers.

- Finalized a schedule of activities and events to be held in 2014.
- In the absence of a Chair of the Committee of Stewards, oversaw the work of the subcommittees and individuals responsible for stewardship.
- 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.

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.

Presbytery Representatives Report for 2013

Submitted by: Eileen Ball, Myles Frosst, 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.

Members of this Committee:

Eileen Ball, Myles Frosst, Barbara Rafter

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. A 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. Myles Frosst and Barbara Rafter attended as lay delegates. The theme was "Living Abundantly". The presenter, Eric Law, recommended moving from task-driven to relationship-driven ministry. A workshop on Comprehensive Review focused on ideas and concerns for ministry in the future.

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 reps learn a sense of the bigger church, are able to attend various workshops and relay the information learned in these workshops to others at Britannia.

Christian Development Report for 2013

Submitted by: Mary Lou Farrell, Chair

Overall our Sunday School Attendance from Nursery School to Youth group has been very unstable due to the busy times in today's family's extra activities, outside of church. In our Nursery School we have had from 3-6 in attendance, in our Sunday School program we range from 5-12 in attendance and in our Sunday Youth Program has 3-8 in attendance.

Our Highlight this past year would have to be the overwhelming participation in our Christmas Service all our families were able to attend and as well some new families that came out to participate. I wish to give a huge Thank you to Rev. Jim Baldwin for taking my vision of a Nativity story and putting it into a beautiful representation of how the Sunday school and youth can relate to it in today's view and share the traditional Nativity story with the Congregation.

This year a large amount of time and finances went into to a well over due update to costuming and a beautiful donation of a Stable, made by the Merivale High School Wood-working Program. I wish to give a great, big, warm thank you to the Sunday School Parent Volunteers that came and lent many hands dressing and supervising all the nativity scene players.

The next big event for the Sunday school is A Spring Tea, coming up on Sunday, April 13th, 2014. If you have not attended our teas in the past; it is a great way to meet our Sunday school participants, and receive some sandwiches and squares after the regular church Service. Tickets are \$6.00 each and will be helping the Sunday School with their efforts to build up the Sunday School Fund for future activities. As well covering the expenses for the fantastic Costumes made for future Christmas Pageants to make you smile.

Sunday School, Music Coordinator: Valerie Baldwin

Sunday School Music Coordinator, Val Baldwin, needed to replace our old sound system as it no longer played. We have a newer and more adaptable musical sound system that utilizes all forms of technology for present and future debuts from the Sunday School Singers.

The Librarians, Barbara Blair and Mary Townson

An alphabetical listing of the BUC Library content has been completed and provides the title of the book, author and the section of the Library in which the book can be found. The listing is in the blue binder located in the Library area.

In 2013, the following books were purchased and added to the Library collection:

Desmond and the Very Mean World by Archbishop Desmond Tutu

Freedom From Worry by P. Wilson

Sometimes I'm Afraid by M. Mundy

Talking With God in Old Age by M. Buchanan

From Advent's Alleluia to Easter's Morning Light by A. Weems

God's Dream by Archbishop Desmond Tutu

United Church of Canada, A History by D. Schweitzer

Keeping Spiritual Balance As We Grow Older by M. Srode

Where possible, book donations were added. Donations are appreciated but should be published in the year 2000 or later. When making a donation, please give us your name so we can put a label in the book as recognition of your gift.

Any suggestions that would help you use the Library would be appreciated.

Christian Development Committee Report for 2013

All these current positions are still open:

Coordinator of Congregational Learning:

- Develops leadership and reviews resources for a program of learning for the Congregation, including Bible study classes
- Ensures that programs are offered for baptism, and for membership and confirmation of adults and youth
- Tracks spending and regularly submits receipts for reimbursement so that the Congregational learning budget is kept current

Church School Coordinator:

- Provides an educational program (following the current curriculum) for children aged 3 to 10
- Recruits teachers and resource persons with the necessary skills and abilities to provide stimulating, creative and adapted lessons to students
- Delegates responsibilities to teachers and resource persons in a manner that makes optimal use of each individual's talents
- Ensures that teachers have the training and resources necessary to prepare and present weekly lessons
- Monitors, in a general manner, classroom activities
- Ensures that teachers are available and that programming for students is provided each Sunday
- Annually places order for the next Church School year's curriculum
- On an on-going basis, evaluates curriculum material, and provides feedback, comments on and recommendations concerning its use to the Chair
- Ensures that the necessary supplies are available to teachers and resource persons
- Tracks spending and regularly submits receipts for reimbursement so that the Church School budget is kept current
- Holds regular teachers' meetings and ensures that teachers and resource persons are aware of upcoming events and that they participate in decision making
- Ensures communication with parents and guardians, and with the Congregation
- Makes contact with new families in the Congregation
- Maintains register of children in the Church School program and tracks weekly attendance
- Provides input into Council and annual reports
- In collaboration with the minister and Worship and Music Committee, participates in the organization of intergenerational worship services
- In collaboration with the minister and Outreach Committee, organizes special outreach projects
- Organizes events that link members of the Congregation with students
- Organizes Church School fundraising events

Current Sub-Committees Under Christian Development:

Nursery School (Scott & Joanna Hughes), Youth Group (Emma Johnson), Sunday School Music Coordination (Valerie Baldwin) and the Library Committee (Barbara Blair and Mary Townson)

Worship Committee Report for 2013

Submitted by: Dori Jensen

Purpose of this Committee:

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

Members of this Committee:

Dori Jensen, Chair

Rev. Jim

Roelie Jackson

Mary Lou Hulan, Organist/Choir Director

Candice Armstrong

Heather Wallace

Janet Melvin (who is on a leave of absence)

Doreen Hallam (who stepped down in September)

Carol Dicks (who stepped down in June)

Highlights and Contributions:

- It was with regret that Britannia church accepted the resignation of Carol Dicks as our organist/Choir Director and as a member of the Worship Committee.
- Mary-Lou Hulan was hired for the position of Organist/Choir Director and was welcomed to the Worship Committee. Mary-Lou organizes the music and anthems for each Sunday as well as an "everybody come sing" Sunday each month.
- 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.
- The Blue Christmas Service, planned by Rev. Jim, is much needed in our busy lives and offers an opportunity for a quieter more reflective service for all, but especially for those whose Christmas is not always a happy occasion.
- Both of our Christmas Eve Services are another highlight and are always well attended. This year the 7:00pm service was enhanced by individual candlelight, and, as always, communion was served at the 9:00pm service.
- Another highlight was the church picnic, which due to rain, was held at the church, but was still enjoyed by all who attended.

Music Director's Report for 2013

Submitted by: Mary Lou Hulan

Carol Dicks retired this year, after many years of wonderful service to Britannia United. She was sent off with a joyous performance of Handel's Messiah on 30th, and I started working with the church on July 2nd.

Choir Practice continues to be on Thursday evenings from 7:30-9pm. As in the past, we have a dedicated core of people who come to the weekly rehearsals, and we also welcome those who are not able to make it to the evening rehearsals, but are able to practice at home and join us on Sundays. So, in addition to making cassette recordings for our visually challenged choir members, I have also been making digital recordings that can be sent by email to those who are unable to join us at practice or those who wish to have more support in their practising. This has been favourably received by several people, and I hope to continue it.

At least 22 people have come to sing in the choir since July, and many more are welcome! We have continued to have a *Come Sing with Us Sunday* on the last Sunday of the month, being led by myself now, so Rev Jim gets to enjoy the singing, too. Anyone and everyone is welcome to come sing with us on those days, the music is available the week before, and we practice at 9:45 on Sunday. If anyone wishes to contact me for a rehearsal recording, I am happy to send it out to them by email.

We had a nice large group join us for singing at the Anniversary, when we sang "The Little White Church on the Hill" as our anthem. It was well received by all. We've enjoyed some wonderful musical offerings this year, hearing solos, duets, quartets - a cappella, with piano, guitar, or drum! Thank you to: Megan Hulan, Kraig Paul Proulx, Kathy Banville, Jim and Val Baldwin, Elaine McCausland and Sue Dacey, Marie France Theriault, Barry Meredith, Dianne Tupper, Brenda Hamilton. I apologize if I omitted anyone.

Jean-Pierre Lafleur provided trumpet music for our Remembrance Day service. He is a serving member of the armed forces and attended the service in full uniform. His family attended the service with him. His music and presence was much appreciated.

Lorena Duncan (piano) played for a service in December when I took one of my vacation days, many thanks to her for her wonderful talent.

I have attended the Music and Worship Committee meetings and enjoy seeing how the service all fits together. I am grateful to Dori, Heather, Jim, Roelie and Candice who have helped me to ease into my new role in the church, as well as to Judy Howey, Verne, and Dave for their support, and to all the members of Britannia Church for making myself and my family feel so welcome here.

Mission, Service and Outreach Report for 2013

Submitted by: Barbara Rafter

Purpose of this Committee: is to raise awareness in the congregation about local Outreach projects and how the Mission and Service Fund supports local, national, and international ministries; to provide current information, through bulletin inserts, bulletin board displays, Minute for Mission readings, and articles in the church newsletter; to encourage monetary support for Mission and Service through offering envelopes and PAR. The benevolent offering taken up at every Communion Service, administered by our Minister, is used for special Outreach needs within our congregation and local community.

Members of the Mission, Service and Outreach Committee:

Barbara Rafter (Chair), Rev. Jim Baldwin, Marilyn and Verne Bruce, Georgina Garland, and Doug Thicke.

Our target for 2013: \$16,500.00 - Actual for 2013: \$15,416.50

Highlights of Our Work:

- participated in meetings of the Ottawa West-End Community Chaplaincy (OWECC); the West-End Interfaith Committee and Global Partners;
- participated in the city-wide Mission Service Festival on April 13 at Merivale U.C. Dee McEwen donated signage and volunteers provided a large quantity of muffins and cookies;
- hosted a Poverty and Spirituality luncheon of the OWECC on April 18 ;
- planned the Mission Sunday Service on May 5th. Kathleen Stevenson, returned overseas personnel, spoke about ecumenical work on behalf of the United Church in Salvador, Brazil;
- encouraged signing of a petition to the House of Commons drawing attention to concerns about the impact of mining activities in Canada and abroad;
- organized volunteers to provide lunches for about 15-20 volunteer workers refitting a home on Pinecrest Avenue for Habitat for Humanity;
- invited Rev. Rosemary Lambie to the September 15th Mission Sunday Service, to speak about her experiences on a fact-finding trip to the Philippines. We raised \$916 to help expand the Tondo kindergarten building;
- informed the congregation of the organization and needs of the Britannia Woods Food Pantry through two *Powerpoint* presentations prepared by Susan Aiken; encouraged donations of food, money and volunteer hours to deliver and sort food; thanked Kelvin Stanke for building a larger, wheeled container for Food Pantry donations; and Mary Lou Farrell who prepared laminated bookmarks indicating where to send Food Pantry cheques;
- encouraged donations to the Alberta Flood Relief Fund and the Philippines Relief Fund;
- with regard to local outreach, the Christian Development Committee identified three areas for White Gift donations: from November 17 to White Gift Sunday December 1st - specific food items were collected for the Britannia Woods Community House Christmas hampers distributed to low-income families who do not use the Food Pantry; Christmas items were requested for a young men's shelter in the local area (soap, shampoo, razors, etc.); also new donations for young men for Christmas – e.g. gift cards, socks, pajamas;
- other Outreach activities – volunteers assisted with visits and services at West End Villa; assisted with the Seniors Tea on Thursday afternoons; donated stamps to the Oxfam Stamp program which focuses on women's rights; served dinners at the Ottawa Mission on special occasions – Easter, Thanksgiving and Christmas; and provide space for Al-Anon meetings.

Contributions to the Life of Our Church:

There are many opportunities for the congregation to donate time and talents to Mission, Service and Outreach projects. Thank you for your participation, prayers, faithful encouragement and sustaining financial support.

Pastoral Care Report for 2013

Submitted by: Dory Jensen

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

The Members of this Committee for 2013 are:

Verne and Marilyn Bruce, Georgina Garland (who stepped down in June), Dick Howey, Diane Houston, Donna Armstrong, Emma Johnson, Kathy Denny (who is on a leave of absence), Dori Jensen (Chair), with much guidance from Rev. Jim Baldwin.

It is with regret that for various reasons we accepted the resignation of Georgina Garland.

It was with great sadness that we learned of the passing of Glenna Owens and Ellie Sutton.

It is, however, a great pleasure to welcome so many new people to our church during this past year.

Highlights

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

Contributions to the Church:

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

Ministry & Personnel Report for 2013

Submitted by: Kelvin Stanke and Mary Lou Farrell

The Ministry & Personnel Committee performed as usual with the normal responsibilities with the exception of the retirement and hiring of the church musical director. The committee continued to manage the staff and musical director and any issues which may have arisen. Our major function this year was handling the retirement of Carole Dicks and the hiring of Mary-Lou Hulan in the musical director role. M & P initiated a process and formation of a hiring committee to find the next musical director. The committee reported back to M&P regularly through the hiring process culminating with the hiring of the new church musician, Mary-Lou Hulan.

The rest of the year M & P has performed its duties through staff reviews and evaluations and budgetary recommendations for the 2014 fiscal year.

Trustees Report for 2013

Submitted by: Donald Judd

The Purpose of this Committee: 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 for the 2013 year are listed below:

| | |
|--------------------------|---|
| Donald Judd, Chair | 2559 Chambers Ave., Ottawa, ON, K2B 7S1 |
| Horace Duncan, Secretary | 2433 Sudbury Ave., Ottawa, ON, K2C 1L6 |
| Arthur Buss | 2018 Robertson Rd., Nepean, ON, K2H 1C6 |
| Eileen Chambers | 2366 Drury Ln., Ottawa, ON, K2C 1G5 |
| Norman Davis | 1340 Stittsville Main St., 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 |

During 2013, the Trustees held three regularly scheduled meetings during which the following topics were discussed or actions taken:

- The Trustees Fund that was created as a result of sales of Entertainment Books has been closed because the Trustees decided to no longer sell the books. The largest portion of the funds that remained in the account were used to provide the antiphonal speakers and associated amplifier for the organ along with wood for speaker holders and a special power bar for control of the organ peripheral devices. Wood and hardware were purchased to make new brackets for the carts that are used to move the chairs and two new carts were purchased for moving hymn books as well as for use in the kitchen. The money that remained in the account was then contributed to the Quarter-Quarter Mile Fund and the account has been closed. Over the years, a total of \$4,329.74 has been contributed to Church operations from this account and a list of expenditures is available on request.

- During the summer, the Treasurer reported to the Trustees that the Church was experiencing a shortfall of funds and this situation was discussed at the September meeting. The Chair of Trustees was authorized to obtain an exact figure from the Treasurer and arrange for funds to be transferred from the Manse Fund and the Smith Fund to help to offset the deficit. Since the Trustees had already provided some funds earlier in the year, additional funds to the maximum of the 5% authorized by Council were provided. The total that was added to the General Operating Fund for the year was \$26,000.00.
- Two members of the Congregation have indicated that they are willing to serve on the Board of Trustees. The names of Gail Wyse and Bud Lusk will appear on the nomination list for election at the Annual General Meeting.
- The Trustees have made arrangements with the managers of all of our investment funds (Manse Fund, Smith Fund, Stock Fund) to have requested funds deposited directly in the Church account rather than having cheques mailed. This will speed up the process for receiving requested funds in a timely manner. As reported in the September meeting, the amount in the Manse Fund was \$162,727.47, the Smith Fund was \$360,943.00, and the Stock Fund was \$0.00 (This fund is used to handle any stocks that are donated to the Church and the stocks are cashed shortly after receipt and the money is dispersed in accordance with instructions from the donor.)

The Trustees have found that it is an operational policy of the companies with whom we deal and provide (investment, insurance) services to group-run organizations, that **only** one Church contact is permitted. 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 2013 contacts are listed below:

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

The insurance coverages and cost were reviewed at the May meeting prior to the policy renewal on June 1. The Chair pointed out that The Directors and Officers Liability insurance coverage has been extended at no cost for another year but that the Church had to register to continue the coverage. The premium for the insurance package was \$3,942.96 which was approved by the Trustees.

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 \$2,919,645.00
- 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 omissions | 2,000,000.00 |
| - Medical payments (each person) | 10,000.00 |
| (The deductibles vary between \$250.00 and \$1000.00 per occurrence) | |

5. Umbrella Liability Insurance

This option was considered by the Trustees and, after careful consideration of the risk versus the cost, a decision was made to not add this coverage for this year.

6. Directors & Officers Liability Insurance

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

The deductible amount is \$1,000.00. The protection is provided under the National Program for United Church of Canada. To continue this coverage this year, we did have to register with the General Council Office of the United Church of Canada.

7. Premium

The premium for the coverages is as follows:

| | |
|--------------------|--------------|
| Policy renewal | \$3,326.00 |
| Tax | 238.96 |
| Service fee | 350.00 |
| Tax on service fee | <u>28.00</u> |
| Totals | \$3,942.96 |

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

STEWARDS (No report as no chair)

Stewards, Property Sub-Committee for 2013

Submitted By: David Mackenzie

Purpose of This Sub-Committee:

Provides for the upkeep and maintenance of church buildings and land, all related systems (electrical, water, sewer, and heating) equipment and appliances; identifies and recommends maintenance and repair items for inclusion in the annual budget process; maintains the parking lot, contracts for snow removal, salt and sand, effect parking controls as required; coordinates testing of drinking water in the basement of the church on behalf of Mindware Academy; provides supervision to the custodian; provides for the upkeep and maintenance of the church security system and control of church keys; manages rental contracts totaling approximately \$50,000 and to be the contact for persons and organizations that wish to use the church facilities.

Members of the Property Sub-Committee:

Don Jackson, David Mackenzie (Volunteers are welcome)

Due to health reasons David Mackenzie had to step down from performing a good portion of the work of the Property sub-committee. He retained responsibility for Rentals and Security. Thankfully Don Jackson offered to take over the remaining responsibility of property.

Highlights of Our Work:

Work completed in 2013:

The following projects were completed in 2013:

Church Sign:

Our church sign was starting to show signs of severe wear and required replacement. Thanks to many volunteers who arranged for the design and manufacture and installation of the new sign.

Backdoor Security:

The back door to the church is the normal entry point for Mindware students, teachers and parents entering the school. This door was usually locked and controlled from the Mindware office. There is was an audio system installed where Mindware office staff can talk to a person(s) at the back door but could not visually identify them. Due to the recent events at a school in the United States, where many children were killed by a deranged gunman, Mindware Academy requested that the church consider installing a video monitoring system at the back door leading into the basement. This system was available from our security provider and could be installed for \$949.00 to \$1150.00 plus GST. Mindware suggested they pay 75% and that we pay 25%. If and when Mindware were to vacate the premises the system would remain installed and we would own it. This proposal was accepted by the Church Council. The church's share is \$300.00

New Classrooms

Mindware Academy had a requirement to expand their school operation. Church Council gave them permission to erect a wall dividing room 10 into two classrooms with the condition that the wall could be removed and the room restored to its original condition. The wall has been completed at no cost to the church.

Raised garden

To celebrate Britannia United Church's 140th anniversary it was decided to build a raised shrub garden in front of the church. The church formed a committee which arranged a contract with a local landscaping company to construct the raised bed. The committee then populated the garden with various evergreen shrubs.

Contracts

Issued a contract for heating system maintenance for the year 2013/2014. 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 2013/2014. Cost \$3,616.00

Work Scheduled for 2014

Re-shingle the garage roof.

Contributions to the Life of the Church:

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

Stewards, Gift Card Annual Sales Report for 2013

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)
Candice McBride

Highlights of the Year:

This fund raiser did not meet our budgetary goal of \$4,500 - \$5,000 but still provided \$3,215.25 to church General Revenues for this year. It seems a shame that our profits are so low considering this is a revenue neutral project, everyone has to eat!

Gross sales for the year were \$64,305.00

Sales by the church on Sunday mornings were \$54,780.00

Sales by the office, Monday to Friday, were \$9,525

Net Profit for year 2013: \$3,215.25

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.

Office Automation Report for 2013

Submitted By: Bob Johnston

Purposes of this committee:

1. To ensure that the computers and peripherals used by the Minister and the Secretary during the performance of their duties are capable of the requirements that are placed on them.
2. To maintain the Britannia United Church web site (www.BritanniaUnitedChurch.ca).

Members and Responsibilities of the Committee:

- Bob Johnston Chairperson, responsible for office automation system and web-site design and maintenance.
- Don Judd Member, responsible for alternate maintenance of office automation system, consultant for equipment and network issues.
- Verne Bruce Member at large.
- Scott Hughes Member, web site consultant.
- Candice McBride Member, user representative, responsible for system monitoring, minor maintenance and consumables replenishment.

Highlights of Our Work:

- After failure of the external drive enclosure, a new complete drive was purchased and installed. This drive is now the common drive for the office and minister's study computer and also is now the backup drive for those computers. The hard drive from the previous enclosure has been cleaned, reformatted and verified for operational use, however no takers have been found on local for sale web-sites. This 250 GB drive is available to any member of the congregation with free installation. A token contribution to the church would be appreciated.
- Norton 360 Utilities has been dropped for antivirus protection and remote backup at a saving of \$50+ per year. In lieu, Microsoft Security Essentials has been installed on all three computers; this includes the laptop computer purchased for sanctuary video.
- The Britannia United Church (www.britanniaunitedchurch.ca) web-site has been updated and so far has received favourable reports, though still requiring continuous maintenance. It was discovered that planned use of WordPress would require a different level of support from the service provider at twice the cost. This has been partially resolved by moving the web-site hosting service to Primus, the church's Internet Service Provider (ISP), who offered to lower the cost of the ISP service to keep their costs comparable to combined costs of the separate ISP and web-site hosts.
- The domain name brituc.ca has been acquired (by Scott Hughes) and transferred to Primus. This will allow the Britannia United Church web-site to be accessed via the brituc.ca domain name (www.brituc.ca) and will facilitate the use of more descriptive email addresses, (which have not been set up yet) such as secretary@brituc.ca, minister@brituc.ca, etc.
- It was discovered that the signal strength from the WiFi router in the secretary's office to the sanctuary laptop was insufficient to connect with the DropBox account where the audio, bulletin and announcements files are uploaded. To overcome this deficiency, a WiFi range extender has been installed behind the clock at the back of the sanctuary.

Contributions to the Life of Our Church:

Britannia United Church communicates with the larger United Church community through its web-site. Most of this is for the audio recordings 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 continues 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 Report for 2013

Submitted by: Verne Bruce

G = Giver; D = Dollars; V = Value

| REGULAR ENVELOPE GIVERS | | | | | | | | | | | |
|-------------------------|-----------------|--------------|-------------------|-----------------|--------------|--------------------------|----------------|--------------|----------------------|-----------------|--------------|
| GENERAL FUND | | | MISSION & SERVICE | | | OTHER & SPECIAL REQUESTS | | | TOTAL OF ALL GIVINGS | | |
| G | D | V | G | D | V | G | D | V | G | D | V |
| 49 | \$9,906 | 0-499 | 19 | \$951 | 0-499 | 21 | \$382 | 0-499 | 56 | \$11,239 | 0-499 |
| 19 | \$9,827 | 500-999 | 8 | \$1,355 | 500-999 | 13 | \$952 | 500-999 | 19 | \$12,134 | 500-999 |
| 5 | \$4,673 | 1000-1099 | 1 | \$416 | 1000-1099 | 2 | \$120 | 1000-1099 | 5 | \$5,209 | 1000-1099 |
| 9 | \$8,840 | 1100-1199 | 7 | \$1,063 | 1100-1199 | 6 | \$293 | 1100-1199 | 9 | \$10,196 | 1100-1199 |
| 3 | \$3,125 | 1200-1299 | 2 | \$413 | 1200-1299 | 2 | \$197 | 1200-1299 | 3 | \$3,735 | 1200-1299 |
| 1 | \$1,325 | 1300-1399 | | | 1300-1399 | | | 1300-1399 | 1 | \$1,325 | 1300-1399 |
| 2 | \$2,679 | 1400-1499 | 1 | \$130 | 1400-1499 | 2 | \$125 | 1400-1499 | 2 | \$2,934 | 1400-1499 |
| 1 | \$1,395 | 1500-1599 | 1 | \$135 | 1500-1599 | 1 | \$10 | 1500-1599 | 1 | \$1,540 | 1500-1599 |
| | | 1600-1699 | | | 1600-1699 | | | 1600-1699 | | | 1600-1699 |
| 2 | \$3,000 | 1700-1799 | 1 | \$165 | 1700-1799 | 2 | \$271 | 1700-1799 | 2 | \$3,436 | 1700-1799 |
| 10 | \$19,338 | 1800-2999 | 7 | \$1,373 | 1800-2999 | 8 | \$2,186 | 1800-2999 | 10 | \$22,897 | 1800-2999 |
| 5 | \$16,009 | 3000-OVER | 5 | \$5,185 | 3000-OVER | 5 | \$1,375 | 3000-OVER | 5 | \$22,569 | 3000-OVER |
| 106 | \$80,117 | TOTAL | 52 | \$11,186 | TOTAL | 62 | \$5,911 | TOTAL | 113 | \$97,214 | TOTAL |

| PRE-AUTHORIZED GIVERS | | | | | | | | | | | |
|-----------------------|-----------------|--------------|-----------|----------------|--------------|-----------|----------------|--------------|-----------|-----------------|--------------|
| G | D | V | G | D | V | G | D | V | G | D | V |
| 7 | \$1,315 | 0-499 | 3 | \$188 | 0-499 | 4 | \$85 | 0-499 | 7 | \$1,588 | 0-499 |
| 10 | \$5,381 | 500-999 | 7 | \$1,045 | 500-999 | 6 | \$665 | 500-999 | 10 | \$7,091 | 500-999 |
| | \$0 | 1000-1099 | | \$0 | 1000-1099 | | \$0 | 1000-1099 | | \$0 | 1000-1099 |
| 1 | \$883 | 1100-1199 | 1 | \$30 | 1100-1199 | 1 | \$250 | 1100-1199 | 1 | \$1,163 | 1100-1199 |
| 2 | \$1,980 | 1200-1299 | 2 | \$360 | 1200-1299 | 1 | \$70 | 1200-1299 | 2 | \$2,410 | 1200-1299 |
| 1 | \$1,081 | 1300-1399 | 1 | \$264 | 1300-1399 | | \$0 | 1300-1399 | 1 | \$1,345 | 1300-1399 |
| 1 | \$635 | 1400-1499 | 1 | \$600 | 1400-1499 | 1 | \$211 | 1400-1499 | 1 | \$1,446 | 1400-1499 |
| 2 | \$2,510 | 1500-1599 | 2 | \$525 | 1500-1599 | | \$0 | 1500-1599 | 2 | \$3,035 | 1500-1599 |
| | \$0 | 1600-1699 | | \$0 | 1600-1699 | | \$0 | 1600-1699 | | \$0 | 1600-1699 |
| 1 | \$1,644 | 1700-1799 | 1 | \$96 | 1700-1799 | 1 | \$35 | 1700-1799 | 1 | \$1,775 | 1700-1799 |
| 2 | \$3,425 | 1800-2999 | 2 | \$504 | 1800-2999 | 1 | \$205 | 1800-2999 | 2 | \$4,134 | 1800-2999 |
| 3 | \$16,074 | 3000-OVER | 3 | \$600 | 3000-OVER | 2 | \$2,955 | 3000-OVER | 3 | \$19,629 | 3000-OVER |
| 30 | \$34,928 | TOTAL | 23 | \$4,212 | TOTAL | 17 | \$4,476 | TOTAL | 30 | \$43,616 | TOTAL |

| NON - ENVELOPE GIVERS | | | | | | | | | | | |
|-----------------------|----------------|--------------|----------|-------------|--------------|----------|--------------|--------------|-----------|----------------|--------------|
| G | D | V | G | D | V | G | D | V | G | D | V |
| 56 | \$3,234 | 0-499 | 1 | \$20 | 0-499 | 9 | \$345 | 0-499 | 56 | \$3,599 | 0-499 |
| 5 | \$3,100 | 500-999 | | \$0 | 500-999 | | \$0 | 500-999 | 5 | \$3,100 | 500-999 |
| 1 | \$1,000 | 1000-1199 | | \$0 | 1000-1199 | | \$0 | 1000-1299 | 1 | \$1,000 | 1000-1299 |
| | \$0 | 1550-1599 | | \$0 | 1550-1599 | | \$0 | 1550-1599 | | \$0 | 1550-1599 |
| | \$0 | 1600-1699 | | \$0 | 1600-1699 | | \$0 | 1600-1699 | | \$0 | 1600-1699 |
| | \$0 | 1800-2999 | | \$0 | 1800-2999 | | \$0 | 1800-2999 | | \$0 | 1800-2999 |
| 62 | \$7,334 | TOTAL | 1 | \$20 | TOTAL | 9 | \$345 | TOTAL | 62 | \$7,699 | TOTAL |

| | | | | | | | | | | | |
|------------|------------------|--------------|-----------|-----------------|--------------|-----------|-----------------|--------------|------------|------------------|--------------|
| 198 | \$122,379 | TOTAL | 76 | \$15,418 | TOTAL | 88 | \$10,732 | TOTAL | 205 | \$148,529 | TOTAL |
|------------|------------------|--------------|-----------|-----------------|--------------|-----------|-----------------|--------------|------------|------------------|--------------|

Stewards, Kitchen Committee Report for 2013

Submitted by: Verne Bruce

Purpose of this Committee: Oversees the Kitchen facilities and equipment and their use on Sundays and during special events.

Members of the Committee: Verne Bruce, Chair, Valda Boland and Rose Bernauer.

Highlights for 2013:

- Two additional electrical outlets have been discovered in the kitchen and when the modifications have all been completed by Mr. Jackson, the electrical outlets will be beneficial and more efficient.
- The split plug on the north wall in the kitchen has been identified and marked, and is being used more effectively when serving coffee and tea after the Sunday service.
- Larger containers have been installed for the Rinse and Soap under the dishwasher.
- Mr. Judd has provided the funds from the Trustee's special account to purchase the second large black trolley.

Membership and Attendance for 2013

| CONGREGATIONAL STATISTICS | 2009 | 2010 | 2011 | 2012 | 2013 |
|---------------------------------------|------|------|------|------|------|
| Total January 1 | 358 | 363 | 349 | 347 | 305 |
| New Members | 8 | 1 | 9 | 3 | 3 |
| Transfer by Certificate | 5 | 1 | 9 | 1 | 2 |
| Profession of Faith | 3 | 0 | 0 | 2 | 1 |
| Transferred to non-resident roll | 0 | 0 | 0 | 1 | 2 |
| Removal | | 15 | 11 | 15 | 104 |
| Transfer by Certificate | 1 | 2 | 2 | 2 | 1 |
| By Death | 8 | 13 | 8 | 10 | 4 |
| By Session | 0 | 0 | 1 | 3 | 99 |
| Total as of December 31 | 363 | 349 | 347 | 334 | 199 |
| Active Members | 322 | 318 | 304 | 231 | 154 |
| Non-Resident Members | 59 | 58 | 57 | 53 | 45 |
| Member Families | 238 | 227 | 214 | 187 | 90 |
| Number of Identifiable Supporters | 245 | 258 | 239 | 223 | 137 |
| Number of Identifiable Supporters M&S | 83 | 74 | 71 | 64 | 46 |
| Funerals | 20 | 12 | 9 | 7 | 9 |
| Marriages | 2 | 4 | 5 | 0 | 3 |
| Baptisms | 3 | 3 | 1 | 5 | 1 |
| Holy Communion | 10 | 10 | 14 | 14 | 12 |

SACRAMENT OF BAPTISM

Emilie Micheline Thauvette daughter of Dominic and Marilyn Thauvette

Senior's Tea Report for 2013

Submitted by: Maggie Taylor

The Senior's Tea is an opportunity for church members and the community to gather for a short devotion, games and treats. We take turns volunteering in various ways: leading a meditation, hymn and prayer, supplying treats, serving treats (when Betty Lusk is not available), and kitchen cleanup. Rev. Jim often accompanies us on his guitar, which is greatly appreciated. A small donation is collected weekly to cover special luncheons and the cost of such supplies as coffee, tea and milk.

On May 16th, we enjoyed our end of season luncheon at Al's Steakhouse in Bells Corners. On December 5th we celebrated Christmas with a catered turkey dinner at Nates on Merivale Road. We presented a skit, readings and sang carols to Rev. Jim's guitar accompaniment. Each restaurant graciously allowed us to bring our own desserts. These dinners provide an opportunity for other senior's in the congregation to join us and maintain contact with the group even though they are not able to attend on Thursdays.

| INCOME | | EXPENSES | |
|---------------------------------|----------------|------------------|----------------|
| Bank balance as of May 2013 | 160.00 | Door Prizes | 50.00 |
| Petty cash | 8.60 | Supplies | 63.10 |
| Member's donations [Sept - Dec] | <u>913.30</u> | Catering | <u>1024.00</u> |
| Sub-total | 1081.90 | Sub-total | 1137.10 |
| | | | |
| Income | 1081.90 | | |
| Minus Expenses | <u>1137.10</u> | | |
| BALANCE | - 55.20 | | |

The shortfall of \$55.20 is due to there being only 13 weeks in the autumn for accumulation of member's donations. Whereas in the spring there were 18+ weeks. I personally cover any shortfall in December and am reimbursed in January.

West End Villa Report for 2013

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

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

Members of this Committee:

Donna Armstrong and Valda Boland (Co-Conveners), Rev. Jim Baldwin, Lay Minister Dori Jensen, Verne Bruce, Roelie Jackson, Bob McKenzie, John Pye, Greta and Henry Simser, Joan Wilson, and Iris Zwanenburg

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 2014

We would also like to wish everyone and their families all the best of health and happiness in 2014.

Newsletter Report for 2013

Submitted by: Peter Bain, Editor

The church newsletter's mandate is to publish news of interest to the congregation of Britannia United Church and the local community. It contains information about members of the congregation and their activities within and outside the church; upcoming and recent events in the church and the community; information about the history of the church, its associated organizations, and the local area; and articles of general interest. We also include the text of a recent sermon and a message from the minister.

The newsletter is published four times per year: shortly before Easter, early June, shortly before Thanksgiving, and at Christmas near the start of Advent. The newsletter is distributed in electronic form via e-mail and is available on the church's web site, and printed copies are made available in the lobby for members and visitors. The Easter and Christmas issues are also mailed to those who do not pick up printed copies.

Many thanks to Reverend Jim for his inspiring letters and sermons; to Leigh Bain, the Assistant Editor for her help preparing the newsletter; and to Candice Armstrong for proofreading, printing, and distributing the newsletter.

Craft Group Report for 2013

Submitted by:

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:

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, and Phyllis Steele

Highlights of our work:

The following funds were raised by the Craft Group:

| | |
|--------------------|------------------|
| Strawberry Social | \$460.00 |
| Ham Dinner | 178.00 |
| Bazaar | \$789.60 |
| Christmas Pot Luck | \$265.00 |
| Total | \$1512.60 |

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.
-

Stewards, Memorial Report for 2013

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 include: card tables in memory of Jean Wylie; Pearl Chamberlain; Shirley Stevens; Daphne Buss; Lois Schutt; Norman Brown; Ada King; Donna Goff; Dick & Lucy Campbell. 8 foot tables in memory of Shirley Stevens; Norm Lillico; Thelma Hodgins; Ruth Long; Ad Zwanenburg; Brenda Ball; Ada King; and Len & Marg McBride. A donation was made in memory of Brenda Grant (daughter of Edith Kenney).

Contributions to the Life of our Church:

- Keep the memorial book up to date.
-

Treasurers Report for 2013

Prepared by: David Mackenzie

Attached are the financial statements of Britannia United Church for the year ending December 31, 2013.

In 2013, we started the year with a budget declaring a deficit of \$8,800. This shortfall was offset throughout the year, in part, by less than expected expenses in our operations. An additional \$4,598 was realized from sales tax and interest rebates. We ended the year with a surplus of \$4,973.

The Church's many fund raising projects, including the bazaar, garage sale, diners and socials, murder mystery, craft sales, grocery coupons and other initiatives added up to \$26,827. We were able to generate additional revenues of \$42,875 from renting our Church facilities to others. Our Manse/Smith Funds were healthy enough in 2013 to allow us to draw \$26,000 and with the \$4827 proceeds from the stock fund we were able to add \$30,827 towards the operations of the Church.

In addition to the above fund raising efforts the congregation celebrated the church's 140th anniversary by building a raised shrub garden in front of the church. The church formed a committee which arranged a contract with a local landscaping company to construct the raised bed. The committee then populated the garden with various evergreen shrubs. The cost of this effort was approximately \$6,000 of which \$4,463 was raised by an in-house drive (1/4 - 1/4 mile) the remainder was paid out of Memorial funds.

In addition, in 2013, the congregation contributed \$15,416 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 \$1459. The congregation contributed \$3,357 to the Amarlisse Fund which was used to support her living expenses throughout the year. This project is now closed. The congregation supported a number of outreach programs, including;

- a. West End Chaplaincy \$3,420;
- b. Calgary flood relief fund \$280;
- c. Philippine School Benevolent \$916;
- d. Philippine Flood Relief \$1620; and
- e. Britannia Woods Community House \$345.

The balance in the Manse Fund, as of December 31, 2013, 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 \$168,249. 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 2013 consists of the original gift of \$297,638.00 plus net accumulated investment income for a total of \$376,982. A \$4827.00 donation of stocks was given to the church in 2013 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, for the most part, within budget. We will have to continue to be as frugal in 2014. All committees will have to ensure that expenditures in 2014 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 2013, including your time and effort in supporting church projects and activities as well as your donation of funds.

(Numerical data follows)

BALANCE SHEET

For year ending: December 31, 2013

| | 2013 | 2012 |
|--|-------------|-------------|
| ASSETS | | |
| Current Assets (grocery coupons, cash, bank, GICs) | 83,154 | 77,064 |
| Manse Investment Fund | 168,249 | 151,397 |
| The Isabel Elizabeth Smith Fund | 376,982 | 344,545 |
| Fixed Assets | 323,683 | 326,962 |
| | <hr/> | <hr/> |
| | 952,069 | 899,967 |
| | <hr/> <hr/> | <hr/> <hr/> |
| LIABILITIES | | |
| Accrued Funds for Minister Sabbatical | 5,600 | 3,200 |
| Other Liabilities | 19,830 | 10,371 |
| | <hr/> | <hr/> |
| EQUITY | | |
| Accumulated Current Operating Surplus (Deficit) | (3,459) | (8,432) |
| Investment in Fixed Assets | 323,683 | 326,962 |
| Manse Investment Fund | 168,249 | 151,397 |
| Building Improvement Fund | 36,313 | 35,314 |
| The Isabel Elizabeth Smith Fund | 376,982 | 344,545 |
| Other Restricted Funds | 24,871 | 36,612 |
| | <hr/> | <hr/> |
| | 952,069 | 899,967 |
| | <hr/> <hr/> | <hr/> <hr/> |

**STATEMENT OF GENERAL OPERATING FUND REVENUE AND EXPENDITURE
FOR YEAR 2013 (with comparative figures from 2012)**

| | ACTUAL 2013 | ACTUAL 2012 | BUDGET 2013 | Difference from Budget | Percent of Year's Budget |
|--|------------------------|------------------------|------------------------|---------------------------------------|---|
| REVENUE | | | | | |
| Offering | 117,633 | 114,030 | 125,000 | (7,367) | 93.8% |
| Use of Facilities - Primary Tenant | 32,900 | 29,100 | 29,700 | 3,200 | 110.8% |
| Use of Facilities - Other Sources | 9,975 | 11,809 | 13,465 | (3,490) | 74.1% |
| Projects | 26,827 | 21,266 | 21,500 | 5,327 | 124.8% |
| Transfers from Restricted Funds | 30,895 | 18,406 | 19,000 | 11,895 | 162.6% |
| Other (Interest and Sales Tax Rebates) | 4,598 | 4,326 | 2,800 | 1,798 | 164.2% |
| | <u>222,827</u> | <u>198,938</u> | <u>211,465</u> | <u>11,362</u> | <u>105.2%</u> |
| EXPENDITURES | | | | | |
| Salaries, Allowances, Benefits | 156,202 | 149,740 | 154,871 | (1,331) | 100.9% |
| Property Expenses | 35,652 | 37,054 | 38,193 | 2,541 | 93.3% |
| Programs | 11,282 | 12,606 | 11,208 | (74) | 100.7% |
| Session | 4,389 | 2,779 | 4,381 | (8) | 100.2% |
| Administration | 10,330 | 11,619 | 12,025 | 1,695 | 85.9% |
| | <u>217,855</u> | <u>213,798</u> | <u>220,678</u> | <u>2,823</u> | <u>98.7%</u> |
| EXCESS OF EXPENDITURES OVER REVENUE | <u>4,973</u> | <u>(14,861)</u> | <u>(9,213)</u> | <u>14,186</u> | <u>6.5%</u> |
| ACCUMULATED SURPLUS | | | | | |
| Beginning of year | -8,432 | 6,428 | | | |
| End of period | <u>-3,459</u> | <u>-8,433</u> | | | |
| MISSION AND SERVICE FUND RECEIPTS | 15,329 | 13,957 | 16,500 | (1,172) | 92.9% |

CONDENSED BALANCE SHEET FOR 2013

| | 2013 | 2012 |
|--|----------------|----------------|
| ASSETS | | |
| Current Assets (grocery coupons, cash, bank, GICs) | 291,887 | 270,212 |
| Manse Investment Fund | 168,249 | 151,397 |
| The Isabel Elizabeth Smith Fund | 168,249 | 151,397 |
| Fixed Assets | 323,683 | 326,962 |
| | <u>952,069</u> | <u>899,967</u> |
| LIABILITIES | | |
| Accrued Funds for Minister Sabbatical | 5,600 | 3,200 |
| Other Liabilities | 19,830 | 10,371 |
| EQUITY | | |
| Accumulated Current Operating Surplus (Deficit) | (3,459) | (8,432) |
| Investment in Fixed Assets | 323,683 | 326,962 |
| Manse Investment Fund | 168,249 | 151,397 |
| Building Improvement Fund | 36,313 | 35,314 |
| The Isabel Elizabeth Smith Fund | - | - |
| Other Restricted Funds | 401,853 | 381,156 |
| | <u>952,069</u> | <u>899,967</u> |

**SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES
FOR YEAR 2013 (with comparative figures from 2012)**

| | ACTUAL 2013 | ACTUAL 2012 | BUDGET 2013 | Difference from Budget | Percent of Year's Budget |
|--|------------------------|------------------------|------------------------|---------------------------------------|---|
| SALARIES, ALLOWANCES AND BENEFITS | | | | | |
| Salaries | 106,633 | 103,193 | 107,917 | 1,284 | 98.8% |
| Allowances | 25,200 | 25,246 | 25,300 | 100 | 99.6% |
| Benefits | 24,368 | 21,301 | 21,654 | (2,714) | 112.5% |
| Accrued Minister Sabbatical Surplus | 0 | 0 | 0 | 0 | N/A |
| | <u>156,202</u> | <u>149,740</u> | <u>154,871</u> | <u>(1,331)</u> | <u>100.9%</u> |
| PROPERTY | | | | | |
| Utilities (Gas & Hydro & Water) | 12,852 | 12,764 | 15,166 | 2,315 | 84.7% |
| Insurance | 4,416 | 4,786 | 3,895 | (521) | 113.4% |
| Special Building Projects | 1,060 | 449 | 4,000 | 2,940 | 26.5% |
| Repairs and Maintenance | 7,812 | 9,661 | 5,575 | (2,237) | 140.1% |
| Snow Removal and Sand | 3,214 | 3,721 | 3,860 | 646 | 83.3% |
| Security | 1,472 | 901 | 950 | (522) | 155.0% |
| Caretaker Supplies | 2,092 | 1,333 | 1,395 | (697) | 150.0% |
| Kitchen Supplies | 431 | 743 | 1,000 | 569 | 43.1% |
| Telephone | 2,303 | 2,568 | 2,052 | (251) | 112.2% |
| Property - Other | 0 | 127 | 300 | 300 | 0.0% |
| | <u>35,652</u> | <u>37,054</u> | <u>38,193</u> | <u>2,542</u> | <u>93.3%</u> |
| PROGRAMS | | | | | |
| Presbytery Assessment | 7,348 | 9,076 | 7,348 | 0 | 100.0% |
| Contribution to West End Chaplaincy | 3,420 | 3,435 | 3,420 | 0 | 100.0% |
| Other Outreach | 155 | 35 | 115 | (40) | 134.7% |
| Pastoral Care | 73 | 61 | 75 | 2 | 97.9% |
| Newsletter and Communications | 68 | 0 | 100 | 32 | 67.8% |
| Programs - Other | 218 | 0 | 150 | (68) | 145.3% |
| | <u>11,282</u> | <u>12,606</u> | <u>11,208</u> | <u>(74)</u> | <u>100.7%</u> |
| SESSION | | | | | |
| Music | 734 | 330 | 881 | 147 | 83.3% |
| Worship and Sacraments | 313 | 493 | 550 | 237 | 56.9% |
| Christian Development | 722 | 141 | 300 | (422) | 240.7% |
| Church School | 2,012 | 881 | 1,675 | (337) | 120.1% |
| Library | 307 | 518 | 375 | 68 | 81.9% |
| Conferences | 300 | 170 | 500 | 200 | 60.0% |
| Session - Other | 0 | 246 | 100 | 100 | 0.0% |
| | <u>4,388</u> | <u>2,779</u> | <u>4,381</u> | <u>(7)</u> | <u>100.2%</u> |
| ADMINISTRATION | | | | | |
| Office Supplies and Stationery | 2,421 | 2,708 | 2,400 | (21) | 100.9% |
| Computer Costs | 716 | 1,310 | 670 | (46) | 106.9% |
| Bulletins | 1,261 | 1,022 | 800 | (461) | 157.6% |
| Internet Access | 881 | 1,073 | 980 | 99 | 89.9% |
| Offering Envelopes | 287 | 342 | 475 | 188 | 60.5% |
| Bank Charges | 496 | 436 | 350 | (146) | 141.6% |
| Coffee and Juice | 308 | 281 | 400 | 92 | 77.1% |
| Fellowship | 253 | 124 | 100 | (153) | 252.8% |
| Expenses Wedding & Funerals | 0 | 462 | 800 | 800 | 0.0% |
| Bookkeeping | 3,330 | 3,860 | 4,800 | 1,470 | 69.4% |
| Administration - Other | 377 | 0 | 250 | (127) | 150.8% |
| | <u>10,330</u> | <u>11,619</u> | <u>12,025</u> | <u>1,695</u> | <u>85.9%</u> |

BRITANNIA UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2013

1 PURPOSE OF 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

Following are the significant accounting policies adopted for purposes of these financial statements:

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 general operating fund reflects the unrestricted operating activities of the congregation. The restricted funds reflect the activities of the various funds which have been designated for specific purposes.

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.

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.

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, 2013, 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 2013 consists of the original gift of \$297,638.00 plus net accumulated investment income, gains and losses less transfers to the General Operating Fund since the date established. This investment is monitored by the Board of Trustees on behalf of 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:

| | 2013 | 2012 |
|---------------------|-------------|-------------|
| Bazaar | \$2,487.48 | \$3,227.00 |
| Garage Sales | \$981.10 | \$1,335.00 |
| Crafters Sale | \$1,179.65 | \$916.00 |
| Spring Rummage Sale | \$0.00 | \$0.00 |
| Strawberry Social | \$1,564.01 | \$2,028.00 |
| Grocery Coupons | \$3,215.25 | \$3,901.00 |
| Dinners | \$6,424.37 | \$7,189.00 |
| Berry Sales | \$425.00 | \$390.00 |
| Craft Group Sales | \$1,443.70 | \$1,432.00 |
| Seeding Talents | \$0.00 | \$0.00 |
| Miscellaneous | \$9,105.43 | \$1,357.00 |
| TOTAL | \$26,825.99 | \$21,775.00 |

10 AMARLISSE FUND

The Armarlisse Fund was established to bring this young Lady from Africa and assist her in getting started in school here in Ottawa. This project was successful and is considered completed as of the end of 2013

BUDGET 2014

| | BUDGET 2013 | ACTUAL 2013 | BUDGET 2014 |
|--|---------------------|---------------------|---------------------|
| REVENUE | | | |
| Offering | \$125,400.00 | \$117,633.00 | \$125,400.00 |
| Use of Facilities - Primary Tenant | \$29,700.00 | \$32,900.00 | \$38,500.00 |
| Use of Facilities - Other Sources | \$13,165.00 | \$9,975.00 | \$10,865.00 |
| Projects | \$21,500.00 | \$26,827.00 | \$19,100.00 |
| Other (includes transfers from restricted funds) | \$21,800.00 | \$35,493.00 | \$30,125.00 |
| | \$211,565.00 | \$222,828.00 | \$223,990.00 |
| EXPENDITURES | | | |
| Salaries, Allowances, Benefits | \$154,871.00 | \$156,202.00 | \$161,066.00 |
| Property Expenses | \$38,193.00 | \$35,652.00 | \$35,226.00 |
| Programs | \$11,208.00 | \$11,282.00 | \$11,614.00 |
| Session | \$4,381.00 | \$4,389.00 | \$4,740.00 |
| Administration | \$12,025.00 | \$10,330.00 | \$10,900.00 |
| | \$220,678.00 | \$217,855.00 | \$223,546.00 |
| EXCESS OF REVENUE OVER EXPENDITURES | -\$9,113.00 | \$4,973.00 | \$444.00 |

Reconciliation to Stewards Envelope Report for 2013

Stewards Envelope Report for 2013 Totals

| | |
|------------------------------------|----------------|
| General Fund | 122,379 |
| Mission & Services | 15,418 |
| Other & Special Requests | 10,732 |
| Total Envelope givings 2013 | 148,529 |

Treasurer's Reconciliation to Envelope givings

| | |
|------------------------|------------|
| Offering | 114,029 |
| Minus Loose Offering | -1,801 |
| Mission & Services | 15,418 |
| Minus non receipted | -44 |

Restricted Funds

| | |
|-----------------------|-------|
| Memorial Fund General | 3940 |
| Other Income | 4,330 |
| Sunday School Fund | 207 |
| Building Fund | 1000 |
| Benevolent | 4023 |
| Amalisse Fund | 3570 |
| UCC Observer | 290 |
| Projects | 1198 |
| Outside Givings | 2369 |

Treasurer's total **148,529**