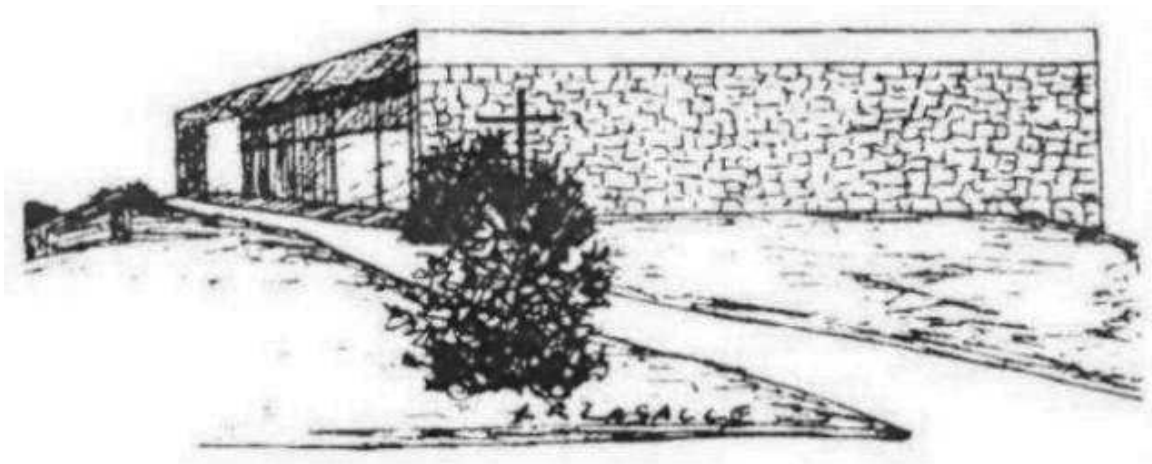


# BRITANNIA UNITED CHURCH

## 2017 ANNUAL REPORT



**MINISTER: REV. JIM BALDWIN**

985 PINECREST ROAD  
OTTAWA, ONTARIO  
K2B 6B4



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## IN MEMORIAM

|                            |                           |
|----------------------------|---------------------------|
| <b>Gary Saunders</b>       | <b>January 12, 2017</b>   |
| <b>Reginald Kearns</b>     | <b>January 30, 2017</b>   |
| <b>Norm Davis</b>          | <b>April 9, 2017</b>      |
| <b>Valda Boland</b>        | <b>May 5, 2017</b>        |
| <b>Lawrence Sobczak</b>    | <b>July 2, 2017</b>       |
| <b>Heather Thuswaldner</b> | <b>July 25, 2017</b>      |
| <b>Al Boles</b>            | <b>September 13, 2017</b> |
| <b>Murray Jost</b>         | <b>September 18, 2017</b> |
| <b>Olive Packman</b>       | <b>October 6, 2017</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**

“Make sure you let me know when the annual meeting is next year, so I can mark it on my calendar...and stay home!”

This is a quote from a conversation I had several years ago, with a fairly new member of the congregation. It was back when we incorporated some of the reports into the body of the worship service: The Chair of Council opened the service/meeting at the Welcome, the Worship Committee gave their report at the Call to Worship, Pastoral Care spoke before The Prayers of Joy and Concern, The Treasurer's Report was given at The Offering time. The reports had been published ahead of time, only the highlights of the reports were given, each speaker stayed to a strict three minute time limit, then after the worship service ended, we grabbed a coffee and reconvened for discussion and voting.

I thought it was a brilliant idea! (It was my idea). The reports were short and positive, the worship portion ended right on time, and the congregation heard what the committees had been doing through the year (before grabbing their coats and making a beeline for the door, before the regular meeting started.) Apparently, not everyone was dazzled by the brilliance of my plan. And this couple quite resented the fact that they “had to sit through an annual meeting.”

Realizing they were new to the church and ignorant of how the committees worked, I decided to offer some information and some insight. I explained that the services they enjoyed so much on Sunday morning, could only happen through the work of the committees; like the Worship Committee that plans the service themes and picks the hymns, the Property Committee that makes sure the building is clean, functional and warm in the winter months, the Duty Stewards who collect the offering and are usually still counting it after everyone else has gone home, and the Christian Education Committee who takes care of the education of the congregation...including the Sunday School, where children go to learn...and are out of earshot of the adults who complain if they make noise during the church service.

I explained that there are other groups that work on our behalf, like the Craft Group that contributes fundraising, the people who go to West End Villa once a month to provide worship to shut-ins, the Senior's Tea that provides an opportunity for fellowship and our Mission, Service and Outreach Committee that reaches out locally and globally, to help people who are in need.

Then I explained that the people giving the reports were all volunteers who donate dozens, and in many cases, hundreds of hours of their life to the church every year, to see that our work and worship may continue. I summed it all up by saying “I think that once a year, we can give them three minutes of our time to recognize what they do”.

Believe it or not, the couple was at the next annual meeting! I know they were not alone in how they felt about the annual meeting. But I do believe that the work of our committees is very important, and the meeting is one opportunity we have each year, to

support our volunteers. It is also an opportunity to have input into the life, work and direction of our congregation.

All too often I hear people complain about a decision that was made, but they weren't willing to participate in the process. They declined an invitation to serve on a committee and they don't recognize the many hours of hard-work, dedication, thoughtfulness, care and prayer that went into each decision.

We have an awesome group of people who dedicate themselves to the life and work of our church. Some of them stepped forward in a time of need to help with short-term work. Others can be seen at the church several times a week, every week, making sure that all of the work is done, so that the rest of us can gather on a Sunday morning and share in a peaceful, uplifting experience of worship.

To all of our volunteers, whether you helped to move chairs after a service, or spent hundreds of hours pouring over the financial concerns of our church, I give you thanks and I offer you my deepest respect as we prepare for another annual meeting. As we look back at the year gone by, may we be truly grateful. As we look forward to the year ahead, may we be filled with hope. May the faith we share with one another in this moment define how we live and love one another in Christ's name. Amen

Rev. Jim

**Britannia United Church  
2016 AGM on March 26, 2017**

1. **Welcome and Opening Prayer**  
Meeting called to order by Barry Meredith at 11:55am.  
Opening prayer given by Rev. Jim Baldwin
2. **Reading of Memorial List** by Rev. Jim Baldwin
3. **Voting Rights of Adherents**  
**Motion** to extend voting rights to adherents  
Moved by Eileen Ball, seconded by Verne Bruce. Carried.
4. **Appointment of Chair and Recording Secretary**  
**Motion** for Barry Meredith to be Chair for the 2016 AGM and for Wendy Gallant to be Recording Secretary  
Moved by Eileen Ball, seconded by Don Judd. Carried.
5. **Approval of Agenda**  
Question from Verne Bruce re: where are nominations in agenda?; Barry Meredith indicated they would be under "Elections".  
**Motion** to approve agenda as written. Carried.
6. **Approval of Minutes of 2015 AGM**  
Eileen Ball requested "2014 AGM Minutes" be amended to "2015 AGM Minutes"  
**Motion** to approve 2015 AGM Minutes by Barry Meredith. Carried
7. **Receiving of Annual Reports**  
[All reports to be read, questions answered, comments made, etc. and then approval of all reports to be voted on at the end of report presentation]
  - a. Minister's Letter (p. 4): information only
  - b. Chair of Council Report (p.11): - Barry Meredith  
Highlights given  
- no questions/comments
  - c. Presbytery Representative Report (p.12): - Eileen Ball  
Requested by Eileen Ball for volunteer to be second representative  
Discussion: Question by Rhona Fields as to any action taken by Presbytery re: National Inquiry into Missing and Murdered Indigenous Women and Girls; Eileen indicated that she did not know of any action; Question from Roelie Jackson about responsibilities of Presbytery rep; Eileen gave verbal outline.
  - d. Reports from Standing Committees:  
**Christian Development (CD) Report** (p.13) – Mary Lou Farrell  
Christian Development and Christian Learning; explanation of role of Christian Development; request for suggestions and more volunteers.  
- special thanks given to librarians for their work and talents (round of applause).

**Worship and Music Report** (p. 14) – Dori Jensen

Amendment to report required concerning organization of children's games at church picnic.

**Music Director's Report** (p. 15) – Mary Lou Hulan

- For information only
- Barry Meredith encouraged volunteers to attend

**Mission, Service and Outreach (MS&O) Report** (p. 16) – Wendy Gallant

- Highlights given

Discussion: Question from Dianne Tupper re: who sets budget for MS&O - answer was that Council sets it; Remark by Peter Bain that he had not received the e-mail from MS&O regarding refugee family and that there had been some problems with new e-mail address in past - Wendy and Peter to discuss; Marilyn Burke stated that the report should be amended to include the name of Marg Tyers as board member of OWECC.

**Pastoral Care Report** (p. 17) – Dori Jensen

- Particular mention that congregation greet new members when they see them, and take note of any regular congregation member who has not attended for a while, just to see if they are okay

**Ministry and Personnel (M&P) Report** (p. 18) – Kelvin Stanke, presented by Mary Lou Farrell

Discussion: Wendy Livingstone asked why Suggestion Box was moved from where it had previously been placed - Mary Lou explained that it wasn't always being used properly, many people used e-mail or "sidebar" conversations instead, so it really wasn't needed; Rose Bernauer asked why Dori could only preach for 2 consecutive weeks before another minister had to be brought in during Rev. Jim's absence - answer was that this decision had been made by Conference; Ole Jensen moved that the congregation send a letter to appropriate organization for Lay Ministers asking for change, as we want more continuity in ministers; seconded by Dick Howey; carried - motion needs to go to Eileen Ball

**Trustees Report** (p. 18) – Don Judd

Don Judd introduced people to be elected as members of the 2017 Board of Trustees, and moved they be elected: Donald Judd, Chair; Gail Wyse (Secretary); Arthur Buss; Eileen Chambers; Norman Davis; Horace Duncan; Robert Livingstone; Bud Lusk; Robert McKenzie

Highlighted the work required to arrange for guest speakers during Rev. Jim's sabbatical

**Stewards Reports** (p. 22) - Helen Hutcheson, presented by Bob Johnston  
Members introduced and thanked

**Property Sub-Committee Report** (p.23) presented by Don Jackson

Change required in report: "single glazed lights" to be changed to "single glazed window panes"

Thanks given to Don Jackson for all his work



**Office Automation Report** (p. 24) – Bob Johnston

Discussion: Should church bulletins be printed in colour or in black & white? Office Automation Committee to provide costs of colour versus black & white so informed decision can be made re: colour all the time, black & white all the time, colour sometimes; Rose Bernauer asked for members of committees to be listed on web site; Rev. Jim suggested presentation about the web site be put on the overhead before, or given during service; “Contact Us” on web site can be used to submit pictures of church events etc.

**Memorial Garden Sub-committee Report** (p. 25) - Heather Wallace

- No questions/comments

**Kitchen Sub-Committee Report** (p. 25) – Verne Bruce

- No questions/comments

**Memorial Sub-committee Report** (p. 25) – Bob Livingstone

- No questions/comments

**Treasurer’s Report** (p.26) – Gertrude Rurihafi and Verne Bruce, presented by Verne Bruce.

Total Expenditures = \$222,719.67

Total Revenue = \$198,006.92

Deficit = \$24,712.75

Summary presented by Verne Bruce using overhead project; motion by Verne Bruce that actuals of 2016 be approved; seconded by Judy Howey; carried.

Outreach summary presented

Bob Johnston extended big thank-you to Verne Bruce for all his work as Treasurer (round of applause)

Peter Bain stated that audit is in progress

2017 budget presented by Verne Bruce, noting Council decision to present deficit budget

Discussion: Question by John Todd as to how deficit would be paid - answer from Verne Bruce that some forecast budget items might not occur (gave examples of what had happened in past years) and deficit would accordingly shrink

Motion by Verne Bruce that 2017 budget be accepted as presented; seconded by Judy Howey; carried

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

- No questions/comments

**Membership and Attendance Report** (p.34) - Verne Bruce

- No questions/comments

**Seniors’ Tea Report** (p. 35) – Maggie Taylor

- No questions/comments

**West End Villa Report** (p. 35) – Roelie Jackson for Donna Armstrong and Valda Boland

- No questions/comments

**Newsletter Report** (p. 35) – Peter Bain

Discussion: Dori Jensen asked that anyone who wished to receive the newsletter by e-mail should notify the office, so that there is no waste of paper to print extra copies

**Craft Group Report** (p. 36) – Valda Boland

- no questions/comments

**8. Elections**

a) Trustees

Motion by Don Judd to elect list of people previously listed as members of Board of Trustees; seconded by Bob Livingstone; carried

b) Auditor

Motion by Don Judd that Peter Bain be elected Auditor for 2017; seconded by Rose Bernauer; carried

c) Treasurer

Verne Bruce read C.V. of Jamie Hill and moved that Jamie be elected Treasurer; seconded by Marg Tyers; carried

d) Vice-Chair of Council

Barry Meredith stated that he would move into Council Chair position for next two years and therefore Vice-Chair position would be vacant - asked for volunteers; none forthcoming

**9. Other Business**

Motion by Wendy Livingstone that Chair of Council be given key and security code to building (to be returned at end of office term); seconded by Dori Jensen; carried

Request by Dori Jensen that congregation members regularly wear their name tags

Motion by Verne Bruce that Treasurer's and Envelope reports be moved to end of AGM report; seconded by Mary Lou Farrell; carried

Request by Dick Howie for information on Remits, which will be voted on by Council by June - outline of remits given by Barry Meredith; suggestion by Rev. Jim that Barry put information in church newsletter and on web site

Noted than anyone can come to Council meetings but should indicate they will be there and the subject they wish to address, so it can be incorporated into Agenda and time line

**10. Report Approval**

Motion by Eileen Ball that all reports be accepted as written or corrected; seconded by Rose Bernauer; carried

**11. Date of next Meeting**

March 25, 2018

**12. Motion** to adjourn by Dori Jensen; seconded by Dianne Tupper; carried

**13. Closing Prayer**

Rev. Jim Baldwin

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Barry Meredith (Chair 2016 AGM)

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Wendy Gallant (Recording Secretary)

## **Church Council Report 2017**

**Submitted by:** Barry Meredith, Chair

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

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

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

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

Rev. Jim Baldwin (Minister)

Eileen Ball (Presbytery Lay Representative)

**Officers:** Barry Meredith (Chair)  
Brenda Plamondon (Vice-Chair)  
Wendy Gallant (Recording Secretary)  
Jamie Hill (Treasurer)

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

Mary Lou Farrell (Christian Development)  
Dori Jensen (Worship and Music)  
Wendy Gallant (Mission, Service and Outreach)  
Dori Jensen (Pastoral Care)  
Mary Lou Farrell and Kelvin Stanke (Ministry and Personnel)  
(Kelvin stepped down during 2017)  
Stewards elect a person to chair at each meeting; no formal Chair  
Don Judd (Board of Trustees)

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

Marilyn Bruce (West End Villa Group)  
Maggie Taylor and Dee McEwen (Seniors' Tea)  
Peter Bain (Editor of Newsletter)  
Edith Kenney (Craft Group)

### **Members at Large:**

Verne Bruce  
Robert Livingstone

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

- Held five regular meetings in February, May, June, September and November to oversee the activities of the Council's various standing committees and organizations.
- Set Budget for 2017
- Organ Repair
- Memorial bench installed in front of the Church

- Energy efficiency. Don Jackson initiated the process of improving the lighting with LEDs
- Cast our votes for 4 of the United Church of Canada's Remits dealing with the church's national reorganization
- Resumption of support for OWECC
- New Choir Director selected

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

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

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## **Presbytery Representatives Report 2017**

**Submitted by:** Eileen Ball

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

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

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

**Members of this Committee:** Eileen Ball

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

Of particular importance to the long-term interests of this congregation is the work being done in the restructuring of the United Church governing organization. Presbytery and each congregation were asked to vote on several remits regarding different aspects of these proposed changes. The proposed restructuring will include 3 levels (not the 4 that we have now). The local congregation will be given more autonomy, the Presbytery and Conference would become a Regional Council, and there would be a smaller organization at the National level. Ottawa Presbytery voted 'yes' for all the remits except #6 which dealt with the one order of ministry. (Our Council must still vote on this.) The boundary for our new Regional Council will be announced soon and will be finalized in March. The final Montreal and Ottawa Conference will be held in May 2018. We are being asked to contribute something about Britannia for a video celebration at Conference. Presbytery will cease to exist December 31, 2018 as the new organization

structure will begin January 1, 2019. Many details need to be decided and finalized in the next few months. The people working on these committees need our support and prayers.

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

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

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**Christian Development Report 2017**

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

**Members of this Committee**

Mary-Lou Farrell, Chair  
Helen Hutcheson

Barbara Blair  
Mary Townson

I would like to extend a warm thank you to all my active committee members and Sunday School volunteers under the leadership of Helen Hutcheson. They have all taken on addition responsibilities this year and ensured a fantastic spiritual learning environment which was embraced by all. It is humbling to see what a great team of new and existing members can do when inspired by love and faith.

**Congregational Learning Report 2017**

Deborah Suddard was sought out and paid to run two bible studies in 2017. Although the first was well attended, due to illness and late notification to the congregation, the second group saw low numbers.

With increased awareness and notice we are confident that this year's bible study will be a success. Deborah will be asked to return for another two sessions during 2018.

**Youth Activities Report 2017**

**Submitted by:** Helen Hutcheson

- In January, the youth groups of Woodroffe and Britannia United Churches baked cookies, muffins and brownies for our first responders. We then had a lot of fun looking around the fire station, sitting in the trucks and seeing how the firefighters slid down the pole.
- In February, Britannia United Church hosted Woodroffe United Church for a Nunavut evening. We had an entertaining and informative presentation by Susan Aiken. This was followed by traditional Inuit games and a snack of authentic bannock.
- In April, the two groups went bowling. The outing was complemented with pizza and soft drinks.

- In May, Britannia's youth made and decorated cupcakes. They were sold for a free-will offering to support the United Church of Canada's Extreme Hunger Appeal for the people of Nigeria, South Sudan, Somalia, Yemen, and Kenya. The donations of \$411.60 were added to the \$48.40 raised at the Garage Sale and from the sale of the group's remaining bracelets and necklaces made by the youth in November 2016. Since the Government of Canada's Famine Relief Fund matched all dollars raised, the work of the youth group effectively raised \$920.
- In September, the two groups participated in Cleaning the Capital. We gathered five bags of litter in the Pinecrest Creek Pathway area, and then enjoyed a barbecued lunch.

### **Sunday School Report 2017**

**Submitted by:** Helen Hutcheson

During 2017, the children explored stories and themes from the Spark curriculum based on the Revised Common Lectionary. They learned about spreading love to others, forgiveness, humility and carrying out the work of God in their daily lives. Following a music session led by Valerie Baldwin, the children listen to a Bible story, engage in a conversation about it and enjoy a theme-related craft, activity or game.

Beginning in September 2017, a team-teaching approach was implemented with the participation of Lana Czelenski, Joanna Hughes, Danielle Turvey, Lauren Wallace, and others. In addition, Kelvin Stanke led the children in the building of a worm compost bin.

We are very excited that attendance is growing, with about 10 children and youth participating in the program each week.

The year was capped off with a very successful Christmas pageant with almost 20 children and youth taking part. Many thanks is extended to all those who assisted with the production.

### **Library report 2017:**

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

In 2017, work began preparing an inventory, in spreadsheet format, of additional sheet music on behalf of the Music Director.

A review of the Family Life and Self Help sections was undertaken and completed.

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

Barbara and Mary

## Worship & Music Committee Report 2017

**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, finds communion servers, prepares the Advent wreath and finds Advent readers. The committee also enhances the atmosphere of the church's sanctuary with seasonal decorations. We organize the Sunrise Easter service and also book the location for the church picnic.

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

Dori Jensen, Chair

Rev. Jim Baldwin

Mary Lou Hulan, Music Director –  
Resigned due to health issues

Roelie Jackson – Resigned for personal  
reasons and busy schedule

Candice Armstrong  
Heather Wallace

### **Highlights and Contributions:**

- Mary Lou Hulan (Music Director) continued to organize anthems for each Sunday as well as an “everybody come sing” one Sunday each month until health issues caused her to resign. Many thanks to all who helped out with the music; Rev. Jim, Minni Ang, Barry Meredith and Helen Hutcheson.
- It is a highlight to see children, as well as adults, participating in the serving of communion (thank you, Heather Wallace, for helping to prepare communion) and in the readings for the lighting of the Advent wreath. Although Roelie Jackson has resigned, she along with Diane Tupper will continue to decorate our sanctuary for special occasions.
- It is another highlight to see the continued response to Ada's Mitten Tree.
- The Blue Christmas Service, planned by Rev Jim, is much needed in our busy lives and offers an opportunity for a quieter more reflective service for all, but especially for those whose Christmas is not always a happy occasion.
- Both of our Christmas Eve Services are another highlight and are always well attended and as always communion was served at the 9:00pm service.
- Another highlight was the church picnic, held at Britannia Church. Many thanks to Mary Lou and Quinn Farrell for organizing the BBQ, and to everyone else who helped out at the picnic. A good time was had by all.

## Music Director's Report 2017

**Submitted by:** Verne Bruce on behalf of the Music Director

Mary Lou Hulan left Britannia in early September to take another position and we wish her much success in her new job as Choir Director.

The choir has once again been very busy, preparing music for our weekly services. We are a small, but devoted group, and continue to meet weekly on Thursday evenings. An increase in our music purchasing budget has allowed us to buy some much needed new music for our weekly anthems, for which we are extremely grateful.

A huge thanks to our regular choir members who come out to practice every week on Thursday nights, and to those who practice at home, and join us on Sundays to sing the



anthems. Thanks also to Dee Vance who offered a wonderful medley of Vera Lynn's war memorial songs at the Remembrance Day services. Thank you to the many guests who have come to sing/play in the summer for us.

A very special thank you goes out to Minni Ang who graciously presented us with her music both on the piano and organ from September to November. Thank you to Helen Hutcheson for playing for the Sunday service from November to the end of December, this was much appreciated. Thank you to Barry Meredith for playing his guitar for our services during November and December. Thank you to Danielle Roberts for having accompanied the Anthems. We would like to thank Mary Lou Hulan for playing at the early service on Christmas Eve and to Megan Hulan for playing at the late service on Christmas Eve.

A great big thank you goes out to Rev. Jim Baldwin for taking the reins and directing and leading the choir from September to the end of December in the absence of a Music Director. Jim's contribution was much appreciated by all choir members. A special thank you to Danielle Roberts for helping out on the piano for the choir.

Welcome to Lauren Saindon who joined the Sunday service for the Children's pageant and provided a beautiful piece of music before she was introduced to the congregation as the new Music Director.

While we continue to look for special guests to come to Britannia, we hope that this upcoming summer we will have more Britannia members step forward to offer their musical gifts, as it is much needed at that time when the choir takes a well deserved break.

Many thanks to the congregation, who continues to be supportive and open to the various styles and types of music that we choose each week.

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### **Mission, Service and Outreach Report 2017**

**Submitted by:** Wendy Gallant

**Purpose of this Committee:**

To raise awareness in the congregation about local Outreach projects and how the Mission and Service Fund supports local ministries, as well as ministries across Canada and around the world, through bulletin inserts, bulletin board displays, Minute for Mission readings, and articles in the church newsletter.

We 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**

Wendy Gallant (Chair)

Marilyn Bruce

Susan Aiken

Verne Bruce

Rev. Jim Baldwin

Target for 2017: \$16,500.00      Actual for 2017: \$10,889.00

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

- Encouraged donations of food and money to the Britannia Woods Food Bank, with thanks to Edith Kenney for timely delivery of these items;
- Participated in the Ottawa West End Community Chaplaincy start up; Marilyn Bruce and Marg Tyers are board members on the new board;
  - Took part in the OWECC Thanksgiving challenge/fundraising initiative, raising \$730.00 for the work of the Chaplaincy;
- Supported Tewegan House through White Gifts and contributions to Ada's Mitten Tree;
- Assisted at the West End Villa with services and visits by volunteers;
- Planned and set up for Senior's Tea;
- Served at the Ottawa Mission on special occasions, e.g. Thanksgiving, Christmas and Easter;
- Presented Minute for Mission readings every Sunday from September to June;
- Gave presentations on local organizations, such as Britannia Woods Food Pantry, the Multifaith Housing project (the Haven) in Barrhaven and the Ottawa West End Community Chaplaincy;
- Hosted the World Day of Prayer for Jamaica in March;
- Hosted the Annual Meeting of the Ottawa West End Community Chaplaincy on April 23<sup>rd</sup>;
- Set 2018 financial goal at \$12,500.
- Continued to support, along with the community, a local Syrian refugee family as they transition into Canadian life; this was approved by Stewards on December 19th, 2017 to be now called the "Britannia Refugee Support Fund";
- As part of Outreach, provided space for meetings of the Haitian Bible Study Group, Friends in Song and Al-Anon;

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

Mission, Service and Outreach offers an opportunity to members and supporters of Britannia United Church to live out their faith and honour our story of "hope, healing, and justice-making". We thank you for your support and your efforts in helping us to fulfill our purpose.

*Wendy Gallant has stepped down as Chair of Mission, Service and Outreach. The position will be up for election at the Annual General Meeting in March 2018*

## **Ottawa West End Community Chaplaincy Report 2017**

**Submitted by:** Marilyn Bruce, board member of OWECC

The Ottawa West End Community Chaplaincy is an ecumenical grassroots-based Christian community Chaplaincy presence in the multicultural, multifaith communities in west-end Ottawa. OWECC also supports the housing communities in Foster Farm, Morrison Gardens, Pinecrest Terrace and Regina Towers. This area is generally referred to as Pinecrest Queensway area,

The Britannia congregation along with several other groups, organizations and

congregations that share concerns regarding the effects of poverty in these neighbourhoods support OWECC financially.

OWECC is a nonprofit charitable organization and is governed by a working board on which Marg Tyers and Marilyn Bruce currently serve and Wendy Gallant is the liaison for Britannia.

August 2017 marked the first anniversary of the revitalization of OWECC. The chaplaincy under the leadership of Rev. Steve Zink currently offers three main programs: a bible scripture drop-in at Regina Towers, a youth martial arts program at Pinecrest Terrace (Kelly McGilvery from our congregation assists Steve with this program), and pastoral counseling; connecting with people at the Ottawa food banks in three of the four communities we serve. Steve also conducts special services; Blue Christmas, Easter and others as requested.

In 2018 the board hopes to expand some programs with the help of volunteers.

### **Haitian Bible Group Report 2017**

**Submitted by:** Simeon Saint-Germain

The Haitian Bible Study Group "L'EGLISE EVANGELIQUE DU CHRISTIANISME" is under the leadership of Simeon Saint-Germain, Celimene Malbranche and Nathacha Petifriere. We meet every Sunday evening from 6:00 to 10:00 p.m. and are very grateful that we are able to meet at the Britannia United Church. This helps us with our ministry.

### **Friends in Song Report 2017**

**Submitted by:** Rosemary Gibb, President of Friends in Song

Friends in Song is a 4 part ladies choir group whose "raison d'être" is to sing out in nursing homes and retirement homes spreading the joy of music. We rehearse in the church sanctuary on Tuesday mornings from September to mid- November and from January to mid-March. We hold two concerts, one each in the winter and spring at Britannia. The revenue from the concert and member dues allow the choir to pay our accompanist and choir director. We are grateful to Britannia United for allowing us to rehearse in their space and hold our concerts. The choir makes a \$100 donation to the church after both the Christmas and spring concerts as a thank you. Your attendance at these concerts is so appreciated. Thank you to Maggie Taylor, a Britannia United member, who arranged for us to be here.

### **Al-Anon Report 2017**

**Submitted by:** Joan Dort, Chair of Al Anon

The Al Anon Group meets every Tuesday night and we are very grateful that we are able to meet in the Britannia United Church.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

## **Pastoral Care Report 2017**

**Submitted by:** Dori Jensen

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

We 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  
Rev. Jim Baldwin  
Donna Armstrong  
Eileen Ball

Marilyn Bruce  
Verne Bruce  
Diane Houston  
Dick Howey

It was with great sadness that we learned of the passing of Gus Saunders, Reg Kearns, Norm Davis, Valda Boland, Larry Sobczak, Heather Thuswaldner, Al Boles, Murray Jost and Olive Packman.

### **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 and greeting cards at the appropriate times.
- We welcome new people into our congregation and introduce them to our regulars.
- We help make Britannia Church feel like home to all.

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## **Ministry & Personnel Report 2017**

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

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

Mary-Lou Farrell, Chair & Secretary Liaison: Resigned as Liaison November 2017  
Kelvin Stanke, Co-Chair & Minister Liaison: Resigned as Co-Chair October 2017  
Judy Howey – Music Director Liaison  
Scott Hughes – Secretary Liaison in November 2017  
Roelie Jackson – Custodian Liaison: Resigned from position October 2017  
Heather Wallace – Bookkeeper Liaison in December 2017

Ministry and Personnel have had a very busy year full of changes. At the committee level we saw a change in roles and structure. Mary-Lou Farrell was elected Chair of the committee following Kelvin Stanke's resignation in October 2017. Given the new expectations as Chair, Mary-Lou resigned as Secretary Liaison, passing the torch on to Scott Hughes in November 2017.

After several years of support and participation on the committee, with the title of Custodian Liaison, Roelie Jackson submitted resignation from her position in October 2017. The committee continues to seek out new volunteers to join the committee and take on essential roles, such as Liaisons for church staff.

Heather Wallace agreed to join the committee in December 2017 with the title of Bookkeeper Liaison. This was following the Committees' decision to take on the supervision and support of the Bookkeeper as an M&P staff.

There were also several changes regarding staffing. This included the first resignation from Mary-Lou Hulan as Music Director in September 2017. M&P would like to extend our sincerest thank you to Mary-Lou Hulan for all the years of music, life and happiness that she provided to our congregation. We wish her all the best wherever life brings her.

With Mary-Lou's resignation, M&P set out to enlist the assistance of a Hiring Committee to pursue a new Music Director. In the meantime, as these events were occurring behind the scenes, Rev. Jim graciously offered us his gifts, stepping in as Choir Director and representative on the Worship Committee. As no service or choir can be complete without the music, M&P hired an interim accompanist, Minni Ang. We would like to thank Minni for the beautiful music that she provided to us during the time between resignation and the hiring of the new Music Director.

Our second staff resignation came from Candice Armstrong, church secretary for over 7 years. Candice will be missed. Her continued efforts and supports to the church and congregational members have not gone unnoticed. We wish her all the best in her new full time position and the journey before her.

Again, with this resignation, M&P had to seek out volunteers willing to join together as a Hiring Committee to find a new church secretary. In the meantime, Candice went above and beyond agreeing to train an interim secretary who could take over the role in 2018 while we went through the tedious job of finding and hiring a replacement.

The Committee has decided to use the new hiring process as an opportunity to begin reflecting on all staff job descriptions. Seeing that these job descriptions have not been updated in several years, it is time for some changes. It is our intention to complete a full review and revise the job descriptions to better reflect the actual roles and expectations placed on our personnel.

At this time, we would like to recognize and show our appreciation for all of those who volunteered to be part of the hiring committees for the Music Director and Secretary; Judy Howey, Helen Hutcheson, Dori Jensen, Bob Johnston, Dee McEwen, Barry Meredith, Diane Taylor. Without all of your time and support, none of this would have been possible, thank you.

With the many challenges that come from a minister's duties, Rev. Jim's holidays were a valuable period of renewal and rebalancing; providing him the renewed energy he

needed and definitely deserved. We thank you, Jim, for always going above and beyond, stepping in to a variety of roles and being wherever you are needed.

We would like to recognize Larry Woods for his contributions to the church. He works diligently during the early morning hours ensuring that the church is clean, organized and ready for the day's visitors and staff. We also extend our appreciation for Larry's patience and efforts in learning a new flooring maintenance and cleaning system.

As always, the Ministry and Personnel Committee continues to ensure that annual staff reviews are completed in a timely manner to address any and all issues but more importantly, reflect on all the positives that each staff member contributes to our church and congregation.

Lastly, we would like to thank the M&P Committee members for their ongoing support, commitment and wisdom, guiding us through the various decisions and situations that we need to continuously act on.

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## **Trustees Report 2017**

**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 of Britannia United Church for the 2017 year are listed below:

|                           |  |
|---------------------------|--|
| Donald Judd, Chair        | 2559 Chambers Ave., Ottawa, ON, K2B 7S1            |
| Gail Wyse, Secretary      | 50 Magnolia Way, Kemptville, ON, K0G 1J0           |
| Arthur Buss <sup>1</sup>  | 2018 Robertson Road, Nepean, ON, K2H 1C6           |
| Eileen Chambers           | 2366 Drury Lane, Ottawa, ON, K2C 1G5               |
| Norman Davis <sup>1</sup> | 1340 Stittsville Main St, Stittsville, ON, K2S 1V8 |
| Horace Duncan             | 2433 Sudbury Ave, Ottawa, ON, K2C 1L6              |
| Ole Jensen <sup>2</sup>   | 461 West Ridge Dr, Stittsville, ON, K2S 0L1        |
| Robert Livingstone        | 37 Rueter St., Ottawa, ON, K2J 3Z9                 |
| Bud Lusk                  | 736 Windermere Ave., Ottawa, ON, K2A 2X4           |
| Robert McKenzie           | 3015 Richmond Rd., Ottawa, ON, K2B 6S6             |
| John Todd <sup>3</sup>    | 702-2841 Richmond Rd., Ottawa, ON, K2B 6C5         |

Notes: 1. Mr. Buss and Mr. Davis were elected Trustees Emeritus at the 2015 AGM. Mr. Davis died on April 9, 2017 and Mr. Buss transferred his United Church of Canada membership to Bells Corners United on March 2, 2017 at which time he ceased to be an active Trustee. However, he retains the honourific title of Trustee Emeritus for Britannia United Church.

2. Mr. Jensen was elected to the Board of Trustees at a special Congregational Meeting that was held before the regular Church service on May 14, 2017.
3. Mr. Todd resigned from the Board at the AGM on March 26, 2017 but remained the Church contact for the Isabel Smith Memorial Fund until Mr. Jensen was fully recognized by Scotia McLeod in mid July.

During 2017, the Trustees held two regularly scheduled meetings, one on February 7 to approve the withdrawal of up to 5% of our major investments as the funds are required during the year, and the second on May 19 to consider the annual United Church of Canada insurance coverages and approve the payment of the premium. Council had previously approved the additional withdrawals up to 5% from our investments if required during the year. Following notification from our bookkeeper, Heather Duncan that additional funds would be necessary, a third consultation was done with the Trustees before and after Church in the Fall to obtain consensus on the withdrawal of an additional \$5,000.00 from our major investments.

The total holdings in all of our major investments at the beginning of 2017 were \$665,065.75 and at the end of December, they were \$687,172.66 which means that we experienced a \$22,106.91 increase. We also withdrew a total of \$33,244.49 which went into the General Operating Fund to help with the operation of the Church.

If the withdrawals are added to the yearend amount, our holdings would have been \$720,417.15 which works out to be a return of 8.32% on our investments. When GIC returns are in the vicinity of 1.600%, comparatively speaking, we have done extremely well with our financial resources.

We were fortunate to receive a donation of stocks again in December. The process is to add them to our IPC investment portfolio at Craig and Taylor and then sell them as quickly as possible before the year-end to have the proceeds deposited directly into the Church bank account. A total of \$4,853.73 was received and from this amount was subtracted the transaction fee of \$100.00, so the actual benefit to the Church was \$4,753.73. To this figure was added some cash (\$244.49) that was in our investment account so the total deposit to the Church bank account was \$4,998.32. The Trustees are most grateful to the donors who provided these funds.

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

|                           | <u>Primary</u> | <u>Secondary</u>                      |
|---------------------------|----------------|---------------------------------------|
| <b>Manse Fund</b>         |                |                                       |
| - IPC Mutual Funds        | Donald Judd    | (Only one contact allowed)            |
| - IPC Securities (stocks) | Donald Judd    | (Only one contact allowed)            |
| - Stock Fund              | Donald Judd    | (Only one contact allowed)            |
| <b>Smith Fund</b>         | John Todd      | (Replaced by Ole Jensen in July 2017) |
| <b>Insurance</b>          | Donald Judd    | (Only one contact allowed)            |

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

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

The insurance coverages and cost were reviewed at the May 19 meeting prior to the policy renewal on June 1. The Chair pointed out that the Directors and Officers Liability insurance coverage has been extended at no cost again for another year. (The premiums are actually paid for by the United Church of Canada from the Group Funded Account.) The premium for the insurance package was \$4,440.92 which was approved by the Trustees. (It is interesting to note that the premium is the same as it was for 2016).

What follows is a condensed version of our coverages and is provided as part of this report in response to comments by a member of the Congregation who felt that everyone should be aware of the protections that we have. The entire 140 page policy is available in PDF format from the Chair of Trustees in case anyone is interested. (A recent search of the United Church of Canada website was unable to locate an updated version). Whereas the provider of your home insurance will present a policy and you can accept the terms or consider another agent, the United Church of Canada has developed the policy and invites insurers to bid on providing the coverages. With this approach we are able to get the best coverages at the lowest premium cost.

### **1. Property**

- i) The Church buildings and contents are covered with replacement cost insurance up to \$2,919,645.00.
- ii) Earthquake insurance is included under the policy. The deductible is 3% of the insured value subject to a minimum deductible of \$100,000.00.

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

|                                  |                |
|----------------------------------|----------------|
| - Contents (including the organ) | \$224,375.00   |
| - Stained glass                  | \$15,744.00    |
| - Church building                | \$2,679,526.00 |

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

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

### **3. Crime Insurance**

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



#### **4. Commercial General Liability**

- Bodily injury & property damage \$2,000,000.00
  - Professional Services errors and omissions \$2,000,000.00
  - Medical payments (each person) \$10,000.00
- (The deductibles vary between \$250.00 and \$1000.00 per occurrence)

#### **5. Umbrella Liability Insurance**

This coverage was not part of the policy this year.

#### **6. Abuse**

- Abuse \$2,000,000.00

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

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

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

#### **8. Premium**

The premium for the 2017 coverages is as follows:

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

The Trustees continue to manage the portfolios of major investments for the Church with considerable thought given to maximizing returns while accepting reasonable levels of risk.

Insurance coverage under the United Church of Canada policy is managed through a local insurance broker to ensure that we have adequate protection for the building and contents as well as appropriate liability coverage for Officers of the Council and employees. As part of this insurance coverage, an inventory of the contents of the Church is maintained by the Trustees and members of the Congregation are asked to please inform the Chair of the Board of Trustees if items are added to or removed from the Church.

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### **Stewards Report 2017**

**Submitted by:** Helen Hutcheson, Secretary

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

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

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

Verne Bruce

Jamie Hill, Treasurer

Bob Johnston

Heather Wallace

Helen Hutcheson, Secretary

Don Jackson

Bob Livingstone

Gail Wyse

Stewards were pleased to welcome Jamie Hill to the Committee and to the position of Treasurer.

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

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

- Throughout the year, 7 meetings were held to follow up on the work of the Committee and its Sub-Committees.
- The Committee of Stewards had a very productive year. In addition to the accomplishments outlined in the reports by the Chairs of the Sub-Committees, the following was achieved:
  - The email address, [stewards@brituc.ca](mailto:stewards@brituc.ca), was created for all Committee correspondence.
  - The *Policy on Reimbursement of Expenses to Volunteers* was revised to remove reference to the signing back of cheques to the Church.
  - A short note was added to the new expense claim form encouraging members to donate the amount of their refund to the Church.
  - The floors in the foyer, hallway, janitorial room/file room, kitchen supply room, kitchen, cloak room, nursery and washrooms, as well as downstairs were stripped and waxed.
  - A new contract with Suzart Products will come into effect in July 2018. Suzart will pay Britannia United Church \$40 per day for the use of facilities for rehearsals for performances which will not take place at the church. There will be a rounded increase of 5% per year beginning in 2019. Britannia United Church will continue to receive 40% of profits, after expenses, for all productions performed in the Church. Suzart will promote the church in its programs and Britannia will advertise Suzart Productions on its website.
  - The Committee adopted September 1 to June 15 as the dates between which the Church would turn on the heat, should the internal temperature drop to 20 degrees Celsius or less.
  - Quotes for the installation of LED lights in the church were received from two contractors. These quotes will be used to ensure that the church is obtaining best value for money.
  - The following fundraisers were organized: Ham Dinner, Murder Mystery, Garage Sale, Strawberry Social, Bazaar, Craft Sale, Frozen Berry Sale, MacMillan's and Busters Gift Certificates.

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

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

### **Property Report 2017**

**Submitted by:** Don Jackson

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

Don Jackson

Verne Bruce (Rental Contracts, Security)

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

To upkeep and maintain the Church buildings and land, negotiate long-term leases and temporary arrangements with groups and individuals wishing to use the Church property, and maintain a secure environment.

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

- Made many small repairs and relocations, e.g. door hinges, locks, communion seats
- Installed new yard floodlight and aluminum pole
- Partially converted to energy-saving LED lighting in basement and lobby
- Investigated hydro incentive grants for all lighting to be changed to long-lasting LEDs which would reduce hydro by almost half
- Completed yard repairs and brought in materials to maintain pot holes and general grade of the yard
- Installed new pump motor for boiler system
- Repaired miscellaneous plumbing, e.g. basement kitchen sink drain and taps
- Sealed large windows at rear of small classroom in basement to prevent water leakage to floor
- Installed new microwave plug in upstairs kitchen
- Made good and installed panel over damaged exit door in the west basement large room
- Bolted down bench at main entrance to deter theft
- Procured quotes for tree removal in back yard, as there was a potential risk of ice storm and damage to the building and windows. The trees were removed between December 2017 and January 2018, at a cost of over \$2,000.00, paid to Davey's Tree Removal
- Built dollies for miscellaneous cupboards and freezers, as needed
- Purchased used lawnmower, almost like new, for \$150, as the old mower was in an aged condition
- Lubricated pumps, fans, etc.
- Checked out boilers, and low water cut-off blow down
- Made good progress on the future lighting of Church sign, for completion in Spring 2018

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

The Property Sub-Committee manages the Church's property which is essential to the provision of services to our congregation and community.

### **Office Automation Report 2017**

**Submitted by:** Bob Johnston

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

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

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

- Bob Johnston - Chairperson, responsible for office automation system and web-site design and maintenance.
- Candice Armstrong - Member, user representative, responsible for system monitoring, minor maintenance and consumables replenishment. Candice resigned effective 31 December 2017. Thank you, Candice, for your help and support.

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

- The heavy duty colour printer from the Office Doctor has turned out to be a good investment. Monthly printing costs have been more than halved (>\$100/month before 2016 down to <\$50/month in 2017). The printer has a five year performance guarantee (June 2016 - 2021) which includes replenishing the toners as required.

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

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

### **Memorial Garden Report 2017**

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

To create floral beauty through the seasons.

**Members of the Sub-Committee:**

Roelie Jackson  
Dianne Tupper  
Heather Wallace

**Highlights of our Work:**

- In 2017, petunias and other annual flowers were purchased and planted. Care of all the beds lasts from spring until after Thanksgiving.
- The stained glass hanging donated by Barbara Blair was dedicated on February 19, 2017.
- In the summer, Roelie and Don Jackson acquired a second-hand bench. Don and Roelie Jackson, and Dianne Tupper had considerable work to scrape and refurbish the bench. This bench, in memory of Valda Boland and all those who have gone before, was placed by the Memorial Garden in August. Shortly after, an inscription was added. The bills for supplies were submitted for reimbursement.
- In late summer, Roelie Jackson bought colorful mums to enhance the entrance to BUC and add color for the fall season.
- After Thanksgiving, the committee members cleared the flower beds and wrapped some shrubs.

BUC gardeners for 2018 will be Roelie Jackson, Dianne Tupper and Heather Wallace.

**Kitchen Report 2017**

**Submitted by:** Verne Bruce

**Purpose of the Sub-Committee:**

To oversee the kitchen facilities and equipment and their use for Sunday service and special events.

**Members of the Sub-Committee:**

Verne Bruce (Chair)  
Roelie Jackson  
Heather Wallace

**Highlights of our Work:**

The kitchen committee has identified each cupboard with a picture placed on the door to indicate what is stored in that particular cupboard. This will help clients using the kitchen to know where to return the dishes that have been used under their supervision.

**Coffee / Tea / Juice Service Report 2017**

**Submitted by:** Verne Bruce

**Purpose of this Sub-Committee:**

To oversee the serving of coffee, tea and juice each Sunday after the regular service and on special occasions. Refreshments are provided by different volunteers on a weekly basis. This gives the members of the congregation the opportunity to socialize with each other before departing for the week.

**Members of the Committee:**

Verne Bruce, Chair

Roelie Jackson (resigned November 2017)

Helen Hutcheson and Don Miller

Dianne Tupper and Barry Meredith

Kristine and Kelvin Stanke

Deanna Giles and Rick Vail

**Highlights of our Work:**

This Sub-Committee provides an opportunity for the members of the congregation to stay after the service to socialize.

**Memorial Report 2017**

**Submitted by:** Bob Livingstone

**Purpose of this Sub-Committee:**

To keep a record of all memorial donations received.

**Members of the Sub-Committee:** Bob Livingstone

**Highlights of our Work:**

- Use Memorial Funds for the purchase of or contributions to specific items for the church in loving memory of those who have passed.
- Receive items donated in loving memory of family members presented to the church.
- Donations this year have been received in memory of Cal McKay, Gus Saunders, Norm Davis, Valda Boland and Heather Thuswaldner.

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

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

*Treasurer's Report and Envelope Steward Report begin on page 33*

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## Membership and Attendance Report 2017

| CONGREGATIONAL STATISTICS             | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
|---------------------------------------|------|------|------|------|------|------|
| Total January 1                       | 347  | 312  | 211  | 208  | 207  | 204  |
| New Members                           | 3    | 3    | 7    | 2    | 2    | 0    |
| Transfer by Certificate               | 1    | 2    | 7    | 2    | 2    | 0    |
| Profession of Faith                   | 2    | 1    | 0    | 0    | 0    | 0    |
| Transferred to non-resident roll      | 1    | 2    | 0    | 0    | 3    | 0    |
| Removal                               | 15   | 104  | 10   | 5    | 5    | 7    |
| Transfer by Certificate               | 2    | 1    | 0    | 1    | 0    | 1    |
| By Death                              | 10   | 4    | 10   | 4    | 5    | 6    |
| By Session                            | 3    | 99   | 0    | 0    | 0    | 0    |
| Total as of December 31               | 334  | 211  | 208  | 207  | 204  | 197  |
| Active Members                        | 231  | 154  | 167  | 154  | 158  | 158  |
| Non-Resident Members                  | 53   | 45   | 37   | 31   | 31   | 31   |
| Member Families                       | 187  | 90   | 102  | 121  | 118  | 118  |
| Number of Identifiable Supporters     | 223  | 137  | 144  | 138  | 134  | 186  |
| Number of Identifiable Supporters M&S | 64   | 46   | 48   | 47   | 49   | 84   |
| Funerals                              | 7    | 9    | 10   | 4    | 5    | 10   |
| Marriages                             | 0    | 3    | 5    | 3    | 2    | 6    |
| Baptisms                              | 5    | 1    | 0    | 3    | 2    | 0    |
| Holy Communion                        | 14   | 12   | 12   | 13   | 12   | 7    |

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## Seniors' Tea Report 2017

**Submitted by:** Maggie Taylor, Coordinator

We are a group of seniors and seniors-at-heart from the church and community that meet from September to May on Thursday afternoons from 1:00 to 3:30/3:45pm. We start with a short devotion, hymn and prayer followed by such games as Bridge, Cribbage and Scrabble.

During February and March, Dee McEwen coordinated the tea while I enjoyed the catering of the Ottawa General Hospital. I can say with conviction that nothing beats the flavor and quality of sandwiches and treats baked by our members.

Marilyn Bruce, Dee and I share responsibility for the opening meditations and, as always, we thank Reverend Jim for leading us in the hymns.

Our end of year luncheon in May was held at the Mandarin where everyone enjoyed the wide variety of entrees and desserts.

September 28<sup>th</sup> we received a visit from James Davidson, the community sales director for The Court at Barrhaven. He brought treats and provided information about this senior living facility.

In September Betty Lusk resigned as our kitchen volunteer. She had prepared our 3:00 tea and coffee. Our heartfelt thanks for all your years of service, Betty.

Our traditional Christmas luncheon was held at Kristy's in the private solarium where we enjoyed a potluck of desserts and entertainment provided by members and guests. Our carol singing was led by Jim on his guitar.

A special thank you to Verne Bruce for all his help in the kitchen and to each member, because you keep the Seniors' Tea running with your individual contributions of treat preparation, tea clearing and kitchen cleanup.

We are a core group of 10 - 14 souls and would love to welcome new members. Please pass the word around.

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### **West End Villa Report 2017**

**Submitted by:** Marilyn Bruce Convener

**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 from January – June and September – November. Communion is served every 2 months during this time.

**Members of this Committee:**

|                            |                  |
|----------------------------|------------------|
| Marilyn Bruce, Convener    | Joan Hines       |
| Rev. Jim Baldwin, Minister | Roelie Jackson   |
| Dori Jensen, Lay Preacher  | Bob McKenzie     |
| Donna Armstrong            | Jean Milne       |
| Eileen Ball                | Brenda Plamondon |
| Verne Bruce                | John Pye         |
| Elaine Edwards             | Joan Wilson      |

**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 will start up again the 4<sup>th</sup> Tuesday of January 2018



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

Outreach

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**Newsletter Report 2017**

**Submitted by:** Peter Bain, Editor

**Purpose of this Committee:**

The purpose of the newsletter is to inform members of the congregation and the outside community of the activities and concerns of the Britannia congregation, the United Church as a whole, and of the local community. It features a mixture of reports and news from members and groups within Britannia United Church such as Mission and Service, Sunday School, and the Music Director; as well as articles from the community.

Britannia published four newsletters in 2017: Easter, June, Fall, and Christmas. It is distributed electronically via the church website and e-mail to many members. We also publish hard copies. The Christmas and Easter print issues are sent to members via Canada Post.

Articles are accepted electronically at [newsletter@brituc.ca](mailto:newsletter@brituc.ca) and in hard copy.

I wish to thank all the contributors inside and outside the church for their stories, essays, jokes and puzzles, and announcements. My gratitude goes to Reverend Jim for his inspiring sermons and thoughtful Minister's Messages. I am indebted to the Assistant Editor, Leigh Bain, for her help preparing and proofreading the newsletter. I wish to acknowledge Candice Armstrong for her invaluable assistance producing and distributing each issue. I could not have done it without her.

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**Craft Group Report 2017**

**Submitted by:** The Craft Group

**Purpose of this Committee:**

To design, make and provide articles for sale at various functions within the church.

**Members of this Committee:**

Beth Craig  
Elizabeth Eyamie  
Else Jensen

Edith Kenney  
Ellen Lalonde

**Highlights of our work:** In 2017, our crafts were available at the Strawberry Social, the Harvest Moon Bazaar, the Inspired Hearts and Hands Craft Show, and the Christmas Potluck Dinner. With all this exposure we raised the following for the church: \$1278.50.

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

We are very social. We gather every Monday afternoon from 1:15 to 3:00pm from September to May, with holidays being the exception. We knit, sew, crochet and make

greeting cards for all occasions. We provide booties for baptisms as a gift to the wee baby. We knit mittens for Ada's Mitten Tree; these are donated to different organizations that need them. If we get stuck one of the others will always help out. We have tea and refreshments while we talk and joke with one another. We go to lunch twice a year, once in December and again before we break for summer. We are no longer meeting at the Church on Monday afternoon, each member is doing their own craft at home since our group is very small.

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

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### **Treasurer's Report 2017**

**Prepared by:** Jamie Hill and Verne Bruce

Attached are the financial statements of Britannia United Church for the year ending December 31, 2017.

In 2017, we only required \$32,500 from the Manse/Smith Funds to help cover the expenses for the year. We had a shortfall in our offering of (\$3,970) but with expenses of \$14,896 below budget, \$23,969 in other donations and \$398 in extra rent over budget, we ended the year with a deficit of only (\$4,788).

- 1) Salaries Allowances and Benefits were lower by \$1,274. Transfer of \$1374.96 from Minister's Educational Allowance to Sabbatical which has a balance of \$4,736.44 at December 31, 2017.
- 2) Property Expense was under budget by \$8,164 due to the savings by Mr. Jackson
- 3) Programs was under budget by \$1,702. Special Outreach for \$1,200 was not needed.
- 4) Session was under budget by \$2,707. The music budget was under by \$442, the music director is rotating the anthems previously purchased.

Christian Development budget was under by \$1,276, since they were able to transfer the cost of \$512 to Sunday School Fund.

- 5) Administration was under budget by \$1,050. Due to under spending in Photocopying Maintenance Agreement by \$446. Bulletins \$154. Coffee & Juice \$23, Expenses for Weddings & Funerals \$391. The other net savings of \$36.
- 6) Fixed Assets were increased by \$1,602. The new Floor Polisher \$1,452 and the Gas Lawn Mower \$150.
- 7) We transferred \$13,930 to Building Improvement Fund to cover the stripping and waxing the floors upstairs, downstairs and the stairs, installing new baseboards

\$5628, non-slip runner on ramp \$1300, painting basement \$1029, blinds for classrooms \$209, new carpet and runners \$1386, film over windows in Room 7 and upstairs \$2774, testing tiles \$282, new LED lights in basement \$716, other upgrades \$606.

- 8) We transferred \$374 to Memorial Fund for plaque on bench \$73, and memorial bench in memory of Valda Boland \$300.
- 9) Britannia Refugee Support Fund: We have received \$33,967 in donations to cover expenses incurred by the refugee family in the amount of \$19,900.

In addition, the congregation contributed \$10,889 to the Mission and Services Fund although we didn't quite meet our goal of \$15,000. The congregation also supported a number of outreach programs in the amount of \$24,610 which includes the following:

|    |                                      |          |
|----|--------------------------------------|----------|
| a) | Ottawa West End Community Chaplaincy | \$ 2,850 |
| b) | Britannia Woods Food Cupboard        | \$ 1,350 |
| c) | Multifaith Haven (Ottawa Presbytery) | \$ 50    |
| d) | Local Syrian Refugee Fund            | \$19,900 |
| e) | Extreme Hunger Appeal                | \$ 460   |

The balance in the Manse Fund as of December 31, 2017, 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 \$200,728. The Isobel Smith Fund was established in 2010 by Mr. Art Smith in memory of his wife, Isobel. The balance in the fund as of December 31, 2017 consists of the original gift of \$297,638 plus net accumulated investment income for a total of \$486,445. All these investments are monitored by the Board of Trustees on behalf of Britannia's congregation.

It is noted that the Committee Chairs have managed their budgets carefully and ended the year in most part within their budget. We will have to continue to be as frugal in 2018. All Committees will have to ensure that expenditures in 2018 are necessary and warranted and with the combined efforts of everyone, hopefully we will be able to improve our finances.

**Many thanks to everyone for your contributions during 2017, including your time and effort in supporting church projects and activities as well as your donations of funds.**

### Balance Sheet as of December 31, 2017

| <b>ASSETS</b>                     | <b><u>2017</u></b> | <b><u>2016</u></b> |
|-----------------------------------|--------------------|--------------------|
| Current Assets (cash, bank, GICs) | 36,557             | 40,545             |
| Bank Savings Account              | 1,000              | 0                  |
| Manse Investment Fund             | 200,728            | 192,341            |
| BUC Stock                         | 3,888              | 3,888              |
| The Isobel Elizabeth Smith Fund   | 486,445            | 468,267            |

|                     |                  |                  |
|---------------------|------------------|------------------|
| Fixed Assets        | 321,540          | 323,217          |
| <b>Total Assets</b> | <b>1,052,917</b> | <b>1,028,258</b> |

#### **LIABILITIES**

|                                       |               |               |
|---------------------------------------|---------------|---------------|
| Accrued Funds for Minister Sabbatical | 2,600         | 800           |
| Other Liabilities                     | <u>26,681</u> | <u>18,032</u> |

#### **EQUITY**

|   |                  |                  |
|---|------------------|------------------|
| Accumulated Current Operating Surplus (Deficit) | (78,270)         | (49,559)         |
| Investment in Fixed Assets                      | 317,006          | 320,284          |
| Manse Investment Fund                           | 200,728          | 192,341          |
| Building Improvement Fund                       | 24,342           | 36,534           |
| The Isobel Elizabeth Smith Fund                 | 486,445          | 468,267          |
| BUC Stock                                       | 0                | 3,888            |
| Other Restricted Funds                          | <u>48,726</u>    | <u>37,671</u>    |
| <b>Total Liabilities &amp; Equity</b>           | <b>1,028,258</b> | <b>1,028,258</b> |

**Balance in Bank Account as of December 31, 2017 was: \$37,557**

#### **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.

#### **Manse Investment Fund**

The balance in the Manse Fund, as of December 31 2017 is \$200,728, and consists of the original proceeds from the sale of the manse in 1997 of \$133,440, plus net accumulated investment income, gains and losses, less transfers to the General Operating Fund since that date. The Manse Fund investments are monitored by the Board of Trustees on behalf of Britannia's congregation.

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

The Isobel Elizabeth Smith Memorial Fund was established in 2010 by Mr. Art Smith in memory of his wife Isobel. The balance in the fund as of December 31, 2017 is \$486,445 and consists of the original gift of \$297,638.00 plus net accumulated investment income, gains and losses less transfers to the General Operating Fund since the date established. This investment is monitored by the Board of Trustees on behalf of Britannia's congregation.

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

The Minister is entitled to both an annual Education Leave as well as a Sabbatical every five years. In 2007, the Official Board adopted a new policy regarding the Minister's

Sabbatical. Funds are now accrued every year (\$150/month) to pay the cost of a replacement minister during the Sabbatical period.

**Unused Minister’s Education Allowance for Sabbatical**

The unused Minister's Educational Allowance is accrued from year-to-year, in order to offset the Minister's Sabbatical expenses. As of December 31, 2017, **\$1,375** will be transferred into a special Bank Savings Account. In the event of the Minister's departure from Britannia, any unused funds shall revert back to the General Operating Fund. This transfer will be part of the year end procedures.

**Building Improvement Fund**

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

**Memorial Fund**

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

**Mission and Service Fund**

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

**INCOME FROM PROJECTS**

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

|                        | <b>2016</b>          | <b>2017</b>          | <b>2017</b>          |
|------------------------|----------------------|----------------------|----------------------|
|                        | <b><u>Actual</u></b> | <b><u>Actual</u></b> | <b><u>Budget</u></b> |
| Bazaar                 | \$3,776              | \$3,460              | \$4,000              |
| Garage Sales           | \$1,267              | \$1,298              | \$1,000              |
| Crafters Table Rentals | \$ 709               | \$ 720               | \$ 980               |
| Strawberry Social      | \$1,390              | \$1,546              | \$2,000              |
| Grocery Coupons        | \$ -0-               | \$ -0-               | -0-                  |
| Dinners                | \$5,152              | \$6,370              | \$5,000              |
| Frozen Berry Sales     | \$ 391               | \$ 279               | \$ 300               |
| Craft Group Sales      | \$1,568              | \$1,278              | \$1,500              |
| Miscellaneous          | \$1,029              | \$2,006              | \$1,070              |
| Income from Projects   | <u>\$15,582</u>      | <u>\$16,957</u>      | <u>\$15,850</u>      |

**Budget 2017**

|                                  | <b><u>Actual</u></b> | <b><u>Budget</u></b> | <b><u>Actual</u></b> | <b><u>Budget</u></b> |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|
|                                  | <b><u>2016</u></b>   | <b><u>2016</u></b>   | <b><u>2017</u></b>   | <b><u>2017</u></b>   |
| <b>REVENUE</b>                   |                      |                      |                      |                      |
| Offering                         | \$ 94,846            | \$105,000            | \$ 91,530            | \$ 95,500            |
| Use of Facilities-Primary Tenant | \$ 39,800            | \$ 39,400            | \$ 41,846            | \$ 41,235            |
| Use of Facilities-Other Sources  | \$ 12,057            | \$ 8,220             | \$ 12,872            | \$ 13,085            |
| Projects                         | \$ 15,283            | \$ 15,850            | \$ 16,957            | \$ 15,580            |
| Restricted Funds                 | \$ 24,000            | \$ 68,500            | \$ 38,244            | \$ 32,000            |

|                               |                   |                  |                  |                  |
|-------------------------------|-------------------|------------------|------------------|------------------|
| Other (Donations/Bequest/etc) | \$ 24,388         | \$ 3,500         | \$ 19,848        | \$ 3,500         |
|                               | <u>\$ 210,374</u> | <u>\$240,470</u> | <u>\$221,297</u> | <u>\$200,900</u> |

**EXPENDITURES**

|                                |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries, Allowances, Benefits | \$ 157,054        | \$ 167,875        | \$ 170,805        | \$ 172,079        |
| Property Expenses              | \$ 34,708         | \$ 41,815         | \$ 34,891         | \$ 43,055         |
| Programs                       | \$ 9,149          | \$ 13,061         | \$ 10,291         | \$ 11,993         |
| Session                        | \$ 3,428          | \$ 6,905          | \$ 3,598          | \$ 6,305          |
| Administration                 | \$ 8,577          | \$ 10,900         | \$ 6,500          | \$ 7,550          |
|                                | <u>\$ 212,918</u> | <u>\$ 240,556</u> | <u>\$ 226,085</u> | <u>\$ 240,982</u> |

**EXCESS OF REVENUE OVER EXPENDITURES**

|  |                   |                |                   |                    |
|--|-------------------|----------------|-------------------|--------------------|
|  | <u>\$ (2,544)</u> | <u>\$ (86)</u> | <u>\$ (4,788)</u> | <u>\$ (40,082)</u> |
|--|-------------------|----------------|-------------------|--------------------|

**Reconciliation of Stewards Envelope Report 2017**

|   |                  |
|---|------------------|
| <b>Stewards Envelope Report</b>             | <b>2017</b>      |
| General Fund                                | \$100,970        |
| Mission & Services                          | 10,889           |
| Other & Special Requests                    | <u>43,296</u>    |
| <b>Total Envelope Giving's for the year</b> | <b>\$155,155</b> |

**Treasurer's Reconciliation to Envelope Giving's**

|                      |           |
|----------------------|-----------|
| Offering             | \$ 89,945 |
| Minus Loose Offering | (1,585)   |
| Mission & Service    | \$ 10,889 |

**Restricted Funds**

|                          |                   |
|--------------------------|-------------------|
| Memorial Fund General    | \$ 255            |
| Local Refugee Fund       | 33,967            |
| Other & Projects         | 18,541            |
| Building Fund            | 1,739             |
| Benevolent               | 1,129             |
| UCC Observer             | <u>275</u>        |
| <b>Treasurer's Total</b> | <b>\$ 155,155</b> |

2017 saw a lot of change which brought with it many challenges as well as opportunities for growth. Our strength is our generosity of spirit which is ever present in our congregation and it continues to shine brightly in a sometimes dimly lit world. Through God's grace, our strengths have allowed us to overcome our weaknesses and to move forward in a fiscally responsible manner, keeping in mind that we are mere stewards of this world and its resources.

During the course of 2017, I started as treasurer. Hence, there may be a disconnect between format and content compared to years prior.

In addition, two staff positions have turned over as we said goodbye to our Director of Music and Office Secretary. These changes are not without financial implication as paying for replacements and the hiring process add further expenses. In addition, to higher base wages will impact our budget into 2018.

We have also undertaken to give our bookkeeper annual cost-of-living adjustments and to pay retro adjustments. This also affected our 2017 fiscal outcome and will impact our 2018 budget.

We have signed new long term rental agreements with Suzart and Queensview Professional Group regarding building and parking lot rental respectively which will give us some stability and foresight in our financial planning.

In terms of our financial position, unaudited statements show an operational loss of \$43 000. Further analysis shows income of \$38 245 which is a portion of interest earned on long term investments. Therefore, the congregation realized a net loss of just \$4800 which is considered a balanced budget for a non-profit organization. This represents a strong performance in 2017 as budgeted amounts indicated an operational loss of \$72 082 and a net loss of \$40 082. Prudent spending which reduced expenses by \$15000 (\$241000 to \$226000) in addition to higher revenues of \$20 000(\$221000 vs. \$201000) constituted the savings.

We completed 9 fundraisers which brought in a total of \$17000 for the church and have collected nearly \$20 000 from our congregation and the wider community in support of our refugee family.

Our restricted fund balance continues to be in a short position by approximately \$73000 which represents accumulated losses. While this affects cash flow, it does not affect solvency as the church continues to hold long term assets (endowments and land/buildings) in excess of \$1 million.

One way of measuring success is through the use of a managerial tool called the Balanced Scorecard. While it measures financial outcomes using key performance indicators, it also measures non-financial outcomes such as Business Processes, Customer Service and Learning & Growth. Each of quadrants tell an equally important tale in the organization's ability to meet its objectives and mission statement while staying true to its values.

Britannia United has done a superlative job in these categories. For example, under Customer Service, the church has held 53 weekly worship services and has seen attendance grow. In addition, it has hosted a games night, two spiritual formation classes and boasts an active choir, strong support for the Britannia Woods Food Pantry and supports a refugee family. God's love in the world is a beacon of light made brighter due to the partnership we share as co-creators of the world. Through his grace, we put our resources to use in ways we could never imagine, in an effort to serve our congregation and the community in which we live.

The attached link is a good article about the use of profitability measures in a non-profit context.

<https://www.linkedin.com/pulse/measuring-non-profits-profitability-laurie-styron/>

Scripture calls us to be good stewards of the resources entrusted to us in a manner that does more than simply keeping it safe. Matt 25: 14-30 calls us to invest our resources in a responsible manner in order to recognize a prophet. Only *Kingly Profit* in this context refers to a return on human capital after a spiritual investment. Luke 16:1-13 calls us to

be generous with God's resources while remaining good stewards of it and Luke 12:13-21 reminds us to take every opportunity to further the Kingdom while we can.

In the spirit of God's grace, we collect donations, invest our funds and disperse them in ways that will bring God's love to everyone. May God continue to guide us in our efforts to collect and distribute resources wisely.

**STATEMENT OF GENERAL OPERATING FUND REVENUE AND EXPENDITURE  
for period ending December 31, 2017**

| <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b> | <b>BUDGET</b> |
|---------------|---------------|---------------|---------------|
| <b>2016</b>   | <b>2017</b>   | <b>2017</b>   | <b>2018</b>   |

**REVENUE**

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
| Offering                               | 94,846         | 91,530         | 95,500         | 95,500         |
| Use of Facilities - Mindware           | 39,800         | 41,846         | 41,235         | 44,550         |
| Use of Facilities - Other Sources      | 12,056         | 12,872         | 13,445         | 16,962         |
| Projects                               | 15,283         | 16,957         | 15,580         | 15,920         |
| Transfers from Restricted Funds        | 24,000         | 38,244         | 32,000         | 32,500         |
| Other Donations, Tax Rebates, Bequests | 24,388         | 19,848         | 3,500          | 3,500          |
| <b>TOTAL REVENUE FOR THE YEAR</b>      | <b>210,373</b> | <b>221,297</b> | <b>201,260</b> | <b>208,932</b> |

**EXPENDITURES**

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
| Salaries, Allowances, Benefits         | 157,054        | 170,805        | 172,079        | 185,652        |
| Property Expenses                      | 34,709         | 34,891         | 43,055         | 41,705         |
| Programs                               | 9,149          | 10,291         | 11,993         | 12,971         |
| Session                                | 3,428          | 3,598          | 6,305          | 6,900          |
| Administration                         | 8,577          | 6,500          | 7,550          | 7,255          |
| <b>TOTAL EXPENDITURES FOR THE YEAR</b> | <b>212,917</b> | <b>226,085</b> | <b>240,982</b> | <b>254,483</b> |

|  |                |                |                 |                 |
|--|----------------|----------------|-----------------|-----------------|
| <b>EXCESS OF EXPENSES OVER REVENUE</b> | <b>(2,544)</b> | <b>(4,788)</b> | <b>(40,082)</b> | <b>(45,551)</b> |
|--|----------------|----------------|-----------------|-----------------|

**Cash in Bank as of December 31, 2017 \$37,557**

|  |               |               |               |               |
|--|---------------|---------------|---------------|---------------|
| <b>MISSION AND SERVICE FUND RECEIPTS</b> | <b>10,747</b> | <b>10,889</b> | <b>15,000</b> | <b>12,500</b> |
|--|---------------|---------------|---------------|---------------|

|                           | <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b> | <b>BUDGET</b> |
|---------------------------|---------------|---------------|---------------|---------------|
| <b>REVENUE</b>            | <b>2016</b>   | <b>2017</b>   | <b>2017</b>   | <b>2018</b>   |
| <b>GIVINGS</b>            |               |               |               |               |
| General Envelope Offering | 92,564        | 89,212        | 94,000        | 94,000        |
| Loose Offering            | 1,763         | 1,585         | 1,000         | 1,000         |
| Initial Offering          | 255           | 298           | 300           | 300           |
| Sunday School Offering    | 0             | 0             | 0             | 0             |
| Memorial Bulletins        | 230           | 250           | 200           | 200           |



|                        |               |               |               |               |
|------------------------|---------------|---------------|---------------|---------------|
| Specified Offering     | 35            | 185           | 0             | 0             |
| <b>GIVINGS - TOTAL</b> | <b>94,846</b> | <b>91,530</b> | <b>95,500</b> | <b>95,500</b> |

#### USE OF FACILITIES

|                                  |               |               |               |               |
|----------------------------------|---------------|---------------|---------------|---------------|
| Rent - Alanon                    | 321           | 342           | 320           | 384           |
| Rent - Mindware                  | 39,800        | 41,846        | 41,235        | 44,550        |
| Rent - Suzart                    | 3,145         | 2,385         | 2,865         | 2,000         |
| Rent – Karate Martial Arts       | 0             | 5,500         | 4,800         | 6,300         |
| Rent - Weddings and Funerals     | 1,391         | 1,000         | 1,000         | 1,000         |
| Rent - Other                     | 7,200         | 3,645         | 4,100         | 7,278         |
| <b>USE OF FACILITIES - TOTAL</b> | <b>51,857</b> | <b>54,718</b> | <b>54,320</b> | <b>61,512</b> |

#### PROJECTS

|                           |               |               |               |               |
|---------------------------|---------------|---------------|---------------|---------------|
| Bazaar - November         | 3,776         | 3,460         | 4,000         | 4,000         |
| Garage Sale               | 1,267         | 1,298         | 1,000         | 1,000         |
| Crafter's Sale            | 709           | 720           | 980           | 980           |
| Rummage Sale - Spring     | 0             | 0             | 0             | 0             |
| Rummage Sale - Autumn     | 0             | 0             | 0             | 0             |
| Strawberry Social         | 1,390         | 1,546         | 2,000         | 2,000         |
| Grocery Coupon Sales      | 0             | 0             | 0             | 0             |
| Frozen Berry Sale         | 391           | 279           | 300           | 300           |
| Dinner - Murder Mystery#1 | 3,952         | 4,970         | 4,000         | 4,000         |
| Dinner-Murder Mystery#2   | 0             | 0             | 0             | 0             |
| Dinner - Fish Fry         | 0             | 0             | 0             | 0             |
| Dinner – Ham              | 1,200         | 1,400         | 1,000         | 1,000         |
| Dinner - Beef             | 0             | 0             | 0             | 0             |
| Craft Group Sales         | 1,568         | 1,278         | 1,500         | 750           |
| Seeding Talents           | 0             | 0             | 0             | 0             |
| Projects - Other          | 1,030         | 2,006         | 800           | 1,890         |
| <b>PROJECTS - TOTAL</b>   | <b>15,283</b> | <b>16,957</b> | <b>15,580</b> | <b>15,920</b> |

#### OTHER INCOME

|                                     |               |               |               |               |
|-------------------------------------|---------------|---------------|---------------|---------------|
| Interest Income                     | 0             | 0             | 500           | 500           |
| Sales Tax Rebates                   | 2,977         | 4,186         | 3,000         | 3,000         |
| Other Income                        | 21,410        | 15,662        | 0             | 0             |
| Bequests                            | 0             | 0             | 0             | 0             |
| Contributions from Restricted Funds | 24,000        | 38,244        | 32,000        | 32,500        |
| <b>OTHER INCOME - TOTAL</b>         | <b>48,388</b> | <b>58,092</b> | <b>35,500</b> | <b>36,000</b> |

|                      |                |                |                |                |
|----------------------|----------------|----------------|----------------|----------------|
| <b>TOTAL REVENUE</b> | <b>210,373</b> | <b>221,297</b> | <b>200,900</b> | <b>208,932</b> |
|----------------------|----------------|----------------|----------------|----------------|

#### SALARIES, ALLOWANCES AND BENEFITS

|                                      |                |                |                |                |
|--------------------------------------|----------------|----------------|----------------|----------------|
| Salaries                             | 139,448        | 135,305        | 135,936        | 147,316        |
| Replacement                          | 0              | 7,381          | 6,905          | 9,105          |
| Allowances                           | 3,610          | 3,645          | 4,375          | 4,368          |
| Benefits                             | 25,116         | 24,474         | 24,863         | 24,863         |
| Accrued Minister Sabbatical Surplus  | -6,980         | 0              | 0              | 0              |
| <b>TOTAL SALARIES/ALLOW/BENEFITS</b> | <b>161,244</b> | <b>170,805</b> | <b>172,079</b> | <b>185,652</b> |

**PROPERTY**

|                                 |               |               |               |               |
|---------------------------------|---------------|---------------|---------------|---------------|
| Utilities (Gas & Hydro & Water) | 15,254        | 15,120        | 17,000        | 18,400        |
| Insurance                       | 4,441         | 4,393         | 4,500         | 4,725         |
| Special Building Projects       | 0             | 0             | 1,000         | 1,000         |
| Repairs and Maintenance         | 3,651         | 4,676         | 10,000        | 7,383         |
| Snow Removal and Sand           | 4,238         | 6,425         | 6,020         | 6,000         |
| Security                        | 1,201         | 996           | 1,000         | 1,000         |
| Caretaker Supplies              | 2,354         | 2,046         | 2,400         | 2,000         |
| Kitchen Supplies                | 562           | 673           | 575           | 635           |
| Telephone                       | 3,009         | 562           | 560           | 562           |
| Property - Other                | 0             | 0             | 0             | 0             |
| <b>TOTAL PROPERTY</b>           | <b>34,710</b> | <b>34,891</b> | <b>43,055</b> | <b>41,705</b> |

**PROGRAMS**

|                               |              |               |               |               |
|-------------------------------|--------------|---------------|---------------|---------------|
| Presbytery Assessment         | 8,803        | 7,949         | 7,633         | 8,821         |
| West End Chaplaincy           | 0            | 2,000         | 2,000         | 2,200         |
| Special Outreach Projects     | 0            | 0             | 1,200         | 1,000         |
| Other Outreach                | 105          | 110           | 625           | 400           |
| Pastoral Care                 | 139          | 130           | 135           | 150           |
| Newsletter and Communications | 102          | 102           | 200           | 200           |
| Programs - Other              | 0            | 0             | 200           | 200           |
| <b>TOTAL PROGRAMS</b>         | <b>9,149</b> | <b>10,291</b> | <b>11,993</b> | <b>12,971</b> |

**SESSION**

|                        |              |              |              |              |
|------------------------|--------------|--------------|--------------|--------------|
| Music                  | 1,189        | 1,364        | 1,805        | 2,900        |
| Worship and Sacraments | 1,324        | 790          | 1,400        | 1,400        |
| Christian Development  | 500          | 622          | 500          | 650          |
| Church School          | 384          | 536          | 1,900        | 1,400        |
| Library                | 31           | 165          | 200          | 200          |
| Conferences            | 0            | 0            | 400          | 200          |
| Session - Other        | 0            | 121          | 100          | 150          |
| <b>TOTAL SESSION</b>   | <b>3,428</b> | <b>3,598</b> | <b>6,305</b> | <b>6,900</b> |

**ADMINISTRATION**

|                                    |              |              |              |              |
|------------------------------------|--------------|--------------|--------------|--------------|
| Office Supplies and Stationery     | 1,780        | 1,981        | 2,800        | 2,000        |
| Photocopying Maintenance Agreement | 0            | 354          | 0            | 500          |
| Computer Costs                     | 688          | 744          | 500          | 500          |
| Bulletins                          | 167          | 96           | 250          | 150          |
| Internet Access                    | 502          | 1,676        | 1,650        | 1,755        |
| Offering Envelopes                 | 317          | 535          | 550          | 550          |
| Bank Charges                       | 744          | 674          | 700          | 700          |
| Coffee and Juice                   | 190          | 277          | 300          | 300          |
| Fellowship                         | 0            | 0            | 100          | 100          |
| Expenses Wedding & Funerals        | 0            | 109          | 500          | 500          |
| Administration - Other             | 0            | 54           | 200          | 200          |
| <b>TOTAL ADMINISTRATION</b>        | <b>4,388</b> | <b>6,500</b> | <b>7,550</b> | <b>7,255</b> |

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
| <b>TOTAL EXPENDITURES FOR THE YEAR</b> | <b>212,919</b> | <b>226,085</b> | <b>240,982</b> | <b>254,483</b> |
|--|----------------|----------------|----------------|----------------|

## Envelope Report 2017

| GENERAL FUND                   |                 |              | MISSION & SERVICE |                 |              | OTHER & SPECIAL REQUESTS |                 |              | TOTAL OF ALL GIVINGS |                  |              |
|--------------------------------|-----------------|--------------|-------------------|-----------------|--------------|--------------------------|-----------------|--------------|----------------------|------------------|--------------|
| <b>REGULAR ENVELOPE GIVERS</b> |                 |              |                   |                 |              |                          |                 |              |                      |                  |              |
| #                              | DOLLARS         | VALUE        | #                 | DOLLARS         | VALUE        | #                        | DOLLARS         | VALUE        | #                    | DOLLARS          | VALUE        |
| 41                             | \$8,324         | 0-499        | 11                | \$502           | 0-499        | 9                        | \$301           | 0-499        | 41                   | \$9,127          | 0-499        |
| 16                             | \$10,073        | 500-999      | 9                 | \$947           | 500-999      | 9                        | \$294           | 500-999      | 16                   | \$11,314         | 500-999      |
| 6                              | \$4,902         | 1000-1099    | 3                 | \$1,235         | 1000-1099    | 4                        | \$205           | 1000-1099    | 6                    | \$6,342          | 1000-1099    |
| 1                              | \$965           | 1100-1199    | 1                 | \$150           | 1100-1199    | 1                        | \$20            | 1100-1199    | 1                    | \$1,135          | 1100-1199    |
| 4                              | \$4,250         | 1200-1299    | 4                 | \$370           | 1200-1299    | 4                        | \$296           | 1200-1299    | 4                    | \$4,916          | 1200-1299    |
| 2                              | \$2,575         | 1300-1399    | 1                 | \$37            | 1300-1399    | 1                        | \$33            | 1300-1399    | 2                    | \$2,645          | 1300-1399    |
| 2                              | \$3,000         | 1400-1499    | 0                 | \$0             | 1400-1499    | 1                        | \$50            | 1400-1499    | 2                    | \$3,050          | 1400-1499    |
| 0                              | \$0             | 1500-1599    | 0                 | \$0             | 1500-1599    | 0                        | \$0             | 1500-1599    | 0                    | \$0              | 1500-1599    |
| 0                              | \$0             | 1600-1699    | 0                 | \$0             | 1600-1699    | 0                        | \$0             | 1600-1699    | 0                    | \$0              | 1600-1699    |
| 1                              | \$1,785         | 1700-1799    | 0                 | \$0             | 1700-1799    | 1                        | \$5             | 1700-1799    | 1                    | \$1,790          | 1700-1799    |
| 6                              | \$13,040        | 1800-2999    | 4                 | \$880           | 1800-2999    | 5                        | \$175           | 1800-2999    | 6                    | \$14,095         | 1800-2999    |
| 5                              | \$20,310        | 3000-OVER    | 4                 | \$3,249         | 3000-OVER    | 3                        | \$14,110        | 3000-OVER    | 5                    | \$37,669         | 3000-OVER    |
| <b>84</b>                      | <b>\$69,224</b> | <b>TOTAL</b> | <b>37</b>         | <b>\$7,370</b>  | <b>TOTAL</b> | <b>38</b>                | <b>\$15,489</b> | <b>TOTAL</b> | <b>84</b>            | <b>\$92,083</b>  | <b>TOTAL</b> |
| <b>PRE-AUTHORIZED GIVERS</b>   |                 |              |                   |                 |              |                          |                 |              |                      |                  |              |
| #                              | DOLLARS         | VALUE        | #                 | DOLLARS         | VALUE        | #                        | DOLLARS         | VALUE        | #                    | DOLLARS          | VALUE        |
| 7                              | \$1,615         | 0-499        | 4                 | \$325           | 0-499        | 1                        | \$5             | 0-499        | 7                    | \$1,945          | 0-499        |
| 7                              | \$3,805         | 500-999      | 6                 | \$900           | 500-999      | 5                        | \$360           | 500-999      | 7                    | \$5,065          | 500-999      |
| 3                              | \$650           | 1000-1099    | 0                 | \$0             | 1000-1099    | 1                        | \$375           | 1000-1099    | 3                    | \$1,025          | 1000-1099    |
| 4                              | \$980           | 1100-1199    | 1                 | \$20            | 1100-1199    | 1                        | \$185           | 1100-1199    | 4                    | \$1,185          | 1100-1199    |
| 5                              | \$900           | 1200-1299    | 1                 | \$300           | 1200-1299    | 0                        | \$0             | 1200-1299    | 5                    | \$1,200          | 1200-1299    |
| 6                              | \$1,200         | 1300-1399    | 1                 | \$60            | 1300-1399    | 1                        | \$60            | 1300-1399    | 6                    | \$1,320          | 1300-1399    |
| 2                              | \$2,270         | 1400-1499    | 1                 | \$300           | 1400-1499    | 1                        | \$250           | 1400-1499    | 2                    | \$2,820          | 1400-1499    |
| 0                              | \$0             | 1500-1599    | 0                 | \$0             | 1500-1599    | 0                        | \$0             | 1500-1599    | 0                    | \$0              | 1500-1599    |
| 0                              | \$0             | 1600-1699    | 0                 | \$0             | 1600-1699    | 0                        | \$0             | 1600-1699    | 0                    | \$0              | 1600-1699    |
| 0                              | \$0             | 1700-1799    | 0                 | \$0             | 1700-1799    | 0                        | \$0             | 1700-1799    | 0                    | \$0              | 1700-1799    |
| 2                              | \$3,352         | 1800-2999    | 2                 | \$504           | 1800-2999    | 1                        | \$290           | 1800-2999    | 2                    | \$4,146          | 1800-2999    |
| 3                              | \$10,275        | 3000-OVER    | 3                 | \$1,110         | 3000-OVER    | 3                        | \$5,454         | 3000-OVER    | 3                    | \$16,839         | 3000-OVER    |
| <b>39</b>                      | <b>\$25,047</b> | <b>TOTAL</b> | <b>19</b>         | <b>\$3,519</b>  | <b>TOTAL</b> | <b>14</b>                | <b>\$6,979</b>  | <b>TOTAL</b> | <b>39</b>            | <b>\$35,545</b>  | <b>TOTAL</b> |
| <b>NON- ENVELOPE GIVERS</b>    |                 |              |                   |                 |              |                          |                 |              |                      |                  |              |
| #                              | DOLLARS         | VALUE        | #                 | DOLLARS         | VALUE        | #                        | DOLLARS         | VALUE        | GIVERS               | DOLLARS          | VALUE        |
| 48                             | \$2,690         | 0-499        | 0                 | \$0             | 0-499        | 19                       | \$1,528         | 0-499        | 48                   | \$4,218          | 0-499        |
| 8                              | \$1,550         | 500-999      | 0                 | \$0             | 500-999      | 5                        | \$2,800         | 500-999      | 8                    | \$4,350          | 500-999      |
| 4                              | \$1,000         | 1000-1199    | 0                 | \$0             | 1000-1199    | 3                        | \$3,000         | 1000-1299    | 4                    | \$4,000          | 1000-1299    |
| 1                              | \$0             | 1550-1599    | 0                 | \$0             | 1550-1599    | 1                        | \$1,500         | 1550-1599    | 1                    | \$1,500          | 1550-1599    |
| 0                              | \$0             | 1600-1699    | 0                 | \$0             | 1600-1699    | 2                        | \$5,300         | 1600-1699    | 0                    | \$5,300          | 1600-1699    |
| 2                              | \$0             | 1800-2999    | 0                 | \$0             | 1800-2999    | 2                        | \$6,700         | 1800-2999    | 2                    | \$6,700          | 1800-2999    |
| <b>63</b>                      | <b>\$5,240</b>  | <b>TOTAL</b> | <b>0</b>          | <b>\$0</b>      | <b>TOTAL</b> | <b>32</b>                | <b>\$20,828</b> | <b>TOTAL</b> | <b>63</b>            | <b>\$26,068</b>  | <b>TOTAL</b> |
| <b>186</b>                     | <b>\$99,511</b> | <b>TOTAL</b> | <b>56</b>         | <b>\$10,889</b> | <b>TOTAL</b> | <b>84</b>                | <b>\$43,296</b> | <b>TOTAL</b> | <b>186</b>           | <b>\$153,696</b> | <b>TOTAL</b> |