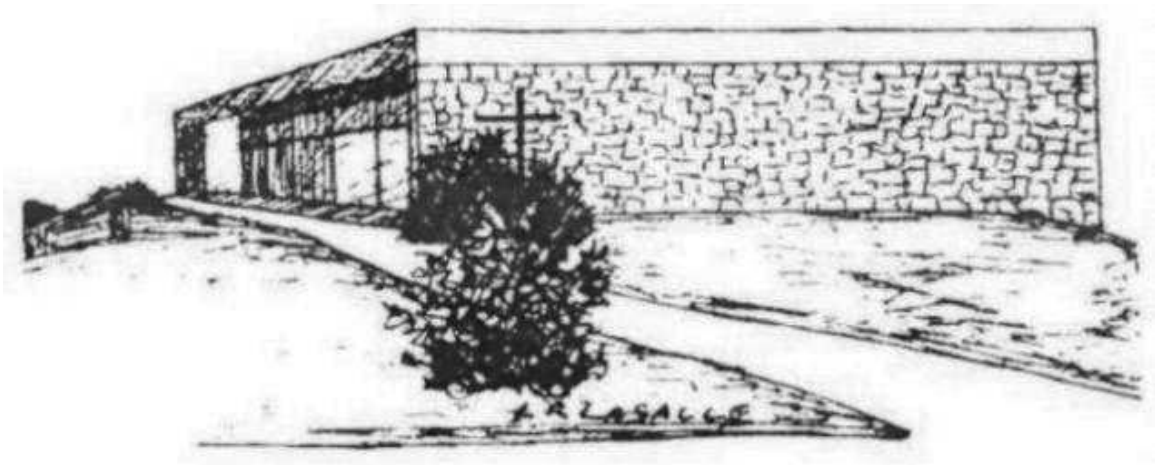


# **BRITANNIA UNITED CHURCH**

## **2018 ANNUAL REPORT**



**MINISTER: REV. JIM BALDWIN**

985 PINECREST ROAD  
OTTAWA, ONTARIO  
K2B 6B4



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## IN MEMORIAM

<b>Clara deGruchy</b>	<b>January 9, 2018</b>
<b>Joan Smith</b>	<b>February 4, 2018</b>
<b>Henry Simser</b>	<b>March 19, 2018</b>
<b>David Lyon</b>	<b>March 21, 2018</b>
<b>Greta Simser</b>	<b>May 13, 2018</b>
<b>Helen Bronson</b>	<b>June 7, 2018</b>
<b>Ernie Baldwin</b>	<b>July 14, 2018</b>
<b>Bob McKenzie</b>	<b>July 25, 2018</b>
<b>Hector Barnes</b>	<b>August 28, 2018</b>
<b>Phyllis Hodgins</b>	<b>October 26, 2018</b>
<b>Mary Vuylsteke</b>	<b>November 25, 2018</b>
<b>Ray Baldwin</b>	<b>November 27, 2018</b>
<b>Ruth Heeney</b>	<b>December 17, 2018</b>
<b>Janet Webb</b>	<b>December 23, 2018</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**

### **Where Do We Go From Here?**

I'm writing this letter/report as the Christian Church stands at the brink of the season of Lent; having just celebrated Transfiguration Sunday. The title of my sermon was "Where Do We Go From Here?" and even as I was writing it, I was thinking about our annual meeting.

That's often the big question? "Where do we go from here?" with a subtext of how do we meet the budget, how do we find enough volunteers to meet the needs of our committees, how do we keep up with all of the changes in the church in our world, and how do we attract new members to our church?

As I read the story of the Transfiguration once again, I was reminded of all of the ways it may be interpreted. Some read it as an affirmation of Jesus as Messiah and the acknowledgement that He is about to establish God's reign on earth. Some look at Peter's response – his desire to stay on the mountain and capture the moment in stone – as a metaphor for insular churches that refuse to look outside of themselves and hold onto the past, at all cost. Then there are those who see the point of the story in Jesus leading the disciples back down the mountain, to engage in the world and spread a living gospel. And finally, some see the physical change in Jesus' appearance – like Moses before him – as a testimony to the renewal of spiritual light and life we experience in the presence of God.

This year I chose to focus on the latter; on how being truly present in our experience of God's presence, has the ability to renew our spirits and change our lives. The message speaks to us personally, but there are obvious applications to our life as a church.

As a Christian church, the United Church of Canada recognizes Christ as our Messiah; affirmed on the mountaintop, with Moses and Elijah as the fulfillment of the law and the prophets. Therefore our work and worship is inspired by our belief in Christ, and our desire to follow His teachings about loving God and loving one another. There was a time when we believed this meant we should convert all the world to Christianity. It was our duty and it was the only way to ensure that all people had an equal opportunity to enter God's kingdom of heaven. There are many Christian churches who still believe this is true. Some would go so far as to say that not all Christian churches are equal and we too will be excluded from God's kingdom if we do not believe as they believe.

The United Church recognizes what happened on that mountaintop experience, but we also recognize that there are other mountains, and there are other faith communities with mountaintop experiences of their own. This takes nothing away from our experience and understanding of Christ. Theologies that exclude or condemn are

one of the main reasons that people reject the church. And we have come to understand they do not truly reflect the life and teachings of Christ...who often upheld the faith of "outsiders" as an example for us to follow.

The other problem faced by churches today, is the desire to make a church into a shrine that only honours the past. For some, it feels safe and familiar, but does not represent the life and teachings of Christ and in some cases, all that remains of those communities is the building, as today's Christians seek relevance for their lives of faith.

Studies of the present and future church have noticed a trend in growing faith communities. People are often attracted to churches that are involved in their communities and their world. We often hear that "We need to look after our own (building, budget, congregation) before we reach out to others." In fact, we hear this quite a bit in reference to our countries policies on welcoming refugees. But new members are not attracted to churches that are only interested in the bottom line. They are more interested in how we live our faith in the world, and how we bring life to the teachings of Christ. That's what keeps people coming back...and as the congregation grows, volunteer positions get filled and budgets take care of themselves.

In the pages of this report, you will read about budgetary concerns. But you will also see how Britannia United Church honours our neighbours, welcomes God's people, reaches out into our world, and celebrates the diversity of experience and faith, as we follow the life and teachings of Christ.

This year, we must acknowledge the work of Helen Hutcheson, who has taken the initiative to lead a stewardship campaign that has already resulted in some very positive initiatives and changes. Thank you Helen for your time, your talent and your dedication to our church community. Through your leadership our stewardship is experiencing a renewal and our congregation is becoming a more visible representation of the life and teachings of Christ, in our community and in our world.

In closing, I would like to return to the final point in the message of the Transfiguration: being truly present in our experience of God's presence has the ability to renew our spirits and change our lives (as individuals and as a church.) This year our observance of Lent is focused on prayer and meditation. We are also looking at how the life and teachings of Christ help us to overcome the challenges we face. I invite you to join me as we deepen our practice of our faith. May it open us up to the presence of God, touch our hearts with the teachings of Christ, and inspire our thoughts and words with the Holy Spirit. It is this kind of faith that grows in confidence and trust, and enables us to answer the question "Where do we go from here?" with the affirmation "We go in the way of Christ."

Once again...it is my honour and privilege to go with you.

Rev. Jim

**Britannia United Church  
2017 AGM on March 25, 2018**

**1. Opening Prayer**

Meeting called to order by Barry Meredith.  
Opening prayer by Rev. Jim Baldwin.

**2. Reading of Memorial List** by Barry Meredith

**3. Voting Rights of Adherents**

**Motion** to extend voting rights to adherents  
Moved by Ken McBride, seconded by Peter Bain. Carried.

**4. Appointment of Chair and Recording Secretary**

**Motion** for Barry Meredith and Brenda Plamondon to co-Chair 2017 AGM, and for Wendy Gallant to be Recording Secretary  
Moved by Mary Lou Farrell, seconded by Dori Jensen. Carried.

**5. Approval of Agenda**

**Motion** to approve agenda by Eileen Ball, seconded by Jamie Hill. Carried.

**6. Approval of Minutes of last Annual General Meeting (pages 6-10 in the 2018 Annual Report)**

**Motion** to approve minutes (with correction on page 7 changing “Marilyn Burke” to “Marilyn Bruce” by Eileen Ball, seconded by Mary Lou Farrell. Carried.

**7. Approval of Minutes of Special Congregational Meetings if held in 2017**

Ole Jensen was elected as a member of the Trustees Committee, at a congregational meeting held on May 14, 2017.

**8. Receiving of Annual Reports**

- Minister’s Letter (p. 4)
  - no questions
- Chair of Council’s Report (p. 11)
  - informational; no questions
- Presbytery Representatives’ Report (p. 12)
  - information concerning new boundaries given by Eileen Ball
- Reports from Standing Committees
  - Christian Development (CD) Report (p. 13)
    - report by Mary Lou Farrell; no questions
  - Worship and Music Report (p. 15)

- report by Dori Jensen; no questions
  - Music Director's Report (p. 15)
    - report by Verne Bruce; Mary Lou Farrell expressed appreciation to Verne Bruce for preparing report; no questions
  - Mission, Service and Outreach (MS&O) Report (p. 16)
    - Senior's Tea Report (p. 30)
    - West End Villa Report (p. 36)
    - Craft Group Report (p. 32)
    - Ottawa West End Community Chaplaincy (p.17)
  - report by Wendy Gallant; no questions
  - Newsletter Report (p. 32)
    - report by Peter Bain; thanks expressed to Melissa for her assistance, no questions
  - Pastoral Care Report (p. 19)
    - report by Dori Jensen; always in need of new members, especially for visits; no questions
  - Ministry and Personnel (M&P) Report (p. 19)
    - report by Mary Lou Farrell; correction on page 20 ("Diane Taylor" changed to "Diane Tupper"; thanks to Roelie Jackson / welcome to Heather Wallace; no questions
  - Trustees Report (p. 21)
    - report by Don Judd; responded to question about church property from John Todd by referencing page 23
  - Stewards Reports (p.24)
    - Property Sub-Committee Report (p. 26)
    - Office Automation Report (p. 27)
    - Memorial Garden Report (p. 27)
    - Kitchen Sub-Committee Report (p. 28) and Coffee/Tea/Juice Service
  - reports by Verne Bruce; no questions
  - Treasurer's Report (p. 33) with Auditor's notes and Budget for 2018
    - Treasurer's Report and Budget by Jamie Hill; 2018 budget shown on overhead screen
    - discussion and questions; no outstanding issues
    - Auditor's notes by Peter Bain; no questions
    - Envelope Steward Report (p. 42)
      - report by Verne Bruce; dollar amount high due to non-envelope donation to Syrian refugee family; no questions
  - Membership and Attendance Report (p. 30)
    - report by Verne Bruce; no questions
- Motion** to approve all reports with any noted changes



Moved by Peter Bain, seconded by Judy Howey. Carried.

## 9. Elections

- Ministry and Personnel Committee Members and their roles
  - M&P Chair Mary Lou Farrell
  - Minister Liaison Kelvin Stanke
  - Secretary Liaison Scott Hughes
  - Bookkeeper Liaison Heather Wallace (New Member of M&P)
  - Music director Liaison Judy Howey
  - Custodian Liaison OPEN (Chair overseeing till filled)

**Motion** to approve members  
Moved by Mary Lou Farrell, seconded. Carried.
- Chair of Mission, Service and Outreach
  - New Chair required (creative, motivating, etc.); no immediate volunteers
- Trustees
  - Names given by Don Judd:
    - Eileen Chambers
    - Horace Duncan
    - Ole Jensen
    - Donald Judd
    - Robert Livingstone
    - Bud Lusk
    - Robert McKenzie
    - Gail Wyse

**Motion** to approve members  
Moved by Don Judd, seconded. Carried.
- Auditor
  - Motion** to elect Peter Bain as 2018 auditor  
Moved by Jamie Hill, seconded by Don Judd. Carried.
- Chair and Vice-Chair of Council
  - information by Barry Meredith that he could become Vice-Chair and Brenda Plamondon could become Chair
  - Motion** to accept above  
Moved by Verne Bruce, seconded. Carried.
  - Kelvin Stanke to become Member at Large
  - Motion** to accept above  
Moved by Eileen Ball, seconded by Judy Howey. Carried.

## 10. Affirmation of Standing Committees and Chairs

**Motion** by Mary Lou Farrell, seconded by Eileen Ball. Carried.

### **11. Approval of Treasurer's Report for 2017**

**Motion** by Judy Howey, seconded by Roelie Jackson. Carried.

### **12. Approval of Budget for 2018**

**Motion** by Mary Lou Farrell, seconded by Rose Bernauer. Carried.

### **13. Other Business**

- vote of thanks by Rev. Jim Baldwin to Mary Lou Farrell and other members of the hiring committee for working to interview and fill two positions with good people

### **14. Date of Next Meeting**

- March 31, 2019

- this date chosen for now because the church's constitution says the AGM must be held by the end of March each year; if this is to be changed, allowing the date of April 7 (which Jamie Hill suggested so he could receive all needed information) to be chosen, Council would have to vote

- suggestion by Jamie Hill to have Council meeting to discuss, gather more information and come back to the congregation

**Motion** for above by Verne Bruce; seconded by Ole Jenson. Carried.

### **15. Adjournment**

- called by Barry Meredith.

### **16. Closing Prayer**

Dear God,

We have looked back over the year that was 2017 and at what we accomplished together as a church, both locally and with our church nationally.

Now we must look forward:

Give us the discernment to determine what needs to change and where there is room for growth.

Give us the courage to dream and the faith to follow through.

As we look forward, there is also much from our past that we should hold onto:

Guide us as we hold onto the faith that inspired families to gather where they could, to worship in this community,

the vision that built two churches and later an addition,

the spirit of welcome that opened our doors inward to everyone who was looking for a place to belong, and outward to our community and our world,

the respect we have shown to the faith communities that worship alongside us, and the open-mindedness that enables us to learn from one another,

the courage that has met every change, with belief in Your constant and abiding presence,

and the love that we have experienced and shown.  
May the grace of the Lord Jesus Christ be with us as we go out into the world.  
Amen

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Barry Meredith (Chair 2017 AGM)

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Wendy Gallant (Recording Secretary)

## Church Council Report 2018

**Submitted by:** Barry Meredith, Vice-Chair

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

Rev. Jim Baldwin (Minister)

Eileen Ball (Presbytery Lay Representative)

### **Officers:** Brenda Plamondon (Chair)

Barry Meredith (Vice-Chair)

Wendy Gallant (Recording Secretary)

Jamie Hill (Treasurer)

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

Mary Lou Farrell (Christian Development)

Dori Jensen (Worship and Music)

Dori Jensen (Pastoral Care)

Mary Lou Farrell (Ministry and Personnel)

Don Judd (Board of Trustees)

Stewards select a person to chair each meeting; no formal chair

### **Members at Large:**

Verne Bruce

Robert Livingstone

Kelvin Stanke

Wendy Gallant

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

Marilyn Bruce (West End Villa Group)

Maggie Taylor and Dee McEwen (Senior's Tea)

Peter Bain (Editor of Newsletter)

Edith Kenney (Craft Group)

### **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 2018.
- Energy efficiency. Lighting system in church upgraded with LEDs. Applied for energy efficiency grant from Ottawa Hydro; grant received early in January, 2019
- Initiated Stewardship Awareness
- Fostered planning for 145<sup>th</sup> Anniversary
- Continued support for OWECC and interaction with them.

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

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

Remember: We work for you! As such, anyone in the congregation can choose to attend any Council meeting as a guest.

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## **Presbytery Representatives Report 2018**

**Submitted by:** Eileen Ball and Jamie Hill

### **Purpose of the 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 representatives have attended most of the monthly Presbytery meetings. The 2018 Montreal and Ottawa Conference was offered on line. Eileen logged in and participated during the Saturday business meeting. The ordination was in Hudson, Quebec on the Sunday.

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

- Of particular importance to the long-term interests of this congregation was the work being done in the restructuring of the United Church governing organization. The new organization will include 3 levels, instead of 4. The local congregation will be given

more autonomy and will be referred to as a 'Community of Faith' instead of a Pastoral Charge.

- The Presbytery and Conference are now the Regional Council, and there will be a smaller organization at the National level. We will be in Region 12, which is the 'Eastern Ontario Outouais Regional Council (EOORC). The final Montreal and Ottawa Conference was held in May 2018.
- Presbytery ceased to exist December 31, 2018 as the new organization structure took effect January 1, 2019. Our new Regional Office is located in Zion Memorial United Church in Carleton Place.

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

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

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## **Christian Development Report 2018**

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

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

To support the group's activities that fall under its umbrella. These include Nursery, Church School, Youth Activities, Study Groups, Library; and other events that encourage a learning environment for the congregation.

The Church School, Youth Group provide a nurturing, caring environment in which the young have an opportunity to learn the stories of the Bible, and how the values presented in these stories apply to their lives.

### **Members of this Committee**

Mary-Lou Farrell, Chair  
Helen Hutcheson

Barbara Blair  
Mary Townson

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

- Deborah Suddard was hired to lead the discussion on the Gnostics Writings back in the Spring. The attendance was smaller in numbers, but we also had some participants who were not physically able to attend, that were provided email copies and participated in the discussions via email correspondence with Deborah.
- The second discussion group was not able to take place due to the number of activities and heavy focus on the 145<sup>th</sup> Anniversary.
- Deborah Suddard has been asked to return for two Sessions in 2019.

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 additional 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.

### **Youth Activities**

**Submitted by:** Helen Hutcheson

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

- In May, Kitchissippi and Trinity United Church youth groups joined Woodroffe and Britannia youth for a movie and sundae evening. About fifteen youth were in attendance, with Bella, Alphin and Camel attending from Britannia. They watched the movie, *Wonder*.
- Kim, Hannah and Jake, with Lana, Deanna, Eileen, Charlotte and Violet, got together to bake cupcakes and decorate them in mason jars. These jars were then embellished with colourful ribbons and labels, and distributed to all the households in the church on May 13, in celebration of Christian Family Day. With the baking and decorating, everyone worked up an appetite and enjoyed a pizza lunch.
- In October, youth from Britannia, Woodroffe, Trinity and Kitchissippi United Churches gathered to make bannock and watch a First Nations-themed movie. Bella, Alphin and Camel attended from Britannia.

### **Sunday School**

**Submitted by:** Helen Hutcheson

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

- During 2018, 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.
- A team-teaching approach is used. It takes a lot of leaders and assistants to run the Sunday School program, and special appreciation is extended to Valerie Baldwin, Jessica Carey, Kristen Conty, Lana Czelenski, Joanna Hughes, Alan Miller, Mat Saindon, Jennifer Trewartha, Danielle Nicholls and Erika and David Wyse. A special shout-out goes to Don Miller for his help in driving youth to events, running errands, and picking up pizza.
- Attendance is steady, with about 10 eager children and youth participating on average each week.

- The 145<sup>th</sup> anniversary of the church was a highlight of the Fall session. The children sealed their art, work sheets and memories in a time capsule to be opened in 2023 on the occasion of the 150<sup>th</sup> anniversary of the church. They participated in the morning worship service and sang at the evening potluck.
- In November, the children, under the guidance of Lana Czelenski and Jessica Carey, made Christmas ornaments that were sold at the Church bazaar and to the Congregation, raising more than \$60 for the Church's general operating fund.
- Nine children and youth attended the Christmas Potluck, many in their pyjamas, and enthusiastically performed a selection of songs and drew the names of prize winners.
- The year was capped off with a very successful Christmas pageant with 16 children and youth taking part. Many thanks are extended to all those who assisted with the production, and especially to Valerie Baldwin who directed the pageant.

### Library

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

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

- Work continued on creating files as well as an inventory, in spreadsheet format, of sheet music on behalf of the Music Director Lauren. Any past music that was not be used has been offered to sources for other church bodies to utilize in their worship services.
- Routine maintenance of the Library contents continued as well decorations for special occasions.

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

### **Worship & Music Committee Report 2018**

**Submitted by:** Dori Jensen, Chair

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

Dori Jensen, Chair

Rev. Jim Baldwin

Lauren Saindon, Music Director

Heather Wallace

### **Highlights of our Work and Contributions to the Life of our Church:**

- Lauren Saindon started as our Music Director in January 2018. She continues to organize anthems for each Sunday. Many thanks to all who helped out with the music Rev Jim, Barry Meredith and Helen Hutcheson while Lauren was on holidays.
- 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. Roelie Jackson and Dianne Tupper 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.
- This year we had only 1 Christmas Eve Service at 7:00pm and it is indeed another highlight and is always well attended.
- Another highlight was the church picnic, held at Britannia Church. Many thanks to Mary Lou Farrell, Barbara Blair, Mary Townson, and Verne Bruce for organizing the BBQ, and to everyone else who helped out at the picnic. A good time was had by all.

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### **Music Director's Report 2018**

In January of 2018, Lauren Saindon joined Britannia United Church as musical director and has been enjoying getting to know the choir. This year the choir has been blessed to see a growth in numbers. We have had to increase the number of copies of music we are making for our weekly rehearsals!

In April, many of our choir members attended the "Sing! The Center for Congregational Song" workshop hosted by Kanata United Church. There, choir members learned about congregational singing as well as about available resources. The participants analyzed music and wrapped up the day with a powerful worship experience.

In June, following Thursday rehearsal, the choir celebrated a successful year of rehearsals and ministry with a gathering and delicious food. The choir really enjoys both working and socializing together!

This summer saw a number of excellent solo and group numbers while the choir was not singing regularly.

The choir jumped right back into things in September with the 145th anniversary of the church on the horizon in October. The choir was responsible not only for preparing special music for the service, but for the evening entertainment at the potluck celebration. The choir prepared (as both an ensemble and as small groups) 10 musical numbers to represent each of the decades of the church's existence. It was a wonderful celebration.

Directly afterwards, the choir began preparations for Advent, Christmas, and a special community choir event held at the beginning of December. The choir performed two special pieces and was delighted to join choirs from other congregations to sing "Angels We Have Heard on High." This event raised \$1400 for the Ottawa West End Community Chaplaincy.

St. Stephen's Anglican Church has generously offered to host the event next year and we hope this will become both an excellent fundraiser and a way to spread holiday cheer for years to come.

Other undertakings included a review of all music in the church's library, led by Mary and Barbara as well as an expansion of the church's resources through the purchase of a "Song Select" license (CCLI).

We look forward to a wonderful year to come.

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### **Mission, Service and Outreach Report 2018**

**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**

Susan Aiken  
Marilyn Bruce  
Wendy Gallant

Rev. Jim Baldwin  
Verne Bruce

Target for 2018: \$12,500.00      Actual for 2018: \$11,791.00

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

- Encouraged donations of food and money to the Britannia Woods Food Bank, with thanks to Edith Kenney and Suan Aiken for timely delivery of these items
- Participated in the Ottawa West End Community Chaplaincy (OWECC) board; Marilyn Bruce and Marg Tyers are board members on the board;
  - Concert of multiple Church choirs held at Britannia United Church on December 2, 2018, with free will offering for OWECC
  - OWECC starting dialogue with Britannia Woods community
- Supported Elizabeth Fry Society of Ottawa through White Gifts and contributions to Ada's Mitten Tree; half of the mittens received were donated to the Britannia Woods Food Pantry.
- 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
- A presentation about a visit they took to Israel and Palestine was given by Susan Aiken and Helen Hutchinson
- Participated in, and attended, the World Day of Prayer for Suriname in March
- Continued to support, along with the community, a local Syrian refugee family as they transition into Canadian life; the family's mother has completed her training and obtained a job as a Midwife in Kington
- 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.

*The position of Chair remains vacant and will be up for election at the Annual General Meeting on March 31, 2019*

## **Ottawa West End Community Chaplaincy**

**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 of 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 providing pertinent information as it is received through the Minutes for Mission.

August 2018 marked the second 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 when time permits), 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 2019 the Board hopes to expand some programs with the help of volunteers and is currently in dialogue with Britannia Woods Community, with a view to formalizing our involvement within that community.

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

- A summer highlight was a day-away at Tucker House in Rockland for 30 adults from the communities we serve. Plans are in the works for a weekend family camp in early fall of 2019 at Camp Otterdale
- This year Britannia United Church hosted the Community Choir in December, coordinated and directed by Rev. Jim. Thanks to his support and leadership it is hoped that the Community Choir will be an annual fundraising event for the Chaplaincy. St. Stephen's Anglican Church has already agreed to host the December 2019 event.

## West End Villa

**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  
Dori Jensen, Lay Preacher  
Eileen Ball  
Elaine Edwards  
Roelie Jackson  
Jean Milne  
Joan Wilson

Rev. Jim Baldwin, Minister  
Donna Armstrong  
Verne Bruce  
Joan Hines  
Bob McKenzie  
Brenda Plamondon

### **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

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

Outreach

## Seniors' Tea

**Submitted by:** Maggie Taylor, Coordinator

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

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 3:30/3:45. We start with a short devotion, hymn and prayer followed by such games as Bridge, Cribbage and Scrabble. We break at 3:00 for tea, coffee, sandwiches or sweets.

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

- Marilyn Bruce, Dee McEwen 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 13 we resumed games and fun.

- 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. Thank you to those who provided door prizes and desserts.
- A special thank you to each member, because you keep the Seniors' Tea running with your individual contributions of treats, tea and coffee preparation and kitchen cleanup.

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

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

**Haitian Bible Group**

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**

**Submitted by:** Maggie Taylor, Britannia contact for Friends in Song

Friends in Song (FIS) is a community choir composed of approximately 20 women. We meet every Tuesday morning from September to the end of April. Our rehearsals are in the sanctuary of Britannia United Church. Our mandate is to take music into the nursing homes and seniors' residences in Ottawa West.

We give Britannia Church \$200 a year for the use of this space. Our choir director and accompanist are paid from our membership dues. When we sing out at nursing homes, we do not request a fee from them. It would not be financially possible to continue our choir if we had to pay a large rental cost for our rehearsal facility.

We very much appreciate being able to rehearse at Britannia Church. This space allows us lots of room to accommodate our singers, a good piano, lots of parking, and a location that is easy to access. Thanks to Britannia, FIS continues to be able to bring the gift of music to many seniors in our community.

**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.

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## **Pastoral Care Report 2018**

**Submitted by:** Dori Jensen, Chair

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

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

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

Dori Jensen, Chair	Rev. Jim Baldwin
Pam Appleton – stepped down due to health issues, will return when able	
Donna Armstrong	Eileen Ball
Marilyn Bruce	Verne Bruce
Lana Czelenski	Diane Houston
Dick Howey	Brenda Plamondon – stepped down to take care of her new house, will return soon.

It was with great sadness that we learned of the passing of Clara deGruchy, Joan Smith, Henry Simser, David Lyon, Greta Simser, Helen Bronson, Ernie Baldwin, Bob McKenzie, Hector Barnes, Phyllis Hodgins, Mary Vuylsteke, Ray Baldwin, Ruth Heeney and Janet Webb.

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

- 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 Life of our 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.
  - A Prayer Request box, made by Elaine McCausland, was added in the front lobby for those who wish to have a prayer said for themselves or for someone else. The prayer box is checked regularly by a Pastoral Care Team member and all prayers are kept in confidence.
  - We help make Britannia Church feel like home to all.
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## **Ministry & Personnel Report for 2018**

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

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

To provide a consultative and supportive body of liaison persons for the staff of Pastoral Charge, and for members and adherents of congregation; prepare, discuss, review and complete agreements with all staff members; and generally keep lines of communication open between staff and congregation, and amongst staff themselves; review and evaluate once a year all members of Pastoral Charge, with them.

**Members of the Committee:** Mary-Lou Farrell, Chair & Temporary Custodian Liaison  
Kelvin Stanke, Co-Chair & Minister Liaison  
Judy Howey – Music Director Liaison  
Scott Hughes – Secretary Liaison  
Heather Wallace – Bookkeeper Liaison  
VACANT: Custodian Liaison

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

- Overseeing changes to the structure, role, and responsibilities of the Office Administrator and Bookkeeper in consultation with the Treasurer, Secretary of Stewards, and Stewards member.
- Reviewing job descriptions has been a focus throughout 2018. M&P are still in the process of finalizing job descriptions for the Office Administrator and Bookkeeper. With such a solid team of staff, we have been afforded the opportunity to have roles and responsibilities shifted. It is our intention to ensure that the job descriptions better reflect the expectations placed on our staff.
- Reviewing, changing and developing policy and procedures for many Committees and Sub-Communities of the Church.
- The Committee continues to seek out volunteers to join and take on essential roles, including liaisons. Currently the Custodian Liaison position is vacant.



- Larry Woods retired from his position as Custodian after serving the Church for over 15 years. We wish his all the best in his move and settlement in his new home in Guelph with his wife, daughter, son-in-law and grandchild.
- Deanna Giles, Kelvin Stake, Don Jackson, Verne Bruce and Helen Hutcheson answered our call to represent the church body as the Hiring Committee for a new custodian. Many thanks for their time, dedication and efforts in finding a replacement.
- While without a custodian, many persons stepped forward in ensuring that the Church remained clean and safe for our congregation, staff and renters. We would like to recognize and show our appreciation for all of those who assisted with such; Verne Bruce, Mary-Lou Farrell, Quinn Farrell, Melissa McEwen and Norm Toone. Without all of your time and support none of this would have been possible. Those who covered a more significant role in the regular maintenance, their efforts were recognized with gift cards or payment for services.
- 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.
- 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.
- We wish to congratulate Rev. Jim and his family on the arrival of a healthy grandson, Auston James Zondervan, born December 28 at 2:56am, 7 pounds 4 ounces. We wish you and Auston abundant blessings of love, peace, joy and health.
- 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 2018**

**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 2018 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
Horace Duncan	2433 Sudbury Ave, Ottawa, ON, K2C 1L6
Ole Jensen	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 <sup>2</sup>	3015 Richmond Rd., Ottawa, ON, K2B 6S6

Notes: 1. Mr. Buss was elected Trustees Emeritus at the 2015 Britannia AGM. He 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. McKenzie died on July 25, 2018

During 2018, the Trustees held two regularly scheduled meetings, one on February 13 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 23 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. Initial withdrawals (\$25,000) were made by the end of February and, following notification from our book keeper, Heather Duncan, that additional funds would be necessary, additional withdrawals (\$7,500) were made by the end of May. A consultation was done with the Trustees before and after Church in July to obtain consensus on a third withdrawal of(\$12,000 from our major investments for a total for 2018 of \$44,600.00.

The total holdings in all of our major investments at the beginning of 2018 were \$678,006.77 and at the end of December, they were \$592,285.49. We withdrew a total of \$44,600 which went into the General Operating Fund to help with the operation of the Church. If the withdrawals are added to the year-end amount, our holdings would have been \$636,885.49 which represents a loss of 6.1% on our investments. It should be mentioned that the stock markets were depressed in December which is the major reason for the loss.

We were fortunate to receive a donation of stocks in August. The process is to add them to our IPC investment portfolio at Craig and Taylor and then sell them as quickly as possible and have the proceeds deposited directly into the Church bank

account. A total of \$5,519.85 was received and from this amount was subtracted the transaction fee of \$100.00, so the actual benefit to the Church was \$5,419.85. To this figure was added some cash \$62.50 that was in our investment cash account so the total deposit to the Church bank account was \$5,482.35. The Trustees are most grateful to the donor 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. 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 2017 contacts are listed below:

	<u>Primary</u>	<u>Secondary</u>
- 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>	Ole Jensen	(Only one contact allowed)
<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 23 meeting prior to the policy renewal on June 1. The Chair pointed out that the Directors and Officers Liability insurance coverage has been changed and this year we have to pay a premium again. The premium for the insurance package was \$4,464.52 which was approved by the Trustees. This year, the Office Administrator, Melissa McEwen, in consultation with our Book Keeper, Heather Duncan, made arrangements with our insurance broker, Scrivens, to pay the premium on a monthly basis to help with the cash flow of the Church. The details of the agreement were completed by the end of July but on preparing this report, some discrepancies were found in Scrivens calculations and we have paid only \$4,074.60. Scrivens has been contacted but it appears that we will not be invoiced for the difference of \$389.92.

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 approximately 140 page policy is available in PDF format from the Chair of Trustees in case anyone is interested. (A recent search of the United Church of Canada web site was unable to locate an

updated version.) 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 their own policy and invites insurers to bid on providing the protection. With this approach we are able to get the best coverages at the lowest premium cost.

## **II. Property**

i) The Church buildings and contents are covered with replacement cost insurance up to \$2,924,645.

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
- Stained glass	15,744.00
- Church building	\$2,679,526.00

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

This coverage protects against problems due to "sudden and accidental breakdown of boilers..." to a limit of \$2,924,645. The premium for this coverage is \$137.00 with a \$500.00 deductible so it is obvious that the insurer considers that this risk is very low.

## **IV. 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'.

## **V. Commercial General Liability**

-Bodily injury & property damage	\$2,000,000.00
-Professional Services errors and omissions	2,000,000.00
-Medical payments (each person)	2,500.00

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

## **VI. Umbrella Liability Insurance**

This coverage was not part of the policy this year.

## **VII. Abuse.**

- Abuse	\$2,000,000
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### **Directors & Officers Liability Insurance**

- Limit of liability: \$2,000,000.00

The deductible amount is \$1,000.00. The protection is provided under the National Program for United Church of Canada and the premium this year was \$275.00.

### **7. Premium**

The premium for the initial 2018 coverages is as follows:

Policy renewal	\$3,820.00
Tax	254.64
Service fee	350.00
Tax on service fee	<u>28.00</u>
Totals	\$4,452.64

### **8. Added Insurance.**

The garage/storage shed was added to the policy with an insured value of \$5,000.00. The premium cost is \$11.00 plus \$0.88 tax for a total of \$11.88. The total premium was thus \$4,464.52

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 (Scrivens) 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 2018**

**Submitted by:** Helen Hutcheson, Secretary

**Purpose of the Committee:**

To monitor the financial and temporal affairs of the congregation, ensure that sufficient funds are available to provide for staff salaries and operating expenses of the Church

and Presbytery, account for all moneys received and disbursed, and ensure that all property is maintained.

**Members of the Committee:**

Verne Bruce

Helen Hutcheson, Secretary

Jamie Hill, Treasurer

Don Jackson

Bob Johnston

Bob Livingstone

Heather Wallace

Gail Wyse

In January 2019, Stewards were pleased to welcome Adam Batson to the committee to replace Bob Johnston as Chair of Office Automation. The committee thanks Bob Johnston for his 13 years of service.

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

**Highlights of our Work:**

- Throughout the year, 4 meetings were held to follow up on the work of the Committee and its Sub-Committees.
- An Asbestos Management Plan and Designated Substance Survey and Mould Investigation were prepared by EXP Service Inc. for the Church. The Committee is following-up on the proposed action items.
- A Policy and Terms of Reference for the Britannia Refugee Support Fund, and the Artin-Shaao Family project were drafted and approved by Stewards and the Church Council.
- Two new Sub-Committees of Stewards were created: Rental Contracts and Security. Previously, these functions had been part of the Property Sub-Committee.
- The Terms of Reference for the Committee of Stewards and its Sub-Committees (with the exception of the Treasurer) were reviewed, updated, and signed-off.
- 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.

**Stewardship Campaign**

**Submitted by:** Helen Hutcheson, Chair

**Purpose of the Committee:**

To spark new life in the work, worship and outreach of the Church, with the aim of improving its overall financial situation.

### **Members of the Group:**

Rev Jim Baldwin  
Eileen Ball  
Dori Jensen  
Melissa McEwen  
Kelvin Stanke  
Stewards

Adam Batson  
Mary Lou Farrell  
Ole Jensen  
Barry Meredith  
Dianne Tupper

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

- The Stewardship Campaign was created by the Church Council in June 2018, under the responsibility of the Committee of Stewards.
- Four meetings were held to organize and follow-up on the work of the group.
- A letter from Ole Jensen was sent to all households asking them to evaluate their level of stewardship in the church. As the result of this letter, several households increased their donations and Pre-Authorized Remittance (PAR).
- A colourful blue and green pamphlet on the life and work of Britannia United Church was designed and distributed throughout the community.
- A series of stewardship messages was delivered by the Minister during the fall worship services.
- Leveraging the momentum created by the 145th anniversary of the Church, people were asked to consider increasing their weekly or monthly offering by a multiple of 145: \$1.45, \$14.50, \$145, and making a one-time donation in memory of a loved one or a congregation member who has passed, or in honour of someone who is living. \$7,184 was raised, and 55 doves were pinned to the display board in the vestibule.
- A very successful potluck dinner on Anniversary Sunday, followed by entertainment, coordinated by Lauren Saindon, from each of the 15 decades that the Church has been in existence, was attended by about 90 people.
- An Israel evening, featuring a presentation by Susan Aiken and Helen Hutcheson, on their 2017 trip, was attended by about 45 people.
- A community Christmas choir concert, organized by Rev Jim Baldwin, was very well-attended and raised \$1,400 for the Ottawa West End Community Chaplaincy.
- Door greeters were re-established to welcome members and visitors as they come into the Church every Sunday.
- Coffee, tea and lemonade were served during the summer months,
- A Men's Club was created and meets once a month to socialize.

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

- Organizes activities that foster community and friendship and ensures that people feel welcome and involved, encouraging them to join the Church
- Promotes the activities of the Church
- Finds creative ways to let the community see what the Church has to offer

- Integrates stewardship into worship and learning to remind the congregation of the Church's financial situation

## Property

**Submitted by:** Don Jackson

**Members of the Sub-Committee:** Don Jackson

**Purpose of the Sub-Committee:**

To maintain the Church buildings and land.

**Highlights of our Work:**

- Converted all lighting to LED system - received grant of \$3,767.50 from Ottawa Hydro - cost of hydro to be greatly reduced
- Installed new pump for boiler
- Repaired and replaced sink drains in kitchen
- Unclogged large drain in slop room
- Sealed outdoor flashing on south basement window at small classroom to prevent water infiltration
- Removed tree at cost of \$2,000
- Lubricated fan pumps, as needed
- Repaired water boiler pressure feeder valve
- Periodically blew down low water cut-off control on boilers, as required for safety
- Unblocked roof drains; opened drain pipe in Little Chapel and cleaned debris, as needed
- Installed 5 ceiling fans, as directed, in Little Chapel, Office, Nursery and Freezer Room
- Repaired snow blower for garage sale
- Checked out circuits of floor polisher
- Moved falling stones at rear entrance
- Made several toilet repairs
- Repaired old-style basement lighting, as required
- Checked out lower level plug circuits
- Repaired and modified aluminum window crank assembly mechanism in Little Chapel
- Removed mould and cleaned basement storage room
- Revamped ramp in west storage room for table storage
- Repaired thermostat for large school room in basement
- Repaired vacuum cleaner to remove jam
- Supplied and installed grease fittings in large fan motor; lubricated large fan bearings
- Made temporary repairs to fire-rated glass in School; supplied and installed new wired glass



- Installed ceiling tiles, as needed
- Repaired floor tiles
- Relocated yard floodlight switch
- Repaired lock on classroom #10
- Checked out and ensured that the water on floor school area was dried
- Made many more small miscellaneous repairs too numerous to mention!

**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.

**Rental Contracts**

**Submitted by:** Verne Bruce

**Purpose of the Sub-Committee:**

To negotiate long-term leases and temporary arrangements with groups and individuals wishing to use the Church.

**Members of the Sub-Committee:**

Verne Bruce, Chair  
Melissa McEwen

**Highlights of our Work:**

- Prepared rental contracts and lease agreements for both long term and short term periods.

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

The rental and lease agreements brought in \$68,448.36 to help support the general operations of the Church.

**Security**

**Submitted by:** Verne Bruce

**Purpose of the Sub-Committee:**

To maintain a secure environment in and around the Church.

**Members of the Sub-Committee:**

Verne Bruce, Chair  
Melissa McEwen

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

- Following the September tornado that passed through Ottawa, and the extended period of time in which the church was without power, Tyco Security had to reset many of the standard settings on the security system. At that time, the back-up battery, which had long passed its life expectancy, was replaced.
- Hired Tyco Security to re-establish the Master Code as it had not been retained. This code is to be used by the Office Administrator to make any necessary changes or updates to the system. The Master Code is now kept in the office in a secured location.
- Office Administrator has worked diligently to increase the security of the building by tightening up on the list of persons with access to keys and codes for the system. Many updates have been made in collaboration with Tyco to ensure that their list of authorized users is up-to-date.

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

Provides security pass codes to long-term and short-term renters who use the Church facilities

### **Office Automation**

**Submitted by:** Bob Johnston

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

To ensure that the computers and peripherals used by the Minister and the Secretary during the performance of their duties are capable of the requirements that are placed on them.

To maintain the Britannia United Church web site ([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.

Melissa McEwen, Member: User representative, responsible for system monitoring, minor maintenance and consumables replenishment. A welcome addition to this Sub-Committee as Melissa has taken on additional responsibilities, such as ensuring computer updates are done on a timely basis!

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

- The heavy-duty colour printer from the Office Doctor continues to be a good investment. Monthly printing costs have been reduced to approximately \$80/month. The printer has a five year performance guarantee (June 2016 - 2021) which includes

replenishing the toners as required. The availability of colour printing has been appreciated by all.

- The Minister's computer had a hard drive failure which took several weeks to resolve and used up all of the \$500 reserve from the Office Automation Sub-Committee budget.
- The Church now has an identifiable email configuration under the brituc.ca address. Initial application of this address was set up for members of the Stewards Committee, but is available for Committees and Sub-Committees of the Church.

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

Britannia United Church communicates with the larger United Church community through its web-site ([www.britanniaunitedchurch.ca](http://www.britanniaunitedchurch.ca) or [www.brituc.ca](http://www.brituc.ca)). Hits on the website varied between 3000 and 5000 per month. 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 a busy place. 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.)

## **Kitchen**

**Submitted by:** Verne Bruce

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

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

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

Verne Bruce, Chair  
Roelie Jackson  
Heather Wallace

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

- The Kitchen Sub-Committee provides an opportunity to ensure that the kitchen is organized for people who use the facilities, both members and non-members.

## **Coffee / Tea / Juice Service**

**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

Dianne Tupper and Barry Meredith

Kristine and Kelvin Stanke

Helen Hutcheson and Don Miller

Adam Batson and Dee Vance

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**

**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 received this year have been made in memory of Phyllis Hodgins and several in memory and in honour of those who have passed in regard to the 145<sup>th</sup> Church anniversary.

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

To 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.

## **Memorial Garden Report 2018**

**Submitted by:** Dianne Tupper, Roelie Jackson & Heather Wallace

**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:**

- Geraniums were purchased to enhance the Memorial Garden flower bed and the beds by the steps. Watering and weeding continued through a hot summer. Trimming and watering continued in the perennial Pinecrest bed.
- For the Fall and Thanksgiving, Roelie added colourful mums around the Church doors.
- In November, Norm Toone cleared the flower beds, while Roelie and Dianne wrapped any fragile shrubs.
- Flowers will be planted in 2019 for congregation and community enjoyment through the seasons.

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

For those who may not have been part of our congregation, or, who have just forgotten the beginnings of this beautiful addition to our church, --a little history as follows-

The garden was established in 2013 to commemorate the 140th anniversary of Britannia United Church. It was dedicated to the memory of those whose faith inspired work and worship in this community for 140 years. It is a living memorial, a legacy that we leave for future generations.

It is maintained spring thru fall by a small group of faithfuls, which at times requires replacement (trees) ,planning and planting the lovely flowers, and keeping the weeds at bay.

Donations to help defray costs would be gratefully received, and if you have specific ideas, please don't hesitate to contact either Roelie, myself (Dianne), or Heather,( our faithful weeder ).

## Membership and Attendance Report 2018

CONGREGATIONAL STATISTICS	2013	2014	2015	2016	2017	2018
Total January 1	312	211	208	207	204	183
New Members	3	7	2	2	0	0
Transfer by Certificate	2	7	2	2	0	0
Profession of Faith	1	0	0	0	0	0
Transferred to non-resident roll	2	0	0	3	0	0
Removal	104	10	5	5	7	8
Transfer by Certificate	1	0	1	0	1	0
By Death	4	10	4	5	6	8
By Session	99	0	0	0	0	0
Total as of December 31	211	208	207	204	197	175
Active Members	154	167	154	158	158	136
Non-Resident Members	45	37	31	31	31	11
Member Families	90	102	121	118	118	106
Number of Identifiable Supporters	137	144	138	134	186	158
Number of Identifiable Supporters M&S	46	48	47	49	84	47
Funerals	9	10	4	5	10	8
Marriages	3	5	3	2	6	5
Baptisms	1	0	3	2	0	0
Holy Communion	12	12	13	12	7	9

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## Newsletter Report 2018

**Submitted by:** Peter Bain, Editor

**Purpose of this Committee:**

The purpose of the newsletter is to inform members of the congregation and of 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.

**Highlights of our work:**

- Britannia published four newsletters in 2018: Easter, June, Fall, and Christmas

- It is distributed electronically via the church website and via 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 and in hard copy.
- My thanks to Melissa for coming up to speed on the complications of preparing and sending the newsletter, and to Bob Johnston for putting the newsletter on the web site.
- As always, thanks to all the contributors, without whom the newsletter would not be possible.

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### **Craft Group Report 2018**

**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  
Edith Kenney

Elizabeth Eyamie  
Ellen Lalonde

**Highlights of our work:**

- In 2018, our crafts were available at the Strawberry Social and the Christmas Bazaar. With this exposure we raised \$1318.55 for the church.

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

We no longer meet weekly at the Church, but continue to work on our crafts at home. We knit, sew crochet and make greeting cards for all occasions. We provide booties for baptisms as a gift for the baby. We knit mittens for Ada's Mitten Tree; these are donated to different organizations that need them. We still store our wool, hand-made items and other supplies in one of the cabinets on the main level, so if you are in need of anything to complete your craft, speak to one of us. We might be able to help.

## Treasurer's Report 2018

**Submitted by:** Jamie Hill, MTS, CPA, Treasurer

As a whole, 2018 was a successful year. The congregation completed nine special projects which saw a total of \$18,271 added to our coffers. The bazaar and the Murder Mystery continue to be the most successful events.

We also engaged in a successful stewardship campaign which culminated in our 145<sup>th</sup> anniversary celebration and an increase in financial support. Other stewardship initiatives (145 in all) were conceived, planned, executed and realized in order to bring a higher profile to our congregation. Initiatives ranged from a sermon series on stewardship, to flyers to be distributed in the community, and a blue grass concert.

Nearly \$7000 was received into our restricted funds while disbursements totaled nearly \$20,000 as several major repairs and upgrades to our church property were finalized.

These included new lighting in the sanctuary and fees for air quality assessments and risk management.

Our budget actuals remain healthy though show signs of weakness. At first glance, our revenues totaled \$248,000 while expenses were \$228,000; thus showing a \$20,000 surplus. However, this includes \$44,600 in transfers from the restricted funds. It is to be noted that the actual operating results of the congregation show a deficit of nearly \$25,000 (\$53,000 ahead of budget). The majority of the savings come from increased revenue (\$19,000 over budget in donations due in part to the anniversary celebration) and decreased expenses (a savings of \$10,000 in salaries due to not having a custodian). Both are likely 1-off events.

While there is over \$592,000 combined, remaining in the Manse and Isabel Smith Funds, these funds are to be used sparingly in order to support operations. Drawing down on the balance in excess of 5% per year requires board approval as that represents a material drop in value. This year, we overdrew that limit by \$12,100.

It is also important to note that not all spiritual benefits of our community can be tied to our bottom line. The spirit moves in us, through us and among us to enrich our lives in countless ways. Our givings, once dedicated to God, can achieve far more than their value can command. The value of a smile when a stranger walks through our doors, the warmth of a hug when life is challenging, the shared experience of walking the way Christ leads cannot be determined through budgets and financial statements yet these are the very gifts we count as the most precious and are indeed the reason why we exist. Holding each other up through moments of trial while celebrating together when the going is easy; this is the true wealth of our community. Whether it be the poor widow who gave her last two coins or the rich land owner who paid his workers the same



regardless of the hours worked, funds dedicated to God's work yield a return on investment greater than could be realized when left in our own hands. Our role is to be good stewards of the blessings we receive and to ensure our stewardship is directed to the glory of God. – Jamie Hill

**Financial Statements prepared by:** Jamie Hill and Verne Bruce

Attached are the financial statements of Britannia United Church for the year ending December 31, 2018.

In 2018, we required \$44,600 from the Manse/Smith Funds to help cover the expenses for the year. Our income was \$39,090 higher, but with expenses of \$26,737 below budget, we ended the year with a surplus of \$19,645.

- 1) Salaries Allowances and Benefits were lower by \$11,714 mainly due to our custodian retiring in July, 2018. We paid \$2,911 for replacements to do the work of the custodian.  
Transfer of \$1393 from Minister's Educational Allowance to Sabbatical which has a balance of \$6,129 as of December 31, 2018.
- 2) Property Expense was under budget by \$9,319 due to the savings by Mr. Jackson
- 3) Programs was under budget by \$1,366. Special Outreach for \$1,200 was not needed.
- 4) Session was under budget by \$3,778. The music budget was under by \$1,732 because we had budget \$1,000 for organ repair and it was not required and a savings of \$732 in other areas that was not required. Christian Development budget was under by \$1,940, the main savings was in the Church School supplies and program.
- 5) Administration was under budget by (\$40). Due to over spending in Photocopying Maintenance Agreement by (\$881), Telephone & Internet by (\$271), Bank Charges (\$689) re: new cheques were required for the cheque issue system and a savings in other areas. Bulletins and Envelopes by \$405, Coffee & Fellowship by \$284 and Funeral expenses by \$336.
- 6) We transferred \$16,701 from Building Improvement Fund to cover the installation of new LED lights throughout the church less the rebate from Ottawa Hydro in the amount of \$3,767.50.
- 7) We transferred \$1,506 from Memorial Fund for upgrading of the sound system by Ole Jensen and Al Tassie. The upgrade of the wireless system was dedicated in memory of David Mackenzie and Earl Tupper.

- 8) Britannia Refugee Support Fund: We have received \$14,740 in donations for 2018 which was used towards the expenses incurred by the refugee family in the amount of \$28,600.

In addition, the congregation contributed \$11,791 to the Mission and Services Fund although we didn't quite meet our goal of \$12,500. The congregation also supported a number of outreach programs in the amount of \$3,934 which includes the following:

a)	Ottawa West End Community Chaplaincy	\$ 2,549
b)	Britannia Woods Food Cupboard	\$ 1,296
c)	Greenberg Family Cancer Centre	\$ 95

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 2019. All Committees will have to ensure that expenditures in 2019 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 2018, including your time and effort in supporting church projects and activities as well as your donations of funds.**

## Balance Sheet as of December 31, 2018

<b>ASSETS</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Bank – General Funds	13,630	36,557
Bank Savings Account	10,323	1,000
Manse Investment Fund	176,923	200,728
BUC Stock	0	3,888
The Isobel Elizabeth Smith Fund	412,362	486,445
Other Assets	14,598	0
Fixed Assets	<u>320,405</u>	<u>321,540</u>
<b>Total Assets</b>	<b><u>948,241</u></b>	<b><u>1,052,917</u></b>

## LIABILITIES

Accrued Funds for Minister Sabbatical	4,400	2,600
Other Liabilities	<u>25,088</u>	<u>26,681</u>

## EQUITY

Accumulated Current Operating Surplus (Deficit)	(33,935)	(78,270)
Investment in Fixed Assets	315,870	317,006
Manse Investment Fund	176,923	200,728
Building Improvement Fund	11,489	24,342
The Isobel Elizabeth Smith Fund	415,362	486,445
BUC Stock	0	0
Other Restricted Funds	<u>33,044</u>	<u>48,726</u>
<b>Total Liabilities &amp; Equity</b>	<b><u>948,241</u></b>	<b><u>1,028,258</u></b>

## Balance in Bank Account as of December 31, 2018

Bank – General Funds	13,630
Bank – Savings Account	<u>10,323</u>
Total in Bank Account	<b><u>23,953</u></b>

## 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 2018 is \$176,923, 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, 2018 is \$415,362 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, 2018, **\$1,393** 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>2017</b>	<b>2018</b>	<b>2018</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Bazaar	3,460	5,727	4,000
Garage Sales	1,298	1,542	1,000
Crafters Table Rentals	720	904	980
Strawberry Social	1,546	1,635	2,000
Dinners	6,370	4,825	5,000
Frozen Berry Sales	279	340	300
Craft Group Sales	1,278	1,319	750
Miscellaneous	2,006	1,980	1,890
Income from Projects	<u>16,957</u>	<u>18,272</u>	<u>15,920</u>

## **Reconciliation of Envelope Report 2018**

<b>Stewards Envelope Report</b>	<b>2018</b>
General Fund	108,707
Mission & Services	11,791
Other & Special Requests	<u>19,299</u>
<b>Total Envelope Giving's for the year</b>	<b>\$139,797</b>

<b>Treasurer's Reconciliation to Envelope Giving's</b>	
Offering	94,986
Minus Loose Offering	(2,031)
Mission & Service	11,791

<b>Restricted Funds</b>	
Memorial Fund General	605
Local Refugee Fund	14,740
Other	17,267
Building Fund	80
Benevolent	<u>2,359</u>
<b>Treasurer's Total</b>	<b>\$ 139,797</b>

**STATEMENT OF GENERAL OPERATING FUND REVENUE AND EXPENDITURE  
for period ending December 31, 2018**

<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>

**REVENUE**

Offering	91,530	94,986	95,500	95,500
Use of Facilities - Mindware	41,846	44,412	44,550	46,300
Use of Facilities - Other Sources	12,872	22,911	16,962	14,335
Projects	16,957	18,272	15,920	18,290
Other Donations, Tax Rebates, Bequests	19,848	22,840	3,500	3,500
<b>Total Revenue before Restricted Funds</b>	<b>183,053</b>	<b>203,421</b>	<b>176,432</b>	<b>177,925</b>

**EXPENDITURES**

Salaries, Allowances, Benefits	170,805	173,939	185,652	188,589
Property Expenses	34,891	32,385	41,705	51,137
Programs	10,291	11,605	12,971	13,968
Session	3,598	3,122	6,900	6,269
Administration	6,500	7,295	7,255	10,580
<b>Total Expenditures for the year</b>	<b>226,085</b>	<b>228,346</b>	<b>254,483</b>	<b>270,543</b>
<b>Total Revenue before Restricted Funds</b>	<b>183,053</b>	<b>203,421</b>	<b>176,432</b>	<b>177,925</b>
<b>Excess of Expenses before Restricted Funds</b>	<b>(43,032)</b>	<b>(24,925)</b>	<b>(78,051)</b>	<b>(92,618)</b>
<b>Less Restricted Funds</b>	<b>38,244</b>	<b>44,600</b>	<b>32,500</b>	<b>31,800</b>
<b>Excess of Expenses after Restricted Funds</b>	<b>(4,788)</b>	<b>19,675</b>	<b>(45,551)</b>	<b>(60,818)</b>

**Cash in Bank as of December 31, 2018**

General	13,630
Savings	<u>10,323</u>
<b>TOTAL</b>	<b><u>23,953</u></b>

<b>MISSION AND SERVICE FUND RECEIPTS</b>	<b>10,889</b>	<b>11,791</b>	<b>12,500</b>	<b>12,500</b>
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## Envelope Report 2018

GENERAL FUND			MISSION & SERVICE			OTHER & REQUESTS			TOTAL OF ALL GIVINGS		
<b>REGULAR ENVELOPE GIVERS</b>											
Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value
31	6,317	0-499	3	65	0-499	1	50	0-499	31	6,432	0-499
20	11,836	500-999	10	1,004	500-999	12	643	500-999	20	13,483	500-999
6	6,251	1000-1099	3	250	1000-1099	2	45	1000-1099	6	6,546	1000-1099
3	3,172	1100-1199	2	208	1100-1199	1	80	1100-1199	3	3,460	1100-1199
	0	1200-1299		0	1200-1299		0	1200-1299		0	1200-1299
1	1,135	1300-1399	1	240	1300-1399		0	1300-1399	1	1,375	1300-1399
2	2,705	1400-1499	1	100	1400-1499	1	40	1400-1499	2	2,845	1400-1499
1	1,395	1500-1599	1	45	1500-1599	1	125	1500-1599	1	1,565	1500-1599
1	1,470	1600-1699		0	1600-1699	1	150	1600-1699	1	1,620	1600-1699
	0	1700-1799		0	1700-1799		0	1700-1799		0	1700-1799
7	14,966	1800-2999	4	1,605	1800-2999	3	60	1800-2999	7	16,631	1800-2999
3	16,955	3000-OVER	2	2,800	3000-OVER	2	2,740	3000-OVER	3	22,495	3000-OVER
<b>75</b>	<b>\$66,202</b>		<b>27</b>	<b>\$6,317</b>		<b>24</b>	<b>\$3,933</b>		<b>75</b>	<b>\$76,452</b>	<b>TOTAL</b>
<b>PRE-AUTHORIZED GIVERS</b>											
Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value
3	619	0-499	3	240	0-499		0	0-499	3	859	0-499
8	4,435	500-999	5	750	500-999	2	540	500-999	8	5,725	500-999
2	1,800	1000-1099	1	120	1000-1099	1	150	1000-1099	2	2,070	1000-1099
1	1,170	1100-1199		0	1100-1199		0	1100-1199	1	1,170	1100-1199
3	3,245	1200-1299	2	310	1200-1299	2	150	1200-1299	3	3,705	1200-1299
	0	1300-1399		0	1300-1399		0	1300-1399		0	1300-1399
1	1,347	1400-1499	1	60	1400-1499	1	60	1400-1499	1	1,467	1400-1499
1	1,220	1500-1599	1	300	1500-1599		0	1500-1599	1	1,520	1500-1599
	0	1600-1699		0	1600-1699		0	1600-1699		0	1600-1699
	0	1700-1799		0	1700-1799		0	1700-1799		0	1700-1799
2	3,764	1800-2999	2	504	1800-2999	1	505	1800-2999	2	4,773	1800-2999
4	19,068	3000-OVER	4	3,090	3000-OVER	3	568	3000-OVER	4	22,726	3000-OVER
<b>25</b>	<b>\$36,668</b>		<b>19</b>	<b>\$5,374</b>		<b>10</b>	<b>\$1,973</b>		<b>25</b>	<b>\$44,015</b>	<b>TOTAL</b>
<b>NON-ENVELOPE GIVERS</b>											
Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value	Givers	Dollars	Value
39	2,787	0-499		0	0-499	15	593	0-499	39	3,380	0-499
10	1,600	500-999	1	100	500-999	2	1,150	500-999	10	2,850	500-999
	0	1000-1199		0	1000-1199	3	3,000	1000-1299		3,000	1000-1299
7	1,450	1550-1599		0	1550-1599		0	1550-1599	7	1,450	1550-1599
	0	1600-1699		0	1600-1699		0	1600-1699		0	1600-1699
2	0	1800-2999		0	1800-2999	2	8,650	1800-2999	2	8,650	1800-2999
<b>58</b>	<b>\$5,837</b>		<b>1</b>	<b>\$100</b>		<b>22</b>	<b>\$13,393</b>		<b>58</b>	<b>\$19,330</b>	<b>TOTAL</b>
<b>TOTALS OF GIVINGS</b>											
<b>158</b>	<b>\$108,707</b>		<b>47</b>	<b>\$11,791</b>		<b>56</b>	<b>\$19,299</b>		<b>158</b>	<b>\$139,797</b>	<b>TOTAL</b>