



# ANNUAL REPORT 2022

## Stittsville United Church

Email: [suchurch@primus.ca](mailto:suchurch@primus.ca)

Website: [www.stittsvilleunitedchurch.com](http://www.stittsvilleunitedchurch.com)

Tel: 613-836-4962

6255 Ferbank Road,  
Stittsville, ON K2S 1X5



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**AGENDA FOR THE STITTSVILLE UNITED CHURCH  
ANNUAL CONGREGATIONAL MEETING  
March 5, 2023 at 11:00 AM**

1. Welcome and Call to Order
2. Opening Prayer
3. Motion to elect a Secretary and Chair
4. Motion regarding voting privileges
5. Motion to approve the agenda as presented
6. Motion to approve of the minutes of the Congregational Meeting of June 19, 2022
7. A time of remembrance will be offered for those who died in the past year.
8. Motion to accept all committee reports as presented in the Annual Report with the exception of the financial statements and the "Members of the Board and Ministry Teams" leaflet of nominations. Any discussion on each report to follow.
9. Motion to elect the Members of the Board and Ministry Teams for 2023
10. Enabling Motion for the Board to deal with issues and events until the next Congregational Meeting
11. Treasurer's Report / Financial Report and approval of the 2023 budget
  - a. Discuss Solar revenue offset for utilities – consider not only hydro but gas and/or water
12. Interim report from the Search Committee regarding the search for a new minister
13. New/Other Business:
  - a. Becoming an Affirming Church
  - b. Upcoming fundraising/events
14. Appreciation for all staff and volunteers
15. Closing Prayer
16. Adjournment

**MINUTES OF THE STITTSVILLE UNITED CHURCH  
ANNUAL CONGREGATIONAL MEETING**

**DULY CALLED AND HELD IN PERSON AND VIA ZOOM/CONFERENCE CALL SUNDAY, June  
19, 2022 11:00 AM**

**1. Welcome and Opening Comments**

Rev. Grant Dillenbeck welcomed all the participants and gave a brief introduction to Zoom and about how the meeting would be run.

**2. Call to Order and Welcome and Opening Prayer.**

Rev. Grant Dillenbeck called the meeting to order at 11:02 am and offered an opening prayer.

**3. Review of Policy regarding the method of voting.**

Because this meeting was held in person and via Zoom/Conference Call, Grant suggested that voting be done by a show of hands (in person) and by comment in Zoom chat (conference call votes would have been entered into Zoom chat, but no participated via phone).

**4. Election of Secretary and Chair.**

**Motion:** That Janet Cottreau be elected as chair and that Alanna Code be elected as secretary for this congregational meeting. Moved by Kelli Byce. Seconded by Carla Miner. **Carried.**

**5. Motion regarding voting privileges.**

This vote is for full members of the church, but will allow all present, including adherents, to vote on all future motions of this meeting.

**Motion:** That everyone present be given privileges to speak to and vote on motions at this meeting. Moved by Dana Ducette. Seconded by Larisa Beach. **Carried.**

**6. Approval of the Agenda.**

**Motion:** To approve the agenda as circulated by email and at the meeting. Moved by Eileen Masse. Seconded by Betty Young. **Carried.**

**7. Approval of the Congregational Meeting minutes – May 2, 2021.**

**Motion:** To approve the minutes of the Congregational Meeting of May 2, 2021. Moved by Blaine Pauling. Seconded by Ben Rhody. **Carried.**

**8. Motion to accept all Committee Reports**

**Motion:** To accept all reports as presented in the Annual Report circulated by email, on the website, and in hard copy, with the exception of the financial “Statement of Operations” and leaflet of nominations presented during the meeting. Moved by Kelli Byce. Seconded by Carla Miner. **Carried.**

Rev. Grant Dillenbeck then offered a prayer and read the names of those who died in 2021.

**Solar Project 10<sup>th</sup> Anniversary:** Rev. Grant Dillenbeck recognized the tenth anniversary of the Solar Project and offered special thanks to Wray Lamb, Eric Moore, and Kim Paradis for all of their efforts to make the project a success. All capital has been repaid and funds will be available for church use.

## 9. **Presentation from the Spiritual Growth Animation Team**

A five-year celebration and report of Spiritual Growth Animation at Stittsville United was presented by Christa McCool. Highlights included a summary of the extensive and varied programs offered over the past five years, testimonials from participants, a summary of survey results, and memorials for Elizabeth Hochster and Eileen McLean who were instrumental in the success of the Sparks program. Christa offered special appreciation to Ruth with a presentation of flowers. Other members then offered their personal thanks and Beth Sweetnam shared that other churches from the Region are using what SUC did as a model for their own programs.

## 10. **Presentation regarding Covid-19**

This was covered in the previous presentation, highlighting all the ways SUC stayed connected during difficult pandemic shutdowns and public health restrictions.

## 11. **Motion regarding the election of members to the Board and Ministry Teams** (as sent out by email and circulated at the meeting.)

**Motion:** To elect the Members of the Board and Ministry Teams for 2022. Moved by Bonnie Lamb. Seconded by Larisa Beach. (Secretarial Note: this item was carried as noted below.)

**Discussion.** In addition to the leaflet circulated, it was noted that Margie Franche will be taking over for Lynn Seabrook for the UCW Noteworthy Ministry. A Search Committee has also been established and the current members are: Beth Sweetnam, Kelli Byce, James Harley, Susie Anderson, Elizabeth Ducette, and Marjorie Berry. Waylon Robinson and Stas Malkov will be organizing Sunday Youth Brunches once we are able to eat in the building again.

**Call for vote on above motion: Carried.**

## 12. **Financial Motions**

### a) **2021 Profit and Loss Budget Performance and Flowthrough Funds**

Blaine Pauling, Chair of the Finance Ministry Team, briefly reviewed the 2021 Profit and Loss Budget Performance (Statement of Operations) and Flowthrough Funds

**Motion:** To approve the "Statement of Operations" (i.e., Profit and Loss Budget Performance) and the "Flowthrough Funds" reports (pp. 34, 35, and 37 of the 2021 Annual Report). Moved by Blaine Pauling. Seconded by Phil Sweetnam.

**Discussion.** Some of the Flowthrough Funds were used when the sanctuary was painted and we have used up all the SGA grant money from the national church. \$10,000 was taken from the Operating Contingency Fund to cover expenses in 2021 as allowed by current church policy. TLC funds will be zeroed out in 2022. The UCC grant money never appeared in the budget, but rather was reported in Flowthrough Funds as it was targeted money.

**Call for vote on above motion: Carried.**

### b) **Financial Review for 2021**

Blaine Pauling spoke to the fact that a 2021 Financial Review is underway but has not yet been received for a number of reasons.

## **2022 Draft Budget**

The 2022 draft budget presented was approved by the Board on June 15, 2022 was sent out by email

and copies were circulated at the meeting.

**Motion:** To approve the 2022 draft budget approved by the Board on June 15, 2022. Moved by Blaine Pauling. Seconded by Margie Franche.

**Discussion.** Assessment is based on revenue and funds held in trust. The supply minister line item (line #11) of \$500 is not enough for the year. The UCC recommends paying between \$225-\$275/service. Increasing the budget line item to \$1,650 will allow for four Sundays, plus two sick days which will hopefully not be needed. There are funds in the Minister Salaries and Benefits line item (line #10) to cover any supply needs after Grant retires until such time as a new minister is in place. The increase will hopefully be covered through increased offerings and fundraising.

**Motion:** To increase the Supply Minister Line Item in the 2022 Budget from \$500 to \$1,650. Moved by Phil Sweetnam. **Carried.**

**Discussion cont'd.** Since a donation of \$5,000 has been received to cover the position of Youth Worker, it should be reported as Flowthrough Funds rather than a budget line item.

Line item #20, Books and Con. Ed. Of \$500 seems insufficient and should be \$1,500-\$2,000, especially when hiring a new minister. (There are currently 30 congregations in the Region without ministers, 18 of which are actively seeking one.)

**Motion:** To increase Books and Con. Ed. line item from \$500 to \$2000. Moved by Dana Ducette. Seconded by Christa McCool. (Secretarial Note: This motion was withdrawn as noted below.)

**Discussion on above Books and Con. Ed. motion.** Grant has not used and does not intend to use any of this money for 2022 so the \$500 will be sufficient for a new minister for the remainder of 2022. It will need to be increased for 2023.

With this information, Dana Ducette withdrew her motion and Christa McCool seconded the withdrawal.

**Motion:** To remove the \$500 Books and Con. Ed. line item from the 2022 budget. Moved by Shawn Williams. Seconded by Lynn Seabrook. Three in favour. Majority opposed. **Not carried.**

**Comment after vote:** If we get a replacement minister, we will be obligated to give them book and continuing education funds. It is possible for SUC to apply for grant money.

□□□ **At this point of the discussion, all staff were asked to leave the meeting. Julee Pauling stepped in to act as secretary while Alanna Code was out of the room.** □□□

**Motion:** To extend \$2,550 and to allow to extend the budget for line #15 to cover the salary for Mid-Week Spiritual Spark Director. Moved by Shawn Argue. Seconded by Carla Miner. (Secretarial Note: This motion was carried as noted below.)

**Discussion.** Line item #15 becomes \$5,000 (3 months – \$850). Fundraising was increased for 2022.

**Motion:** To move line #17 to Flowthrough Funds (Youth Worker). Moved by Arlene Preston.

Seconded by Ben Rhody. (This motion was later withdrawn.)

- c) Motion:** In revenue portion of budget should add funding for SSSD from SGA funds changing line 16 to \$8778. Moved by Arlene Preston. Seconded by Kelli Byce. Carried.

**Restatement of initial motion:** To increase Line #15 from \$2,540 to \$5,000 and to run until October 1<sup>st</sup>. (Previously stated as “To extend \$2,550 and to allow to extend the budget for line #15 to cover the salary for Mid-Week Spiritual Spark Director.” which was moved by Shawn Argue, seconded by Carla Miner.) **Carried.**

**Motion:** On September 1<sup>st</sup>, look at Line #15 to see if we will continue Mid-Week Spark Director to December 31<sup>st</sup>. Moved by Kelli Byce. Seconded by Dana Ducette.

**Discussion.** Clarification by Carla Miner: The Board, in conjunction with M&P, has the authority to re-evaluate the status of the Mid-Week SSD in an on-going capacity in September. Dana Ducette supports this clarification.

**Call for Vote on Motion:** One opposed. **Carried.**

□□□ **Staff were invited back into the meeting at this point.** □□□

#### **Highlights of items while staff were out of the room:**

- \* Mid-Week SSD: hope & intention to extend position to October 1<sup>st</sup>, 2022.
- \* In mid-August/early September, the Board will reconsider “on hold status” of position and look at what can be made possible.
- \* Looking at draft budget for 2023 in November so there is time to consult
- \* To make up shortfalls with increased offerings and fundraising
- \* Budget increase of \$3,610 for a total of \$187,945.

**Motion:** That hydro costs be covered by Solar Funds. Moved by Arlene Preston. Seconded by Victoria DeVita. Two opposed. **Carried.**

**Call for Vote** on initial motion to approve the budget (with amendments): **Carried.**

#### **d) Expenditures**

**Motion:** To approve expenditure of up to \$100,000 from the Capital Repair and Replacement Fund as needed for the replacement of the roof, furnaces and other critical repairs.” Moved by Blaine Pauling. Seconded by Larisa Beach. **Carried.**

The point was raised that when replacing the roof and furnaces, etc., that we should be looking for eco-friendly options even if they cost more.

#### **13. Update on the work of the Steering Committee**

The work of finding a new minister has now moved from the Steering Committee to the newly appointed Search Team.

#### 14. **Other Business**

**Motion:** After expenses, all Solar revenue funds shall be moved to the Capital Repair and Replacement Fund rather than Operating Contingency Fund. Moved by Wray Lamb. Seconded by Lynn Seabrook.

**Discussion.** There is an existing policy in place that was previously passed by the congregation. This item should be referred to the Board for discussion. **Wray Lamb withdrew this motion.**

**Motion:** That Wray's withdrawn motion be referred to the next Board meeting for discussion. Moved by Blaine Pauling. Seconded by Perry Fee. **Carried.**

Victoria DeVita thanked Ruth Richardson for her time as Youth Worker and presented her with a piece of garden art.

A request was made to receive the minutes of this meeting sooner than the 2022 Annual Report.

#### 15. **Appreciation**

Janet Cottreau thanked all staff for their continued work.

Rev. Grant Dillenbeck extended thanks to all the volunteers of SUC.

#### 16. **Declaring the meeting closed.**

Janet closed the meeting at 2:20 pm.

#### **Closing Prayer**

Rev. Grant Dillenbeck invited everyone to stand and recite the Lord's Prayer together.

**MINISTER'S REPORT (to September 19, 2022 Minister, Grant Dillenbeck)**

***“For everything there is a season, and a time for every matter under heaven.” Ecclesiastes 3:1***

“For everything there is a season...” About 2,500 years ago the writer of the biblical book of Ecclesiastes was trying to make sense of what was happening in the midst of the very challenging events taking place in the world of that time. The writer listed many of the various “seasons” we all face in life, such as times of weeping and laughing, times of planting and picking, times of silence and speaking, times of birth and death. One thing not included in the list of seasons was “a time of pandemic.”

In 2023 Stittsville United Church continued to deal with the effects of COVID 19. By following public health guidelines, very few events were held in the building, though several activities, including worship, were offered by Zoom and Facebook Live. Early in the year there was a noticeable decline in the number of people attending online activities and there was also a reduction in financial offerings. When worship and other activities were once again offered in person, attendance was far below what it had been before the pandemic.

The Finance Ministry Team and Board had several very challenging discussions to prepare a budget for 2022, and the Board decided to delay the Annual Congregational Meeting in order to encourage as many people as possible to attend in person as well as by Zoom.

The 2022 budget which was eventually approved by the congregation contained a significant decrease in expenditures, including the elimination of the Youth Minister and mid-week Spiritual Spark Director positions from the operating budget, as well as reductions in the resources available for other ministry items including resources for children’s programs and postage and stationary required for regular postal mailings. In light of the budget reductions and resulting changes in the focus of the congregation’s ministry along my what I expected would be required of me to carry out that ministry, I made the decision to retire as of October 1, 2022. For several years I had indicated my intention to retire at that time, and though I did consider serving into 2023, I prayerfully concluded that my gifts and energy were no longer a good fit for what would be required at Stittsville United Church in the short term and into the future.

“For everything there is a season.” After over 37 years of ordained ministry, more than 17 of which I spent at Stittsville United Church, it was now time for me to enter my “season of retirement” from full-time ministry, and for SUC to enter a new season of its ministry. In later verses of chapter 3 the writer of Ecclesiastes states, <sup>12</sup>“I know that there is nothing better for people than to be happy and to do good while they live. <sup>13</sup>That each person may eat and drink, and find satisfaction in all their toil—this is the gift of God.” It has indeed been a gift of God for me to have had the opportunity to serve in ministry with five United Church congregations, including SUC. I will carry with me the fondest memories of the

people and shared ministry experiences at SUC. I was blessed to be present during some of the most significant seasons in many of your lives, including times of great joy and of deep sorrow. We were all blessed by “Growing – Together – In Spirit” through sharing together in amazing church musicals, joyful Funday Sundays, enjoyable meals and conversation including Sunday brunches, inspiring spiritual growth opportunities, service/learning trips to Nicaragua, Youth pilgrimages, uplifting worship including incredible creative multi-generational services, and many more activities too numerous to mention. Indeed, I have found great “satisfaction in the toil” as my time in ministry has definitely been, and will continue to be for me, “a gift of God.” I particularly appreciated working with the other staff members in the church. They have all been a source of support and encouragement, and I will continue to cherish the friendships that were developed.

Ruth and I want to thank all of you for your support and love over the years, and we wholeheartedly hope and pray that the ministry of Stittsville United Church will continue to thrive and that the lives of many will be blessed and inspired through your ministry in the years to come.

In a Spirit of Faith, Hope and Love,  
Rev. Grant Dillenbeck.

### **CHAIR OF THE BOARD**

This past year was filled with change for Stittsville United Church. COVID 19 continued to wreak havoc on our ability to gather and worship together and we lost three people instrumental to the daily workings of our church. Our long-time, much-loved minister, Rev. Grant Dillenbeck retired and with him Ruth Richardson moved on; the two of them leaving many holes to fill. Then in the fall, our long-time (and wonderful) administrator, Alanna Code, moved to Kingston.

With change comes challenge but, thankfully, what also comes with change is the opportunity to reflect and learn and I am feeling so hopeful about where we are as a church heading into a new year.

Since 2020, because of COVID, it has been so challenging to gather in person, break bread together, worship and just be together as a community. We grow up hearing from our teachers that the church is the people, not the building but with 'church' being removed from our weekly routines it became more difficult to connect in meaningful ways. We were not able to share ideas and thoughts at coffee hour or in passing before or after the service and common threads we shared with each other got lost.

As a Board, we have done a lot of listening, reflecting and learning over the past eight months. We have seen how important it is for our community to gather and have opportunities to connect. And, we have learned how important open and frequent communication is with each other. With so much change, we as a Board have really had to think carefully and examine how and why we do things and make adjustments to suit our new circumstances as a church.

With the assistance of our fabulous new administrator, Roni Lester, and our finance committee we have developed financial processes that allow for greater transparency and accountability. We have worked openly with staff and committees to set priorities for our annual budget and hosted "finance 101" sessions for the congregation to better understand the financial situation of our church and help our community understand what it takes to keep a church financially viable. We are working hard to fundraise and reach out within our local community once again and, with Reverend Anne Montgomery joining us at the end of January we are, once again, feeling a sense of routine and consistency. Thank you, Anne! We are so blessed to have you join us.

I must take a moment to also appreciate a number of people for the extra work they have put in over the past four months to keep Stittsville United Church open and operating as a warm and welcoming place of worship. Allison Houston, our gifted musical director, you have been the glue that has kept our services flowing smoothly, the décor of the church appropriate and up to date, our hearts full of song and so much more. Thank you. Eileen Masse you have never ceased in your amazing energy and enthusiasm towards our children and youth, and in your ability to engage them in exploring their faith and God. You are always looking ahead and finding ways to engage us all. Mo Panetta, we have kept you busy over the past year and we appreciate all of the work you continue to do with our finance

committee during these unusual times and Nelson Lavigne, the church has been quiet over the past two years but we appreciate that you continue to care for all spaces within our church.

To our volunteers, you have come together with great strength, determination and creativity over the year and we are so appreciative of all that you do. From caring for and supporting our staff to continuously supporting the community with outreach and fundraising – we are in your debt as we know that hard work requires the gift of time and we are so thankful. I will not try to name all of our dedicated volunteers but please keep reading the pages in this report. You, too, will see the great working happening in and around Stittsville United Church.

I am so proud of where our Board and SUC has come in such a short time. A year ago, I was still an observing Board member and never would have imagined that just months later I would step in to become Chair but, we don't always choose the path before us and I am so thankful for the opportunity to learn and grow with such a wonderful group of people. As a Board we have varying opinions, backgrounds and ideas but we share a common purpose in that we are all committed to the community of SUC and its staff and to working together in God's name.

I pray that as we continue through 2023 we are all able to work together as a community to heal and come out of this change even stronger than we have ever been; Growing Together in Spirit.

Sincerely,

Janet Cottreau, Chair

## **MARRIAGES, BAPTISMS, AND DEATHS IN 2022**

**Marriages:** We celebrate the love shared between these couples through their vows of love and faithfulness.

Joy, Edward James & DeLuca, Donna Jean – August 25, 2022

Wilkinson-Zan, Benjamin & Slobodian, Alexandra Lee – September 9, 2022

Gaudet, Colin Geoffrey & Carbone, Jessica Deanna – September 27, 2022

**Baptisms:** We celebrated the following baptisms this year.

Dorion, Elizabeth Hope – May 8, 2022

Lunney-Johnson, Mason – May 15, 2022

Hage, Aubrey – May 15, 2022

Hage, Kiera – May 15, 2022

Coomo, Quinn Leanne Elizabeth – June 5, 2022

Coomo, Jackson Glen Richard – June 5, 2022

Wigney, Aiden – August 21, 2022

Ferguson, Addison – December 11, 2022

**Deaths:** We continue to mourn the loss of the following individuals and hold in our prayers members of our congregation who grieve the deaths of loved ones whose names are not listed below:

Speak, Marjorie – January 8, 2022

Morely, Beverly – January 20, 2022

Hochster-Hurst, Elizabeth – February 1, 2022

Allan, Jacqueline – February 15, 2022

Page, Margaret – March 14, 2022

MacQueen, John – May 7, 2022

Thoms, Sharon – May 27, 2022

Gifford, Joan – April 17, 2022

Anderson, Edith – June 17, 2022

Atkey, Velma – June 17, 2022

Stimpson, Barbara – July 30, 2022

### **MUSIC DIRECTOR**

I would say two key words to describe 2022: flexibility and transition. The year started off with yet another lockdown phase. January through March, services were lead from the Upper Room, with only staff in attendance.

By March, we were back in the sanctuary, but musical offerings were often provided via video. The choir met weekly starting in March, but met offsite, so we could rehearse without masks. The choir returned to singing live in church, appropriately, on Easter Sunday.

Summer is a time when I bring out my fiddle more often, and we incorporate a 'you-choose-the-song' hymn sing segment. During my holidays, I returned to Waterton United Church, to lead the service there, together with my sister Cathy. It is always a blessing to collaborate with other UCC congregations and musicians.

September was focused around preparing for Grant's retirement. October and November were all about moving forward in yet another kind of 'new normal' with the staffing changes.

Advent services went well. SUC's Advent traditions were honoured, including a children focused Advent III service, Lessons & Carols on Advent IV, and a wonderful Christmas Eve service led by Don and Lynn Maclean.

Thank you all for your support and involvement in the music ministry of SUC, in 2022 and beyond.

Submitted by Allison Houston, Music Director

### **SUNDAY SPIRITUAL SPARK DIRECTOR**

The fall was filled with getting to know each other again after all the time we were away.

We used the Lectionary for the months of September, October and then in November we concentrated on the Nativity play. The children were very involved in the play. Giving ideas and opinions and being very hands on. The play was a success. That service ended with the children asking to do another play for Easter. It was such a wonderful time for all of us and for the church as it feels like we are coming back together. The church is coming alive with love and our faith.

For 2023 we are doing the fruits of the Spirit. The fruits of the Spirit are **love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control.**

The program includes activities, games, having discussions on how we can make a difference in someone's life just by being kind. and learning about how the children can take the spirit with them wherever they go in their lives including school, connecting our faith to the real world.

Submitted by Eileen Masse, Sunday Spiritual SPARK Director

## **OUTREACH**

For the past few years our Outreach activities have been coordinated by the Minister in conversation with interested members of the congregation. Following Grant Dillenbeck's retirement the SUC Board took on the interim responsibility of reviewing outreach requests. This past Advent and Christmas you helped us collect items for the Harvest House addiction treatment centre for men, and the Lanark County Interval House program for women and children living in situations of violence. We have also continued to provide support to the Stittsville Food Bank through financial and food donations from members of the congregation.

Donations provided by members of our congregation for Local Outreach were used during the year primarily to help families and individual in need in our community. We encourage you to continue to make donations to our Local Outreach fund so the we can continue to offer financial support to those in need in our community.

We thank everyone who supports the outreach efforts of our congregation to assist people in our community and beyond.

## **MISSION AND SERVICE**

Our congregation provided \$6,957 in 2022 in support of Mission and Service of United Church of Canada, which funds programs to support people in Canada and around the world. Our contributions to Mission and Service are not part of our Operating Budget, but are contributed by members of our congregation over and above donations to our local budget.

Regular Minutes for Mission are offered in our worship services which provide information about projects supported by Mission and Service. Detailed information about the Mission and Service activities and programs of the United Church can be found on the United Church of Canada website at <https://united-church.ca/community-and-faith/get-involved/ways-give/giving-opportunities>

We thank those who contribute to the Mission and Service of the United Church of Canada and we encourage those not already doing so to consider supporting this important part of the ministry of our church.

## **MINISTRY AND PERSONNEL COMMITTEE**

This past year was extremely busy for the M&P committee. Stittsville United Church began the transition back to in-person worship and we thank Grant Dillenbeck, Ruth Richardson, and Allison Houston for continuing to lead us in meaningful worship on Sunday mornings in person and on Facebook Live. We also thank Michael Larson for volunteering to manage the livestreaming and Mark Dickinson for resuming his volunteer audio duties in the sanctuary.

In March, Grant announced his retirement from ministry and Ruth resigned from her position as the Youth Worker. M&P formed and led a Steering Committee that gathered the information needed to prepare to search for a new minister. With the input of the congregation through a meeting, survey, and voting opportunity, our Living Faith Story and Minister's Job Description was prepared and approved by the congregation and the EOORC. We thank Beth Sweetnam for her help with the Steering Committee. Her knowledge and prior experience with the process was invaluable. M&P then turned things over to the Search Committee, chaired by Kelli Byce.

In August, we hired Lydia Peterson for a 6-month trial period as our new Youth Leader. She held a few events over the fall including a harvest moon bonfire, an outing at MaxxGames, and an evening spent decorating Christmas ornaments.

On September 11, 2022, we held a wonderful reception to say goodbye to Grant and to celebrate his retirement from his 37 years in ministry. We also said goodbye to Ruth as she was leaving the Mid-week Spark Director position. Grant's last service with us was on Sunday, September 25<sup>th</sup>. We thank Grant and Ruth for all their work and how much they gave to our congregation during their 17 years with us. They will be missed. We wish them all the best as they go forward, and hope that Grant has an enjoyable and relaxing retirement.

The autumn brought more changes when Alanna Code announced that she and her husband, Ian Frei, were moving to Kingston and she would be resigning from the office administrator position and leaving our congregation. We said goodbye to Alanna on November 4<sup>th</sup> and thanked her for her work over the past 10 years as our office administrator. Alanna was very busy through 2022 as in-person activities resumed at the church building, and she helped to prepare for Grant's retirement. We extend a big thank you to Alanna for being a wonderful office administrator and wish her and Ian all the best as they begin their new adventure in Kingston.

We welcomed our new office administrator, Veronica (Roni) Lester, in late October. Roni has been very busy learning her duties and supporting other staff and members of the congregation. The job has been more difficult without the support of a minister, but Roni is rising to the challenge. We are glad to have Roni as part of our church family at Stittsville United Church.

Allison has provided beautiful and uplifting music during our worship services throughout the year on piano, organ, fiddle and voice. Allison resumed leading choir rehearsals and the choir's musical

offerings have been an enjoyable part of the Sunday service. Thank you to Allison for leading the hymn-request service on Thanksgiving and the service of Lessons and Carols during Advent. We appreciate all the extra duties that Allison took on after Grant's retirement to support the smooth running of Sunday mornings during this time of transition when we do not have a full-time minister.

Eileen Masse had a very busy year leading the Sunday Sparks program. She supported the children in the congregation and members of the community with outreach activities such as leading Sunday worship in May, reading the Percy Jackson series online, pumpkin carving, a reverse Advent of Kindness, and leading a Nativity play. Eileen also continues to pursue her Licensed Lay Worship Leader (LLWL) education. Thank you to Eileen for all she has accomplished for our congregation this past year.

Thank you to Maurizio (Mo) Panetta for managing the church finances throughout the year. We appreciate his role behind the scenes and his assistance to the Finance Committee.

Thank you to Nelson Lavigne for his work as our custodian. His job has become busier again as more people are using the church building through the week. We thank Nelson for ensuring that everyone has a clean space to use when they are here.

Thank you to everyone who stepped into the pulpit after Grant's retirement. We appreciate LLWLs Andrew Nicholls, Carla Miner, Jessica Knoyle, Sandra Smith, Jeannie Page, David Patterson, Heather McGrath, Julee Pauling, and retired Reverend Don Maclean for leading us in worship in October, November and December. We appreciate having you with us while we continue to search for a new minister.

I would also like to thank the members of the M&P committee who worked so hard through 2022 to support our staff through this time of many transitions. Thank you to the members who continued as part of the committee from the previous year(s): Kate McDonald, Victoria DeVita and Marilyn Elliott. We welcome Julee Pauling who joined the committee in September and thank her for her many contributions, especially her mentorship of the new Youth Leader. We welcome Heather Gribben who joined us in December. We are happy to have her with us. We thank Marilyn and Kate for their service on the committee as they step down at this time. I am also resigning from my role as Chair of M&P, which I have held since 2018.

Our congregation is so fortunate to have such talented and dedicated staff members and we thank them for all they have done in this challenging year.

The 2023 budget includes a proposal to increase the rate of remuneration for our staff with a cost-of-living adjustment. If there are any issues with the staff at the church, please contact a member of the M&P committee.

Submitted by Sarah Daly, Chair

## **SEARCH COMMITTEE**

Well 2022 was a busy year. Once we concluded our Faith Profile we were able to get to work and start looking over resumes and watch sermons. There are several ways we are searching for a Minister; advertising through our website and through The Church Hub (this is a computer based program that is run by the United Church of Canada. This is also where we look at resumes. Anyone on the Hub has been approved to Minister in Canada and also reading over other Ministers' resumes and approaching them.

The summer was extremely busy and to be honest we felt the pressure of finding a Minister to serve us all. We interviewed a few. One we found was fantastic but unfortunately because of the price of housing was not in a position to move to the Ottawa area, so he took a position in the maritimes. We thought we found another however during the final stages this too did not work out. We want to thank Caroline Penhale and Eric Lukacs who were our Regional Support Ministers who took the time to educate and support us through our searches. And of course Whit Storm who was a wonderful resource and support.

Our very own Beth Sweetnam has been a wealth of knowledge as she has helped many other congregations go through this process in the past. She has removed herself from the committee but has offered support and guidance when we are seeking it.

Although the winter has been a bit slower moving we are still searching and know that when the time is right we will find the right fit. Our committee consists of Marjorie Berry, James Harley, Susan Anderson and Kelli Byce.

Submitted by Kelli Byce.

## **EASTERN ONTARIO, OUTAOUAIS REGIONAL COUNCIL (EOORC)**

The Eastern Ontario Outaouais Regional Council (EOORC) is one of 16 new Regional Councils in The United Church of Canada, replacing former conferences and presbyteries. The EOORC includes almost 200 churches (now called communities of faith) in a region that stretches from the Outaouais and includes the Ottawa Valley south to the St. Lawrence River.

The new Regional Council is responsible for supporting communities of faith as Presbytery did in the past.

That includes,

- support, advice, and services to communities of faith in human resource matters, including Intentional Interim Ministry, cooperative arrangements, innovative ministries, ecumenical shared ministry, lay leadership, amalgamation, disbanding, and closure
- pastoral relations policies govern search, selection, calls, and appointments between ministry personnel and communities of faith plus support is provided to communities of faith without regularly called or appointed ministry personnel.
- training for M&P Committees and Councils, as well as preventative dispute resolution.
- support, advice, and services to communities of faith in dealing with congregational property.
- managing regional archives.
- ongoing leadership training for ministry personnel and lay people.
- ensuring compliance with the policies and polity of the United Church and reviewing any relevant records; (*The “polity” of the United Church means the form of organization and government of the United Church as it is set out in the bylaws.*)
- administering policy set by the General Council and setting appropriate regional policy.
- participating in determining priorities for mission and ministry work through the Mission & Service fund.
- setting and managing its annual budget, including revenue from the denominational assessment.
- co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines.
- training and accreditation of Lay Licenced Worship Leaders and Sacraments Elders.
- establishing minimum salaries and reimbursements for ministry personnel

Our Region sends out two newsletters a month (only one in July and August) and holds several meetings a year that representatives from each community of faith can attend (up to now, they have mostly been by zoom and I have participated in some of them). The Region is active in reaching out to

churches with webinars and events to promote improved communication between communities of faith and increased knowledge of United Church practices plus encouraging faith development for adults and children. A member of our congregation, Dana Ducette, is the regional staff member who works with youth and young adults in our Region.

Unfortunately, many United Churches in our Region are experiencing challenges including lower attendance and revenue. About forty-three communities of faith in our Region do not have a called minister or a long term appointed minister (this includes our church). About thirty-one of these communities of faith are looking for a minister (our church has an active search committee); the rest will, most likely, be closing or amalgamating with another community of faith.

Submitted by Beth Sweetnam

### **PROPERTY AND MAINTENANCE**

Though the building use was still limited in 2022, there were a few property and maintenance issues which were addressed. Building foundation parking repairs were completed and the cost of \$4068 was paid out of the capital reserves. We continue to keep our custodian, Nelson Lavigne, on salary and coming in to perform cleaning.

Church roof repair requirements were finalized with replacement being scheduled in 2023 and we thank Shawn Argue for his help to secure a competitive contract for completing the work required. We thank Wray Lamb for his support with the transition of property and maintenance as he shifts his focus to the activities of the Cemetery Committee. Property and maintenance for the church requires a cross section of skills and experience, therefore, a formal Property and Maintenance Committee will continue to be developed. Discussions continue regarding expanding LED lighting upgrades to other areas. Those who provide contracts or assistance with regular maintenance in 2022 are listed below:

Handicap Lift (Upper Canada Elevators)

Fire Extinguishers (Davidson Fire Services)

Landscaping (Ian Frei and Wendy Hall)

Snow Removal (Jason's Snowplowing)

Grass Cutting (Post Card Perfect – Adam Kittle)

Solar System (Wray Lamb, Eric Moore, Kim Paradis)

Custodial Duties (Nelson Lavigne)

Audio & Visual modifications and repairs (Wray Lamb, Mark Dickinson)

Defibrillator (Doug Hall)

Security Alarm System (Alliance Security)

Submitted by Paul Thompson

**SOLAR REPORT**

<b>Description - Production 2022</b>			
Estimated yearly production	17,044.20 kWh		
Actual Production for 2022	15761.37 kWh		
CO2 emission reduction	11014.06 kg		
<b>Yearly Average</b> production since January 1st, 2012 (mean average)	17701.64 kWh		
<b>Description - Accounting 2022</b>	Revenue	Expense	Balance
Balance December 31, 2021			5727.06
Solar Insurance coverage for 2022		200.00	
Repairs ( Deger parts plus added switch)		562.47	
<b>Description - Accounting 2022</b>	<b>Revenue</b>	<b>Expense</b>	<b>Balance</b>
Balance December 31, 2021			5727.06
Solar Insurance coverage for 2022		200.00	
Repairs ( Deger parts plus added switch)		562.47	
Revenue (Hydro Ottawa) 2021 ( <b>Note: 1&amp;2</b> )	9500.16		
<b>Totals</b>	9500.16	762.47	
<b>Balance December 31, 2022</b>			14464.75

**Outstanding Balances:**

Outstanding UCC loan as of June 18, 2020--**\$0.00** (confirmed by UCC Statement)

Outstanding Trustee loan as of December 31<sup>st</sup>, 2021 ----- **\$0.00**

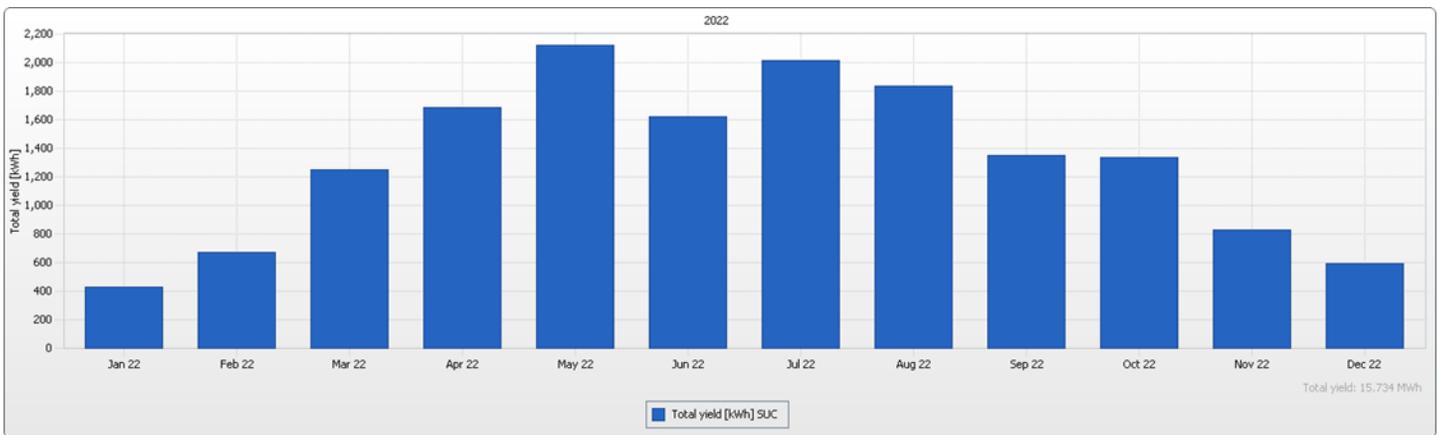
**Note 1:** Revenue generated is 64.2 cents per kWh -- 20-year contract. Installed on Dec 11, 2011

**Note 2:** Combined 3.92% deduction which includes line loss between inverters and Hydro meter, plus, Hydro Ottawa administration costs. ( total = \$618.64 for the year).

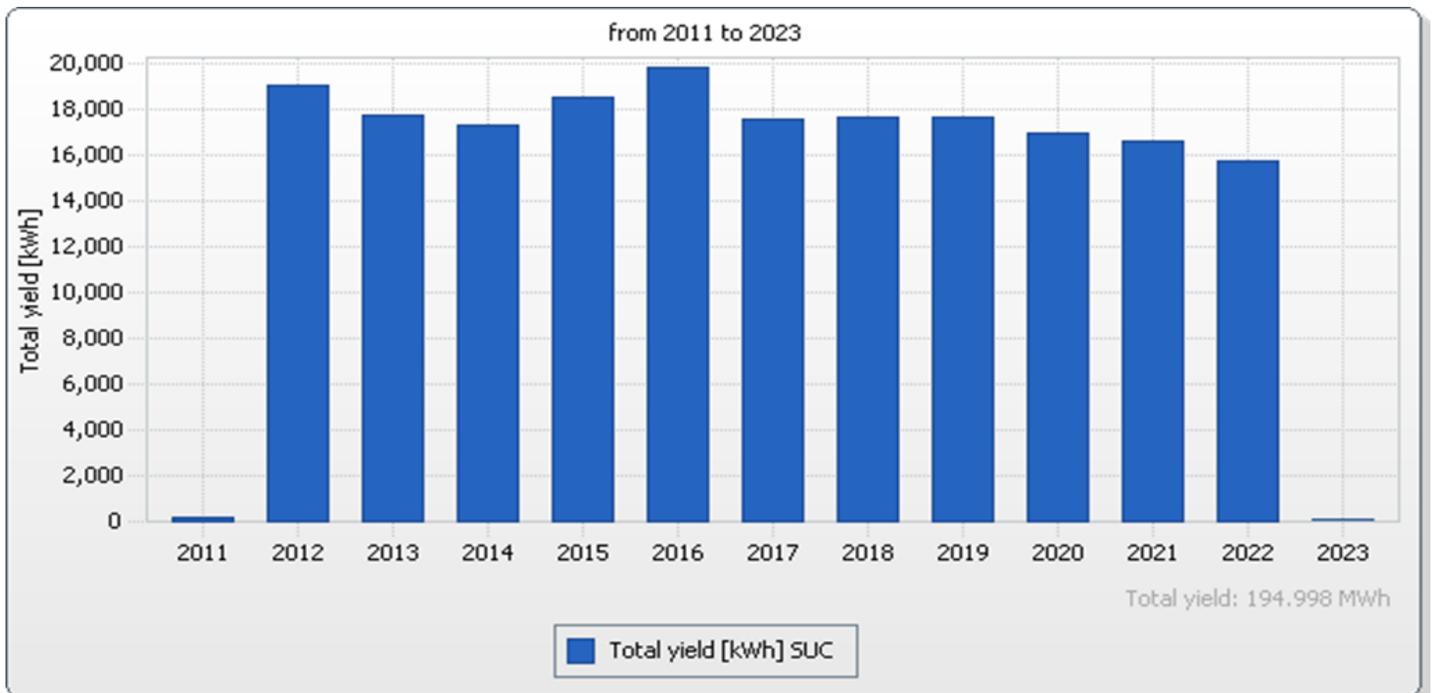
**Maintenance**

1. July – Pole 1 was not tracking the sun, had to replace motion circuit board, sun tracker prism , plus added a switch for better control--- Eric Moore, Kim Paradis, & Wray Lamb
2. Snow removal was done as needed in the winter months 2022.—Wray Lamb
3. The yearly lubrication was completed in October 2022 – Wray Lamb with thanks to Ben Rhody for his help.

**SOLAR PRODUCTION 2022**



**SOLAR PRODUCTION 2011 - 2022**



## UNITED CHURCH WOMEN

The UCW held a meeting in June 2022 with a break over the summer. Monthly meetings started again in September.

Two presentations were made:

1. Grant's retirement
2. Allana – who is moving

### Allocations:

\$500 Stittsville Food Bank  
\$200 Salvation Army  
\$200 Lanark Interval House  
\$200 Mission and Service  
\$200 Ruddy Shankman  
Purchased cookies for shut-ins  
7 church calendars – variety of cards

The ladies were extremely busy in October preparing for the Chili Cook-off. Thank you Susie, Elaine, Bonnie, and Lynn for all your hours of work.

Thank you to everyone for supporting for Treasure Table.

Respectfully submitted,  
Lynn Seabrook, Secretary

**UCW – TREASURER'S REPORT 2022**

<b>Balance December 31, 2021</b>		<b>\$8461.49</b>
<b>Receipts 2022</b>		
Collection	65.35	
Treasure Table	719.20	
Memorial & Birthday Receptions	140.00	
Donations	<u>25.00</u>	
<b>Total Receipts</b>	<b>\$1049.55</b>	<b>\$1049.55</b>
<b>Expenses 2022</b>		
Kitchen, cleaning & dishwasher supplies	76.16	
Retirement, resignation gifts / refreshments	562.41	
100 <sup>th</sup> birthday card and flowers	13.55	
Cards, stamps	42.55	
Christmas cookies, cards/wrap, decorations	142.18	
Chili supplies for church fundraiser	47.90	
2023 UC calendars	34.50	
2023 UCW Presbyterial Allocation Fees	235.00	
Bank service fees	48.00	
Ruddy Shenkman Hospice	200.00	
Mission & Service Fund	200.00	
Center 507	200.00	
Salvation Army	200.00	
Lanark County Interval House	200.00	
Carebridge Community Support (Ukraine)	500.00	
Stittsville Food Bank	<u>1000.00</u>	
<b>Total Expenses</b>	<b>\$3702.25</b>	<b>\$3702.25</b>
<b>Current Balance</b>	<b>\$5808.79</b>	
<b>Special Dishwasher Fund</b>	<b><u>\$5000.00</u></b>	
<b>Total Balance of Funds December 31, 2022</b>	<b>\$10808.79</b>	

Submitted by Julia Cluff

## **TRUSTEE COMMITTEE**

**(Schedule of changes in funds held by Trustees for the year ending Dec 31, 2022)**

According to United Church policy and Canadian law, the Trustees of a United Church oversee certain property matters as well as any funds which are held in trust for the congregation. A loan of \$30,367 was provided to assist with a shortfall in the bank balance of the operations account of the congregation for this year.

In 2011 the congregation borrowed \$25,000 from the Trustees to help with the capital construction costs of the solar panels- this has been repaid with interest.

Some of the funds held by the Trustees are invested in fixed income investments at the Royal Bank, while the majority of funds are invested through the United Church Foundation with Frontier Capital Funds/Canoe Assets. About half of these funds are invested in a fund which provides a guaranteed 4% return, while the remainder are held in a fund with variable returns. You will see from the 2022 financial report of the Trustees in this Annual Report that these invested funds decreased in value by \$20,624 this year.

At the Annual. Congregational Meeting in 2019 the congregation approved a policy on the use of funds held in trust. This policy is available on request. 85.5% of the trust funds is allocated for Capital Repair and Replacement, of which the Board can use up to 4% of that amount in any given year without further approval of the congregation. 13.6% of the trust funds is allocated to the Operating Contingency Fund, of which the Board can use up to \$10,000 per year without additional congregational approval "for arising ministry initiatives and/or year-end General Fund deficits." This policy in the use of funds held in trust can be changed by majority vote at a Congregational Meeting.

We thank Elaine Argue (Treasurer), Barbara McLelland (Secretary), Margaret Franche, Jean Harvey (Interim Chair) for their efforts as members of the Trustees in 2022.

Respectfully Submitted by Jean Harvey, Interim Chair of Trustees

The Trustee Committee is responsible for the administration of the Church's investment funds with the Royal Bank in Stittsville.

	2022	2021
<b><u>Bill Mountain Fund</u></b>		
Balance - beginning of year	850.25	849.40
Interest income	3.44	0.85
Disbursements - finance team '27/9	853.69	0.00
Balance - end of year	<b>0.00</b>	<b>850.25</b>
<b><u>Flewellyn Estate (\$12,500 restricted capital)</u></b>		
Balance - beginning of year	17,244.63	17,210.08
Interest income	143.71	34.58
Disbursements	0.00	0.00
Balance - end of year	<b>17,388.34</b>	<b>17,244.63</b>
<b><u>Solar Repayment (originally from Cathcart Estate)</u></b>		
Balance - beginning of year	18,963.91	23,086.74
		3,800.00
Disbursements	18,973.44	7,436.15
Loan from finance team 20/6	2,089.83	310.15
	7,436.15	5,650.00
	5,637.96	10,001.10
14/9	3,809.50	
	18,973.44	
interest from above	56.26	
Total disbursements	19,029.70	
Balance - end of year	<b>0.00</b>	<b>18,963.94</b>

<b>Manse Fund</b>	<b>2022</b>	<b>2021</b>
Balance - beginning of year	16,427.90	16,097.65
Interest income	253.17	330.25
Balance - end of year	<b>16,681.07</b>	<b>16,427.90</b>

**Cathcart Estate**

Balance - beginning of year	27,613.41	27,353.92
Interest income	181.22	254.49
Disbursements - finance team 20/6	10,483.96	
5,052.61 plus 8.45 interest	5,061.06	
5,042.65 plus 20.25 interest	5,422.90	
Balance - end of year	10,637.97	
	<b>27,948.64</b>	<b>27,613.41</b>

**Total RBC Investment Value****61838.81****Funds Held in Fontrier Equital Funds**

\* totally initially invested in Fiera 386,755.25

Balance - beginning of year	548,695.18	452,622.22
Decrease in value	20,624.80	
Increase in value		96,072.96
Value of Fier investments as of Dec 31 / 21		<b>548,695.18</b>
Value of Fiera investments as of Dec 31 / 22	<b>528,070.38</b>	

**Total Assets**

	<b>2022</b>	<b>2021</b>
RBC Investment Value	61,838.81	91,738.10
Frontier Capital Investment Value	528,070.38	548,695.18
Total funds	589,909.19	640,433.28
Less - Restricted Flewellyn Fund Capital	12,500.00	12,500.00
Less - Restrictede Manse Fund Capital		27,250.00
<b>Total</b>	<b>577,409.19</b>	<b>600,683.28</b>

**Trustees Statement of Revenue & Disbursements****January 1, 2022 to December 31, 2022**

<b>Revenue</b>	<b>2022</b>	<b>2021</b>
Investment income (interest)	467.80	943.53
Total revenue	467.80	943.53
<b>Disbursements</b>		
Asphalt		5,650.00
From general finances	30,367.35	10,001.00
Revenue less expenses	-29,899.55	
Cash in account	<b>0.00</b>	<b>15,651.10</b>

For informaton regarding Fiera / Canre Invest

Cathcart 2017	155,000.00
	150,000.00
Cathcart 2018	40,000.00
Total Cathcart	<u>345,000.00</u>
Manse 2017	<u>29,194.19</u>
Initially invested	<u><u>374,194.19</u></u>

**Report submitted by Elaine Argue**

## CEMETERY COMMITTEE

Interment rights for burial in the Stittsville United Church Cemetery are available for those who are affiliated with our congregation. Fence damage incurred at back of property due to fallen tree from neighboring yard still in resolution process. Financial records review completed.

### Monuments, Bases and Plaques

The Cemetery Board must be contacted prior to the installation of all monuments, bases or plaques to ensure proper location and installation. A fee of **\$50.00 +HST** must be paid to the Cemetery Board to identify and mark the location for any monument or base to be installed for a ground burial lot.

Monument, base, marker or plaque fees, including the contributions to the Care and Maintenance Fund, must be paid in full prior to the installation of any monument or marker.

Only one upright monument is allowed on each Full Burial Lot, and only flush mounted (flat markers) are allowed on cremation lots.

Only the plaques provided by the columbarium manufacturer are allowed for use on the columbarium at a cost of **\$619.47 plus HST** per plaque. (For further details on current plaque pricing, please contact the Cemetery Board.)

No other decorations, mementos, or flowers are permitted on the columbarium.

### Care and Maintenance Fund

40% of the sale price of interment rights is held in trust in the cemetery Care and Maintenance Fund. Interest generated from the Care and Maintenance Fund is used for the ongoing maintenance of the cemetery. The interment rights holder of ground burial lots must also make a contribution to the Care and Maintenance Fund for the installation of any monument or marker at the following rates:

**\$619.47 plus HST** – columbarium plaque  
**\$0** - Flat marker less than 173 in<sup>2</sup> or 439.42 cm<sup>2</sup>

**\$50 plus HST** - flat marker (more than 173 in<sup>2</sup> or 439.42 cm<sup>2</sup>)

**\$100 plus HST** - Upright Monument less than 4' or 1.22 m high and less than 4' or 1.22 m wide

**\$200 plus HST** - Upright Monument more than 4' or 1.22 m high and less than 4' or 1.22 m wide

### Bylaws and Register

A copy of the most recent bylaws of the Stittsville United Church Cemetery Board as well as a public register, site map and additional information is available by contacting the Stittsville United Church office.

## Stittsville United Church Cemetery



### Price List

c/o Stittsville United  
Church  
6255 Fernbank Road  
Stittsville, ON  
K2S 1X5  
613-836-4962  
[suchurch@primus.ca](mailto:suchurch@primus.ca)

*December 2022*

### Who May Purchase Burial Rights?

To purchase burial rights in the Stittsville United Church Cemetery, the purchaser must have a recognizable affiliation to Stittsville United Church and approval of the purchase of interment rights is made at the discretion of the Cemetery Board. Requests for the purchase of interment rights by family members of those affiliated with Stittsville United Church or those buried in the cemetery may also be considered.

### Prices and Number of Burials | Interments

(All prices listed are subject to change)

#### **\$1500 +HST - Full Burial Lot** (3' x 11' or .9 m x 3.35 m)

A full Burial Lot can be used for a maximum of four (4) burials. Following the first burial of either a casket or container of cremated remains, up to three (3) additional cremation burials can take place.

In addition to the fees listed for the opening and closing of each burial, a cost of **\$250 +HST** per cremation burial will also apply.

### Cremation Lot **\$500 +HST** (3' x 3' or .9m x .9 m)

A single Cremation Lot can be used for the burial of only one (1) container of the cremated remains of one person. The container size for ground burial of cremated remains must not exceed 18 inches in height, width or length.

### Columbarium Niche (Interior dimensions 12.5" x 12.5" x 14" or .3 m x .3 m x .35m)

**\$2000 +HST** - Row 1 (top row)  
**\$1800 +HST** - Row 2 or 3 (middle rows)  
**\$1600 +HST** - Row 4 (bottom row)

A columbarium niche can contain up to two containers, each with the cremated remains of one (1) person, as long as the total size of the containers does not exceed the internal size of the niche.

### Burial Opening and Closings

All burials must be performed with the permission of the Cemetery Board. Request for burial must be made to the Cemetery Board at least 24 hours before the burial.

The cost of opening and closing a grave for a standard casket burial is **\$1,300 +HST**.

The cost of opening and closing a grave for a cremation ground burial is **\$350 +HST**.

The cost of opening and closing for a columbarium niche burial is **\$200 +HST**.

### Corner Markers

All interment rights holders of full ground burial lots must pay for the installation of corner markers.

Corner markers must be purchased by the interment rights holder from a monument supplier and be located and installed by a Cemetery Board representative at a cost of **\$25 +HST** per marker.

Two corner markers are required if a monument is to be installed, and four corner markers are required if no monument is to be installed.

February 22, 2023

Shawn Argue  
Stittsville United Church  
Cemetery Board

This will confirm that I have reviewed the financial records and reports of Stittsville United Church Cemetery Board for the period January 1, 2022 to December 31, 2022 and have found the records to accurately reflect the financial affairs for that period.

  
Arlene Preston

Stittsville United Church Cemetery  
Marker Maintenance  
December 31, 2021

RBC Account: # 04842-7077746

	<u>2021</u>	<u>2020</u>	
Bank balance Dec 31/20:	\$ 1,719.50	\$ 1,669.38	(Dec31/19)
<u>Receipts</u>			
Interest on account balance	\$ 0.12	\$ 0.12	
New monument installations	\$ 350.00	\$ 50.00	
From investments	\$ -	\$ -	
Total receipts	<u>\$ 350.12</u>	<u>\$ 50.12</u>	
<u>Expenses</u>			
Other expenses:	<u>\$ -</u>	<u>\$ -</u>	
Total Expenses:	<u>\$ -</u>	<u>\$ -</u>	
 Balance at December 31/21:	 <u><u>\$ 2,069.62</u></u>	 <u><u>\$ 1,719.50</u></u>	 (Dec31/20)

2021 Activity

5/20/2021	Grace Monuments/Paul J. Bell	\$ 100.00
7/15/2021	Grace Monuments/J. Oliver	\$ 50.00
8/18/2021	Kinkaid Loney Monuments/Argue	\$ 100.00
10/29/2021	Grace Monuments/McLelland	<u>\$ 100.00</u>
		<u>\$ 350.00</u>

		<u>2021</u>
<u>CIBC Account:</u>	# 479-03246-12	
09/20/2011	Original investment	\$ 5,700.00
12/31/2021	Closing Investment Balance:	\$ 7,376.57

Stittsville United Church Cemetery  
Ground Care and Maintenance  
December 31, 2021

RBC Account: # 04842-0009034

	<u>2021</u>	<u>2020</u>	
Bank Balance Dec 31/20:	\$ 5,008.03	\$ 4,467.56	(Dec31/19)
<u>Receipts</u>			
Interest on account balance	\$ 0.57	\$ 0.47	
Plot Sale-Care and maintenance portion	\$ 870.00	\$ 540.00	
From investments	\$ -	\$ -	
Total Receipts:	<u>\$ 870.57</u>	<u>\$ 540.47</u>	
<u>Withdrawals</u>			
Purchase CIBC investment	\$ -	\$ -	
Other expenses:	<u>\$ -</u>	<u>\$ -</u>	
	\$ -	\$ -	
Balance at December 31/21:	<u><u>\$ 5,878.60</u></u>	<u><u>\$ 5,008.03</u></u>	(Dec31/20)
<u>2021 Activity</u>			
1/26/2021 Brian & Suzanne Moore (niche)	\$ 270.00		
2/8/2021 Debra McNeely (plot)	\$ 600.00		

CIBC Account: # 479-03244-14

	<u>2021</u>
09/20/2011 Original investment	\$ 19,500.00
03/23/2015 Redemption	-\$ 2,933.13
12/31/2021 Current investment value:	\$ 27,054.44

Stittsville United Church Cemetery  
Cemetery Account  
December 31, 2021

RBC Account: # 04842-6931547

	<u>2021</u>	<u>2020</u>	
Opening balance Dec 31/20:	\$ 9,596.03	\$ 4,790.02	(Dec31/19)
<u>Receipts</u>			
Insurance Proceeds (Fence)	\$ 3,300.00	\$ -	
Memorial Services	\$ -	\$ -	
Memorial Donations	\$ 500.00	\$ 1,450.00	
Burials	\$ 1,569.00	\$ 4,746.00	
Monument Installations	\$ 50.00	\$ 50.00	
Monument Locations	\$ 300.00	\$ -	
Plot Sales	\$ 4,249.65	\$ 5,096.60	
HST Refund	\$ -	\$ 2,683.85	
Total receipts:	<u>\$ 9,968.65</u>	<u>\$ 14,026.45</u>	
<u>Expenses</u>			
Grass cutting/seeding	\$ 5,085.00	\$ 5,424.00	
Stationary Supplies	\$ 10.40	\$ -	
Grave Opening/Closing	\$ 600.00	\$ 2,190.00	
Memorial Service	\$ -	\$ -	
To Ground Maintenance a/c	\$ 870.00	\$ 540.00	
To Marker Maintenance a/c	\$ 150.00	\$ 50.00	
Plaque Purchase	\$ 511.39	\$ 1,016.44	
Fence Repairs	<u>\$ 3,300.00</u>	<u>\$ -</u>	
Total expenses:	<u>\$ 10,526.79</u>	<u>\$ 9,220.44</u>	
Balance at December 31/21:	<u>\$ 9,037.89</u>	<u>\$ 9,596.03</u>	(Dec31/20)

CIBC Account: # 479-03245-13

	<u>2021</u>
09/20/2011 Original investment	\$ 25,800.00
12/31/2021 Closing Investment Balance:	\$ 41,478.70

Frontier Capital: # 020681078

5/11/2017 Original deposit:	\$ 155,000.00
1/2/2018 Addition to investments:	<u>\$ 150,000.00</u>
Investment balance:	\$ 305,000.00
8/15/2019 Redemption amount:	<u>-\$ 7,500.00</u>
Investment balance:	\$ 297,500.00
12/31/2021 Current Investment Balance:	\$ 424,035.84

## **FINANCE MINISTRY TEAM**

SUC Budget 2022 was officially approved late in the year. Due to the COVID-19 pandemic, our 2022 Annual Congregational Meeting was not held until Sunday June 20, 2022. At that meeting the congregation approved a budget of about \$202,000, which was a reduction of \$9,000 from the previous year due to the uncertainty created by the pandemic.

We are pleased to report that our expenditures for 2022 were \$13,000 less than expected in the budget. However, our offerings were approximately \$36,000 less than expected (over \$40,000 less than 2021). The trend of lower offerings began early - by the end of February we were already \$6,500 less than expected (about \$3,000 less per month). With the exception of two months, this trend continued to the end of the year, turning around only in December. In addition, the continuing impact of COVID-19 reduced the opportunity for fundraising and to gain revenue from the use of church facilities, resulting in a further \$7,000 and \$5,000 less than expected, respectively. Overall, revenues were about \$47,000 less than expected.

Funding from the United Church of Canada for the Spiritual Animation Program (Sparks) also ended in 2022. This meant that 2022 was the first year that SUC had to fund the salaries of the Spark Directors from its own revenues. When offerings and revenues showed themselves to be significantly lower than expected as early as February, this led to the difficult, and unpopular, decision, to reduce the funding allocated to fund the Sparks program in order to reduce the looming deficit.

By September, the cash shortfall forced the church to draw on almost \$30,000 from the Trust Funds to meet expenses. This shortfall occurred despite the reduction of the Sparks funding and the departure of the Youth Leader, Ruth Richardson. Offerings in December, although lower than in 2021, were still quite strong and were sufficient to meet our remaining expenses.

It was a challenging year. More than two years of COVID-19 had a significant impact on church attendance, activities and engagement (and revenues), which seems to have resulted in near exhaustion by January 2022. Just as the most severe impacts of the pandemic began to fade and we began to return to church, inflation rose to levels that Canadians had not experienced in over 20 years. We also said farewell to our long-time minister, Reverend Grant Dillenbeck and the Youth Leader and Mid-week Spark Director, Ruth Richardson, as they retired from ministry. All of these things contributed to the lowest level of revenue at SUC since before 2014.

The situation led to a slight change in the use of solar funds. According to the Policy Regarding Funds Held In Trust which was approved in 2019, "Once the Solar Fund loans from the United Church of Canada and the Stittsville United Church Trustees have been paid [which happened in 2021], the total annual income from the Solar Project will be directed to the Operating Contingency Fund." At the Annual Congregational Meeting in 2022, the congregation decided to allocate revenues from the solar funds (from the amount that would go to the Contingency Fund) to pay for the church's hydro bills, based on

the idea that the church should pay for energy costs with its own energy revenues. Hydro costs were approximately \$2,000. On behalf of the congregation we express our gratitude to the Solar Project Team for all of their efforts over the years. You can read their full report for 2022 in this Annual Report.

The Finance Ministry Team met monthly by Zoom in the first half of 2022 and in person in the latter half to monitor the financial situation of the congregation and to offer recommendations to the Board. We thank those who served as members of the Financial Ministry Team in 2022 for their commitment and wisdom. They are Maurizio Panetta (Treasurer), Blaine Pauling (Chair) Allison Houston (non-voting Secretary), Rev. Grant Dillenbeck, Lou Flaborea, Phil Sweetnam, Rob Watt, Perry Fee, Jeff Daly, and Wendy Hall. Allison, Perry and Wendy departed the team in mid-2022, and Grant left at his retirement. Blaine, Rob, Lou, Jeff and Phil continue to serve. The team would welcome a new secretary.

We offer our most sincere thanks to all who have prayerfully and faithfully supported the Finance Ministry Team's work this past year, both through your financial donations and the contributions of your time, efforts and talent. We appreciate the generosity of the congregation despite the challenges of the past year. We look forward to serving you in the year ahead.

Submitted by Blaine Pauling, Chair, Finance Ministry Team

**STITTSTVILLE UNITED CHURCH**  
**Profit & Loss Budget Performance**

	<u>2022</u>	<u>2021</u>	<u>Budget 2022</u>
<b>Operational Revenue</b>			
<b>Offerings</b>			
CanadaHelps	\$ 3,315	\$ 1,299	\$ 1,500
E-Transfer	\$ 33,865	\$ 46,407	\$ 44,000
Envelopes	\$ 44,511	\$ 67,503	\$ 61,700
Loose Offerings	\$ 3,195	\$ 1,550	\$ 1,800
Pre-Authorized Remittances	\$ 60,679	\$ 71,376	\$ 72,000
Sunday School	\$ -	\$ -	\$ -
Congregational Giving - Other	\$ -	\$ -	\$ -
<b>Total Offerings</b>	<b>\$ 145,565</b>	<b>\$ 188,135</b>	<b>\$ 181,000</b>
<b>Fundraising</b>			
Fundraising	\$ 2,637	\$ 915	\$ 9,450
<b>Total Fundraising</b>	<b>\$ 2,637</b>	<b>\$ 915</b>	<b>\$ 9,450</b>
<b>Other Revenues</b>			
Trust Funds			\$ 1,169
One Time Operating Reserves		\$ 10,000	\$ 5,000
Hall Use	\$ 5,777	\$ 1,500	\$ 5,056
Revenue From Reserves	\$ -	\$ -	\$ -
Solar Panel (insurance and Electricity)	\$ 2,114	\$ 200	\$ 200
United Church Women	\$ -	\$ -	\$ -
<b>Total Other Revenues</b>	<b>\$ 7,891</b>	<b>\$ 11,700</b>	<b>\$ 11,425</b>
<b>Total Income</b>	<b>\$ 156,093</b>	<b>\$ 200,750</b>	<b>\$ 201,875</b>
<b>Operating Expenses</b>			
<b>M &amp; P</b>			
Salaries and Benefits	\$ 83,795	\$ 103,354	\$ 97,100
Travel	\$ 1,400	\$ 989	\$ 1,200
Supply Minister	\$ 3,140	\$ 675	\$ 1,000
Office Manager	\$ 12,188	\$ 7,419	\$ 9,700
Music Director	\$ 21,391	\$ 20,317	\$ 20,826
Supply Organist	\$ -	\$ -	\$ -
Mid Week Spiritual Sparks Director	\$ 2,540	\$ -	\$ 3,400
Sunday Spiritual Sparks Director	\$ 8,712	\$ 9,914	\$ 7,200
Youth Leader	\$ 2,221	\$ -	\$ 1,390
Custodian Honorarium	\$ 6,315	\$ 6,254	\$ 6,235
Christmas Bonuses	\$ 900	\$ -	\$ -
Books & Supplies	\$ -	\$ 393	\$ 1,000
<b>Total M &amp; P</b>	<b>\$ 142,602</b>	<b>\$ 149,315</b>	<b>\$ 149,051</b>

<b>Ministries</b>					
Choir Music	\$	615	\$	604	\$ 600
Instemental Repair	\$	-	\$	563	\$ -
Ministry Resources	\$	303	\$	6,189	\$ 4,850
Refugee	\$	-	\$	-	\$ -
Marketing	\$	84	\$	255	\$ 300
<b>Total Ministries</b>	<b>\$</b>	<b>1,002</b>	<b>\$</b>	<b>7,611</b>	<b>\$ 5,750</b>
<b>Finance</b>					
Treasurer Honorarium	\$	6,128	\$	5,365	\$ 6,000
Treasurer Supplies	\$	74	\$	-	\$ 150
Par SC	\$	380	\$	365	\$ 400
Regional Assessment	\$	10,896	\$	9,556	\$ 9,991
Insurance	\$	6,986	\$	4,821	\$ 6,650
<b>Total Finance</b>	<b>\$</b>	<b>24,464</b>	<b>\$</b>	<b>20,107</b>	<b>\$ 23,191</b>
<b>Office</b>					
Supplies	\$	1,632	\$	2,449	\$ 2,000
Telecommunications	\$	2,333	\$	2,308	\$ 2,500
Photocopier Costs	\$	2,057	\$	1,444	\$ 1,500
Information Technology	\$	94	\$	863	\$ 1,000
<b>Total Finance</b>	<b>\$</b>	<b>6,116</b>	<b>\$</b>	<b>7,065</b>	<b>\$ 7,000</b>
<b>Property</b>					
Custodial Supplies	\$	178	\$	255	\$ 500
Elevator Maintenance	\$	1,118	\$	810	\$ 1,110
Fire Alarm System	\$	396	\$	434	\$ 435
Heating	\$	3,429	\$	2,695	\$ 3,500
Hydro	\$	1,914	\$	1,912	\$ 2,100
Lawn Care	\$	1,688	\$	1,741	\$ 1,800
Repairs and Maintenance	\$	73	\$	2,645	\$ 2,500
Sewer & Water	\$	385	\$	369	\$ 438
Snow Removal	\$	6,271	\$	5,750	\$ 4,500
<b>Total Property</b>	<b>\$</b>	<b>15,451</b>	<b>\$</b>	<b>16,612</b>	<b>\$ 16,883</b>
<b>Total Operating Expenses</b>	<b>\$</b>	<b>189,636</b>	<b>\$</b>	<b>200,709</b>	<b>\$ 201,875</b>
<b>Net Ordinary Income</b>	<b>\$</b>	<b>(33,542)</b>	<b>\$</b>	<b>41</b>	<b>\$ -</b>

NOTE: Solar Electrical Revenue accrued paid in 2023

STITTSVILLE UNITED CHURCH  
FLOWTHROUGH FUNDS  
Decembere 31 2022

	Balance Dec. 31, 2021	Revenue YTD	Expense YTD	Current Balance
<b>ONGOING FUNDS</b>				
Mission & Service	\$ 7,044.00	\$ 6,957.00	\$ 7,044.00	\$ 6,957.00
Local Outreach	\$ 4,257.42	\$ 965.00	\$ 795.00	\$ 4,427.42
Stittsville Food Bank	\$ 400.00	\$ 175.00	\$ 400.00	\$ 175.00
Youth Ministry	\$ 1,392.40	\$ -	\$ -	\$ 1,392.40
Camp Awesome	\$ 120.00	\$ -	\$ -	\$ 120.00
Musical Drama	\$ (608.35)	\$ -	\$ -	\$ (608.35)
Flowers/Decorations	\$ 52.27	\$ 25.00	\$ 70.00	\$ 7.27
Building Fund	\$ 1,145.42	\$ -	\$ -	\$ 1,145.42
Memorial Fund	\$ 10,782.43	\$ 2,787.50	\$ 1,967.00	\$ 11,602.93
Kanata Stittsville Refugee	\$ -	\$ -	\$ -	\$ -
Kidney Walk	\$ -	\$ -	\$ -	\$ -
Homes For Veterans	\$ -	\$ -	\$ -	\$ -
Refugee Fund	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ -
<b>LIMITED TIME FUNDS</b>				
Youth Leader		\$ 7,400.00	\$ 907.00	\$ 6,493.00
Spiritual Growth Animator	\$ 2,329.74	\$ -	\$ 2,329.74	\$ -
Capital Funds		\$ 30,369.00	\$ 4,068.00	\$ 26,301.00
Special Fund		\$ 3,390.00	\$ 3,390.00	\$ -
TLC Facilitator	\$ 524.06	\$ -	\$ -	\$ 524.06
<b>TOTAL</b>	<b>\$ 29,439.39</b>	<b>\$ 54,068.50</b>	<b>\$ 24,970.74</b>	<b>\$ 58,537.15</b>

	SUMMARY December 31 2022 2022				
	Balance December 31, 2021	HST	Cash flow YTD	Cash Flow YTD	Current Balance
FUNDS		\$ 6,832.42	\$ 54,068.50	\$ 24,970.74	
OPERATIONS cash flow			\$ 159,198.00	\$ 188,834.95	
BANK ACCOUNT	\$ 17,068.35	\$ 6,832.42	\$ 213,266.50	\$ 213,805.69	\$ 23,361.58
TOTAL FUNDS	\$ 58,537.15				QB Bank Balance December 31 , 2022
Bank Account	\$ 23,361.58				
Cash Balance	\$ (35,175.57)				

## STITTSVILLE UNITED CHURCH - BUDGET DRAFT 2023

**REVENUES**

Offerings (PAR, E Transfers, Cheques, Canada Helps)	\$	157,456	To Break Even (2022 actuals are 146K)
Hall Rentals	\$	12,000	Based on information so far in 2023 for Toastmasters, Choir, Pedalheads, Paint Night etc.
Fundraising	\$	9,000	Based on information in 2022 for Bake Sales, etc.
Trust Funds Investments Regional Assessment Offset	\$	1,169	Based on Regional Assessment on Investments, based on 2022 amount
Solar Revenue Offset Insurance and Hydro	\$	2,250	\$200 for insurance as per past years and \$2050 hydro for 2023 as per 2022 AGM decision
Music costs - Flewellyn Fund	\$	600	Offset music costs used Flewellyn trust funds, as per Music Director recommendation
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>182,475</b>	

**OPERATING EXPENSES****MINISTRY & PERSONNEL**

Minister salaries and Benefits			Based on Supply Minister starting Jan 23 2023 (50%) and new Minister June 1st with annual salary of \$80,000 add benefits, CPP, IE, Private Pension, Medical coverage
	\$	74,500	
Travel	\$	1,200	estimated at \$100 a month as per the past
Supply Minister	\$	3,500	14 supplies per year at \$250 per supply time
Office Manager	\$	12,580	Based on 12 hours per week with Benefits CPP and EI, two weeks vacation and 3% increase per M&P
Music Director	\$	23,147	Based on 10% increase and 3% COLA increase, total 13%.
Supply Organist	\$	650	as per past
Sparks Director	\$	8,835	based on 32 hours per month with Benefits CPP and EI and 3% COLA increase per M & P
Custodian Honorarium	\$	6,418	based on current honorarium plus 3% COLA increase per M&P
Christmas Bonuses	\$	900	as per last year
Books, Supplies and Professional Development	\$	1,200	per past, and LLWL course costs
<b>Total Ministry &amp; Personnel Expenses</b>	<b>\$</b>	<b>132,930</b>	

**MINISTRIES**

Choir Music	\$	600	based on past
Ministry Resources	\$	2,000	estimate
Instrumental Repair	\$	300	based on past
Marketing	\$	500	based on past
<b>Total Ministries Expenses</b>	<b>\$</b>	<b>3,400</b>	

## STITTSVILLE UNITED CHURCH - BUDGET DRAFT 2023

**MINISTRIES**

Choir Music	\$	600	based on past
Ministry Resources	\$	2,000	estimate
Instrumental Repair	\$	300	based on past
Marketing	\$	500	based on past

Total Ministries Expenses **\$ 3,400**

**FINANCE**

Treasurer Honorarium	\$	5,560	based on 15 hours per month and 3% Increase per M&P
Treasurer Supplies	\$	100	per past
Par SC	\$	325	per current service charge for par and current Bank Charges
Regional Assessment	\$	9,115	per current assessment of \$857per month
Investment portion of Regional Assessment	\$	1,169	Investment portion (as per 2022 amount)
Insurance	\$	5,540	Based on E mail received Dec 1st for new premium reduction plan

Total Finance Expenses **\$ 21,809**

**OFFICE**

Supplies	\$	2,100	mailings, office supplies per past Internet, Phone per current premium
Telecommunications	\$	2,600	with Primus
Photocopier Costs	\$	1,800	photopier usage, and repairs per past
Information Technology	\$	600	software, hardware per past

Total Office Expenses **\$ 7,100**

**PROPERTY**

Custodial Supplies	\$	200	per past
Elevator Maintenance	\$	1,200	per current costs quarterly
Fire Alarm System	\$	435	per current premium
Heating	\$	3,600	current year costs plus 5%
Hydro	\$	2,050	current year costs plus 3%
Solar Insurance	\$	200	Solar insurance cost
Lawn Care	\$	1,800	per past
Repairs and Maintenance	\$	2,000	estimate
Sewer & Water	\$	450	per current costs plus 3 % per current contract with post card perfect
Snow Removal	\$	5,301	

Total Property **\$ 17,236**

**TOTAL OPERATING EXPENSES \$ 182,475**

**MEMBERS OF THE BOARD & MINISTRY TEAMS**

**Minister in Appointment:** Reverend Anne Montgomery

**Music Director:** Allison Houston

**Office Administrator:** Roni (Veronica) Lester

**Sunday Spiritual SPARK Director:** Eileen Masse

**Treasurer:** Maurizio (Mo) Panetta

**Custodian:** Nelson Lavigne

**Board**

**Chair:** Janet Cottreau

**Chair Elect:** (vacant)

**Minister in Appointment:** Rev. Anne Montgomery

**Secretary:** Roni Lester (non-voting)

**Finance:** Blaine Pauling

**Past Chair:** Doug Hall

**Member:** Carla Miner

**Member:** Ben Rhody

**Member:** Susan Anderson

**Member:** Bonnie Lamb

**Member:** Heather Watson

**Finance Ministry Team (5-7 people)**

**Chair:** Blaine Pauling

**Treasurer:** Maurizio Panetta

**Secretary:** (vacant)

**Member:** Jeff Daly

**Member:** Lou Flabourea

**Member:** Rob Watts

**Member:** Phil Sweetnam

**Minister in Appointment:** Rev. Anne Montgomery

**Trustees****Interim Chair:** Jean Harvey**Treasurer:** Elaine Argue**Secretary:** Barbara McLelland**Member:** Margaret Franche**Minister in Appointment:** Rev. Anne Montgomery**Ministry and Personnel****Co-Chair:** Julee Pauling**Co-Chair:** Victoria DeVita**Member:** Heather Gribben**Member:** (4 possible vacancies)**Regional Council Representatives (2-4)****Representative:** Beth Sweetnam**Representative:** Carolyn Clark**Representative:** (2 possible vacancies)**LLWL Oversight Committee for the Region:** Julee Pauling**United Church Women Executive****President:** Bonnie Lamb**Secretary:** Lynn Seabrook**Treasurer:** Julia Cluff**“Noteworthy” Ministry:** Margie Franche**Cemetery Board****Chair:** Perry Fee**Secretary:** Frank Argue**Treasurer:** Shawn Argue**Member:** Glendon Moore**Member:** Eric Moore**Member:** Ron McLelland**Member:** Wray Lamb**Member:** (3 possible vacancies)

**Worship Committee**

**Chair:** (vacant)

**Minister in Appointment:** Rev. Anne Montgomery

**Music Director:** Allison Houston

**Banners:** Kelli Byce

**Communion Preparations:** Kelli Byce

**Scripture Readers:** Margie Franche

**Greeters and Communion Servers:** Nancy Wuycik

**Sunday Fellowship & Coffee Time:** (vacant)

**Outdoor Signage:** (vacant)

**Sound System:** Mark Dickinson (Wray Lamb)

**Volunteer Resources**

Bonnie Lamb

Betty Young

Wray Lamb

(1 possible vacancies)

**Outreach**

**Food Bank Liaison:** Julia Cluff

**Refugee Committee:** Carolyn Clark

**Refugee Committee:** Kate McDonald

**Refugee Committee:** Marianne Graham

**Minister in Appointment:** Rev. Anne Montgomery

**Tender Loving Care**

**Caller Volunteer Coordinator:** (vacant)

**Pray Shawl Group Member:** Bonnie Lamb

**Pray Shawl Group Member:** Kate McDonald

**Minister in Appointment:** Rev. Anne Montgomery

**Property Committee**

Chair: Paul Thompson

Security Systems: Mark Dickinson

Information Technologies (phone system, computers, networks): (vacant)

Member: Doug Hall

Member: Wendy Hall

**Member:** Dianne Dowling

**Solar:** Wray Lamb

**Solar:** Eric Moore

**Solar:** Kim Paradis

**Minister in Appointment:** Rev. Anne Montgomery

**New Minister Search Committee**

Member: Kelli Byce

Member: Susan Anderson

Member: Marjorie Berry

Member: James Harley