

ST. MATTHEW'S

THE ANGLICAN CHURCH IN THE GLEBE



Annual Vestry Meeting

February 28, 2021

We encourage parishioners to register in advance and to attend this virtual meeting.
To vote a member must be at least 16 years of age, support the parish, be a regular worshipper and not vote at any other parish vestry meeting.

217 First Avenue, Ottawa ON K1S 2G5
Tel: 613.234.4024 Fax: 613.234.4790

2020 Vestry Report

Vision

St. Matthew's is a vibrant Christian community that welcomes everyone, embraces inspiring worship and learning and is committed to hospitality and social justice.

Contents

Statistics for 2020	4
Minutes of St. Matthew's Annual Vestry Meeting, March 1, 2020.....	5
ANNUAL REPORTS.....	10
Rector's Report	10
The Wardens' Report.....	12
2020 Work Plan Review.....	13
SPIRITUAL CORE	15
Worship Committee.....	15
Pandemic Planning Team.....	15
Music Ministry	16
Altar Guild	16
Servers' Guild	17
Prayer Ministries.....	18
Pastoral Care	18
Meditation Groups.....	19
Welcoming Team	19
Christian Education and Formation Committee	20
Children and Youth Ministries	21
COMMUNITY ACTIVITIES	23
Community Committee	23
Coffee Hour.....	23
Open Doors	24
Marmalade Project	24

OUTREACH	24
Outreach Committee	24
FACES	25
PARISH STEWARDSHIP	26
Stewardship Committee	26
Finance Committee	26
Counters	27
Contributions Coordinators	27
Fundraising and Auction Committees	27
Property Committee	29
Communications Committee	29
Nominating Committee	30
ANNUAL VESTRY MEETING	32
Agenda	33
2020 Financial Statements	35
2021 Budget	43

Acknowledgements

Thank you to all who contributed to annual reports or provided photographs, sourced mainly from the *Pulse of the Parish*. Thanks to the publishing team, Neville Nankivell, Leonard Surges and Catherine James McGuinty, and to early readers Val Needham and Jan O'Meara.

Statistics for 2020

Marriages

None

So they are no longer two, but the one flesh. Matthew 19:6

Baptisms

Anika Marie Chhabra

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit. Matthew 28:19

Funerals and Memorial Services*

Desmond Doran

Joan Farr

Keldine Fitzgerald*

Alice Elizabeth (Betty) Hebert*

Jarrott (Jerry) Holtzhauer*

Craig Kamcke

Douglas Martin

Marc J. Raymond*

Eleanor Rupert*

Donald Wallis*

Doris Walsh*

Steve Wilson

*Services Deferred

*For the trumpet shall sound, and the dead will be raised imperishable, and we shall be changed.
1 Corinthians 15: 51*

Minutes of St. Matthew's Annual Vestry Meeting, March 1, 2020

St. Matthew's Annual Vestry Meeting Sunday, March 1, 2020

MINUTES

1. **Opening Prayer:** The Rev. Canon Jim Beall
2. **Chair of Vestry:** The Rev. Canon Jim Beall
3. **Announcements:**
 Vestry Clerk: Judith Maxwell
 Membership of Vestry: The Rev. Canon Jim Beall
 To vote at Vestry, one must be at least 16 years of age, support the Parish, be a regular worshipper and not vote at any other Parish Vestry meeting.
 Rules for Speaking: The Rev. Canon Jim Beall
 Rules of a motion are that a person may speak once on a motion and when speaking to be concise.
 Appointment of Scrutineers, should a ballot be required on a vote. The Rev. Canon Jim Beall to announce: Jane Rider and Peter Rider
4. **Motion of Greetings**
That this Vestry sends greetings to the Reverend Geoff Chapman who has just been appointed as the new Incumbent at St. Matthew's and who will start on April 20, 2020.

Motion Carried
5. **Adoption of 2019 Vestry Minutes**
Motion 1: That this Vestry adopt the Minutes of the Annual Vestry Meeting held on February 24, 2019
Moved by John Coleman, Seconded by Leslie Jones

Motion Carried
6. **2019 Business**
 - a. **Reception of Annual Reports**, including the Incumbent's Report and Wardens' Report
Motion 2: That this Vestry receive the Annual Reports for 2019
Moved by Leonard Surges, Seconded by Valerie Needham **Motion Carried**
 - b. **Adoption of 2019 Reviewed Financial Statements** (Annex pages)
Motion 3: That this Vestry receive the Reviewed 2019 Financial Statements
Moved by Sarah Martin, Seconded by Walt Draper **Motion Carried**

7. Report on Growing Ministry

Growing Ministry presented by Julia Lipinska and Peggy Nankivell.

Julia Lipinska outlined the proposal to ask the Bishop to appoint an Assistant Curate at St. Matthew's for a period of 24 months. The wish to hire an incumbent was part of the 2019 parish profile which formed the basis of the job description for the hiring of a new incumbent. There would be many potential areas of work for an Assistant Curate. Duties would depend on a variety of factors. The Parish Council would have an opportunity to contribute their ideas regarding potential areas of work on behalf of the parish. Julia outlined the many benefits an Assistant Curate could bring to the parish including sharing the many tasks of the one Incumbent, allowing the Incumbent to focus on strategic planning, strengthening ministry within the parish, and engaging the community in order to grow ministry.

This curacy also helps the Diocese give a new priest valuable mentored experience in a parish. The Diocese, recognizing the value of this, shares the Assistant Curacy cost with a grant of \$30,000 a year for two years. Peggy Nankivell presented a fundraising plan to cover the cost to St. Matthew's, which will be \$44,000 per year for two years.

The proposal stimulated a lively conversation. Members were keen to grow the mission of the parish, to reach out to youth more effectively, increase attendance and enable stronger clerical support for the volunteer teams that serve our community. These comments persuaded two members who had been critical of the initiative to change their minds. However, some members were concerned about financing the position and suggested that all the money be raised before going forward. Others wanted to see the actual job description and responsibilities before committing.

Motion 4: That this Vestry authorize Corporation to request that the Bishop of the Diocese of Ottawa appoint an Assistant Curate.

Moved by Peter Mackenzie, Seconded by Virginia Lindsay

Motion carried

8. Report on Corporation Work Plan and Property Plan

a. Property Plan presented by Bill Cornfield

Bill Cornfield (co-chair of the Property Committee) provided background on the church building, based on the Building Condition Assessment completed in June 2018. The report examined 100+ components of the building and concluded that the parish should plan on spending \$100,000 a year for repair and replacement over the long term. In addition, there are large projects such as window replacement that could span several years. This year the Committee will be concentrating on health and safety issues, heat retention, foundation (water drainage) and the design and installation issues for the Telus project. The total Budget for 2020 will be up to \$68,000.

b. 2020 Corporation Workplan presented by Rick Trites

Worship

- Complete the selection process for a new Rector
- Review the Strategic Plan with the new Rector and make any modifications to the 2020 Work Plan
- Start the planning for a potential assistant curate to help grow parish ministry

Learning and Formation

- Continue with our Christian education programs for adults at St. Matthew's focused on our guiding principles to "Seek, Discover, Live".
- Continue to expand engagement and participation opportunities for children and youth in the liturgy, and find opportunities for youth group participation in social outreach and intern programs

Community

- Continue with our successful Welcoming and Newcomer's program; support increased participation in parish life in areas of interest and passion
- Identify parish members' interests and passions and align with outreach activities; identify opportunities to collaborate with partners in new outreach ministry, including new possible uses of the church building
- Re-engage in the Cornerstone meal-a-month ministry

Sustainability

- Proceed with planning and funding (using auction proceeds) of church building projects from the prioritized list
- Work with Robertson Martin Architects (RMA) and Telus on technical issues related to Telus design and potential installation of telecommunications equipment in the belfry and on the church tower
- Identify and market church property for rental revenue and explore development opportunities for mission growth
- Identify and recruit participants and leaders to support parish activities and ministries; seek mission partners in the Ottawa Centre Deanery; enable our building to engage in mission
- Undertake planning for the Growing Mission funding campaign in 2021

Motion 5: That this Vestry receive the 2020 Corporation Workplan presented by Rick Trites and Property Plan presented by Bill Cornfield

Moved by Julia Lipinska, Seconded by Peggy Nankivell

Motion carried

9. 2020 Financial Plan presented by Walt Draper

Walt Draper began his report by explaining that the presentation is focused on 2019 results and a preliminary view of 2020 budget. Also, work on longer term Diocesan

issues such as church consolidation may commence after the new Bishop is elected and the new Incumbent is established at St. Matthew's.

Looking first at the 2019 Operating Fund results (excluding extraordinary items), the parish shows a deficit of \$8,300, slightly higher than the planned \$7,000 deficit. Total Operating Fund Revenue amounted to \$710,800. A special appeal to parishioners started in October, after the Auction, helped to meet the General Use Donation budget amount. The appeal generated \$125,000 by year end. This is a significant turnaround in the immediate financial situation, but it also highlights the ongoing challenge of uneven cash flow over the year -- low in spring and summer, and high in November and December. This requires attention.

Looking ahead to the preliminary budget for 2020, expenditures have been kept to a minimum. Total operating revenue is estimated at \$619,000. Operating expenses will amount to \$618,000.

a. 2020 Budget Presentation by Walt Draper

Motion 6: That this Vestry adopt the 2020 Budget as presented.

Moved by Walt Draper, Seconded by Peggy Nankivell

Motion carried

Motion 7: That the remaining balance of the Growing in Faith Together (GIFT) funds be used to partially offset the personnel costs of a curate.

Moved by Leonard Surges, Seconded by Pam Mackenzie

Motion carried

Motion 8: That this Vestry authorizes Corporation to withdraw up to \$40,000 from the Consolidated Trust Fund to pay for costed projects related to the maintenance of St. Matthew's Church building.

Moved by Walt Draper, Seconded by Rick Trites

Motion carried

Motion 9: That this vestry approves the budget for FACES and refugee activities.

Moved by Nicholas Ralph, Seconded by Peggy Nankivell

Motion carried

b. Appointment of accountants for review

Motion 10: That this Vestry appoint Parker Prins Lebano as the accountants to review St. Matthew's financial affairs for the fiscal year 2020 at a fee approved by the Corporation.

Moved by Amy Lockwood, Seconded by Peter Mackenzie **Motion carried**

c. Spending authority before a new budget

Motion 11: to authorize the Corporation to approve spending in 2021, pending approval of the 2021 Budget at the 2021 meeting of Vestry.

Moved by Charles Nixon, Seconded by Pam Mackenzie

Motion carried

10. Motion of Thanks

Motion 12: To thank those who are stepping down from their positions as Wardens, Synod Members, Parish Council Representatives, Parish Officers and Committee Chairs for their service and commitment.

Moved by Peggy Nankivell, Seconded by Walt Draper Motion carried

11. Appointments and Elections

Motion 13: That Vestry approve the proposed nominations and take note of appointments by the Incumbent and the Corporation.

Moved by Janice Sonnen, Seconded by Peter Rider Motion carried

12. Designation of Signing Officers

Motion 14: That this Vestry authorize the following as signing officers for St. Matthew's: Amy Lockwood (Treasurer), Margret Brady Nankivell until Sept. 01/20 (Rector's Warden), Julia Lipinska (People's Warden), John McBride, Ed O'Meara (Deputy Wardens). And to authorize Rick Trites (former People's Warden) to remain a designated financial signing authority for St. Matthew's from March 1 to March 31, 2020.

Moved by Peter Mackenzie, Seconded by Pam Mackenzie Motion carried

13. Motion of Thanks

St. Matthew's extends its heartfelt thanks to the Reverend Canon Jim Beall for his leadership and care of us during this time of transition.

Moved by Val Needham Motion greeted by a standing ovation

14. Closing Prayers and Adjournment. The Rev. Canon Jim Beall**15. Motion of Adjournment**

Motion 15: That this Vestry be adjourned

Moved by Peggy Nankivell, Seconded by Rick Trites Motion carried

ANNUAL REPORTS

Rector's Report



Dear Parishioners of St. Matthew's,

I am so thrilled to be your incumbent. It's hard to believe I have been with you for nearly a year, and heartbreaking that I have yet to share coffee and conversation with each of you. Yet online and at a distance, I've discovered a parish filled with a passion for prayer, worship, and deep care and love for one another.

Yours is an intellectually curious community which enjoys challenging theological and ethical questions and is eager to do God's work in the church, our community and the world. On behalf of my wife Sarah and son Theo, thank you so much for your welcome.

Perhaps the most notable issue this past year was our shared transition to online worship. From mid-March until September, and again in December, we worshipped together exclusively online. It was particularly hard spiritually to be away from the

Holy Eucharist, especially on days such as Christmas.

However, the Covid pandemic has also yielded some incredible fruit. We generated remarkable online participant numbers on YouTube and Facebook. Our virtual Nine Lessons & Carols service has been viewed over 1,000 times. We have welcomed worshippers from across our Diocese, our country and the world (with views for instance from the U.S., the Philippines, India and Pakistan). We are worshipping in new ways with people we have never met, from places we may have never visited. We may look back on this time as not only one of the most difficult in our parish's history, but one of the most soul-stirring. At St. Matthew's, our leaders and teams have been doing amazing things and it is with some trepidation that I single out some individuals for my thanks because in this large and dynamic parish I will not know where to stop.

First is the core team I have worked with since arriving whose members have crafted our online worship experience. Joining me every Thursday until the week before Christmas were Parish Administrator Catherine James McGuinty, Music Director Kirkland Adsett and our skilled sound engineer Tom Barnes making sure we could all worship together on Sunday.

We were also joined almost every week by various members of our parish who read, prayed, sang and played music with us. We had a lot of fun together crafting these worship services and I hope our joy in doing so has been contagious. Also, at 9 am every Sunday The Most Rev. Barry Curtis and the Rev. Professor Kevin Flynn offered insight and community building in their Conversations series. This helped many parishioners keep in touch not only with God but with our church community. And following every

online service, Becky McCoy led a Zoom Coffee Hour experience.

During the summer our parish created an uplifting virtual Covid-Artz Festival with Kirk as our Artistic Director. We developed Morning Prayer services throughout the week with the help of many talented lay leaders and continue to offer these into 2021. Thanks to Catherine for taking over their recording and editing. Nine Lessons & Carols was another big virtual highlight with a wonderful array of talented parishioners and their friends enjoying the words and music of Christmas. We hope to offer more collaborative offerings like these in the months ahead.

Finally, many thanks to Leonard Surges, co-chair of our Communications Committee. He not only launched our online worship experience those first stressful days back in Lent last year with Jim Beall, then our Interim-priest-in charge, but continues to assist every week. Some potential online disasters were averted thanks to his watchful gaze.

Thanks also to our wardens Rick Trites, Julia Lipinska, John McBride and Ed O'Meara and to Peggy Nankivell, my first Rector's Warden at St. Matthew's and, with her highly successful first online auction, a fundraiser extraordinaire!

My gratitude also goes out to our Pandemic Planning Team chaired by John McBride. It met many times as we prepared resumption of in-person services in September and worked to create a safe and welcoming space for worship – a huge responsibility.

Despite the absence of many of us physically from our church, the Altar Guild under the leadership of Elizabeth MacMillan continues to care for and gild our sacred space. Judy Billingsley has been

crafting beautiful floral decorations and whenever possible our servers under the leadership of Cathy Simons have helped create a pleasing worship experience.

During the pandemic pastoral care has been one of our most challenging endeavours. My deep thanks to Mollie Stokes who has worked hard to be in touch with you all, and to Janice Sonnen and Catherine Thurlow, who along with a network of loving Christians have been calling, emailing and texting one another to make sure no one feels truly alone.

Thank you to Aïcha Ducharme-LeBlanc for her creative online content and Sunday School work. It is not easy to teach and lead through Facebook videos and Zoom, but she does so with great skill and is also shepherding us through Confirmation preparation.

We also have an incredible team monitoring our finances, led by Walt Draper and including Michael Goddard, and Amy Lockwood. Our financial year in this crisis exceeded expectations and ended in a budget surplus. This is thanks to the parish's generosity and sound leadership of our able finance team.

Thank you to everyone who gave time, talent and treasure to our parish this year for your many words of encouragement. We should be filled with confidence and hope headed into 2021. I'm not sure where Jesus is headed in Covid times, but he may very well be wearing a mask and walking at least six feet ahead of me.

Yours in Christ,

Geoff Chapman+

The Wardens' Report

Well, if we thought 2019 was a year brimming with change, 2020 surpassed all expectations! The year began with the reassuring leadership of Rev. Canon Jim Beall as our interim priest-in-charge. Quickly thrown into the maelstrom of the global Covid-19 pandemic, he was succeeded in April by the Rev. Geoff Chapman who came to St. Matthew's after a virtual parting on Easter Sunday with his former congregation at the Church of the Epiphany in Gloucester.

For most of the year Rev. Geoff's contact with parishioners was virtual. Even during the September to December interval of in-person worship, public health and diocesan guidance prevented him from greeting and getting to know parishioners in the usual kinds of way. He drew on his love of classical and sacred music, a strong tenor voice and an affinity for technology to develop and tweak virtual Sunday services to a point of remarkable quality. We are thankful for the dedication of the recording team of Rev. Geoff, Kirkland Adsett, Tom Barnes, Catherine James McGuinty and our cantors, musicians, readers and prayer leaders. Thanks also to the Altar Guild for keeping our church looking so beautiful for online and in-person services.

The September reopening to in-person worship was truly a blessing. The liturgy team stepped up to support both in-person and virtual services. John McBride's Pandemic Planning Team coordinated distancing and movement protocols. After a few weeks, we felt confident enough to add communion. Randi Goddard's team coordinated welcoming, record keeping and movement in, around and out of the church. Wardens reminded everyone of how we could help each other stay safe every Sunday, with the aid of a two-metre staff. Throughout the year the Communications Committee used various online means to inform parishioners and community members of what Covid-19 meant for our services and activities.

Parishioners were once again steadfast in supporting the St. Matthew's financially. We ended the year in a surplus position, albeit partially enabled by the forgiveness of two

months of our normal diocesan remittances, known as "time of Jubilee". The Finance Committee went beyond the call in providing all information needed by the Diocese for forgiveness and managing what it meant for our finances.

Although our traditional social activities and community meals were not possible, we remained active and moved many activities online. We were able to offer a host of opportunities for virtual connections: Zoom Coffee time, Conversations, Meditation, Bible Study, and homily and discussion podcasts. The *Pulse of the Parish* became even more important in informing and enriching us. A telephone tree was set up to ensure regular contact with parishioners when so many people were feeling isolated and alone.

The Rector and Director of Music put together a fascinating online "Covid Arts" festival as well as developing a high-quality online Festival of Nine Lessons and Carols. Peggy Nankivell and her team led a wildly successful virtual auction which provided a substantial sum to the parish, and also to Cornerstone and FACES. During the time St. Matthew's was open for in-person services in the fall, the Outreach Committee carried out annual and new initiatives.

Due to the many challenges Covid-19 presented it was decided to defer the planned investment in mission to take on an assistant curate. Work in the church building was limited to maintenance and repairs, though planning continues around an envelope of renewal possibilities based on the long life we envision for the church's structure.

The past year brought a new episcopal vision. We hope for leadership around the shape of parish ministry in 2021, and we believe St. Matthew's is well-positioned to be a part of this vision.

We are a loving and caring parish. We can be proud of our resilience this past year and confident and hopeful in our future.

— Rick Trites, Rector's Warden, on behalf of Julia Lipinska, People's Warden, Peggy Nankivell (former Rector's Warden), John McBride and Ed O'Meara, Deputy Wardens

2020 Work Plan Review

Planned	Accomplished
Worship	
<p>Complete selection process for a new Rector.</p> <p>Review the Strategic Plan with the new Rector and make any modifications to the 2020 Work Plan.</p> <p>Start planning for a potential assistant curate to help grow parish ministry.</p>	<p>Completed selection of our new Incumbent.</p> <p>Successfully adapted Sunday worship to a virtual format and offered online Morning Prayer. This allowed people to worship from home as well as from outside Ottawa.</p> <p>Created safe environment for in-person worship when regulations permitted.</p> <p>Deferred planning for an assistant curate because of the pandemic.</p>
Learning and Formation	
<p>Continue our Christian education programs for adults with focus on guiding principles to “Seek, Discover, Live”.</p> <p>Continue to expand engagement and participation opportunities for children and youth in the liturgy. Find opportunities for youth-group participation in social outreach and intern programs.</p>	<p>Continued and pivoted to virtual Conversations, Bible Study and Meditation. Set up additional learning opportunities through discussion and homily podcasts.</p> <p>Sunday School moved to a virtual format. Additional online activities were carried out with children and youth.</p>
Community	
<p>Continue our successful Welcoming and Newcomers program. Support increased participation in parish life in areas of interest and passion.</p> <p>Identify parish members’ interests and align with outreach activities. Identify opportunities to collaborate with partners in new outreach ministry, including new possible uses of the church building.</p> <p>Re-engage in Cornerstone’s meal-a-month ministry.</p>	<p>Initiated a Pandemic Planning Team to respond to the need for pandemic safety measures in the church building. Prepared a manual to train sidespersons, greeters and registrars on welcoming and organizing movement in the church during in-person worship. Created a safe and welcoming atmosphere.</p> <p>Continued Welcoming and Newcomer’s initiatives at in-person worship. Developed online contact form for those wanting to find out more about St. Matthew’s. Telephone-Tree contact system set up to check in on parishioners, especially those who may be feeling isolated. Mailed out parish newsletter to those without internet. Increased opportunities for participating in various virtual activities despite church building being closed.</p> <p>Continued and adapted existing outreach programs where possible, including Jesse tree for Harmony House, backpacks with supplies to Tom Brown Arena Respite Centre, food drive for the Centretown Emergency Food Centre.</p> <p>Cornerstone meal preparation on hold due to pandemic.</p>

Planned	Accomplished
Sustainability	
<p>Proceed with planning and funding (using auction proceeds) of church building projects from the prioritized list.</p> <p>Work with Robertson Martin Architects (RMA) and TELUS on technical issues related to TELUS design and potential installation of telecommunications equipment in the belfry and on church tower.</p> <p>Identify and market church property for rental revenue and explore development opportunities for mission growth.</p> <p>Identify and recruit participants and leaders to support parish activities and ministries. Seek mission partners in the Ottawa Centre Deanery. Enable our building to engage in mission.</p> <p>Undertake planning for the Growing Mission funding campaign in 2021.</p>	<p>Some building projects completed as per priorities established last year.</p> <p>Established contract with RMA to be our heritage building 'authority' with TELUS on a shared-cost basis. TELUS approved the rooftop antenna design concept. The project is now in the design phase.</p> <p>Rental and building development opportunities related to mission on hold due to pandemic-related building availability uncertainty.</p> <p>Work on partnering in Ottawa Centre Deanery and with community partners deferred due to pandemic.</p> <p>Planning for building renewal project continues. Phased-plan approach being developed with emphasis on reduced energy use and charting a path toward carbon neutrality.</p> <p>Continued regular maintenance and needed repairs.</p> <p>Assistant curacy-related fund-raising deferred due to pandemic.</p>

SPIRITUAL CORE

Worship Committee

The Worship Committee was formed in 2019 with the objective of planning the liturgical year, looking forward to the next season in the church calendar and also back to recent worship experiences. Rev. Geoff Chapman chairs the committee and Cathy Simons is our Lay Representative to Parish Council and the Executive Committee of Parish Council (ECPC).

Canon law gives the authority in worship matters to the Incumbent. Rev. Geoff believes the committee can play an important role in coordinating and communicating among the several groups of volunteers who support our worship and that there is plenty of room for creativity in launching new initiatives.

The committee met twice in 2020, near the beginning and toward the end of the year. The focus for worship this year was on virtual online services and programs and our team was strictly limited in size due to Covid-19 pandemic restrictions. We are thankful for the dedication of the recording team of Rev. Geoff, Music Director Kirkland Adsett, sound engineer Tom Barnes, Parish Administrator Catherine James McGuinty and our cantors, musicians, readers and prayer leaders. We also thank the Altar Guild for keeping the church looking beautiful for our online and in-person services.

It was wonderful to worship together again during September to December and share the Eucharist. Thank you to all of our worship volunteers for preparing for and supporting these services and beautifying the church. As someone said at our meeting, 'it was like coming home again'. St. Matthew's has a proud history of traditional worship and joyous choral music. The work of the Worship Committee contributes to continuing and building on this.

— Rick Trites, Rector's Warden

Pandemic Planning Team

The Pandemic Planning Team (PPT) was initiated in July 2020 and meets via Zoom every two weeks to consider a plan of action and opportunities for the Parish to deal with the impact of Covid 19.

Virtual Sunday services have been recorded for the past nine months. This has been a major shift in how we meet our ministry responsibilities and has greatly expanded our presence in the community and beyond. The viewership of our virtual Sunday services has increased in excess of 250 per week. We owe a great debt of gratitude to our cantors, readers and Catherine and Tom Barnes for their dedication and expertise in recording these services. We are especially grateful to Rev. Geoff Chapman for his enthusiasm in this new ministry.

On Sept. 6 we joyously celebrated our return to live Sunday services. This required much planning and administration with greeters, ushers and side persons to direct the flow of attenders and ensure all safety protocols were followed. We were limited to a maximum of 50 and this required pre-registration. This was also necessary to meet the provincial government tracing guidelines. During this period our weekly live service attendance averaged 35. With an increase of the maximum limit in November, pre-registration was eliminated. Everyone who attended self-registered at one of three tables. Fortunately, no cases of Covid 19 were reported related to our services.

Planning for Christmas added a further element due to possible increased attendance. However, with greater Covid numbers reported in the province, the Corporation decided to cancel all live services following the Dec. 20 service. This was an extremely difficult decision knowing how important this time of year is for our parish. Corporation's decision was confirmed a few days

following, when the Ottawa Diocese recommended that all churches should close.

With an increase in Covid numbers in Ottawa in January, the church was closed and recording of virtual services will be done from the homes of readers and Rev. Geoff. It was anticipated that this would continue until at least mid-February.

Our thanks to team members Rev. Geoff Chapman, Julia Lipinski, Rick Trites, Charles Nixon, Janet Stevens, Julie Helleur, Randi Goddard, Cathy Simons, John McBride (Chair)

— John McBride, Chair

Music Ministry

The year 2020 was like none other for the music ministry at St. Matthew's. With the news in March of the onset of a global Covid-19 pandemic, weekly choir rehearsals and in-person church services came to a screeching halt. After much previous work and planning, the Spring Concert also had to be shelved.

The early days of living with the Covid crisis were met with understandable concern and much confusion. Looking back, though, we can be pleased by having offered the best we could through our online presence for church services. Patience, flexibility and innovation were required in meeting the seemingly ever-changing safety guidelines and restrictions. As part of the team that puts together the online services, I am very proud of our work over the past year or so.

In April we said goodbye and thanks to our interim priest-in-charge, the Rev. Canon Jim Beall, and welcomed our new Incumbent, Rev. Geoffrey Chapman. I'm gratified by Rev. Geoff's stabilizing presence in an especially unstable time.

As singing has been found to be particularly dangerous in the transmission of the coronavirus, it has been much curtailed in both our online and in-church services. Masks are required, the numbers of singers are restricted, and distances

between the singers are carefully respected. Because the duration of time that singing adds to the possibility of viral transmission, no rehearsal time is allowed with our volunteer singers. Many thanks to our cantors and parish instrumentalists for their musical offerings over recent months.

Working as a church musician in the time of Covid-19 calls for greater creativity. In September, an online festival entitled the COVID-Artz Project showcased over 30 videos by parishioners. Still available for viewing on the parish website, the festival has received just shy of 2,000 views. Similarly, the annual Festival of Nine Lessons & Carols had to be completely re-imagined in order to comply with government restrictions. The carol service was very well received, and was viewed over 1,000 times in less than a month.

At year end, a very generous donation was made to the Organ Maintenance and Repair Fund by an individual from outside the parish, who has been watching our services online. It was quite a wonderful Christmas gift after a most challenging year. It is hoped that with the population being vaccinated in the coming months, the choir will soon be able to rehearse safely and we will be all be able to worship together once more.

— Kirkland Adsett, Director of Music and Organist

Altar Guild

At the beginning of 2020, polishing, cleaning, washing, ironing and preparation for weekly Eucharistic services, festivals and funerals kept the members engaged weekly. When the Covid-19 pandemic shut the country down our work was paused for a while. Fortunately, Robina Bulleid was able to go in to keep sanctuary lights burning.

Once we were allowed to re-enter the church, properly masked and sanitized, some members of teams were gradually able to return and prepare the church for weekly online services. Until the stricter lockdown early this year, we had five pairs

who went in briefly once a week to clean, fill candle oils and change ribbons and frontal colours when needed. Occasionally we were caught unawares by schedule changes, resulting in surprises during the online services when colours switched back and forth from one colour to another.

In 2020 we reported that some of our brass needed refurbishing. Thanks to a generous donation from one of our members we were able to repair and refurbish two brass vases and some collection plates. They were extricated from Capital Brass just as this year's new Covid restrictions shut down the church and now await its reopening.

Many thanks to all who have contributed to the Altar Guild's work, and especially members Frances Montgomery, Ann McCormack, Jan Robar, Marianne Goodfellow, Mavis Hill, Debbie Mallalieu, Marolynne Capstick, Jane Oulton, Wendy Pullan, Cathy Simons, Janice Sonnen, Dale McKenzie, Ruth Frayne, Elizabeth MacMillan and Robina Bulleid.

We welcome Cynthia McBride back to the Altar Guild and extend a warm welcome to Susan Morland. A very special thank you to member Judy Billingsley, who lovingly creates the spectacular flower arrangements. Judy has taken on double duty during the pandemic to ensure that the flowers are still thriving for both online and in-church services.

Jim Beall kindly and ably shepherded us through the early part of the year and we are delighted that he has joined St. Matthew's honorary clergy. It has been a pleasure to get to know Geoff Chapman as our new rector. Some of us have been fortunate to see and speak with him as we run in and out to complete our duties. He has been very supportive of our efforts and patient with our questions as we navigate the new normal.

— Elizabeth MacMillan and Robina Bulleid, Co-Chairs

Servers' Guild

Arrival of the Covid-19 pandemic in mid-March saw many changes in the community at large and our parish. Little did we know that this would have such a long-lasting effect. This included the closure of the church to in-person services, for the majority of the year.

The return to in-person services in September and continued restrictions saw changes to the overall structure of worship. No servers were required at the Morning Prayer service, the one weekly in-person service that was initially offered. Once Communion resumed in late October (until closures were reinstated in late December) only one server was allowed to assist. Unfortunately, 2020 ended with a return to church closures and lockdowns.

At the time the pandemic hit, our active roster of servers included Noah Hofstatter, Megan Hofstatter, Rebecca Laffin, Tyler Laffin, Leslie Jones, Becky McCoy, Rick Trites, Amy Heron, Bruce Miller, Dennis Cole, Patrick Martin, Silvia Logan, Isabelle Martel and Sophie Watkinson. During the summer John Merritt, who had been a server at our 8 am Sunday service, moved to another parish. His support and dedication over many years are greatly appreciated.

Looking ahead to 2021, we can only wait and see how things will evolve and how we can participate, support and enhance the way we worship at St. Matthew's. A sincere thank you to our clergy for their ongoing support of the Servers' Guild and to Guild members for their commitment throughout the year.

— Cathy Simons, Head Server

Prayer Ministries

In 2020 the Prayer Ministries continued to support the Parish Strategic Plan's Spiritual Core goals to "strengthen our faith as we grow and welcome other seekers to this spiritual home" and to "nurture, grow and share our faith with others."

Prayer Chain

We are grateful for the guidance and support of Rev. Geoff Chapman as well as for the trust each prayer request represents. When we join with each other in prayer, new bonds, peace, strength, hope and comfort come in powerful and meaningful ways. In 2021, we look for new and imaginative ways of providing prayer support even when during the Covid crisis we can't be together physically.

Members of our Prayer Chain team offer daily prayers as requested by individuals, the community in general and the parish leadership. New prayers are added as needed. The prayer list includes as many as 50 petitions. A special section added in 2019 supports the needs of approximately 40 additional persons with long term and/or chronic needs. On a quarterly basis, the entire list is reviewed and requesters consulted on the substance of each prayer

Complete confidentiality and discretion govern this ministry. Prayer petitions are accepted by the rector, members of the team or the Parish Administrator. To join this joyous ministry please see Rev. Geoff or Janice Sonnen.

Our members in 2020: The Rev. Canon Allen Box, Angelina Cacciato, Dennis Cole, Susan Harris, Marjorie Lay, Wendy Pullan, Judith Sabourin, Cathy Simons, Janice Sonnen. We welcome Catherine Thurlow to the team in this year.

Prayer Support Team

Two members of this team of eight meet at the 10am Eucharist to pray for members of the congregation who have special prayer requests or who may want to have someone join them in prayer. There may be prayers of thanksgiving,

prayers for those who are ill, suffering from family, school or employment issues, travelling mercies, safety, upcoming events and more or whatever an individual needs in this completely confidential ministry. Catherine Thurlow would be happy to pray with you over the phone.

Group members include Janet and Ed O'Meara, Rick Trites, Lois Rumsey, Janice Sonnen, Mary Glen, Judy Maxwell and Catherine Thurlow.

*May the Love of God
Be the ocean that you sail on
And the grace of God
Bring you calm in stormy days.
May the Word of God
Guide you to your destination
And the breath of God
Speed you safely on your way.*

John Birch

— Janice Sonnen, Prayer Chain Coordinator
janice.sonnen@bell.net / 613-709-1209
— Catherine Thurlow, Healing Prayer Team
Coordinator, 613-824-6800

Pastoral Care

What has the Pastoral Care team been doing during this time of a pandemic? We are unable to visit people or to take the sacrament but thank goodness for emails and the phone. Some parishioners are so glad of a call and the opportunity to chat. Though such a blessing for many, this however is not the same for all. Some people are unable to negotiate the vagaries of electronic devices, and for others the phone is difficult because of hearing problems.

For others calls are difficult because they have little to say. They are confined, lonely and depressed. We are sad that several people in our care have died over the past year and we have not been available for them. Mavis Hill has sent many cards of greeting and condolence during the year and at Christmas.

Thank you for the pastoral care team for all it is quietly doing to keep in contact with those in their care. Its members are Marolynne Capstick, Dennis Cole, Melodie Conlon, Elizabeth Kent, Virginia Lindsay and Judy Maxwell. Barb Murphy is on leave and continues to be safe in South Australia.

Please do not hesitate to contact one of us if you know of someone who would welcome a call, or who are celebrating a special time in their life. Meanwhile, we wait until the parish goes 'green' and we can be a more active Ministry again.

— Mollie Stokes, Coordinator

Meditation Groups

Our meditation groups were able to pivot to Zoom meetings after the lockdown in March and will continue to do so indefinitely. The groups are affiliated with the World Community for Christian Meditation (wccm.org) and meet weekly to encourage and deepen this ancient practice.

The World Community responded very quickly to the Covid-19 pandemic and provided online interviews, talks and short videos under the heading, "A Contemplative Path Through the Crisis". Many of these were "shared" with the group and provided great comfort and wisdom.

Otherwise, the format of the groups is very similar to meeting in person. We gather, chat for a few minutes, listen to a short talk or watch a video about meditation, and then sit in silence for 20 minutes. Meetings begin and end with a short prayer. Although we miss seeing each other, it is possible for people in other cities and communities of faith to join in, and there are more participants than we generally had in our chapel.

The Rev. Professor Kevin Flynn leads a group on Monday evenings beginning at 7:15 pm and Sue Rayner facilitates the Wednesday group from 11:15 am to 11:45 am.

— Sue Rayner, Coordinator

Welcoming Team

Greeters, Sidespersons, Welcome Table/Registration Volunteers, Ushers, Hospitality Network

When the Bishop directed that all worship services be suspended in mid-March 2020, the need to keep parishioners connected and informed became quickly apparent. Based on this need, the work of developing what we have called a parish-wide "telephone tree" began.

Some 40 volunteer callers were identified to assist. Call lists and detailed guidelines were developed and an extensive spreadsheet created to track information. Launched in March, the telephone tree continues to operate as St. Matthew's navigates through the Covid-19 pandemic.

In addition to checking in with parishioners, callers ensure that St. Matthew's communications are being received. They also confirm parishioner contact information and follow up on any needs – for example, a pastoral call from our clergy.

In December, a special phone "blitz" was organized to ensure all parishioners received a call or email with Christmas greetings from St. Matthew's and other key messages.

Feedback on the telephone tree has been positive. As well as keeping parishioners supported and informed, it has re-established old connections and generated new friendships.

Other initiatives:

A subcommittee of the welcoming group is providing input and recommendations to the St. Matthew's Pandemic Planning Committee. It identified volunteers for safely reopening the church in September and organized a training session via Zoom during which safety protocols and expectations of volunteers were clearly outlined.

Newcomers, visitors and seekers can access a new contact form, via a website homepage and submit for follow up by a church representative.

Our welcome postcard was updated with a fresh new look. The postcard is mailed or emailed to newcomers and visitors immediately following their first visit to St. Matthew's.

Digital greetings are being used to welcome participants of online Sunday services, through a scheduled digital greeter.

Sincere thanks to all members of our Welcoming Team for their dedication in keeping our parish connected and strong. Our members: Kirkland Adsett, Edith Assigbe, the Rev. Canon Jim Beall, John Bernard and son Everett, Anita Biguzs, Judy Billingsley, Marianne and David Bournes, Judith Caron-Sabourin, Margaret and John Coleman, Gwyn Cornfield, Simon Creasy and son Rupert, Walt Draper, Daphne Ducharme and Raymond LeBlanc, Brian Effer, Lenore Fahrig and Bill Nuttle, Peter Frayne, Ruth Frayne, Mary and Ian Glen, Michael Goddard, Matt and Bronya Gregg and son Tavian, Ian Guthrie, Ava Hammond, Susan Harris, Mavis Hill, Karen Junke, Heather and Norm Lewis, Virginia Lindsay, Amy Lockwood, Pam Mackenzie, Elizabeth MacMillan, Judy and Tony Maxwell, Cynthia and John McBride, Jean and Jim McCarthy, Ann McCormack, Carolyn McMaster, Elizabeth McMillan, Frances Montgomery, Peggy and Neville Nankivell, Deirdre Nicholds and Bill Megill, Jane Oulton, Kathi Racine, Susan Rayner, Jane and Peter Rider, Judith Caron-Sabourin, Heather Sheehy and Denis Martel, Kathi Racine, Claire Schofield, Cathy Simons, Janice Sonnen, Leonard Surges, Margaret Terrett, Rick Trites, Sandy Waddell and Errol Whittier.

If you're interested in welcoming at St. Matthew's, please contact me: randi@thegoddards.ca

— Randi Goddard, Newcomers Coordinator

Christian Education and Formation Committee

The adult Christian Education program supports St. Matthew's Strategic Plan on "Learning and Formation" and in particular the objective "Build the Body of Christ through lifelong formation and discipleship".

Although Covid-19 disrupted normal parish activities from mid-March in 2020, some regular adult education programs adapted successfully to the Zoom platform and have continued while a few new Zoom-based programs were added. Leaders and participants adjusted well to Zoom. As pandemic restrictions continued, it has proven an excellent way to help us maintain a sense of community as well as continuing to grow in faith.

The following education events were held in 2020:

Conversations. This popular program with Archbishop Barry Curtis takes place at 9 am Sunday mornings and was run during the Covid crisis mostly via Zoom. The autumn 2019 session continued into January 2020 with regular face-to-face gatherings in the church hall. A second session of Conversations started in October and will continue into February 2021. With the use of Zoom, attendance rose from the 10 to 15 people who came to the pre-Covid face-to-face sessions to a steady group of about 24 to 26 participants. Archbishop Curtis introduces bible passages, images, poetry and other readings for discussion. We also had a guest speaker on Nov. 29 and Dec. 6, when sessions were led by the Rev. Sister Constance Joanna Gefvert of the (Anglican) Sisters of St. John the Divine in Toronto.

Bible Study Conversations. This program with the Rev. Professor Kevin Flynn is a continuation of "Conversations", with a different focus and format. Father Flynn introduced a bible study on

Sundays at 9 am via Zoom. The session ran from mid-April until early August. A very enjoyable and interesting study of *The Acts of the Apostles* was followed by a four-week study of *The Book of Ruth*. Again, there was good Zoom attendance and the sessions were much enjoyed.

Wednesday Bible Study. In the autumn a new Wednesday noon-hour scripture study session with the Rev. Geoff Chapman and the Rev. Professor Kevin Flynn was initiated for both St. Matthew's and St. Aidan's parishioners. This series is continuing in 2021.

We would like to thank all those who volunteered their time during 2020 to lead, help organize and generally support our events. We welcome any suggestions parishioners may have for new programs or volunteers to help organize events.

— Helen Griffin, Chair

Children and Youth Ministries

Sunday School

This past year was unpredictable for our Children and Youth Ministries due to the Covid-19 pandemic. Aïcha Ducharme-LeBlanc remained our coordinator, and in the fall reduced her hours to adapt to Covid constraints.

At the start of 2020, Sunday School functioned as normal with three classes (younger, middle, older) taught by Aïcha and a team of volunteers. The team continued to use the Spark Lectionary curriculum and hosted a couple of activities for youth and children, such as an evening of skating in February.

As the pandemic spread, Sunday school classes migrated in March to Zoom. Aïcha hosted a 40-minute lesson every week using the same curriculum, with simpler activities and crafts. The youth group met once on Zoom to check in on one

another, and Facebook was used to post regular updates. Aïcha sent many online resources to families to facilitate worship from home. In the spring, she released a “Spring Series” project consisting of weekly videos on the season and its connections with the Bible. Aïcha also prepared end-of-year loot bags for all Sunday School participants and three educational videos for families that were posted on Facebook throughout the summer.

In the fall, Sunday school class frequency was reduced to every two weeks to accommodate overwhelmed families. It was also decided to program two smaller 30-minute classes (one for younger students at 9:30 am and another for older ones at 11 am), so all students could be challenged by class content. Since September, Aïcha also published more educational content online (such as prayers of the week, videos, Advent, communion bread making) and organized special activities for Halloween (the drive-by event) and Advent (colouring pages) to help strengthen the connection between families and the church. In November, a virtual “Confirmation Journey” for parish youth was launched. This project will be pursued through the winter and spring of 2021. A simple Christmas pageant was planned for Dec. 24, but services were cancelled.

Aïcha’s work with Sunday School and Youth will continue, hopefully with a bit more stability this year in further developing these ministries. Until then, she will be exploring and implementing more innovative virtual and distanced ways to connect with families and youth of St. Matthew’s.

— Aïcha Ducharme-LeBlanc, Coordinator
aicha.ducharme.l@gmail.com



Conversations participants in an online session led by Rev. Sister Constance Gefvert, SSJD

COMMUNITY ACTIVITIES

Community Committee

The Community Committee's goal is to strengthen relationships within the parish. Although a full program was planned, with the Covid crisis there were fewer opportunities for our parish family to come together. The Pancake Supper, to which we invite the community, was a huge success. Many thanks to Bill and Catherine Thurlow for their generous donation of genuine maple syrup.

Three parish lunches were offered prior to the pandemic, which precluded lunches planned for later. We baked many batches of cookies at Christmas. Together with 16 empty Quality Street Chocolate tins from Virginia Lindsay, which had been ready for the Sally Ann, plus a few extra tins, we were able to send our regulars a Christmas treat, bringing great joy to all.

We look forward to getting together with our community again, offering opportunities for everyone to gather safely as members of a large and loving Christian family.

Members of the committee are Kathi Racine, Virginia Lindsay, Jane Rider and Margaret Terrett, with cameo performances by many others.

— Margaret Terrett, Chair



Coffee Hour

The custom of gathering after the 10 am Sunday service to socialize and enjoy a cup of tea or coffee and a cookie is a cherished aspect of life at St. Matthew's. As part of our efforts to be "a welcoming Christian community," the coffee hour is an opportunity for many in the congregation to catch up on the events of the week, meet newcomers and exchange greetings.

Since Covid-19 restrictions imposed last March, Coffee Hour has been an online event through Zoom meetings. In this way, the organizers have done a tremendous job in keeping the tradition alive.

Coffee Hour following in-person services would be impossible without the co-operation and support of many volunteers. They arrive early to set things up, then maintain the flow of tea and cookies while people are gathered, and stay late to tidy up. The following people hosted coffee hour in 2020 before in-church activities were suspended: Anita Biguzs, John Budden, Sheila Campbell, Gwyn & Bill Cornfield, Jenny Curtis, Daphne Ducharme, Lenore Fahrig, Yan & John Hill, Joy Hitsman, Leslie Jones, Karen Junke, Kathy and Brian Laffin, Marjorie and Colin Lay, Raymond Leblanc, Amy Lockwood, Pam and Peter Mackenzie, Sarah and Tom Martin, Cynthia and John McBride, Jean and Jim McCarthy, Dianne McCauley, Carolyn McMaster, Peggy and Neville Nankivell, Charles Nixon, Susan Rayner; Mary and Steve Reid, Jane and Peter Rider, Claire and John Schofield, and Paul Tweedale. Thanks to all for a job well done.

While Val and Ian Sneddon have stepped down, a hearty thank-you is due for their loyal service. There is always a need for additional volunteers to host Coffee Hour. Resumption of activities after the pandemic may be challenging.

— Jane and Peter Rider, Coordinators

Open Doors

January 2020 began for our Open Doors program as it had since 2007 with volunteers welcoming visitors into the main sanctuary of St. Matthew's Monday to Friday from 11:30 to 1:30. However, as the seriousness of the global Covid-19 pandemic became apparent in the second week of March and with advice from the Ottawa Medical Officer of Health, our church was closed to the public – and remained so throughout 2020.

We anticipate though that we'll be able to reopen before the end of 2021. To do so will require many volunteers and we would gladly welcome new recruits. I would like to acknowledge and thank our present dedicated volunteers: Andrew Billingsley, Mary Bodfish, Ruth Frayne, Britta Jarvis, Michael Jarvis, Norm Lewis, Ann Luce, Elizabeth MacMillan, Ian MacMillan, Sheila McCaffrey, Gordon McCaffrey, Bruce Miller, Neville Nankivell, Peter Rider, Judith Sabourin, Janice Sonnen, Carl Sonnen, Tim Stephens. Open Doors could not be continued without their spirit of hospitality and contribution of time.

During 2020, two faithful members of our Open Doors team Craig Kamcke and Marc Raymond passed away. They are both dearly missed.

— Jane Oulton, Coordinator

Marmalade Project

The 2020 Marmalade project ran from Jan. 20 to Jan. 31 with some 30 volunteers participating. It was a good year both production-wise and as a social event. We produced 501 250-ml and 128 500-ml jars and net revenue totaled \$4,455. The Centretown Emergency Food Centre received two-thirds of this amount as it faces severe financial challenges. The Primate's World Relief and Development Fund (PWRDF) was given the balance.

As in previous years, Redpath Sugar Ltd. of Toronto donated the sugar. Peter Hodge, son of our late parishioners Jack and Dora Hodge, arranged for

the sugar delivery at no cost to us. Our thanks to Peter and also to Andrew Judge of Redpath. Thanks also to the many St. Matthew's parishioners who donated jars and other supplies and purchased the marmalade. Without the enthusiasm and support of the volunteers who peeled, cut and stirred, as well as carrying out many other varied tasks, nothing could have been achieved. Their involvement and commitment are deeply appreciated.

The project has loomed large at St. Matthew's during its lifespan and the understanding of all who shared the church's facilities was graciously extended and gratefully received. A debt of appreciation is owed to our Parish Administrator Catherine James McGuinty for her assistance and support. This was the first time for her and she bore up splendidly. Many thanks, as well, to Joan Lawrence and Ava Hammond who captained the team during its bottling sessions.

Overall coordination of the project was undertaken by a small steering group, the members of which were Ruth Frayne, Ina Griffiths, Karen Junke, Loretta McDonald, Jane Oulton, Kathi Racine and Peter Rider.

— Peter Rider, Coordinator

OUTREACH

Outreach Committee

Despite the challenges of the past year, St. Matthew's was able to contribute to our community in significant ways.

Elizabeth Kent continued her work with the Centretown Churches Social Action Committee, especially supporting the Centretown Emergency Food Bank through a virtual walk-a-thon fundraiser in the fall and a targeted Advent Food Drive. Our Parish Administrator Catherine James McGuinty represented the church as the liaison to the board of Harmony House women's shelter, as it managed a transition and welcomed a new Executive Director.

Despite limited attendance rules for our in-person services, every gift tag was claimed for the Jesse Tree project to bring Christmas cheer to the women residents of Harmony House and their families. Additionally, the Angels with Backpacks project went forward with a different approach, supporting community residents using Tom Brown Arena, currently operating as a Covid-19 respite centre. In-kind donations were also made to Centre 454 to support its target populations in the winter months.

Long-standing initiatives such as the Cornerstone meal-a-month program and the Out of the Cold Suppers did not operate as usual in 2020 due to the Covid-19 pandemic and planned renovations at Southminster United Church (whose supper program we support). Though these activities are less feasible at this time, the Outreach committee will be looking for ways to serve the community until it is safe to gather again.

For instance, this spring there are plans for a virtual afternoon tea in support of the Ottawa Youth Services Bureau. Additional initiatives include our long-term community commitment to FACES's work welcoming refugees to Canada, the Multi-Faith Housing Initiative's plans to provide housing to people in need, and exploring opportunities to support isolated seniors. These are top of mind as we take stock of how we can provide services to those in our community who are vulnerable, marginalized or in need.

If you are interested in joining the Outreach Committee, volunteering for a particular cause or event, or have a project or initiative for consideration, please contact the Outreach Committee Co-Chairs. See email addresses below.

— Ashley Thorvaldson & Christine Vidt, Co-Chairs
 althorvaldson@gmail.com
 christinevidt@gmail.com

FACES



FACES (First Avenue Churches and community Embracing Sponsorship) has now supported newcomers integrating into Canada for over five years. Although we had no new sponsorships in 2020, we were busy providing additional support to some of our needier families.

Covid-19 has impacted us all, but even more so for newcomers who find themselves in a new country alone, sometimes isolated, in search of some social interaction and looking for a job or taking classes virtually to enhance their employment opportunities. For this reason, we ensured that all our families had the support from our great team of volunteers to get them through these unprecedented times.

In 2020 we raised over \$19,000, all of which has been deployed to assist our refugees including the completion of two formal sponsorships. We are very thankful to the support we have received from our donors, especially the contribution of over \$6,000 from the phenomenally successful St. Matthew's Online Auction in November.

Last year we reported that FACES would not commit to any further sponsorship. However, we have committed to one more sponsorship, bringing over an Iraqi couple, the sister of one of our currently supported refugees. This is in the early stages of a long and arduous application process. If successful we estimate that the couple may arrive in two to three years. FACES is confident that \$30,000 for this private sponsorship without government assistance can be raised prior to the couple's arrival. Fundraising

activities will start after the application is completed and approved.

FACES planned a Chapel Chat last spring to share all its learnings and successes with the parish. We'll look for another time to have this discussion when circumstances allow. On behalf of the FACES Steering Committee, many thanks to all who have supported our initiatives with their time and financial resources!

— Tom Martin, Susan Thomson and Rick Trites,
FACES Steering Committee Representatives

PARISH STEWARDSHIP

Stewardship Committee

What an unusual year 2020 was! Throughout the year St. Matthew's was blessed by the continued support of parishioners. Your givings allowed us to continue with confidence in difficult times.

With the church closed for so much of the year we all needed to adjust how we made our contributions. We saw PAR participation and contributions grow and this provided a solid base each month. Others used Canada Helps, sent cheques in the mail, used their credit cards or dropped off givings to the office when it was open. Thank you for devotion and persistence. And thank you Brian Effer for taking up the responsibility of Envelope Secretary and doing such a fine job.

I will not comment on attendance in 2020, except to say it was certainly a different experience bearing no relation to other years.

We look forward to better times ahead including being able to attend services without worry. In the meantime, keep safe and again many thanks for your contributions of time, talent and treasure.

— Charles Nixon, Chair

Finance Committee

The Finance Committee oversees the overall financial management of the parish including preparing the annual budget, maintaining books and records and reporting on financial results. It also addresses other finance-related issues referred to it by the Corporation. The committee assists and oversees the work of the Treasurer, the Envelope Secretaries, Bookkeeping functions and Counters. It works in co-operation with the Parish Administrator and all committees, particularly Fundraising and Stewardship, on issues of a financial nature. Our functions are supported by several technologies requiring on-going management.

In 2020 the frequency of the committee's formal meetings was down considerably because of the Covid-19 crisis (we met formally twice). However, we adapted to the constraints of accessing the church by replacing our usual routine with emails, phone calls and Zoom-supported Parish Council and Corporation meetings. And with patience and diligence, all tasks and responsibilities were effectively executed in maintaining controls and providing reasonably timely reporting.

Communicating St. Matthew's financial position to parishioners was done through detailed articles in the Pulse of the Parish. Information in the articles was supported through the efforts of Michael Goddard and the counting team, Cathy Simons and Amy Lockwood completing the bookkeeping function, and Tony Maxwell providing monthly reports. The Finance and Stewardship committees work closely together to co-ordinate messages and communications to parishioners. Consistent and timely messaging to parishioners about our financial position is a critical success factor.

The Chair maintained communication with Diocesan Financial Ministry Staff on St. Matthew's situation. The Diocese applied and received benefits from the Canada Emergency Wage Subsidy. This required all parishes to input year-over-year revenue to support the application. This benefit will be discussed during our Vestry presentation.

The 2020 year-end results reported elsewhere in this report are extremely positive. Parishioner commitment, online auction proceeds and a diocesan “Jubilee” contributed to the surplus. The Jubilee reduced two months of payments from each Parish Assessment.

Our 2021 priorities include work now underway to implement online giving using a module in our Realm church technology. Realm is a multi-module Cloud-based software package used to support the recording and receipt of donations. More information on this implementation will follow throughout the year. QuickBooks accounting software will be moved to a different server by March 2021. This move also introduces a new and more readily accessible backup location and software.

The 2021 Budget will be reviewed in detail at Vestry. Documentation is included in the Vestry materials. See also the separate Vestry reports from the Stewardship committee, Counters and Envelope Secretaries/Contributions.

During the year Dawn Gregory decided to step down from the committee. Many thanks for her time and contribution to our work. And thanks greatly to committee members Amy Lockwood (Treasurer), Sarah Birkett-Martin, Bill Megill, Cathy Simons, Tony Maxwell, Brian Effer, Charles Nixon, Don Wilson, Dawn Gregory, Nicholas Ralph, Peggy Nankivell (Fundraising chair), Rick Trites and Rev. Geoff Chapman.

— Walt Draper, Chair

Counters

Like so much else in the parish, counters had to adapt to restrictions brought on by the Covid-19 pandemic. With few or no people in the congregation for regular services, the number of donations greatly declined and fewer counters were needed. As well, the frequency of counts decreased. We now rely on teams of two counters who count either once or twice a month. This is a model we shall probably use until we return to

our normal routine. One small advantage of counting during this time is that with much less activity in the building, we were able to move our counts to the main hall in the basement rather than the Sacristy. That meant that along with masks and hand sanitizers the counters were able to perform their duties separated by distances far beyond the recommended minimum.

Many thanks to all our counters -- those actively counting during the pandemic and all others for service prior to the outbreak. I especially want to thank our Parish Administrator Catherine James McGuinty for her support during this difficult period.

— Michael Goddard, Coordinator

Contributions Coordinators

Charles Nixon and Brian Effer have been managing regular inputting of weekly financial contributions to St. Matthew’s ‘Realm’ software system.

Brian also manages the Pre-Authorized Remittance (PAR) program. At the February 2020 vestry, Lisa Sheehy stepped down from managing the PAR program for the past 19 years and handed operations over to Brian. Parishioners can sign up to PAR to have monthly offerings automatically withdrawn from their bank accounts.

As of December 2020, 98 parishioners were enrolled in PAR, donating a total of \$19,653 each month.

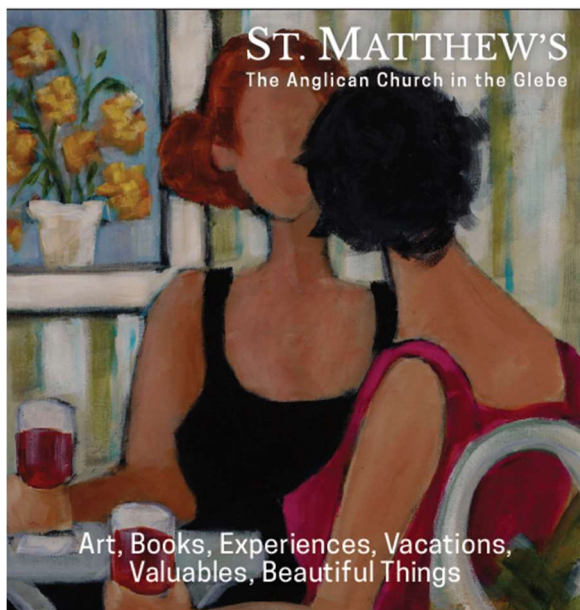
— Brian Effer and Charles Nixon, Coordinators

Fundraising and Auction Committees

The Fundraising Committee’s mandate is to support the strategic goals of St. Matthew’s and its mission statement to be a welcoming community of faith. Collaborating with other committees, we support Outreach objectives, and

our music program by soliciting sponsorships and advertising for choral concerts. In 2020 fundraising plans were totally changed by the coronavirus pandemic, but it was still a successful year because of our online auction's success.

The year began normally with making and selling marmalade and Treasures Boutique sales. The Covid-19 crisis resulted in cancellation of the Great Glebe Garage Sale (May), a Jazz & Tapas concert (October), Scarf & Jewellery Sale (December), and necessitated closure of our in-church boutique. These cancellations represented a substantial loss of revenue. Concerts were cancelled and sponsorship commitments were withdrawn.



ST. MATTHEW'S
The Anglican Church in the Glebe

Art, Books, Experiences, Vacations,
Valuables, Beautiful Things

First Online Auction
Opens Friday, Nov. 13
Closes Saturday, Nov. 21 at 4pm

REGISTRATION: WWW.STMATTHEWSOTTAWA.CA

In late May, the Auction/Fundraising Committee approved a November online auction. Walt Draper and Tom Martin proposed working with Auctria, an organization that specializes in auctions with which we worked in 2016 and 2019 to facilitate in-church live and silent auctions. Auctria provided

great advice, an excellent platform, and good technical support.

Our original budget was for a modest \$12,000 in revenue and \$2,000 in expenses, based on the sale of about 60 donated items. In the end, we achieved sales, donations and sponsorships of over \$42,000 with less than \$3,000 in expenses (including credit card fees), and sold over 200 items. We donated \$6,600 to FACES for refugee support and \$3,000 to Cornerstone Housing for Women. We also invested \$27,000 in the consolidated trust fund for future church projects. The online auction was not only successful, but a lot of fun -- a bright spot in November.

Fundraising/Auction Committee members are Andy Billingsley, Patti Davis, Walt Draper, Karen Junke, Pam Mackenzie, Carolyn McMaster, Gordon Metcalfe, Jane Metcalfe, Frances Montgomery, Peggy Nankivell, Tom Martin, Jane Oulton, Kathryn Racine, Claire Schofield, Janice Sonnen, Leonard Surges (social media), and Marg Terrett. Our thanks also to Amy Lockwood (now Treasurer) and Susan Rayner, who have stepped down from the committee.

— Peggy Nankivell, Chair

Event	Date	Revenue
Treasures Boutique (closed mid-March)	Various	\$3,375
Marmalade Sales, net (Outreach)	January	\$4,325
Concert Sponsorships (Cancelled)	May November	0
Great Glebe Garage Sale (Cancelled)	May	0
Jazz & Tapas (Cancelled)	October	0
Online Auction, net	November	\$39,325
Scarf & Jewellery Sale (Cancelled)	December	0
Total		\$47,025

Property Committee

Keeping the church building going relies on the energies of a number of individuals. Efforts in 2020 focused on the annual fall work party. Several parishioners also devote attention to looking after myriad small tasks that arise on an ongoing basis. Special thanks go to Robina Bulleid, Catherine James McGuinty, Ian Glen and Walt Draper for their help over the past year.

Maintenance and repair activities during 2020 were limited. Essential repairs were made to leaking pipes in the steam heating system. Volunteer efforts resulted in repair of signs on Glebe and First Avenues, repair of the Sacristy stairs, investigation and cleaning of the storm drains. We also continued negotiations with TELUS on rental of space in the belfry for telecommunications equipment.

The Property Committee is developing a five-year building renewal project to address priority issues that are identified in the list below. The first stage will assess what specific actions are required, develop preliminary engineering designs, estimate costs and recommend work to be undertaken by volunteers or contractors. The second stage of work will implement changes to the building. These are anticipated to entail a significant capital investment. The committee will provide a more detailed report on this project as plans develop.

The following long-term maintenance issues were identified in the committee's 2019 report:

Health and Safety. Conduct a limited HAZMAT evaluation of occupied spaces, especially in the basement.

Heat Retention

- Assess potential savings from rebalancing air handling for basement heating and ventilation.
- Seal accessible locations where air enters: foundations, walls, exterior fixtures, etc.
- Conduct an initial assessment of the condition and needed repairs on stained-glass windows.

Foundation, Drainage and Water Entry Control.

Assess the condition of the foundation (cracking and water infiltration).

Other. Upgrade crypt lighting and storage capability.

The Property Committee maintains a list of issues requiring attention. Please contact a co-chair to suggest additional items to be added.

— Bill Cornfield and Bill Nuttle, Co-Chairs
hcornfield@gmail.com, wknuttle@gmail.com

Communications Committee

In 2020 Jan O'Meara became co-chair of the Communications Committee with Leonard Surges. Members include Leslie Jones (January to June), Val Needham and Julia Lipinska. Critical support is provided by Catherine James McGuinty. Initial activities included the 2019 Annual Report to Vestry, a bookmark and promotion of key events.

Cancellation of services in mid-March dictated a shift to digital technologies for online worship and to engage parishioners and the community. Leonard produced online services and reflections until Rev. Geoff Chapman arrived in late April. Content is uploaded to YouTube and Facebook to increase accessibility and visibility. Rev. Geoff produced all subsequent virtual services, including when in-person services were offered. Catherine has uploaded Daily Offices since early June. Podcasts include homilies and other content created by Rev. Geoff and the Rev. Professor Kevin Flynn.

Committee members and staff manage and support the website (Julia), bulletins (Catherine) and other digital communications (Catherine and Leslie). A parish YouTube channel was created in April. The parish's digital presence now extends to Instagram (Becky McCoy), Facebook, Twitter and YouTube. Content for the Children and Youth Ministries is created by Aïcha Ducharme-LeBlanc and Outreach content with Ashley Thorvaldson. Social media promoted the November online

auction, and mailing lists distribute news to parishioners and the community.

Pulse of the Parish. Five online issues were published under the skillful editorship of Val Needham. A special issue in April welcomed Rev. Geoff Chapman and bid farewell to the Rev. Canon Jim Beall. The *Pulse* is a means to stay connected during the Covid-19 pandemic, with over 40 parishioners contributing text and over 30 contributing photographs and screenshots from Sunday services, Morning Prayer and the Covid-Artz Project. All conveyed the lively engagement of the congregation in worship and community. Issues included committee updates, contributions by honorary clergy, reflections from parishioners on coping with the pandemic, and a memorial tribute to Professor David Farr and his wife Joan. Copies are mailed to parishioners without internet access. Val is assisted by early readers Peggy and Neville Nankivell, Joan Lawrence, Judy Maxwell and Mary Glen.

Website. The website is a key resource for parishioners and visitors. Web management moved to a new company in March. Changes made links to virtual services, news and social media accessible from our home page, and included a web form for newcomers. A Covid page highlights current information on all services. Work continues on stale and outdated content and information architecture. Julia Lipinska oversees web management, a task much appreciated.

— Janet O'Meara and Leonard Surges, Co-Chairs

Statistics		
Email Lists	Realm recipients	387
	E-blast subscribers	452
Facebook Followers	Auction Page	102
	Choir Page	343
	Parish Page	402
Instagram	Followers	45
Twitter	Followers	114
YouTube Channel 8 months	Subscribers	136
	Watch Time	2,442 hrs.
	Subscribers	27.4%
	Non-subscribers	72.6%

Nominating Committee

The mandate of the Nominating Committee is to recruit, develop and support the leadership of the parish community and to encourage more parish members to take up opportunities for ministry. Committee members are Janice Sonnen and Helen Griffin.

Our main task each year is to prepare the roster of nominations and elections for wardens, parish officers, synod representatives and congregational representatives to be voted on at the annual Vestry meeting and to identify and confirm committee Chairs. Some of these positions demand a lot of time and energy, so it is sometimes quite challenging to find new leaders.

At the other end of the spectrum, we recruit new volunteers to take up entry-level positions where they can learn how the parish functions and begin to build relationships with others. One route for becoming more active is to join a committee or group doing things that match your interests. Another is to be elected to be one of the Congregational Representatives to Parish Council (which usually meets two to three times a year). These representatives are also invited to attend meetings of the Executive Committee of Parish Council where they can experience the full sweep of issues facing the parish.

We have been delighted to start work with our new rector to recruit wardens and fill various vacant positions for 2021. Although Covid has made things more challenging, we try to get to know newcomers and understand where their interests might lie. Please don't hesitate to talk to Janice Sonnen or myself about your volunteer interests.

As volunteers it is hard to grasp the breadth of our parish "human resource" challenge: developing leaders, helping newcomers integrate into the parish and finding a match between the work to be done and the people available to do it. It is also critical to find ways to support those who take on leadership positions and to ensure regular replacements. If we try to formalize these functions, we fall into bureaucracy that cannot be

sustained. If we only go with the flow, gaps begin to occur and people start to burn out. Still, we do what we can, giving thanks for the time and talent of all the people who get involved in the work of this parish. Together, we serve our God and our community.

Janice and I would like to thank all those in the Parish who have responded so positively during 2020 to our requests to take up new roles within St. Matthew's.

— Helen Griffin, Chair

Meeting Documents

ANNUAL VESTRY MEETING

February 28, 2021

St. Matthew's Church Annual Vestry Meeting
Sunday, February 28, 2021
11:30 am

Agenda

- 1) **Welcome-** Reverend Geoff Chapman
- 2) **Zoom Rules for Vestry-** Julia Lipinska
- 3) **Opening Prayer-** Reverend Geoff Chapman
- 4) **Chairs' Announcements-** Reverend Geoff

Selection of Vestry Clerk
Membership of Vestry
Rules for Speaking
Appointment of Scrutineers

- 5) **Adoption of 2020 Vestry Minutes-** Rev. Geoff

Motion: That this Vestry adopt the Minutes of the Annual Vestry Meeting held on March 1, 2020.

- 6) **2020 Business, Reception of Annual Reports-** Rev. Geoff

Motion: That this Vestry receive the Annual Reports for 2020, including the Incumbent's Report and Wardens' Report.

- 7) **Receipt of 2020 Reviewed Financial Statements (Annex pages)-** Walt Draper

Motion: That this Vestry receive the Reviewed 2020 Financial Statements.

- 8) **Report of the 2021 Financial Plan-** Walt Draper

a) 2021 Budget Presentation

Motion: That this Vestry adopt the 2021 Budget as presented, and that in the final quarter of 2021, the Finance and Stewardship Committees will recommend to Corporation a payment, if any, up to \$5,000, to the Diocese of Ottawa in consideration of the 2020 Jubilee Benefit.

b) Appointment of accountants for review

Motion: That this Vestry appoint Parker Prins Lebano as the accountants to review St. Matthew's financial affairs for the fiscal year 2021 at a fee approved by the Corporation.

c) Spending authority before a new budget

Motion: That this Vestry authorize the Corporation to approve spending in 2022, pending approval of the 2022 Budget at the 2022 meeting of Vestry.

9) Music Committee- Rev. Geoff

Motion: That this Vestry recognize the dissolution of the Music Committee and authorize that the music program will now be represented through the Worship Committee.

10) Appointments and Elections- Janice Sonnen

Motion: That this Vestry approve the proposed nominations and take note of appointments by the Incumbent and the Corporation.

11) Designation of Signing Officers- Rick Trites

Motion: That this Vestry authorize any two of the following to sign as signing officers for St. Matthew's: The Rector, Treasurer, Rector's Warden, People's Warden and Deputy Warden(s) for the period from March 1, 2021, to February 28, 2022.

12) Motion of Thanks- Rev. Geoff

Motion: That this Vestry thank all those stepping down from their positions as Wardens, Synod Members, Parish Council Representatives, Parish Officers and Committee Chairs for their service and commitment.

13) Closing Prayer and Adjournment- Rev. Geoff

Closing Prayer

Motion of Adjournment

Motion: That this Vestry be adjourned.

2020 Financial Statements

ST. MATTHEW'S ANGLICAN CHURCH

FINANCIAL STATEMENTS

DECEMBER 31, 2020

CONTENTS

INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF OPERATIONS AND NET ASSETS	3
STATEMENT OF CASH FLOWS	4
NOTES TO FINANCIAL STATEMENTS	5



PARKER PRINS LEBANO
Chartered Professional Accountants
Professional Corporation

INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Vestry,

ST. MATTHEW'S ANGLICAN CHURCH

We have reviewed the accompanying financial statements of **ST. MATTHEW'S ANGLICAN CHURCH** that comprise the Statement of Financial Position as at December 31, 2020, and the Statements of Operations and Net Assets, and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the organization as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of **ST. MATTHEW'S ANGLICAN CHURCH** as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

There is tremendous uncertainty in regards to the negative economic impacts of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in a significant negative impact on operational surpluses / deficits. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any adjustments or accruals for these potential effects.

Parker Prins LeBano Chartered Professional Accountants Professional Corporation
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Ottawa, Ontario
February 8, 2021

ST. MATTHEW'S ANGLICAN CHURCH

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2020

(prepared without audit)

	Operating Fund	Restricted Funds (note 3)	Endowment Fund	2020 Total	2019 Total
ASSETS					
CURRENT					
Cash and short-term investments	\$ 208,799	\$ 31,714	\$ -	\$ 240,513	\$ 109,340
Accounts receivable	17,207	-	-	17,207	25,068
HST recoverable	2,949	-	-	2,949	17,738
Prepaid expenses	-	-	-	-	-
	<u>228,955</u>	<u>31,714</u>	<u>-</u>	<u>260,669</u>	<u>152,146</u>
LONG-TERM					
Investments					
Consolidated Trust Fund - Diocese / Ottawa (note 4)	229,287	-	65,952	295,239	259,709
Interfund accounts	1,212	-	(1,212)	-	-
	<u>230,499</u>	<u>-</u>	<u>64,740</u>	<u>295,239</u>	<u>259,709</u>
TOTAL ASSETS	<u>\$ 459,454</u>	<u>\$ 31,714</u>	<u>\$ 64,740</u>	<u>\$ 555,908</u>	<u>\$ 411,855</u>
LIABILITIES					
CURRENT					
Accounts payable and accrued liabilities (note 5)	\$ 115,875	\$ -	\$ -	\$ 115,875	\$ 33,682
Deferred revenue	14,118	-	-	14,118	-
	<u>129,993</u>	<u>-</u>	<u>-</u>	<u>129,993</u>	<u>33,682</u>
NET ASSETS	<u>329,461</u>	<u>31,714</u>	<u>64,740</u>	<u>425,915</u>	<u>378,173</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 459,454</u>	<u>\$ 31,714</u>	<u>\$ 64,740</u>	<u>\$ 555,908</u>	<u>\$ 411,855</u>

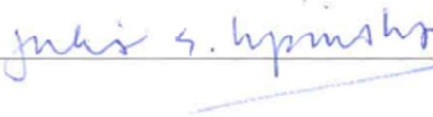
On behalf of the Church:



Rector



Rector's Warden



People's Warden

The accompanying notes are an integral part of the financial statements.

2

ST. MATTHEW'S ANGLICAN CHURCH

STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2020

(prepared without audit)

	Operating Fund	Restricted Funds (note 3)	Endowment Fund	2020 Total	2019 Total
REVENUE (note 5)					
Donations - general use	\$ 428,730	\$ -	\$ -	\$ 428,730	\$ 467,079
Donations - designated use	19,516	13,221	-	32,737	64,512
Rental and other income	43,279	-	-	43,279	68,475
Concerts and music	1,685	-	-	1,685	13,985
Fundraising	43,984	6,627	-	50,611	122,248
Investment income and realized gain/loss	8,115	-	-	8,115	6,589
Unrealized investment gain (note 4)	4,011	-	2,402	6,413	16,529
	<u>549,320</u>	<u>19,848</u>	<u>2,402</u>	<u>571,570</u>	<u>759,417</u>
EXPENSES (note 5)					
Church building	72,479	-	-	72,479	73,894
Music program	3,646	-	-	3,646	42,212
Fundraising	2,428	-	-	2,428	7,752
Personnel	248,734	-	-	248,734	304,012
Communications	3,075	-	-	3,075	3,363
Liturgical	1,567	-	-	1,567	5,267
Christian education and program	1,839	-	-	1,839	8,399
Office	26,248	-	-	26,248	32,968
Fair share- Diocese	104,408	-	-	104,408	110,907
Parish outreach	14,260	40,506	-	54,766	133,351
Other capital expenses	4,638	-	-	4,638	84,842
	<u>483,322</u>	<u>40,506</u>	<u>-</u>	<u>523,828</u>	<u>806,967</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	65,998	(20,658)	2,402	47,742	(47,550)
NET ASSETS, BEGINNING OF YEAR	263,163	52,672	62,338	378,173	425,723
INTER-FUND TRANSFERS	300	(300)	-	-	-
NET ASSETS, END OF YEAR	<u>\$ 329,461</u>	<u>\$ 31,714</u>	<u>\$ 64,740</u>	<u>\$ 425,915</u>	<u>\$ 378,173</u>

The accompanying notes are an integral part of the financial statements.

3

ST. MATTHEW'S ANGLICAN CHURCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2020

(prepared without audit)

	2020	2019
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 47,742	\$ (47,550)
Items not affecting cash:		
Gain on fair value assessment of investments	(6,413)	(16,529)
	41,329	(64,079)
Changes in non-cash working capital components:		
Accounts receivable	7,861	(25,069)
HST recoverable	14,789	(13,025)
Prepaid expenses	-	650
Accounts payable and accrued liabilities	82,193	22,502
Deferred revenue	14,118	(9,428)
	160,290	(88,449)
CASH FLOWS USED FOR INVESTING ACTIVITIES		
Purchase of investments	(27,000)	(60,000)
Purchase of investments through reinvested dividends	(2,117)	(2,002)
	(29,117)	(62,002)
INCREASE (DECREASE) IN CASH	131,173	(150,451)
CASH, BEGINNING OF YEAR	109,340	259,791
CASH, END OF YEAR	<u>\$ 240,513</u>	<u>\$ 109,340</u>

The accompanying notes are an integral part of the financial statements.

4

ST. MATTHEW'S ANGLICAN CHURCH

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

(prepared without audit)

1. PURPOSE OF THE ORGANIZATION

St. Matthew's Anglican Church is a welcoming Christian community committed to growing faith, offering joyous worship and reaching out in loving service. St. Matthew's Anglican Church is a non-profit organization incorporated without share capital and a registered charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, and reflect the following policies:

REVENUE RECOGNITION

The Church follows the restricted fund method of accounting for contributions. Donations made to St. Matthew's for specific operating expenses are accounted for separately and are restricted for appropriate use, with the exception of the Endowment Fund which is externally restricted and described below. All revenue is recognized when received. Pledges receivable are not recognized in the financial statements as there is no certainty of collection.

CAPITAL ASSETS

All significant capital assets are owned by the Incorporated Synod of the Diocese of Ottawa, therefore, no recognition of capital assets has been included in the financial statements. Repairs and maintenance costs borne by the Church are expensed as incurred.

CONTRIBUTED SERVICES

Much of the work of St. Matthew's Anglican Church is dependent on the voluntary services of many of its members. The value of these donated services is not recognized in these financial statements.

The Church recognizes contributed supplies and services when the fair value of these contributions can be reasonably estimated and if it would have otherwise acquired these supplies and services for its normal operations.

Donated shares and / or other monetary-based in-kind contributions are recognized at their fair value on the date received.

FINANCIAL INSTRUMENTS

The Church's financial instruments consist of cash, accounts and HST rebate receivable, long-term investments, accounts payable and accrued liabilities. For all but the long-term investments, the book values approximate fair values. Due to the nature of the long-term investments as described in note 4, the Church is subject to some interest, currency, credit and market risk arising from these financial instruments.

In accordance with Canadian accounting standards for not-for-profit organizations, both short-term and long-term financial instruments are being carried at their fair value.

ACCOUNTING ESTIMATES

The preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts recorded in the financial statements. These estimates are based on management's best knowledge of current events and actions that the organization may undertake in the future. Actual results may differ from these estimates.

ST. MATTHEW'S ANGLICAN CHURCH

NOTES TO FINANCIAL STATEMENTS (continued)

DECEMBER 31, 2020

(prepared without audit)

3. RESTRICTED FUNDS

The Restricted funds consist of the Growing in Faith Together and the Other Designated funds. The Restricted funds' net assets are comprised of the following:

	GIFT Fund	FACES Fund	Other Designated Funds	2020 Total	2019 Total
Net assets, beginning of year	\$ 12,160	\$ 23,026	\$ 17,486	\$ 52,672	\$ 205,909
Transfers to Operating Fund	-	(300)	-	(300)	(735)
Excess of revenue over expenditures	-	(20,658)	-	(20,658)	(152,502)
Net assets, end of year	<u>\$ 12,160</u>	<u>\$ 2,068</u>	<u>\$ 17,486</u>	<u>\$ 31,714</u>	<u>\$ 52,672</u>

The Growing in Faith Together (GIFT) Fund was established by the Diocese of Ottawa as an initiative to encourage fundraising towards certain financial targets between 2012 and 2017. Funds are directed to the Diocese where a portion of the total is retained to support designated mission areas with the remainder sent back to the Parish to support internally-identified needs. The Vestry has determined that these needs include a roof replacement which was substantially completed in 2016 as well as a series of mission related projects over the duration of the campaign.

The FACES funds are designated for the refugee support program.

The Other Designated Funds include amounts received for specific designated purposes from gifts or fundraising events. Other Designated Funds includes unexpended funds designated for special music program initiatives at the discretion of the Music Committee and funds relating to the Nave.

4. LONG-TERM INVESTMENTS

Long-term investments consist of units in a diversified portfolio of fixed income and equity securities held in both Canadian and foreign currencies administered by the Incorporated Synod of the Diocese of Ottawa for the long-term benefit of the Church. These securities are carried at their fair value of \$295,239 (cost \$260,284). The current year gain adjustment to fair value of \$6,413 (2019 - \$16,529) is disclosed as a net unrealized gain in the Statement of Operations and Net Assets. Of the adjustment to fair value, \$4,011 relates to the change in the value of the securities allocated to the Operating Fund with the remaining \$2,402 relating to the securities in the Endowment Fund.

ST. MATTHEW'S ANGLICAN CHURCH

NOTES TO FINANCIAL STATEMENTS (continued)

DECEMBER 31, 2020

(prepared without audit)

5. RELATED PARTY

St. Matthew's is a parish within the Incorporated Synod of the Diocese of Ottawa. The two organizations share common objectives; however, they are separate legal entities with separate, controlling trustees who are ultimately responsible for their own management, policies and reporting. The Diocese pays for certain parish expenses and the Church reimburses the Diocese for its fair share at deemed fair value. For the fiscal year 2020, St. Matthew's paid the Diocese \$243,624 (2019 - \$296,358) for personnel costs, and \$12,442 (2019 - \$14,375) for insurance. In addition, the Church contributed \$104,408 (2019 - \$110,907) to the Diocese's fair share program. The Diocese also collected from the Church \$2,575 (2019 - \$3,843) parish outreach contributions for certain programs and forwards on to relevant recipients. The Church received from the Diocese \$NIL (2019 - \$8,326) of designated use donations (GIFT Campaign). St. Matthew's investments are also held in the Diocesan consolidated trust fund; however, ownership ultimately remains with the Church.

The close relationship and common goals creates inter-entity transactions occasionally resulting in balances receivable or payable to the related organization. At year end, the Church had a balance payable to the Diocese of \$107,032 (2019 - \$12,106), which bears no interest and has no terms of repayment. The balance for 2020 consists primarily of a deferral of the aforementioned monthly reimbursement of centralized costs to the Diocese representing approximately four months of payments in response to decreases in revenues as a result of the COVID-19 pandemic. In April 2020, the Diocese offered Parishes a "Time of Jubilee" which gave the Church a reprieve from their financial obligations to the Diocese for April and May 2020, the value of which approximated \$69,000. The Diocese indicated that while not required, a repayment of those funds would be welcomed when/if cash flow permitted, however because the overall financial effect of the pandemic has not yet been determined, no accrual has been made with regard to an eventual repayment. As such, the balance recorded reflects the deferred monthly expenses less the full Jubilee allotment. In January 2021 the Diocese advised Parishes that its application for the Canadian Emergency Wage Subsidy was successful and along with other federal initiatives, the amounts offered under the April and May forgiveness had mostly been recovered. It was also advised that the Diocese may have some surpluses from these subsidies and those may be offered to Parishes as additional COVID-19 relief funds in 2021.

6. IN-KIND TRANSACTIONS

The total value of contributed goods in 2020 was \$35,232 (2019 - \$104,136). The contribution of the goods has not been recognized as they would not have otherwise been purchased.

7. INCOME EARNED IN ENDOWMENT FUND

Income earned on investments held within the endowment fund is unrestricted and is available for use by the operating fund.

8. COMMITMENTS

The Church has entered into leases / contracts for a photocopier, snowplowing and maintenance. Committed future payments amount to approximately \$14,000 in 2021 and \$2,000 in 2022.

2021 Budget

St. Matthew's 2021 Budget			
(@ Jan 20, 2021)			
	2019 Oper	2020 Oper.	2021 Budget
	(pre-audit)	(pre-audit)	(proposed)
INCOME			
General Use Donations	467,434	428,730	428,000
Donations - Designated Use	19,016	19,567	19,000
Rental and Other Income	69,425	43,229	40,000
Concerts and Music	13,605	1,685	1,000
Fundraising	130,218	43,983	35,000
Interest and Invest. Income	23,118	14,528	14,000
TOTAL INCOME	722,816	551,722	537,000
EXPENSES			
Building	73,890	72,477	77,000
Music & Concerts	17,484	3,647	4,000
Fundraising	7,752	2,128	2,000
Personnel	304,012	248,735	308,000
Liturgical	5,267	1,567	1,500
Communications	3,362	3,076	3,500
Christian Education	8,398	1,839	1,800
Office	32,861	25,898	28,000
Diocesan Fair Share	110,907	104,408	131,300
Outreach	35,408	14,260	18,000
Capital & Spl. Proj.	11,667	4,637	7,000
"Jubilee" transfer to Diocese			5,000
TOTAL EXPENSES	611,008	482,672	587,100
SURPLUS/(DEFICIT)	111,808	69,050	(50,100)