

ST. MATTHEW'S

The Anglican Church in the Glebe



Annual Vestry Meeting

February 27, 2022

We encourage parishioners 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.

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2021 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 | 3 |
| ANNUAL REPORTS..... | 4 |
| Rector's Report | 4 |
| Wardens' Report..... | 5 |
| Shape of Parish Ministry Team | 7 |
| Building Renewal Team..... | 8 |
| SPIRITUAL CORE | 9 |
| Worship Committee..... | 9 |
| Music Ministry | 9 |
| Altar Guild | 11 |
| Servers' Guild | 11 |
| Prayer Ministries | 12 |
| Prayer Chain..... | 12 |
| Prayer Support Team..... | 12 |
| Pastoral Care | 12 |
| Meditation Groups..... | 13 |
| Welcoming Team | 13 |
| Christian Education Committee..... | 14 |
| Children and Youth Ministries | 15 |

| | |
|--|----|
| COMMUNITY ACTIVITIES | 16 |
| Community Committee | 16 |
| Coffee Hour | 16 |
| Open Doors | 16 |
| Marmalade Project | 17 |
| Outreach Committee | 17 |
| FACES | 18 |
| PARISH STEWARDSHIP | 19 |
| Stewardship Committee | 19 |
| Finance Committee | 19 |
| Counters | 20 |
| Fundraising Committee | 21 |
| Property Committee | 22 |
| Communications Committee | 22 |
| Nominating Committee | 24 |
| ANNUAL VESTRY MEETING | 25 |
| Agenda | 26 |
| Minutes | 27 |
| 2021 Reviewed Financial Statements | 33 |
| 2022 Budget | 41 |

Acknowledgements

Thank you to all who contributed annual reports or photographs,
including from the *Pulse of the Parish* and service videos.

Thanks to the publishing team, Neville Nankivell, Jan O'Meara and Leonard Surges,
and to readers Julia Lipinska, Val Needham and Jan O'Meara.

Statistics

Marriages

Edith Assigbe and Rick Trites

Bianca Saikaley and Randy Murray

Bianca Tooley and Ryan Jones

Rachel Lui and David Carter

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

Baptisms

Luke Jacobson Szabo

*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*

Harvie Cocks

Andy Billingsley

Jarrott Holtzhauer

Errol Whittier

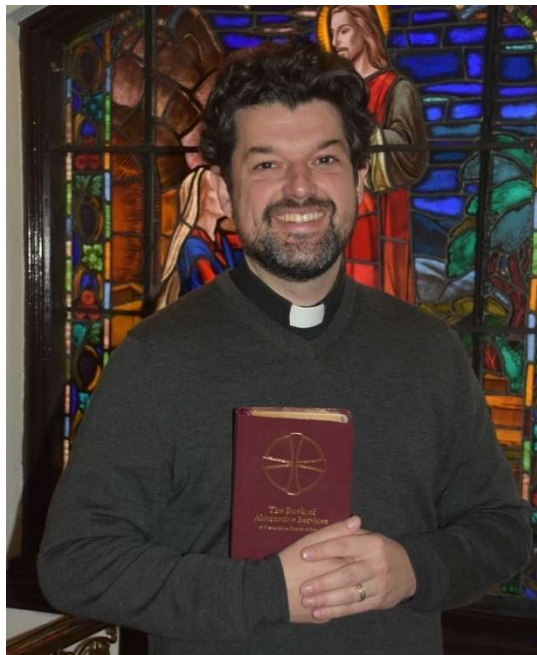
Janice McRae*

*Service Deferred

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

ANNUAL REPORTS

Rector's Report



Our year began in the midst of a lock-down and it seems our year has ended in a similar fashion. One could imagine the crisis of the pandemic would have stifled our sense of mission, weakened our faith or challenged our love for God, but I hope you have found our church continuing as a vibrant, faithful and loving community in this time of crisis. I have certainly found this to be so.

A colleague of mine described her state of mind as high in morale, but tired. I think that may also describe many of us. My faith in the church, if anything, has grown in this time. As has my love for God and my affection for you as a parish. But I will concede that I may join many of you in being tired of this pandemic and tired of being unable to enjoy the simple pleasures of sharing a coffee (or sherry!) after a beautiful worship experience.

Over the past year, we continued to hone online worship and began to live-stream services that allow in-person worshippers to join those online. There were bumps and crashes, but we worked

out major problems. My hope is that this is something we can enjoy together long past the pandemic. It is wonderful to be able to reach folks throughout the world and gives each of us the ability to stay connected, if we have an internet accessible device.

While we began the year passing a deficit budget, we concluded with a budget surplus. This is a sign of your faith in St. Matthew's and your love of God, make no mistake about that. As the incumbent priest of this parish, I will strive to honour your dedication to this church and build a future with you that honours its great legacy.

When we think of parish stewardship it is important to remember that our parish is a significant contributor to the mission of the Diocese overall. Know that when you see "parish fair share" in our budget, that amount is efficiently utilized by our Diocese to fund the ministry of the Diocese of Ottawa, most notably our Community Ministries such as Centre 454, the Well/la Source, Cornerstone and St. Luke's Table among others. We also fund the National Church through our parish fair share and a large share of that amount supports Dioceses in the north as well as other vital ministries throughout the country.

Know that we work hard as a parish, diocese and national church to ensure your generosity is never squandered and all is used to the best of our ability as a church. This Vestry Report will give you details on the wonderful things that have been accomplished by this parish. I invite you to read it carefully and hope you share in my gratitude for all that has been done this year. We have had an incredibly hardworking Corporation in Valerie Needham, Tom Barnes and Sancho Angulo. Our administrator, Catherine James-McGuinty, also works tirelessly to keep everything running smoothly.

We have an amazing choir and director of music and organist in Kirkland Adsett. Our whole team of folks who aid in our worship and liturgy, from altar guild, servers, sidespeople, readers and prayer leaders, have all been so adaptable to

online worship, to creating a safe space for in-person worship and to adapting to new regulations. Thank you to everyone who helped lead our worship.

There are so many committees and teams that contribute a huge amount of time and talent to keep our parish functioning at such a high level. As a parish, we are so blessed to have so many dedicated members. We have a team of honorary clergy, including Jim Beall, Allen Box and Barry Curtis. In 2021 we said goodbye to Kevin Flynn, who dedicated over a decade of service to our parish. We also have a wonderful pastoral-care team chaired by Mollie Stokes and a wonderful prayer team shepherded by the incomparable Janice Sonnen. With regard to pastoral care, we have an amazing array of parishioners who offer care and compassion.

Thank you for all your prayers and compassion for St. Matthew's. The greatest reason folks shared with me why they joined this community were the kind, compassionate and prayerful parishioners. This parish is special primarily because of how Christian this church has become. I invite you to celebrate this and know that no amount of pandemic or lock-down can dim the light we shine. Look forward with me as we begin 2022 as a strong and faithful church.

Yours in Christ,

Geoff+

Wardens' Report

Glory to God, whose power working in us can do infinitely more than we can ask or imagine.

Now in the third year of living with the Covid-19 pandemic, we look back with gratitude on what was accomplished in 2021. As a community we learned to live with a new vocabulary and protocols: rapid testing, PCR testing, isolating, mask-wearing, social distancing, virtual learning, lock-downs, Moderna, Pfizer, AstraZeneca. At St. Matthew's, we have been nimble and responsive to the pandemic's ever-changing conditions, guided by the Covid Communique issued every Wednesday by the Bishop's Office. Your Corporation awaited this document eagerly each week for direction on all the decisions we took.

There were weeks when no one was permitted to enter the building and everyone worked from home. During lock-down, we relied on our caretakers Robina Bulleid and Bob Richard and the ever-faithful dedication of Ian Glen and members of the Property Committee to care for the empty building. The expert attention of Mary Glen and the Gardening Committee presented a beautiful outdoor space to the rest of the world.

When protocols changed, we were allowed up to five people in the church. Services were taped, expertly edited by Rev. Geoffrey Chapman and posted to YouTube. Grateful thanks to Tom Barnes, readers and prayer leaders, and Parish Administrator Catherine James-McGuinty.

On September 12th we joyfully returned to in-person worship (masked, distanced and with contact information) with a live-streamed service. We were led in music by Kirkland Adsett and a choir of 10 choristers, their numbers dictated by distancing protocols in the choir stalls. The Altar Guild, led by Elizabeth MacMillan and Robina Bulleid, kept our sacred space looking beautiful. Greeters, Sidespeople and the Welcome Team, led by Randi Goddard and Peter Frayne, gave direction and welcome, and we enjoyed coffee hour, arranged by Jane and Peter Rider.

On October 17th we held a Service of Induction for the Rev. Geoffrey Chapman, presided over by Archdeacon Mark Whittall with the Rev. Rhonda Waters preaching. On November 22nd, the Rev. Canon Kevin Flynn preached as we bid him a fond farewell before he took up an appointment as Incumbent of the Parish of Chelsea-Lascelles-Wakefield, after 17 years as an Honorary Assistant at St. Matthew's.



Celebration of New Ministry of Rev. Geoff



A Fond Farewell to Rev. Canon Kevin Flynn

On December 18th, a Covid Communique from the Bishop's Office closed in-person services but permitted groups of up to 25 to present Sunday worship for online dissemination. Nine Lessons and Carols and The Nativity of Our Lord Candlelight Service were live streamed as a result. Despite ever-changing Covid-19 protocols, we were able to maintain many activities with digital assistance. Conversations continued on Zoom under the leadership of Archbishop Barry Curtis and the Rev. Canon Kevin Flynn, and in-person under the Rev. Canon Jim Beall. Zoom for Coffee Time, Meditation, and Bible Studies kept us

connected. Until her resignation in June, Aïcha Ducharme-LeBlanc led a most engaged Sunday School online and, with the assistance of Rev. Geoff, prepared eight young people for Confirmation.

In November, Peggy Nankivell and the Fundraising Committee mounted an incredibly successful online Treasures Auction. The Communications Committee used the website, e-Blasts and Pulse of the Parish to keep parishioners informed. The Finance Committee provided the Wardens with valued guidance and direction on financial matters. The Prayer Chain and the Pastoral Care Team brought solace to many. The Shape of Parish Ministry and Building Renewal Teams met regularly. A Green Team formed to support parishioners striving to become better stewards of God's earth.

Throughout the year, we have been grateful for the wise and steady leadership of the Rev. Geoff Chapman who sustained us with inspired sermons and nurtured us with his enthusiasm. We have appreciated his facility with technology, his understanding of processes and change and his vision for the future. Thank you, Rev. Geoff! St. Matthew's is a closely knit and loving community. Parishioners have remained faithful in their financial support during the past year. We thank you. Your Wardens are grateful for the kind words we received as we navigated challenging times together.

Respectfully submitted,

— Valerie Needham, Rector's Warden
— Tom Barnes, People's Warden
— Sancho Angulo, Deputy Warden



St. Matthew's Corporation (from upper left) is comprised of Rev. Geoff Chapman, Incumbent, and Wardens Valerie Needham, Tom Barnes and Sancho Angulo

Shape of Parish Ministry Team

The Rt. Rev. Shane Parker, Bishop of Ottawa, launched the Shape of the Parish Ministry (SPM) initiative in an April zoom call with 200 attendees from across the diocese. He reminded us that earlier generations built our present ministry structure. Secular and demographic trends indicate that some of the framework and processes are no longer sustainable. He also expressed his hope that parishes will gradually move to a more diocesan view of shared ministry, a cultural change from our traditional strong parish focus. SPM has four stages:

- Generating parish profiles (completed December 2021).
- Seeking opportunities among parishes--starting soon.
- Gathering with neighbors to build proposals
- Synod Recommendation on a set of integrated proposals on the future of parish ministry (October 2022).

Over the summer we consulted Parish Council and the Conversations Group. In July we conducted an online survey and worked to identify patterns and themes in the data. Volunteers also contacted as many parishioners as possible to update our demographic profile. All the data we collected, our Strategic Plan, the Pulse of the Parish, and the 2020 Annual Vestry Report was then provided to our SPM counterparts, Rev. Tim Kehoe and Father Adam Brown.

In September we held a Zoom meeting with Rev. Tim and Father Adam to help them use our data and create a two-page profile, which we received in mid-November. After some editing, we agreed on the final version now on our website.

In December, we received a compendium of parish profiles for all congregations and parishes, with graphical information on demographics vs. the Canadian population and trend data for the period 2010-19 on average attendance, income, life events (baptisms, confirmations, funerals) and financial reports.

We should soon receive a 'toolkit' to help us use the information we have received and engage other parishes and explore opportunities. We are behind schedule and optimistic about the next stage of this very important initiative. A big thank you to the 100-plus parishioners who participated in consultations and the 'calling tree' over the summer and to team members Rev. Geoff, Val Needham, Tom Barnes, Randi Goddard and Charles Nixon.

— Rick Trites, Coordinator

Building Renewal Team

Over the summer of 2021 the Corporation appointed the Building Renewal Special Committee to discern a way forward on major maintenance and repairs to our church building. Members include Val Needham, Tom Barnes, Rev. Geoff Chapman, Charles Nixon, Rick Trites, Leonard Surges, Ian Glen, Bill Cornfield and Bill Nuttle.

Specifically, the committee is charged with addressing several issues identified previously, new requirements arising from the Covid pandemic, opportunities to reduce energy use and greenhouse gas emissions in the short term, and mapping a path toward a sustainable operation of the building in the long term. The committee's goal is to present its findings to the congregation late in the spring of 2022.

The committee began its work in September with a review of known issues. In 2018 engineers conducted a thorough review of the building's present-state condition and major repairs that will be needed over the next 30 years. Three areas were identified as high priority in need of attention: the heating system, foundation and stained glass windows.

Information gathering continued in November with a Chapel Chat and discussion attended by about 30 members of the community. One of the main points that emerged is that moving forward on major repairs is tied to our confidence in the future of St. Matthew's as a distinct community within the Anglican Diocese of Ottawa, which is undergoing change.



Building Renewal Chapel Chat by Bill Nuttle and Discussion in the Main Hall

The committee identified a preliminary set of possible actions, based on the engineering assessment and feedback from the community. These include assess and remove hazardous materials, eliminate flooding in the basement, assure structural stability of the foundation, improve the existing heating system, improve ventilation/filtration in response to Covid, restore/upgrade stained glass windows, seal the building envelope (other than windows) and improve accessibility (ramps and elevator).

Potential actions on this preliminary list are being evaluated in terms of what must be done for the building to continue to function in its existing form. Over the next couple of months, the committee will be talking with experts to determine what can be done in each area and what it will cost.

— Bill Nuttle, Chair

SPIRITUAL CORE

Worship Committee

It has been a sincere pleasure to worship at St. Matthew's with all of you, whether in-person or online. This past year, as in 2020, we have had to make some tough decisions. We want as many people as possible to worship with us, sing and play music, and be safe. In 2021 we were able to return to in-person worship in the fall and early winter, transition to live-streaming and enjoyed two evensong services before returning to online services late Advent and in Christmas.

Critical to our return to live worship was implementing live streaming. Prior to September we pre-recorded services and offered in-person services when permitted. Our goal was to broadcast an online service every Sunday.

"Switcher" enables us to use iPhones and an iPad to live-stream a service to YouTube at an affordable cost. The transition was not without issues: we missed all or part of some services due to technical or other errors. With iterative changes and improvements, we have built a team that can run the system smoothly and effectively. Our goal is to develop a technical guild with regular routines and norms.

Our Altar and Servers' Guilds have worked hard along with everyone involved in worship leadership -- including readers, prayer leaders, sidespeople, and our director of music and choir - to ensure every aspect of our worship is meaningful, beautiful and sacred.

In 2022 we aim to continue to honour the traditions and legacy of our parish and to build upon all things that are life-giving and special about our wonderful community.

I look forward to sharing 2022 and many more years with all of you.

— The Rev. Geoffrey Chapman

Music Ministry

Making liturgical music in this uncertain time of pandemic required much flexibility and even greater patience. Changing directives sometimes meant changing plans at the last minute and finding creative solutions in less-than-ideal conditions.

I am grateful to our volunteer cantors who assisted in leading the music for our taped services in the early months of 2021. Practice time at that point was not permitted so it was necessary to invite only those singers with sufficient confidence and ability to come in and sing without their usual preparation.

In the fall of 2021, diocesan guidelines eased and small singing ensembles were permitted. Choir rehearsals in preparation for Sunday liturgies were also allowed. The wearing of masks as well as strict social distancing disciplines were mandated for the choir. The distance of six feet between singers in the choir was deemed safe by the diocese and meant that only 10 singers could be allowed within the confines of our choir stalls. I have been pleased with the dedication and collegial attitude exhibited by this small ensemble. In helping to lead the musical portions of our liturgies they have served our parish community faithfully.

Some of the ensemble's offerings were well received on our YouTube channel. At the time of writing, the Advent and Nine Lessons carol services had both received over 600 views. Incidentally, I want to share that it was a surprise to me more than anyone how well the Holy Week Vigil video of meditative organ music has done. Numbers of views for that video are in excess of anything else on our YouTube channel.

In an attempt to retain and attract new children to some musical participation, a bell choir was started in October. Seven children and their parents met Saturday afternoons to prepare a bell piece for a carol service. It was a great pleasure to work with these kids and their parents. Unfortunately, when it came time to present the piece, the latest Covid guidelines made it

impossible for the children to be safely involved. It's hoped that the bell choir may be permitted to continue and present something for Easter 2022.

In moving forward with the work of the Music Ministry at St. Matthew's, the themes of flexibility, creativity and patience will continue to

be required -- even after the effects of Covid-19 are much more manageable. My guiding light will be keeping the idea of "service through music" foremost in mind.

— Kirkland Adsett, Director of Music and Organist



*Back row Kirkland Adsett, Matthieu Sabourin, Nicholas Ralph, John Lindsay, Richard Weeks, John Goldsmith, Rev. Geoff Chapman;
Front row Katie Rider, Anna Reusing; Absent Miriam Mottiar, Rob Coleman, Zoe Oxaal.*

Altar Guild

Many thanks to Altar Guild members who continued through pandemic lock-downs and partial re-openings to prepare the church for services and festivals: Frances Montgomery, Ann McCormack, Jan Robar, Mavis Hill, Debbie Mallalieu, Marolynne Capstick, Jane Oulton, Wendy Pullan, Cathy Simons, Janice Sonnen, Dale McKenzie, Ruth Frayne, Cynthia McBride, Susan Morland, Judy Billingsley, Elizabeth MacMillan, and Robina Bulleid. Special thanks to Judy Billingsley for planning, purchasing and arranging beautiful flowers throughout the year.

Over time, many items have been lovingly created and quietly donated to the church. We believe that our candle lighter/snuffers are 60 to 100 years old. Recently they have required frequent repairs. Thanks to a donation, we could order two new lighter/snuffers to ensure candles can be safely lit and extinguished.

During the past two years we have learned to pivot with changes imposed by the pandemic and members coming and going as it is safe for them to do so. Many thanks to Rev. Geoff and Jim Beall for guiding us through these changes.

— Elizabeth MacMillan and Robina Bulleid, Co-Chairs

Servers' Guild

It was another year of change for the community and the parish, with Covid-19 lockdowns, closures, restrictions and constant changes. The year began and continued without in-person services until the end of the summer. Resumption of in-person worship in September was welcome, with the shape of the service adapted to conform with health restrictions to keep people safe. The service continued online but was live-streamed rather than prerecorded. Servers adapted to the new changes, which permitted two servers.

Servers included Leslie Jones, Rick Trites, Rebecca Laffin, Tyler Laffin, Noah Hofstatter, Megan Hofstatter, Becky McCoy, Bruce Miller, Dennis Cole, Patrick Martin, Silvia Logan, Isabelle Martel and Sophie Watkinson. During the summer, long-time server Amy Heron stepped down to join her family for worship. Our thanks and acknowledgement for many years of continued support and dedication.

Looking ahead, we can only wait to see how things will evolve. The Servers Guild will see how we can participate, support and enhance worship and keep moving forward, as the situation is sure to change.

A sincere "thank you" to clergy for their ongoing support of the Servers' Guild. And a huge "thank you" to members for their continued dedication and support.

— Cathy Simons, Head Server

Prayer Ministries

*Let nothing disturb you,
Let nothing frighten you,
All things are passing away:
God never changes.
Patience obtains all things.
Whoever has God lacks nothing;
God alone suffices.*

St. Teresa of Avila



This combined ministry continued to support corporate and individual needs through prayer. Thankful for the trust each prayer request represents, we join with each

other in prayer and create new bonds, peace, strength, hope and comfort.

Prayer Chain

Members of the Prayer Chain offer daily prayers that are requested by individuals, the community and parish leadership. In 2021, the prayer list held constant at about 50 petitions. A special section supports approximately 40 persons with long-term needs. New requests are shared when received. In 2021, because of Covid closer and more regular contact was maintained with requesters.

Complete confidentiality and discretion govern this ministry. Petitions are accepted by the Rector, team members and the Parish Administrator. To join this joyous ministry, please contact Rev. Geoff or Janice Sonnen.

We are grateful for the faithful participation over many years of Susan Harris, who has taken a sabbatical from the chain.

Members: The Rev. Canon Allen Box, Angelina Cacciato, Dennis Cole, Elizabeth Kent, Marjorie Lay, Wendy Pullan, Judith Sabourin, Cathy Simons, Catherine Thurlow and Elizabeth Kent, who joined in spring 2021.

— Janice Sonnen, Coordinator
janice.sonnen@bell.net / 613-709-1209

Prayer Support Team

Because of Covid, the team was unable to provide face-to-face prayer support during the Sunday service. Catherine Thurlow and other members of the team would be happy to pray with you over the phone or in person on your doorstep.

During the Eucharist, team members team pray separately with those in the congregation with special prayer requests or who may want to have someone join them in prayer. These may be prayers of thanksgiving, petitions for health or whatever an individual needs to pray about in complete confidence. The team also provides printed prayer resources that can be found at the back of the church.

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

— Catherine Thurlow, Coordinator
catherinethurlow@gmail.com / 613-824-6800

Pastoral Care

Covid-19 and pastoral care are not a good mix! The pandemic curtailed much of what our team does. We did manage to have two in-person meetings in the Fall at which we appraised Rev. Geoff on the work of the team. There were a few personal visits and our faithful team kept in touch with people by phone calls and email cards sent by Mavis Hill. Some 32 cards were sent for various occasions, as well 60 cards at Christmas. At Easter and in the Fall, when there was in-person worship, flowers were delivered to a number of shut-in parishioners which we hope brightened their day. Ladies who pre-pandemic provided delicious Wednesday lunches used their baking skills to make up tins of homemade Christmas cookies, which were delivered to those who attended lunches and other parishioners.

A very positive thing about the pandemic is that on-line worship has enabled some shut-ins to enjoy worship with St. Matthew's. Technology has been wonderful in helping us to keep in touch, but

the team has concerns about those unable to access this medium.

Thank you to the team of Mary Bodfish, Marolynne Capstick, Dennis Cole, Melodie Conlon, Mavis Hill, Elizabeth Kent, Virginia Lindsay and Judith Maxwell. And thanks also to the Rev. Geoff and Rev. Canon Jim Beall for their great support.

— Mollie Stokes, Coordinator

Meditation Groups

Meditation groups continued to meet via Zoom. For a brief period in the autumn, it looked as though we might be able to have meetings in the chapel or hybrid meetings, but with the arrival of the Omicron strain of the virus we retreated to the online model.

Groups are affiliated with the World Community for Christian Meditation (wccm.org) and meet weekly to encourage and deepen this ancient practice. We gather, chat for a few minutes, share a short talk or video, then sit in silence for 20 minutes repeating a prayer word or phrase. Meetings begin and end with a short prayer.

Although we miss seeing each other in the chapel, it is possible on Zoom for people in other cities and communities of faith to join us. Both groups had more participants than we generally had in-person in our chapel.

The Rev. Canon Kevin Flynn's Monday 7:15 pm group may now include members from his new parish -- Holy Trinity Lascelles, Church of the Good Shepherd Wakefield and St. Mary Magdalene Chelsea. Sue Rayner's group continues to meet Wednesdays from 11:00 am to 11:50 am.

— Sue Rayner, Coordinator

Welcoming Team



The Welcoming Team includes “front line” greeters, sidespersons, Welcome Table volunteers, ushers and our hospitality network. Together, these dedicated volunteers strive to create a warm and welcoming church for newcomers, visitors and parishioners. Throughout the pandemic, our welcoming initiatives have expanded and diversified. At virtual services, a digital greeter welcomes worshippers and moderates discussion. Online participants are encouraged to interact using YouTube's live chat. Those who engage are tracked to identify and follow up with newcomers.

During the summer, welcoming materials targeted to newcomers were developed, including a new welcome postcard, updated brochure and welcome letter signed by Rev. Geoff.

Prior to church reopening in September, welcome team volunteers were contacted to confirm whether they were comfortable assisting at in-person services. An on-site meeting was held at the church with Rev. Geoff, wardens and volunteers to review processes and protocols for a smooth reopening. Detailed guidelines were circulated to team members to ensure everyone was clear regarding roles and responsibilities. Throughout the fall, guidelines were regularly updated and circulated to keep the team informed of changing requirements.

In December, a recruitment drive was initiated with a view to expanding the welcoming team. We're delighted and grateful that several parishioners have recently joined the team. Due to pandemic constraints, it was not feasible to undertake some planned activities such as setting up a buddy system to connect newcomers with parishioners and acknowledging new church members during designated worship services. We look forward to organizing these and other activities once the pandemic subsides.

Sincere thanks to all members of our Welcoming Team: Kirkland Adsett, Edith Assigbe, the Rev. Canon Jim Beall, John Bernard and son Everett, Anita Biguzs, Judy Billingsley, Mary Bodfish, Marianne and David Bournes, Judith Caron-Sabourin, Margaret and John Coleman, Gwyn and Bill 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, Dianne McCauley, 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, Heather Sheehy and Denis Martel, Claire Schofield, Cathy Simons, Janice Sonnen, Leonard Surges, Margaret Terrett, Rick Trites and Sandy Waddell.

If you're interested in welcoming at St. Matthew's, please contact me.

— Randi Goddard, Newcomers Coordinator
randi@thegoddards.ca

Christian Education Committee

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

Although Covid-19 continued to disrupt parish activities in 2021, some adult education programs adapted successfully to the Zoom platform and continued. Both leaders and participants adjusted well to using Zoom and as pandemic restrictions continued it proved an excellent way to help us maintain a sense of community and continue to grow in faith. The following education events were held in 2021:

"Conversations" with Archbishop Barry Curtis.

This popular program takes place at 9am on Sunday mornings and was run again via Zoom. The autumn 2020 session led by Archbishop Curtis started in October and continued to the end of March 2021. With the use of Zoom attendance has risen from the 10 to 15 people who came to pre-Covid face-to-face sessions to a steady group of about 30 participants for the digital sessions. Archbishop Curtis introduced bible passages, images, poetry and other readings for discussion.

"Conversations" Bible Study with Rev. Canon Kevin Flynn.

As a continuation of "Conversations" with a different focus and format, Father Flynn led a bible study on Sundays at 9am via Zoom. Sessions ran from mid-April until early July with a very interesting study of the Book of Revelation which included guest speakers on related topics. Again, there was good attendance via Zoom and the sessions were enjoyed by everyone.

Wednesday Bible Study with Rev. Geoff

Chapman and Rev. Canon Kevin Flynn. The Wednesday noon-hour scripture study session successfully initiated in 2020 jointly with St. Matthew's and St. Aidan's parishioners continued through 2021 (and will continue in 2022 with the parish of Chelsea-Lascelles-Wakefield, of which Father Flynn is now the pastor.

Advent Study with Rev. Canon Jim Beall. In November/December a four-week in-person Advent study led by Canon Beall took place with the study's focus being the scripture readings for each of the Advent Sundays.

Diocesan-wide Lenten Study. St. Matthew's parishioners participated in a Lenten study organized by the Diocese (via Zoom). The study, led by priests of the Diocese, ran for six weeks in February/March and discussed *The Universal Christ*, a 2019 book by the Franciscan priest Richard Rohr.

— Helen Griffin, Chair

Children and Youth Ministries

It was another unpredictable and challenging year in 2021 for the Children and Youth Ministries (CYM) with the continuing COVID-19 pandemic. Aïcha Ducharme-LeBlanc remained CYM coordinator but in June announced she would not return in the Fall as she had accepted another position. The coordinator's role had not been filled at the time of this report.

Sunday School

From January to June, Sunday School functioned as it did since March 2020, via Zoom. Aïcha hosted two bi-weekly 30-minute Sunday School lessons, one at 9:30am with the younger group (ages 4-7) and a second at 11am for older children (ages 8-12). The reduced schedule helped accommodate busy and overwhelmed families. We continued to use the Spark Lectionary curriculum and also utilized online resources and videos such as Ministry-to-Children. Aïcha also incorporated a lot of Christian-inspired music for the children to listen and dance to. She continued to publish educational content (i.e., Prayers of the Week), filmed videos (such as Hot Cross Buns videos) and sent resources to families during weeks she did not teach on Sundays. At the end of the year, Aïcha delivered loot bags to all Sunday School participants.

Due to the pandemic's unpredictable lockdowns and restrictions, the only family event Aïcha was able to plan to fruition in 2021 was a special Gardening Project with a lesson on the Parable of the Sower. In May, each child/family chose a time slot and came to plant flowers in our garden while Aïcha explained the parable. Moreover, following the success of Christmas colouring pages, we did more festive colouring pages for Easter and the children's work was featured in the online service.

Confirmation Preparation

Started in November 2020, the Confirmation Journey project with the youth of our parish continued until June 2021. Rev. Geoff and Aïcha hosted monthly meetings to discuss the meaning of Confirmation and certain important events or symbols in the church. At each meeting, the youth would also document the progress or learning opportunities they had achieved since the last meeting as well as what they planned to complete in the following month. Aïcha and Rev. Geoff offered guidance and feedback. Aïcha also had one-on-one meetings with each participant in January and February. The journey finished in June with a Tea Fundraiser for the Youth Services Bureau of Ottawa, to give participants an opportunity to complete an outreach activity as part of their learning.

Next steps for CYM are to hire a new coordinator and continue to develop this important ministry.

— Aïcha Ducharme-LeBlanc, former Coordinator

COMMUNITY ACTIVITIES

Community Committee

Pandemic disruptions did not allow many opportunities in 2021 to gather for food and fun. Our brief time together let us have an abbreviated St. Nicholas party. Virginia Lindsay made caramel popcorn for younger children. Those children offered candy canes to older ones gathered at the back of the church for the coffee time. And then it was finished.

However, the “Cookie Ministry” went into full swing. Ava Hammond, Kathi Racine, Virginia Lindsay, Jane Rider and Marg Terrett baked cookies and distributed 27 tins of cookies to the Wednesday Lunch folks and some people on the Pastoral Care list. The feedback was that the cookies brought joy at a time when loneliness was the meal of the day. Truth be told, we were happy to bake again even if we couldn’t see the smiles of the people who enjoyed our work.

— Margaret Terrett, Chair

Coffee Hour

This popular activity ceased with the termination of in-person church services in the spring of 2020. It briefly resumed in the autumn of 2021 but was suspended when access to the church building was again restricted. When it was allowed, coffee hour followed Covid-19 guidelines with respect to social distancing and limiting possibilities of contamination. Cookies were not served, fruit juice for children was not offered as there were few or no children present, and individual creamers and packets of sweeteners were available. Volunteers poured cups of coffee and set them out on trays for pickup.

In a typical year, about 40 members of the congregation volunteer to help with coffee hour. During the short time that coffee hour was permitted in 2021, half of the regulars agreed to participate. We hope that any hesitancy will be reversed when the pandemic passes.

— Jane and Peter Rider, Coordinators

Open Doors

Open Doors did not reopen in 2021 due to the ongoing Covid-19 pandemic, even as in-person Sunday services resumed for several months. Although we predicted in the last Vestry Report a reopening of Open Doors in late 2021, it was not to be.

Reopening will require many volunteers and we would encourage anyone who would like to join our team to consider the advantages of spending time during weekdays in our church sanctuary welcoming those who wish to enter for prayer, out of curiosity or for a few quiet moments. It is a very rewarding ministry of hospitality.

Thanks to our dedicated volunteers Mary Bodfish, Ruth Frayne, Norm Lewis, Ian MacMillan, Sheila McCaffrey, Gordon McCaffrey, Bruce Miller, Neville Nankivell, Peter Rider, Judith Sabourin, Janice Sonnen and Carl Sonnen. Your contribution of time and spirit of hospitality is appreciated.

Best wishes to retiring team members Elizabeth MacMillan, Ann Luce, Britta and Michael Jarvis and Tim Stephens.

Janice McRae and Andy Billingsley, both of whom passed away in 2021, were faithful members of the Open Doors team over the years. Grant them eternal rest, O Lord, and let light perpetual shine upon them.

— Jane Oulton, Coordinator

Marmalade Project

Due to the Covid-19 crisis, there wasn't a marmalade project in 2021. The recipe for St. Matthew's marmalade was printed in the December 2020 *Pulse of the Parish*, together with how-to hints. Parishioners were encouraged to make marmalade and to offer any excess to others. A number of people acted on that suggestion and surplus jars were quickly snapped up. This photograph was provided by a grateful recipient.



Parishioners sustained a longstanding tradition by making marmalade at home

A project will not be possible in 2022, so the recipe was once again shared. Hopefully, this longstanding St. Matthew's tradition can be revived in 2023.

— Peter Rider, Coordinator

OUTREACH

Outreach Committee

Weeping may linger for the night, but joy comes with the morning.

Psalm 30:5

As we enter the second year of the Covid-19 pandemic, our traditional Outreach activities in the community remain limited to protect the vulnerable and our parishioners. However, it will be essential for St. Matthew's to consider how we can collectively use our time, talent and treasure to continue to support organizations that still need us, even in these isolating times.

Plans for some projects, such as the return of the Cornerstone Women's Shelter "Meal a Month" initiative, may need to be delayed past the anticipated March 2022 re-start date, due to surge of the Omicron variant.

Centretown Emergency Food Centre. St. Matthew's held summer and Advent food drives, as well as leading the annual walkathon (now virtual) to support fundraising for the centre.

Youth Services Bureau of Ottawa. Support through a summer 'fundraising tea by mail' and ongoing appeals, including in Advent and Christmas.

Diocesan Community Ministries. In-kind donations of winter clothes, as well as socks, undergarments and personal hygiene products were sought for St. Luke's Table to support those in need for the winter months. An additional appeal was made to support fundraising for cots for various pandemic-respite centres.

Harmony House. Support for Harmony House women's shelter is ongoing with participation by St. Matthew's on the Board of Directors and including the annual Jesse Tree gift drive for residents.

Additional outreach activity is always underway, whether through the work of FACES to bring refugee families to our communities, Multifaith Housing Initiative projects that are opening their doors, or longstanding projects that lie dormant because they are not safe to conduct in the same way as before.

From the pandemic, we have learned that the virus comes in waves, creating times that are fraught and fearful and times when it is safe to gather, using the tools of vaccines and social distancing. The Outreach Committee is optimistic that we can continue to find ways to serve the community and the those placed in ever more precarious circumstances with consistency and creativity in the year ahead.

Thank you for your generous support!

— Ashley Thorvaldson, Chair



FACES

FACES (First Avenue Churches and Community Embracing Sponsorship) has supported newcomers integrating into Canada for over five years. Although we had no new sponsorships in 2021, we were busy providing continued support to our families. Another year of Covid-19 was difficult on all of us. Some newcomers have progressed in their journey to integrate despite additional challenges. Others are progressing and need further support to deal with isolation, virtual education, CERB and employment searches. Thanks to our volunteers, we were able to reach out to those in need of support.

In addition to continuing support and being involved with the families and newcomers previously sponsored, FACES has made an application for a new sponsorship. We hope to welcome Noor and Omar, a couple who are refugees currently in Turkey and hope to come to Canada in the next two years (likely in 2023). A new requirement of the Immigration Refugee Citizenship Canada (IRCC) is for sponsorships to be prefunded. The estimated cost for sponsorship of Noor and Omar is \$30,000.

Because of the pandemic, FACES has not been able to fundraise through events such as wine and cheese galas, pub nights and other social occasions. Through our existing supporters we were able to raise a significant part of the prefunding requirement on short notice in 2021. To date we have raised \$11,000 from donors. The St. Matthew's online auction was a huge success again, and a contribution of \$10,000 to FACES surpassed all expectations. With support from our donor base and as a beneficiary of the auction, we are well on our way toward our \$30,000 target. With support from the Diocese, we were able to submit the application without full funding, with a commitment to raise the remainder before the arrival of Noor and Omar.

FACES is extremely grateful to the entire parish community for funding and support we received in 2021, which enabled us to continue to sponsor and support newcomers. Fundraising will continue in 2022 to meet our sponsorship commitment.

On behalf of the FACES Steering Committee, many thanks to all who supported refugee support by FACES with their time, talent and financial resources.

— Tom Martin, Steering Committee Member

PARISH STEWARDSHIP

Stewardship Committee

The year 2021 was another unusual one as the Covid pandemic continued to affect all our lives. First of all, many thanks to all parishioners of St Matthew's for their steadfast support for our church in giving time, talent and treasure in these difficult times. We have been able to function in the face of the Covid challenge. We look forward to better times in 2022.

Secondly, I would like to thank Brian Effer who has managed our givings through PAR again this year as well as inputting data into Realm and generating tax receipts for 2020.

We undertook a big exercise in August to contact parishioners, ask how they were doing and update addresses and demographic information. So thirdly, thanks to Marg Terrett, Mollie Stokes, Rick Trites, Janice Sonnen, Peter and Jane Rider, Jane Oulton, Kathi Racine and Leonard Surges, and Cathy Simons for the gift of their time to complete this task. It was great to connect and at the same time to validate or update coordinates. Collecting parishioners ages helped us to provide required data to the diocese and gave us a better idea of parish demographics.

Here are some statistics about our givings:

- Overall PAR givings in 2021 were about the same as 2020 and below 2019. PAR remains a critical source of monthly financial support.
- There were more online givings via Canada Helps and United Way in 2021 than 2020. In both years this was a helpful way to donate, especially when the church was closed.
- Undesignated givings were down in 2021 (\$413,039) compared with 2020 (\$428,730) and 2019 (\$467,079). There were increased revenues elsewhere, but this trend is concerning.
- More than 66% of financial givings in 2021 were from people 70 years old or more.

Considering rising prices generally, we encourage givers to consider increasing annual givings to the church, if able to do so.

Once again, a big thank you to everyone for their dedication to St Matthew's and to those who have helped with the work of Stewardship. Bless you all.

— 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 also assists and oversees the work of the Treasurer, the Contribution Coordinators (formerly Envelope Secretaries), the Bookkeeping function, and the Counters. It works in cooperation with the Administrator and all Committees, particularly the Fundraising Committee and the Stewardship Committee, on issues of a financial nature. Its functions are supported by several technologies that require ongoing management.

2021 Summary

The network of individuals responsible for supporting the parish's financial management function adapted to Covid constraints by replacing face-to-face meetings with e-mails and phone calls. With patience and diligence all tasks and responsibilities were effectively executed, maintaining controls and reasonably timely reporting.

Communicating St. Matthew's financial position to parishioners was completed through detailed articles in *Pulse of the Parish* summarizing our financial position. These were supported through the efforts of Michael Goddard and the counting team, Cathy Simons and Amy Lockwood completing the bookkeeping function, and Tony Maxwell completing the monthly reports. The

Committee chair forwarded and discussed the near monthly financial reports with Corporation and Parish Council.

The Committee formally met using Zoom four times in 2021, with communication with members supported by e-mail distribution of financial reports and phone calls.

The 2021 year-end results reported elsewhere are positive. Parishioner commitment, the online auction and boutique sales contributed to the surplus. The Diocese forgave one full month of parish assessments. This reduction in expenses also benefited the bottom line.



A successful online auction was celebrated with presentation of flowers to Peggy Nankivell

The Finance and Stewardship Committees work closely together to co-ordinate messages and develop communication to parishioners. This work is completed on an ongoing. Consistent and timely messaging to parishioners concerning the financial position is a critical success factor.

The 2021 Budget will be reviewed at Vestry. Documentation is included in the Vestry materials.

2022 Priorities

Work is underway to review processes related to the financial functions. Results of this review are anticipated to be completed in the first quarter of 2022. Implementation of changes, if any, will be reviewed by Corporation.

The 2022 Budget that will be considered by the Annual Vestry Meeting is included with documents for the meeting.

Many thanks for the work of our Finance Committee members Amy Lockwood, Treasurer, Sarah Birkett-Martin, Bill Megill, Cathy Simons, Tony Maxwell, Brian Effer, Charles Nixon, Don Wilson, Tom Barnes and Val Needham (representing the Corporation) and Rev. Geoff Chapman.

— Walt Draper, Chair

Counters

As in 2020, the Covid-19 pandemic affected all of us in 2021, with varying degrees of freedom and lock-downs. We continued our counting, most often with pairs of counters performing monthly counts. When services with a congregation resumed, we altered our schedule and approach to match the increase in volume of donations. Then the Omicron variant appeared and further changes were needed

Throughout the pandemic, we were able to move counts to the spacious main hall in the basement rather than the Sacristy. This made it easier and safer for our counting teams. We have become quite adaptable to the various situations imposed as a result of a changing pandemic.

Unfortunately, in 2021 we lost one of our stalwarts, Errol Whittier. There is much camaraderie and many good feelings shared during each count. Errol was always a keen contributor to this enjoyment. He is and will be truly missed by us all.

As ever, many thanks to all our counters. They have always generously volunteered to help during the pandemic. And a special thank you to Catherine James-McGuinty for her continuous support.

— Michael Goddard, Coordinator

Fundraising Committee

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, in pre-pandemic times, advertising for choral concerts. In 2021 fundraising plans continued to be affected by Covid-19 but the year was still successful because of sales by our online Treasures Boutique store, which went virtual in March, and results of our second very successful online auction. The committee was tasked to raise \$35,000 in 2021 and exceeded that goal.

The Great Glebe Garage Sale scheduled for May was again cancelled. This made the launch of the online boutique more important. Happily, we were able to adapt the Auctria software platform used for the 2020 online auction for the store. Online store sales have proved far more profitable than our walk-in version and include clients as far away as Nunavut and Western Australia. The official beneficiary of the GGGS is the Ottawa Food Bank and we directed 10% of online boutique sales to that organization.

Because the 2020 online auction was so successful – and so much fun -- we ran a second online auction from November 12th to 20th, 2021. The outreach beneficiary selected was FACES, which is sponsoring a refugee family from Iraq and needs to raise \$30,000. More than \$10,000 from our auction was directed to FACES.

The auction had 800 registered bidders and listed 360 items -- all but a few of which sold. It raised \$44,600 before expenses such as advertising, graphic design, the Auctria platform fee, social media, packaging, and credit card fees. Many of these costs were covered through sponsorships and donations.

We are fortunate to have both generous donors and bidders within the parish and beyond. Our thanks as well to the Communications Committee, especially Jan O'Meara and Julia Lipinska who provided promotion assistance, and for the enthusiastic support of the Corporation. And a big thank you to Finance committee members who record eligible tax receipts and also to Ian Glen and Robina Bulleid, who helped in many ways.

We would also like to thank Julia for her 'green initiative' of selling Christmas cards and tags that she made from old cards. The sale of these beautiful cards generated another \$425 for the church.

Fundraising/Auction Committee members are Doug Biehler, Patti Davis, Walt Draper, Karen Junke, Pam Mackenzie, Carolyn McMaster, Jane Metcalfe, Frances Montgomery, Tom Martin, Peggy Nankivell, Val Needham (Corporation Liaison) Jane Oulton, Kathryn Racine, Claire Schofield, Janice Sonnen, Leonard Surges (social media), and Marg Terrett. We were very saddened by the death in 2021 of Andy Billingsley, a longstanding committee member.

— Peggy Nankivell, Chair

| Event | Date | Revenue |
|--|----------|-----------------|
| Online Treasures Boutique (first sales March 2021) | Various | \$20,000 |
| Online Auction, net | November | \$41,000 |
| Christmas Card & Tag Sales | December | 425 |
| Total | | \$61,425 |

Property Committee

Keeping St. Matthew's church building going relies on volunteer efforts. In 2021, efforts focused on maintenance of gardens and grounds, installation of The Kevin Flynn Library and minor plumbing and electrical repairs.



Kevin Flynn Library

Special thanks to Mary and Ian Glen for their leadership in coordinating work by the gardens and grounds teams. Work on the gardens focused on rehabilitation of the garden plot in the parking area and selection and planting of annuals to provide form and colour amidst perennials in beds and planters near the entrances on First and Glebe Avenues. Garden work begins with spring cleanup and planting and continues through the summer with watering and weeding, until beds are put to rest in the fall. Gardens blossomed under the hands of Judy Billingsley, Robina Bulleid, Clarice Kramer, Joan Lawrence, Judy Maxwell, Lucianne Poole, Steve Reid and Catherine Seaborn.



Work on the grounds focused on repairs and repainting of entrance doors on Glebe Avenue, First Avenue and the Cloister, a Glebe Avenue sign, stairs to the garden shed, retaining walls in the gardens and railings and ironwork shared with the condominium. The grounds team also oversaw extensive trimming of trees that overhang the west roof. The grounds team included Robina Bulleid and Bob Richard, with help from Ava Hammond, Don Lindsay, Brian Effer, John McBride and Bob Slater.



Building maintenance and repair in 2021 was limited to essential repairs and activities that could be undertaken largely by volunteers. The task of addressing major maintenance and building repair needs was taken up the Building Renewal Committee, struck by Corporation for that purpose. Activities of the committee are in a separate report.

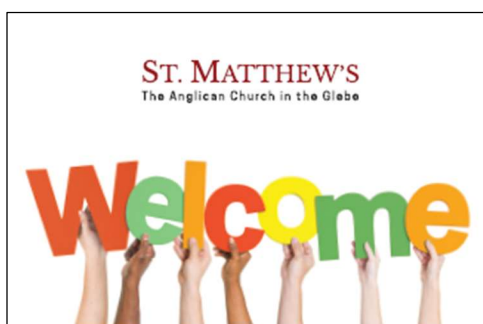
— Bill Cornfield and Bill Nuttle, Co-Chairs
hwcornfield@gmail.com, wknuttle@gmail.com

Communications Committee

Members include Jan O'Meara (Chair), Julia Lipinska (web management), Val Needham (Editor, *Pulse of the Parish*) and Leonard Surges (Facebook, Twitter, virtual services). Critical support is provided by Catherine James-McGuinty.

Committee accomplishments in 2021 include:

- Produced 2020 Annual Report to Vestry.
- Finalized Design Guide for consistency in fonts, colours and contact information, accepted by ECPC, now in use.
- A Welcome Back campaign announced return of in-person services in September, with an ad in Glebe Report and common images across materials such as website, bulletin, and poster boards.
- An Advent/Christmas campaign in November included an ad in OSCAR and use of a consistent image across promotional materials.



- Virtual services continued throughout 2021, pre-recorded prior to August then live-streamed beginning in September, distributed by YouTube and two Facebook pages.
- Facebook supported Welcome Back, the November online auction, Children and Youth Ministries, Outreach activities, Prayer of the Week, and Advent and Christmas services.
- Four issues of *Pulse of the Parish* were published on the website, with approximately 30 hard copies mailed and 20 available at the back of the church when in-person services resumed; there was a cumulative total of 36 contributors of the written word and 19 photography contributors; Mary Glen, Joan Lawrence, Judy Maxwell, Neville and Peggy Nankivell were early readers.
- Some 110 requests were submitted to update website content. In addition to liturgical-year content changes, several pages were updated regularly and promptly to reflect the changing COVID-19 situation as it affected services, activities and church access. Page versions are regularly saved in the Internet Archive.
- 2021 is the first year with Google Analytics website usage metrics for the full year.

While metrics should be interpreted with caution, our website had:

- **7 282 users** (at least one session on the site)
- **12 374 sessions** (number of periods when users engaged with site)
- **27 990 pageviews** (cumulative pageviews is overstated, certain addresses will be excluded to improve 2022 metrics)

Top pages by **pageviews**:

- Home page URLs: 12,442
- Schedule of services: 1,843
- Files and resources: 1,211
- Coming to church during COVID-19: 1,118

— Janet O'Meara, Chair

| Statistics 2021 (2020) | | |
|------------------------|-----------------|-------------------|
| Email Lists | | |
| Parishioners | Realm | ↓359 (387) |
| Subscribers | Mailchimp | ↓325 (452) |
| Facebook | | |
| Followers | Auction Page | 106 (102) |
| | Choir Page | 363 (343) |
| | Parish Page | ↑451 (402) |
| Instagram | Followers | ↑108 (45) |
| Twitter | Followers | 112 (114) |
| YouTube | Subscribers | ↑216 (136) |
| 2021 | Watch Time | 3,385 (2,442) hrs |
| 12 months | | |
| (2020 | Subscribers | ↑36.7% (27.4%) |
| 8 months) | Non-subscribers | ↓63.3% (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.

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 on February 28, 2022 and to identify and confirm committee Chairs. Some 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 continue to work with our rector to recruit wardens and fill vacant positions for 2022. Although Covid continues to make 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 (the two Nominating Committee members) 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 responded so positively during 2021 to our requests to take up new roles within St. Matthew's.

— Helen Griffin, Chair

Meeting Documents

ANNUAL VESTRY MEETING

February 27, 2022

St. Matthew's Annual Vestry Meeting
Sunday, February 27, 2022, 12 noon Via Zoom
Agenda

1. **Welcome and Opening Prayer:** The Reverend Geoffrey Chapman
2. **Announcements:** Vestry Clerk appointment, Membership of Vestry, Zoom Rules for Vestry
3. **Adoption of 2021 Vestry Minutes**
Motion: That this Vestry adopt the Minutes of the Annual Vestry Meeting held on Sunday, February 28, 2021, via Zoom.
4. **2022 Business**
 - a) **Reception of Annual Reports**
Motion: That this Vestry receive the Annual Reports for 2021, including the Incumbent's Report and the Wardens' Report.
 - b) **Adoption of 2021 Reviewed Financial Statements**
Motion: That this Vestry receive the Reviewed 2021 Financial Statements.
5. **2022 Financial Plan**
 - a) **2022 Budget Presentation**
Motion: That this Vestry adopt the 2022 Budget as presented.
 - b) **Withdrawal Authority from Consolidated Trust Fund**
Motion: That this Vestry authorize Corporation to withdraw up to \$40,000 in 2022 from the Consolidated Trust Fund to pay for costed projects related to the maintenance of St. Matthew's building.
 - c) **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 2022 at a fee approved by the Corporation.
 - d) **Spending authority before a new budget**
Motion: That this Vestry authorize the Corporation to approve spending in 2023, pending approval of the 2023 Budget at the 2023 meeting of Vestry.
6. **Appointments and Elections**
Motion: That this Vestry approve the proposed nominations and take note of appointments by the Incumbent.
7. **Designation of Signing Officers**
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 Wardens for the period from February 28, 2022, to February 27, 2023.
8. **Motion of Thanks**
Motion: That this Vestry thank all those stepping down from their positions as Synod Members, Parish Council Representatives, Parish Officers and Committee Chairs.
9. **Closing Prayers:** The Reverend Geoffrey Chapman
10. **Adjournment**
Motion: That this Vestry be adjourned.

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

Held as a Virtual Zoom Meeting during the Covid-19 Pandemic. Participants were requested to begin signing in at 11:10 to allow all registered to be admitted to the meeting. Meeting began around 11:45 am.

- 1) **Welcome:** Reverend Geoff Chapman
 Reverend Chapman began by welcoming all to meeting. He stated that because of Covid-19, this was the largest group of St. Matthew's parishioners he has seen since he began work at St. Matthew's.
- 2) **Zoom Rules for Vestry:** Julia Lipinska
 Rules for the Zoom meeting were reviewed and are as follows:
 -Make sure the name showing on the screen matches the name you registered under.
 -Use chat function for any questions. Chat will be monitored by Rick Trites.
 -If you have problems with the video setting, turn off the video and simply listen.
 -Voting will be done using the polling function. If a couple is using the same device, one will vote by poll and one by chat.
- 3) **Opening Prayer:** Reverend Geoff Chapman
- 4) **Chairs' Announcements:** Reverend Geoff
Selection of Vestry Clerk: Jean McCarthy
Membership of Vestry: Only those who are Parishioners of St. Matthew's may vote.
Rules for Speaking: As noted in rules for Zoom Meeting above.
Appointment of Scrutineers: Peter and Jane Rider
- 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.
Moved by Judith Maxwell, Seconded by Tony Maxwell, Motion Passed
- 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.
Moved by Leonard Surges, Seconded by Valerie Needham, Motion Passed
- 7) **Receipt of 2020 Reviewed Financial Statements:** Walt Draper

2020 Financial Results as presented in the Financial Statements in the Vestry Package have been summarized, including an overview of the Jubilee Benefit.

Condensed Statement of Financial Position

| Fund Balances (Statement of Financial Position) as of December 31, 2020 | | |
|---|--|------------------|
| OPERATING | Current Assets –Cash, Receivables, HST Recoverable | \$228,955 |
| | Long Term Assets –Consolidated Trust Fund (CTF) (\$229,287) & Endowment Fund Transfer (\$1,212) | \$230,499 |
| | Current Liabilities (Payables \$115,875; Deferred Revenue \$14,118) | (\$129,993) |
| | Net Assets Operating Fund | \$329,461 |
| ENDOWMENT | Only Income can be spent (2020 - \$1,212 to Operating Fund) (Held in CTF-Restricted) | \$64,740 |
| RESTRICTED | ▪ Nave Altar (No change in 2020) | \$5,192 |
| | ▪ Music Fund (No change in 2020) | \$12,294 |
| | ▪ FACES (Active support to Refugees) | \$2,068 |
| | ▪ GIFT (No change in 2020) | \$12,160 |
| | TOTAL Restricted Funds | \$31,714 |

Slide3

Results this year were extraordinary considering COVID. Cash balance and payables are higher than expected, explained by the prudent decision taken by Corporation to withhold payment for the last 3 months of the year to the Diocese until it was clear how the year would end. Diocese has been paid in full early in 2021. All accounts for St. Matthew's are paid to date. Endowment Fund money is held in the Diocese managed Consolidated Trust Fund. The restrictions on fund only allow St. Matthew's to use the interest generated from this Portfolio. Restricted Funds are the same as last year except for the FACES refugee fund.

2020 Revenue

| 2020 Operating Fund Revenue and Expenses Highlights | |
|---|--|
| Revenue | |
| ❖ General Use Donations only down 8% compared to 2019! | |
| ❖ Rent – TELUS and Parking | |
| ❖ Fund Raising – Auction – | |
| <ul style="list-style-type: none"> • FACES – over \$6,600 • Cornerstone – Outreach paid - \$3,000 • St. Matthew's \$27,000 deposit to the CTF • Over 500 registered bidders – Community engagement beyond St. Matthew's • An example of how technology can facilitate activities | |

Slide4

Collectively the parishioners of St. Matthew's once again made December our biggest revenue month. Over 20% of Operating Fund Revenue was recorded in the month of December. Hall rental revenue decreased very substantially due to the closure of the church (including rentals) in March. TELUS and Parking continued at expected levels. The 2020 first ever online Auction benefited our outreach ministries, FACES and Cornerstone as well as St. Matthew's. The \$27,000 for St. Matthew's was invested in the Operating Fund Consolidated Trust Fund and added to last year's auction deposit of \$50,000. Our balance in the CTF is the highest it has been in many years.

2020 Expenses

| 2020 Operating Fund Revenue and Expenses Highlights | |
|--|--|
| Expenses | |
| <ul style="list-style-type: none"> • Office & Building Maintenance Expenses continued despite closure • Limited opportunities for cost reduction • All staff paid for the full year with no reduction • Jubilee Benefit reduced St. Matthew's Diocese Assessment for two months - \$69,000 | |
| Benefit included - Insurance, all lay staff, cost of priestly services, housing allowance and Parish Fair Share | |
| ➤ Year End surplus of \$65,998 | |

Slide5

Items such as telephone charges, the photocopier lease, boiler repairs, gas, electricity and so on are incurred whether the church is open or closed. A remarkable story of 2020 rests in the fact that all personnel were paid in full for the year.

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

Moved by Bill Megill, Seconded by Amy Lockwood, Motion Passed

8) Report of the 2021 Financial Plan: Walt Draper

2021 Budget Context and Assumptions

Looking ahead to 2021-

- Speculative to suggest a firm date for the resumption of full use of the church and all ministries being active
- For planning purposes- assumed some church building ministries will resume sometime in September 3 months of "normal operation"- October, November, December - provision for Music, Christian Education, etc.
- Likely a new normal yet to be defined!
- Anticipate "in-year" adjustments – option for Special Vestry if warranted
- Expect to delay payments to Diocese – "Perennial Cash Flow Issue"
- Revenue experience from 2020 is planned to repeat itself in 2021- continued parishioner support will be a challenge
- Diocese recently announced forgiveness for March 2021- \$37,000

2021 Budget Income

St. Matthew's 2021 Budget Income

| Item | Amount (\$000s) | Comments |
|---------------------------|-----------------|---|
| Donations- General Use | 428.0 | Same as 2020 – A Stewardship Challenge! |
| Donations- Designated Use | 19.0 | |
| Rental | 40.0 | Parking and Telus – Hall Rental possible in final quarter |
| Concerts and Music | 1.0 | |
| Fund Raising | 35.0 | |
| Interest | 14.0 | Same as 2020 – Included for planning purposes |
| Total | 537.0 | Approximates to \$10, 300 per week or \$4,750 per month (Note: PAR is \$20,000 per month) |

2021 budget is based on what we know today. The Diocese has approved forgiveness of March 2021 Assessment.

2021 Budget Expenses

St. Matthew's 2021 Budget Expenses -2021

| Item | Amount (\$000s) | Comments |
|-----------------------------------|-----------------|--|
| Building- Includes Insurance | 77.0 | Includes 2021 increase for insurance \$3.3 |
| Music | 4.0 | Tuning, Music, etc. – (Deferred \$3,000 - 2020 income) |
| Fund Raising | 2.0 | Cost offset by Fund Raising Revenue |
| Personnel | 308.0 | Priestly & Housing (\$162.2) + Laity (\$145.8 held to 2020) |
| Liturgical, Comms, Christian Ed'n | 6.8 | Same as 2020 – (Deferred Altar \$1,000 – 2020 Income) |
| Office | 28.0 | Best guesstimate – Like 2020; less than 2019 |
| Parish Fair Share | 131.3 | 4% over 2020 pre-Jubilee cost (5.858% Diocese parishes) |
| TELUS Bell Tower Project | 5.0 | Share of RMA advisory costs (possible offset from CTF) |
| Outreach | 18.0 | Offset in part by Donations – Revenue Designated Use |
| Possible Jubilee Transfer Diocese | 5.0 | See Discussion on next slide (only if affordable) |
| Major Repairs/Special Projects | 0 | To be decided |
| Total | 587.1 | Approximately \$11, 300 per week or \$48,925 per month |
| Deficit | \$50.1 | Notes – Bell Tower costs \$5.0 and Jubilee Transfer \$5.0 are conditional. Less \$37.0 March Forgiveness |

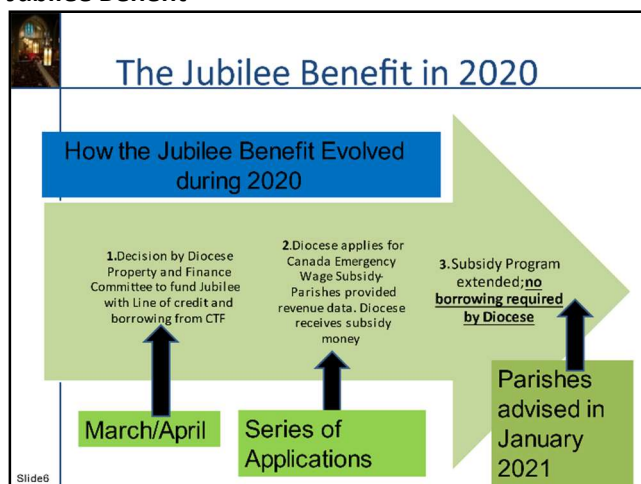
Deficit Analysis – Subtract \$37.0 - \$5.0 - \$5.0 = **\$3.1**
Close to a balanced budget!

The biggest income assumption is general use donations matching 2020. The revenue budget is an averaged monthly amount. For many months of the year, we do meet this level. Please note this average number is provided as a reference point to try to make the big annual revenue number more relatable. It is a benchmark used when the financial statements are reviewed throughout the year to inform communication to parishioners.

Our budget process involves reviews by the Finance and Stewardship Committees, Corporation and Parish Council. The deficit is an amount self-managed by using surpluses from 2020. Also \$10,000 - \$5,000 for the RMA support work on the TELUS project and

\$5,000 for the Jubilee payment are conditional. Diocese approved forgiveness of March Assessment, estimated to be \$37,000. The deficit as presented could be reduced by \$47,000, however authorization would be required by Vestry to make the payments.

Jubilee Benefit



Jubilee Benefit –Payment to the Diocese

Every parish be invited to voluntarily compensate the Diocese for any or all of the financial relief they received for April and May 2020, to the best of their abilities, by no later than June 2022. Source: Minutes Authorizing Jubilee – Diocese Property and Finance Committee – March 2020

Considerations by Stewardship and Finance Committees-

- St. Matthew's understands and is committed to a corporate view of the Diocese recognizing not all parishes have the same ability as St. Matthew's to generate income.
- A look ahead to the 2021 financial plan points to a year like 2020 with limited or no public worship, reduced churchbased ministries, reduced hall rental income and the risk of weakening donor commitment. First cut at the plan points to a deficit of approximately \$40,000 to \$50,000 assuming no Diocese benefit like 2020.
- Recognition was made to earlier Deanery discussions considering the impacts of aging buildings and congregations and discerning a new way forward.
- Caution was expressed concerning the voluntary nature of the repayment, the amount, and the financial status of other parishes.

Conclusion

- It was agreed a conditional payment of \$5,000 be planned for in 2021. Future payments would be determined on a year-by-year best effort basis.

The Jubilee Payment is conditional. It received consideration at all levels of St. Matthew's governance structure.

For now, it is not to be considered until the final quarter of 2021.

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.

Moved by Charles Nixon, Seconded by Tony Maxwell, Motion Passed

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.

Moved by Sarah Birkett-Martin, Seconded by Don Wilson, Motion Passed

c) Spending authority before a new budget

Question: What is the reason for the spending authority?

Answer: Budget runs for the calendar year, but the budget is not approved until two months into the new year. The spending authority allows the Corporation to continue with business.

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

Moved by Charles Nixon, Seconded by Peter Frayne, Motion Passed

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.

Following a long-standing conversation, as explained by Rev. Geoff, the Music Committee will be folded into the Worship Committee, expanding the role of worship within the Parish.

Question: Do the terms of reference for the Music Committee need to be revised?

Answer: This will be looked into.

Moved by Rick Trites, Seconded by Virginia Lindsay, Motion Passed

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.

The following nominees have agreed to let their names stand for election:

2021 Rector's Warden
Valerie Needham 1 year term

2021 People's Warden
Julie Helleur 1 year term

2021 Deputy Warden
Tom Barnes 1 year term

2021 Synod Membership
Rick Trites 1 year term
John McBride 1 year term
Randi Goddard 1 year term
Charles Nixon 2 year term

2021 Alternate Synod Members
Leonard Surges 1 year term
Helen Griffin 1 year term

2021 Congregational Representatives to
Parish Council

Becky McCoy 1 year term
Gillian Campbell 1 year term
Matthew Gregg 1 year term
Patrick Martin 1 year term

2021 Nominating Committee
Helen Griffin, Chair 1 year term

2021 Parish Officers Appointed by
Corporation:
Treasurer Amy Lockwood
Contributions Coordinator and Envelope
Secretary Brian Effer
Stewardship Officer Charles Nixon

2021 Committee Chairs Appointed by Corporation:
 Finance Walt Draper
 Outreach co-chair: Ashley Thorvaldson
 Outreach co-chair: Christine Vidt
 Christian Education Helen Griffin
 Property Coordinators Bill Nuttle and Bill Cornfield (Co-Chairs)
 Stewardship Charles Nixon
 Communications Jan O'Meara
 Fundraising Peggy Nankivell

Members of Executive Committee of the Parish Council

- Rector and Wardens
- all Committee Chairs appointed by Corporation as previously listed
- Congregational Representatives to Parish Council are also to attend all meetings of ECPC

Members of Parish Council

- Rector and Wardens
- all Parish Officers Appointed by Corporation as previously listed
- all Synod Members and Alternate Synod Members
- all Congregational Representatives to Parish Council
- all Committee Chairs appointed by the Corporation as previously listed
- leaders of other Parish committees and groups, including Altar Guild, Coffee Hour Hosts, Community Committee, Counters, Open Doors, Pastoral Care, Prayer Ministries, Servers, Sidespersons/Greeters, Welcoming Team

Moved by Helen Griffin, Seconded by Janice Sonnen, Motion Passed

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 Wardens for the period from March 1, 2021, to February 28, 2022.

Moved by John McBride, Seconded by Brian Effer, Motion Passed

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.

From Mary Glen: Thanks to Bill, Rick, Julia and John for shepherding Parish through a difficult time with warmth and generosity. Great thanks to Geoff, who arrived at the Parish at a difficult time and with great ability was able to sweep us off our feet.

Moved by Mary Glen, Seconded by Valerie Needham, Motion Passed

13) Closing Prayer and Adjournment- Rev. Geoff

Motion: That this Vestry be adjourned.

Moved by Julia Lipinska, Seconded by Rick Trites, Motion Passed

Respectfully submitted,

Jean McCarthy

March 2, 2021

2021 Reviewed Financial Statements

ST. MATTHEW'S ANGLICAN CHURCH FINANCIAL STATEMENTS DECEMBER 31, 2021

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 |



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, 2021, 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, 2021, 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 results. 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 7, 2022

ST. MATTHEW'S ANGLICAN CHURCH

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

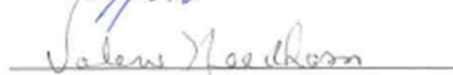
(prepared without audit)

| | Operating Fund | Restricted Funds (note 3) | Endowment Fund | 2021 Total | 2020 Total |
|--|-------------------|------------------------------|-------------------|-------------------|-------------------|
| ASSETS | | | | | |
| CURRENT | | | | | |
| Cash and short-term investments | \$ 168,615 | \$ 60,154 | \$ - | \$ 228,769 | \$ 240,513 |
| Accounts receivable | 1,587 | - | - | 1,587 | 17,207 |
| HST recoverable | 2,896 | - | - | 2,896 | 2,949 |
| | <u>173,098</u> | <u>60,154</u> | <u>-</u> | <u>233,252</u> | <u>260,669</u> |
| LONG-TERM | | | | | |
| Investments | | | | | |
| Consolidated Trust Fund - Diocese / Ottawa (note 4) | 255,760 | - | 73,605 | 329,365 | 295,239 |
| Interfund accounts | 1,212 | - | (1,212) | - | - |
| | <u>256,972</u> | <u>-</u> | <u>72,393</u> | <u>329,365</u> | <u>295,239</u> |
| TOTAL ASSETS | <u>\$ 430,070</u> | <u>\$ 60,154</u> | <u>\$ 72,393</u> | <u>\$ 562,617</u> | <u>\$ 555,908</u> |
| LIABILITIES | | | | | |
| CURRENT | | | | | |
| Accounts payable and accrued liabilities (note 5) | \$ 60,971 | \$ - | \$ - | \$ 60,971 | \$ 115,875 |
| Deferred revenue | 1,600 | - | - | 1,600 | 14,118 |
| | <u>62,571</u> | <u>-</u> | <u>-</u> | <u>62,571</u> | <u>129,993</u> |
| NET ASSETS | <u>367,499</u> | <u>60,154</u> | <u>72,393</u> | <u>500,046</u> | <u>425,915</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u>\$ 430,070</u> | <u>\$ 60,154</u> | <u>\$ 72,393</u> | <u>\$ 562,617</u> | <u>\$ 555,908</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, 2021 (prepared without audit)

| | Operating Fund | Restricted Funds (note 3) | Endowment Fund | 2021 Total | 2020 Total |
|--|-------------------|------------------------------|-------------------|-------------------|-------------------|
| REVENUE (note 5) | | | | | |
| Donations - general use | \$ 413,039 | \$ - | \$ - | \$ 413,039 | \$ 428,730 |
| Donations - designated use | 18,075 | 27,190 | - | 45,265 | 32,737 |
| Rental and other income | 44,059 | - | - | 44,059 | 43,279 |
| Concerts and music | 1,273 | 3,000 | - | 4,273 | 1,685 |
| Fundraising | 51,940 | - | - | 51,940 | 50,611 |
| Investment income and realized gain/loss | 9,174 | - | - | 9,174 | 8,115 |
| Unrealized investment gain (note 4) | 24,239 | - | 7,653 | 31,892 | 6,413 |
| | <u>561,799</u> | <u>30,190</u> | <u>7,653</u> | <u>599,642</u> | <u>571,570</u> |
| EXPENSES (note 5) | | | | | |
| Church building | 63,930 | - | - | 63,930 | 72,479 |
| Music program | 5,155 | - | - | 5,155 | 3,646 |
| Fundraising | 2,289 | - | - | 2,289 | 2,428 |
| Personnel | 284,649 | - | - | 284,649 | 248,734 |
| Communications | 2,982 | - | - | 2,982 | 3,075 |
| Liturgical | 2,485 | - | - | 2,485 | 1,567 |
| Christian education and program | 2,359 | - | - | 2,359 | 1,839 |
| Office | 27,633 | - | - | 27,633 | 26,248 |
| Fair share- Diocese | 120,354 | - | - | 120,354 | 104,408 |
| Parish outreach | 12,175 | 1,500 | - | 13,675 | 54,766 |
| Other capital expenses | - | - | - | - | 4,638 |
| | <u>524,011</u> | <u>1,500</u> | <u>-</u> | <u>525,511</u> | <u>523,828</u> |
| EXCESS OF REVENUE OVER EXPENSES | 37,788 | 28,690 | 7,653 | 74,131 | 47,742 |
| NET ASSETS, BEGINNING OF YEAR | 329,461 | 31,714 | 64,740 | 425,915 | 378,173 |
| INTER-FUND TRANSFERS | <u>250</u> | <u>(250)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| NET ASSETS, END OF YEAR | <u>\$ 367,499</u> | <u>\$ 60,154</u> | <u>\$ 72,393</u> | <u>\$ 500,046</u> | <u>\$ 425,915</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, 2021

(prepared without audit)

| | 2021 | 2020 |
|--|-------------------|-------------------|
| CASH FLOWS (USED FOR) FROM OPERATING ACTIVITIES | | |
| Excess of revenue over expenses | \$ 74,131 | \$ 47,742 |
| Items not affecting cash: | | |
| Gain on fair value assessment of investments | (31,892) | (6,413) |
| | 42,239 | 41,329 |
| Changes in non-cash working capital components: | | |
| Accounts receivable | 15,620 | 7,861 |
| HST recoverable | 53 | 14,789 |
| Accounts payable and accrued liabilities | (54,904) | 82,193 |
| Deferred revenue | (12,518) | 14,118 |
| | (9,510) | 160,290 |
| CASH FLOWS USED FOR INVESTING ACTIVITIES | | |
| Purchase of investments | - | (27,000) |
| Purchase of investments through reinvested dividends | (2,234) | (2,117) |
| | (2,234) | (29,117) |
| (DECREASE) INCREASE IN CASH | (11,744) | 131,173 |
| CASH, BEGINNING OF YEAR | <u>240,513</u> | <u>109,340</u> |
| CASH, END OF YEAR | <u>\$ 228,769</u> | <u>\$ 240,513</u> |

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

4

ST. MATTHEW'S ANGLICAN CHURCH

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

(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, 2021

(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 | 2021 Total | 2020 Total |
|-------------------------------------|------------------|------------------|---------------------------|------------------|------------------|
| Net assets, beginning of year | \$ 12,160 | \$ 2,068 | \$ 17,486 | \$ 31,714 | \$ 52,672 |
| Transfers to Operating Fund | - | (250) | - | (250) | (300) |
| Excess of revenue over expenditures | - | 23,015 | 5,675 | 28,690 | (20,658) |
| Net assets, end of year | <u>\$ 12,160</u> | <u>\$ 24,833</u> | <u>\$ 23,161</u> | <u>\$ 60,154</u> | <u>\$ 31,714</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 Worship 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 \$329,365 (cost \$262,144). The current year gain adjustment to fair value of \$31,892 (2020 - \$6,413) is disclosed as a net unrealized gain in the Statement of Operations and Net Assets. Of the adjustment to fair value, \$24,239 relates to the change in the value of the securities allocated to the Operating Fund with the remaining \$7,653 relating to the securities in the Endowment Fund.

ST. MATTHEW'S ANGLICAN CHURCH

NOTES TO FINANCIAL STATEMENTS (continued)

DECEMBER 31, 2021

(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 2021, St. Matthew's paid the Diocese \$275,023 (2020 - \$243,624) for personnel costs, and \$16,339 (2020 - \$12,442) for insurance. In addition, the Church contributed \$120,354 (2020 - \$104,408) to the Diocese's fair share program. The Diocese also collected from the Church \$2,408 (2020 - \$2,575) parish outreach contributions for certain programs and forwards on to relevant recipients. The Church received from the Diocese \$Nil (2020 - \$Nil) 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 \$Nil (2020 - \$107,032).

6. IN-KIND TRANSACTIONS

The total value of contributed goods in 2021 was \$51,626 (2020 - \$35,232). 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 office equipment, snowplowing and maintenance. Committed future payments amount to approximately \$10,000 in 2022.

2022 Budget

January 1 to December 31, 2022

| | | *2019* Actuals (\$000s) | 2022 Budget (\$000s) | Comments on 2022 Plans |
|--------------------------|----------------------------|---|--|---|
| Revenue | Donations – General Use | 467.1 | 449.0 | Actuals for 2021 were \$413.0 – 2022 increase of \$36.0 or \$3.0 per month |
| | Donations – Designated Use | 21.2 | 10.0 | Budget 2022 represents specified donations and no “flow through” amounts e.g., PWRDF |
| | Rentals | 68.5 | 45.0 | Budget 2022 includes Parking, TELUS & some hall rental |
| | Concerts & Music | 14.0 | 1.3 | Budget 2022 includes miscellaneous revenue |
| | Fund Raising | 122.2 | 50.0 | Budget 2022 includes Online Auction & Boutique; Outreach is for FACES. Actual 2019 includes results from live Auction. |
| | Dividends from CTF | 6.6 | 7.0 | Budget 2022 is a best estimate |
| | Unrealized Gain (non-cash) | 11.3 | 0.0 | No estimate – depends on financial market performance; losses could also happen |
| | From Music Fund | | 5.0 | New Music Ministry for vocalists |
| | Deferred 2021 Liturgical | | 1.6 | |
| Total Revenue | | 710.9 | 568.9 | |
| Expenses | Building | 73.9 | 77.0 | Budget 2022 is same Budget as 2021 |
| | Music | 17.5 | 14.5 | Budget 2022 includes \$10.0 for vocalists - See Revenue \$5.0 from Music Fund; |
| | Fund Raising | 7.8 | 2.0 | Budget 2022 includes miscellaneous expenses |
| | Personnel | 304.0 | 332.0 | Budget 2022 includes all costs for Priestly Services, Lay staff, and Clergy Honoraria |
| | Liturgical | 5.3 | 4.1 | Budget 2022 includes costs for flowers, supplies and book repair; Deferred Revenue \$1.6 |
| | Office | 33.0 | 27.6 | Budget 2022 holds costs to Actual for 2021 |
| | Communications | 3.4 | 4.0 | Budget 2022 submitted by Communications |
| | Christian Education | 8.4 | 3.5 | Budget 2022 – includes library acquisitions |
| | Parish Fair Share | 110.9 | 134.5 | Budget 2022 – Diocese Assessment Formula |
| | Outreach | 35.5 | 4.0 | Budget 2022 – Harmony House \$3.0 and Other \$1.0 Expenditures 2019 Include “Flow – Through” Donations for e.g., PWRDF, Ottawa Food Bank |
| | Other Capital | 11.8 | 0.0 | Capital projects and review of TELUS plans will draw from the Consolidated Trust Fund when required. Motion at Vestry will specify a \$40.0 limit to authorize this approach. |
| Total Expenses | | 611.2 | 603.2 | |
| Surplus/(Deficit) | | 99.7 | (34.3) | |

2019- Note 1: 2019 actuals included for reference. Highlights of 2019 include extraordinary live auction revenue reported in Fund Raising Revenue. 2019 is the last “normal” year prior to COVID with no Diocese forgiveness of Personnel and Parish Fair Share costs. 2022 Budget assumptions include a return to a near full range of services, ministries, and activities. Costs for Personnel and Parish Fair Share continued to inflate despite COVID.