

ST. MATTHEW'S

The Anglican Church in the Glebe



ANNUAL VESTRY MEETING

February 25, 2024

We invite parishioners to attend
the Annual Vestry Meeting of St. Matthew's Anglican Church,
in-person at 12 noon in the Nave.

To vote, a parishioner must be at least 16 years of age, support the parish,
be a regular worshipper and not vote at any other Vestry meeting.

217 First Avenue, Ottawa, ON K1S 2G5
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VISION

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

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Acknowledgements

Thank you to everyone who contributed reports or photographs for this 2023 Report to Vestry, including photographs from the *Pulse of the Parish* and service videos.

Grateful thanks also to the publishing team:

Deputy Warden Debora Fleming (Liaison to Corporation and ECPC),

Neville Nankivell (Editor), Val Needham (Publisher)

and to readers

Mary Glen, Leonard Surges, Joan Lawrence and Judy Maxwell

Statistics

Marriages

Megan Sarah Baird and Zachary Philip Burvill

Baptisms

William Dennis Oulton
 Wesley James Outlon
 Stella Regalbuto Jones
 Rose Constance Landreuille
 Zoe Suri Chapman
 Jane Kathryn Shields
 George Dawson Shields

Funerals

William Megill
 Susan Manion
 Bliss Tracy
 Mary Nicol





St. Matthew's Anglican Church 2023 Report to Vestry, February 25, 2024

Annual Reports

Rector's Report

This year I am filled with gratitude and a sense of accomplishment thanks to all the incredible things we have achieved together. Despite the challenges we faced, our community has not only persevered but thrived in various aspects. This report highlights the successes and issues we encountered in 2023.

One of our remarkable successes was the tremendous growth in the music program. Under the dedicated leadership of Dr. Robert Hall, the choir has flourished both in numbers and in the stunning quality of its music-making. Our liturgy has been enriched by the choir's beautiful voices. The commitment of our choir members is admirable. I am so thankful for the beautiful liturgy of our parish and proud to have been part of our musical offerings both in worship and in the amazing concerts we enjoyed in 2023. Thank you Bob, thank you choristers, and also thank you to the many vocal and instrumental soloists who joined us throughout the year enhancing our worship.

Our commitment to nurturing the faith of the youngest members of our community has borne fruit. The revitalization of our children's ministry program has been a source of joy and inspiration. Roland Kuehn, along with a dedicated team of volunteers -- noting especially Denis Martel our People's Warden--has worked tirelessly to create engaging and educational experiences for our children. Through innovative activities, age-appropriate teachings and a nurturing environment, we have witnessed a renewed enthusiasm among our youngest members for exploring and understanding their faith. This success not only strengthens our present but also ensures the future vibrancy of our church community.



Amidst the uncertainties brought about by the Covid-19 pandemic, our church has demonstrated financial resilience.

Through careful stewardship and the generous support of our congregation, we have successfully navigated the many residual economic challenges left by the pandemic. Our ability to balance the budget while maintaining our commitment to various ministries and outreach programs is a testament to the financial responsibility and trust within our community.



Your continued support has allowed us to remain steadfast in our mission, and I am confident that together we can sustain this momentum in the years to come, as we journey toward truly thriving as the Body of Christ.

If there was one prevailing benefit resulting from the pandemic, it must be the extension of our worship and meetings into the virtual world. Virtual worship services and meetings enabled us to stay connected even in times of physical distance, which now includes visiting family and friends, or a summer cottage with Wi-Fi. Thank you to Tom Barnes for continuing to watch over our livestreams, and thank you to the hundreds of folks who continue to worship with us online throughout the year.

While we have not returned to a pre-pandemic state, we have changed and grown over the last several years with many new members and new sensibilities. We have kept our favourite things, and let go of things that no longer bore fruit. It is a wonderfully challenging time when we can decide exactly how we want to thrive and grow. As your incumbent, I am thrilled to be part of this growth and change.

Yours in Christ,

The Reverend Geoffrey Chapman

Wardens' Report

Last year we concluded our Wardens' report with the hope that steps planned for 2023 would lay the foundation for continued parish renewal at St. Matthew's. In looking at the achievements documented in this Vestry Report, we believe definite progress has been made.

Four things stand out:

- The Music Program under the direction of Dr. Robert Hall has been reinvigorated and renewed. The choir is stronger, the music offerings more varied and there have been many concert and recital events.
- The Children and Youth programs are thriving under the enthusiastic guidance of our Children and Youth Ministry Coordinator Roland Kuehn.
- Parish events are back, bringing parishioners together in a social setting – usually over a meal. Attendance at such events is breaking records.
- Our fundraising activities are unsurpassed and account for some 15% of total income.

In October, St. Matthew's Parish Council met to take stock and explore where we might go from here. The basic rule for the exercise was that **Every Idea is a Good Idea** – at least at this stage. More than 100 ideas were generated. The three most popular themes that emerged were:

- **Become more welcoming as a parish.** Greeting and engaging with newcomers is an important feature of a welcoming community. But we also need to make ourselves known and keep in touch with those who drifted away or were no longer able to attend for a variety of reasons – especially the elderly.

- **Continuing and expanding our focus on children and youth.** Rev. Geoff's decision to set aside one Sunday a month for a family service involving children and youth in all aspects of the service has resulted in an increase in new and younger families joining our parish.
- **Making Better Use of our Building.** Much of the space in our church is unused most hours of the week. How do we increase the use – either for paying customers or community and parish events that would make St. Matthew's a more integral part of the community?

If we succeed in advancing these three major initiatives, it will make a big difference to our financial viability and sustainability of ongoing operations and ministries.

The wardens would like to thank all those who volunteer to enrich the life of the parish: from the committees that support the administration of the parish to those who ensure the smooth operation of worship services, raise funds for ongoing operations, manage our outreach, communications and building programs, and those who provide education, music and fellowship activities. Their achievements are detailed in this annual Vestry Report.

Last year's Vestry approved a challenging budget that hoped to bring general use donations back to pre-Covid levels. Although we were unable to meet that objective, an incredibly successful year from our fundraising activities meant that we were able to finish the year with the planned surplus. That surplus was used to pay down the deficit incurred in 2022. Our thanks to all those whose generosity made that possible.

Jim Lynes, Rector's Warden
 Denis Martel, People's Warden
 Debora Fleming, Deputy Warden
 Charles Nixon, Deputy Warden



*Photo L:
 L to R:
 People's Warden Denis Martel
 Rector's Warden Jim Lynes*



*Photo R:
 L to R:
 Deputy Wardens
 Charles Nixon
 Debora Fleming*



Members of the Creation Matters Working Group Surrounding the Greening St. Matthew's Tree

Green Church Certification

St. Matthew's has completed all the requirements for certification as a "green church." The Creation Matters working group set out in pursuit of this beginning in March 2023. The certification is offered by Greening Sacred Spaces, a Canadian non-profit, to encourage faith groups of all denominations to commit to caring for the environment. An application has been made for certification at the Light Green level. When we launched this project only nine other faith communities in Ottawa had attained certification.

All parts of the St. Matthew's community are involved in this project. Greening milestones are identified for separate areas of worship and spirituality, building maintenance, energy use, kitchen, environmental justice, and reconciliation. Groups can seek certification at three levels of increasing intensity: Light Green, Medium Green, Deep Green. Each level requires achieving 12 milestones. The program specifies four milestones for each level. The remaining eight milestones are chosen from a list provided by the program.

It was relatively easy for us to achieve certification at the lowest light green level because we were already engaged in many of the activities encouraged by the certification program. For example, St. Matthew's has been recycling and composting waste for a number of years and Sunday services regularly remind us of our shared responsibility for the environment. Meetings of Parish Council are conducted online. Sunday services are

streamed over the internet. Although started in response to Covid-19 restrictions, online meetings benefit the environment by reducing the need for members of the community to travel to and from the church.

St. Matthew's benefits because certification brings focus to what we are already doing to be better stewards of God's creation and it encourages us to do more. Certification at the light green level required a detailed audit of energy and water use in the church building. The last time this was done was over 10 years ago in preparation for replacing an ageing heating-system steam boiler. The recent audit identified several things that can be done to reduce energy use and improve the functioning of our building, specifically upgrading from fluorescent to LED lighting and better weather sealing. These are now in the Property Committee's plan for 2024.

The Greening St. Matthew's Tree provides a visual reminder of the different ways that our church community can work at being better stewards of the environment. On its branches sprout 12 light green leaves, one for each milestone achieved so far. This is only the start. Achieving the next level of certification requires recruiting a team to achieve new milestones in each of the six areas identified above. There is space on the tree for 12 medium green leaves to track progress toward the next level of certification and then 12 more dark green leaves. Watch it grow!

Bill Nuttle, Sustainability Coordinator

Spiritual Core

Worship Committee

Worship in 2023 was a return to form for St. Matthew's. Thank you to Dr. Robert Hall and the many choristers, instrumentalists and soloists who joined us this past year. Thank you to our servers, greeters and sidespersons, our honorary clergy, Tom Barnes ever vigilant over our livestreams, our coffee hosts, and everyone who works so hard to ensure we can worship together with joy, peace and safety.

St. Matthew's is a special place in which to worship and a gift to all of us. Know that I will continue to lead and safeguard the wonderful traditions of our parish while also listening to the Spirit working in new ways in our community.

Yours in Christ,

Rev. Geoff+

Ministry of Music

Having been at St. Matthew's for just over a year, I feel more capable of commenting on the full year's musical activities than I did a year ago. At that time, we had gradually lifted the Covid-19 restrictions and opened up to a full choir in December. Its singing has certainly been the highlight of the past year for me and continues to blossom. Our two Lessons and Carols services were well-attended and enriching for all.

That is not to say that Covid-19 did not continue to challenge us. In the past six months, we have had about 16 choir members who came down with it, and several continue to experience physical effects even after it left. On one Sunday in the fall we had six basses who were away with the virus.

The major change in the choir's contribution to the Eucharist is that since the fall we have increased from one anthem per service to two. The mass music is normally more focused on settings that encourage congregational singing. This has generally been well received.

The children's choir I now call the Kids' Choir to let people know that we are not attempting to replicate the formality of the "Men and Boys" or the "Women and Girls" choirs of the past. While we strive to develop musical and vocal

skills, there is an emphasis on singing for the fun of it. We were delighted to go carolling in December in the Glebe neighbourhood for the second year. The Kids' Choir has begun to take a monthly role in the Family Service held on the final Sunday of each month. They also sang in the family service on Christmas Eve.

Our special musical events in 2023 included three silent movies and three recitals. A choir concert planned for November was luckily cancelled well in advance – luckily, because it was at the height of our fall Covid-19 surge. In March there was a demonstration of the organ for about 30 piano students of an Ottawa piano teacher and her students were able to "take a crack" at the organ. It was unharmed!

Having said that, the organ continues to be a challenge. There are many pipes, stops, and components that are not working properly. Our technician spent a week here last February and made little headway, although a few things were corrected. We are fortunate to have organist Thomas Annand filling in for some of our services and he is lending his expertise to fixing some of the things that continue to be out of adjustment.

I will echo the final statement of my report from last year: the appreciation of music in the congregation is an inspiring source of encouragement for both me and the choir members as we continue to enjoy the wonderful acoustics of St. Matthew's.

Dr. Robert Hall, Director of Music



The Kids' Choir Carolling in December

Altar Guild

New linens were gratefully received this year for use during the communion services and to cover the church altar. They replaced those that had to be retired due to age and poor condition. The purchase was made possible thanks to donations from altar guild members and permission to use the Altar Guild budget surplus carried over from the previous year. The new purificators and corporals were most appreciated at Christmas time when we had four communion services in one day!

The Altar Guild membership was stable this year with no retirements or new members.

Many thanks to all members for their dedicated attention to preparing the church for the weekly services, the yearly festivals, weddings and funerals: Frances Montgomery, Jan Robar, Debbie Mallalieu, Jane Oulton, Wendy Pullan, Cathy Simons, Janice Sonnen, Dale McKenzie, Ruth Frayne, Cynthia McBride, Susan Morland, Darina Griffin, Judy Billingsley, Elizabeth MacMillan, and Robina Bulleid.

Elizabeth MacMillan and Robina Bulleid, Co-Chairs

Servers' Guild

The year 2023 continued to be one of changes as we returned to full services throughout all the liturgical seasons. Our two-server team format continues to work well for regular services. It is great to be able to adapt to pre-pandemic serving duties for special seasonal services and have extra servers at times.

Our active servers include Leslie Jones, Rick Trites, Patrick Martin, Rebecca Laffin, Julia Adjogble, Wendy Pullan, Yvonne Martel, Sophie Campbell, and Cathy Simons.

Looking ahead to 2024, increasing the number of servers is a priority. Servers are active at all regular services, including 8am and 10:30am on Sunday mornings, one even-song a month (eight months a year), Thursday morning at 10am, plus seasonal services during Advent, Christmas, Lent, Holy Week and Easter.

There are many ways a server can participate, and the schedule is quite flexible. Feel free to catch me after a service in person, by phone at 613.237.7652, or leave a message with the office to get more information. Training is provided on an ongoing basis upon request. Time commitment is usually 30 minutes prior to a service starting, the service time, and 20 minutes after the end.

Sincere thanks to the clergy for ongoing support of the Servers' Guild. And a huge "thank you" to all the members of the Servers Guild for their continued dedication and support throughout the year.

Cathy Simons, Head Server



Prayer Ministries

*Comfort thy sorrows and answer thy prayerfulness
...." (Hymn #385)*

The Prayer Ministries continued to support the Parish's corporate and individual needs through prayer.

Thankful for the trust each prayer request represents, our mission is to join with each other in prayer, creating new bonds, peace, strength, hope and comfort. Complete confidentiality and discretion guide this ministry.

Prayer Chain:

The Prayer Chain is an informal group of St. Matthew's parishioners who offer daily prayers in our homes as requested. In 2023 the prayer list held constant at about 40 petitions on a regular basis. A special section continues to support the needs of approximately 60 persons and their families who have long-term and/or chronic needs. New requests are shared when received and regularly updated.

Prayer requests can be accepted by the Coordinator or members of the Chain, the Parish Administrator, or the clergy.

If you are called to pray for others and would like to know more, please connect with Janice Sonnen.

2024 Members: Angelina Cacciato, Cathy Simons, Elizabeth Kent, Judith Sabourin, Marjorie Lay, Wendy Pullan.

We are grateful for the faithful participation of The Rev. Katie Tait, The Rev. Dana Rodgers and Mollie Stokes, who have undertaken other ministries for 2024.

Janice Sonnen, Coordinator (janice.sonnen@bell.net / 613.709.1209)



Prayer Support Team:

This group of parishioners meets with members of the congregation during communion at the 10.30am service who may want to pray for something specifically. Examples include prayers for healing for oneself or a family member or friend, prayers for upcoming exams, change of employment, financial matters and so much more. In 2023 we had approximately 40 requests. This is an entirely confidential ministry.

We welcome new members. For more information, please contact Catherine Thurlow.

Team members are Debora Fleming, Ed O'Meara, Cathy Simons, the Rev. Katie Tait, Rick Trites, Lois Rumsey, Mary Glen, Judy Maxwell and Catherine Thurlow.

Catherine Thurlow, Coordinator
(catherinethurlow@gmail.com / 613.824.6800)

Pastoral Care

Pastoral care is the responsibility of every Christian and in the St. Matthew's community this is actively evident. In addition to everyday community care, we have a group trained in pastoral care. Its members visit parishioners when asked to do so and will bring Holy Communion if requested. This trained group has been headed up by Mollie Stokes for several years. Many thanks for her ongoing ministry in this important work.

The team is now led by The Reverends Dana Rodgers and Katherine Tait, our Honorary Assistants. Other team members include The Reverend Geoff Chapman, Mary Bodfish, Elizabeth Kent and Mollie Stokes. If you feel called to serve in this ministry, please let us know so that

training may be provided.

If you or anyone you know would like to have a pastoral visit, with or without Holy Communion, please let our Parish Administrator Catherine James-McGuinity know in the Church office. She will pass on the request. Several church members are confined to their homes and might appreciate a visit.

If the situation is an emergency, please call the Rector, Reverend Geoffrey Chapman.

Blessings and peace,

The Reverends Dana Rogers and Katherine (Katie) Tait
Honorary Assistants

Meditation Group

Our Wednesday 11am meditation group continued to meet in 2023 via Zoom due to Covid restrictions. However, in September we introduced a hybrid model on the last Wednesday of each month with some of us meeting in the church transept while others joined in on Zoom. This worked remarkably well and this format will continue in 2024.

Our group is affiliated with the World Community for Christian Meditation (wccm.org/) and meets weekly to encourage and deepen this ancient practice. We gather and chat for a few minutes and then listen to a short talk and some music. We then sit in silence for 20 minutes, silently repeating a prayer word or phrase. The meeting begins and ends with a short prayer.

Sue Rayner,
Coordinator



Advent Retreat of the Ottawa Christian Meditation Community led by Canon Kevin Flynn

Welcoming Team

Is St. Matthew's a welcoming parish? Our Welcoming Team would like to think so! This group of dedicated volunteers ensures that we offer a welcoming, helpful environment for newcomers and visitors. The team consists of greeters, sidespersons, Welcome Table volunteers, and a hospitality network.

Over the past year we've seen an uptick in new people of all ages coming through our doors. Each person is looking for something and has an interesting story to tell. Please get to know them. Parishioners are encouraged to reach out and connect with newcomers at every opportunity. Attracting and retaining new parishioners, particularly young families, is vitally important. So, we urge *all parishioners* to practice hospitality and consider themselves St. Matthew's "welcomers."

Our Sunday School program and monthly Family Services are a draw for young families. This past fall, November 26 was designated Welcoming Sunday. Parishioners were encouraged to invite a friend or family to church. Going forward, ideally Welcoming Sundays will occur at least twice a year.

In December, the Welcome Table reopened after being set aside during the pandemic for safety reasons. The Welcome Table is a welcoming centre where newcomers and visitors can go for information, chat with a friendly volunteer and, if requested, expect follow up through the church office.

Additional volunteers were recently recruited as greeters, including young people and sidespersons. Huge thanks to all those who have joined our team. Recruitment efforts will continue early in 2024.

When parishioners were recently given an opportunity to provide their ideas on ways to grow the parish, they identified welcoming as a top priority. In 2024, a core group of the welcoming team will work with Corporation on a welcoming project to review parishioners' ideas, choose some key areas on which to focus, and create an action plan.

Sincere thanks to all members of our team:

Edith Assigbe, 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, Elaine Gordon, Matt and Bronya Gregg and son

Tavian, Ian Guthrie, Ava Hammond, Susan Harris, 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, Carolyn McMaster, Vivian Messam, Frances Montgomery, Peggy and Neville Nankivell, Jane Oulton, Kathi Racine, Susan Rayner, Jane and Peter Rider, Heather Sheehy and Denis Martel, Claire Schofield, Cathy Simons, Janice and Carl Sonnen, Leonard Surges, Margaret Terrett, Rick Trites, Sandy Waddell, Donna Wu and Wendy Young.

Please consider joining our team and getting involved in this important and rewarding ministry. You can reach me at: randi@thegoddards.ca

Randi Goddard, Newcomers' Coordinator



*The Welcoming Cake on
Welcoming Sunday, November 26*

Christian Education: Adults

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

During Covid-19, several regular adult education series adapted successfully to the Zoom platform and have continued in that format. It has proven an excellent way to help us maintain a sense of community, grow in faith and, in some cases, join with other parishes for education series. In 2023, most education series continued via Zoom although in the autumn there was a welcome return to an in-person series of "Conversations".

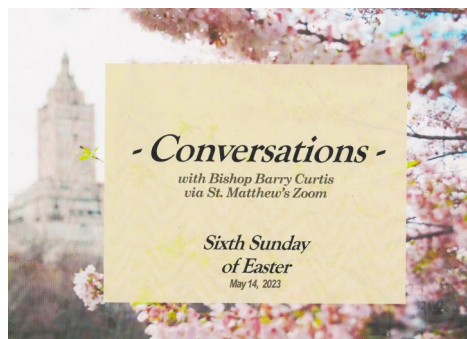
The following education series were held in 2023:

Lenten Book Study: Jointly with Canon Kevin Flynn and his parish of Chelsea Lascelles Wakefield, we read *The Doors of the Sea: Where Was God in the Tsunami?*, by theologian and author David Bentley Hart. Written in response to the 2004 December tsunami, the book addresses the timeless question of 'theodicy': How could a good and loving God allow terrible suffering? The study sessions were held on Tuesday evenings via Zoom and over five weeks we read and discussed the book. The sessions were well attended and the book challenging.

"Conversations" with Archbishop Barry Curtis and Rev. Geoff Chapman: This long-running, popular program takes place at 9am on Sunday mornings and again ran via Zoom for the initial two sessions and then resumed in-person in the autumn. We were fortunate to have Rev. Geoff lead *Conversations* at the beginning of the year through Epiphany in the absence of Archbishop Curtis.

In May and June, Archbishop Curtis led *Conversations* with a session titled, "Stop, Look and Listen: Taking a Fresh Look.". We were fortunate to also have an autumn session led by Archbishop Curtis, which was held in-person. Everyone enjoyed being back in person with an increased sense of community and ease of discussion.

Using Biblical texts, poems and the free exchange of ideas and perceptions, *Conversations'* participants seek to reflect on our journey as followers of Jesus in our contemporary world. In addition to Archbishop Curtis and Rev. Geoff, *Conversations* was supported by Mary Glen and Brian Effer who as Zoom hosts ensured the sessions ran smoothly, and Janice Sonnen, who illustrated the Power-Point presentations and co-ordinated the sessions. Our thanks to them all!



Wednesday Bible Study with Rev. Geoff Chapman: The Wednesday noon-hour scripture study session successfully initiated in 2020 by Rev. Geoff continued through 2023 via Zoom.

Thanks to everyone who made these education events a success. We look forward to continuing opportunities for adult learning at St. Matthew's in 2024.

Helen Griffin, Chair

Children and Youth Ministry

Becoming the Coordinator of our Children and Youth Ministry in September has been rewarding and exciting -- a pleasure getting to know so many children, teens, parents and volunteers. Denis Martel, the People's Warden, Rev. Geoff Chapman and many others were incredibly supportive in connecting me with the St. Matthew's community.

Members of the Servers' Guild have been warm and helpful in making the kids feel welcome and including them in fun activities such as ringing the church bell. The monthly intergenerational Family Service has proved a good way to bring young people into the life of the church and the children are clearly enjoying it!



Sunday School still presents challenges. Our attendance numbers are low (between two and 10) and the range of ages high (three to 15). But we are fortunate in having great volunteers, such as Ashley Thorvaldson working with the youngest while I meet with the older kids. After trying different models of structuring the time, we now begin in the chapel and then separate with younger children going to the Sunday School room and older ones to the library. We are working on the best way to dismiss children from Sunday School so they can seamlessly integrate into the service and participate in the Eucharist.

New ways are being sought to engage children, youth and parents, similar to the Spaghetti Friday dinner and Game Night hosted by Denis and Heather Sheehy this past fall. We had a wonderful turnout!

Some Recent Highlights:

- Participation of new young people in Sunday School and great help from volunteers.
- Engaging children directly in the liturgy during the new Intergenerational Family Services.
- Spaghetti Friday Dinner and Game night.
- Resumption of Souper Sunday lunch after a Family Service.
- Nativity Play led by St. Matthew's children with participation of a number of children who "walked in" for the 4pm Christmas Eve Service. We engaged volunteer Constance McLeese, who has experience in working with children, to help direct the Christmas Pageant. She used a script we

adapted from an inspired Leo Tolstoy children's tale about the spirit of Christmas.

Priorities for 2024:

- Expand the base of volunteer parents.
- Engage more volunteers and create a schedule that doesn't overwork volunteers and has greater consistency.
- Communicate that schedule to the church community to rebuild attendance.
- Continue to nurture friendship and bonds with the church in a way that will attract new children and families to join the St. Matthew's community.

Roland Kuehn, Children and Youth Ministry Coordinator



ST. MATTHEW'S
The Anglican Church in the Glebe

Faith, Fun & Friends

St. Matthew's invites you to join its Children, Youth & Family Activities

Planned Activities for 2023-24:

- Monthly Family Services & Sunday School
- Youth Choir
- Prep. for Christian holidays of Christmas and Easter

Fun Special Events:

- Spaghetti Dinner & Game Nights
- Escape Room, Maple Taffy, Earth Day and more
- Volunteering - Out of the Cold Supper (for teens)

Develop a sense of community belonging.
Inquire, register or volunteer at admin@stmatthewsottawa.ca or 613-234-4024

Community Activities

Community Committee

The Community Committee's goal is to strengthen personal relationships within the parish family. The Covid-19 crisis continued to limit opportunities to come together in 2023. Step by step however, we are overcoming these worries.

We offered self-sustaining receptions after Evensong services which gave people an opportunity to meet and chat. For Bishop Shane Parker's visit in January, we provided individually plated refreshments in keeping with Covid-19 protocol.

In February we organized our first Souper Sunday of the year and enjoyed an array of delicious soups and a convivial gathering. Our committee provided bread and butter, napkins etc., and other additions to the meal. Your donations helped to cover these costs and maintain and replace small kitchen equipment.

On Earth Day in April we held a Souper Sunday event combined with the Creation Matters group who presented an Earth Day Fair. There was great enthusiasm for both the soup and the environmental focus.

June saw the return of the Parish Picnic. Despite the lack of the Chocolate Fountain, the day provided a wonderful opportunity for the young -- and those who have been young for a long time -- to enjoy burgers and hot dogs on the First Avenue lawn.

In September we had a wonderful spread of home-made cupcakes to celebrate St. Matthew's Day. Also, in September Denis Martel took a group of 30 to an Ottawa Atlético game at Lansdowne. A time for our soccer enthusiasts to share memories.

The second Annual Spaghetti Dinner followed by a Crokinole Tournament in November was attended by about 60 people. Also, in November we held a very successful Souper Sunday. Thanks again to the people who offered homemade soup to warm the bodies and souls of the some 90 who attended the event. The success of these informal meals indicates that we enjoy one another's company. A bowl of soup is a bonus.

Once again, we had a St. Nicholas Party in December with the famous St. Matthew's lasagna macaroni. Bob Hall, our music director, entertained us with a variety of favourite Christmas tunes. A mini Scarf and Jewelry sale provided last-chance opportunities for people to pur-

chase gifts. It also provided "dress up" opportunities for many of the children. All these events strengthened friendship among parishioners and allowed us to reach out to others to build a connection to our community.

Our "Cookie Ministry" prepares home-baked cookies for people on the Pastoral Care list and those who are unwell and unable to attend services. Many thanks to our bakers: Virginia Lindsay, Kathi Racine, Debora Fleming, Ava Hammond, Mary Glen, Silvia Logan, Katie Tait, Dianne McCauley, Claire Schofield, Ruth Frayne and Marg Terrett for donating the ample supply for the 31 tins of cookies we filled and took to parishioners. The leftovers were enjoyed at coffee time following the December 24 service.

Members of the committee are Kathi Racine, Virginia Lindsay, Jane Rider and Margaret Terrett, with cameo performances by many others. Special thanks go to Denis Martel and his family, Ian Glen and Robina Bulleid for the setting up of tables and chairs and doing other duties that make our times together a success. Those tasks are appreciated by all who join us to dine.

We are grateful for the continued and generous support of our parish family as we continue to build and nurture our faith community.

Margaret Terrett, Chair



L to R: Virginia Lindsay, Kathi Racine and Marg Terrett with 31 tins of cookies

Coffee Hour

Gathering together after the 10:30 am Sunday service to socialize and enjoy a cup of tea or coffee and a cookie is a cherished aspect of life at St. Matthew's. A significant part of being "a welcoming Christian community," the coffee hour is an opportunity to catch up on the events of the week, meet newcomers and exchange greetings.

With the abatement of Covid-19, coffee hour returned but a shortage of volunteers persisted, resulting in its absence on some Sundays. This problem has recently been reduced with the return of some pre-Covid volunteers and some new recruits, but additional volunteers are still most welcome.

In the autumn, a survey was undertaken to identify a coffee flavour that particularly appealed to the congregation. One blend, a Guatemalan dark, gained the most support but it has proven difficult to attain the richness of taste that was expected. Efforts are ongoing to remedy this.

As with most activities at St. Matthew's, coffee hour would be impossible without the co-operation and support of the volunteers. They arrive early to set things up, then maintain the flow of refreshments while people are gathered and stay on to tidy up.

The volunteers in 2023 were Anita Biguzs, Sarah Birkett-Martin, Gwyn & Bill Cornfield, Jenny Curtis, Daphne Ducharme, Karen Junke, Kathy & Brian Laffin, Raymond Leblanc, Denis Martel, Tom Martin, Judy & Tony Maxwell, Cynthia & John McBride, Jean & Jim McCarthy, Dianne McCauley, Peggy Nankivell, Charles Nixon, Aubin Nsabi-yuma, Bill Nuttle, Jan & Ed O'Meara, Jane Oulton, Kathi Racine, Jane & Peter Rider, Claire & John Schofield, Heather Sheehy, and Janet & Ben Tsang.

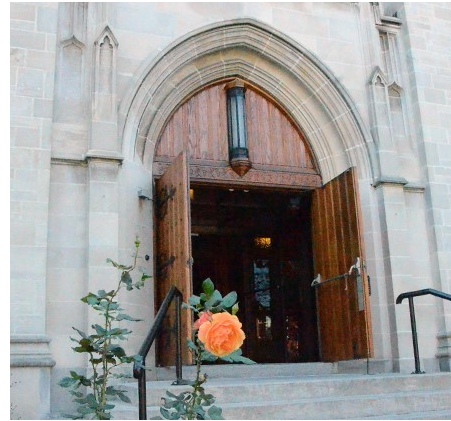
Thanks to all for a job well done.

Jane and Peter Rider, Coordinators



Open Doors

We did not see a return of our Open Doors program in 2023. In the past, recruiting volunteers depended on finding parishioners who were available to welcome visitors during the lunch hour on weekdays from 11:30am to 1:30pm. Sadly, the past few years have not been kind to our mostly senior volunteers and our numbers have diminished.



This ministry of hospitality began at St. Matthew's in 2007 when a dedicated group of parishioners came together to open the main doors to the public Monday to Friday. For two hours over the lunch time teams of two welcomed the community into the church. This continued until 2020 when all churches in the Diocese closed their doors to the public because of the spreading Covid-19 virus.

During the years that our program operated we welcomed many visitors. Some were curious to see the inside of the church and enjoyed walking around while asking our volunteers questions. A surprising number had never been inside a church before. Others came in to spend a few quiet moments and to pray. Starting in 2012 we also participated in the annual City of Ottawa's Doors Open event both in person and virtually.

There is value in offering a welcome to our neighbours during the week and not only on Sundays. As the coordinator of this ministry since 2009, I propose we continue it with new leadership. If you feel this is a worthwhile ministry please get in touch with me. I would be more than happy to assist in getting it back up and running.

I would like to acknowledge the faithful long-time service to this program of volunteer Ann Luce who passed away in 2023. Rest eternal grant unto her, O Lord, and let light perpetual shine upon her.

Jane Oulton, Coordinator

Marmalade

For the third year in a row, there was no marmalade-making project in 2023. Although Covid-19 was less a factor than formerly, changing circumstances for many of the key participants left gaps in the leadership team. Parishioners were again urged to make their own marmalade.

To assist them, the complete recipe with detailed instructions was provided in the December 2020 issue of *Pulse of the Parish* (<http://www.stmatthewsottawa.ca/images/pulse-of-the-parish/Marmalade-recipe-Pulse-of-the-Parish-Dec-2020.pdf>), and a video providing step-by-step guidance was created (<https://www.youtube.com/watch?v=NeV6U30uJ6U>).

Links to both were posted on the parish web page as the best way to keep our marmalade-making tradition alive. Special thanks to Joan Lawrence for making the video, Leonard Surges for technical support, and Julia Lipinska for providing access to the video and recipe through the web site.

The process of winding down the marmalade project was reversed in the late autumn, however, when Frances Montgomery undertook formation of a new leadership team. Fortunately, the relationships that secured the sugar donations had been preserved. An announcement at a Sunday service that there would be a project in 2024 was greeted with applause. As this report is being written, the Seville oranges have yet to reach Ottawa but a new chapter in the project's history is about to begin.

Peter Rider, Coordinator

*Ann Pearson
started the
marmalade project
in 1992*



Outreach Committee

Outreach activities continued to be led by the inspiration and initiative of individual St. Matthew's parishioners. Our congregation is blessed with members who have the energy, strong community ties and even stronger commitment to serving the vulnerable, the marginalized and those in need. The following is a sampling of community outreach activities in 2023.

On Oct. 1, St. Matthews's parishioners joined with other members of the Centretown Churches Social Action Committee in walking and supporting the Walk for the Centre to raise awareness of food insecurity and much-needed funds for the Centretown Community Food Centre.

Over Lent and Advent, our parish collected food donations

for the Food Centre which served over 11,000 hungry and vulnerable people this past year. Building on a long association with the Ottawa Youth Services Bureau, St. Matthew's also reached a key fundraising goal shortly after Thanksgiving in sponsoring both a young women's room and young men's room at the YSB's shelters for vulnerable youth. These provide safe housing and one-on-one support for specific needs and access to social services.

Following a two-year Covid-19-induced hiatus, St. Matthew's resumed its support for the Out of the Cold Supper at Southminster United Church which provides low-income individuals with a welcoming meeting place and a hot meal. In February, some 20 volunteers, including several of St. Matthew's young people, hosted appreciative guests for an evening and supper. In the autumn months, St. Matthews's volunteer bakers contributed muffins every Saturday.

A portion of proceeds from the annual online auction went to supporting Cornerstone Women's Shelter, specifically to furnish two rooms at the newly acquired Eccles Residence. Another portion of the auction's proceeds supported the Black Canadian Scholarship Fund. The Ottawa Food Bank was the recipient of a portion of proceeds from the Great Glebe Garage Sale.

St. Matthew's continued to support Harmony House, a second-stage shelter assisting women and their children to flee violence and live safely. We have ongoing participation on its Board of Directors and financial support and gifts through the Jesse Tree project. The parish continued to support the Multifaith Housing Initiative through membership.

The key priority for 2024 is to grow the number of parishioners who will take active roles or otherwise participate in our outreach activities. We should pursue this not only to share the burden *and* privilege of serving the outreach ministry, but also as a means of further strengthening the parish's community life and bonds. More ambitiously, consideration should be given to how outreach activities can potentially lead to increased engagement of our youth, newcomers, and others.

More immediately, St. Matthew's should consider whether to resume dormant activities such as the Cornerstone meal-a-month program and whether to undertake new initiatives to address any one of the increasingly urgent needs of the vulnerable among our Ottawa community.

As Rev. Geoff helpfully reminds us on Sunday mornings "our service has just begun".

Bernard Li, Outreach Coordinator

FACES Report .. Refugee Support



FACES is in its seventh year and has formally sponsored nine families and provided support to some 75 individual refugees. This was particularly exciting in 2023 with the arrival of Noor and Omar, a young couple from Iraq. Their applications were made almost two years ago and they finally arrived in early April after fleeing an earthquake in Turkey.

FACES helped them get set up in a new apartment. As updated in *Pulse of the Parish* over the year, Noor and Omar settled in very well – scoring high on their English proficiency tests, taking other courses to progress their skills and increase job opportunities. Omar, after a short training period with the maintenance team at LIV (Inter Rent), has been offered and accepted a full-time position. Noor is making applications for positions at non-profit organizations and hopes to secure employment soon. Noor and Omar are well on their way to integrating and becoming self-sustaining citizens.

FACES raised the required \$35,000 for the Noor and Omar sponsorship prior to their arrival, including support from the 2023 On-Line Auction, MATT Foundation and individual donors. As with most of our sponsorships, we have gone over budget for the unexpected - life happens! FACES raised another \$5,000 in 2023 to cover these



additional living expenses in light of inflation. FACES will complete its financial support for Noor and Omar in April 2024, leaving a surplus around \$2,000. FACES will meet in May to determine how the remaining designated refugee support funds will be deployed and if another family sponsorship is possible.

FACES continues to support in a non-financial way previously sponsored families. Some have progressed in their journeys and do not require any further support from FACES, remaining in contact as friends. Others are still progressing and need some further support to deal with isolation, health needs, continuing education and employment searches. Thanks to our FACES team of volunteers, we were able to reach out to those in need of our support. Many have become Canadian citizens or have made applications to become citizens. These should be processed soon, including the Issac-Adams family of ten.

FACES is extremely grateful to the entire parish community for the funding and support we have received. This has enabled us to continue to sponsor and support newcomers. On behalf of the FACES Steering Committee, many thanks to all who have supported our initiatives over the years!

Tom Martin, on behalf of the FACES Steering Committee

Creation Matters Working Group

The Creation Matters Working Group grew from a shared understanding that we all must rethink our use of God's Earth. We conduct activities to help understand how we can restore God's Creation both as individuals and as a corporate entity. In early 2023 a policy document was prepared and presented to Corporation so that Creation Matters could become a recognized St. Matthew's committee. We have been designated a working group rather than committee because our scope touches most committees.



We continue to be guided by the Zero Waste Church program *Restoring God's Earth*. Many of the ideas printed in the Sunday bulletin, e-blasts and *Pulse of the Parish* are based on this resource. Bill Nuttle organizes a Creation Matters Chat group that meets by Zoom every two weeks to discuss how to encourage people to become better stewards of our earth. We share ideas and experiences that will help.

In April we combined with a Souper Sunday and had an Earth Day Fair. Exhibits were in the foyer, around the hall and at each table. People were encouraged to examine their carbon footprint, and learn more about how they can help the environment. Bliss Tracey talked about the pros and cons of his electric car. Adelle Farrelly discussed what goes where in all the bins we use for refuse.

We hosted our second Salad Garden Project in May. People came to the church, planted large flower pots with vegetable seeds, took the pots home, cared for them and then enjoyed lettuce, radishes, beans and some herbs. Owen Farrelly once again was the “tour leader” who helped people fill pots with soil, get their seeds and plant them. Virginia Lindsay, Derry Neufeld, Adele Farrelly and Marg Terrett helped too. Thanks to Mary Reid at the Green Thumb Garden Centre for financial support for seeds and soil.

In September some of our group attended a Climate March on Parliament Hill. In October we had the church’s first Blessing of the Bicycles and all forms of non-carbon producing transportation. We also hosted a Low Carbon Potluck with guest speaker Mike Fletcher of the Unitarian Congregation, a group that is much further along the

greening road than St. Matthew’s. Check out the books in the St. Matthew’s library that focus on the environment. There is a very good collection.

Members of our chat group did presentations of books: *The Future is Now* by Bob McDonald, host of Quirks and Quarks; *A Case for Hope and Healing in a Divided World* by Katherine Hayhoe; *Under a White Sky* by Elizabeth Kolbert. These are part of a growing collection in the church library on stewardship of the environment.

We have written articles each week for the Sunday bulletin and for the *Pulse of the Parish*. These were based on the Zero Waste Church program.

Our focus on green certifications from Greening Sacred Spaces has continued and we have completed the first level of “greening” as a parish. Our Green Church Tree has sprouted 12 leaves to indicate what items on the list we have accomplished. For a fuller discussion of this initiative, please see page 7.

Look forward in 2024 to hearing more on the environment and how we can be better stewards of God’s Gift to us.

Margaret Terrett, Coordinator



Parish Stewardship

Finance and Stewardship

The Finance and Stewardship Committee oversees the parish's financial management including preparing the annual budget, maintaining books and records, and reporting on financial results. It also oversees the stewardship of faithful givings, providing information and encouragement about our yearly progress in achieving our goals.

The committee assists and oversees the work of the Treasurer, the Contributions Coordinator, the Bookkeeping function and the Counters. It works with the Church Administrator and all committees on financial issues. Its functions are supported by several technologies requiring ongoing management.

Summary of 2023

The Finance and Stewardship Committee was led this year by two new members, Treasurer (Kathy Laffin) and Chair (myself). This committee, which includes a network of individuals responsible for our financial management, coordinated its monthly responsibilities via email, phone calls and Zoom meetings. The Finance Chair forwarded to and discussed financial reports with Corporation and Parish Council nearly every month.

Communicating our financial position to parishioners was completed through articles published in the *Pulse of the Parish*. Information in these articles was supported through the efforts of Michael Goddard's counting team, Brian Effer, Contributions Coordinator, Cathy Simons and Kathy Laffin completing the bookkeeping function, and Tony Maxwell and Kathy Laffin completing monthly reports.

With the approval of Corporation, St. Matthew's took steps to implement a more modernized book-keeping system (Realm) that will be installed in 2024. This Realm system will aid in the production of regular financial reporting and tracking and will mesh with the Realm stewardship component that we already have. In this way, we hope to reduce duplication and allow more participation of parishioners to manage their givings.

The 2023 year-end financial statements are posted on the St. Matthew's website. The commitment of parishioners, coupled with the November online auction and Treasures Boutique revenues, greatly contributed to the

encouraging results. But while it is important to remain optimistic and to have faith for the future, we need to remain vigilant about our situation and combine faith with action.

At a special Parish Council retreat in October, followed by two broader consultations with the parish, there was a thorough discussion about the financial sustainability of our parish and how we can continue to look for other sources of income beyond donations. Discussions included looking at alternative uses for our "space" so that it can be used during the week (e.g. holding concerts as a recording space, etc.). The retreat also discussed the future capital requirements of our parish, both in the near and longer term. More work will be done to address these concerns including the development of additional on-line opportunities to donate.

2024 Priorities

- To implement the Realm accounting system early in 2024.
- To encourage others to join this committee, given its importance for the running of St. Matthew's.
- To inform and encourage stewardship including new ways of giving and a more even distribution of givings throughout the year.
- To support the direction of St. Matthew's.

2024 Budget

The 2024 Budget is found on pages 34 to 39 of the Vestry Report and will be reviewed in detail at Vestry.

Membership 2023

Finance and Stewardship Committee members in 2023: Paul Wefers Bettink Chair, Walt Draper, Kathy Laffin (Treasurer), Amy Lockwood (past Treasurer), Brian Effer, Charles Nixon, Janice Sonnen and Bill McGill.

We give special thanks to members who left this year after years of dedicated, faithful, and expert service:

- Walt Draper officially stepped down as Chair this spring, but he continues to participate as schedules allow;
- This past summer, Amy Lockwood officially stepped down as the Treasurer after 4 years in that role, although she continues to participate in meetings and remains an ongoing source of continuity and expert advice;

- Tony Maxwell also resigned from the Finance Committee after providing faithful leadership and expertise for over 20 years; and
- In April 2023, Bill Megill passed away. He had been an active member of the Finance Committee for many years.

Paul Wefers Bettink, Chair Finance and Stewardship Committee

Counting Team

The counting teams meet periodically to process donations and other funds the church receives, document those receipts and deposit the funds in the bank. We also pass along information to the Contributions Coordinator to ensure parishioners' annual tax receipts are accurate.

Since 2022 we have been settling into new post-pandemic practices. We now have three teams of four regular counters along with a few "surge counters" who fill in when a regular team member is unavailable. We usually count once a month but in busy periods (such as around Christmas), extra counts are required.

While a lot of what we do is routine, there are always changes both in our teams' memberships and the way we perform our counts. In 2023, as in other years, some counters departed and new counters were recruited.

Notably, Ina Griffith has stepped back significantly (but thankfully not completely) from her long-term service as coordinator and head counter. For many years, Ina has been a steadfast leader and wise counsel for which we are grateful.

Many thanks to all members of our counting community for their ongoing commitment and flexibility over these past few years of significant change. Organizing counts involving many individuals with busy schedules is so much easier with a group of volunteers who typically respond to a last-minute plea with "Sure, I'll help".

Our efforts are always greatly facilitated by the constant communication and support we receive from Catherine James-McGuinty in the church office and from our Treasurer Kathy Laffin.

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 as well as our music program by soliciting sponsorships and advertising for choral concerts. In addition to the amounts listed below, the committee raised several thousand dollars in sponsorships and support for the Buster Keaton film series and spring recital series. These amounts, to cover costs and provide support for the organ fund, are reflected in the music budget.

Fundraising in 2023 significantly outstripped projections because of the success of the November online auction and the sale by a national auction house of a valuable piece of jewellery donated to the church. The Great Glebe Garage Sale was successful again – we had another lovely day – and the scarf sale was a triumph.

The church's online boutique continues to be popular, and we have also promoted non-fundraising events through its 1,000-plus auction bidder base.

The auction raised money to sponsor two rooms in a new residence being built by Cornerstone Housing for Women. We continued to support the Black Canadian Scholarship Fund, which provides substantial scholarships for students in the Ottawa area. Cornerstone received \$10,000 and BCSF received \$2,500.

ST. MATTHEW'S
The Anglican Church in the Glebe

Online Auction

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

OPENS - Thursday, Nov. 9, 2023 at 12am
CLOSES - Sunday, Nov. 19, 2023 at 4pm

Registrations: www.stmatthewsottawa.ca
PAINTING CREDIT: DONNA LYND AND PHOTO CREDIT: IAN GLEN

McKeen metro GLEBE AMICA THE GLEBE DAVIDSON'S JEWELLERS SINCE 1939 Capital Home hardware

The Ottawa Food Bank received \$4,750, representing 10% of GGS and online boutique revenues, and 25% of scarf & jewellery sale revenues.



The Scarf and Jewellery Sale

We are fortunate to have generous donors and bidders within the parish and beyond. Thank you to the Finance Committee members who record eligible tax receipts, to Kathy Laffin (our Treasurer and book-keeper) who keeps us up-to-date on income and expenses, and to Catherine James McGinty, Ian Glen and Robina Bulleid who help in a myriad of ways. We are also grateful to Leonard Surges who ran the auction's social media campaign.

The merged Fundraising/Auction Committee members are Patti Davis, Karen Junke, Pam Mackenzie, Carolyn McMaster, Frances Montgomery, Tom Martin, Peggy Nankivell, Jane Oulton, Claire Schofield, Janice Sonnen, and Marg Terrett (GGGS lead).

Marg, Virginia Lindsay and Kathi Racine also ran the scarf and jewellery sale in December. Doug Biehler helped operate the boutique, online and in-person.

Ava Hammond provided significant help with the auction set-up.

In 2024 we are planning a Jazz & Tapas event similar to the one we held in 2018.

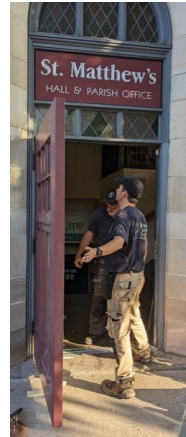
Note: There will be some variance between numbers reported by fundraising and finance reports because some credit card deposits for the store are for 2023 with monies received early in 2024. There are about \$3,000 in expenses not reflected in the following chart.

Peggy Nankivell, Chair

Event	Date	Revenue
Online Treasures Boutique	All year	\$17,700
Great Glebe Garage Sale	May	\$14,200
Online Auction	November	\$68,900
Scarf & Jewellery Sale	December	\$6,500
	Total	\$107,300

Property Committee

The installation of a new door at the First Avenue entrance capped a busy year of repairs and restoration projects around our building. Several unplanned, emergency repairs complicated completion of the property agenda presented last year at Vestry.



Ongoing work to assess problems with water infiltration in the basement promises another full agenda of capital projects in 2024. As always, we rely on dedicated staff and the generous gift of volunteer time to meet the various needs of our building and keep it running day-to-day.

The year 2023 began with plans for several repair projects that required special funding above and beyond the regular building operation budget. These included repair to the second boiler, restoration of the *Gethsemane* stained-glass window, replacement of the fence in the parking lot, repairs to the ramp and walkway between the parking lot and Glebe Avenue, and replacement of the First Avenue door.

As well, we engaged with RMA+SH architects for an initial assessment of the foundation related to long-standing problems with basement flooding. These projects were completed, and if the new door looks just the same as the one it replaced, that's what we intended.

The foundation assessment produced good results but leaves us with a lengthy list of "next steps" to be completed in 2024. Overall, the foundation was found to be structurally sound, with the caveat that additional investigation is required in two specific areas in the crypt and in the storage locker in the northeast corner of the basement. The next steps involve an assessment of the roof, a survey to identify possible health hazards, such as asbestos, lead paint, and mold, and the removal, unfortunately, of the large black walnut tree in the west side yard.

The tree is implicated in the cracking and settlement visible along the west side aisle and in the balcony, damage to the roof, and possibly damage to the *Feeding the Multitude* stained-glass window, necessitating repairs in 2022.

The next steps in the water investigation were delayed by emergency repairs and other work that was not included in the budget. The heating system required additional work to rebuild a heat exchanger and a pump that feeds heat to the basement. Urgent repairs to a drainpipe in the basement were needed to keep the first-floor washroom operational. In addition, Telus has restarted its project to install a cellular antenna in the belfry, and this involves costs to St. Matthew's for our architect to review and approve the detailed plans.

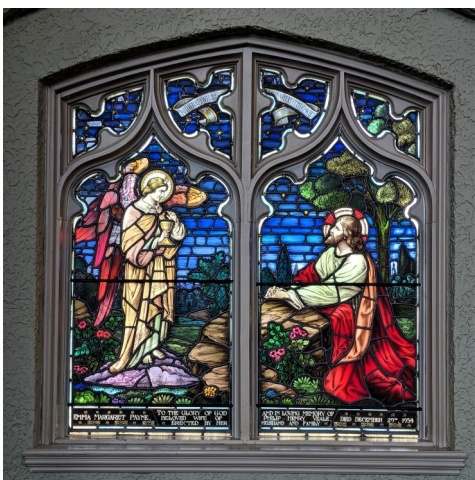
The Property Committee conducted a walk-through audit of energy and water use in the building in connection with efforts to achieve certification as a "green" church. In 2022 our church generated total emissions of greenhouse gases of about 80 metric tons of carbon dioxide. This is equivalent to the average for about 20 homes in Ontario.

Operation of the building required 40,669 cubic meters of natural gas, at a cost of \$19,492, and 55,144 kWh of electricity, at a cost of \$8,259. The audit identified actions to reduce energy use and greenhouse gas emissions in three areas: reduce air leakage through the building envelope, adjust the operation of the heating system, and install high-efficiency LED lighting in high-use areas of the building. These actions are included in the plans of the Property Committee for 2024.

Property Co-Chairs:

Bill Cornfield, (hwcornfield@gmail.com)

Bill Nuttle, (wknuttle@gmail.com)



The restored Gethsemane stained-glass window

Communications Committee

The Communications Committee is responsible for coordinating print and online advertising as well as Facebook posts promoting services and events for Holy Week, Easter, Advent and Christmas. Posterboards at our front and back entrances highlight special services, fundraising events and concerts.

The committee maintained and updated several policy and procedural documents, for example, the team's Terms of Reference, the Design Guide, and the Vestry Report worksheet. The form used for parents to give their permission to use photographs of their children during services and special events was also reviewed and updated.

The ad hoc website team created the previous year continued its work to design a new, more contemporary and user-friendly website. The team considered the design of various church websites before settling on a much more visually appealing design and interface for our new website. Following that, all current content was reviewed, updated or rewritten. A graphic designer was contracted to transfer content and images to develop the beta version for the new website. This will be launched early in 2024 and a review of user experience will be conducted to identify any changes required to move to a final version.

Leonard Surges continued managing our social media presence to complement our internal and external communications and strengthen parish ministry including worship, outreach and stewardship. Our online presence has been significantly improved from the early days in terms of the quality of offerings. Thanks to Leslie Jones and Catherine James-McGuinity for managing communications with parishioners through e-blasts and website updates.

Social Media Statistics		2023	2022
Facebook Followers	Auction Page	122	110
	Choir Page	389	391
	Parish Page	551	528
YouTube	Subscribers	319	266
	Watch Time	1,974 hrs	2,413 hrs
	Subscribers	38.1%	35.5%
	Non-Subscribers	61.9%	64.5%
	Canada	76.2%	81.8%
	Ottawa	45.2%	50.8%

Four issues of the *Pulse of the Parish* were published in 2023. Twenty-five copies of each issue were printed and sent to parishioners who are not able to attend church in person. Parishioners have expressed appreciation for 'St. Matthew's Remembers' and the photographs in each issue.

Last year we reported there had been some resignations from the committee and hoped that this would be rectified in 2023. Unfortunately, with the resignation of Janet O'Meara, Chair, and Julia Lipinska, Web Content Coordinator, the Corporation decided to explore other ways of ensuring that the essential functions of the Communications Committee would continue. As such, it decided to disband the committee and asked key players to continue their specific roles.

Some duties were consolidated or assumed by the Parish Administrator, Catherine James-McGuinity. Denis Martel, People's Warden, agreed to resolve issues that went beyond the roles of the individual involved. Leonard Surges and Leslie Jones agreed to continue their roles in managing our communication on social media and in weekly e-blasts. Val Needham continued as an Editor/Publisher of the parish's quarterly newsletter the *Pulse of the Parish*. She also served as Publisher of the 2022 and 2023 Vestry Reports.

Many thanks to Janet and Julia for their years of leadership and dedicated work on behalf of parish communications. And thank you to Val, Leonard, Leslie and Catherine for continuing to carry out their important communications activities.

Janet O'Meara
Jim Lynes

Nominating Committee

The Nominating Committee's mandate is to recruit, develop and support the leadership of our parish community and encourage more parishioners to take up opportunities for ministry.

Our main task each year is preparing the roster of nominations and elections for wardens, parish officers, members of Synod and congregational representatives to be voted on at the annual Vestry meeting and to identify and confirm committee Chairs. Some of these positions demand a lot of time and energy, so it is often 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 build relationships

with others. One route to becoming more active as a parishioner is joining a committee or group that matches your interests. Another is to be elected as one of the Congregational Representatives to Parish Council (which usually meets two to three times a year). These representatives are also invited to meetings of the Executive Committee of Parish Council where they can experience a wider picture of parish activities.

In consultation with Rev. Geoff, we usually start our preparation for Vestry in October and work through into February to prepare the nominations list for Vestry. We try throughout the year 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

The breadth of our parish "human resource" challenge is considerable: 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 2023 to our requests to take up new roles within St. Matthew's.

Helen Griffin, Chair, Nominating Committee

Grounds & Gardens Teams Report to the Property Committee

The Grounds Team

The City of Ottawa planted two new trees along First Ave. to add to the one planted along Glebe Avenue last year. These plantings will help ensure healthy trees for future years at the church.

The yellow parking lot markings were repainted, a long overdue project for the needs of those renting parking spots for use during the work week.

A special new Grounds addition was the planting of a 'pollinator garden' in the temporary frame garden

near the First Avenue entrance. Spearheaded by Hugo Honeywell-Dobbin of the church school with help from his great aunt Judy Billingsley, it was a resounding success.

Great thanks also to those who volunteered for the spring and fall work parties, attending to the outdoors seasonal needs around the property.

Ongoing thanks to Robina Bulleid and Bob Richards for their continuous contribution to Grounds maintenance.

Decisions are awaited to advance the possible removal of the black walnut tree impacting the foundation beneath the west wall of the church. (See the Property Committee Report on pages 21/22.)

Ian Glen, Grounds Team Coordinator

The Gardens Team

With the arrival of spring and through the season, team members refreshed all garden beds with quantities of Green Thumb Garden Centre soil. Encouraged by the Greening the Church efforts, coffee grounds from the weekly Coffee Hour were collected and worked into the soil as appropriate. We will assess the efficacy of this project prior to the 2024 growing season.

Work continued to establish perennial beds bordering the church steps, reducing the need to purchase and plant annuals here and elsewhere. Further efforts were made to diversify the array of perennials in the Ramp Garden.

The result of the extensive rebuild of the parking lot gar-

den continues to be impressive with its thriving and well-established perennial design. Vigilance is required regarding contracted large-equipment snow clearing practices to prevent damage to this hard-won garden area.

The Solomon Seal planting bordering the parking lot driveway survived winter 2023 and is showing great promise while the perennial bed running the length of the First Avenue side continues to emerge and thrive.

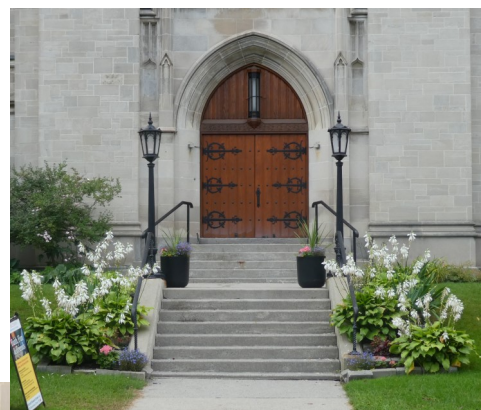
Annuals were purchased and planted in the pots at the First Ave. and Glebe Ave. entrances. The temporary frame garden, assembled and tended as noted in the Grounds section, offered a gorgeous show of colourful cosmos, nasturtium, blue salvia and dahlias. It attracted scores of busy bees throughout the season.

For a third consecutive year, the Gardens Team fulfilled its contribution to the St. Matthew's Auction by undertaking a morning of garden clean-up and restoration work. This was done in 2023 on Saturday, May 13, at the home of the lucky winner.

We welcome suggestions and advice from parishioners and enthusiastically encourage those interested in joining the Team to be in touch with one of us

Mary Glen, on behalf of the Gardens Team:

Judy Billingsley
Robina Bulleid
Joan Lawrence
Judy Maxwell
Lucianne Poole
Steve Reid



Meeting Documents

St. Matthew's Anglican Church

ANNUAL VESTRY MEETING

Sunday, February 25, 2024

in the Nave

Agenda

- 1. Welcome and Opening Prayer:** The Reverend Geoffrey Chapman
- 2. Announcements:** Vestry Clerk appointment, Membership of Vestry
- 3. Adoption of 2022 Vestry Minutes Motion:**
 - i) That this Vestry adopt the Minutes of the Annual Vestry Meeting held on Sunday, February 26, 2023.*
- 4. Reception of Annual Reports for 2023 Motion:**
 - ii) That this Vestry receive the Annual Reports for 2023*
- 5. Rector's Address:** The Reverend Geoffrey Chapman
- 6. 2020 Financial Statements and 2024 Financial Plan:** Jim Lynes, Rector's Warden
 - a) Adoption of 2023 Reviewed Financial Statements Motion:**
 - iii) That this Vestry receive the Reviewed 2023 Financial Statements.*
 - b) 2024 Budget Presentation Motion:**
 - iv) That this Vestry adopt the 2024 Budget as presented.*
 - c) Appointment of accountants for review Motion:**
 - v) That this Vestry appoint Parker Prins Lebano as the accountants to review St. Matthew's financial affairs for the fiscal year 2024 at a fee approved by the Corporation.*
 - d) Spending authority before a new budget Motion:**
 - vi) That this Vestry authorize the Corporation to approve spending in 2025, pending approval of the 2025 Budget at the 2025 meeting of Vestry.*
- 7. Appointments and Elections Motion:**
 - vii) That this Vestry approve the proposed nominations and take note of appointments by the Incumbent and Corporation.*
- 8. Designation of Signing Officers Motion:**
 - viii) That this Vestry authorize any two of the following to sign as signing officers for St. Matthew's: The Rector, Rector's Warden, People's Warden and Deputy Wardens.*
- 9. Motion of Thanks Motion:**
 - ix) That this Vestry thank all those stepping down from their positions as Synod Members, Parish Council Representatives, Parish Officers and Committee Chairs.*
- 10. Closing Prayer:** The Reverend Geoffrey Chapman
- 11. Adjournment Motion:** *That this Vestry be adjourned.*

St. Matthew's Annual Vestry Meeting

**Sunday, February 26, 2023, Noon
In the Nave and viewable on Zoom**

Minutes

1. Welcome and Opening Prayer: The Reverend Geoffrey Chapman

Reverend Chapman opened the Vestry meeting with a prayer. He also noted that this was the first in-person vestry meeting that he had presided over since coming to St. Matthew's. He is very excited about being at St. Matthew's.

2. Announcements: Vestry Clerk appointment, Membership of Vestry

Jean McCarthy was appointed Vestry clerk.

Membership of Vestry is composed of those parishioners in attendance. Each person must sign the Vestry record.

3. Adoption of 2021 Vestry Minutes

Motion: That this Vestry adopt the Minutes of the Annual Vestry Meeting held on Sunday, February 27, 2022, via Zoom.

Moved by Brian Effer; Seconded by Charles Nixon

Motion approved and passed.

4. 2023 Business

a) Reception of Annual Reports Motion:

Motion: That this Vestry receive the Annual Reports for 2022.

Moved by Valerie Needham; Seconded by Bill Nuttle

Motion approved and passed.

b) Adoption of 2022 Reviewed Financial Statements Motion: That this Vestry receive the Reviewed 2022 Financial Statements.

The motion for 4b was delayed until after prestatement of Financial Statements.

5. St. Matthew's after Covid: The Reverend Geoffrey Chapman


Rev. Geoff Chapman: St. Matthew's will continue as a Hybrid Parish meaning Sunday services will be held in person as well as streamed as was done during the Covid Pandemic. Looking forward, there are four areas the leadership team feels needs discussion from the Parish. Four chapel chats will be held in the following areas:

1. Community Life Together: What does it look like for 2023-2024?
2. Stewardship: How can stewardship be changed so there is not a financial challenge at the end of every year? How can this cultural change be made?
3. Programs: What are the big ideas? What is the Parish hoping to see?

4. Environmental: Where is the Parish in terms of environmental changes? What can be done to make the Parish more environmentally sustainable, i.e. is there a solution for the steam powered boiler heating system?

The dates and subjects of these chapel chats will be announced in the bulletin and the newsletter.


6. 2023 Financial Plan



St. Matthew's
The Anglican Church in the Glebe

**2022 Year End
and
2023 Budget
Presentation to Vestry**


Sunday, February 26, 2023



Outline

1. Overview of 2022 Results
 - Fund Balances
 - 2022 Operating Highlights
2. 2023 Budget Plan
3. Motions


Slide2



**Fund Balances
as of December 31, 2022**

Operating Fund	\$000
Current assets	186.6
Long term assets (CTF)	198.6
Current liabilities	122.2
Net assets	263.0


Slide3



**Fund Balances
as of December 31, 2022**

Restricted funds	\$000
Endowments (CTF)	60.8
Nave Altar	5.2
GIFT	12.2
FACES	34.6
Music Fund	14.2
Total restricted funds	127.0
Total Operating and restricted	390.0


Slide4



2022 Actual Income

Item	\$000
Donations – General Use	451.6
Donations – Designated Use	12.5
Rental and other income	53.5
Concerts and Music	5.2
Fund Raising	77.1
CTF Dividends	11.1
Total income	611.1

Slide5



2022 Operating Fund Revenue Highlights

- ❖ **General Use Donations–**
 - Last two months significant donations
 - Number of large donations
- ❖ **Rent – TELUS, Parking and Hall**
 - Hall rental increase over 2021
- ❖ **Fund Raising –**
 - Exceeded Budget – Return of GGGs, Scarf Sale, Auction and Boutique
 - Contributions to Outreach and FACES

Slide6



2022 Actual Expenses

Item	\$000
Personnel	363.3
Parish Fair Share	134.9
Building	72.5
Office and communications	35.4
Programs and ministry	35.0
Capital Projects	33.5
Total Expenses	674.6

Slide7



2022 Operating Fund Expenses Highlights

- ❖ Projects for Stained Glass Window Repair, Crypt Shelves and Floor and Boiler repair covered by \$20.0 CTF withdrawal and bequest
- ❖ Year End Deficit \$104.5 - Includes "paper loss" on CTF and accrual for severance agreement

Slide8



Motion

- Adoption of 2022 Reviewed Financial Statements
Motion: That this Vestry receive the Reviewed 2022 Financial Statements

Slide9

2023 Budget Context and Assumptions

Looking ahead to 2023 –

Budget highlights – Renewed Activity

- Music – e.g., Organ Maintenance \$5.0
- Choral Scholars \$10.0
- Parish Events - \$3.0
- Insurance \$24.0 per year; increases in utilities
- Personnel costs include COLA and Sunday school coord.
- Capital projects to be funded from existing reserves

Stretch Goal– General Use Donations to return to 2019 levels

2023 Planned Income

Item	\$000
Donations – General Use	460.0
Donations – Designated Use	8.0
Rental and other income	58.1
Concerts and Music	7.5
Fund Raising	71.0
CTF Dividends	7.0
Total new income	611.6

2023 Planned Transfers

Item	\$000
Deferred revenue	1.0
From Music Fund	5.0
From Nave Altar Fund	5.2
From GIFT Fund	12.2
From CTF	55.5
Total Transfers	78.9
Total income + transfers	690.5

2023 Planned Expenses

Item	\$000
Personnel	294.6
Parish Fair Share	110.9
Building	77.0
Capital Projects	75.9
Programs and ministry	42.7
Office and communications	34.8
Total Expenses	635.9

2023 Budget

Item	\$000
Total New Income	611.6
Total Expenses	635.9
Deficit before transfers	24.3
Total Transfers	78.9
Surplus after transfers	54.6

Two year financial summary 2022/2023

Item	\$000
Total Income and transfers	1,301.6
Total Expenses	1,310.5
Deficit before non cash item	8.9
CTF unrealized loss	40.9

Priority Capital Projects

Item	\$000
Repairs to second boiler	13.9
Assessment of foundation	20.0
Replace First Avenue Door	10.0
Replace parking lot Fence	12.0
Energy transition study	10.0
Restore stained glass window	10.0
Total Capital projects	75.9

Discussion before motions:

Question: Asked about transfer of funds and authority.

Answer: There is a special process to transfer funds making this enough authority to complete the transfer process.

Question: Asked about the past designated funds amount.

Answer: Because these funds were given for a specific purpose, they may be used for another purpose with the donors' ok. This has been done.

Question: Asked about the paper loss on CTF versus financial market activity. As the church currently has a paper loss, shouldn't the Church consider waiting for the market to recover or checking the market at the time before any spending is committed?

Answer: Last year permission was granted to withdraw \$40,000 but used only half that amount.

Jim Lynes continues with comment that the St. Matthew's has a lot of cash in the bank to cover any emergency problems that might arise. There has been good management on the part of the Corporation and Finance committee.

Question: Stewardship issue is a problem as the Church cannot continue to function by making withdrawals; it needs to increase income and explore ways to do this.

Answer: One of the planned Chapel chats will be dealing with this issue.

Question: What is the nature of the employment of a bookkeeper and a Youth Ministry person?

Answer: These two positions will be employed under the use of personnel service contracts. The budget for this is \$10,000 for each contract. How much they are paid depends on the number of hours worked which will be decided.



Motions

➤ **Budget 2023 Motion:** *That this Vestry adopt the 2023 Budget as presented.*

➤ **Withdrawal from Consolidated Trust Fund Motion:** *That this Vestry authorize Corporation to withdraw up to \$55,500 in 2023 from the Consolidated Trust Fund to pay for capital projects related to the maintenance of St. Matthew's.*

2023 Budget Presentation Motion:

Motion: That this Vestry adopt the 2023 Budget as presented.

Motion moved by Bill Nuttle; seconded by Charles Nixon

Motion approved and passed.

b) Withdrawal Authority from Consolidated Trust Fund Motion:

Motion: That this Vestry authorize Corporation to withdraw up to \$55,500 in 2023 from the Consolidated Trust Fund to pay for costed projects related to the maintenance of St. Matthew's building.

Motion moved by Jim McCarthy; seconded by Peggy Nankivell

Motion approved and passed.

c) Consultation with donor when repurposing designated funds:

Comments from Rev. Geoffrey Chapman regarding the use of the high altar until further discussions about other ways of presenting the service, i.e. removing pews, chairs placed in the round; not wanting to shut the door to other ways or suggestions for pew/chair arrangements for services.

New Motion: Proposed that funds currently designated for the Nave altar, music fund and the GIFT fund be repurposed and released to the general fund. It is proposed that the money be used to cover some of the cost of the music scholar program and the restoration of a stained-glass window.

Motion moved by Tom Martin; seconded by Paul Wefers Bettink

Motion approved and passed.

d) Appointment of accountants for review Motion:

Motion: That this Vestry appoint Parker Prins Lebano as the accountants to review St. Matthew's financial affairs for the fiscal year 2023 at a fee approved by the Corporation.

Motion moved by Charles Nixon; seconded by Brian Effer

Motion approved and passed.

e) Spending authority before a new budget Motion:

Motion: That this Vestry authorize the Corporation to approve spending in 2024, pending approval of the 2024 Budget at the 2024 meeting of Vestry.

Motion moved by Marianne Bournes; seconded by Leonard Surges

Motion approved and passed.

Appointments and Elections:

Annual Vestry, February 26, 2023

2023 Rector's Warden

Jim Lynes 1 year term appointment by the Rector

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

2023 People's Warden

Denis Martel 1 year term

2023 Deputy Warden

Debora Fleming 1 year term

2023 Deputy Warden

Charles Nixon 1 year term

2023 Synod Membership

Randi Goddard 1 year term

Charles Nixon 1 year term

Aïcha Ducharme-Leblanc 2 year term

Lisa Sheehy 2 year term

2023 Alternate Synod Members

Rick Trites 1 year term

Leonard Surges 1 year term

2023 Congregational Representatives to Parish Council

Andrew Welch 2 year term

Adelle Farrelly 2 year term

One nomination to be confirmed 1 year term

2023 Nominating Committee

Helen Griffin, Chair 1 year term

2023 Parish Officers Appointed by Corporation:

Treasurer Kathy Laffin

Contributions Coordinator/ Envelop Secretary Brian Effer

Stewardship Officer Janice Sonnen

2023 Committee Chairs Appointed by Corporation:

Finance/Stewardship: Paul Wefers-Bettink

Outreach: Bernard Li

Christian Education: Helen Griffin

Property Coordinators: Bill Nuttle and Bill Cornfield (Co-Chairs)

Communications: Jan O'Meara

Fundraising: Peggy Nankivell

Worship: Rev. Geoffrey Chapman with Cathy Simons as Lay Liaison

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.

Appointments and Elections Motion:

Janis Sonnen remarked that Rev. Geoffrey Chapman also did a huge amount of work for the appointments, speaking to almost everyone; thank you, Geoff.

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

Motion moved by Janis Sonnen; seconded by Randi Goddard

Motion approved and passed.

8. Designation of Signing Officers Motion:

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.

Motion moved by Jim McCarthy; seconded by Charles Nixon

Motion approved and passed.

9. Motion of Thanks Motion:

Rev. Geoffrey Chapman asked Vestry members to stand up if they had a role in Church activities for 2022. Thank you. He mentioned he was very thankful for Walt Draper and Paul Wefers Bettink. He found it stressful being online during the Pandemic and is thankful for all the help.

Other people stepping down from leadership roles in 2023 are: Wardens Tom Barnes and Rick Trites; Deputy Wardens Valerie Needham and Sancho Angulo; Synod members Valerie Needham and Rick Trites; Alternate Synod Member Tom Barnes; Congregational Representatives to Parish Council Becky McCoy, Gillian Cambell, Matthew Greg, Patrick Martin; Treasurer Amy Lockwood and Finance Walt Draper. We wish to thank all the above who have served St. Matthew's so well; thank you.

People here come to church because you care about each other and this place. Thanks for being part of the Parish.

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

Moved by Marianne Bournes; seconded by Janis Sonnen

Motion approved and passed.

10. Closing Prayer: The Reverend Geoffrey Chapman**11. Adjournment Motion: That this Vestry be adjourned.**

Moved and seconded by Valerie Needham

Additions:

Vestry was both an in-person meeting and an online Zoom call. Comments from those on the Zoom call: Trouble finding the Zoom link.

Zoom link should be printed in the Sunday bulletin.

Respectfully submitted,

Jean McCarthy, Vestry Clerk

February 28, 2023

St. Matthew's 2024 Budget

The 2024 budget is based upon input from Corporation, our parish Treasurer and Chairs of key committees with spending authority.

As is often the case, initial demand exceeded supply.

Corporation and ECPC took the position that we should present a balanced budget and asked those with budget responsibilities to reconsider their forecasts.

Several were able to make small adjustments.

The Property Committee agreed to postpone two projects valued at \$18,500. In order to balance the budget without further drawdowns on existing investments, it is recommended that a stretch goal be set for General Use Donations equal to 10% above 2023 levels.

St Matthew's 2024 Budget (\$000)

Item	2023 Budget	2023 Actual	2024 Budget	Notes re 2024 Budget
Income				
General use donations	460.0	440.1	484.0	10% increase
Designated donations	9.0	15.8	16.6	5% increase, See note 1
Rental Income	58.1	58.5	61.4	5% increase, See note 2
Music & concerts	7.5	13.7	14.4	+5% offerings & \$10K concert inc.
Parish events		2.1	3.6	See note 4
Fundraising	71.0	108.7	83.3	See note 3
CTF Dividends	7.0	8.5	8.0	Estimate
Total Income	612.6	647.4	671.3	
Expenses				
Building	77.0	89.6	94.8	+3%/utilities +8%/insurance +11%
Music & concerts	20.5	17.4	27.0	Concert proceeds for organ repair
Fundraising	2.0	4.3	3.8	See note 3
Personnel	270.6	263.7	319.5	Per Diocese
Liturgical	5.0	5.4	5.7	5% increase
Office	27.8	26.6	27.9	5% increase
Communications	5.0	6.8	4.5	Lower website costs
Parish events		4.5	2.8	See note 4
Ministry and Education	6.5	0.7	1.7	Excludes parish events
Diocesan fair share	134.9	134.9	107.4	Per Diocese
Outreach	10.7	21.7	13.9	See note 5
Capital projects	75.9	71.7	68.5	See note 6
Total Expenses	635.9	646.7	677.5	Excludes FACES
+/- before transfers	-23.3	0.7	-6.2	
Transfers	77.9	46.8	6.0	Music Fund = 50% choral scholars
+/- after transfers	54.6	47.5	-0.2	
FACES		32.4	12.9	Balance of FACES fund See note 7

Note 1 – 2023 Revenue Donations Designated Use Detail

This account includes revenue designated for charities outside St. Matthew's and for operating accounts, such as Altar Guild and organ maintenance for use within St. Matthew's. Identifiable donors receive charitable donation receipts from St. Matthew's for these donations. Total payments to these charities are reported by St. Matthew's each year to Canada Revenue Agency as part of the required Annual Charity Return. The table below provides the 2023 detail for this account.

<u>Charity - Flowthrough</u>	
Cornerstone	290
Harmony House	1,150
PWRDF - Remitted to Diocese of Ottawa	1,095
CCSAC Food Bank	1,485
YSB (Youth Services Bureau)	380
Other	290
Sub total	4,690
Within St. Matthew's Operating Fund	
Christian Education	430
Capital Donations	20
Church Maintenance	4,725
Altar Guild	5,853
Outreach	135
Sub total	11,163
Total Designated	15,853

Note 2 – 2023 Rentals

2023 Rentals are detailed in the table below:

Rental	Amount	Comments
Telus Lease	21,103	Lease includes an inflation factor, TELUS determines the amount. Feb 1, 2024 is the start of year 8 of 10-year lease
Parking	18,000	Emond Harnden LLP is primary tenant
Hall Rental	19,284	
Liturgical Events	125	Fee for one Funeral Service
	58,512	

Note 3 – 2024 Planned Fundraising

Event	Estimated Gross	Estimated Expenses	Net	Comments
Great Glebe Garage Sale	12,400	400	12,000	Highly weather - dependent, therefore same budget as last year
Online Auction	42,500	2,500	40,000	
Online Boutique	20,200	200	20,000	
Scarf and Jewellery Sale	4,500	150	4,350	
Jazz and Tapas Event	3,700	500	3,200	
	83,300	3,750	79,550	

See Note 5 - Outreach for a list of planned Fundraising proceeds to be directed to Outreach.

Note 4 – 2024 Planned Parish Events

Parish Events include, but are not limited to, Evensongs, Souper Sundays, Creation Matters activities, etc. Many of these events usually break even. The total estimated Gross and Expenses for Community Events and Creation Matters are reflected in the 2024 Budget.

Community Events	Estimated Gross	Estimated Expenses	Net
Evensong (6)	360	360	0
Pancake Supper	350	300	50
Parish Picnic	450	450	0
St. Nicholas Party	400	400	0
Souper Sundays (3)	900	150	750
Spaghetti Dinner	300	300	0
Winterfest - Snow Sculpture	500	500	0
Celebration Cakes (2)		60	-60
Total	3,260	2,520	740

Creation Matters	Estimated Gross	Estimated Expenses	Net
Salad Garden	140	60	80
Jam and Jelly project	192	50	142
Speaker		100	-100
Miscellaneous		50	-50
Total	332	260	72

Note 5 – Outreach

The following table outlines the planned donations for 2024 from Fundraising, as well as the estimate for the flow-through designated offerings.

Amounts directed from Net Proceeds of Fundraising Event	% Net Revenue Directed	Outreach Beneficiary	\$000s	Total
Great Glebe Garage Sale	10%	Ottawa Food Bank	1200	
Online Auction	15%	To Be Determined	6000	
Online Boutique	10%	Ottawa Food Bank	2000	
Scarf and Jewellery Sale	25%	Ottawa Food Bank	1087.5	
Total from Fundraising:				10287.5
Flow through of designated offerings				3600
Total outreach				13,888

Note 6 – Planned Capital Projects

The following is a list of major projects developed by the Property Committee. Individual projects are approved by Corporation.

Capital projects		000s
Energy Assessment		5
Telus Engineering (after rebate)		2.5
Geotech and site survey		8.8
Ice damming and roof assessment		22.1
Designated substances assessment		7.5
Ramp repair		5.7
NE storage room investigation		8.7
LED replacement (after rebate)		2
Sub total		62.3
10% contingency		6.2
TOTAL Capital		68.5
Projects deferred		
Tree Removal		8.5
Stained glass window repair		10.0
10% Contingency		1.9
Totals with deferred		88.9

Note 7 – Designated Funds

Approval was obtained at the 2023 Vestry to use the GIFT and Nave Funds for some 2023 Capital Project Expenses. In addition, the Music Fund was used for 50% of the expense of the Choral Scholar Program.

Designated Fund Tracking			
	2023 Budget	2023 Actual Expenses	
Transfer from Music Fund	5,000	4,445	89%
Nave Altar and Gift wind down	17,352	17,352	100%
<i>Nave - \$ 5,192.00</i>			
<i>Gift - \$ 12,160.00</i>			

Accounting for FACES is reported separately in the Refugee Fund. Financial results for this fund are part of the Annual Financial Statements reported at Vestry. The following shows the 2023 activity of the Refugee Fund.

Designated Refugee Fund		
Balance at Jan 1 2023		34,686
Donations		10,590
Expenses		-32,423
Refugee Funds Available @ Dec 31 2023		12,852.25