

**Welcome to the Annual Vestry Meeting,
Parish of St. Mark the Evangelist,
Anglican Diocese of Ottawa
Sunday, February 27, 2022**

Agenda

Opening Prayer

Appointment of Vestry Clerk

Minutes of Annual Vestry, 28 February 2021

Rector's Report and Churchwardens' Report

2021 Financial Statement and Financial Reviewers' Report

2022 Budget

Nominations Committee Report and Elections

All other 2021 Reports

Lenten Outreach

Motions (not tied to changes in the proposed budget)

1. Bank for 2022
2. Financial Reviewers for 2022

Other Business

Motions of Thanks

Adjournment



ANNUAL REPORTS TO VESTRY

February 27, 2022

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Annual Reports to Vestry February 27, 2022**

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Parish Statistics 2021

	2016	2017	2018	2019	2020	2021
Households	189	186	190	186	185	157*
Average Sunday Attendance	89	76	74	77	Jan-Feb – 81 Sep – Dec – 31 Video – 118 views	Sep – Dec – 50 Video – 96 Livestream - 54
Christmas	198	161	164	163	In-Person – 35 Video – 304 views Video – 174 viewers	In-Person - 11 Livestream - 52
Easter	153	126	139	171	Video – 182 views	Video – 141 views
Baptized	11	3	7	4		5
Confirmed	0	0				
Marriages	0	0	3	1		
Deaths	7	7	12	6	5	9

*- a comprehensive review of the parish list removed a number of people with whom we had lost contact

Baptised

Bentley Cooper Joly-Hunt
Isla Charlotte Lockhart
Everly Lennon Lockhart

Elyas Logan Lockhart
Harper Sarah Ulluapak Young

Deaths

Nancy Bushell
Sealan Chan
Joyce Dunn
Fran Jodoin
John Johnson

Carmen Kelly
David Knight
Bruce Lodge
Winnie Sully

Lay Assistants at Communion

Joy Bowerman
Les Cundell
Jeff Hall
Joan Hounsell
Gillian Martin
Penny Miller
Jenny Morphew
Gillian Morris

Bev Muma
Janis Perkin
Michael Perkin
Georgia Roberts
Sharon Walter
Keith Wilkins
Brenda Zanin

Rector's Report

Services

In January 2021, the pandemic was still looming large over us. Therefore, everything was tempered by its larger-than-life presence. During January we continued with pre-recorded services. By and large, the congregation was 2 or 3 each Tuesday and sometimes Wednesday mornings. During the summer months, we initiated compline services from July 25 to 5 September. These were held on 4 respective Sundays at 5:30 pm. On September 12 we returned to in-person worship and the congregation was steadily returning.

Special services

During the course of the year, there were 2 sets of special services. In February, we held the usual Black History Month (BHM) celebrations. True to form, we were constrained by the ubiquitous COVID. Consequently, the services were pre-recorded and no after service activities were held. We are grateful for the people who willingly shared with us during the month. These were: Janis Perkin, Camille Isaacs-Morell and Fr. Theadore Hunt, St. Stephen's Anglican Church, Diocese of Toronto.

In June 2021 we also celebrated National Indigenous Day. The guest speaker at that service was Sarah Dee. By all reports, people enjoyed her presentation and were enriched.

Student

St. Mark's was pleased to have Stephanie McWatt as a theological student. Her time with us came to an end April 2021. We wished she had come under different circumstances, other than a pandemic. Consequently, she was unable to share in many aspects of priestly pastoral care. Despite this, she assisted Ms Joy and me in producing pre-recorded services. In some instances she preached as well as officiated. A few parishioners also aided her in having evaluations done. Recently, I heard from Stephanie and she intimated that she is now officially on the path to ordination. We at St. Mark's Church are happy to have played a modest role in her formation. May the Lord bless her as she progresses.

Technology

With the return to in-person services, also came a change in technology, in the form of livestream. At this juncture, I am grateful for the persons who worked along with me in achieving this feat. Since the installation of the system, we have had brave souls who took on the challenge to learn something new and are doing a fantastic job to-date.

Due to live stream, we now have a virtual world congregation in Canada, England, The Bahamas, USA, Antigua and Barbuda, Barbados and elsewhere. They have reported that they enjoy worshipping alongside of us. In an effort to be inclusive, I also sent shout outs for their special occasions.

Bible Study

The pandemic did not bring Bible Study to an end. It allowed us to envision doing the study differently by way of technology. Each Tuesday and/or Wednesday of the sessions, people were able to join in via Zoom. As a result, those who did not ordinarily join us for in-person sessions prior to the pandemic, were now able to do so. The featured study for 2021 was the Acts of the Apostles and our call to a life of mission within the Body of Christ.

New Beginnings

A warm welcomed is extended to 6 new people who joined St. Mark's Church. We pray that you will be spiritually fed over the ensuing years and that you find this church as an oasis of love.

Continue to pray for God's church and one another that indeed we may continually be formed into his image and likeness.

Peace,

Fr. Julian

Warden's Report

During 2021 Father Julian and the two wardens Bill Barber and Suzanne Bisson who make up the Corporation along with the Deputy Wardens and the Treasurer, met monthly via zoom to address operational concerns and issues that arose.

There were restrictions due to the pandemic during 2021. St. Mark's had closed Christmas Eve 2020 and reopened in July 2021 for four Compline Services. Live Eucharist Services began on September 12 until we were once again subjected to closure after the December 19 service.

The wardens on behalf of St. Mark's extend our thanks to the pandemic team for all their hard work in keeping us safe. Father Julian along with co-chairs Michael Perkin and Georgia Roberts and team members Joseph Amuah, Terry Frederick, Joan Hounsell, and Karen Roberts established and promulgated pandemic protocols based on the diocesan and provincial regulations.

Many thanks to Georgia who researched and arranged for HEPA filters for the church and basement as well as new filters for the furnaces. And a big thank you to Joan for administering the registration for church attendees.

Despite the restrictions imposed by the province and the diocese, much was accomplished in 2021. Two of our larger accomplishments are live-streaming our Sunday services and the construction of a new website:

Live-streaming:

In late April after interviewing and reviewing the quotes from four companies, we hired a local company to install live-streaming. Joy Bowerman managed the implementation process and on September 10 our services went live. St. Mark's livestreams on YouTube and the streams are automatically saved so they are available to be viewed at any time. A sincere thank you to Joy and to the videographers Joan Grayer, Joan Hounsell, Penny Miller and Yvonne Temple, without whom this would not be possible.

On September 12 we resumed our in-person worship. Prior to that time, our Morning Prayer was pre-videoed and sent out via the weekly Friday parish newsletter. St. Mark's is most appreciative to Joy Bowerman whose technical skills were instrumental in providing this video to us and to Alex Dee, who did all the music editing for this endeavour during 2021.

All Morning Prayer videos and Eucharist livestreams are available on our YouTube channel, St Mark's Ottawa. You can find the link to our channel on the St. Mark's website.

<https://stmarksottawa.ca/>

St. Mark's new website:

Along with the company hired to build the website, the St. Mark's team of Suzanne Bisson, Joy Bowerman, Joan Hounsell and Georgia Roberts reviewed and re-wrote the new content for the site.

Joy worked with the company representative to fine-tune the format. The transition to the new host was completed and the website was up and running mid-afternoon Friday, November 26. Every week Joy inputs the link to the last or upcoming YouTube video, the latest parish newsletter and any recent news on the home page under the rotating pictures. The archives contain previous Vestry and Parish Council reports, newsletters, and other historical data.

The parish newsletter published weekly by Joy has been a source of news and events happening in the parish, the diocese and the community. Parishioners frequently submit items for inclusion in the newsletter, such as recipes, photos, birthdays, and other special occurrences in their lives.

During the year even with the on-going pandemic restrictions, virtual and socially distant activities took place, such as:

Fall Bazaar

During November and December, St Mark's virtual Bazaar took place and this past year it added just under \$6000 to our coffers. Each week, Joy Bowerman updated the bazaar sale items in the parish newsletter, including mince tarts, carrot cakes, turkey and fruit pies, jams and jellies, knitted items, cards, etc. The on-line process provided ease of ordering and kept track of the inventory including new items that were added weekly. Cynthia Greer and Pauline Adams filled the orders, collected payment and made deliveries to people who could not pick up their items. It is also worthwhile to mention that this year, Joy introduced e-transfer payments, which is an easy and hassle-free method of paying and donating.

To Joy, Cynthia and Pauline many thanks; and to the many members who graciously offered their time baking, preserving, making cards, etc., St Mark's thanks you very much because this bazaar could not happen without you!

In Memory of the Children

On Sunday June 13, 20, and 27, 2021 members of St. Mark's joined together to ring the memorial bell in memory of the 215 lost children found at the Kamloops Residential School. Janis Perkin offered prayers on June 13th and June 27th; and Father Julian offered prayers on the final Sunday, June 27th. The bell ringers were a representation of all ages at St. Mark's.

Rentals

Although in 2021, user fees decreased due to the pandemic, we thank Penny Miller as she continues to coordinate all rentals.

The Shape of Parish Ministry Consultation Project:

In April 2021, Bishop Shane introduced a diocesan priority, 'The Shape of Parish Ministry Consultation.' This is a process of gathering and sharing information to facilitate collaborative decision-making in the use of the resources that have been entrusted to us.

Along with Father Julian, St Mark's representatives are Suzanne Bisson, Georgia Roberts, and Keith Wilkins and all attended a zoom meeting conducted by Bishop Shane. Every parish was represented at the meeting and we were given an overview of the Shape of Parish Ministry (SPM) Consultation project.

Stage 1 of the SPM ran from May to October 2021 and involved responses to five questions, which would help the Diocesan team better understand the scope of each parish's mission efforts in connection with our local community. An interview meeting convened with the Diocesan SPM team and St. Mark's SPM representatives and a further six parishioners - Joy Bowerman, Betty

Caughlin, Terry Frederick, Laurie Slaughter, and the two Deputy Wardens. As well, Parish Council were provided with information and were encouraged to provide their input.

The outcome of the responses to the interview process as well as the parish demographics established St. Mark's parish profile. The Diocese sent a compendium to all parishes, which contained profiles, demographics, and other statistical information. Our profile as well as profiles for all parishes in the Ottawa Diocese has been promulgated parish-wide via our website and the parish newsletter.

Stages 2 and 3 end in February 2022 and August 2022 respectively. The SPMC project culminates at Synod 2022. More information can be found at <https://www.ottawa.anglican.ca/shape-of-parish-ministry>

On behalf of St Mark's Corporation, appreciation and thanks are conveyed to all parishioners for your continued support and engagement over this past year.

Respectfully submitted
Suzanne Bisson
Rector's Warden

Synod Report

St. Mark's representatives, Suzanne Bisson, Judy Life and Gillian Martin attended the 141st session of Synod, which was held via Zoom on October 30, 2021.

An update on the first two priorities, launching the ADO Brand and the Shape of Parish Ministry Consultation was presented.

Chancellor Henry Schultz presented a series of motions changing details. All of this passed with the required 2/3 majority. By-laws to support these changes were passed as well.

Sanjay Grover, the Director of Financial Ministries presented the 2020 financials.

The session continued with Brian Cameron, the chair of the Diocesan Communications Panel outlining the plans for commemorating the 125th anniversary of our diocese. Elections were held and Synod 2021 ended.

For more information on Synod 2021, please visit <https://www.ottawa.anglican.ca>

Respectfully submitted,
Suzanne Bisson, Judy Life, and Gillian Martin, St. Mark's Synod Representatives

Video Services

Except for 4 Sundays (2 at the beginning of January and 2 during August to allow the producer to have a holiday), you have been able to watch a service from St Mark's on YouTube. As well, there were the extra services of Ash Wednesday, Maundy Thursday and Good Friday.

During the first part of the year, the services were pre-recorded. During the extreme cautions at the beginning of 2021, this was useful because the assistant could record their parts of the service at home, Fr Julian and Joy recorded the spoken parts of the service alone in the church and Ariane and Joy recorded the music at a separate time. Much of the vocals for the music were added at home. As a general rule of thumb, if you couldn't see Joy singing, it wasn't being done at the church. As restrictions relaxed, assistants came in to the church again to record the spoken parts.

In September, in-person worship resumed and the technology switched to producing videos by livestream. This continues to use our YouTube channel. The streaming uses a Black Magic Mini Switch and two video cameras. The sound is taken from both the sound system and two additional microphones which are placed on either side of the altar. The sound system allows the speakers to be heard clearly while the two additional mics provide the sound of the organ and choir.

Livestreaming is a more sustainable option for producing videos. The weekly production does not fall on the shoulders of one person and is reduced from about 12 hours to 2 hours. The video also looks more like a “real” service, even when there is no congregation. This is balanced by a loss of production values. The sound quality both in the speakers and music is not as good and background noise is more present.

It has been a learning curve adjusting to the changes in technology over the last two years. I would like to thank the brave souls who volunteered to learn to run the livestream equipment. They are Joan Grayer, Joan Housell, Penny Miller & Yvonne Temple-Vermeulen

Respectfully submitted,
Joy Bowerman, Video Producer

Return to Worship in Time of COVID

Beginning December 25 2020 and stretching well into the summer of 2021, there were no in-person worship services at St Mark’s or at other churches in the Diocese.

During this time, the Return to Worship team consisting of co-chairs Georgia Roberts and Michael Perkin, and other members Joan Housell, Karen Roberts, Joseph Amuah, Terry Frederick and Fr Julian Campbell monitored the weekly COVID communiques sent out from our Bishop’s office and COVID information provided by the Ontario and Ottawa governments. They also researched whether and how the air quality could be improved in our facilities and recommended that the filters on our furnaces be upgraded and that portable HEPA filters be used in the basement, in Bishop Reed Hall and in the church, as well as keeping windows open. These changes were made

When in-person worship began again in September, the team found that the processes and procedures put in place in 2020 needed only minor changes to comply with the current Diocesan recommendations and regulations. The one major addition since that time was the requirement to show proof of vaccination for the 10 am service. The team also assisted in ensuring that Diocesan recommendations and regulations were being followed by groups using other parts of our building.

The team thanks parishioners for their cooperation in following the procedures that have been put in place and for continued support from Corporation.

Respectfully submitted

Georgia Roberts and Michael Perkin

Stewardship/GIFT

2021 has been a year of highs and lows. We have seen hope when the pandemic seemed to lessen in strength only to find another wave that kept us from our families and friends. Throughout the year St. Mark’s parishioners have been faithful stewards. We continued to receive funds even though the doors were not open. When the word went out that we were not doing so well financially you all dug deeper and gave sacrificially.

Over the year I attended a number of on-line events associated with Stewardship which gave me a greater understanding and meaning to our stewarding of all our resources. I also came to the realization that our greatest resource is our community. When we come together with like minds and embrace the challenges before us we are acting as God's stewards here on earth.

Who would have envisioned what we would do with GIFT funds. In 2013 we pledged to provide funds for Growing In Faith Together. Our parish established four areas where we would focus our contributions;

1. Expanding Caring Ministries (we supported our parish nurse)
2. Proclaiming the Word in the 21st Century
3. Reaching out into our community (Debra Dynes)
4. Sustainability (our buildings and environment)

Over the ensuing years we have judiciously managed the contributions and 2021 was no different. GIFT funds helped us with our on-line Sunday video service, our on-line live streaming, website update and repair of our solar panels. We still have funds left and we look forward to continue the amazing work with the funds that we as a giving and loving parish have donated.



Faithfully Submitted

Michael Perkin

Stewardship Officer/GIFT Chair

Rentals

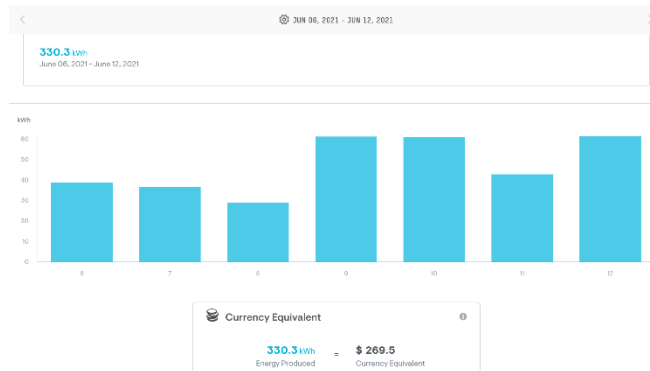
This has been another year of confusion for our renters, some of our regulars managed to meet outside during the warmer weather but some have not been able to meet at all. When the diocese allowed some rentals, it was only with permission, the responsibility to contact the diocese fell to Georgia Roberts, a member of the Covid team and Suzanne Bisson warden. Many messages were passed back and forth as they tried to clarify information, so on behalf of our renters and the congregation, I would like to say a very big thank you to both Georgia and Suzanne.

One program that was able to return in July and August was the summer camp run by Carleton Memorial childcare, it had strict Covid protocols and a limited number of participants but was a big success. Looking forward to a less restrictive and more open year!

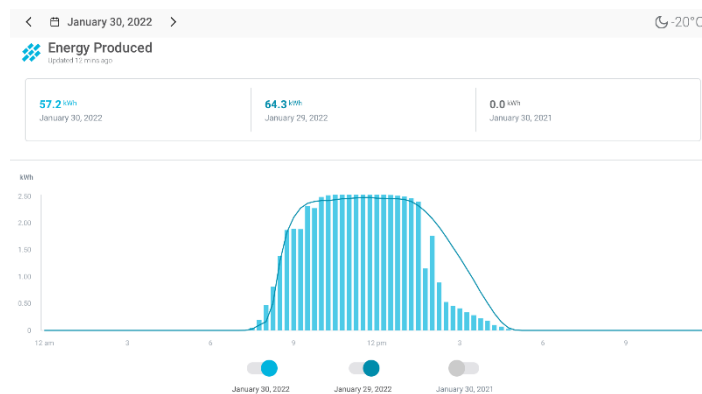
Penny Miller

Solar Panels

In March and April I called Execon Roofing and Solar asking for help to get St. Mark's solar array repaired under warranty. This company contacted Enphase, who had supplied the solar array components in 2011. When the replacement parts arrived and a crew was available, the work began. Full power was restored in June.



Graph 1 indicates the change of output from June 8 to June 9, an increase from about 38 kilowatt hours to about 59kWh.



The more recent example of power output, Graph 2, for January 30 has a peak power of 10 kilowatts for each 15 minute interval. So, $10 \text{ kW} \times 1/4 \text{ hour} = 2.5 \text{ kWh}$ per interval or 10 kWh per hour. The sum of heights of all the bars gives 57.2 kWh, January 30. The line of Graph 2 represents the bar heights for January 29, where a full day of sun resulted in 64.3 kWh output for Hydro Ottawa.



Graph 3 shows the day by day production for the months of January and February 2022 where January is shown by bars and December by a line.

Power production for the month of January, 2022 was 983.9 kWh.

John Hancock

Prayer Ministries

St Mark's E-Prayer

E-prayer is prayer sent via e-mail for people who have requested prayers.

St Mark's E-prayer celebrated 14 years of e-mail prayer in 2021. What I started in 2007 with a few requests for prayers for parishioners, evolved into 44 E-prayers being sent to 55 pray-ers in 2021.

As in 2020, this past year has been one of hardship and facing the unknown, but also with some hope. It was the second year of COVID-19, and prayer continued to be a great need. Since the initial lockdown in March 2020 we have faced various levels of restrictions, but prayer has always been part of that time, something that can be shared together, and we hope it continues to uphold those who prayed and those who the prayers were for.

After March 2020 I included a generic prayer within every e-prayer mailing - a prayer for understanding and support especially related to the pandemic. As this prayer continues in 2022, we can all continue to add our own generic prayers.

- ❖ *At this time we pray for all who are affected one way or another by health issues*
- ❖ *We pray especially for those who have the added fear or concern with COVID-19*
- ❖ *We pray for shut-ins who might feel alone and not understand why*
- ❖ *We give thanks, and pray for their safety and health, to all who are caring for those in need*
- ❖ *The health community – doctors, nurses, care-workers and all support staff*
- ❖ *The shop workers who are keeping us provided with essential medical needs and food*
- ❖ *Young people reaching out to shop for our seniors*
- ❖ *All who are caring for others*
- ❖ *All who are in any kind of need*

Prayer requests were not only for the church family, but for our own families and friends and the greater community. The majority were for the sick. We prayed for 69 parishioners and their families, for health, surgery and recovery, and we gave thanks for 10 who were 'healed'. We were saddened by the loss of 6 parishioners, and 8 from our family, friends or the greater community. We gave thanks for their life, and prayed for comfort for their families.

We also gave prayers of thanksgiving for: St Mark's parishioners; the church, and for those who helped us in our parish ministry; the birth of a daughter; five baptisms.

Over the past 14 years the E-prayer circle has worked as a conduit between pray-ers and those being prayed for. It has helped provide an instant prayer link of support and comfort when it was needed. Another aspect of the E-prayer circle is that those we pray for can use it to give updates on their situation and also give their thanks.

My thanks to all who have been part of our E-prayer team these past 14 years, who have added all these people to their own personal prayers. I also thank those who have put their trust in us, by using the E-prayer for their own prayer requests.

If you want to join the E-prayer list of pray-ers, or have prayers said for you, St Mark's E-prayer can be reached via drblodge@sympatico.ca ... or just let me know. Please join us.

As we continue through the year of 2022, may it be a year of prayer and hope.

Margaret Lodge
E-prayer Coordinator

Prayer Cycle Calls

The prayer group also fits under membership odd as that may seem, although it is a separate group.

There are three of us who call the 5 families in the bulletin each week. The purpose is to connect with the whole parish. We ask if they have any prayer concerns for themselves, family and friends, and often they like to talk so we get to know them.

Two of the callers phone each other on a Tuesday, rather than meeting in person, and hold a prayer meeting over the phone.

They pray for the people in the bulletin, and also for others who have asked to be prayed for.

The connection between the prayer cycle and membership is that when we call and can't get an answer, or simply 'no longer in service,' it keeps us up to date on changes.

Sometimes a person simply has changed to a cell phone. Other people have moved, or gone into a retirement residence and we usually lose those people because of privacy rules. We try hard to find them but it usually is not possible.

Respectfully submitted,

Cynthia Greer

Prayer Shawl Ministry

The prayer shawl ministry prayerfully knitted baptismal shawls for the baptismal candidates.

There are blessed prayer shawls and pocket prayer shawls available. If you would like a prayer shawl for yourself or a family member or friend, please speak to me or leave a message at the office.

I would like to thank Betty Caughlin and Ada Henwood for their continued help and support.

Respectfully submitted,

Gillian Morris..

Music Ministry

Somehow this year doesn't lend itself to my usual vestry report format, so I've opted for a chronological version.

The year 2021 began with a return to the pre-recorded morning prayer services format we had used for most of 2020, with Joy Bowerman and I providing the music. A virtual choir project was undertaken in March to make a recording of Raymond Haan's arrangement of "I Want Jesus to Walk With Me" for the Fifth Sunday in Lent service on March 21. The choir continued to hold weekly Zoom meetings on Thursday evenings, primarily social gatherings usually ending with two or three hymns sung in the Zoom mode, i.e. with microphones turned off.

The April 4 Easter Sunday recorded service was a Eucharist, the first in over a year.

A few days later, on April 16, Bruce Lodge, one of our longest serving choir members, passed away. He had sung in the choir for 50 years. Because of Covid restrictions, the funeral service was very small, and most of us were only present virtually. A recording made the previous fall of Bruce as soloist with the choir singing Greene's "Thou Visitest the Earth" was played, the Close family choir

sang “Here I Am, Lord” and “Jesus is Risen from the Grave”. Margaret also asked me to record the first movement of Beethoven’s Moonlight Sonata to be played at the funeral. This was the first piece of music she had heard Bruce play, and he was a great lover of Beethoven. I also played it in memory of Bruce for the April 25th recorded St Mark’s Morning Prayer service.

On July 3, which would have been Bruce’s 80th birthday, many choir members as well as some congregation members gathered outdoors to remember him, even singing Happy Birthday softly. It was the first time in a long time that most of us had seen each other, a bittersweet joy.

Our choir was asked to contribute three pre-recorded virtual choir pieces to the Algonquin Campus Ministry Fundraising Concert on May 21. A number of other groups sang and played in this concert, including St-Paul’s Anglican Church, St-Stephen’s Anglican Church, the Salvation Army Citadel Band, and a large choral group from many United Churches singing “Peace for the Children”. Our contribution consisted of “I Want Jesus to Walk With Me”, and “Thou Visitest the Earth”, as well as “Here I Am, Lord” sung by the Greer-Close family choir.

The July Bishop’s Covid Communiqués brought good news: in person Sunday Eucharist services were to resume by September 12 at the latest. Given that congregational numbers would be limited by physical distancing measures, and that many people did not feel ready to attend in person, St Mark’s opted for live-streaming the in-person services to the St Mark’s YouTube channel.

On Thursday August 26 choir members gathered together at 7 pm for our first choir practice in over a year. Warm-ups took place outside in the parking lot, with everyone wearing masks, and then we proceeded into the nave of the church, where pews had already been marked out for the requisite physical distancing, and sang together for the first time. It was a joyful event, and I was surprised to find that voices were not as rusty as I had anticipated! Bishop Reed Hall was not available because Carleton Memorial day program for children had the use of the space until August 27. The following week we had a Zoom meeting for some feedback on the conditions; the seating arrangement in the church had made communication rather difficult. We practised again on September 9 for the Sunday service. On Sunday morning it was wonderful to have the congregation singing as well, even if they had been encouraged to sing quietly.

Choir numbers were limited to 10 people (or 11 when Joy came up from her streaming duties to join the group for the anthem), so a rotation had to be determined allowing all those wishing to sing to have a turn, which made choosing the repertoire a bit tricky. Initially we did not wear choir gowns on Sundays, both because it was still quite hot in the church and because it was necessary to avoid being in close contact with each other, which the size of the choir room makes difficult. We agreed on wearing any combination of white, blue and black.

The choir continued functioning in this way for a number of weeks, making a few discoveries along the way: polyester disposable masks transmit sound much better than cloth masks, and if you tape down the top part to you nose and cheekbones, your glasses will fog up much less; some masks are not very accommodating of opening the mouth wide for singing; rolling the piano to the front of the chancel improves the communication between the choir and the director to a certain degree.

We held a choir meeting after our September 16 practice, and choir president Kate Greer-Close told us that she could not continue in this position as the demands of her job as a full-time teacher in Covid times were too great. Cynthia Greer had offered to take her place, and she was elected by acclamation. Thank you, Kate and Cynthia, for looking after the well-being of the choir.

On October 24 we celebrated the Feast of Dedication, and five young children were baptized over the two subsequent Sundays. We resumed wearing gowns on October 31, date of the first Baptismal liturgy.

We commemorated Remembrance Day on November 14, using the recording made the previous year of former choir member and trumpeter Scott Kirby playing the Last Post and Reveille. At this point family bubbles sitting together was sanctioned and our numbers were able to increase a bit on Sunday mornings. Joan Hounsell kept track of who would be in the choir every week for contact tracing purposes. Father Julian took a well-deserved vacation, and was replaced by Rev Rhondda Mackay, who introduced us to a few new hymns. Before leaving, Father Julian asked me if we could find a way to increase the numbers in the choir on his return. I looked into what choirs in other churches were doing and noticed there was a fair bit of variation.

At the beginning of December a decision was made to go ahead with a Carol Service on December 19. We had two weeks to prepare and we began practising in Bishop Reed Hall and discovered that it was much preferable to the church – the lighting was good, we were able to hear each other much better, the chairs could be set out in a slightly curved arrangement which greatly improved communication. We also used the air filtration machines.

The Omicron variant was rapidly increasing infection numbers in Ottawa, but by the afternoon of the 18 I hadn't heard of any diocesan restrictions so I went to the church to practice my keyboard parts for the Lessons and Carols. Early that evening a special Bishop's communique came out telling us we were to move back to a modified red protocol. The service could go ahead, but the congregation would not be allowed to sing, and hymn books were removed from the pews.

With these developments a number of choir members no longer felt comfortable about coming to sing, and a stalwart band (mostly altos!) gathered on December 23 for a practice covering the four services up to and including January 9.

We ended the year with a ZOOM social event on December 30, and all look forward to this pandemic ebbing away soon so that we can again experience the joy of singing close to each other again.

Many, many thanks to Joy Bowerman, to Father Julian, to choir executive members Cynthia Greer, Kate Greer-Close, Brenda Zanin, Margaret Lodge, Coralie Sheehan, and Jenny Morphew, but really to every single choir member for keeping the music alive and for the support you give each other (and me!).

Respectfully submitted,
Ariane Dind, organist and choir director

Screening in Faith

What is screening? Screening involves assessing the risks involved in a particular position or ministry; finding an appropriate match between task and volunteer (or candidate for a job); providing sensitization and training, and sometimes altering the setting and arrangement of ministry delivery to minimize risks and maximize the ministry's success.

The Screening in Faith Committee is comprised of Les Cundell, Georgia Roberts and Michael Perkin It continues to work on the screening process and procedures at St. Mark's.

Our records show that 1 application was made for a Police Records Check (PRC) for the year 2021. We will have to carry out some Police Records Checks and renewals in 2022..

We confirmed with the Ottawa Police Service that the requirement for a Police Records Check is for “each volunteer applicant to take his/her own completed application, in person, to the police station at 2760 Queensview Dr. and they will need to take 2 valid pieces of identification (one of which must be a photo ID) and a letter from the Church confirming his/her Volunteer status to have a Records Check done free of charge. Right now the service is slow as there is a back log of applications. As this could present some difficulties to some volunteers, members of the Screening in Faith committee will be happy to provide assistance to volunteers applying for Police Records Checks or renewals.

The Ministries and positions designated as High-risk are:

-Rector (Diocesan responsibility) -Pastoral Care -Church School (Head and Teachers) -Rector’s Wardens, Rector’s Deputy Warden -Nursery (Head and Helpers) -People’s Warden, People’s Deputy Warden -Friendly Visitors -Instructor of Servers -Junior Choir (Leader) -Home Communion Visitors -Screening in Faith Committee -Parish Administrator (not a volunteer) -

Plans for 2022 include: 1) Continuing work on the Screening program – with new Police Records Checks applications/Reference Checks etc. for volunteers in High-risk ministries; 2) Notifying volunteers who need to have their records updated. 3) Contacting Heads of Groups for up-to-date lists of group members for inclusion in St. Mark’s Volunteer list.

Respectfully submitted, Les Cundell

St Mark’s Web and Facebook

St Mark’s electronic information on-line sites.

St Mark’s online presence underwent a major shift over the past year. With the resignation of Margaret Lodge from maintenance of our online presence, coasting was no longer an option. Parish council made the decision to hire Matthew Handy from Handy Creative to update the website. Matthew quickly gave us a tentative overall design but extensive input was required at our hand to figure out which material to keep and how to organize the material from the old website. A committee was formed of Suzanne Bisson, Joan Hounsell, Georgia Roberts and Joy Bowerman that met by phone and went down every nook and cranny of the old website to assess and organize the material and then took up the task of updating some of the material that was there. The goal was to make the information on the website accessible and organized. The new website was up and running on November 26 and the feedback has been mostly positive. Joy is maintaining the website by posting the news, latest newsletter and video each week. The archives of Mark This Word, Parish Newsletters, Parish Council Minutes and Vestry reports are all available on the website as well as links to our YouTube channel.

There are now three people maintaining our facebook page. Joy Bowerman will often repost information from the National and Diocesan level. Suzanne Bisson and Joan Hounsell post any other material.

respectfully submitted
Joy Bowerman

Mothers' Union

This group is the team helping with membership concerns, partly because I'm the membership chair, and the branch leader of our M.U. group.

We held one meeting last year, which was the Lady Day service on March 25th, the feast of the Annunciation. We held the meeting on Zoom and all shared in the readings and prayers.

We were unable to do many of the usual things, particularly the Advent Givings Tree. The BBQ and the church picnic.

We made 2 batches of puddings, and also sold 50 calendars. Jenny made chocolates, and sent \$100 to PWRDF to help with the flooding in B.C.

You probably have books you will be happy to give to Jenny for the book table or for the little library once we reopen.

At present the Vitality team also calls on M.U. members to help with plans, and with the breakfasts also.

Hopefully some of these community building happenings will happen again soon.

Respectfully submitted

Cynthia Greer

Mothers' Union Branch Leader.

Membership

There has been very little to report. For baptisms and deaths please look at the statistics at the front of the vestry book.

We have also gained a few new members particular in the summer.

When the pandemic began I immediately looked at our parish list, and grouped people round a phoner, so that people who lived alone in particular would be called. I also checked out those who might not have internet, so they could receive a call.

I asked callers to call just for a few weeks, but we know what happened. So a big thank you to all the faithful callers., and I hope no one felt neglected.

We had a welcome luncheon planned before we shut down. Hopefully that will be held when we are able to gather and feel comfortable.

Respectfully submitted

Cynthia Greer

Membership Committee Chair 2021

Vitality Working Group

The vitality team is also connected to membership. It was conceived in 2015 when the need was felt to make us more of a community again.

What started as 'fun' turned into earnest fund-raising, which was not fun, but hard work. We did a lot of things, and held concerts in the church, and lunches and suppers. Before Covid we had decided that things were going well, and we could relax the pace. How wrong could we be?

We are now waiting for the ‘all-clear’ and likely will have to pick up the pace again when we reopen fully. Hopefully next year there will be much more to report.

Respectfully submitted

Cynthia Greer

Altar Guild

Another interesting year as the dedicated altar guild members dealt with the openings and closings of the church because of Covid restrictions. Groups continued with the behind the scenes work to set up for services whether the service was just on-line or in person. It was exciting to be able to “decorate” for Thanksgiving, with fresh produce which was later taken to Debra Dynes. During Advent we had a new decoration, created by Helen Logan and Shelley Crowley, beautiful pew bows of blue and silver ribbons and ornaments attached to greenery, thank you for introducing us to this. At Christmas we had to take into account the roof leaks, so no tree this year but we were able to decorate some of the windows with new battery candles that were generously donated by Yvonne and Bob Temple, they were enhanced with greens and ribbon creations by Janis, thank you, we can use them for years to come. We continued our “tradition” of travelling the wisemen around the church until they reached the crèche on Epiphany.

This year we welcomed back Joan Grayer, a former member who, on moving back to Ottawa rejoined us, lovely to have you back. Once again, thank you to all the members for their commitment and flexibility.

Penny Miller

Flowers

We continue to provide flowers when requested, for memorials and to commemorate special occasions.

To accommodate the live streaming and so that they will be visible, flowers/plants are now usually placed on either side of the altar. If you have a special occasion that you would like to have flowers placed in the church, please send your written dedication and donation to the office.

Penny Miller

Outreach

In 2021, St Mark’s Outreach focus continued to be the Ottawa Food Bank/ Debra Dynes Family House (DDFH). Our other ministry for community seniors, Coffee, Company and Conversation was a victim of the Pandemic for the whole of 2021. Phone calls, and emails continued to be made during this trying times.

SCHOOL SUPPLIES: The month of August was devoted to gathering school supplies for DDFH. Although the church was closed, I spent 5 sunny, Tuesday mornings in the parking lot (with lots of visitors, masked and distanced) accepting donations of school supplies and cash from parishioners and non-parishioners. I made 3 deliveries to DDFH of a wide variety of much needed school supplies, food, personal toiletries and a large bag of wool. My 4th delivery was \$530.00 in cash, cheques and gift cards delivered personally to Barbara Carroll.

FOOD DONATIONS: The blue bin in the Link has been filled and items donated several times throughout this crazy year. I also collected food and cash in the parking lot and made several trips to DDFH before and after Thanksgiving. All donations were gratefully appreciated.

SAFE and WARM: The last campaign of the year was in November through early December. I delivered knitted items (donated by the parish knitters) along with canned goods and toiletries. Doreen Matweow personally delivered scarves, toques, baby quilts, a duvet and assorted toiletries. Thank you, Doreen.

The generosity of St Mark's parishioners is very much appreciated.

Joan Hounsell,
Outreach Coordinator

Lenten Outreach

Almsgiving is part of the Lenten practice of many parishioners. And, for years, St Mark's has supported this endeavour by recommending some outreach initiatives. This has allowed us to broaden our outreach in a way that our budget will not allow and to give a larger contribution to the outreach initiatives chosen. This year, the outreach initiatives proposed are The Well/La Source and Lytton Fire Response, each of which is described briefly below. Please prayerfully consider them.

There are several ways that you can make a donation:

- Special Lenten Outreach offering envelopes are available at the church. These should be used in addition to your regular offering envelopes or PAR. Unless specified otherwise, the money received in these envelopes will be directed to the recommended projects. If you wish your offering to be directed to a different registered charity, please write the name of your choice on the blank line on your Lenten offering envelope. If nothing is filled in on this line it will be assumed that the money should be directed equally to the 2 projects. Don't forget to write your name on the envelope as well to receive tax credit for your donation! These envelopes can then be put on the collection plate.
- Make an e-transfer to stmarks@stmarksottawa.ca and send an email to the office giving the answer to the security question and specifying that it is for Lenten Outreach
- Mail a cheque to St Mark's with instructions of how it should be used for Lenten Outreach
- Make a Lenten outreach donation by credit card through CanadaHelps, at www.canadahelps.org/en/dn/47820 and specify how it should be directed.

Previous Projects Supported

2014 Centre 454, St Jude's Cathedral, Iqaluit
 2015 Diocese of Jerusalem (Princess Basma Centre), St Luke's Table
 2016 Cornerstone, Refugees
 2017 Ottawa Mission Hospice, Ancoura
 2018 Cornerstone Princeton Project
 2019 Centre 454, PWRDF "Water Project"
 2020 MHI Veteran's House,
 2021 St Luke's Table, Diocesan Refugee Ministry
 2022 The Well/La Source, Lytton Fire Response

The Well/La Source

The Well is one of five Community Ministries operated by the Anglican Diocese of Ottawa. The Well is guided by the core values of the Community Ministries, which above all else, in a spirit of mutuality, respect the dignity of every human being in the desire to address social injustice. Many of the women that The Well helps experience challenges and injustices in their lives, including homelessness, poverty, ill health, mental health problems and addictions. The Well takes a holistic

approach and provides programs to ensure that all women have access to effective tools, resources and support services required to build the life they choose for themselves.

Lytton Fire Response

The Territory of the People, the Nlaka'pamux Nation, and the Village of Lytton were faced with the disastrous fire in Lytton in the summer of 2021 that destroyed most of the town including St. Paul's Anglican Church, a 108-year-old church on Gitwangak First Nation land near New Hazelton.

In summer 2021 PWRDF donated a solidarity grant of \$5000 to the Territory of the People. The Territory also raised funds directly to help clergy provide cash for emergency needs of those who were made homeless or were displaced by the fire. It is anticipated that donations now will help support future rebuilding.

Bazaar

Our Bazaar took place virtually again this year augmented in the spring by the offering of Hot Cross Buns. The Fall Bazaar expanded its virtual selections and adapted to take advantage of the virtual format. This year the bazaar took place from the end of October to the middle of December, with different selections of items offered every week. There was a large assortment of preserves, soup mixes, baked goods, dish cloths and cards. New this year was the addition of hot sauces, knitted items and hand towels.

Pat Sinclair offered her fabulous fruit pies again, Gail Denton offered her amazing carrot cakes, Penny Miller baked shortbread and multiple dozen mince tarts (or pies depending on where you are from) made with mincemeat from the Preserves table. Many bakers offered cookies for the Christmas cookie boxes. We again offered frozen cookie dough, although with a different selection of cookies. Pat Sinclair and Joy worked together to offer the soup mixes and turkey pies. Pauline Adams and Cynthia Greer did the yeoman's work of coordinating packing and pick-up of orders. I am sure that by the end of November, Cynthia & Pauline were starting to go "What next?" My deepest heartfelt thanks to all of these people and especially to Cynthia & Pauline for their patience with me.

Submitted on behalf of the Bazaar staff by Joy Bowerman, Bazaar Convenor 2021

Slim and Trim

Slim and Trim was able to resume in September limited to nine participants and our instructor. Later this number was increased to fifteen. We managed to contribute \$100 to the church.

Many thanks to Gail Denton for her instruction and for the end of the session treats. Thanks to Rose who kept the floor clean, and to everyone who abided by all the restrictions. Hopefully we will be able to resume in 2022.

Yours respectfully,
Jennifer M. Morphew.

Financial Report

Overview of 2021 Finances

The treasurer is just one member of a diverse team that all contribute to the financial management of the parish. Joy Bowerman, our office administrator and bookkeeper, has been provider of top-notch financial material as well as always available for consultation. Les Cundell and his teams of counters made sure that the weekly income was recorded and deposited. Our envelope secretary,

Karen Roberts, entered and double-checked the income data and managed PAR. Corporation and Parish Council reviewed the financial statements each month and Stephen Coaker and Joanne Pagani reviewed the books at the end of the year. Thank you to all of them.

At our Vestry on February 28 2021, we passed a budget with a deficit of \$39,183. It was approximately 11 months since the WHO had declared the COVID-19 outbreak to be a pandemic and we had gone through long periods where our church had been closed to in-person worship and to other uses of the facilities. In fact we were in such a period at the time of Vestry. We had seen the impacts that the closures and restricted openings had had on our financial situation during 2020 and since such closures and restrictions could continue for a long time, the financial committee thought it would be best to be cautious in budgeting for 2021. We thus reduced the amounts of income that we could expect from collections, rentals and organizations below what had been received in 2019 – the last “normal” year. And, we reduced expenditures on items that were not likely to take place in 2021 if restrictions continued. There were, however, large expenditures, such as for Fair Share and Salaries, that were mainly set by the Diocese. We then hoped that, over the year, our income would be higher and/or our expenditures would be lower than budgeted, so that the year-end actual deficit would be smaller. In fact, our deficit at the end of the year was \$15,516. This result was particularly due to the Jubilee gift from the Diocese relieving every parish of the obligation to remit Fair Share Assessment, ECOPS (including clergy housing and travel benefits), lay staff costs and insurance premiums for the month of March 2021. For St Mark’s, this relief amounted to \$15,349.

Collection income is always a large proportion of our total income, although in recent years we have been counting more and more on other sources such as user fees (i.e., rentals), solar panels, investments, the bazaar and other parish fundraising activities. For 2021, we had budgeted to receive \$162,500 in collections (90% of budgeted Total General Income) while we ended up receiving \$159,340 (which was 88.3% of our actual Total General Income). Approximately 50 parishioners made their donations monthly through Pre-authorized Remittance (PAR). Other parishioners used Canada Post to get their givings to the church when they could not attend services. Several used their credit card and CanadaHelps, and others chose e-transfers, both of which are new ways of donating that have been set up since the start of the pandemic. Thank you to everyone for continuing your financial support of St Mark’s, even though it had to be done from a distance for much of the year.

More Comments about 2021 Finances

The “Budget 2022” table included in the Vestry Report contains 2021 Actual and 2021 Budget figures in the first 2 columns. My comments will mainly refer to numbers that you see there. There are also some footnotes below the table.

Income

Total collections for 2021 were \$159,340, which was just \$3,160 under the budgeted amount. Most of these collections were Envelope (including PAR), and Identifiable Open.

The bazaar, which was held virtually, contributed \$6,000 in income, which was \$1,000 more than budgeted. It was not possible to hold a Pancake Supper or parish breakfasts in 2021.

The gain from assets of \$14,595 was \$2,526 above budget. User fees contributed just \$2,675 to this total since few fee-paying activities were allowed in our facilities in 2021. Solar income, which amounted to \$9,167, was above budget, probably due to repairs to our solar equipment during the summer. Dividends and investment income contributed \$2,753.

Directed income totalled \$2,999 in 2021, while, as is our custom, none was budgeted. More will be said about directed income and its expenditure later in this report.

Expenditures

Expenditure of \$119,781 in the Staff Salaries category was \$11,797 lower than budgeted. This was due to the Diocesan Jubilee gift relieving us of the obligation to remit ECOPS, clergy housing costs and lay staff costs for the month of March.

Expenditure of \$33,202 on Fair Share was \$3,018 lower than budgeted due to the Diocesan Jubilee gift relieving us of the obligation to remit Fair Share costs for the month of March.

Except for Conferences and Memberships, there were no expenditures on PROGRAMS due to our inability to use our facilities for so much of the year.

Overall, expenditures in the CHURCH category were approximately \$2,000 under budget. Expenditures on electricity and operating supplies were particularly below budget because of lower usage of our facilities than expected. Expenditures on Repair and Upgrade mainly went toward upgrades to our furnace filter systems and the purchase of 3 portable HEPA filters for improving air quality once we reopened.

Expenditure on Insurance in the FINANCE category was \$534 below budget due to the Diocesan Jubilee gift relieving us of the obligation to remit insurance costs for the month of March.

Expenditures in the OUTREACH category were totally covered by Directed Income. More details are given below.

Directed Income

In the "Actual 2021" column of the Budget table, there is an Income section called DIRECTED, which contains a number of categories to which people directed donations, for which there might not be corresponding Expenditure categories at the time that the budget is struck. However, this money gets spent as closely as possible to how it was directed. For example, the income directed towards Debra Dynes, Lenten Outreach and the PWR fund totally covered the \$2265 of the OUTREACH expenditure. And the \$34 directed towards Forward Day by Day was used to offset part of the \$92 expenditure on Forward Day by Day. The one anomaly is the \$700 directed towards flowers. Since only \$140 was spent on flowers, the remaining \$560 of the directed income was used to offset the remainder of the WORSHIP expenditures and then expenditures elsewhere.

Reserve Account Activity

Although not part of our budget, Reserve Account Activity in 2021 can be viewed in another table in the Vestry booklet.

2022 Budget

The budget proposed for 2022 can be seen in the third column of the same table that contains the Actual and Budgeted quantities for 2021.

With the ongoing Covid-19 pandemic making the coming few months so uncertain, it is difficult to put forward income and expenditure figures for 2022. However, various sources have been consulted to develop the numbers in the proposed budget, including the amounts of income and expenditure on various categories from recent years, some known quantities for 2022 provided by the Diocese and others, and amounts requested from a few people or organizations who contribute to or spend money for the church. The assumption is being made that our facilities will be open a little more than in 2021 both for worship and for activities in other parts of the building.

Some comments and explanations related to 2022 budget items are provided below and in the footnotes. As it stands, **this is a deficit budget with budgeted net income at -\$36,698.**

Income

Collections Income is expected to be the source of at least 85% of our income in 2022. In total, \$160,000 is being budgeted, which is approximately the same as was actually received in each of 2020 and 2021, but \$9,000 less than budgeted in 2020 and \$2,500 less than the 2021 budgeted amount. The breakdown among Envelope, Identifiable Open, Open and Special Collection is similar to the 2021 budget.

The budgeted Gain from Assets total is higher than both the budgeted and actual 2021 amounts. Investments are predicted to do a little better in 2022. Solar income should be higher due to repaired equipment. And we are expecting to collect more user fees since old and new renters are looking forward to using our facilities, including our parking lot. However, since it is still questionable as to when Dollar for Dollar will be functioning again, no income has been budgeted from that source.

Organizations are budgeted to contribute about \$800 more to income in 2022 than they did in 2021, with the bazaar to contribute \$6,000, Slim and Trim \$100 and an AA group \$800.

Adding over all Income categories, Total General Income is being budgeted at \$187,600 for 2022, which is about \$7,000 more than the actual 2021 amount.

Expenses

Our biggest expense item for the 2022 budget, called staff salaries, is \$133,859. This amount is for 2 lay staff costs (organist and parish administrator), plus equalized cost of priestly services (ECOPS), plus clergy housing allowance, less income of \$15,205 from the Rectory Trust Fund (which is taken off at source by the Diocese). This is about \$300 higher than the budgeted amount in 2021.

Looking at WORSHIP categories, since less-than-normal altar supplies are likely to be needed in 2022, the amount budgeted is kept at \$500. A "just in case" amount of \$1,000 is budgeted for piano/organ repairs.

Our Parish Fair Share of Diocesan expenses is \$34,325 for 2022. This is approximately \$2,000 less than what was budgeted in 2021.

Very little is budgeted for PROGRAMS categories that depend on the use of our facilities. For other categories that can continue, more budget has been allocated. The budgeted amounts are essentially the same as in the 2021 budget.

The amounts budgeted for most of the CHURCH categories take into account what was budgeted in 2021 and what was actually spent each year between 2018 and 2021. For REPAIR and UPGRADE, \$6,000 is budgeted for a costed solution for the occasional flooding in the church basement; the other \$4,000 is for unspecified repair and maintenance.

Higher amounts are being budgeted for Telephone (in CHURCH) and Computer & Internet (in MISCELLANEOUS) since our Rogers plan, begun in 2019, has increased considerably in price. Perhaps bargaining for a new plan is in order?

Adding over all Expense categories, Total Expense is being budgeted at \$224,298 in 2022.

In summary, with Total General Income budgeted to be \$187,600 in 2022 and Total Expense budgeted to be \$224,298, there would be a budgeted deficit of \$36,698 for the year.

Georgia Roberts
Treasurer

Balance Sheet

8:15 AM 2022-02-03 Accrual Basis	St Mark's Church Balance Sheet As of 31 December 2021	<u>31 Dec 21</u>
ASSETS		
Current Assets		
Chequing/Savings	TD BANK	61,216.51
Total Chequing/Savings		61,216.51
Other Current Assets		
Dollar for Dollar		8,134.47
HST Receivable		4,130.38
PST Receivable		10,026.29
Total Other Current Assets		22,291.14
Total Current Assets		83,507.65
Other Assets		
Investments		
Gladys O'Ray CTF 2654		14,000.00
Judy Corbishley CTF		6,000.00
Memorials CTF 2534		5,804.37
Rectory Trust CTF 4053		327,787.49
Total Investments		353,591.86
Total Other Assets		353,591.86
TOTAL ASSETS		437,099.51
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
RESERVE ACCOUNT		
Seniors Outreach		245.00
Funeral Receptions		133.43
Capital Projects		7,874.75
Choir Fund		2,282.15
Choir Gowns		810.07
GIFT Funds		11,122.37
Key Deposits		373.59
Memorials		10,489.76
Ministry		7,247.98
Pastoral Care Support Fund		875.00
Rector's Discretionary		226.46
Sunday School		556.89
Tree Care		900.00
Total RESERVE ACCOUNT		43,137.45
Total Other Current Liabilities		43,137.45
Total Current Liabilities		43,137.45
Long Term Liabilities		
Gladys O'Ray Bequest		14,000.00
Judy Corbishley Bequest		6,000.00
Rectory Trust		327,787.49
Total Long Term Liabilities		347,787.49
Total Liabilities		390,924.94
Equity		
Retained Earnings		61,690.27
Net Income		-15,515.70
Total Equity		46,174.57
TOTAL LIABILITIES & EQUITY		437,099.51

2022 Budget

	<u>Actual 2021</u>	<u>Budget 2021</u>	<u>Budget 2022</u>
Income			
GENERAL			
Collections			
Envelope	141,361	148,000	145,000
Identifiable Open	14,010	12,000	12,000
Open	114	500	500
Special Collection	3,855	2,000	2,500
Total Collections	159,340	162,500	160,000
Gain from Assets			
CTF Dividends	927	1,169	1,400
Dollar for Dollar	0 A	400	0
Investment Income	1,826	1,500	1,800
Solar Income	9,167 B	7,000	10,500 a
User fees	2,675	2,000	7,000 b
Total Gain from Assets	14,595	12,069	20,700
Organizations			
Bazaar	5,997	5,000	6,000
Slim & Trim	100		100
AA			800
Total Organizations	6,097	5,000	6,900
Other General Income	500		
Total GENERAL	180,532	179,569	187,600
DIRECTED			
Debra-Dynes	25		
Flowers	700		
Forward Day by Day	34		
Lenten Outreach			
MHI	50		
St Luke's	25		
Not specified	1,285 C		
Total Lenten Outreach	1,360		
PWR Fund	880		
Total DIRECTED	2,999		
Total Income	183,531	179,569	187,600

<u>Expense</u>	<u>Actual 2021</u>		<u>Budget 2021</u>	<u>Budget 2022</u>	
SALARIES					
Clergy Fill-in	904		1,350	1,404	l
Organist Fill-in			600	600	
Staff	119,781	E	131,578	131,855	d
Total SALARIES	120,685		133,528	133,859	
WORSHIP					
Flowers	140				
Music	178	D	300	300	
Piano/Organ	146		1,000	1,000	
Service & Altar Supplies	35		500	500	
Total WORSHIP	499		1,800	1,800	
FAIR SHARE	33,202	E	36,220	34,325	e
OUTREACH					
Debra-Dynes	25				
MHI	50				
Refugee Fund	643				
St Luke's Table	668				
PWR Fund	880				
Total OUTREACH	2,265		0	0	
PROGRAMS					
AED			170	170	f
Christian Education			250	250	
Church School			100	100	
Coffee, Company & Conversation			50	50	
Conferences & Memberships	139		600	600	
Library			50	50	
Membership Cttee			50	50	
Outreach Coordination			50	50	
Prayer Shawl			25		
Publicity			100	100	
Synod			100	100	
Wellness - Seniors' Hospitality			50	50	
Total PROGRAMS	139		1,595	1,570	
CHURCH					
Cleaning Service	14,751		15,200	15,200	
Electricity	2,957		5,000	4,500	g
Heating	4,216		4,000	4,500	h
Operating Supplies	329	H	1,000	800	
Repair & Upgrade	5,402	F	5,000	10,000	i
Security	224		250	250	
Snow Removal	2,546		2,750	2,750	

	Actual 2021	Budget 2021	Budget 2022	
Telephone	472	250	660	j
Water	2,284	1,700	2,500	k
Total CHURCH	33,181	35,150	41,160	
FINANCE				
Bank Charges	670	700	700	
Insurance	5,875 E	6,409	6,729	
Supplies	137	200	200	
Total FINANCE	6,682	7,309	7,629	
MISCELLANEOUS				
Computer & Internet	1,641 G	750	2,055	j
Forward Day by Day	92			
Office Supplies		200	100	
Photocopier	282 H	1,200	800	
Postage	277	600	600	
Rector's Hospitality		200	200	
Wardens' Discretionary	100	200	200	
Total MISCELLANEOUS	2,393	3,150	3,955	
Total Expense	199,046	218,752	224,298	
Net Income	-15,516	-39,183	-36,698	

FOOTNOTES FOR 2021 ACTUAL

- A: There was no \$for\$ income since no safe way to sell the coupons
 B: Solar income above budget since equipment repairs completed in late summer
 C: \$1285 was divided equally between St Luke's Table and Refugee Ministry
 D: Cost of St James Press subscription
 E: Lower than budgeted due to Jubilee gift from the Diocese for the month of March
 F: Included upgrades to furnace filter systems and purchase of 3 portable HEPA filter units
 G: Includes cost of Rogers plan, Zoom subscription and cost of website hosting. The Rogers plan increased in price during the year.
 H: Much lower than budgeted due to pandemic restrictions on the use of the facilities

FOOTNOTES FOR 2022 BUDGET

- a: Repaired solar panels should increase solar income over 2021
 b: Predicting more rental income in 2022 than in 2021. \$7,000 could be under-estimate.
 c: Unlikely that this activity will be allowed due to COVID
 d: This amount is 2 lay staff salaries plus ECOPS and clergy housing allowance for a full-time priest, less earnings from the Rectory CTF.
 e: Fair Share lower than in 2021 since our 3-year "assessable income" is lower
 f: Cost of annual oversight of AED by Ottawa Paramedics. Nothing budgeted for supplies, if needed.
 g: Actual expenditures on electricity were \$4043 in 2018, \$4195 in 2019, \$3703 in 2020 and \$2958 in 2021. Expect more usage and higher rates in 2022.
 h: Actual expenditures on heating were \$3920 in 2018, \$4100 in 2019, \$3749 in 2020 and \$4216 in 2021. Expect increased fuel costs and more usage in 2022.

- i: Budgeting \$6,000 towards a solution for basement flooding. Other repairs and upgrades are anticipated but not yet determined or costed.
- j: Our Rogers plan has increased in price.
- k: The City of Ottawa has announced a raise in water and sewer rates
- l: Per diem rate for 6 days taken from the 2022 Stipendiary Scales and Allowances. Does not include a travel reimbursement.

Reserve Account Activity

	Credit	Debit	Balance
Capital Projects			\$7,874.75
Choir Fund			\$2,282.15
Choir Gowns			\$810.07
Funeral Receptions			\$133.43
GIFT Funds			\$20,639.38
Repair of Solar Panels		4,485.01	\$16,154.37
Solar Panel Donation	3,000.00		\$19,154.37
Video Expenses		1,344.00	\$17,810.37
Livestream Setup Expenses		5,188	\$12,622.37
Website Expenses		1,500	\$11,122.37
Key Deposits			\$373.59
Memorials			\$9,364.76
Memorial Donations	1,125.00		\$10,489.76
Ministry			\$7,247.98
Pastoral Care Support Fund			\$875.00
Rector's Discretionary			\$126.46
Donation	100.00		\$226.46
Seniors' Outreach			\$245.00
Sunday School			\$556.89
Tree Care			\$900.00

Statement by Financial Reviewers

February 2, 2021

February 15, 2022

To: The Parish of Saint Mark the Evangelist
Anglican Church of Canada
1606 Fisher Avenue, Ottawa, Ontario K2C 1X6

A review of the financial records of St Mark's was performed for the year ending December 31, 2021. Our review consisted primarily of enquiry, analytical procedures and discussion related to financial information supplied to us by the officer of the parish.


All transactions provided have been captured accurately on a modified cash basis but have not been prepared on a full accrual basis or presented in accordance with the current CPA standards and guidelines in accordance with the 2012 Guideline for Non-Profits issued by the Canadian Institute of Chartered Accountants and reissued by the Canadian Institute of Chartered Professional Accountants.

Reviewed by:

Stephen Coaker



Joanne Pagani



Nominations/Appointments for Parish Council

The Committee consists of Pauline Adams, Cynthia Greer, Gillian Morris and Bill Barber. We spoke with members of the congregation, and each position has been tentatively filled by a parishioner who accepted the nomination. Nominations may also be made from the floor at the Vestry meeting, by a proposer and a seconder.

Positions to be filled	Nominee	
People's Warden..... 2 years	John Hancock	
Deputy People's Warden	1 year..... Bill Barber	
Synod Member	2 years	Rob Mellon
Alternate Synod Member.....	1 year.....	Pauline Adams
Member at large.....	2 years	Joan Grayer

The following people will make up the balance of Council. Those marked with an asterisk are appointed by the priest (rector's warden) or Corporation, except the choir rep position ** which is appointed from within the choir, by the choir members.

Balance of Parish Council after Vestry February 27, 2022

Rector	Rev. E Julian Campbell
Rector's Warden *	Suzanne Bisson
Incoming Deputy Rector's Warden*	TBA
Treasurer*	Georgia Roberts
Synod Member 2 nd of 2 years	Judy Life
Member at large 2 nd of 2 years	Gillian Morris
Membership 2 nd of 2 years	Cynthia Greer
Outreach 2 nd of 2 years.....	Joan Hounsell.
Stewardship 2 nd of 2 years.....	Michael Perkin
Youth Representative*	Carolyn Findlay
Choir Representative**	Cynthia Greer

Those retiring from the past Council, with many thanks with thanks for your time and input:

Synod member	Gillian Martin
Alternate Synod member	Janis Perkin
Member at Large	Terry Frederick
Deputy People's Warden	Pauline Adams
Outreach.....	Suzanne Bisson

Respectfully submitted

Pauline Adams, Cynthia Greer, Gillian Morris, Bill Barber

Vestry Minutes, February 28, 2021

**ST. MARK THE EVANGELIST
ANNUAL VESTRY
SUNDAY, FEBRUARY 28, 2021
Via ZOOM**

We welcomed Karen Roberts as our Zoom coordinator and she gave an outline of the voting rules and the method to be used for voting.

CALL TO ORDER

Vestry was called to order at 11:08 a.m.

The meeting was opened with prayer by Rev. Julian Campbell.

Land Acknowledgement: We gather today on the traditional and unceded territory of the Algonquin Anishnaabe Nation. May we dwell on this land with respect and peace.

APPOINTMENT OF VESTRY CLERK

Janis Perkin was appointed as vestry clerk.

RECEPTION AND APPROVAL OF THE MINUTES OF THE ANNUAL VESTRY, FEBRUARY 23, 2020

The motion to receive the minutes was moved by Pauline Adams, seconded by Michael Perkin.

CARRIED

The motion to approve the minutes was moved by Pauline Adams, seconded by Cynthia Greer.

CARRIED

RECTOR'S REPORT

Father Julian had covered most points in his report but added the following: a thanks was expressed to Joy Bowerman and Alex Dee for their work in producing the video services. The Christmas Eve service took place in the church with a congregation as the Bishop gave the parishes a choice between an in church service or a video service. A Thanks was also offered to the organizers of the virtual bazaar.

Reception of the report was moved by Father Julian and seconded by Suzanne Bisson. **CARRIED**

CHURCH WARDENS' REPORT

A motion of reception of the Wardens' Report was made by Pauline Adams, seconded by Bill Barber. **CARRIED**

2020 FINANCIAL STATEMENT & REVIEWER'S REPORT

A motion of reception was moved by Georgia Roberts, seconded by Joy Bowerman. **CARRIED**

The actual income for 2020 was \$185,257.00. Collections were lower than budgeted with the actual being \$160,000.00. It should be noted that PAR, Canada Helps and Canada Post which were used during the year helped keep collections up. The actual expenditures were \$188,178.00. A Jubilee Gift of \$30,877.00 from the Diocese helped in reducing cost. There were no withdrawals made from the Consolidated Trust Fund and very few expenditures from the Reserve Accounts.

Michael Perkin thanked Georgia Roberts for her work and diligence during a challenging year. Acceptance was moved by Michael Perkin, seconded by Laurie Slaughter. **CARRIED**

THE PRESENTATION OF 2021 BUDGET

Georgia Roberts reviewed how the income projection had been set and walked us through the budget for 2021.

A motion of reception was moved by Pauline Adams, seconded by Bill Barber. **CARRIED**

Following reception there was discussion about how to increase funding and how to convey this message to the congregation. It was noted that Canada Helps has service charges which at the time of Vestry were 3.5% for monthly donations and 3.25% for a single donation. PAR on the other hand was cheaper with their monthly charges varying between 50 and 75 cents.

Approval was moved by Jenny Morphew, seconded by Yvonne Temple. **CARRIED**

NOMINATIONS COMMITTEE

Pauline Adams presented the 2021 slate and offered thanks to those who were leaving Parish Council. A special thanks was offered to Margaret Lodge for her work on the newsletter and advertising especially her posters.

A motion to close nominations was moved by Cynthia Greer, seconded by Pauline Adams.

CARRIED

The Slate was acclaimed.

RECEPTION OF ALL 2021 REPORTS

A motion to receive was moved by Brian Harrison, seconded by Pauline Adams. **CARRIED**

Approval was moved by John Hancock, seconded by Karen Barber. **CARRIED**

LENTEN OUTREACH 2019

This year, the outreach initiatives proposed are St Luke's Table and the Diocesan Refugee Ministry.

APPOINTMENT OF BANK

Georgia Roberts moved that St. Mark's continue using TD Canada Trust at Emerald Plaza as the financial institution of choice for the coming year. Motion was seconded by Joy Bowerman.

CARRIED

APPOINTMENT OF AUDITORS/ REVIEWERS

The Reviewers for 2021 are Joanne Pagani and Steve Coaker.

MOTIONS OF THANKS

The following thanks are from the slide presentation:

Thanks to

Kate Greer-Close who was such a wonderful leader for our youth with church school, and also in assisting the junior choir

Cynthia Greer for having survived five very interesting years of leadership on Parish Corporation and Council, in her capacity of Deputy and Peoples' Warden.

Ariane Dind for trying to organize on-line blended choral pieces, during this past year of choristers not being able to sing together in person, and for keeping the choir members connected via weekly ZOOM meetings during the lockdown.

To everyone who kept St Mark's going - from Margaret Lodge

Margaret Blakeney who kept our gardens looking good, all around the church, even for the months that we could not be there – from Georgia Roberts

Thanks given during the Zoom Meeting:

Cynthia Greer thanked all who participated in the Zoom Vestry.

Ariane Dind thanked Joy Bowerman for all of her work behind the scenes and her problem solving skills.

Michael Perkin thanked everyone for their work during a challenging year.

Stephanie McWatt thanked the parish for hosting her at St. Marks in an unusual year.

Father Julian gave thanks to Stephanie McWatt for her work at St. Marks. He also offered thanks to Kate Close-Greer for her wonderful work and service to the children and thanked Margaret Lodge the first person at St. Marks to offer him a tour of the church.

Ariane Dind thanked everyone for their being open to new music that was being offered. A thanks was also offered to Joy Bowerman and Alex Dee for their work on the video-recorded services.

Father Julian thanked Pauline Adams for her service as Rector's Warden and welcomed Suzanne Bisson into the position.

Yvonne Temple thanked Father Julian for his pastoral work in the parish and sermons.

MOTION OF ADJOURNMENT

A motion of adjournment was made by Michael Perkin. **CARRIED**

Respectfully submitted by **Janis Perkin**, Vestry Clerk February 28, 2021.

Addendum

Property Report

Over the past year a number of improvements have been done in the church.

The solar panels have been brought up to full capacity by replacing a number of microinverters in the panels, which will increase income for the church. This was done with thanks to Steve Close and John Hancock.

Three portable fans with HEPA air filters were purchased. One is in the basement and two are on the main level. They are on casters and can be easily moved around.

The furnaces have had their filters replaced with HEPA filters

The 300-watt incandescent light bulbs in the hall have been replaced with low wattage LED bulbs which are brighter, use less electricity and have longer life expectancy.

A power connection was installed up from the basement to provide power to live stream services.

In order to fix the water leakage in the basement, we met with Atlantic Basement and made arrangements to have this repaired in early 2022. This will involve putting a channel along the back wall which will trap any water coming in and feed it directly into the sump pump.

The roof was repaired in 2020 and did not leak again until late 2021, when we had a series of freezing and thawing episodes in the early winter. The work is under warranty, but examining the problem will have to wait for more favourable temperatures.

Maintaining the yard requires a lot of support. Kudos to Margaret Blakeney, Georgia Roberts, Russell Wilkins, Jenny Morphew, Suzanne Bisson, John Habcock and anyone else I have missed.

John Hancock, Paul Greer, and Russell Wilkins all helped with general maintenance, which kept the church operating smoothly.

Bill Barber