

**Welcome to the Annual Vestry Meeting,
Parish of St. Mark the Evangelist,
Anglican Diocese of Ottawa
Sunday, March 3, 2024**

Agenda

Opening Prayer

Appointment of Vestry Clerk

Minutes of Annual Vestry, 12 March 2023

Rector's Report and Churchwardens' Report

2023 Financial Statement and Financial Reviewers' Report

2024 Budget

Nominations Committee Report and Elections

All other 2023 Reports

Lenten Outreach

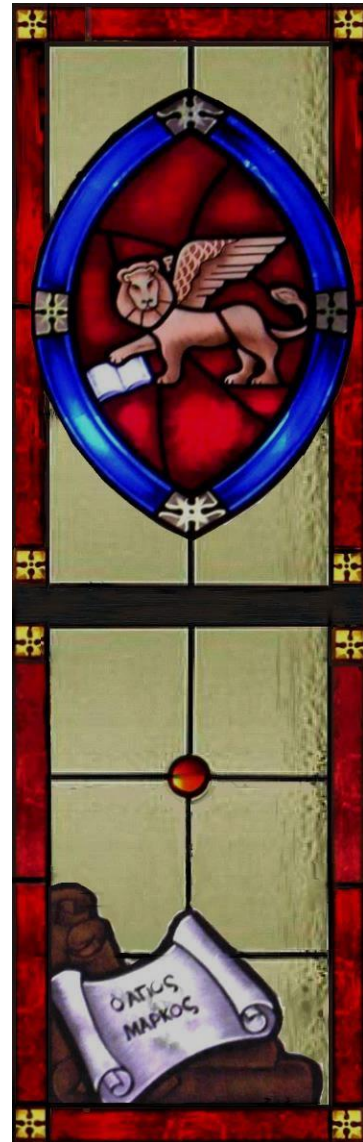
Motions (not tied to changes in the proposed budget)

1. Bank for 2024
2. Financial Reviewers for 2024

Other Business

Motions of Thanks

Adjournment



ANNUAL REPORTS TO VESTRY

March 3, 2024

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Parish Statistics 2023

	2018	2019	2020	2021	2022	2023
Households	190	186	185	157*	155	150
Average Sunday Attendance	74	77	Jan-Feb – 81 Sep – Dec – 31 Video – 118	Sep – Dec – 50 Video – 96 Livestream - 54	Jan – 14 Feb-Dec – 45 Livestream - 66	In-Person – 54 Livestream - 59
Christmas	164	163	In-Person – 35 Video – 304	In-Person - 11 Livestream - 52	In-Person – 61 Livestream - 157	In-Person – 75 Livestream - 94
Easter	139	171	Video – 182	Video – 141	In-Person – 62 Livestream - 71	In-Person – 78 Livestream - 65
Baptized	7	4		5		2
Confirmed						
Marriages	3	1				
Deaths	12	6	5	9	5	6

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

Deaths

Kim Blakeney
Wayne Blatchly
Connie Bowerman

Arnold Duke
George Hopkinson
Ruth McPhail

Lay Assistants at Communion

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

Gillian Morris
Janis Perkin
Georgia Roberts
Keith Wilkins
Brenda Zanin

Rector's Report

Services

Sunday Eucharists: Two services are held on Sundays at 8 am and 10 am. The earlier service usually has an attendance of 7 to 12. Since the pandemic, the attendance has not returned to pre-pandemic levels. However, this is a committed group that comes out weekly despite unfavourable circumstances at times. The 10 am service on the other hand has seen a growth in new members. These new ones are a wide cross-section of people and come with much enthusiasm. The 10 am Eucharist is still being livestreamed and many worshippers locally and abroad have spoken to the meaningfulness of the services to their lives during the week.

Servers: In 2023 several training sessions were held for servers and chalice assistants. As a result, they are more equipped as to their expectations around the altar. At the same time, Sanctuary Bells were added to the liturgy. From all appearances, the servers seem to enjoy ringing the bells.

Black History Month (BHM): To promote learning, reflection and honouring in our community, St Mark's highlighted a very singular program of events during February 2023. Our theme was "Black in Canada: The Narrative and The Vision". Dr. Joy Mighty, Yolande Parsons and Camille Isaacs-Morell shared their perspectives on this theme as featured speakers at each church service. The last Sunday of February featured the Primate of the Anglican Church of Canada, The Most Reverend Linda Nicholls. An Afro-Caribbean luncheon accompanied by the Reggae Band, Trinity, celebrated the Primate's visit and marked the end of Black History Month. The month also featured a display of visual and written artwork on the month's theme by students primarily from St Rita's School in our church hall.

We were particularly pleased to have had Sean Devine, our municipal councillor, attend the first Sunday event, at which Dr. Mighty shared a number of important historical narratives and outlined the vision of blacks in Canada.

Indigenous Sunday: This Sunday was celebrated on June 18, 2023. The service began with the recitation of the Land Acknowledgement which is not usually done each Sunday, although it appears in every bulletin and the livestream. Hymns that spoke directly to the theme of the day were also sung. This year there was no special guest preacher. As a result, Fr. Julian preached the sermon.

Bible Study: This was held for eight weeks in 2023 via Zoom. Each week the upcoming lectionary readings were studied with general questions about the seasons of the church. Additionally, applicable hymns that related either to the liturgical season and/or readings were studied.

Advent Reflections: These were held for three Sundays in Advent at 6:30 pm via Zoom. The last Sunday was excluded, as it was Christmas Eve. These were facilitated by Keith Wilkins, Michael Perkin and Fr. Julian. These arose out of the need to assist parishioners who indicated that they need to hear a message of hope. The attendance could have been better. Apparently, there was miscommunication and others needed help with technology. If the course is continuing, these issues will be ironed out.

Pastoral Care: Today, the team is active by way of friendly visits, phone calls, and taking communion to those who so desire. The team consists of the following: Fr. Julian, Cynthia Greer (chair), Joan Hounsell, Georgia Roberts, Pauline Adams, Shelly Crowley and Keith Wilkins. Other members of the congregation who are not officially part of the pastoral team assist by continuing the so-called friendly telephone calls. For further details, see the report on page 7.

75th Anniversary: St Mark's will be celebrating its 75th anniversary in 2024. To this end, Fr. Julian commissioned a team in 2023 to explore activities in celebration of this date. The team is led by Georgia Roberts and assisted by Dr. Joseph Amuah, Suzanne Bisson, Joan Grayer, Penny Miller and Gillian Morris.

24 Hr On-Call: The Ottawa Hospital, in conjunction with the Diocese of Ottawa and more particularly the Ottawa Central Deanery, have engaged priests at various times to be on call. Each of us is given particular times to offer a wide-range of pastoral care to those persons hospitalized.

Peace

Fr Julian

Wardens' Report

In 2023, Corporation was comprised of Father Julian, and the two wardens, Suzanne Bisson and John Hancock. Corporation, along with deputy warden Janis Perkin and treasurer Joy Bowerman, met regularly to address operation concerns and other issues.

Financial Advisory Committee

In January 2023, Corporation established a Financial Advisory Committee consisting of Fr. Julian, John Hancock, Suzanne Bisson, Georgia Roberts, Joy Bowerman and Michael Perkin. This committee supports and assists Corporation in fulfilling its responsibility for the planning and management of St Mark's resources. The committee meets quarterly.

Anglican Foundation of Canada (AFC Grants)

The Anglican Foundation of Canada's new policy for grants and loans was promulgated in March 2023 and was addressed at Parish Council and at the Financial Advisory Committee meetings. There are two categories of grants: 1) for projects up to \$5000 with no matching funding requirements and 2) for projects up to \$15,000 and not more than 50% of the project budget. The remaining 50% of the total project budget must be raised or accounted for at the time of the application. (Loans are at 5% interest and up to \$100,000.) There may be a mix of grants and loans. We had hoped that this new policy would facilitate enhanced lighting in the church; however this was never brought to fruition.

Consolidated Trust Fund Accounts

At the February Parish Council meeting it was requested that I contact the diocese regarding the use of our trust accounts. A question was posed to Bill Gilbert, accountant at the Ottawa Diocese: "Could St Mark's withdraw any of the funds in the trust account and is there a penalty?"

His response: "Yes, we can and no, there is no penalty. The Bishop would want us to use these accounts for the survival of the parish. If the funds are not withdrawn and the parish closes, the funds become the property of the Bishop."

I gave him some examples as to what St Marks could use the funds for such as the lighting in the choir/altar area and the nave, as well as accessible washrooms. Bill said these are the exact types of capital projects the funds should be used for. Should we use the funds, it is important to make note of this as a capital expenditure on St Mark's statistical return.

Bill Gilbert was further questioned as to whether the consolidated trust funds could be used only for capital projects and not for operating expenses. His response was, "That was the thinking at one time but if the existence of the parish is in doubt, then I believe the current view is that these CTF funds can be accessed for operating expenses."

Presently there is no plan of action to utilize these funds, but should we need funds in the future, we have been green-lighted. The financial advisory committee will also address this issue in their next meeting.

Asbestos

Over the summer the supervisor of Carleton Memorial Daycare sent Penny an email, regarding the possibility that the heating line pipes in Bishop Reed Hall were encapsulated in asbestos. They are fine if they are not compromised but once they are, an abatement is necessary.”

After much discussion and research, including a call to Francis Fuels, it was determined that there was no way to ascertain whether asbestos was or was not present and because of the health issues related to asbestos, we should arrange for an assessment. This will take place in early 2024.

Policy on Harassment

Some months ago, a copy of the Workplace Discrimination, Harassment, and Violence Response Policy was provided to Corporation and Parish Council members. Guidelines for a harmonious and respectful environment will be promulgated in 2024

Respectfully Submitted,
Suzanne Bisson
Rector's Warden

Property Report

A number of general maintenance activities took place including Spring and Fall furnace checks, replacement of spent light bulbs, clean-up of lawn and garden areas, and clean-up of brush from lawn and parking areas which was bundled and put out for city pick-up. Thanks to Russell Wilkins and Georgia Roberts for their clean-up of garden, hedge and other brush around the parking lot. We wish to make a special mention of appreciation to Joan Grayer, who has put in many hours to weed, nurture and water garden plants.

When the furnace technician from Francis H.V.A.C. was at the church for the Fall maintenance, we noted that the radiator along the south wall of Bishop Reed Hall was not producing much heat. A stuck valve behind the radiator cover had to be freed up. He also obtained and installed a new thermostat in the church basement.

Twenty-two of the burgundy upholstered chairs, with broken seat supports, were re-welded. An outside storage shed (Suncast) for garbage and green bin storage was purchased and assembled. It is located outside the kitchen door.

RJ Masonry was employed to do a complete wrap parging of St Mark's church and hall, October 6-11. On October 6, Russell Wilkins and John Hancock cleared a blockage in the drain of the new vanity sink in the basement.

A new sump pump was installed in the furnace room on September 15. A replacement motion-activated light was installed outside the Choir entry door. In mid-November, with thanks to Russell Wilkins and Trevor Dee, non-functional spot light bulbs and hanging light bulbs were replaced in the choir area. Just before Guy Lavoie moved to a seniors' residence, he donated two water coolers which were gratefully received.

Respectfully submitted
John Hancock,
People's Warden

Synod Report

Synod started Thursday night, October 19 with the Bishop's charge to Synod where he reminded us that we are all together. We are not stand-alone parishes, we are interconnected by our faith and our passions. It is the we (together) that makes us stronger and able to look forward to the future, to look beyond what we do on a Sunday and embrace a holistic balance of care and inclusion. Just think of what we are doing through Coffee, Company and Conversation.

Friday morning we heard from Dean Sewell from St George's College Jerusalem about the challenges and the hurt they are experiencing as a result of what is occurring in Gaza, in a tearful presentation he brought home the immediacy of what was happening and the role that the Anglican church is playing in providing relief. The hospital that was bombed was directly supported by the Diocese of Jerusalem. We also learned that the Primate's World Relief and Development Fund has committed to provide up to \$30,000 in relief funds. Go to the PWRDF website if you would like to contribute. (This is also one of our Lenten Outreach projects.)

Over the two days we were shown what the diocese has been working on to implement programs supporting every aspect of our diocesan and parish work.

Beginning in 2024, what was previously known as Parish Fair Share will be renamed as Proportional Parish Share and will reflect a 22% reduction to parishes overall. They intend to look to the following to offset revenues previously collected from Parish Fair Share:

- property revenues
- utilizing Central Trust Fund dividends (owned by the Diocese not parishes)
- Cathedral Hill income

Community Ministries will continue to be a vital support to our at-risk people. Since COVID, the need for affordable housing, homeless shelters and essential support to at-risk persons is increasing at an alarming rate.

How do we fit in?

The Diocese is introducing Contextual Mission. Contextual mission is the response we give to the question "how is God calling us to proclaim the good news in our time and place?" It means learning how to share the love of God in ways that show we are aware of the cultures and situations of people in the wider community. It is how we as a church respond to the Great Commission to "go and make disciples of all nations." (*Matthew 28.19*).

We will be a Spirit-led Church equipped for contextual mission through the implementation of Shape of Parish Ministry Consultation (SPMC) actions to enable, support, resource, and nurture practical and spiritual renewal amongst the lay and clergy leadership of our parishes and congregations. Every parish and congregation of our diocese will be engaged in contextual mission, with each one initiating or collaborating on at least one identifiable new venture by 2028. By 2032, the 135th anniversary of the founding of our Diocese, we will have created 35 new worshipping communities, in a great variety of shapes and sizes.

This process of prayer, education and action will start in 2024 with the introduction of Divine Sparks in our Midst: A time for prayer.

There is so much more that happened at Synod that the best way to discover all of it is to look at the Synod Summary Highlights at the link below.

https://ottawa.anglican.ca/news/ado-synod-2023-summary-highlights/?utm_source=Cyberimpact&utm_medium=email&utm_campaign=ADO-SYNOD-2023-Synod-Highlights-for-you-to-Share

Michael Perkin
Synod Representative

Video Services

Throughout 2023, the 10 am Sunday services (9 am services during the summer) were livestreamed every week. As well, a funeral in January, Ash Wednesday, extra services during Holy Week and Christmas were also streamed. There were five occasions during the year when the complete service was not streamed, due to technical problems. In these cases, the service was recorded and uploaded by noon. All in all, a pretty reliable track record.

The average views on the Sunday livestream videos during 2023 was 59. This includes people who watched the livestream and those who viewed it later. Of course, there are people who “attend” the service several times by coming in person and then watching later at home. This number is down slightly from last year, but the average number of views is still larger than the number of people in church.

While the routine is becoming more comfortable, there is still trouble shooting which has to be done every so often. I would like to thank the brave souls who run the livestream equipment. They are Joan Grayer, Joan Hounsell, and Penny Miller.

Respectfully submitted,
Joy Bowerman, Video Producer

75th Anniversary Planning Committee

Our parish of St Mark the Evangelist was created on October 9, 1949. This means that the parish reaches 75 years of age in 2024. A committee consisting of Fr. Julian, Joseph Amuah, Suzanne Bisson, Joan Grayer, Penny Miller, Gillian Morris and Georgia Roberts was struck in the summer of 2023 to begin planning events to mark this anniversary. Most events will take place between St Mark’s Day (celebrated this year on April 21) and October 9 2024. The theme for our anniversary year will be "Celebrating our past. Growing into our future."

Georgia Roberts, Chair

COVID Pandemic Team

The pandemic team continued monitoring procedures and practices updated from the Diocese. While we have returned to normal services, we encourage everyone to monitor their health carefully. Masking and good hand sanitization continue to be strongly recommended. We are glad to report that the majority of our users and our parishioners follow the guidelines “religiously”. The Pandemic team will continue to monitor updates and advise St Mark’s Corporation.

Pandemic Team: Georgia Roberts, Joan Hounsell, Joseph Amuah, Terry Frederick, Karen Roberts, Michael Perkin

Stewardship

2023 was a good year for Stewardship at St Mark's. In the spring it was determined that a financial stewardship team was needed. The team was made up of Joy Bowerman, Fr Julian Campbell, Keith Wilkins, Joseph Amuah, Joan Hounsell, Georgia Roberts, and Michael Perkin. The team did some preliminary meetings, getting ideas and themes and looking at timeframes. Joy and Georgia did an immense amount of work putting together a parish narrative budget which describes in words and examples where our contributions are utilized. The work was then outlined in six Sunday morning messages presented by members of the team. We had a Stewardship Sunday where all were invited to an expanded coffee hour with plenty of snacks and refreshments including a big cake. The parish response was extremely good with 24 forms returned, 11 with pledges and 13 with increases to PAR (Pre-Authorized Remittance) monthly contributions (2 of them being new PAR participants).

I wish to thank once again the Financial Stewardship team for their dedication and hard work. Their prayerful and spiritual insights made this campaign a wonderful experience. We all learned something new about how we spend our resources and the campaign provided insights into our extraordinary community.

Finally, we want to thank all of St Mark's parishioners for their generous support both financial and spiritual.

Michael Perkin
Stewardship Officer



Thank You!

Rentals

Our rentals this year consisted of mostly returning renters, plus one new church who met monthly on a Saturday. This has had an impact on the Altar Guild. There have been some individual rentals but our base has been our regulars. The choirs that use the church also held concerts, which were open to the public and advertised in the St Mark's newsletter.

In the summer of 2023, we again had the school age summer camp of Carleton Memorial Day Care in the upstairs hall and Pedalheads using the parking lot and basement if the weather was inclement. This year's leaders worked well together as they coordinated their outside times and with opening and lock up, for a successful camp season. They will both be returning in 2024.

We continue to have the support of Carolyn and Peter Finlay when there have been late lock ups and from Rose Lockyer, our cleaner when extra cleans were required, thanks to them.

Penny Miller
Rentals Coordinator

Pastoral Care Ministry

During COVID we did our best to keep in touch with our members, mainly over the phone. Once we were allowed to meet and worship, Fr Julian said it was time to re organize a parish pastoral care team, although some of us had been doing this on a personal basis for a long time.

In the fall of 2022 we took a 10 week course of training so that we were ready to offer pastoral care before the end of the year.

This past year we organized loosely into pairs, since it is preferable to go in twos, especially if visiting a person who is no longer verbal, or simply as a precaution. This we did faithfully, but it is not as

easy as it seems to organize for just two people to be free to visit at the same time. We have visited people in their homes, hospital, Seniors' Residences and in Long Term Care homes.

COVID took a toll on everyone in different ways, but for older people, those three years may have been the last three years of a healthy active life. Many are still scared of catching COVID, even though they are well vaccinated, or they have become so used to being alone without visitors, that they are uncomfortable making the transition back to our easy meetings in pre-COVID times.

This has resulted in their not wanting personal visits, though they are happy with a phone call. On the one hand it is easier because you don't have to organize with your visiting partner, but they then miss the three way conversation which is often more stimulating (my impression).

Most of the team offer to take Holy Communion with them, which some are very much missing, since watching on the computer does not equal receiving the elements together. If you would like home Communion, please let the office know, at 613-224-7431. Members of the pastoral care team are waiting to be invited.

If you would like a phone call because you have a concern, or would like to chat, please call the office, or me at 613-723-2680. We would be delighted to hear from you. We are here to serve you and that is why we are part of the pastoral care team.

Respectfully submitted,

Cynthia Greer, for Georgia Roberts, Joan Hounsell, Keith Wilkins, Jennifer Morpew, and Pauline Adams.

Prayer Ministries

St Mark's E-Prayer

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

I started St Mark's E-prayer in 2007 with just a few requests for prayers for parishioners, that evolved over the years. St Mark's was one of the first in the Diocese to use e-mail for prayer. 2023 was our 16th year. In 2023 I sent 32 E-prayers to 54 pray-ers.

As in previous years, prayer requests were not only for the parish family, but for our own families and friends. We gave prayers for healing for 24 people, for health, surgery and recovery. We started 2023 with 21 people who asked for our continued prayers, and at the end of the year we had 24.

We gave prayers of thanksgiving and comfort, for the loss of five parishioners, four former parishioners, and five from family or friends in the greater community. In prayer we also celebrated, including those who had healed, and for the coronation of our new King, Charles.

Since its inception in 2007, 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.

As in the past 16 years, I give my thanks to all who have been part of our E-prayer team, 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. Please join us.

As we continue through the year of 2024, may it continue to be a year of prayer and hope.

Margaret Lodge
E-prayer Coordinator

Prayer Cycle Calls

Three of us are callers for the prayer cycle, Cynthia Greer, Ann Matthews and this year Brenda Zanin has joined us. We are delighted to have you, Brenda.

Each week, except over the summer, you will find the names of four family groups or individuals in alphabetical order in the bulletin. They mentioned in the Prayers of the People at both services. We gradually go through the parish list, maybe twice during the year.

When we call, we introduce ourselves and explain that we are calling to see how you are, and if you have prayer concerns of any kind for yourself, family or friends. These are shared with the Pre-COVID prayer group which is Ann Matthews and Carol Dicks. Although Carol is now living in a residence, she still faithfully prays for the people of St Mark's with Ann, and then generally for the other diocesan and world- wide Anglican people in the bulletin.

What you tell us stays confidential. We may ask you for the first name of the person you have asked us to pray for. This is not simply curiosity, but we feel it is important to use the person's name in our prayers.

This is also a great opportunity to connect with our parishioners. It helps us find out where people might be if we lose track of them.

If you would like extra prayers at other times, please let one of us know.

Respectfully submitted,

Cynthia Greer, Ann Matthews Brenda Zanin and Carol Dicks.

Prayer Shawl Ministry

We continue to provide prayer shawls and pocket prayer shawls as well as white baptismal shawls and scarves. Each shawl is knitted or crocheted prayerfully and blessed before given out.

The shawls represent the love and prayers of our church community and have many uses, for example comfort or celebration. Large shawls are available upon request.

Pocket prayer shawls are easily carried in a pocket, purse or tucked into a helmet. These shawls and a copy of the prayer can be obtained from the basket at the back of the church.

I would like to thank Betty Caughlin and Diane McCaul for their handiwork and shawl donations.

Respectfully submitted,
Gillian Morris

Music Ministry

The choir at St Mark's has long been a traditional Anglican choir. We have continued in various forms for all our 75 years, and we have not been shy to claim that St Mark's has been known for its excellent music.

With the departure of Ariane Dind after 22 years of service, this past year has seen a number of changes, as we have worked toward a new comfort level.

Carl brought a lot of very different music, trying to involve the congregation more in our music ministry. Some of us found it to be challenging to depart from anthems with less 'traditional Anglican flavour' before we were ready for it! We know that our music is our way of worshiping and praising God. Under new leadership, we had to learn new ways to do this. Carl's preparation for the Holy week and Easter services was very meaningful.

Choirs are a strange collection of people, all totally different, but connected deeply in our desire to produce the best music as we worship. We are closely connected and very caring about each other. We spend a lot of very concentrated time working together to produce a hopefully pleasing or meaningful anthem and service music, to help the congregation worship together.

Our main task is to lead the congregation as they sing and worship, not to prove any point, and to offer something from our musical ability to God.

Carl obtained a new position and left us in August, much to our surprise. Over the summer, we were fortunate because the 9 am service was shorter, and with less singing than the 10 am and a pianist worked well.

Keegan Lazarus was an excellent pianist, and served us well. When his time ended and we were back to 2 services, we had various organists. This was a good interim solution, but a choir needs the permanency of a leader to prepare music in advance, and a person who knows our repertoire, and how the Anglican church year is laid out.

We were helped by Don Marjerrison, Elaine Graham, Mark Moss, and Alexander Reicker, with Joy sometimes taking rehearsals. She was in a good position to know our music, to have the book which tells us what we sang at what service, and indeed, to put it all together coherently. Thank you to Joy for all the time you spent on it, not to mention practising on the piano ahead of time. I think we would have been in a sorry state without her.

We were equally fortunate to have our present organist/choir director Glenn Keefe. He arrived in September, and said he would happily work with us so long as he didn't have previous commitments. He did have some, but we worked around it with the previously mentioned replacements. The choir were happy, because he is so upbeat and positive and friendly. He has been a good choice for a short-term leader, getting us back on an even keel. We were lucky that our replacements were available when needed. We moved into the new year with Glenn, and in some ways it is good to have had several different directors, because it helps us clarify what would best work for us.

The only really unfortunate thing is that while we had 22 choristers for quite a while, during the early part of the year we lost 10 good singers, for various reasons. These people are hard to replace, so those of us who remain have to work harder, and be more faithful, understanding that if you have a cold or cough, whether of the COVID variety or not, you don't come to choir, because we are much more cautious than we were.

We have ended the new year on a very positive, and hopefully tuneful note.

Thank you to all choir members for pulling things together, and to Glenn for being the glue to cement us together.

Respectfully submitted,
Cynthia Greer

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 three applications were made for a Police Records Check (PRC) for the year 2023. . We will have to carry out some Police Records Checks and renewals in 2024 for those who record check will expire. Presently, we have 12 record checks on record.

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 two 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. Also it is possible to do this online. 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 -Home Communion Visitors -Screening in Faith Committee -Parish Administrator (not a volunteer) -

Plans for 2024 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

The new website continues to be used extensively. Every week, the latest newsletter is posted to the website and the newsletter archive updated. The latest video is automatically updated. Any news is also put on the website as it comes. Special events such as Black History Month, Christmas, Easter are all highlighted in the rotating slides at the top of the webpage. 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. Suzanne Bisson and Joan Hounsell handle the bulk of this work, making sure that special events are highlighted and posting pictures when appropriate. Joy occasionally posts material that comes from the office.

respectfully submitted
Joy Bowerman

Mothers' Union

The Mothers' Union is a world-wide sisterhood with four million members in over 80 countries.

The aims are:

- ❖ To share Christ's love and teaching by supporting and nurturing family life
- ❖ To maintain a world-wide fellowship of Christians united in prayer, worship and service.
- ❖ To seek justice for all.
- ❖ To support individuals and families in troubled circumstances.

In 2023 St Mark's Mothers' Union celebrated 40 active years in the parish.

In 1949 St Mark's was a new parish in a new community of returned war veterans. The church was built in 1954. Various Guilds, Circles etc, evolved for St Mark's women over the years. The parish had a Mothers' Union from early times, until 1968, when new Canadian marriage canons regarding divorce differed from those in Britain.

When these canons were once again in agreement in the early 1980s, most of those groups were still active, but there was nothing specifically for younger women with small children.

In 1983, our rector Rev David Stalter invited the Rev Ken Cowan, of Christ Church Bells Corners, and his wife Dorothy to visit the parish to speak about starting a new Mothers' Union. Mothers' Union, with its focus on marriage and the family, appealed to our young mothers, especially the far-reaching world-wide aspect, the importance of prayer and service, and the need to provide care for those less fortunate. It also gave a supportive group to the younger women.

The first organizational meeting was held on February 9, 1983, with Dorothy Cowan and Nora McLeod, a St Mark's parishioner who was already a Mothers' Union member prior to the shut-down in 1968. So St Mark's Mothers' Union was re-born, with many of the parish's younger women becoming involved over the years. Our choir donated \$100 from their spring hymn-a-thon, which enabled us to buy service books.

Our first enrollment took place on June 29, 1983, when Fr David became our Chaplain, and enrolled five members: Valerie Day Evans, Cynthia Greer, Annabel Griffiths, Margaret Lodge and Jenny Morphew, with Nora McLeod as our first enrolling member. Since then we've had nearly 30 members at one time or another, and three of the original group are still active members in 2024.

During these 40 years MU has worn many hats, and provided many services, generally connected to our Aims and mandate. One of those hats still being worn is the church Membership Committee.

In the past we helped with the parish Seniors' lunches for many years. We also supported the Church School and Nursery whenever possible. As a group, or individually, we have been very involved in the life of St Mark's.

Today, we still focus strongly on the family, whether it is our own family, our parish family or those who need support around the world. This has been shown through the years by many fundraising projects, through catering parish events with our family picnics and BBQs, lunches and dinners, supporting the Akany Famonjena Orphanage in Madagascar, our Giving Tree in Advent, our on-going Book Table during coffee hour, raising donations to help others.

It is still very much a prayerful, worshiping group connected worldwide on one side, with a practical 'how can we help' approach on the other, including pastoral support at many levels of our group members. In 2023, that focus was still the same, if not quite as active as in the past. We are no

longer the “young mothers” group of 1983, but part of our MU service since the beginning has been organizing, providing and sharing meals for the whole parish family. This has continued, apart from a short break during COVID, and still goes on today.

Events during 2023

- ❖ Mothering Sunday Coffee, March 19: As usual over the past few years, our MU group has recognized the Mothering Sunday – the 4th Sunday in Lent, and has for most of that time provided the coffee hour on that day, including treats like the historical, and now infamous, MU Simnel cake. Again, as in the past, flowers were given to the ladies at the service. This year 60 carnations were given – they were very ‘popular’ as were the simnel cakes at coffee hour, and also the mini version of the cake made for the Spring Bazaar – all were sold.
- ❖ St Mark’s Day Lunch, April 23: To celebrate our patron saint’s day in April, we provided a chili and soup lunch, which was well supported and enjoyed by over 50 people. Parishioners’ donations came to \$155, which went to the Debra-Dynes Summer Camp program.
- ❖ MU 40th Anniversary Tea at Billings Estate, June 21: To celebrate our 40th anniversary we met at Billings Estate for High Tea on June 21, when 16 of us enjoyed an afternoon of being together, happily reminiscing on our 40 years of work and fellowship. We have been and still are a very caring group, always there for each other, concerned about each others’ well-being, and sharing family concerns. We felt this on June 21, as Margaret L. was unable to be with us as she had been suddenly called to be with her ailing Mum, Ida. (Ida passed away 10 days later a month shy of 108 years) A care package from the tea was delivered to Margaret (greatly appreciated) as she sat with her mother.
- ❖ We didn’t plan a June picnic this year for a number of reasons, and the planned Fall BBQ/Lunch in September was cancelled, but replaced with the Stewardship Lunch on September 24, with a few MU members still helping.
- ❖ Advent Lunch, December 10: We had in the past provided a lunch or dinner on Advent 1 in conjunction with the Advent Carol service. This year it was held on Advent 2, with Chili and soup menu. Over 50 people attended and there were donations of nearly \$200.

Other activities during the year

- ❖ Books Table: The book table is available every Sunday and gives the parish an opportunity to buy and donate books. It started in 2000 as a form of fundraising to provide donations to a variety of projects supported by Mothers’ Union, locally and in Canada, but also around the world. Apart from a break during COVID, this project has raised nearly \$16,000 over the last 23 years. Some years it raised over \$1000, most years it was between \$500 and \$800. More recently donations have been in the \$100 range. It is also open at other events such as CCC and people can pick up books in the hall any time, and drop in a dollar a book.
- ❖ Diocesan Synod registration: In October MU handled the registration at Synod, as we have done for many years, although it wasn’t specifically an MU initiative. This year was with a new diocesan leadership group, and Cynthia Greer, as our group leader, was part of the post-synod discussion group, as they make new guidelines for the future, unfortunately for some of us, as they make it more digital !!
- ❖ Church Bazaar: As usual, MU took part in helping at the November Bazaar, with our own table to sell Christmas puddings and church calendars. Members also helped in all other aspects of running the bazaar.
- ❖ Christmas Puddings: For a few years MU has been the producer of Christmas puddings. We made only two batches this year, which included large (800g) and small (400g) puddings. For

example, one batch made 20 large and 20 small. They were sold at the annual church bazaar, by in-church orders and also on-line. The profit from both pudding and calendars went into the church rather than to outreach because we are Mothers' Union but also at the same time, simply parishioners raising funds for the parish.

- ❖ Anglican Church Calendars 2024: In 2015, St Mark's MU took over the Anglican church calendar ordering and distribution project from the Diocesan ACW. When COVID-19 hit in 2020, the only logical way of ordering was for each parish doing it individually. Our MU has continued to order our parish calendars. Thankfully we were no longer involved in the diocesan-wide distribution, as this past year's order caused a major issue due to the delay in printing, mostly because of an unknown delivery date and an unknown cost etc. They did not sell very well because of this, and it was finally done by pre-ordering within the parish. Only 25 were ordered instead of the planned 50, reduced to a tentative 30, and finally to 25. Fortunately, they did arrive in December, just before they were needed.
- ❖ Advent Giving Tree: What eventually became known as the Advent Tree started over 20 years ago, with donated items of scarves, mitts, hats, socks, toiletries etc, a gift for Christmas to help those in need in the city. It ran from the week before Advent until Advent 3, with items going to Belong Ottawa, which includes Centre 454, The Well and St Luke's Table, also The Mission and Operation Come Home. There was a concern that there would be fewer donations of larger items this year, so MU augmented the donations by using funds from their Diocesan calendar sales. Our concerns were unfounded as our parishioners were exceptionally supportive, so we delivered a huge amount of new articles as well as some gently used clothing.

I would like to take this opportunity, which I know I repeat every year, to thank you our parishioners who support all our endeavours. It is your generosity, your concern and your support that allow us to be God's hands in the neighbourhood, our city, and around the world.

May God bless you for your love and caring.

Respectfully submitted,
Cynthia Greer, Mothers' Union Branch Leader

Membership

This year has seen a return to normal, from the point of view of our being allowed to meet together, have a regular coffee hour and so on.

What has not really increased has been the number of parishioners in church. Some of course regularly watch the service either at the same time as we in church worship, or later on. Other older people have passed that critical time when they could indeed make their own way to church. The time between March of 2020, and the end of 2023 was a critical time for so many members. Their physical health and independence have experienced a great setback.

I am responsible for sending cards out to our parishioners from the parish for a variety of reasons. I certainly need help to know if someone is sick, lonely, moved to a different location, or to offer support with a bereavement card and celebrate happy events.

Isabella Pagani, my university-age granddaughter, sends cards at Christmas and Easter to just over 40 parishioners, with a little note. This simple act of caring results in many happy parishioners who are so pleased to be remembered, and they thank her and me enthusiastically. Thank you Bella.

It is very difficult to find out where parishioners are because of privacy rules, especially in long term care homes, so once their children have moved them out of the family home, it is almost impossible to trace them.

Please let us know if someone you care about has changed their address or their phone number, so we can visit or at least keep in contact.

Members of our Mothers' Union are counted as a support team for membership, and previously for the vitality team. They are the youngest group left from all the groups, guilds and circles we used to have. These women have now taken on many extra tasks since COVID, in order to ensure everything continues. Thank you each of you, not forgetting others who also take responsibility for so many things.

The CCC group is continuing to expand, and offer many different things to a goodly number of people each week. This will likely be reported on under outreach, since it serves both parishioners and local and not so local people.

We have held two parish events which included lunch. One was for St Mark's Day in April, and the other for the Advent lunch in December. Offering a meal certainly brings people out, and gives us all a chance to relax together. Again thank you to MU members who supply the food, and work at each event. It really is good to know that I can always rely on them to support things, and especially help me.

One event we haven't managed to fit in so far, is a welcome lunch for new parishioners. Some of them aren't very new now. Maybe this can be done for the 75th Anniversary.

This year starting in the summer we had quite a few visitors, who have become members. This is very encouraging, since our numbers have been declining. Joan Hounsell offered with Janis Perkin and Laurie Slaughter to prepare small welcome bags for newcomers. Thank you for that. There are about 12 new family groups or individuals who have been very faithful.

Please continue to wear your name tag, and welcome new people. Check during the service whether they are following. Blue book, green book, bulletin, readings, psalm, and so on can be very daunting to a non-Anglican, and probably to some Anglicans if we use a different way to present the service. Then invite them to join you for coffee in the hall. It never hurts to say 'Good Morning' but admittedly being too effusive can upset some people until they are more comfortable. I know you will be sensitive to their needs that first time at our church.

Hopefully our new visitors will settle in and take part in our church life. You all did at some point. The first meeting is very important, and your smile of welcome counts a lot. Please keep smiling.

Respectfully submitted,
Cynthia Greer

Altar Guild

The members of your Altar Guild continue as three groups who rotate to set up and clear the church for all services. With other churches worshipping in the sanctuary this becomes a major commitment after the 10 am service.

The churches that now use the space require that the altar be moved, so big thanks go to Russell Wilkins and Gary Miller who fitted the altar with lockable wheels. This has also been useful for concerts held in the church, we just have to remember to ensure all the wheels are locked when we

reset the altar. The sacristy calendar now has many stickers on it to remind us of upcoming services and events. Thank you all for your flexibility and continued commitment.

Penny Miller
Altar Guild President

Flowers

You may notice that there are times during the year when there are no flowers at the altar. One of those seasons is Lent. During the rest of the year flowers/plants can be placed at the altar as celebration, in memoriam or to mark an important date or event.

The format continues for us to place the flowers/plants on stands on either side of the altar, this has been successful and shows up well on livestream and can be seen clearly from the pews.

If you wish to order flowers, you need to contact the office stating the date, occasion and the dedication for which they are requested. Donations for the cost of the flowers can be submitted by e-transfer to the office, mailing a cheque, or placing it on the offering plate, clearly marked flowers.

Penny Miller

Outreach

In 2023 the main focus of St Mark's Outreach was Debra Dynes Family House (DDFH) and Debra Dynes Food Bank (DDFB). I made regular deliveries throughout the year of cash, food, egg cartons, diapers, clothes, small household appliances and household supplies. In February I delivered dolls that Cynthia had cleaned up from the pre- COVID Sunday school.

In March, Fr Julian and I visited All Saints, Greely to donate plastic milk bags which are used to make mats and "sit-upons". These are made on a loom at the church and donated locally. We have continued to donate milk bags throughout the year to this worthy cause. (Refer to Crosstalk, Jan. 2023, page 10 for full details.)

In May, Debra Dynes Family House was able to safely restart their Mothers' Day Gift Sale. Generous parishioners and friends of parishioners contributed many lovely gifts for the sale. I made two substantial deliveries to DDFH before Mothers Day. We also gave a \$50.00 Gift Certificate for Kaladar Market that Brenda Zanin won and generously donated.

Over the summer deliveries of food and cash continued to be made on a regular basis. My neighbours did some cleaning out of closets and gave me many bags of ladies' clothes, shoes, purses and personal hygiene products to give to DDFH.

The school supplies and cash donations were once again extremely generous. Before Labour Day I delivered two carloads of filled backpacks, cash and cheques.

In September stamps from the collection box in the Cloakroom were delivered to Oxfam on McArthur Ave.

In the Fall food and cash continued to be delivered on a regular basis to DDFB. Two carloads of food were dropped off for Thanksgiving. Thanks to all parishioners who made these deliveries possible. A neighbour (who was downsizing) donated several small appliances and household supplies that she will not need to DDFH. A third delivery of milk bags was given to Grace at All Saints, Greely for her mat project. (Thank you to Gillian for regularly folding the bags.)

Stamps continue to be delivered to Oxfam. (Thank you to Mani and to all others who donate.)

As winter approached a very generous parishioner funded a large bag of knitted scarves and hats from the Bazaar. This was delivered to DDFH before Christmas.

We were informed by DDFB that egg cartons are not needed in the near future.

Our 4th delivery of milk bags in 2023 was made on our behalf by Anne Kirby who informed us that Grace is very pleased with our collaboration.

The “Welcome Kit” was launched in October. By year end at least 15 bags had been handed out to visitors at St Mark’s. Each bag contains a pen, notepad, CCC information card, a sheet of church related phone numbers, e-mail addresses and social media information, a St Mark’s bookmark, a pocket prayer shawl and a trifold of church information. Everything is in a colourful gift bag. The gift bags have been very well received.

Food and household basics are always in great need. The number of people served by DDFB has more than doubled to 3500 over the past year. The food delivered from the Ottawa Food Bank on Tuesday is usually gone by Wednesday. St Mark’s parishioners are very generous with food and cash donations. Thank you.

Respectfully Submitted,
Joan Hounsell, Outreach

Coffee, Company & Conversation

In September 2018 a St Mark’s community outreach initiative came into being, thanks to the efforts of four committed members of the Parish, and the generous support of Betty Caughlin who backed the group and believed in the vision of providing a morning social program for older adults in the church and the greater community. Held on Thursday mornings in the Hall from 10:00 to 12:00, except for the shutdown during the pandemic, it has grown and evolved beyond the hopes of those involved.

Through 2023, the numbers who came grew steadily. The program now averages about 35 people on a typical morning, but special events and speakers have seen numbers considerably higher.

Besides “word of mouth” about the social and activities-oriented program, advertising in the Diocesan newspaper, *Crosstalk*; in the Council on Aging weekly email which provides a description of activities available for Ottawa seniors; and in the weekly newsletter for the area from NROCRC (Nepean, Rideau, Osgoode Community Resource Centre), has drawn people from as far away as Orleans. Clearly there is a need and desire on the part of older people to be able to go to a welcoming and relaxed environment where good coffee, tea and homemade snacks provides a venue for socialization and active participation with others of a similar age. The year-end feedback forms indicate clearly that this opportunity is appreciated and that St Mark’s is a good place to come for a morning of companionship.

The CCC program varies from casual coffee klatches to activity-oriented sessions with cards and games, optional creative writing group sessions, and special guest mornings featuring musicians, politicians, and speakers on topics of interest. There are three “seasons” to a year at Coffee, Company and Conversation, each with a schedule that outlines the program. It runs from the second week of September to late June.

It would be remiss not to acknowledge the dedicated St Mark’s volunteers who make these mornings happen. The coordinating team of Suzanne Bisson, Penny Miller, Gillian Morris, Georgia

Roberts and Laurie Slaughter handle the overall program, finances, organization of food and drinks and decorating.

The amazing food teams who follow a schedule for each month drawn up by Penny, are: Suzanne and Pat Sinclair; Joy Bowerman and Judy Life; Penny Miller and Gillian Morris; Georgia Roberts, Wanda Bowman, Janis and Michael Perkin. Many thanks are owed to these generous and imaginative bakers.

The program is designed by Laurie Slaughter and its publicizing is done with support from three people at St Mark's – Poster design/creation by Margaret Lodge; weekly publicizing in the church newsletter and on our website by Joy Bowerman; and on the St Mark's Facebook page by Joan Hounsell.

Welcoming of attendees and recordkeeping of numbers and donations are carried out by Rob Mellon, the smiling face that people first see when they arrive. In addition, many thanks are due to those who faithfully set up and take down each morning.

This important Community Outreach program by St Mark's Anglican Church has more than exceeded its original goal and purpose. It has made St Mark's a community place of gathering and one where older people on their own or those just wishing to come and socialize, are made welcome and enjoy a warm, accepting atmosphere. The CCC Program personifies our mandate to reach out and share with others in our community.

Respectfully submitted,

Laurie Slaughter
Lead 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 Belong Ottawa and Diocese of Jerusalem, 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

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
- 2023 Matthew House, PWRDF Turkey/Syria Earthquake Response
- 2024 Belong Ottawa, Diocese of Jerusalem Advent Appeal

Belong Ottawa

This Ministry supports day programs of the Anglican Diocese of Ottawa. It provides safe spaces that connect people and create community. Programs are offered that address basic needs, and foster dignity, wellness and hope for all. This program helps people who are precariously housed or without a home. Belong Ottawa day programs include Centre 454, the Well.

Diocese of Jerusalem Advent Appeal

The ministries of the Diocese of Jerusalem sustain and strengthen respect and concern for all people through education and health care, hospitality and working for peace. The diocese puts their Christian presence and faith into the action of ‘loving our neighbours as ourselves’, bringing hope to many regardless of faith and circumstance. The Companions of Jerusalem is a national, voluntary body of members of the Anglican Church of Canada drawn together in common concern and support for the well-being of the Church in the land of Christ’s birth, death and resurrection. Companions provide leadership and support to our church’s growing partnership in mission and justice with the Diocese of Jerusalem, and enable a unified national response. Activities are overseen by an Advisory Council comprised of nine appointed members. The Primate is an ex-officio member.

Bazaar

Last year, under the auspices of the bazaar, two separate events took place. The Spring Market ran virtually and after church services for four consecutive Sundays ending with Palm Sunday. The Fall Bazaar ran both in-person on November 4 and virtually and after church for the Sundays until December 17. In total, these ventures raised \$9,351.

The Spring Market offered a variety of items, mostly those you would not find at the bazaar. There were cards, including Easter cards, muffins, Simnel cake, cupcakes, Eccles cakes, hot cross buns, lemon loaves, tarts and marmalades, strawberry jam, lemon curd and, new in 2023, Easter eggs.

On November 4, we held our in-person bazaar. Again, the basement was not used. As our community ages, the basement is much less accessible both for the workers and the shoppers and there is a limited number of workers available. However, there was a café, preserves, soup mixes, baking, handcrafts, cards, jewellery, books and puzzles. The Mother’s Union sold puddings and calendars and generously donated the profits from the puddings to the bazaar. The following Sundays offered a variety of tasty treats including carrot cakes, mince tarts, shortbread, fruit pies, turkey pies, frozen cookie dough, Eccles cakes, and our Christmas cookie boxes.

So many people have supported this fundraising by offering generously of their skill and time. I would like particularly to mention Pat Sinclair, Janis Perkin, Penny Miller and Shelley Crowley. All of these people contributed substantially in both the spring and the fall. Both in the spring and the fall Pauline Adams and Cynthia Greer did the yeoman’s work of coordinating packing and pick-up

of orders. 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 2023

Slim and Trim

The last year has again seen numbers declining, due to many different circumstances. However those who still attend, find it very enjoyable and a benefit to their general health.

Many thanks to Gail Denton our instructor and to Rose Lockyer who makes sure the floor is clean for us.

We contributed \$100 to general church funds.

Yours sincerely
Jennifer M Morpew.

Financial Report

Overview of 2023 Finances

At our vestry of March 12, 2023, we passed a budget where our expenses exceeded our income by over \$20,000. This is scary stuff. Although we had accumulated funds that would cover that amount, it would leave us with almost no cushion going forward. Happily, our bottom line was better than budgeted and we ended the year with our expenses exceeding our income by ~\$12,600, which leaves almost \$11,000 in our accumulated funds.

Income

Our largest source of income is the collections income, from donations to the church. In 2022, for the first time in recent years, our collections income was almost \$10,000 below what we had budgeted. After much debate by the Financial Advisory Committee on whether to reduce the budgeted collections income for 2023, we decided to let it stand at \$160,000 and run a financial stewardship campaign in the fall. I am very pleased to report that after the stewardship campaign, the collections income rallied to within \$2,000 of our budgeted amount.

In other good news, our rentals income was about \$9,000 more than budgeted and the bazaar income was \$2,300 more than budgeted. This resulted in our general income being over \$5,000 more than budgeted. (Because, of course, some things were lower than budgeted.)

Budgeting our income for the last few years has been extremely difficult because we never knew what effects pandemic restrictions would have and when they would have them.

Expenses

When we look at expenses, most expenses were close to what was budgeted.

The Salaries category is a little lower and there is a shift from Staff Salaries to Organist Fill-in. This is because of the resignation of our full-time organist Carl Bear. From the beginning of August on, we have had fill-in Organists. Glenn Keefe has been our Interim Organist, but because of his absences, he has been paid as fill-in.

There are a few items that should be mentioned as the eagle-eyed among you will immediately spot that we spent much more than budgeted on these items.

Flowers: We never budget for flowers since they are totally covered by donations. Although there was no budget, the \$290 spent on flowers was more than covered by the \$800 in donations. Dollar for dollar gift cards also covered some of the cost of the flowers.

Outreach: Likewise, we do not budget for Outreach. All of the outreach expenditures are covered by directed donations.

Black History Month: Although the BHM team was given a budget of \$500, they actually spent about \$1,200. This was more that covered by the ~\$1,750 received in donations. (The Income from Reserves from the Ministry Reserve Account is a donation for Black History Month that was received in 2022.)

Cleaning Services: Due to issues that have been encountered in the past, the Rentals Coordinator has instituted a policy of charging a \$100 cleaning fee every time the hall is used for events where the food that is served is more than light refreshments. The church is then charged an extra cleaning fee by Simply Cleaner. So that extra amount reflects over 20 times the church has been used for meals and a cleaning fee is required.

The outlay for most utilities went up a little more than anticipated, mostly because of rising costs and increased church use. The one exception to this is Telephone and Internet. These two categories have now been combined into one category as they are now billed together and because internet has become a standard utility in most homes. We switched to Bell Fibe early last year and reduced our expenses in this category substantially. In 2022, our expenses for Telephone and Internet were ~\$2,500 as opposed to ~\$1,000 in 2023.

The photocopier expenses were also higher than budgeted. This is mostly due to an increased amount of use with higher church attendance. There is an increase in the budget for that category in 2024 but you may anticipate fewer colour covers in the coming year.

The other things that changed at the end of 2023 was that the Consolidated Trust funds in the Balance Sheet were updated to reflect the value on December 31, 2023. The CTF Funds work in a similar manner to mutual funds and we receive dividends based on the number of shares that we hold but the shares themselves can go up and down in value. When I first started keeping the books in 1998, the December 31 values were sent out to us in March of the following year, so trying to update values that were already out of date did not seem sensible. Then, no information was received at all. In the last couple of years it has been possible to get the end of year values from the Diocese in January by email and Corporation wished the updated values to be used.

2024 Budget

The budget proposed for 2024 can be seen in the third column of the same table that contains the Actual and Budgeted quantities for 2023. As it stands, **this is a deficit budget with budgeted net income at -\$14,426.** This amount is slightly more than our remaining Accumulated Funds.

Income

The collections income is budgeted to be the same amount as last year, hoping that the positive influence of the stewardship campaign will continue. We used to call the collections income the funds that came “in on the plate”. That term is not so accurate now. About 25 years ago, we started receiving fund by EFT “Electronic Funds Transfer”, also known as PAR “Pre-Authorized Remittance”. This made a big difference in “smoothing” our income throughout the year. The summers, when attendance dropped, were no longer as lean as they used to be. The trend to electronic giving has accelerated since 2020, not only in the church but in society as a whole. We

introduced CanadaHelps which allowed credit card payments for charitable givings and e-transfers since the start of the pandemic. In 2023, we received 57% of our collections income electronically. Because of the change in the patterns of givings, you will note that the Collections Income is no longer divided into Envelope, Identifiable Open, Open and Special Collections. The new categories are Identifiable Offerings, which combines Envelope and Identifiable Open; Open, essentially loose bills (or coins) on the plate whose source cannot be identified; and Specials Offerings which includes Christmas, Easter, Thanksgiving and also Thankofferings or any other non-directed offerings whose source can be identified.

The CTF dividends are significantly higher. We did not receive our CTF dividends in 2023 because they were mailed late and did not arrive before the end of the year. They were, however, received in January and will be in this year's income.

Expenses

One major difference in the expenses for next year is the change in our contribution to the Diocese from Fair Share to Parish Proportional Share. After direction from the 2022 Synod, the diocese Fair Share was reviewed and reduced by 22% overall. The decrease in contributions from the parish is expected to be more than offset by a projected increase in revenues from the diocesan central funds and distributions from the Cathedral Hill Foundation and property income. For us that results in a diocesan contribution of ~\$5,000 less than last year.

Even so, almost 80% of our expenses are remitted to the diocese. These include all staff salaries, Parish Proportional Share and Insurance. While the Corporation has some leeway in setting the salaries of the lay staff and the housing allowance for the priest, guidelines on appropriate amounts allow minimal flexibility. Our staff salaries in total make up around 60% of our budgeted expenses.

The staff salaries line also includes an amount for priestly services. It is an amount given to us by the Diocese called the Equalized Cost of Priestly Services (ECOPS). This means that all parishes in the Diocese contribute to a salary "pool" from which the priests are paid. The amount that we are given is based on our financial statements for the last three years. Our Parish Proportional Share is calculated in a similar way. It is designed to distribute expenses between the parishes evenly based on the ability to pay. Unfortunately, because it is based on the last three years income, parishes with decreasing income find that it only adds to their struggles. However, it is better than dividing everything evenly.

The next largest budgeted expense is care of the church building, both cleaning, utilities and regular maintenance.

In summary, salaries, proportional parish share, insurance and building maintenance account for 96% of our budgeted expenses. These numbers by themselves exceed our budgeted income by about \$6,000. This is actually better than it was last year when those same expenses exceeded our budgeted income by ~\$12,000.

Black History Month and the 75th Anniversary Committee have been added in to the program expenditures but it is expected that the majority of their expenses will be covered by donations.

It is a mistake to consider the accounting categories we use as a true measure of our impact on others and on our community. As part of the fall Stewardship Campaign, a narrative budget was constructed which looked at what the salaried people and the building expenses were actually supporting. The areas of interest were Worship and Music, Education and Nurture, Outreach to the Community and Beyond, Hospitality and Fellowship, Pastoral Care and being part of the Anglican

Communion. It was a surprise to me that in 2022 the percentage of our total expenses in each of these categories ranged from 14% to 22%. This look at expenses did not include any of the volunteer work in each of these categories, which further widens our impact. I commend to you all the Stewardship brochure which may be found [here](#) and also the newsletters which were published during the stewardship campaign from September 8 to October 13, which give a more detailed account. You may find the newsletter archive [here](#).

General Overview

The 2024 budget is projected to have our expenses exceed our income by ~\$14,000 . If this happens, it will eliminate our Accumulated Funds. There is nothing in our expenditures that we can reduce to balance the budget unless we start to look at staffing. We must be very careful spending the funds we do have. The reserve accounts should be touched as little as possible so that there will be money in the bank to pay the bills.

The pandemic has not been kind to us, nor indeed to many of the Anglican churches. We have seen the closure of several of the churches in Ottawa and anecdotal evidence suggests that all are struggling. We have been in a better situation since we had a large amount of accumulated funds from paying half-time clergy while Rev. Jessica was recovering from her heart attack. We also had substantial GIFT funds remaining which allowed us to fund our internet presence and other projects. Those cushions are almost gone. We will need to continue looking at our long-term plans and examining viability to see if we can find a way forward.

My thanks to the Financial Advisory Committee who met regularly during the year. It was composed of Fr Julian Campbell, Suzanne Bisson, John Hancock, Joy Bowerman, Rob Mellon, Michael Perkin and Georgia Roberts.

The treasurer is just one member of a diverse team that all contribute to the financial management of the parish. 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 Wes Adams and Joanne Pagani reviewed the books at the end of the year. Thank you to all of them.

Joy Bowerman
Acting Treasurer

Balance Sheet

4:03 PM 2024-02-21 Accrual Basis	St Mark's Church Balance Sheet As of 31 December 2023	<u>31 Dec 23</u>
ASSETS		
Current Assets		
Chequing/Savings		
TD BANK		26,545.54
Total Chequing/Savings		<u>26,545.54</u>
Other Current Assets		
Dollar for Dollar		7,334.47
HST Receivable		693.42
PST Receivable		1,572.70
Total Other Current Assets		<u>9,600.59</u>
Total Current Assets		<u>36,146.13</u>
Other Assets		
Investments		
Gladys O'Ray CTF 2654		22,256.95
Judy Corbishley CTF		7,481.00
Memorials CTF 2534		6,385.93
Rectory Trust CTF 4053		382,689.54
Total Investments		<u>418,813.42</u>
Total Other Assets		<u>418,813.42</u>
TOTAL ASSETS		<u><u>454,959.55</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
RESERVE ACCOUNT		
Seniors Outreach		245.00
Funeral Receptions		283.43
Capital Projects		8,373.37
Choir Fund		2,155.83
Choir Gowns		810.07
GIFT Funds		4,470.06
Key Deposits		373.59
Memorials		4,855.77
Ministry		7,079.36
Pastoral Care Support Fund		875.00
Rector's Discretionary		616.46
Sunday School		556.89
Tree Care		900.00
Total RESERVE ACCOUNT		<u>31,594.83</u>
Total Other Current Liabilities		<u>31,594.83</u>
Total Current Liabilities		<u>31,594.83</u>
Long Term Liabilities		
Gladys O'Ray Bequest		22,256.95
Judy Corbishley Bequest		7,481.00
Rectory Trust		382,689.54
Total Long Term Liabilities		<u>412,427.49</u>
Total Liabilities		<u>444,022.32</u>
Equity		
Accumulated Funds		23,546.22
Net Income		-12,608.99
Total Equity		<u>10,937.23</u>
TOTAL LIABILITIES & EQUITY		<u><u>454,959.55</u></u>

2023 Budget

	<u>Actual 2023</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
<u>Income</u>			
GENERAL			
Collections			
Identifiable Offerings	145,317	157,000	158,000
Open	2,098	500	1,000
Special Offerings	10,838	2,500	1,000
Total Collections	158,253	160,000	160,000
Gain from Assets			
CTF Dividends		3,500	5,000
Interest	10	0	0
Investment Income	2,440	2,240	2,400
Solar Income	9,018	10,500	10,000
User fees	23,940	15,000	19,000
Total Gain from Assets	35,408	31,240	36,400
Organizations			
Bazaar	9,342	7,000	7,000
Slim & Trim	100	200	200
We kicked the Habit	590	240	240
AA	1,100	900	900
Total Organizations	11,132	8,340	8,340
Total GENERAL	204,793	199,580	204,740
DIRECTED			
Black History Month	1,301		
St Luke's Table			
Debra-Dynes			
Flowers	799		
Forward Day by Day	76		
Lenten Outreach			
Not specified	855		
Total Lenten Outreach	855		
Today for Tomorrow	750		
Other Directed Income			
PWR Fund	1,975		
Total DIRECTED	5,756		
INCOME FROM RESERVES			
Ministry	250		
Total INCOME FROM RESERVES	250	0	0
Total Income	210,799	199,580	204,740

Church of St Mark the Evangelist
Annual Reports to Vestry March 3, 2024

<u>Expense</u>	<u>Actual 2023</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
SALARIES			
Clergy Fill-in	1,085	1,470	1,518
Organist Fill-in	6,050	600	5,000
Staff	125,293	132,878	129,660
Total SALARIES	132,428	134,948	136,178
WORSHIP			
Flowers	291		
Music		500	500
Piano/Organ	146	1,000	1,000
Service & Altar Supplies	418	500	500
Total WORSHIP	854	2,000	2,000
FAIR SHARE	33,022	33,022	
PARISH PROPORTIONAL SHARE			27,957
OUTREACH			
Debra-Dynes			
The Well			
Refugee Fund			
St Luke's Table			
Today for Tomorrow	750		
Matthew House	428		
PWR Fund	2,403		
Total OUTREACH	3,580	0	0
PROGRAMS			
75th Anniversary			500
AED	156	170	170
Black History Month	1,171	500	500
Christian Education		250	250
Conferences & Memberships	250	600	500
Library		50	50
Membership Cttee	14	50	50
Outreach Coordination		50	50
Publicity		100	100
Synod	252	350	350
Total PROGRAMS	1,843	2,120	2,520
CHURCH			
Cleaning Service	17,432	15,200	15,200
Electricity	5,121	4,500	5,000
Heating	5,948	5,500	6,000
Operating Supplies	1,053	800	800

	<u>Actual 2023</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
Repair & Upgrade	3,593	3,000	3,000
Security	224	250	250
Snow Removal	2,808	2,800	3,175
Special Projects			
Telephone & Internet	994	1,250	1,000
Water	2,524	3,000	3,000
Total CHURCH	39,698	36,300	37,425
FINANCE			
Bank Charges	509	700	500
Insurance	8,546	8,546	9,486
Supplies	476	500	200
Total FINANCE	9,530	9,746	10,186
MISCELLANEOUS			
Forward Day by Day	115		
Office Supplies		100	100
Photocopier	1,935	1,000	1,800
Postage	210	600	600
Rector's Hospitality		200	200
Wardens' Discretionary	192	200	200
Total MISCELLANEOUS	2,452	2,100	2,900
Total Expense	223,407	220,236	219,166
Net Income	-12,609	-20,656	-14,426

Reserve Account Activity

	Credit	Debit	Balance
Capital Projects			\$8,605.86
Installation of Piano Humidifier		672.49	\$7,933.37
Donations in Memory C. Bowerman	440.00		\$8,373.37
Choir Fund			\$2,282.15
Gifts for Ariane & Carl		126.32	\$2,155.83
Choir Gowns			\$810.07
Funeral Receptions			\$133.43
Donation	150		\$283.43
GIFT Funds			\$4,470.06
Key Deposits			\$373.59
Memorials			\$4,114.26
Memorial Donations	550.00		\$4,664.26
Coffee Urns & Teapot from McPhail donations		390.05	\$4,274.21
Change in market value of CTF	581.56		\$4,855.77
Ministry			\$7,204.36
Transfer of BHM donation to Operating Budget		250.00	\$6,954.36
Donation	125		\$7,079.36
Pastoral Care Support Fund			\$875.00
Rector's Discretionary			\$226.46
Disbursement		100.00	\$126.46
Donation	490.00		\$616.46
Seniors' Outreach			\$245.00
Sunday School			\$556.89
Tree Care			\$900.00

Statement by Financial Reviewers

February 22, 2024

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, 2023. 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:


Wes Adams


Joanne Pagani

Nominations/Appointments for Parish Council

The Committee consisted co-chairs John Hancock and Suzanne Bisson; and Janis Perkin and Cynthia Greer. Members on two-year tenures agreed to serve another year and vacant positions are 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	Janis Perkin
Deputy People's Warden (outgoing)	1 year	John Hancock
Synod Member	2 years	Georgia Roberts
Alternate Synod Member	1 year	Pauline Adams
Member at large	2 years	Mike Duval

* - donates new position approved by corporation.

Appointed by Priest

Rector's Warden	Suzanne Bisson
Deputy Rector's Warden	Joseph Amuah
Acting Treasurer	Joy Bowerman
Youth Representative	Carolyn Findlay

Appointed by choir

Choir Representative	Cynthia Greer
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Balance of Parish Council after Vestry March 3, 2024

Rector		Rev. E. Julian Campbell
Property Coordinator	2 nd of 2 years	Bill Barber
Membership	2 nd of 2 years	Cynthia Greer
Outreach	2 nd of 2 years	Joan Hounsell.
Stewardship	2 nd of 2 years	Michael Perkin
Member at Large	2 nd of 2 years	Gillian Morris

We thank the members who have retired from this Parish Council and are not standing again. Their contribution of time and input is greatly appreciated.

Member at LargeJoan Grayer

Respectively submitted

John Hancock, Suzanne Bisson, Janis Perkin and Cynthia Greer

Nominations Committee Recommendation (to be moved at Vestry)

The Nomination Committee is recommends that the following formula be used in the future to make up the Nomination Committee.

The Committee shall consist of:

- 1) Outgoing Warden - Chair (chooses the remaining committee members)
- 2) Warden or Deputy Warden
- 3) Member of Parish Council
- 4) Member of the Congregation who is not a Parish Council Member

Vestry Minutes, March 12, 2023

**ST MARK THE EVANGELIST
ANNUAL VESTRY
SUNDAY, MARCH 12, 2023
Via ZOOM**

The meeting began with explanations, provided by Karen Roberts, of how the processes would work in the virtual setting to allow participants to vote. All reports referred to in this document are found in the Annual Vestry Meeting package issued by St Mark's church office.

CALL TO ORDER

Vestry was called to order shortly after 1 p.m.

Rev. Julian Campbell opened the meeting with prayer. He welcomed Kathy Woodard, joining the group from afar.

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

A total of 29 people attended the virtual meeting, 25 of whom were voting participants.

APPOINTMENT OF VESTRY CLERK

Brenda Zanin was appointed as vestry clerk.

**RECEPTION AND APPROVAL OF THE MINUTES OF ANNUAL VESTRY,
FEBRUARY 27, 2022**

The motion to receive was moved by Pauline Adams, seconded by Gillian Morris. No corrections were suggested. **CARRIED.**

The motion to approve the minutes came from Pauline Adams, seconded by Gillian Morris. **CARRIED.**

RECTOR'S REPORT

Father Julian covered all the points outlined in his report. In his discussion of the Pastoral Care Team that has been established, he emphasized that anyone who felt called to this ministry could make this known to himself or team members at any time.

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

CHURCH WARDENS' REPORT

Rector's Warden Suzanne Bisson spoke to her report, covering church activities and work accomplished in the church building and on the property.

Acceptance of the Wardens' report was moved by Suzanne Bisson, seconded by John Hancock, People's Warden. **CARRIED.**

Margaret Lodge asked about the \$13.5 K (approx.) cost of the new sign, and whether this was the going rate. John Hancock replied that three estimates were given and this was the least expensive one, which was approved by Corporation and Parish Council.

2022 FINANCIAL STATEMENT AND FINANCIAL REVIEWERS' REPORT

Acting Treasurer Joy Bowerman presented a slide series of graphs to illustrate this report, which is outlined on Pages 18-20 in the Vestry package. Some highlights:

- The pandemic caused a loss of income normally generated by collections and rental of our space
- Planning stewardship activities will require creativity to adapt to the changes in the way parishioners contribute funds
- A bequest to our Consolidated Trust Fund that had gone dormant has been discovered; the financial advisory committee will determine how this can be accessed and used.

Joy moved that the 2022 financial statement be received, seconded by Georgia Roberts. **CARRIED.**

PRESENTATION OF 2023 BUDGET

Suzanne Bisson and John Hancock presented the budget, (outlined on Pages 20-22) and Joy Bowerman walked viewers through the appropriate slides. She explained that there is a substantial deficit again this year (\$20,656) and finding places to economize is not easy. Accumulated funds and reserve funds are diminishing, and expenses such as office supplies and livestreaming are ongoing. At the moment, projected income from our large solar panels and rentals of our space are sufficient to cover regular building maintenance. In addition, the switch to Bell Canada for internet and telephone will reduce those costs. As well, every year for the past 25 years, St Mark's has done better than anticipated by its current budget. Meanwhile, the financial advisory committee meets regularly to determine how to continue moving forward.

Father Julian thanked Joy for stepping in, noting that Georgia Roberts has retired from the Treasurer position. He expressed appreciation for her dedicated service over the past five years.

Suzanne Bisson moved that the 2023 Budget be approved, seconded by John Hancock. **CARRIED.**

NOMINATIONS COMMITTEE REPORTS AND ELECTIONS

Nominations from the floor were invited for Parish Council. Suzanne Bisson named Janis Perkin as the new Deputy People's Warden, Bill Barber as the Property Coordinator (a new position), and Bev Muma as the new Member at Large. Michael Perkin was named as representative for Synod. Joy Bowerman was named as Acting Treasurer.

Suzanne Bisson moved that nominations be closed, seconded by Pauline Adams. **CARRIED.**

Father Julian declared that the new Parish Council was acclaimed.

RECEPTION OF ALL 2022 REPORTS

Questions were invited concerning the reports. Margaret Lodge asked about the lack of lighting in the sanctuary and choir area and what action has been taken to improve it. John Hancock noted that preliminary inquiries had resulted in some estimates that were fairly high, and that this initiative was ongoing. Suzanne Bisson said that at a recent meeting of the Organizational Foundation she had learned that a new grant policy could free up funds to help address this and other projects.

John Hancock moved that the reports be approved, seconded by Jenny Morpew. **CARRIED.**

LENTEN OUTREACH 2023

Two recipients of this year's outreach were proposed by Suzanne Bisson; the first being Matthew House, a shelter for refugees and those transitioning to permanent housing and a distribution centre for used furniture and household goods, and the Turkey and Syria earthquake relief program launched by the Primate's World Relief and Development Fund (PWRDF).

Approval for this proposal was given as part of the motion to approve all parish reports.

APPOINTMENT OF BANK

Joy Bowerman moved that the TD Canada Trust Bank on Merivale Road be accepted as St Mark's bank for 2023, seconded by Georgia Roberts. **CARRIED.**

APPOINTMENT OF AUDITORS/ REVIEWERS

Gillian Morris moved that Wes Adams and Joanne Pagani be appointed for 2023 as financial reviewers and auditors, seconded by Joan Hounsell. **CARRIED.**

MOTIONS OF THANKS

After determining that there was no other business outstanding, Father Julian invited participants who wished to note their thanks to do so.

Joy Bowerman offered thanks for the dedicated services of office volunteers Karen Barber, Joan Grayer, Gillian Morris and Lynn Mani, as well as for Karen Roberts's help coordinating the Zoom account and records of contributions. She also thanked all those who were retiring from Parish Council – Rob Mellon, Judy Life and Georgia Roberts, as well as Bill Barber who was retiring as warden but taking on the position of property coordinator.

Margaret Lodge thanked the Greer/Close family; Steve, Kate, Jeremy, Maddy and Poppy for their contributions to the choir, Sunday School and church property. She thanked Georgia and Joy for their work as treasurers. She noted, with thanks, the 23 years of service of Ariane Dind as choir director, and said all the above would be sadly missed.

Kathy Woodard thanked the videography team, Joan Hounsell, Joan Grayer and Joy Bowerman who have broadcast weekly services that she could participate in virtually.

Raymond Davidson gave thanks for our choir and for its new director, Carl Bear.

Father Julian thanked the Altar Guild for their loving, faithful and meticulous devotion to the care of church linens, vestments, vessels and more, which often goes unnoticed by many. He also thanked Karen Roberts for her help in setting up virtual Bible study meetings, and for her many gifts and talents. He passed on the thanks and appreciation of St Mark's virtual participants with respect to the choir, adding that local parishioners have also mentioned this. He thanked the choir for their talents and gifts to the glory of God.

MOTION OF ADJOURNMENT

A motion of adjournment was made by Raymond Davidson at 2:40 pm. **CARRIED.**

All participants joined in saying The Grace.

Respectfully submitted by **Brenda Zanin**, Vestry Clerk, March 12, 2023.

Wes Adams.

Wes Adams

Jagan