

Vestry Circular

Committee Reports for Year 2023
Budget & Nominations for Year 2024



Please read this circular and bring your questions and comments to our Vestry Meeting on February 18, 2024.

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Vestry 2024 Agenda
February 18, 2024

*Come, journey with us...
a sacred community called to love God
and our neighbours as ourselves*

1. Opening Prayer
2. Appointment of Vestry Clerk
3. Declaration & Attendance
4. Minutes of Meeting from Feb 2023
5. Incumbent's Report
6. Reception of 2023 Financial Reports
7. 2024 Budget
8. Acceptance of 2023 Committee Reports as printed in this circular
9. Appointments and Elections for 2024
10. Communion Lay Administrators
11. Approval of Signing Authorities for 2024
12. Approval of Auditor for 2024
13. Other Business
14. Adjournment

Notice:

In order to be a voting member of this Annual Vestry Meeting, one must agree to the following statement:

"I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I am a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; I am a supporter of this congregation by regular contributions to its maintenance."

EPIPHANY ANGLICAN CHURCH OTTAWA

Minutes of the February 19, 2023 Vestry Meeting

1. The Rev. Simone Hurkmans declared the 26th Annual Vestry Meeting in session with an opening prayer at 12:10. Prayers were added for the following recently departed members of Vestry: Jane Derick, Jocelyne Blackie, Laurene Cullen, Michael Dove, Lynn Bennett, Tom Ritchie. "Rest eternal grant unto them, O Lord, and let light perpetual shine upon them."

2. Vestry Clerk: Wasseem Fayad moved, Catriona (Kitty) Galt seconded the appointment of Cindy Hurst Boyd as Vestry Clerk. Carried

3. The Vestry Declaration was read:

"I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I am a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; and I am a supporter of this congregation by regular contributions to its maintenance."

The declaration was agreed to and signed by 44 people present in person.

4. The minutes of the Epiphany Vestry Meeting of February 20, 2022 are found on pages 4 to 6 of the Epiphany Year 2022 Report to Vestry document. Discussion on the Minutes: a few errors were noted:

- On page 4 "Appointment of Vestry Clerk Rev Arran appointed Cindy (not Church) Hurst Boyd...
- On page 5 it should read Kitty (Catriona) Galt for Deputy Warden
- On page 4 add Anne Fairlie to Attendees
- On page 7 the names of the deceased for September 17 should read William Thomas Sparling as he was known as Tom

Derek Keane moved, Roxanne Latulippe seconded the approval of the Epiphany Vestry Meeting of February 20, 2022 Vestry Meeting. Carried.

5. The Epiphany Incumbent's Report is found on pages 8 to 9 of the Epiphany Year 2022 Report to Vestry document. The Incumbent shared the following additional comments:

- Rev Simone shared that although it has been 2 ½ months since she joined us it feels much longer, in a good way. Thank you for the warm welcome to both me and my family. With the help of Cindy, Gennaro, Daniel, Rachelle and Melvyn, just to name a few, my transition has been made seamless.
- Epiphany has been through quite a bit in 2022 and yet we are full of hope and life. Thank you to all our wonderful volunteers, it is great to see the dedication and marvellous way in which everything happens. We need to be conscious of our volunteers and assist them when needed to avoid burnout. The Parish Council will be looking at this issue this year.

- In response to questions on my vision as CEO of Epiphany it should be noted that I am not CEO of Epiphany but a member of the Corporation of Epiphany. My role is to listen to you, the members of Epiphany and to God and model our vision around what I learn. In the 2 ½ months I have been here I have listened and have heard very little from parishioners about the proposed development project that was heard about at the open house held in August. I plan to have an intentional time of discernment during the 6 weeks of Lent - we will have a time of silence each Sunday for individual prayer and listening to God. If at the end of Lent the low enthusiasm for this project is confirmed, we will take that as our answer and not have a vote. It will show that at this time it is not a project for us but maybe in the future. We would then proceed with the needed repairs to our existing building.
- Please note that my door is always open to hear your concerns or visions.

6. The Epiphany Financial Reports for 2022 are found on pages 12 to 21 of the Epiphany Year 2022 Report to Vestry document. Gregg Alexander introduced the report with the following comments:

- It was noted that on page 12 Church and Contents reflects the book value and not the current market value
- On page 14 our Capital Fund has grown due to receiving a large insurance rebate on repairs done to the exterior of the building and to the fact that last vestry it was moved that we transfer \$1000/month into the capital fund from general operations
- On page 20 the total expenses shows what it actually cost to run the church, (\$215,706) in 2022. This was below budget due to the fact that we did not have an incumbent for most of the year and our proposed programs did not begin as soon as expected due to lingering concerns with COVID and waiting for our new incumbent to begin.
- It was highlighted that our general offerings were well below budgeted income
- Explained that on page 19 "other expenses: miscellaneous" were above budget as we had several gifts of appreciation and as there is no line item to record this expense it was tracked here.
- Simone expressed her thanks and ours to Gregg for his many hours of diligent work in tracking our finances.

Moved by Gregg Alexander, seconded by James Menard, "that the Epiphany 2022 Financial Report be accepted as presented." Carried

7. The Budget for 2023 is found on pages 23 to 29 of the Epiphany Year 2022 Report to Vestry document. Gregg Alexander introduced the Budget for 2023 with the following comments:

- 2023 will see an increase in the costs of running the Church - our portion for Fairshare has gone up as well as the cost of insurance. Fairshare is calculated on a rolling 3 year average. For the last three years we have benefitted from a low assessed income in 2018 due to capital expenses and the salary costs of two priests. Since 2018 no longer counts in our three year average, our Fair Share cost has significantly increased for 2023.
- Salaries for our paid staff were increased by 4% over last year
- We anticipate all our programs to be running for the full year

- We have added a line item for expenses for Worship
- Simone pointed out that ECOPS does not reflect her salary. ECOPS is the equalization of the cost of priestly services within the Diocese - the total cost of diocesan priestly services is divided by the number of churches based on their annual income. This equalized cost allows more experienced priests to serve congregations that may not otherwise be able to afford them. We at Epiphany have an income above the average diocesan churches average and therefore receive a higher cost of ECOPS.
- This is a deficit budget of \$36,106. It is a concern of our treasurer that although we have a healthy bank balance at the end of 2022 and can "cover" the deficit this cannot be allowed to continue.
- Gregg explained that the cost of snow removal is lower in 2023 as the contract begins in November of 2022 and concludes in April 2023; therefore we paid more in 2022 than budgeted for due to the overlap of contracts. We have a new snow removal company and they cost more (our previous snow removal company shut down).
- Expenses for children and youth ministry is to cover youth events that we have not had in past years. The school curriculum is shown under church school expenses.
- It was noted that we have a lot to be thankful for, great leadership with Rev Simone, greater participation but concern that we cannot or may not see enough of an increase in offerings to offset the deficit. With this in mind have we explored other options such as amalgamation with other churches? This was explored at the time of our "shape of parish ministry" and although we indicated we were open to this there was no action taken on our offer. We have created a new council position "Income" and this will be looked into.
- It was suggested that we might follow "microdonations" such as the grocery stores do when the customer is asked to donate \$2 towards various charities; we at Epiphany could instead donate those \$2 to our church.
- It was noted that our snow removal company this year is doing a great job. Our emergency exits, should they be needed, are clear of snow and ice.

Gregg Alexander moved, Roxanne Latulippe seconded, "that the 2023 Budget be accepted".
Carried

8. The 2022 Committee Reports are found in the Epiphany Year 2022 Report to Vestry document on pages 30 to 45. Comments on these reports included:

- Simone commended the reports to everyone; please read they will make you feel good about all the work that has been accomplished despite a challenging year
- Thank you extended to all who wrote the reports and to Cindy for ensuring all reports were received and included in the circular

Gillian Keane moved, Shelley Harvey seconded, "that the 2022 Committee Reports as found in the Epiphany Year 2022 Report to Vestry document be accepted as published." Carried

9. The Nominations Committee Report for 2023 is found on pages 46-47 of the Epiphany Year 2022 Report to Vestry document. The Incumbent thanked Judith Young, Laurence Sianchuk and Kitty Galt for their assistance on the Nominating Committee. The Incumbent called for changes or further nominations:

- Thank you to Judith, Heather and Kitty (Catriona) for their huge commitment to this parish. Corporation has done a lot in this time of transition: hired a new musician and Sunday School Leader; created committees and job descriptions, structured parish council; had all of this in place in time for our new incumbent which was and is greatly appreciated.
- Thank you to our outgoing warden, Judith Young. A gift of appreciation was presented to Judith, a Jasmine plant.
- No one presented themselves or nominated anyone other than those listed in the nominations. Welcome to our new Parish Council.
- It was questioned whether our Sidesperson Coordinator should in fact be a nominated position - believe it to be in the diocesan canons. Corporation will look into this.

Sandy Harris moved, Jennifer D'Aoust seconded, "that the report of the Nominations Committee 2023 be accepted as published." Carried

10. Communion Lay Administrators for 2023:

Rev. Simone indicated that Communion Lay Administrators no longer need to be approved by Vestry. However, she noted that a list of the Epiphany's current Communion Lay Administrators can be found on page 47 of the Epiphany Year 2022 Report to Vestry document.

11. Signing Authorities for Epiphany's Bank Accounts:

Derek Keane moved, Rose Dennis seconded, "that the Reverend Simone Hurkmans, Gregg Alexander, Heather Howley, Catriona (Kitty) Galt and Laurence Sianchuk be signing authorities on bank accounts for Epiphany Anglican Church, held in the Alterna Savings financial institution". Carried

12. Auditor/Review of the Books for 2023:

- Gregg noted that our books for 2022 have been audited and we have received the report that all was found to be in good order.
- We will send her a note of thanks and a gift of appreciation, Roxanne mentioned that Stephanie does not wish to receive anything.

Gregg Alexander moved, Rachelle Dube-Hayes seconded, "that Corporation be authorized to appoint an Auditor or appropriate person(s) to Review the Books for 2023". Carried

- Gregg noted that Stephanie Miller has agreed to be our auditor once again in 2023.

13. Other Business

- a) Adult Education: Don Leek noted that 14 people have been attending the Simply Jesus study that will conclude in April. He asked that we consider a possible study for the fall; one possible topic could be a study on the Epistles of St Paul. Please speak to Don or Rev. Simone with topic ideas.
- b) Judith reported that according to the Diocesan Regulation R5.09: "At each annual meeting of the Vestry of a congregation, there shall be elected by the Vestry or appointed by the Churchwardens a Convenor of Sidespersons, whose duty it shall be to establish a roster of Sidespersons for the ensuing year; and the Convenor of Sidespersons so elected or appointed shall hold office until the annual meeting of the Vestry next following his or her appointment". Based on this clarification, Corporation will be appointing a Convenor of Sidespeople (Jos Cleary) at its next meeting.
- c) Front Door Automatic Opener: it was noted that our front door is no longer handicap accessible as the automatic door opener is not working. This repair and the repair of our church sign has been put on hold until a decision is made about the building project (partnership with Andrew Fleck) Question: when will we be doing these repairs? Reply: We will have a decision by Easter on the plans for the building.
- d) Possible income idea: install charging stations for electric cars. Idea will be passed onto the Income Chair to investigate.
- e) Update from Outreach Committee (Wasseem) - we are looking at developing the strip of land near the storage shed into a vegetable garden. We will be looking for gardeners for advice and volunteers to weed the garden. A suggestion put forward that we might look into indoor hydroponic towers as a year round way for gardening. Jennifer D'Aoust and Emma Gazaleh work at schools that have begun doing this. The Outreach Committee will investigate.

14. Adjournment at 1:15 pm.

Rose Dennis moved adjournment of the 2023 Vestry Meeting. Carried

We closed with the Grace.

Statistical Report

	2023	2022	2021	2020	2019	2018
Members on Roll	391	351		328		354
Members in Full Communion	254	275	n/a	n/a		241
Identifiable Givers	118	106	114	125	128	128
Ave. Sunday Attendance 8:30 am	12	10	9	*12	15	16
Ave. Sunday Attendance during Covid-19	n/a	15	39	*27		
Ave. Sunday (non-summer) Attendance 9:30 am	56	n/a	n/a	n/a	44	42
Ave. Sunday Attendance 10:30 am	82	54	n/a	*86	93	93
Ave. Sunday Summer Attendance 9:30 am	68	43	n/a	n/a	66	77
Ave. Attendance (8:30 am + 10:30 am)	94	64	48	*113	108	109
Baptisms	6	3	0	5	3	6
Confirmations	7	0	0	0	0	0
Received	0	0	0	0	0	0
Marriages + Renewal of Vows	0	0	0	0	0	0
Funerals/Memorials	10	9	1	4	2	2

Baptisms	February 12	Nicholas Busch
	April 9	Mia Regimbald
	November 19	Kenenna Orah, Jasper Quesnel, Clarke Reid
	December 24	Nia Onochie

Burials/Memorials	February 16	Nettie Griffith
	February 18	Thomas (Tom) Ritchie
	March 24	Lynn Bennett
	April 11	Robin McLeod
	May 5	Tyler Berringer
	August 22	Anne Crossley
	October 14	Iris Dove
	November 3	John Sayers
	November 22	Donna Steward
November 25	Pierre De Breyne	

Confirmations	November 12	Zac Anson Bentley Bobbish Kailey D'Aoust Wasseem Fayad Wade House-Sam Aisosa Freda Isaac-Ighodaro Sadie Lam
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Notes

- Our 8:30 am services were offered in-person only while our 10:30 am services were offered in-person and live-streamed on Facebook and YouTube.
- Special Service Attendance

○ Ash Wednesday	46
○ Maundy Thursday	35
○ Good Friday	80
○ Easter Sunrise	28
○ Easter Sunday	165
○ Christmas Pageant	89
○ Christmas Eve	94
○ Christmas Morning	32
○ Rev. Simone's Celebration of New Ministry	85

Incumbent's Report

A voice cries out: 'In the wilderness prepare the way of the Lord, make straight in the desert a highway for our God. Every valley shall be lifted up, and every mountain and hill be made low; the uneven ground shall become level, and the rough places a plain.' *Isaiah 40:3-4*

Dear Epiphany,

This verse comes to mind as I reflect on the past year and look to what might be ahead for us. Much of what we've done over the last twelve months has been about preparing the way of the Lord and making the rough places a plain. At this time last year we were getting to know each other and considering whether to embark on a substantial development project that might have involved adding on to or demolishing our worship building. We spent Lent in intentional discernment and felt that God was calling us to focus on five priorities:

1. Repairing our current building so that it can continue to serve our congregation (particularly our children and youth) and our neighbours;
2. Increasing our income through increased use of our current space;
3. Increasing our givings through rejuvenated stewardship efforts;
4. Growing our membership, and;
5. Continuing to serve those most vulnerable in our community.

In the past year we've come a long way towards these goals and have laid much groundwork for stability and growth. Highlights have included: significantly higher attendance at our Sunday services including new and returning young families, a thriving Thursday evening study group, a new Income Committee, the restarting of the Pastoral Care team, the awarding of a United Way grant used to purchase new cameras to improve our online worship experience, Bishop Shane's visit and confirmation of six young people and one adult, wonderful fellowship at our Trivia Night and Christmas Craft Sale, extensive efforts to create a Request for Proposals to repair our building, the application for the private sponsorship of a refugee from Eritrea, and an amazing Celebration of New Ministry complete with a flash mob (!) among many, many others. There were also a few challenges: vandalism, break-ins and theft, financial strain due to increased expenses from inflation and offerings not returning to pre-pandemic levels, and the heartbreaking loss of dear friends.

We have a wonderful team at Epiphany who guides us through the highs and lows of parish life. Thank you to Cindy who is a wealth of knowledge and wisdom for me and the whole community. Rachelle's energy and ideas attract and engage young people. Gennaro's talent for music and technology keeps us inspired and connected each week. As we get to know Daniel more, we recognize that his gifts include more than music, his quiet compassion is a blessing to all. And of course Melvyn's steady service keeps our building welcoming for all those who worship here. I am wary to name volunteers as we are blessed with so many that I am sure to accidentally leave someone out. I will only name the members of our Corporation who have served with such wisdom

and energy over the last year. Heather, Kitty, Laurence and Gregg: thank you for your wisdom, support and humour.

I am grateful to all of you for making Epiphany what it is: a warm, welcoming, open-minded and open-hearted spiritual home for all, including me, John, Isabelle, Evelyne and Hugo. I am excited about what this next year will bring. We have so many ways we can prepare the way of the Lord in our community and in our neighbourhood, let's get to it!

Yours in Christ,

Simone+

Wardens' Report

by Heather Howley, Laurence Sianchuk, Kitty Galt, Wardens

Our first year with Rev. Simone and her family - what a blessing for us. It has been a year of welcome, "getting to know" and moving forward. We had a couple of back steps - 2 break-ins and an act of vandalism but moving forward we have an enhanced security system with cameras and a doorbell camera.

We secured a grant to enhance our on-line worship. We are participating in a guided workshop to increase our sense of belonging as a congregation and we will have a new website. We have had an increase in baptisms and in November we had 7 confirmations. The summer saw us "bring a friend to church" These are all signs of growth.

We planted a tree, a programme of PWRDF. A matching tree will be planted in Uganda. We built raised beds and grew vegetables! We continue to explore our community and what our role and contribution could be. Rev Simone leads us in this with prayer and discernment.

On the financial front we have a challenge. We had a Stewardship campaign but we are still falling short. \$20,000. We have all the signs of a growing and vibrant community but the traces of Covid linger and we have not returned to pre-Covid income yet. The diocesan Covid relief is no longer available and our costs continue to rise - just like ours at home!

Our attendance is up. We have a wealth of dedicated volunteers and a treasure of talents. This is our home and we have much to be thankful for.

Your wardens,

Heather Howley, Laurence Sianchuk, Kitty Galt

Treasurer's Report to Vestry: Financial Statement for 2023

Here is the financial situation for Epiphany Anglican Church as of December 31, 2023

Statement of Financial Assets and Liabilities

Assets:

Chequing Account at Alterna Savings (includes Alterna share \$15)	\$90,915
GIC at Alterna Savings	\$40,169
BMO Prepaid Credit Card	\$ 693
<u>Petty Cash</u>	<u>\$ 700</u>
TOTAL	\$132,477

Rectory Trust Fund	\$ 115,204	<i>Book value investment</i>
McElroy Trust Fund	\$ 12,363	<i>Book value investment</i>
Church and Contents	\$ 1,019,000	<i>Land building and contents</i>
	<hr/>	
Total Assets:	\$ 1,279,044	

Liabilities:

Total Liabilities:	<hr/> NIL
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Gregg Alexander

Description of Financial Assets

Part of our financial assets includes two investment trust funds held by the diocese.

- The Rectory Trust Fund (proceeds from the sale of the rectory) and
- The McElroy Trust Fund (an endowment from a parishioner).

Both remain unchanged from last year. They generate dividend income which appears in the general operations fund. The financial statement from the Diocese regarding these two trust funds follows the treasure's vestry report.

The rest of our financial assets include a bank account, a short-term GIC, a prepaid credit card and petty cash maintained by our office administrator. These assets decreased in 2023, from \$147,976 to \$132,477. We manage these cash accounts in 7 funds as follows:

Cash accounts as of December 31, 2023

General Operations Fund (running the church)	\$38,555
Extra Parochial Fund (passthrough donations)	\$ 0
Capital Fund (capital acquisitions and contingencies)	\$67,494
Sunday School Fund	\$ 5,125
Refugee Sponsorship Fund	\$ 7,863
Community COVID relief Fund	\$12,741
Petty Cash	\$ 700
TOTAL	\$132,477

Description of our Funds

The Extra Parochial Fund holds directed donations from parishioners to registered charities. In June and December all funds were sent to these charities.

EXTRA PAROCHIAL FUND	
PWRDF	\$4,842
Community Ministries	\$630
Interchurch Refugee Group	\$150
Gloucester Food Cupboard	\$323
TOTAL	\$5,945

The Sunday School Fund was set up at the start of the year in memory of Jane Derick. Money collected amounted to \$5,125.

The Refugee Sponsorship Fund was set up in August for a private sponsorship. The money was provided by a parishioner. This money will be doled out in 12 monthly payments starting when the refugee arrives in Canada.

The Capital Fund holds funds for major acquisitions and repairs to our building and furnishings. Expenses incurred were for security cameras to mitigate against vandalism and theft.

CAPITAL FUND	
OPENING BALANCE	\$55,821
INCOME	
Directed Donations from Parishioners	\$3,978
Transfers from general operations fund	\$12,000
EXPENSES	\$4,305
Closing Balance	\$67,494

The Community COVID Relief Fund holds grant money from the Federal government which we applied for and received to upgrade our online streaming equipment, our website, and to develop an equity, diversity, and inclusion strategy. Work started in 2023 and should complete in 2024.

Community COVID Relief Fund	
Grant Income	\$33,500
Video Upgrade Expenses	\$19,574
Website Upgrade Expenses	\$ 846
Equity, Diversity, Inclusion Strategy	<u>\$ 339</u>
TOTAL Expenses	\$20,759
CLOSING BALANCE	\$12,741

Report on Past Year Financial Operation of the Church

The General Operations Fund manages all the money to run the church. In February 2023, vestry approved a deficit budget. This fund started the year with \$91,455 and ended with \$38,555- a more significant loss than was planned by the budget for 2023.

- Income Highlights:
 - Offerings were \$12,394 below budget.
 - Offerings are far below the level seen in 2019.
 - Rental income was \$7,784 below budget.
 - Many renters have left.
 - McElroy Trust Fund dividends owed to the church did not arrive in December, but will be credited in January 2024 instead.

- Fellowship and fundraising events provided more income than expected.
- Overall income was \$12,111 below budget.
- Expenses Highlights:
 - Unlike in the previous three years, the diocese granted no reductions to our assessed costs in 2023.
 - Most planned programs started up in 2023 and spent their budget allocations.
 - Due to the excessive amount of snow in the early part of 2023 we were forced to pay penalties.
 - Unplanned spending occurred to deal with vandalism and theft.
 - We were no longer allowed to have parishioners lead Sunday service to fill in for our priest's absences.

The table on the next pages provides details of income and expenses for running the church for the past year. The first two columns of numbers in the table show actual and planned income and expenditures by category for the approved budget. Bracketed numbers in the third column highlight shortfalls in income or overspending in expenses.

GENERAL OPERATIONS FUND

	Actual	Budget	Difference
OPENING BALANCE	\$86,329	\$86,329	
INCOME SECTION			
10.Offerings:11. General (incl envelopes)	\$66,685	\$73,094	-\$6,409
10.Offerings:11. Preauthorized Remittance (AYR)	\$89,636	\$98,505	-\$8,869
10.Offerings:12. Open Offerings (Non Receipted)	\$3,933	\$3,000	\$933
10.Offerings:13.Special (Easter,Christmas,Harvest)	\$4,926	\$3,000	\$1,926
10.Offerings:14.Sunday School	\$0	\$0	\$0
10.Offerings:15.Directed Donations	\$2,525	\$2,500	\$25
10.Offerings	\$167,705	\$180,099	-\$12,394
20.Revenue:24. McElroy Trust Fund dividends	\$0	\$475	-\$475
20.Revenue:25. Church Hall Rental Income	\$11,358	\$15,000	-\$3,642
20.Revenue:26. Rectory Trust Fund dividends	\$5,248	\$5,040	\$208
20.Revenue:27. Parking Revenue	\$17,098	\$21,240	-\$4,142
20.Revenue	\$33,704	\$41,755	-\$8,051
30.Programmes:34.Fundraising	\$5,088	\$3,000	\$2,088
30.Programmes:34.Fundraising:-02 XMAS Bake Craft Sale	\$2,552	\$0	\$2,552
30.Programmes:34.Fundraising:-10 soup Sales Income	\$873	\$0	\$873
30.Programmes:34.Fundraising:-16 Craft and Yard Sale	\$831	\$0	\$831
30.Programmes:34.Fundraising:-18 Talent Show	\$832	\$0	\$832
30.Programmes:35. Christian Ed Sales Income	\$0	\$70	-\$70
30.Programmes:37.Fellowship(Men's,Women's,Pancake..)	\$1,517	\$1,000	\$517
30.Programmes	\$6,605	\$4,070	\$2,535

	Actual	Budget	Difference
40.Other Income:41.Memorials	\$1,377	\$0	\$1,377
40.Other Income:42. Donations for Flowers	\$3,069	\$1,200	\$1,869
40.Other Income:43.Calendar Sales Income	\$140	\$250	-\$110
40.Other Income:44. HST Rebate	\$5,033	\$2,500	\$2,533
40.Other Income:45.Bank Interest	\$348	\$400	-\$52
40.Other Income:46.Non Receipted Donations	\$0	\$0	\$0
40.Other Income:47. Donations towards Envelopes	\$63	\$75	-\$12
40.Other Income:49b. Sale of Prayer Book	\$180	\$0	\$180
40.Other Income	\$10,225	\$4,425	\$5,800
TOTAL INCOME FROM ALL SOURCES	\$218,239	\$230,349	-\$12,110
EXPENSES SECTION			
10.Diocesan Apportionment:12.Fair Share	\$34,977	\$34,977	\$0
10.Diocesan Apportionment:13.Insurance	\$7,902	\$7,902	\$0
10.Diocesan Apportionment	\$42,879	\$42,879	\$0
20.Priestly Services:23.Housing Allowance Priest	\$29,050	\$29,050	\$0
20.Priestly Services:26.ECOPS Priests	\$80,186	\$80,186	\$0
20.Priestly Services	\$109,236	\$109,236	\$0
30.Building:32.Heating	\$5,329	\$5,000	-\$329
30.Building:33.Cleaning	\$2,779	\$3,000	\$221
30.Building:34.Maintenance	\$9,033	\$7,500	-\$1,533
30.Building:35.Snow Removal	\$14,050	\$12,000	-\$2,050
30.Building:36.Hydro	\$2,441	\$3,000	\$559
30.Building:37.Water	\$3,369	\$3,500	\$131
30.Building:38.Alarm System	\$1,254	\$1,420	\$166
30.Building:a. Transfer to Capital fund	\$12,000	\$12,000	\$0
30.Building	\$50,255	\$47,420	-\$2,835
50.Program Expenses:51.Church School	\$547	\$500	-\$47
50.Program Expenses:52.Adult Ed Materials	\$131	\$1,000	\$869
50.Program Expenses:53.Youth Group	\$0	\$150	\$150
50.Program Expenses:54.Fellowship (Coffee, receptions)	\$325	\$500	\$175
50.Program Expenses:57.Fundraising	\$138	\$82	-\$56
50.Program Expenses:57.Fundraising:-11 Xmas Craft and Bake Sale	\$0	\$9	\$9
50.Program Expenses:57.Fundraising:-18 Talent Show	\$88	\$15	-\$74
50.Program Expenses:57.Fundraising:-20 Fundraising dinner	\$50	\$58	\$8
50.Program Expenses:59. Courses & Conferences	\$125	\$1,000	\$875
50.Program Expenses	\$1,266	\$3,232	\$1,966

	Actual	Budget	Difference
60.Parish Mission:64.Parish Outreach	\$1,504	\$4,000	\$2,496
60.Parish Mission:65 Library maintenance	\$31	\$100	\$69
60.Parish Mission:66. Priest's Discretionary Fund	\$250	\$400	\$150
60.Parish Mission:67 Community Connections	\$0	\$100	\$100
60.Parish Mission	\$1,785	\$4,600	\$2,815
70.Office Expenses and Administration:71.Telephone	\$1,840	\$1,860	\$20
70.Office Expenses and Administration:72.Photocopier rental and usage	\$2,049	\$2,300	\$251
70.Office Expenses and Administration:73. Internet and web site fees	\$1,618	\$2,000	\$382
70.Office Expenses and Administration:74.Supplies for office and church	\$1,271	\$900	-\$371
70.Office Expenses and Administration:75.Postage	\$77	\$250	\$173
70.Office Expenses and Administration:77a. Computer Lease	\$0	\$0	\$0
70.Office Expenses and Administration:78.Bank Charges	\$173	\$150	-\$23
70.Office Expenses and Administration:79. Purchase Offering Envelopes	\$237	\$150	-\$87
70.Office Expenses and Administration	\$7,265	\$7,610	\$345
80.Salaries:80a.Replacement Priest Expense	\$2,100	\$1,500	-\$600
80.Salaries:80x Children Youth Ministry Coordinator	\$6,359	\$6,760	\$401
80.Salaries:81.Secretary salary	\$11,286	\$10,738	-\$548
80.Salaries:82. Organist salary	\$13,630	\$13,147	-\$483
80.Salaries:82a. Replacement Organist costs	\$500	\$500	\$0
80.Salaries:85. Choir Director Salary	\$9,833	\$9,445	-\$388
80.Salaries	\$43,708	\$42,090	-\$1,618
90.Other Expenses:91. Purchase Calendars to sell	\$136	\$230	\$94
90.Other Expenses:96.Miscellaneous	\$322	\$300	-\$22
90.Other Expenses:99.Synod Fees & Expenses	\$252	\$350	\$98
90.Other Expenses	\$710	\$880	\$170
A0.Worship Expenses:A1.Altar Guild	\$1,516	\$1,200	-\$316
A0.Worship Expenses:A3. Purchase Flowers	\$1,716	\$1,300	-\$416
A0.Worship Expenses:A9.Choir music and licensing fees	\$1,503	\$1,500	-\$3
A0.Worship Expenses:Worship Committee	\$784	\$1,200	\$416
A0.Worship Expenses	\$5,518	\$5,200	-\$318
C. Expansion Project Architectural fees	\$3,390	\$3,390	\$0
TOTAL EXPENSES	\$266,014	\$266,537	\$523
INCOME MINUS EXPENSES	-\$47,775	-\$36,188	-\$11,587
CLOSING BALANCE	\$38,554	\$50,141	

Consolidated Trust Fund

404

The Anglican Diocese of Ottawa
71 Bronson Ave., Ottawa, Ont. K1R 6G6

Parish Trust
Parish Code Statement

Statement as at: 2024-12-31 Market Value: 24,413

**CHURCH OF THE EPIPHANY
OTTAWA:EPIPHANY: FRANK & EDNA MCELROY MEMORIAL FUND
2608**

	Date	Refer	Add./Wdl	Book Value	Units	Dividends	Description
Previous Balance			0.00	12,363.38	624.38	0.00	
	0101	BALFWD					
	0315	DIV	0.00	0.00	0.00	156.09	DIVIDEND RUN 0315
	0615	DIV	0.00	0.00	0.00	156.09	DIVIDEND RUN 0615
	0915	DIV	0.00	0.00	0.00	156.09	DIVIDEND RUN 0915
	1215	DIVACT	0.00	0.00	0.00	-624.36	DIVIDEND RUN CHEQUE
	1215	DIV	0.00	0.00	0.00	156.09	DIVIDEND RUN 1215
Current Balance:			0.00	12,363.38	624.38	0.00	
Market Value:				15,243.02			

Consolidated Trust Fund

404

The Anglican Diocese of Ottawa
71 Bronson Ave., Ottawa, Ont. K1R 6G6

Rectory Trust
Parish Code Statement

Statement as at: 2024-12-31 Market Value: 24,413

**CHURCH OF THE EPIPHANY
OTTAWA:CHURCH OF THE EPIPHANY:EPIPHANY RECTORY TRUST
4046**

	Date	Refer	Add./Wdl	Book Value	Units	Dividends	Description
Previous Balance			0.00	115,203.97	5,195.92	0.00	
	0101	BALFWD					
	0315	DIVACT	0.00	0.00	0.00	-1,298.98	DIVIDEND RUN Journalized
	0315	DIV	0.00	0.00	0.00	1,298.98	DIVIDEND RUN 0315
	0615	DIVACT	0.00	0.00	0.00	-1,298.98	DIVIDEND RUN Journalized
	0615	DIV	0.00	0.00	0.00	1,298.98	DIVIDEND RUN 0615
	0915	DIVACT	0.00	0.00	0.00	-1,298.98	DIVIDEND RUN Journalized
	0915	DIV	0.00	0.00	0.00	1,298.98	DIVIDEND RUN 0915
	1215	DIVACT	0.00	0.00	0.00	-1,298.98	DIVIDEND RUN Journalized
	1215	DIV	0.00	0.00	0.00	1,298.98	DIVIDEND RUN 1215
Current Balance:			0.00	115,203.97	5,195.92	0.00	
Market Value:				126,848.03			

Offerings Report

by Cindy Hurst Boyd, Envelope Secretary

There are various methods of financially contributing to support the work of our church: Automatic Monthly Giving (PAR), e-transfers (epiphanyanglican@gmail.com), weekly envelopes or Canada Helps. You may join any method at any time.

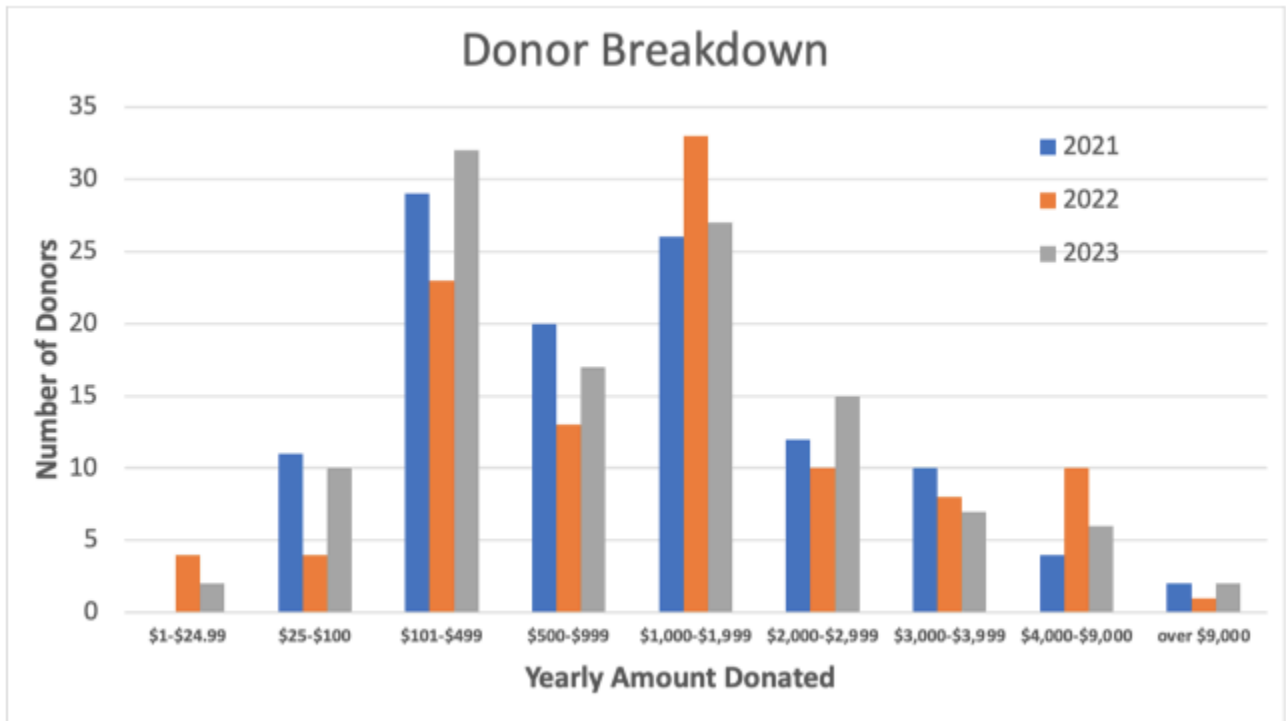
The PAR (Pre-authorized Remittance) is very easy to join: you simply ask one of the sidespeople for a form or email the office (office@epiphanyanglican.ca); fill it out and return to the office along with a voided cheque and on or around the 20th of each month your contribution is withdrawn and deposited into the church account; no more remembering to bring your envelope to church or do "catch up" for your vacation times. You may adjust or stop your monthly donation by submitting a written request to the envelope secretary.

E-transfers are an easy way to support the work of Epiphany and there is currently no administration cost. You make your contribution online; it is deposited directly into the church's bank account and you get either an email or text message confirming your transaction. Send e-transfers to epiphanyanglican@gmail.com

If you wish to begin using weekly church envelopes, extra boxes of envelopes are available from the sidespeople. To begin, simply fill out the accompanying paper and place it in your first envelope. Each box of envelopes contains blue monthly envelopes which are directed to PWRDF; weekly white envelopes where you can indicate general offering or directed offering (directed could be for memorial flowers, or one of our outreach areas like the Emergency Food Cupboard); special seasonal yellow envelopes for extra donations at Easter, Thanksgiving and Christmas and one envelope to donate towards the cost of offering these envelopes (note that you must ensure your envelope number is recorded in the spot provided).

Canada Helps is an on-line donation and the link can be found on our web page. Canada Helps issue tax receipts for donations made through them and I issue tax receipts for all other methods of identifiable donations in support of the work of our church. Please ensure that the office has your correct Canada Post mailing address. Note that Canada Helps keeps a portion of your givings as an administrative fee.

The following is a breakdown of all donations received in 2023: There were 118 donors contributing to the work of Epiphany Anglican Church through the use of PAR, E-transfers, Weekly Church Envelopes & Canada Helps. We also issued tax receipts for donations from 20 guests.



Proposed Budget for the Operations of the Church in 2024

- This is a deficit budget.
- Income Highlights:
 - Parish Council proposes a large increase in offerings.
 - Only total offerings are budgeted, not a breakdown.
 - Our Stewardship campaign resulted in 29 pledges & about \$12,000 of increased offerings.
 - Since this is not enough, the stewardship campaign will undertake a second phase in 2024 to increase offerings by another \$20,000.
 - Increases in hall rental and parking revenues are predicted by the income committee as they find new renters.
 - We should see two years' worth of dividends from McElroy Trust fund credited in 2024.
 - Targets for fundraising are increased.
- Expense Highlights:
 - Our large expenditures are fixed by the diocese.
 - Transferring money to the capital fund will decrease from \$1000 to \$500/month.
 - A Sunday school/youth worker salaried position is to continue in 2024.
 - Some programs will have reductions in their budget.
 - This budget foreshadows challenging times ahead as we contemplate taking on a mortgage.
- The table below presents the proposed budget for running the church in 2024. The actual and budgeted amounts for 2023 are repeated here for comparison.

GENERAL OPERATIONS FUND BUDGET

	2023 Actual	2023 Budget	2024 Budget
OPENING BALANCE	\$86,329	\$86,329	\$38,554
INCOME SECTION			
10.Offerings:11. General (incl envelopes)	\$66,685	\$73,094	
10.Offerings:11. Preauthorized Remittance (AYR)	\$89,636	\$98,505	
10.Offerings:12. Open Offerings (Non Receipted)	\$3,933	\$3,000	
10.Offerings:13.Special (Easter,Christmas,Harvest)	\$4,926	\$3,000	
10.Offerings:14.Sunday School	\$0	\$0	
10.Offerings:15.Directed Donations	\$2,525	\$2,500	
10.Offerings	\$167,705	\$180,099	\$200,000
20.Revenue:24. McElroy Trust Fund dividends	\$0	\$475	\$1,250
20.Revenue:25. Church Hall Rental Income	\$11,358	\$15,000	\$13,000
20.Revenue:26. Rectory Trust Fund dividends	\$5,248	\$5,040	\$5,300

		2023	2024
	Actual	Budget	Budget
20.Revenue:27. Parking Revenue	\$17,098	\$21,240	\$21,500
20.Revenue	\$33,704	\$41,755	\$41,050
30.Programmes:34.Fundraising	\$5,088	\$3,000	\$6,000
30.Programmes:34.Fundraising:-02 XMAS Bake Craft Sale	\$2,552	\$0	
30.Programmes:34.Fundraising:-10 soup Sales Income	\$873	\$0	
30.Programmes:34.Fundraising:-16 Craft and Yard Sale	\$831	\$0	
30.Programmes:34.Fundraising:-18 Talent Show	\$832	\$0	
30.Programmes:35. Christian Ed Sales Income	\$0	\$70	
30.Programmes:37.Fellowship(Men's,Women's,Pancake..)	\$1,478	\$1,000	\$1,500
30.Programmes	\$6,566	\$4,070	\$7,500
40.Other Income:41.Memorials	\$1,377	\$0	\$0
40.Other Income:42. Donations for Flowers	\$3,069	\$1,200	\$1,700
40.Other Income:43.Calendar Sales Income	\$140	\$250	\$170
40.Other Income:44. HST Rebate	\$5,033	\$2,500	\$5,000
40.Other Income:45.Bank Interest	\$348	\$400	\$400
40.Other Income:47. Donations towards Envelopes	\$63	\$75	\$70
40.Other Income:49b. Sale of Prayer Book	\$180	\$0	\$0
40.Other Income	\$10,225	\$4,425	\$7,340
INCOME FOM ALL SOURCES	\$218,200	\$230,349	\$255,890
EXPENSES SECTION			
10.Diocesan Apportionment:12.Fair Share	\$34,977	\$34,977	\$35,585
10.Diocesan Apportionment:13.Insurance	\$7,902	\$7,902	\$8,771
10.Diocesan Apportionment	\$42,879	\$42,879	\$44,356
20.Priestly Services:23.Housing Allowance Priest	\$29,050	\$29,050	\$29,500
20.Priestly Services:26.ECOPS Priests	\$80,186	\$80,186	\$83,739
20.Priestly Services	\$109,236	\$109,236	\$113,239
30.Building:32.Heating	\$5,329	\$5,000	\$5,700
30.Building:33.Cleaning	\$2,779	\$3,000	\$3,000
30.Building:34.Maintenance	\$9,033	\$7,500	\$8,000
30.Building:35.Snow Removal	\$14,050	\$12,000	\$12,175
30.Building:36.Hydro	\$2,441	\$3,000	\$2,700
30.Building:37.Water	\$3,369	\$3,500	\$3,500
30.Building:38.Alarm System	\$1,254	\$1,420	\$725
30.Building:a. Transfer to Capital fund	\$12,000	\$12,000	\$6,000
30.Building	\$50,255	\$47,420	\$41,800
50.Program Expenses:51.Church School	\$547	\$500	\$500
50.Program Expenses:52.Adult Ed Materials	\$131	\$1,000	\$150
50.Program Expenses:53.Youth Group	\$0	\$150	\$150

		2023	2024
	Actual	Budget	Budget
50.Program Expenses:54.Fellowship (Coffee, receptions)	\$286	\$500	\$500
50.Program Expenses:57.Fundraising	\$138	\$82	\$150
50.Program Expenses:57.Fundraising:-11 Xmas Craft and Bake Sale	\$0	\$9	
50.Program Expenses:57.Fundraising:-18 Talent Show	\$88	\$15	
50.Program Expenses:57.Fundraising:-20 Fundraising dinner	\$50	\$58	
50.Program Expenses:59. Courses & Conferences	\$125	\$1,000	\$350
50.Program Expenses	\$1,227	\$3,232	\$1,800
60.Parish Mission:64.Parish Outreach	\$1,504	\$4,000	\$2,000
60.Parish Mission:65 Library maintenance	\$31	\$100	\$100
60.Parish Mission:66. Priest's Discretionary Fund	\$250	\$400	\$400
60.Parish Mission:67 Community Connections	\$0	\$100	\$0
60.Parish Mission	\$1,785	\$4,600	\$2,500
70.Office Expenses and Administration:71.Telephone	\$1,840	\$1,860	\$1,800
70.Office Expenses and Administration:72.Photocopier rental and usage	\$2,049	\$2,300	\$2,300
70.Office Expenses and Administration:73. Internet and web site fees	\$1,618	\$2,000	\$1,700
70.Office Expenses and Administration:74.Supplies for office and church	\$1,271	\$900	\$1,749
70.Office Expenses and Administration:75.Postage	\$77	\$250	\$250
70.Office Expenses and Administration:78.Bank Charges	\$173	\$150	\$175
70.Office Expenses and Administration:79. Purchase Offering Envelopes	\$237	\$150	\$240
70.Office Expenses and Administration	\$7,265	\$7,610	\$8,214
80.Salaries:80a.Replacement Priest Expense	\$2,100	\$1,500	\$2,000
80.Salaries:80x Children Youth Ministry Coordinator	\$6,359	\$6,760	\$6,400
80.Salaries:81.Secretary salary	\$11,286	\$10,738	\$13,513
80.Salaries:82. Organist salary	\$13,630	\$13,147	\$14,012
80.Salaries:82a. Replacement Organist costs	\$500	\$500	\$500
80.Salaries:85. Choir Director Salary	\$9,833	\$9,445	\$9,951
80.Salaries	\$43,708	\$42,090	\$46,376
90.Other Expenses:91. Purchase Calendars to sell	\$136	\$230	\$150
90.Other Expenses:96.Miscellaneous	\$322	\$300	\$300
90.Other Expenses:99.Synod Fees & Expenses	\$252	\$350	\$350
90.Other Expenses	\$710	\$880	\$800
A0.Worship Expenses:A1.Altar Guild	\$1,516	\$1,200	\$1,200
A0.Worship Expenses:A3. Purchase Flowers	\$1,716	\$1,300	\$1,700
A0.Worship Expenses:A9.Choir music and licensing fees	\$1,503	\$1,500	\$1,500
A0.Worship Expenses:Worship Committee	\$784	\$1,200	\$800
A0.Worship Expenses	\$5,518	\$5,200	\$5,200
C. Expansion Project	\$3,390	\$3,390	\$0
TOTAL EXPENSES	\$265,975	\$266,537	\$264,285

	Actual	2023 Budget	2024 Budget
INCOME MINUS EXPENSES	-\$47,775	-\$36,188	-\$8,395
CLOSING BALANCE	\$38,554	\$50,141	\$30,159



About our financial statement review process

Stephanie Millar CPA CA independently reviews our financial records.

Respectfully Submitted

Gregg Alexander, Treasurer, Epiphany Church

Committee Reports

Children & Youth

by Rachelle Dube-Hayes, Staff Member, Children and Youth Ministry

Children & youth usually start together and praise with song and/or dance.

Once the songs are done, the lessons take place:

- January through June 2023 - the Story Keepers helped the children learn stories about Jesus.
- During Lent, we also followed "The Road of Lent" and had lively discussions about topics such as thankfulness, forgiveness and abstinence.
- September to November 2023 - the story of Moses was taught.
- September & October: we also learned the stories of several saints in preparation for All Saints Day.
- December 2023 - we prepared for the pageant.
- January 2024: All are learning about the various people who help with worship so they can take on various roles at the February 11th service.

The older children and youth occasionally gather separately and learn different things

- May & June 2023: Knowing the Bible, the books of the Bible, how to use it, how it was written and translated to how we use it in church today (the lectionary).
- September & October 2023: Discovering the writings of Matthew.
- November 2023: choosing a theme & a tone for the pageant.

Special days

- Good Friday Event: (April 7th, 2023) the children were welcomed to Epiphany for a day of learning - the story of Easter, the stations of the cross, lunch and resurrection crafts.
- Easter Vigil (April 8th): a few youth participated in a vigil and prepared an Easter breakfast for the congregation
- Easter Egg Hunt (April 9th):
- Sunday School Picnic (June 25th) - the picnic closed the Sunday School session for the summer

Youth: the Spiritual Side

- The youth met monthly to prepare for their Confirmation.
- On November 12th, 2023, the Bishop visited and confirmed four of our youth.

Youth Fellowship

- With so much time spent preparing for Confirmation, the youth haven't had much time for fellowship in 2023
- A long list of activities has been proposed and we hope to start with a pasta & game night in February, followed by a baking day during March break.

Communications and Social Media

by Susan Liddle, Chair

Committee members:

Rev. Simone Hurkmans
Douglas Sherman

Cindy Hurst-Boyd
Gillian Keane

Dianne Woods
Susan Liddle

The Communications and Social Media team met over Zoom every two weeks through part of the year, then once a month. We worked to keep our Facebook and Instagram pages engaging for existing members of our congregation (our primary audience) and to attract people from neighbouring communities and organizations (our secondary audience), as well as potential new parishioners. We tried to do this in a way that was consistent with Epiphany's personality (a friendly, welcoming and open-minded community).

Main responsibilities of the committee

- Serve our audience: first, parishioners; second, potential visitors
- Represent Epiphany online
- Maintain an active presence on Facebook and Instagram that conveys Epiphany as a friendly, welcoming, open, loving community
- Keep Epiphany's website up to date
- Share information
- Help people feel connected

What we wanted to prioritize in 2023:

- Revamping Epiphany's website
- Building up a bank of great and good photos
- Continuing our presence on Facebook and Instagram

Our goals for 2023:

1. Secure vendor to help with revamping website
2. Revamp structure of website
3. Select new web hosting provider and content management program to replace Wix
4. Choose template for website
5. Write new, short, evergreen content
6. Launch new website

We are well on the way to achieving these goals.

We researched web hosting companies and selected a new one: WHC. We are using WordPress. We transferred the domain from Rebel.ca to WHC (the domain cost will be covered by WHC). We paid for three years of web hosting and got a 40% discount.

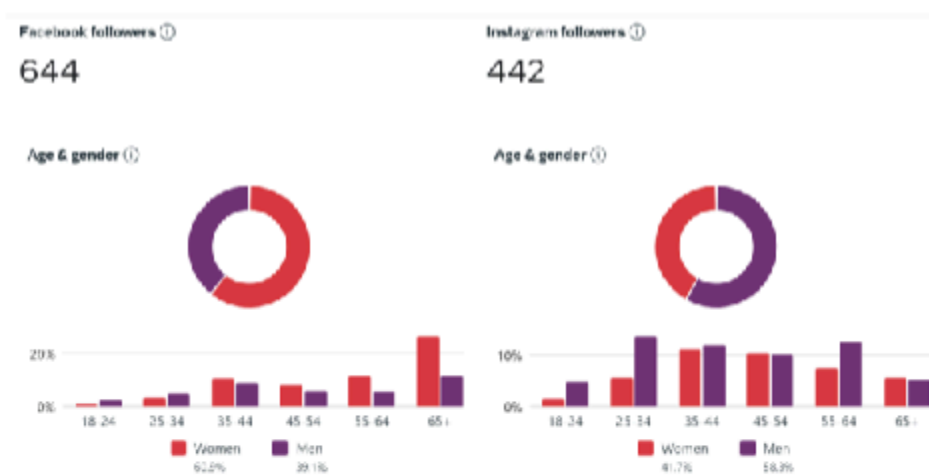
We found a designer, who helped us select a template and is now putting the site together. We developed a new structure for the site. The content is 90% written.

Rev. Simone hired a photographer to take professional photos, which we uploaded to WordPress. We continue to take amateur photos to supplement the excellent professional ones.

We aim to complete work on the new site by the end of February.

Social media followers as of January 30, 2024

- 644 Facebook followers, up from 612 at this time last year, and from 567 at this time the previous year.
- 442 Instagram followers, up from 378 this time last year.



Facebook Page followers		
Age	Women	Men
18-24	1%	2.20%
25-34	3.20%	4.80%
35-44	10.70%	9%
45-54	8%	5.90%
55-64	11.40%	5.70%
65+	26.60%	11.50%

Instagram followers		
Age	Women	Men
18-24	1.50%	4.80%
25-34	5.60%	13.70%
35-44	11.20%	12%
45-54	10.40%	10%
55-64	7.40%	12.60%
65+	5.60%	5.20%

Epiphany's 10 most popular posts, by reach (Jan. 1 to Dec. 31, 2023)

Reach means the number of unique users who had any content from your Facebook page or about your Page enter their screen. Content of the most popular posts was about the yard sale, parking, church services and the Christmas craft and bake sale. Videos got the most reactions.

Title	Date published	Reach	Likes and reactions	Comments	Shares
Plan your Sunday around Epiphany's yard sale! Rain... Epiphany Anglican Church	Nov 21, 2023	3,116 Reach	12 Reactions	2 Comments	10 Shares
Are "Looking for a parking spot?" Epiphany Anglican Church	Nov 6, 2023	809 Reach	--	--	--
12th Sunday after Pentecost, 2023 Epiphany Anglican Church	Nov 27, 2023	751 Reach	5 Likes and reactions	14 Comments	7 Shares
WELCOME TO EPIPHANY'S 12th SUNDAY GIVE AWAY! Epiphany Anglican Church	Nov 21, 2023	525 Reach	18 Reactions	6 Comments	2 Shares
Are "Need a parking spot? We have some in..." Epiphany Anglican Church	Apr 19, 2023	318 Reach	--	--	--
Joining choir Epiphany just over 4 weeks ago... Epiphany Anglican Church	Nov 11, 2023	291 Reach	2 Reactions	1 Comments	2 Shares
We welcome you to join at Epiphany Anglican's L... Epiphany Anglican Church	Dec 26, 2023	473 Reach	7 Reactions	8 Comments	4 Shares
We're ready to welcome you to 2nd Sunday and take... Epiphany Anglican Church	Dec 8, 2023	438 Reach	16 Reactions	2 Comments	5 Shares
Looking for a parking spot? We've got one with you... Epiphany Anglican Church	Nov 6, 2023	434 Reach	12 Reactions	2 Comments	8 Shares
Need to check off your Christmas list? Here's more in... Epiphany Anglican Church	Dec 5, 2023	410 Reach	11 Reactions	9 Comments	4 Shares

Thanks to all who created Facebook and Instagram posts, and to those who read, liked, shared and commented! We welcome ideas, questions, comments and new members. Interested? Do you have an idea for the website or social media? Send an email to Susan, at social.media@epiphanyanglican.ca

Fellowship

by Cara Pelletier, Chair

2023 was a social year for Epiphany Anglican Church, keeping the Fellowship Chair active. Highlights are: soup and movie night, Summer yard sale, and Christmas Bazaar and Bake Sale. The yard sale raised ~\$800 and the Bazaar netted nearly \$2000.

2024 will see the yard sale and bazaar return and other potential activities are watching baseball, going to lunch and a play, a bowling night, and doing an escape room. It should be an interesting and fun year ahead.

Creative Connections (A Sub Group of Fellowship & Community Outreach)

by Lina Trepanier

Creative Connections resumed in June 2022 after the major COVID restrictions. We had an average of 10.5 persons in attendance over 22 weeks.

In 2023 we recorded an average of 15 (15.59) persons over 47 weeks. The lowest attendance has been 8 and the highest, 20 people on any given week. The most popular activity is playing cards (euchre or crib); knitting as such has lost popularity and has given place to other artisanal venues. Parish members and other attendees still provide knitted and crocheted products for Centre 454. We donated over 50 knit or crocheted hats, many knit by our dear friend, Anne Crossley. We also have over 30 knit or crocheted lap afghans that we hope to deliver to one of our local seniors' residence.

Consider dropping by Tuesday morning between 10 and noon and join us for a cup of coffee or tea and some lively conversation.

Finance

By Gregg Alexander, Chair

1. The finance committee meets when needed to review and comment on proposals for expenditures exceeding \$5,000. Members include the treasurer, the people's warden, the office administrator, and a parishioner named by Corporation (currently Hon Lam).
2. We met in April to review the proposal to upgrade our video equipment to enhance the online experience. We conducted an email meeting in September to review the new contract for snow removal. In both cases the proposals were given a green light.

Income

by Judith Young, Chair

Membership: Aaron Birch, Leslie Giddings and Judith Young (Chair)

What we did:

- A literature search (and Ron's ChatGPT search!) did not uncover anything too surprising. Best ideas were signing up *regular* customers who would rent the church (like social groups who meet regularly; and other churches who meet regularly but not on Sunday) vs. pursuing 'one-offs'. Some churches hold cultural series at their church as a means of advertising and serving the community.
- Our comparison of best practices in raising income within the Anglican Church in Ottawa found that regular renters (including daycare at Trinity) and carefully planned Christmas themed events (bazaars (St. Aidans) and auctions (St. Matthews)) generate a lot of revenue.

- Interviews of people at Epiphany connected with generating income showed: no-one feels deluged by income requests now (i.e., we could handle more bookings); and people are generally keen to raise income. The Committee questions why Epiphany folk who do 'catering' work (which is often implicated in revenue-generating events) aren't reimbursed but other revenue-assisting work (set-up and cleaning) is.
- Talked to UofO to see if an MBA student would work for us for free (keen but not for free!)
- Informal consults with the congregation after two services indicate that people want revenue-generating events to be interesting and fun so they feel comfortable inviting (non-Epiphany) friends and get some revenue from them. Ideas included wine tasting, square dancing and trivia night.
- We advertised daily parking through: direct emails to CSEC and CSIS; (boosted) social media posts and our external sign. Little uptake resulted (mostly because government employees still enjoy working from home flexibility). Direct advertising through CSEC and CSIS was most effective.
- We developed a user survey to ask church renters what they thought of us and how we could improve.
- We did a survey of rental rooms and parking spaces in the area: we're comparable for parking and on the lower end for daily rates for space but relatively high for hourly rates.
- We worked with congregation members who had event ideas that were also revenue-generating (e.g, with G. Keane for Trivia Night).
- We also worked on the Kanata Soup Fundraiser.
- We prepared the grant that raised over \$35K for Epiphany.
- We consulted with the Diocese about: the economics of charging stations; their previous compilation of grants and foundation awards; and other income ideas of other parishes.
- We helped with Epiphany's website update so we have a professional and inviting info page about renting our space (with nice photos) for a: party; Life Celebration; arts event; etc. We've got catering prices for three 'levels' of food (from simple BBQ to lavish). The ideal would be a 'one-stop shop' for an event. We would look after everything for a set fee per person (depending on guest needs). Takes advantage of having Rev. Simone who is receptive to officiating at non-Anglican events.

- We costed and spoke to caterers (e.g., Epicuria) who could provide Epiphany renters with catering options (from basic to gold level) for an event like a funeral. This would provide us with rapid ability to mount events and provide renters with options.

What we recommend:

- Use Google as an advertising means so people looking for rental space can easily find us. It looks promising and we'd be at the forefront of local churches (so we could come up as first choice).
- Consider a park 'n ride shuttle service for people who park at Epiphany and go to nearby offices or park and use the LRT to head downtown. We are also discussing with the shuttle bus owner who takes local government employees from parking lots to their offices to see if they could swing by Epiphany. We have looked at insurance should an Epiphany volunteer need to step in for a day.
- Follow-up with every church renter with a satisfaction survey
- Offer the church standard hourly rate for folks who help with catering at events. They may well choose to give their pay back to the church but it would be their choice.
- Find renters who have significant ongoing weekly needs.
- Try to make it easy for renters to mount events (like a Celebration of Life). We could suggest caterers (depending on their budget) and arrange as much as we could in the background.
- Recognize that parking is a solid moneymaker and advertise directly through CSIS and CSEC.
- Find out what our renters want by using the feedback form.

Membership - Vacant in 2023

Outreach

by Wasseem Fayad, Chair

The Outreach committee did a lot over the course of 2023. We started the year off strong with a grocery store gift card program which has disbursed nearly \$1,000 in grocery store gift cards to people in need of assistance both within our parish and in the wider community. The program has been a success in providing these funds in a confidential manner designed to maintain the dignity of all who ask for our help. We would like to recognize and thank Rev. Simone for her assistance in distributing these cards in a manner in keeping with these values.

We built two garden beds to provide food and pollinator-attracting plants, with plans to donate the produce to the Gloucester Emergency Food Cupboard once we are capable of producing a significant quantity of food. We would like to recognize Duane Van Alstine and John Lasseigne for their help in building these two beds. We plan to build two more beds this coming warm season. We would also like to recognize Rachel Dube-Hayes for putting in the work to seed and plant our crops and for using the garden beds as an enrichment activity for our Sunday School and our parish at large.

At Thanksgiving of 2023, the parish of Epiphany donated nearly 100 pounds of food to the Gloucester Emergency Food Cupboard, which is something that we can all be proud of and we thank the parishioners of Epiphany for their generous donations.

In addition, we worked with Valerie Maier in her capacity as our parish's PWRDF contact to promote the PWRDF's Seeds of Hope program and we thank her for her continued support of the Outreach committee both in this capacity and as a member of the committee."

The Interchurch Refugee Group (a subcommittee of Outreach)

by Rev. Janet Nield, DM, Chair of the Interchurch Refugee Group

Annual Report for our supporting congregations – January 2024

This report is offered with thanks to our supporting congregations: Community Pentecostal Church, Epiphany Anglican Church, Orleans United Church, Rothwell United Church, and Navan-Vars United Church. Your prayers, your willingness to volunteer, your commitment to the refugee ministry, and your financial support, have been our backbone, and we are grateful. The refugee-themed worship services at three of our member churches this past year also allowed us to give thanks together for the ministry to refugees and newcomers to which we are all committed.

IRG volunteers had a "massive" year in 2023. The Syrian family of five sponsored directly by the IRG through the Blended Visa Office-Referral (BVOR) program, arrived on December 22, 2022; and that sponsorship will conclude on January 31, 2024. In addition, since November 2022, groups of us have been assisting a young Congolese woman, two Afghani sisters, and an Iranian woman to settle in Canada. The first three are in partnership with Lamp Lifeboat Ladder, and the fourth is a co-sponsorship with an Orleans family through the Anglican Diocese.

In a BVOR sponsorship, the government pays for six months of the family's financial support. The IRG pays the other six months, as well as the cost of setting the family up initially with housing and furniture, and basic needs. The IRG was responsible for all the settlement support, with tasks ranging from getting documents, the language assessments and school registration, to accompanying family members for doctor's appointments.

It is important to note that every sponsored refugee newcomer who comes to Canada, has a sponsor. And that sponsor is responsible for financially supporting the newcomer for a minimum of one full year. Only the Syrian family of five is being financially supported by the IRG. But the volunteer settlement support for that family, and the four young women, has been a great labour of love, generosity, and commitment. Our volunteers are angels!

In addition to this direct settlement work, the IRG also prepared and successfully submitted the sponsorship application for the husband of one of the Syrian family members. This will be a direct sponsorship by the IRG, both financially, and for settlement support.

We also continue to wait for the Palestinian man we are sponsoring. We are optimistic that he will arrive by the summer, 2024.

This year was exceptional for fundraising. In addition to our regular and deeply appreciated gifts from congregations and donors, we received a large donation of \$15,000 to which we were challenged to "match." This led to us raising over \$30,000 this past year, meaning that all the money for our next two sponsorships—the Syrian man and the Palestinian man, are in the bank, with some left over to initiate another family BVOR sponsorship down the road.

The Interchurch Refugee Group is deeply appreciative of the faithful gifts of all its supporters. Without your time, money, and prayers, nothing could be accomplished.

2023 IRG donations

Here are the donations received from our supporting churches and directly from congregants of these churches during the 2023 calendar year. (These amounts do not include the small fees that Canada Helps deducts for donations made through their webpage.)

These donation amounts also exclude the amazing support we received from our volunteers and supporting congregations for our three big 2023 fundraisers: the Great Glebe Garage Sale in May raised \$1,500.25, the Gordon Lightfoot inspired musical fundraiser hosted by Scott Richardson and Robin Guy at Orleans United Church in June raised \$1,400, and the Sacred Dance Guild's HumanKind performance at Britannia United Church in December raised \$342. There were also donations made through Canada Helps, totalling \$750 that coincided with a wonderful fundraising letter prepared and sent out by Gerry Dust from Navan Vars United in late November. We are also fortunate to receive financial support from people in the community, and not connected to our supporting churches, that are not reflected here.

As you know, in late Spring we received an offer to match all IRG donations received by the end of September to a maximum of \$15,000. We were close to matching this amount at the end of September and our donor happily agreed to extend her matching offer to the end of December 2023. We are thrilled to share that by the end of December we had received matching donations totalling \$15,000 plus over \$1,600 more. 2023 has been the best year ever for fundraising for the IRG. Thank you to everyone for the incredible support.

Community Pentecostal Church and congregants' donations \$1,900

Epiphany Anglican Church and congregants' donations \$412

Navan Vars United Church and congregants' donations \$2,015 (plus the \$750 mentioned above)

Orleans United Church and congregants' donations \$4,910.63

Rothwell United Church and congregants' donations \$2,754

Pastoral Care

by Margaret Moffett, Chair

- Post Covid lockdown pastoral care is gradually getting back to being able to offer more, in person, help to parishioners and those, in our community, who need support.
- Rev. Simone has been able to restart the services at Laurier Manor. We are now able to visit people in their homes, retirement homes and hospitals. People not able to attend church in person can receive communion if desired.
- The team members have each been assigned two parishioners who are no longer able to attend church. Our aim is to reach out to them, find out their needs, offer to visit them and evaluate ways in which the church can continue to be part of their lives.
- The team continues to wear lilac name tags. This enables parishioners to recognize us and approach us if they need support .
- The team will continue to work towards fulfilling its mission to help those in need. This is an extremely important part of what we, as a church, are here for.

Property

by Ron Zimmer, Chair

The Property and Building Committee had a very active year in 2023. The Committee was comprised of Ron Zimmer, Duane Van Alstine, Philip Jago, Wasseem Fayad, Jos Cleary, Ken Amesbury, Charles Maier, Reverend Simone Hurkmans, and Laurence Sianchuk. Special thanks go to the Church Council, Cindy Hurst-Boyd, and many others who assisted the Committee in 2023.

The Committee undertook many tasks and some of the major activities were:

1. The Committee engaged and discussed plans for incorporating a daycare centre and a senior housing facility, into the Parish. The final decision of the Parish of the Epiphany was to not proceed at this time, but potentially at some point in the future.
2. With this decision, the Committee began the process to find a contractor(s), through an RFP process, to deal with the building envelope, ventilation system, extension of the roof, replacing the main sign, and installation of a backflow valve.
3. There was also work started on developing a strategy to generate funds from foundations and grants for the expected costs associated with the building upgrades.
4. The main sign received a "face lift" to fix the ongoing deterioration.
5. There was involvement in the Green Sacred Spaces Program and the Energy Benchmark initiative.
6. Melvyn Douglas, under contract, continues to handle the building cleaning and grass mowing.
7. Work took place on adding the new video and sound system.
8. There was work done to remove broken eavestroughing and repair leakage issues with the roof and windows.

9. This past year there were trespassers and two break-ins. There was great communication with the City Administration and the Police Services and other efforts took place to resolve these issues.
10. Steps were taken to add motion sensor lights and cameras to the building as well as a video doorbell.
11. Due to massive amounts of snow, Sunshine Snow Services Inc. did a good job in clearing it, but there were additional costs. A contract extension was finalized and the extra fees were spread over future years.
12. Vehicles, such as Blood Services' trucks, were driving on the front walkway and damaging it. A new policy is now in place, that vehicles are no longer allowed on the walkway and stations were added to the walkway to assist with this new policy
13. Storage in the building has been an issue and steps are being taken to find more storage.
14. There was a collective effort, by many parishioners, to assist with the spring and fall cleanup, plant care, removing dead trees, and yard maintenance.

There were many other tasks and work undertaken by the Committee and many volunteers, which was truly appreciated. The Committee thanks everyone on the Council and in the Parish of the Epiphany, for their continued help and support. If anyone wishes to join the Committee, please contact the Wardens or me.

Stewardship

by James Menard, Chair

Committee Members: James Menard took over as Committee Chair in 2022. Other members are Rev. Simone, Gregg Alexander, Susan Liddle, Heather Howley and Cindy Hurst-Boyd. We welcome input from parishioners on stewardship matters and are always open to new members.

Stewardship, fundamentally, is taking care of God's creation. In the context of the Church of the Epiphany, stewardship is managed through advice to the Parish Council on the best use of parish assets and resources, whether property, talent or money.

In 2022 we continued to benefit from revenue resulting from the *Every Perfect Gift* campaign that resulted in a significant increase in financial commitments from parishioners, as reported in last year's Vestry Report. Therefore this has been a quiet year for stewardship at Epiphany.

That said, there has been a noticeable decline in the amounts contributed via envelope collections, which have not kept pace with the operations budget agreed at Vestry, and expenses are rising significantly due to inflation. Details are given in the Treasurer's Report. Nor have the few fundraising events held over the past year managed to completely fill the gap. This situation has led to consideration of possible solutions, and 2023 will see the launch of a new campaign to address this need.

Legacy giving is another donation option that has not been promoted at Epiphany of late, so this year will see increased focus on this method of leaving a lasting gift.

Stewardship of our parish building and grounds is led by the Property Committee, a dedicated team of volunteers devoted to keeping Epiphany neat, tidy and in good working order. We also continue to practice energy conservation, recycling, composting and sustainable gardening.

Synod

by Douglas Sherman, Synod representative

Another year has sped by resulting in another Synod gathering of our Anglican Diocese. I here present you with another Synod Vestry Report for 2023.

Our parish had great representation this year from two Synod reps, and Reverend Simone who helped in the preparation of the SPMC Action Plan which we have now adopted. During Synod 2022 the attendees resoundingly approved SPMC Proposal Two, which included the development of guides and training for parish leadership. The 143rd Synod was started with the Eucharist Service at Christ Cathedral in which the Bishop's charge referenced the first and second letter of Paul to Timothy that gave guidance to the early Church pointing to the importance of proper administration. This was a fitting introduction to the SPMC Action Plans.

The Synod Circular began the following day with a full attendance of parish Synod representatives from the ADO. The gathering focused on parish development as laid out in the SPMC Eleven Actions Plan developed from the SPMC 2022 initiative. Areas of discussion centered on equipping congregations with the core knowledge and skills that are essential to thriving - particularly during times of significant change.

These plans included providing readily accessible training videos that would be available to every parishioner in the diocese. Topics will initially address 5 Key areas, Parish governance, building healthy communities, visioning and priority setting, effective stewardship and engaging the wider community.

Along with several other diocese related administrative activities, the stand out event of the first day of the Synod Circular was the reflections by Reverend Canon Richard Sewell, Dean of St George's College in Jerusalem. He conveyed his experiences and challenges faced operating an Anglican parish in a long standing conflict zone.

On the final gathering of the Synod Circular of 2023, we started with Reverend Canon Dr PJ Hobbs who gave a moving speech entitled "State of the Streets" describing the dire conditions of some of the neighborhoods in the diocese, and how the ADO plans to address these issues. This was followed by several more administrative discussions about the diocese, and then we went into the 'Listening for Divine Sparks in our Midst: A Time of Prayer' Action in which the Time of Prayer initiative was introduced (and carried out).

Dean Sewell's final reflection was the last event of the Synod Circular. His reflection centered on his perspectives of spirituality as it relates to one's world view, reflecting on how people in the Middle

East and Europe view and practice their spirituality compared to people in North America or the "New World" as he referred to it.

All in all, I believe the Synod 2023 gathering went exceptionally well. I feel confident that parishes within the Anglican Diocese of Ottawa will be able to initiate the revitalization initiatives that are presented in the SPMC Eleven Actions Plan.

Worship

by Shelley Harvey, Chair

~ Come grow with us 🌳

This is our second Worship Committee Vestry report having, re-started a little over one year ago. We meet the third Tuesday of the month via Zoom, breaking in July.

~ Our Committee members under Rev. Simone's steady guidance are:

Cindy Hurst-Boyd - Office Administrator

Gennaro Busa - Music, Choir, Worship Band, A / V

Jos Cleary - Sides-persons

Rachelle - Dube-Hayes - Children and Youth

Susan Liddle - Greeters

Shelley Harvey - Chair, Altar Guild, Communion Assistants, Crucifers, Prayer Leaders,
Readers


Our minutes are available for viewing.

What have we done in our first year?

- Welcomed a new incumbent
- Installed new A / V equipment thanks to a grant
- Working on a new online website - thanks to a grant
- New Worship band established
- Welcomed and installed three new crucifers and bought new albs for crucifers and wooden crosses for the newly installed.
- Welcomed one new Altar guild member training pending
- Established a new collection plate protocol.
- Confirmation saw seven persons confirmed
- Increase in baptisms
- Our parish is growing as we welcome new families
- Children and Youth are providing more input per Rachelle. Role leaders are giving short talks regarding "Who does What" at church, during Church School time. Job shadowing will be happening soon as a result of this undertaking.

Goals going forward?

- Encourage readers and Prayer leaders from our online community
- We are seeking more ways to include and promote the feeling of Belonging to our online parishioners. Started January 21st, thanks to a grant
- Working on fine tuning our camera views by lowering the south side camera.
- Introducing new languages in our hymns and songs. Providing short bios on new and familiar composers on our website and in person.
- Being creative in encouraging sharing of people's gifts in worship, singing, playing an instrument, special readings.
- Encouraging the sharing of time, volunteering as a gift to our community: there are many ways!
- Continuing to grow and listen to each other and to God, through prayer and discussion.

We are a group of seven people working under a large umbrella of branches which is Worship. It is my pleasure to work with such an amazing, devoted and open group of people. All are welcome! Which branch is calling your name ? 

Music and A/V (a subcommittee of Worship)

by Gennaro Busa, Music Director

Choir Membership and Activity

2023 was a "normal" year, with choir activity back to pre-pandemic levels and a roster of 21 regular members. In addition to the usual services, the choir also sang at Rev. Simone's Celebration of New Ministry in April. On December 17th, we sadly lost long-time choir member and friend, Dan Elmore. The choir sang at his memorial service in January 2024 and collected funds to purchase a hydraulic piano bench in memory of his passion for music at Epiphany.

July marked Daniel Furtado's first year as organist/pianist at Epiphany. We have been blessed to have such a talented accompanist, soloist, and collaborator with us.

Worship Band

The Worship Band debuted in May 2023 on Pentecost Sunday and played at 5 services over the year. With electric and acoustic guitars, electric bass, cajon drum, flute, and piano, the Worship Band provides increased variety in the style of music we can offer.

Music Programming

We continue to feature music in a variety of styles and from a variety of sources. We strive to be more inclusive in our music selections through:

- Preference for more gender-neutral language in hymns and psalms
- Increased diversity in composers, cultures, and languages in music
- Short introductions to composers of anthems included in bulletin

Music Spending

The music budget increased to \$1,500 in 2023 (up from \$1,000) to accommodate increases in streaming licensing costs (CCLI) and additional piano tuning costs. We purchased a Cajon drum for the Worship Band in June. In December, we had the piano tuned and fitted with a Damp-Chaser, which is a humidity control system for the piano.

Audio/Video Equipment and Streaming

2023 saw a major overhaul of our Audio/Video and streaming equipment. Thanks to an anonymous donation, we were able to purchase a new digital soundboard. The United Way grant allowed us to purchase a new Windows laptop for streaming and to engage Professional Sound and Lighting (PSL) to provide and install two Pan-Tilt-Zoom (PTZ) cameras, greatly increasing the versatility of our streaming.

Wasseem Fayad has amazingly taken the lead on running our 10:30 service live streams each week and has begun to train additional volunteers. Goals for 2024 include recruiting and training more A/V volunteers and establishing a rotating schedule for Sunday services.

Nominations Committee

by the Rev. Simone Hurkmans, Chair

Your Nominations Committee for 2024 was made up of Kitty Galt, Heather Howley, Laurence Sianchuk, Gillian Keane, and Rev. Simone Hurkmans, and was directed by Parish Council to:

- Conduct check-ins with each member of Parish Council and ask about their intent to return for 2024.
- Establish length of terms for Parish Council.
- Identify roles that need to be filled and suggest appropriate candidates for these roles. Reach out to the candidates to determine their availability and willingness to serve in these roles.

Check-Ins

Simone approached members of Corporation, while Heather approached other members of Parish Council about their intent to remain in their role the next year.

Terms

Corporation established a 3-year term for Wardens, where they rotate through the three roles: year 1 - Deputy*, year 2 - People's*, year 3 - Rector's. This creates stability in Corporation and allows new members to grow into the role. Synod representatives'* serve a 2-year term as set by Diocesan regulations.

*As these are elected positions, these roles require a vote at Vestry.

Nominations decided not to set terms for remaining Parish Council positions. The current approach works well, and Nominations will continue to ask members of Parish Council, prior to Vestry, about their intent to return next year.

Nominations

The table below shows the list of individuals who are ready and willing to serve as your 2024 Parish Council, for approval by our annual Vestry. Many thanks for their dedication and commitment to this community!

Elected Roles	Candidate	Status
People's Warden & Chair	Heather Howley	Continuing
Deputy Warden	Laurence Sianchuk	Continuing
Outreach	Alice Alexander	New
Membership	Judith Young	New Role
Pastoral Care	Margaret Moffett	Continuing
Fellowship	Cara Pelletier	Continuing
Comms & Social Media	Susan Liddle	Continuing

Property	Ron Zimmer	Continuing
Stewardship	James Menard	Will Step down Vestry 2025
Worship	Shelley Harvey	Continuing
Sidespersons Convenor	Jos Cleary	Continuing
Synod	Derek Keane	Doug's term ends Vestry 2024
Synod Alternate	Doug Sherman	Doug was previously Synod Rep
Income	TBD	Aaron Birch will stay on as Deputy Chair
Youth Rep	Fred Sherman III	Gillian is not continuing as Member-at-Large. This position will be replaced with a Youth Rep.
Secretary & Member-at-Large	Cindy Hurst-Boyd	Continuing
Appointed Roles	Candidate	Status
Rector's Warden	Kitty Galt*	Continuing. *Also Synod Rep
Treasurer (& Finance)	Gregg Alexander	Continuing
Primate's World Relief & Development Fund (PWRDF) Representative	Eric Adam	New
Children & Youth	Rachelle Dube-Hayes	Continuing (staff)
Music	Gennaro Busa	Continuing (staff)

Communion Lay Administrators

by Cindy Hurst Boyd, Parish Administrator

Thank you to all those who continue to serve as Communion Lay Administrators. Please speak to Cindy or Rev. Simone if you'd like to join this team.

Jestina Agbaje (TBD), Ken Amesbury, Rose Dennis, Caroline Gibbs, Shelley Harvey, Heather Howley, Cindy Hurst Boyd, Roxanne Latulippe, Srilekha Mukherjee, Uzo Onochie-Roy (TBD), Mike Roy (TBD), Sharon Seguin, Laurence Sianchuk, Lina Trepanier, Judith Young, Ron Zimmer.