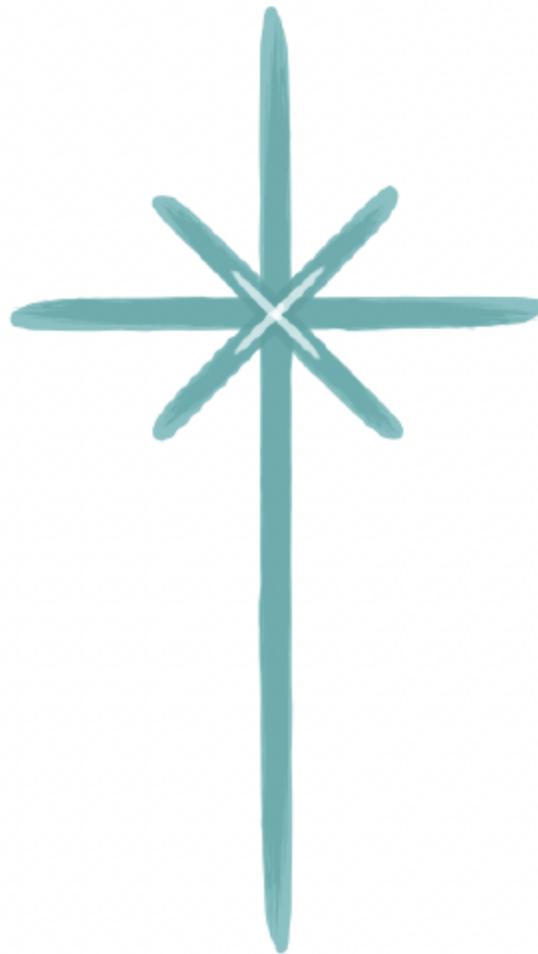

Vestry Circular

Committee Reports for Year 2022

Budget & Nominations for Year 2023



Please read this circular and bring your questions and comments to our Vestry Meeting on February 19, 2023.



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Vestry 2023 Agenda

*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 2022
5. Incumbent's Report
6. Reception of 2022 Financial Reports
7. 2023 Budget
8. Acceptance of 2022 Committee Reports as printed in this circular
9. Appointments and Elections for 2023
10. Communion Lay Administrators
11. Approval of Signing Authorities for 2023
12. Approval of Auditor for 2023
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."

Minutes of the 2022 Annual Vestry Meeting

Sunday, February 20, 2022 / 12:15 / ZOOM

Attendees

Judith Young	Don Leek	Heather Howley	Wendy Green
Brian Boyd	Laurie Elmore	Dan Elmore	Susan Liddle
Dianne Woods	David Woods	Derek Keane	Gillian Keane
Emma Gazaleh	Patience Muwanga	Gennaro Busa	Sandra Harris
James Menard	Laurence Sianchuk	Leslie Giddings	Alice Alexander
Gregg Alexander	Duane Van Alstine	Ron Zimmer	Rev Arran Thorpe
Chunson Park	Jestina Agbaje	Tom Ritchie	Heather Langille
Charles Maier	Valerie Maier	Wasseem Fayad	Brenda Estrada
Steve Heiter	Jane Derick	Cindy Hurst Boyd	

- Opening Prayer: Rev Arran opened with a prayer at 12:15. He advised everyone at the Zoom meeting that it was being recorded; those not wishing to be seen should turn off their video. Everyone was asked to go on mute; raise your hand if you wish to ask a question
- Declaration Rev Arran read out the Vestry Declaration: 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 (16) years: I am a regular worshipper of this congregation: I do not intend to vote as a member of any other Vestry in the election of Church "warden or of Member of Synod during the ensuing year: I am a supporter of this congregation by regular contributions to its maintenance and mission.
- Appointment of Vestry Clerk Rev Arran appointed Church Hurst Boyd as the Vestry Clerk. Judith Young moved the appointment and Wendy Green seconded. Carried
- Minutes of the Meeting from February 2021 Rev Arran asked if there were any errors of omissions. None presented. Duane Van Alstine moved the adoption of the minutes as printed and Laurence Sianchuk seconded. Carried.
- Business arising out of the 2021 minutes ~ None
- Reception of the 2021 financial reports Dianne Woods moved the receipt of the financial report and Heather Howley seconded. There was no discussion or questions about the financial report.
- 2022 Budget Gregg Alexander offered a few highlights: the budget is asking for a 12% increase over actual offerings received in 2021 based on the results of the stewardship campaign and the expected increase in hall rentals with the anticipated return to pre-pandemic life; budgeted for church programs to resume in 2022; we are however presenting a deficit budget. Questions: 1) What are the opening and closing amounts? The opening and closing amounts represent our operations account 2) It was noted

that in past years we have passed a deficit budget but have actually ended up with a positive bank balance. This past year we benefited from the support received from the federal government grant to assist with salaries that Diocese passed on to the parishes. Ron Zimmer moved that the budget be accepted as written, Duane Van Alstine seconded. Carried. Rev Arran thanked Gregg for his lightning speed in putting together a budget with such short notice that reflected the effect of his upcoming sabbatical leave. You are a great treasurer and a great gardener.

- Reports from 2021 as printed in the Vestry Circular Wendy Green moved the acceptance of the reports, seconded by Gillian Keane. Carried. There were no questions or comments regarding the reports
- Appointments and elections for 2022 Rev Arran appointed Judith Young as our Rector's Warden

The following agreed to let their names be put forward:

Heather Howley for People's Warden

Kitty (Catriana) Galt for Deputy Warden

Judith Young for Synod Representative

Wasseem Fayad for Synod Representative

Douglas Sherman for Synod Representative

Susan Liddle for Communications and Social Media

Laurence Sianchuk for Fellowship

Cara Pelletier for Attracting New Members (Membership)

Heather Howley for Stewardship

Ron Zimmer for Property and Building

Gregg Alexander for Treasurer

Elections acclaimed.

Anne Fairlie moved the acceptance of our 2022 Parish Council and Don Leek seconded. Carried.

Rev Arran thanked everyone for allowing their names to stand for election.

- Appointments of Communion Lay Administrators: Jestina Agbaje Ken Amesbury Stephanie Boyd Rose Dennis Dan Elmore Laurie Elmore Emma Gazaleh Caroline Gibbs Wendy Green Shelley Harvey Heather Howley Cindy Hurst Boyd Roxanne Latulippe Srilekha Mukherjee Uzo Onochie-Roy Mike Roy Tom Ritchie Sharon Seguin Laurence Sianchuk Lina Trepanier Brenda Vroom Judith Young Ron Zimmer
Judith Young moved the acceptance of our Communion Lay Administrators and Susan Liddle seconded. Carried

Rev Arran thanked everyone for their work in this ministry.

- Signing authority for 2022_Laurence Sianchuk moved that our signing officers for 2022 be Judith Young, Heather Howley, Kitty Galt and Gregg Alexander, seconded by Derek Keane. Rev Arran mentioned that he is not a signing officer as an employee he should

not be a financial signator. Motion carried. Our new signing officers will need to go to the Alterna Savings at St Laurent to be added onto the account.

- Auditor for 2022 Gregg Alexander mentioned that Stephanie Millar, our current auditor is willing to continue as our auditor. David Woods moved that Stephanie Millar be our auditor for 2022 and Derek Keane seconded. Carried. Gregg noted that he has received the completed audit for 2021 and there were no issues.
- General Business Judith Young shared the winners of our Vestry Bingo: there was a 3 way tie for 1st place: Derek Keane, Gillian Keane and Shelley Harvey with Gregg Alexander placing 2nd.

Rev Arran extended heartfelt thanks to Dianne Woods for her tremendous support during these not easy times but you did it with Grace and Poise. Thank You! Big round of applause shared via ZOOM

Don Leek complimented Ron Zimmer and Committee for their dedicated work in looking after our property

- News! Dr Chunson Park is retiring. She has done amazing ministry at Epiphany and Rev Arran feels shortchanged as he only got to work with her one year. Chunson will help with the search for our new organist.

Rev Arran will be going on his sabbatical this spring/summer. He expressed his thanks for all the calls and best wishes.

Vestry concluded at 12:52 with The Grace.

Statistical Report

	2022	2021	2020	2019	2018	2017
Members on Roll	351		328		354	347
Members in Full Communion	275	n/a	n/a		241	242
Identifiable Givers	106	114	125	128	128	130
Ave. Sunday Attendance 8:30 a.m.	10	9	*12	15	16	16
Ave. Sunday Attendance during Covid-19	15	39	*27			
Ave. Sunday (non-summer) Attendance 9:30 a.m.	n/a	n/a	n/a	44	42	51
Ave. Sunday Attendance 10:30 a.m.	54	n/a	*86	93	93	93
Ave. Sunday Summer Attendance 9:30 a.m.	43	n/a	n/a	66	77	82
Ave. Attendance (8:30+10:30)	64	48	*113	108	109	109
Baptisms	3	0	5	3	6	8
Confirmations	0	0	0	0	0	8
Received	0	0	0	0	0	0
Marriages + Renewal of Vows	0	0	0	0	0	3
Funerals/Memorials	9	1	4	2	2	5

Baptisms February 27 Michael Wilson
 April 24 Callen Dubois
 November 6 Natalie Jessop

Burials/Memorials April 8 Barbara Nichols
 April 30 David Christie
 May 4 Lucy McCaul
 June 18 Jane Derick
 August 25 Jocelyne Blackie
 September 17 William Sparling & Pamela Duminy
 October 8 Laurene Cullen
 October 15 Michael Dove

Notes

- We began 2022 with 5 weeks of online services
- We worshipped in person at 8:30 and in person as well as streamed the 10:30 service
- We had 44 attend Ash Wednesday, 33 attend Maundy Thursday, 50 attend Good Friday, 89 attend the Pageant and 60 attend the 7 pm Christmas Eve Services

Incumbent's Report

"Happy are those...who[se] delight is in the law of the Lord... they are like trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all that they do, they prosper." Psalm 1:1a, 2a, 3

Dear Epiphany,

I have only journeyed with you for a little over two months, but already I see that you are, as the psalmist writes, like trees planted by streams of water. You have been through so much over the last three years: the departures, arrivals and departures of Incumbents and Interim Priests, an ongoing global pandemic, and the tragic loss of very dear community members. And yet, when people come through the doors of our building (and when they worship online), they feel warmth, welcome and hope.

This warmth, welcome and hope is a testament to your faith in our Lord Jesus Christ and to your dedication to service to each other and to those around you in his name. Despite the adversity you have faced, these have remained your priorities, they ground you. This is cause for much celebration. In fact, you have so much to celebrate as you look back over the last year in ministry: this report is bursting with evidence of God's work in your midst. As I write this, we are averaging close to 90 in-person worshippers each Sunday morning, with a dozen more joining online. We are one of the largest congregations in our Diocese at the moment. We are blessed with talented staff who share their professional expertise in the building up of our community. Cindy is a walking encyclopaedia of all things Epiphany and generously supports me and all who worship here. Rachelle's experience and passion for our youngest saints is infectious. Gennaro is our all around tech guru and ably directs a talented choir who adds so much to our worship each week. What a treat to have Daniel's musical skill elevate and inspire. And Melvyn's faithful service keeps our building spotless each week. We have dozens of volunteers who make this community what it is today. I will only name the members of our Corporation who have served with such wisdom and energy over the last year. Heather, Judith, Kitty and Gregg: thank you for the countless hours you've dedicated to making Epiphany better, especially in this time of transition. I won't try and name all the other volunteers as the list is too long and I'll risk leaving someone out!

As we look ahead at the year to come, many of you have asked me what my vision for Epiphany is. I've explained that as much as it's tempting for me to implement priorities that I enjoy or find interesting, as your new Incumbent, my job is actually to listen. To listen to you, to where Epiphany has been, and to what you mean when you say you want Epiphany to become a community hub. To listen to our world, to identify where the greatest needs are,



especially locally. But most importantly, my job is to help us listen to the Spirit in our midst. What is God calling us to? Is God calling us to embark on a journey that involves a large development project here on our property? Is God calling us to something else? I can feel so much potential for continuing the good work that happens at Epiphany. I can feel the potential for not only growing our community in numbers, but in the quality of how we are nurtured and sustained as Christians in community. This allows us to go out into the world to bring God's love to others.

Listening is hard work. It's hard work because it requires patience and takes time, and it requires us to put aside our own desires, ego and priorities so that we can make space for God. It requires prayer. As Christians we believe that we relate to God in relationship. But a relationship is always two-way. So why does our prayer life often only involve us speaking? And when we are listening, are we busy thinking about the next thing we're going to say to God? This year I'd like us to focus on the act of listening: listening to those most vulnerable among us and meeting their needs through pastoral care; listening to what are needs are as Christians to be nourished when we come to worship each week, and listening to God's Spirit in prayer. Each week beginning in Lent, we're going to begin an intentional listening time during our Sunday worship. We'll invite God's Spirit in to nudge us in the right direction. I can't wait to see what will happen.

I'd like to end this report with gratitude. Gratitude for the warm welcome you've given me, John and our family, but gratitude also for the community you have become. You have built a warm, caring, outward-looking community focussed on bringing God's love to others. You are planted by streams of water. I am thrilled to be a part of it.

Yours in Christ,

Simone+

Wardens' Report

by Heather Howley, Judith Young and Kitty Galt, Wardens

Last year's Wardens' Report said that 2021 '... [had been] full of changes and challenges...'. Ha! If only we knew what 2022 would bring!

Rev. Arran left on sabbatical in May and in July relocated to Halifax with his family. (We invite you all to remember his kind offer for a place to stay when you vacation there!). Rev Cathy Davis provided much-needed stability during this time, first as our interim Rector and then as Priest-in-Charge while the Diocese began the search for our new Rector. Rev. Simone became our new Priest on the first day of Advent in late November. Our Organist and Choir Director of 18 years, Chunson Park, retired in June and we welcomed Daniel Furtado in April.

Despite these challenges, your Wardens worked hard to expand our church and its ministries, re-establish Parish Council, and resume activities impacted by COVID. We filled all Parish Council positions and created new ones, including Attracting New Members, Worship, Music, and Children and Youth. We are happy to report that our 17-member Parish Council is a vibrant and effective voice for you!

We responded to the desire to renew our children and youth programming, hiring Rachelle Dubé-Hayes in August as our Children and Youth Coordinator. We also established a Parent and Youth Advisory Council to guide and support this new ministry.

We worked hard to contain costs and ensure financial accountability. We set up the new Finance Committee (chaired by Gregg Alexander) to review all expenditures over \$5,000, whose verbatim reports are tabled at Parish Council. To recognize and thank Chunson, our Happy Retirement potluck party included a video with almost 75 contributors. Streaming our services on Facebook Live remains popular, so we will continue this practice and strengthen our online presence. We responded in a courageous and Christian way to the homeless encampment while protecting our property. Thanks to our Councillor Tim Tierney and our Community Police Officer for their help here! Don Leek is leading a weekly bible study to examine the lectures of N.T. Wright called 'Simply Jesus', which will segue into a Lenten study.

We continue to explore our dream of creating a community hub at Epiphany. Working with Andrew Fleck Child Care Services and CSV Architects, we secured an architect's study to expand our footprint with a child care centre and senior's residence. This came at no expense to Epiphany, thanks to donations from CSV, Andrew Fleck and a member of the Property Committee. We held an Open House in late August where parishioners were invited to



discuss this opportunity with Andrew Fleck and CSV. Further exploration is on pause to give Rev Simone an opportunity to come up to speed.

We have much to be thankful for as we:

- Ended the year in good financial shape: more than \$50K in the capital fund and a surplus of \$19,000;
- Observe greater attendance at services, both new and returning parishioners;
- Have a dynamic and gifted Rector;
- Enjoy the sounds of children during service and coffee hour; and
- Are blessed with generous donations of time, talent, and treasure from our parishioners.

2023 here we come!

Your Wardens,
Heather, Kitty and Judith

Treasurer's Report to Vestry

by Gregg Alexander, Treasurer

Financial statement for 2022

Here is the financial situation for Epiphany Anglican Church as of December 31 2022

Statement of Financial Assets and Liabilities

Assets:

Chequing Account at Alterna Savings	\$103,907	(includes Alterna share \$15)
Savings at Alterna Savings	\$ 43,180	
BMO Prepaid Credit Card	\$ 189	
Petty Cash	\$ 700	
	<hr/>	
Cash Account Balance	\$ 147,976	
Rectory Trust Fund	\$ 115,204	Book value investment
McElroy Trust Fund	\$ 12,363	Book value investment
Church and Contents	\$1,019,000	Land building and contents
	<hr/>	
Total Assets:	\$ 1,294,543	

Liabilities:

	<hr/>
Total Liabilities:	NIL

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. These funds generate dividend income that flows into our bank account each year and the amounts appear in the general operations fund report. A statement from the diocese forms an appendix to this report.

Another part of our financial assets includes two bank accounts, a prepaid credit card and a petty cash account. Collectively called our cash accounts, these assets increased in 2022, from \$94,709 to \$147,976. We manage our cash accounts as four funds for operational purposes. This increase is explained in detail in the section describing the funds.

Cash accounts as of December 31, 2022

General Operations Fund (running the church)	\$ 91,455
Extra Parochial Fund (passthrough donations)	\$ 0
Capital Fund (capital acquisitions and contingencies)	\$ 55,821
<u>Float (office petty cash)</u>	<u>\$ 700</u>
TOTAL	\$147,976

Description of our Funds

The Extra Parochial Fund holds directed donations from parishioners to registered charities. By year end all funds are sent to these charities so the fund begins and ends the year with a zero balance. This represents outreach directed by parishioners. The amounts donated are listed below.

Extra Parochial Fund

PWRDF	\$4,134
Community Ministries	\$ 560
Outreach to Anglican Church in Mayo, Yukon	\$ 450
Gloucester Emergency Food Cupboard	\$ 690
Total	\$5,834

The Capital Fund holds contingency funds for major acquisitions and repairs to the building and furnishings. We received an insurance payout from the diocese after lobbying them for some time about the damages to our building over the years. All major repairs were put on hold in 2022 as we discern the proposal to build new facilities on our site. There are no expenses recorded here; this fund grew.

CAPITAL FUND	
OPENING BALANCE	\$20,801
INCOMES	
Directed Donations from Parishioners	\$520
Insurance Payout	\$22,500
Transfers from general operations fund	\$12,000
EXPENSES	nil
Closing Balance	\$55,821

Report on Past Year Financial Operation of the Church

The General Operations Fund holds all the money to run the church. In February 2022, vestry had approved a balanced budget. This fund started the year with \$73,208 and ended with \$91,455 - a surplus. This was despite total income more than \$12,000 below budget; expenses were \$31,000 below budget.

- Income Highlights:
 - Epiphany conducted a stewardship campaign at the end of 2021 which bolstered offerings in 2022.
 - The pandemic reduced income from rentals and offerings.
 - Fellowship and fundraising events took place which helped increase our income.
- Expenses Highlights:
 - The diocese granted reductions to our assessed costs for priestly services this year due to the pandemic.
 - Some ministries planned in 2022 such as training, adult education, children and youth did not happen. Others like community connections were much less than planned.
 - A summer student planned under a federal summer student support program was not hired due to Arran's sabbatical.
 - We did not have a full-time priest for several months after Arran's departure in August.

- Plans for a children's and youth coordinator did not come to fruition until halfway through the year.
- Epiphany purchased its office computer once the term of the lease expired.
- We were forced to find a new provider for snow removal at a 10% higher cost.
- We agreed to seek architectural services to investigate a proposal to build day care and senior residence capacity on our property. Most of the costs of these services were offset by directed donations.
- Miscellaneous expenses included gifts of appreciation for Arran and Kathy.

The table below 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

	2022 Actual	2022 Budget	Difference
OPENING BALANCE	\$73,208	\$73,208	
INCOME SECTION			
10.Offerings:11. General (envelopes) (online methods)	\$70,283	\$90,000	(\$19,717)
10.Offerings:11a. Preauthorized Remittance (AYR)	\$94,716	\$92,724	\$1,992
10.Offerings:12. Open Offerings (Non-Receipted)	\$2,932	\$1,000	\$1,932
10.Offerings:13. Special (Easter, Christmas, or Thanksgiving)	\$3,140	\$3,000	\$140
10.Offerings:15. Directed Donations	\$5,459	\$2,500	\$2,959
10. Total Offerings	\$176,530	\$189,224	(\$12,694)
20.Revenue:24. McElroy Trust Fund dividends	\$599	\$475	\$124
20.Revenue:26. Rectory Trust Fund dividends	\$5,040	\$5,040	\$0

	2022 Actual	2022 Budget	Difference
20.Revenue:25. Church Hall Rental Income	\$9,498	\$9,000	\$498
20.Revenue:27. Parking Revenue	\$27,054	\$30,000	(\$2,946)
20. Total Revenue from Investments and Rentals	\$42,191	\$44,515	(\$2,324)
30.Programmes:34. Fundraising Income	\$2,378	\$2,500	(\$122)
30.Programmes:35. Christian Education Sales Income (Lenten Madness)	\$35	\$70	(\$35)
30.Programmes:37. Fellowship Income	\$249	\$1,200	(\$1,016)
30. Total Program Income	\$2,662	\$3,770	(\$1,173)
40.Other Inc:41. Donations in Memory	\$5,230	\$0	\$5,230
40.Other Inc:42. Donations for Flowers	\$1,295	\$1,200	\$95
40.Other Inc:43. Calendars and Epiphany Pins Sales Income	\$215	\$250	(\$35)
40.Other Inc:44. HST Rebate	\$3,589	\$2,500	\$1,089
40.Other Inc:45. Bank Interest	\$301	\$400	(\$99)
40.Other Inc:46 Non receipted donations (Fleck)	\$1,750	\$0	\$1,750
40.Other Inc:47. Donations towards Envelopes	\$170	\$75	\$95
40.Other Inc: 48. Grant for summer student	0	\$4,500	(\$4,500)
40.Other Inc: 49. Epiphany Prayer book sales income	\$20	\$100	(\$80)
40. Total Other Income	\$12,570	\$9,025	\$3,545
TOTAL INCOME FROM ALL SOURCES	\$233,953	\$246,534	(\$12,646)

	2022 Actual	2022 Budget	Difference
EXPENSE SECTION			
10.Diocesan Apportionment:12. Fair Share	\$26,957	\$26,957	\$0
10.Diocesan Apportionment:13. Insurance	\$6,222	\$6,222	\$0
10. Total Diocesan Apportionment	\$33,179	\$33,179	\$0
20.Priestly Services:26. ECOPS priests	\$60,030	\$76,653	\$16,623
20.Priestly Services: 29a. Housing Allowance	\$20,310	\$28,673	\$8,363
20. Total Cost of Priestly Services	\$80,340	\$105,326	\$24,986
30.Building:32. Heating	\$4,535	\$3,700	(\$835)
30.Building:33. Cleaning	\$3,009	\$5,200	\$2,191
30.Building:34. Maintenance	\$5,693	\$6,019	\$326
30.Building:35. Snow Removal	\$13,115	\$9,830	(\$3,285)
30.Building:36. Hydro	\$2,911	\$2,200	(\$711)
30.Building:37. Water	\$3,385	\$3,100	(\$285)
30.Building:38. Alarm System (Intrusion and Fire)	\$1,415	\$1,279	(\$136)
Transfer to Capital fund	\$12,000	\$12,000	\$0
30. Total Building Expenses	\$46,063	\$43,328	(\$2,735)
50.Program Expenses:51. Church School	\$328	\$450	\$122
50.Program Expenses:52. Adult Education Materials	\$0	\$1,000	\$1,000
50.Program Expenses:53. Children and Youth Ministry	\$0	\$400	\$400

	2022 Actual	2022 Budget	Difference
50.Program Expenses:54. Fellowship	\$888	\$500	(\$323)
50.Program Expenses:57. Fundraising	\$105	\$500	\$395
50.Program Expenses:59. Courses & Conferences	\$0	\$1,000	\$1,000
50. Total Program Expenses	\$1,321	\$3,850	\$2,594
60.Parish Mission:64. Parish Outreach	\$3,500	\$3,500	\$0
60.Parish Mission:65. Library maintenance	\$0	\$100	\$100
60.Parish Mission:66. Priest's Discretionary Fund	\$290	\$400	\$110
60.Parish Mission:67. Community Connections	\$13	\$600	\$587
60. Total Parish Mission Expenses	\$3,803	\$4,600	\$797
70.Office Expenses and Administration:71. Telephone	\$1,533	\$2,000	\$467
70.Office Expenses and Administration:72. Photocopier rental and usage	\$1,678	\$2,300	\$622
70.Office Expenses and Administration:73. Internet and web site fees	\$1,774	\$1,400	(\$374)
70.Office Expenses and Administration:74. Supplies for office and church	\$681	\$900	\$219
70.Office Expenses and Administration:75. Postage	\$111	\$250	\$139
70.Office Expenses and Administration:77a. Computer Lease	\$966	\$700	(\$266)
70.Office Expenses and Administration:78. Bank Charges	\$32	\$150	\$118

	2022 Actual	2022 Budget	Difference
70.Office Expenses and Administration:79. Purchase Offering Envelopes	\$186	\$150	(\$36)
70. Total Office and Administration Expenses	\$6,961	\$7,850	\$889
80.Salaries:80a. Replacement Priest Expense	\$0	\$0	\$0
80.Salaries:81. Secretary salary	\$10,325	\$10,325	\$0
80.Salaries:82. Organist salary	\$12,641	\$12,694	\$53
80.Salaries:82a. Replacement Organist costs	\$500	\$500	\$0
80.Salaries:85. Choir Director Salary	\$9,082	\$9,082	\$0
80.Salaries: 89. Youth worker for Epiphany	\$2,904	\$6,500	\$3,596
80.Salaries:8a. Summer student	\$0	\$5,000	\$5,000
80. Total Lay Salaries plus replacement priest	\$35,452	\$44,101	\$8,649
90.Other Expenses:91. Purchase Calendars to sell	\$226	\$200	(\$26)
90.Other Expenses:96. Miscellaneous	\$956	\$100	(\$856)
90.Other Expenses:99. Synod Fees & Expenses	\$320	\$500	\$180
90. Total Other Expenses	\$1,502	\$800	(\$702)
A0.Worship Expenses:A1. Altar Guild	\$959	\$1,200	\$241
A0.Worship Expenses:A3. Purchase Flowers	\$829	\$1,300	\$471
A0.Worship Expenses:A4. Worship Committee	\$59		(\$59)
A0.Worship Expenses:A9. Choir music purchase and licensing fees	\$1,283	\$1,000	(\$283)

	2022 Actual	2022 Budget	Difference
A0. Total Worship Expenses	\$3,130	\$3,500	\$370
B0 Stewardship Campaign Cost	\$0	\$0	\$0
B1 Expansion Project (Architectural services)	\$3,955	\$0	(\$3,955)
TOTAL EXPENSES FOR ALL CATEGORIES	\$215,706	\$246,534	\$30,893
GAIN OR LOSS	\$18,247	\$0	
CLOSING BALANCE	\$91,455	\$73,208	

Consolidated Trust Fund

404

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

Parish Trust
Parish Code Statement

Statement as at: 2022-12-31 Market Value: 23.960

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

	Date	Refer	Add./Wd	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	149.85	DIVIDEND RUN 0315
	0615	DIV	0.00	0.00	0.00	149.85	DIVIDEND RUN 0615
	0915	DIV	0.00	0.00	0.00	149.85	DIVIDEND RUN 0915
	1215	DIVACT	0.00	0.00	0.00	-599.40	DIVIDEND RUN CHEQUE
	1215	DIV	0.00	0.00	0.00	149.85	DIVIDEND RUN 1215
Current Balance:			0.00	12,363.38	624.38	0.00	
Market Value:	14,960.18						

Consolidated Trust Fund

404

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

Rectory Trust
Parish Code Statement

Statement as at: 2022-12-31 Market Value: 23.960

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

	Date	Refer	Add./Wd	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	-1,247.02	DIVIDEND RUN Journalized
	0315	DIV	0.00	0.00	0.00	1,247.02	DIVIDEND RUN 0315
	0615	DIVACT	0.00	0.00	0.00	-1,247.02	DIVIDEND RUN Journalized
	0615	DIV	0.00	0.00	0.00	1,247.02	DIVIDEND RUN 0615
	0915	DIVACT	0.00	0.00	0.00	-1,247.02	DIVIDEND RUN Journalized
	0915	DIV	0.00	0.00	0.00	1,247.02	DIVIDEND RUN 0915
	1215	DIVACT	0.00	0.00	0.00	-1,247.02	DIVIDEND RUN Journalized
	1215	DIV	0.00	0.00	0.00	1,247.02	DIVIDEND RUN 1215
Current Balance:			0.00	115,203.97	5,195.92	0.00	
Market Value:	124,494.28						

Envelope Report

by Cindy Hurst Boyd, Envelope Secretary

There are various methods of financially contributing to support the work of our church: Weekly Envelopes, Automatic Monthly Giving (PAR), and online donations through Canada Helps or e-transfers. You may join any method at any time.

Extra boxes of envelopes are available from the sides people, 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).

The PAR (Pre-authorized Remittance) is also very easy to join: you simply ask one of the sidespeople for a form or email the office; 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.

Canada Helps is an on-line donation and the link can be found on our web page or you may e-transfer your donation to the church. Tax receipts are issued at year end for all identifiable donations in support of the work of our church. It should be noted that Canada Helps issues tax receipts for the on-line donations.

The following is a breakdown of all donations received in 2022: There were 106 donors contributing to the work of Epiphany Anglican Church through the use of Weekly Church Envelopes, E-transfers, Tithe-ly, Canada Helps, or PAR/AYR monthly automatic bank withdrawal. We also issued tax receipts for donations from 23 guests.

Donor Breakdown		
	2022	2021
\$1-\$24.99	4	n/a
\$25-\$100	4	11
\$101-\$499	23	29
\$500-\$999	13	20
\$1000-\$1,999	33	26
\$2000-\$2,999	10	12
\$3,000-\$3,999	8	10
\$4,000-\$9,000	10	4
over \$9,000	1	2
Total	106	114

Proposed Budget for the Operations of the Church in 2023

by Gregg Alexander, Treasurer

Here are the highlights of the budget for 2023:

- This is a deficit budget.
- Income Highlights:
 - Corporation proposes a 4% increase in offerings.
 - Modest targets for hall rental and parking revenues.
 - Modest targets for fundraising.
- Expense Highlights:
 - Most of our large expenditures are fixed by the diocese.
 - Significant increases in fair share and insurance were imposed by the diocese.
 - Transferring \$1000/month to the capital fund is to continue.
 - Programs and missions are planned to fully return.
 - Salaries for lay staff were increased by corporation by 4%.
 - A Sunday school/youth worker salaried position is to continue in 2023.
 - Increases in Outreach, worship, and music programs are proposed.
 - The second payment for professional services for architectural services is paid in 2023 (was due in 2022 but the invoice went astray)
- It has been decided that monies directed to the Sunday School Program by Jane Derrick and by others in her honour will be removed from the operations fund and placed in a new restricted fund so they can be managed over multiple years. This explains why the opening balance for 2023 is reduced.
- This budget foreshadows challenging times ahead as income sources pale and expenses rise significantly due to inflation and other factors. It's fortunate we have a large surplus to draw from; however, this is not sustainable for long.

The table below presents the proposed budget for running the church in 2023. The actual and budgeted amounts for 2022 are repeated here for comparison.

GENERAL OPERATIONS FUND BUDGET

	2022 Actual	2022 Budget	2023 Budget
OPENING BALANCE	\$73,208	\$73,208	\$86,329
INCOME SECTION			
10.Offerings:11. General (envelopes) (online methods)	\$70,283	\$90,000	\$73,094
10.Offerings:11a. Preauthorized Remittance (AYR)	\$94,716	\$92,724	\$98,505
10.Offerings:12. Open Offerings (Non-Receipted)	\$2,932	\$1,000	\$3,000
10.Offerings:13. Special (Easter, Christmas, or Thanksgiving)	\$3,140	\$3,000	\$3,000
10.Offerings:15. Directed Donations	\$5,459	\$2,500	\$2,500
10. Total Offerings	\$176,530	\$189,224	\$180,099
20.Revenue:24. McElroy Trust Fund dividends	\$599	\$475	\$475
20.Revenue:26. Rectory Trust Fund dividends	\$5,040	\$5,040	\$5,040
20.Revenue:25. Church Hall Rental Income	\$9,498	\$9,000	\$15,000
20.Revenue:27. Parking Revenue	\$27,054	\$30,000	\$21,240
20. Total Revenue from Investments and Rentals	\$42,191	\$44,515	\$41,755
30.Programmes:34. Fundraising Income	\$2,378	\$2,500	\$3,000
30.Programmes:35. Christian Education Sales Income (Lenten Madness)	\$35	\$70	\$70
30.Programmes:37. Fellowship Income	\$249	\$1,200	\$1,000

	2022 Actual	2022 Budget	2023 Budget
30. Total Program Income	\$2,662	\$3,770	\$4,070
40.Other Inc:41. Donations in Memory	\$5,230	\$0	\$0
40.Other Inc:42. Donations for Flowers	\$1,295	\$1,200	\$1,200
40.Other Inc:43. Calendar Sales and PINS sales Income	\$215	\$250	\$250
40.Other Inc:44. HST Rebate	\$3,589	\$2,500	\$2,500
40.Other Inc:45. Bank Interest	\$301	\$400	\$400
40.Other Inc:46. Non Receipted Donations	\$1,750	\$0	\$0
40.Other Inc:47. Donations towards Envelopes	\$170	\$75	\$75
40.Other Inc:49. Prayer book Sales	\$20	\$100	\$0
40. Total Other Income	\$12,570	\$4,525	\$4,425
TOTAL INCOME FROM ALL SOURCES	\$233,953	\$242,034	\$230,349
EXPENSE SECTION			
10.Diocesan Apportionment:12. Fair Share	\$26,957	\$26,957	\$34,977
10.Diocesan Apportionment:13. Insurance	\$6,222	\$6,222	\$7,902
10. Total Diocesan Apportionment	\$33,179	\$33,179	\$42,879
20.Priestly Services:26. ECOPS priests	\$60,030	\$76,653	\$80,186
20.Priestly Services: 29a. Housing Allowance	\$20,310	\$28,673	\$29,050
20. Total Cost of Priestly Services	\$80,340	\$105,326	\$109,236

	2022 Actual	2022 Budget	2023 Budget
30.Building:32. Heating	\$4,535	\$3,700	\$5,000
30.Building:33. Cleaning	\$3,009	\$5,200	\$3,000
30.Building:34. Maintenance	\$5,694	\$6,019	\$7,500
30.Building:35. Snow Removal	\$13,115	\$9,830	\$12,000
30.Building:36. Hydro	\$2,911	\$2,200	\$3,000
30.Building:37. Water	\$3,385	\$3,100	\$3,500
30.Building:38. Alarm System (Intrusion and Fire)	\$1,415	\$1,279	\$1,420
Transfer to Capital fund	\$12,000	\$12,000	\$12,000
30. Total Building Expenses	\$46,064	\$43,328	\$47,420
50.Program Expenses:51. Church School	\$328	\$450	\$500
50.Program Expenses:52. Adult Education Materials	\$0	\$1,000	\$1,000
50.Program Expenses:53. Children and Youth Ministry	\$0	\$400	\$150
50.Program Expenses:54. Fellowship	\$888	\$500	\$500
50.Program Expenses:57. Fundraising	\$105	\$500	\$0
50.Program Expenses:59. Courses & Conferences	\$0	\$1,000	\$1,000
50. Total Program Expenses	\$1,321	\$3,850	\$3,150
60.Parish Mission:64. Parish Outreach	\$3,500	\$3,500	\$4,000
60.Parish Mission:65. Library maintenance	\$0	\$100	\$100
60.Parish Mission:66. Priest's Discretionary Fund	\$290	\$400	\$400
60.Parish Mission:67. Community Connections	\$13	\$600	\$100

	2022 Actual	2022 Budget	2023 Budget
60. Total Parish Mission Expenses	\$3,803	\$4,600	\$4,600
70. Office Expenses and Administration: 71. Telephone	\$1,533	\$2,000	\$1,860
70. Office Expenses and Administration: 72. Photocopier rental and usage	\$1,678	\$2,300	\$2,300
70. Office Expenses and Administration: 73. Internet and web site fees	\$1,774	\$1,400	\$2,000
70. Office Expenses and Administration: 74. Supplies for office and church	\$681	\$900	\$900
70. Office Expenses and Administration: 75. Postage	\$111	\$250	\$250
70. Office Expenses and Administration: 77a. Computer Lease	\$966	\$700	\$0
70. Office Expenses and Administration: 78. Bank Charges	\$32	\$150	\$150
70. Office Expenses and Administration: 79. Purchase Offering Envelopes	\$186	\$150	\$150
70. Total Office and Administration Expenses	\$6,961	\$7,850	\$7,610
80. Salaries: 80a. Replacement Priest Expense	\$0	\$0	\$1,500
80. Salaries: 81. Secretary salary	\$10,325	\$10,325	\$10,738
80. Salaries: 82. Organist salary	\$12,641	\$12,694	\$13,147
80. Salaries: 82a. Replacement Organist costs	\$500	\$500	\$500
80. Salaries: 85. Choir Director Salary	\$9,082	\$9,082	\$9,445
80. Salaries: 89. Youth worker for Epiphany	\$2,904	\$6,500	\$6,760
80. Total Lay Salaries plus replacement priest	\$35,452	\$39,101	\$42,090

	2022 Actual	2022 Budget	2023 Budget
90.Other Expenses:91. Purchase Calendars to sell	\$226	\$200	\$230
90.Other Expenses:96. Miscellaneous	\$956	\$100	\$300
90.Other Expenses:99. Synod Fees & Expenses	\$320	\$500	\$350
90. Total Other Expenses	\$1,502	\$800	\$880
A0.Worship Expenses:A1. Altar Guild	\$959	\$1,200	\$1,200
A0.Worship Expenses:A3. Purchase Flowers	\$829	\$1,300	\$1,300
A0.Worship Expenses:A4. Worship Committee	\$59		\$1,200
A0.Worship Expenses:A9. Choir music purchase and licensing fees	\$1,283	\$1,000	\$1,500
A0. Total Worship Expenses	\$3,130	\$3,500	\$5,200
B0 Stewardship Campaign Cost	\$0	\$0	\$0
B1 Expansion Project (Architectural services)	\$3,955	\$0	\$3,390
TOTAL EXPENSES FOR ALL CATEGORIES	\$215,707	\$241,534	\$266,455
GAIN OR LOSS	\$18,246	\$500	-\$36,106
CLOSING BALANCE	\$91,454	\$73,708	\$50,223



	2022 Actual	2022 Budget	2023 Budget
Creation of Sunday School Restricted Fund	-\$5,125		
REVISED CLOSING BALANCE	\$86,329		

About our financial statement review process: Stephanie Millar, CPA, CA, independently reviews our financial records.



Committee Reports

Communications and Social Media

by Susan Liddle, Chair

Committee members:

Rev. Arran Thorpe (until departure)

Rev. Simone Hurkmans (after arrival)

Cindy Hurst-Boyd

Dianne Woods

Douglas Sherman

Gillian Keane

Judith Young

Susan Liddle

The Communications and Social Media team met over Zoom every two weeks through most of the year. 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).

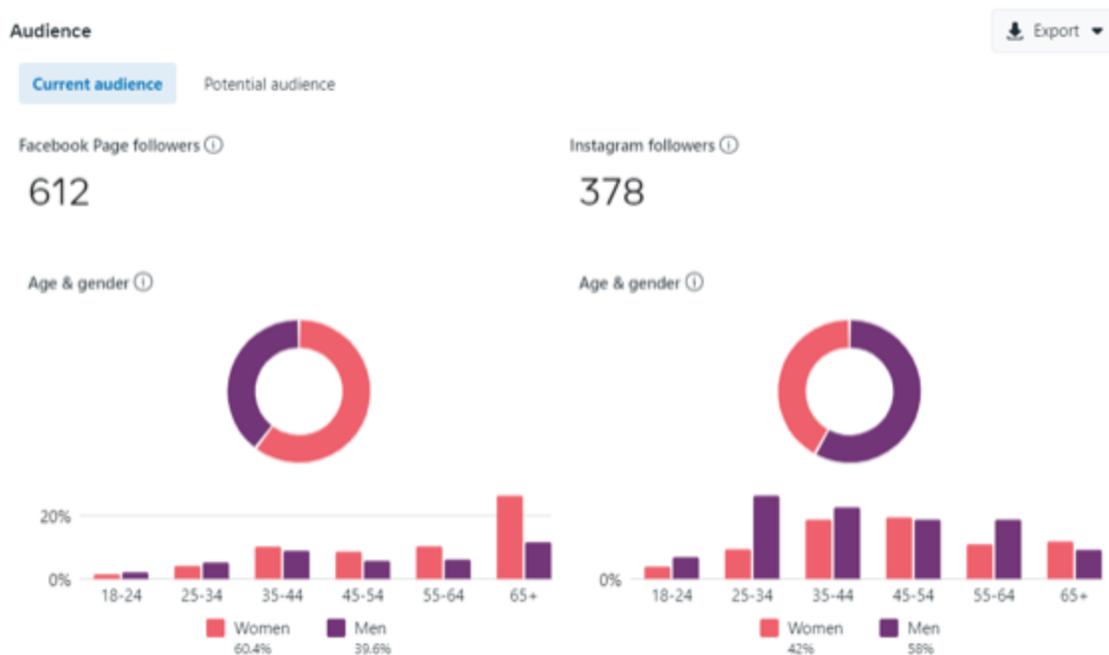
Our goals were to:

- Share helpful information (about service information, vaccinations, blood donor clinics, etc.)
- Help people feel connected with the church and other parishioners (with funny videos by parishioners, recorded conversations, contests, etc.)
- Keep people informed of events involving Epiphany and the Diocese (such as the Bishop's Gala, church yard tidy-up, Christmas craft and bake sale, Epiphany pot-luck, special services, etc.)
- Reach out to the greater community (by following the pages of local organizations, sharing pertinent content, etc.)

We kept the website up to date with service information and often-changing COVID-related limitations and rules. Members of Parish Council and this committee looked into using Tithe.ly, a tool some churches use for email, website and financial management. This included

speaking to users of the tool and evaluating whether there was a real need for a new tool. We decided against using it, in part because the tools we are currently using are working, and because onboarding a new tool would have involved a large amount of time and energy, as well as eventual costs. The value didn't seem to be worth the time and expense.

Social media audience as of January 31, 2023: We have 612 Facebook followers, up from 567 at this time last year. We have 378 Instagram followers.



Facebook Page followers by gender and age		
Age	Women	Men
18-24	0.90%	2.10%
25-34	4.10%	5.20%
35-44	10.20%	8.90%
45-54	8.60%	5.70%
55-64	10.30%	6.10%
65+	26.30%	11.60%

Instagram followers by gender and age		
Age	Women	Men
18-24	2.20%	3.90%
25-34	5.30%	14.90%
35-44	10.60%	12.80%
45-54	11%	10.60%
55-64	6.20%	10.60%
65+	6.70%	5.20%

Epiphany's 20 most popular posts, by reach (Jan. 1 to Dec. 31, 2022)

Reach means "the number of unique users who had any content from your Facebook page or about your Page enter their screen."

	All were Facebook posts, with one a paid ad	Date	Reach	Likes, reaction	Comments	Shares
1	Christmas services video invite	2022-12-2	3450	35	3	5
2	Paid ad inviting people to Christmas services	2022-12-23	2948	2	0	
3	Epiphany's new priest, Rev. Simone Hurkmans	2022-11-07	1408	339	145	1
4	Christmas Craft/Bake Sale	2022-11-11	587			
5	Christmas Craft/Bake Sale	2022-11-06	511	14	5	6
6	Notice of Michael John Dove's passing	2022-10-10	440	28	4	2
7	Christmas tableau vivant pageant and services	2022-12-24	307	10	4	2
8	Christmas Craft/Bake Sale	2022-12-0	298	20	1	3
9	Happy New Year service reminder	2022-12-31	276	9	1	1
10	Christmas services info	2022-12-15	276	8	1	3
11	Thank you volunteers for Christmas Craft/Bake Sale	2022-12-08	260	35	2	1
12	Farewell Rev. Cathy	2022-11-21	242	40	0	2
13	Christmas Craft/Bake Sale	2022-11-29	234	14	5	3
14	Christmas Craft/Bake Sale	2022-12-0	228	8	1	2
15	Christmas Pageant post	2022-12-13	224	23	4	6
16	A Friday funny	2022-11-10	209	6	4	1
17	Thanks to BBQ and baking contest volunteers	2022-09-11	200	12	2	0
18	Still Christmas! Show us your Christmas tree post	2022-12-29	192	11	6	0
19	Notice about the passing of Laurene Minetta Cullen	2022-09-29	185	14	2	0
20	Queen Elizabeth II's death	2022-09-09	183	12	2	1

Thanks to all who created Facebook and Instagram posts, and to those who read, liked, shared and commented!

Some of our plans for 2023:

- Make our website content more robust and look into ways to use the website differently, such as an online prayer submission form (deferred from last year due to volunteer availability)
- Continue to reach out on social media to more partners in the community
- Increase our Facebook page followers to 750 from the 612
- Consider whether we should use other social media platforms such as Twitter

We welcome ideas, questions, comments and new members. Interested? Or do you have an idea for the website or social media? Send an email to Susan, at social.media@epiphanyanglican.ca.

Fellowship

by Laurence Sianchuk, Chair

While there was some easing of the pandemic over the course of the year, it did not leave completely and so continued to challenge fellowship planning at Epiphany. Regardless, however, the congregation was resolute and several successful events happened, to wit:

- Rev Arran's Sabbatical Send-off: A low key event, this was set up to happen after Arran's last service during coffee and featured commemorative cake as we wished Arran Godspeed on his travels.
- Rev Arran's Farewell BBQ: A late breaking development - Arran resigned as he & his family decided to move to the east coast. Said BBQ was held under threatening skies but, propitiously, the rains held off until after the event!
- The September Welcome Back BBQ: Another occasion held under threatening skies that, again, held off for the duration of the event. Hence, many threads came together nicely with a brownie bake off, games, a visit by our city counsellor and several guests from the neighbourhood.
- All Saints Day – Pizza on the Portico: This had started off as planning for a Thanksgiving Dinner but, in the event, the continuing pandemic dictated that, discretion being the better part of valour, another outdoor event was advisable. Further considerations then caused the plan to morph into a pizza event. Despite it being 30 October, we had a warm sunny, autumn day...although we would have gone forward regardless...being as we are Epiphany!!...:-)
- Coffee & Cake(s): Rev Cathy had stood in as the Epiphany Incumbent over the summer and autumn





period. Hence, on the occasion of her last service, 20 November, the moment was commemorated with cake, speeches and a song of gratitude by the choir. Rev Simone, the new incumbent, arrived the following Sunday and so the event was commemorated with more cake.

While COVID was always a consideration, it was not really that much of an impediment. In addition to the above mentioned events, there were many other occasions over the course of the parish year where members congregated – with social distancing! Hence, it is fair to report that fellowship continues to be a staple of parish life at Epiphany.

Finance

By Gregg Alexander, Chair

Formed in 2022 the Committee is made up of: Treasurer (Chair), People's Warden (Heather Howley), Envelope Secretary (Cindy Hurst Boyd), and Hon Lam

The committee has not met in person or on Zoom but has conducted its work by collaboration over email.

The committee was asked to recommend action on the following financial undertakings:

1. When we reached the end of the term of the lease of the church office computer, the options of a new lease or buy out or buy new were reviewed. The recommendation of the committee was to buy out for approximately \$600. The recommendation was accepted.
2. Rev Arran Thorpe had arranged a free trial period for Tithe.ly software for church management. The committee was asked to recommend whether to continue with Tithe.ly after the free trial period. Some members of the committee along with Susan Liddle reviewed the software and recommended we do not continue due to high price and unclear benefits. This recommendation was accepted and the relationship with Tithe.ly was severed. This does not mean that parishioners can no longer use the Tithe.ly giving app to donate to the church but we discourage it due to the high fees charged.
3. Church management is becoming much more complicated with the need to track clients with new rental options, parishioners with many on-line giving options, to track pledges, to keep in touch with church members and to keep financial records up to date. We currently use many cobbled together and ancient systems which do not integrate causing needless extra work. The search for appropriate church management software should continue.

4. A new contract for snow removal was proposed by the property committee; the previous supplier no longer was able to provide the service. The committee reviewed their decision-making process and recommended that we follow their recommendation for a new supplier of snow removal service. The new contract represents a 10% increase in cost for this service. Our recommendation was accepted.

Membership

by Cara Pelletier, Chair

August Parish Council Brainstorm

During the August Parish Council meeting the council brainstormed ideas to support Membership. Ideas included:

- Have #WeAreEpiphany campaign
- Have a barbecue in September, geared to parish as well as surrounding communities
- Have a dinner and movie night in November, and a games night in October
- Resume the "Ask the Pastor" activities
- Encourage members to bring guests

Meeting with Rev. Mark Whittall

On September 8th Cara met with Rev. Whittall of Trinity Anglican Church to obtain counsel about 'how to grow a parish'. Suggestions and advice included:

- Conduct a Statistics Canada census-based demographic study of the neighbouring communities to learn who it is we should be seeking to support with our parish.
- Align our mission statement to serve current members and potential future ones based on the demographic study. Revisit this often.
- Take every opportunity each Sunday to welcome new members and visitors: Before church, during the service (e.g., at "Peace" blessing), and after the service during coffee time. Provide lots of opportunities for engagement.
- Ask ourselves "How is God calling us as we are in 2022?"
- What are our assets? (e.g., sewing and craft community, Christmas craft and bake sales)
- Build the community on all of this.
- Call "Orientation Night" "Celebration Night" and send e-invitations to newcomers (e.g., Eventbrite)
- Make as many things as possible free, no cost to attend
- Have a "bring a friend" policy or special days.
- Do not try to do too much at once; the post-pandemic numbers will gradually increase.

Christmas Bazaar

December 3rd over 100 people attended the event that featured local artisan vendor tables, a White Elephant sale, a bake sale, drinks for sale, a visit from Santa, and carols sung by the choir. It was popular, with people (including vendors) citing a warm and welcoming festive atmosphere. Over \$1300 was raised through \$25 table rentals, the bake sale, the White Elephant sale, and coffee and drinks. Steve Heiter raised \$745 for the Sunday School fund, selling cushions created by Jane Derick and has ~10 left to sell toward this cause. Running from 9 am to 3 pm will be changed to 9 am to 12 pm or 1 pm based on traffic having all but stopped at 12:30.

Demographic Study of Surrounding Communities

In the new year, Cara will follow Rev. Whittall's suggestion to conduct a demographic study of the surrounding area using census data from Statistics Canada.

Outreach

by Wasseem Fayad, Chair

Members: Jestina Agbaje, John Lassigne, Valerie Maier, Charles Maier, Alice Alexander

The Outreach committee met on a monthly basis from August 2022 onwards. The committee identified a need for food outreach at Epiphany and beyond and we worked with other Epiphany committees and our community partners to deliver help.

To that end, the committee did the following:

1. In September we successfully held our barbeque, a collaboration between the Outreach, Fellowship, Membership, and Communications committees. This was a success from an outreach standpoint as we got the chance to meet and feed some of the guests which were camped close to us over the summer.
2. In October and November the outreach committee grew considerably with the joining of Jestina Agbaje and John Lasseigne, and later Charles and Valerie Maier, and Alice Alexander. This growth has come with an increase in the speed and efficacy of decision-making and led to the following:
3. \$500 was set aside to be used to buy grocery store gift cards for those in need, to be distributed by the incumbent, Rev. Simone, at her discretion. This is part of an effort to address food insecurity for Epiphany's parishioners and beyond.
4. A monetary and in-kind donation campaign was initiated, for the benefit of the Gloucester Emergency Food Cupboard. The Outreach Committee has already earmarked \$1200 out of its budget for this purpose, and an announcement will be

made on Sunday December 11 to the effect that this will be combined with other donations from the parish and presented to the GEFC.

5. In keeping with the committee's focus on food security, another \$1200 is to be disbursed to the PWRDF, with a memo outlining the hopes of Epiphany as represented by the outreach committee.

In discussing where best to direct our limited resources and our efforts, a number of ideas have been shelved for the moment or re-imagined, these are:

1. A podcast for Epiphany-temporarily shelved
2. Book and food boxes outside the church itself-this idea was discarded in favour of working with existing aid organizations to prevent a "re-invent the wheel" scenario.

The Interchurch Refugee Group (a subcommittee of Outreach)

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

The Interchurch Refugee Group (IRG) started off 2022 quietly, but moved into very high gear by August, when we submitted an application to sponsor a Syrian family of five through the Blended Visa Office Reviewed (BVOR) program. This is a joint program for sponsoring refugees, between the government and private sponsors like the IRG. And that application culminated in the joyous reception of those newcomers to Canada on December 22, 2022.

The Alkhalaf family of five arrived in the afternoon, at the Ottawa airport, three days before Christmas. This followed a long overnight flight from Egypt, and immigration procedures after landing in Toronto. They were met in Ottawa by a large contingent of IRG volunteers, all eager to meet the family, and get right into the settlement work that we have been missing since March of 2020.

The family was hosted for two weeks in the home of one of our longtime volunteers. They experienced their first Canadian holiday season through the love, care and concern that is a hallmark of every one of our dedicated volunteers. The settlement work started right away, with visits to the doctor and dentist; going to Service Ontario for OHIP cards; getting bank accounts and having budget meetings; and purchasing phones and SIM cards and internet plans. And, the family visited their new apartment and signed their lease; and were moved in on Saturday, January 7, with furniture for every room, kitchen supplies (including food for a week's meals), dishes, pots and pans, bedding, towels, backpacks for school, winter clothing, boots, hats and mitts. Hundreds of coordinated volunteer hours both preceding their arrival and in the ensuing weeks, means that, as I write this in late January, the family is "on their way!" The young people are registered for full-time high school, the parents are receiving in-home ESL as they wait for their LINC assessments for community-based ESL; and drivers are coordinating with the family to get them to the library, the doctor, the dentist, or just "coming over" to visit. We are all becoming experts at Google Translate, as none of the



family have any English. And we are also endlessly grateful to the five Arabic speakers who have donated time and effort to translate during important meetings with the family members over the last month.

The IRG is very happy to be putting the money you donated to work. Our support to the Alkhalaf family includes six months of monthly stipends to pay all their bills (the government pays the other six months). As well, the IRG gives the family a substantial amount of money to “set themselves up” with winter boots, new mattresses, a stocked kitchen, Canadian phones and SIM cards, dental care, and their internet. This is in addition to the vast amount of donated furniture and fixtures, and clothing, linens, and bedding, that our donors provided.

I write all this, to express my deep gratitude for the goodwill of the volunteers, and to the churches which support the IRG: Epiphany Anglican Church; Orleans, Rothwell, and Navan-Vars United Churches; and Community Pentecostal Church; as well as members of the community. We have been at this ministry together for thirty-three years of continuous service and advocacy for refugees.

Sadly, 2022 did not see the arrival of the sponsored refugee, Ghassan, whose application was submitted in May of 2020. We continue to pray for his safe arrival, once the last steps in the sponsorship approval process are completed. Please continue to pray for Ghassan.

Over the 2022 year, the IRG led worship in our supporting churches -- Orleans UC in March, Epiphany AC in April, Rothwell in May UC in May, and Navan-Vars UC in October. Offering worship leadership at a service is an important part of the IRG ministry. It allows all of us—volunteers, clergy, newcomers and congregants—to link the work we do with our understanding of God’s vision for a peaceful, justice-filled world. Worship helps us to see that it is God’s desire that we advocate for dignity, human rights, and a healthy planet.

Thank you to our churches, our tireless volunteers, and our Sponsorship Agreement Holder, the Anglican Diocese of Ottawa. A refugee ministry is hands-on in so many ways, and your prayers help us to stay inspired and focused on how this work is indeed God’s work.

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

Here is a summary of monetary donations from congregants of our supporting churches in the 2022 calendar year:

- Community Pentecostal: \$550
- Epiphany Anglican: \$345.60
- Navan Vars United: \$2,157
- Orleans United: \$3,001
- Rothwell United: \$1,015

Pastoral Care

by Margaret Moffett, Chair

- The Pastoral Care Committee consists of 8 members including Rev Simone.
- The committee met three times in 2022.
- There is no longer an official Anglican Hospital visiting program in existence at the present time.
- The team is concentrating on getting in touch with shut-ins and people we have not seen in church for awhile.
- Rev Simone is very proactive in this area and is visiting and touching base with as many people as possible.
- We have introduced lilac name tags for our pastoral committee members to wear. This will identify the team members to people who may want to reach out for support. There is notification of this in the weekly bulletin.

Property

by Ron Zimmer, Chair

The Property and Building Committee, for the Parish of the Epiphany, had a very active year in 2022. The Committee was comprised of Ron Zimmer, Duane VanAlstine, Philip Jago, Wasseem Fayad, Jos Cleary, Brian Boyd, Reverend Arran Thorpe, Reverend Simone Hurkmans, and Judith Young, who also served as Secretary. Special thanks go to the Council, Cindy Hurst-Boyd, and many others who assisted the Committee in 2022.

The Committee undertook many tasks and activities, so in the spirit of brevity, only the major items will be listed:

1. Efforts to secure an insurance claim (Ecclesiastical Insurance Company) for damage to the outside walls/bricks were not successful. However, the Anglican Diocese did provide \$22,500, after the Parish submitted a claim through the self-insurance program.
2. The Committee engaged and discussed plans for incorporating a daycare centre and a senior housing facility, into the Parish. While waiting for the final decision for the building, a number of projects were placed on hold including: building envelope, ventilation system, extension of the roof, replacing the main sign, and installation of a backflow valve.
3. The movable sign was destroyed in a wind storm and was reconstructed.
4. There was involvement in the Green Sacred Spaces Program and the Energy Benchmark initiative.
5. Melvyn Douglas returned under a new contract to handle the building cleaning and grass mowing.

6. Work took place on parking lot lighting, interior lights and testing smart lights, on the exterior of the church.
7. There was work done to remove broken eavestrough and repair damage to the roof.
8. This past year there was a transient camp adjacent to the church. In addition there were trespassers, some of whom used drugs and damaged church property. There was great communication with the City Administration and the Police Services and other efforts took place to resolve these issues, including providing bottled water for the campers.
9. The front door handicapped mechanism stopped working and steps are underway to have it fixed.
10. The contractor handling the sprinkler system was engaged to adjust the spray angles. This resulted in only the plants receiving water and prevented water damage to the building.
11. Sunshine Snow Services Inc. was contracted for snow removal, as the previous contractor went out of business.
12. Due to rising prices, a new contractor was selected to handle the annual fire alarm testing.
13. 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 this has been communicated to the Blood Services group and others.
14. Storage in the building has been an issue and steps are being taken to find a resolution for boxes and supplies.
15. A window had a seal broken in the Sunday School room and steps were taken to have it replaced.
16. New policies and pricing were put in place for the building and parking rentals.
17. 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 smaller tasks and work undertaken by the Committee and many volunteers, and this 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

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.

Membership: 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.

Sunday School

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

Sunday School started up again in September, after being shuttered since March 2020 because of the Covid-19 pandemic. The Welcome Back BBQ kicked things off, bringing families together for the first time in two and a half years. We are looking forward to continued growth as families feel more comfortable in group settings.

Preparations started in earnest in August as some youth and parents provided assistance in bringing the classroom up to snuff. Carpets were cleaned, costumes were washed, bookcases were re-finished, and supplies organized.

What do the children learn? In September and October, the children learned about the different parts of the service. By mid-November, they were reviewing the Christmas Story in preparation for the Pageant. In January, the children are learning the stories of Jesus with the help of *The Story Keepers*, a popular animated series. They start their class with some songs, learn a new story, complete age-based activities, and say a prayer before heading back to their parents' side. The children are also learning about the church calendar and have been verifying the minister's vestments to ensure they match the colour of the season.



In the weeks to come, we look forward to learning about Lent, learning more and about the life of Jesus, having a Good Friday event and our annual Easter Egg hunt and celebrating Pentecost together before we break for the summer.

Participation in the life of the church: The children's job on Christmas Eve was to tell the story of the birth of Christ. The Christmas Pageant was held at a 4:00 pm service to permit younger members to be in bed at a reasonable time. The children are encouraged to participate in inter-generational services. As more children reach the age of 10, they will be able to become acolytes.

Budget for 2023: Although we have been using material produced in-house, we need to be able to purchase curriculum if needed as well as supplies (papers, pencils, glue, etc).

Youth

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

Monthly activities: Young people start having busier lives as they begin high school. Clubs, competitive sports, and more rigorous studies keep them pretty busy. Meeting on a regular basis with other young people helps keep them feel connected to their church.

In September, our youth were asked about the activities they wanted to have as a group. At the first meeting, the group chose their fall activities. October was laser tag, November was bowling, December was Christmas Carolling. Winter activities include a pasta & game night in January, winter sports (skating, skiing or sledding) in February and swimming in March. Spring activities are to be determined, but will include an Easter Vigil.

Participating in the life of the church: Youth are encouraged to help with ministries. For the time being, a few youth are helping with the Sunday School and the Nursery. As the youth group grows, we hope that young people will be involved in more ministries. Youth are encouraged to be readers and prayer leaders at the intergenerational services.

Confirmation: Several youth were present at the confirmation information session held in January. More sessions are being planned this spring to help them understand confirmation and prepare.

Budget 2023: The youth have a smaller budget, used mostly for meetings and to ensure no one is left behind for the monthly activities.

Synod

by Wasseem Fayad, Synod representative

The vast majority of the business discussed at synod can be put under the umbrella of "housekeeping," members of synod voted on: updating the language of various by-laws to reflect changes in the reality of day-to-day operations, changes in language, and changes in the scope of the oversight bodies of the diocese.

The Shape of Parish Ministry proposals were adopted unanimously and with little debate beyond what was done all throughout the process of drafting and refining the proposals.

The Diocesan finances are in good order, the Treasurer noted some decrease in the value of stocks held by the diocese but noted that these were stocks held for the long term and predicted that their values would even out over time.

The Most Rev. Linda Nicholls, Primate of the Anglican Church of Canada, made three short speeches in which she:

1. Noted the need to continue doing the difficult but important work of stamping out racism and the effects of colonization from the church.
2. Commented on the differences between provinces of the Anglican Communion with regards to same-sex marriages and said that she spoke to other primates at the Lambeth conference and learned about the cultural differences and difficult realities which have caused this discord, she noted that she feels "the Holy Spirit needs a rest not because it's unimportant, but because we have reached a stalemate."
3. She lauded the presentations made by the young people at Synod which spoke to the need to include young people in all aspects of church decision-making, the need for true inclusivity of all young people and for all people in general, especially those who want to join us but who may worship differently than we do.

Worship

by Shelley Harvey, Chair

In the fall of 2022, we began to re-form as a group of smaller branch leaders to form our Worship committee tree. These branches consist of the much-needed limbs that can provide support to the branches that will help our worship committee tree to grow and flourish. We meet on a monthly basis and share concerns and ideas for all things worship.

Please consider sharing your gifts and joining any of the branches of Worship. Speak to any of the following members.

- Rev. Simone Hurkmans - Incumbent
- Shelley Harvey - Worship Chair
- Judith Young - Rector's Warden
- Cindy Hurst-Boyd
- Gennaro Busa - Music, Choir, A/V
- Jos Cleary - Sidespersons' Team
- Susan Liddle - Greeters, Communication
- Rachelle Dube-Hayes - Children's Education & Youth
- Shelley Harvey - Altar Guild



Other opportunities include- Communion assistants, Crucifer, Acolytes, Readers, Prayer leaders.

There's a place for everyone! Come grow with us

Music (a subcommittee of Worship)

by Gennaro Busa, Music Director

Choir Membership and Activity

I am happy to report that COVID restrictions did not prevent the choir from singing at any service in 2022. While there was a pause of in-person worship and choir rehearsals in January, the choir was able to sing in the church for streamed services. Rehearsals resumed in February, and the choir was able to resume a more regular routine of preparing hymns and anthems.

The choir also sang at four memorial services in 2022, presented a song for Rev. Cathy's farewell, and some members sang carols at the Christmas Bazaar. Don Leek on guitar along with some choir members led the music for the Christmas pageant and family service on Christmas Eve.

Music Spending

Licensing for print music and streaming, piano tuning and repair, and sheet music purchases make up the majority of the music budget. In December, we had the piano tuned and regulated, which is a maintenance adjustment of the mechanical components of the instrument.

Chunson's Retirement

After 18 years as the choir director and organist, Chunson Park retired from Epiphany at the end of June. Her years of service and contribution to the music ministry and church at large were celebrated with a big farewell lunch. Chunson composed "Epiphany Song" (lyrics by Gennaro Busa) which the choir sang to mark the occasion.

Hiring a New Organist/Pianist

In March, we formed an organist search committee consisting of Alice Alexander, Gennaro Busa, Chunson Park, Rev. Arran Thorpe, and Judith Young. In April, we held interviews with candidates and hired Daniel Furtado who began in July.

Many thanks to Judith for her expertise and guidance in developing a job description, advertising the position, preparing for interviews, and communicating with HR at the diocese. And many thanks as well to all committee members for their input and participation in the search and hiring process.

Audio/Visual Equipment and Streaming

We continued to livestream and post our 10:30 services to Facebook, and in the later part of the year, YouTube as well. We were able to make improvements to the sound quality both in the church and in the livestream through software and soundboard adjustments. Towards the end of the year, we got in contact with Professional Sound & Lighting to look into acquiring additional cameras to capture various camera angles and make our livestream more dynamic and higher quality.

Nominations Committee 2023

by the Rev. Simone Hurkmans, Chair

Your Nominations Committee for 2023 was made up of Judith Young, Kitty Galt, Laurence Sianchuk and Rev. Simone Hurkmans, and was directed by Parish Council to:

- Determine which members of Parish Council were returning from 2022 by conducting check-ins with each member. Since the Committee structure is fairly new, the length of terms are not yet set. This is something Parish Council should discuss in 2023.
- Identify roles that needed to be filled and suggest appropriate candidates for these roles. Get in touch with candidates to determine their availability and willingness to serve in these roles.
- Add an additional role focussed on generating parish income through rentals and other means.

Below is the list of folks who are ready and willing to serve as your 2023 Parish Council. Our goal is to have a full slate of candidates for your approval at the Annual Vestry Meeting. Conversations are underway with candidates for the positions that remain open in the table below. Many thanks for their dedication and commitment to this community!

Elected Roles

Role	Candidate	Status
People's Warden & Chair	Heather Howley	Continuing
Deputy Warden	Laurence Sianchuk	New (previously Fellowship Chair)
Outreach	Wasseem Fayad	Continuing
Membership	Judith Young	New (previously Rector's Warden), Judith will spend half the year focussed on this position and half on Income, below
Pastoral Care	Margaret Moffett	Continuing
Fellowship	Cara Pelletier	New (previously Membership Chair)
Communications & Social Media	Susan Liddle	Continuing
Property	Ron Zimmer	Continuing
Stewardship	James Menard	Continuing

Worship	Shelley Harvey	Continuing
Synod	Doug Sherman	Continuing (this is Doug's final year)
Synod Alternate	Natasha Langille	New
Income	Judith Young	A new position on Council, Judith will spend half the year focussed on this position and half on Membership
Member-at-large	Gillian Keane	New (previously Alternate Synod Rep)
Secretary & Member-at-Large	Cindy Hurst Boyd	Continuing (Secretary position is elected)

Appointed Roles

Role	Candidate	Status
Rector's Warden	Kitty Galt	New (previously Deputy Warden)
Treasurer (& Finance)	Gregg Alexander	Continuing
Children & Youth Ministry	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, Ken Amesbury, Rose Dennis, Dan Elmore, Emma Gazaleh, Caroline Gibbs, Wendy Green, Shelley Harvey, Heather Howley Cindy Hurst Boyd, Roxanne Latulippe, Srilekha Mukherjee, Uzo Onochie-Roy, Mike Roy, Sharon Seguin, Laurence Sianchuk, Lina Trepanier, Judith Young, Ron Zimmer.