

# WOODROFFE UNITED CHURCH



OTTAWA, ONTARIO

ANNUAL 2014 CONGREGATIONAL REPORT

February 22, 2015



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## **STATEMENT ON BEING PART OF WOODROFFE UNITED CHURCH (WUC)**

The objectives of Woodroffe United Church are:

- to promote the continued spiritual growth of all members and adherents;
- to reach out with compassion and support to all our neighbours, particularly those in need; and
- to support the Mission and Service Program of the United Church of Canada.

To achieve these objectives there are certain obligations and responsibilities involved in being a member or adherent of our Church.

On profession of faith members promise to be faithful in joining with the Lord's people in the worship of God, in studying the Bible and in prayer, in undertaking to enter into the life and work of the Church, in supporting it with gifts and to share in its mission to all people.

All those present at baptism services promise to support those being baptized, through constant love, wholesome example, Christian teaching and faithful prayer.

As members and adherents, we are committed to live in accordance with the teachings of Jesus Christ and to continue to develop and grow in Christian faith and understanding and to have Christ's example reflected in our daily lives. Doing so involves study, worship and growth in Christian love and service.

We are encouraged to participate in one or more of the church's programs, to attend worship services regularly and to contribute to the financial support of the Church.

By participating in the worship services, activities and programs of WUC we, as members and adherents, are afforded the opportunity to achieve the foregoing objectives and commitments. We are able to join in fellowship and communion with other active Christians and to experience the rewards and satisfactions that come from associating and working with others in a common cause - the furtherance of the Kingdom of God on earth. We can have no greater challenge.

## 2014 - 2015 WOODROFFE UNITED CHURCH COUNCIL

Minister.....Rev. Matt Gallinger  
Minister.....Jan Lougheed (Jan – June 2014)  
Chairperson..... Don Partridge (June 30, 2016)  
Vice-Chair (Acting).....Bob Walkington (June 30, 2015)  
Secretary..... Mary Frances Laughton (June 30, 2015)

### Committee Chairpersons

Administration/Finance.....Brent Cuthbert (June 30, 2015)  
Christian Education.....Ray Cuthbert (June 30, 2015)  
Membership Relations .....Sue Smarkala (June 30, 2015)  
Ministry & Personnel .....Mary Frances Laughton, (June 30, 2015)  
Mission & Service.....Bev McKee (June 30, 2015)  
Outreach .....Bob Walkington (June 30, 2015)  
Stewardship ..... Tricia Curtis (June 30, 2016)  
Worship.....Vacant (July 2014)  
Eileen Lavigne (July 1 – December 7, 2014)  
Cathy Seaborn(January – June 2014)

### Other Council Members

Treasurer.....Joe Smarkala  
U.C.W. President .....Muriel McGuinty (June 30, 2015)  
Lay Presbyters.....Joe Smarkala (June 30, 2015)  
.....Don Partridge (June 30, 2016)  
.....Vacancy

### Members At Large

.....John Seaborn (June 30, 2015)  
.....Vacancy

### CONGREGATIONAL MEETINGS

An annual Congregational Meeting is held usually late February early March – usually in  
la At this meeting we receive the following materials:

- Financial and Statistical Reports for each Committee
- Proposed Budget for 2015
- Woodroffe United Church Audited Financial Statement for 2014
- Program Reports for each Committee - achievements of the previous year, as well as Committee goals and objectives for the upcoming year
- Nominations Committee Report

Additional congregational meetings are called as required throughout the year.

**Woodroffe United Church**  
**Annual Congregational Meeting (ACM) Minutes**  
**Sunday, February 23, 2014**  
**Banquet Hall**

1. **Call to Order:** Ralph Curtis, Chair of Council, called the meeting to order at 1150am with 52 members and adherents present.
2. **Opening:** Rev. Jan Lougheed opened the meeting with a prayer.
3. **Meeting Nominations:** Ralph Curtis moved, Kringen Henein seconded that Marcia Armstrong be Chair and Mary Frances Laughton be Secretary of this meeting.  
**Carried.**
4. **Approval of Agenda:** Iain McGilveray moved, Ralph Curtis seconded that the agenda as presented be approved.  
**Carried**
5. **Approval of Previous Meeting Minutes:** Lyle Campbell moved, Deb Lester seconded that the minutes of the February 24, 2013 Annual Congregational Meeting as presented in the ACM Report be approved.  
**Carried**
6. **Annual Report:**
  1. **Message from Rev. Jan Lougheed:** nothing to add
  2. **Board of Trustees:** Rev. Jan Lougheed: nothing to add
  3. **Council –** Ralph Curtis: nothing to add
  4. **Nominations –** Ralph Curtis

We are in need of nominations to be considered for the positions below. These positions must be filled by end of the Church year which is June 2014. Names of potential candidates are to be given to Ralph Curtis, Sue Smarkala or Trish Hassard.

Chair of Ministry and Personnel  
Chair of Worship  
UCW President  
Chair of Council

Stewardship – Acceptance of Tricia Curtis as Chair, replacing Linda Welsh for a term expiring June 2016.  
**Carried**

Vice-Chair of Council. Bob Walkington will stay on for a 2 year term with

the proviso that he will not become Chair.

**Carried**

Jan Lougheed moved, seconded by Ray Cuthbert that Deb Lester and Deb Dearham be Trustees and Jamie Hockin be Chair of Board of Trustees.

**Carried**

5. **Standing Committee Reports:**

- i. **Administration and Finance** – Brent Cuthbert: Need to raise the \$32K required to complete the work on the remaining bathrooms. The work starts on March 3 with an anonymous donation of \$10K.

**Auditors' Report** – Joe Smarkala (Treasurer): reviewed the financial position. Don Mutch spoke about the Observer subscriptions. Sue Bodkin moved, seconded by Don Partridge that the Auditor's Report be approved.

**Carried**

Moved by Joe Smarkala, seconded by Iain McGilveray that the Frouin Group be used as the auditors for 2014.

**Carried**

2014 Budget Review – Typo in “water” on page 13. UCC guideline for salary increase is 1.5%. Housing allowance was increased due to required research. M&P requested that salaries be shown as for a full year even though Jan has submitted her retirement plans and there is a pilot dealing with reduced secretarial hours. Katarina Jovic's salary has been brought in line with the Royal College of Organists. Trish Hassard asked Joe for his comfort level in meeting our budget. Joe is concerned about the downward trend in givings.

There will be a change in the budget to reflect full and part-time ministers, rather than by name

Moved by Ralph Curtis, seconded by Kringen Henein that the 2014 budget be adopted, with the minor editorial suggestions above.

**Carried**

Ralph described the fact that Presbytery will be telling us our options re filling of the Full time job at the next Council meeting. Nothing will be finalized without the involvement of the Congregation. Tom Montgomery asked that the Council presentation be open to all the congregation.

- ii. **Christian Education** - Ray Cuthbert: on page 17, line 2 of the Church School programme description and page 18 line 2 of the Nursery the word “attending” should replace “registered”. In the

Library report "\$92.70" should be replaced by "\$164". Joe Holmes asked about discarding of books. This is done in accordance with standard library policies. Some are put into the bazaar.

- iii. **Membership Relations** – Sue Smarkala: Need help with visiting of the homebound. Potential workshop towards the end of March.
- iv. **Ministry and Personnel** – Mary Frances Laughton: nothing to add
- v. **Mission and Service** – Bev McKee: nothing to add.
- vi. **Local Outreach** – Bob Walkington: draw attention to the name change representing that this committee specifically deals with the local area.
- vii. **Stewardship** – Tricia Curtis: nothing to add
- viii. **Woodroffe United Church Women** – Muriel McGuinty: typos on page 37 to properly spell Woodroffe and Lenora Hansen.
- ix. **Worship** – Cathy Seaborn: Ruth Cooper retired after many years of service.

- 6. Moved by Iain McGilveray, seconded by Lyle Campbell that the amended Annual Congregational Report with the changes mentioned above be approved. **Carried**

## 7. **Other Business:**

- 1. Sue Smarkala asked about a report on the November retreat Jan stated that it was attended by 15 people entitled "sparking conversations". Looking at ways to making the church more visible and welcoming. The March 9 event will be a follow up to this retreat and the February 2014 personality workshop.

## 8. **Appreciation:**

Ralph Curtis thanked Marcia Armstrong and Mary Frances Laughton for presiding over this meeting. He further thanked Mary Frances Laughton for her efforts on the resolution of the Tysick file. He applauded the Friends of the Family for their support of bereaved families. He added his thanks to the bazaar conveners, Bruce Patrick, Dave Chaplin and Doug McKee. He expressed the gratitude of the Congregation to Brent Cuthbert and Joe Smarkala for their efforts re the renovations and inspiring others. Thanks go to Council members, committee members and volunteers for keeping the church going. Finally, he provided great thanks to Ministers Loughheed and Gallinger and on behalf of us all, wished Jan a wonderful retirement. Standing ovation.



9. **Adjournment:** John Patton moved adjournment at 130pm

10. **Closing** – Rev. Matt Gallinger closed the meeting with a prayer.

**Woodroffe United Church**  
**Congregational Meeting Minutes**  
**May 11<sup>th</sup>, 11:10 AM (Sanctuary)**

1. Call to Order: Ralph Curtis
2. Introduction of David Stafford Co-Chair of Pastoral Relations, Ottawa Presbytery. David will chair the JNA portion of this meeting.
3. Vote to accept New Council Members for terms beginning August 1<sup>st</sup> 2014 (Ralph Curtis):
  1. **Eileen Lavigne** for Chair of Worship (3 year term)
  2. **Don Partridge** for Chair of Council (2 year term)
4. Meeting turned over to David Stafford as Chair.
5. JNA Introduction Presentation (David Stafford)
6. Vote to accept the following WUC JNA Committee members (David Stafford):
  1. John Seaborn
  2. Joe Smarkala
  3. Deb Lester
  4. Erin Bruce
  5. John Patton
  6. Tricia Curtis
7. Adjournment (David Stafford):

**Chairs:** Ralph Curtis, David Stafford    **Secretary:** Mary Frances Laughton

**Woodroffe Pastoral Charge  
Congregational Meeting  
September 28, 2014  
The Banquet Room**

The meeting, attended by 106 members and adherents, was called to order at 1130am. Mary Frances Laughton, representing Council, introduced the chair for the meeting, David Stafford, Pastoral Relations, Ottawa Presbytery.

David Stafford opened the meeting with a prayer.

David Chaplin moved and Tricia Curtis seconded a Motion to give adherents discussion privileges at the meeting.

**Carried**

David Stafford listed the members of the Joint Needs Assessment Committee (JNAC) and invited the JNAC Co Chairs to present the background to and the recommendations from the JNAC report and answer any questions.

John Patton and John Seaborn, JNAC co-chairs, gave a chronology of the development of the report:

Committee formed in May

Met weekly to the end of June

Met with both incumbent ministers

Consulted the 2013 WUC Annual Report

Utilized the last JNAC report.

Found the June 7 all day Congregational Informational Meeting to be extremely useful.

Report was accepted by Council on September 16.

The question of whether a ballot should be used was posed to the group and at least one person requested a ballot for the JNAC motion. 3 members were scrutineers.

John Patton moved and John Seaborn seconded that the Woodroffe Pastoral Charge adopt the report and recommendations of the Joint Needs Assessment Committee and request the Ottawa Presbytery declare a vacancy for a full time Ordained Minister and a quarter time ordained or diaconal minister and authorise a joint Search Committee.

**Carried**

Bruce Partrick moved and Eileen Lavigne seconded that on the declaration of vacancies by Ottawa Presbytery, the Joint Needs Assessment Committee be dismissed with the thanks of the congregation **Carried with applause**

Ray Cuthbert moved and Ralph Curtis seconded that following WUC members people be appointed to the joint search committee when one is authorized:

Erin Bruce  
Gerry Maffre  
Judy Chaplin  
Deb Lester  
Sharon Brez  
Nathan Golden

With power to add additional members.  
Ralph Curtis nominated Kim Stewart from the floor  
Allison Hockin nominated Jamie Hockin from the floor

Carol Cochrane moved and Tom Montgomery moved that nominations cease and that these 8 people be accepted and that the power to add remain.

**Carried**

After an explanation of the thinking around the timing of the notice and the fact that both Council and the Reverend Gallinger were in agreement, Mary Frances Laughton moved and Deb Lester moved that the Rev Matt Gallinger be given notice that his current ministry with the Woodroffe pastoral charge as  $\frac{3}{4}$  minister of worship, sacraments and pastoral care will end on June 30, 2015 and that his ministry with the charge be celebrated at an appropriate time.

The question of whether a ballot should be used was posed to the group nobody requested a ballot.

**Carried**

Rev. Matt Gallinger stated that he had been expecting this notice and had been consulted about the date and found it to be acceptable.

## **MESSAGE FROM MATT GALLINGER**

What a busy year we have had! A year ago, we were just learning that Jan was going to be retiring and leaving us, and we began the process of saying goodbye. After many years here, it was a long, and sad, process of figuring out what future ministry would look like without her. A process that we are not finished yet.

Jan's departure also touched off a flurry of activity for the members of the charge, as we launched full speed into a Needs Assessment process. It gave us a chance to reconsider our financial situation, to reconsider the kinds of ministry that we do, and how we do it. It has also given us the chance to expand our pool of volunteers, as we have figured out how to share among ourselves all the many tasks that Jan once did around here. Cathy Seaborn has been a huge gift to the Church School, and many other volunteers have filled in, especially in the kitchen. Rev. Alan Edwards came on board in the fall for a few hours a week and some regular preaching, to help fill in the gaps as I remained at 3/4 time. The committees have learned how to communicate better in the absence of a minister at all of their meetings.

This year also saw a change in our office staff once again, as Philip Mann retired, and Anne Soutar came to join us. Our custodial roster has expanded significantly, with increased need for a variety of different people to work part time and coordinate all the many groups that use our building.

What a busy building it has been! This fall has been the first time we have really been working at close to full capacity. Almost all the rooms are busy, with lots of regular groups using our building, and lots of occasional users, too. That has been wonderful in lots of ways, but it has also caused us to think more carefully about how we use our building.

All these same forces will be at work in the year ahead. My current position ends on June 30th, and at this point, the hiring process is still very much underway. What our ministry setup will look like is not yet clear, and of course the personality of the individual in the job will affect the future of the Congregation, too. There are lots of exciting changes ahead, certainly.

But we have started to turn a corner. You will see in Joe's report that the Congregation's finances are finally healthy, for the first time in a long time. We do not have a lot of depth yet, but we are not running behind any more. This is a wonderful place to be. What's more, we have done so without compromising our commitments, and funding, to Outreach or to the Mission and Service fund. That is particularly commendable, and I frequently brag about this Congregation's accomplishments to my colleagues. There are good things afoot at Woodroffe!

So thank you to all of you for another great year here. We are not through the time of change and trial yet, but the end is in sight, and the Congregation is healthy, and Spirit filled. Hallelujah!

## **BOARD OF TRUSTEES**

Submitted by Jamie Hockin

### **Purpose**

The purpose of the Board of Trustees is to hold, in trust, use and administer under the Trusts of Model Deed of the United Church of Canada, all lands, premises and real and personal property acquired for the use of Woodroffe United Church.

### **Membership**

The Board of Trustees is responsible to the Congregation through Council and its chair and members are elected by the congregation. The Board consists of not less than three (3) or more than fifteen (15) members, a majority of whom are members of Woodroffe United Church. Trustees normally hold office for a period of five years. Members in 2014: Rev. Matt Gallinger, Dave Chaplin (Secretary), Deborah Dearham, Jamie Hockin (Chair), and Deborah Lester.

The Board of Trustees met once, on 25 May 2014, to review the church's insurance coverage and fire plan, and to concur with Council's plan to adjust repayment of the loan to the Presbytery Extension Fund.

## **COUNCIL**

Submitted by Ralph Curtis and Donald Partridge

### **Purpose**

Council is the governing body of the Woodroffe United Church (WUC) and is directly accountable to the members of the Congregation. Council advises on and makes decisions on items of business brought forward by the standing committees, higher courts of the United Church, individual members of the WUC, members of Council as well as external groups and individuals.

### **Members & Meetings**

Regular Council meetings are held on the third Tuesday of each month except in July, August and December. These meetings are open to all. The members of Council are listed earlier in this report.

### **Main Activities in 2014**

Significant actions taken and issues handled by Council during the year included:

- Shepherding the process of defining our Ministry needs and finding a full time Minister and a ¼ time Minister.
- Retiring the debt incurred in the addition of air conditioning to the Sanctuary and other modernizing of our Church property.

### **Plans and Objectives for 2015**

- Support Joint Search committee in fulfilling our Ministerial needs following the retirement of Rev. Lougheed.

- Support and encourage fundraising efforts and use of space to maintain our financial sustainability.
- Support and encourage initiatives to increase our membership. We are seeing early signs of success in this area.
- Continue to review and address the needs and concerns of the congregation and its committees.

### **Acknowledgements**

Council recognizes:

- Mary Frances Laughton for her ongoing contribution as Secretary to Council and Chair of Ministry and Personnel. We are truly grateful.
- Friends of the Family led by Mary Lynne Harvey.
- Bruce Patrick, David Chaplin, Doug McKee for managing the Bazaar.
- Brent Cuthbert, as well as our Treasurer, Joe Smarkala, for their time, skill and enthusiasm applied to managing a considerable Church property.
- Katarina Jovic for her performances and maintaining music excellence at Woodroffe.

Both Ralph and Donald, as Chairs of Council thank the members of Council, committee members and numerous volunteers, as well as staff, for all of the work they do to keep the Church operating and relevant to the Congregation and community.

Last, but not least, thank you to our ministers, Rev. Matt Gallinger, Rev. Alan Edwards and Rev. Jan Lougheed. We especially thank Matt for his valued guidance during this critical period of transition.

### **ADMINISTRATION/FINANCE COMMITTEE**

Submitted by Brent Cuthbert

#### **Purpose**

To oversee the effective and efficient planning, management and control of the administrative and financial functions of Woodroffe United Church. This includes forecasting overall financial requirements, raising the funds, overseeing expenditures and providing suitable financial accounting controls and reports. Administratively, this includes the management of the committee's budgets, advising on personnel management related to the church staff, the maintenance of church buildings, equipment and property, the management of improvements and alterations to existing buildings, allocation and use of space and the ongoing administration of the church. This committee meets the first Tuesday of each month at 7:00 p.m.

#### **Members**

The Committee is comprised of Brent Cuthbert (Chair) Joe Smarkala (Treasurer), Ralph Curtis (Secretary), David Agnew, Jim Hampton, Arnold Hodgins, Tom Montgomery, Nathan Golden, Gregory Smith.

Our term got off to a start with minor repairs to equipment, painting etc. and then went into high gear with the installation of air conditioning in the Sanctuary. Relief for the congregation and making renting more desirable with the climate controlled environment.

The construction of the Carlingwood Retirement Community (CRC) building was in progress and we were approached for access through our parking lot along with daily parking for 25 vehicles. We received parking revenue of about \$25,000 but the wear and tear was evident to our parking lot. A memo was sent to the Director of CRC (Claridge) asking for assistance in returning our lot to its original condition. After several discussions with them, they agreed to clean, repair, topcoat, and redo the lines for us at no cost. This amounted to a \$17,000 savings.

It was decided that the two handicap accessible washrooms and the two Lower Hall washrooms had exceeded the "best before date" by at least 10 years and something had to be done. An interested party became aware of the costs involved and gave (anonymously) a \$10,000 donation to get us started. A fund raising drive to complete our renovation to renew all four washrooms at a cost of over \$30,000 began. The work was completed on time with little disruption and I am happy to say the total amount needed was raised. Thanks to all who made it happen!

A new door was installed on the east side of the Banquet Hall at a cost of \$2800 and was funded by Friends of the Family. Thanks to them once again for their ongoing assistance.

A new lock system was installed at the Woodroffe Avenue door of the building to give more security to our staff.

Tom Montgomery has been working with a sound consultant to fine tune our system in the Sanctuary.

Our 2015 spring project consists of sprucing up the Narthex with cleaning, painting and lighting.

Last but not forgotten is dimmable lighting in the Banquet Hall so you will not feel like you are eating at Costco.

There are many more projects to think about such as Sanctuary lighting, Scout Hall renovation, entrance upgrades at the west and east ends, signage, office upgrade, kitchen etc. This committee never runs out of ideas.....only money

I thank my committee members for their ongoing support and help in making Woodroffe United a better place for worship and fellowship.



## WOODROFFE UNITED CHURCH 2015 BUDGET

	BUDGET 2014	ACTUAL 2014	BUDGET 2015
<b>PERSONNEL</b>			
Minister (fulltime), Salary	53,386	26,693	0
Housing	21,450	10,725	0
Travel	1,000	414	0
Continuing Educ. & Book Allowance	1,600	134	0
Telephone Allowance	1,000	500	0
Minister (3/4 time), Salary	34,910	34,910	<b>17,612</b>
Housing	16,088	16,088	<b>8,044</b>
Travel	750	0	<b>375</b>
Continuing Edu. & Book Allowance	1,200	1,088	<b>600</b>
Telephone Allowance	750	953	<b>680</b>
New Minister (Full Time) Salary	0	0	<b>25,000</b>
Housing	0	0	<b>10,725</b>
Travel	0	0	<b>500</b>
Continuing Educ.& Book Allowance	0	0	<b>800</b>
Telephone Allowance	0	0	<b>500</b>
New Minister (Quarter Time) Salary	0	0	<b>5,000</b>
Housing	0	0	<b>2,681</b>
Travel	0	0	<b>250</b>
Continuing Edu. & Book Allowance	0	0	<b>200</b>
Telephone Allowance	0	0	<b>125</b>
Temporary Pastoral Minister (5hrs/wk) Salary	0	3,000	<b>4,000</b>
Secretary	25,000	19,350	19,986
Secretarial Support	1,000	390	1,000
Director of Music	33,879	33,879	34,184
Caretaker	28,488	28,488	28,704
Caretaker Supply & Cleaning Contract	2,500	4,512	4,500
Sunday Custodian	3,000	3,977	3,800
Custodian (Concerts, Meetings)	1,000	2,542	2,500
Children & Youth Prog. Development Assistant	6,737	2,476	0
Organist Supply & Staff Education	900	600	600
Personnel Search	0	182	10,000
Benefits	44,000	35,885	33,000
<b>TOTAL: Personnel</b>	<b>\$278,638</b>	<b>\$226,786</b>	<b>\$215,366</b>

BUDGET 2014	ACTUAL 2014	BUDGET 2015
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**BUILDING & PROPERTY**

Building Maintenance	12,000	9,307	12,000
Snowplowing	5,260	5,022	6,000
Electricity	9,000	10,905	11,000
Fuel	9,500	11,947	12,000
Insurance	6,151	6,144	8,176
Cleaning Supplies	4,000	3,803	4,800
Water	3,000	2,700	3,000
Garbage & Recycling	1,800	2,086	2,000
Interest Payment	460	471	0
Capital Item Expensed	1,200	0	1,200
<b>TOTAL: Building &amp; Property</b>	<b>\$52,371</b>	<b>\$52,385</b>	<b>\$60,176</b>

**OFFICE**

Postage	1,000	550	1,000
Supplies	1,500	1,408	1,500
Equipment Rental & Maintenance	5,000	5,008	5,000
Telephones	3,500	3,447	3,500
Bank Charges	2,000	1,803	2,000
Capital Item Expensed	1,000	0	1,000
<b>TOTAL: Office</b>	<b>\$14,000</b>	<b>\$12,216</b>	<b>\$14,000</b>

**OTHER ADMINISTRATIVE EXPENSES**

Presbytery Dues	14,904	14,904	14,729
Audit	3,200	3,150	3,300
H.S.T. Paid - Less Rebate	2,500	2,000	2,000
Offering Envelopes	400	318	400
Observer	1,700	1,044	1,500
Miscellaneous	500	0	500
<b>TOTAL: Other Admin expenses</b>	<b>\$23,204</b>	<b>\$21,416</b>	<b>\$22,429</b>

**CHRISTIAN EDUCATION**

Adult Education	100	0	100
Audio Visual Materials	0	0	0
Leadership Development	150	0	150
Library	300	276	300
Mid-Week Groups	0	0	0
Sunday School	1,000	895	1,000
Youth Group	250	0	250
CE Resources	200	207	200
<b>TOTAL: Christian Education</b>	<b>\$2,000</b>	<b>\$1,378</b>	<b>\$2,000</b>

**BUDGET    ACTUAL    BUDGET**  
**2014        2014        2015**

**MEMBERSHIP RELATIONS**

Hospitality	1,400	1,841	1,400
Postage	1,200	1,029	1,200
Pastoral Care	400	126	400
Archives	200	144	200
Miscellaneous / capital item	800	738	800
Internet Connection	600	623	600
Confirmation	275	223	275
<b>TOTAL: Membership Relations</b>	<b>\$4,875</b>	<b>\$4,724</b>	<b>\$4,875</b>

**WORSHIP**

Worship Supplies	3,000	3,275	3,000
Honoraria – Minister Supply	800	1,440	1,800
Music	2,100	1,559	2,500
Organ & Piano Tuning	1,800	1,677	1,800
Leadership Development	100	0	100
<b>TOTAL: Worship</b>	<b>\$7,800</b>	<b>\$7,951</b>	<b>\$9,200</b>

**OTHER BUDGETED EXPENSES**

Council	1,000	112	600
Mission & Service	150	0	150
Miscellaneous	400	654	400
<b>TOTAL: Other Budgeted Expenses</b>	<b>\$1,550</b>	<b>\$766</b>	<b>\$1,150</b>

<b>TOTAL OPERATING EXPENSE</b>	<b>\$384,438</b>	<b>\$327,622</b>	<b>\$329,196</b>
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## **REVENUE FORECAST – 2015**

Operating Revenue Estimate for 2015		
	<u>Actual 2014</u>	<u>Estimate 2015</u>
Congregational Givings	\$203,797	\$203,000
Fundraising	\$37,489	\$35,000
Use of Building	\$111,591	\$112,000
Other	\$7,318	\$7,000
<b>Total Operating Revenue</b>	<b>\$360,195</b>	<b>\$357,000</b>
Operating Expense	<b>\$327,622</b>	<b>\$329,196</b>
<b>Operating Surplus / Deficit</b>	<b>\$32,573</b>	<b>\$27,804</b>
Major Renovation Donations	\$31,059	\$15,000
Major Renovation Expense	\$37,534	\$15,000
<b>Renovation Surplus/Deficit</b>	<b>(\$6,475)</b>	<b>0</b>
<b>Total Surplus/Deficit</b>	<b>\$26,098</b>	<b>\$27,804</b>
<b>Year End Available Funds</b>	<b>\$76,475</b>	<b>\$105,000</b>

**Purpose**

The purpose of the Christian Education Committee is to provide an effective Christian Education program so that the congregation of Woodroffe United Church can grow in Christian faith, knowledge, love and understanding and provide a strong Christian community.

**Members**

The members of the CE Committee are: Ray Cuthbert (Chair), Deb Lester (Secretary), Sue Bodkin, Lyle Campbell, and Kira Mathers. Kira Mathers is a welcome addition to the committee as she provides a youth's perspective on issues. Leaving the Committee were Denise Wai, former Chair, and Jan Loughheed (our ministry personnel representative).

Sandra Smith was the Children and Youth Program Development Assistant and she provided good support to the volunteers and families participating in our church school. The position was a paid part time position (10 hours per week) and it was decided not to continue the position after June 2014. To fill the void, we were fortunate to have Cathy Seaborn volunteer as Church School Coordinator.

**Frequency of Meetings**

The Committee met monthly except for June, July, August and December.

**Activities in 2014**

Christian Education activities included the following:

- The annual Family Ski Retreat was planned for the January 31<sup>st</sup> weekend. Unfortunately not enough participants signed up so the trip was cancelled. Many thanks to Paul Hodson for the effort he put forth in the planning of this event.
- The children of the Church School made Valentine cards that they handed out to the congregation on Valentine's Day.
- Our youth and adult volunteers participated in serving the always delicious pancakes and sausages at Shrove Tuesday dinner.
- The CE Committee and the Mission and Service Committee agreed to work together in raising funds to go towards a bursary for a female student to attend Grades 8 to 12 at the Chipembi Girl's Secondary School in Zambia. The first major fund raising event had the youth assist in making and serving Presbytery Dinner on February 10<sup>th</sup>, a total of \$1155.00 was raised.
- A special thank you to the anonymous donor who provided the beautiful roses that the Church School children handed out to all the women of the congregation on Mother's Day.
- The Church School Graduation and Congregational Picnic was held in June. Each of the Church School children received a certificate. Games, including water balloon toss, soccer, and the always popular egg and spoon race were played by children and adults in Woodroffe Park. Fun was had by all. Thank you

to the Membership Relations Committee for providing another delicious BBQ for this event.

- During the summer hiatus, Cynthia Patterson volunteered to run a summer program for children who came to Church. Although numbers of children were lower than the regular Church School attendance, it was greatly appreciated. Thank you, Cynthia, for organizing the summer program.
- With the start of the new school year in September, orientation, training and planning sessions were held with the church school teachers. This year we were fortunate to have two new teachers join our team: Kira Mathers and Greg Lightfoot. The curriculum being followed in 2014-2015 by the Church School, is the same as the previous year, and is entitled the *Whole People of God*.
- In the earlier part of the Church School year, the Youth also worked with Diana Baird in creating a new banner that hangs in the stairwell leading up to the Church School. It truly is beautiful. Thank you, Diana, for sharing your time and talent.
- It was decided that the Church School would break tradition and hold its Open House after service in the Banquet Hall during coffee time on October 12th. This provided easy access for all members of the congregation. Cathy Seaborn prepared a wonderful display outlining what goes on in the Church School. Many tasty goodies were enjoyed by all.
- The fourth annual Babies and Friends Luncheon on November 2nd was another successful event. Approximately 30 children (5 and under), friends and family, attended and shared lunch and activities. Cathy Seaborn talked about the origin of White Gift Sunday. Children made and decorated tiny white gifts that they could take home and hang on their Christmas tree. The children enjoyed a Christmas story before departing.
- And finally, to close out the year, a different kind of Christmas Pageant was held on December 14<sup>th</sup>. The children of the Church School, members of the CE Committee and the entire congregation participated in an inclusive celebration of Christmas. This gathering was truly a fun and enjoyable experience for all. Many thanks to the volunteers for the prep work and time to bring this pageant to life.

## **Church School**

Prepared by: Ray Cuthbert and Cathy Seaborn

In September 2014, there were 19 Children (ages 4-14) registered in the Church School. The Church School met on Sunday mornings in the Christian Education classrooms. Together with the help of 4 teachers and 1 substitute, the students participated in lessons and activities which focused on enhancing their understanding of God and the Bible, and encouraging their growth and maturity in Christian faith, character and service.

This year the Church School followed lessons from the *Whole People of God*. A typical Church School morning consisted of words of welcome, an opening and candle lighting, an offering followed by the Lord's Prayer and a scripture reading. The children would then head off with their teacher to do activities related to the lesson. We are truly fortunate to have the following team of dedicated teachers: Rick Maynes, Ray Cuthbert,

(for the entire year), Louise McRae (January to June and a substitute starting in September) and Kira Mathers and Greg Lightfoot (starting in September). Sandra Smith provided support and teaching for the Church School (between January and June) and Cathy Seaborn has been involved in the planning and coordinating of the Church School since September.

### **Nursery**

Prepared by: Ray Cuthbert and Cathy Seaborn

In 2014, there were 7 infants and toddlers up to 3 years of age registered for the Sunday morning Nursery program. The Nursery was open for the duration of the Worship service and offered care, supervision, and a learning environment for the children. The Nursery was well equipped with a wide variety of age-appropriate toys, learning resources, as well as baby supplies, snacks and juice. The Nursery operated under the supervision and help of 12 faithful volunteers this year. Many thanks to everyone!

### **Youth Group**

Prepared by: Ray Cuthbert

Given the small numbers of Youth between 11 and 14 years of age and the difficulty in finding times that fit into everyone's busy lives, a formal Youth Group did not operate in 2014. However that is not to say the Youth were not engaged. Quite the contrary, they participated in many Church activities, such as:

- Helping prepare and serve the Presbytery Dinner in February,
- Lay reading and greeting at the door,
- Help with our new Church School banner,
- Serving coffee on Sunday morning after service,
- Participating on church committees and teaching in Church School,
- Helping serve and clean up at the Shrove Tuesday Pancake supper and, the Maundy Thursday Supper,
- Working at the Church Bazaar, and
- Participating in the Christmas Pageant

### **Adult Education**

Prepared by: Ray Cuthbert

Two sessions of adult study met in 2014, Friday's at 7:30 am.

- The Lenten Reflection was based on the resource "Jesus Sets His Face to Jerusalem", led by Jan Lougheed, 10-12 people attended.
- The Advent Reflection was based on the resource 'Travel the Highway of Advent: An Advent Study for Adults', led by various volunteers in the group of 12.

### **LIBRARY SUB-COMMITTEE**

Prepared by: Lyle Campbell

**Members:** Don Mutch - Librarian, Lynne Crocker - Secretary and Lyle Campbell - Chairperson.

**Program Report:**

This year, Lynne Crocker joined the committee and agreed to be our new secretary, for which we thank her. The committee met for three regular meetings during the year, continuing the work of maintaining the Woodroffe United Church library in support of Christian development and other church activities. As usual, books were discussed and some were purchased, donated books were reviewed and welcomed, reminder letters were sent out about books which had been on loan for a long time and books which were in poor shape or had been long unused were culled from the library.

The committee would like to thank those members of the congregation who donated books to the library. The chairman would also like to thank Don Mutch for his continued efforts as church librarian. His long experience and knowledge of the contents of our library remains invaluable.

**Statistics for 2014:**

Books purchased from budget funds:	7
Books received as gifts:	<u>4</u>
Total books added:	11

DVDs purchased:	5
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Books discarded:	38
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We spent \$285.38 of our \$300.00 budget.

**96TH OTTAWA SCOUT GROUP**

Submitted by Mary Frances Laughton, Secretary- Group Committee

The 96<sup>th</sup> Group Committee (Ann Penney, Mary Frances Laughton, Jamie Hockin, Ray Cuthbert, plus leaders from Beavers, Cubs, Scouts and Venturers) meets five times each year.

The Group continues its partnership with Woodroffe United Church as its sponsor. We thank the congregation for its ongoing and very visible support. Programming is supported by key fundraising events: Pancake Breakfast, Maple Syrup Sales, Apple Day and Scout Trees. The latter two are national events that also support Scouting across Canada.

Each of the Sections has contributed to this report. However, there are several Group activities each year including our Remembrance Day Ceremony at the Westboro Cenotaph, Christmas caroling outing and party, Scout Guide Sunday and our closing Barbeque.



At our final BBQ in June 2014, we said goodbye to a number of leaders including: the Reverend Jan Lougheed, our long-serving Chaplain, Scouter Peter Morrison who had been with various sections of the Group for 17 years, Cub Leaders Trevor Penney and Alexander Laughton and Scouter John Stewart.

### **96th Ottawa Beaver Colony**

Submitted by Thomas Fletcher, Colony Scouter

The 96th Ottawa Beaver Colony is a popular place to be! We have maintained a steady attendance of between 25 to 28 youth nearly every night of our program. The Beavers participate in a wide variety of activities ranging from outdoor hikes and scavenger hunts to community service activities such as our annual park clean up and participation in joint Woodroffe United Church activities such as the Scout Guide service and pancake breakfasts.

The Beavers have also had an opportunity to learn from special guest speakers that we have arranged to come in and talk ranging from the War Amps to animal wildlife care professionals. This year we hope to engage in some additional programming that will focus on some science and technology themes centred around construction and robotics. The annual spring camp as well as the museum sleep-over camps remain repeat favourite events that all of the Beaver colony looks forward to.

The leadership team remains an enthusiastic bunch with five returning leaders and two new leaders. Our expectations for next year are that the group will remain popular and that we will likely be looking to replace three retiring leaders with new members.

### **96<sup>th</sup> Ottawa Cub Pack**

Submitted by Bob Walkington, Akela

Our pack has a membership of thirty boys and seven leaders. Besides the perennial focus on camping and outdoor skills, our main theme this year has been to involve the Cubs in the well-being of their own homes and families. We have challenged the Cubs, with parents' help, to carry out a safety check of their home, to eliminate any hazards they find, to develop plans to deal with possible household emergencies, to practise first aid skills, and to carry out a routine household chore for one month. We hope, through these activities, to make our homes and families safer.

We carried out one unusual activity this year. Instead of the normal Hallowe'en party, with games and eats and candies flung about, we decided to make the Cubs work for their treats. We recruited five friendly families and supplied them with treats. Each of our five sixes was given a map and one of the families as a destination. The sixes had to navigate their way to their destination, pick up the treats, and navigate their way back to the church. They all found their way back - with treats - so we can consider the expedition a success.

Our leaders this year are: Bob Walkington [Akela], Rodney Berg [Rama], Geoff Green [Tabaqui], Keith Laughton [Mang], Andrew Silins [Baloo], Frank Sullivan [Bagheera], and Peter White [Chil].

### **96th Scout Troop**

Submitted by Candice (Blue) Armstrong, Troup Scouter

The Scouts had a great time in our last session and have started off the new session with excitement and eagerness!! Last year we had one scout age-out of scouts and decided to not continue with scouting, but we had six Scouts join us, mostly from the cub program! We have 13 youth and six leaders in our current program. We did about four camps, and a bunch of activities to keep the youth having fun while earning their program badges! At the time of writing this report we are on our way to having two Chief Scouts and are set up for 4-5 more next year!

Thank-you for all your support!

### **96<sup>th</sup> Venturer Company**

Submitted by Peter Morrison, Advisor

From January to June, we had 6 Venturer youth and 3 Advisors. From July to December, the Venturer Company did not operate. Our activities and camps were as follows:

- Jan 6 – skating at Lakeview Park
- Jan 31 – Feb 2 – winter camp at Lac Renaud in Gatineau Park
- Feb 8 – Klondike Sled Derby – Wakefield, QC – serving hot chocolate & helping Scout leaders with their stations
- Feb 10 – skating on the canal
- Feb 22 – downhill skiing at Vorlage
- Feb 23 – Scout Service
- Feb 24 – tobogganing at Arboretum grounds
- Mar 1 – Senate and Parliament tour with Senator LeBreton
- Mar 3 – Laser Quest with Scouts
- Mar 22 – curling at Granite Curling Club
- Mar 24 – skating/hockey at greenbelt pond
- Mar 27 – April 10 Boating certification course
- Apr 14 – geo-caching in western greenbelt near Nepean Tent & Trailer Park
- Apr 23 – Great Canadian Shoreline Cleanup – Andrew Haydon Park
- May 2-4 – spring backpacking camp at Frontenac Provincial Park
- May 12 – cookout on Bate Island
- May 26 – biking evening to western greenbelt
- Jun 2 – Group year-end BBQ & year-end highlight films viewing
- Jun 10 – all-section indoor “campfire/sing-a-long” program at the Carlingwood Retirement Community next door

## 96th Ottawa Financial Report 2014 (unaudited)

Fundraising (net)		
- Maple syrup	\$745.00	
- Pancake breakfast	\$547.71	
- Scout trees	\$0.00	(\$158 disbursed to sections)
Registration fees (net)	\$1,445.00	
<b>Total</b>	<b>\$2,737.71</b>	

### Expenses

Banquet	\$216.07
Equipment	\$438.29
Leader development	\$380.00
Recognition	\$59.99
Police checks	\$227.00
Water cooler	\$500.00
Section programs	\$1,476.10
Software	\$50.79
Supplies	\$127.61
Uniforms	\$83.60
<b>Total</b>	<b>\$3,559.45</b>

Net loss (\$821.74)

Bank balance 1 Jan 2014	\$3,695.40
Bank balance 31 Dec 2014	\$2,873.66
	<span style="color: red;">(\$821.74)</span>

## **LOCAL OUTREACH COMMITTEE**

Submitted by Bob Walkington

The purpose of the Local Outreach Committee is to help the Church contribute to the welfare and needs of the community, as concerned Christians interested in social betterment. We fulfil this purpose in several ways:

1. We administer and distribute the funds contributed by you, the congregation, to “Local Outreach”. See below to learn how we spent the money in 2014.
2. We collect non-perishable food donated by you and distribute it to two area food banks, Britannia Woods and Foster Farm. Several Woodroffe people work as volunteers at these food banks, along with members of other west-end churches.
3. We will issue a modest voucher for emergency food, non-prescription medications, e.g. diaper rash ointment, or other urgent requirements, to people who come to the church asking for help.
4. Through notices in the Bulletin, we try to match up people who need household items, such as stoves, with Woodroffe people who have such items to donate.
5. We pay for backpacks and solicit donations of school supplies for school children who would otherwise go without.
6. We contribute to programmes for young people through “Grab ‘n Go” lunches, after-school homework clubs and camping at Camp Bitobi.
7. We distribute Bazaar leftovers - mostly clothing - to several shelters in the city.
8. Our busiest time is in the months leading up to Christmas:
  - We send extra money to Britannia Woods Community House and Foster Farm Family House for Christmas hampers;
  - We register people requesting Christmas food gift cards;
  - We ascertain numbers of residents of the Carling Family Shelter who need gifts from us;
  - We cut out White Gift Angels, and put up Angel and Mitten Trees;
  - We package toiletry articles contributed by the congregation;
  - We collect and sort White Gifts;
  - We clean and sharpen skates left-over from the Bazaar;
  - We set up and run a distribution centre for “registered” people to pick up food gift cards, toiletry packages, White Gifts, mittens and skates;
  - We deliver White Gifts and toiletry packages to the Carling Family Shelter.

Here is how we spent the money you contributed to Outreach:

Opening Balance January 1, 2014	11472
Receipts [Envelopes, PAR, Donations]	+34100
Total Funds Available	45572
Expenses	-31098
Closing Balance December 31, 2013	14474

#### LOCAL OUTREACH EXPENSES AND INCOME

Opening Balance 1 Jan 14:14474

Expenses	Actual 2014.	Budget 2015
Backpacks	880	1000
Britannia Woods Youth Programmes	6000	6000
Camp Bitobi	1000	1000
Michele Heights Youth Programmes	500	500
Young Men's Shelter	300	300
<b>Total Youth</b>	<b>8680</b>	<b>8800</b>
Britannia Woods Food Bank	7200	7200
Foster Farm Food Bank	4800	4800
Morrison Gardens Food Bank	1200	1200
<b>Total Food Banks</b>	<b>13200</b>	<b>13200</b>
Britannia Woods Christmas Hampers	1000	1000
Foster Farm Christmas Hampers	1500	1500
Produce Depot Christmas Food Vouchers	3760	5000
Christmas Extras	0	500
<b>Total Christmas Assistance</b>	<b>6260</b>	<b>8000</b>
Centre 507	2400	2400
<b>Total Drop-In Centre</b>	<b>2400</b>	<b>2400</b>
Pinecrest Queensway Community Health Centre	400	400
Other	435	300
Ministerial Discretionary Fund	0	500
<b>Total Emergency Help</b>	<b>835</b>	<b>1200</b>
Petty Cash	15	100
Miscellaneous	0	200
<b>Total Petty Cash &amp; Misc</b>	<b>15</b>	<b>300</b>
<b>Grand Total</b>	<b>31390</b>	<b>33900</b>
Income	34110	

Details of Our Expenditures:

### **Backpacks**

We spent \$880 on backpacks which were distributed to school children through the Pathways to Education programme. We were able to fill the backpacks with the contents of 20 large boxes of school supplies donated by you.

### **Britannia Woods Youth Programs**

Children registered in the “Grab ‘n Go” school lunch program are able to take nourishing lunches to school two days a week. The Britannia Woods staff and volunteers make up lunches. Our congregation - you - contributed most of the money for the food.

The after school programme looks after children in three groups, ages 6-9, 10-12, and 13-18 years. The funding they receive from United Way is only for children aged 6-12. To keep the youth programme going, they rely on donations. They like to offer a youth drop-in on Monday & Wednesday evenings from 7-8:30pm and on Tuesday and Thursday, they have a youth gym drop-in programme at Dr FJ McDonald Catholic School. The school allows them to use the space free of charge.

Our contribution helps to pay for healthy snacks for the children.

### **Camp Bitobi Camperships**

The Camp Bitobi Camperships programme provides selected children and parents with a camping experience not otherwise possible. It is run by the Ottawa West End Community Chaplaincy.

### **Michele Heights Youth Programme**

In 2013 we joined with the Anglican Diocese and St. Stephen’s Church in helping to set up a homework club in the Michele Heights area - Carling and Richmond. We are continuing to support the programme.

### **Young Men’s Shelter**

In November 2014, the Young Men’s shelter put out a request for gifts for their residents, who otherwise would probably receive nothing at Christmas. We responded with thirty \$10 gift certificates for Subway and Tim Hortons. We will probably do the same in future years.

### **Food Banks**

We support two food banks - Britannia Woods and Foster Farm - with non-perishable food that you donate. They also receive contributions from other churches and from the Ottawa Food Bank

We financially support three food banks - Britannia Woods, Foster Farm, and Morrison Gardens - to enable them to buy the extra food they need. Food bank clients are

allowed to come in once a month, or twelve times a year. At each visit they receive a package containing emergency food for three days.

## **Christmas Programs**

### *Hampers*

In parallel with our own Christmas food gift card program we support the hamper programmes of Britannia Woods and Foster Farm.

### *Food Gift Cards and White Gifts*

Fifty-one families registered with us for Christmas food gift cards. In addition to the cards purchased from Produce Depot, we gave a White Gift to each child, a packet of toiletry articles to each adult, and knitted hats and mittens to everyone. Counting both the people who registered with us *and* the residents of the Carling Family Shelter, we provided gifts to 141 adults and 157 children. Several families also picked up skates left-over from the Bazaar.

## **Centre 507**

Centre 507 is an adult drop-in centre that is open to all who seek a safe place, with a friendly and supportive environment. The centre is at 507 Bank Street near the corner of Argyle and is housed in the former McLeod-Stewarton United Church, now Centretown United.

## **Club 2000**

Club 2000 is a group of physically challenged people who meet weekly at Woodroffe. Council, at its November 2012 meeting, voted to adopt Club 2000 as a church-sponsored outreach ministry, under the oversight of the Local Outreach Committee.

## **Pinecrest-Queensway Community Health Centre**

We buy \$10 Shoppers Drug Mart and Giant Tiger gift cards and give them to the community health centre. They hand them out to people who need emergency non-prescription drug store items, such as diaper rash ointment.

## **Local Outreach Committee Members**

These are the Outreach Committee members: Sandi Bain-Forsyth, Ruth Cooper, Elisabeth Eid, Kringen Henein, Steve Mairs, Iain McGilveray, Nancy Metcalfe, Faye Parker, Ann Penney, Donald Partridge [past chair], Catherine Schijns [Secretary], Bob Walkington [chair].

## **Thanks**

- To the Local Outreach Committee members, for their hard work and loyal support of their chair;
- To Ruth Cooper, Susan Cooper, Pat Cuthbert, JC Henein, Arnold Hodgins, Dorothy Hodgins, Joe Holmes, Faye Parker, Warren Parker, Bryan ter Haar Romeny, and Denise Wai for time spent volunteering in the food banks;
- To Joe Smarkala, Treasurer, for efficiently looking after our financial transactions;

- To Philip Mann and Anne Soutar for excellent administrative support;
- To Pat Pearson, for taking care of the church, for setting up and taking down at Christmas, and for endless cups of coffee;
- To you, the congregation for your generous support of the needy in our community.

## **MEMBERSHIP RELATIONS COMMITTEE (MRC)**

Submitted by Sue Smarkala

### **Members**

Sue Smarkala (Chair), Diana Baird (Treasurer), Carol Cochrane (Secretary), Trish Hassard, Steve Mairs, Iain McGilveray, John Patton, Kim Stewart, Bryan ter Haar Romeny, Carolyn Williams, Rev. Matt Gallinger (Ministry Rep)  
 Friends of MRC: Mary Frances Laughton, Deb Lester, Don Mutch, Marilyn Sloan

### **Frequency of Meetings**

The Committee met the first Tuesday of every month except July, August and December.

### **Goals/Results for 2014:**

1. To develop strong Woodroffe United Café programs and promote attendance
  - Woodroffe United Café evenings typically attracted 30 or so people. The talks were all well received.
2. To promote WUC, inside and out, to congregants, visitors and newcomers
  - Included notices of all MRC activities via the bulletin, and posters in Narthex, activity book marks, new pew pamphlets
  - Ensured ushers were available to meet any visitors to our services at the visitors' book.
  - Promoted WUC activities to the new Carlingwood Retirement Community (CRC) behind us
  - Sent activity info to all congregants who supplied emails to us, including CRC.
3. To support and strengthen the Pastoral Care Team and encourage the congregation's participation in offering pastoral care to others.
  - Training for team members provided
  - Renamed our Homebound Program connection to congregants who are unable to attend church regularly to the Keep-In-Touch program. Continue to develop K-I-T visitors
4. To finalize maintenance rules for the congregational database, tied to Roll.
  - Progress has been made on understanding a very complex set of rules.
  - Maintaining close connection between congregational database and historic congregation roll book. Comparison of both sources of WUC regarding member data completed.
5. To ensure healthy food alternatives at MRC functions and allow for food sensitivities
  - All meals and treats have included gluten free and low sugar options for congregants



## **In Appreciation**

To all the MRC members and friends of MRC, plus all those named in the following report details, you are ALL thanked for your tireless efforts to strengthen the fellowship and connection among all congregants and visitors. Each person's creativity, efforts and grace ensure Woodroffe United Church continues to be a place of worship, community and sharing. **THANK YOU.**

## **MRC Activities in 2014:**

### Sunday Service Activities:

- *Greeters:* Kim Stewart (JAN-JUN) and Deb Lester (SEP-DEC) ably coordinated the roster of friendly Greeters.
- *Fellowship Hour:* Our coffee roster is coordinated by Mary Frances Laughton. Thanks to Joan Patrick who provided coffee/tea milk all year. June through August, Diana Baird and friends provided lemonade in the Narthex for the summer congregation.
- *Prayer Group:* A locked prayer request box is in the Narthex opposite the sanctuary door closest to the Chancel. All information is held as confidential. May Allen, the coordinator, reported that very limited use was made of this offering. For any folks who do leave a name, May and helpers offer prayers daily.

### Communications Materials:

- *Promotional Materials:* With Carlingwood Retirement Community (CRC) opening behind us, we decided to develop some WUCH materials in a slim blue portfolio, to allow CRC residents to get information about our community. We delivered 50 sets of material for their March 17<sup>th</sup> grand opening. A complementary Woodroffe United Church pen was included in the package. This material is updated on an ongoing basis.
- *New WUCH Pew Pamphlet:* A new, colour-printed WUCH pamphlet was prepared to replace the previous yellow pamphlet. Our stained glass window was used as a colourful 'logo' for Woodroffe. Many thanks to Carol Cochrane for printing these!
- *Woodroffeunited.org* – The web management and maintenance is handled by Jamie Hockin. He has made a number of excellent helpful adjustments to the online WUCH calendar function which makes this a very important and valuable tool for Anne Soutar to manage 'Use of Space' requests.

### Maintenance of Congregational Data:

- *Congregational Database, Church Telephone Directory:* These are very valuable tools for many: the ministers, MRC, the Office personnel and the Treasurer. Our church directory was produced in May and November. The Office and Cheryl Maffre worked diligently to keep the database information current. Cheryl has retired from her duties - and we thank her very much for all her help in maintaining the database.
- *WUC Congregation Roll:* Don Mutch continued as the keeper of our Roll which is

the formal listing of all members of our church since its inception in 1948.

- *Observer*: 58 members received the Observer in 2014.
- *Archives*: Carolyn Williams, WUC archivist, continued to manage our documents and photos. Carolyn prepared some albums of clippings and pictures for several congregational events over the year. Carolyn also took on responsibilities as WUC event photographer.

#### Pastoral Care Activities

- *The Pastoral Care Team Activities*: were under the leadership of John Patton, see his report.
- *Keep-In-Touch (Homebound) Visiting*: Iain McGilveray coordinates this activity. Through this initiative, we stay connected to those who cannot get to church for a variety of reasons. Iain and his few helpers provide friendly conversation on an irregular basis, trying to connect every couple of months. About 20 people are on the roster.
- *Cards & Notes to Congregants*: Marilyn Sloan wrote notes to folks as directed by the ministers, Pastoral Care and MRC so that we our congregants feel our presence during stressful life events. This is an outreach support provided by the UCW.

#### Regularly Scheduled Congregation Communication:

- *Weekly Event Sheet Email*: The Office mailed the Sunday bulletin event sheets to approximately 170 people every Thursday/Friday, September to May.
- *Bi-weekly Newsletter*: Marg MacLeod mailed newsletters every two weeks, from SEP to JUN, to 25-35 congregants who cannot always attend our Sunday services. Authors of these friendly informational letters were John Patton, Mary Frances Loughton, Joe and Sue Smarkala, Jan Lougheed and Matt Gallinger. Bulletins and sermons from the past two weeks, as available, are sent as well.
- *The Uniter*: Iain McGilveray, our editor, produced 3 issues of The Uniter in 2014: Lent, Fall and Advent. Iain, along with Jamie Hockin, our web master, continue to evolve toward a more web-based approach, along with a standard paper-based newsletter.

#### Regularly Scheduled Community Development Events:

- *Spaghetti & Games Night*: February 21 - 38 people attended, all of whom enjoyed the evening. Financially, the event broke even.
- *Senior's and Friends Fellowship Luncheons*:
  - *Seniors' Spring Luncheon* was cancelled due to the timing of Jan's retirement party and committee members availability.
  - *Seniors' Fall Luncheon* was on November 2<sup>nd</sup> - Matt spoke about his family's travels in Russia. Trish Hassard organized a Russian themed luncheon serving a record 102 people. Profits were \$258.
- *Church Picnic/BBQ*: June 8 - about 65 persons enjoyed hot dogs/sausages, watermelon, ice cream and lemonade; a \$75.00 net profit was realized. Many thanks to the CE Committee for organizing games and face painting.

- *September Welcome Back Luncheon:* September 7 - 125 people stayed after service for lunch of sandwiches, salads and desserts.
- *Deck the Halls:* November 30 - Christmas sweets were offered during the fellowship time after service in the Banquet Room. Kim Stewart and friends provided a craft so the children could make something for their Christmas tree at home; about 15 participated. And everyone enjoyed Christmas sweets with their tea/coffee/juice.
- *Woodroffe United Café Evenings:*
  - January 26<sup>th</sup> - Introduced by Dave Chaplin, Mr. Milan Kollár, Slovakia's ambassador, described the development of a program to provide support to countries in need - 35 attended
  - February 23<sup>rd</sup> - Norman Williams spoke about his time in Palestine observing the interactions among peoples there. 20 people attended
  - March 30 - Myra Conway, from the Alzheimer's Society, gave an excellent presentation on Alzheimer's and dementia, 20 people attended, the goodwill offering profit of \$50.00 was donated to the Alzheimer's Society.
  - April 27 - John Patton spoke on some practical pointers to research your own family history. 30 people attended.
  - May 25 - The City of Ottawa gave an excellent presentation on recycling. Eight people attended.
  - September 28 - Wine tasting/food matching event was attended by 24 congregants
  - November 23 - Alaina Spec spoke on Estate Planning, 30 people attended. Many thanks to Carol Cochrane for the idea and the great speaker.
- *Lunch Bunch (led by Eileen Lavigne)*
  - April 24 - 3 people attended, 3 sent regrets, and 7 folks expressed interest
  - May 14 - 8 people met at Kristy's
  - This group is on hold until another leader comes forward.
- *Seasonal Connections*
  - Shortbread Cookie Outreach: December 6 - MRC and helpers, along with lots of cookies from our UCW bakers, created 75 festively wrapped plates of homemade shortbread cookies. Marilyn Sloan prepared a Christmas card for each recipient. These were delivered by the Pastoral Care Team and various congregants.
  - Easter Cards: sent to approximately 50 congregants.

#### Ad Hoc Activities

- Signage considered for all bulletin boards in the halls, and for the front of the church. Some investigation and pricing was done for further action when funds allow.
- MRC prepared a humorous ditty that MRC sang at Jan's retirement party. ALL committee participated. Thanks to Carol Cochrane for her lyrics!

## **2014 Membership Statistics**

New Members Breakfast, on Sunday, January 12<sup>th</sup>:

Nathan Golden, by Profession of Faith  
Greg Smith, by Reaffirmation of Faith

New Members Breakfast, on Sunday, September 28<sup>th</sup>:

Joan Conrod, by Transfer  
Joanne Baker, by Transfer  
Erin Bruce, by Transfer  
Suzanne Israel, by Transfer

The following names were received for confirmation on May 25, 2014, Bibles and Confirmation Certificates given:

Madelyne Kristjana Malaika Borys  
Jane Elizabeth Howes  
Kira Hazel Mathers  
Jessyca Cathryn Michelle Durivage Morgan  
Alexandra Julie Stewart  
Erin Grace Wai

The following names were removed from the Roll in 2014:

David Corbishley (no response to formal letter of inquiry)  
Maizie Thompson (requested removal)  
Kenneth Kelly (no forwarding address)  
Ann Henoeh (by her request)  
L. Ross MacDonald (by family member's request)

## **MEMBERSHIP RELATIONS STATISTICAL REPORT, YEAR ENDING DEC. 31, 2014**

Submitted by Don Mutch & Sue Smarkala

	<b>2012</b>	<b>2013</b>	<b>2014</b>
Number of Households Within Congregation	398	358	291
Number of Households with Woodroffe members	334	268	277
Number in Hospitals, Nursing & Residential home	20	12	14
Number of Resident (Active) Members	416	347	293
Number of non-resident & inactive members	50	18	80
Number of active adherents	209	133	140
Number of adults under pastoral care	675	498	513
Received during the year by:			
Confirmation	3	1	6
Profession/Reaffirmation of Faith	4	3	2
Transfer of Membership	2	1	4
Removed from Roll by: death	14	19	12
transfer	2	2	3
other	2	10	2
in accordance with UC Manual action	19	14	3
Number of infant baptisms	1	2	5
Number of adult baptisms	1	1	0
Number of marriages	7	4	3
Number of funerals conducted	14	26	15

### MEMBERS REMOVED BY DEATH IN 2014: (12)

Myrtle Earls	January 8
Ruby Caron	January 13
Linda Welsh	March 10
Sherilynn Sinclair	March 26
Douglas McLean	April 22
Jean MacMillan	June
Winnifred Johnston	August 1
Joan McLeod	August 4
Norman Ivall	August 6
Jean Rintoul	August 12
Alex MacLeod	October 14
Margaret Sorley	Death 2013/2014 – date unknown

### ADHERENTS REMOVED BY DEATH IN 2014 (4)

Clara Dunwell	February 9
Clara Morgan	March 17
Laurene Hardstaff	April 11
Ulrich ter haar Romeny	July 13

## **PASTORAL CARE TEAM**

Submitted by John Patton, Coordinator

### **Members**

Lay: Judy Chaplin, Wes Dearham, Lynn Hampton, Mary-Lynne Harvey, Deb Lester, Margaret MacLeod, Jeanette Montgomery, John Patton, Cathy Seaborn, Dave Watson

Clergy: Matt Gallinger and Alan Edwards

### **Frequency of meetings**

Third Wednesday of the month, September through June

### **Main Activities of 2014**

In addition to the continuous support of the pastoral care work of the clergy, the main activity of the team was the ongoing visiting of congregants who are experiencing a period of significant challenge, whether short or long-term. Over forty members of the congregation were visited on this basis during the past year, many on frequent occasions. In particular, a team member visited with the family of all members or adherents who died during the past year or whose funeral was held at Woodroffe. The team also hosted receptions for the Remembering Service in February and the Kindle-a-Flame service in December. As well, team members attended a variety of continuing education events to update their knowledge and skills and shared their experiences with the other members at future team meetings. Topics discussed in 2014 included: Healthy and Unhealthy Grieving, Bringing Closure, Care for the Caregiver, Pastoral Care at Woodroffe UC, Alienation, and Enabling Choice.

## **MINISTRY AND PERSONNEL COMMITTEE**

Submitted by Mary Frances Laughton

The Ministry and Personnel (M&P) Committee is a consultative body that oversees and provides confidential support to all of the staff of the Pastoral Charge. It meets monthly except July and August. M&P is responsible for all personnel issues including salaries, benefits and working conditions. We conduct annual reviews of all Church Ministry personnel and staff. Although not a decision-making body, the committee routinely reports on personnel and staff matters and makes recommendations to Council.

Mary Frances Laughton (Chair), Nancy Metcalfe, Steve Mairs and Trish Hassard are the members of Woodroffe United Church congregation who serve on the M&P Committee. Each of us has a mailbox for correspondence and there is a specific locked box in the Narthex for any comments you may wish to make in utmost confidence regarding any staff member of Woodroffe United Church. We are always happy to receive and respond to any comments you may wish to make.

Issues this year included the search for and hiring of Anne Soutar, our new Office Administrator, filling the part-time pastoral care support position with the Reverend Alan Edwards and ensuring custodian and security coverage for the increased use of space activities at Woodroffe.

## **MISSION & SERVICE COMMITTEE**

**Submitted by Bev McKee**

### **PURPOSE**

The purpose of the Mission and Service Committee is to bring alive the work of the Church in the world and to encourage all members and adherents to participate actively in support of the Mission and Service Fund.

### **MEMBERS**

Members (January 2014 to December 2014) include Bev McKee (Chair), Muriel McGuinty, Jean Eadie and Allison Hockin.

### **FREQUENCY OF MEETINGS**

Meetings were regularly scheduled for 7:00 p.m. the fourth Wednesday of each month with the exception of July, August and December.

### **MAIN ACTIVITIES IN 2014**

- Your Mission & Service Committee – in conjunction with Christian Education – is campaigning to raise \$3,325.00 so WUC will be able to sponsor a young girl's education at Chipembi Girls Secondary School in Chipembi, Zambia. By raising this money, we will be able to cover her fees so she can continue her education from Grade 8 to Grade 12.
- Stone Soup lunch was served January 26, 2014 to approximately 80 people. During the luncheon a series of videos about various projects that the UCC Mission and Service Fund sponsors were played on the big screen.
- We donated the \$283.00 free will offering raised at Stone Soup Luncheon to the UCC Mission and Service Fund.
- M & S Committee along with Ray Cuthbert, Joel Morton, Kira Mathers, and Madelyne Borys from Christian Education, prepped, cooked and served a dinner meal to the Ottawa Presbytery of lasagna, bean salad, rolls and gingerbread on February 11<sup>th</sup>. We served about 100 people and got rave reviews from the attendees for the meal. Many thanks go out to everyone who donated food or baked goods to keep the costs down. Over 120 people were served and we raised over \$1000 for the Chipembi Bursary Fund.
- We all pitched in to prepare, cook and serve pancakes and sausages for Pancake Supper on Shrove Tuesday, March 4<sup>th</sup>. Joel Morton, Kira Mathers, Lexie Stewart and Madelyne Borys, WUC Youth, were a big help in the kitchen and Banquet Hall that evening. The free will offering this year raised \$356 for the Chipembi Bursary Fund.
- UCC thanked WUC for raising \$50 to the Syrian Refugee Appeal and \$1790 for Typhoon Haiyan Relief Fund.
- A certificate of thanks was received from UCC for the \$35,367.00 raised for the Mission & Service Fund in 2014 by WUC.

- Photos of various M & S events at WUC, as well as important information and notices about M & S are updated frequently and are posted on our bulletin board in the hallway to the Banquet Room
- Remembrance Day Sunday was hosted by Mission & Service Committee who provided cake and refreshments and arranged to have two Veterans cut and serve the cake to the congregation after the Sunday service.
- We received a \$500 donation from Friends of the Family for the Chipembi Bursary.
- By year end of 2014, we have raised \$2,741.85 towards our total goal of \$3,325.00
- WUC Council meetings were attended by a member of M & S who act on our behalf for any items that require a vote and the attendee also provided a synopsis of the meetings back to our committee.
- A committee member presented a “Minute for Mission” every second month as part of the worship service.
- Articles were submitted to The Uniter informing the congregation who we are and what we do, updates about the Chipembi Bursary, and an open invitation for anyone to join our small but dynamic committee.
- Pledged to raise \$40,000 in donations to the UCC M & S Fund from WUC for 2015.
- Our June meeting was held at Allison Hockin’s residence at 7:30 p.m. as we said goodbye to Rev. Jan Loughheed and thanked her for her service on our committee over the years.

### **PLANS AND OBJECTIVES FOR 2015**

- Prepare and serve dinner to those attending the Presbytery meeting 10 February 2015. Money raised will go to the Chipembi Bursary.
- Prepare and serve the meal for Shrove Tuesday 17 February 2015 in order to raise the final amount needed to reach our goal of \$3,325 for the Chipembi Bursary.
- Create more awareness of our committee within WUC, especially during Stewardship Month and on the church website.
- Host coffee hour that follows Sunday services four times during the church year.
- Continue with the tradition of honouring our WUC Veterans with a special appreciative cake at the coffee hour following Remembrance Sunday Service.
- Continue to promote awareness of and support for the United Church of Canada’s Mission & Service fund.
- Continue with the tradition of preparing and hosting Stone Soup Luncheon 2015.
- Support environmental initiatives and efforts to raise awareness.
- Donate the free will offering from WUC M & S events to a Mission & Service cause.

### **Milkbag to Bedmat**

Under the auspices of the M&S Committee, “milkbag to bedmat” workshops are held monthly on Wednesday mornings. Notices are published in the Church bulletin and Ottawa Citizen. The facilitators are Val Morin and Jeanette Montgomery and, on average, nine people attend. At most meetings there are one or two new people. Since January 2014, 54 mats and 18 totes have been completed by this group. Finished mats and totes are taken to Bells Corners United church for forwarding through Canadian



Food for Children to needy people in many countries including, Haiti and Honduras, where they are in great demand. Last September the Ottawa area sent 1000 mats and totes overseas. Each mat takes over 200 milkbags and many hours of crochet. The work is worthwhile.

## **2014 OTTAWA PRESBYTERY YEAR IN REVIEW**

Submitted by Joe Smarkala

### **Major Events**

'Creating and Re-creating in Community' was the theme for the Presbytery in 2014. The new chair of Ottawa Presbytery for 2014 is David Lee from Glebe – St James. In October, the Presbytery minister, Lillian Roberts, left to join Manitou Conference as their Personnel Minister. Due to uncertainty in upcoming changes in the United Church organization, it was decided to replace Lillian with a Provisional Presbytery Minister for the period December 2014 to December 2015. The Executive elected Rev. David Sherwin to this position.

Change is also happening in the organizational life of the Presbytery as a new model for the work and membership of the Executive has been adopted and was implemented in 2014. The hope is that the new Executive will become more focused on planning and equipping the Presbytery for the future,

### **2014 Meeting Summary**

There were nine regular Presbytery meetings held the second Tuesday of each month with the exception of June, July and August, and three special Executive meetings in 2014.

The January meeting was held at First United where discussions were held on remits regarding the policy changes leading up to the General Council 42 meetings scheduled for August 2015. In February at Woodroffe United, presentations were made on various plans for youth group activities in the Presbytery. The March meeting was held at Orleans United and was focused on the resources of EDGE, a United Church network for ministry. In April at Rideau Park United, discussions were held on the General Council Comprehensive Review Working Group's discussion paper 'Fishing on the Other Side'. Shawville United held the May meeting which honoured retiring ministers Rev Jan Lougheed and Rev Neil Wallace. In September, we met at Glebe St James United. The primary focus was around plans for staffing the Presbytery Minister position due to the departure of Rev Lillian Roberts. The October meeting hosted by Emmanuel United expressed its appreciation to Rev Lillian Roberts for her role in the ministry. In November, at Rideau Park United, the meeting approved the 2015 budget and assessments. The December gathering held at Britannia United was a program meeting focusing on the year's theme 'Creating and Re-creating'.

### **Youth and Young Adult Ministry**

The major event was Rendez-Vous 2014, a national gathering of United Church youth that took place in Winnipeg in August.

## STEWARDSHIP COMMITTEE

Submitted by Tricia Curtis

The Stewardship Committee is comprised of Tricia Curtis (Chair), Joe Smarkala, Sue Smarkala, Shirley Hockin, Rev. Matt Gallinger and Bob Walkington who are charged with developing plans and initiatives to assist in meeting the financial needs of the Church. This is accomplished by both fundraising and, as importantly, determining the need for volunteers to meet the tasks, needs and vision of the Church. The committee meets the first Sunday of each month at 11:15 from September-June.

The annual Stewardship Campaign in the fall of 2014 adopted the theme of Building for the Future. As part of the 'Caring for our Sunday Home' theme of 2013-2014, we had a campaign to replenish the building fund which successfully covered the costs of very necessary renovations to 4 washrooms, with some funds left over for future repairs and renovations. Now, in 2014-2015, it is time to look forward, to improve our bottom line so that we have sufficient funds to handle emergencies. As we adapt to the changes due to reduced ministerial support we are saving money, paying off our debts and building for a future where our fundraisers can be used more for reaching out and helping others and less for keeping the lights on in the building.

### **Fundraising Events 2014**

Berry Sale	356.10
Books, Baking and Blooms	3,195.30
HST Auction	4,621.05
Poinsettias	246.35
Strawberry Social	842.45
Bazaar	27,095.05
<b>Total</b>	<b>\$36,356.30</b>

The Books, Baking and Blooms sale replaced the previous spring garage sale and was very successful. Guess Who's Coming to Dinner was not held in fall 2014, but will be held in the spring of 2015. Additional fundraising activities were undertaken by other Committees and members of the Church, including the Presbytery dinner, music concerts, Christmas dinner and the Pancake supper.

All of these events not only raised considerable revenues but also provided the opportunity for fellowship.

We did not have a Stewardship Fair to showcase the work of the various church committees this year. We do encourage all members of the congregation to offer their time and talents to any of the activities or committees that interest them.

In 2015 the Committee will continue to oversee many of these same revenue raising and fellowship creating events and will strive to add new events. The Committee is

always eager to hear ideas from the membership regarding new fundraising programs and would be pleased to have additional members join the Committee.

As of January 19, 2015, the congregation pledge activity for 2015 is displayed below:

<b>Pledge activity by year</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Number of pledges received	122	112	96	91	90
\$ amounts pledged to:					
Current expenses	146,367	136,426	127,358	123,946	130,662
M&S	29,117	28,961	27,108	25,014	27,154
Outreach	21,932	23,522	22,679	22,408	23,505
Observer	110	55	75	35	35
Roof and Repair	5,183	2,973	4,873	10,764	10,743
Other	130	20	30	100	50
<b>Total</b>	<b>\$202,839</b>	<b>\$191,957</b>	<b>\$182,123</b>	<b>\$182,267</b>	<b>\$192,149</b>
<b>Average per Pledge</b>	<b>\$1,663</b>	<b>\$1,714</b>	<b>\$1,897</b>	<b>\$2,003</b>	<b>\$2,135</b>

**Purpose**

The UCW purpose is to unite women of the Congregation for the mission of the church through Christian witness, study, support, fellowship and service.

**Members and Meetings**

Woodroffe United Church UCW consisted of an Executive and two Units in 2014 with a total of about 45 members. The UCW Executive and Units met monthly, except the summer months and December.

Members of the Executive currently include the President – Muriel McGuinty, Vice-President – Jeanette Montgomery, Secretary – Betty Jean Bone, Treasurer – Lynne Crocker, Librarian – Faye Parker and Card Convenor – Marilyn Sloan. Unit leaders are Kringen Henein for Jubilee, Jetty ter Haar Romeny for Renaissance.

**Main Activities in 2014**

On behalf of the Church, Marilyn Sloan sent out numerous birthday, sympathy and get-well cards as well as Easter greetings and Christmas cards to go with shortbread plates.

Units made financial donations to the Ottawa UCW Presbyterial and to Woodroffe's Local Outreach fund. The UCW Executive again sold Canadian church calendars during the Advent season. Activities at monthly Unit meetings in 2014 included:

- guest speaker, Jan Sheridan, who spoke about CANHAVE's program in Uganda,
- annual book and movie reviews,
- bible studies led by Sue Bodkin,
- a sing-song with Mr. Braun at the piano,
- presentation by Barbara Neve's father, the coordinator of Dovercourt Centre Exercise Programs, about the Centre's programs for seniors,
- Jubilee Unit prepared and served a luncheon for Renaissance members.

The UCW hosted two potluck suppers to which all women of the Church were invited. The June 9, 2014 supper recognized Reverend Jan Lougheed's many contributions to Woodroffe United Church and to the UCW in particular. Reverend Jan was the guest speaker and told of her many experiences walking the Camino de Santiago Trail. The December 2, 2014 pot luck supper was followed by a Candle Light Service which focused on the Advent themes of hope, peace, joy and love.

The UCW Executive continues to maintain a library in the Friendship Room for the use of all members of the congregation.

## Plans and Objectives for 2015

Woodroffe UCW encourages women within and outside the congregation to join one of the two Units. Notices will continue to appear in the Sunday Notices, alerting women to UCW activities and encouraging all to participate. We will continue to host the potluck events in June and December. The social interaction generated is very valuable.

## Acknowledgements

I would like to thank the members of the Executive and Unit members for their valuable support and their contributions to all our activities.

### WOODROFFE UNITED CHURCH WOMEN 2014 YEAR END FINANCIAL SUMMARY

	Jubilee	Renaissance	Executive	Total
Beginning Bank Balance	\$151.08	\$221.80	\$999.13	\$1,372.01
Receipts	325.00	592.39	461.45	1,378.84
Disbursements	439.39	571.90	417.17	1,428.46
Cash on Hand	--	--	--	--
Ending Bank Balance and Cash	\$ 36.69	\$ 242.29	\$1,043.41	\$1,322.39

## WORSHIP COMMITTEE

Submitted by Eileen Lavigne and Cathy Seaborn

### Purpose

The purpose of the Worship Committee is to join with the Ministers in the oversight of the religious activities of the Congregation, and to foster Christian fellowship.

### Organization

The work of the committee is assisted by sub-committees: Music, Memorial, Ushers, and Chancel; which focus on their individual responsibilities. Six teams of ushers, consisting of six or more persons per team, rotate throughout the year.

### Staff

Rev. Jan Lougheed (to June 30<sup>th</sup>), Katarina Jovic, Rev. Matt Gallinger

### Laity

Cathy Seaborn, Chair (to June 30<sup>th</sup>) & Eileen Lavigne (July 1<sup>st</sup> to Dec. 22<sup>nd</sup>);  
Deborah Dearham, Secretary; Jamie Hockin, Chair of Music Sub-Committee;  
Faye Parker, Chancel Convener; Marcia Armstrong, Chair of Memorial Sub-Committee;  
Patricia Hassard, Communion Coordinator; Hugh Eisenhower (to June 30<sup>th</sup>),  
Don Mutch, Suzanne Israel (new member in September), Kira Mathers (new member in

September), Linda Jackson (new member in September) and Beth Junkins.

### **Associates**

Bruce Carson - Ushers, Pat Cuthbert - Banners, John Patton - Pastoral Care

### **Volunteers**

Many other people made vital contributions toward making our worship services spiritually rewarding for the congregation. These contributions included: decorating the sanctuary for special services, arranging the flowers, preparing and serving Communion, reading the Scriptures, leading prayers, making announcements of special events, ushering, greeting, providing vocal and instrumental music, planning children's participation, worship service planning, operating the sound system, ensuring that the sanctuary is ready for the service - lighting candles, posting hymn numbers, changing light bulbs, providing fresh drinking water, cleaning the furnishings, creating and hanging banners.

### **Meetings**

The Worship Committee meets monthly, from September to June. Our minutes are posted on the bulletin board near the church office.

### **Activities in 2014**

- We monitored all parts of our worship services with the aim of ensuring that they met the spiritual needs of the congregation.
- We approved those who were presented for Baptism and assisted at those services.
- We arranged for the decorating of the Sanctuary at Thanksgiving, Christmas and Easter and prepared the sacraments for Holy Communion at regular 10:00 service, Maundy Thursday, Christmas Eve, and Easter Sunrise Services.
- We continued the bulletin sponsorship program. Suzanne Israel is the point person.
- We invited former and serving members of the Armed Forces to participate in the Remembrance Day services in November.
- The Music Sub-Committee has produced consistent excellence in music in worship.
- We arranged for regular visits to Seniors' residences to worship and serve Communion.
- On May 4, we recognized all members and adherents who passed away during the previous year.
- On May 25 (Pentecost Sunday) 6 youth members of Woodroffe United were confirmed after having attended Confirmation classes with Rev. Matt and Rev. Jan and their mentors.
- We continued to develop a checklist of tasks to be performed to get ready for communion services and other special services that are celebrated during the year.
- In dialogue with the CE Committee to allow for greater involvement of children, we invited the Church School to continue in their participation during worship.
- Covenanted with Council and committee members with the congregation.
- Assisted in updating the website.

- Promoted more lay support to worship services, including readers, and leading prayer.
- Supported Rev. Alan Edwards and Rev. Martin Carnahan as needed when the provided sermon and pulpit supply.

**Acknowledgements**

Thank you to the members of the committee for their support and for the thoughtful and judicious way that they approached the issues we dealt with during the year. A special thank you to Rev. Jan Lougheed for her 17 years of dedicated care and service to Woodroffe United Church. Thank you to Rev. Matt Gallinger for his support throughout the entire year on his own. Another special thanks to Rev. Alan Edwards for his assistance on the Pastoral Care side and guest appearances in Sunday worship. Our committee has also benefited greatly from the work of our office staff, notably, Philip Mann (Until June 30<sup>th</sup>) and a new addition in the office, Anne Soutar, as well as all the volunteers. We want to acknowledge the work of Pat Pearson and others for keeping the sanctuary so well prepared for services. We are fortunate to have Katarina Jovic for planning special guest musicians throughout the year and her music leadership.

A special acknowledgement is extended to Don Mutch and Hugh Eisenhower for their many years of service on the committee.

**Average Attendance at Sunday Worship Services**

	2014	2013	2012	2011	2010	2009	2008	2007	2006
January- May	116	140	138	144	174	180	195	203	231
June-August	83	84	86	99	106	113	121	127	125
September-December	130	129	142	148	179	185	203	202	210
January-December	107	122	130	143	159	167	179	183	197
Jan-May + Sep-Dec	123	135	139	157	177	182	199	203	222

**Official Attendance Records**

Official United Church attendance records are based on the average attendance at Sunday services during the months of October and November each year.

	2014	2013	2012	2011	2010	2009	2008	2007	2006
October - November	135	130	148	158	179	190	216	203	215

### Attendance at Special Services with Communion

	2014	2013	2012	2011	2010	2009	2008	2007	2006
Winter (January)	108	125	140	177	175	204	219	218	254
Lent 1	107	116	144	168	165	143	152	N/A	239
Easter	169	208	225	261	315	285	267	280	385
Pentecost	140	117	159	160	150	196	158	186	232
Autumn (October)	147	122	112	117	185	199	200	165	190
Advent 1	151	151	154	147	245	185	223	242	265
Christmas Eve	50	50	50	45	53	62	74	71	67

Other Special Services	2014	2013	2012	2011	2010	2009	2008	2007	2006
Anniversary	130	180	146	122	125	143	191	234	239
Maundy Thursday	73	59	50	58	45	64	52	60	68
Good Friday	60	78	74	73	71	81	52	101	107
Easter Sunrise	32	29	31	20	32	25	25	25	41
Kindle A Flame**	20	23	11	23	25	23	20	23	25
Christmas Eve Family	151	219	252	243	305	360	246	394	418

\*\*Kindle A Flame is a quiet meditative service held in early December

### MUSIC SUB-COMMITTEE

Submitted by Jamie Hockin

#### Purpose

To assist the Worship Committee and the ministers in congregational activities related to music. The Music Sub-Committee provides oversight and support to the music program and assists the Director of Music as necessary.

#### Members

The Committee meets as required through the year. Its members are Jamie Hockin (Chair), Katarina Jovic (Director of Music), and Beth Junkins.

#### Finances

This sub-committee and the Director of Music manage the budgets for "Music and Choirs" and "Organ & Piano Tuning" as reported by the Treasurer, as well as the Music



and Concert Funds.

### **Main Activities**

The Senior Choir supports Sunday worship services and special services celebrated through the church year between September and June. A number of soloists provide ministry of music for summer services. Choir members and others in the congregation sing for weddings and funerals, when invited. Many members of the congregation contributed musically in worship services throughout the year, as did invited guest musicians:

Allison Hockin (voice), Deborah Dearham (flute), Wesley Dearham (piano), Lenora Hansen (voice), Dan Junkins (guitar & percussion), Bruce Junkins (guitar), Laurel Ralston (trumpet), the String quartet from Strings of St. John's and Laura Welsh (piano).

Samuel Lee, a talented student organist, took over musical leadership on few occasions while the Director of Music was away on holidays. Paula Lin was another organist who substituted for the Director of Music during holidays.

Junior voices contributed music for worship at a number of services, including Christian Family Sunday and our Christmas Pageant. Adelaide, Erin and Ewan Wai trio played at Christmas Eve.

Gloria-Jean Nagy led six half-hour voice coaching sessions for the choir and others.

The music director attended a choral workshop for conductors *Choirs Ontario On the Road* with Robert Fillion, Jackie Hawley and Rachel Rensink-Hoff on vocal tone, singer-conductor relationship and efficiency into the rehearsal process.

Diana Baird supported Katarina as the music librarian and by maintaining a database of hymns and anthems sung.

### **Special Services**

A special service, based on the prayer of St. Francis of Assisi was musically enriched with four contrasting anthems performed by the senior choir and treble trio. A service based on A Song of Faith was led by Jamie Hockin, the senior choir and others to celebrate the development of a new statement that would reflect the faith in 21<sup>st</sup>-century context.

### **Special Activities**

The committee helped organize two concerts in 2014, featuring The Strings of St. John's under Gordon Johnston. The second of these was *Gloria!*, the Christmas concert that included our senior choir and the choir of the Church of St. John the Evangelist with Strings of St. John's under Katarina Jovic and Gordon Johnston. The concert was performed at Woodroffe and at St. John's. Thanks are extended to Trish Hassard and Deb Lester for putting together a wonderful turkey supper before the

concert at Woodroffe.

## **MEMORIAL SUB-COMMITTEE**

Submitted by Marcia Armstrong

### **Members**

Marcia Armstrong (Chair), Dave Watson, Joe Smarkala (Treasurer/ Secretary), Cathy Ziai, Rev. Jan Lougheed (until end of June 2014), Rev. Matt Gallinger (September 2014), Doug Forsyth, Sandi Bain-Forsyth, Joyce Spence, and Pat Swerdfeger. Members of the Committee are also Trustees for the Woodwark Student Bursary Fund.

### **Meetings**

The Committee met four times in 2014 – February, May, September and November. Donations made to the Memorial Fund are acknowledged by letter for individuals not affiliated with the church and monthly in the Sunday church bulletin for members/ adherents of the church. All memorial donations are also recorded in the Memorial Book in the Sanctuary.

A new Memorial Gifts brochure was designed and is now available in the pews for members'/adherents' information. It details how to make a donation, how the funds are used, and information on the Woodwark Student Bursary Fund. A new Memorial Donation Card had been printed, and has been distributed to various funeral homes. It is used for funerals at the church.

No expenditures were made from the Memorial Fund this year to purchase items for the church. However, there was support for the purchase of a new screen for the sanctuary but the committee was advised to wait until a new Minister was in place.

In November, the Committee, as trustees of the Woodwark Student Bursary Fund, provided a Bursary amount of \$1000 for one full-time Ministry student, Brian Thompson, upon the recommendation of Rev. Carla van Delen of the Education and Students Committee of Presbytery.

### **Special Note:**

Many thanks to Rev. Lougheed for her years of dedicated service to the Memorial Sub-Committee.

## **FRIENDS OF THE FAMILY**

Submitted by Mary Lynne Harvey

**Members:** Joan Conrod, Ruth Cooper, Wilma Curd, Evelyn Garnier, Dorothy Hodgins, Mary Frances Loughton, Eileen Main, Muriel McGuinty, Jeanette Montgomery, Faye Parker, Darlene Patton, Cathy Seaborn, Marilyn Sloan, June Smith, Margaret Wilder

**Co-Chairs:** Pat Cuthbert and Mary Lynne Harvey

**Frequency of Meetings:**

The Friends of the Family meet approximately 4-6 times a year.

The Friends of the Family are a group of volunteers, who cater light refreshments (sandwiches and sweets, tea, coffee and juice) following funeral services, which take place in Woodroffe United Church. For this service, we suggest a donation of \$6.00 per person.

In 2014 we catered six (6) funerals. The numbers attending varied from 75 to 200 guests per funeral.

**FINANCIAL STATEMENT FOR 2014**

Balance on hand, January 1, 2014	\$4,737.51
Money received from funerals	3,975.00 +
Less Expenditures	<u>4,912.84 –</u>
Balance on hand, December 31, 2014	<u>\$ 3,799.67</u>

In 2014, Friends of the Family donated \$3,484.00 to assist with the Building Renewal fund.

A very special note of thanks to the members of Friends of the Family....in each of you, we have an incredible group of dedicated ladies who are a real pleasure to work with – from the bottom of my heart – thank-you!

We would like to extend our thanks and appreciation to all those who volunteer to make sandwiches, sweets and help in various ways at receptions. We could not manage without you!