



# Edith Rankin Memorial United Church



## 2017 Annual Report

4080 Bath Road, Kingston, ON K7M 4Y7  
613.389.2530 [www.ermuc.ca](http://www.ermuc.ca) [churchoffice@ermuc.ca](mailto:churchoffice@ermuc.ca)

# Edith Rankin Memorial United Church

## 2017 Annual Report

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## **STAFF DIRECTORY 2017**

Ministerial Team	Rev. Dr. Wayne Soble Rev. Dr. Jean Stairs Donna Bell
Ministers in Voluntary Association	Rev. George Lavery Rev. Earl Taft Rev. Dr. Neil Elford
Music Director	Laurence Rowbotham
Office Administrator	Tanya Bax
Caretaker	Barry Van Hooser

*(In view of the possibility of human error, neither Edith Rankin Memorial United Church nor any other party who has been involved in the preparation or publication of this work warrants that the information contained herein is in every respect accurate or complete, and they are not responsible for any errors or omissions or for the results obtained from the use of such information. Readers are encouraged to confirm the information contained herein with other sources.)*

**EDITH RANKIN MEMORIAL UNITED CHURCH  
ANNUAL CONGREGATIONAL MEETING**

**AGENDA  
FEBRUARY 18, 2018**

1. Call to Order/Welcome
2. Invocation and Commemoration
3. Approval of the Agenda
4. Approval of the Minutes of the Annual Congregational Meeting – February 19, 2017
5. Business Arising from the ACM February 19, 2017 Minutes
6. Approval of the Minutes of the Congregational Meeting on November 26, 2017
7. Business Arising from the Congregational Meeting of November 26, 2017 Minutes
8. Treasurer's Report for 2017
9. Approval of the Nominating Committee's Report
10. Introduction of Council Members, etc.
11. Acceptance of the 2017 Annual Report to the Congregation
12. Points from the Floor/Appreciations
13. Benediction
14. Adjournment

**EDITH RANKIN MEMORIAL UNITED CHURCH**  
**ANNUAL CONGREGATIONAL MEETING**  
**MINUTES 19 February 2017**

Those present were: Brian and Marlene McCracken, Eric VanDalen, David and Anne Sinclair, Sandra Byrne, George and Mary Lavery, Dave and Marlene Metzler, Liz and Eldon Peters, Don Douglas, Glenn Owen, Tony and Margaret Baker, Alan and Lorraine Fyke, Gerald and Annie Dickson, Bob and Mildred Hill, Grace Jackson, Martta Kelderman, Donna Bell, Kim and Alma Barney, John and Brenda Moyer, Mary Catherine Robb, Penny Steele, Jim Leary, Susan Bertrand, Andrew Robb, Rose Simmonds, Jane Simmonds, Linda Kelman, Calvin and Laurel Connor, Frank and Wanda Burke, Doug and Diane Huddle, Gord and Barb Bell, Les and Beth Burgess, Pat and Jan Galasso, Don and Barb Mallory, Karl and Lois Butler, Gordon and Sandra Sinclair, Jean Stairs, Jean Barna, Khuan-Seng and Julie Lam, Barb Taft, Denis and Helen Lywood, Betty Jeanne Kippen, Gladys Minish, Pat Bowman, Lorna Thorne, Nancy Barber, Allison Ahara, Tom and Rhonda Kerr, Mel and Bonnie Hazell, Paul and Sharon Van Nest, Keith and Yvonne Notley, Tysie Mitchell, Eleanor Orr, Wayne Soble, Bob and Jan Rubino, Kathy Rogers, Jim McAllister, Craig and Ruth Pettis, Beverly Bell-Rowbotham, Laurence Rowbotham, Nick Gazendam and Christopher Sproule.

1. **Call to Order/Welcome:** Christopher welcomed and thanked Jan Rubino and Kathy Rogers for hosting lunch. Chris also thanked the sound crew for setting microphones in the lower hall. Meeting called to order at 11:30 a.m. Quorum met.
  
2. **Invocation and Commemoration**

George Lavery led us in prayer and commemorated those adherents and members who died in 2016.

\*Betty Jean McKendry  
\*Shirley Elizabeth Cameron  
Velma Grace Koop  
\*Marjorie Edna Colwell  
\*Isabelle Jean Campbell Tompkins  
\*Kenneth Albert Wayne Tompkins  
Eleanor Richardson

\*Mary MacGregor Torrance  
\*Hugh Shaw  
Donald Arthur Cameron  
\*Dawson Neil  
\*Shirley Roberta Spencer  
Richard George Light Sr.

3. Method of Voting/Extending the Vote to Adherents- by show of hands unless it is close. We extend the vote to adherents. No objection show of hands and extending to adherents.
  
4. Approval of the Agenda – one change – number 12 it is not an update  
Motion: Moved by Gordon Sinclair revised agenda. Seconded by Brenda Moyer. Carried.
  
5. Approval of the Minutes of the Annual Congregational Meeting on 21 February 2016  
Motion: Moved by Jim Leary Seconded by Sandra Sinclair  
Business Arising from these Minutes  
No outstanding business

6. Approval of the Minutes of the Congregational Meeting on 29 May 2016  
 Motion: Moved by Gordon Sinclair    Seconded by Gord Bell  
 Business Arising from these Minutes  
 No outstanding minutes
  
7. Approval of the Minutes of the Congregational Meeting on 27 November 2016  
 Motion: Moved by Helen Lywood    Seconded by Eric Lawson  
 Business Arising from these Minutes  
 Outstanding debentures, loans for the capital campaign.
  
8. Treasurer's Report for 2016. John Moyer  
 Deficit - \$23,000. Challenge for cashflow. Do not know how the new facilities will  
 impact operating costs.
  
9. Revised Financial Plan for 2017 Gord Bell  
 There are \$400,000 in pledges still outstanding. Leaving a gap of \$352.9  
 thousand on the capital project. Gordon Sinclair stated that over the next 18  
 months, there will be a plan to complete the funding of the capital project  
 Moved by Gord Bell, seconded by Paul Van Nest (see Gord's motion) Carried
  
10. Approval of the Nominating Committee's Report, including the Election of  
 Standing Committee Members and Trustees Brenda Moyer  
  
 Wayne Soble spoke on the governance model. Thanked all those who have  
 served this church as well as the members of the congregation.  
 Moved by Brenda Moyer, seconded by Allison Ahara. Carried
  
11. Introduction of Reports and Questions from Ministry Team members and  
 Committee Chairs.  
  
 Acceptance of the 2016 Annual Report to the Congregation Gord Bell  
 Motion: Moved by Gord Bell    Seconded by Andrew Robb. Carried  
  
 Election of the 2017 Chair and Secretary of the Congregation  
 Gord Bell filled in temporarily as chair of congregation  
 Motion: Christopher Sproule as Chairperson and Rhonda Kerr as Secretary.  
 Moved by John Moyer    Seconded by Barb Taft
  
12. Points from the Floor/Appreciations Gordon Sinclair  
 Barb Taft – concern of getting into the building in the afternoon. Barb suggested  
 a buzzer system.  
 Paid off the contractor – congratulations to the congregation.
  
13. Benediction George Lavery
  
14. Adjournment 12:50  
 Motion: Moved by John Moyer    Seconded by Jim Leary

*Respectfully Submitted*  
*Rhonda Kerr, Congregation Secretary*

**Additional Notes - ANNUAL CONGREGATIONAL MEETING**  
**MINUTES 19 February 2017**

**12 Update on 2017 Financial Plan**

At the November 27 Congregational Meeting, the Congregation accepted the 2017 Financial Plan as an Interim Plan, pending the year-end financial status of the Operational Account. This was due to the effect of construction activities on revenue and expenses plus the problems associated with using 2015 and 2016 revenue and expense data to prepare the Financial Plan. These problems are outlined on pages 52 and 53 in the ASR Section of the Annual Report.

Based on the 2016 financial year-end plus a review of the assumptions and logic used in preparing the 2017 Financial Plan, Council decided to recommend to the Congregation that the Financial Plan not be altered and the term 'interim' be removed. In light of the assumptions, Council will increase monthly monitoring of key revenue and expense components and if necessary adjust the Financial Plan.

I would now move the following motion.....That the congregation accept the Interim 2017 Financial Plan as the final 2017 Financial Plan since no changes have been made to the previously approved Plan.

**15 Acceptance of the 2016 Annual Report by the Congregation**

Before I move the adoption of the Annual Report and on behalf of Council, I would like to thank Tanya Bax for assembling and printing and Brenda Moyer for her 'eagle eyed' proof reading that has resulted in a quality Annual Report.

I would now like to move the following motion.....That the congregation accept the 2016 Annual Report, including the Treasurer's Report.

-Gord Bell, 2016 Chair, Administration, Stewardship & Resources Committee

**REPORT OF THE NOMINATING COMMITTEE TO THE CONGREGATION**  
**February 2017**

1. a) 2017 will be considered to be the 1st year of service for all elected members under the new governance model.

b) (year) indicates when a member was initially elected to serve under the former governance structure. It is included here for future reference.

**Officers of the Council of Guiding Elders (9 elected members)**

Chair	Gordon W. Sinclair	(2014)
Vice-Chair	-----	
Past Chair	Peter Merkley	(2014)
Secretary	Ken Williams	(2015)
Treasurer	John Moyer	(2015)
Presbytery Representative	Diane Huddle	(2007)

**Members of the Council of Guiding Elders (Church Council)**

Paul Carl (2015)  
Gerald Dickson (2017)  
Lorna Thorne (2016)

**Standing Committees**

Ministry and Personnel (M&P)

Margaret Merkley, Chair (2013)  
Susan Ariss (2015)  
Janice D'Agostino (2017)  
Eric Lawson (2016)  
Gayle Owen (2015)

Nominating

Brenda Moyer, Membership Steward (2007)  
Sharon Van Nest, UCW Representative (2017)

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Board of Trustees

Rev. Dr. Wayne Soble  
Doug Huddle (2016)  
Jim Leary (2016)  
Cameron McEachern (2013)  
Tysie Mitchell (2013)  
Paul Van Nest (2017)  
Eric VanDalen (2017)

Lay Representatives to Presbytery

Diane Huddle (2007)  
Marilyn Rodger (2013)

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Membership Steward

Brenda Moyer (2007)

2. The Nominating Committee recommends that we retain as Ministers in Voluntary Association with our congregation:

Rev. Earl Taft  
Rev. George Lavery  
Rev. Dr. Neil Elford

3. The following are nominated as Officers of the Congregation:

Christopher Sproule, Chair (2016)  
Rhonda Kerr, Secretary (2016)

4. The Nominating Committee recommends that the Church Council be granted the power to elect persons to fill positions as required.

*Respectfully submitted on behalf of the Nominating Committee,  
Brenda Moyer*

**EDITH RANKIN MEMORIAL UNITED CHURCH**  
**MINUTES OF THE CONGREGATIONAL MEETING**  
**SUNDAY, NOVEMBER 26<sup>th</sup> 2017**

**Call to Order/Welcome** Christopher introduced himself and called the meeting to order at 11:30 a.m. It was noted that there was a quorum,. And there was no objection to voting by a show of hands.

Those in attendance were: Don and Barb Mallory, Ray and Helene Ouellette-Kuntz, Sheila Billings, Sue and David Ariss, Ed Czechowski, Les and Beth Burgess, Susan Bertrand, Fred Peterson, Ken Williams, John and Brenda Moyer, Wayne Soble, Rhonda Kerr, Christopher and Nancy Sproule, Dave and Marlene Metzler, Henry and Carolyn Green, Bill and Diane Spencer, Anthony Gifford, Brian and Marlene McCracken, Norm and Beatsie McLean, Bill and Diane Molson, Bev Ryan, Paul and Debbie Currie, Jim and Beryl McAllister, Fran Day, Elizabeth Amirault, Marg Lawson, George and Mary Lavery, Glenn Owen, Betty Jeanne Kippen, Seng and Julie Lam, Karl and Lois Butler, John Warren, Cam McEachern, Kathy Baer, Frank and Wanda Burke, Doug and Diane Huddle, Gordon and Sandra Sinclair, Mel and Bonnie Hazell, Denis and Helen Lywood, Gerald and Annie Dickson, Patti Speck, Lorna Thorne, Gord and Barb Bell, Stephen and Linda Delve, Peter and Marg Merkley, Gil Ryan, Bob Rubino, Pat Bowman, Jean Barna, Andrew and Mary Catherine Robb, Al Pickering, Paul Carl

1. **Invocation** – Rev. Dr. Paul Currie led us in a prayer of invocation.
2. **Method of Voting/Extending the Vote to Adherents** – with no objections from the floor, Chris extended the vote to include any adherent in attendance.
3. **Interim Proposed Financial Plan for 2018**: Rev. Dr. Wayne Soble presented the 2018 financial plan. Those attending the meeting were divided into groups to review and ask any pertinent questions.

**Motion:** Moved by Jan Rubino, seconded by Pat Bowman that a friendly amendment be made to increase the plan by \$500 allowing Mission and Outreach to enhance the church recycling program. The motion was accepted as a friendly amendment.

**Motion:** Moved by Gordon Sinclair, seconded by Peter Merkley to approve the proposed 2018 financial plan as amended. 2 opposed. Carried Plan attached to minutes.

**4. Mission and Service Goal**

Motion: Moved by Nancy Sproule, seconded by Doug Huddle that the Edith Rankin Memorial goal for Mission and Service for 2018 be set at \$31,000. Carried

**5. Finance Report on the Capital Fund : Gordon Sinclair**

**6. Points from the Floor**

- a. Kathy Baer suggested that with Capital Fund Pledges coming to an end, perhaps the congregation should be given the challenge to pledge to the Operating Fund
- b. Brian McCracken asked about the Kids Alive Program having a budgeted revenue
- c. Marg Merkley informed us that the Administrative Secretary's salary was being increased by \$2500 for 2018 which is in recognition of Tanya's 5 year bench mark and in recognition of her going well beyond what is expected.
- d. Barry's salary was increased \$387 in recognition of the increase in minimum wage.
- e. Par Giving forms available at the back of the room
- f. Janice D'Agostino suggested that perhaps some people don't understand the concept of PAR giving and we may need to offer some ongoing education

7. **Benediction** : Wayne Soble led us in a closing benediction

8. **Adjournment:** Christopher moved the meeting adjourned at 12:50

*Respectfully Submitted*  
*Secretary: Rhonda Kerr*

<b>2018 Financial Plan of Edith Rankin Memorial U. C.</b>	<b>Plan 2018</b>
<b>PART 1</b>	
<b>ANTICIPATED COSTS TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</b>	
<b>Church Council</b>	
Contingencies	\$ 500.00
Stewardship Campaign	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 2,000.00</b>
<b>Administration Teams</b>	
Banking Fees	\$ 1,500.00
Line of Credit Fees and Interest	\$ 400.00
PAR Fees	\$ 750.00
HST on Purchases	\$ 5,000.00
Offering Envelopes	\$ 450.00
Stewardship, Training & Development	\$ -
Presbytery Assessment	\$ 11,000.00
Office Supplies	\$ 2,500.00
Photocopier Lease	\$ 3,500.00
ADP Fees	\$ 350.00
Postage	\$ 2,500.00
Computer Services	\$ 1,000.00
Telephones	\$ 2,200.00
Audit/Independent Review	\$ -
Chase Fees (Debit/Credit machine)	\$ 600.00
UCC Loan Repayment (Dec 2018) (Appended Note #1)	\$ 3,825.00
Miscellaneous	\$ -
Welcome Centre	\$ 250.00
<b>TOTAL</b>	<b>\$ 35,825.00</b>
<b>Congregational Care Teams</b>	
Caring Connections	\$ -
Name Tags	\$ 50.00
Events: Family; Sept. BBQ	\$ 100.00
Fellowship	\$ 500.00
Resources/General	\$ -
Miscellaneous	\$ 100.00
Welcoming Team Expenses	\$ -
Training & Development	\$ -
<b>TOTAL</b>	<b>\$ 750.00</b>

<b>Faith Formation Teams</b>	
Adult Faith & Life	
Christian Initiation (Baptism & Confirmation)	\$ 300.00
Curriculum & Resources	\$ 300.00
Teacher Appreciation	\$ 300.00
Church Picnic Activity Expenses	
Kids Alive Program	\$ 250.00
Honorarium (Kids Alive Coordinator - 35 wks)	\$ 1,200.00
Honorarium (Nursery Coordinator - 35 wks)	\$ 800.00
Youth Ministry	\$ 450.00
Leadership Dev. / Summer Ministries	\$ 750.00
Other -Miscellaneous	\$ 100.00
<b>TOTAL</b>	<b>\$ 4,450.00</b>
<b>Media and Communication Teams</b>	
Mailing and Supplies (Anchor)	\$ 500.00
Advertising and Promotion	\$ 1,100.00
Copyright Licenses	\$ 700.00
Maintenance	\$ 200.00
Contingencies	\$ 200.00
Software/Equipment	
Internet Expenses	\$ 750.00
Website Expenses	\$ 200.00
<b>TOTAL</b>	<b>\$ 3,650.00</b>
<b>Ministry and Personnel Committee</b>	
First Aid, Defibrillator	\$ 200.00
General M&P Expenses (Police Checks, First Aid)	\$ 200.00
Contingencies	\$ 250.00
<b>TOTAL</b>	<b>\$ 650.00</b>
<b>Mission and Outreach Teams</b>	
Mandate Subscriptions	\$ -
UCC Mission Educational Materials	\$ -
Discretionary:	\$ -
Queen's School of Religion	\$ -
Project 1: El Salvador	\$ -
Project 2: Camp Quin Mo Lac	\$ -
Project 3. Student Bursary Fund BayQC	\$ -
Project 4: Kingston Community Chaplaincy	\$ -
Training and Development	\$ -
Neighborhood Needs and Opportunities	\$ 1,500.00
Respect for Creation	\$ 500.00
Contingencies	\$ 500.00
<b>TOTAL</b>	<b>\$ 2,500.00</b>

<b>Property Teams</b>	
Utilities (Appended Note #2)	\$ 22,200.00
Insurance (Appended Note #3)	\$ 5,200.00
Snow Removal	\$ 6,000.00
Maintenance/Building	\$ 5,500.00
Ground Maintenance	\$ 4,000.00
Inspections - elevator, boiler, ac, alarms	\$ 2,000.00
Dishwasher Lease	\$ 1,476.00
Miscellaneous	\$ 1,624.00
<b>TOTAL</b>	<b>\$ 48,000.00</b>
<b>Worship Teams</b>	
Church Service Supplies	\$ 300.00
Guest Speakers	\$ 750.00
Decorations	\$ 750.00
Music Ministry (Appended Note #4)	\$ 2,000.00
Music - Guest Musicians	\$ -
Music - (Misc Expenses)	\$ -
Music - Purchases	\$ -
Music - Handbells	\$ -
Workshops/seminars-members	\$ -
Contingencies	\$ 300.00
Transportation	\$ 600.00
Special Services (e.g. Anniversary)	\$ 200.00
<b>TOTAL</b>	<b>\$ 4,900.00</b>
<b>Trustees</b>	
Copying & Misc.	\$ -
Security Upgrades	\$ -
<b>TOTAL</b>	<b>\$ -</b>
<b>Subtotal</b>	<b>\$ 102,725.00</b>
<b>COMPENSATION</b>	
<b>Worship &amp; Pastoral Care Minister</b>	
Salary - (housing in salary)	\$ 72,790.00
Allowances (Travel, Con Ed, Resources) 2018 - travel only	\$ 2,250.00
<b>TOTAL</b>	<b>\$ 75,040.00</b>
<b>Education, Outreach &amp; Pastoral Care Minister</b>	
Salary - (housing in salary)	\$ 72,790.00
Allowances (Travel, Con Ed, Resources) 2018 - travel only	\$ 2,250.00
<b>TOTAL</b>	<b>\$ 75,040.00</b>

<b>Congregational Designated Minister</b>	
Salary - 10 hrs/wk (housing in salary)	\$ 12,170.00
Allowances	\$ 1,350.00
<b>TOTAL</b>	<b>\$ 13,520.00</b>
<b>Director of Music Contract (46 wks)</b>	\$ 26,980.00
Relief Organist (6 wks)	\$ 2,400.00
<b>TOTAL</b>	<b>\$ 29,380.00</b>
<b>Church Office Administrator</b>	
Salary - 35 hrs/wk	\$ 43,470.00
Con Ed	\$ 125.00
Relief	\$ 2,460.00
Travel	\$ 400.00
<b>TOTAL</b>	<b>\$ 46,455.00</b>
<b>Custodian</b>	
Salary (32h rs/wk)	\$ 24,960.00
<b>TOTAL</b>	<b>\$ 24,960.00</b>
Payroll Liabilities (UCC Pension & Benefits, CPP, EI)	\$ 33,500.00
<b>Subtotal</b>	<b>\$ 297,895.00</b>
<b>TOTAL ANTICIPATED COSTS TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</b>	
	<b>\$ 400,620.00</b>
<b>INCOME REQUIRED TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</b>	
<b>Income Expected from Sources Other than Offerings</b>	
Income from Groups and Events	\$ 7,500.00
Rentals (Appended Note #5)	\$ 25,000.00
Interest on Investments (Appended Note #6)	\$ 4,000.00
HST Rebates	\$ 3,500.00
Miscellaneous	\$ 1,000.00
Welcome Centre	
Office Income	
<b>TOTAL</b>	<b>\$ 41,000.00</b>
<b>Income Required from Offerings and Donations</b>	
Envelopes	
PAR (Local)	
Loose	
Initial Offering & Other	
Other	
Easter Special	

Thanksgiving Special	
Christmas Special	
Kids Alive	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 359,620.00</b>
<b>TOTAL INCOME REQUIRED TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</b>	
	\$ 400,620.00
<b>TOTAL COSTS TO SUPPORT MINISTRY TEAMS &amp; MISSION NEEDS</b>	<b>\$ 400,620.00</b>
<b>TOTAL INCOME REQUIRED TO SUPPORT MINISTRY TEAMS &amp; MISSION NEEDS</b>	<b>\$ 400,620.00</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>
<b>PART 2 (SEPARATE VOTE)</b>	
<b>Mission and Service Income</b> (Appended Note #8)	
Envelopes	
PAR	
UCW	
M&S Other	
<b>TOTAL</b>	

## **MINISTER OF WORSHIP, PASTORAL CARE AND ADMINISTRATION**

The more some things change, the more they remain the same. I was re-reading annual reports over the last number of years and it seems that, once again, we've been there, done that, got the T-shirt, etc., etc. It's not that we're hopelessly stuck in the "same old, same old" down here by the Bay or incurably afflicted with "ho-humitis". No, no. no. Things are much too active (to the point of exhausting some days!) and spirited (dare I say Spirited?) ever to suspect ERMUC is prone to mere repetition. It's just that year after year there really is a great deal going on, a lot getting accomplished, many people to thank, an "oops!" or two to acknowledge and invariably a few things to get excited about or be concerned about heading into the future. Reflecting back on 2017 of the Common Era (C.E.) or, if you still prefer, in the "year of our Lord" (A.D.), is no exception.

A lot went on. Known for our full parking lot nearly 6 and sometimes 7 days a week, it is estimated that between 800 and 1000 pairs of feet are currently in and out of the place every week (July-August excepted). Throughout 2017, many of our own souls were attached to those feet as folks who call ERMUC their spiritual home met, worshipped, planned, prayed, organized, cooked, cleaned, set up, took down, sang, rang, shuffled and dealt, taught, learned, decorated, repaired, practiced, performed, photographed, edited, sorted, folded, stuffed, counted, welcomed, celebrated, mourned or just hung out. I've probably forgotten something, but I'll wager some of you did it anyway. During our first full year of renovated facilities, we have also welcomed feet (with bodies, minds and souls attached) belonging to many, many neighbours who are drawn to our hospitable and accessible digs for all sorts of activities. Our pleasant partnership with Seniors Association Kingston is the most notable among regular attenders of one thing or another, but exercisers, fluteplayers, actors, knitters, monarchists, Indigenous forums, stamp collectors, girl guides, support groups and many others make themselves at home at 4080 Bath Road daily, weekly, monthly or occasionally. 'Tis a busy place and I hope that most if not everything that went on during the year mattered to somebody.

Nothing would have happened or mattered, of course, if it weren't for people who gave the leadership and did the work. If I were to thank all the people who deserve to be appreciated, I'd have to recite the church directory. We are truly blessed by the number of people who pitch in and make things happen around here. Every ministry team has some key players who set the pace and their names will appear here and there throughout these pages. But I'm going to single out a few for what I hope are obvious reasons. Mission control centre is, of course, the church office and I am ever in awe of Tanya Bax's capacity to multi-task, maintain her good nature and generally keep her head while all about her are losing theirs! Most folks have no idea how much this woman does and how indebted we all are to her. With the amount of coming and going in the place, Barry Van Hooser has his work cut out for him and we should all be more grateful than we are for what he does for us and for the good-natured willingness with which he does it. As long as there is music overhead, "there must be a God somewhere" and Laurence faithfully continues to remind us of that. Donna Bell has "heartnapped" us all during her first year with us and the folks she visits are practically rapturous in their appreciation. And, needless to say, as challenging as it to be married to someone who seems to be both fearless and tireless in her imagination and her abilities, I'm pretty sure most folks know that Jean Stairs deserves the real credit for the fact that both our marriage and our ministry still seem to be showing vital signs.

The aforementioned are simply the ones who get paid for showing up. But there are definitely a few unpaid heroes whom I need to single out. Gordon Sinclair has given bold leadership as chair of our Church Council. He has made it his mission to see that the outcomes of our renovation project are realized and that we have a sound financial strategy in place to manage the costs of ministry well into the future. Congregational chair Chris Sproule has likewise been a key strategist in this regard. Treasurer John Moyer, who is turning in his calculator this year, has kept our eye on the bottom line and us out of the red zone. Margaret Merkley has juggled being President of the UCW and chairing the Ministry and Personnel Committee with such grace and class, we refuse to let her quit! As one of those “ministry personnels”, I can’t thank her enough. Too many to name, the daily Welcome Centre greeters and the folks who have stepped up to give some direction to our many and varied ministry teams make all the difference to our well-earned reputation as an active and friendly community of faith. When you read other names in other reports, know that my gratitude lingers beside each and very one.

As for the future, our Governance and Ministry Team model is in its second year of testing and, while it needs a little tinkering, it generally seems to be functioning well. For the most part, everything is getting done that needs to get done and, if it isn’t getting done, it’s likely because no one is expressing interest in doing it. As a congregation, we are slowly but surely stabilizing and even improving our financial stewardship, but denominational statistics still show us as having lower annual per capita contributions than other congregations in the Presbytery and beyond. A positive stewardship emphasis in the coming year will go a long way to making sure we have the financial resources required to meet the needs of our mission and ministry well into the future. As is the case in so many churches, too much of the “heavy lifting” is still being done by the older members of our congregation and we need to find ways to help younger members and adherents feel a sense of ownership and investment that is meaningful to them if the future is to have the leadership it needs. On the whole, however, and certainly compared to far too many churches in the country, ERMUC is hale and healthy, a condition in no way to be taken for granted and one for which ultimately only God can be given all the glory and all the praise.

During 2017, we welcomed many newcomers to our church family and grieved the loss of some very precious members and adherents. I occasionally point out that I’ve been around the precincts so long, I no longer officiate at the funerals of parishioners, I bury my friends. In addition to the loss of beloved faith friends, Jean and I each buried a parent this past year and remain deeply grateful for the understanding and care we received at the time. Someone told me recently that as lovely as ERMUC’s building is and as proud as we deserve to be about it, our greatest attribute and strength is the people who make the house a home and we should trumpet that fact more than we do. I figure he had that about right.

Book acknowledgements invariably include a sentence admitting that any mistakes are the author’s own. Ditto for life and work around here. I showed up most days and did what ministers do, always wishing I had preached better sermons, visited more often, told funnier jokes, been more patient, inspired more people to know Jesus a little better. But, generally, I hope that, during the past year, I laughed with those who rejoiced, wept with those who mourned, lived in harmony with most, recognized what was lacking in my own faith before fussing about what was lacking in yours, repaid no one evil for evil, took thought for what ennobled us all and, so far as it depended on me, tried to live peaceably with all (Romans 12.14-18, loosely rendered). I still count it a privilege to “equip the saints for the work of ministry” and have no illusions about whose ministry it ultimately is that we

all try to do together. As long as Christ's Spirit animates and strengthens the work we do together, the ministry is first, foremost and finally his, of course. The future is also his and we can trust him to complete his own joy by completing whatever good work God has begun in us.

*Respectfully submitted,  
Rev. Dr. Wayne Soble*

### **MINISTER OF CHRISTIAN EDUCATION, OUTREACH AND FAMILY PASTORAL CARE**

Three things happened within one week that caused me to pause and feel deeply grateful for the privilege of being called to be a team minister at Edith Rankin Memorial United Church.

The first was a young woman who recently, upon coming to worship for the first time, said: "I was referred here by another United Church minister who told me that if I was looking for a place with lively children's and youth ministry, I should go to Edith Rankin on Bath Road." It's nice to know that our congregation has a reputation for being the only UCC church in town that has children and youth and programs to nourish their faith. This year, we have welcomed a new Kids Alive Coordinator, Ruth Judd – a gem and a highly respected educator. Our Kids Alive Program is already experiencing the value of providing a modest honorarium for this role to ensure continuity, quality and care for our children.

The second thing that happened was that I received a letter that I had requested from the Executive Secretary of the Bay of Quinte Conference, the Rev. Dr. Bill Smith. The letter was to accompany our church's appeal to "the finance people" at The United Church of Canada regarding our remaining loan for the 2016 construction project. It was heart-warming to read Dr. Smith's comments: "ERMUC has grown to become the largest congregation within our Conference. The leadership, both clergy and lay, have developed a comprehensive model of outreach and service, both to the worshipping community and the community at large. ERMUC is a hub of activity seven days a week. ... In these days where much energy and money is going into congregations that are dying, with the hopes of giving them dignity in the process, it is energizing to work with ERMUC who seek to follow Jesus' words of abundant living!"

The third thing that happened was a valued colleague telling me this: "Even though Four Winds Presbyters may resent Edith Rankin's effectiveness, your congregation ought never to hide it's light under a bushel nor apologize for what it does. It's a program-sized church and your ministries are needed in the community and to ensure there is a United Church of Canada presence remaining in the Kingston region."

#### ***Leading ERMUC into the future...***

As I reflected further on these three experiences, my gratitude deepened. I realized that there is a strong lay leadership at ERMUC which recognizes that *sustaining an experienced, multiple staff model for ministry in a program-sized church is essential to maintaining a pattern of growth and to prevent a slippery slope of reductions and cuts,*

*which so many sister churches are experiencing.* I am also conscious of the extent to which our current ministry team (Sidebar: which I appreciate more and more each day and treasure the addition of Donna Bell's outstanding ministry with our Classics) has held the *future flourishing of ERMUC* in its mindset. Figuring out how to lead the church into the future is what guides Wayne, Donna and me to think "outside of the box." This leads us to experiment from time to time with new models for ministry and ways to fund our beloved ERMUC's future. First and foremost, this mindset begins with not taking ERMUC's abundance for granted but, rather, to constantly call forth more and more from the storehouse of riches, treasure, talent and time that surrounds us and that is needed in its fullness to enrich our ministry and mission.

Since this is an Annual Report, it is appropriate to comment on a few things related to my specific portfolio and that suggest how important this "future-oriented" mindset is for a healthy and effective church.

### ***Ensuring our young adults and families have a sense of belonging...***

As your minister, I am still struggling to figure out how best to encourage long(er)-time members to notice our younger adults and parents so that, at coffee time or when standing around in the narthex near the nursery, they are not alone or talking merely to each other or to one of the ministers. Integrating our young families may not mean "getting them to serve on a committee"; at least not right away. A first step is simply to establish relationship: *learn their names and something about their lives*, so that you can hold them mindfully in prayer and greet them each time they come. It's true that when young kids are pulling on their sleeves and parents have to get a child to the Invista Centre for a noon hour ringette game or a youth to their part-time job at the local butcher's shop, they may dart out right away to other parts of their busy lives. However, when they do stay and linger (hint: often in front of the stage in the Lower Hall), I pray we will not miss the opportunity to grasp hold of the future as the "present" among us. We can visit with our regular church friends another time, knowing that they'll be back.

### ***Viewing community partnerships as the ministry of hospitality...***

Supporting and solidifying strong community partnerships is another way our ministry team aims to secure a sustainable future for ERMUC. Now in its second year at ERMUC, "Seniors Centre Loyalist" (a satellite location in the west-end for Seniors Association Kingston Region) has blossomed into 20-22 programs per session being offered. Registered seniors have gotten to know ERMUC's programs and ministry (some even have attended worship or come to ERMUC events as a result!) and ERMUC'ites have discovered the gospel ministry of providing hospitality (even if and when it means thinking ahead to reserve space for one of our own regular events or programs!). Community partnerships lead to meaningful human interactions and have the unexpected benefit of heightening ERMUC's profile in the city. The presence of Morneau-Schapell's counselling service (using the "old office"), which is on contract with The United Church of Canada for its employees and ministry personnel, as well as the Seniors Association, Alzheimer's Society and numerous other community groups, has generated a substantial increase in revenue (from \$8,000 a few years ago to \$25,000 in 2018).

### ***Establishing face-to-face mission partnerships ...***

ERMUC's 2-year old partnership with Iglésia Bautista Emmanuel in El Salvador has led to hands across the globe coming together to form partnership. Integrating a global mission partner into our life has put a face on mission within The United Church of Canada. Understanding where our Mission and Service Fund dollars go incites us to give more! We know the people and projects that receive our gifts and we understand better how to be in solidarity and partnership with them. Evidence-based congregational studies show that "attention to global development and international partnerships" is a compellingly attractive to young adults looking for a church. They want to belong to a faith community where vision goes beyond church walls and national borders and where the hurts and pains of the world can be addressed in personal and specific ways. We have established enduring relationships now with one another in each ministry context and we can't ignore what we see, learn and experience. As the partner with more economic abundance, it is encouraging that ERMUC's Council has made a commitment to an annual fall appeal to support IBE's school scholarship fund, allowing approximately 30 more children to receive an education and peace-making strategies in a culture of youth violence.

### ***New income streams for ministry and mission...***

Finding new sources of income, as suggested above in the paragraph about community partners, also extends to ministry programs. My administrative background in higher education afforded me the opportunity to learn how to write grants. Not every minister will have these skills but as ERMUC discovered during the construction phase, it is okay and worth it to "put out some money" to gain more funds! Grant-writers can be hired on contract to source out funds for new forms of ministry. As I enter my 6<sup>th</sup> year at ERMUC, it is important to document the grants that I have authored and that have resulted in "soft-core" funding to assist ministry at ERMUC.

Since 2012, **\$93,500 has enhanced ERMUC's ministry:**

- Canada Summer Jobs (\$30,000) - to support the employment of up to two senior secondary school or university/college students who staff our Summer in the City/VBS Program
- Four Winds Presbytery (Queen Street UC Outreach Fund managed by Crossroad Trustees, \$49,500) - for training and employing up to six high school youth to serve in the VBS Program
- UCC's EDGE Grant Program (\$3,000) - to support the establishment of ERMUC's partnership with the Seniors Association
- Chalmers and Crossroads UC's (\$3,500) – forming a coalition to support the collaborative Summer in the City/VBS Program)
- Regina Rosen Food Fund (\$2,000) - to support the West Kingston Refugee Partnership and its sponsorship of 3 Syrian Refugee families
- The United Way Emergency Relief Fund (\$2,000) - to support dental care bills for our Syrian Refugee families
- The Children, Youth and Young Adults Team of Four Winds Presbytery (\$3,500) - to support 6 youth over three years (2014, 2017, 2018) going to visit our partner church in El Salvador.

In addition to these direct grants, I have assisted Church Council in its applications for a Trillium grant (\$146,000) and a Federal Accessibility Grant (\$40,000) to support the accessibility dimensions of ERMUC's construction project and assisted Church Council in its recent appeal to The United Church of Canada for "interest only" loan payments in 2018. This appeal required preparation of an appropriate strategy, assembling an abstract and background document, and securing a letter of support from the Executive Secretary of the Bay of Quinte Conference.

### ***Continuing Ministries...***

While seeking to strengthen ERMUC's position as one of Kingston's most viable United Church congregations, there are also many continuing aspects of my ministry that deserve mention and that could not happen without the generous support of energy, time and talent from ERMUC members: our Lenten docu-film series, Spirit Sisters, PA Day and Youth Events, Just 4 Program (for food, fun, body and soul), Summer in the City Youth Leadership Training Program (8 youth/summer) and Children's Program (23 registered in August 2017), Wellness Walking, Oasis Time (a new group formed in October 2017 for working women) and Chairing the West Kingston Refugee Partnership, a coalition of 5 west-end United Churches, the Islamic Society Kingston and community members. A highlight of the refugee sponsorship efforts was to be a recipient of the 2017 YMCA Peace Medallion on Nov 10 at the Four Points Sheraton.

During 2017, I gave leadership to seven worship services, preached a few times, presided at five funerals and an off-site wedding, and visited countless people in homes, hospitals, long-term care facilities, retirement residences and coffee shops. It was also my pleasure to continue serving as Supervisor for Tanya Bax, who is an exceptional and much valued employee and support. And, I can't forget to mention our dedicated and warm-hearted Welcome Centre volunteers – Barb Bell, Wanda Burke, Janice Dubblestein, Margaret Baker, Betty Jeanne Kippen, Barb O'Neill, Alison Ahara, Jan D'Agostino, Elly Warren, Bev Ryan and Jean Smith. What a joy to have them be a first impression of ERMUC!

*Respectfully submitted,  
Rev. Dr. Jean Stairs*

### **CONGREGATIONAL DESIGNATED MINISTER**

As I reflect back on 2017, it is with a mixture of joy, sorrow, gratitude and anticipation. I experience joy as I think of the many precious Edith Rankin Classics I have been blessed to minister to and meet. Whether experiencing a season of strength or a time of frailty, each individual's unique gifting by God is evident. As I visit at a hospital bedside, in one's living room, or meet in the community my heart experiences rich blessing indeed. I love seeing the treasure of each person's spirit shine through regardless of life's circumstances. I am reminded that the creator has fearfully and wonderfully made each one. It is an honour to represent Christ through Edith Rankin as I listen to, sing with and pray with and for individuals.

I feel a sense of tender sorrow as I reflect upon those we have said good-bye to in 2017. As I meet with people and their loved ones during their last days and hours it feels as though we are walking on holy ground. As I pray with the dying, perhaps sing to them, or

read the 23 Psalm I know that even in the valley of the shadow of death God is present. Each Edith Rankin member who has passed on this year has left their imprint upon the world, their family and friends, our church as a whole and upon my heart as well. The world is made a better place because they lived and we will dearly miss each one. It is precious to minister to those navigating a grief journey. Grieving is a uniquely personal process and I take a gentle breath and realize as I minister that I am again walking on sacred ground. I cannot lighten the burden of grief, but can come alongside as a representation of the truth that God walks with them on their path toward healing.

Gratitude never fails to overflow from my heart each time I finish a day of visiting our remarkable Classics. I am thankful for the precious souls they are. Whether grief stricken, overwhelmed, cheerful or rejoicing, just to be in their presence is to sense a whisper of the Spirit of God. My work is not about me, but I cannot help but grow and learn as I work with such precious individuals. It is with a thankful heart that I consider the sense of community and relationships that are well functioning at Edith Rankin. My heart is blessed when I hear of a woman being supported by her UCW group during her husband's hospitalization, or see a hand written note on a parishioner's side table "*To \_\_\_\_\_ From \_\_\_\_\_*" where a baked-good had once lovingly been placed. I appreciate loved ones and friends sending an e-mail my way to inform me that someone has been hospitalized or is experiencing an illness or crisis. Team work is so valuable as we function as the body of Christ. I cannot mention teamwork without expressing my immense gratitude for working with Wayne and Jean. They are a wealth of knowledge, wisdom, experience and are overflowing with caring and compassion. Their mentoring has enhanced my ability minister in this role.

I look forward with anticipation. How will God minister to the classics in our congregation in 2018? In what ways will I be honoured to walk alongside others, to rejoice with those who rejoice or mourn with those who mourn? I am excited as I think of the development of lay pastoral care team (still in process, to be given a team name at a future date) knowing that the caring and support the congregation will receive will be increased. I look forward to working collaboratively with this ministry team. With expectation I move into 2018 knowing I will become acquainted with even more of our Classics, develop deeper relationships with others and see God's love shown in and to these valuable members of Edith Rankin Memorial United Church.

*Respectfully submitted,  
Donna Bell, B.A., M.C.L.*

### **OFFICE ADMINISTRATOR**

Every year I have been here, my position has grown or changed in one way or another. The best way I can think of to capture this growth in a snapshot, is to do some quick comparisons.

When I started here, I was the Administrative Church Secretary, working 30 hours a week, responsible for reconciling one bank account, along with other various financial and administrative duties, working with rentals, etc. At that time, the Capital Campaign was still

a little ways off, and my job description was just over 3 pages. Between the years of 2012 to 2016, the average annual rental revenue for ERMUC was \$5,416.

Fast forward to 2017, I am now the Office Administrator with a 5 page job description, working 35 hours a week, responsible for reconciling 6 separate bank accounts, along with other various financial and administrative duties, plus working with rentals, including the addition of the new Seniors Centre Loyalist Campus. I also drafted several rental agreements and brought in new ongoing rental partnerships for 2017 and 2018, including an onsite therapist who works in support of the United Church of Canada Employee Assistance Program, Morneau Shepell, a local theatre group and a new 2018 summer camp rental, called STEM Camp. In 2017, the ERMUC rental income was the highest it has ever been, grossing just over \$18,000. This may give some a glimpse of how hectic the office can sometimes be.

As with my previous years here, 2017 didn't disappoint and kept me hopping. I am grateful to work in such a loving, patient and helpful environment. I am lucky to have such great supports such as Wanda Burke, Janet Dubblestein and Rhonda Kerr, when I am ill, overwhelmed or in need of a vacation to come in and cover my absence with such ease. I have also been very fortunate with the addition of our Welcome Centre volunteers that warmly greet all visitors to ERMUC. Not only do they provide a great first impression to all visitors that grace our main doors, they assist the office with tasks and help lessen the traffic to my office where possible. Their assistance and presence is greatly appreciated.

*Respectfully submitted,  
Tanya Bax*

### **COORDINATOR OF THE KIDS ALIVE PROGRAM**

While the Kids Alive program had been up and running prior to my becoming a member of the Edith Rankin Memorial United Church team, my annual report will be restricted to my own knowledge and experiences as the new Coordinator of the Kids Alive program, a role which I officially accepted at the end of August 2017 when I took on the duties of preparing for the busy year ahead. On September 10<sup>th</sup> we welcomed new and returning children to the Kids Alive program with balloons and activities for the children, as well as a formal registration process for the parents. By the end of September, we had 19 children between the ages of 3 and 11 officially registered. Jean and I have been encouraging other families with school-aged children to register their children for the program but, as of this date, no new registrations have been received.

Attendance has been inconsistent but promising, ranging from 3 students one Sunday to over 30 at our Christmas Pageant rehearsal. There are 4 "core families" who attend quite regularly, each with 2 or more children, so I can usually count on at least 6 children showing up for the activities. There are several students who join us once or twice a month, for example those who attend when they are visiting their grandparents, and almost everyone who has attended, whether for their first time or their 10<sup>th</sup>, has seemed to enjoy their time "downstairs".

I have been at church every Sunday (except one) to greet and get to know the children and have been the one to plan and run the activities, in particular the "circle time" and/or open session activities. I would not, however, have been able to do this as effectively

without the support of our wonderful volunteers, in particular Kathleen Bertrand, who has taken on the responsibility of working with our 3 and 4 year olds, for example making crafts with them while I work with the older students. I have also had the regular support of Karly Mitchell (daughter of former Kids Alive Coordinator Kim Mitchell), as well as a team of other dedicated and caring individuals who have helped out whenever they could: Janet Dubblestein, Cindy Pettis, Kristin Harper, Lorna Thorne, Penny Steele, Jan Watkins and Ruth and Craig Pettis, particularly during the busy “Christmas Pageant season”. Of course, I would not have been able to do any of these activities were it not for the support, encouragement and guidance of Rev. Jean Stairs.

The curriculum that I have been using is the same curriculum that had been used in previous years at Edith Rankin and consists primarily of on-line resources which the church purchases from Spark House. The “Spark: Activate Faith” program, which includes bible games, arts and crafts, music, drama and cooking, is a kid-friendly and Bible-based program. I have also made use of some of the Sunday School resources that the church has amassed over the years, as well as activities that I have found on the internet.

In September and early October, we focused on the Spark House theme “The Lord is My Shepherd”. One of the children's favourite activities involved recreating this Psalm, including lying in green pastures (a green blanket) and drinking cool, still water. Craig Pettis captured some of the students' enthusiasm with his camera and generously donated his time and talents to mount and display several of his best “shots” around one of our Kids Alive bulletin boards. We also enjoyed making sheep cupcakes that month, thanks, in large part, to Kathleen Bertrand.

In late October, we collected socks for a charity-inspired event called “Socktober”. We collected approximately 20 pairs of warm, wooly socks, as well as a few monetary donations to purchase more socks, and I dropped these off at a local shelter. At the end of October, to mark the 500th anniversary of Protestantism, we did a one-day theme on Martin Luther, including watching a short video about his life and talking about and colouring his seal (crest). At the Children and Youth service in November, the children performed two songs that they had learned during the Kids Alive Program: “The Baa Baa Song” and “Watching Over You”, to the delight of many in the congregation. Both of these songs were internet treasures that I had discovered. Thanks to the Media Team, the technology side of the children's performances went off without a hitch and added greatly to the sense of joy that their participation brought to the service.

December was a blur – a month filled with excitement, Christmas stories and crafts, committee meetings, internet searches, rehearsals, choir practices, and countless phone calls and emails to and from the organizers, parents and participants. The end result was a wonderful Christmas Pageant which culminated on the evening of December 3<sup>rd</sup>. The pageant, entitled “Let's Keep God's Love In Christmas”, was a Ruth Judd and Pageant Committee blend of a revised script that we purchased earlier this year, including an opening skit which highlighted the acting talents of some of our youth, and the more traditional pageant with the beautiful costumes and backdrops that E.R.M.U.C. has come to expect. Thrown into this dramatic presentation were some instrumental performances and a few additional musical selections which showcased the talents of some of our young singers. The children and I were honoured to be asked to perform these songs at two additional services in December and, on both occasions, the children sang like angels! I would be very remiss if I did not formally thank Ruth Pettis for her many contributions to this year's pageant, in particular for her help as our amazing accompanist, and also our

Media Team, Paul Carl and John Moyer, for their help and guidance with the “digital side” of the pageant. Their hard work and expertise greatly enhanced the whole pageant experience.

In the coming year, I will continue to implement the Sparkhouse curriculum and incorporate other events and themes that relate to the life and work of Edith Rankin Memorial United Church. Here is a sneak preview of what is planned for 2018: learning the Lord's Prayer in French, in sign language and in Braille; making a special Valentine's Day craft with our resident artist, Florence Niven; sending letters and pictures to the children of Iglesia Bautista Emmanuel in El Salvador; preparing cards and gifts for seniors and shut-ins; and sowing seeds, in the hope that the Kids Alive program will blossom into a vibrant program that children will not want to miss!

### **COUNCIL OF ELDERS**

With all the construction chaos and dislocation behind us, 2017 seemed quiet by comparison to the previous twelve months, but it was certainly not dull. Much work is done by your Council of Elders to improve the already thriving church that we have.

Projects, programs and planning considered, approved and set in motion during the year:

- **Capital Finance**

A team, the Capital Finance Planning Group, chaired by Christopher Sproule, made recommendations to Council on the financial challenges presented by the \$500K loan from the United Church of Canada (UCC). Among the recommendations:

- Stewardship appeal Fall of 2018
- An approach to UCC to seek some measure of debt relief
- Estate bequests
- Build the Trust Fund
- Increase rental revenue
- Continue to seek operational efficiencies

These recommendations will all be considered by Council. At time of writing, Council has approved the first two initiatives, and action has been taken on the approach to UCC. More detail will be found in the Capital Finance report.

- **Energy Efficiencies**

A team has been hard at work at saving, or at least wasting less, both money and energy in the church. In the late fall of 2017, the church received a sizeable rebate from Hydro One due to the discovery of overcharging for church power usage. New LED lighting was installed in the sanctuary.

- **Church Photo Directory**

This was approved in December and will take place in May 2018. Lorna Thorne has agreed to offer leadership to this project.

- **El Salvador**  
Eight Edith Rankin members spent a week in San Salvador in March of 2017. In the fall of the year, a short campaign resulted in a contribution of \$4000 US to the scholarship program of Colegio Bautiste Emmanuel, a wonderful school supported by our partner church Iglesia Bautiste Emmanuel.
- **Seniors Association**  
Programming for seniors grew substantially in 2017. This will be reported in more detail in other sections of the Annual Report
- **Church Logo**  
Work was begun on a new logo for the church, and, at time of writing, is still in progress.
- **Fundscrip**  
Fund-raising gift cards were approved. Lorna Thorne and Sharon Van Nest are putting the plan into action.
- **Sound System Upgrade**  
The first phase of upgrading the sound system was completed.
- **Operating Fund**  
A new approach was taken to budgeting for the 2018 church year. Based on ministries and programs, it was well-received at a congregational meeting in November 2017. Credit for the new approach goes to Wayne Soble and Tony Baker.
- **UCC Remits**  
Changes in church governance, clergy designation and settlement, and funding were discussed, voted on, and submitted to the national church office.
- **Donna Bell**  
Donna was confirmed, after a probationary period, as Congregational Designated Minister of Pastoral Care.
- **Governance**  
The new governance model was tested this past year. Despite a few growing pains, it seems to be meeting the needs of individuals and groups in the church. It has streamlined the decision-making process and relieved many of the need to attend committee meetings, while continuing to do the work of the church as part of a ministry team.
- **Halo Report**  
A report on the economic impact of our church on the surrounding community was endorsed by Council.

None of the work of Council would be possible without the hard-working and committed council members. All will be continuing into 2018, with exception of John Moyer, who is completing three years as treasurer. Thank you, John, for your work and dedication to the financial matters of the church.

*Respectfully submitted,  
Gordon Sinclair, Chair, Council of Elders*

## **CAPITAL PROJECT**

After successfully completing our renovation and addition project in the fall of 2016, there remain financial challenges for 2018 and beyond. The project, which surpassed \$2.5M in costs, has proven its value to our congregation, over and over again.

There remain two challenges heading into 2018:

1. A loan from UCC of \$500K to assist with funding of the project, and specifically to provide relief from our cash flow challenge of 2016. The original plan was that the loan would be repaid with revenue from pledges, but it now looks as if we will fall short of that goal.
2. Debentures. A total of \$65K was sold in debentures early in 2016. Each investor has received an interest payment each December since then. It is expected that these debentures will come due this next December. One family has generously forgiven the amount of the debenture and other debenture purchasers were asked to consider the same gesture. \$40K remains in the debenture fund, and will be repaid at the end of 2018.

### **UCC Loan**

The Capital Finance Planning Group, formed in the spring of 2017 and chaired by Christopher Sproule, made recommendations to Council in the fall on the financial challenges presented by the \$500K loan from the United Church of Canada (UCC). Among the recommendations:

- Stewardship appeal Fall of 2018
- An approach to UCC to seek some measure of debt relief
- Estate bequests
- Build the Trust Fund
- Increase rental revenue
- Continue to seek operational efficiencies

Having very capably carried out the tasks as outlined by Council, the group disbanded.

## **The Stewardship Appeal**

This will be a three-year program where each member of our church will be visited and asked to review their givings going forward. The appeal was approved in principle at Council's January 9, 2018 meeting. Details remain to be completed, but teams will be formed this spring, and the visits will happen in the fall. Average annual givings at Edith Rankin are below many of our sister United Churches locally.

## **A Short History of the UCC Loan**

- The \$500K loan was applied for in the spring of 2016. At that time it was seen as way to manage our cash flow through the costly construction period and that remaining pledges would cover the balance owing.
- The interest rate when the funds were borrowed was 4.5%
- In January 2017 the interest rate was reduced to 2.5%
- Cost for servicing the loan was set at \$3825/month
- The trustees were asked by Council to commit \$100K to the servicing of the loan. Trustees agreed to contribute the \$100K in five \$20K instalments, one each 3-month quarter for five quarters. This assistance is expected to be exhausted by November 2018.
- It became clear that pledge income would not be enough to pay down the principal
- The balance owing as of January 2018 is approximately \$460K

## **The UCC Initiative**

Jean Stairs and I went to the Toronto headquarters of the United Church of Canada January 7 and met with two officials, Erik Mathiesen and Maria Pimpinella, from the Finance section of UCC. Prior to the meeting, they were supplied with information giving background information on church programs and ministries and the last three annual reports, all in electronic format.

Out of the meeting came an offer from UCC which allowed us to pay interest-only for the 2018 calendar year on the \$500K loan. In turn, we committed to paying down a large portion of the principal at year's end. We think we can produce between \$200 and \$250K by year's end, at which time the loan would be re-negotiated

This represents all that UCC could do in the circumstances, but it should be enough to give us the cash-flow break we need. The offer has been accepted by Council at its January 9 meeting.

The effect of the gesture from UCC is three-fold:

1. Immediate savings in loan service costs. The new monthly payment is \$970
2. The principal saved this calendar year (approximately \$35K) can be added to other revenue sources such as pledge revenue (est. \$150K) and a still-to-be-determined amount from the Four Winds Presbytery Development Corporation.

3. The funds from the Trustees will stretch well beyond November of this year.

Conclusions:

1. As a congregation we can take some satisfaction in spending in excess of \$2.5 M to create this marvellous new facility, and that by the end of this calendar year, we should have paid off all but \$200K of the UCC loan.
2. We are very fortunate to be borrowing money from UCC as opposed to a bank.
3. UCC is now more of a partner and appears to have an interest in Edith Rankin, already a successful church, sustaining itself and growing into the future.

*Respectfully submitted,*

*Gordon Sinclair,  
Chair,  
Council of Elders*

**Edith Rankin Memorial United Church**  
**MINISTRY TEAMS**

If you think a particular ministry is missing and you feel called to it, let the Ministry Teams Coordinating Committee know. Make it happen!

**Administration Teams**

Archives and Library Team

- Collect and store archival material.
- Acquire and take care of resources for the library

Counting & Recording Team

- Count and record offerings
- Make bank deposits

Coordination Team

- Support and monitor the work of all other Administration Teams
- Liaise as required with Council of Elders
- Assist Council of Elders with financial planning and oversight
- Assist minister responsible for supervision of Church Office Administrator

Facilities Team (Practices & Policies)

- Develop, maintain and monitor policies and best practices for use of facilities as approved by Council of Elders

Fundraising Team (Beyond Offerings)

- Generate and, with the approval of the Council of Elders, facilitate fundraising projects and strategies in support of operating expenses, capital and/or other special projects.

## **Catering Teams**

### Clean-Up Team

- Busk, wash dishes (dishwasher), clean up, take down tables, stack chairs etc. following catered events

### Cooking Team

- Cook and otherwise prepare meals for catered events

### Coordination Team (Organization & Planning)

- Respond to catering requests
- Schedule events
- Organize responsibilities

### Serving Team

- Serve at buffet style catered events, wait on tables

### Set-Up Team

- Set up chairs and tables as needed
- Set tables with appropriate linens, dishes and cutlery, etc.

## **Communication Teams**

### Exterior Sign Team

- Maintain up-to-date notifications on the exterior sign

### Publicity & Promotion Team

- Ponder, propose and implement ways and means to “get the word out” to members and adherents and beyond ourselves to the wider community
- Arrange for media and other means of publicizing events and activities as appropriate and necessary

### The Anchor Team

- Prepare periodic issues of the church’s newsletter by pondering, planning, soliciting and editing appropriate style, form and content.
- Solicit sponsors and/or advertisers.
- Arrange for publishing and distribution.

### Phoning Team

- Contact congregational households by telephone as may be occasionally required, desired or requested by the Council of Elders and/or the Ministry Teams Coordinating Committee

## **Faith Formation Teams**

### Adult Learning Team

- Ponder, plan and implement suitable educational and faith formational programmes and activities for adults, including but not limited to bible studies, special interest events and sessions, retreats, workshops, conferences, etc.

### Kids Alive Team

- Ponder, plan and implement suitable educational and faith formational programmes and activities for children, including but not limited to Sunday morning programming

### PA Days Team

- Ponder, plan and implement special programmes and activities for children for occasional PA days during the school year.

### Summer in the City Team

- Ponder, plan and implement suitable educational and faith formational programmes and activities for the special summer programme for children which includes a federal government and Presbytery sponsored leadership development component for teens

#### Youth Ministry Team

- Ponder, plan and implement suitable educational and faith formational programmes and activities for youth, including but not limited to Sunday morning programming, recreational events, special projects, etc.

### **Family Ministry Teams**

#### TGIF Team

- Together with Minister of Christian Education, Outreach and Family Pastoral Care, ponder, plan and implement periodic Friday evening programme and meal for families with particular attention to families with young children living at home.

### **Fellowship Breakfast Teams**

#### Meal Preparation Team

- Plan, prepare and serve breakfast on the fourth Sunday of the month (September-November, January-May)

#### Programme Team

- Arrange for suitable speakers for the monthly Fellowship Breakfasts
- Host (emcee, introduce, thank, etc.) breakfasts.

### **Media Teams**

#### AV Team

- Maintain and operate audio and visual technologies for use during worship services, weddings, funerals and other sanctuary located events as required.
- Record worship services for podcast on website and such other events as may be requested.
- Provide AV support in the Lower Hall and other locations as may be required.

#### Computer Management Team

- Attend to or arrange for the prompt and efficient provision, upkeep and maintenance of all church computers.

#### Website Team

- Attend to or arrange for keeping an appealing and current website including podcasts of worship services.

### **Membership and Mutual Care Teams**

#### Classics Birthday Team

- Organize the annual dinner and programme in honour of those who are 80 years of age and older.

#### Lay Pastoral Care Team

- With the guidance and supervision of ministry personnel, offer care and support to those who may be homebound, hospitalized, living in care facilities, grieving or in need of some other “caring connection”.
- Participate in initial and occasional “in-service” lay pastoral care training

#### Membership Matters Team (membership roll, hospitality, newcomer orientation, etc.)

- Assist the Membership Steward as required in maintaining an up-to-date roll of members and adherents.

- Develop ways and means of welcoming and orienting newcomers.  
Social Activities Team (celebrations, coffee hour, fall BBQ, playfulness)
- Coordinate, organize and/or otherwise, facilitate such events and occasions as may foster fellowship in the life of the congregation.

### **Mission & Outreach Teams**

#### El Salvador Partnership Team

- Attend to and assist the congregation to be informed and supportive of our partnership with Iglesia Bautista Immanuel (Emmanuel Baptist Church) in San Salvador.

#### “Fresh For All” Team (Food Share Program)

- Grow and contribute fresh vegetables for this food share initiative.

#### Neighborhood Needs and Opportunities Team

- Give attention to local concerns and issues for which a faith based initiative and/or response is in keeping with our gospel mandate to love and serve others.

#### Refugee Sponsorship & Support Team

- Attend to and assist the congregation to be informed and supportive of our faith based responsibility to “welcome the stranger”.
- Attend to and assist the congregation to be informed and supportive of our participation in the West Kingston Refugee Partnership (WKRP).

#### Respect for Creation Team (Environmental Concern)

- Attend to and assist the congregation to be informed and supportive of ways and means for our congregation to “live with respect in creation.”

#### Seniors’ Wellness Team

- Coordinate, organize and/or otherwise, facilitate such initiatives, programmes, events and occasions as may foster mental, physical and spiritual health for seniors, including but not limited to “Wellness Walking”.
- Assist in whatever ways may be appropriate our partnership with Seniors Association Loyalist.

#### Welcome Centre Team

- Serve on a roster of or people willing and able to welcome and assist anyone entering our doors weekdays from 9 a.m. to 1 p.m.

### **Property Teams**

#### Coordinating Team

- Support and monitor the work of all other Property Teams
- Liaise as required with Council of Elder
- Monitor property related expenses and, together with Administration Coordinating Team provide input to Council of Elders related to annual financial planning.
- Together with Supervisor of custodian provide guidance and input relative to custodial responsibilities.

#### Gardens and Grounds Team

- Maintain the gardens and grounds.
- Provide guidance as needed with respect to lawn care, snow removal, parking.
- Liaise as required with Council of Elders.

#### Upkeep and Maintenance Team

- Monitor and maintain general upkeep of building, making repairs as required including the purchase of such supplies and equipment as may be necessary.

- Monitor and maintain such things as furnace, air conditioning, lighting and wiring, plumbing, etc. as may occasionally require outside expertise and labour.
- Liaise as required with Council of Elders, especially with respect to financial matters.

### **Special Interest Groups Teams**

#### Book Club Team

- Arrange as needed for regular gathering of those who would like to read and discuss books of interest together.

#### Bridge Team

- Arrange for regular gatherings of those interested in playing bridge.

#### Decisive Issues Team

- Coordinate and lead bi-weekly discussion group based on shared reading of a book that provokes or prompts fresh thinking about faith issues

#### Special Events Team (Concerts, Festivals, Art Shows, Etc.)

- Initiate, coordinate, organize and/or otherwise, facilitate such special programmes, events and occasions as may seem desirable and which have the approval of the Ministry Teams Coordinating Committee.

*A person or persons may create a Ministry Team to initiate, organize and coordinate other programmes, events and occasions as may seem desirable and which have the approval of the Ministry Teams Coordinating Committee*

### **Spiritual Practices Teams**

#### Just Men Team

- Assist the minister or other coordinator of these small groups for nurturing spirituality and providing mutual support for men.

#### Spirit Sisters Team

- Assist the minister or other coordinator of this group for nurturing spirituality and providing mutual support for women.

#### Prayer Circle Team

- Coordinate, organize and otherwise participate in this confidential network of people willing and able to receive particular requests for prayer.

#### Stewardship Team

- Attend to and assist the congregation to be informed and supportive of best practices related to our individual and collective stewardship of resources, including but not restricted to fostering a spirit of generosity, gratitude and strong financial support of the life and work of the congregation
- Attend to and assist the congregation to be informed and supportive of the Mission and Service Fund of the United Church of Canada.

### **Worship Teams**

#### Announcements Team

- Provide and arrange for others to provide a warm welcome and highlighted matters pertaining to our “Life and Work” at the beginning of worship services.

#### Coordination Team

- Support and monitor the work of all other Worship Teams
- Together with Minister of Worship consider and plan for regular and special worship occasions throughout the year.

- Together with Minister of Worship and Music Director consider and plan for regular and special music ministry throughout the year.
- Together with the Ministry and Personnel Committee, review annually the contract of the Music Director.
- Liaise as required with Council of Elders
- Monitor worship related expenses and, together with Administration Coordinating Team provide input to Council of Elders related to annual financial planning.

#### Communion Team

- Coordinate preparation and serving of communion as required throughout the year.
- Arrange for servers.
- Prepare communion elements.
- Clean-up following communion.

#### Decorating Team

- In consultation with the Minister of Worship and Worship Coordinating Team propose, purchase (within constraints of the Financial plan) and maintain tasteful and season décor in the Sanctuary and Welcome Centre.
- Arrange for the appropriate liturgical season display of antependia, banners, and the like.
- Arrange for the provision and maintenance of chancel candles.

#### Meeters and Greeters Team

- Coordinate and participate in the welcoming of worshippers.
- Assist worshippers as needed in finding a seat.
- Distribute bulletins and hymnals as required.
- Collect offering during worship.
- Encourage visitors to sign guest book, attend coffee time.
- If possible, introduce visitors to at least one regular worshipper.

#### Music Team

- Provide support to the Music director.
- Participate in Chancel choir or Limestone Ringers
- If able and interested, volunteer to start a new music group.
- Offer vocal or instrumental musical talents.
- Organize, provide or present special musical events or programmes during the year.

#### Prayers of the People Team

- Recruit and coordinate lay persons to offer “Prayers of the People” during worship services.
- Be one of the persons who offers the “Prayers of the People” (guidance provided).

#### Readers Team

- Recruit and coordinate lay persons to read scripture lessons during worship services.
- Be one of the persons who offers to read.

#### Summer Services Team

- Coordinate lay participation (greeting, reading) for services during July and August.
- Arrange for refreshments during July and August,
- Arrange for pulpit supply and worship coordination during vacation absence of Minister of Worship

## MINISTRY COORDINATING COMMITTEE

We are entering the second year of a revised Governance model currently being tested over a two-year period. It will be helpful to cite some foundational explanations:

“Whereas Stranding Committees have hitherto been filled by members and adherents recruited by a Nominating Committee and elected by the congregation at each Annual General Meeting, **Ministry Teams will be formed to carry out specific ministries (programmes, tasks, etc.) identified by our church family as essential to who we are and what we believe God is calling us to do at this time in our life and work together. Ministry Teams will be formed by members and adherents whose gifts, interests and passions relate to one or more of these ministries.** It is hoped, even expected, that every active member and adherent will choose at least one area of our life and work in which to participate in some way.... If no one signs up to carry out a given task, no matter how essential that ministry has seemed in the past or seems for the future, it simply won't happen whether it's meeting and greeting at the door or teaching Sunday School or helping with Sunday morning Coffee Hour or reaching out beyond ourselves to make a difference in the world. Our life and work is everybody's business or nobody's business. It's called discipleship.”

“While the Council of Guiding Elders will continue to be elected by the congregation for fixed terms, this is not the case with Ministry Teams. Such terms are not elected terms and have no fixed limits. They are based on the Spirit's gifts and call and, as such, may be brief or endure over time. It is assumed that changing interests, sense of call and natural congregational mobility will provide both continuity and change.”

“By and large, each Ministry Team will function with a considerable degree of autonomy as long its work accords with the congregation's mission, vision and values statements and adheres to the annual Financial Plan proposed by the Council and approved by the congregation.”

“Ministry Teams are ultimately accountable to the Council of Guiding Elders but a **Ministry Team Coordinating Committee** [initially] appointed by the Council of Elders [and subsequently elected by the congregation], together with the Ministers, will give general direction to the Teams and serve as resources to them.

That being restated, please refer to the appendix at the end of this Annual Report for a listing of current and potential Ministry Teams identified as of August 2017.

Council appointed an “start-up” Ministry Coordinating Committee consisting of **Janet Dubblestein, Jane Furter, Andrew Robb, Gordon Sinclair** to accompany the two ministers in “keeping watch o'er the flocks” by day or night as the need arises. Perhaps the best review of our work is to cite agenda items from 2017 meetings:

At its June meeting, following discussion the Committee recommended

- that, subject to Council approval, we provide honoraria to both a Kids Alive Coordinator (\$1200) and a Nursery Coordinator (\$800) subject to review at the end

of the first year of doing so, the differing amounts reflecting the differing responsibilities and time commitments of each position;

- that, also subject to Council approval, in order to assure a neutral impact upon the current operating financial plan, at the time of fall registration each family be invited to make a tax creditable donation of \$75 per child (maximum \$125 per family) for one year, relatively small amounts compared to what most families pay for other children's activities and roughly comparable to what families would contribute if, as in former years, they attended "Sunday School" regularly and made offerings on a weekly basis to support children's ministries;
- that Jean assist the El Salvador Partnership Team in initiating the necessary process and promotion for the fall appeal for the Scholarship Fund approved by the Church Council;
- that a children's quiet activity centre be set up at the back of the sanctuary again for summer worship services and that parents be asked to supervise their own children while still being able to participate in worship
- that the nursery be open as need for the summer but unsupervised;
- that, in response, to several inquiries, a Photo Directory Team be established to consider the production of a new directory in the spring of 2018 and that Lorna Thorne be asked to consider facilitating the team.

At its September meeting, the Committee noted

- that the "Just 4" programme was underway with 10 participants as of this date;
- that "Oasis Time" for women has had some initial responses and will get underway shortly;
- that the "Kids Alive" has a new Coordinator (Ruth Judd);
- that there was a mostly positive response to requests for donations at the time of registration and that the cost of the Coordinator's honorarium has almost been reached. A few parents expressed concern about the new initiative, but most seemed satisfied with Jean's follow-up explanation. A couple of older members of the congregation have also expressed concern about it but it was agreed that we need to be both positive and clear that changing times require changing practices. It is important to stress that the request is for a *donation* as opposed to a levied *fee* and that every child is welcome, with or without a donation. It was noted that we all need to recall that parents used to contribute to the cost of "Sunday School" in a very regular and disciplined way and that this new practice is actually not much different from that, apart from encouraging the donation up front to compensate for the more irregular attendance of Kids Alive participants. It was agreed to monitor the practice and be attentive to any further expressions of concern.
- It was agreed that a Lay Pastoral Care Team with training and accountability components be initiated as soon as possible.
- It was noted that Administration, Property and Worship teams all have a coordinating team (at least 1 person) but that Faith Formation teams and Mission & Outreach teams could benefit from a coordinating person or team other than Jean. For the most part, however, the teams are functioning reasonably well. The Ministry Coordinating Committee will review revise the list of teams at subsequent meetings. We also need to monitor implications of no longer having Standing Committees to deal with matters not specific to a given ministry team.
- It was agreed that existing categories from the former governance model could be adapted for the 2018 Financial Plan.

- It was agreed that this Committee could use a couple more members and that the matter be referred to the Nominating committee.

The Committee continues to regard its role as primarily an advisory one but requests that suggestions for any new team (program, project, activity, etc.) be brought to the Committee's attention for consideration. While the Ministry Coordinating Committee attends to the **ministry value** of existing and potential teams, in **financial matters** all teams are subject to the limitations of the Financial Plan and any projects or proposals with financial implications and not included in the Financial Plan need to have the approval of the Church Council.

*Respectfully submitted,  
Rev. Dr. Wayne Soble*

### **WORSHIP TEAMS**

There are nine worship teams that all work to oversee, plan and implement all matters related to worship and administration of the sacraments. Their shared goal is to make worship meaningful, hopeful, rooted in significant tradition(s) and relevant for today and tomorrow. It is hoped that worship is satisfying both to longtime worshipers and new comers and to those with little or no experience of church.

Rev. Dr. Wayne Soble, is our primary resource. He plans and conducts most of the services. The various teams assist as requested and required. The coordinating team leader, Lorna Thorne, met with Wayne throughout the year to discuss past and futures services and in September there was a Worship Forum open to anyone who wished to discuss issues relating to worship. We are also very blessed to have Rev. Dr. Jean Stairs preach at various times during the year. Various groups conducted services throughout the year. I.E. UCW, Spirit Sisters, Mission and Outreach, and Children and Youth. This team also helped to facilitate the special services that took place:

The Anniversary Service January 15th  
First Nation Service June 18th  
The Blessing of the Animals October 1st  
Remembrance Service November 5th  
Cantata "Loves Bright New Face" December 3<sup>rd</sup>

#### **Announcements Team**

Led by Patti Speck with Brenda Moyer and Lorna Thorne who provide a warm welcome every Sunday and highlight matters pertaining to our "Life and Work" at the beginning of the worship service.

#### **Coordinating Team**

Led by Lorna Thorne this entails supporting and monitoring the work of all other Worship teams. Meetings with Rev. Soble throughout the year to consider and plan for regular and special worship occasions. Together with the Ministry and Personnel Committee we

reviewed the contract of the Music Director. In September a Worship Forum (where all those interested in worship were invited to attend) was held to discuss issues relating to worship.

#### Communion Team

Barb O'Neill , Eric Vandalen, and Florence Niven coordinated preparation and serving of communion as required throughout the year. The many volunteers who helped as servers are greatly appreciated.

#### Decorating Team

Led by Jean Barna, this team maintained tasteful and seasonal décor in the sanctuary and Welcome Centre. They arranged appropriate liturgical season antependia, banners and looked after the chancel candles and Christmas Eve candles.

#### Meeters and Greeters

Led by Barb O'Neill who coordinated the many volunteers who each Sunday welcome worshippers, hand out bulletins, help with seating, and collect the offering. Thank you to all those helping on this team.

#### Music Team

We all appreciate the services of the Music Director, Laurence Rowbotham. The Christmas Cantata composed by Laurence was wonderful. Thank you also to the Choir who share their voices with us each Sunday, the Limestone Ringers lead by Janet McDonald and various vocal and instrumental soloists for all their spectacular musical offerings.

#### Prayers of the People Team

Led by Florence Niven who coordinates lay people to offer prayers during the worship service. Thank you to those who have shared their thoughts through prayer.

#### Readers Team

Led by Lorna Thorne who coordinates the lay people who read the scripture lessons during the worship services. Thank you to the 33 people who read throughout the year. If you would like to be a reader, please let me know.

#### Summer Services Team

Led by Andrew Robb this team coordinated the readers, greeters, refreshment providers and pulpit supply and worship coordination during vacation absence of the Minister of Worship. Many thanks to those who made sure our summer services were meaningful in every way.

Worship teams appreciate the strong leadership and guidance provided by Rev. Dr. Soble in all the team responsibilities, activities and in his design of effective liturgy. The style and substance of his preaching continues to be excellent.

*Respectfully submitted,  
Lorna Thorne*

## **MUSIC AT EDITH RANKIN**

“Music is to the soul what words are to the mind.”

Music at Edith Rankin plays an important role in helping to communicate, in an enjoyable way, the word of God. The mission of every member of the chancel choir, the bell choir and our fabulous soloists, is to touch the minds and souls and to illustrate and teach about God’s love and proclaim the gospel of Jesus.

We continue to use our new facilities and instruments with joy. Leaders Janet McDonald, Ruth Pettis and Sandra Sinclair are God’s musical messengers, helping to create the mystical experience we all enjoy.

We have welcomed new members to the chancel choir including Alma and Kim Barney, and Debbie and Paul Currie. We invite new members and acknowledge, with gratitude, the considerable amount of time donated weekly by our choir members, bell ringers and leaders. If the art of music is one of the greatest treasures in the world, then those who perform that music must be commended.

Special thanks go to the Chancel Choir for its inspiring performance on Good Friday. Gratitude is also expressed to the sound and visual team who play a vital role in how our musical worship is heard and therefore received by the congregation.

The Bell choir plays an important role in musical inspiration at Edith Rankin. Teri Thayer joined the Limestone Ringers this year. Kathy Baer, Ruth Pettis, Kathy Jackson and Charlotte Jones developed their repertoire on the bell tree and were accompanied by Charmaine Bullett. The Ringers played at every major liturgical event this year.

The congregation enjoyed the talent of instrumental soloists Dennis LeHotay – violin, Ann Palmer – flautist, Anthony Gifford – guitar and vocals, and Tom Kerr – bass guitar.

Finally, the Chancel Choir presented an Advent/Christmas Cantata by Laurence Rowbotham with narration by Mike Bullett that was performed on the 3<sup>rd</sup> of December. Of special note was the excellent accompaniment of organist Kim Barney.

We ended 2017 with a wonderful donation of new choir gowns from the Creighton Family. The Choir wear them in loving memory of Audrey Creighton. Special thanks to Cathy Flynn and Carolyn May for their invaluable work in obtaining our new gowns.

Thanks to the partners and families as well as the music committee who have supported those who have participated in musical worship in 2017. Please continue to let all the musicians know how much you appreciate their contributions and how their music reaches the depths of your minds and souls. And please consider joining a musical group – there

is always room in all our musical ensembles for new members. Please see Tidings for dates and times of rehearsals.

*Respectfully submitted,*  
*Laurence Rowbotham, Director of Music*

### **Limestone Ringers**

The hard working, dedicated and enthusiastic Limestone Ringers (LR) enjoyed a successful season of bell ringing, meeting from 7-9 Monday evenings from September until May.

The Bell Tree players, led by Ruth Pettis, were very helpful playing when the larger group couldn't play.

Regular rehearsals and church service performances filled our playing schedule. Music for the biannual Bell Festival was practiced and performed throughout the year. Five members of the LR went to the Festival held at McMaster University from May 25-27, 2017.

We were thankful to utilize our Music Budget of \$500 to help with the cost of music, new mallets, binders and bell polish in 2017. Our old tables were sold and new tables were donated to help make the transportation of the bells, etc. easier.

The LR have been invited to play at the Kingston Chamber Singers concert on April 29, 2018 and we are practicing for that exciting concert.

We are always looking for new members. The only requirements to join us are the ability to read music, have a sense of humour and fellowship and to serve in the Music Ministry of Edith Rankin Memorial United Church.

*Respectfully submitted,*  
*Janet McDonald, Director of the Limestone Ringers*

**FROM THE REGISTERS – 2017**

**BAPTISMS**

**April 30, 2017**

Isaac Alan Brandao Pettis – son of Daniel Brandao and Cheryl Pettis

**May 14, 2017**

Olivia Lareen Panagapko – daughter of Brent Panagapko and Stacey Cress

**October 8, 2017**

Dylan Jacob Randle – son of Mark Randle and Kristen DeJong  
Everly Elizabeth Pearl Garrison – daughter of Chris Garrison and Stephanie Armstrong

**DEATHS**

*\* Denotes a Member of our Congregation*

- \* Ethel Gertrude Butterill – January 20, 2017
- \*Audrey Mae Creighton – March 20, 2017
  - \*Harold Roy Harris – March 23, 2017
  - Winifred Mary Wilson – May 8, 2017
  - Eva Lorraine Mary Grant – May 10, 2017
  - Carol Soble – June 12, 2017
- \*Margaret Anne Pickering – June 22, 2017
  - \*Dorothy Jeanne Payne – July 3, 2017
  - \*Verna Hazel Knight – July 11, 2017
  - \*William Dean Allum – July 16, 2017
  - \*Eric Jensen – August 26, 2017
- \*Anne Marion Larocque – August 28, 2017
  - Jane Jung – September 4, 2017
  - \*Alma M. Lewers – September 19, 2017
  - \*Colleen Korderas – November 5, 2017
- \*Connie Agnes Harris – November 23, 2017
- \*Edward Albert Hearn – December 9, 2017

**NEW MEMBERS RECEIVED BY PROFESSION OF FAITH,  
REAFFIRMATION OF FAITH, CLEAR ASSURANCE,  
REINSTATEMENT OR TRANSFER**

**April 16, 2017**

Shirley Donovan

**June 4, 2017**

**Confirmands**

Liam Andrew  
Norah Godin  
Logan Matthews  
Claire Sedgewick  
Emma Weatherdon

Katherine (Tina) Guenther  
Bola Sogbein  
Chelsea Weatherdon  
Patricia Turner  
Richard Turner

**November 26, 2017**

Bob Farquhar  
Fran Farquhar

**MEMBERS REMOVED BY COUNCIL MOTION**

**December 12, 2017**

Audrey Brownsey  
Jessica Flowersmith  
Andrew Lloyd  
Jeff Lloyd  
Caroline Staples

Scott Staples  
Keenan Weaver  
Taylor Weaver  
Tracey Weaver

**TRANSFERS OUT**

Elsie Stitt  
Crystal MacKenzie  
Donna Crozier

Jim Crozier  
Nancy Darling

**MARRIAGES**

Douglas Parker Mitchell and Meaghan Alexandra Schell – February 19, 2017  
Bruce George Grant and Cheryl Suzanne Dawson – August 5, 2017

*Respectfully submitted,  
Brenda Moyer*

**2017 CONGREGATIONAL STATISTICS**  
(to be reported to the UCC in Feb 2018)

Number of Households under Pastoral Care: 449  
Total Resident Members: 500  
Total Non-Resident Members : 14  
Total Members: 514  
Total Adult Adherents : 276

*Respectfully submitted,  
Brenda Moyer, Membership Steward*

**NEIGHBORHOOD NEEDS TEAM (FORMERLY MISSION AND OUTREACH)**

With the new governance model for committees of council, responsibilities of the newly named Neighborhood Needs Team are similar to those of the former Mission and Outreach Committee.

Our main goal this year was to identify needs and provide assistance to those requiring help within our community.

Former members of the Mission and Outreach Committee and new members as part of this new team structure, have already demonstrated their interest in making things better in our community through their ideas, energy and enthusiasm.

Partners in Mission Food Bank was our main focus. As well as requesting, collecting and delivering non-perishable food on a weekly basis, we have had two very successful food drives at Thanksgiving and Christmas for this worthwhile organization.

Incidental donations of food, personal hygiene items, and warm items from the Tree of Warmth were shared with shelters, schools, and Better Beginnings on an ongoing basis. We will continue to contribute in these areas as needed and as we are able.

Dawn House Women's Center has also been a main focus this fall. Dawn House relocated to a new facility to provide long term and transitional housing for 16 women from our community, living without accommodation. Our team initiated regular contributions of items of personal hygiene, food, household products and specific furnishings as requested, to assist these women and staff in their new home.

During October it is customary for the Mission and Outreach (Neighborhood Needs Team) to provide the Sunday service. This October, for our Mission Awareness Sunday, our guest, Rev. Takouhi Demirdjian -Petro of the Portland -Elgin Charge, the first Armenian woman to be ordained into the United Church of Canada , spoke on 'Living our Faith'. Her celebrated book, 'The True Gift Lives On' was offered for sale following the service and a percentage of sales was donated to the Collegio Bautista Emmanuel Scholarship Fund, a fund established by our twin church, Iglesia Bautista Emmanuel in El Salvador. We help our twin church where possible and this year we were able to contribute financial aid from our budgeted funds to this scholarship fund.

At Christmas members of the team and the congregation volunteered to sponsor a Salvation Army Kettle for a day. Much assistance was provided by different groups within the church community providing a Christmas hamper, gift cards, gifts of money, items of warmth, and food helping make a nicer Christmas for those in need.

Some members of our Neighborhood Needs Team are also active on other teams under the Outreach umbrella which include: Respect for Creation Team, El Salvador Partnership Team, Seniors' Wellness Team, Refugee Sponsorship and Support Team, (WKRP).

Our new Neighborhood Needs Team will always welcome ideas for new projects. We are most grateful to our congregation for responding so generously with donations of food, gifts, money, time and enthusiastic support helping us do what we can do within our community.

*Respectfully submitted,  
Pat Bowman*

### **MEDIA & COMMUNICATIONS TEAM**

In 2017 we moved from a church council of committees to a congregational team model, and as such the Media & Communications Committee became the Media & Communication team as an umbrella for the following teams:

- The Anchor
- Communications
- Audio Video
- Website

In 2017 with our volunteers, we provided the following support:

- **weekly audio and visual support during Sunday worship services and other services as required;**
  - Al Pickering, John Moyer, Mel Hazell, Les Burgess, John Warren, and Paul Carl
- **weekly podcasts of the service, sermon and music on our ERMUC website;**
  - Paul Van Nest, Craig Pettis and Marg Lawson
- **maintaining the many ERMUC website pages**
  - Paul Van Nest, Craig Pettis and Marg Lawson
- **update FaceBook**
  - Tanya Bax, Paul Van Nest and Paul Carl
- **Update and maintain ERMUC Twitter**
  - Tanya Bax
- **provide photographer support;**
  - Craig Pettis
- **bulletin and notice boards;**
  - Kathy Baer

- **post messages to the road sign on request**
  - Glenn Owen & Mel Hazell
- **coordinate and submit PSA's and paid advertising for important events;**
  - Mel Hazell & Paul Van Nest
- **organize church mail outs and maintain mail out databases;**
  - Tanya Bax & Paul Van Nest & Glenn Owen
- **congregational subscription sales and renewal of the United Church of Canada "Observer";**
  - Glenn Owen & Kathy Baer
- **administer copyright licenses and report on use;**
  - Glenn Owen
- **compile the "The Anchor" newsletter (3x per year)**
  - Patti Speck and Paul Carl

In September 2017 the M&C team undertook an upgrade of the Audio System. This included hiring Kingston Sound Works to remove and install a completely new sound board and microphone system for the sanctuary. This cost \$8500 with \$5100 funded with donations from the members of the Media & Communications Team and a top up from the Memorial Fund.

Currently we have still a couple of issues to rectify such as static from the Bell hanging mics and proper setup of the Choir monitors which will allow the Choir to better hear the service.

We as a team look at this as only Phase One of a 4 phase upgrade. The next phases will include a new camera system, upgraded video projection system and integrating of the systems with other areas of the church. This will happen as funding is raised.

In the winter of 2017 the Website team of Paul Van Nest, Craig Pettis, Marg Lawson & Paul Carl worked hard and completely upgraded the website. This allowed for a cleaner, more accessible and more professional looking website.

While many of our costs are associated with set monthly recurring costs, our committee has been fiscally responsible and it has come in under budget for 2017. M&C submitted a 2018 draft budget that will continue to provide the funds as required in a fiscally responsible way.

As a team we would like to acknowledge the following changes to our volunteer roster. First off, Al Pickering, who for a great many of years tirelessly worked on the audio system and maintained all things that fell under the Media & Communications prevue. Al has decided to take a much deserved break from the Media & Communication Team. While his knowledge is certainly missed, he can still be seen at times looking over the shoulders of the Media Team during services. Thank you Al.

Secondly, after 7 years with the website team, Marg Lawson has decided to focus on other things and has decided to step down from post service duties of uploading the podcast. We thank you Marg and know you will be missed. It should be noted that to replace Marg,

Gerrie Dickson has stepped up and is now currently learning the procedures from Paul & Craig, so he to can help with the website.

On behalf of the Media & Communications teams, I respectfully submit our 2017 annual report and would like to thank everyone of the M&C Team members and for the support and guidance from the whole congregation of Edith Rankin Memorial United Church.

*Respectfully submitted,  
Paul Carl*

### **ADMINISTRATION TEAM**

We greatly appreciate the full year deliberations of a very experienced group consisting of Gord Bell (Chair), Rev. Dr. Jean Stairs, Tony Baker, Gerrie Dickson, Don Mallory, and John Moyer (Church Treasurer). Regrettably in early spring, Gord Bell elected to take over leadership of the Property Team. We wish him well!!!!

Also late year we learned of the departure of John Moyer who has served as Treasurer for the last several years. We will miss his pragmatic reports to Administration.

With the adoption of a new Church Management Structure in March, Tony Baker took over as co-ordinator of the Administration Team, which is now reduced to four operational members. Continuity requires we introduce new members to this Team.

The major event of the 2017 year has been the adoption of an "Interest Based" Team structure, which is hoped to provide a more flexible method of operation. The Church is nine months through a two year evaluation period. Administration Team in addition to normal duties has been tasked with monitoring how well other Teams are adjusting to the revised structure. We will be conducting a Team Survey during Q1.

Gord Bell organized the introduction of a bank Debit Card machine located in the reception area, and this is proving a helpful means of contributing to our finances. Also with the introduction of the new structure, we adopted a revised Room Rental schedule based on excellent work done in 3Q by Gerrie Dickson and his small team.

We also established Edith Rankin as a "Loyalist" extension of the Senior Centre program activities within the community, and this has been an expanding source of programs – now totaling 22. It is also an alternative source of revenue for the Church.

New contracts for FunFit/FitBall and CGNA were negotiated around 30 June.

As part of understanding financial interactions, the team with John Moyers assistance, developed a 2014 - 16 comparison of Income and Expenditures in eighteen designated categories. A major driver for this work was recognition that a United Church of Canada loan of \$500,000 supporting our building fund, would require payments of \$ 3825 each month from October 2018. Continuation of these monthly payments will be the responsibility of Operations Fund from October of the current year.

Payments from 4Q 2016 to October 2018 were provided by a Trust Fund grant of \$100,000 (26 payments).

To get a better understanding of financial flows throughout the year, we have developed a Financial Model, which tracks Income flows and Expense outlays for the five largest expense categories on a month by month basis. It has the capacity to project year end values for Income/Expenses.

Additional to this month by month tracking, a longer term Financial Planning Team has been established under Chris Sproule to identify and select alternative sources of income for the continuing support of the UCC mortgage and other projects.

*Respectfully submitted,  
Tony Baker*

### **ENVELOPE STEWARD**

On behalf of the Congregation, and others who benefit from our presence in the community, a sincere **THANK YOU** to all the individuals, families and groups who have financially supported Edith Rankin Memorial in 2017. The wide variety of programs depends on your continued support and we extend our thanks in advance for your 2018 financial assistance.

On Dec 31, 2017, ERMUC had 118 (142 in 2016) assigned envelope contributors and 107 (113 in 2016) Pre-Authorized Remittance (PAR) contributors.

In total, during 2017 ERMUC's Operating Fund received support from over 310 identifiable sources; envelopes, PAR and visitors. Our 2017 donor profile is:

<\$52.00 – 47 (59 in 2016)	\$52 - \$260 – 54 (54 in 2016)
\$260 - \$520 – 33 (36 in 2016)	\$520 - \$1300 – 105 (89 in 2016)
\$1300 - \$2340 – 44 (45 in 2016)	\$2340 - \$3640 – 16 (18 in 2016)
\$3640 - \$5200 – 7 (5 in 2016)	\$5200 - \$10400 – 2 (3 in 2016)
\$10400 - \$15600 – 1 (2 in 2016)	>\$15600 – 2 (1 in 2016)

For 2018, to minimize waste of unused boxed envelopes, we will order 130 boxed envelope sets for distribution. If you haven't picked up your 2018 envelopes, they are available either at the back of the Sanctuary or in the Church Office. Should anyone not currently assigned envelopes require them, or should regular contributors wish to switch to PAR, please contact Tanya in the Church Office at (613) 389-2530.

*Respectfully submitted,  
John Moyer, Envelope Steward*

## TREASURER'S REPORT 2017

On the following pages you will find the 2017 Financial Summaries and elsewhere in this Annual Report, you will find a Capital Campaign Financial Summary.

ERMUC ended 2017 with an **operating surplus of \$12,900.29**. The surplus is largely due to a substantial Hydro One rebate of \$22,887.26 received because of an improperly adjusted meter.

Operating revenue (PAR, envelope, loose etc.) totaled \$335,319.69. General revenue (rentals, interest, HST rebate etc.) totaled \$71,986.76. The total revenue, \$407,306.45, represents 110 % of the total predicted in the 2017 financial plan. Please note that donations received for restricted funds (Benevolent, Memorial, etc), designated funds (audio system, M&S, Scholarship Fund, etc) and the Capital Campaign are not included in these totals.

Expenses from all sources totaled \$394,376.16. This total is 98% of the figure predicted in the 2017 financial plan. I believe that the various Committees did an excellent job of attempting to keep expenses in check.

M&S offerings were totaled \$36,532.25, 110% of the approved goal of \$31,000.

These yearly figures should not be confused with our bank accounts and how ERM manages its day-to-day 'cash flow'. Although we have no outstanding invoices to be paid, at times ERM relies on its Line of Credit (LOC) to assist in managing cash flow. Because of the cyclical fluctuations in offerings, there were times when ERM used its LOC to support operations. Fortunately, in 2017 use of the LOC was buffered by the approved transferring in of ERM Trust Funds to cover UCC loan payments. The availability of these funds effectively masked how reliant we are on our LOC, especially during the summer months.

The Trust Fund transfers will be consumed by Dec 2018 when ERM will be required to meet these obligations. Any use of the LOC incurs bank charges.

2018 promises to present its own financial challenges as we eventually merge the Capital Fund with the Operating Fund.

*Respectfully submitted,  
John Moyer, Treasurer*

**2017 YEAR END INCOME & EXPENSE STATEMENT**

	<b>Jan - Dec 16</b>	<b>Jan - Dec 17</b>	<b>PLAN 2017</b>
<b>Ordinary Income/Expense</b>			
Income			
Bank Deposits			
<b>Mission &amp; Service Fund Revenue</b>			
<b>051 - Mission and Service(Envelope)</b>	9,935.50	10,378.25	
<b>052 - Mission &amp; service (PAR)</b>	23,790.00	23,068.00	
<b>053 - Mission &amp; Service UCW</b>	1,500.00	2,258.50	
<b>055 - Mission &amp; Service Debit/Credit</b>	0.00	5.00	
<b>Mission &amp; Service Fund Revenue - Other</b>	468.00	822.50	
<b>Total Mission &amp; Service Fund Revenue</b>	35,693.50	36,532.25	31,000.00
<b>Observer Income</b>			
<b>050 - Observer Subscription Income</b>			
<b>027 - Observer Income</b>	1,316.00	1,020.00	
<b>Total 050 - Observer Subscription Income</b>	1,316.00	1,020.00	
<b>Total Observer Income</b>	1,316.00	1,020.00	
<b>UCW Designated Fund</b>			
<b>013 - UCW Income</b>	1,398.94	25,733.23	
<b>Total UCW Designated Fund</b>	1,398.94	25,733.23	
<b>Total Designated Funds Income</b>	38,408.44	64,715.48	
<b>Offerings</b>			
<b>001 - Local envelope</b>			
<b>001a - Easter Envelopes</b>	9,081.00	6,805.00	8,000.00
<b>001b - Thanksgiving Envelopes</b>	8,173.00	12,465.00	7,500.00
<b>001c - Christmas Envelopes</b>	13,499.25	12,663.60	14,000.00
<b>001 - Local envelope - Other</b>	104,808.47	109,521.32	120,000.00
<b>Total 001 - Local envelope</b>	135,561.72	141,454.92	149,500.00
<b>002 - Local (PAR)</b>	184,264.28	186,826.12	175,000.00
<b>003 - Loose Cash Offerings</b>	3,507.95	4,509.42	4,500.00
<b>004 - Other</b>	211.58	10.00	0.00
<b>007 - Initial Offering</b>	267.00	287.00	300.00
<b>Offerings - Other</b>	361.88	2,232.23	300.00
<b>Total Offerings</b>	324,174.41	335,319.69	329,600.00

<b>Other Revenue</b>			
<b>009(A) · Wish List Items</b>	5,506.45	0.00	
<b>012 · Catering Team Income</b>	628.00	-30.00	
<b>014 · Fellowship Income</b>	67.90	269.55	
<b>016 · Mission &amp; Outreach Income</b>	728.00	527.00	
<b>017 · Worship Income</b>	0.00	5,000.00	
<b>018 · Property Income</b>	20.00	0.00	
<b>019 · FFD Income</b>			
<b>019(A) · Just For...Registration Fees</b>	395.00	110.00	
<b>019KA&amp;N · Kids Alive &amp; Nursery Donations</b>	0.00	1,025.00	
<b>019 · FFD Income - Other</b>	1,071.65	1,171.45	
<b>Total 019 · FFD Income</b>	1,466.65	2,306.45	
<b>020 · Office Income</b>			
<b>020(A) · Welcome Centre</b>	49.45	150.65	
<b>020 · Office Income - Other</b>	72.63	135.00	
<b>Total 020 · Office Income</b>	122.08	285.65	
<b>021 · Congregational Life Income</b>	2,033.10	561.54	
<b>022 · Interest Income</b>	12,015.12	10,504.43	6,000.00
<b>023 · HST Rebate/Income</b>	6,580.47	8,492.90	2,500.00
<b>026 · Name Tags Revenue</b>	39.00	81.00	
<b>029 · Miscellaneous Revenue</b>	1,281.56	25,217.54	1,000.00
<b>030 · Rental Income</b>			
<b>030sc · Rental Income - Seniors Centre</b>	0.00	7,595.20	
<b>030 · Rental Income - Other</b>	5,091.00	10,575.50	
<b>Total 030 · Rental Income</b>	5,091.00	18,170.70	19,700.00
<b>070 · Kagita Mikam Employment Income</b>	12,455.00	0.00	
<b>Other Revenue - Other</b>	0.00	600.00	9,000.00
<b>Total Other Revenue</b>	48,034.33	71,986.76	38,200.00
<b>Restricted Funds Income</b>			
<b>0034 · Landscape/Gardening</b>	272.23	450.00	
<b>033 · Benevolent Fund Income</b>	9,673.00	3,121.45	
<b>035 · Memorial Fund Income</b>			
<b>040 · Sound System Income Fund</b>	0.00	7,570.00	
<b>035 · Memorial Fund Income - Other</b>	1,257.50	10,294.34	
<b>Total 035 · Memorial Fund Income</b>	1,257.50	17,864.34	
<b>045 · Vacation Bible School Income</b>	11,068.40	13,836.00	
<b>061 · Capital Campaign Income</b>	1,565,993.36	273,473.07	
<b>062 · Syrian Refugee Sponsor WKRP Inc</b>	30,160.65	17,248.32	

066 · Scholarship Fund Income	0.00	7,269.05	
<b>Total Restricted Funds Income</b>	<b>1,618,425.14</b>	<b>333,262.23</b>	
<b>Total Bank Deposits</b>	<b>2,029,042.32</b>	<b>805,284.16</b>	
<b>Total Income</b>	<b>2,029,042.32</b>	<b>805,284.16</b>	
<b>Expense</b>			
<b>Admin., Steward. &amp; Res.</b>			
<b>251 · Bank Charges</b>			
251(a) · Scotia Connect	0.00	538.22	
251(b) · Service Charges	0.00	452.91	
251(c) · Misc. Fees	0.00	369.20	
<b>251 · Bank Charges - Other</b>	<b>1,220.81</b>	<b>218.53</b>	
<b>Total 251 · Bank Charges</b>	<b>1,220.81</b>	<b>1,578.86</b>	
252 · Envelopes	659.87	445.98	
253 · PAR Fees	677.75	743.25	
257 · HST/GST on Purchases	11,820.08	11,076.82	
258 · ADP Charges	334.41	308.20	
<b>260 · ScotiaBank Transactions</b>			
260(a) · Credit Line Monthly Fee	0.00	325.00	
<b>260 · ScotiaBank Transactions - Other</b>	<b>1,765.46</b>	<b>18.20</b>	
<b>Total 260 · ScotiaBank Transactions</b>	<b>1,765.46</b>	<b>343.20</b>	
261 · Four Winds Presbytery Assess.	10,465.00	10,181.00	
262 · Audit Fee	7,650.00	0.00	
263 · Miscellaneous	246.00	43.25	
264 · Chase Debit/Credit Fees	285.42	841.61	
<b>Total Admin., Steward. &amp; Res.</b>	<b>35,124.80</b>	<b>25,562.17</b>	<b>22,106.00</b>
<b>Church Council</b>			
104 · Church Council Contingencies	256.00	788.98	
Church Council - Other	500.00	0.00	
<b>Total Church Council</b>	<b>756.00</b>	<b>788.98</b>	<b>1,000.00</b>
<b>Compensation</b>			
<b>601 · Salary- Minister Soble</b>			
601B · Travel Allowance - Wayne	1,180.48	803.43	
614 · Relief Minister/Preaching	500.00	0.00	
<b>601 · Salary- Minister Soble - Other</b>	<b>71,397.00</b>	<b>72,111.00</b>	
<b>Total 601 · Salary- Minister Soble</b>	<b>73,077.48</b>	<b>72,914.43</b>	
<b>604 · Salary -Minister Stairs</b>			
604E Continuing Education - Jean	846.00	0.00	
620C · Mileage - Rev. Jean Stairs	1,209.12	1,880.57	
<b>604 · Salary -Minister Stairs - Other</b>	<b>71,397.00</b>	<b>72,111.00</b>	
<b>Total 604 · Salary -Minister Stairs</b>	<b>73,452.12</b>	<b>73,991.57</b>	
605 · Music Dir. Contract			

615 - Relief Organist	2,000.00	2,200.00	
605 - Music Dir. Contract - Other	24,933.63	26,605.94	
<b>Total 605 - Music Dir. Contract</b>	<b>26,933.63</b>	<b>28,805.94</b>	
<b>606 - Salary - Admin. Secretary</b>			
606A - Travel Allowance Admin. Sec.	126.73	132.91	
616 - Office Relief	2,520.75	2,324.32	
606 - Salary - Admin. Secretary - Other	40,968.24	40,969.92	
<b>Total 606 - Salary - Admin. Secretary</b>	<b>43,615.72</b>	<b>43,427.15</b>	
<b>608 - Minister Pastoral Care - Bell</b>			
608B - Mileage Expenses - Bell	794.75	758.65	
608C - Res & Book Allowance - Bell	46.07	0.00	
608T - Education Expenses - Bell	165.00	375.00	
608 - Minister Pastoral Care - Bell - Other	8,887.06	11,439.96	
<b>Total 608 - Minister Pastoral Care - Bell</b>	<b>9,892.88</b>	<b>12,573.61</b>	
609 - Caretaker Salary (Van Hooser)	23,970.00	24,238.83	
6560 - Payroll Expenses CPP, EI, UCCP	30,742.19	31,164.42	
<b>Total Compensation</b>	<b>281,684.02</b>	<b>287,115.95</b>	<b>298,773.00</b>
<b>Congregational Life</b>			
301 - General and Resources	45.68	0.00	
302 - Events	207.00	0.00	
303 - Nametags	81.00	144.00	
304 - Caring Connections	107.94	103.44	
305 - Fellowship Coffee Hour	780.71	543.96	
307 - Contingencies and Misc.	0.00	39.98	
308 - Welcoming Team Expenses	210.16	0.00	
309 - Men's Breakfast	0.00	8.99	
<b>Total Congregational Life</b>	<b>1,432.49</b>	<b>840.37</b>	<b>1,400.00</b>
<b>Faith Formation &amp; Develop</b>			
152 - Confirmation Res. and Meal	73.98	271.19	
153 - Curriculum & Resources	184.78	204.13	
154 - Teacher Appreciation Dinner	283.03	0.00	
156 - Youth Group Expenses	250.00	349.99	
157 - Kids Alive Program	675.24	1,054.11	
158 - Conference and Workshops	200.00	0.00	
161 - Adult Life	91.08	390.00	
162 - Pageant Expenses	0.00	60.45	
163 - Leadership Dev./Summer Ministry	750.00	0.00	
164 - Miscellaneous	233.86	172.90	
<b>Total Faith Formation &amp; Develop</b>	<b>2,741.97</b>	<b>2,502.77</b>	<b>4,000.00</b>

<b>Media &amp; Communications Committee</b>			
201 - Mailing and Supplies	485.95	153.59	
202 - Advertising and Promotion	505.00	385.00	
203 - Copyright Licenses	659.90	931.70	
204 - Maintenance	495.91	160.86	
205 - Miscellaneous	0.00	72.89	
207 - Observer Subscription	1,240.00	0.00	
208 - Internet Expenses	719.40	719.40	
209 - Website Expenses	119.88	191.76	
<b>Total Media &amp; Communications Committee</b>	<b>4,226.04</b>	<b>2,615.20</b>	<b>3,450.00</b>
<b>Ministry &amp; Personnel Committee</b>			
353 - General M&P Expenses	242.00	501.85	
354 - Contingencies and Misc.	423.80	181.34	
<b>Total Ministry &amp; Personnel Committee</b>	<b>665.80</b>	<b>683.19</b>	<b>450.00</b>
<b>Mission &amp; Outreach</b>			
401 - Mandate Subscriptions	0.00	208.95	
405 - Discretionary Funds	250.00	1,200.00	
<b>Total Mission &amp; Outreach</b>	<b>250.00</b>	<b>1,408.95</b>	<b>3,000.00</b>
<b>Office</b>			
551 - Computer Services	3,760.95	1,537.57	
553 - Office Supplies	2,040.39	2,427.47	
554 - Photocopier Lease	3,598.84	3,583.26	
555 - Postage	2,490.06	3,145.68	
556 - Telephone	2,287.27	2,520.32	
557 - Miscell. Office	0.00	251.52	
558 - Welcome Centre/Bistro	249.52	334.66	
<b>Total Office</b>	<b>14,427.03</b>	<b>13,800.48</b>	<b>13,000.00</b>
<b>Property</b>			
451 - Heating	8,586.50	5,987.38	
452 - Hydro	16,577.00	15,624.22	
453 - Utilities - Water& Sewer	4,150.25	2,062.65	
<b>454 - Maintenance Bldg.</b>			
459 - Elevator	105.00	1,903.81	
454 - Maintenance Bldg. - Other	9,030.48	10,664.67	
<b>Total 454 - Maintenance Bldg.</b>	<b>9,135.48</b>	<b>12,568.48</b>	
455 - Ground Maintenance	2,871.23	4,925.49	
456 - Snow Removal Parking Lot	5,299.98	3,533.32	
457 - Insurance- Property	5,986.81	5,502.60	
458 - Contingencies and Misc.	26.64	753.38	
460 - Dishwasher Lease	369.00	1,476.00	
<b>Total Property</b>	<b>53,002.89</b>	<b>52,433.52</b>	<b>47,000.00</b>

<b>Transfer Funds</b>			
750 · Landscape/Gardening Fund	272.23	450.00	
753 · Memorial Fund			
756 · Sound System Fund	0.00	7,570.00	
753 · Memorial Fund - Other	1,257.50	10,294.34	
<b>Total 753 · Memorial Fund</b>	<b>1,257.50</b>	<b>17,864.34</b>	
754 · Benevolent Fund	9,673.00	3,121.45	
755 · Mission & Service	35,693.50	36,532.25	
768 · Capital Campaign	1,565,993.36	273,473.07	
769 · Vacation Bible School	11,068.40	13,836.00	
770 · Syrian Ref. Sponsor. (WKRP)Fund	30,160.65	17,248.32	
780 · UCW Fund	1,398.94	25,733.23	
781 · El Salvador Mission Trip	0.00	1,430.00	
783 · Scholarship Fund Transfer	0.00	7,269.05	
784 · Observer Income	1,316.00	1,020.00	
<b>Total Transfer Funds</b>	<b>1,656,833.58</b>	<b>397,977.71</b>	
Wish List	741.99	0.00	
<b>Worship</b>			
501 · Church Service Supplies	304.20	282.34	
503 · Guest Speakers	300.00	0.00	
506 · Decorations	224.31	268.40	
507 · Miscellaneous	39.98	110.00	
508 · Guest Musicians	500.00	100.00	
510 · Music-(Misc. Expenses)	0.00	4,352.81	
512 · Music - Handbells	533.30	500.00	
515 · Anniversary Sunday	0.00	200.00	
516 · Transportation	352.34	811.03	
<b>Total Worship</b>	<b>2,254.13</b>	<b>6,624.58</b>	<b>5,000.00</b>
<b>Total Expense</b>	<b>2,054,279.91</b>	<b>792,353.87</b>	
<b>Net Ordinary Income</b>	<b>-25,237.59</b>	<b>12,930.29</b>	
<b>Net Income</b>	<b>-25,237.59</b>	<b>12,930.29</b>	<b>-31,379.00</b>

*Respectfully submitted,  
John Moyer, Treasurer*

**ERMUC CONSOLIDATED BALANCE SHEET**  
**As at December 31, 2017**

**ASSETS**

Bank Balances	Operating Account	\$36,576.87
	Capital Account	\$115,372.62
	Designated Account	\$25,279.67
	WKRP (Refugee) Account	\$24,055.05
	UCW Account	\$17,370.60
Accounts Receivable		\$0.00
Investments	Trust Fund	\$189,080.00
	GICs	\$77,549.22
<b>TOTAL ASSETS</b>		<b>\$485,284.03</b>

**LIABILITIES**

Designated Funds	Accounts Payable	\$1,659.47
	Trust Fund UCC Loan	\$42,625.00
	Capital Funds	\$115,372.62
	Memorial Fund	\$13,579.02
	Benevolent Fund	\$4,952.44
	Mission & Outreach	\$5,570.50
	Vacation BS	\$4,617.69
	Landscaping	\$1,819.21
	El Salvador Scholarship	\$1,959.85
	WKRP (Refugee)	\$24,055.05
Credit Card	UCW	\$17,370.60
	ScotiaBank VISA	\$70.41
<b>TOTAL LIABILITIES</b>		<b>\$233,651.86</b>
<b>EQUITY</b>		<b>\$251,632.17</b>

**TOTAL LIABILITIES AND EQUITY**

**\$485,284.03**

**LONG-TERM LIABILITIES**

- |   |  |  |
|---|--|--|
| 1 | UCC Loan                                   | Initially \$500,000, but as of 31 Dec 17 the outstanding balance was \$442,625.00. For 2018, the UCC has agreed that we only pay the Interest due of \$970.00/month.<br>Future payments will be re-evaluated in late 2018. |
| 2 | Kingston Presbytery New Church Development | A \$50,000 loan due 1 Dec 18 that will hopefully be forgiven. Discussions are ongoing.   |
| 3 | Debentures                                 | The Capital Campaign has \$40,000 in debentures that mature in December 2019.  |

*Respectfully submitted,  
John Moyer, Treasurer*

## **INDEPENDENT REVIEWER'S REPORT**

*Report to be tabled once available.*

### **PROPERTY TEAMS**

#### **Coordinating Team/ Garden and Grounds Team/ Upkeep and Maintenance Team Faith-in-Action – Kitchen Renovation Team / Faith-in-Action Energy Audit Team**

The Teams would like to thank all the volunteers who's hard work achieved the mandate of the respective teams. The mandates of the teams have been a blend of the traditional Property Committee mandates and structures while endeavouring to implement the Council's Ministry Teams structure. Greatly aiding and facilitation this implantation has been the Office Administrator, Tanya Bax in coordinating the access of trades to the building as required by Property Teams plus providing advice and guidance on Property matters. Similarly, Property Teams wish to acknowledge the patience, support, guidance and dedicate work of the Custodian Barry Van Hooser. Both staff members and their supervisors have been invaluable in achieving our mandates in 2017.

#### **Upkeep and Maintenance Team**

This team is comprised of Gord Bell, Al Fyke, Gary O'Neill, Dave Metzler, Bill Spencer, Craig Pettis, Dean Lain and Henry Green. As normal, 2017 has been a period of working toward long standing goals plus reaction to urgent unplanned needs/ demands. These activities have been addressed both by individual members seeing and addressing the needs and by work parties. The following is a list of the major achievements over 2017. Not listed are the regular annual actions: placement and removal of the sun shade & outside tables, replacement custodial services when the custodian is away, etc.

ERMUC Building and Grounds Multi Year Needs List: Dynamic Listing of Repairs/Replacement/Long Term Needs - Original 05/24/17 & Updated Sept. 18/17  
A seven page list, by area/ need, was compiled. The Needs were assessed under 4 criteria: Initial Priority 1-3; Responsibility; Approximate cost; and Possible Funding Sources. The list is dynamic with item removed as accomplished and new items, when identified, are added. At years end, 16 of the items had been achieved.

Doors: - Lower Hall door to the Bath Road stairwell. As necessitated by the rental of the old Church Office, replacement of the original door closer and installation of a dead bolt lock on the Lower Hall door were undertaken.

- Addition of Closer Stop Arms on 3 Vestibule exterior doors to prevent uncontrolled wind swinging the three doors open and smashing into the adjacent door and damaging both doors.

- Spider control. Based on congregational recommendations, an insect spraying company was hired to spray around the main door eliminate the recurring spider spots on

the glass and door frames. While late in the season, the spray was very effective and will be considered for early next year.

Salvage of White Cement Bricks: - Two pallets of bricks were moved by hand from the parking lot due to disappearing bricks to a protected location on the patio. These bricks are no longer made and will be needed for future brick work repairs to front and back walls at ground level.

Parking Lot: - Crushed Rock. This summer's extreme rainfall totals and intensive events, resulted in significant erosion of the parking lot crusher screening surface material in the form of deep gullies. The volume of run off from the front paving lot coupled with the slope resulted in large volume of high speed runoff that had a very erosive cutting action that caused the gullying and threatened the edge stability of the new paving. To fill the gullies, hold the parking lot surface and new paving, ¾ inch clean crushed rock was spread by hand. What ensued was a progression of loads and spreading by hand of 20 cubic yards, as the runoff gullies were 'chased' across the western side of the lot. Finally enough rock was spread that gullies were not being formed as the runoff disappearing into the rock, slowing down and re-emerging at the southern edge of the rock. There still remains the need to address the minor gullies on the eastern side of the parking lot. In addition, we are waiting to see how the crushed rock survives the winter plowing.

6 Orange Pylons Parking Guides. - The six were set up in accordance with the spacing of parking lot driveways and parking spaces as laid out at the Cataraqui Shopping Centre and Cataraqui CTC. These pylons were selected as they are used by the City and MTO since they can survive being hit by popping out of their bases and can be re-installed into their based after the impact since the bases are nailed into the parking lot surface. They were also picked as the pylons were made of a softer plastic that would not damage cars if the car rubbed against the pylons.

They did bring a degree of order to the parking lot. However, their impact resistance was tested by trucks turning around, boat trailers being parked and those viewing the bay and backing over them when leaving. Apparently the use of rear view mirrors seems to be a non-existent practice for some.

They were removed for snow plowing, as they would interfere with the past practice of plowing to the lot edges and lake. In addition, their location could result in snow windrows across the lot similar to snow piled around the safety cone marking the sanitary sewer manhole cover.

Cooling: - Rental Office. Installed and removed the portable room sized AC unit with window air intake and exhaust. The air handler 3 air filters were replaced for the first time and were relatively clean.

Heating: - The two Heating systems: 1) addition and Clark Hall upper and lower; 2) original Church upper and lower levels; performed well within their respective areas. However, the 2 hp. circulation pump of the new system was found to overpower components of the older systems.

-Rental Office. - The heat in the office was becoming unbearable as the 2 hp. pump was overpowering the 1/6 hp. pump and raising the heat with no thermostat control. Veeda Inc., who installed the boiler and replaced the old distribution, installed an electric valve to work in conjunction with the room's thermostat and pump to solve the problem.

-Domestic Hot Water Tank. (DHW) - The DHW tank has its own thermostat and pump. However, the 2 hp. pump over powered the DHW ¼ hp. pump and drove the DHW water temperature in the tank up to 60 C (3<sup>rd</sup> degree burns in 60 seconds) twice. The Ontario Building Code (OBC) Part 7 requires that DHW not exceed 48.9 C (120F) at the faucet to prevent scalding burns. Since Veeda Inc. installed the boiler and DHW Transfer, they were requested to address the problem by installing a tempering valve that limits the DHW to the OBC limit of 48.9 C.

- 2 hp. Pump. Veeda has been provided with "As Built" drawings of the heating system and asked to development possible solutions and costs to reduce the noise in the system, excessive wear and compatibility issues between the two system.

**Storage:** - Decorating Team – A long heavy duty adjustable storage rack was purchased and installed in Room 114 to free up space on the stage by storing the three Christmas trees on the rack. Property used surplus 4 leg plywood top tables to create two rows of three level shelves on both the road and lake sides on the stage.

**Lighting:** - Parking lot - The high pressure sodium park lot light was replaced by a LED parking lot light.

- LED replacement of filament bulbs. Under the Ontario Hydro Small Business Light Program, all the lower level bulbs and all the bulbs in the Sanctuary hanging light fixtures were replaced. The LEDs and the electrician's labour were paid by Hydro One. The only cost was the LED dimmer, bulb base adaptors and the scaffolding to access the lights.

- Washroom Motion Detections Lights Switches. This switch was successfully installed in the lower level handicap washroom. However, the configuration of the two upper washrooms prevented the successful installation. In response illuminated switches were installed in the two washrooms plus the Activity Room.

**Snow Clearing:** - Contract - Zorland Property Inc. has their snow removal contract renewed with a new charge to apply sand and salt to the parking lot undertaken at a \$75.00 per application. A three page ERMUC addendum has been generated to clarify past practises.

- De-icing containers. – Old exterior de-icing containers have been altered to serve this purpose but inside the entrance doors. Based on past experience, surplus garbage pails, with doomed the tops, have been placed outside with the lids secured to the bases. The doomed tops will shed ice and snow as opposed to accumulating it like the old containers and leaking into the de-icing material rendering it difficult to spread.

### **Garden and Grounds Team**

The congregation continued to enjoy floral display resulting from the hard work and dedication of the Garden Team. The Team is comprised of Joan Martin, Sandra and Gordon Sinclair, Beth Elford, Don Mallory, Paula Laughlin, Diane Huddle, Lorna Thorne, Craig Pettis, Glenn Owen, Nancy Sproule, Marg Merkley and Gord Bell that managed 26 beds. The members successfully function independently based on the bed assignment system established by Fred Jones.

### **Faith-in-Action -Kitchen Renovation Team**

Since April, Alan Fyke has headed a team comprised of Rhonda Kerr, Jan Rubino, Jean Barna, Annie Dickson, Gerrie Dickson and Patti Speck. Ideas have been obtained from Clark Day and several firms along with a few quotes with the most promising proposal being received from Progressive Kitchens during the first week of January 2018 that focussed on the main kitchen.

### **Faith-in- Action - Energy Audit Team /Energy Efficiency Team**

The team, led by Brian McCracken, and comprised of Gerrie Dickson and Gary O'Neill has utilized the St Lawrence College Energy Audit of ERMUC to great success. Hard work on the part of this team has proven Hydro One has been overcharging ERMUC by a factor of 2X. This was the priority #1 Energy Audit concern. The solid data and persistence of the team resulted in Hydro One refund of \$23,000+/- and correct billing. The team is now

pursuing the Energy Audit's next most cost/benefit measure associated with the Hydro One's pole amounting security lights. Council has recommended the name of the Team be changed to Energy Efficiency Team.

*Respectfully submitted,  
Gord Bell*

## **MINISTRY & PERSONNEL COMMITTEE**

The committee met throughout the year carrying out the requirements of Ontario Labour Code, the United Church Manual, and practices adopted by ERMUC. We also dealt with issues and celebrations involving staff members as they arose.

M&P recommends employment policies to the Council and, once approved, monitors the policies' implementation by the various committees which supervise the staff. M&P provides support to staff members and acts as one link between staff and the congregation. To do this, each staff member is 'twinned' with a member of the committee. This enables the staff member to discuss items that arise during the year and M&P, on behalf of the Church Council and the congregation, to ensure that any issues that require attention are addressed promptly and effectively.

M&P thank all of the staff for their outstanding work throughout 2017. ERMUC is blessed to have such a dedicated and talented staff. M&P recognized all support staff with a card and gift cards during the week of April 26<sup>th</sup>.

- Wayne Soble, Minister of Word and Sacrament; and Pastoral Care –Retired Supply, full time position
- Jean Stairs, Minister of Christian Education, Outreach, Family and Pastoral Care – Settled Minister, full time position
- Donna Bell, Minister of Pastoral Care – 10 hours per week; Congregational Designated Minister, started January 1, 2017
- Laurence Rowbotham, Director of Music - independent musician-contractor; 46 week contract per year; reappointed under a new contract by the Church Council for 2017
- Tanya Bax, Office Administrator - 35 hours per week; Jean Stairs is her direct supervisor
- Barry Van Hooser, Part-time Caretaker- 32 hours per week; the Property Team monitors his work but Wayne Soble is his direct supervisor
- Rhonda Kerr, Casual Office Supply – to assist as needed or to fill in as required during absences of Tanya Bax
- Wanda Burke, Casual Office Supply – to assist as needed or to fill in as required during absences of Tanya Bax
- Janet Dubblestein, Casual Office Supply – to assist as needed or to fill in as required during absences of Tanya Bax; started July 11, 2017

M&P does not supervise the staff. The Ministry Teams with which the staff members interact provide direction on the work to be done. Day to day supervision and co-ordination falls to the minister so tasked. The review process enables the employee and the employer to discuss job performance, progress on objectives, continuing education, interpersonal relationships and any other items that are related to the employment situation.

It is the responsibility of M&P to complete an annual review with all ministerial personnel.

Tanya is responsible for the first aid station and the defibrillator, and she is our staff-trained first aid responder. Tanya renewed her First Aid Certification in 2016. For security reasons the defibrillator is now housed in a cabinet. It is easily accessible when needed but an alarm will be triggered if opened without a key. First aid kits are located in the Welcome Centre kitchenette, and in the kitchen.

The staff compensation budget for 2018 was prepared and submitted to the Administrative Team for its consideration. The 2018 Financial Plan was presented to the congregation by the Church Council in November 2017 and approved included salary and employment expenses for the year. Salary and benefit increases were based on the United Church of Canada's recommended COL of 1.4%, for 2018. To recognize Tanya's five-year anniversary, she received a one-time salary increase over and above COL. Barry's hourly pay was also increased over and above COL to reflect the new minimum wage legislation.

A register of 'criminal record checks' is maintained for all staff and volunteers in sensitive positions. This is part of the risk management plan for ERMUC.

The United Church Manual and all UCC documents pertaining to Ministry and Personnel (and other) matters are available on the United Church's website at: <http://www.united-church.ca/>

*Respectfully submitted by  
Margaret Merkley (Chair)  
on behalf of Jan D'Agostino, Eric Lawson, Susan Ariss, and Gayle Owen*

## **BOARD OF TRUSTEES**

**General.** Since the last Congregational Annual meeting the Trustees met formally only in June and September. Between meetings, individual members carried out assigned significant tasks on behalf of the Trustees and maintained regular email contact with one another on various matters. Jim Leary and Cam McEachern have continued to serve diligently as Trustee liaisons with our investment firm, Scotia Wealth Management (Scotia MacLeod) and Doug Huddle has ably represented us with respect to insurance matters. While I would prefer to appoint a lay person to act as Trustee chair, in accordance with United Church of Canada policies and procedures set forth in *The Manual* I have acted as the "officials chair" and thanks to the good work done by others have not found it onerous. With the construction project behind us and no major issues currently before us, there have also been few demands upon the Trustees' time apart from monitoring insurance and investment matters..

**Responsibilities.** As required by statute, Trustees hold all property of the congregation on behalf of the United Church of Canada and generally act for the congregation on legal matters. ERMUC also assigns the management of investments ("Trust Funds") to our Trustees. Trustees must comply with all decisions made about these matters by the governing body (i.e, our Council of Elders), the Presbytery or the Conference. Remaining Capital Campaign (Building Expansion) Funds are kept in a separate account managed by the Council of Elders. The Trustees have no fiduciary responsibility for this fund. Other "restricted" or "designated" funds (e.g., Memorial Fund, Benevolent Fund, occasional funds like the San Salvador Scholarship appeal) which may be reported in the Financial Statement are likewise held in a separate account administered by the Treasurer and are the responsibility of the Council of Elders, not the Trustees.

### **Actions.**

- Insurance. Following an insurance audit and review by Marsh (Ecclesiastical) Insurance, Trustees approved and recommended to Council that our general liability coverage be increased to \$5,000,000 resulting in a premium increase of \$681.00 annually (Total \$5132.00 plus 8% HST). We continue to be grateful to for the excellent service provided to us by our local broker, Mr. Scott Lee of McDougall Upper Canada Insurance.
- Trustees completed the transfer of \$100,000.00 from Trust Funds to the Operating Account where this money is used to facilitate initial monthly payments of \$3825 to the United Church of Canada towards reducing the \$500,000 loan secured during our building project to "bridge" the gap between building project payments and the receipt of outstanding pledges and other anticipated revenues. To comply with UCC

requirements, this low interest loan was initially treated as a mortgage amortized over 15 years but which can and should be paid back as quickly as the revenue to the capital fund is generated.

- Investments. Our current investment portfolio has a balance of approximately \$185,000.00 invested with Scotia Wealth Management (Scotia MacLeod). An additional \$75,000.00 in GIC's reside with ScotiaBank to cover our Line of Credit. As of Nov. 1/17, SWM initiated a new policy to provide a personal advisor only for clients with a minimum of \$250,000.00 in their portfolio. Those with less than the required minimum will have to deal with 1-800-service. However, our current advisor, Scott Miller, believes ERMUC's various holdings are near the threshold and he is hopeful that he can retain us as a client. It would greatly improve his case if our investment portfolio could return to its former value or higher and Trustees have asked the Council of Elders to provide an action plan for doing so. To that end, Trustees strongly encourage members, adherents and friends of ERMUC to consider their faith legacy and forms of planned giving (bequests, life insurance, etc.) as a reasonable and responsible expression of their investment in the future life and service of our congregation.
- During the year, Trustees continued to remain apprised and support the efforts of property ministry teams to improve energy efficiencies and attend to safety and security matters.

### **Membership.**

We look forward to the addition of new trustees in the coming year but the congregation can be assured that we have been ably served during 2017 by the following: Doug Huddle, Jim Leary, Cam McEachern, Tysie Mitchell and Paul Van Nest.

*Respectfully submitted,  
Dr. W. Wayne Soble*

## **UNITED CHURCH WOMEN**

2017 marked the 55<sup>th</sup> Anniversary of the UCW in Canada. The theme and logo, "Celebrating Spirit" recognized the spirit of the women involved with UCW groups since 1962. Nowhere has this spirit been more alive than here at Edith Rankin Memorial United Church. To this day, an amazing group of UCW women continue to follow in the footsteps of our charter members by joining together "in Christian witness, study, fellowship and service".

Our Annual UCW Worship Service was held on Sunday, April 23, 2017 and capably organized by Unit 1 under the direction of Barbara O'Neill. Jean Smith, a member of Unit 1, was the guest speaker who spoke about her recent trip to El Salvador. At this Service, several Charter members were given a special 55<sup>th</sup> Anniversary pin.

Each of our six units meet on a monthly basis. They wide range of activities and guest speakers embraced by each unit. In addition, we have two general meetings.

- The Spring General Meeting was held on May 2<sup>nd</sup>. Our guest, an outstanding youth in our congregation, Naomi Gazendam spoke to us about her recent trip to El

Salvador as well the Alzheimer's Choir she started at Holy Cross Secondary School.

- The Christmas General Meeting was held on December 5<sup>th</sup>. Donna Stoness and Penny Steele were our special guests who entertained us with words of wisdom that Mary, Jesus' mother would pass along.

Our surplus funds from 2016 were allocated to several local charities. In addition, money was set aside for future kitchen renovations. Disbursements for surplus funds for 2017 will be finalized in February.

Unfortunately, there have been several funerals this year and UCW units prepared receptions for 5 funerals. As our women age it was decided to change the format of these receptions. While there is a strong desire to continue providing the service, in order to facilitate them it was decided that starting in January 2018, all food will be purchased by the family. Each unit will continue, as in the past, to host the receptions.

*Respectively submitted,  
Margaret Merkley, UCW President*

<b>Edith Rankin Memorial United Church Women Treasurer's Report 1 January 2017 - 31 December 2017</b>		
Balance Forward from December 2106		\$7,976.66
<b>Net Unit Receipts</b>		
Offerings	\$3,824.50	
Catering	\$200.00	
Projects	\$1,359.65	
Donations	\$2,410.00	
	Sub-Total	\$7,794.15
<b>General</b>		
Kitchen Fund	\$2,625.00	
Calendars	\$150.00	
Bazaar 2017	\$3,311.50	
Mostly Apple	\$400.50	
Prayer Shawl Donation	\$25.00	
Sale of Pins	\$42.00	
Donation for Alzheimer	\$100.00	
	Sub-Total	\$6,654.00
Total Receipts		<b>\$14,448.15</b>
Restricted Funds From 2016		\$3,316.01
Balance Forward		\$7,976.66
<b>Total</b>		<b>\$25,740.82</b>
Disbursements		\$(8,407.14)
<b>Total</b>		<b>\$17,333.68</b>
Carried Forward to 2018		\$(500.00)
<b>Restricted Funds Held for Kitchen*</b>		<b>\$(11,441.01)</b>
<b>Surplus for 2017</b>		<b>\$5,392.67</b>

*Respectfully submitted,  
Anne Dickson, UCW Treasurer*

**Edith Rankin Memorial United Church Women**  
**Disbursements from 1 January 2017 - 31 December 2017**

	Budgeted	Disbursement	Difference
<b>Surplus 2016</b>	<b>\$7,476.66</b>	<b>\$1,976.66</b>	<b>\$5,500.00</b>
Operating Fund	\$1,000.00	\$1,000.00	\$-
Kitchen Upgrades	\$5,500.00		\$5,500.00
Food Sharing	\$476.66	\$476.66	\$-
Partners in Mission Food Bank	\$500.00	\$500.00	\$-
Budget 2017			
UCC Mission and Service	\$2,000.00	\$2,000.00	\$-
Presbyterial Dues	\$730.00	\$660.00	\$70.00
<b>Congregational Purposes</b>	<b>\$1,100.00</b>	<b>\$1,085.48</b>	<b>\$14.52</b>
Special Receptions, classics	\$400.00	\$580.57	\$(180.57)
Literature	\$400.00	\$388.78	\$11.22
Gifts, Honorarium	\$300.00	\$116.13	\$183.87
<b>Local Expenses</b>	<b>\$700.00</b>	<b>\$794.60</b>	<b>\$(94.60)</b>
Bank Fees, Office Supplies	\$250.00	\$257.61	\$(7.61)
Contingencies	\$300.00	\$389.02	\$(89.02)
Prayer Shawl/Benevolent	\$150.00	\$147.97	\$2.03
<b>United Church Projects</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$-</b>
Student Bursary	\$1,000.00	\$1,000.00	\$-
Camps Conferences, etc.	\$500.00	\$500.00	\$-

<b>Disbursement of Surplus Funds for 2016</b>	
Surplus 2016	\$7,476.66
Operating Fund	\$1,000.00
Kitchen Upgrades	\$5,500.00
Food Sharing	\$476.66
Partners in Mission Food Bank	\$500.00

*Respectfully submitted,  
Anne Dickson, UCW Treasurer*

**UCW FINANCIAL REPORT**

Last year was a challenge for all. With the changeover from using a separate account to being included in the general Church account, many unforeseen glitches presented themselves. The process proved cumbersome for both the treasurer and the office administrator. After much trial and error, it was decided in the Fall to set up a separate account to simplify the accounting process.

*Respectfully submitted,  
Kathy Rogers*

<b><u>UCW BUDGET FOR 2018</u></b>			
<b>Estimated Receipts</b>			
Offerings/Donations/Fundraising		\$4,750.00	
Balance Forward 2017		\$500.00	
	<b>Total</b>		<b>\$5,250.00</b>
<b>Estimated Expenses</b>			
UCC Mission and Service		\$1,500.00	
Presbyterial Dues		\$500.00	
	Subtotal		\$2,000.00
Congregational Purposes			
Special Receptions, Classics		\$450.00	
Literature		\$400.00	
Gifts, Honorariums		\$150.00	
	Subtotal		\$1,000.00
Local Expenses			
Bank, Office Supplies		\$250.00	
Contingencies		\$200.00	
Prayer Shawl, Benevolent		\$300.00	
	Subtotal		\$750.00
United Church Projects			
Student Bursary		\$1,000.00	
Camps, Conferences,		\$500.00	
Leadership			
	Subtotal		\$1,500.00
		<b>TOTAL</b>	<b>\$5,250.00</b>

## CATERING TEAM

The Catering Team completed another successful year of fun in the kitchen. This group thrives on commitment of its volunteers. Aply led by our chair, Rhonda Kerr, the various members offer their time and talent to cook and serve delicious meals for our congregation and many outside groups.

Congregational events included a Roast Beef dinner in March the Classic's Birthday in May, and a roast pork meal in November. We ended the year with our annual Family Christmas |Turkey Dinner in early December, timed to coincide with the Kid's Alive Christmas Pageant for an evening that was enjoyed by young and old alike!

Outside groups enjoy both our fine food and our facilities. We catered a luncheon for the Retired Teachers Association in the spring, provided a sandwich lunch for the Kingston Symphony Music Lover's House Tour guests, served lunch to a Stewardship event for the Bay of Quinte Presbytery and provided a Christmas Dinner for the Limestone Quilters in December.

It is always a delight to cater for special milestones for members of our congregation and in May, it was our pleasure to celebrate the 60<sup>th</sup> Wedding Anniversary of George and Mary Lavery with an afternoon tea attended by members of congregation and their many friends from far and wide.

The Financial Report is attached. We were pleased to meet all our goals- supporting the Operating account with a percentage of the profits from each event, honouring our pledge to the Capital campaign, and continuing our support of Martha's Table.

The Catering Team is always looking for new volunteers, and this year we are especially in need of a special someone to co-ordinate our Set-up Team. The task is self-explanatory: For each event –set up tables, place settings and buffet tables as per requirements with the help of any number of volunteers from an already established list. The executive is ready and willing to help you! Please speak to any one of us.

There is always room for one more in our friendly kitchen- come join us!

*Respectfully submitted,  
Patti Speck*

Chair: Rhonda Kerr  
Treasurer: Wanda Burke  
Secretary: Patti Speck  
Servers Coordinator: Barb Taft  
Clean Up Coordinators: Annie & Gerrie Dickson  
Set-Up Coordinator: **VACANT**

## CATERING TEAM FINANCIAL STATEMENT

December 2017

Bank Balance from Last Statement: 546.90

**INCOME:**

Income from events:	11,192.00		
Expenses for events:	<u>2,787.65</u>		
Profit:	8,404.35	-----	8,404.35
Interest			<u>.54</u>
			8,951.79

**DISBURSEMENTS:**

Capital Campaign	5,000.00		
ERMUC Operating Fund (10% 2017)	841.00		
Martha's Table	1,000.00		
Bank Fee	1.20		
Kitchen Supplies	<u>215.69</u>		
	7,057.89	-----	<u>7,057.89</u>
			1,893.90

Bank Balance

Respectfully submitted,  
Wanda Burke, Treasurer

**MEMBERSHIP OF CHURCH COUNCIL, STANDING COMMITTEES, BOARD OF TRUSTEES AND OTHER COMMITTEES FOR 2017**

**CHURCH COUNCIL (as at 31 Dec 17)**

**Officers of the Council of Guiding Elders ( 9 elected members)**

Chair	Gordon W. Sinclair	(2014)
Vice-Chair	-----	
Past Chair	Peter Merkley	(2014)
Secretary	Ken Williams	(2015)
Treasurer	John Moyer	(2015)
Presbytery Representative	Diane Huddle	(2007)

**Members of the Council of Guiding Elders (Church Council)**

Paul Carl	(2015)
Gerald Dickson	(2017)
Lorna Thorne	(2016)

**Standing Committees**

Ministry and Personnel (M&P)

Margaret Merkley, Chair	(2013)
Susan Ariss	(2015)
Janice D'Agostino	(2017)
Eric Lawson	(2016)
Gayle Owen	(2015)

Nominating

Brenda Moyer, Membership Steward	(2007)
Sharon Van Nest, UCW Representative	(2017)

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Board of Trustees

Rev. Dr. Wayne Soble	
Doug Huddle	(2016)
Jim Leary	(2016)
Cameron McEachern	(2013)
Tysie Mitchell	(2013)
Paul Van Nest	(2017)
Eric VanDalen	(2017)

Lay Representatives to Presbytery

Diane Huddle (2007)

Marilyn Rodger (2013)

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Membership Steward

Brenda Moyer (2007)

Ministers in Voluntary Association

Rev. Earl Taft

Rev. George Lavery

Rev. Dr. Neil Elford

**2018/19**

**REGULAR MEETING SCHEDULE OF THE CONGREGATION, CHURCH COUNCIL,  
AND MINISTRY TEAMS**

1. The Congregation is called to meet for the Annual Meeting for 2018 on: **tba**
2. The outgoing and incoming Church Council is called to meet **tba**. Subsequently, the meetings will be as determined by the Church Council
3. The Ministry Teams will meet as determined by the Team Members.

**REPORT OF THE NOMINATING COMMITTEE**  
(TO BE INSERTED WHEN RECEIVED)