



# Edith Rankin Memorial United Church

## 2018 Annual Report

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# Edith Rankin Memorial United Church

## 2018 Annual Report

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## **STAFF DIRECTORY 2018**

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

## **MEMBERSHIP OF CHURCH COUNCIL, STANDING COMMITTEES, BOARD OF TRUSTEES AND OTHER COMMITTEES FOR 2018**

### **CHURCH COUNCIL (as at 31 Dec 18)**

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

Chair	Judith Fyfe	(2018)
Vice-Chair	-----	
Past Chair	Gordon Sinclair	(2018)
Secretary	Ken Williams	(2015)
Treasurer	Peter Merkley	(2018)
Presbytery Representative	Diane Huddle	(2007)

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

Paul Carl	(2017)
Gerald Dickson	(2017)
Lorna Thorne	(2017)
Rhonda Kerr	2018)

## Standing Committees

### Ministry Team Coordinating

Wayne Soble	(2017)
Jean Stairs	(2017)
Andrew Robb	(2017)
Janet Dubblestein	(2017)
Jane Furter	(2017)
Gordon Sinclair	(2017)
Sue Ariss	(2018)
Kim Burney	(2018)
Alma Burney	(2018)

### Ministry and Personnel (M&P)

Margaret Merkley, Chair	(2017)
Eric Lawson	(2017)
Janice D'Agostino	(2017)
Gayle Owen	(2017)
Ray Kuntz	(2018)

### Nominating

Peter Merkley	(2017)
Gordon Sinclair	(2017)
Sandra Sinclair	(2017)
Sue Ariss	(2017)
David Ariss	(2017)
Doug Huddle	(2017)
Diane Huddle	(2017)

### Board of Trustees

(to elect a Vice Chair from amongst themselves)

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

Sandra Sinclair (2018)

Lay Representatives to Presbytery

Diane Huddle (2017)

Marilyn Rodger (2017)

Membership Steward

Brenda Moyer (2017)

Envelope Steward

John Moyer (2017)

Ministers in Voluntary Association with our congregation

Rev. Earl Taft

Rev. George Lavery

Rev. Dr. Neil Elford

Officers of the Congregation

Christopher Sproule, Chair (2017)

Rhonda Kerr, Secretary (2017)

*(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 24, 2019**

- |  |                        |
|--|------------------------|
| 1. Call to Order/Welcome   | Chair                  |
| 2. Invocation and Commemoration  | Rev Dr. Soble          |
| 3. Approval of the Agenda <ul style="list-style-type: none"><li>• Quorum (30 members)</li><li>• Vote for adherents</li></ul> | Chair                  |
| 4. Approval of the Minutes of the Annual Congregational Meeting<br>February 18, 2018   | Chair                  |
| 5. Business Arising from the ACM February 18, 2018 Minutes   |                        |
| 6. Approval of the Minutes of the Congregational Meeting on<br>November 18, 2018   | Chair                  |
| 7. Business Arising from the Congregational Meeting of<br>November 18, 2018 Minutes  |                        |
| 8. Results of Governance Trial   | Council Chair          |
| 9. Treasurer's Report for 2018   | Peter Merkley          |
| 10. Approval of the Nominating Committee's Report  | Peter Merkley          |
| 11. Introduction of Council Members, etc.  |                        |
| 12. Acceptance of the 2018 Annual Report to the Congregation   | Council Chair          |
| 13. Approval of Recommendations concerning Ministerial Call Process<br>Sinclair  | Gordon                 |
| 14. Points from the Floor: <ul style="list-style-type: none"><li>• Appreciations</li></ul>                                   | Chair<br>Council Chair |
| 15. Benediction  | Rev Dr. Stairs         |
| 16. Adjournment  |                        |

**EDITH RANKIN MEMORIAL UNITED CHURCH  
ANNUAL CONGREGATIONAL MEETING  
18 FEBRUARY, 2018**

Those present were: Cam McEachern, Dave and Marlene Metzler, Wanda and Frank Burke, Doug and Diane Huddle, David and Anne Sinclair, Grace Jackson, Martta Kelderman, Jeremy and Judy Fyfe, Edie Raymond, Hazel Allen, John and Elly Warren, Elizabeth Amirault, Sophie Kiwala, Glenn Owen, Don and Barb Mallory, Nancy Stokes, Les and Beth Burgess, Al Pickering, Paul Carl, Bonnie and Mel Hazell, Karen Harman, Eric VanDalen, Julie Lam, Fran Farquhas, Mary Lou Weinhardt, Ruth Allum, Eldon and Liz Peters, Gerrie and Anne Dickson, Ed and Bev Ryan, Cal Connor, Don Douglas, Craig and Ruth Pettis, Steve Squelch, Janet Spencer, Jenna Moore, Gordon and Sandra Sinclair, Alan and Shirley Mills, Tysie Mitchell, Alison Ahara, Paul and Sharon Van Nest, Jim Leary, Penny Steele, Betty Jeanne Kippen, Kim and Alma Barney, Linda Lain, Susan Bertrand, John and Brenda Moyer, Janet Burrill, Sonya Fraser, Eleanor Orr, Brian and Marlene McCracken, George and Mary Lavery, Tom and Rhonda Kerr, Shirley Donovan, Joan Martin, Gordon and Joan Bales, Denis and Helen Lywood, Christopher and Nancy Sproule, Fred Peterson, Lorna Thorne, Pat and Jan Galasso, Wally and Barb Parks,

1. **Call to Order/Welcome:** Christopher introduced himself as Chair of the Congregation and Rhonda Kerr as secretary of the Congregation. Christopher called the meeting to order at 11:05 a.m. Quorum met.
  
2. **Invocation and Commemoration:** George Lavery led us in prayer and commemorated those adherents and members who died in 2017. \* - denotes members

\*Ethel Gertrude Butterill

\*Audrey Mae Creighton

\*Harold Roy Harris

Winifred Mary Wilson

Eva Lorraine Mary Grant

Carol Soble

\*Margaret Anne Pickering

\*Dorothy Jeanne Payne

\*Verna Hazel Knight

\*William Dean Allum  
\*Eric Jensen  
\*Anne Marion Larocque  
Jane Jung  
\*Alma M. Lewers  
\*Colleen Korderas  
\*Connie Agnes Harris  
\*Edward Albert Hearn

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**  
Motion: moved by Marlene McCracken , seconded by Gordon Bales to accept the Agenda as printed. Carried.
5. **Approval of the Minutes of the Annual Congregational Meeting February 19, 2017.** Motion: Moved by Paul Van Nest, seconded by Brenda Moyer. Carried.
6. Business Arising from the ACM February 19, 2017 Minutes  
No outstanding business
7. **Approval of the Minutes of the Congregational Meeting on November 26, 2017**  
Motion: moved by Jim Leary, seconded by Brian McCracken. Carried
8. **Business Arising from the Congregational Meeting of November 26, 2017 Minutes .**
  - a. Ministry and Personnel requested an amendment to the 2018 Financial Plan.  
Motion: Moved by Eric Lawson, seconded by Lorna Thorne to increase two full-time ministers' compensation in the 2018 Financial Plan of ERMUC by \$330.55 each in order to conform to the 1.4% cost of living increase as endorsed by the United Church of Canada. Carried
9. **Treasurer's Report**  
John Moyer reported that 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. Mission and

Service offerings totaled \$36,532.25 which was 118% of the \$31,000 goal.

10. **REPORT OF THE NOMINATING COMMITTEE TO THE CONGREGATION**

**February 2018**

- Notes:
- a) 2018 is the second year under the new governance model.
  - b) (year) indicates when a member was initially elected to serve under the new governance structure.
  - c) The Nominating Report of 2017 records the date when people first served under the previous governance structure

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

Chair	Gordon W. Sinclair	(2017)
Vice-Chair	Judith Fyfe	(2018)
Past Chair	Peter Merkley	(2017)
Secretary	Ken Williams	(2017)
Treasurer	Peter Merkley	(2017)
Presbytery Representative	Diane Huddle	(2017)

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

Paul Carl	(2017)
Gerald Dickson	(2017)
Lorna Thorne	(2017)
Rhonda Kerr	(2018)

**Standing Committees**

**Ministry Team Coordinating**

Wayne Soble	(2017)
Jean Stairs	(2017)
Andrew Robb	(2017)
Janet Dubblestein	(2017)
Jane Furter	(2017)
Gordon Sinclair	(2017)
Sue Ariss	(2018)
Kim Burney	(2018)
Alma Burney	(2018)

Ministry and Personnel (M&P)

Margaret Merkley, Chair (2017)  
Eric Lawson (2017)  
Janice D'Agostino (2017)  
Gayle Owen (2017)

**3 vacant**

Nominating

Peter Merkley (2017)  
Gordon Sinclair (2017)  
Sandra Sinclair (2017)  
Sue Ariss (2017)  
David Ariss (2017)  
Doug Huddle (2017)  
Diane Huddle (2017)

Board of Trustees

(to elect a Vice Chair from amongst themselves)

Rev. Dr. Wayne Soble  
Doug Huddle (2017)  
Jim Leary (2017)  
Cameron McEachern (2017)  
Tysie Mitchell (2017)  
Paul Van Nest (2017)  
Eric VanDalen (2017)  
Sandra Sinclair (2018)

**2 vacant**

Lay Representatives to Presbytery

Diane Huddle (2017)  
Marilyn Rodger (2017)

Membership Steward

Brenda Moyer (2017)

d. 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

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

Christopher Sproule, Chair (2017)

Rhonda Kerr, Secretary (2017)

f. 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,  
Peter Merkley

**11. Approval of the Nominating Committee's Report**

Motion: Doug Huddle presented the report and commended all those who have faithfully served. Moved by Doug Huddle, seconded by Paul Carl to accept the report of the nominating committee.

a. It was noted that Diane Huddle has been Presbytery Rep since 2007. Peter Merkley finishes his term in 2018. Spelling corrections to Ray Kuntz, Kim and Alma Barney. Carried

b. Election of the 2018 Chair and Secretary of the Congregation. John Moyer filled in temporarily as chair of the congregation.

Motion: Christopher Sproule as Chairperson and Rhonda Kerr as secretary. Moved by Gordon Sinclair, seconded by Alison Ahara. Carried.

c. Introduction of Council Members, etc.

Gordon Sinclair added his thanks to the nominating committee and acknowledged that it is not an easy task.

**12. Acceptance of the 2017 Annual Report to the Congregation**

Motion: Moved by Gordon Sinclair, seconded by Cal Connor Carried

**13. Points from the Floor/Appreciations**

a. Gordon Sinclair thanked the the staff for their excellent work on behalf of the congregation.

b. It was noted that several groups meeting in the church such as Decisive Issues, Spirit Sisters etc. should be invited to include a report in 2018.

c. Wayne thanked John Moyer as treasurer for the past few years and also to the congregation for our exceptional faithfulness.

**14. Benediction – Jean Stairs**

15. **Adjournment**

Motion: Moved by Bonnie Hazell, seconded by Eric VanDalen to adjourn the meeting at 11:45 a.m.

*Respectfully submitted*  
*Rhonda Kerr, Secretary*

**EDITH RANKIN MEMORIAL UNITED CHURCH**  
**CONGREGATIONAL MEETING**  
**18 November 2018**

1. **Call to Order/Welcome:** Christopher Sproule as chair of the congregation called the meeting to order at 11:25. It was noted that we have a quorum, and there was no objection to voting by a show of hands. Christopher thanked all those who helped to prepare for this meeting. Those in attendance were: David and Anne Sinclair, Pat and Jan Galasso, Marilyn Rodger, Lorna Thorne, Peter and Marg Merkley, Hazel Allen, Pat Bowman, Gordon and Joan Bales, Tom and Rhonda Kerr, Lori Allum, George and Mary Lavery, Charlotte Jones, Brian and Marlene McCracken, Helene Ouellette-Kuntz, Ray Kuntz, Elizabeth Jeffrey, Kathy Thomas, Barb Taft, Susan Bertrand, Janet Spencer, Jean Barna, Gail Hanley, Don and Barb Mallory, Bonnie Hazell, Carolyn Bond, Edie Raymond, Doug and Diane Huddle, Frank and Wanda Burke, Don Douglas, Dave and Marlene Metzler, Christopher and Nancy Sproule, Judy Fyfe, Paul Carl, Anthony Gifford, Kathy Baer, Fred Jones, Gordon and Sandra Sinclair, Patti Speck, Alison Ohara, Eleanor Orr, Tysie Mitchell, Paul and Sharon Van Nest, Jim Leary, Penny Steele, Tony and Margaret Baker, Eric Lawson, Eleanor Dickey, Karl and Lois Butler, Les Burgess, Andrew Robb, David and Sue Ariss, Bonnie Peacock, Helen Lywood, Mary Lou Weinhardt, Beverley Bell Rowbotham and Laurence Rowbotham, Gerald and Annie Dickson, Bob and Janice Rubino, Gil and Bev Ryan, Eldon and Liz Peters, Yvonne Pollock, Bill and Diane Molson, Craig Potts, Carole Bleecker, Joyce Morrison, Jeremy Fyfe and Beth Burgess. Paul Carl reminded us all to use the microphones.

2. **Invocation:** Rev Anthony Gifford led us in a prayer of invocation

3. **Method of Voting/Extending the Vote to Adherents:** With no objection from the floor, Christopher extended the vote to include any adherent in attendance.

4. **Approval of the Agenda:** approved as published.

5. **Acceptance of notice of retirement from Rev. Dr. Wayne Soble and Rev. Dr. Jean Stairs.**  
**Motion:** Moved by Judy Fyfe, seconded Gordon Sinclair to accept the notice of retirement from Dr. Wayne Soble effective July 1<sup>st</sup> 2019 and Rev. Dr. Jean Stairs effective August 1,2019, Carried.
6. **Proposed Financial Plan for 2019.** Peter Merkley, Treasurer, presented the proposed financial plan for 2019. It is attached as an Annex to these minutes. Peter pointed out that because our congregation will be in transition for part of the 2019 then this financial plan may need to be revised at a later time.  
Gordon Sinclair and Paul Carl are heading up a transition concept team to begin the transition process.  
To date the current balance of our United Church loan is \$335,000. Loan repayments will begin January 1, 2019.  
  
**Motion:** Moved by Peter to approve the 2019 financial plan, seconded Paul Carl. Carried.
7. **Mission and Service pledge for 2019**  
**Motion:** Moved by Marilyn Rodger, seconded by Lois Butler, that the 2019 goal of \$37,000.00 for Mission & Service from Edith Rankin Memorial United Church be accepted by those in attendance this November 18th., 2018 for budgeting purpose. Carried with one opposed.
8. **ERMUC Governance:** Christopher announced that due to lack of time we will table this agenda item until congregational meeting in February.
9. **Benediction:** Rev. George Lavery led us in a closing benediction.
10. **Adjournment:** Moved by Jim Leary to adjourn the meeting at 12:35 p.m.

*Christopher Sproule*  
*Chair*

*Rhonda Kerr*  
*Secretary*

<b><u>2019 Financial Plan of Edith Rankin Memorial U. C.</u></b>	<b>Plan 2019</b>
<b><u>PART 1</u></b>	
<b><u>ANTICIPATED COSTS TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</u></b>	
<b>Church Council</b>	
Contingencies	
Stewardship Campaign	
<b>CHURCH COUNCIL TOTAL</b>	<b>\$ 500</b>
<b>Administration Team</b>	
Banking Fees	
Line of Credit Fees and Interest	
PAR Fees	
HST on Purchases	
Offering Envelopes	
Stewardship, Training & Development	
Presbytery Assessment	
Office Supplies	
Photocopier Lease	
ADP Fees	
Postage	
Computer Services	
Telephones	
Audit/Independent Review	
Chase Fees (Debit/Credit machine)	
UCC Loan Repayment	\$ 30,000
Miscellaneous	

Welcome Centre	
<b>ADMINISTRATION TEAM TOTAL</b>	<b>\$ 68,000</b>
<b>Congregational Life and Care Activities</b>	
Caring Connections	
Name Tags	
Events: Family; Sept. BBQ	
Fellowship	
Resources/General	
Miscellaneous	
Welcoming Team Expenses	
Training & Development	
<b>CONG. LIFE &amp; CARE ACTIVITIES TOTAL</b>	<b>\$ 800</b>
<b>Faith Formation Team</b>	
Adult Faith & Life	
Christian Initiation (Baptism & Confirmation)	
Curriculum & Resources	
Teacher Appreciation	
Church Picnic Activity Expenses	
Kids Alive/Nursery Program	
Honorarium (Kids Alive Coordinator - 35 wks)	
Honorarium (Nursery Coordinator - 35 wks)	
Youth Ministry	
Leadership Dev. / Summer Ministries	
Other -Miscellaneous	
<b>FAITH FORMATION TEAM TOTAL</b>	<b>\$ 3,750</b>

<b>Media and Communication Team</b>	
Mailing and Supplies (Anchor)	
Advertising and Promotion	
Copyright Licenses	
Maintenance	
Contingencies	
Software/Equipment	
Internet Expenses	
Website Expenses	
<b>MEDIA &amp; COMMUNICATION TEAM TOTAL</b>	<b>\$ 3,200</b>
<b>Ministry and Personnel Committee</b>	
First Aid, Defibrulator	
General M&P Expenses (Police Checks, First Aid)	
Contingencies	
<b>MINISTRY &amp; PERSONNEL COMM. TOTAL</b>	<b>\$ 500</b>
<b>Mission and Outreach Team</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 Bay QC	
Project 4: Kingston Community Chaplaincy	
Training and Development	

Neighborhood Needs and Opportunities	
Respect for Creation	
Contingencies	
<b>MISSION &amp; OUTREACH TEAM TOTAL</b>	<b>\$ 1,250</b>
<b>Property Team</b>	
Utilities	
Insurance	
Snow Removal	
Maintenance/Building	
Ground Maintenance	
Inspections - elevator, boiler, ac, alarms	
Dishwasher Lease	
Culligan Water Unit	
Miscellaneous	
<b>PROPERTY TEAM TOTAL</b>	<b>\$ 49,000</b>
<b>Worship Team</b>	
Church Service Supplies	
Guest Speakers	
Decorations	
Music Ministry	
Music - Guest Musicians	
Music - (Misc Expenses)	
Music - Purchases	
Music - Handbells	
Workshops/seminars-members	
Contingencies	

Transportation	
Special Services (e.g. Anniversary)	
<b>WORSHIP TEAM TOTAL</b>	<b>\$ 4,000</b>
<b>Trustees</b>	
Copying & Misc.	
Security Upgrades	
<b>TRUSTEES TOTAL</b>	<b>\$ -</b>
<b>MINISTRY TEAMS &amp; NEEDS SUBTOTAL</b>	<b>\$ 131,000</b>
<b><u>COMPENSATION</u></b>	
<b>Worship &amp; Pastoral Care Minister</b> (Wayne - 6 months)	
Salary - (housing in salary)	\$ 37,145
Relief Minister	
Allowances (Travel, Con Ed, Resources) 2018 - travel only	\$ 1,125
<b>WORSHIP &amp; PASTORAL CARE MINISTER TOTAL</b>	<b>\$ 38,270</b>
<b>Education, Outreach &amp; Pastoral Care Minister</b> (Jean - 7 months)	
Salary - (housing in salary)	\$ 43,335
Allowances (Travel, Con Ed, Resources) 2018 - travel only	\$ 1,315
<b>EDUC, OUTREACH &amp; PASTORAL CARE MINISTER TOTAL</b>	<b>\$ 44,650</b>

<b>COMPENSATION FOR POTENTIAL NEW MINISTER(S)</b>	
Salary	\$ 50,000
Payroll costs	\$ 5,000
Moving	\$ 10,000
<b>POTENTIAL MINISTER(S) TOTAL</b>	<b>\$ 65,000</b>
<b>Congregational Designated Minister</b>	
Salary - 10 hrs/wk (housing in salary)	\$ 12,365
Allowances	\$ 1,350
<b>CONGREGATIONAL DESIGNATED MINISTER TOTAL</b>	<b>\$ 13,715</b>
<b>Director of Music Contract (46 wks)</b>	
Relief Organist (6 wks)	\$ 2,400
<b>DIRECTOR OF MUSIC CONTRACT TOTAL</b>	<b>\$ 29,812</b>
<b>Office Administrator</b>	
Salary - 35 hrs/wk	\$ 44,166
Con Ed	\$ 125
Relief	\$ 2,460
Travel	\$ 400
<b>OFFICE ADMINISTRATOR TOTAL</b>	<b>\$ 47,151</b>
<b>Custodian</b>	
Salary (32 hrs/wk)	\$ 25,036
<b>CUSTODIAN TOTAL</b>	<b>\$ 25,036</b>

<b>Payroll Liabilities (UCC Pension &amp; Benefits, CPP, EI)</b>	<b>\$ 27,500</b>
<b>TRANSITION - Direct costs</b>	<b>\$ 5,000</b>
<b>COMPENSATION SUBTOTAL</b>	<b>\$ 296,133</b>
<b><u>TOTAL ANTICIPATED COSTS TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</u></b>	
	<b>\$ 427,132</b>
<b><u>INCOME REQUIRED TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</u></b>	
<b>Income Expected from Sources Other than Offerings</b>	
Fundraising Initiatives	\$ 10,000
Income from Groups and Events	
Rentals	
Interest on Investments	
HST Rebates	
Miscellaneous	
Welcome Centre	
Office Income	
TOTAL OTHER	\$ 30,000
<b>TOTAL INCOME EXPECTED, OTHER THAN OFFERINGS</b>	<b>\$ 40,000</b>
<b>Income Required from Offerings and Donations</b>	
Stewardship Campaign (Pledges @ 10%+)	\$ 33,000
Envelopes	
PAR (Local)	

Loose	
Initial Offering & Other	
Other	
Easter Special	
Thanksgiving Special	
Christmas Special	
Kids Alive	
TOTAL OFFERING	\$ 355,000
<b>TOTAL INCOME REQ. FROM OFFERINGS &amp; DONATIONS</b>	<b>\$ 388,000</b>
<b><u>TOTAL INCOME REQUIRED TO SUPPORT MINISTRY TEAM AND MISSION NEEDS</u></b>	
	<b>\$ 428,000</b>
<b>TOTAL COSTS TO SUPPORT MINISTRY TEAMS &amp; MISSION NEEDS</b>	<b>\$ 427,132</b>
<b>TOTAL INCOME REQUIRED TO SUPPORT MINISTRY TEAMS &amp; MISSION NEEDS</b>	<b>\$ 428,000</b>
<b><u>Surplus/(Deficit)</u></b>	<b><u>\$ 867.42</u></b>
<b><u>PART 2 (SEPARATE VOTE)</u></b>	
<b>Mission and Service Income</b>	
Envelopes	\$ 16,000
PAR	\$ 20,000
UCW	\$ 1,000
M&S Other	
<b>TOTAL</b>	<b>\$ 37,000</b>

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

Since this is the last *annual* report I will submit to you, I can't quite shake the feeling that it should be exceptionally profound. Or witty. Or nostalgic. Or... or.... or anything but, well, *reportish*! Besides, there comes a point when, over time, things blend and blur together and, without plodding through my little red daytime, I can't be sure such and such happened last year or the year before or the year before that. The fact of the matter is I pretty much stick to my knitting year after year after year. But, to the best of my recollection, during 2018, worship got prioritized, planned and presented. Sermons got preached. Scriptures got studied. Pastoral visits got made. Meetings got attended. Some marvelous little saints squirmed delightfully through their baptism, a few couples plighted their troth and too many precious ones, it seems to me, came to the end of their journey. As usual, I no doubt tripped over my tongue, forgot or neglected something, offended somebody or bumped into my own humanity more often than I should have and now wish I hadn't. And maybe, just maybe, now and then somebody was blessed because I said the right thing at the right time or managed to keep the faith whether I felt like it or not or just showed up. And not just because it's what you pay me for but because once-upon-a-time, at what now feels not that long ago, I heard a Voice call my name and managed to stammer something that came out sounding like "Yes, Lord, if you call me I will come and follow you." Now, 50+ years later, I'm still stumbling and bumbling along rejoicing far more than regretting over every step of the way!

So much for my own contribution to 2018. God's people in this place, however, have much to savour and celebrate. Not the least of which is that we're still here! That is no trivial matter when you consider the number of congregations in the UCC that are fading or closing altogether notwithstanding years of faithful witness. By God's abundant grace and, indeed, through no small measure of our own true grit, our little grey church down by the Bay continues not only to exist, but to thrive. Since my beloved is better at naming details and specifics than I am, just read her report in these pages for a sense of the many things God has been up to in our life and work together. Be sure to pour and pray over hers and all the other reports to find more than ample reason to give God thanks and praise for the creativity, energy, dedication, laughter, tears, generosity and, when needed, plain old stubbornness that, for close to 60 years, has kept this congregation "pressing on towards the goal for the prize of the high calling of God in Christ Jesus" (Philippians 3.14). Sure, maybe there are a few things we could have done better. Maybe there are a few things we could have skipped. And, yes, we fell a little short in achieving all our financial targets. But, over all, grace abounded among us throughout 2018 and where grace abounds, gratitude should abound even more!

A few kudos and honorable mentions are in order. Gordon Sinclair concluded his term as Council chair in September and we owe him a truckload of appreciation for the leadership he has exercised over his term as he has stayed the course

through our major renovation, nudged, nurtured and nagged us as needed to be financially responsible for both our debt and our daily bread, and put in hours of labour that most of us can't even imagine much less match because of his deep commitment to our life and work. It has been a joy to welcome Judy Fyfe to her new role as Council chair. She brings new perspectives, a wealth of experience in directing a large charitable organization and a gracious style that is precisely what we need as we move towards the future. Among the many tasks on her "to do" list, Marg Merkley has served out her term on the Ministry and Personnel Committee as an exemplary chair. Ours is the best M&P committee I have ever experienced which speaks not only to the caliber of all its members but especially to the gracious and wise leadership Marg has rendered. I watched in awe as Gerrie Dickson stickhandled all the details involved in the renovation of our kitchen and Paul Carl procured the know-how, equipment and funding for updated media in the sanctuary, nursery and welcome centre. Lorna Thorne and her team delivered on the latest version of our Photo Directory, a task oft compared to trying to herd cats but ever so valued and useful once completed. Gord Bell and the Property Team are forever attending to safety, maintenance and cost efficiencies (e.g. lighting) and the hours volunteered by this crew are mind-boggling. Consumers of worship are inclined to take for granted all the bits and pieces that give God glory week after week: meeters and greeters on hand with a warm welcome, bulletins prepared, marvelous music practiced and presented, folks recruited and willing to read the scriptures and offer the people's prayers, the ambience tastefully decorated for the changing seasons, offerings counted, coffee made and served. Thanks to all those made these things happen. And, to refer again to Jean's and other reports, the amount of activity and comings and goings around the place day after day testify to the inestimable value of the wonderful team of "welcomers" on hand every weekday morning to make sure friends and neighbours can truly make themselves at home among us.

And I can't begin to acknowledge with enough appreciation the good and gifted colleagues whose labours of love go way beyond their stipends. With his characteristic good spirit, Barry Van Hooser manages to keep up with the enormous traffic that tracks through the place, no small undertaking I can assure you. Tanya Bax is unquestionably the world's greatest office administrator, keeping track of everybody and everything with spirit and skill that leave me stunned with admiration. Lawrence Rowbotham continues to compose and direct and perform with exceptional skill and sensitivity to the varying rhythms of worship. Donna Bell has won the hearts of all of us who experience her personal and pastoral care, warm spirit and insightful counsel. And, for all my understandable bias, I can't imagine a better partner in life and ministry than the one with whom I spend all my days and nights. I hope ERMUC knows how blessed they've been to have had the Rev. Dr. Jean Stairs on their ministry team. I do.

It's neither prudent nor appropriate for me to weigh in on how ERMUC's life and work should be "post Wayne and Jean". That's a matter to be left to the workings of the Spirit and the *sensus fidelium* ("sense of the faithful") as the future unfolds.

I firmly believe that “new occasions teach new duties, time makes ancient good uncouth!” and that good things lie ahead. But I would be shirking my duty if I did not urge attentiveness to at least a couple of matters. One: ministry past, present and future is *everybody’s* business! The continuing strength and vitality of this congregation, while truly dependent upon God’s grace, requires the participation of *all* God’s people. Not merely as consumers, but as providers. Younger adults need to step up and step in to provide their gifts of leadership and talent to every aspect of our life and work for that life and work to have relevance, meaning and staying power. Nor will it do for older adults to figure they’ve “done their time” and can now leave it to others. Not only does the future require the wisdom and experience of those who’ve “been there, done that”, the gospel truth is that discipleship has no expiry date! Regardless of what ministry personnel decisions are made for the future, the only church worth its salt in the world is the one where all God’s people live out their baptismal vocation in worship and service. Two: you get what you pay for. This is true not only when it comes to what you may choose to spend or not spend on compensation for “paid help”, it is essential that the cost of faithfulness (operating costs, mission and service, debt reduction, visioning) be met by levels of financial commitment that readily and generously invest in the kind of future to which and God’s people aspire. Just sayin’....

Okay. No famous last words for this report. Just a couple cribbed from another old minister as “I thank my God every time I remember you, constantly praying with joy in every one of my prayers for all of you, because of your sharing in the gospel from the first day until now. I am confident of this, that the one who began a good work among you will bring it to completion by the day of Jesus Christ” (Philippians 13-6). In fact, if I were a betting man, I’d wager that the best is yet to come.

*Respectfully submitted,  
Rev. Dr. Wayne Soble*

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

It seems odd to be writing my last annual report. Edith Rankin Memorial United Church has been my worshipping community for 15 years and my vocational calling for 7 years. It’s no small thing to be rooted in a “Community of Faith” (aka “COF” - I’m practicing the UCC’s new structural language for what used to be called “Pastoral Charges”) and to be appointed in ministry to serve its best interests and its mission. I’ve served, guest preached and participated in several churches over my 37 years of ordination and even though ministers aren’t supposed to have favourite churches, this one sure is mine. What an amazing group of compassionate, justice-inclined, spirit-filled, talented and holy people are part of this COF. Where else can you/we go in Kingston to find a United Church – or any church for that matter – with so much promise, vitality, dynamic community partnerships, kids, youth and young families, active seniors, justice-based projects

and ministries, excellent worship and music, technological smarts and a neighbourhood reputation as the “go-to” place?

Yes, I am writing my last annual report. Yet there will be many more to be written by others because God is certainly with ERMUC and not finished with it. Far from it. What a rich and thriving future lies ahead for this much beloved COF.

### **CHRISTIAN EDUCATION**

Faith formation continues to flourish here and is one of the many reasons people tell Wayne and I that they come here. They come because of the “relevance” they experience in preaching, teaching and attention to their spiritual and daily lives. There are multiple ways for men, women, children and youth to deepen their Christian faith at ERMUC.

#### ***Youth Grs 7-12***

This past year I continued to give direct leadership on Sunday mornings for “youth class” to the 15 youth directly involved in ERMUC’s youth ministry, even if we only see a handful of them at any given time. On June 3<sup>rd</sup>, ten youth participated in our annual youth service, which was based on the theme of “Priorities.” They explored the theme through music, drama, scripture and liturgical dance. Youth served Communion the first Sunday of October, one youth laid the wreath on Remembrance Day and several youth have taken turns reading scripture on Sundays. What a talented group they are. Although there was no confirmation class in 2018 there will be a sizeable group participating in confirmation in 2019. Group experiences included our annual fall outing to the Wolfe Island Corn Maze, the annual Backpack 4 Youth Outreach event, a Frontenac’s Hockey Game at the Leon Centre (through a grant obtained from the City of Kingston which funded our use of the “community suite”), and participation as narrators, camels, lead angels and lead shepherds in the Annual December Christmas Pageant.

#### ***Nursery and Kids***

YAY! Finally, this fall a monitor was put up in the nursery so that parents and nursery helpers can hear and see worship as it unfolds. What a great way to keep everyone connected to what’s happening! In late August, I successfully persuaded Jenna Wood (ERMUC Youth, Gr 11), to assist Paula Laughlin (Nursery Coordinator) on a regular basis. Paula also was assisted by several parents who took turns signing up for Sundays through a google calendar. Our use of the “Frolic in the Faith” curriculum for infants/toddlers adds music, story and activities to the children’s experience.

Because the Ministry Coordinating Committee was willing to recommend a modest honorarium for a Kids Alive Coordinator, we have been blessed by Ruth Judd’s commitment to our Kids Alive Program. All of our children JK to Gr 6 (and their parents!) love and cherish Ruth. I was pleased to pass on to Ruth the suggestion to involve Shannon Smith and this had led to Shannon’s regular assistance this year, along with Bella Hynes (a Gr 11 student who happened to be looking for a

way to complete some volunteer hours). Along with my usual oversight and support, Shannon and Bella have been amazing assistants for Ruth, along with some other parents and adults scheduled for occasional Sundays. The continuity of Ruth's leadership and presence has given parents a sense of stability in the program. Often parents share something similar to this: "*Come on Mom/Dad, get up. I want to go to church.*" When that happens, you know you're doing something right! ERMUC is one of the few faith communities in the city that has a vibrant kids program. Sustaining that requires regular, committed, motivated people. Let's do all we can to keep this in place for parents who seek faith formation and the development of Christian values and friends for their children.

### ***Summer in the City***

For two weeks this past August, ERMUC provided 8 youth with summer employment and leadership skill development through a grant I once again obtained from Canada Summer Jobs (\$6,000). These youth became leaders in our children's VBS Program, which had 23 children from ERMUC and beyond. The theme of the summer program was "The Adventures of Cool Dude Paul." Children learned about the Apostle Paul's adventures by being imprisoned, shipwrecked, meeting a business woman Lydia (maker of purple cloth), and being bitten by a snake. Through games, drama, puppets, story, crafts, music and special guests, we had another successful summer program. We also had some adult volunteers from ERMUC who assisted with daily registration, snack preparation, music, games and small group leadership. Over the last 7 years, this program has reached over 140 children and trained over 2 dozen high school youth.

### ***PA Day Events and TGIF***

Although a PA Day event ran in November 2017, in 2018 PA Days set by the Limestone School Board did not allow for a good day that suited the church's schedule. However, we will be providing a PA Day event on Friday, Feb 1, 2019. Working parents whose children are not in day care look for a program for their kids on PA Days. We have welcomed neighbourhood children as well as ERMUC kids to PA Day events. Facebook is a key vehicle we use to get the word out.

TGIF (Thank God, It's Family Nite!) continues to attract young families and kids on 5 pre-arranged Fridays between October – May. Participation averages two dozen but has been as high as 40. This year's theme is "I'm Me! – Made in the Image of God". This provides an alternative to Sundays for families whose work schedules may not allow for Sunday attendance, as well as offering millennials experiences of connection and friendship.

### ***Adult Education***

In 2017 adult education/formation happened in a variety of ways. I continue to give leadership to the Planning Team for Spirit Sisters and Oasis Time. Oasis Time is a group of 8 women (30's to 60's) who meet monthly to support one another and experience ways that their Christian values and faith intersect with their daily lives.

Once again, Wayne provided an “Epiphany Bible Study” and resourced four small men’s groups. Fellowship Breakfasts (once/month) have also become a significant way to deepen faithful awareness of community issues, concerns and programs.

### **OUTREACH (Local/Global)**

My job description allows me the privilege of supporting an amazing cadre of women (aka Neighbourhood Needs Team) who manage to juggle taking care of those who experience food, clothing and shelter insecurity in Kingston. It is a pleasure to think through our local and global outreach ministries with this capable group led by Pat Bowman, whose report is found elsewhere in this document. Three initiatives that have helped ERMUC deepen its participation in mission include Seniors Wellness, the West Kingston Refugee Partnership and our Twin Church arrangement with Iglesia Bautista Emmanuel in San Salvador.

**Seniors Wellness** includes ERMUC’s own programs as well as ERMUC’s ongoing partnership with the Seniors Association Kingston Region (aka “Seniors Centre Loyalist”). This has required meetings from time to time with their staff and ours to ensure smooth programming and sustainable partnership. In the coming months, in response to an invitation from our national church, I will be writing and submitting an “Innovation Grant Application” to The United Church of Canada’s Edge Network for \$25,000. If successful, this should provide another year of sustainability by supporting the part-time SARK on-site Coordinator, who will also then be able to provide 5-6 hours per week directed toward ERMUC’s own Seniors Wellness initiatives, such as Wellness Walking and occasional workshops.

**The West Kingston Refugee Partnership** is reported on elsewhere in this document by Margaret Baker, liaison from the Neighbourhood Needs Team to WKRP. Our two Syrian families came to the October fellowship breakfast to share with us what it has been like for them to leave their homeland and settle in Canada. As Chair of WKRP, I will be leading the group toward dissolution as of June 25 when it concludes its mission. We will celebrate the financial independence of the Al Salkhadi and Al Sahou families. Over \$125,000 was raised from 2015 to 2019 to support WKRP’s commitments. Thank you to everyone from within ERMUC who supported this mission financially and/or by providing items such as clothing, furniture, quilts, sewing machines and more.

### ***Twin Partnership with Iglesia Bautista Emmanuel***

From March 7-15, 2018, I was once again a leader on a trip sponsored by the Bay of Quinte Conference to El Salvador to be hosted by our twin church in San Salvador. Ray Kuntz, Aiden Laughlin (youth) and David McLeod (youth) went along with me to represent ERMUC. From March 6-14, 2019, 35 people, 5 of whom are from ERMUC (plus me), will be pilgrims to El Salvador. This trip is an inter-regional trip with participants from ECO (East Central Ontario Region 11, formerly “Bay of Quinte Conference”) and Region 12 (formerly Montreal and Ottawa). In a “weak moment”, I agreed to serve as Coordinator for this trip, since

the Bay of Quinte Conference was dissolving by Dec 15, 2017. I understand my planning responsibilities, and some administrative support from Tanya Bax, to be ERMUC's continued expression of partnership. The members of IBE are looking forward to hosting us. Some may wonder if the efforts required are worth it for the few members that travel each year. Over the five trips that I have led, 20 ERMUC members have experienced our partner church. It is important to realize that each one who goes brings back the experience to parents, relatives, friends and our congregation so the impact actually is much larger –directly affecting another 70-80 people, who become leaven in the midst of the congregation. Pastor Miguel Castro has been apprised of the forthcoming retirement of Wayne and I and it is his congregation's deep wish that ERMUC remain in partnership with them and continue the prayerful fellowship and mutual support and understanding that has developed over the years.

### **PASTORAL CARE**

Although the majority of pastoral care requires maintaining confidentiality, I can say without hesitation that one of the most meaningful ways I care for our young families is by supporting their integration into the church and their requests for baptism of their children. This year I also have responded pastorally to several circumstances affecting the lives of some of our young families, including legal custody matters, substance addictions, marital separations, death of a parent or peer, job loss or change of job, illness and financial insecurity, to name a few.

In 2018 I had the privilege of presiding at five funerals (Beryl Smith, Grace Jackson, Eric Plummer, John Harman and Sharron Amos), assisting Wayne with some other ERMUC funerals, and attended "celebrations of life/visitations" for the spouses of two of our members. I also presided at the wedding of Julia John and Lane Guthrie (grandson to ERMUC member Don Lane) and co-presided with Wayne at the marriage of Don Amos and Maribeth Scott (ERMUC members). There were numerous hospital visits and rhythmic visiting of long-term care facilities and retirement homes, along with pastoral care visits to those with emerging needs. Occasionally, I was also able to just "hang out" with ERMUC folks, here, there or over a meal and these were all treasured experiences.

### **OTHER MINISTRY**

#### ***Supporting Improved Technology at ERMUC***

In late summer, I submitted an "Accessibility Grant" to the Bay of Quinte Conference for \$5,000 to allow for a new camera in the sanctuary, new digital projector, new and larger screen, a monitor for the nursery and supporting software/hardware. ERMUC's obligation was to match this by raising \$5,000 and a successful "quiet" campaign made this possible. Paul Carl and the Media Team are to be commended for implementing these improvements through Sound Works, a Kingston company. I'm sure everyone appreciates having visual improvements in the sanctuary and nursery!

### ***Worship Leadership***

In 2107, I was either solely responsible for or assisted in the development of the following worship services: Annual Youth Service, UCW Service, Mission Awareness Sunday, Spirit Sisters Service, Confirmation Sunday and the 6:30 pm Christmas Eve Service. In addition to these, I also preached on four occasions, led a prayer with the children weekly, opened the service bi-weekly, co-presided at Communion and offered prayers of the people on several occasions.

### ***Supervision of Office Administrator, Tanya Bax***

It is a privilege to supervise Tanya whose front office skills, multi-tasking abilities, problem solving capacities and facility operations are superb. She is supportive, dependable, innovative, responsive and able to take initiative before being asked. Her presence is a stabilizing influence upon ERMUC and she represents ERMUC exceedingly well to the public. It will be important in the approaching months to recognize the knowledge she carries about ERMUC's patterns, policies and life and, while relying upon her, also realize that it is not her role to be "the glue" that holds it all together during a time of change. Early this winter at the request of the Ministry and Personnel Committee, I will be completing an annual supervisory review of her work.

So, that's it. My final report. Probably too much said. Lots more that could be said. Lots left unsaid. But to sum it all up, "it's good to be God's people in this place" (WS) and to have the privilege of ministering to and among God's people in this place. And remember: "You are not obligated to complete God's work, but neither are you free to abandon it, so don't be daunted by the enormity of change. Instead, just do justly now, love mercy now, walk humbly now." (JS)

*Respectfully submitted,  
Rev. Dr. Jean Stairs*

## **CONGREGATIONAL DESIGNATED MINISTER**

As I have been blessed to journey alongside our Edith Rankin Classics I have come to respect, revere and be in awe of their strength of character, perseverance of faith and service to the community. They may not have the physical vim and vigor of earlier years, but the grace, wisdom and faith they exhibit far outweighs the strength of their youth. Frequently I see classics actively living their faith through service to others. Often, it is a quiet gesture to bring brightness to another's day, to sit with a grieving widow, send a bulletin to a shut in, serve through UCW, visit someone recovering in hospital or support a dying friend. Others who may be housebound offer a prayer, a note of encouragement or a phone call to someone in need.

My ministry to these beloved folk falls into five main categories: ministry to the dying and their families, supporting the bereaved, visiting those facing illness or crisis, calling on those who can no longer attend worship at Edith Rankin and spending time with those who are in a season of joy and health. As I set my agenda each week, I adjust my activities based on what is happening in the congregation.

This past year, we have said good-bye to many of our Classics. Supporting individuals and their families in their last days and hours is a sacred experience. Singing a hymn to a dying man, only to have him surprise me by joining in with his bass voice, is a gift received with humility and reverence. Others have passed away suddenly without a formal goodbye which brings with it a different experience of grief for those who loved them.

Visiting the bereaved has been a significant part of my ministry this past year. Each journey of grief is unique and presents its own twists and turns. As Wayne mentioned at the Service of Remembrance in December, the presence of God in our deepest hours of sorrow does not take the darkness away, but reminds us that we are not alone in the darkness. It is my prayer that in some small way my visits with those who are grieving serve as a reminder that God is with them and that they are never alone.

Sharing time with those who are facing illness, a time of discouragement or a crisis in their lives is a privilege. Some are experiencing the loss of their health or their independence (e.g. no longer able to drive) or are needing to transition to different living arrangements. Helping people navigate these changes and honouring their autonomy by providing them with information and choices, can make the adjustment easier. In 2018 I revised the booklet "Services for Seniors." It is a valuable resource that informs on services that can assist seniors to remain in their home or aid with the transition process.

I love spending time at long-term care facilities or in the homes of our Classics who are no longer able to attend worship. My visits serve as a reminder that God, and we at Edith Rankin, still hold them in our hearts. For those experiencing dementia, they may not remember my visit, but the moment of brightness it brings to them as evidenced by their faces lighting up in recognition of a familiar Scripture or hymn validates how important these visits are.

The last type of ministry I engage in is to Classics who are perhaps not facing any illness, grief or crisis. On rare occasion, I find time to visit those who are doing very well, just to check in and get to know them better. Each year I visit more congregants in this category, but there remain some that I have not yet had the pleasure of visiting.

Teamwork continues to enhance my ministry at Edith Rankin. I am filled with gratitude for the friendship, encouragement, wisdom and mentoring that Wayne

and Jean provide. Working collaboratively ensures that those with acute needs are cared for well. I am thrilled with the newly developed Lay Pastoral Ministry Team. This group of amazing individuals has significantly multiplied the quantity and quality of pastoral care being administered by Edith Rankin. This cohesive team of eleven care-givers met seven times in 2018 to receive education on a variety of topics. We have enjoyed learning about communication skills, empathy, relating to those with dementia, bereavement and more. Wayne has wisely pointed out that with the calibre of people on the team, each person has as much to teach as they do to learn. Nineteen people have received frequent visits from their lay pastoral visitor in 2018.

It is a precious honour to minister to the Classics here at Edith Rankin. As I do, I am mindful that I do not visit them merely as Donna Bell, a representative of Edith Rankin, but as a channel of God's love for them. It is my prayer that this ministry will bring an awareness that God who sees the sparrow fall, sees them and loves them beyond measure. I look forward to the coming days of providing pastoral care with a sense of gratitude and expectancy.

*Respectfully submitted,  
Donna Bell*

### **OFFICE ADMINISTRATOR**

This past year, I celebrated my 6 year anniversary with Edith Rankin Memorial United Church, and was grateful for the celebration in my honour early in the year. Unfortunately, I was unable to attend as my son suffered a life threatening emergency. While sitting in the emergency room, after things had calmed down and he was resting, I spent some time reflecting on how grateful I am to be part of your lives. I tell everyone I know how blessed I am to work for such a wonderful congregation. I feel supported and heard and feel like I belong here. No two days are ever the same and feel like I thrive in this type of ever-changing environment. The more change and challenges, the better. It keeps me on my toes and gives me the ability to strengthen my skillset and the opportunity to learn new things. This year was no different than any other, every day I was met with new tasks, reshuffled priorities and worked within new structures. From finances to Vacation Bible School, preparing tidings and the weekly bulletin, posting and monitoring our various social media feeds, assisting with Mission Trips to El Salvador, scheduling and working on contracts/issues with all rentals (including the Seniors Centre), assisting with weddings and funerals, WKRP assistance, etc, the job duties fluctuate regularly and the list seems to grow. The future will also be one filled with change as our beloved Ministers, Wayne and Jean, move on to the next stages of their lives, retirement! Although I am going to miss them very much, I wish them both the very best. I look forward to working with our Transition Team and Ministry

& Personnel Committee as ERMUC also enters the next stage of its growth and welcomes new ministerial staff.

I am continually grateful to my back up team of Wanda Burke and Rhonda Kerr for jumping in and helping out when sickness hits, or vacation time is needed as they come in and cover the office flawlessly. Thank you also to Janet Dubblestein for helping out over the past year. Although she will be “retiring” from the position on a regular fill-in basis, I am happy to hear that she will stay on as an occasional volunteer. Both myself and ERMUC are also very lucky to have our team of bright and cheerful Welcome Centre Volunteers. 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**

Our Kids Alive program is growing and we have the stats and photos to prove it! Although our weekly attendance has continued to be somewhat inconsistent, with as few as 2 students showing up on a cold Sunday morning in February to over 30 children participating in this year's Christmas Pageant, the level of participation, as a whole, has definitely been improving. This cannot be confirmed by the number of official registrations that we have received to date, but I have an ever-growing list of names of children who are affiliated with the Kids Alive program in some way, as well as contact information for almost every family whose child or children have attended our Kids Alive program this year, including occasional visitors, for example, those who were there to attend a relative's baptism or whose families were “checking us out”. Jean and I are continuing to encourage families to formally register their children in the program but, in my opinion, what matters most is the number of “bums in the seats” and the size of the smiles on the kids' faces. There are several children who I can count on to be there almost every Sunday, including the children of families who have recently joined our church; most others, however, usually come only on special occasions such as Christmas, Palm Sunday and Easter or our year-end celebration; others come when they are here visiting their grandparents or other family members. Almost everyone who has attended the Kids Alive program, however - whether for the first time or their 40<sup>th</sup> - has seemed to enjoy their time “downstairs”; the photos that I have posted on the bulletin board in the lower hall will attest to that!

I have continued to use the Sparkhouse curriculum (now called Sparkhouse Digital), which is a kid-friendly, Bible-based program that the church purchases each year, and which consists primarily of on-line resources that provide

suggested games, arts and crafts, music, drama and cooking activities, as well as readings, closing prayers and information sheets for parents. I have also continued to make use of some Sunday School resources that have been collected over the years, in particular a few of the delightful new books that are in the Sunday School office, as well as a few “oldies but goodies” that I uncovered. I usually supplement the Sparkhouse program with activities that I find online, in particular songs, videos and craft ideas. On my wish list for the future, would be to get a computer of some sort for the Kids Alive program so that we can show the kids some of the excellent videos that are available through Sparkhouse Digital, as well as other videos that are available through Sunday School-related websites and YouTube. Showing videos on my Smartphone or borrowing others' laptops have been my only options thus far.

Of course, I would not have been able to run the Kids Alive program without the support of our amazing volunteers, both new and returning. Shannon Smith, for example, joined us this past September and she, like her predecessor, Kathleen Bertrand, has been there every Sunday to support me and the children. I have also had regular support from Bella Hynes, a Frontenac Secondary student who joined us later in the fall and who is working with us as part of her Community Involvement program. Both she and Shannon have brought their nurturing, caring personalities, as well as their enthusiasm and creativity to the program. The many other dedicated individuals who have helped me out this past year, particularly during the busy Christmas and Easter seasons, have included Janet Dubblestein, Cindy Pettis, Kristin Harper, Sam MacLeod, Judy Bierma, Lorna Thorne, Penny Steele, Jan Watkins, Julie Brown-Valletta and Ruth and Craig Pettis, with special “guest appearances” once or twice a year by our talented in-house artist, Florence Niven. I, of course, have also benefitted greatly from the support and guidance that Jean Stairs has given me, as well as the time and office resources that Tanya Bax has shared with me in my “time of need” - her photocopier expertise, for example!

Now for the year's activities at a glance: In January 2018, the children were introduced to the Lord's Prayer in a variety of languages, including sign language and Braille - the latter, thanks to a special presentation by Judy Bierma, a member of our congregation and former teacher of the blind. Some of the highlights of February included making a special “button heart” craft that Florence Niven had prepared for us and, later that month, making cards and videos to send (via Jean Stairs) to the children of Iglesia Bautista Emmanuel in San Salvador.

Our themes in March and early April included Palm Sunday and Easter Sunday, highlighted by the completion of a book that the children made called the “Holy Week in Handprints”. It was a lot of fun but it sure was messy dipping our hands into the paint! Is this what they mean by “Messy Church”?! An Easter egg hunt in the sanctuary was a popular event too but one of the favourite activities for the older kids was learning a Christian version of a familiar pop song - our version was called “Hosannah!”

In April and May, we focused on the themes of “Jonah and the Big Fish” and “The Sower” and spent some time talking about Mother’s Day/Christian Family Sunday. For the remainder of the year, the children learned about the “Fruit of the Spirit” in much the same way that they learn about all of the themes - through stories, songs and a variety of hands-on activities - in this case, parachute games. Our year-end gathering, which was more like a family celebration than a Kids Alive party, was a huge success, with close to 30 children in attendance. Beach balls were flying, children and adults were smiling, food was shared and everyone left with a reminder that “God loves me; God loves you!”, and a cool treat!

After the summer break, on September 9<sup>th</sup> to be precise, we welcomed new and returning children to the Kids Alive program with balloons and some activities for them, and a formal registration process for the parents and guardians. In September and early October, we focused on the theme “Noah’s Ark”. One of the most memorable parts of this theme was having an actual ark – well sort of! In actual fact, it was a wooden “boat” prop that we had borrowed from Crossroads Church. It provided a wonderful focal point for activities and discussions, as well as several photo ops for our new and returning children, as well as others who visited us that month. Our October and November Sparkhouse themes were “Jesus Feeds 5,000” and “The Battle of Jericho”; interspersed throughout these, were the more seasonal themes of Thanksgiving, Stone Stoup and Remembrance Day.

This past November through to mid-December was a blur. Those weeks were filled with meetings, Christmas stories, carols, special crafts (to help decorate the church), rehearsals and costume preparations; for me personally, as coordinator of the pageant, countless hours were also spent writing and reading emails to keep our families informed and to confirm details with the pageant organizers and participants. The end result was yet another wonderful Christmas Pageant that took place the evening of December 9<sup>th</sup> to an appreciative audience, including many children who were there visiting. Not that we were counting, but Santa Delve gave away 45 loot bags that night! This year’s pageant, entitled “The Story of Christmas”, was a more traditional pageant than last year’s. It was a poetic rendition of the familiar story - the words and music for this one coming from a variety of sources, both old and new. Of course the pageant also included the beautiful scenery, props and costumes that ERMUC is now famous for, particularly those endearing (and sometimes cheeky) camels that manage to bring a smile to everyone’s face! Among the many musical selections that were performed that night, were two solo performances by our talented young singers, Olivia Hudel and Leila McLeod. Both girls were delighted to have been invited to perform their solos at other December services and, of course, on both occasions, they sang like angels!

I would be remiss if I did not formally thank the Pettis and Hudel families for their many contributions to this year’s pageant, including setting up the stage and

photographing the children, and Ruth Pettis for her help as accompanist as well. I would also like to recognize our Media Team for their help with sound and lighting - and everything else “techy”. Their involvement and expertise definitely enhanced the pageant experience. A big thank you goes out to Paul Carl as well for the many hours that he spent helping me create the PowerPoint presentation which ran continuously throughout the pageant. Without the hard work and experience of all of these dedicated folks, there would not be a pageant, at least not one as elaborate as the ones that our congregation and community have come to expect!

Looking ahead, the children in the Kids Alive program will be involved in a variety of activities to help build connections with others in our community and the world. We will be making cards and videos again this year to send to the children of Iglesia Bautista Emmanuel and will be preparing gifts to deliver to our seniors and shut-ins. One part of this activity will involve planting seeds - a visible reminder of our hope that the Kids Alive program will continue to blossom and grow into the vibrant, kid-friendly program that the new and returning children have come to appreciate! The word is out ... Edith Rankin is a great place to be on a Sunday morning, especially if you're a kid!

*Respectfully submitted,  
Ruth Judd*

## **BOARD OF TRUSTEES**

Since the last Congregational Annual Meeting, the Trustees met formally in September and October and, briefly, in November to deal with insurance renewal matters. In September we gathered on the premises of Scotia Wealth Management, 101-109 Princess Street, in order to meet with Scott Miller, ERMUC’s SMW financial adviser who graciously reviewed our investments which are doing reasonably well given the current financial climate. Since Cam McEachern’s employment relocation to Timmins required his resignation from this board, it was agreed by consensus that Sandra Sinclair replace him as the third liaison and signatory with SWM along with Doug Huddle and Jim Leary. We are grateful to Cam for the excellent work he did on behalf of the Trustees, miss him and wish him well in his new situation. In October, it was agreed to recommend to Council that, subject to periodic review, the church’s line of credit with Scotia Bank be reduced from \$74,000 to \$30,000 in order to reduce the amount of collateral required by the bank, provided by a cashable \$47,000 GIC, which could then be returned to the investment fund where it would boost earned interest and bring our trust funds closer to the \$250,000 mark required to maintain a personal advisor with SWM. Council subsequently approved this recommendation. Since we have received notice that family litigation matters pertaining to the Haymes Estate are

nearing resolution, Trustees further agreed to recommend to Council that

- a) we accept the terms for interim distribution of the estate which, subject to all beneficiaries so agreeing, currently indicates ERMUC's share to be \$97,476.25 plus 5% of any amount remaining from the holdback of \$20,000 after all debts are paid,
- b) that the proceeds from this estate be added to the funds currently invested by Trustees in order to maximize our investment portfolio, thus improving annual interest earnings and thus build up resources as an asset in managing discussions with the United Church of Canada regarding our outstanding our indebtedness.

The October meeting agreed that Doug Huddle be authorized to act on our behalf to renew our insurance for the coming year and that, as required by the terms of our insurance policy, the lower entrance security alarm be re-activated

Between meetings, individual members carried out various assigned significant tasks on behalf of the Trustees and maintained regular email contact with one another on various 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 "official chair" and thanks to the good work done by others have not found it onerous. Nevertheless, an elected Trustee will need to serve as chair in the coming year.

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 2016 by the following: Doug Huddle, Jim Leary, Cam McEachern (until his relocation), Tysie Mitchell, Sandra Sinclair, Eric Van Dalen and Paul Van Nest.

*Respectfully submitted,*  
*Dr. W. Wayne Soble*

### **MINISTRY COORDINATING COMMITTEE**

As we come to the end of the two-year trial period of a model for equipping both governance and ministry, the Ministry Coordinating Committee and Church Council have discovered strengths and weakness in the trial model and the MCC is hopeful that the revisions and proposals going forward will address these adequately. Together with ministry personnel, the primary role of the MCC is to coordinate, support, monitor and provide general oversight to ministry teams, programmes and activities that make up what we actually *do* as a community of

faith in order to live out our mission, vision and values determined by Council and congregation and in accordance with the policies, procedures and financial plan set forth by our governing body (Council of Guiding Elders). The MCC met 4 times during 2018 primarily reviewing the trial model, recommending revisions and, of course, reflecting on the implications of Wayne's and Jean's retirement during the period of transition in the coming year.

Still affirming the distinction between *governance* and *ministry* and still persuaded theologically and practically that ministry is *everybody's* business and best carried out by people with interests, gifts and a sense of call to whatever particular ministry is being exercised, the MCC continues to support the concept of Ministry Teams. However, we have learned to distinguish between "activities and programmes" and "ministry teams" as such. "Activities and programmes" seem to come and go based on peoples' interest in participating in them at any given time primarily as "consumers". "Ministry Teams", however, are best understood as having primary responsibilities for areas of the congregation's life and work that are considered essential and definitive of who we are in effectively living out our mission, vision and values. Going forward, these teams have been reduced to 6 in number:

- Administration
- Faith Formation
- Media and Communication
- Mission and Outreach
- Property
- Worship

Without question, *membership matters* and *pastoral care* are also foundational for us. In this model, membership matters are the responsibility of Council and the mutual and/or pastoral care we exercise for one another is the work of all Teams and congregants with the guidance of ministry personnel.

The respective mandates for these Ministry Teams as well as other governance concerns are set forth in the document "Governance and Ministry, Activities and Programmes" appended to this Annual Report. Although now having an *elected* coordinator for each Ministry Team will provide clearer accountability to Council through the Ministry Co-ordinating Committee, effective ministry through the period of transition and beyond will only occur as people respond to the call of the Spirit urging them to become active participants in these Teams. That being said, we recognize that many activities and programmes will not always fall directly under the purview of one of the Ministry Teams. To that end any person or persons may initiate, organize and coordinate programmes, events and activities as may seem desirable, in keeping with our stated Mission, Vision and Values and which have the approval of the Ministry Coordinating Committee. Nevertheless, it remains true that, no matter how willing the spirit, if the flesh is weak and no one is stirred to

engage in a particular ministry or give leadership to a particular activity or program (as opposed to simply attending one), no matter how desirable, it will not happen.

Special thanks to Alma and Kim Barney, Janet Dubblestein, Jane Furter, Andrew Robb and Gordon Sinclair for accompanying their two ministers throughout the year as we continued to explore the meaning, shape and best practices of ministry. No doubt, there are further revisions to come, but a good beginning has been made.

*Respectfully submitted,  
Dr. Wayne Soble and Dr. Jean Stairs*

### **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.

- 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
- Laurence Rowbotham, Director of Music - independent musician-contractor; 46 week contract per year; reappointed under a new contract by the Church Council for 2018
- 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 – Casual Office Supply
- Wanda Burke, Casual Office Supply – Casual Office Supply
- Janet Dubblestein, Casual Office Supply – Casual Office Supply; resigned November 2018.

M&P thanks all of the staff for their outstanding work throughout 2018. ERMUC is blessed to have such a dedicated and talented staff. M&P recognized all staff with FundScrip cards during April. While Tanya was unable to be present, M&P celebrated Tanya's five-year anniversary as Office Administrator during the church service on Sunday, January 14<sup>th</sup>, where we publicly acknowledged her significant contributions to the life and work of ERMUC.

In October, Wayne and Jean announced their retirement effective June 30, 2019. In preparation for this significant transition in our church's staffing, M&P hosted a workshop with Rev. David Timpson, the Conference Personnel Minister for the Bay of Quinte Conference, in December. This workshop, in addition to general M&P duties, addressed the role of M&P and the transition team during this phase.

M&P Committee members carry out a supervisory role by being available for consultation and support, as needed. 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. This was completed in May.

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. An information presentation given by a representative from St. John's Ambulance for any member of the congregation interested in learning about the defibrillator, was held in November.

The staff compensation budget for 2019 was prepared and submitted to the Administrative Team for its consideration. The 2019 Financial Plan was presented to the congregation by the Church Council in November 2018 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 1.6%, for 2019.

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, Sheila Billings,  
Ray Kuntz, and Gayle Owen*

### **WORSHIP TEAM**

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 goals are to make worship meaningful, hopeful, rooted in significant tradition(s) and relevant for today and tomorrow. It is hoped that worship is satisfying to both longtime worshipers and newcomers and to those with little or no experience.

Rev. Wayne Soble, is our primary resource and he plans and conducts most of the services. We are also blessed to have Rev. Jean Stairs preach at various times during the year. Various groups also conduct services throughout the years as well as summer pulpit supply.

Anniversary Service Jan 21st

UCW April 15

El Salvador Service April 22nd

Spirit Sisters May 27<sup>th</sup>

Youth June 3<sup>rd</sup>

George Lavery July 8<sup>th</sup>

Anthony Gifford July 15<sup>th</sup>

Linda Delve July 22

Paul Currie July 29<sup>th</sup>

Eric Lawson August 5th

Mission and Service October 21st

Remembrance Service Nov 11<sup>th</sup>

Child and Youth Service November 18th

Choir Cantata December 9<sup>th</sup>

**Announcements Team-** Led by Patti Speck with Brenda Moyer and Lorna Thorne provide a warm welcome on Sunday mornings and inform all about the "Life and Work of ERMUC"

**Coordinating Team** –Led by Lorna Thorne this entails supporting and monitoring the work of all other Worship teams. Meeting with Rev. Soble to

consider and plan for regular and special worship occasions. Together with M and P reviewing the contract of the music director.

**Communion Team and Prayers of the People Team-** Led by Florence Niven coordinated preparation and serving of communion and coordinated lay people to offer prayers throughout the year. Along with the many volunteers who served and shared their thoughts through prayer.

**Meeters and Greeters-** Led by Ray Kuntz who coordinated the many volunteers who each Sunday welcome, worshippers, hand out bulletins help with seating and collect offering.

**Readers Team-** Led by Lorna Thorne who coordinated the lay people to read scripture lessons during the worship with over 30 people who have read this past year.

**Summer Services-** Led by Andrew Robb this team coordinates the readers, greeters, refreshment providers and the pulpit supply during the Ministers vacation.

**Decoration Team- ( submitted by Jean Barna to be added)**

**Music Team-** We appreciate the services of the Music Director, Laurence Rowbotham. The Christmas Cantata was composed by Laurence as are many anthems during the year. We are also fortunate to be able to hear the wonderful music from the Limestone Ringers led by Janet McDonald. Thank you to those who offer their musical talents throughout the year.

The Worship Teams appreciate the strong leadership and guidance provided by Rev. Soble. His style and substance of preaching continues to be excellent and he will certainly be miss after June 2019.

*Respectfully submitted,  
Lorna Thorne*

### **WORSHIP TEAM - SANCTUARY ENHANCEMENT**

Creating meaningful arrangements and decorating the sanctuary as the church calendar changes throughout the year takes time, creativity and resourcefulness using the supplies that we have purchased and collected over the year. During the summer, three banners of Faith, Hope, and Love were designed and created

to display in the chancel during the autumn season. Our colourful fall displays of yellows, oranges and nature inside and out (harvest wreath) are followed by a solemn tribute for Remembrance Day before we prepare for the season of Advent. Planning around a theme assists us with our decorating ideas and hopefully the focus of a Musical Christmas was appreciated this year along with the angels we have heard on high. Thanks for all of your continued support as we move forward through another evolving year.

*Respectfully submitted,  
Jean Barna*

### **MUSIC AT EDITH RANKIN MEMORIAL UNITED CHURCH**

Thank you for the opportunity to make this report about music at ERMUC. It has been yet another good year for our music ministry.

Many people spend a lot of time to maintain the quality of the music ministry. The Limestone Ringers, led by Janet McDonald, have added several new players to their group and have played at a high level throughout the year. Thank you.

Edith Rankin has benefitted from musicians who have played for services, including Ann Palmer, flautist, Denis LeHotay, violinist, Tom Kerr, bassist, Donna Bell, vocalist, and Anthony Gifford, guitarist and vocalist. We appreciate their willingness to share their gifts with our community.

The Chancel Choir has welcomed two new members this year bringing our numbers to 28. The choir sings regularly at 10 a.m. worship, helping to share God's word and enhance our understanding of scripture through music in each service. The choir also sang special music at the Good Friday service and performed an Advent Christmas Cantata composed by Laurence Rowbotham. Mike Bullett provided insight and humour through his narration in the cantata.

It is important to acknowledge the solo work done by the following choir members: Cathy Flynn, Kathy Lee, Carolyn May, Patti Speck, Eric Lawson, Keith Notley and Paul Currie.

Many thanks to Paul Carl and the sound-light crew who handled the sound for the choir and soloists.

The choir has enjoyed a great year. They are my hope, peace, joy and light. Not only are they great singers but also they are great people who, through music and friendship, enrich everyone at Edith Rankin Memorial United Church.

*Respectfully submitted,  
Laurence Rowbotham, Director of Music*

### **LIMESTONE RINGERS**

2018 was a very successful year for the Limestone Ringers.

Weekly rehearsals prepared the Ringers for playing in Sunday services and for our April 29th performance at St. George's Anglican Church. The LR were invited to play in Gordon Sinclair's final Kingston Chamber Choir concert. We were very pleased to be their guests.

The concert was a tremendous success and the Ringers outdid themselves by performing six pieces.

Playing outside of ERMUC is always a challenge because of the transportation of tables, pads, bells, stands and music. We had another problem in that the playing area in St. George's was not wide enough to fit the front row of bell tables so Craig Pettis built two wooden extensions to solve that problem. We are very appreciative to Craig for his talent and creativity.

In the fall we were blessed with four new and very capable Ringers who joined our bell choir. Sometimes it is difficult to find substitutes for players who are away, but with the new Ringers we are now in great shape. In the Fall we began learning the pieces for the June 6-8 Bell Festival in London Ontario.

The cost of bell music is our biggest expense and Lawrence was very generous in giving us a large part of the Music Budget to cover that cost.

I want to thank Jean, Wayne, Laurie and Tanya for their continued support and encouragement.

To the Ringers, I say Thank You for all your dedication, hard work and musicality.

*Respectfully submitted by  
Janet McDonald, Director*

## **VISIONING/STEWARDSHIP INITIATIVE**

The October announcement of Wayne and Jean's retirement in June 2019 triggered a need to solicit from the congregation opinions and dreams for the future of Edith Rankin. Where do we go from here? What's important to keep that is important to us? These and other questions were those to which Council wanted some answers.

Alongside this was a stewardship initiative that had been discussed for several months leading up to the fall of 2018.

The result was that a team of 10 congregation members each attempted to visit 10 families, talked with them about the future of our church and asked them as well to consider increasing their givings. This initiative lasted through October and November.

Results of the visioning exercise were recorded and will be available for the congregation to see, early in the 2019 year.

A total of \$14K was committed through the stewardship drive and a number of families were added to the PAR program.

It is expected that this will be repeated in the spring of 2019 with a second group of 100 families.

*Respectfully submitted,  
Gordon Sinclair*

## **ADMINISTRATION TEAM**

Administration is most fortunate to operate with a very experienced group of people, and we thank the core group of Gerrie Dickson, Don Mallory and Dr. Jean Stairs together with Treasury representatives John Moyer and Peter Merkley for their dedication and hard work in the past year 2018. We were sorry to lose John Moyer at the end of January, and thank John for his logical presentation of numbers and sound practical advice to our team. We were pleased to introduce the new Treasurer Peter Merkley in March and welcome his financial insights. In the final quarter of the year we were delighted to add Helene Oulette-Kuntz to our group, we sincerely hope for her continued participation. Finally we regret the departure of Dr. Jean Stairs to retirement in June 2019.

## **FINANCIALS**

Financially it is almost a reflex to compare 2018 with the previous year. Our 2018

Income & Expenses projection \$ 372,423/\$ 386,505 (-14082) compares very unfavorably to last years \$ 411,670/\$ 399,179 (+ 12491). However digging deeper into the numbers of the 4Q only, our 2018 yield is identical with 4Q 2016, and within 4% of the 4Q in 2015. The key difference with 2017 results is the Hydro One refund of \$ 22,887 in 4Q. If you delete this amount from the full year \$ 411,670, the total annual 2017 revenue result is \$388,783, which is completely in line with 2018 & 2016 data. The message is our revenues are essentially flat from a givings perspective and we depend on other revenue to close the gap on break even.

#### Key Elements Quarter 1.

- \* Trust Fund transfer \$100,000 began payout October 2016.\$38250 remains. First year interest only @ \$ 970/mo, continuing @ \$ 2500/mo currently.
- \* Office photocopier replaced, expanded electronic storage purchased 4Q.

#### Key Elements Quarter 2.

- \* Debit machine installed at reception desk, Audit that it pays its way.
- \* Senior Centre rental income \$ 18,000 yearly. New contract June 2019.
- \* Rental emergencies contact list now includes Barry VH and Tanya B + Property personnel. Has worked quite effectively from mid-year onwards.
- \* Review of Room Rental protocols. Variable methodologies being used. Elected to continue “as is” until Senior Centre contract settled mid 2019.
- \* We continue to gain confidence in the Tracking/Forecasting Model developed over 2016. We have confirmed that from mid-year forward the model can predict year end revenue & expenses with reasonable accuracy, allowing corrective action. This year we coerced the model into calculate Monthly % values each year. Much greater accuracy will result. A completely re-engineered series of Monthly factors will be in use for 2019. A key advantage of the model is the ability to see month by month on a single page the flow of revenue & expenses, and examine outliers.

#### Key Elements Quarter 3.

- \*Thorough review of Gord Bell's “Sources of New Income” report.
- \* Fall Stewardship: special teams contacted families re 10% added givings.
- \* Confirmed Judy Fyfe will be new Chair Council from February 2019.
- \* Co-ordination Team launched survey to assess New Congregation Model.

#### Key Elements Quarter 4.

- \* Gordon Sinclair dialogue with Administration Team confirmed we have a Revenue shortfall, not excessive expenses. Compensation @ 75% of expenses, but reduction to one senior minister would seriously impact the churches capability to initiate and staff innovative programs.
- \* Intention is to pay UCC loan \$200,000 in 2018, and \$100,000 in 2019.
- \* Presbytery District Organization will be modified January 2019.
- \* Office historical records to be stored in the “air room” Expect CRA to eventually approve “electronic storage” Buy expanded disc item for office
- \* Provisional 2019 Budget developed from extension of 2016/2017/2018

data. Confirmed by individual Team estimates. Budget passed 18 Nov.

\* Admin Budget increased \$30,000 to cover \$ 2500 monthly paid to UCC.

Worth making the point that no Team works in isolation, and that thoughtful questions and input from other teams is invaluable in getting the priority items completed. Likewise comments and suggestions from individual members of the congregation are essential ingredients to a successful Team. We thank our partner Teams, and many individuals for their contributions.

*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 2018. The wide variety of programs depends on your continued support and we extend our thanks in advance for your 2019 financial assistance.

On Dec 31, 2018, ERMUC had 123 (118 in 2017) assigned envelope contributors and 102 (107 in 2017) Pre-Authorized Remittance (PAR) contributors.

In total, during 2018 ERMUC's Operating Fund received support from just under 300 identifiable sources; envelopes, PAR and visitors. Our 2018 donor profile is:

<\$52.00 – 57 (47 in 2017)	\$52 - \$260 – 48 (54 in 2017)
\$260 - \$520 – 33 (33 in 2017)	\$520 - \$1300 – 80 (105 in 2017)
\$1300 - \$2340 – 48 (44 in 2017)	\$2340 - \$3640 – 20 (16 in 2017)
\$3640 - \$5200 – 6 (7 in 2017)	\$5200 - \$10400 – 2 (2 in 2017)
\$10400 - \$15600 – 2 (1 in 2017)	>\$15600 – 2 (2 in 2017)

For 2019, to minimize waste of unused boxed envelopes, we ordered 130 boxed envelope sets for distribution. If you haven't picked up your 2019 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

The various ministries offered at Edith Rankin inspire the members to give generously. Over the past few years both our physical space and our programs have expanded and it is encouraging that our Revenues have kept pace.

I am pleased to provide the Statement of Operations as at Dec 31 2018. This information is before the year-end adjustments are processed. After these adjustments, we expect to record a small Surplus, for the second year in a row.

Over the next few months we will finalize the financial statements. We will present the Statements using "accrual" accounting to be consistent with the years when we had a formal audited Statements. As in prior years, a Treasurer of a different, local United Church will confirm that our Statements are reasonable. Once this is done, the final Statements will be attached to the 2018 Annual Report.

*Respectfully submitted,  
Peter Merkley, Treasurer*

### TREASURER'S REPORT - 2018 INCOME & EXPENSE STATEMENT

	Jan - Dec 17	Jan - Dec 18	2018 PLAN
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Bank Deposits</b>			
<b>Designated Funds Income</b>			
<b>Mission &amp; Service</b>			
<b>Fund Revenue</b>			
<b>051 · Mission and</b>		9,979.80	
<b>Service(Envelope)</b>	10,378.25		
<b>052 · Mission &amp;</b>		2,278.00	
<b>service (PAR)</b>	23,068.00		
<b>053 · Mission &amp;</b>			
<b>Service UCW</b>	2,258.50	-	
<b>055 · Mission &amp;</b>			
<b>Service</b>	5.00	-	
<b>Debit/Credit</b>			
<b>Mission &amp; Service</b>		1,560.50	
<b>Fund Revenue -</b>	822.50		
<b>Other</b>			
<b>Total Mission &amp;</b>		33,818.30	31,000
<b>Service Fund</b>	36,532.25		
<b>Revenue</b>			

<b>Observer Income</b>			
<b>050 · Observer Subscription Income</b>			
<b>027 · Observer Income</b>	1,020.00	1,025.00	
<b>Total 050 · Observer Subscription Income</b>	1,020.00	1,025.00	
<b>Total Observer Income</b>	1,020.00	1,025.00	
<b>UCW Designated Fund</b>			
<b>013 · UCW Income</b>	25,733.23	14,187.01	
<b>Total UCW Designated Fund</b>	25,733.23	14,187.01	
<b>Total Designated Funds Income</b>	64,715.48	49,030.31	
<b>Offerings</b>			
<b>001 · Local envelope</b>			
<b>001a · Easter Envelopes</b>	6,805.00	6,681.00	
<b>001b · Thanksgiving Envelopes</b>	12,465.00	7,955.00	
<b>001c · Christmas Envelopes</b>	12,663.60	13,887.00	
<b>001 · Local envelope - Other</b>	109,521.32	35,802.61	
<b>Total 001 · Local envelope</b>	141,454.92	164,325.61	
<b>002 · Local (PAR)</b>	186,826.12	169,168.81	
<b>003 · Loose Cash Offerings</b>	4,509.42	3,574.20	
<b>004 · Other</b>	10.00	1,183.24	
<b>007 · Initial Offering</b>	287.00	249.00	
<b>Offerings - Other</b>	2,232.23	4,388.20	
<b>Total Offerings</b>	335,319.69	342,889.06	359,620

**Other Revenue**

<b>012 · Catering Team Income</b>	(30.00)	127.50
<b>014 · Fellowship Income</b>	269.55	161.29
<b>016 · Mission &amp; Outreach Income</b>	527.00	500.00
<b>017 · Worship Income</b>	5,000.00	-
<b>018 · Property Income</b>	-	1,100.00
<b>019 · FFD Income</b>		
<b>019(A) · Just For...Registration Fees</b>	110.00	-
<b>019KA&amp;N · Kids Alive &amp; Nursery Donations</b>	1,025.00	1,125.00
<b>019 · FFD Income - Other</b>	1,171.45	288.60
<b>Total 019 · FFD Income</b>	2,306.45	1,413.60
<b>020 · Office Income</b>		
<b>020(A) · Welcome Centre</b>	150.65	286.50
<b>020 · Office Income - Other</b>	135.00	644.30
<b>Total 020 · Office Income</b>	285.65	930.80
<b>021 · Congregational Life Income</b>	561.54	153.35
<b>022 · Interest Income</b>	10,504.43	6,699.80
<b>023 · HST Rebate/Income</b>	8,492.90	4,069.94
<b>026 · Name Tags Revenue</b>	81.00	-
<b>029 · Miscellaneous Revenue</b>	25,217.54	10,563.02
<b>030 · Rental Income</b>		
<b>030sc · Rental Income - Seniors Centre</b>	7,595.20	7,018.00
<b>030 · Rental Income - Other</b>	10,575.50	13,075.50
<b>Total 030 · Rental Income</b>	18,170.70	20,093.50

Other Revenue - Other	600.00	-	
<b>Total Other Revenue</b>	<b>71,986.76</b>	<b>45,812.80</b>	<b>41,000</b>
<b>Restricted Funds Income</b>			
0034 · Landscaping	450.00	600.00	
033 · Benevolent Fund Income	3,121.45	4,241.70	
035 · Memorial Fund Income			
040 · Sound System Fund	7,570.00	-	
035 · Memorial Fund Income - Other	10,294.34	5,197.92	
<b>Total 035 · Memorial Fund Income</b>	<b>17,864.34</b>	<b>5,197.92</b>	
045 · Vacation Bible School Income	13,836.00	14,616.15	
061 · Capital Campaign Income	273,473.07	92,249.57	
062 · Syrian Refugee Sponsor WKRP Inc	17,248.32	37,610.00	
066 · Scholarship Fund Income	7,269.05	5,225.20	
067 · El Salvador 2019 Mission Income	-	41,634.49	
085a · Misc Reno - KITCHEN	-	6,054.49	
085b · Misc Reno - TECHNOLOGY	-	6,833.08	
085c · Misc Reno - CHAIRS (Lower Hall)	-	1,400.00	
<b>Total Restricted Funds Income</b>	<b>333,262.23</b>	<b>215,662.60</b>	
<b>Total Bank Deposits</b>	<b>805,284.16</b>	<b>653,394.77</b>	
<b>Total Income</b>	<b>805,284.16</b>	<b>653,394.77</b>	<b>400,620</b>
<b>Expense</b>			
Admin., Steward. & Res.			
251 · Bank Charges			
251(a) · Scotia Connect	538.22	130.32	

251(b) · Service Charges	452.91	95.40	
251(c) · Misc. Fees	337.33	49.00	
251 · Bank Charges - Other	218.53	469.88	
<b>Total 251 · Bank Charges</b>	<b>1,546.99</b>	<b>744.60</b>	
252 · Envelopes	445.98	381.99	
253 · PAR Fees	743.25	760.05	
257 · HST/GST on Purchases	11,080.20	12,545.36	
258 · ADP Charges	308.20	314.33	
260 · ScotiaBank Transactions			
260(a) · Credit Line Monthly Fee	325.00	300.00	
260(b) · Credit Line Interest Charges	-	2.13	
260 · ScotiaBank Transactions - Other	18.20	3.77	
<b>Total 260 · ScotiaBank Transactions</b>	<b>343.20</b>	<b>305.90</b>	
261 · Four Winds Presbytery Assess.	10,181.00	10,181.00	
263 · Miscellaneous	43.25	-	
264 · Chase Debit/Credit Fees	841.61	792.12	
<b>Total Admin., Steward. &amp; Res.</b>	<b>25,533.68</b>	<b>26,025.35</b>	<b>23,775</b>
<b>Church Council</b>			
104 · Church Council Contingencies	788.98	172.61	
<b>Total Church Council</b>	<b>788.98</b>	<b>172.61</b>	<b>2,000</b>
<b>Compensation</b>			
601 · Salary- Minister Soble			
601B · Travel Allowance - Wayne	803.43	862.08	
614 · Relief Minister/Preaching	-	200.00	

601 · Salary- Minister Soble - Other	72,111.00	73,120.44	
<b>Total 601 · Salary- Minister Soble</b>	<b>72,914.43</b>	<b>74,182.52</b>	
604 · Salary -Minister Stairs			
620C · Mileage - Rev. Jean Stairs	1,880.57	970.71	
604 · Salary -Minister Stairs - Other	72,111.00	73,120.44	
<b>Total 604 · Salary -Minister Stairs</b>	<b>73,991.57</b>	<b>74,091.15</b>	
605 · Music Dir. Contract			
615 · Relief Organist	2,200.00	2,100.00	
605 · Music Dir. Contract - Other	26,605.94	26,981.92	
<b>Total 605 · Music Dir. Contract</b>	<b>28,805.94</b>	<b>29,081.92</b>	
606 · Salary - Admin. Secretary			
606A · Travel Allowance Admin. Sec.	132.91	107.96	
616 · Office Relief	2,324.32	1,988.07	
606 · Salary - Admin. Secretary - Other	40,969.92	44,078.52	
<b>Total 606 · Salary - Admin. Secretary</b>	<b>43,427.15</b>	<b>46,174.55</b>	
608 · Minister Pastoral Care - Bell			
608B · Mileage Expenses - Bell	758.65	905.08	
608T · Education Expenses - Bell	375.00	-	
608 · Minister Pastoral Care - Bell - Other	11,439.96	12,168.00	
<b>Total 608 · Minister Pastoral Care - Bell</b>	<b>12,573.61</b>	<b>13,073.08</b>	
609 · Caretaker Salary (Van Hooser)	24,238.83	24,960.00	
6560 · Payroll Expenses CPP, EI, UCCP	31,164.42	33,146.39	
<b>Total Compensation</b>	<b>287,115.95</b>	<b>294,709.61</b>	<b>298,555</b>

<b>Congregational Life</b>			
301 · General and Resources	-	85.90	
303 · Nametags	144.00	123.00	
304 · Caring Connections	103.44	42.50	
305 · Fellowship Coffee Hour	543.96	482.37	
307 · Contingencies and Misc.	39.98	7.99	
309 · Men's Breakfast	8.99	-	
<b>Total Congregational Life</b>	<b>840.37</b>	<b>741.76</b>	<b>750</b>
<b>Faith Formation &amp; Develop</b>			
151 · Ch. Initiation & Baptismal Res	-	121.46	
152 · Confirmation Res. and Meal	271.19	-	
153 · Curriculum & Resources	204.13	246.99	
154 · Teacher Appreciation Dinner	-	264.00	
156 · Youth Group Expenses	349.99	442.16	
157 · Kids Alive Program	1,054.11	2,208.63	
161 · Adult Life	390.00	-	
162 · Pageant Expenses	60.45	-	
164 · Miscellaneous	172.90	136.50	
<b>Total Faith Formation &amp; Develop</b>	<b>2,502.77</b>	<b>3,419.74</b>	<b>4,450</b>
<b>Media &amp; Communications Committee</b>			
201 · Mailing and Supplies	153.59	362.00	
202 · Advertising and Promotion	385.00	510.00	
203 · Copyright Licenses	931.70	594.00	
204 · Maintenance	138.27	-	
205 · Miscellaneous	72.89	-	

<b>206 · Software/Equipment</b>	-	38.79	
<b>208 · Internet Expenses</b>	719.40	739.45	
<b>209 · Website Expenses</b>	191.76	504.09	
<b>Total Media &amp; Communications Committee</b>	2,592.61	2,748.33	3,650
<b>Ministry &amp; Personnel Committee</b>			
<b>353 · General M&amp;P Expenses</b>	501.85	305.00	
<b>354 · Contingencies and Misc.</b>	181.34	133.00	
<b>Total Ministry &amp; Personnel Committee</b>	683.19	438.00	650
<b>Mission &amp; Outreach</b>			
<b>401 · Mandate Subscriptions</b>	208.95	15.92	
<b>405 · Discretionary Funds</b>	1,200.00	200.00	
<b>406 · Miscellaneous</b>	-	500.00	
<b>Total Mission &amp; Outreach</b>	1,408.95	715.92	2,500
<b>Office</b>			
<b>551 · Computer Services</b>	1,537.57	1,797.74	
<b>553 · Office Supplies</b>	2,427.47	2,853.78	
<b>554 · Photocopier Lease</b>	3,583.26	2,517.99	
<b>555 · Postage</b>	3,145.68	2,545.54	
<b>556 · Telephone</b>	2,520.32	3,201.35	
<b>557 · Miscell. Office</b>	257.17	400.33	
<b>558 · Welcome Centre/Bistro</b>	334.66	317.13	
<b>Total Office</b>	13,806.13	13,633.86	12,050
<b>Property</b>			
<b>451 · Heating</b>	5,987.38	9,127.03	

<b>452 · Hydro</b>	15,624.22	7,412.36	
<b>453 · Utilities - Water&amp; Sewer</b>	2,062.65	2,327.92	
<b>454 · Maintenance Bldg.</b>			
<b>459 · Elevator</b>	1,903.81	4,359.28	
<b>454 · Maintenance Bldg. - Other</b>	10,664.67	6,428.26	
<b>Total 454 · Maintenance Bldg.</b>	12,568.48	10,787.54	
<b>455 · Ground Maintenance</b>	4,951.47	4,101.74	
<b>456 · Snow Removal Parking Lot</b>	3,533.32	6,250.02	
<b>457 · Insurance- Property</b>	5,502.60	6,096.82	
<b>458 · Contingencies and Misc.</b>	753.38	-	
<b>460 · Dishwasher Lease</b>	1,476.00	1,476.00	
<b>461 · Culligan Water</b>	-	501.81	
<b>Total Property</b>	52,459.50	48,081.24	48,000
<b>Transfer Funds</b>			
<b>750 · Landscape/Gardening Fund</b>	450.00	600.00	
<b>753 · Memorial Fund</b>			
<b>756 · Sound System Fund</b>	7,570.00	-	
<b>753 · Memorial Fund - Other</b>	10,294.34	5,197.92	
<b>Total 753 · Memorial Fund</b>	17,864.34	5,197.92	
<b>754 · Benevolent Fund</b>	3,121.45	4,241.70	
<b>755 · Mission &amp; Service</b>	36,532.25	33,818.30	
<b>768 · Capital Campaign</b>	273,473.07	92,249.57	
<b>769 · Vacation Bible School</b>	13,836.00	14,616.15	
<b>770 · Syrian Ref. Sponsor. (WKRP)Fund</b>	17,248.32	37,610.00	
<b>780 · UCW Fund</b>	25,733.23	14,187.01	

781 · El Salvador Mission Trip	1,430.00	41,634.49	
783 · Scholarship Fund Transfer	7,269.05	5,225.20	
784 · Observer Income	1,020.00	1,025.00	
785a · KITCHEN FUND	-	6,054.49	
785b · Technology	-	6,833.08	
785c · Lower Hall Chairs	-	1,400.00	
<b>Total Transfer Funds</b>	<b>397,977.71</b>	<b>264,692.91</b>	
<b>Worship</b>			
501 · Church Service Supplies	282.34	187.36	
506 · Decorations	268.40	509.73	
507 · Miscellaneous	110.00	49.94	
508 · Guest Musicians	100.00	150.00	
510 · Music-(Misc. Expenses)	4,352.81	110.00	
511 · Music-Purchases	-	1,118.27	
512 · Music - Handbells	500.00	74.03	
515 · Anniversary Sunday	200.00	-	
516 · Transportation	811.03	636.83	
<b>Total Worship</b>	<b>6,624.58</b>	<b>2,836.16</b>	<b>4,900</b>
<b>Total Expense</b>	<b>792,334.42</b>	<b>658,215.49</b>	<b>401,280</b>
<b>Net Income</b>	<b>12,949.74</b>	<b>(4,820.72)</b>	<b>(660)</b>

*Respectfully submitted,  
Peter Merkley, Treasurer*

## **INDEPENDENT REVIEWER'S REPORT**

*Report to be tabled once available.*

### **NEIGHBORHOOD NEEDS TEAM**

As our name suggests we are indeed a team, working together on behalf of Edith Rankin Memorial to help in areas of need throughout our community.

Partners in Mission Food Bank is always a main focus. As well as requesting, collecting and delivering donated food, on a weekly basis, we supported 3 very successful and generous food drives at Easter, Thanksgiving, and Christmas.

Items of warmth from our Tree of Warmth are shared within the community at Better Beginnings, schools, shelters, and other areas of need. Dawn House Women's Centre has also been a focus as we provided food, items of personal hygiene, financial support, and food remaining from special events within the church. In their second year of operation, Dawn House has flourished with the help of church families such as ours. We often try to assist Kingston Youth Shelter with needs they might have for food, socks, pyjamas, hats and mitts , when available.

During October, it is the custom of NNT to provide the service for Mission Awareness Sunday. This year Rev. Japhet Ndhovu, Program Coordinator with South Africa, South Asian Church partnership who is working in Toronto at National Church House - most inspiring speaker .

Another initiative for our team is a Stone Soup lunch for World Food Day. Proceeds for this lunch of \$500.00 were donated to the Canadian Food Grains Bank. The Government matches that contribution multiplied by four.

Members of the team personally contributed financially to gift cards to be used at the discretion of Tanya and the ministers.

We contributed \$500.00 from our budget to help support the Saludos Bible School for Peace in El Salvador.

Currently we are exploring some fundraising possibilities to raise funds to support two youth who are part of the group going to El Salvador in March.

At Christmas, our team sponsored a day volunteering with the Salvation Army Kettle.

Team members collect used donated batteries donated by the congregation and take them to previously selected depots where they can be redeemed for children's snowsuits. As a recycling project two of our members have installed blue recycling bins around the church. With the help of Joe D'Agostino the bins are located on a new rack in the lower hall.

As WKRP, the Syrian refugee project, comes under the umbrella of NNT, our representative on that committee, Margaret Baker, will submit a report following this one.

Our thanks to Rev. Jean for her guidance, to Tanya for help with our Tidings messages, to our congregation for their generous support of our projects and to Patti Speck who makes our messages from the pulpit so much more electric!

*Respectfully submitted,  
Pat Bowman*

### **WEST KINGSTON REFUGEE PARTNERSHIP**

It is over three years since the partnership was formed October 2015 under the capable leadership of Rev. Dr. Jean Stairs. All three Syrian families, two supported by WKRP, the other by Kingston Writer's Refugee Committee, are enjoying their new life in Kingston.

Without a doubt there have been difficulties from time to time, but with the help and guidance of various segments of WKRP, the problems have been resolved. The families greatly appreciated the timely help which was provided, in all instances with due regard to establishing their independence.

During 2018 the Al-Salkhadi and Al Sahou families both welcomed a new baby daughter born in Kingston. WKRP in August held a Baby Shower for both families at Edith Rankin Memorial Church which also was attended by many of their Syrian friends. It was an encouraging sight to see ladies of quite different cultures mixing and enjoying time together. They left with a carload of gifts at the end of the afternoon.

Another exciting event in October was the visit of the two families including children, to Sunday Morning Fellowship Breakfast. The early 8 AM start must have caused a lot of activity to organize all the family members to be ready in time. What followed breakfast was a question and answer period moderated by Rev. Jean Stairs with Dr. Bayoumi from the Islamic Centre as the interpreter for the visiting families. The two young mothers speak some English but facing a large audience is quite a daunting task which they handled really well. There was a continuous flow of varied questions and the quiet focus of the audience was impressive.

December 2018 was the first anniversary of the arrival of the Al Sahou family in Canada and they celebrated by moving into a town house in the same area. WKRP have planned a "Freedom 13 Month" potluck luncheon for them. It marks the transition to independence from the 12 month Re-settlement Agreement with the family. The decision to hold this event in January was to enable more people to attend after year end travel plans.

Formal Dissolution of WKRP is planned for the Spring of 2019. The sponsoring task of both families being completed, there probably will be financial accumulations to be addressed. We expect to distribute in some form to the two families that we sponsored.

Our thanks to the many members of our congregation who contributed their time and financed a variety of projects. A special thanks to those who served on WKRP, their time and commitment was truly appreciated. The success of the venture greatly valued the efforts of Rev Jean Stairs who provided an exemplary level of leadership to the West Kingston Refugee Partnership.

*Respectfully submitted,  
Margaret Baker*

### **MEDIA & COMMUNICATIONS TEAM**

Wow! What a year, so much new equipment and some new faces. I would like to welcome Heinz Becker to our team and we continue to look for more volunteers to help with the Media Team.

In 2018 with our volunteers, we provided the following support:

- **weekly audio and visual support during Sunday worship services and other services as required;**  
John Moyer, Mel Hazell, Les Burgess, John Warren, Heinz Becker and Paul Carl
- **weekly podcasts of the service, sermon and music on our ERMUC website;**  
Paul Van Nest, Craig Pettis and Gerrie Dickson
- **maintaining the many ERMUC website pages**  
Paul Van Nest, Craig Pettis and Gerrie Dickson
- **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 and Mel Hazell
- **coordinate and submit PSA's and paid advertising for important events;**  
Mel Hazell and Paul Van Nest
- **organize church mail outs and maintain mail out databases;**  
Tanya Bax, Paul Van Nest and Glenn Owen
- **congregational subscription sales and renewal of the United Church of Canada "Observer";**  
Glenn Owen and 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 the Fall of 2018 the M&C team undertook an upgrade of the projector system. This included hiring Kingston Sound Works to remove and install a completely new screen and projector system and camera for the sanctuary, the old projector and screen are planned to be mounted at the back of the sanctuary for the Choir and Bells to view. We also had a TV monitor for the Nursery donated by Chuck Wilson, and a TV donated and set up in the Upper Room. We have also set up an electronic monitor in the Narthex which will be mounted permanently in the New Year. This cost \$11,000 with \$5,100 funded with donations from the Memorial Fund and a matching donation of \$5,000 from the Bay of Quinte Conference Technology Fund.

The Website team of Paul Van Nest, Craig Pettis and Gerrie Dickson continue to work hard on the 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 2018. M&C submitted a 2019 draft budget that will continue to provide the funds as required in a fiscally responsible way.

On behalf of the Media & Communications teams, I respectfully submit our 2018 annual report and would like to thank everyone of the M&C Team members for their support and guidance from the whole congregation of Edith Rankin Memorial United Church.

*Respectfully submitted,  
Media & Communication Team*

**PROPERTY TEAMS**  
**Coordinating Team**  
**Garden & Grounds Team**  
**Upkeep & Maintenance Team**  
**Faith-in-Action – Kitchen Renovation Team**  
**Faith-in-Action Energy Audit Team**

The Teams would like to thank all the volunteers who through 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 dedicated work of the Custodian Barry Van Hooser. Both staff members and their supervisors have been invaluable in achieving our mandates in 2018.

**Upkeep and Maintenance Team**

This team is comprised of Gord Bell, Al Fyke, Garry O'Neill, Dave Metzler, Craig Pettis, Dean Lain and Henry Green. As normal, 2018 has been a period of working toward long standing goals plus significant reaction to urgent unplanned needs/demands. These activities have been addressed both by individual members and congregational members seeing and addressing the needs and by work parties. The following is a list of the major achievements over 2018. 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: - Gerard Schell Renovations adjusted 5 doors in the lower level; Friendship Room, two Lower Hall entrance door (without windows), old Nursery room and Youth Room to ensure the doors closed properly and did not damage the doors and door jams.

Parking Lot: - Twenty cubic yards of clean ¾" crushed rock placed in 2017 proved to control erosion. As a result, the snow plowing contractor, Zorland Properties Inc. front end loader was used to pull back the crushed rock pushed toward the lake during snow plowing.

-Overtime and due to heavy rain events, the granular parking lot has been subject to surface wash and the development of erosion rills/small gullies as the water combines and gains speed. In an effort to address this continuing and growing problem, 4 paving contractors including COCO Paving and Kiley Paving, working in the immediate area, were asked for quotes and suggestions to fill, grade and compact the granular parking lot. Unfortunately, grading and paving firms were so busy that none provided a quote. As a result Zorland Properties was asked to fill, grade and compact the worst gullies marked by orange cone pylons.

- 6 Orange Pylons Parking Guides 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. Generally, the pylons have provided parking order. Unfortunately, the pylons require regular adjustments and setup due to regularly being backed over, hit or driven over.

East Parking Lot Entrance: - The reconstruction of Bath Road involved the replacement of the East Entrance curbing. Unfortunately the curbing contractor replaced the original entrance curbing with the same width, significantly wider than MTO standards and the adjacent ERMUC centre and western entrances. MTO standards require a vehicle to exit and enter a Highway at 90 degrees. Significant time was spent by the author and Doug Huddle dealing with COCO Paving, MTO Contract Administrator and Consultant Contract Administrator in order to replace the new curbing to the MTO standard.

Cooling: - Rental Office. Installed and removed the portable room sized AC unit with window air intake and exhaust. - Air Handler 3 air filters were replaced after 12 months and were significantly dirty resulting in the decision to check at 3, 4, and 6 months to determine when replacement will be needed. - Sanctuary and Chancel Floor Mounted Fans - Five black oscillating Honeywell floor mounted fans were purchased to aid cooling during the increasing warmer Spring, Summer and Fall.

Heating: - 2 hp. Pump. Veeda, like all contractors, has been so busy that the firm has not been able to development possible solutions and costs to reduce the noise in the system, excessive wear and compatibility issues between the two systems.

Snow Clearing: - Contract - Zorland Property Inc. had 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 practices and ensure clarity in the contract.

Window Cleaning: - Quotes were requested for professional window and screen cleaning, broken down by areas both inside and outside. Only Elite Window Cleaning supplied a quote. Based on the quote, a portion of the quote was undertaken to clean (both inside and outside lakeside Sanctuary and Lower Hall and stairway windows) at a cost of \$734.50 In 2019, a progressive sequence of window and screen areas will be done.

Water Cooler : - A retired plumber, Dave Randle, was asked to assess if the Lower Hall water cooler could be repaired . Unfortunately, the manufacturer had gone out of business and there were no parts. Based on Dave's experience with similar situations he arranged for a Culligan water cooler, connected to the Church plumbing, to be installed. A rental unit was chosen initially to establish the demand, given the number of years the old one was out of service.

Lower Hall Tile Floor Repair : - When the Clark Hall addition was built, a new sanitary sewer line was installed that involved cutting the original lower level floor from the new wash rooms to the east foundation wall. Continuous bonding and sealing of old concrete to new concrete is difficult to achieve. Where the seal failed, lime laden moisture wicks up and evaporates. When the moisture evaporates it leaves behind lime crystals which expand as they build just like rust. The expanding deposits lift the floor tiles with the size of the deposit growing on an annual basis causing the height of the tile "bump" to increase. This was a problem with the previous floor. The increasing height of the 'bumps" has reached the point where the tops of the bumps are breaking up. Once broken open, floor maintenance will dissolve the lime deposit causing the floor tiles to fail and crumble creating an ever increasing "pot holes".

The magnitude of the problem has reached the stage where Shaun Martin, flooring consultant and congregational member, was consulted. The only long term solution was to remove the strip of tiles over the old sewer cut, smooth the concrete, try to seal the concrete surface and lay new tiles. Given the flooring trades are so busy, Shaun was able to convince Clayton Flooring to provide a quote with the work to be done in early February 2019 at a cost of \$2,784.00.

**Sanctuary and Chancel** :- **New Chancel Steps by the Organ Key Board**:- The need to eliminate the significant safety problem and risk associated with the major step down immediately next to the organ bench became very evident with the organist's use of a cane. In light of the immediate need for a set of steps and hand railings that needed to be delivered quickly, professionally and match the chancel style, Gerard Schell Renovations was requested to provide them at \$2,916.80.

- **Centre Steps Hand Railing**: - Due to the many removal and installation of the two hand rails, the holes in the subfloor plywood had become worn and loose. Joe D'Agostino offered and undertook the installation of a new

hardwood base blocks to which the metal hand railings have been securely attached.

- Choir Overhead Flood Lamps: - Two overhead flood lamps have burned out. In accordance with Ministry of Labour's Working at Heights Regulations, the lamp replacement will need to be undertaken using adjustable scaffolding. A quote was obtained from Phase One Electric which replaced the Sanctuary lights with LEDs using scaffolding on the main floor and in the choir pews. Quotes for replacing the two lamps and all 8 over the choir were obtained but the planned Christmas Services and the work load of Phase One Electric dictated that the replacement be undertaken in January 2019.

- Choir Panel Screen: - Craig Pettis undertook the placement of a wood panel creating a screen for the Choir book shelf beside the organ.

- Chancel Quilts: - Three quilt panels were hung on the wall above the Choir.

**Drive through Pillar**: - The western pillar, closest to the front doors, was hit by a driver who reported the hit and agreed to pay the cost of the repairs, \$925. Given the workload of masons, Paul Ireland, congregational member, arranged for a mason to repair the stone work in June. Unfortunately, the same pillar had been hit again but the driver has not come forward. Repair to the pillar will have to wait until warm weather has returned in 2019. A steel vinyl bollard, similar to gasoline pump islands, will be placed in a location to protect the pillar from future hits.

Orange parking lot pylons have been placed around and outside the outer curb to encourage drivers to swing wider in order to line up with the drive through as opposed to lining up with the pillar.

### **Garden and Grounds Team**

The congregation continued to enjoy floral display resulting from the hard work and dedication of the Garden and Grounds Team members. Unfortunately, the new team approach of continuing team activities over a number of years until the member asks to be removed has not been understood. As a result, several beds were not attended to while other beds changed "hands" when members identified the need to give up a bed. Fortunately, others came forward to assume the beds. Fred Jones, who developed the bed assignment system, realized the need to address the beds that were missing gardeners. In addition, Fred undertook the following significant work and is to be truly thanked for his dedication and initiative.

-Moved all the stones in the wall of the garden to form the planting bed along the property line adjacent and transferred all the plants from the garden to this new bed.

-Supervised the spreading of the garden soil and reseeding to re-establish the lawn in the same location.

- Prepared a revised plan of the flower beds that will allow an easier identification of beds and assigned member.

- To aid identification of the beds, Fred has arranged the production of signs identify the member to be placed in the bed.

**Based on the experience in 2018 and discussions with Fred Jones regarding his experience, there is a need for an individual to coordinate the Garden and Grounds team, separate from Upkeep and Maintenance Team. The duties and effort are not significant, it is just that when priorities need to be assigned to either Garden and Grounds or Upkeep and Maintenance needs, the immediate needs of Upkeep and Maintenance will always come first and Garden and Ground needs will continue to slip and in many cases not be addressed.**

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

The team was supported by the Upkeep and Maintenance team through arranging for Veeda Inc. to terminate the old kitchen radiator supply and return piping allowing the removal of the radiator. Garry O'Neill provided electrical modifications and connections. Quotes have and are being obtained to fill in the ceramic floor tiles necessary due to the removal of the radiator and shift of the electric stove location.

### **Faith-in- Action Energy Efficiency Team (EET)**

*Respectfully submitted, Brian McCracken*

The Energy Efficiency Team (Gerrie Dickson, Gary O'Neill and Brian McCracken) has been busy investigating the energy efficiency recommendations highlighted in the 2017 Energy Audit Report prepared by the St Lawrence College Energy Systems Engineering Technology Department. The team has prioritized tasks based on the potential energy savings.

The highest priority task, conducted in 2017, demonstrated to Hydro One that ERMUC was being overbilled by 2X for our electrical energy. In 2017 Hydro One accepted the team's findings, corrected our billing and presented ERMUC with a refund cheque for \$23,000.

The next priority task the EET has been working on throughout 2018 has been the analysis of the cost benefits of an ERMUC-owned parking lot lighting system replacing the present, more costly, Sentinel Lighting rented from Hydro One. The team is preparing a Project Summary presentation for Council's approval.

The EET has also been working with, Lightenco, a lighting company who has audited our interior lighting. Lightenco has prepared a proposal for LED replacements and will prepare the energy subsidy paperwork. The EET is

analysing their proposal to determine if we wish to proceed with them on this project.

*Respectfully submitted,  
Gord Bell, Property Coordination*

### **CATERING TEAM**

The Catering Team has once again had a very successful and fun-filled year with a core group of volunteers, aided by a long list of occasional helpers. As well as members of our own congregation we have fed UCW Presbyterial members, retired teachers, quilters and of course, our own Classics! We have celebrated weddings, birthdays and anniversaries. We have roasted pork and beef and turkey and mashed many pounds of potatoes and baked dozens of muffins and pies. The highlight of the year is always our family Christmas Dinner. A sell-out crowd, along with all the catering team workers, enjoyed a turkey dinner, followed by The Kid's Alive Christmas Concert in the sanctuary on Dec. 9. We were blessed with food and fun and the fellowship of sharing a meal.

In conjunction with the UCW and with the generous support of Council and the entire congregation, the main kitchen underwent a major renovation in the summer of 2018. Beginning with much research and planning by Alan Fyke, and followed by the careful supervision of Gerrie Dickson and his team, (who spent much of the spring finalizing plans), stainless steel countertops, new cupboards and various other upgrades were completed by mid-September. We celebrated with a luncheon following worship on Sept. 30. Congratulations and thanks to all who dedicated so much time and energy to see the dream become a project, and the project become a reality!

The financial report follows. We were pleased to once again support the work of Martha's Table (\$1000) and follow through on our commitment of \$5000 to the Capital Campaign.

We will combine food and fun again in 2019- come and join us!

#### **Catering Team Executive:**

Chair: Rhonda Kerr Secretary: Patti Speck Treasurer: Wanda Burke Set Up:  
Nancy Sproule  
Servers: Barb Taft Clean Up: Anne Dickson

*Respectfully submitted,  
Patti Speck*

# CATERING TEAM FINANCIAL STATEMENT

December 2018

Bank Balance from Last Statement: 1,893.90

## INCOME:

Income from events:	9,806.00		
Expenses for events:	<u>3,101.91</u>		
Profit:	6,704.09	-----	6,704.09
Interest			<u>1.17</u>
			8,599.16

## DISBURSEMENTS:

Capital Campaign	5,000.00		
ERMUC Operating Fund (10% 2018)	700.00		
Martha's Table	1,000.00		
Kitchen Renovations	<u>1,400.00</u>		
	8,100.00	-----	<u>8,100.00</u>
			499.16 Bank Balance

*Respectfully submitted,  
Wanda Burke, Treasurer*

## FROM THE REGISTERS – 2018

### BAPTISMS

#### January 21, 2018

Ian Edward Jackson Cunningham – son of Sarah Jackson and Bill Cunningham  
Serena Lam – daughter of Amber Moase and Jason Lam  
Ford Stephen Sebastyan – son of Sarah Gibson and Jack Sebastyan

#### March 18, 2018

Kyle Erpelo McEachern – son of Sheila Erpelo and Cameron McEachern

#### June 10, 2018

Kaiden James Halleran – son of Sarah Leary and Keith Halleran

**September 16, 2018**

Lauren Margaret Giovanna Valletta – daughter of Julie Brown and David Valletta

**December 16, 2018**

Jacqueline Clara Barber – daughter of Sarah and Joshua Barber  
Rowen Elizabeth Heffernan – daughter of Molly Heffernan and Robert Poirier  
Nolan Moore – son of Jenna Moore  
Tessa Moore – daughter of Jenna Moore  
Alexis Place – daughter of Trisha Simpson and Andrew Place

**DEATHS**

\* Denotes a Member of our Congregation

Brandi Ellen Lorenz – February 18, 2018  
\*Constance (Connie) Neufeld – February 24, 2018  
\*William Earnest Coathup – April 17, 2018  
Jonathan Robert Barton – April 23, 2018  
\*Frederick Chesley O’Hara – May 19, 2018  
Denis W. Lywood – May 19, 2018  
\*Allan Keir – May 30, 2018  
\*Verna Sovey – July 6, 2018  
Margaret Mayer – August 1, 2018  
\*David John Rosser – August 3, 2018  
Eric Frederick Plummer – August 7, 2018  
\*Beryl Jane Smith – September 3, 2018  
Darren William James Smith – September 21, 2018  
\*Grace Jackson – October 19, 2018  
\*Gordon E. Sinclair – November 21, 2018  
John Turnbull Harman – November 22, 2018  
\*Ruth Elizabeth Hicks – November 23, 2018  
John (Stu) Hamilton – November 24, 2018

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

**February 11, 2018**

Don Amos  
Carolyn Bond  
Judy Fyfe

Jeremy Fyfe  
Maribeth Scott

**April 1, 2018**

Debbie Currie  
(Rev. Dr.) Paul Currie  
Rick McKee

**June 12, 2018**

Kay Wallace

**October 7, 2018**

Amber Moase  
Trisha Simpson

**November 25, 2018**

Kim Barney  
Alma Barney  
Shirley Ovens

**MEMBERS REMOVED BY COUNCIL MOTION**

**May 1, 2018**

Don King  
Bob Martin  
Jean Martin  
Jan White

**June 12, 2018**

Tanya White

**TRANSFERS OUT**

Martta Kelderman  
Ken Sedgewick  
Nancy Sedgewick

## **MARRIAGES**

Donald James Amos and Mary Elizabeth Scott – June 9, 2018  
Pavel Alexandrovich Popov and Zoé Marie Claude Ouellette Kuntz – June 23,  
2018  
Thomas Arthur Somerville and Katharine Marie Hill – August 11, 2018  
Andrew Shondy Habib and Devon Lee Stella Massouh – September 1, 2018  
Harry Eam Meng Phour and Xia Yan Zheng – September 1, 2018  
Lane Phillip Guthrie and Julia Susan John – October 12, 2018  
Ryan Gordon Black and Christine Eileen Brown – November 10, 2018

*Respectfully submitted,  
Brenda Moyer, Membership Steward*

## **2018 CONGREGATIONAL STATISTICS**

(to be reported to the UCC in Feb 2019)

Number of Households under Pastoral Care: 455

Total Resident Members: 494

Total Non-Resident Members: 16

Total Members: 510

Total Adult Adherents : 265

*Respectfully submitted,  
Brenda Moyer, Membership Steward*

## **UNITED CHURCH WOMEN**

We accepted with regret, the withdrawal of Units 4 and 6 from our UCW family this year. Their contribution to the life and work at ERMUC has been much appreciated and has left a lasting impact. Since lifelong friendships were nurtured over the years, both groups continue to support each other as needed. Women from Unit 4 now meet on a monthly basis as, "Women in Conversation".

Membership now stands at 82. While this is a drop from previous years it is a strong number compared to many UCW units in the Four Winds Presbytery, and

across the country. We welcome new members to join one of the four remaining units.

It is with great sadness that we acknowledge the passing of two dear UCW members.

- Beryl Smith who was a member of Unit 7 died on September 3, 2018.
- Grace Jackson, who was a member of Unit 6 died on October 19, 2018.

Each of our units met on a monthly basis. In addition, we had two general meetings.

- The Spring General Meeting was held on May 1st. Our guest, Allen Prowse, spoke to the group about a new start up initiative - Compassionate Kingston.
- The Christmas General Meeting was held on December 4<sup>th</sup>. Florence Niven helped each of us use buttons to create a Christmas necklace or decoration that we took home.

Due to inclement weather our annual UCW Worship Service had to be moved from Sunday, April 15<sup>th</sup> to Sunday, May 13<sup>th</sup>. Unit 2 did an outstanding job of putting this service together. They invited Betty Turcotte, the author of several books of meditations, to be our guest speaker. Her sermon, "What is in Your Hand?" spoke to one of the women in her new book, "As She Said".

The Four Winds Presbytery Sixth Annual General Meeting on April 4, 2018 was held at Edith Rankin Memorial United Church so our UCW women were very involved with the planning and smooth running of the day. The theme for the day was "Connecting, Communicating and Caring". Guest speakers Janice Barling and Jean Clipsham spoke about the work done by the Kingston Grandmother Connection. Anne Bryon from Unit 1 at ERMUC spoke about her "Dress a Girl Around the World" project which is a campaign under Hope 4 Women International. Jean Stairs led us in Communion was led by Rev. Jean Stairs with help from members from Bath UCW, and the catering team provided a wonderful lunch for about 60 people. Music and singing were led by Ruth Pettis and Charmaine Bullet.

Our surplus funds from 2017 were allocated entirely for kitchen renovations. This money combined with money that had been set aside over the past several years, came to about \$20,000.00. It was used this past year to renovate the front kitchen. Disbursements for surplus funds for 2018 will be finalized in February 2019.

The UCW units hosted receptions for 10 funerals during 2018. Starting in January of 2018, the format of these receptions changed as it was decided that all food would be purchased by the family. This format worked relatively well but it has become increasingly difficult to find enough women able to host receptions. Since there continues to be a strong desire that receptions be continued, another

transition, as discussed at our General Meeting in December, will be decided upon and take place during 2019.

*Respectively submitted,  
Margaret Merkley, UCW President*

### **WOMEN IN CONVERSATION**

Women in Conversation (WiC) was created in October 2017 when members of UCW Unit 4 decided that they were unable to continue to participate fully in UCW activities. This group of about a dozen women wanted to continue to meet in the Upper Room from 1:30-3 PM on the 3<sup>rd</sup> Thursday of most months. Tea and fellowship is enjoyed, followed by a stimulating conversation based on a topic that has been advertised in advance. Topics have included: "Flight 2018"/Resolutions, "Is Parenting More Difficult Nowadays?", "Attitude", "#MeToo", "Change", "Media Influence", "Immigration", "Does Rudeness Spread Like a Contagious Germ?"/Manners.

Any woman in the Congregation, regardless of an affiliation with a UCW unit, is welcome to attend. Details are also announced in Tidings. For more information, please contact Barb Taft at 613 634-6506.

*Respectfully submitted,  
Brenda Moyer*

### **SPIRIT SISTERS**

Spirit Sisters, formed in 2006, is open to any woman who seeks to grow in faith, accompanied and nurtured by the Spirit and a caring network of women interested in exploring their spirituality. The group meets from 7:00 – 9:00 pm on a monthly basis, usually on the third Monday, from September to June. The June meeting is typically a 'garden party', held in the home of one of the Spirit Sisters.

Spirit Sisters welcomes between 20 and 25 women every month; although, there are over 50 women on an email-list-serve used by the group for communication. For several years now, Spirit Sisters has planned and led a spring worship service. In 2018 the Spirit Sisters service was held on May 27<sup>th</sup> on the theme of "Small Acts Make a Big Difference", completing our theme for September 2017 to June of 2018. Throughout the year we looked at small acts that make a difference: an everyday choice, acts of compassion, kindness, courage and peace, to name just a few. For our church service, Patty Speck acted as narrator to weave together

reflections or personal stories from some of our Sisters about how small acts made a big difference for them. Our speakers included: Linda Delve, Beverly Gellatly, Brenda Moyer, Eleanor Orr, the Rev. Dr. Jean Stairs and Barb Taft. Many others participated in the service by ushering, greeting, writing poetry and sharing music. One month each year we have a book sharing session. This has become a favourite activity, where members can share their love of reading with their Sisters and can add books-to-read to their own list.

Starting in September 2018 and carrying through to June 2019, Spirit Sisters is exploring the theme "Look Around", a direct result of suggestions from our membership, and the inscription on the memorial-walk stone placed by Barb and Earl Taft. Thus far, we have explored the following topics:

- 1) Look Around to take notice of the Ordinary
- 2) Look Around to mindfully observe with our senses
- 3) Look around at the world through children's books
- 4) Look around at our community
- 5) Look around for the light shining through the darkness.

Members of the 2018-2019 Planning Team are: Linda Delve, Carolyn McPhee, Florence Niven, Judy Nurse and the Rev. Dr. Jean Stairs.

Spirit Sisters collects Toonies each month to support expenses that may be incurred during the year for such things as: honoraria for guest speakers, photocopies, DVD- or book-resource purchases, meeting supplies, thank-you gifts, and bereavement support for our members. It has become the group's Christmas tradition to collect and donate personal items and gift cards for Dawn house, the local women's shelter.

Any woman who wishes to be added to the email list to receive regular information about upcoming sessions may contact Spirit Sisters Communication Coordinator, Florence Niven, [fniven7@gmail.com](mailto:fniven7@gmail.com)

*Respectfully submitted,  
Linda Delve*

### **'JUST MEN' GROUPS**

Just over 10 years ago, Rev. Wayne Soble began a small group of men who met every two weeks to discuss our faith and relationships "just between men". That group grew to about 10 men and another group was started, then another, then another. We've run out of unique titles. Wayne is the only person who knows what

all the groups discuss because of confidentiality. But what this writer can say is that, because they all continue to meet regularly for many years, they are more than meeting a need. Speaking for our group, we have become very good friends and have helped each other over the last 10 years in issues of faith and our world. And I do know that all four groups owe a great deal to Wayne for this initiative and his part in supporting all of us.

*Respectfully submitted,  
Paul Van Nest*

### **FELLOWSHIP BREAKFASTS**

In 2018 we enjoyed meeting and listening to eight interesting people from Kingston and beyond who told us of their work in the community in an area of their expertise. From January through May our speakers were. Kristen MacLeod, a psychologist specializing in helping youth with mental health concerns, followed in February by Judy Fyfe, a member of our congregation and Chair of Council, who enlightened us of her work as Director of the local St. Vincent de Paul Society. In March, it was Tracy Laporte, Community Relations Coordinator, who clarified the work of the LHIN, aka Local Health Integration Network, formerly CCAC. Jochebed Katan of Kingston, author of her memoir "You're Not Allowed to Shoot Me," spoke in April about her family's Holocaust story and the courageous Gentiles who helped them to survive. We wound up the Spring session in May with Chris Catry, Director of Community Engagement for Habitat for Humanity Kingston Limestone Region.

After a summer break, Anthony Gifford of our congregation offered an interesting account of his life and times. Next came a visit from two Syrian families who had been our guests in April 2016, offering their experiences of integration since that visit. November was Truth & Reconciliation Month and our speaker was Shelley Knott Fife, an Anishnaabekwe residing in Curve Lake First Nation. Her topic was "Dancing the Circle of Right Relations."

The breakfasts are held in the Lower Hall of the church on the fourth Sunday of each month January to May and September to November. Paul Van Nest and a group of hard working ERMUC volunteers prepare and serve the food and handle any audio/visual. We meet at 8:00AM sharp, cost is \$3.00. Attendance moved upward in 2018 to an average of about fifty from recent years when it was around twenty-five. All are welcome; please rsvp Craig Pettis.

*Respectfully submitted,  
Gordon Bales*

## **GREETERS AND USHERS**

The coordinator of a schedule for the ERMUC people willing to greet and welcome people or to greet and distribute bulletins at our Sunday services wishes to thank everyone involved.

There are over fifty people who occasionally arrive at church early to help in this role. Whether one serves individually or is paired with one's spouse, the warm smiles shared help create a friendly atmosphere for everyone attending or visiting our church. The communication approach of phone calls and e-mails seems to function well. Clearly, the on-going willingness of the team members to commit to a future date or to fill in at the last minute as needed is very much appreciated.

Anyone who would like to join in this community centered activity is encouraged to send an email to [rayjkuntz@gmail.com](mailto:rayjkuntz@gmail.com).

*Respectfully submitted,  
Ray Kuntz*

## **BRIDGE GROUP**

The Bridge Group met 18 times in 2018 for fellowship and cognitive stimulation, on the 2<sup>nd</sup> and 4<sup>th</sup> Monday afternoons in the Activity Room. In September, we commenced our 20<sup>th</sup> year.

There were 18 regular players, plus a list of spares. Anyone with a basic knowledge of Bridge is most welcome to join us at any time. A voluntary donation of \$1 per player was collected each afternoon to offset social costs. At the end of the year, we were pleased to be able to donate \$150 to the ERMUC Operating Account.

Bridge contact person is Brenda Moyer (613 634-0975).

*Respectfully submitted,  
Brenda Moyer*

## **FUNDSCRIP**

In November of 2017, our congregation began to order Fundscrip gift/shopping cards. Orders are placed once a month and Edith Rankin Memorial receives a percentage of the amount of each order. There are over 240 different retailers and the percentage varies from 3% to 12%. We have earned over \$2000 so far, with

no money out of pocket for the individuals who have purchased the cards. Using them for regular groceries and gas, let alone gifts, restaurants, clothing etc. will continue to assist us to balance our church budget. Order forms are in the Welcome Centre and cards can be purchased using cash, charge, cheque or debit.

*Respectfully submitted,  
Sharon Van Nest*

### **PARTNER IN LIFE - CBS**

Edith Rankin Memorial is proud to have been a 'Partner in Life' with **Canadian Blood Services** for several years. Blood is so desperately needed, and we in Canada are fortunate that we can still receive it with no charge. You're never too old and don't need a doctor's certificate to see if you're able to donate blood. With many younger families associated with our congregation, it is sad that we have only a handful of people who have registered under our church's team number EDIT009590. **If we had 50 regular donors, we could potentially save 600 lives each year.**

You can book a visit by calling 1-888-2DONATE or you can just walk in to the 850 Gardiners Road location.

*Respectfully submitted,  
Sharon Van Nest*

## APPENDIX A

### Edith Rankin Memorial United Church Governance and Ministry Activities and Programmes January, 2019

Once approved, the agreed upon model will be formatted as a proper “By-Law” (e.g. “Article 1, Section 2, Paragraph 3”, etc.)

#### **Congregation**

- Edith Rankin Memorial United Church is a “community of faith” within the United Church of Canada and, as such, subject to such terms of covenant and other requirements set forth in *The Manual* of the United Church of Canada which is currently published triennially.

#### **Council of Elders**

*This is an elected body that functions as the “Governing Body” of the congregation.*

##### Composition

- Elected Officers (Chair, VC, Past Chair, Secretary, Treasurer, Presbytery Representative [6])
- Elected members at large [3]
- Ministry personnel [currently 2]
- Total number – 11 (9 elected)

##### Responsibilities

- General oversight of the Congregation (See esp. *The Manual*, 2019, B.7)
- Vision keeping: Articulate, interpret and promote the mission, vision and values of the congregation.
  - The Council does not micromanage Ministry Teams, programmes and activities but gives oversight to the parameters (mission, vision and values) that inspire and direct them.
  - Attend to (provide and/or approve) best practices and guiding principles for ministry teams, programmes and activities
- Strategic planning for the future
- Fiduciary oversight
  - Financial Plan: Approve the annual financial plan and possess the authority to amend if necessary.
  - Treasurer’s Reports: Receive regular reports from the Church Treasurer.
  - Fundraising: Generate, facilitate and/or approve fundraising projects and strategies in support of operating expenses, capital and/or other special projects.
  - Stewardship: 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

- Membership
  - Appoint a Membership Steward to maintain an up-to-date roll of members and adherents.
  - Approve requests for Baptism
  - Approve membership approvals and removals
- Recruit a body of “Visiting Elders” to make and maintain contact with every household at least annually.
  - While the *The Manual* no longer specifically mandates that “each member of the Session should have an assigned district and should keep a list of the communicants and adherents residing within the assigned district and cultivate special acquaintance with them, visiting, counselling, and encouraging as may be required” (*The Manual*, 2007, §155) Council considers some form of this ministry essential and will seek to implement it.
- Compliance with *The Manual*

#### Terms

- This Council could meet monthly but may meet less frequently (bi-monthly).
- Guiding elders are elected to a two-year term; eligible for re-election twice for a maximum of 6 years.
- Must “retire” from Council for one year after serving on Council for six years.
- Initially, at least 3 members of the Council shall be deemed to have served 1 year of their first two-year term in order to provide both continuity and change on the Council.
- Exception: The Church Treasurer, as Chief Financial Officer for the congregation, is eligible to serve an additional two-year term for a maximum of 8 consecutive years.
- A member of the Council of Guiding Elders is not excluded from serving on a Ministry Team or as a Visiting Elder

#### Quorum

- Recommended quorum – 5 out of 9 elected members plus at least one settled minister.

## **Ministry Teams**

*Six (6) Ministry Teams will have responsibilities for areas of the congregation’s life and work that are considered essential and definitive of who we are in effectively living out our mission, vision and values.*

#### Composition

- At least 3-5 members / adherents one of whom will be elected annually by the congregation and serve as the team leader / coordinator and one of whom may serve as record keeper (unless this role is shared by all).
- There is no maximum number of team members.
- The team shall consist of members and adherents specifically recruited by the team leader / co-ordinator, be identified by others or who may otherwise self-identify at least annually based on gifts and/or interests

#### Responsibility

- Provide initiative, guidance and oversight for such matters as are stated or implied relative to each portfolio.
- Financial planning and monitoring of matters pertaining to each portfolio.
- The naming and defining of additional sub-groups (Faith in Action Teams) as are required to carry out the ministries for which each Ministry Team is responsible.

#### Accountability

- Teams are ultimately accountable to the Council of Guiding Elders through the Ministry Coordinating Committee but each team will function with a considerable degree of autonomy as long their 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.

#### Terms

- The team coordinator is elected annually by the congregation but may be re-elected without limit.
- All other team members serve according to the Spirit's gifts and call. They are not elected terms and are without limit.
- It is assumed that changing interests, sense of call and natural congregational mobility will provide both continuity and change.

### **Administration Team**

Responsible for, such things as

- *Archives and Library*: Appoint a librarian to acquire and take care of resources for the library and collect and store archival material as necessary.
- *Counting & Recording*: Appoint and monitor counters to count and record offerings and make required bank deposits as
- *Coordination*: Support and, together with the Church Treasurer, monitor the work of all Administration programmes and activities
- *Liaise as required with Council of Elders* and assist Council of Elders with financial planning and oversight including preparation of the annual financial plan and, together with the Church treasure, the monitoring of all operational expenses.
- Assist minister responsible for *supervision* of Church Office Administrator
- *Facilities (Practices & Policies)*: Develop, maintain and monitor policies and best practices for the use of facilities as approved by the Council of Elders

### **Faith Formation Team**

Responsible for such things as

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

- *PA Days*: Ponder, plan and implement special programmes and activities for children for occasional PA days during the school year.
- Prepare and monitor *faith formation expenses* related to the annual Financial Plan.
- *Summer in the City*: Ponder, plan and implement suitable educational and faith formational programmes and activities for children during the summer which may include seeking government, denominational and other grants
- *TGIF*: 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.
- *Youth Ministry*: 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.

### **Media and Communication Team**

Responsible for such things as

#### Media

- *Audio-Visuals*: 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*
- Attend to or arrange for the prompt and efficient provision, upkeep and maintenance of all church *computers*.
- *Website* :Attend to or arrange for keeping an appealing and current website including podcasts of worship services.

#### Communication

- *Signage*: Maintain up-to-date notifications on the exterior sign and interior signage as required.
- *Publicity & Promotion*: 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*: 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*: Contact congregational households by telephone as may be occasionally required, desired or requested by the Council of Elders and/or the Ministry Coordinating Committee

## **Mission & Outreach Team**

Responsible for such things as

- *El Salvador Partnership*: Attend to and assist the congregation to be informed and supportive of our partnership with Iglesia Bautista Immanuel (Emmanuel Baptist Church) in San Salvador.
- *M & S*: Attend to and assist the congregation to be informed and supportive of the Mission and Service Fund of the United Church of Canada.
- *Neighborhood Needs and Opportunities*: 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 (e.g. Food Bank, Prison ministry, etc)
- *Refugee Sponsorship & Support* (as required): Attend to and assist the congregation to be informed and supportive of our faith based responsibility to “welcome the stranger” through r participation in the West Kingston Refugee Partnership (WKRP) or any similar endeavour.
- *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.”
- Prepare and monitor *M & O expenses* related to the annual Financial Plan.
- *Seniors’ Wellness*: 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*: Recruit and train as necessary a roster of people willing and able to welcome and assist anyone entering our doors weekdays from 9 a.m. to 1 p.m.
- Develop ways and means of practicing *hospitality*, esp. welcoming and orienting newcomers.

## **Property Team**

Responsible for such things as

- *Coordination*: Support and monitor the work of all property matters
- 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.
- Monitor *property related expenses* and, together with the Administration 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*
- Maintain the *gardens and grounds*.
- Provide guidance as needed with respect to *lawn care, snow removal, parking*.
- *Liaise* as required with Council of Elders,

## Worship Team

Responsible for such things as

- *Announcements*: 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*: Support and monitor the work of all Worship matters
- 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.
- Recruit and monitor *task groups* for the following:
  - ✓ *Communion*: Coordinate preparation and serving of communion as required throughout the year. Arrange for servers. Prepare communion elements. Clean-up following communion.
  - ✓ *Decorating*: In consultation with the Minister of Worship and Worship 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*: 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*: Provide support to the Music director. Encourage participation in and support for Chancel choir or Limestone Ringers
- Prepare and monitor *worship expenses* related to the annual Financial Plan.
- *Prayers of the People*: Arrange for someone to recruit and coordinate lay persons to offer “Prayers of the People” during worship services.
- *Readers*: Arrange for someone to recruit and coordinate lay persons to read scripture lessons during worship services.
- *Summer Services*: Arrange for pulpit supply and worship coordination during vacation absence of Minister of Worship. Coordinate lay participation (greeting, reading) for services during July and August. Arrange for refreshments during July and August.

## **Congregational Life and Care Activities, Programmes and Interest Groups**

*A person or persons may initiate, organize and coordinate programmes, events and activities as may seem desirable, in keeping with our stated Mission, Vision and Values and which have the approval of the Ministry Coordinating Committee. These may include such things as*

### Classics Birthday

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

### Book Club

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

### Bridge

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

### Catering

- Clean-Up: Busk, wash dishes (dishwasher), clean up, take down tables, stack chairs etc. following catered events
- Cooking: Cook and otherwise prepare meals for catered event
- Coordination: Organization & Planning. Respond to catering requests. Schedule events. Organize responsibilities.
- Serving: Serve at buffet style catered events, wait on tables, etc.
- Set-Up: Chairs and tables as needed. Set tables with appropriate linens, dishes and cutlery, etc.

### Decisive Issues

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

### Fellowship Breakfasts

- Meal preparation: Plan, prepare and serve breakfast on the fourth Sunday of the month (September-November, January-May)
- Programme Planning: Arrange for suitable speakers for the monthly Fellowship Breakfasts. Host (emcee, introduce, thank, etc.).

### Just Men

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

### Lay Pastoral Care Group

- 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

### Prayer Circle

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

### Social Activities (celebrations, coffee hour, fall BBQ, playfulness)

### 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.

Spirit Sisters Team

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

## **APPENDIX B**

### **Transition Team Report to Council of Elders**

**January 2019**

#### **1. Composition**

The Transition Team was composed of George Lavery, Cindy Pettis, Patti Speck, Paul Carl and Gordon Sinclair.

#### **2. Mandate**

- ✓ To learn about the new process as directed by UCC
- ✓ Design a structure for the process
- ✓ Oversee needs assessment (including the creation of a separate team to facilitate the assessment)
- ✓ Provide timelines for the process
- ✓ Establish a formal committee (team) by January 2019
- ✓ To give consideration to the options for interim or supply ministry

#### **• 3. Process**

A large amount of time was devoted to becoming familiar with changes in the transition process and achieving a measure of clarity with new language and procedures. To that end, we met as a team as follows:

November 22

December 3

December 17

January 21

- We also attended the afternoon portion of a regional presentation December 8.
- Wayne spent some time with us November 22, offering some context and definition to our task.
- A graphic representation of the transition process for use with the congregation and other large groups, is in preparation

#### **4. Structure of the Transition Process**

A three-part structure emerged from our discussions, as follows:

##### **Phase 1 Supply Ministry**

- Familiarization with new regional and national processes. We attended the afternoon portion of a regional presentation December 8. to try to gain some clarity around changes in processes
- We intend to make a recommendations at Council's January 22 meeting, as follows:

We recommend that Council establish a target date of July 1, 2020 for the call/appointment of our new minister(s), and that the period from July 1, 2019 to July 1, 2020 be covered by supply ministry.

- This recommendation, if approved, should be presented in the form of a letter to the congregation for their consideration and approval at the annual congregational meeting in February. The letter will give a brief overview of the process (letter format included in the “Pastoral Relations:Community of Faith” document} and invite their involvement over the coming year and a half. Council must also provide notification by letter to East Central Ontario Region Council of our pastoral relationship change June 30 and officially request the appointment of a regional liaison to assist us in the new pastoral relationship process.
- We should have a Regional Liaison working with us from early- to mid-February through to the end of the search process. This person should be able to give guidance and support to our work at the church. The relationship will be two-way, in that if we have a candidate for supply ministry in mind, we can pass the name to the Liaison. If not, our Liaison will assist in locating supply ministers.
- It will then be Council’s responsibility to find appropriate supply ministry. Council may wish to consult with the M&P committee to prepare position descriptions for supply ministry. It is the Transition Team’s recommendation that every effort be made to sustain the level of programming currently in place. Ideally, this process of obtaining supply ministry will be completed by March 31, and presented to the congregation for its approval. Council may wish to assign an interview team for supply ministry.
- It is expected that Donna Bell will continue in her role throughout 2019. Council needs to communicate with Donna expressing the desire that she continue in her role.

## **Phase 2 Community of Faith Profile**

This is a comprehensive document involving all aspects of church life, and will require a small team of people appointed by Council to assemble it. Once completed, approvals are needed by Council and Congregation and then will have to be submitted to East Central Ontario Region Council through our Liaison for approval before being uploaded to the UCC hub ([www.churchhub.ca](http://www.churchhub.ca)). The Community of Faith (C of F) portion of the hub is expected to be live by mid-January. There are five sections to the C of F:

1. Living Faith Story
2. Demographics
3. Financial Viability
4. Real Property – facilities, accessibility
5. Position Description

There is a detailed description of the new C of F Profile format in the “Pastoral

Relations: Community of Faith” section of the new UCC Pastoral Relations publication, which will be uploaded to the ERMUC website. Copies can be made available to people involved. The congregation will be involved in this process.

**Phase 3 Search and Selection.**

This team, appointed by Council, will begin its work in earnest once the Community of Faith Profile has been approved and uploaded to the hub. Some training (half-day/evening) by the Region Liaison will be an essential part of the team’s work. The Transition Team is recommending that this team be diverse (older, younger, male, female) and limited to no more than 10 people. The training will consist of:

1. Overview of the search process
2. Interview strategies
3. Process re Council/Congregation and Regional Council approvals
4. Conflict management within the search team

There is a detailed description of the search team responsibilities in the document “Pastoral Relations: Community of Faith” and in the “Additional Resources” booklet. Both these resources will be available on the ERMUC website

**Motion:** Moved by Gordon Sinclair, seconded by Paul Carl, that Council establish a target date of July 1, 2020 for the call/appointment of our new minister(s), and that the period from July 1, 2019 to July1 2020 be covered by supply ministry.

**CARRIED**

## **APPENDIX C**

### **REPORT OF THE CAPITAL FUND**

#### **UCC Loan**

On Tuesday, November 20, Jean Stairs and I travelled to Toronto to meet with Erik Mathiesen and Maria Pimpinella, money managers at the United Church of Canada (UCC) headquarters. We reviewed together the previous year, and discussed the year (2019) to come.

Out of that meeting came the following plan:

1. A lump sum payment of \$140K to the principal of the UCC loan. This amount was paid in early January 2019, and reduces the principal still owing to \$322K
2. It was agreed that we pay only the interest portion of the loan repayment for this calendar year (2019). This will likely amount to between \$600 and \$800/month
3. We expect to be able to add another lump sum payment in mid-to late-2019 that should reduce the amount owing to the low \$200K range.
4. We will meet again in late 2019 with the UCC people

This was the second such meeting with financial staff at United Church headquarters. Apart from the obvious benefits of a face-to-face meeting in getting to know people better, the meetings also offered a national church perspective on Edith Rankin. In short, they like what they see, want it to continue, and want to support us in any way they can.

#### **Debentures**

Debentures were sold beginning in 2016 and were helpful with cash flow during the construction phase. The debentures expired at the end of December 2018, and debenture holders were paid in full, plus 2% interest. All debenture holders were given the option of forgiving all or part of the funds they loaned the church as a donation to the capital fund, but only one family chose this option.

*Respectfully submitted,  
Gordon Sinclair*

## **APPENDIX D**

### **NOMINATING COMMITTEE**

#### **1. Council of Elders**

##### **Officers**

Chair	Judy Fyfe
Vice-chair	
Past Chair	Gordon Sinclair
Secretary	Ken Williams
Treasurer	Peter Merkley
Regional Representative	Rick McKee

##### **Elected Members**

Paul Carl  
Gerald Dickson  
Rhonda Kerr  
Lorna Thorne

#### **2. Standing Committees**

##### **Ministry and Personnel**

Eric Lawson, Chair  
Ray Kuntz  
Sheila Billings  
Jan D'Agostino  
Carolyn Bond  
Jim Leary

##### **Ministry Coordinating Committee**

Alma Barney  
Kim Barney  
Janet Dubblestein  
Hélène Ouelette  
Andrew Robb  
Gordon Sinclair

##### **Nominating Committee**

Gordon Sinclair, Chair  
David Ariss  
Dianne Huddle  
Doug Huddle  
Sandra Sinclair

### **3. Ministry Team Coordinators**

<b>Administration</b>	Gerald Dickson
<b>Faith Formation</b>	Lorna Thorne
<b>Media &amp; Communications</b>	Paul Carl
<b>Mission &amp; Outreach</b>	
<b>Property</b>	Gord Bell
<b>Worship</b>	Sandra Sinclair

### **4. Board of Trustees**

Bill Creighton  
Doug Huddle  
Jim Leary  
Tysie Mitchell  
Sandra Sinclair  
Eric Van Luven  
Paul Van Nest  
Wayne Soble, ex officio

### **5. Regional Representatives**

Rick McKee  
Marilyn Roger

**6. Membership Steward** Brenda Moyer

**7. Envelope Steward** John Moyer

*Respectfully submitted,  
Gordon Sinclair*