

**2012**

**ANNUAL REPORT**



**Parkdale United Church  
429 Parkdale Avenue  
Ottawa, ON  
K1Y 1H3**

# VISION, MISSION, AND VALUES

## OUR VISION

To form followers of Jesus in such a way as to transform our community and our world.

## OUR MISSION

Parkdale's congregation will respond to God's call and Jesus' teachings by:

- a) Uniting in joyful worship as an act of praise and gratitude, for inspiration and guidance
- b) Providing learning opportunities for the Christian way of life and to enhance Biblical literacy
- c) Supporting one another through pastoral care and concern
- d) Reaching out to people in need
- e) Promoting justice
- f) Praying for guidance, wisdom, and support.

## OUR VALUES

As a community of faith we strive to live out the following values:

### *Compassion*

- a) We are a caring Christian community that supports the physical, emotional, and spiritual well-being of those participating in our ministries
- b) We help to meet the needs of our local and world communities
- c) We nurture and support our ministry personnel, staff, and lay leaders

### *Respect*

- a) We treat everyone involved in our ministries with fairness, equity, and respect
- b) We strive to involve all participants in our congregation in the decisions that affect them
- c) We seek opportunities to share our common quest for the meaning of life with other Christians and with persons of other faiths
- d) We recognize the goodness of God's creation and will use our environmental resources respectfully

### *Working Together*

- a) We believe that what we achieve together is stronger and has more impact than our individual efforts
- b) We value the talents, experience, and passion of all who participate in our ministries
- c) We recognize the value of collaboration and actively nurturing partnerships

### *Commitment*

- a) We listen and learn, as we endeavour to improve the quality of our ministries
- b) We support our ministries with our time, talents, and financial resources
- c) We provide a safe, secure environment for our ministries
- d) We strive to make everyone welcome in our congregation
- e) We seek to be a blessing to the neighbourhood in which we live

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## COORDINATING MINISTER

In his book of prayers and devotions entitled *Wrestling the Light*, retired pastor, activist and spiritual writer Ted Loder offers the following prayer:

*Holy One  
Undam the voices of our passions,  
Unbury the riches of our talents  
That in the flow and wield of them,  
in our daring and our doing – a light will break...  
and we will see our lives are far more than they  
seem.  
And we will trust enough to learn by heart  
The deep sown truth of our best selves which you know well;  
And to give, by choice, the gift it is you ask us. Amen*

It is a curious prefix this “un” don’t you think? One of the most prominent definitions of this prefix is “the reverse or removal of: it is added to verbs to indicate a reversal of the action of the verb.” In Dr. Loder’s prayer he is inviting us to petition God to reverse the “damming up” of our passions, and to reverse the burying of the riches of our talents. For, as the prayer goes, as this reversal occurs the result will be a free flowing of talents, passions, visions of our lives, disclosures of our best selves and the unhindered ‘gifting’ of what God asks of us. Imagine, all of this wrought through the power of God working through the “un”.

This past year at Parkdale the major focus of my pastoral leadership has been the shepherding of the *Un-binding* initiative, which began in the previous year. It is a two-year undertaking that is meant, by God’s grace, to position the congregation to grow in faith, the practice of prayer, deep congregational relationships, outreach, faith-sharing and invitation to non-churched people to join in the life, faith and ministry of Parkdale United. I thank God that I am able to report that the congregation has been privileged to experience God’s transforming power through the release brought about by the “un”; namely the *Unbinding the Gospel* and *Unbinding Your Heart* series. This forming of faith and outreach continues to be very much in keeping with Parkdale’s Vision Statement: **“To form followers of Jesus in such a way as to transform our community and our world.”**

Most of the participants who took part in the pilot group for Unbinding the Gospel in the fall of 2011, served as leaders for the eight-week small group prayer and faith-sharing series from late January to March of this year. As a way of encouraging members of the congregation to join in, a couple of these leaders, namely Kerry Lynn Grozinger and David Odumodu, offered a testimony of their experience during two of the January worship services.

Following the eight week group experience, so very many of the forty-seven participants discovered that fear, laziness, distractions, misplaced priorities, false assumptions and beliefs, unhealed past wounds, insecurity, etc. do indeed “bind” us up, and undermine a vibrant prayer life, the practice of faith, deep connections with one another, and a commitment to faith-sharing and reaching out boldly and genuinely towards others. We realized that we do in fact need to be “un-bound”.

This discovery was similarly discerned in the next phase of the *Unbinding* initiative. After months of preparation and anticipation, the congregational-wide *Unbinding your Heart* phase began in early October. Almost 140 members, including the leaders, met weekly in thirteen small groups, followed a daily prayer journal routine and connected with their prayer partners during the week. All of the small groups reported encouraging stories of deepening faith, closer relationships and, for some, growing confidence in articulating what they believe. Some also found they were learning how to ask deeper questions about life and faith and felt emboldened to share their faith humbly with family, friends and co-workers. Some have felt empowered to invite friends, colleagues and/or neighbours to worship at Parkdale. God be praised for this.

On the Sundays during this six-week period, in addition to participating in theme-based worship services, the congregation was blessed to hear wonderful testimonies from small group participants: including a riveting testimony from Barry Hobin about ongoing surprising discoveries of life and faith from the perspective of a life-long Christian; a moving testimony by teenager Josée Méla about an expanding prayer life and prayer support from her prayer partners for challenges she sometimes experiences at school; a powerful testimony of hurt, pain and reconciliation from Wendy Bailey; Scott Andrew's incredible testimony of coming to faith and being baptized as an adult after not having been raised in a Christian family, Seyi Malcolm's experience of coming to Parkdale from another church tradition, remarking on the incredible welcome and support she and her family received, Alex Stockwell's witness to the rekindled prayer life and comfort in being open to sharing faith at work, as well as celebrating the new practice of beginning choir rehearsals with prayer, and finally Don Macpherson's testimony of moving from apprehensively joining one of the groups only to discover deep blessings from prayer and meaningful faith conversations.

In addition to these testimonies, we had testimonies from Cathy Lees and David Smith in earlier worship services, and published written testimonies from Helen Hayes and Blaine Pauling.

This experience has also begun to transform the way in which members of the Parkdale congregation relate to each other, in terms of spending time together, praying and socializing together and speaking with people some have never engaged with before despite seeing them at church for years.

Of course over the year I continued my usual pastoral and community ministry of: leading worship, preaching, offering Bible study, preparing new members, conducting weddings, baptisms, funerals, communion chapel services at nursing homes, counselling, resourcing congregational committees, speaking in schools, at international conferences and at special local church, community and civic events, serving on a couple of Presbytery committees and not-for-profit boards, and teaching at the Ottawa School of Theology and Spirituality.

What I discovered this year however, was that in the various venues in which I was exercising ministry, and even in certain social interactions, the spirit of Christ was empowering me to be even more intentional about connecting these situations with my experience of and learning from the unbinding sessions. An example of this was my idea to organize a public invitation and worship event around the restoration of the southwest sanctuary doors and vestibule damaged in that May 1st fire. This is how the *Open Doors @ Parkdale* came about.

The congregation was encouraged to invite family, friends, neighbours, schoolmates, and colleagues to a special *Open Doors @ Parkdale* worship service and lunch on December 2, which included the dedication of the new doors. A special invitation was also extended to the neighbourhood signalling our desire to publicly thank community members, associations and businesses for their generous contributions to the expenses incurred by the fire. The purpose was also to have our invited guests experience our worship life as well as something of how we celebrate, what we believe, how we care for each other and how we serve and care for others in the neighbourhood. We were blessed with many visitors as well as a CTV reporter/videographer who did a wonderful job with her news story, which was rebroadcasted for two days on television.

Early in 2013, we plan to provide the next opportunity for small group prayer, faith-sharing, invitation and outreach called *Unbinding Your Soul*. I am profoundly grateful to all whose support, participation and leadership have made the whole unbinding initiative possible. Particularly I would like to acknowledge the Unbinding coordinating team with whom I work: Helen Hayes (coordinator), David Odumodu (small groups), Kerry Lynn Grozinger (prayer team), Barbara Faught, Melodee Lovering, Carolynn Trites (Publicity/website), Scott Andrews, Troy Cross. I should mention that Helen Hayes and I represent Parkdale on the coaching conference calls with Nancy Wood and the representatives of a cohort of other congregations across Canada offering the Unbinding series.

I am trusting God for the rejuvenation of the congregation of Parkdale. I truly love serving God by being in servant leadership among you as pastor. Once again, it has been my distinct privileged to serve in leadership with Barbara and Melodee and to join my gifts to theirs in the service of God's mission entrusted to all of us here at Parkdale. I confess I will sorely miss my collegial relationship with Barbara and all she brought to her ministry of pastoral care, prayer and faith formation. I am heartened that she and Arnold will still be among us after her retirement. We continue to be blessed by Troy's musical leadership, the choir, DaleSong and all those who contribute so enthusiastically to our worship services. I give God thanks for the ministry of our Council Elders as well as all the committee members, and for the conscientious leadership of Matt Baker the chairperson of Council. Don Mockett, who joined us this year as the new office manager, has applied himself steadfastly to the considerable and complex task of managing the church office and all that that entails. Welcome Don. Khan – what can I say about Khan? We all know and experience the superior dedication and attention he renders to the custodial care of our physical plant, as well as all the essential “intangibles” that he provides. I also give thanks for the dedicated part-time custodial corps that assists him on evenings and weekends: Carole Shaw, Jeff Clifford and Ryan Pascal.

Again this year, I invite you to please read on with delight and gratitude to Christ for how the following reports bear witness to the many ways the Spirit has assisted us to become “undammed”, “unburied”, and unbound”, thereby releasing our passions, faith, prayer, energies, creativity, faithfulness, love and care in the ministry enacted by this community of faith called Parkdale. God be praised!

Anthony Bailey

## MINISTER OF PASTORAL CARE

Instead of the usual annual report listing the highlights and some details of the last year and reporting on my presbytery involvement, services at seniors' residences etc., what follows is a look back with gratitude for the various aspects of my ten years of service as pastoral care minister.

I consider it a great privilege to have served on the pastoral staff at Parkdale these last ten years. When we began attending in the fall of 1995, I had the intention to sit quietly in a back pew. I had always been extensively involved in congregational life, had completed several years of theological study and weathered a difficult church conflict and was, quite frankly, looking for a rest. Within the first year I was teaching Sunday School and had joined the Pastoral Care Team.

Then as now the team was a close group of well trained, faithful individuals who undertook to visit and befriend those from the church who for mobility or health reasons could not attend services regularly. I learned that Parkdale had a fine reputation when it came to the care and attention devoted to the pastoral care of its elder members. At the time, there were about seventy senior people living in nursing homes, seniors' residences or confined to their homes. I was called to the position of Minister of Pastoral Care in January 2003.

While each of the seniors had a member of the team as their regular visitor, I set out to visit each one at least two or three times a year, and weekly if they were in hospital or in palliative care. This continued to be my pattern. Over the years I have heard their stories and admired their grace and good humour as they accepted their changed circumstances and diminishing capabilities. I tried to make my experience of faith available to those who needed support and care, accompanying many through the valley of the shadow of death. Because I grew to love them dearly, the loss of a number of them was akin to a death in my family.

I have been very grateful for the opportunities I have had ten or twelve times a year to preach. I seldom felt gratitude while doing the hard work of preparation, struggling to find what seemed to be the right words. But I always believed that I was preaching to people like me who were intelligent, able, busy, confused, clearheaded, worthy and unworthy human beings and that if I found some light, life and truth coming forth to me from the text, you would too as I passed it on. There is joy to be discovered in the work of preaching as you recognize what a gift from God it is to be able to announce the good news of what God has done through the gift of Christ in human words. As Thomas Long, a well-loved preacher and homiletics professor, writes: "To have our own lives, our own work, our own words, our own struggles and fears gathered up in some way into that event is an occasion of rich and joyful grace". I found this to be so and I will always be grateful to Anthony for inviting me to share the pulpit.

Faith formation was another area in which I was pleased to be involved, often working alongside Anthony. In company with a host of Christian educators, I see adult faith formation as arguably one of the greatest needs in the church today. Challenged by the casual agnosticism and atheism of our time, we can and do find ourselves on the defensive, challenged and lacking in confidence, unable to find the right words to give an account of our faith. If we remain unsure of the words, uncertain of what is entailed in being followers of Jesus, it is very difficult to imagine how we can pass on our Christian faith to the next generation. "Christian formation – the patterning of our lives and our communities after Christ's own self-giving love – requires grace

not determination. The church's job is to till the soil, prepare the heart, ready the mind, still the soul, and stay awake so we notice when God is on the move, and follow. It is in following Jesus that we learn to love him; it is in participating in the mission of God that God decisively changes us into disciples."(from a paper called *Becoming Christian-ish*) The various opportunities for faith formation that have been offered at Parkdale recognize this to be the church's job and you will find echoes of our Mission Statement in these words. I hope to continue to be involved in this vital area of the church's life.

On February 2, 2003 I prayed my first pastoral prayer. It was the first prayer I had ever written. From comments afterwards, I heard that people felt that they had heard some of their own thoughts and fears expressed and I realized what an important role the pastoral prayer can play within the worship service and the intercessory or priestly role of the one taking on this task. It was years ago that I first read these words by C.S.Lewis: The prayer preceding all prayers is "May it be the real I who speaks. May it be the real Thou that I speak to". Thus I tried to be as honest and open as possible while remembering that the God we gather to worship, though creator and sustainer of all that is, is known to us as Emmanuel, God with us, and he is to be found in every human situation and at the heart of every human experience. There is no one beyond the reaches of God's mercy and love. One day the kingdom will come. One day God's will shall be done, on earth as it is in heaven. In the meantime.... That has been the theme of my prayers for the last ten years.

Enough about what has been. Matt Baker, our Council chair, asked us as we prepared our reports for the Annual Meeting to give some thought to our future plans. That is not for me to do but I would like to share what I see as some of the wonderful assets and initiatives already in place in our congregation.

I begin with the congregation itself. The demographics have changed considerably from when we were first attending. We have, for example, a third less seniors to be visited by the pastoral care team. In 1996, the United Church Women (UCW) which at one time in its thirty-five years had fifteen units, made the decision to disband. The average age of the women was in the mid eighties. We still have lots of involved seniors, and I am one of them. However, when the children leave for their classes on Sunday we notice just how many of them there are, pointing to the fact that we have an increasing number of young families. In light of the decline in attendance in mainline churches we realize the fortunate state of our congregation. In addition, Parkdale is a church which reflects something of the mix of races and cultures which we see in our city. I was delighted to hear someone who is a longtime member comment on this fact when asked to name one thing he valued about Parkdale.

No church could thrive without good leadership and we are blessed with a group of faithful, dedicated and thoughtful people. These are the individuals who chair our Council and Committees and the people who serve alongside them. We see so many of Anthony's gifts on display –his worship leadership, preaching, teaching, praying, advocating for justice but what we don't see are the hours of counseling, the time spent in the community around us and in the wider city all of which help to draw people to the church where it's up to the rest of us to make them welcome. Melodee may have a less visible role for many in the congregation but not for a certain cohort where she is the go-to person for anything to do with youth and children. She is very organized, extremely well read and up to date with the issues, ideas and fads that attract young people. The Princeton program in which she is enrolled is regarded as the best available

for youth ministers. Both Melodee and Anthony have a passion for faith formation. I am praying for the right person to complete the ministerial staff. With more hours for the position of pastoral care, he/she will be able to devote more time to getting to know the families of our congregation and share in their support and nurture.

What a gift the *Unbinding Your Heart* initiative was to the church. People talked about their faith with increasing confidence and some for the first time; people prayed alone and together, and again, some for the first time. We met people we had never met before and got know others better. We felt free to ask our faith questions in the -atmosphere of the caring small groups. We experienced *community*. And we want more. We have the invitation to continue the journey of deepening our faith and strengthening each other through the Lenten season with *Unbinding Your Soul*.

Two of the areas of ministry that were mine to shepherd have the possibility of experiencing great growth and change as a result of *Unbinding* – prayer and pastoral care. More prayer is already a reality as many have continued the habit of daily prayer. The prayer team that met weekly to pray during the six weeks of the studies, wishes to continue to meet to pray. In addition, seven brave souls have offered to write and pray a pastoral prayer each Sunday on a rotating basis. I know you will be blessed as you hear these varied voices speaking with their hearts in their mouths, offering thanksgiving to God and voicing the concerns of all of us.

When I was writing my annual report for 2010, I wrote the following, speaking of the need to carry the light of God’s love and grace to others: “Some of us have the opportunities to create a blaze and some of us hold only a candle and sometimes that is all any of us can do. *This little light of mine, I’m gonna let it shine*”. You never know when it may just be enough to light a way through someone’s wilderness preparing the way for God to come. You never know when you will have enough of Christ’s light to fill someone’s emptiness, something of his light to shine in the darkness of their loneliness, confusion or fear”. This is pastoral care. All of us can offer care such as this. All of us are in need of it at one time or another. We experienced it in our small groups. Let’s keep in practice.

If all this sounds a little too serious and heavy, there are many moments in our life together as a church community on the lighter side. These too are part of our assets – the youth run coffee shop, the Book Club, In from the Cold, (a lot of work but we scramble to be on the roster), the choir and Dalesong, Images and Stories, the Bazaar, the rummage sales and we remain open to new initiatives.

Thanks be to God for all of it.

Barbara Faught

## **DESIGNATED LAY MINISTER TO YOUTH AND CHILDREN**

This has been the year of Unbinding. While my specific focus is youth and children, I led two adult Unbinding studies in 2012, Unbinding the Gospel in March to April, and Unbinding Your Heart last fall. During this later period, two youth studies were also held, led by Camille Beaufort and Lauren Barbour and Blaine and Julee Pauling. It was an absolute delight to be part of a team helping to nurture the blossoming of faith in so many and to get to know more of the wonderful Parkdale people better. When individuals start saying that they have really learned to pray or that their faith has started to inform their work more it brings joy!

In January I began teaching a six-week confirmation class with six of our youth and on April 22 James Bell, Maddy Crabtree, Emily and Josh Evans, Marley Odumodu, and Emmanuel Okumu were confirmed. These youth were wonderful to work with and provided us with thoughtful personal creeds. Below is a quote from each one of them:

“I will worship the Lord through all my prayers, love the lord with all my heart, and listen for the lord with my soul”

“I believe my service to the world should be to stay true and faithful to God.”

“I believe in the Holy Spirit, the sense all around me that God is at work in my life.”

“I believe in Heaven, the holy sanctuary that is rewarded to those who abide by God's word, and is a place of eternal love and joy.”

“I believe God the Father loves and understands us even when we are farthest from him.”

“I believe my service to my church should be to accept young children as followers of Jesus, and to tell them the importance of Jesus, and God”

In February four youth from our church attended Worshiplode, which is a 500-strong gathering of United Church Youth from all over Quebec and Ontario. These young people come to enjoy Winterlude, to have fun with other youth and then gather on Saturday evening for a special worship and communion service. Parkdale people helped serve pizza and cookies to the hungry horde.

I participated in various hospitality ventures last year including heading up a crew which cooked and served the pancake supper in February and helping Barbara with the Seder supper on Maundy Thursday.

The youth appreciate the support of the congregation for Second Blessings Coffee Shop which was open once per month during 2012. We served baked goods, Fair Trade Coffee and tea, quesadillas, home-made soup, smoothies, and other good things throughout the year and were able to make donations to World Vision and Unicef from our profits.

Intergenerational worship services were held on six occasions throughout the year with the worship team, now known as DaleSong leading in music. At the February service there was a special emphasis on encouraging the congregation to know that the youth and children's

ministries are meant to be the responsibility of all, not a separate stream in the life of the church. In April, for Confirmation, our theme was centered around trees and being “rooted in God”. In June we emphasized taking what we learn and believe from the “altar” and out the “door”. September’s service was focused around truly seeking “the heart of gold” -- seeking God. December’s Christmas pageant theme was all about the “Little Star” and being submitted to God’s will and the family Christmas Eve service reminded us to “Celebrate the Child who is the light”.

This year saw some transitioning in the music program and a several meetings and conversations around the subject. DaleSong’s new name was minted and a slightly larger role was carved out for the group so that instead of merely appearing when there are intergen services, DaleSong will provide musical leadership once a month. In September we enjoyed a wonderful music workshop led by Janiese Karpa who also brought the small groups workshop. Members of DaleSong include the following great-to-work-with individuals: Scott Andrews, Anthony and Wendy Bailey, Camille Beaufort, Marianne Dos Santos, Patrick Hall, Elise Mennie, Carol Ritchie, Perry Williams, and myself. New members are always welcome to join us at practice on Thursday evenings.

In April I attended the Princeton Forum on Youth Ministry which is a component of my study program as I work towards being a “recognized” Designated Lay Minister. The forum was a wonderful experience with excellent presenters, worship, and leading edge learning on the subject of youth ministry. From February to April I also attended a three-weekend credit course at United Theological College (McGill) on the theology of love with emphasis on the nature of forgiveness. In June I was enrolled in a six-week on-line course from Queens on United Church Polity. It is my hope that by January of 2014 I will have completed all the requirements the presbytery has set for me and that I will be officially “recognized”.

I continue to serve as a member of the Youth and Young Adult committee of Presbytery. Along with regular monthly meetings this year this entailed helping to help interview and choose the senior staff for Camp Awesome and organize the communion elements for 500 at Worshiplude.

Parents and Tots has taken a hiatus after ending in June as many of our parents returned to work following parental leave. At any time we are ready to resume should sufficient interest be shown. We always had a wonderful time of fellowship, play, laughter, snacks, and prayer.

In June Christian Enrichment hosted a Godly Play workshop which was open to other UC congregations in the presbytery and we had some Anglican attendees as well. In all there were about 20 eager participants for this rich learning opportunity. Following this workshop, it was agreed that we would expand the use of Godly Play in our preschool department up to grade 1 so that we would be using more than just the story element of the program. This has been a really rewarding and successful implementation. We are also working towards purchasing more of the re-usable materials.

We have welcomed some new teachers this year including Lauren Barbour, Camille Beaufort, Wendy McHenry, Maureen Parent, and Holly Williams although more people interested in this ministry are always welcomed and appreciated. Our summer Sunday school was well-attended with parents and other volunteers taking one or two weeks to supervise videos and gym play.

In June consultations were hosted by the CE committee with youth and with interested adults about the future of youth ministry at Parkdale. It was decided that it was time to expand to both a senior (grades 7 and up) and junior youth (grades 4-6) group and that their gatherings would be held in blocks of time (3-4 weeks) around a specific activity for the senior youth such as; cooking, first aid and CPR, the Christian themes in The Lord of the Rings, Yoga, etc. Both junior and senior youth would meet at the same time on Sunday afternoon/evenings. The first three-week session will begin on January 13.

Camp Awesome was held in July as usual with about 30 children attending. Half of the campers were in the five and under category. The camp was well-run by the Ottawa Presbytery youth and the Youth and Young Adult committee. In addition, three of our own youth helped with before and after care and snacks; Emily Clark, Derek Grozinger, and Marley Payne-Odumu. These youth also helped to make all the lovely purple “Unbinding Your Heart” pins so many of you were wearing this fall.

After many years of hosting Camp Awesome the CE committee has decided to re-focus the funding from that towards holding a whole-church family camping event at Gracefield Camp over the weekend of June 21-23, 2013. Camp Awesome will be hosted at Kitchissippi United and other churches around Ottawa over the summer and the Ottawa Presbytery website will have information about those.

Christmas was busy as usual with preparations for our pageant, DaleSong’s family caroling morning, and the family Christmas Eve service. Amongst all of that, there was an opportunity to appreciate and say goodbye to Barbara who has been a colleague nonpareil. Words cannot express how I will miss our day to day conversations and sharing of each others’ burdens in ministry.

I continue to appreciate the comradeship and inspiration of Anthony and Troy and we welcomed Don Mockett as a new member of our team this year. Khan, Carol, Jeff, and Ryan all provide such cheerful and helpful aid. I am blessed to work with all of these people as well as Janice Gray, Richard Hamley, and Debbie McGregor who do so much to make our financial administration and office run smoothly. It is impossible to mention the many fabulous people who volunteer their time in the ministries of the church but I would like to especially thank those who worked so diligently and faithfully as members of the UYH leadership group. They attended an astounding number of meetings and committed hours of time and prayer to help make this initiative sing! The very hard-working members of the small Christian Enrichment committee are a blessing to me as well. As the search committee does its work our prayers are with them and the new individual who will come to work and serve with us at Parkdale as our pastoral care minister.

As I write my annual report I am always astonished at the many accomplishments we complete together as a congregation, as committees, and as a ministry team in a single year. We could not do it except that “God is with us. We are not alone!”

Respectfully submitted,  
Melodee Lovering

## COUNCIL

Parkdale's Council is responsible for helping fulfill its mission and vision. The Council develops a budget, sets policies and procedures, assists in finding resources for groups, supports members of the congregation who lead our various groups, programs and ministries, and addresses any conflicts, all the while attempting to ensure that we honour our Christian mandate to love and serve God and our neighbours.

I was fortunate to start my term as Chair of the Council by going on vacation almost immediately after the Annual General Meeting on February 26, 2012. (I'm grateful to Ellen Andrews for continuing to act as Chair in my absence.) My wife, Jessica, and I spent just over a month travelling throughout Southeast Asia. We had an opportunity to visit several small towns and villages. We made several stops to tour the Buddhist temples. It was obvious that in many places, the temples were integral parts of the social and cultural lives of the communities. They were often located in the physical center of the village or on the top of a hill overlooking the village. I thought to myself at the time, that perhaps this idea of the temple as the center of the community was something that we had lost in our growing urban environment.

As I took over as Chair, one of my first thoughts was "As long as the church doesn't burn down, I'll be fine..." Well, on the morning of May 1<sup>st</sup>, I was in an all-day meeting at work when a message from a friend popped up on my Blackberry with the subject line "The church is on fire" and a link to a CBC story. My worst fears were coming true. Fortunately, the fire was contained and damage was minimal compared to what could have been. What happened next continues to inspire me today. Members of the local community began to offer help and financial assistance, telling us that Parkdale was an important part of the community and that for many years we had made positive contributions and they were happy to return the favour. I was reminded of my thoughts of the temples in those villages and grateful to realize that our church has remained a strong center of the community.

The Council is comprised of about 20 individuals including the chairs of each committee, the three members of the ministry staff, two members-at-large, two presbytery representatives, a chair, a vice-chair and a past-chair. Meetings always begin with a time for devotion, to reflect on our beliefs and to center ourselves before In 2012, the Council met seven times. Members of the congregations are always welcome to attend meetings. Dates and times are published in the bulletin.

The Council spent significant time this year contemplating several issues, including the Joint Needs Assessment report and recommendations which led to the declaration of a vacancy for the position of Pastoral Care Minister, the formation of a Joint Search Committee to fill that vacancy, participation in the organization of the 41st General Council, repairing the fire damage and replacement of the doors, and adoption of the 2013 Budget

The Council also worked on issues surrounding governance. Ellen Andrews worked diligently through the year to develop an updated Constitution and collected comments and feedback from Council members. The revised documents are included as an appendix to this Annual Report and the congregation will be asked to adopt them at the February 24th Annual General Meeting.

One of the most important steps taken in 2012 was the Unbinding Your Heart initiative. Without a doubt, this initiative has created an energy within Parkdale that is flowing through many people, programs and projects. The formation of small groups and the sharing of individual stories of faith has opened doors, created new relationships and deepened old ones. I pray that our Parkdale community continues to move forward, in a direction guided by the Holy Spirit, on a journey that sees each of us strengthened, renewed, enlightened and prospering faithfully.

### **Looking Forward**

- Assisting the Joint Search Committee in identifying a candidate for the vacant Minister of Pastoral Care position
- Responding to items raised through the Barriers and Bridges discussion held in January
- Developing a purpose and rationale for the use of the Memorial Fund

Matthew Baker  
Chair, Parkdale United Church Council

## **COMMUNICATIONS**

The Communications Committee's mandate is to facilitate open communication between the Council, clergy, congregation and the community. The committee has implemented and maintains a variety of communication tools in order to reach this diverse audience.

**The Messenger** : The Messenger is a printed, monthly newsletter that contains, among other things, a message from the Minister, articles submitted by members of the congregation, highlights of events that took place during the past month and notices of upcoming events. Thanks to the ongoing dedication of several members of the congregation, The Messenger has been an integral part of Parkdale's life for many years. However, this year has seen several changes as some people stepped down and, fortunately, others have come forward to take their places. We would like to thank both Debbie McGregor and John Butcher for their many years of hard work and dedication as an editor and proof reader respectively. Danica Rogers, who was the other editor, has offered to manage the Messenger Team as well as share the editor's role with Julee and Blaine Pauling and Elise Mennie and Jaylin Wong will share the proof reader's role.

**Parkdale's Website**: Richard Hamley continues to do an excellent job managing the website. The objective is to make it both a useful tool for the congregation and something the community uses to learn about Parkdale and its many activities. This year, in particular, it was used to promote Unbinding Your Heart and included testimonials, FAQs and background information about the series. As part of this initiative, the committee designed a Consent Form for members of the congregation to sign to allow us to post their personal information on the website.

**Publicizing Parkdale Events**: One of our new members, Jenna Lester, has taken on the responsibility of advertising Parkdale events that are open to the public - in the media, to other churches, in the community, etc. She very successfully promoted Camp Awesome, the Rummage Sale and the Yuletide Bazaar this year. The committee designed a Publicity Request Form that Parkdale committees, groups and members can use to request advertising for their events. Jenna has also created and manages a publicity database that stores advertising contact information.

**Social Media:** Danica has been expanding the use of Twitter for Parkdale and Jenna offered to setup and manage a Facebook page for Parkdale. The followers of both these have been steadily growing.

**Signage:** Richard has created a pictorial inventory of Parkdale's current supply of signs and frames and Danica will take on the management of the inventory and purchasing new signs as required. Parkdale's first banner was installed for the Dec. 2 Open Doors Sunday event.

**eNewsletter:** Two new members joined the committee late fall, Chris Hinds and Heidi Vincent. They both have many ideas for promoting Parkdale and its activities, including implementing a monthly newsletter to send to the congregation by email. The response from the congregation so far has been very positive.

**Dropbox:** Danica has given everyone in the committee access to Dropbox, free "in the Cloud" storage, so that we can easily share documentation with each other.

We are very fortunate in that our three new committee members have backgrounds in communications.

### **Looking Forward**

- a. Set up a Common Communications Repository in Dropbox to store articles, posters, pictures, etc. This will allow committee members to easily access and customize the information they need for their particular communications tool: Website, Facebook, Twitter, eNewsletter, The Messenger, as well as for various advertising requests
- b. Improve the visual attractiveness and management of Parkdale's eNewsletter by implementing specialized software
- c. Promote the use of Parkdale's social media by training interested members of the congregation in the use of Facebook and Twitter
- d. Improve Parkdale's outdoor signage by purchasing more banners and signs
- e. Continue to improve and enhance Parkdale's website:
  - i. Once the new governance structure is approved, there will be significant updating required
  - ii. Develop a Privacy Policy for Parkdale's Website
- f. Continue to advertise and promote Parkdale's public events

Respectively submitted,  
Carolynn Halkett, Chair

## **FAITH FORMATION & CHRISTIAN ENRICHMENT**

Your CE committee consists of the following members: Lauren Barbour, Ted Bellman, Joan Bailey, Ellen Andrews, Melodee Lovering and myself.

We meet periodically to steward the Ministry of Christian teaching and learning of Parkdale's young people.

Certainly the most significant process that has catalyzed our church and our committee has been the Unbinding Your Heart experience. Most of our members participated in an unbinding group and found this to be very enriching. It allowed us time to prayerfully consider our journey with Christ and to spend time with other believers and speak openly about the many blessings that we have here at Parkdale and as well reflect on the challenges that we face together. We're looking forward to the next series: Unbinding Your Soul which is set to start in the season of Lent.

Sunday school teaching is done by a dedicated group of volunteer teachers who share their faith with the wonderful group of children and youth who attend Parkdale. Should you be interested in helping out in any way with this feel free to inquire. It is a very rewarding ministry and we are always looking for people who like to be with children and youth to join our team.

The youth remain actively involved in the running of the Second Blessings Coffee Shop. Dedicated youth and parents have prepared everything from "Roma" soup (to feed an army) to scones and Christmas baking. What will be next? .... Come check us out!

This year there has been more structured programming for the youth during the fall with a well attended youth Unbinding Your Heart group (thank you Julie and Blaine!). In 2013 we are planning to explore Christian themes in J.R.R. Tolkien's Lord of the Rings with Tom Grozinger as well as Christian inspired yoga classes with Julee Pauling. There will also be a youth Unbinding Your Soul group during Lent.

### **Looking Forward**

We have scheduled a family camp for the weekend of June 22 at Gracefield camp in Québec, all are welcome so please mark your calendars and pray for warm weather!

Respectfully submitted,  
Paul Crabtree

## **MEMBERSHIP DEVELOPMENT & ROLLS**

One of the objectives of the Membership Development Committee is to welcome visitors to our church services and to inform them about various Parkdale activities and events. This ongoing hospitality role also includes reaching out to our newer members to ensure that they feel part of our Parkdale family.

Yellow name tags identify committee members to indicate their availability to offer assistance or information. The Committee also encourages all Parkdale members to welcome visitors.

During the past year, our Committee welcomed a number of new members:

- On January 29th, we hosted a pre-service breakfast for eleven new members who transferred from other churches to Parkdale.
- At the end of April we hosted a breakfast for the six Confirmands and their families before the Confirmation Sunday service.
- On May 27th we again hosted a pre-service breakfast for six new members who joined Parkdale by transfer, affirmation and re-affirmation of faith.

These breakfasts provide an opportunity to meet ministerial staff, chairs of committees, as well as the Chair of the Official Board and to learn about the roles these people play at Parkdale. The new members were encouraged to consider how their own gifts and talents might play a role in their new church community. After the service the congregation was invited to meet the new members over coffee/ cake.

Members of our Committee include:

Barbara Baird	Deborah Bellware	Liz Cheesbrough	Wenxi Chen
Danielle Gougeon	KerryLynn Grozinger	Janice Gray	Marilyn Hahn
Lorraine Hanna	John Harewood	Diana Mason	Kathryn Meerburg
Joelle Osterkruger	Freda Sutton	Janet Taylor	Daunett Tucker

Respectfully submitted,  
Marilyn Hahn

## MEMBERSHIP STATISTICS

December 31, 2012

Membership	356
Adherents	<u>152</u>
	508

Added by	
Affirmation of Faith	2
Confirmation	6
Re-affirmation of Faith	2
Transfer	16

Baptisms	18 (2 adult)
Marriages	7
Funerals	8 Members-3 Adherents-4 Non Parkdale

## New Members in 2012

### *Affirmation of Faith*

Michael Dufresne

Charles Randall Noir

### *Confirmation*

James Bell

Madeleine Crabtree

Emily Evans

Josh Evans

Emmanuel Okumu

Marley Payne-Odumodu

### *Re-affirmation of Faith*

Kathryn La Grandeur

Dave Smith

### *Transfer*

Iona Callender

Orion Clark

Sheila Clark

Dorothy Craig

Shelley Craig

Pamela Gemmell

Robert Harrison

Arlene Harrison

Kim Hinds

Romanie Manuel

Joseph dos Santos

Marianne dos Santos

Charlene Williams

Perry Williams

Doris Wilson

Jaylyn Wong

Respectfully submitted  
Helen Fortune, Clerk of the Rolls

## **MINISTRY & PERSONNEL COMMITTEE**

The Manual of the United Church mandates that every pastoral charge must have a Ministry & Personnel Committee (M&P) that is accountable to the governing body, the Council in the case of Parkdale. The M&P is an on-going, standing Committee with the primary responsibility to oversee the relationships and functions within the ministry personnel and other employees of the Church. Its role is to be both consultative and supportive; it does not have executive powers. The Committee may be comprised of up to seven members.

The past year was an active one for the Committee, with nine formal meetings and a number of others to deal with issues on an *ad hoc* basis.

### Personnel Matters

In mid-March Don Mockett joined the Parkdale team in the position of Office Manager following a number of years with Helpage Canada. Don was welcomed in an article in the April *Messenger*.

Working with the Property Trustees, the job descriptions for the Custodian and the part-time custodial/security staff positions were updated and approved.

In May five members of the Committee participated in a Workshop for M&P Committee members presented by Ottawa Presbytery which dealt with the role and responsibilities of M&P. The Workshop was a good forum for the exchange of ideas from other churches.

In November, the Committee, on behalf of the Congregation, hosted an Appreciation Evening for the entire staff, a revival of a custom of past years.

Along with everyone at Parkdale, the Committee bade a fond *au revoir*, but not goodbye, to Barbara at the end of the year.

### Administrative Matters

Annual interviews with all staff are mandated by the UCC Manual and have been regularly conducted at Parkdale. Following the practice introduced last year, semi-annual interviews were conducted with members of staff in spring and fall. For the first time, matters arising from the interviews which were of importance to other Committees of Council were consolidated and shared with the Chairs of the appropriate Committees for consideration and appropriate action.

### Changes in the Committee

Sheldon Munro stepped down from the Committee after many years of service. We thank her for her dedication to Parkdale. Wally Prater was welcomed to the Committee, bringing his experience and restoring the Committee to full strength.

We go into 2013 with a full Committee comprised of Don Macpherson, Pierre Barbeau, Ruth Foster, Judy Hamley, Rob Maclachlan, Peter Meerburg and Wally Prater.

### Appreciation of Staff

At Parkdale we were again blessed to be led and served by a dedicated Ministry and Lay staff. Our thanks go out to Dr. Bailey, Barbara Faught, Melodee Lovering, Don Mockett, Troy Cross, Khan Chao, Carole Shaw, Jeff Clifford and Ryan Pascal

### **Looking Forward**

An objective for M & P for 2013 will be to review and up date our Personnel Policies to reflect changes in United Church policies and our experience at Parkdale. This may entail coordination with other Committees.

The Committee will discuss with Council and Staff the planning for a Staff Retreat in the Fall, one objective being to facilitate the integration of the new Pastoral Care Minister into the life of Parkdale.

At the Presbytery M&P Workshop referred to above there was discussion of the importance of periodic assessments by congregations of the ongoing relevance and effectiveness of their range of Ministries, questioning whether we are “doing the right things and doing them right”. We suggest that the new Council consider doing such a review.

In a similar vein, we suggest that Council undertake a form of “self-assessment” of its strengths, weaknesses and overall performance. The recently revised Constitution and Committee responsibilities can serve as the background, perhaps for a “retreat” for the purpose.

Upon stepping down as Chair of the Committee, I wish to thank the congregation and Council for giving me the opportunity to serve and my appreciation of the relationship with our staff and of the wise counsel and hard work of my colleagues on the Committee.

Respectfully submitted,

Don Macpherson  
Chairman, M&P.

## **MISSION, OUTREACH AND JUSTICE COMMITTEE**



The Mission, Outreach and Justice committee provides leadership in assisting the congregation to understand and engage in God’s mission, particularly beyond the “walls” of the congregation. This mission is one of wholeness, love and justice for all people and includes a call to live in such a way as to transform our community and our world. MO&J Committee is concerned with human and social issues existing in the community and the world. It ensures increased awareness of these issues in the church and promotes opportunities for the congregation to participate actively in outreach and justice initiatives.

The committee is dedicated to supporting individuals and organizations locally, nationally and globally. Within the church community, we reach out to individuals with varied needs and to the wider community through our “In From The Cold” ministry.

We provide the congregation with opportunities for learning and enhanced awareness through educational films, speakers, ad hoc events, workshops and mission trips. For example, this year we embarked on a discovery project wherein we learned more about issues facing Canada’s First Nations, Inuit and Metis peoples and their communities.

Through the United Church of Canada’s Mission & Service Fund, we participate in the support of those in need both in Canada and overseas. We also make recommendations to Council on the use of church funds to advance Parkdale’s Christian mission including outreach programmes, justice, peace and development projects. We work in partnership with Presbytery on issues concerning our church.

We also give support to local organizations such as the Queensway Preschool which is housed in our church building, Operations Come Home, Bethany Hope Centre for Women, The Ottawa Mission for Men, Cornerstone Women’s Shelter, and the Innerscity Ministries. Outside our community we support national organizations such as the Stephen Lewis Foundation (AIDS

relief) and Habitat for Humanity. Internationally, this year, we supported North Street United Church as they celebrated their 175<sup>th</sup> year anniversary. We also supported the “Nursing & Home Visitation Programme in Kingston, Jamaica, which was spearheaded by an Ottawa nurse – Marie Hakett of the Riverside United Church. This is an outreach project since 1992 serving not only church members, but people in need. We continued to support, through the Mission and Services fund, Parkdale’s Kathleen Stephenson in Brazil. She returned from her four-years as a United Church Global Partner with CESE – an ecumenical social justice organization in Salvador de Hahia, Brazil. This mission ended in June this year - 2012.

Donations were also given through special offerings. Once again the Easter offering went to Urban Christian Outreach. The Thanksgiving offering went to support the breakfast programmes at Cambridge and Connaught schools. The Christmas offerings again went to The Ottawa Mission and to Cornerstone Housing for Women.

**Marion Dewar Scholarship Fund** again received \$1000. This was given in light of Parkdale’s commitment to refugees and this committee’s involvement in the area of sponsoring refugees.

**Families of the Sunday/Sayers and Abu-Nasars** remain always in our prayers and missionary work although the church does not have official responsibility for them.

**Sunday/Sayer Family:** Beverley Sunday and Joseph Sayer were both critically injured in a tragic car accident on February 19, 2010 in which they both suffered very serious head injuries. They both still have many challenges; however, we are very thankful to God and pleased to see Beverley being wheeled to church since November 2012.

**Abu-Nasar Family:** We are more certain now that our congregation did the right thing when we sponsored Mr. Abu-Nasar and his family out of Syria three years ago - September 30, 2009. Last year his middle son (Mosa) got married on November 24, 2011 and 5 members of Parkdale attended an unforgettable wedding in Hamilton. (It is with much sadness that one of the five – Cheryl Perkins - passed away this year.) Also this year, Mosa’s wife gave birth to a beautiful baby girl; whereupon Mr. & Mrs. Abu-Nasar and Mustapha moved to Hamilton to be near that family. The eldest boy (Whaled) has also moved to Hamilton and works full-time at Bombay. The youngest son (Mustapha) continues to do well in school and now he has been moved to Grade 12. They all now speak English very well. I cannot express in enough words how grateful they are to the Parkdale congregation for helping them out of the Syrian camp.

### **In From The Cold Ministry**

Everyone will agree that for the almost eleven years of this ministry (which was spearheaded by Rev. Bailey), Hazel Bowen, Janet Taylor and Janice Gray were the chief organizers. Hazel continues to be heavily involved in the ministry, especially training the volunteers on how the ministry is run, while Camille Beaufort – since 2010 – assumed the role of organizing the volunteers. As you will gather from Hazel’s report below, there are so many excellent volunteers serving with all their hearts in this ministry – for whom we are so very grateful.

The purpose of our IN FROM THE COLD hospitality ministry is to provide, in the way of Jesus, an opportunity for us, the people of Parkdale, as well as volunteers from the wider community and guests experiencing poverty and other challenges, to come together in relationship while exploring the ministry and privilege of giving and receiving. In March 2013, this ministry will complete its eleventh year.

During the past year, January, February, March, November and December 2,650 nutritious four-course meals prepared by our dedicated kitchen volunteers were served over 19 Saturdays to an average of 140 guests. This represents a 6% increase over 2011. Clay Cardillo, our excellent volunteer chef, continues to provide guidance and support. Over 200 enthusiastic, efficient volunteers from the congregation and community participate in teams of approximately 85 each week. As well as shopping, preparing, serving and cleaning up, opportunities are provided for crafts, card and picture making, reading and browsing through books, magazines and newspapers. A variety of excellent musical entertainment continues to be provided by a number of individuals and community groups. Anthony's weekly participation, encouragement and support are appreciated by both guests and volunteers. Our guests continue to express their appreciation for not only the meal but also for the safe, accepting environment they experience.

We are most grateful for our loyal, generous donors: The Ottawa Food Bank and our local merchants - Bridgehead Coffeehouses, Giant Tiger Express, Harvest Loaf Bakery, Herb and Spice Shop, Morris Hardware, Ottawa Bagel Shop and Deli, The Table Vegetarian Restaurant, Saslove's Meat Market, The Ottawa Citizen, The Ottawa Sun, Three Bakers & A Bike Bakery and Café and Trillium Bakery.

The ongoing faithful prayers and financial support of the congregation make possible the purchase of necessary equipment and supplies and are very much needed and appreciated. The new dishwasher is a great asset and the three new chafing dishes to keep food warm are very useful. As a congregation we are most grateful for the opportunity to serve together in this important ministry.

#### **Earth Hour – Dessert in the Dark – March 31, 2012**

The MO&J Committee joined the Stewardship Committee to organize the "Earth Hour" event called "Dessert in The Dark". The Stewardship Committee took the lead and together we produced a memorable event. Rev. Bailey took the opportunity to remind us to care for our earth just as we care for each other.

#### **Advent Sunday – December 2, 2012**

In order to accommodate and to allow people to concentrate on Parkdale's "Unbinding the Gospel" project, the annual *Celebrating our Cultures – International Dinner* was cancelled this year. The MO&J Committee joined the Singles Group in their arrangements and food preparation for the annual Advent Sunday event. Thanks to all those who made the potluck meal one to remember and to those who helped organize and to those who stayed to clean-up.

#### **Living into Right Relations Working Group (LIRR)**

This new working group is roughly six months old. It is chaired by Elise Mennie and her report follows.

Parkdale's Mission, Outreach and Justice (MOJ) Committee formed a new working group in the summer of 2012 called "Living into Right Relations". We are following the call of the United Church of Canada to build right relations with Aboriginal peoples, in light of our denomination's past involvement with Indian residential schools, its apology to First Nations peoples and its commitment to working towards reconciliation.

"The United Church of Canada is committed to working to create a new relationship with Aboriginal peoples that starts in confession for past wrongs and, it is the church's hope, ends in

the shared joy of walking together in a healed and renewed creation." (from *The United Church of Canada Brief to the Royal Commission on Aboriginal Peoples, November 1993*. More information at <http://united-church.ca/aboriginal/schools/>)

Members of Parkdale have been involved in supporting Aboriginal reconciliation initiatives in past years. Rev. Anthony Bailey has been working with the Aboriginal community over the years in an effort to build awareness of the issues and to encourage and establish a closer relationship with Aboriginal peoples. He invited Bev Sunday (who attended our church) as a Lenten speaker on Aboriginal issues. Our church and MO&J member, Beth Gutsell, participated in the Living into Right Relations Task Group of the Ottawa Presbytery for several years, and helped organize events with the United Church Women's (UCW) group. Beth and Carol Ritchie created Parkdale's banner in support of Aboriginal rights which was used by Rev. Bailey in a solidarity walk and used at several events since then. In September 2011, Faye Beaufort and Carolynn Trites organized an evening with the Honourable James Bartleman, past Lieutenant Governor-General of Ontario, an Ojibwa, to speak on the occasion of Parkdale's 80<sup>th</sup> Anniversary.

It was in early 2012, as we contemplated how we should move forward, that Rev. Bailey invited Catherine Fournier, who is involved in the United Church's National Task Group on Aboriginal issues, to a MOJ Committee meeting. In April, Rev. Bailey informed us of an invitation by Chief Gilbert Whiteduck to visit Kitigan Zibi, the Algonquin reserve in Maniwaki. This was organized by the Ottawa Presbytery on the invitation of Chief Gilbert Whiteduck who had attended a Presbytery meeting. Eight members from Parkdale spent the day touring and learning about the Reserve and the people who live there.

To build on this previous involvement, the MOJ Committee felt called to set up a specific working group on "Living into Right Relations". After initial meetings in June and July, 2012, and a workshop facilitated by Ike Goodine, this working group determined as its purpose:

- 1) To share the Living into Right Relations vision of the United Church
- 2) To educate ourselves about Aboriginal matters
- 3) To determine what type of relations Aboriginal peoples are looking for
- 4) To determine how Parkdale can support Aboriginal peoples' initiatives
- 5) To walk with Aboriginal peoples through their justice issues

We began by sharing information and resources about Aboriginals to learn as much as possible. At our last meeting in November, we discussed a possible congregational project to learn more about the legacy of Indian residential schools and how we might work towards reconciliation. "Project of Heart", which was done by both Barrhaven and First United churches, is a project of inquiry and artistic expression to examine the history and legacy of the Indian Residential School system. Through a series of workshops, participants learn about the historical relationships between First Nations and settlers, investigate a specific Indian Residential School, decorate tiles to honour the children who died there and those who survived, connect with local elders and support Aboriginal justice initiatives. (More information at [www.poh.jungle.ca](http://www.poh.jungle.ca)). This project was originally designed for classrooms and we would like to propose involvement of both our youth and adults.

In the fall of 2012, members of the LIRR working group attended the following:

1. The *Covenant Chain Link* conference in October, organized by Kairos to "build bridges of understanding between Aboriginal and non-Aboriginal peoples through respectful relationships".

Three Aboriginal elders spoke on the theme of respect and relationship: Albert Dumont, an Algonquin from Kitigan Zibi; Lois McCallum, a Métis from Manitoba; and Simona Arnatsiaq, an Inuit residential school survivor now living in Ottawa.

2. Barrhaven United Church's evening in November with Cindy Blackstock, a passionate advocate for Aboriginal children and the Executive Director of the First Nations Child and Family Caring Society. Because of underfunded child welfare services on reserves, there are few resources to work with families in need and large numbers of children are put into foster care. As a result, First Nations Child and Family Caring Society and the Assembly of First Nations filed a complaint with the Human Rights Commission against the Government of Canada for discriminating against First Nations children on reserves by providing them with less child welfare funding than other children in Canada. Cindy invited her audience to "be a witness" and follow the proceedings of the trial in February 2013. (Information at: <http://www.fncaresociety.com/fnwitness/>).

3. A meeting in December of the Ottawa Presbytery's Living into Right Relations Task Group, led by Rick Balsen. This group is planning an event in Ottawa to encourage people to attend the Truth and Reconciliation Commission's event in Montreal on April 24-27, 2013, to show their solidarity.

#### **Goals for 2013:**

1. Participate in Presbytery's event in support of the Truth and Reconciliation Commission
2. Organize a *Project of Heart* workshop series in May (after the Lenten Unbinding series)
3. Attend community events related to Aboriginal culture and rights and to keep the congregation informed.

#### **"Friday Night Images & Stories":**

This was the only MO&J event that continued during Parkdale's "Unbinding Your Heart" project. In January, February and March 2012, we listened to presentations on Russia by Vita Savelieva, on India by John and Elaine Butcher, and on Finland & Sweden by Garth and Mary McLeod respectively. We were pleased that the September "kick-off" supper was attended by twenty-four and even more pleased that a total of forty-two attended the interesting presentation which followed by Gloria Anderson on South Africa, Zimbabwe & Swaziland. There was, however, no presentation in October in order to allow everyone to focus on Parkdale's "Unbinding the Heart" series. Again, over forty people attended Bob Harrison's presentation in November about his trip to Mount Everest's Base Camp. Thanks to John Harewood for agreeing to be our "*Messenger reporter*". Bravo to Janet Taylor for launching the idea of an "Images and Stories" evening and chairing this committee. Thanks to Uchannah Samuels, Carolyn Halkett and Daunett Tucker for being on the Lead Committee organizing the room and refreshments.

#### **Habitat for Humanity**

Parkdale has had a long association with Habitat for Humanity and had had a member of our church facilitating our liaison with Habitat. Last year we answered their call to re-establish a closer relationship with them and Carolyn Halkett from our committee, who also chairs the Communications Committee, is now the sitting member on their committee and reports to our MO&J committee.

## **MO&J Committee Members**

Our committee has a chair and 18 members who are supported and shepherded by Parkdale's Coordinating Minister - Rev. Anthony Bailey. He usually leads our devotion which is always the first item on the agenda as we pray for guidance and courage to do God's work. We meet roughly once per month. Towards the end of the year Vita and Gerry resigned from the committee. We thank them both for the work they did to support and carry out the committee's goals. We must mention, particularly, Vita's slides for Parkdale's 80<sup>th</sup> anniversary event, and we are so grateful to Gerry for his hands-on and quiet behind-the-scene work with the Abu-Nasar refugee family.

On November 21, 2012 **Geoff Colley** passed away. The Mission, Outreach and Justice Committee members extend condolences and prayers to his wife Adeline and family. In addition to his unending work at church, over many years, Geoff did a lot of work on the MO&J Committee for which he will be long remembered.

We must also mention another stalwart of the MO&J committee who passed away July this year at the age of 95 - Jean MacDonald . In 1951, Miss MacDonald, a member of Parkdale , responded to an invitation from the United Church of Christ in Japan and went out as a missionary under the auspices of the Women's Missionary Society of the United Church of Canada. She worked in Japan for over 30 years, always maintaining her relationship with Parkdale, and often returned to worship with us while on leave. Miss MacDonald touched many lives here at Parkdale. Gloria Anderson's article in the **January 2013 Messenger** provides more information about her.

## **MO&J 2012 Committee Members**

Estelle Allen (Past-Chair)	Ike Goodine	Carol Ritchie
Gloria Anderson (Past Chair)	Nicole Greaves	Vita Savelieva
Rev. Anthony Bailey	Beth Gutsell	Janet Taylor
Faye Beaufort (Chair)	Elise Mennie	Carolynn Halkett
Cynthia Currie	Gerry Myles	Mary Tsikouras
Jim Currie	Jennifer Payne	Daunett Tucker
		Uchennah Samuel

I continue to be humbled and encouraged by the support and enthusiasm of committee members. I very much appreciate and always welcome prayers, advice, ideas, phone calls, e-mails - whatever makes the committee vibrant, full of discussion and action.

Again, this year we had much help from members of other committees for which we are very grateful. We felt a sense of comradery, a pulling together for the good of our church. Thanks particularly to Pastoral Committee members, Stewardship members with Earth Day, John Harewood & the Single's Group, Valerie Hum for special bakings, Helen Hayes who seems always there, and many others.

Khan, Carol, Don & Ryan – Thanks so much for all your help and making sure things run well before, during and after our events. We certainly appreciate your assistance.

## **OBJECTIVES FOR 2013:**

### *Information Sessions*

1. *Habitat for Humanity - A Speaker*
2. *“Living Into Right Relations Committee” - Blanket Exercise & Project of Heart Workshop*
3. *Women’s Health Information Session*
4. *Celebrating our Cultures – International Dinner – October 2013*
5. *Images and Stories Series*

We look forward to 2013 with much prayer for guidance for our committee and our church.

Submitted by: Faye Beaufort

**Chair, MO&J Committee 2012**

## **PASTORAL CARE**

The Pastoral Care Team has ten members all of whom visit regularly with the people of Parkdale who live in seniors’ residences and nursing homes as well as those who still live on their own but have difficulty attending church on a regular basis. Currently there are about fifty individuals on our list.

The team meets bi-monthly to share news regarding their visits and information about any changes in the circumstances of the people in our care.

Continuing education is always an important aspect of Pastoral Care at Parkdale. It enables the team to better serve those in our care. In 2012, several members of our Pastoral Care Team attended two seminars presented by Pastoral Care Ottawa. One was a presentation about providing pastoral care in crisis situations, such as end of life; the second was about dealing with questions grievers ask. Both events were very informative and practical.

In January, we invited Marie Hackett from Riverside United Church to speak to us about a program she operates in Kingston, Jamaica that is affiliated with Providence United Church in Jamaica. Marie had an interesting presentation about the wide-ranging assistance available to the impoverished people the program serves, including home nursing, financial assistance, a food barrel and prescription and medical care costs. We came away from this meeting with a feeling that there was much work to be done, not only here at Parkdale, but also in our community and in Canada, as Marie stressed to us that the problems she deals with exist everywhere.

The Caring Kitchens program is providing food on an as needed basis to families or individuals faced with illness, undergoing treatment or experiencing bereavement.

In April and October, Dr. Bailey and Barbara Faught conducted the Special Communion for our seniors in the Chapel. After the service in October, so that our seniors would feel included in

Barbara's retirement festivities, we celebrated with a cake and a presentation to Barbara of a keepsake dove lapel pin and a plant.

Muriel Bellman once again organized the distribution of lilies, a Parkdale Easter tradition, and many members of the congregation assisted with the delivery. Many thanks to Muriel for undertaking this each year.

In June, the team was happy to organize a Strawberry Social for the congregation. Approximately 175 people enjoyed the party which was held on Hat Day. Our thanks once more to Harry Whitehead who so generously donated the strawberries. The money collected at the door was donated to the Benevolent fund.

At our meeting in early December, the team enjoyed a pot-luck lunch at the residence of Kathryn Meerburg. Barbara was presented with a Kobo and our good wishes for a happy retirement. Following our meeting, we prepared plates of home-baked cookies which were distributed to the seniors on our list. This treat is always very much appreciated by the recipients.

### **OBJECTIVES FOR 2013**

2013 will be a challenging year for the Pastoral Care Team as we will be functioning without our anchor, Barbara Faught. We hope to continue to provide the same care and concern going forward as we have in the past.

We will work to provide a smooth transition until the new Pastoral Care Minister is appointed.

We hope to expand our knowledge and become more familiar with areas beyond care of seniors, such as parish nursing.

We will continue to provide practical care when needed, such as with Caring Kitchens.

We will of course continue to visit our seniors as we always have.

The members of the Pastoral Care Team are:

Gloria Anderson  
Faye Beaufort  
Muriel Bellman  
Hazel Bowen  
Marilyn Hahn  
Helen Hayes  
Kathryn Meerburg  
Dian Morris  
Mary McLeod  
Gail Thain

Respectfully submitted,  
Mary McLeod, Chair, Pastoral Care Team

## PROPERTY TRUSTEES

The Property Trustees met 4 times in 2012; January 24 (cancelled), April 24, June 5, September 11 and November 20 . Thanks to the dedicated Committee members, the following projects were successfully completed:

1. Installation of Sunday School Floors. A vinyl composition floor tile and rubber wall base were installed in the nursery and the junior and senior Sunday School rooms.
2. Replacement of Worn Locksets. The worn locksets on the three doors opening into Memorial Hall from the Queensway Preschool have been replaced.
3. Repair to Tape Hall Lighting. The switch controlling the north bank of lights in Tape Hall has been replaced.
4. Replacement of Dishwasher in Tape Hall Kitchen. A new dishwasher was purchased and installed in the Tape Hall kitchen.
5. Job Descriptions. New job descriptions were prepared for the Custodian and Evening Security Custodian and given to Membership and Personnel.
6. New Accordion Partitions. New “Soundmaster” accordion partitions were installed in the junior and senior Sunday School rooms.
7. Boarding Up of the South-West Tower Entrance. Following the fire of May 1, 2012 at the South-West Tower entrance, arrangements were made for the temporary boarding up of the opening.
8. Restoration of Fire Damage. From May to October, the Trustees worked with Aviva (the Insurer) and their contractor, Restoreall Corporation, to remove the smell of smoke, repair the brick masonry, repair the door frame, fabricate and install new doors and hardware, repair the drywall in the Parkdale Orchestra storage room, and install new carpet. At the same time invoices were collected from the Parkdale Orchestra for replacing a keyboard case and Khan for a Chevron matt damaged in the fire.
9. Re-wiring of South-West and North-West Towers. The wiring in the South-West and North-West Towers, not covered by the insurance claim, was replaced.
10. New Bicycle Racks. Concrete slabs were poured and new bicycle racks installed at both the Gladstone and Parkdale entrances.
11. Insulation and Heating of Parkdale Orchestra Storage Room. A meeting was held with a Parkdale Orchestra representative and agreement reached on controlling the humidity levels in their storage area. A design was provided the orchestra, who using volunteer labor, completed the wall and ceiling finishes. Trustees for their part reimbursed the Orchestra for the special insulation required, sealed the concrete floor and installed a duct, fan and heater to ventilate the room.

12. Emergency Procedures Manual. An emergency procedures manual covering the entry and fire alarm system, the office buzzer, water shut off, gas shut off, main breaker, boiler shut off and the hot water tank controls has been prepared. The manual includes many photographs for ease of recognition.
13. New Box Signs. The plastic lenses of the box signs on the Parkdale and Gladstone elevations of the Church were replaced. The more up-to-date graphics used on the lawn sign was used and space provided for Queensway Preschool contacts.

### **Looking Forward**

The focus of the Committee in 2013 will be new exhaust hoods (with a fire suppression system), ducting and a wall fan for the gas ranges in the Tape Hall Kitchen, the Memorial Hall floor sanding and refinishing, and planning of Accessibility upgrades generally.

The members of the Property Trustees Committee of Council are:

David Baird  
Khan Chao  
Warren Creighton  
Rick Cunliffe  
Ken Elder (Chair)  
Janice Gray (Secretary)  
Don Mockett  
Richard Yearwood

Property Trustees will greatly miss the contributions of Allan Menzies who has decided to step down this year. Allan who personally undertook to fabricate the catwalk in the attic, fabricate numerous wood storm sash, repair damaged stained glass windows, install snow melting cable and so much more, has given unstintingly of his time to the Church. We will also miss one of our younger recruits, Matthew Baker who moves on to Chair of Council.

Respectfully submitted,  
Ken Elder,  
Chair

### **RECRUITMENT AND SUCCESSION PLANNING**

The committee's principal preoccupation in 2012 involved participating in the administrative process to review Parkdale's pastoral care needs, and then recruiting a candidate for the position of Minister of Pastoral Care.

When Barbara Faught announced her decision to retire at the end of 2012 as Minister of Pastoral Care, the Recruitment & Succession Planning Committee (RSP) identified members of the

congregation who were prepared to serve on a Joint Needs Assessment Committee (JNAC), comprised of representatives from Parkdale, and the Ottawa Presbytery of the United Church. The committee conducted its study during the summer and fall, and its report was presented to a meeting of the congregation in December. That resulted in a decision to recruit a successor for Barbara's position.

Next, the RSP identified congregational members who were prepared to serve on a Joint Search Committee (JSC), which was mandated to search and recruit a suitable candidate, and then make a recommendation to the congregation in 2013.

RSP members are Matt Baker, Council Chair; Ellen Andrews, past Council Chair; Dr. Anthony Bailey, Co-ordinating Minister; and Peter Meerburg, Committee Chair.

Anyone wishing to participate in one of Parkdale's various activities, programs or committees, is encouraged to contact one of the RSP members.

Respectfully submitted,  
Peter Meerburg

## **STEWARDSHIP**

In 2012, the Stewardship Committee clarified its purpose to read as follows:

The Stewardship Committee recognizes that everything we have (our time, talents and treasures) belongs to God and that we are called to use these resources for God's purposes in the world. We also recognize that we are called to share these God-given gifts - we give generously because we have received abundantly.

The Stewardship Committee helps ensure that stewardship education is accorded proper emphasis in the work of the Council and in the life of the Congregation. In this capacity, the Committee serves to encourage and help congregants discover and deploy their spiritual gifts in Parkdale's ministries and beyond; to nurture stewardship formation; to engage the congregation with respect to our spiritual relationship to money and resource consumption; and to challenge the Parkdale community to live with respect in creation.

### **Projects/Activities**

In February and April Committee members attended workshops on money sanity facilitated by the United Church Presbytery which focusses on helping people to get in touch with their values and to use their money in a fashion consistent with their values. Stewardship committee members provided input to materials being developed by Presbytery to enhance the workshop and created a version targeted at youth.

In March, approximately three dozen Parkdalers and friends observed the sixth annual Earth Hour while dancing to the rhythms of the Zimbabwean marimba and African hand drum and enjoy delicious desserts in the dark. The event was co-organized with the Mission, Outreach and

Justice Committee. The earth hour event “Dessert in the Dark” had the objectives of: i) increasing awareness and knowledge of climate change and what individuals can do to conserve resources; ii) learning about an interesting outreach project in Zambia which allows young people (particularly girls) to get an education; and iii) having Parkdale members and adherents turn off their lights and come together for an evening of candlelit fellowship and fun.

The youth in the congregation participated by preparing artistic creations with a pro-environment message, which were judged by event participants.

Participants enjoyed the evening and learned more about what we can do to support a sustainable environment through an environmental quiz developed by Jennifer Doubt.

In May the committee joined with Tucker house to host a workshop Simple and Sustainable Living: Part of the Seventh Generation Learning Series.

Throughout the year, the Committee and others recycled and collected clean outer milk bags to pass along to those who are crocheting them into bed mats for developing countries.

### **Ecumenical Stewardship Conference**

At the end of November (28-30), Anthony attended the Ecumenical Stewardship Center's Leadership Seminar in Ft. Lauderdale. It addressed the theme: Generosity in Emerging Generations. Helpful insights were received from the two main speakers - Gabe Lyons, author of *The Next Christians*, and researcher on the generosity patterns of emerging generations - and Dr. Peggy Kendall, a professor in the area of the emerging generation and how they use social media for creative ways of giving, getting involved and mobilizing responses to important social, religious and cultural causes.

Next February (2013), Anthony will be a speaker and worship leader for the ESC's North American Conference on Christian Philanthropy. This conference brings together pastors, Christian fund-raising professionals, and theologians to reflect and share resources on Christian philanthropy.

### **Communications Products**

In 2012, the continuing purpose of the Committee's communications products was to inspire the congregation with insights into the exciting nature and radical possibilities of Christian stewardship. The Committee also shared information about Parkdale's ongoing ministries and special stewardship events.

To inspire the congregation, stewardship thoughts appeared in the weekly bulletin (thanks to Anthony Bailey) and five in-house stewardship articles appeared in *The Messenger*: i) in January, Scott Andrews shared ideas from a Stewardship conference on “Fostering Generosity” he attended; ii) in March, Anthony's article was on Lent, Faith and Money and it discussed the relationship between generosity and spiritual growth - or the why, when, what, how and how much of giving; iii) in May John Harewood wrote an article on his experience of the “Dessert in the Dark” event; iv) in June Jennifer Payne wrote an article on “Simple and Sustainable Living” and Anthony wrote another article on “Faith and Financial Stewardship” a favorite topic.

### **Looking Forward**

- Continuation of Stewardship Thoughts for the weekly bulletin
- Spirit Given Gifts Workshop in Spring 2013
- Regularly provide the congregation with information on the financial and other needs of our ministries/operations, to help members/adherents to discern the God-given gifts that they can make to Parkdale in order to sustain or expand our ministries and facilities.
- To use the recently updated The Stewardship Bulletin Board to creatively share stewardship insights and information.
- Development of a “Green” garbage policy for Parkdale United Church
- Regular stewardship articles for the “Parkdale Messenger”

### **Committee Membership**

The Stewardship Committee has continued to be blessed by the generous provision of “time and talents” of many people. In 2012, the members of the Committee were: Scott Andrews, Anthony Bailey, Jennifer Doubt, Garth McLeod, David Odumodu, and Samantha (Sam) Tim, along with me as chair.

In the fall, Samantha Tim resigned to focus in other areas and at the end of the year we invited Alexandra Stockwell and Roger Coady to join the committee.

The Stewardship Committee welcomes youth who are interested in membership in the Committee, and hopes to encourage and support the youth of Parkdale to become more fully involved in the programs and ministries of the congregation.

Submitted,

Jennifer Payne, Chair

## WORSHIP COMMITTEE

Who we are/What we do	What we did in 2012	What we will do in 2013
<p><b>Purpose:</b></p> <p>The Worship Committee is responsible for the Ministry of Worship, including the Ministry of Music, for all ages of the Congregation and those we seek to draw into our congregation.</p> <p><b>Membership:</b></p> <p>Chair Coordinating Minister Music Director Choir Representative Members and adherents of the Congregation</p> <p><b>Duties and Responsibilities:</b></p> <p><u>Worship</u></p> <ol style="list-style-type: none"> <li>1. Supporting the Ministry Personnel, the Music Director and others who give leadership in Worship.</li> <li>2. Planning and visioning regarding Worship in collaboration with the Ministry Personnel.</li> <li>3. Keeping a pulse on the congregations' ideas and concerns regarding Worship and the Ministry of Music.</li> <li>4. Overseeing, in cooperation with Ministry Personnel, the policy on baptisms and confirmations of children and adults.</li> </ol> <p><u>Participants in Worship</u></p> <ol style="list-style-type: none"> <li>1. Recruiting and supporting participants for the following:               <ol style="list-style-type: none"> <li>a. Ushering and greeting for Sunday morning service,</li> <li>b. Lay readers</li> <li>c. Communion servers and element preparation</li> <li>d. Audio/Visual technical support</li> <li>e. Meditation Group</li> </ol> </li> <li>2. Supporting of substitutes in the event</li> </ol>	<p>Members of the Worship Committee for 2012:</p> <p><i>Chair :</i> Jenni Troup / David C. Odumodu <i>Coordinating Minister:</i> Anthony Bailey <i>Minister of Children and Youth:</i> Melodee Lovering <i>Music Director –</i> Troy Cross <i>Choir Representative:</i> Rosemary Gibbs/Shirley Moore <i>Members and adherents of the Congregation –</i> Richard Hamley; Camille Beaufort; Carolyn Faight; Julee Pauling</p> <p>For the past several months, including all of 2012, our efforts in the Worship Committee has been primarily focused on supporting the music ministry, the Music Director and the Choir.</p> <p>We held several regular committee and other meetings/discussions throughout the year.</p> <p>Our efforts resulted in presentation to Council of a Worship Arts Vision, which was then shared with the congregation.</p> <p>While we focussed our efforts on the Music Ministry, we have not neglected our other</p>	<p>Our objectives for 2013 are as follows:</p> <ol style="list-style-type: none"> <li>1. Support/Facilitate the implementation of the Worship Arts Vision.</li> <li>2. Recruit and train ushers and greeters, and otherwise ensure that we continue to warmly welcome our visitors and members of the congregation each Sunday.</li> <li>3. Continue to listen to the congregation on how their worship experience can be enhanced to give God Glory. Take action as appropriate.</li> <li>4. Continue to ensure the honourable use of the Sanctuary while at the same time ensuring its openness and welcome to all.</li> <li>5. Continue to fulfill all our other responsibilities.</li> </ol>

Who we are/What we do	What we did in 2012	What we will do in 2013
<p>of absence (regular or emergency) in the pulpit. (Arrangement done by ministerial staff)</p> <p><u>Sanctuary and Worship Spaces</u></p> <ol style="list-style-type: none"> <li>1. Managing materials used in Worship including:               <ol style="list-style-type: none"> <li>i. Flowers, banners, symbols and decorations in the Sanctuary</li> <li>ii. Miscellaneous liturgical items</li> </ol> </li> <li>2. Approving alternate uses of the Sanctuary and Worship spaces. The church office follows A Policy for Church Facility Use.</li> </ol> <p><u>Ministry of Music</u></p> <ol style="list-style-type: none"> <li>1. Negotiating and administering the contract with the Music Director.</li> <li>2. Supporting the Choir, DaleSong and other groups and individuals participating in the Ministry of Music.</li> <li>3. Planning and visioning regarding the Ministry of Music along with the Ministry Personnel and the Music Director.</li> </ol> <p><u>Other</u></p> <ol style="list-style-type: none"> <li>1. Developing and managing the Committee's budget</li> </ol>	<p>responsibilities.</p> <p>We were constantly taking the pulse of the congregation with regards to worship in general;</p> <p>After the retirement of Geoff Colley and Ken Elder from ushering duties, we were left with big shoes to fill. Jenni Troup kindly assumed the co-ordinating role for ushers and we have been able to ensure that the very important ushering role was ably taken care of;</p> <p>And we continued to fulfil all our other responsibilities.</p>	

Respectfully submitted,  
David Odumodu

## COMMUNION ARRANGEMENTS



Thanks to all who helped with the communion arrangements this past year.

A very warm thank you to all who helped with the communion arrangements this past year! Communion is served four Sundays during the year, as well as on Christmas Eve and on Maundy Thursday. A lot of work goes on behind the scenes and the contribution of those who are always so willing to help with the preparation of the elements, to assist the presiding elders with serving, and to help with clean up is greatly appreciated.

Communion dates and numbers who received communion over the past three years appear below:

	<b>2010</b>	<b>2011</b>	<b>2012</b>
March	210	138	222
June	159	165	198
October	210	206	218
December	213	231	248
<b>Total</b>	<b>792</b>	<b>740</b>	<b>886</b>

Thank you again to all who give so willingly of their time to assist with the delivery of this holy sacrament.

Presiding Elders

North side: Judy Hamley

South side: Garth McLeod

## PARKDALE ORCHESTRA

It gives me great pleasure to report that the Orchestra has enjoyed another wonderful year of activities, and is currently enjoying a large and talented membership. Our numbers are averaging 64 players per concert, mostly regular members but on occasion supplemented with excellent students, talented amateurs and occasionally professionals as needed. Our conductor, Angus Armstrong, has continued to develop the orchestra into a stronger ensemble each year, and brings excellent programming to the group and attracts high quality soloists. We are very fortunate to have Angus under contract until the end of the 2014/5 season.

The year began with a *Classic, Germanic and Romantic* concert on February 25<sup>th</sup>, which opened with a spirited performance of Johannes Brahms' Academic Festival Overture. We were pleased to have two members of the Armstrong family join us in feature roles for this concert. Violinist Patricia Armstrong (from Vancouver) acted as our guest concertmaster (principal violin), in

which role she was also featured in solo passages in Franz Liszt's Hungarian Rhapsody No. 2. Her daughter, 18-year-old Frances Armstrong, was our soloist in the Piano Concerto No 3 by Ludwig van Beethoven. Frances is a very promising young pianist, who has studied with a number of excellent teachers in the Vancouver area, and taken remote instruction from Paul Sheftal at the Julliard School of Music in New York. As a surprise encore, the audience (and the orchestra) was treated to a performance of a piece by the Argentinian composer Astor Piazzolla featuring the Armstrong clan of Angus, Patricia, Frances and Angus' son Patrick.

Our next concert, *Heralding the Spring*, was held on April 28<sup>th</sup>, and opened with a Romanian Rhapsody by George Enescu. We then had the distinct pleasure to welcome one of Ottawa best musicians, trumpeter Karen Donnelly (principal trumpet of the National Arts Centre Orchestra and member of the Capital Brass Works ensemble). Ms. Donnelly was featured in the brilliant Concerto for Trumpet by Alexander Arutiunian, an event well-appreciated the extra-large audience drawn by her appearance. The orchestra was then led through a performance of Antonin Dvorak's Symphony No. 6 to bring the 2011-12 season to a conclusion and send the orchestra off for the summer break.

Our new season opened on November 17<sup>th</sup> with a concert dedicated to the music of Italy – *Pensiero Italiano*. The evening opened with Gioacchino Rossini's Overture to L'Italiana in Algeri, followed by Amilcare Ponchielli's delightful Dance of the Hours. Before the intermission, we featured the young and promising Ottawa contrabass player Patrick Armstrong in a performance of the Concerto in b minor by Giovanni Bottesini. One the second half, the orchestra was put through its paces to perform the Symphony No. 4 in A Major, "The Italian", by Felix Mendelssohn. It was an exciting end to our first concert of the season.

Parkdale United Church Orchestra is very pleased to continue its relationship with the Church. Although last season was one where schedules didn't allow for many special appearances at church services, we have established a new commitment to this in 2012, beginning with an appearance in the fall of a brass ensemble from the orchestra. Scheduled early in 2013 is a string quartet, and other ensemble groupings are expected to appear in the year ahead. The orchestra is very happy to continue its relationship with Parkdale United Church, rehearsing weekly in Tape Hall, and presenting our concerts in the sanctuary. We feel that this special affiliation is of great benefit to us, and appreciate the welcome we are shown.

We were shocked, along with the rest of Parkdale United Church, by the fire that struck last winter. While the extent of the damage was not great, it certainly affected the church, and the orchestra as well, as our storage room (also containing our library) was directly beneath the disturbed area. However, as it turned out, this was turned into an improvement for us. This room, as our report last year indicated, has long been a problem because of dampness, which has been causing mould. Although we were working on ways to resolve this issue, it was going to continue to be something to deal with. Following the fire and subsequent water damage, we undertook to re-do the room with a vapour barrier and new drywall. This area is very much improved now, and we believe our music (a valuable resource for an organization such as ours) is much better maintained in these conditions.

The orchestra continues to value its close association with Parkdale United Church, and are pleased with how the two organizations are relating and maintaining this connection. We look forward to continuing this association, and working together in the future.

Gary Hayes  
President  
Parkdale United Church Orchestra

## **PARKDALE’S CHRISTIAN MEDITATION GROUP**

Members of Parkdale’s Christian Meditation group met on Wednesdays at 5:30 or Sundays at 9:30 to practice the early Christian tradition of silent, contemplative prayer. We introduced people to Christian meditation and shared books and taped talks. Elise Mennie sent occasional emails to a group of about 15 people; these messages included quotes from Christian mystics and news from the Ottawa, national and international Christian Meditation communities.

On March 23-25, five members of our group attended the Ottawa community’s annual silent retreat weekend:Carolynn Trites, Gloria Goodine, Elise Mennie, Danielle Gougeon and Jennifer Payne. The theme of the retreat, led by Anglican priest Rev Glenda Meakin, was “Keeping Faith: Reflections on Christian Meditation and Faithfulness”. We considered what is challenging our faith, the competing narrative of our dominant culture, and how to keep faith through suffering. The practice of meditation restores us to faith, not through brilliant argument, but through silence and simplicity.

In June, our group participated in a celebration of the appointment of Father Laurence Freeman to the Order of Canada. He is cited for his contributions as the spiritual leader and director of the World Community of Christian Meditation and as a proponent of peace, inter-religious dialogue and understanding. Father Lawrence accepted the honour on behalf of all those involved in the Canadian Christian Meditation Community; he said that it reflects powerfully on Canada to recognise the spiritual dimension of the global challenges of our time.

Jennifer Payne continued to lead a Christian Meditation group at Tunney’s Pasture, which meets every Tuesday at noon in the Jeanne Mance building of Health Canada.

Gloria Goodine and Angela Christopher participated in the Fully Alive yoga and meditation week-end in November in Kingston. It was built around the themes of Awakening the Heart, Befriending the Body and Honouring the Sacred.

Elise Mennie and Carolynn Trites attended the December 11th Advent retreat at St-Paul’s University, a day of reflections on scripture and group meditations.

### **Looking Forward:**

1. Continue to offer a space where people can learn to meditate and support each other in the spiritual journey.
2. Write for The Messenger about Christian Meditation and related events in Ottawa.
3. Seek out reading material about meditation to build a section in the Parkdale Library.

Submitted by Elise Mennie

## **FINANCIAL TRUSTEES**

The mandate of the Finance Committee is to oversee the administration of Parkdale's financial resources. The Committee is accountable to the Church Council and, ultimately, to the Congregation.

Specifically, our responsibilities include the following:

- \* Preparation of the annual budget, in consultation with the Church Council, for presentation to the Congregation and approval at the Annual General Meeting.
- \* Monitoring monthly receipts and expenditures against the approved budget.
- \* Preparation of reports for presentation at Church Council meetings.
- \* Organization of counting teams, recording and depositing weekly givings and reconciling to the Envelope Steward's records
- \* Generate periodic givings statements during the year, as well as official tax receipts annually.
- \* Overseeing the investment of Memorial Fund assets and monitoring against the approved Investment Policy Statement.
- \* Preparation of financial reports for government bodies and the United Church of Canada, as necessary.
- \* Recommendation of financial policy and internal control procedures to Church Council.

The story behind Parkdale's Actual 2012 and Budgeted 2013 Numbers:

Parkdale has numerous active ministries funded by its annual budget – Worship, Christian Enrichment, Pastoral Care, Membership and Fellowship, Mission and Outreach, In From The Cold (IFTC) and Youth Ministry to name some – the financial results of which are respectfully submitted to the Congregation in this report for 2012 year end as well as the projection for next year's ministry in 2013.

The compensation of both ministry and administrative personnel at Parkdale who coordinate the various ministries (salaried positions plus part-time contract positions) represents about 74% of the actual 2012 operating (general) fund expenditures of \$485,867 (and 71% of the 2013 budget of \$535,154).

The General Fund represents 83% of 2012 actual expenditures (and 81 % of the 2013 budget). Mission and Outreach disbursements of donations represent about 10% of 2012 actual expenditures (and 9 % of the 2013 budget). Capital maintenance/upgrades and other expenses to efficiently operate our house of ministry throughout the year take up the remaining 6 % of 2012 expenditures, 9 % of the 2013 budget).

Our annual budget is almost entirely self-funded (except for approximately \$50,000 rental income) through givings by the congregation including bequest monies and the investment

income thereon. Thus we truly depend upon the disciplined generosity of each of our members to support the many ministries herein. Also we would be remiss not to mention the generous donation of time and talents by so many dedicated people.

We report a small surplus of \$6,445 in the accounts for 2012. Consistent with previous years November/December givings were strong and Parkdale did well with the rummage sale and bazaar. In this year of recession our investment returns from the Memorial Fund met with some challenge; nevertheless, the final for year 2012 was \$51,309, slightly higher than budgeted.

The 2013 Operating (General Fund) Budget which has been recommended by Church Council projects a budget deficit in the amount of \$66,516. This includes \$50,000 investment income from the Memorial Fund.

The projected Capital Fund expenditures for 2013 are \$61,400 - for details of the planned expenditures please refer to the Property Trustees Report.

If you examine the statement entitled “Market Value of Investments” it details the variety of investments held, and the year by year value. Yes, we have been affected by the down turn in the economy, we are not alone in this and the challenge continues. Dividends from equity investments are not as good as in past years, but our holdings remain at a consistent value. Our return for the 2012 year and the projection for 2013 are what impact our current accounts. Our financial advisor, Mr. Noral Rebin at CIBC Wood Gundy, recommends “staying the course” with the balance of our holdings. Council has requested that a working group be struck in 2013 to develop a policy/plan for this fund.

Our Finance Committee is comprised of the following hard-working members: Debbie McGregor (Treasurer), Richard Hamley (Envelope Stewart), Beth Gutsell (Counting Team Coordinator and official minute taker), Ken Elder (Chair of Property Trustees), Marg Eades and Scott Andrews. Thank you one and all for your dedicated service.

Respectfully submitted

Harry Allen  
Chair, Finance Committee



## **BENEVOLENT FUND**

Here at Parkdale God has blessed us with the commitment and faith to make concrete our love and assistance to individuals and families in need and distress. The purpose of the Benevolent Fund is to be an instrument of God's love by responding to the needs of those in material and other kinds of distress. Funds are contributed by members of the congregation and others, and are disbursed at the discretion of the pastoral staff, with appropriate and confidential consultation when needed.

The fund supports established organizations that provide food, shelter, clothing, respite and hospice care, refugee and new immigrant support, life-skills training and spiritual counselling, but is more often used to give direct support and assistance to individuals and families in need. The direct support and assistance takes the form of food vouchers, meal tickets, medicine, clothing, furniture, emergency transportation, job searches, paying medical expenses, rent support, help reversing utility terminations, immigration issues, baby care needs, etc.

An average of 25 individuals per month were given direct financial or other tangible support. In 2012 approximately 125 different individuals/families many more than once were helped through the Benevolent Fund. We praise God for our enduring commitment to care for and pray for those in need of support.

### **Benevolent Fund, 2012**

<b>Opening Balance, January 1, 2012</b>		<b>5,126</b>
Receipts	Congregational givings	7,241
	Proceeds from Strawberry Social	289
	Interest	1
	<b>Total Receipts</b>	<b>7,531</b>
Disbursements	Support to individuals	-4,588
	Support to aid organizations	-360
	Cash, vouchers, food cards, bus tickets	-3,365
	<b>Total Disbursements</b>	<b>-8,313</b>
<b>Balance December 31, 2012</b>		<b>4,344</b>

Respectfully Submitted,  
Rev. Dr. Anthony Bailey

## MINUTES OF 2012 ANNUAL MEETING – SUNDAY, FEBRUARY 26, 2012

### 1. Opening Remarks

Ellen Andrews, out-going Chair of the Official Board, welcomed everyone to the Annual Meeting.

### 2. Opening Prayer – Anthony Bailey

Anthony offered a ‘retrospective’ grace for the lunch which had been provided by the Membership Development Committee. He expressed his thanks for the tremendous amount of good work that is outlined in the Annual Report and for the success of the 80<sup>th</sup> Anniversary celebrations during the past year, and asked His blessing on the future ministries of Parkdale as well as His blessing of the Annual General Meeting.

### 3. Remembrance and Silent Reflection

Barbara Faught read the names of congregational members who had passed away during 2011 and led a moment of silent reflection in thanksgiving for their lives. Three additional names were added to the list printed in the Annual Report: Ina Elizabeth Noffke, Richard Oliver David Sewell, and Margaret Ellen Jones.

### 4. Approval of the Minutes of the 2011 Annual Meeting held on February 27, 2011

The minutes of the 2011 meeting were approved on a motion by Harry Allen, seconded by Beth Gutsell. Carried.

### 5. Presentation of Financial Report for 2011 – Debbie McGregor

Debbie McGregor presented the Financial report for 2011, noting the deficit of \$6,849, and pointing out that the deficit would have been larger had it not been for an unexpected insurance claim of approximately \$14K and the new HST, resulting in a benefit of about \$5.5K, for a total influx of unexpected funds of \$20K more than anticipated. Debbie walked attendees through the 2011 statements, noting the following:

- Mission and Outreach disbursements are reflected under two headings: Budgeted Fixed Amount Givings and Budgeted Expected Givings. The former allocations are determined by the Mission and Outreach Committee; the latter reflect actual donations. \$31,460 was provided to the Mission and Outreach Fund in Toronto.
- Capital Fund revenues include proceeds from the Bazaar and Rummage Sales, further to a decision taken last year. Sunday school renovations include \$40,843 for work completed to date, plus a holdback of \$5,729 pending satisfactory completion of floor installation. Debbie reminded us that \$35K had been budgeted for this with an agreement to transfer any shortfall from the Memorial Fund.
- A discussion ensued with respect to funds related to In From the Cold. Kerry Lynn Grozinger suggested that we allocate fixed costs to reflect the actual cost of running the program, while keeping a small float for safety purposes.

- Debbie noted that we have been incredibly lucky to have had very generous people over the years who remembered Parkdale in their will. We take in approximately \$60K in interest, which is used to cover deficits in operating expense. If we didn't have this, our operating deficit would be in the neighbourhood of \$70K.
- Debbie also noted that we had to sell an investment during 2011 because a company was sold; this resulted in the capital loss of \$11, 960. She further noted that, despite the repeated concerns expressed by Harry Allen about Yellow Media, our financial advisor counselled that we retain this fund because it paid excellent dividends. (He later admitted that he had been wrong.)
- Kerry Lynn Grozinger reminded us that Parkdale's investment policy calls for a review every five years. Although the financial advisor visits two to three times per year, Kerry Lynn recommended that the Finance Committee conduct an actual review of the policy to ensure that the original principles are still relevant.

Debbie McGregor moved the adoption of the 2011 Financial Report; Harry Allen seconded. The motion was carried.

A thorough discussion followed. Beth Gutsell supported the hold back of some funds in case the dishwasher gives out. Gary Crockett recommended that funds be held for big capital items that may need to be replaced in the kitchen and elsewhere, e.g. chairlift, as a result of the additional wear and tear caused by In From the Cold.

Janet Taylor noted that reliance on donations has always been of concern and opined that we don't have a good grip on the actual cost of programs such as In From The Cold, which would make decision- making difficult should donations cease and programs had to be cut. Anthony responded that major suppliers may not always be in a position to support us to the current extent and that we need to be prepared to provide more funds from our own purse in order to keep this important ministry going.

Roger Coady commented that there appears to be a contradiction between the financial statements, where it would appear that Parkdale is doing well, and the appeal for increased givings that had been delivered during the service. He expanded on this by saying that the Annual Report presents the financial position of the church positively, whereas we also hear that we need more money, more volunteers, etc. Are the revenue expectations realistic? He recognized that it is always a struggle to achieve a balanced budget, but is budgeting a deficit appropriate? His view is that constant deficit budgets are not an appropriate way to budget and that unpleasant decisions about what we continue to do or not may have to be made.

Anthony responded that the invitation to give has a spiritual basis and that we have to determine how much we want to hold onto and how much we want to release into ministry. This is not to detract from the need to give; we all have choices to make in our daily lives. There is a spiritual as well as a theological basis for giving.

As a result of the discussion, Debbie amended her motion to move the adoption of the 2011 Financial Report with the addendum that financial trustees conduct a full assessment of the actual cost of In From The cold with a view to informing the amount that is kept in the Memorial Fund for this program. Harry Allen seconded; the motion was carried.

## 6. Presentation and Approval of 2012 Budget – Debbie McGregor

Debbie presented the Budget for 2012, which has a proposed budget deficit of \$50,370. The following points were highlighted:

- The budgeted envelope givings of \$310,000 has not changed from the amount budgeted for 2011, but this represents a 3% increase in givings over actual receipts in 2011.
- An increase in \$10K in the budgeted receipts for use of premises in 2012 is actually a reflection of the increased use that took place in 2011. Evening security costs show a corresponding increase, attributable to increased use of premises as well as the fact that evening security staff are now treated as employees, so there are additional costs for benefits.
- Mission and Outreach budget is relatively straightforward; nothing to highlight.
- The Capital fund includes \$13K for the completion of the Sunday School renovations.

Beth Gutsell commented on the considerable savings that result from the work that is done by the property trustees, who put in considerable time and effort to keep the property in shape, at no cost.

The 2012 Budget was moved by Debbie McGregor and seconded by Paul Crabtree.

Questions/discussion followed:

- David Odumodu questioned the music budget, which appears to show quite an increase. Debbie responded that the worship Committee had requested that the budget be split this year, in order to better reflect the cost of special music, musicians and support for the Worship Team. The total reflects an increase of \$1500.
- Julee Pauling asked if the musicians we get as 'extras' are Parkdale members or from the larger community. Jenni Troup responded that we start with fully exploring the gifts of people from inside the church; Anthony added that both Parkdale and non-Parkdale musicians are utilized.

A vote was held; the Budget motion carried with two opposed.

Debbie then moved a motion to write off the deficit of \$6,932 so that we start 2012 with a blank slate. Ted Bellman seconded. Discussion ensued, with Don Macpherson questioning the rationale of doing this and suggesting that we should keep the budget figure in front of us, reinforcing what Roger had been saying earlier. Gloria Anderson opined that when people leave money to the church, they are doing so with the intention of providing support for ongoing operations, but that we should also revisit the matter of tithing and thinking about how much we give to the church. David Odumodu was of the view that the records are always available if there is a desire or a need to revisit the actual situation. Janet Taylor pointed out that we are borrowing from our predecessors and that at some point we should make an attempt to cover the deficit ourselves by increasing our givings. Gary Crocker reminded us that a bad turn on our investments could seriously affect our situation. This risk, in conjunction with depreciating assets that will at some point have to be replaced, could impact our sustainability. Pierre Barbeau asked about the stability of the Memorial Fund over the past five years. Debbie responded that it had been quite stable. Harry Allen warned that we would have to watch our investments carefully, as they used to generate more interest. We would not want to dip into the Memorial Fund too heavily as it will affect its ability to generate interest. Debbie reminded us of an initiative that was started a couple of years ago at the suggestion of John Butcher: Share the Wealth, through which we provide

support up to \$2K per year for other churches that may need help. It is not only our own needs that we are addressing. Roger Coady expressed his support for clearing the books but reminded us that the building is aging and asked if it is wise to absorb the capital fund into operations. Perhaps we should focus on what the actual operating costs are and raise the funds to cover these, rather than move the money around. Ted Bellman commented that we never carry a deficit with the bank, so there is no reason why the books should not reflect this reality. The new Board should be able to focus on the future and not the past.

A vote was held. The motion carried, with two opposed and one abstention.

#### 7. Motion to Adopt 2010 Annual Report

Don Macpherson moved and Gloria Anderson seconded the adoption of the 2011 Annual Report, as amended to include the additional names in the In Memorium list . Motion carried.

#### 8. Appointment of Presbytery Representatives

It was moved by Debbie McGregor and seconded by Harry Allen that Beth Gutsell and Derek Fortune be nominated as Parkdale's representatives on Presbytery. It was noted that there could be two additional representatives if anyone were interested. Carried.

#### 9. Appointment of Trustees

It was moved by Helen Fortune and seconded by Roger Coady that the Trustees identified on page 60 of the Annual Report, amended to remove Matthew Baker and Allan Menzies, and to recognize the particular role of Khan Chao, be appointed. Carried.

#### 10. Nominating Committee Report

It was moved by Kerry Lynn Grozinger and seconded by Faye Beaufort that changes to Council membership be approved as listed on page 61 of the Annual Report. Carried.

#### 11. Filling of Vacant Positions

It was noted that there are three vacant positions on Council as well as potential room for additional members on Property Trustees. Matthew Baker moved and Garth McLeod seconded that Council be granted authority to approve additional members if people come forward during the year. Carried.

#### 12. Thank You to Retiring Council Members

Ellen Andrews offered a sincere word of thanks and appreciation to Judy Hamley, Cory Syrnyk, Barbara Hennessy, Ted Bellman, and Jenni Troup, who are stepping down from Council, some assuming new roles on other committees, and welcomed Roger Coady, Samantha Tim and Jennifer Payne to Council. Matthew Baker thanked Ellen Andrews for her generous contribution as Council chair, and commended her energy and passion. Ellen passed the rarely-used gavel to Matt, as incoming Council Chair

### 13. Moment of Appreciation for Staff

Ellen Andrews offered thanks and appreciation on behalf of the congregation to Anthony, Barbara and Melodee – ‘legends in our time’ , and also recognized custodial staff – Khan Chao, Carole Shaw, Jeff Clifford, and Ryan Pascal - and office staff – Jennifer Reid, Janice Gray, Faye Beaufort and Jeff Clifford - for their cooperation and service during the year.

Other Business

None arising.

### 14. Closing Prayer

Melodee Lovering offered a closing prayer and blessing.

Garth McLeod moved the adjournment of the 2012 Annual General Meeting

### 15. Pictorial Restrospective

A slide presentation took us on a journey through 2011 with many photos chronicling the very busy and varied life at Parkdale United Church. Many thanks to Debbie McGregor for putting this very moving tribute together.

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Ellen Andrews, Chair

---

Helen Hayes, Secretary

## **IN MEMORIAM**

June Coll

Geoffrey Martin Colley

Peter John Dawson

George Matthew Henry Earnshaw

Leslie Richard (Don) Hale

Linda Jean Noffke

Cheryl Rosemary Perkins

Jean Pigott

John Gerald Sims

Daniels Welsford

Marion Frances Wright

## **TRUSTEES - 2012**

### **Property Trustees:**

Warren Creighton

David Baird

Khan Chao

Rick Cunliffe

Ken Elder (Chairperson)

Janice Gray

Richard Yearwood

### **Financial Trustees:**

Harry Allen

Richard Hamley

# **PARKDALE UNITED CHURCH**

## **COUNCIL**

### **Nominations for 2012**

Chair:	Matthew Baker
Vice-Chair:	Vacant
Secretary:	Helen Hayes
Treasurer:	Kathleen Stephenson
Members at Large:	Roger Coady (one) Vacant (two)
Past Chair:	Ellen Andrews

### ***Committees***

Communications	Carolynn Halkett
Faith Formation & Christian Enrichment	Paul Crabtree
Finance	Harry Allen
Membership Development & Rolls	Marilyn Hahn
Ministry & Personnel	Judy Hamley
Mission, Outreach & Justice	Faye Beaufort
Pastoral Care	Mary McLeod
Presbytery Representatives	Beth Gutsell (one) Vacant (two)
Property Trustees	Ken Elder
Recruitment & Succession Planning	Peter Meerburg
Stewardship	Samantha Tim
Worship	David Odumodu

### ***Clergy***

Coordinating Minister	Anthony Bailey
Minister of Youth & Children	Melodee Lovering
Minister of Pastoral Care	Vacant

FINANCIAL SUMMARY  
December 31, 2012

	YTD 2012	YTD 2011	Budget for 2012	Budget for 2013
<b><u>Receipts</u></b>				
General Fund	477,844	480,862	467,700	471,900
Mission and Outreach	59,266	75,652	62,250	62,250
Capital Fund	57,084	47,036	44,240	69,740
Total	594,194	603,550	574,190	603,890
<b><u>Disbursements</u></b>				
General Fund	490,928	488,091	509,360	535,154
Mission and Outreach	59,266	75,652	62,250	62,250
Capital Fund	37,554	37,392	49,450	61,400
Total	587,749	601,135	621,060	658,804
<b><u>Receipts Less Disbursements</u></b>	6,445	2,415	-46,870	-54,914

	<b><u>General Fund</u></b>	<b><u>Capital Fund</u></b>	<b><u>Total</u></b>
<b>Total Deficit/Surplus</b>	-13,084	19,529	6,445

A	B	C	D	E	F
1	<b>SUMMARY OF ACCOUNTS</b>				
2	December 31, 2012				
3	<u>Fund</u>	<u>Investments/ Cash</u>	<u>Accounts Receivable</u>	<u>Payable to other funds</u>	<u>Balance</u>
4					
5					
6	<b>General Fund &amp;</b>				
7	<b>Mission and</b>		2,949.27		
8	<b>Outreach</b>		7,717.40	-23,751.28	-13,084.61
9					
10	<b>Capital Fund</b>		19,529.64		19,529.64
11					
12	<b>Memorial Fund</b>				
13	Cash or cash equivalents				
14	CIBC Cash	67,024.40			
15	BMO cash	36,832.99			
16	BMO GIC	4,000.00			
17					
18	<b>Fixed income</b>				
19	CIBC Full Service GTD Investment Cert (Due June 19, 2013)	75,000.00			
20	CIBC Mortgages Investment Cert A Due Jan 29, 2014	77,500.00			
21	CIBC Trust Corp GIC Due Jan 29, 2014	77,500.00			
22	Laurentian Bank of Canada GTD Investment Cert. A (Due June 22, 2015)	35,000.00			
23	Montreal Trust GTD Investment Cert CA (Due June 18, 2015)	5,476.61			
24	National Bank of Canada (Due Jan 25, 2016)	95,000.00			
25	National Bank of Canada (Due Jan 16, 2017)	95,000.00			
26					
27	<b>Equities (Market value December 2012)</b>				
28	Atlantic Power Corp	21,527.00			
29	Bank of Montreal	15,701.88			
30	Bell Aliant Regional	52,640.00			
31	Brompton Split Bank Corp Preferred shares	30,870.00			
32	Canadian Natural Resources Ltd	28,640.00			
33	CML Healthcare Inc.	12,616.00			
34	Dividend 15 Split Corp Class A	19,500.00			
35	Dividend 15 Split Corp Preferred	25,600.00			
36	Great-West Lifeco Inc	46,265.00			
37	H&R Real Estate Investment Trust	69,890.00			
38	Inter pipeline fund CL A Ltd Partnership Units	152,750.00			
39	Pembina Pipeline Income Fund Trust	102,456.00			
40	Royal Bank	41,916.00			
41	Shoppers Drug Mart	29,960.00			
42	Yellow Media Inc	210.24			
43	WTS Yellow Media Ltd	26.46			
44	Accounts Receivable		22,121		1,241,024
45	<b>Totals</b>	<b>1,218,903</b>	<b>52,318</b>	<b>-23,751</b>	<b>1,247,469</b>

General Fund Statement  
December 31, 2012

	A	B	C	D	E
1		Year to date	Year to date	Budget for	Budget for
2	<b>Receipts</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
3					
4	Envelopes	306,880	301,183	310,000	320,000
5	Loose Collection	15,027	13,184	15,000	15,000
6	Anniversary Receipts	0	1,104		
7	Camp Awesome/Family Camp	2,690	2,625	2,500	3,000
8	Christian Enrichment receipts	5,780	1,012	4,700	3,300
9	Donations for Bulletins	175	320	350	350
10	Donations for Coffee	126	170	150	150
11	Donations for Gifts	7,267	4,370	5,000	
12	Donations for Library Books	0	316	300	300
13	Donations for Pastoral Care	307	270	250	300
14	Easter Flowers	790	900	850	850
15	George Eades Youth Fund	5,485	5,340	5,500	5,500
16	In From The Cold	15,059	10,714	6,000	12,000
17	Investment Income from Mem. Fund	51,309	56,234	52,000	50,000
18	Miscellaneous	25	14,339		
19	Newsletter	15	710	500	
20	Observer Plan	451	460	500	450
21	PST refund	8,047	5,463	5,000	
22	Sunday School	1,964	1,522	1,100	1,500
23	Training funds from MF			3,000	4,000
24	Use of Premises	50,937	48,369	50,000	50,000
25	Weddings and Funerals	4,240	5,855	4,000	4,000
26	Youth Coffee Shop	1,270	1,010	1,000	1,200
27					
28	<b>Total</b>	<b>477,844</b>	<b>475,470</b>	<b>467,700</b>	<b>471,900</b>
29					
30	<b>Disbursements</b>	Year to date	Year to date	Budget for	Budget for
31		<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
32					
33	Salaries/Benefits/Allowances/Employer Benefits	305,165	309,582	315,000	316,000
34	Contracts and Honoraria	37,904	36,434	37,000	45,000
35	Anniversary Celebrations	0	2,233	500	500
36	Books and Resources	643	1,101	3,500	1,000
37	Camp Awesome/Family Camp	2,667	2,832	3,000	3,000
38	Christian Enrichment	9,674	4,778	4,800	7,700
39	Church Bulletins	125	0	500	300
40	Communications/Newsletter	4,092	1,369	1,200	6,900
41	Council Costs				3,000
42	Easter Flowers	435	386	500	500
43	Envelopes	925	937	1,000	1,000
44	Evening Security/Summer	17,048	16,067	17,000	18,000
45	Financial Charges	1,245	744	700	1,000
46	Financial Review				5,000
47	Payroll service charges	383	327	350	400
48	Gas Heat	9,511	10,775	12,000	11,000
49	Gifts and Recognitions	7,436	4,370	5,000	
50	Hymn Books/Bibles	0	0		
51	In From The Cold	4,182	2,388	2,500	5,000
52	Insurances	11,039	10,417	11,039	11,532
53	Library Books	179	296	300	300
54	Light and Power	8,995	8,738	10,000	10,000
55	Membership Development	-121	105	300	300
56	Miscellaneous	710	920	1,000	1,000
57	Mission and Outreach Committee	-189	50	300	300
58	Music Musicians Soloists	1,767	8,462	3,500	9,500
59	Other Worship Arts	4,350		7,000	1,300
60	Observer Plan	2,487	2,798	3,000	2,500
61	Office and Supplies	3,429	2,951	3,000	3,500
62	Organ and Pulpit Supply	1,650	1,450	1,600	2,500
63	Pastoral Care	0	418	400	300
64	Personnel Committee	3,884	1,243	4,700	7,000
65	Personnel Committee/Hiring (Search process)				2,500
66	Photocopying	2,647	2,386	2,500	2,500

General Fund Statement  
December 31, 2012

	A	B	C	D	E
67	Piano/Organ Maintenance	972	1,224	1,500	1,500
68	Postage	1,042	965	1,500	1,000
69	Presbytery	17,971	16,753	17,971	18,522
70	Repairs and Maintenance	6,948	7,042	7,000	7,000
71	Snow Clearing	5,587	8,315	8,500	7,500
72	Stewardship Committee	200	-7	500	300
73	Telecommunications	5,025	6,111	5,500	5,500
74	Training (Lay)	331	378	3,000	4,000
75	Water and Sewer	3,127	3,116	4,500	3,500
76	Weddings and Funerals	3,200	2,800	3,000	3,000
77	Worship Committee/Sanctuary	892	1,017	1,000	1,000
78	Youth Coffee shop expenses	622	1,024	700	500
79	Youth Ministry	923	470	1,500	1,500
80					
81	<b>Total</b>	<b>489,102</b>	<b>483,765</b>	<b>509,360</b>	<b>535,154</b>
82					
83	<b>Receipts less expenses</b>	<b>-11,258</b>	<b>-11,831</b>	<b>-45,160</b>	<b>-66,516</b>
84					
85	Transfer from MF Youth Ministry (George Eades) reserve funds		5,000.00		
86	Transfer from MF Youth Coffee shop reserve funds		14.00		
87	Transfer from MF Lay training funds		378.00		
88	Transfer to MF of IFTC surplus	-1,827	-4,326.00		
89	<b>Total Deficit/Surplus</b>	<b>-13,085</b>	<b>-10,765</b>		
90					
91	<b>Balance December 31, 2012</b>				
92					
93	GST Receivable	2,949.27			
94	PST Receivable	7,717.40			
95	Accounts Payable	-23,751.28			
96	Balance (deficit)	<b>-13,085</b>			

Mission and Outreach  
December 31, 2012

	A	B	C	D	E
1		Year to date	Year to date	Budget for	Budget for
2		2012	2011	2012	2013
3	<b>Receipts</b>				
4					
5	Mission and Outreach	38,636	38,710	40,750	40,750
6	Anniversary Dinnner proceeds		4,209		
7	Investment income from MF Share the Wealth			2,000	2,000
8	Benevolent Fund	7,530	8,019	5,500	5,500
9	Bethany	525	1,044	500	500
10	Christmas Offering	2,585	1,533	3,000	3,000
11	Easter Offering	2,787	2,969	2,500	2,500
12	Thanksgiving Offering	932	1,662	1,500	1,500
13	Food Bank	2,347	1,560	1,500	1,500
14	Haiti appeal	10			
15	International dinner		1,348	2,500	2,500
16	Club AMICK, SOLS		1,718		
17	Mission Trips				
18	North St. Project, Jamaica	1,908	1,046	2,500	2,500
19	Ottawa West Penny Drive	85			
20	Refugee Fund	120	6,920		
21	Sunday Sayer Family		3,004		
22	The Mission (Designated)		110		
23	Cornerstone Women's Shelter (Designated)				
24	Wycliffe Bible Translators	1,800	1,800		
25					
26	<b>Total</b>	59,266	75,652	62,250	62,250
27					
28	<b>Disbursements</b>	Year to date	Year to date	Budget for	Budget for
29		2012	2011	2012	2013
30					
31	<i>Budgeted Fixed Amount Givings</i>				
32	Camp Kallala	250	250	250	250
33	Habitat For Humanity	1,000	1,000	1,000	1,000
34	Interval House	250	250	250	250
35	Marion Dewar Scholarship Fund	1,000	1,000	1,000	1,000
36	Mission and Outreach Discretionary (North Street 2012)	1,000	1,000	1,000	1,000
37	Operation Come Home	250	250	250	250
38	Ottawa Christian Counselling	1,000	1,000	1,000	1,000
39	Ottawa West Seniors Support	1,085	1,000	1,000	1,000
40	Queensway Preschool	1,000	1,000	1,000	1,000
41	Share the Wealth			2,000	2,000
42	Stephen Lewis Foundation (AIDS relief)	500	500	500	500
43					
44	<i>Budgeted Expected Givings</i>				
45	Benevolent Fund	7,530	8,019	5,500	5,500
46	Bethany	525	1,044	500	500
47	Club AMICK, SOLS		1,718		
48	Food Bank	2,347	1,560		
49	Haiti	10			
50	International dinner disbursement (Horn of Africa)	0	1,348	2,500	2,500
51	Mission and Service Fund United Church of Canada	31,386	31,460	35,000	35,000
52	Mission Trips				
53	North St. Project, Jamaica	1,908	1,046	2,500	2,500
54	Refugee Fund	120	6,920		
55	Sunday Sayer Family	0	7,214		
56	The Mission (designated)	0	110		
57	Wycliffe Bible Translators	1,800	1,800		
58					
59	<b>Special Offerings</b>				

Mission and Outreach  
December 31, 2012

	A	B	C	D	E
60	<b>Christmas Offering</b>				
61	The Mission	1,293	766	1,500	1,500
62	Cornerstone Women's Shelter	1,293	766	1,500	1,500
63	<b>Easter Offering</b>				
64	Urban Christian Outreach	2,787	2,969	2,500	2,500
65	<b>Thanksgiving Offering</b>				
66	Cambridge Breakfast Program	466	831	750	750
67	Connaught Breakfast Program	466	831	750	750
68					
69	<b>Total</b>	59,266	75,652	62,250	62,250
70					
71	<b>Receipts less expenses</b>	0	0	0	0

CAPITAL FUND  
December 31, 2012

	A	B	C	D	E
1		<b>Year to date</b>	<b>Year to date</b>	<b>Budget for</b>	<b>Budget for</b>
2		<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
3	<b>Receipts</b>				
4					
5	Envelopes	21,288	18,034	19,000	25,000
6	Bazaar	12,364	12,575	12,000	12,000
7	Building Improvement Campaign	355	8,460	5,000	15,000
8	Fire Relief Donations	2,806			
9	Garden	220	240	240	240
10	Parking Donations	12,155	1,080	1,500	10,000
11	Rummage Sales	7,896	6,647	6,500	7,500
12					
13					
14	<b>Total</b>	57,084	47,036	44,240	69,740
15					
16					
17	<b>Disbursements</b>	<b>Year to date</b>	<b>Year to date</b>	<b>Budget for</b>	<b>Budget for</b>
18		<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
19					
20	Chair Lift Expenses	3,738	2,730	1,000	4,000
21	Computer Hardware	452	916	500	1,000
22	Computer Software	91	160	500	1,000
23	Dishwasher	4,299			
24	Equipment	1,475	3,063		
25	Fire repairs and insurance deduction	7,151			
26	Garden	544	462	250	500
27	Nursery and Sunday School renovations	14,898	40,843	13,000	
28	Phone upgrade		4,342		
29	Repairs and Upgrades	3,753	10,504	18,400	12,600
30	Bathroom upgrades				15,000
31	Kitchen equipment				8,000
32	Roof, Eaves, Soffits and Ceilings	0	912		2,500
33	Security Cameras				5,000
34	Signage	716	0	2,300	
35	Paving walkways and lots	0	0	2,000	
36	Foundation/Masonry	0	0	11,000	11,000
37	Sound system	438	0	500	800
38					
39	<b>Total</b>	37,554	63,932	49,450	61,400
40					
41	<b>Receipts less expenses</b>	19,529	-16,896	-5,210	8,340
42	Transfer of funds from MF Remembrance Fund				
43	for Sunday School renovations		26,540		
44	Accrual of holdback of Sunday School floor		-5,729		
45	<b>Total Deficit/Surplus</b>	19,529	3,915		
46					
47	<b>Balance December 31, 2012</b>				
48	Bank of Montreal	19,529			
49					
50					
51	<b>Balance</b>	19,529			

MEMORIAL FUND  
December 31, 2012

	A	B
1	<b>Receipts</b>	
2		
3	Bequests	
4	Capital Gains (loss)	7,034
5	Dividends	17,923
6	Donation of stock	29,992
7	Operating funds surplus paid to MF	0
8	George Eades Youth Fund	0
9	In From the Cold Funds to be held for future use	1,827
10	Interest	19,304
11	Other investment income	14,082
12	Remembrance Fund	515
13	Youth Coffee Shop Funds to be held for future use	0
14		
15	<b>Total</b>	<b>90,677</b>
16		
17	<b>Disbursements</b>	
18		
19	T/fer Interest/Dividends to Gen Fund	51,309
20	George Eades transfer to Gen.Fund	0
21	Training	0
22	Write off of Operating funds deficit 2011	6,932
23	Accumulated Mission Trip funds to M&O fund	564
24	Accumulated IFTC funds to General fund	0
25	Accumulated Youth Coffee Shop funds to General fund	0
26		
27	<b>Total</b>	<b>58,805</b>
28		
29	<b>Receipts less expenses</b>	<b>31,872</b>
30	Balance Dec 31, 2011	1,209,152
31		
32	<b>Total</b>	<b>1,241,024</b>
33		
34	<b>Investments</b>	
35		
36	<b>Cash or cash equivalents</b>	
37	CIBC cash	67,024
38	BMO GIC (Mastercard security)	4,000
39	BMO cash	36,833
40		
41	<b>Fixed income</b>	
42	CIBC Full Service GTD Investment Cert (Due June 19, 2013)	75,000
43	CIBC Mortgages Investment Cert A Due Jan 29, 2014	77,500
44	CIBC Trust Corp GIC Due Jan 29, 2014	77,500
45	Laurentian Bank of Canada GTD Investment Cert. A (Due June 22, 2015)	35,000
46	Montreal Trust GTD Investment Cert CA (Due June 18, 2015)	5,477
47	National Bank of Canada (Due Jan 25, 2016)	95,000
48	National Bank of Canada (Due Jan 16, 2017)	95,000
49		
50		
51	<b>Equities (Market value December 2012)</b>	
52	Atlantic Power Corp	21,527
53	Bank of Montreal	15,702
54	Bell Aliant Regional	52,640
55	Brompton Split Bank Corp Preferred shares	30,870
56	Canadian Natural Resources Ltd	28,640

MEMORIAL FUND  
December 31, 2012

	A	B
57	CML Healthcare Inc.	12,616
58	Dividend 15 Split Corp Class A	19,500
59	Dividend 15 Split Corp Preferred	25,600
60	Great-West Lifeco Inc	46,265
61	H&R Real Estate Investment Trust	69,890
62	Inter pipeline fund CL A Ltd Partnership Units	152,750
63	Pembina Pipeline Income Fund Trust	102,456
64	Royal Bank	41,916
65	Shoppers Drug Mart	29,960
66	Yellow Media Inc	210
67	WTS Yellow Media Ltd	26
68		
69	Accounts Receivable	22,121
70		
71		
72	<b>Balance</b>	<b>1,241,024</b>
73	<b>*Includes funds held for:</b>	
74		
75	In from the Cold	15,000
76	Remembrance	35,534
77	Youth Coffee Shop	2,033
78	George Eades	19,407
79		
80		

Market value of investments  
December 31, 2012

	A	B	C	D	E	F
		Book value cost	December 2009	December 2010	December 2011	December 2012
1	<b>MARKET VALUE</b>					
2						
3	Cash		113,518	105,301	138,447	67,024
4	CIBC					
5						
6	<b>Total Cash</b>			<b>105,301</b>	<b>138,447</b>	<b>67,024</b>
7						
8	<i>Fixed income</i>					
9	CIBC Mortgages Investment Cert A (Due Jan 29, 2014)	77,500	77,500	77,500	77,500	77,500
10	CIBC Trust Corp GIC (Due Jan 29, 2014)	77,500	77,500	77,500	77,500	77,500
11	ICICI Bank Canada (Due: Dec 19, 2012)	95,000	95,000	95,000	95,000	95,000
12	CIBC Full Service GTD Investment Cert (Due June 19, 2013)	75,000	75,000	75,000	75,000	75,000
13	Montreal Trust (Due June 18, 2015)			5,000	5,283	5,477
14	Laurentian Bank of Canada		95,000			
15	Laurentian Bank of Canada (Due June 22, 2015)	35,000		35,000	35,000	35,000
16	National Bank of Canada GTD (Due Jan 25, 2016)				95,000	95,000
17	National Bank of Canada GTD (Due Jan 16, 2017)					95,000
18	National Trust Company	95,000	95,000	95,000		
19	<b>Total Fixed Income</b>	<b>455,000</b>	<b>515,000</b>	<b>460,000</b>	<b>460,283</b>	<b>460,477</b>
20						
21	<i>Equities</i>					
22	Atlantic Power Corp	13,516.76			14,432.88	21,527
23	Bank of Montreal	18,678.00		18,968.40		15,702
24	Bell Aliant Regional	59,057.51	56,060	51,980.00	57,180.00	52,640
25	Brompton Split Bank Corp Preferred shares					30,870
26	Canadian Natural Resources Ltd	36,290.00	38,000	44,350.00	38,150.00	28,640
27	Capital Power		43,344			
28	CML Healthcare Inc.					12,616
29	Dividend 15 Split Corp CL-A SHS	30,160.00	22,200	24,180.00	20,640.00	19,500
30	Dividend 15 Split Corp PFD SHS	26,503.13		25,725.00	25,800.00	25,600
31	Great-West Lifeco Inc	60,283.74	51,072	50,160.00	38,760.00	46,265
32	H&R Real Estate Investment Trust	57,692.48	44,805	56,347.00	67,454.00	69,890
33	Inter pipeline fund CL A Ltd Partnership Units	62,723.71	70,265	96,980.00	121,095.00	152,750
34	Pembina Pipeline Income Fund Trust	63,829.24	63,072	77,760.00	106,776.00	102,456
35	Royal Bank	35,518.00	39,480	36,624.00	36,386.00	41,916
36	Shoppers Drug Mart	37,282.00	31,787	27,671.00	28,798.00	29,960
37	Yellow Media	79,706.75	34,432	39,680.00	1,184.00	210
38	WTS Yellow Media Ltd					26
39	<b>Total Equities</b>	<b>581,241</b>	<b>494,517</b>	<b>550,425</b>	<b>556,656</b>	<b>650,569</b>
40						
41	<b>Grand Total</b>	<b>1,036,241</b>	<b>1,009,517</b>	<b>1,115,727</b>	<b>1,155,386</b>	<b>1,178,070</b>

# **Introduction and History of Parkdale and Its Governance**

## **A. Parkdale's Historical Background**

Parkdale United Church enjoys a rich history as a center of biblical and spiritual teaching and learning that dates back to 1931, when it was founded through a merger of two existing congregations - a Presbyterian and a Methodist. However, our roots as a pioneering family of faith can be traced even further, back to 1889, when a small group of Presbyterians in the community of Hintonburg (which was subsequently annexed to the city of Ottawa in 1907), established a mission and erected a small worship building on what is now the southwest corner of Parkdale Avenue and Wellington Street in Ottawa's central west end. Our existing church structure remains at that same location.

A tradition of powerful preaching, meaningful music, and a solid program of pastoral care are hallmarks of our Church.

## **B. History of Governance at Parkdale**

For many years, Parkdale's governance structure consisted of an Official Board and Session. This structure evolved with very little change from when it was first approved by the congregation in 1971.

Although this administrative model generally served well, in the late 2000s there were increasing concerns regarding the efficiency, adaptability and flexibility of this model. Too much time was being spent in meetings, there was frequent overlap and duplication, and new ideas and fresh initiatives were being stifled.

Parkdale's governance model was reviewed and, in October 2009, the Congregation formally approved a new Council governance structure. A document entitled *Parkdale United Church, Our Council System of Governance, Terms of Reference (October 2009)* was developed to outline this new governance structure.

In 2012, following three years of working within the new governance model, Council undertook a process to review its administrative structure and to formalize this within a Constitution which would replace the previous document.

### **C. Structure and Functions of the Church Council at Parkdale**

The Council serves a variety of purposes within the Church. It is the Church's governing and decision making body. It is concerned with the spiritual well-being of the Congregation. Thus, Council members are also called "Elders". Through its work and those of its various committees, the Council is also involved in the financial management of the Church, the maintenance of the building and the employment of our permanent and contract staff. The Council participates in planning and visioning, and in coordinating the various ministries of the Church. It is the Council that has the authority to approve initiatives and decisions within the Church.

Council is comprised of about 25 individuals. The membership currently consists of:

- Ministry Staff (3)
- Chair, Vice-Chair, Past-Chair, Secretary, Treasurer (5)
- Committee Chairs (11)
- Members-at-Large (2)
- Presbytery Representatives (2-4)

With the exception of the Ministry Staff, Council members are elected for two year terms at the Annual General Meeting which is held in February of each year. Members are eligible for reelection. All members of the Congregation are eligible to vote at this meeting and to be considered for a position on the Council.

### **D. Constitution Organization and Content**

Parkdale's Constitution is organized into four sections:

Section 1 is the general Terms of Reference for the Council. This outlines the Council's purpose, its Duties and Responsibilities, its membership and how these members are selected, regulations regarding meetings and processes for amending the Constitution.

Section 2 provides details regarding the general responsibilities of Council members as well as the specific responsibilities of the Chair, Vice-Chair, Past-Chair, Treasurer, Secretary, Representatives to Presbytery, Committee Chairs and Members-at-Large.

Section 3 outlines the Terms of Reference for each of the 11 Committees of Council.

Section 4 contains six appendices.

## **Section 1: General Terms of Reference for the Council**

*For purposes of this document, the term Church refers to the Congregation of Parkdale United Church.*

### **A. Purpose:**

Responsible to the Congregation, the Church Council is the decision-making authority of the Church. The purpose of the Council is to lead the congregation in the fulfillment of the Vision and Mission of the Church. The Council oversees all activities of the Church in a manner consistent with the Church's values. It is structured so as to represent a broad range of Church interests and to facilitate communication within the Church.

The Council is responsible, along with the Committees of the Church, and with the support of its membership, for:

- the spiritual well-being of the Congregation,
- the management of the Church's financial affairs, and
- the administration of the Church's property.

All of the Committees and groups of the Church are accountable to the Church Council for their activities.

### **B. Duties and Responsibilities:**

The primary responsibilities of the Church Council (as reflected in the *United Church Manual*), are:

1. To oversee the spiritual interests as well as the temporal and financial affairs of the Church.
2. To oversee the outreach of the Congregation in evangelism and social action.
3. To act as the Court of the Pastoral Charge, receiving and judging petitions and appeals from the Congregation, and submitting them to the Presbytery as appropriate.
4. To oversee the work of the Church's Committees and groups by:
  - i. providing guidance and assistance as required;
  - ii. fostering communication between the Church's Committees and groups and the Congregation;
  - iii. ensuring that all Committees and groups have adequate members and resources and are fulfilling their mandates;
  - iv. receiving, reviewing, and acting upon reports and decisions from Committees and groups.
5. To develop, review or modify Church policy in accordance with the current Manual of the United Church of Canada.
6. To keep a record of proceedings and transmit annually to the Presbytery for review.
7. To report formally each year to the Congregation on the activities of the Church.
8. To oversee the finances of the Church through the Finance Committee, and to ensure that financial statements are produced and presented at the Annual General Meeting.

9. To give guidance to the Property Trustees on property matters.
10. To oversee the hiring of lay staff for the Church.
11. To oversee human resource issues for Ministry Personnel and lay staff through the Ministry and Personnel Committee.
12. To recognize suitable lay members of the Church as *Inquirers* and to recommend to the Presbytery suitable Inquirers to be Candidates for Ministry.
13. To recommend to the Presbytery suitable lay members of the Church who may be licensed as lay preachers or appointed as Lay Pastoral Ministers-in-Training, or as Designated Lay Ministers.
14. To receive reports from Presbytery, Conference, and General Council, and make them available to the Congregation as appropriate.
15. To evaluate the effectiveness of the Council through periodic reviews.
16. To review and approve proposed adjustments to the Terms of Reference of Committees and groups, and report approved material changes at the Annual General Meeting.
17. To present proposed adjustments to Council's Terms of Reference to a congregational meeting or the Annual General Meeting, for approval.
18. To strike ad hoc Committees for specific matters affecting the Church as required.

**C. Council Membership:**

Formal Committees are represented directly on the Church Council. The Council includes elected and ex officio members, all of whom are entitled to vote on Council issues. (Ex officio members are included by virtue of another position that they hold within the church.) Elected members of Council must be members of Parkdale United Church.

<p>The elected members are:</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice-Chair</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Representatives to Presbytery</li> <li>• Committee Chairs</li> <li>• Two members-at-large from the Congregation</li> </ul>	<p>The ex officio members are:</p> <ul style="list-style-type: none"> <li>• Ministry Personnel</li> <li>• Past Chair of Council</li> </ul>
--	--

Other working groups and task forces have access to the Council through Members-at-Large and/or through Committee Chairs. Individuals or groups of individuals wishing to undertake new initiatives to extend the work of Parkdale may seek approval by submitting a request to Council in the form set out in Appendix E. Upon approval by the Council, the group will assume responsibility for delivery of the planned initiative.

**D. Meetings:**

The Church Council shall conduct a minimum of four meetings each year. Any interested

member or adherent of Parkdale may attend Council meetings as an observer, but voting is limited to the Council members. Council meetings will be announced to the congregation in advance via the regular church worship bulletins. Meeting outcomes will be communicated to the Congregation.

#### **E. Quorum:**

Quorum shall be 50% + 1 of Council members, including either a member of the Church's Ministry Personnel or, when the Church is without a permanent minister, an appointee by Presbytery.

Quorums for each Committee will be determined by the Committee unless dictated by The Manual of The United Church of Canada.

#### **F. Elections and Term of Office:**

Election to the Council shall be made at the Annual General Meeting (AGM) of the Congregation and be for a term of two years. Members are eligible for reelection at the end of their term. If an elected member of Council resigns in mid-term, the Council may appoint a replacement to serve until the next AGM. If a Council position remains vacant following the AGM, the Council may fill it when an appropriate candidate is found. Changes to Council membership will be communicated to the Congregation in a timely manner. Approval of membership changes will be sought at the following AGM.

Likewise, members of the Property Trustees and Finance Committee will be elected at the AGM for two year terms. Vacancies in these Committees may also be filled in the manner described above. As the Manual of the United Church of Canada stipulates a maximum of 15 Trustees, they will be assigned as follows:

- i. A maximum of 12 Trustees will serve as members of the Property Trustees
- ii. A minimum of 3 Trustees will serve as members of the Finance Committee (designated as Financial Trustees).

#### **G. Amendments:**

The Council may determine that the number or mandate of formal Committees or Council Members may require changes. Minor or routine changes to the Council structure will be approved by a vote of the Council and be in effect until the following AGM at which time the amended Council structure will be presented to the Congregation for approval.

However, in cases where a Council Member feels that proposed changes to the Council structure are substantial, s/he may bring a motion to Council that the changes need to be approved by the Congregation prior to the next AGM. If this motion is approved, the Chair will call a meeting of the Congregation with at least thirty days notice. This will be announced via the Church worship bulletin. Two-thirds of the eligible voters in attendance are required to approve changes to the Constitution.



## **Section 2: Responsibilities of Council Members**

### **A. Responsibilities of all members of Council:**

1. To uphold the Mission and Vision of the Church.
2. To participate in Worship and in the life of the Congregation.
3. To attend meetings of the Council.
4. To represent the views of the Congregation at the Council.
5. To facilitate communication between the Congregation and the Council.
6. To participate from time-to-time on ad hoc Committees established by the Council.
7. To represent the Church as required at official functions and on Church business.
8. To participate in all the duties of the Council.
9. To respect the Code of Confidentiality (Appendix F).

### **B. Responsibilities of the Chair:**

1. To call and preside over meetings of the Council.
2. To coordinate the activities of the Council.
3. To coordinate the conduct of the Council's business.
4. To review upcoming items of business and prepare the agenda for meetings, in consultation with a representative of Ministry Personnel and the Vice-Chair.
5. To follow-up on the work of the Council to ensure effectiveness, in collaboration with the Vice-Chair.
6. To represent the Council and the Congregation to other groups inside and outside the Church.
7. To facilitate communication amongst Council members.
8. To encourage inter-Committee communications, as appropriate.
9. To serve as a signing officer for documents for the Church.
10. To preside over meetings of the Congregation.
11. To ensure preparation of the Church's annual report.

### **C. Responsibilities of the Vice Chair:**

1. To conduct the duties of the Chair in the absence of the Chair.
2. To assist the Chair in reviewing upcoming items of business and preparing the agenda for meetings.
3. To assist the Chair in encouraging inter-Committee communications, as appropriate.
4. To serve as a signing officer for documents for the Church.

### **D. Responsibilities of the Secretary:**

1. To ensure that all business of the Council is duly recorded.
2. To receive and distribute correspondence to the Council.
3. To ensure that correspondence is duly executed.
4. To ensure timely notice of meetings and circulation of minutes.
5. To ensure that summaries of Council meetings are available to the congregation.

**E. Responsibilities of the Past Chair:**

1. To advise the Chair and Council on past matters and decisions of the Council, and to participate in activities of the Council.

**F. Responsibilities of the Treasurer:**

The duties of the Treasurer outlined below are subject to the Financial Handbook of the United Church of Canada

1. To maintain a record of receipts, disbursements, bank balances and investments of accounts administered by the Finance Committee.
2. To ensure payment of bills and other disbursements in a timely and controlled manner, including double signatures on all cheques.
3. To prepare regular financial statements for the Council and for the benefit of the Finance Committee in their oversight responsibility against the approved annual budget.
4. To prepare financial reports for audit purposes as defined by the current United Church of Canada (UCC) Handbook for Church Treasurers.
5. To present financial reports to the Annual General Meeting of the Congregation.
6. To prepare and submit annual financial reports to the national office of the United Church of Canada.
7. To submit the Registered Charity Information Return (T3010E) to the Canada Revenue Agency (CRA) by its filing deadline to maintain charitable status.
8. To arrange for monthly submissions to CRA on income tax and other employer deductions, and preparation of T4 and T4A slips annually.
9. To attend to such other duties as the Finance Committee or Congregation may direct.

**G. Responsibilities of the Representatives to Presbytery:**

*The Presbytery Representatives are lay representatives to Ottawa Presbytery and the Ottawa-Montreal Conference. Parkdale is entitled to have up to 4 representatives.*

**1. Responsibilities to the congregation:**

- i. To report back to the congregation on the decisions and concerns of the Presbytery.
- ii. To inform Presbytery of the decisions and concerns of the congregation.
- iii. To assure action on the requests, petitions, and resolutions from the pastoral charge, and report back decisions to the pastoral charge.
- iv. To encourage participation of members of the Congregation in workshops, meetings, or events planned by Presbytery.
- v. To foster a sense of partnership between the pastoral charge, Presbytery, Conference, and General Council.

## **2. Responsibilities to the Presbytery:**

- i. To attend meetings of Presbytery.
- ii. To attend covenanting services, which are constituted meetings of Presbytery.
- iii. To read minutes and be familiar with the subjects to be discussed at regular meetings.
- iv. To participate in the discussion and decision-making process at Committee and Presbytery meetings.
- v. To share in the leadership of the Presbytery by serving on Committees, divisions, task groups or accepting election to office.

## **3. Other responsibilities:**

- i. To attend the Annual Meetings of Conference.
- ii. To present the position of the congregation on issues brought to meetings of Conference.
- iii. To participate in the decision-making process at the Annual Meeting of Conference.
- iv. To inform the congregation of actions taken and requests made at the Annual Meeting of Conference.

## **H. Responsibilities of Committee Chairs**

1. Serve as a liaison between the Committee and the Council.
2. Communicate the activities and decisions of their Committee to the Council. When no Council approval is required, this is to be done in writing in advance of Council meetings.
3. Make recommendations on new initiatives related to the Committee's mandate for approval by Council.
4. Prepare a budget for the fiscal year, to be forwarded to the Finance Committee.
5. Designate a substitute Committee member to attend Council meetings in the absence of the chair.
6. Identify issues and projects that cross Committee boundaries and seek Council support where required to ensure collaborative decision making.
7. Periodically review the Terms of Reference for the Committee and bring forth amendments to Council when required.

## **I. Responsibilities of Members-at-Large**

1. Represent individuals and groups that have no other formal access to the Council structure.
2. Serve as a resource to individuals or groups with respect to seeking funding and approval of new initiatives.



## Section 3: Terms of Reference for Committees

### COMMUNICATIONS

#### **Purpose:**

The Communications Committee will facilitate open communication between Council, Ministry Personnel, the Congregation and the community.

#### **Membership:**

Chair

*The Messenger* Team Lead

Parkdale Webmaster

Publicity Representative

eNewsletter Editors

Members and adherents of the Congregation

#### **Duties and Responsibilities**

1. Maintaining a variety of communication tools in order to publicise and promote Parkdale's services, events and activities to a diverse audience both within the church and within the neighbouring community.

- **The Messenger:** The Messenger is a printed, monthly newsletter that contains, among other things, a message from the Minister, articles submitted by members of the congregation, highlights of events that took place during the past month and notices of upcoming events. The Messenger has been an integral part of Parkdale's life for many years.
- **Website:** The objective of the website is to make it both a useful tool for the congregation and something the community accesses to learn about Parkdale and its

many activities.

- **Social Media:** Both Twitter and Facebook are being used to promote Parkdale.
  
  - **eNewsletter:** The eNewsletter is an electronic, monthly newsletter that is emailed to the congregation to promote the next month's activities and highlight special Parkdale news.
  
  - **Signage:** The Communications Committee is responsible for purchasing outdoor signs and banners to promote Parkdale's events, indicate parking lots, mobility challenged parking, etc.
2. Promoting Parkdale events that are open to the public, such as the Rummage Sale and the Yuletide Bazaar, by:
- Sending notices to churches, schools, the media, community websites, etc.;
  - Posting notices in the neighbouring community; and
  - Maintaining a publicity database of contact information.

## **FAITH FORMATION AND CHRISTIAN ENRICHMENT**

### **Purpose:**

The Faith Formation and Christian Enrichment Committee encourages and supports learning programs for people of all ages. The purpose of this Committee is to help all persons in the Congregation to know God's love as it is revealed in Jesus Christ, to grow in their understanding of the Christian faith, and to be involved in the Mission of the Church.

### **Membership:**

Chair

Representative of the Church School

Representative of the Youth Group

Minister of Youth & Children

Members and adherents of the Congregation

### **Duties and Responsibilities:**

1. Studying the educational needs of the Congregation and providing leadership in setting goals for the program.
2. Remaining informed regarding developments in curriculum, policy and program resources for the Christian education of persons for whom the Congregation has responsibility.
3. Selecting appropriate curricula.

4. Leading in the recruitment and training of teachers and leaders of Sunday and midweek groups within the Christian development program of the Congregation.
  
5. Supervising and coordinating the total educational program of the Congregation, including the Church School and all other Sunday and midweek activities; the Committee will endeavor to reach all families, adults, young adults, youth and children of the Congregation, and to encourage congregational participation in the faith formation programs of the Church.
  
6. Developing and managing the Committee's budget.

## **FINANCE**

### **Purpose:**

The Finance Committee is responsible for the oversight of the financial affairs of the Congregation including the preparation of a budget, regular reports to the Church Council, and the timely receipt and disbursement of funds on a day-to-day basis on behalf of the Church Council and the Congregation.

### **Membership:**

Chair

Treasurer

Donations Coordinator (termed *Envelope Steward* in The Manual)

Members and adherents of the Congregation

*A minimum of three members of the Finance Committee will have been designated as Financial Trustees (see Section 1, subsection F: Elections and Terms of Office).*

### **Duties and Responsibilities:**

1. Administering the financial operations of the church, including the Operating Account and Church Funds including, but not limited to, the General Fund, Capital Fund, Mission & Outreach Fund, and the Memorial Fund in accordance with the policies associated with those Funds.
2. Overseeing the investment of assets in the Memorial Fund in collaboration with an appointed broker on a regular basis, and monitoring the Memorial Fund against the approved Investment Policy Statement (IPS)

### Records

1. Maintaining a record of receipts, disbursements, bank balances and investments of all accounts administered by the Committee. Records should be kept for seven years to comply with CRA regulations.

### Revenues:

1. Arranging for internal control to ensure safeguarded procedures for the counting, reconciling and depositing of offerings and all other funds received by the Church.
2. Maintaining a record of each person's givings through the year, providing periodic "year-to-date" statements of givings and income tax receipts to each person.
3. Receiving and banking any other revenues received.

### Disbursements

- Arranging payment of all invoices and required payments.
- Arranging that all required payments are made to staff.

### Financial planning

1. Preparing an annual budget in consultation with all Committees and Groups for approval at the Annual General Meeting.
2. Together with the Stewardship Committee, developing and implementing revenue generation programs to meet budgeted expenses.

## Reporting

1. Preparing regular financial statements for the Council and for discharging the Committee's oversight role.
2. Presenting to the Congregation at the Annual General Meeting detailed statements of operating receipts and disbursements for the preceding church year, and the budget for the ensuing year, showing the estimated amounts required to carry on the work of the Church.
3. Preparing and submitting annual financial reports to the nation office of the United Church of Canada.

## Compliance

1. Ensuring compliance with CRA regulations, including filing an annual return by the deadline to maintain charitable status and payment of payroll source deductions.
2. Ensuring appropriate signing authority for financial matters related to the Church. The signing authority for all disbursements, bank accounts and related documents administered by the Finance Committee shall require two signatures from designated persons.
3. Recommending an independent experienced individual to review the church financial reports in place of a formal external audit as defined by the current UCC Handbook for Church Treasurers.

## Other

1. Attending to such other duties as the Committee or Congregation may direct.
2. Appointing a Donations Coordinator who is a member of the Committee.



## **MEMBERSHIP DEVELOPMENT AND ROLLS**

### **Purpose:**

The Membership Development and Rolls Committee promotes the welcoming of all persons, caring for one another, and helping individuals to participate and give leadership in the Worship, ministry and activities of the Church.

The Committee plays an important role in greeting visitors and making them feel welcome, as well as offering information about Church activities and events. This ongoing hospitality role includes reaching out to newer members to ensure that they can be involved as part of the Parkdale family. Coloured name tags identify Committee members to indicate their availability to offer assistance or information.

This Committee is also tasked with overseeing records around current church membership through the work of the Clerk of the Rolls and with maintaining historical records of the church through the work of the Archivist.

### **Membership:**

Chair

Clerk of the Rolls

Archivist

Members and adherents of the Congregation

### **Duties and Responsibilities:**

1. Greeting visitors at each service and making them feel welcome, as well as offering information about Church activities and events. This hospitality role includes reaching out to newer members to ensure that they can be involved as part of the Parkdale family.

2. Hosting pre-service breakfasts for those new members who are joining Parkdale by profession of faith, reaffirmation of faith or by transfer from another church. This provides an opportunity to meet ministerial staff, chairs of Committees as well as the Chair of Council and to learn about the roles these people play at Parkdale.
3. Developing and managing the Committee's budget.

### **Duties and Responsibilities of the Clerk of the Rolls:**

The Roll Clerk, in conjunction with the Ministry Personnel and the Office Manager, will be responsible for:

1. Keeping the Membership Roll of the Congregation, recording the date of admission, transfer, removal, suspension, or other action concerning each member. (Historical Rolls).
2. Revising the Membership Roll annually.
3. Maintaining a Church Directory of Members, Children and Adherents.
4. Preparing submissions for the Annual Report (Membership Roll, In Memoriam, Baptisms, and New Family Members).
5. Overseeing the admission of persons into full membership, their removal and the granting of certificates of transfer of membership.
6. Ensuring the maintenance of the register of baptisms, marriages and deaths.
7. Ensuring that the membership and baptismal statistics are submitted annually to Ottawa Presbytery and to United Church national headquarters.

### **Duties and Responsibilities of the Archivist:**

1. Ensuring that Minutes and other important church records are preserved.
2. Researching the records as needed, and making them available, as appropriate, to others who wish to use them for research.
3. Maintaining an accessible repository of approved Council policies and directives.

## **MINISTRY AND PERSONNEL**

### **Purpose:**

The Ministry and Personnel Committee is primarily responsible for the support and oversight of full and part-time members of the staff of the Church. This Committee does not replace the Joint Needs Assessment Committee in the event of a change in the pastoral relationship or a vacancy.

### **Membership:**

Not less than three nor more than seven members, who shall be representative of the members of the Congregation, and may include one of the lay representatives to Presbytery. No members of the church staff, including members of the Ministry Personnel, shall be members of this Committee.

### **Duties and Responsibilities:**

1. Providing a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the Congregation.
2. Reviewing working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Church Council.
3. Overseeing the relationship of the staff of the Pastoral Charge to members of the Congregation and others.
4. Overseeing the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority.

5. Consulting with all members of the staff of the Pastoral Charge about their plans for continuing education, and ensuring that those eligible avail themselves of the provisions for continuing education and that money and time are made available.
6. Reviewing and evaluating semi-annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge, as defined by the Church Council.
7. Maintaining close liaison with the Presbytery Pastoral Relations Committee.
8. Reviewing regularly the responsibilities of all staff of the Pastoral Charge and revising position descriptions when required or requested, in consultation with relevant Committees and/or groups.
9. Participating in the development of job descriptions and terms of employment details for the new staff of the Pastoral Charge.
10. Considering holiday and other leave requests from staff so that arrangements can be made for alternate coverage.
11. Ensuring the development and maintenance of appropriate recording of staff leave, hours worked, overtime, etc.
12. Ensuring the development and regular review of personnel management policies of the Pastoral Charge.
13. Communicating as necessary with other Committees.

14. Carrying out other duties as outlined in the current Handbook for Ministry and Personnel Committees of the United Church of Canada.

15. Developing and managing the Committee's budget.

## **MISSION, OUTREACH AND JUSTICE**

### **Purpose:**

The Mission, Outreach and Justice (MOJ) Committee provides leadership in assisting the congregation to understand and engage in God's mission, particularly beyond the "walls" of the congregation. This Mission of God is one of wholeness, love and justice for all people and all of creation; and includes a call to live in such a way as to transform our community and our world. The MOJ Committee is dedicated to supporting individuals and organizations locally, nationally and globally.

Exercising oversight of the congregation's "In from the Cold Ministry".

### **Membership:**

Chair

IFTC representative

Members and adherents of the Congregation

### **Duties and Responsibilities:**

1. Enabling the Church to discover and be aware of the compelling Biblical basis for understanding and engaging in the many facets of God's mission.

2. Concerning itself in the human and social issues existing in the community and world, increasing awareness of them in the Church, and promoting opportunities for the congregation to participate actively in outreach and justice initiatives.
3. Making recommendations to Council on the use of Church funds to advance Parkdale`s Christian mission which includes outreach programmes, justice, peace and development.
4. Participating, through the United Church of Canada`s Mission & Service Fund (M&S), in the support of those in need both in Canada and overseas.
5. Working in partnership with the Presbytery Justice, Ecumenical and Global Relations (JEGR), and Church in Society Committees.
6. Identifying and cooperating with the world-wide church of Jesus Christ, our sisters and brothers of other faith communities and other people of goodwill.

These duties & responsibilities are accomplished in a variety of ways, among them are the following **tasks**:

1. Disseminating information to the congregation about local, national and global initiatives of both Parkdale and the United Church of Canada`s Mission and Service Office.
2. Providing the congregation with opportunities for learning and enhanced awareness (e.g. films, speakers, ad hoc events, workshops, and mission trips).
3. Embarking on discovery projects such as to learn more about the issues facing Canada`s First Nation, Inuit and Métis communities.
4. Supporting the Church`s “In From The Cold Ministry”.

5. Developing and managing the Committee's budget.

## **PASTORAL CARE TEAM**

### **Purpose:**

To oversee the ministry of care-giving

### **Membership:**

Chair

Ministry Staff

Members and adherents of the Congregation who have received appropriate training.

### **Duties and Responsibilities:**

1. Providing occasional and chronic visitation as required. The Pastoral Care Visitation Team provides an audio record of church services for shut-ins upon request.
2. Providing short-term, focused pastoral care as required.
3. Maintaining contact with all members/adherents for communication and pastoral care.
4. Arranging transportation for Special Communion services and for Sunday services upon request.

### **Additional activities of the Pastoral Care Team:**

1. Organizing Special Communion services, including transportation and fellowship and refreshments following services.
2. Ordering and arranging for the delivery of Easter lilies.
3. Undertaking continuing education either by attending events organized by Pastoral Care Ottawa, by having relevant speakers at Pastoral Care Committee meetings, or through book studies.
4. Arranging and/or providing meals through the Caring Kitchens program.

## **PROPERTY TRUSTEES**

### **Purpose:**

The Property Trustees are accountable for the upkeep of the physical assets, building and property, the office facilities and supplies; equipment required by other groups and Committees; and to oversee (coordinate and regulate) the use of church facilities by church and non-church members.

### **Membership:**

Chair

Members and adherents of the Congregation up to a maximum of 12 Committee members

The Office Manager will attend Property Trustees meetings to provide information of space rentals and other relevant issues as outlined in the job description. This is not an ex officio position.

The Custodian will attend Property Trustees meetings as outlined in the job description. The custodian is an ex officio member of the Property Trustees.

### **Duties and Responsibilities:**

#### Church building and property

1. Maintaining the Church land and building, including the heating, electrical, plumbing, furnishings, security and similar matters.

2. Arranging adequate insurance coverage, including property and public liability.
3. Negotiating and administering of contracts for services related to the management of the building and property.

#### Custodial

1. Overseeing (in conjunction with the Church Office Manager) the work schedule of the custodial staff.
2. Taking an active role in the hiring process for custodial staff in conjunction with the Ministry and Personnel Committee.
3. Providing input to the Ministry and Personnel Committee for job descriptions, performance reviews, rates of pay and other matters related to the management of paid personnel.

#### Room allocations

1. Overseeing the policy for use of church space, and determining fees.
2. Directing questions related to the use of the Sanctuary and Worship spaces to the Worship Committee.

#### Other

1. Developing and managing the Committee's budget.

## **RECRUITMENT AND SUCCESSION PLANNING COMMITTEE**

### **Purpose:**

This Committee is responsible for identifying and recruiting members of the congregation to serve on the Council and various Committees.

### **Membership:**

Chair of Committee

Chair of Council

Vice-chair of Council

Coordinating Minister

Members and adherents of the congregation

### **Duties and Responsibilities:**

1. Recommending individuals to chair the Council's standing Committees, and any special groups that may be formed (e.g. Joint Needs Assessment Committee, Joint Search Committee, various projects or working groups.)
2. Developing and managing the Committee's budget.

## **STEWARDSHIP**

### **Purpose:**

The Stewardship Committee recognizes that everything we have (our time, talents and treasures) belongs to God and that we are called to use these resources for God's purposes in the world. We also recognize that we are called to share these God-given gifts - we give generously because we have received abundantly.

The Stewardship Committee helps ensure that stewardship education is accorded proper emphasis in the work of the Council and in the life of the Congregation. In this capacity, the Committee serves to encourage and help congregants discover and deploy their spiritual gifts in Parkdale's ministries and beyond; to nurture stewardship formation; to engage the congregation with respect to our spiritual relationship to money and resource consumption; and to challenge the Parkdale community to live with respect in creation.

### **Members:**

Chair

Members and adherents of the Congregation

### **Duties and Responsibilities:**

1. Initiating and coordinating a regular awareness and education program to make the Congregation aware of Parkdale's Mission, and motivate the Congregation to meet the Mission.
2. Working with the Finance Committee to ensure that the Congregation is fully aware of the church's financial position, and help to develop options for the Congregation's givings.

3. Liaising with other groups and Committees to generate ideas and initiate projects to fulfill the financial and other resource requirements needed to achieve Parkdale's stewardship program.
  
4. Maintaining the Congregation's awareness of its environmental stewardship responsibilities.
  
5. Developing and managing the Committee's budget.

## **WORSHIP COMMITTEE**

### **Purpose:**

The Worship Committee is responsible for the Ministry of Worship, including the Ministry of Music, for all ages of the Congregation and those we seek to draw into our congregation.

### **Membership:**

Chair

Coordinating Minister

Music Director

Choir Representative

Members and adherents of the Congregation

### **Duties and Responsibilities:**

#### Worship

1. Supporting the Ministry Personnel, the Music Director and others who give leadership in Worship.
2. Planning and visioning regarding Worship in collaboration with the Ministry Personnel.
3. Keeping a pulse on the congregations' ideas and concerns regarding Worship and the Ministry of Music.
4. Overseeing, in cooperation with Ministry Personnel, the policy on baptisms and confirmations of children and adults.

### Participants in Worship

1. Recruiting and supporting participants for the following:
  - a. Ushering and greeting for Sunday morning service,
  - b. Lay readers
  - c. Communion servers and element preparation
  - d. Audio/Visual technical support
  - e. Meditation Group
  
2. Supporting of substitutes in the event of absence (regular or emergency) in the pulpit. (Arrangement done by ministerial staff)

### Sanctuary and Worship Spaces

1. Managing materials used in Worship including:
  - i. Flowers, banners, symbols and decorations in the Sanctuary
  - ii. Miscellaneous liturgical items
  
2. Approving alternate uses of the Sanctuary and Worship spaces. The church office follows A Policy for Church Facility Use.

### Ministry of Music

1. Negotiating and administering the contract with the Music Director.
  
2. Supporting the Choir, DaleSong and other groups and individuals participating in the Ministry of Music.
  
3. Planning and visioning regarding the Ministry of Music along with the Ministry Personnel and the Music Director.

Other

1. Developing and managing the Committee's budget.

# **Appendices**

## **APPENDIX A: VISION, MISSION AND VALUES**

### **OUR VISION**

To form followers of Jesus in such a way as to transform our community and our world.

### **OUR MISSION**

Parkdale's congregation will respond to God's call and Jesus' teachings by:

- a) Uniting in joyful worship as an act of praise and gratitude, for inspiration and guidance
- b) Providing learning opportunities for the Christian way of life and to enhance Biblical literacy
- c) Supporting one another through pastoral care and concern
- d) Reaching out to people in need
- e) Promoting justice
- f) Praying for guidance, wisdom, and support.

### **OUR VALUES**

As a community of faith we strive to live out the following values:

#### **Compassion**

- a) We are a caring Christian community that supports the physical, emotional, and spiritual well-being of those participating in our ministries
- b) We help to meet the needs of our local and world communities
- c) We nurture and support our ministry personnel, staff, and lay leaders

#### **Respect**

- a) We treat everyone involved in our ministries with fairness, equity, and respect
- b) We strive to involve all participants in our congregation in the decisions that affect them
- c) We seek opportunities to share our common quest for the meaning of life with other Christians and with persons of other faiths
- d) We recognize the goodness of God's creation and will use our environmental resources respectfully

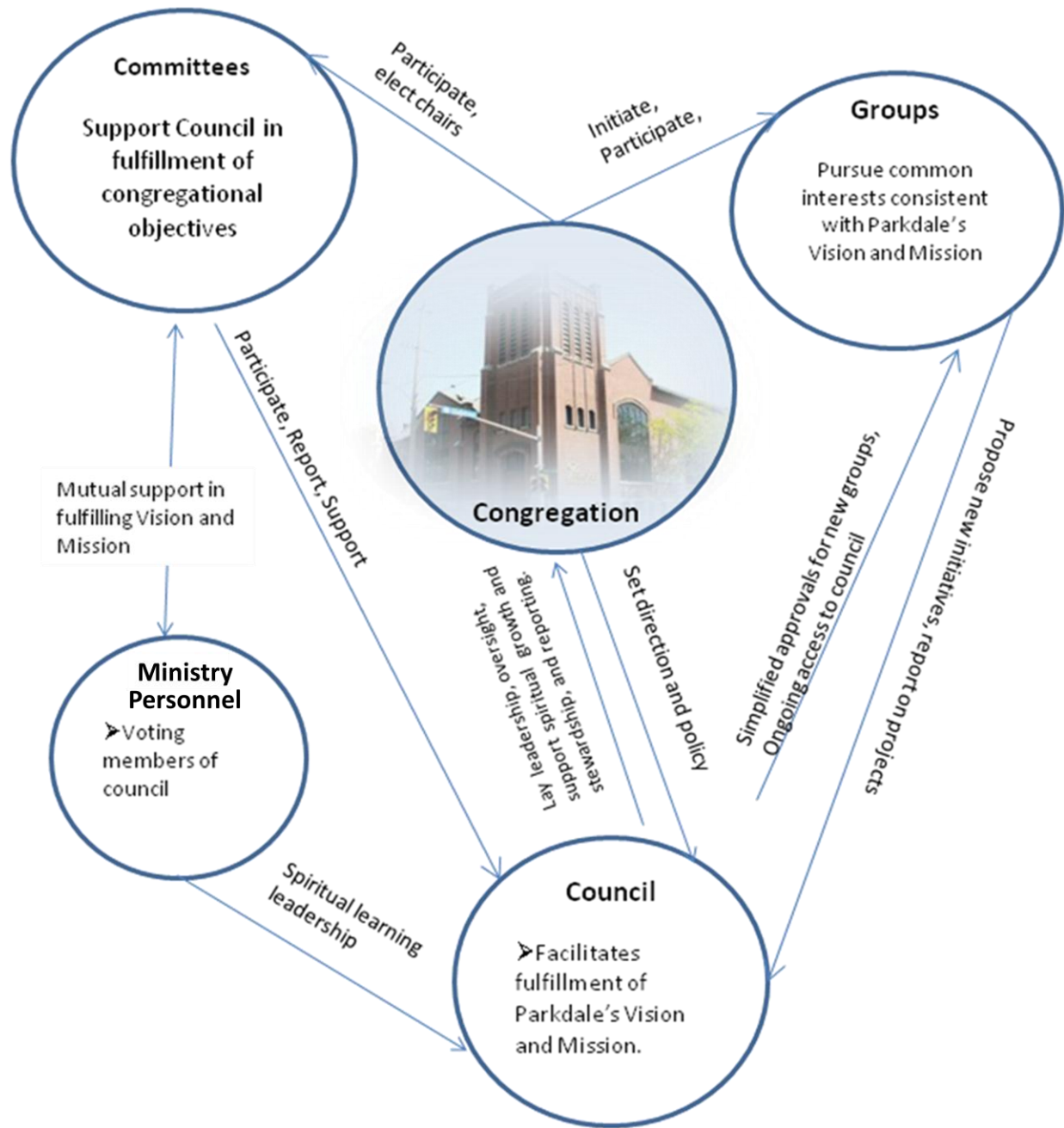
### **Working Together**

- a) We believe that what we achieve together is stronger and has more impact than our individual efforts
- b) We value the talents, experience, and passion of all who participate in our ministries
- c) We recognize the value of collaboration and actively nurturing partnerships

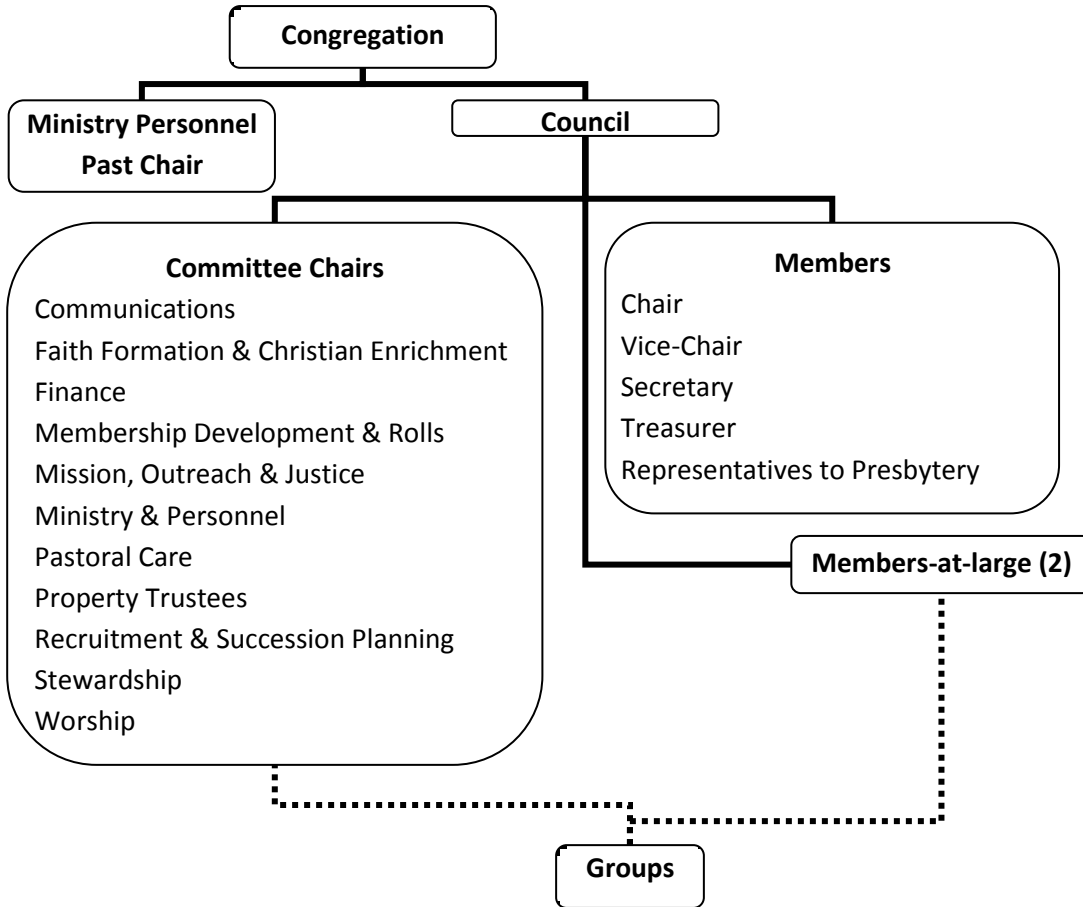
### **Commitment**

- a) We listen and learn, as we endeavour to improve the quality of our ministries
- b) We support our ministries with our time, talents, and financial resources
- c) We provide a safe, secure environment for our ministries
- d) We strive to make everyone welcome in our congregation
- e) We seek to be a blessing to the neighbourhood in which we live

**APPENDIX B: PARKDALE'S GOVERNANCE STRUCTURE**



**APPENDIX C: COUNCIL STRUCTURE AND MEMBERSHIP**



## **APPENDIX D: COUNCIL MEETING AGENDA**

### **We Come Together**

1. Welcome
2. Agreement on the agenda

### **We Grow in Faith and Consider Our Mission**

3. Devotions and theme discussion

### **We Steward our Ministries**

4. Review of the last meeting
  1. Acceptance of the minutes of the last meeting
  2. Business from the last meeting
5. Highlights and questions on written reports
  1. Committee reports
  2. Treasurer's report
6. New business
7. Correspondence

### **We Look Ahead**

8. We communicate our work with the Congregation
9. Theme for the next meeting
10. Reflection and prayer
11. Adjournment

### **Benediction**

## **APPENDIX E: FORMAT FOR PROPOSALS TO COUNCIL**

Title/Subject of Proposal:

Submitted by:

Date:

Outline of objectives of the proposal:

Theological/Biblical/Mission Statement Rationale/Justification:

Financial Implications:

Source of Funding:

Staffing Implications:

Implications for other committees/groups:

Which other committees or groups might be affected by this proposal?

What is the outcome of consultation with these committees/groups?

The Motion:

## **APPENDIX F: CODE OF CONFIDENTIALITY**

### **Purpose:**

In recognizing that the safeguarding and proper use of confidential and personal information is an essential part of a healthy community, and to promote the continued growth of faith, love, trust and respect in Parkdale United Church, this code governs all who work or volunteer in our church. This includes, but is not limited to, staff and members of Council and its Committees.

### **Basic principles:**

Confidentiality is based on four basic principles:

1. Respect for an individual's right to personal privacy.
2. Respect for human relationships in which sensitive or personal information is shared.
3. Appreciation of the importance of confidentiality to both individuals and the United Church.
4. Expectation that those who pledge to safeguard personal or confidential information will honor their commitment.

Confidentiality in its broadest form involves the exercise of discretion in either safeguarding or sharing information about an individual.

### **Pledge of Confidentiality:**

I understand the basic principles underlying this code, and pledge to act with integrity and discretion in maintaining and respecting the confidentiality of all information which comes to me, or to which I have access as a result of carrying out my duties, responsibilities or activities in Parkdale United Church.

*It was agreed at the time of approval that the Code of Confidentiality will be regularly reviewed by Council and amended as required.*

Approved June 26, 2012