

MINUTES

Monthly Board Meeting - Stittsville United Church

Date: December 6, 2023

Meeting Call To Order (Chair) & Opening Prayer (Minister): 7:03 p.m.

Meeting Chair: Janet Cottleau, Chair of Board

Attended: Janet Cottleau (Chair), Doug Hall (Past Chair), Chris DeVita (Member), Rev. Michelle Robichaud (Minister), Ben Rhody (Member), Blaine Pauling (Acting Finance Chair), Bonnie Lamb (Member), Heather Watson (Member), Carla Miner (Member), Roni Lester (Secretary)

Guests: none

Regrets: Susie Anderson (Member)

Board Meetings

The meeting began with Rev. Michelle reading a passage from “Why This Jubilee?” followed by a round table check-in with each of the present Board Members on what they are looking forward to in December.

Board Meeting Guests – Speaking & Voting

Before the regular agenda items began, the item of guests being able to speak at Board Meetings with ability to vote at the attended meeting had further discussion.

A **motion** by Doug Hall that guests may attend a board meeting as a speaker without voting privilege.

Motion was **seconded** by Carla Miner. Vote: unanimous in favour

M&P and Finance – Membership to SUC Board

Discussion was held regarding the representation from both Finance and M&P on the Board.

A **motion** by Doug Hall to make Board Member representation official for Finance Chair and M&P Chair effective next meeting. Further, Cemetery Board representation is to be tabled at the annual congregational meeting.

Motion was **seconded** by Carla Miner. Vote: unanimous in favour

Approval of Agenda & Previous Month's Minutes

Previous Meeting Minutes – October 24, 2023

A **motion** by Heather Watson to approve the minutes of meeting October 24, 2023.

Motion **seconded** by Bonnie Lamb. Vote: unanimous in favour

December 6, 2023 Agenda

A **motion** to approve the agenda including the following amendments is made by Heather Watson:

- Item #6.2 Fellowship Working Group **and** Item #7a Fellowship and Renewal Committee which refer to the same group be named consistently as “Fellowship and Renewal Working Group”
- Next meeting date: Wednesday, January 24, 2023 have year amended to 2024

Motion was **seconded** by Blaine Pauling. Vote: unanimous in favour

Staff | Committee Reports

Office Administrator's Report – **Roni Lester** provided general update provided and key item of Information Technology was an item discussion with the following actions required with report attached.

- **Action - Roni** to work with **Wray Lamb** to create a draft profile for what network knowledge is required to support SUC's equipment / business needs

Minister's Report – **Rev. Michelle** provided general update with discussion about the draft stewardship letter discussed with the following actions required with report attached.

- **Action -** Stewardship letter to be revised and issued by Board Chair vs Minister with its amendments finalized by **Janet Cottreau** and **Rev. Michelle** to reflect the same

Music Director – none at this time

UCW Report – **Bonnie Lamb** reviewed the group's November meeting items including purchase of new dishwasher and 2 stoves, cookies gift wrapped ready for delivery to elderly, annual allocations, UCW Luncheon with Richmond ladies, church calendars for staff, and Euchre Wednesdays.

Worship Committee Report – provided by **Carla Miner** included October 29th updates on worship plans, music plans, proposal for sharing the sanctuary Sunday mornings, budget 2024, volunteers needed, fellowship, online church needs, bibles, poinsettias, guest book, hand-made quilts, fixing the lectern, church rides, helping M&P with pulpit supply if needed, renewal team ideas, and meeting frequency of group. Report is attached to these minutes.

Fellowship and Renewal Working Group Report – provided by **Chris DeVita** based on November 1, 2023. Specific items included Remembrance Day Services, Cheese Sale, Church of Mesiha rental, and other ideas. A copy of this report is included in these minutes. It is noted that current reports satisfy Board information needs.

The summary of demographics reports also prepared by **Carla Miner** were submitted including highlights regarding trends, age, on-line and in-person service attendance, last year's phone survey data, and a summary of evolving church and growth opportunities.

Finance Committee – **Blaine Pauling** provided the committee's last meeting report December 6, 2023 including summary of Financial Statements October 2023, Preliminary Budget 2024 draft, proposal regarding funds to manage projected cash flow issue in spring / summer 2024, and a proposal for use of Manse Funds to reduce deficit / cash flow problems 2024.

Finance

The following reports were provided by **Blaine Pauling** with questions / answer and discussion as needed by the Board Members:

Flow Through Funds – October 2023

Profit and Loss Performance – October 2023

Draft 2024 Budget – for review

A copy of these reports included in these minutes.

Other Business:

United Church Canada – Indigenous Organization Remit Vote

Final discussion regarding submission of SUC's position to UCC for Remit Vote. The **Board voted** with the result of a **unanimous "yes"**.

Action: Janet Cotteau will fill out the UCC remit vote and submit on behalf of SUC Board.

Adding New Members To Committees

A motion by Carla Miner to allow committees to add new members without having to obtain Board approval and to include all governance decisions. These decisions, will be collectively documented into a single report for the Annual Congregational Meeting.

Motion seconded by Doug Hall. Vote: 7 in favour, 1 abstain

Committee Descriptions – Governance Review

Discussion was had regarding the progress of Committee descriptions to continue moving forward with governance review process.

Action: **Carla Miner** will complete the draft descriptions and circulate to Board before next meeting date.

Next Governance Review Meeting: January 10, 2024 7:00 pm (Roni to book in calendar)

Annual Congregational Meeting Date

A decision was made to have the ACM on **February 25, 2024**.

Next Meeting

Wednesday January 24, 2024 – 7:00 p.m.

Closing the Meeting

Meeting Adjourned: 8:58 pm with closing prayer.

Signatures

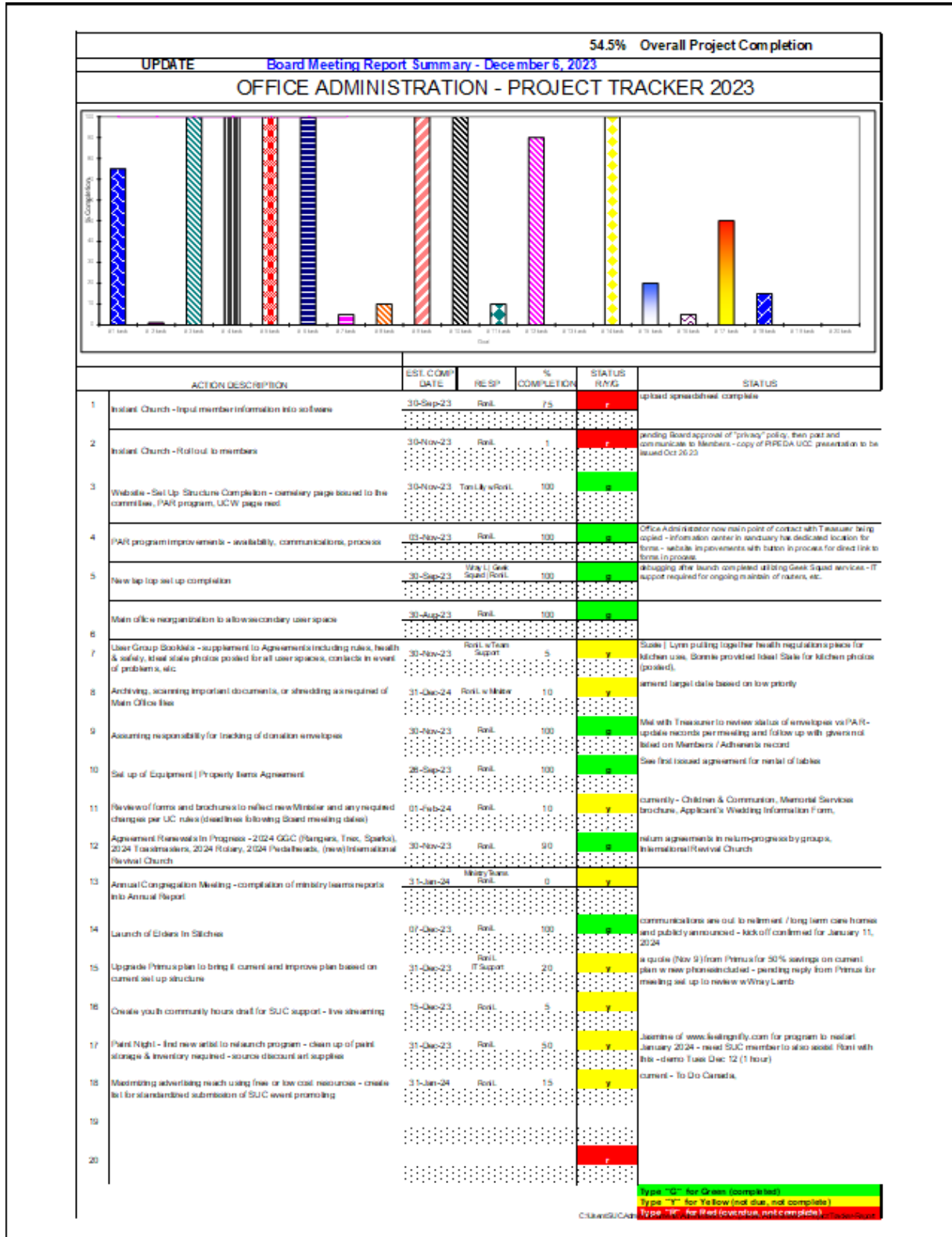
Janet Cotteau, Chair:

Roni Lester, Secretary:



Post-Meeting Business

Addendum 1 – Office Administration Report



Addendum 2 – Minister’s Report

Minister’s Report

October 25 to November 22, 2023

Spirituality and Worship Items:

- **Bible Study:** I have had to cancel the online portion of Bible Study because we are now in a Sunday school room where the wifi is so unstable that it’s frustrating for the participants. We get at least 4 regular participants, so this affects 40-50% of those who attend. Wray Lamb has a technical solution, but the piece will not come in until after next week’s Bible Study session.
- **Advent:** Advent is fast approaching. We will be starting on November 26. I have a devotional that I will be doing with anyone who is interested. It is a beautiful one developed for this year by A Sanctified Art. I am still deciding how to deliver this devotional, though I am leaning towards YouTube.
- **Godly Play:** I will be trying Godly Play for the Children’s Time over the Advent season. This is a special kind of storytelling. I am looking for someone with woodworking skills to make a few rough figures for me.
- **Bridlewood Trails and Hazeldean Gardens:** I will be doing services once a month at these locations, in order to serve our retired members better.
- **Book Study:** In January, I would like to start a book study of *Soul Feast* by Marjorie Thompson. This will be offered during the day for those who cannot make our evening Bible study sessions.
- **Announcements:** Because of complaints received concerning the length and content of the announcements, the Worship Committee has agreed that I will be the only one to do announcements inside of worship. The announcements will be published in the bulletin and sent out in the newsletter. Anything that has not been previously published will be verbally announced during service, to allow for people to concentrate on worship.

Regional Items:

- **Interchurch Activities:** I worked hard at the Magical Mystery play as one of the actors. We had two performances on November 17 and 18. They were a great success!
- **Grant Application for Camera/Computer in Sanctuary:** More information to come.
- **EOORC:** The fall meeting at Woodroffe United went very well and was well attended. I had a debriefing meeting with the planning committee on November 20.

Outreach Items:

- **Discretionary Fund:** I would like to know if I have a discretionary fund for helping those in need, and for finding out how much that would be. I know that Grant’s fund was large – I am not

looking for having as much. But having access to a benevolent or discretionary fund is crucial as we approach Christmas and the requests start coming in.

- **Reverse Advent Calendar:** I will be giving everyone a Reverse Advent Calendar, as discussed during our Wednesday evening meetings. I have two versions of it: one for kids with Random Acts of Kindness, the other for adults with food items for the Foodbank.

Finance Items:

- **Stewardship:** Attached please find the Stewardship letter to go to the congregation.
- **Finance Meeting:** We will have the Finance Consultation Meeting Part 2 on December 3 after worship.

Addendum 3 – UCW Report

UCW report



blamb05@sympatico.ca

To Janet Cottreau; SUC Office Administrator

Good morning Janet and Roni

The UCW Report for Board Meeting

Apologies for lateness –

Highlights from November meeting

- Purchased dishwasher and 2 stoves
- Cookies gift wrapped and ready for delivery to our shut-ins/elderly
- Annual Allocations/Donations -Salvation Army, Centre 507, Ruddy Shenkman Hospice, Mission and Service
- Lunch with Richmond UCW
- Purchased church calendars for staff
- Wednesday Euchre Afternoons

Bonnie

Addendum 3 – Worship Committee Report

Worship Committee Meeting

Oct 29, 2023

Present: Rev. Michelle Robichaud, Allison Houston, Kelli Byce, Joan Savoie, Margie Franche, Andrea Mindenhall, Carla Miner (chair)

Regrets: Wendy Hall

1. Worship plans – Michelle

- Remembrance Day service Nov 3
- Using the Advent resource “[How does a weary world rejoice?](#)” by Sanctifiedart.org. Based on Luke 1-3.
- Advent 1 is Nov 26, Advent 2 is Dec 3, Advent 3 is Dec 10, Advent 4 is Dec 17
- Discussion re Christmas decorations. Don’t want them up too long. Decided to make it a “Hanging of the Green” event with potluck for families – tentative date Nov 25 (same day as the discussion about governance). **ACTION:** Kelli will coordinate this.
- Christmas Eve is Dec 24. Planning 2 services: 4 pm family friendly, 7 pm candlelight
- Dec 31 is TBD. In the past, the local churches would host a joint service on rotation. The local LLWLs and students contributed. (The joint choir had fun.)
- **ACTION:** Michelle to send out planned communion dates. (*complete*)
- Michelle would like to have a travelling communion service set for when she visits the long-term care homes. Carla agreed to pay for it.
- The covenanting service has been postponed until the finances support the commitment required. The Search Committee is arranging this.

2. Music plans – Allison

- Members of the military wives choir participating in the Nov 3rd service.
- Choir cantata Dec 17.

3. Proposal to share the sanctuary on Sunday mornings – refer to announcement in the bulletin.

4. Budget input (focussing on items that might be news to the Finance Team)

- New computer and monitor at the front (may be partially covered in a grant applied for by Wray Lamb on Oct 31, which would consolidate the slide show and the streaming functions onto one computer); if this does not come through, Michelle has a line on a hand-me-down computer.
- New music? no change to what is in the budget.
- Flowers? (e.g., Christmas poinsettias, Easter lilies (or a scent-free substitute) and Family Sunday carnations) generally donated by families, but whoever goes gets them needs to be repaid. Kelli is still waiting for an invoice submitted last Easter to be reimbursed.
- Décor? Kelli is spending \$40-\$100/month of her own money on this. Recommend putting something into the budget instead.
- Bulletins? More are being printed than last year. The cost is coming from the general office budget but should be tagged to worship supplies.
- Sanctuary activity packages for young people? The last set were made from materials on hand. (except we needed glue sticks).
- Fellowship supplies? UCW has donated \$100 which should cover coffee, milk, and juice.
- Other? Liturgy supplies like what Michelle selected for Advent should be included in the budget.
- **ACTION:** Carla to let Blaine know what was decided.

5. Volunteer needs

- Readers - lined up a month in advance so their names can get into the bulletin. No serious issues. **ACTION:** Michelle to send November’s readings (*complete*)
- Greeters – several people have expressed an interest in volunteering – still very ad hoc. There is some confusion about whether a greeter is also an usher with all the duties they had in the past (e.g., bringing the collection plates forward, opening the church, turning the lights off afterwards and posting the hymn numbers). Unclear how many we need. There are people who like to bring the plates forward. **ACTION:** Allison to look at the instructions that Nancy Wuycik used in the past and update for these times. **ACTION:** Carla to get the “We have donated by PAR” cards printed up (*complete – Heather found some*)

- Fellowship – people sign up on a list in the hall. Andrea helps get the tea and coffee going. She makes sure the volunteers know that this is not expected to be an onerous endeavour. They can use disposable cups to reduce the cleanup effort if desired. **ACTION:** Carla to recommend to the Board that Andrea become an official member of the Worship Committee
6. Online church
 - We need someone to run the technology on Sunday. Allison and/or the DeVita's set it up. Carla has done it by following Allison's instructions. None of these are available to move the camera during the service. This is an opportunity for youth to earn their volunteer credits. After discussion, it was decided that "training" new folk on how to run it should probably wait until the new equipment comes in.
 - Our online church is an opportunity to reach out to an under-served community. We need someone to moderate the chat and make the people joining us there feel welcome. Kelli knows someone (Margorie Berry). **ACTION:** Kelli to reach out to this person.
 7. Should the Bibles be put back in the pews? Yes **ACTION:** Joan and Margie to put them out (*complete*)
 8. Poinsettias for Christmas? Yes **ACTION:** Kelli to make the arrangements to buy them, put the announcement in the bulletin/website. Wendy volunteered in absentia to keep them watered.
 9. Guest book in the sanctuary? Has been set up but we want to make sure we can keep in touch with those who sign. **ACTION:** Margie will send a note if they provide their contact info. She will work with Roni to find a way to ask visitors for this information.
 10. Hanging handmade quilts on the back wall to add colour and dampen echoes. **ACTION:** Kelli, Wendy, Margie and Carla to do this between Christmas and New Year's. Carla to procure the dowels.
 11. Getting the lectern fixed? Luna has the carpentry skills to do this. **ACTION:** Michelle to ask.
 12. Coordinating rides to church? No. This has been tried before and was found to be problematic. If there are enough people from one of the retirement residences, the home could make arrangements.
 13. Coordinating with the M&P Committee. That committee is very small. Their responsibilities overlap ours. Can we help out? e.g., find pulpit supply when staff is not available? TBD after the governance review session Nov 25. It was noted that Carla has a conflict of interest since she is fills in as a LLWL several times a year.
 14. Renewal team ideas (Sunday service-related ideas passed along for information sharing)
 - Messy church – family focused with activities, bible stories, snacks or potluck. Does not happen on Sunday morning.
 - Bring your kids or grandkids, and their friends to church (need Sunday school covered)
 - Walking the labyrinth (opportunity to coordinate with the Rotary Club members)
 - Appreciation Sunday for the groups who consider the church their home (Girl Guides, etc.)
 - Forest church
 15. Resolved to have the meetings closer together, so the agenda can be gone through quicker. The comfort corner works better than the sanctuary. **ACTION:** Carla to book 1st Sunday in January

Addendum 3 – Renewal Working Group Report

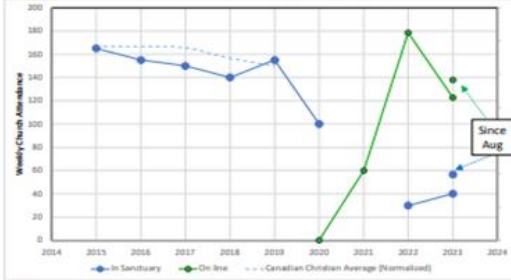
Summary of demographics analysis:

Trend Data

Question: How has worship service attendance at Stittsville United Church changed?

Answer: We only see one third the number of people in the pews that we saw in 2015. Refer to the blue line in Figure 1. There has been a noticeable increase since Rev. Michelle joined us, but we are still well below where we were pre-COVID.

Figure 1: SUC weekly attendance augmented with StatsCan survey data.



Follow on discussion:

Question: Where did our fellow worshippers go during COVID?

Answer: Many went on-line. As soon as pandemic restrictions were introduced, Stittsville United's services were broadcast using Facebook Online. We continue to offer services this way even though we have been back in the sanctuary for more than a year.

Two to three times more people watch our services than attend in person services (see the green line in Figure 1). Our on-line ministry is reaching more people than are members of Stittsville United Church. Our Facebook group has almost 450 people in it. Many watch us at times other than Sunday morning.

Question: Are our declining numbers just a reflection of overall trends in church attendance?

Answer: The number of church goers has been dropping in Canada for some time. StatsCan has data going back to 1985. That data shows that the percentage of Christians attending weekly church services is dropping steadily by ~7.5% per decade. The dashed line in Figure 1 shows what our attendance would be if it was dropping at the same rate as the national average. StatsCan data does not extend beyond 2019.

Fun facts: According to StatsCan, 60% of the Canadians identifying themselves as members of the United Church of Canada attend group worship services at least once a year. Only 19% attend weekly. Canadian Christians as a whole participate in worship more often than UCC members do (80% of them worship at least once a year, 44% weekly).

1

Demographic Data

Question: What does the congregation of Stittsville United look like age wise?

Answer: We are older than the community we are a part of. The median age in Canada is 40 years old (the term median means 50% of the country is younger than 40 years old and 50% is older). An estimate based on the 2018 church photodirectory puts the median age of the Stittsville United Church congregation closer to 50 years.

Question: What does the congregation of Stittsville United look like gender wise?

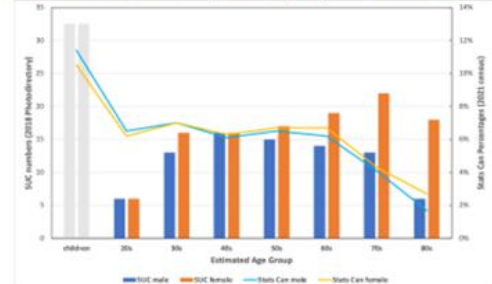
Answer: Significantly more women attend our church than men. The 2018 photodirectory shows 58% are women. This is consistent with the ratio of women in the church-going population in the country as a whole (56%). The gender distribution in the general population is 49.5 to 50.5 (male to female).

Follow on discussion:

Question: What is the distribution of ages of the parishioners of Stittsville United?

Answer: The United Church of Canada does not collect data on the age of its members. It is possible, however, to use the 2018 church photodirectory to estimate ages to the nearest decade. The results are shown in Figure 2. The heights of the columns represent the numbers in each age group, split into male and female. Children assumed to be equally balanced by gender. The sample size is 262 (which is roughly 60% of the number of people who were on the church rolls in 2018).

Figure 2: Distribution of SUC members by estimated age augmented with StatsCan data.



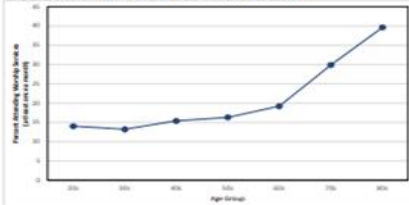
Question: What distribution of ages would you expect?

Answer: The demographic distribution for the Canada population is shown as lines in Figure 2. The height of the axis on the right-hand side is chosen so that the percentages line up with the SUC data. The analysis shows that fewer 20-year-olds are members of our church than expected and more older women are members of our church than expected from the distribution of ages in the general population. It is possible that Stittsville, with its numerous retirement residences and its distance from the urban core where housing is more affordable, naturally has an older population.

2

Note: Church attendance in the general population is strongly dependent on age. StatsCan calculates the percentage of persons who identify with a religious organization (Christian and non-Christian) who attend worship services once a month. The data is plotted vs age in Figure 3. As the older generation reach the point where they can no longer come to church, we will feel their loss more keenly.

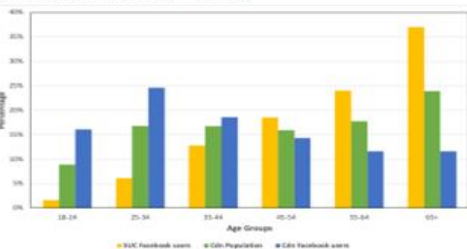
Figure 3: Church service attendance in Canada vs age (Statscan)



Question: What is the distribution of ages for those who attend our online services?

Answer: Facebook collects age data for the people who follow our group. The distribution is shown in Figure 4 compared to distribution in the general population and the subset that are Facebook users. The tendency for the people who attend our church to be older than the comparable groups is even more pronounced in the on-line cohort as in the in-person cohort.

Figure 4: Distribution of SUC Facebook users by age



Fun fact: the skew towards more women than men in our online church is even higher than is seen in our membership rolls, 76% of our Facebook users are female.

3

Survey Data

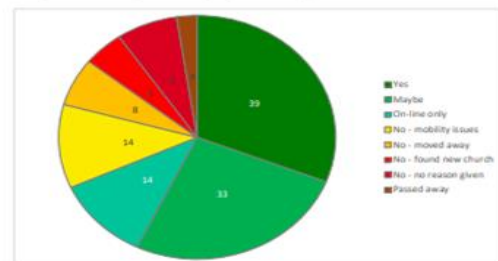
Towards the end of 2022 the board launched a campaign to reach out to everybody on our rolls and invite them back to the church. Susie Anderson, Connie Cathcart, and Eileen Masse did the majority of the calling. They asked a series of questions about membership and the kinds of services people wanted to see. 121 families were called and 64 of them provided replies.

This analysis focuses on the responses to the question about membership and our on-line church. The dataset is augmented here with the numbers of people who were not called because they were already attending regularly. The analysis uses the membership rolls to identify the number of people associated with each yes/no/maybe response. The reasons given for saying no were binned into five categories.

Question: What does our 2022 phone survey tell us about Stittsville United Church?

Answer: 42% of the people who we established contact with regularly attend services (in person or online). See Figure 5. This percentage is higher than the number that StatsCan gives for the United Church of Canada as a whole (34%), but this analysis misses the people on our rolls who did not respond to the phone messages left for them – as a group, they are more likely to respond "no" and thereby shift the percentage of "no's" somewhat higher. The 26% "maybe" category represents a group who could become regular attendees if encouraged.

Figure 5: Responses to the phone survey augmented by pew observations.



Question: What does our 2022 phone survey tell us about the people no longer attending our church?

Answer: The leading reason given why a person no longer attends our church is reduced mobility. These people tell us that they do not have a car anymore, can no longer drive, or have become wheelchair bound. A substantial number of those who worship with us online cite the same limitations.

It is worth noting that many of the phone numbers called were no longer in service. They are not included in Figure 5; those families may be in "moved away" category, but it is hard to tell. We have simply lost touch. This is a significant proportion.

Some of the respondents who do not attend church services any more still contribute annually by PAR.

4

Question: What does our 2022 phone survey tell us about the families no longer attending our church?

Answer: The category of respondents saying they are worshipping elsewhere has more of the families with children than we'd expect from the analysis of church demographics. Some of the people contacted specifically mentioned the reduction in the youth program as the reason why they went looking for a new church.

Summary

Our church is evolving.

- The number of persons attending in-person worship services has dropped significantly. The most likely cause is people getting out of the habit of going to church while we were on lockdown. Some decline is also expected with the retirement of Grant and Ruth. Weekly attendance is slowly growing back. The pace of recovery has picked up since Rev. Michelle's arrival.
- Our congregation is older than the community that we are part of. As the older cohort reaches the age where they can no longer attend, the impact on attendance will be greater because they are the people who are the most likely to come to church every week.
- Our online church is vibrant and serves many more people than come to church. It meets the needs of many who have mobility issues or have to be somewhere else on Sunday mornings.
- We have fewer children in our pews now than to prior to Grant and Ruth's retirement. From past data and national demographics we should expect that they make up one quarter of those present on Sunday, whereas their numbers are currently averaging only 5%.
- We should be seeing more 20- and 30-year old's than we do. That does not bode well for the sustainability of the church over the long term.

There is opportunity for growth.

- Even though some of our families have moved away and we've lost touch with many more, Stittsville is a growing community. We need to get better known.
- A significant number of respondents to the telephone survey said they'd be interested in coming back, but we have not seen them yet. They might respond to an invitation to join us for Christmas.
- Rev. Michelle is wonderful with children. Kelli, Janet, and Arianne have stepped into the gap left by Eileen's departure to make sure there always are Sunday School activities. James is exploring opportunities for youth. We need to spread the word.
- Our online church is very popular with the older cohort, but on top of that it is an ideal platform to reach the younger crowd at different times of the week. Content could be tailored to their spiritual needs.

Addendum 3 – Renewal Working Group Report

Stittsville United WG mins

1 Nov 2023

Attendance

Chris DeVita, Carla Miner Michelle Robichaud, Carolyn Clark, Bonnie Lamb, Heather Gribben, Victoria DeVita, Beth Sweetnam, Doug Hall.

1. The meeting was started a little aft 7pm. The goals for the night was to look at the 'doing of things" but there was some much needed discussion about our potential tenants in the Church of Mesahia.
2. Specific Agenda items included" 1. Cheese sale 2. Church of Mesiha, 3. Remembrance day and up coming services and 4. The Planning and execution of Nov and Dec. While the numbering was listed it really did not reflect the order of importance. The First issue up for discussion was the rental matter.
3. Michelle was the first to speak on this issue, in that she contacted there minister to ask some questions about if the plan for SUC to be and affirming church (safe spaces) was going to be an issue. This question was raised when it became clear via a google search that they are apposed to same sex marriage amongst other things and this seemed to be at odds with SUC philosophy. There was a lot of good discussion for the pros and cons which came down to a discussion around philosophy vice money. Each member of the group raised questions and reflected on a number of angles include the how could we find a way to make it work, if there ever was a problem how would this reflet on SUC corporate image and the how would conflict resolution (if it happened) be resolved. The group understood that we did not have decision making power but could provide a recommendation. The balance between image, philosophy to action, reputation and fiscal reality were all discussed and challenged. After about 45mins of discussion it was felt that they may not be a good fit even though it would make somethings easier. All agreed that all angles would need to be presented at the congregational meeting.
4. Cheese sale; I talked a little bit to the four questions I raised in my email about fundraising. Specifically, the answer to the questions of the 5W for a fund raiser are not as important as asking the questions (some examples being are we improving ...out reach, fellowship, sustainment?). By taking a few mins of reflection the goals behind what we are doing can be clear. The answers are ok no matter what they are, but the asking of the questions should help guide our ultimate goals of doing activities that lead to increasing our size, and sustainability. Bonnie provided an up date as to what the cheese sale was to do. She mentioned that there would be gift baskets avail to if there was an 'ask' for one. In short Bonnie and her team has set up this fundraiser for church sustainment and her team is able to run it. Order forms and posters are already avail.
5. Some other ideas were brought to the table to spark interest in the church such as a talent show, open house? Or a youth night for out reach. This moved us into the discussions about the calendar and mapping out some 'doing' of things. 25 Nov will be the hanging of the greens for families to participate with a pot luck afterwards. Victoria mentioned that she was going to talk with Allison about the Christmas pageant and that may be best set up for the Christmas eve service. There will be 2 services at

4 pm and the second at 7pm. 29 Nov a 'test event' will be run supported in part by UCW which will be a ucher / cards party. The idea is a little out reach fun and 5\$ a head to play. A question that needs a follow up with Janet is the date for the "kid break for holiday shopping." There was a little bit of discussion around the 'fullness of the calendar in November and that it was felt that the clothing swap would be too much to take on a this time. It was therefore cancelled. Victoria and I will be initiating 'look who is coming to dinner' in the next few weeks. More to follow with timings a such but the goal is to have a host donate the supper and the people coming to dinner would e transfer 20\$ or so to the church. This would raise funds and promote fellowship.

6. There was an update from the 'greeters'. The feel is that a greeter is appreciated. The system needs a little polishing but the initial feed back is positive. Passing of the plates is also well received but some are a little confused as to what is required. The goal is to keep things as simple as possible and to keep going.

7. Remembrance service is set to go. I made an offer to talk about my overseas time and it was going to be looked at for another time. The thought here would be that this would be a part of our guest speaker series. The military wives choir will join us on Sunday.

8. At this point in the evening it was decided that next week we would look at the '15 signs of a dying church' again and to examine 'why are members leaving the church, why are they not coming back?' This may be a difficult discussion as it will force a reality check, but it is progress.

9. The meeting ended close to 2100 with Carla providing the prayer for the evening. Over all it was a good meeting with lots of positive discussion and some really good challenging discussions about values, and philosophy to action.

Addendum 3 – Finance Committee

STITTSVILLE UNITED CHURCH
FLOWTHROUGH FUNDS
October 31 2023

	Balance Dec. 31, 2022	Revenue YTD	Expense YTD	Current Balance
ONGOING FUNDS				
Mission & Service	\$ 6,957.00	\$ 5,402.00	\$ 6,957.00	\$ 5,402.00
Local Outreach	\$ 4,427.42	\$ 495.00	\$ -	\$ 4,922.42
Stittsville Food Bank	\$ 175.00	\$ 400.00	\$ 175.00	\$ 400.00
Youth Ministry	\$ 1,392.40	\$ -	\$ -	\$ 1,392.40
Camp Awesome	\$ 120.00	\$ -	\$ -	\$ 120.00
Musical Drama	\$ (608.35)	\$ -	\$ -	\$ (608.35)
Flowers/Decorations	\$ 7.27	\$ -	\$ 7.27	\$ -
Building Fund	\$ 1,145.42	\$ -	\$ -	\$ 1,145.42
Memorial Fund	\$ 11,602.93	\$ 525.00	\$ -	\$ 12,127.93
Kanata Stittsville Refugee	\$ -	\$ -	\$ -	\$ -
Kidney Walk	\$ -	\$ -	\$ -	\$ -
Homes For Veterans	\$ -	\$ -	\$ -	\$ -
Refugee Fund	\$ -	\$ 600.00	\$ 600.00	\$ -
LIMITED TIME FUNDS				
Youth Leader	\$ 6,493.00	\$ 1,820.00	\$ 760.00	\$ 7,553.00
Spiritual Growth Animator	\$ -	\$ -	\$ -	\$ -
Capital Funds	\$ 26,301.00	\$ 58,064.00	\$ 59,381.50	\$ 24,983.50
Special Fund	\$ -	\$ -	\$ -	\$ -
TLC Facilitator	\$ 524.06	\$ -	\$ 524.06	\$ -
Easter Flowers	\$ -	\$ 80.00	\$ 80.00	\$ -
Minister's Wardrobe	\$ -	\$ 237.27	\$ 237.27	\$ -
Minister's Desk	\$ -	\$ 400.00	\$ 400.00	\$ -
TOTAL	\$ 58,537.15	\$ 68,023.27	\$ 69,122.10	\$ 57,438.32

	Balance 31-Dec-22	SUMMARY Oct 31 2023		Current Balance
		Cash flow YTD	Cash Flow YTD	
FUNDS		\$ 68,023.27	\$ 69,122.10	
OPERATIONS cash flow		\$ 126,295.44	\$ 131,472.05	
BANK ACCOUNT	\$ 23,361.58	\$ -	\$ 194,318.71	\$ 17,086.14
TOTAL FUNDS	\$ 57,438.32		QB Bank Balance Oct 31 2023	\$ 17,086.14
Bank Account	\$ 17,086.14			
Cash Balance	\$ (40,352.18)			

STITTSVILLE UNITED CHURCH
Profit & Loss Budget Performance

	October 2023	YTD 2023	YTD Budget 2023	% (Increase/Decrease)
Operational Revenue				
Offerings				
CanadaHelps	\$ -	\$ 865	\$ 1,000	-13.50%
E-Transfer	\$ 1,900	\$ 20,985	\$ 25,000	-16.06%
Envelopes	\$ 4,795	\$ 25,739	\$ 30,000	-14.20%
Loose Offerings	\$ 186	\$ 1,672	\$ 1,500	11.47%
Pre-Authorized Remittances	\$ 4,177	\$ 43,236	\$ 50,000	-13.53%
Sunday School	\$ -	\$ -	\$ -	0.00%
Congregational Giving - Other	\$ -	\$ -	\$ -	0.00%
Total Offerings	\$ 11,038	\$ 92,497	\$ 107,500	-13.96%
Fundraising	\$ 4,000	\$ 5,829	\$ 8,000	-27.14%
Total Fundraising	\$ 4,000	\$ 5,829	\$ 8,000	-27.14%
Other Revenues				
Hall Use	\$ 190	\$ 9,566	\$ 10,400	-8.02%
Revenue From Reserves	\$ -	\$ 476	\$ -	0.00%
Reimbursement from Solar Electrical Expense	\$ -	\$ 1,012	\$ 1,025	0.00%
Solar Panel	\$ -	\$ 200	\$ 200	0.00%
Total Other Revenues	\$ 190	\$ 11,254	\$ 11,625	-8.02%
Total Income	\$ 15,228	\$ 109,580	\$ 127,125	-13.80%
Operating Expenses				
M & P				
Salaries and Benefits	\$ 7,031	\$ 36,358	\$ 52,100	0.00%
Travel	\$ -	\$ 292	\$ 1,000	0.00%
Supply Minister	\$ -	\$ 2,242	\$ 3,200	0.00%
Office Manager	\$ 1,206	\$ 11,112	\$ 11,001	1.01%
Music Director	\$ 1,933	\$ 19,331	\$ 19,333	-0.01%
Supply Organist	\$ -	\$ -	\$ -	0.00%
Sparks Directory	\$ -	\$ 4,457	\$ 7,068	0.00%
Custodian Honorarium	\$ 535	\$ 5,349	\$ 5,350	-0.02%
Books & Supplies	\$ -	\$ 300	\$ 800	0.00%
Total M & P	\$ 10,705	\$ 79,441	\$ 99,852	-20.44%
Ministries				
Choir Music	\$ -	\$ 1,137	\$ 600	0.00%
Instrumental Repair	\$ -	\$ -	\$ 225	0.00%
Ministry Resources	\$ -	\$ -	\$ 1,350	0.00%
Refugee	\$ -	\$ -	\$ -	0.00%
Marketing	\$ -	\$ -	\$ 250	0.00%
Total Ministries	\$ -	\$ 1,137	\$ 2,425	0.00%
Finance				
Treasurer Honorarium	\$ 416	\$ 5,234	\$ 4,850	7.92%
Treasurer Supplies	\$ -	\$ 74	\$ 75	0.00%
Par SC	\$ 23	\$ 245	\$ 265	-7.55%
Regional Assessment	\$ 857	\$ 8,570	\$ 8,570	0.00%
Insurance	\$ 588	\$ 5,368	\$ 4,858	15.25%
Total Finance	\$ 1,884	\$ 19,491	\$ 18,418	15.62%
Office				
Supplies	\$ 20	\$ 666	\$ 1,500	-55.62%
Telecommunications	\$ 215	\$ 2,158	\$ 2,160	-0.09%
Photocopier Costs	\$ 195	\$ 724	\$ 1,400	-48.29%
Information Technology	\$ -	\$ 742	\$ 600	-100.00%
Total Office	\$ 430	\$ 4,290	\$ 5,660	-24.21%
Property				
Custodial Supplies	\$ 515	\$ 738	\$ 200	0.00%
Elevator Maintenance	\$ -	\$ 740	\$ 970	-23.71%
Fire Alarm System	\$ 36	\$ 360	\$ 360	0.00%
Heating	\$ 110	\$ 3,277	\$ 3,280	-0.09%
Hydro	\$ 157	\$ 1,664	\$ 1,680	-0.95%
Lawn Care	\$ (83)	\$ 1,909	\$ 1,800	0.00%
Repairs and Maintenance	\$ 341	\$ 3,077	\$ 2,000	53.85%
Sewer & Water	\$ 42	\$ 391	\$ 350	11.71%
Snow Removal	\$ -	\$ 5,277	\$ 3,419	54.33%
Total Property	\$ 1,118	\$ 17,433	\$ 14,059	24.00%
Total Operating Expenses	\$ 14,137	\$ 121,792	\$ 140,414	-13.26%
Net Ordinary Income	\$ 1,091	\$ (12,212)	\$ (13,289)	-8.11%

PRELIMINARY
 STITTSVILLE UNITED CHURCH
 Draft Budget 2024

Budget 2024

Revenues

PAR	\$	47,920	Based on Nov 2023
Benevity	\$	5,200	Based on Current Donors who gives in the fashion
Consistent E Transfers	\$	24,000	Based on monthly E transfers from doners who give every
consistent Envelopes	\$	24,000	Based on Sunday offerings, and montly chqs from consis
Quarterly or one time donors for sure	\$	18,000	Based on one time donors who give once a year or quart
loose change on Sunday offerings	\$	2,400	Based on Sunday offering loose change
Hall Rentals	\$	10,800	Based on Rentals on 2023 from groups
Fundraising	\$	9,000	Based on two dinners per year and other events
Solar Revenue Offset Insurance and Hydro	\$	2,353	\$200 for insurance as per past years and \$2 153 hydro fe
	\$	143,673	

Operating Expenses

M & P

Minister salaries and Benefits	\$	76,320	New Minister in 2024 salary as per 2023 plus 6%
Travel	\$	1,200	estimated at \$100 a month as per the past
Supply Minister	\$	1,000	4 supplies per year at \$250 per supply time
Office Manager	\$	11,635	Based on 552 hours per year plus benefits
Music Director	\$	23,196	Based on 2023 rate
Supply Organist	\$	650	as per past
Sparks Director	\$	-	stopped in Sept 2023
Custodian Honorarium	\$	5,883	Based on 2023 X 11 months per conracy
Books, Supplies and Professional Development	\$	1,200	per past, and LLWL course costs
Total M & P	\$	121,084	

Ministries

Choir Music	\$	600	based on past
Ministry Resources	\$	-	nothing spent in 2023
Instrumental Repair	\$	600	based on past
Marketing	\$	500	based on past
Total Ministries	\$	1,700	

Finance

Treasurer Honorarium	\$	5,781	Based on 180 hours per year
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Treasurer Supplies	\$	100	per past
Par SC	\$	285	Based on 2023
Regional Assessment	\$	10,284	per current assessment of \$857per month
Insurance	\$	6,736	Based on 2023 rate
Total Finance	\$	23,186	
Office			
Supplies	\$	1,800	MAIL CHIMP, POSTATE, OFFICE SUPPLIES
Telecommunications	\$	1,716	Based on new quote for next year from Primus
Photocopier Costs	\$	1,200	from Reliable servies, maintainance, paper costs
Information Technology	\$	600	software, anti virus renewal as per past
Total Finance	\$	5,316	
Property			
Custodial Supplies	\$	100	spent 566 in oct 2023 for one year
Elevator Maintenance	\$	1,210	Upper canada quarterly and CSST payment
Fire Alarm System	\$	435	per current premium
Heating	\$	3,780	current year costs plus 5%
Hydro	\$	2,153	current year costs plus 3%
Solar Insurance	\$	200	Solar insurance cost
Lawn Care	\$	2,024	\$88 per cut X 23 Cutsin 2023 was \$83 per cut
Repairs and Maintenance	\$	3,000	As incurred
Sewer & Water	\$	473	per current costs plus 3 %
Snow Removal	\$	5,405	current contract nov 23 to april24
Total Property	\$	18,779	
Total Operating Expenses	\$	170,065	
Deficit	\$	(26,392)	